

OFICINA TÉCNICA DE COOPERACIÓN FILIPINAS

Frequently Asked Questions - MAEC-AECID Assistantships

1) WHERE CAN I FIND INFORMATION ON THE ASSISTANTSHIP APPLICATION REQUIREMENTS?

The information and requirements can be found in the MAEC-AECID Assistantships [Call for Applications](#).

2) WHEN IS THE DEADLINE FOR SUBMITTING APPLICATIONS?

- Vacancies or new assistantships: From 21 January to 13 February.
- Renewal of assistantships with starting dates between June and December 2019: From 21 January to 6 February.
- Renewal of assistantships with starting dates in January 2020: From 24 April to 13 May.

The deadline is 14.00 hours of the said day, in accordance with the calendar and the official time of AECID's [website](#).

3) HOW CAN I APPLY FOR AN ASSISTANTSHIP?

The form will be available at [AECID's website](#) during the stipulated application period. ([See Question 2](#))

To access the form, follow these steps:

- If you have never logged into AECID's website:
 1. Go to [User's Folder](#).
 2. Register at "Registration for new users".
 3. After completing registration, you will receive a confirmation email at the address you have provided. You will need to confirm registration by clicking on a link in the email.
 4. Once you have confirmed registration, log into [User's Folder](#) with your username and password to see the different application processes that are open.

5. Click on Call for Applications for Assistantships.
 - o If you are a registered user of AECID's website:
 1. Log into [User's Folder](#) with your username and password.
 2. Click on Call for Applications for Assistantships.

Note: Before the application period begins, and after it has finished, the application form will not be available.

4) WHERE CAN I CHANGE MY DATA ON THE WEBSITE?

To change your identification data, personal data or contact data:

6. Log into [User's Folder](#) with your username and password.
7. Click on "Edit User" on the menu on the left.
8. Enter the data you want to change, and click on "Send Data".

The data you have entered will be saved.

5) WHERE CAN I CHANGE OR RECOVER MY PASSWORD?

To change or recover your password:

9. Log into [User's Folder](#) with your username and password.
10. Click on "Change Password" on the menu on the left.
11. Click on "Set".
12. You will receive an email with a link to reset a new password.

6) WHAT DOCUMENTS DO I NEED TO SEND?

The documents that you need to send are those set forth in Condition 4 of the [Call for Applications](#).

The documents submitted in any language other than Spanish shall be accompanied by a translation into Spanish. An official translation is not required.

7) WHEN AND HOW DO I SEND THE DOCUMENTS?

When filling in the online application form, attach the files corresponding to the documents to be sent, using the appropriate tab, called "Documents".

The documents submitted in any language other than Spanish shall be accompanied by a translation into Spanish. An official translation is not required.

8) CAN I SEND THE DOCUMENTS ON PAPER BY POST?

No. Documents may only be submitted by attaching them to the online application form. Documents sent by post, by email, or handed in on paper at the Registry will be considered not submitted.

9) WHICH FILE TYPES DOES THE ASSISTANTSHIP APPLICATION SOFTWARE ACCEPT?

The software accepts pdf, doc, docx and jpg files, with a maximum of 2 MB per file.

Only one file per type of document or requirement may be attached. The file may contain several pages.

10) ONE OF THE DOCUMENTS THAT I NEED TO ATTACH IS IN SEVERAL FILES. HOW CAN I ATTACH IT?

Only one file per type of document or requirement may be attached. The file may contain several pages.

If the document you wish to attach is divided into several files, you will need to consolidate them into a single pdf, doc, docx or jpg file with a maximum size of 2 MB.

11) I AM 37 YEARS OLD. CAN I APPLY FOR AN ASSISTANTSHIP?

Yes, provided that you do not turn 38 before the first day of the month when the assistantship starts, as set forth in Appendices I and II of the [Call for Applications](#).

12) WHAT ARE THE QUALIFICATIONS REQUIRED FOR THIS CALL?

