

## TERMS AND CONDITIONS OF THE BIZKAIA-BBK 2019 PROGRAMME

### GENERAL TERMS

BBK Fundazioa (hereinafter BBK) and the Provincial Council of Bizkaia (hereinafter DFB-BFA) are introducing a new initiative, the BIZKAIA-BBK programme. This programme contemplates the award of grants to university graduates to carry out specialised training in foreign universities and their subsequent hiring in a cutting-edge company in Bizkaia.

#### 1.- PURPOSE

The purpose of the BIZKAIA BBK Programme is to train young graduates from Bizkaia at world reference centres to contribute decisively, effectively and efficiently to building a Bizkaia that is better prepared to face the future with guarantees, preferably influencing the sectors identified as being priority (Big Data, Energy, Aeronautics, Financial Hub, Automation and Silver Economy).

#### 2.- BENEFICIARIES

Individuals who fulfil the following requirements may access the BIZKAIA BBK Programme:

- a) To have been born in Bizkaia or legally resident in Bizkaia for more than 12 months immediately prior to the opening of the application period, exceptions may be allowed to this period of time if the candidate has had to temporarily live outside Bizkaia for study or labor reasons.
- b) To have a university degree obtained prior to the end of the selection process for each call. Degrees obtained in private and/or foreign universities will be accepted provided that they are approved by the competent authorities. The applications of the candidates who attend the last course of their degree in the academic year 2019/2020 will be considered.  
  
Preference will be given to those degrees that best suit the requirements of the priority area, in general, and the training offered, in particular. See Table 2 for further information on the bachelor's degrees required for each of the Master's Degrees: Specific Admission Criteria for each University.
- c) To be under the age of 35 on 1st January of the year of the call for applications. In the HEC Master in Management post-graduate training programme, candidates must be under the age of 30 on 1st January of the year of the call for applications.
- d) Command of the language in which the post-graduate training is going to be offered, which must be accredited with a copy of the corresponding certificates.

### 3.- DESCRIPTION OF THE TRAINING ITINERARIES

#### 3.1.- Phases

There are two phases in the BIZKAIA BBK Programme with different periods of time and training characteristics, which are as follows:

a) Phase 1: Specialised training at international reference centres.

In this initial phase of the programme, the selected candidates will participate in the course to obtain the Post-Graduate Certificate at the reference centres assigned to each strategic pillar. The course will be designed to increase knowledge of the specific areas that respond to the challenges identified by the leading companies in the sector involved. The post-graduate training must be carried out full time by the candidate in the classroom.

The start of the master's degree will be in September and October 2020.

b) Phase 2: Employment in companies in Bizkaia.

In this phase, once the prior training phase has been completed and the corresponding qualification has been obtained, the candidate will join a benchmark company in Bizkaia in the priority area in which he/she has carried out the training, with an employment contract and under the conditions of the pre-agreement between DFB-BFA, BBK and the collaborating company.

The employment contract must have a fixed duration of no less than 2 years, with the same employment conditions as those offered to a post-graduate by the company and the work will be full time.

#### 3.2.- Number of Beneficiaries and Itineraries

The maximum beneficiaries possible will be awarded taking into account the economic endowment (€ 170,649.62) and the total cost of the training chosen by the beneficiaries of the call accepted by the Universities and Organizations.

Priority sectors are made up of various itineraries, each of which with a different focus.

Bizkaia Talent may increase the economic endowment, prior authorization from the Commission, this decision will be taken depending on obtained results, according to the number of applications accepted by universities and companies.

**Table 1: Summary Table of the Modalities (priority sectors, itineraries by sector, course title, University, duration of the course, company)**

Priority Sector	Host university	Master	Duration of the Master	Company
Big Data	<a href="#">Strathclyde</a>	Msc, PgDip Data Analytics	12	Iberdrola Ormazabal Euskaltel
	<a href="#">Ecole Polytechnique + Hec parís</a>	MSc Data Science for Business	24	Gamesa
Finantza HUBa	<a href="#">HEC Paris</a>	HEC Master in Management Grande Ecole (especialización en Management)	24	Fineco
Aeronautika	<a href="#">Cranfield</a>	Aerospace Propulsion option - MSc in Thermal Power VU	12	ITPAero
Energia	<a href="#">Strathclyde</a>	MSc, 5G Advanced Communications	12	Iberdrola
	<a href="#">European Institute of Innovation and Technology (EIT)</a>	MSc SENSE – Master’s in Smart Electrical Networks and Systems	24	ZIV Aplicaciones y Tecnología
Automobilgintza	<a href="#">Saarland University, Luleå Technical University, Barcelona Tech, Université de Lorraine</a>	Advanced Materials Science & Engineering (AMASE) Master	24	Gestamp
	<a href="#">RWTH Aachen</a>	M.Sc. Production Systems Engineering	18	CIE Automotive
	<a href="#">Esslingen</a>	Master of Engineering in Automotive Systems	18	MTC Maier Technology Center

The Bizkaia-BBK Programme reserves the possibility of offering an alternative post-graduate training to those preferably proposed. The quality of the Master's Degree course will always be guaranteed.

