
CALL FOR APPLICATIONS 2017-2018 "PHD IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT" SCHOLARSHIPS

TERMS AND CONDITIONS

Aim and number of scholarships

The aim of this call for applications is to award scholarships to full-time students of the Ph.D. Program of Zaragoza Logistics Center.

The total number of scholarships to be awarded through this call for applications corresponds to the total number of students admitted to the Ph.D. program for academic year 2017/2018.

Recipients and requirements

The recipients of these scholarships must be full-time students of the "Ph.D. in Logistics and Supply Chain Management" program at Zaragoza Logistics Center.

The recipients are required to participate in the program as Research assistant and/or Teaching assistant.

Duration

The scholarships are structured in two stages:

1. The first is a grant phase, which comprises the first year, starting from the beginning of the first academic year.
2. The second is a contract phase, during which the beneficiary formalizes a work contract with the Zaragoza Logistics Center Foundation, in accordance with the General Worker Regulations in Spain.

After completion of two years, and in order to continue the program, recipients must have passed the ZLC qualification exam.

Coverage

- During the grant phase, the gross monthly amount of the scholarship will be €1.166,66 (€14.000 gross annual amount). Tax and Social Security contributions will be deducted from this amount.
- During the contract phase of the financial aid, corresponding to the last four years, the beneficiary will sign a work contract with a monthly gross salary of €1,250 (€15,000 gross annual amount). Tax and Social Security contributions will be deducted from this amount.
- Tuition and academic fees to obtain the Ph.D. degree.
- Additional endowment towards training to defray the costs of software and participation in conferences and/or courses. Attendance to a conference and/or a course is dependent upon prior assessment and authorization by the thesis advisor/ tutor, the Director of the PhD Program and the Director of the center.

- Books and subscriptions to journals will be put at the recipients' disposal. Authorization by the thesis advisor/ tutor will be required.
- For short stays in MIT-Boston center or in foreign universities the monthly stipend will be increased in € 1.100 monthly, up to a maximum of 12 months. In order to obtain this stipend, applicants must fill out a specific request, in accordance with the procedure described in the Program for Financial Aid for PHD Students of Zaragoza Logistics Center, and it must be approved by the Management of the Zaragoza Logistics Center. For short stays in other universities, the stipend will be calculated depending on the conditions required by each university.
- Medical insurance for short stays at other R&D centers/universities: ZLC will cover the expenses of an additional medical insurance policy for stays in other R&D centers and/or universities should they be in a foreign country. In the case of stays at the MIT, ZLC will cover the mandatory medical insurance (MIT Medical Insurance).

"PHD IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT" program is supported by the European Social Fund, participating in the Operational Programme 2014-2020.

Compatibilities

Other scholarships or external financial aid of similar nature (to cover living expenses, travel, study material, enrollment fees etc.) will be compatible with the simultaneous enjoyment of a scholarship received via this call for applications. However, in this case the center will reduce the internal scholarship by an amount equivalent to 50% of the amount obtained by the recipient as an external scholarship during its duration.

Recipients must inform the Financial Aid Office of the simultaneous receipt of another scholarship within the maximum term of 2 weeks as from its award. Should they fail to do this, the center may fully cancel the award of the internal scholarship and, depending on the assessment by the Management of the center, may require recipients to return in full the amount paid by the center as from the date in which the beneficiary has benefited from two scholarships of the same nature simultaneously.

RIGHTS, DUTIES AND OBLIGATIONS

Rights of the recipients

Within the scope of these scholarships, the recipients will have the following rights:

- To obtain from Zaragoza Logistics Center the necessary support for the normal development of their studies and research program.
- To be integrated within the departments and projects in which they carry out their research.
- To participate, as established in the internal regulations of Zaragoza Logistics Center, in its governance and representation bodies.
- To apply for complementary financial aid to attend scientific meetings or for training and short stays in other centers and/or universities, provided that the

enjoyment of the said financial aid is not incompatible with this scholarship, in accordance to generally applicable legal regulations.

