



The School of Economics and Business Administration  
CALLS FOR APPLICATIONS FOR A PH.D. SCHOLARSHIP AT COMILLAS PONTIFICIAL  
UNIVERSITY

**PhD Scholarships for the Doctoral Program in Business and Regional  
Competitiveness, Innovation and Sustainability (CETIS) at Universidad  
Pontificia Comillas in MADRID**

**DEADLINE: 30 April 2023 (CET)**

KEY POINTS

Two positions for a three-year pre-doctoral contract are opened. Research proposals must fit with the overall [research lines of the program and faculty](#), based on the commitment to promote research with social impact.

One of the scholarships will be co-supervised by a member of the faculty of the [University of Strathclyde Glasgow](#). The doctoral student will be located in Madrid but will be required to do at least a three-month research stay at this university to obtain the International PhD.

**Requirements:** Candidates must hold an MRes or MSc with good grades, a level of English equivalent to C1, and a basic knowledge of Spanish (A2).

**What we offer:**

- A 3-year contract (biannually revised)
- Salary of 21.486,54 € (gross) and a 90% discount on PhD fees
- Research stays in leading universities
- A vibrant and passionate research team with a strong record of publications
- Opportunity to live in the warm and interesting city of Madrid

**To know more about our PhD, visit the [CETIS Programme](#) website.**

**HOW TO APPLY: Applications must be submitted online [HERE](#).** Please, carefully read the application instructions and eligibility criteria before submitting.

**Contact:** Amparo Merino, [amerino@comillas.edu](mailto:amerino@comillas.edu)

This call for applications is for a pre-doctoral contract within the scope of the Ph.D. Program in Business and Regional Competitiveness, Innovation and Sustainability (CETIS), in accordance with the Regulation on Grants for Training of Researchers of the Universidad Pontificia Comillas.

### Summary

<b>Number of Positions</b>	2
<b>Research lines</b>	Information on research areas, chairs and research groups is available <a href="#">HERE</a>
<b>Years/Yearly salary</b>	Three years/ 21.486,54 euros gross yearly
<b>Start date of the contract</b>	1 <sup>st</sup> September 2023
<b>Requirements</b>	BA/BSc+ Master degree English C1 Spanish A2
<b>Application submissions</b>	Available <a href="#">HERE</a>
<b>Submissions deadline</b>	30 April 2023 (CET)
<b>Contact person</b>	Amparo Merino <a href="mailto:amerino@comillas.edu">amerino@comillas.edu</a>

### I. What we offer

This call for applications is aimed at promoting doctorate training through Ph.D. studies, leading to the award of a PhD by the Universidad Pontificia Comillas, within the scope of the [Ph.D. Programme CETIS](#). Research proposals must fit with the overall [research lines of the programme](#) and with those of the faculty.

One of the positions will be co-supervised by a member of faculty of [University of Strathclyde Glasgow](#). This candidate is required to do at least a three-month research stay at this university to obtain the International Ph.D.

Selected candidates whose research proposal is related to social innovation and social entrepreneurship and communities in the field of energy poverty, will have the opportunity to join the [Chair of Energy and Poverty](#).

The signatory of this contract will have the opportunity to become part of the research team at Universidad Pontificia Comillas so to eventually be equipped to carry out R+D+I duties in the academic and/or business domains upon completion of the doctorate studies. Our Ph.D. programme comprises three universities: University of Deusto, Universidad Pontificia Comillas and Ramon Llull University, all three of which have a deep commitment to the United Nations Sustainable Development Goals. The programme is taught in English.

The CETIS Doctorate Programme was born under the initiative Aristos Campus Mundus 2015 (ACM 2015), committed to promote research on socially responsible and sustainable innovation. This initiative has also signed an advanced strategic cooperation with Georgetown University, Boston College y Fordham University.