The candidates will be able to present applications to more than one of the modalities but they may only carry out one of them, provided that they fulfil the specific requirements (See Table 2: Specific Admission Criteria for each University). In the event that the candidate is finally selected in more than one itinerary, he/she will be able to choose which one is best suited to his/her interests and concerns.

#### **4.- ADMISSION REQUIREMENTS AND REQUESTED DOCUMENTATION**

In the first instance, to make your request you need to upload on Bizkaia Talent online system the following documentation: Copy of the Degree (current enrollment certificate, if applicable), Copy of the academic record and documentation accrediting legal residence in Bizkaia. Once your application is analyzed, if you fulfill the eligibility criteria to participate on Bizkaia BBK programme, you will need to present all required documents by the studies and university you wish to course.

At the end of the process, Bizkaia Talent will only require the documents demanded by the University where you wish to study your master. Additionally, it Will be mandatory to submit the documentation accrediting legal residence in Bizkaia.

The application form should be accompanied by the following documentation:

- a) Photocopy of ID Card and Passport
- b) A recent photograph - passport size, .jpg or .jpeg format
- c) Documentation accrediting legal residence in Bizkaia or the birth certificate for those born in Bizkaia with legal residence outside Bizkaia
- d) University qualification which will be accredited by one of the following documents:
  - Copy of the Degree qualification.
  - If the candidate is not in possession of the certificate, proof of the application for the certificate and proof of having paid the rights for its issue.

The following table (Table 2: Specific Admission Criteria for each University) specifies the qualifications required for each of the post-graduate training courses.

- e) Copy of other qualifications that may add value to the application (Master's Degrees and/or other training).
- f) Copy of the academic record officially transcribed into English, reflecting the indicative mark of having passed the corresponding qualification and having paid the rights to obtain the certificate. Qualifications obtained abroad or in private Spanish centres must be accompanied by the corresponding authorisation issued by the competent authority.

- g) Copy of a document or certificate issued by the University where the university degree has been taken where the position in the global ranking of your promotion is accredited
- h) Curriculum Vitae and one-page résumé, both in English.
- i) Cover Letter in English, explaining the reasons for choosing the specific itinerary (Master's Degree and strategic pillar)
- j) Two letters of recommendation in English, whereby at least one of them is from a Professor on the Degree Course. The format of the letters is flexible provided that the following fields are taken into account:
- Relationship between the candidate and the person writing the letter.
  - The academic/professional history of the candidate.
  - Abilities, merits and interests of the candidate in the chosen modality. Signature of the person writing the letter.
  - If possible, logo and stamp of the institution/company to which the person writing the letter belongs. It is advisable for authors to save their letters of recommendation as they may be required by the host universities in a second phase of the process.
- k) If the candidate has professional experience, document in English accrediting this:
- Address and stamp of the company/entity
  - Contact details and reference of the supervisor or head Contract start and end date (if it has terminated)
  - Number of weekly hours of the contract
- l) Copy of the English certificate (TOEFL or TOEIC or IELTS or Cambridge). Minimum level required as per each qualification:
- IELTS Academic – 6.5 overall (with no individual component below 5.5 (or equivalent))
  - TOEFL – 92 points Internet based or its equivalence in paper based or computer-based points
  - Pearson PTE Academic – 65
  - Cambridge English Scale – 180
  - Cambridge English: Advanced – C
- m) Copy of certificates or qualifications in foreign languages other than English.
- n) Copy of documentation accrediting Basque level, which will be a non-excluding assessment criterion.

The applicant will be responsible for including all the required data and documents based on the postgraduate to which the application is requested.

The following table shows the qualifications that provide access to the post-graduate training for each of the itineraries and the specific admission requirements. In addition to the aforementioned documentation, the universities reserve the possibility to make a brief interview for the final selection of candidates.