The Call is open to those holding one of the following qualifications:

- An undergraduate or doctoral degree in: philology, literary theory, Spanish studies, language and communication studies, translation, linguistics or humanities.
- *Máster Oficial* [Master's degree regulated under Spanish law] in the teaching of Spanish as a foreign language.

Such degrees need to be listed on the Register of Universities, Schools and Degrees (RUCT) of the Ministry of Education, Culture and Sports

13) DO I NEED AN ELE MASTER'S DEGREE?

If you do not hold one of the qualifications listed in Condition 2, section 2b of the [Call for Applications](#), you may apply if you hold the *Máster Oficial* [Master's degree regulated under Spanish law] in ELE. ([See Question 12](#)).

14) WHICH COURSES ARE CONSIDERED SPECIFIC TRAINING?

All training in teaching Spanish as a foreign language is assessed in the section on specific training, provided that it can be accredited through diplomas, certificates or documents stating the content, school and duration thereof.

15) WHICH QUALIFICATIONS IN HUMANITIES ARE REQUIRED FOR THIS CALL?

The only qualification required is an undergraduate degree in Humanities.

16) I HAVE NOT YET FINISHED MY STUDIES, BUT I WILL FINISH THEM BEFORE THE ASSISTANTSHIP WOULD BEGIN. CAN I APPLY FOR AN ASSISTANTSHIP?

No. You need to have finished and be able to accredit your studies during the application period.

17) WHAT LANGUAGE LEVEL IS REQUIRED? HOW CAN THIS BE ACCREDITED?

There is no minimum level. Knowledge of the language is assessed with relation to the corresponding level of the Common European Framework.

Knowledge of languages must be attested through diplomas, certificates or other accrediting evidence.

18) WHAT TEACHING EXPERIENCE IS TAKEN INTO ACCOUNT WHEN ASSESSING APPLICATIONS?

Eligible experience is that of teaching Spanish in universities (in Spain and abroad), in secondary education, in volunteer work, workshops, teaching practice, etc.

19) HOW MANY POSTINGS ARE THERE FOR EACH UNIVERSITY? HOW DO I KNOW WHICH ARE RENEWALS AND WHICH ARE VACANCIES?

There is one post per position listed in Appendices I and II of the [Call for Applications](#).

The Call for applications has two Appendices listing the universities involved. When accessing the electronic application form for a vacant or new assistantship, before choosing a university it is compulsory to click on: *Status of the universities.

A box will pop up indicating, for each university, whether the assistantship is new, vacant or for renewal.

After the February renewal deadline has elapsed it will be possible to know if any of the assistantships up for renewal are finally vacant.

20) HOW MANY POSTS CAN I APPLY FOR?

You can only apply for one post. Your application could be proposed for other positions with fewer applicants. If you check "yes" where the application form asks "Would you accept other posts?" This does not mean that AECID has any obligation to propose a second position to all applicants who have checked "yes".

21) WHICH POSTINGS ARE THE LEAST APPLIED FOR?

This is not known until the application deadline has elapsed, as it depends on the choices made by applicants each year.

In previous calls, the postings most applied for were the USA and Australia.

22) WHAT DOES THE RECTIFICATION PROCESS ENTAIL?

Once the period for applications has ended, each applicant will be notified by email that the provisional list of applicants has been published on the [AECID's website](#) (Sede Electrónica), specifying the requirement/s for which no supporting documents have been provided. Applicants will also be informed, as the case may be, of any problems with the documents they have submitted.

The applicant shall have a period of 10 working days from the day following publication of the provisional list to submit, in electronic format, any documentation that may be missing or that requires rectification, or that was submitted incorrectly.

If the period elapses without the applicant rectifying any non-fulfilment of requirements or problems with supporting documentation, their application shall be considered withdrawn.

23) I HAVE RECEIVED AN EMAIL TELLING ME TO RECTIFY SOMETHING. HOW CAN I DO THAT?