- To exercise the rights of intellectual property derived from their own training activity in research and in accordance with their contribution, as established in the consolidation of the Intellectual Property Law, approved by Spanish Royal Legislative Decree 1/1996, of April 12. The aforementioned rights will be independent, compatible and cumulative with other rights that may derive from the research made, without prejudice to any applicable conditions derived from collective work in cases when the beneficiary participates or is linked to a collective research project.
- To receive, during the scholarship period, the financial aid corresponding to the scholarship in the terms and conditions established in this call for applications, together with social security rights, without it being considered a salary.
- To enjoy, during the contract period, all employment and social security rights derived from the contract formalized with ZLC.
- To enjoy the same rights established in the collective bargaining agreement for internal staff without prejudice to the legally established restrictions regarding work schedule, permits, licenses, situations of illness, accident and maternity. Likewise, recipients will enjoy the same rights and prerogatives as the internal staff with regard to social benefits established by the Foundation, provided this enjoyment is not incompatible with the call for applications governing their scholarship, in accordance with generally applicable legal regulations.

Duties of the recipients

Within the scope of this program, recipients will have the following duties:

- To comply with the conditions and obligations established in this call for applications.
- To carry out the activities planned in their training and research program.
- To comply with the aims of the training program and academic goals.
- To respect the internal or operating regime of Zaragoza Logistics Center, especially with regard to employment conditions and labor risk prevention regulations.
- To assume the obligations corresponding to them by virtue of their inclusion in the Spanish Social Security General Scheme, in accordance with Spanish Royal Legislative Decree 1/1994 of April 12, by which the consolidation of the General Law on Social Security was approved, as well as those derived from their work contract during their contract phase.
- To carry out the training and research activities subject of the scholarship or contract in an exclusive manner. However, recipients may collaborate in teaching tasks with centers or universities with which Zaragoza Logistics Center holds collaboration agreements, without this in any case detracting from the training proposal of their scholarship. In any case, the teaching activities of recipients shall never exceed 60 hours per year.

- To maintain confidentiality with regard to work details of the project or department and its activities, not being able to make them public (communications or publications) without the express permission of their thesis supervisor/s, to which effect they will sign the corresponding confidentiality agreement.
- The publications resulting from the recipients' research activities must refer to the sponsorship of the scholarship or contract by Zaragoza Logistics Center.
- The recipients of these scholarships must provide a copy of their doctoral thesis to the center's library.
- Any other duty established for the Center's internal staff that is not incompatible with their legal position.

Obligations of Zaragoza Logistics Center

Obligations of Zaragoza Logistics Center, without prejudice to those derived from the labor relationship established with recipients during their contract phase, are as follows:

- To provide recipients with the necessary support and facilitate the use of the necessary means, tools or equipment required for the normal development of their research activities.
- To appoint a tutor to coordinate and orientate the activities of the recipients.
- To safeguard the appropriate development of the training program of the recipients, without it being possible to demand from them any other activity that is unrelated with the development of their research or training during the course of the program. However, recipients that carry out their activities in the center may collaborate in teaching tasks, without this detracting from the research and training aim of the scholarships. In any case, the teaching obligations of beneficiaries shall never exceed 60 hours per year.
- To allow the integration of recipients in the research group in which they are carrying out their research activities.

APPLICATION, AWARD AND RENEWAL PROCEDURE

Term for application

The term for presenting applications will start on the date that this call for applications is published on the center's website: <http://www.zlc.edu.es/education/mit-zaragoza-phd/fees-and-financial-aid/> . Scholarship applications are reviewed on a case-by-case basis and awarded within 14 days of the submission of a completed scholarship application.

Incomplete applications will NOT be considered.

Documents

Applicants must send the application on standard form (Annex 1) to the PhD Financial Aid Office by e-mail: egomara@zlc.edu.es.