**Table 2: Specific Admission Criteria for each University**

Host university	Master	Specific Admission Criteria
Strathclyde	<a href="#">Msc, PgDip Data Analytics</a>	Second-class Honours degree, or equivalent, in mathematics, the natural sciences, engineering, or economics/finance. Applications from those with other degrees are also encouraged if you have demonstrated a good grasp of numerical/quantitative subjects.
Ecole Polytechnique + Hec paris	<a href="#">MSc Data Science for Business</a>	Bachelor in Science, Bachelor in Engineering or Bachelor in Business or in Economics. GMAT or GRE or TAGE MAGE official test score report.
HEC Paris	<a href="#">HEC Master in Management Grande Ecole (especialización en Management)</a>	Bachelor degree of at least three years having obtained 180 ECTS in any field of studies (engineering, social sciences, sciences, arts, etc.). Not older than 30. GMAT or GRE or TAGE MAGE official test score report.
Cranfield	<a href="#">Aerospace Propulsion option - MSc in Thermal Power VU</a>	A first or second class UK Honours degree (or equivalent) in engineering, mathematics, physics or an applied science.
Strathclyde	<a href="#">MSc, 5G Advanced Communications</a>	A first or good second-class UK Honours degree or equivalent overseas qualification in electronic, electrical or communications engineering, or a related physical sciences subject from a recognised academic institution.
European Institute of Innovation and Technology (EIT)	<a href="#">MSc SENSE – Master’s in Smart Electrical Networks and Systems</a>	A completed Bachelor’s degree (worth a minimum of 180 ECTS credits). If you are in your final year of undergraduate education, you can also apply.
Saarland University, Luleå Technical University, Barcelona Tech, Université de Lorraine	<a href="#">Advanced Materials Science &amp; Engineering (AMASE) Master</a>	BSc.- or equivalent in the field of materials science and engineering, physics, chemistry, mathematics or other engineering disciplines. <b>Entrance university:</b> Sufficient knowledge of the language of instruction of the Entrance university. <b>Second university:</b> At least some basic knowledge of the language of the Second university is required; you can also apply without any knowledge, but you have to be aware that the courses will be held in the local language. It is therefore advisable to start learning the language as soon as possible.
RWTH Aachen	<a href="#">M.Sc. Production Systems Engineering</a>	Bachelor in Science, in Engineering. The english score reports must not be older than two years by 1 August of the year the degree course you are applying for will start. Applicants who include a certificate demonstrating at least level A1 German may be given preferential treatment.
Esslingen	<a href="#">Master of Engineering in Automotive Systems (Car electronics specialization)</a>	Bachelor of Mechatronics, Electrical Engineering or equivalent Applicants to the "car electronics" (A1) major are required to have completed at least 20 credit points in the field of electronics or electrical engineering in their undergraduate studies. 20 credit points are equivalent to ~300 h lectures. Documents testifying to a basic German language knowledge of Level A1 (CEFR)

Those candidates interested in the post-graduate courses offered by HEC Paris should pay particular attention to the required “GMAT or GRE or TAGE MAGE official test score report”. It is recommended that such candidates sit one of these tests by January 2020.

## **5. PROCESSING OF THE STUDY PROGRAMME**

Applicants for the study programme must previously register on the <https://www.bizkaiatalent.eus/> website in order to access and fill in the application form.

Once you have registered and introduced all your profile data on Bizkaia Talent’s extranet (including your CV), you must fill in and submit the application form along with the documentation required in Point 4.

More information: <https://bizkaiabbk.eus/en/>

The more data are included in the profile, the more possibilities to obtain the aid. The applicant will be responsible for the data entered, its veracity and even the omission of relevant data.

For a correct processing at your disposal the consultation e-mail: [bizkaiabbkbekak@bizkaiatalent.eus](mailto:bizkaiabbkbekak@bizkaiatalent.eus).

The Provincial Council of Bizkaia, BBK Fundazioa and Bizkaia talent they are not responsible for the changes in the requirements that host universities could carry out, the applicant must consult the possible updates in case of occurrence.

## **6.- SCHEDULE**

- Receipt of and applications and documentation: January to 13th March 2020
- Final Resolution: April - May 2020
- Signing of the agreement by the beneficiaries: May - June 2020
- Beginning of training: September – October 2020

Bizkaia Talent will be able to extend the terms of each one of the phases depending on the needs of the program.

Eligible applications will be approved immediately so as to start the selection process with the universities and companies participating in the programme without it being necessary to wait until the submission deadline.

You are advised to apply as soon as possible so as to shorten the application assessment process.

## **7.- SELECTION PROCESS**

Once the application period has finalized, the candidate selection process will begin, in which the assessment of merit and ability will be the guiding principles.

The merit of the candidates will be assessed based on all of the aforementioned documents.



The universities participating in the programme will select the applications that fulfil the requirements set out in the call. Efforts made in the compilation of the documentation requested will facilitate the fulfilment of the requirements of the different Post-Graduate Programmes.

The final stage in the selection process is the assessment of the candidates' ability, which will be via a personal interview of those applicants selected by the corresponding Universities. The interview will be carried out directly with the companies offering a position for the qualifications proposed in the call.