The ACM 2015 project was awarded the qualification of Campus of International Excellence in the European regional category in the Ministry of Education's 2011 list. Its aim is to foster excellence in academia and research while achieving full "globalisation" of the university projects which call for a joint commitment to responsible and sustainable social innovation. In 2016, Aristos Campus Mundus was granted the final approval by the Spanish Ministry as a campus of excellence.

More specifically, the candidate will have the chance to join a recognised, prestigious research group with an extensive list of publications, and may be eligible for research stays at associate universities that are part of the program, and to participate in teaching and research training activities provided by the University. All this will allow the candidate to develop skills related to research and management of R+D+I, and to gain experience in research and teaching, enabling them to access teaching/research positions in private or public institutions.

Finally, the School of Economics and Business Administration is located at the city center of Madrid, an exciting and welcoming city. For those candidates from outside Spain, it may be useful to consult the practical information contained in this [guide](#).

## **II. Terms and Conditions of the Contract**

### **Duration:**

The contract will have a maximum duration of 48 months, which may be renewed on an annual basis, and is subject to continuation within the Ph.D. program (with biannual reviews).

### **Funding:**

During the term of the contract agreed for the year 2023, the scholarship will provide 21.486,54 Euros gross for an annual period, or its equivalent sum if not for the year in full.

Additionally, the beneficiaries shall be exempt from paying 90% of the fees corresponding to the credits they take at Comillas during the Ph.D. training period.

**Workload:**

The beneficiary of the grant will carry out activities on a full-time, exclusive basis (37.5 hours per week), and will have the same holiday entitlements as permanent employees of Universidad Pontificia Comillas.

**Job duties:**

The job duties of the candidate within the framework of these contracts will be fundamentally research-based, and be related to the training of the students in the Ph.D. program. The candidate will also carry out support activities in research outreach (organisation of conferences, seminars and workshops, edition of publications, etc.).

Under no circumstances may these include administration support duties which are not related to research; teaching activities shall be permitted with a limit of 6 ECTS a year, and always under the direction of a lecturer.

**Incompatibilities regime:**

Hiring pursuant to this call for applications shall not be compatible with any other grant, contract or funding of a similar nature.

Successful candidates shall sign a statement of compliance, to certify they are not subject to any incompatibility that prevents them from being hired under this format.

### III. Application and Appointment Procedure

#### 1. Requirements for applicants

a) In general terms, in order to be eligible for this call for applications, candidates should meet the requirements for eligibility for an official Ph.D. program, which are set out in Article 6 of [Royal Decree 99/2011](#), regulating official Ph.D. studies, that is:

- Hold an official Spanish **Undergraduate** or **Master's** degree, or equivalent, providing that at least **300 ECTS credits** have been successfully completed in both programmes;
- Hold an official, Spanish university degree, or one from the European Higher Education Area, granting access to a Master's pursuant to that established in Article 16 of Royal Decree 1393/2007 of 29 October, and have passed a minimum of 300 ECTS credits including all official university studies, of which at least 60 must have been at a Master's level.
- Hold a degree from a foreign education authority. Foreign degrees need to be validated prior to application. This implies that the candidate will have to provide evidence showing that the level of the foreign title is equivalent to an official

Spanish Master's degree and that, in the issuing country, it grants access to doctorate studies.

- Admission by this route shall not imply, in any case, that the aforementioned degree has been recognised for any purpose other than undertaking this Ph.D. program.
- Hold an official university degree that has been classified as being equivalent to Level 3 of the QF-EHEA, pursuant to the procedure established in Royal Decree 967/2014, of 21 November.

Completion of MRes will be an advantage.

b) Candidates should provide evidence of excellent undergraduate and Master's **grades**, by submitting their relevant academic transcripts.

c) Certification of a sufficient proficiency in **English**, equivalent to level **C1** ("Effective Operational Proficiency or upper intermediate") in accordance with the Common European Framework of Reference for Languages, particularly in application to the lines of research for this position. The certification may be verified by submitting the documents proving the level required, or through the tests arranged by the University's Institute of Modern Languages.

d) Prove a sufficient knowledge of the **Spanish Language**, equivalent to level **A2** (pre-intermediate) of the Common European Framework of Reference for Languages. Accreditation may be verified by submitting supporting documentation of the required level, or through the tests provided by the Institute of Modern Languages of the University. Although the doctoral program is fully taught in English, the dominant language for everyday communications is Spanish.