The offer of a work experience placement contract during the second phase of the training program will not require opening a new selection process.

The standard application form is available on the Zaragoza Logistics Center website: <http://www.zlc.edu.es/education/mit-zaragoza-phd/fees-and-financial-aid/> as well as at the PhD Financial Aid Office.

Criteria for assessment and selection

The requirements for candidates and the candidate assessment and selection processes for internal calls for applications will be the same as those for the admission to the Ph.D. Program, in such a way that all admitted students who have applied will receive an internal scholarship.

The selection of candidates of the Ph.D. Program will be carried out on a competitive basis, respecting the principles of objectivity, merit and skills of the candidates, the documentation provided with the application, and the results of the interviews made during the process.

Decision, notification and formalization

The decisions of the assessment of the applications, which will not be open to appeal, will be notified to all applicants by the Financial Aid Office.

Acceptance of the scholarships

The scholarships will be effective as from the day following the communication and publication of the award of the scholarships. The acceptance of the scholarships requires the recipients' commitment to comply with the general conditions of the Program for Financial Aid for Research Personnel in Training of Zaragoza Logistics Center and those derived from this call for applications.

Scholarship monitoring: Reports and Renewal

Scholarships are awarded for a period of 12 months. Second year and are renewed on an annual basis up to a maximum period of 48 months, depending on an annual assessment of the recipient's academic and training achievements by the Director of the Ph.D. Program and the recipient's tutor(s) or thesis supervisor(s). Failure to comply with the aims of the training program or with any of the conditions of this call for applications, as well as concealing, altering or in any way manipulating data and information requested, will be grounds for cancelling the financial aid awarded.

For the monitoring of the scholarships, recipients must complete a program assessment survey upon finishing every academic year (Annex 2). This survey will be confidential and will only be available to the Management and the Financial Aid Office of the Center.

In case the student fails in the academic and training achievements, financial aid will be cancelled from the date of communication to the student. Financial aid received till that moment, will not be required from the student.

Renouncement

Should recipients renounce to the financial aid or fail to incorporate into the Ph.D. program at Zaragoza Logistics Centre, the center will consider them to have renounced to the financial aid. Renouncing or leaving due to non-compliance or incompatibility should be informed to the Financial Aid Office within a maximum term of 14 days as from the end of the leave of the program.

SHORT STAYS ABROAD

All Ph.D. students studying at Zaragoza Logistics Center are entitled to request carrying out part of their training program in other research centers and/or universities by means of short stays at said centers, and, in case it is in another country than Spain, to request financial aid for these. The stays may not exceed 12 months in total throughout the training period, and the Center's Management must always provide its prior approval.

In order to enjoy said stays, students who benefit from these scholarships may opt to request and receive complementary financial aid, which will be awarded and paid in accordance with the requirements established in this section.

The stays referred to herein must be necessary for the applicants' research activities and their aim must be to acquire new techniques, to access scientific facilities, to access bibliographic or documentary collections or other significant activities which contribute positively to the scientific and technical training of the recipients in the context of their thesis projects.

Stipend

When visiting MIT, and subsequent to the approval of the application, the beneficiary will receive from Zaragoza Logistics Center an additional stipend of € 1.100 month (gross) up to 12 months. The payment of this stipend will be made in Euros to the bank account indicated by the recipient. In order to be awarded this stipend, it is necessary to make a specific request, and it must be approved by the Management of Zaragoza Logistics Center.

In addition, Zaragoza Logistics Center will cover the expenses corresponding to a return flight ticket to the chosen host institution, in accordance with the conditions established in the general procedure of Zaragoza Logistics Center for travelling expenses (tickets will generally be on tourist class), and the International Office of the center will carry out the necessary purchases.

Lastly, ZLC will cover the costs of a medical insurance should the stay be abroad.