## **8.- SELECTION COMMITTEE**

The Selection Committee will be made up of the following people:

- a) Member of the corresponding Division of the DFB-BFA of the BBK or the person delegated for this purpose.
- b) Representatives of the company that is going to take on the candidate in the return phase, with a position of responsibility in the company collaborating in the programme.

The Selection Committee must analyse the applications from candidates that have passed through to this phase, assess their abilities and the suitability of the profile to the position and company culture and, finally, submit the sorted lists with the proposed candidates and reserves to the competent body.

## **9.- BENEFITS AND OBLIGATIONS OF THE BENEFICIARIES**

### **9.1.- Economic Value**

The economic value of the grant, during the initial training phase, financed by DFB-BFA and BBK, will be used to cover expenses involved in the fulfilment of the training objective pursued. The amount will be determined bearing in mind the living and access conditions in each of the destinations of the training programmes to be undertaken. The programme will cover the course registration fees and expenses associated with the fulfilment of the programme, including air fares, visas, resident permits, accommodation, upkeep, insurance and other expenses that the applicant may incur.

Upon presentation of proof of payment, the programme will also assume the costs incurred by the candidate in applying for the Programme.

Payment of Phase 1 will be as follows:

Course registration will be paid directly to the university. As for payment of living expenses, an initial payment of 40% of the corresponding amount will be paid into the Kutxabank account number indicated by the candidate on the application form prior to departure. The remaining amount will be paid in monthly payments. Payment of the final month will be conditional upon the normal completion of the training in Phase 1 and once the competent Division of the DFB-BFA and BBK have checked that the beneficiary has satisfactorily fulfilled the programme.

Phase 2 will be paid by the collaborating company, whereby the amount and method of payment will have been previously agreed (prior to commencing the programme). Hiring of the candidate by the company is dependent on passing and obtaining the post-graduate training qualification.

## **9.2- Obligations of the beneficiaries**

**9.2.1.-** The submission of the application for the programme will imply acceptance of the provisions set out in these terms and conditions of application.

**9.2.2- Beneficiaries of the programme undertake to:**

- a) Accept the subsidy granted. In this respect, if the beneficiaries fail to expressly renounce acceptance of the programme in writing within a period of five days following receipt of the notification of the award, it will be understood that it has been accepted, whereby this acceptance will be reflected in the programme acceptance document which must be signed.
- b) Obtain the corresponding visa, compulsory insurance, permits or authorisations required by the destination country prior to travelling.
- c) Be exclusively devoted to the activities of the programme and conformance with the operating rules of the destination centre or entity, as well as the collaborating companies.
- d) Accept the full programme and fulfil instructions in terms of incorporation periods in the destination centres, collaborating companies or any other related to compliance with the objectives of the programme, which are transmitted from the competent Division of the DFA-BFA and BBK.
- e) Notify the Technical Secretariat of any incident that affects the proper fulfilment of the programme.
- f) Submit the necessary reports on the activity undertaken, detailing all aspects required to the Technical Secretariat responsible for the programme. The competent Division of DFA-BFA and BBK may make any verifications deemed appropriate in relation to the development of the programme, whereby the beneficiary must provide any complementary information requested.

## **10.- INCOMPATIBILITES**

Acceptance of the BIZKAIA BBK Programme is considered to be incompatible with the performance of any other paid or unpaid job that is not related to the specific area of the programme.

## **11.- LOSS OF THE CONDITION AS BENEFICIARY OF THE PROGRAMME**

**11.1.-** The condition of beneficiary of the programme may be terminated upon completion of the programme or if the beneficiary expressly renounces it. The condition of candidate may also be lost due to failure to comply with the obligations, such as failing to obtain the post-graduate qualification or a breach of the employment contract due to established legal causes.

### **11.2.- Non-compliance with these terms and conditions, regardless of**

when the breach occurs, will imply the automatic cancellation of the programme. In the event that the programme holder fails to comply with the aforementioned conditions –or any other in the terms and conditions of the programme –, the Programme reserves the right to proceed as it considers opportune, and even request the refund of the value of the grant received.

In other words, the loss of the condition of beneficiary of the programme due to renouncement or breach of terms and conditions, will give rise to the loss of all unearned economic rights and the refunding of the amounts received and even exclusion in future selection processes programme promoted by DFB-BFA and BBK (whereby duly justified cases of force majeure, such as accident, illness, etc. are excluded).

The repayment of amounts received or paid directly to the universities will not be requested provided that the express renouncement by the beneficiary occurs two months prior to the start date of the post-graduate training. During Phase 2, in the cases of unjustified breach of the obligations and in accordance with bad faith and damages caused to the entity, cancellation or dismissal of the candidate following his/her incorporation in the company, may also incur an economic penalty.