## **2. Formalisation of application and term for submission:**

Application forms and grant applications shall be available to those interested at the General Registry.

The procedure for application is divided in two stages, as follows:

**First stage:** the candidate must submit the following documents [HERE](#)

1. Copy of their National Identification, of their current residency card or the Foreign Resident's Identification Number (NIE) card.

2. *Curriculum Vitae*.

3. Certified academic transcript, including all academic grades achieved by the applicant and dates thereof. In case of studies completed at the Universidad Pontificia Comillas, an informative note issued by the Secretary Office of the University shall suffice. Applicants who have completed their studies abroad and have academic transcripts issued in languages other than Spanish must submit a corresponding certified translation. In such cases,

the certificate should also state the maximum and minimum grades within the corresponding assessment system; similarly, the minimum mark required for passing the course should be stated.

4. A cover letter including the candidate's skills and attitudes, as well as previous experience, achievements and strengths, motivation for the position and future projects along with the line of research in which they wish to develop their academic career (see above).

5. Accreditation of the two languages required in accordance with the provisions of the previous item.

6. A research proposal where the candidate will outline a research idea under one of these two topics. The proposed structure of the proposal is as follows:

- Title of research.
- Brief description of research, including details of the management or organisational problem or gap in the literature that your research will address (maximum 500 words).
- Aims and objectives of the research (maximum 500 words). Research question(s) (maximum 150 words).
- Literature review (maximum 1000 words). Provide a critical analysis of the existing literature and use the literature to justify the need for your proposed research. This may address the following questions: Which literature informs your topic and why? Where specifically are you positioning your proposed research within the field? What are the key sources? What are the key theories, concepts and ideas? What are the major issues and debates about the topic? Broadly, what is the state-of-the-art about the topic? What deficiencies are there in the literature and how might your proposed topic address them.
- Methodology (maximum 250 words). - Briefly describe how you would approach your data collection and analysis.
- The potential impact of your research (maximum 800 words). Who would benefit from your research? What are your plans for user engagement and communication?

7. At least two reference letters from university professors (who are not part of Universidad Pontificia Comillas), or from relevant individuals who have an academic or professional relationship with the applicant. The referees must provide their phone number and e-mail.

The deadline for the submission of applications is 30 April 2023. The resolution shall be notified to the applicants and published as per the provisions of the grant program.

**Second stage:** The accepted candidates are automatically admitted into the Ph.D. program CETIS. Nonetheless, they must comply with the admittance procedure sending the required documents that can be found in [CETIS website](#).

**It is the responsibility of the accepted candidate to obtain a visa, if necessary, to start in the position on the 1<sup>st</sup> September 2023.**

### **3. Assessment of requests:**

Requests shall be assessed by means of a single procedure, by an Assessment Board that will comprise the Vice-Dean for Research and International Affairs of the School of Economics and Business Administration of Universidad Pontificia Comillas, as well as the members of the Academic Sub-Committee of the CETIS Ph.D. Programme.

The following documents shall be considered for assessing the candidate's achievements:

- Past academic performance.
- English certificate level, equivalent to level C1. The certification may be verified by submitting the documents proving the level required, or through the tests arranged by the University's Institute of Modern Languages.
- Certificate of Spanish language equivalent to A2 level.
- Academic awards.
- Supplementary training recognition.
- Relevant professional experience.
- Attitudinal and motivational profile
- Research proposal

For further information, please contact Amparo Merino ([amerino@comillas.edu](mailto:amerino@comillas.edu))

Madrid, 1st March 2023