Documents

Ph.D. students wishing to request financial aid for a short stay abroad must process their application via the Financial Aid Office, handing in the application form (Annex 3). In addition, the Ph.D. student must provide the Financial Aid Office with an acceptance letter from the host institution.

Assessment

Short stays at other centers abroad will require the prior authorization by the Management of Zaragoza Logistics Center, following the approval of the recipient's tutor or thesis supervisor, which will express the need for the stays in order to achieve the aims of the project, as well the potential destination center's express agreement. For this authorization, the tutor(s) or thesis supervisor(s) will examine the academic record and the commitment shown by the PhD. Student in order to assess whether he or she qualifies for a short stay in another R&D center.

After the approval of the stay by the Management of Zaragoza Logistics Center, the applicant must provide the International Office, at least 30 days in advance, the travel

request signed by the tutor or thesis supervisor and the Director of the Ph.D. Program. This office will proceed with the reservation and payment for the travelling arrangements, and will send all the necessary information to the student.

The stipend for short stays will be paid in arrears in Euros to the recipient via wire transfer.

In addition, each beneficiary must carry out the necessary procedures to take out a medical insurance policy. Subsequently, the beneficiary must provide proof of payment of the insurance policy by filling out an expenses report and attaching the receipts (Annex 5: Expenses report). The center will then reimburse the amount paid to the recipient via wire transfer to the account number indicated by the recipient.

Annexes:

- Annex 1: [Scholarship application form](#)
- Annex 2: [Program assessment questionnaire](#)
- Annex 3: [Application for financial aid for short placements abroad](#)

ANNEX 1: SCHOLARSHIP APPLICATION FORM

1. PERSONAL DETAILS OF THE APPLICANT

Name:	Middle name:	Surname:	ID Number /Passport:
Address:			
Province:		City:	
Zip code:		Date of birth:	
Phone number:		Fax:	
E-mail:			

2. ACADEMIC DETAILS OF THE APPLICANT

Academic Degree:				
University where he/she finished the degree:				
Grades – academic record:				
With distinction	Outstanding	Excellent	Passing grade	Average grade
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Year of beginning and termination:				
Beginning:	Termination:			
Other university degrees:				

Date:

Signature:

The applicant should attach the following documents: An updated CV and copy of admissions letter.

In compliance with article 5 of the Organic Law on Personal Data Protection, the FUNDACION ZARAGOZA LOGISTICS CENTER informs you that your personal data have been included in this institution's students' file. The purpose of the data processing is to manage your participation in the educational programme: registration, enrolment, scholarship program, development, assessment, control of the use of the resources and facilities, billing of such use, etc; to be able to send you information about other programmes, courses, events, Congresses that you may be interested in, via multi-address mails, newsletters or other notifications, as well as to include you in the existing job pool at the end of such Programme, for which you will be requested to send an updated CV at the appropriate time.. We also inform you that your data (contact data, photo, curricular data, etc.) may be published on the website www.zlc.edu.es, always in connection with the Programme you have participated in and for which your express consent will be requested at the time. The above data will be used to prepare the MIT SCALE Network Alumni Directory, which is sent to all the participants of both programmes and to the Massachusetts Institute of Technology, MLOG Program at MIT • 77 Massachusetts Avenue, E40-367 • Cambridge MA 02139, in order for students who have studied such programmes to be able to keep in contact with each other. You may exercise your rights of access, rectification, cancellation and opposition by contacting the party responsible for the file: FUNDACION ZARAGOZA LOGISTICS CENTER, Avenida Gómez Laguna 25, 1ª planta, 50009 Zaragoza. If you do not wish to receive information, please send an e-mail with the Subject "Unsubscribe" to baja@zlc.edu.es.

ANNEX 2: PROGRAM ASSESSMENT QUESTIONNAIRE

This questionnaire should be filled out by the scholarship beneficiaries on a yearly basis. The information given in this questionnaire will be treated confidentially and will only be used to give information for the evaluation of the financial aid program for PhD students at Zaragoza Logistics Center.

Full name:
Date:
Completed year:

I. ECONOMIC INFORMATION

Please answer only the parts that correspond to your situation in the moment of the evaluation.

Do you consider the monthly stipend to be sufficient?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you consider the quantity received as additional endowment to be sufficient?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
And the quantity designated to cover tuition and fees?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has the health coverage been sufficient?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you received your monthly stipend on time as according to the payment procedure established?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Please comment if any of your answers above have been NO:

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Please evaluate the economic aspects as according to the following scale:

1	2	3	4	5
Not satisfied	Little satisfied	Satisfied	Quite satisfied	Very satisfied
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

II. SHORT PLACEMENTS IN OTHER R&D CENTERS

Have you had a short placement at another R&D center?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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In case the answer is YES please continue with answering the following questions. If not please continue with section III.

Do you consider the additional monthly aid to be sufficient in order to cover your additional expenses during your short placement?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Did your short placement fulfill the scientific objectives proposed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Please describe any possible suggestions to improvements that you might have in order to have the optimum circumstances during your short placement:		

Please evaluate your short placement as according to the following scale:				
1	2	3	4	5
Not satisfied	Little satisfied	Satisfied	Quite satisfied	Very satisfied
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date:

Signature:

In compliance with article 5 of the Organic Law on Personal Data Protection, the FUNDACION ZARAGOZA LOGISTICS CENTER informs you that your personal data have been included in this institution's students' file. The purpose of the data processing is to manage your participation in the educational programme: registration, enrolment, scholarship program, development, assessment, control of the use of the resources and facilities, billing of such use, etc; to be able to send you information about other programmes, courses, events, Congresses that you may be interested in, via multi-address mails, newsletters or other notifications, as well as to include you in the existing job pool at the end of such Programme, for which you will be requested to send an updated CV at the appropriate time.. We also inform you that your data (contact data, photo, curricular data, etc.) may be published on the website www.zlc.edu.es, always in connection with the Programme you have participated in and for which your express consent will be requested at the time. The above data will be used to prepare the MIT SCALE Network Alumni Directory, which is sent to all the participants of both programmes and to the Massachusetts Institute of Technology, MLOG Program at MIT • 77 Massachusetts Avenue, E40-367 • Cambridge MA 02139, in order for students who have studied such programmes to be able to keep in contact with each other. You may exercise your rights of access, rectification, cancellation and opposition by contacting the party responsible for the file: FUNDACION ZARAGOZA LOGISTICS CENTER, Calle Bari 55, Edificio Náyade, Bloque 5, PLAZA, 50197 Zaragoza. If you do not wish to receive information, please send an e-mail with the Subject "Unsubscribe" to baja@zlc.edu.es.

ANNEX 3: APPLICATION FOR FINANCIAL AID FOR SHORT PLACEMENTS ABROAD.

The applicant should hand in the application form signed by the tutor/thesis director and the Director of ZLC and attach a letter of approval that accounts for the fact that the other center approves the placement of the PhD student.

1. PERSONAL DETAILS OF THE APPLICANT

Name:	Middle name:	Surname:	ID Number /Passport:
Address:			
Province:		City:	
Zip code:		Date of birth:	
Phone number:		Fax:	
E-mail:			

2. DETAILS OF THE TUTOR / THESIS DIRECTOR

Name and surname of the 1 st tutor/thesis director:
Name and surname of the 2 nd tutor/thesis director:
Title of the thesis project:

3. DETAILS OF THE RESEARCH CENTER

Name:	
Department:	
Address:	Zip code:
City:	Country:

4. DETAILS OF THE PLACEMENT

Duration of the stay:	
Beginning date:	Ending date:

Please give a short description of the objectives of your short placement:

Date:

Signatures:

Applicant:	Tutor/Thesis Director:	Director of PhD Program:
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