Go to your online application form, and you will be able to attach the files corresponding to the documents for rectification, at the tab called "Documents".

The only documents that may be rectified are those listed in the email.

Starting on the day following the email notification, the applicant shall have 10 days to rectify any such issues. The deadline for doing so on the [AECID's website](#) shall be 14:00 on the established day.

If the requirement is not met or the supporting documents are not submitted online within this period, the application shall be deemed withdrawn.

24) WHICH DOCUMENTS WILL I BE ABLE TO RECTIFY?

Please read carefully the email listing which documents you need to rectify. Only those documents may be rectified.

Documents submitted during the initial application period, which have been validated as accreditation of the requirement, may not be changed during the rectification period.

Documents submitted during the period for rectifying documents supporting requirements that have already been validated shall not be taken into consideration.

25) WHAT IS THE EVALUATION PROCESS LIKE?

The applications shall be evaluated by the Evaluation Committee. Clause 5.6 of the Call for Applications describes the criteria and two-phase evaluation process for assistantships, whether vacant or new. In the first phase, a maximum of six candidates having the highest scores shall be pre-selected for each university. In the second phase, the pre-selected

candidates shall be evaluated by the university and the Embassy of Spain in the corresponding country.

Applicants for renewal shall be evaluated in accordance with the criteria set forth in Clause 5.7.

26) WHEN WILL I BE NOTIFIED IF I HAVE BEEN SHORTLISTED?

Shortlisted candidates will be notified by email of this status. Shortlisted candidates will have a period of three days to express his/her conformity.

Shortlisting is carried out taking into account the beginning of the school year in different destinations.

Applicants for assistantships beginning in June, July or August are notified first, to be followed by those beginning in September-October-December; and lastly, those beginning in January 2018. The shortlisting period shall not exceed five and a half months after the end of the application period.

27) WHAT ARE MY CHANCES OF BEING GRANTED AN ASSISTANTSHIP?

Your chances of being awarded a post as an assistant depend on the competitive process created for each available post.

28) HOW DO I KNOW IF I HAVE BEEN GRANTED AN ASSISTANTSHIP?

AECID will send you an e-mail stating that the notification is already available on the [website](#).

The list of applications accepted and excluded will also be published on the [website](#).

The AECID [website](#) will publish the three awarding resolutions for the assistantships and the appointment of the substitutes:

- First partial decision: renewal of assistantships beginning between June and December 2019, and vacancies to be filled in June 2019.
- Second partial decision: vacancies or new assistantships that begin in July and August 2019.
- Third partial decision: vacancies or new assistantships that begin in September and December 2019.
- Fourth partial decision: assistantship vacancies and renewals, beginning in January 2020.

29) HOW MUCH WILL I EARN?

AECID will cover the monthly payments stated in Annexes I and II of the [Call for Applications](#), as well as travel allowance (for the exact amount, without exceeding the indicated maximum), and travel and accident insurance. Only for the assistantships specified in Annexes I and II of the [Call for Applications](#), an allowance of up to €200 for educational materials will be provided.

For destinations listed in Annex II, in addition to AECID's allowance, the contribution by the destination university is specified.

Grants listed in Clause 8.2 of the Call for Applications are subject to Spain's personal income tax. The amount of tax withheld shall be calculated taking into consideration the total amount of the grant for each annual payment, as well as the personal situation of the grant recipient, pursuant to Article 88 of Spain's Personal Income Tax Regulations.

30) DO I HAVE TO TAKE OUT MY OWN HEALTH INSURANCE?

Health insurance is taken out and provided by AECID.

31) IS THERE A SUBSIDY FOR THE RETURN TRIP?

No. The return trip will be the responsibility of the recipient of the assistantship.

32) HOW DOES THE SUBSIDY FOR MATERIALS WORK?

Assistants must buy their learning materials and submit the invoices to the Department for University and Scientific Cooperation (DCUC in Spanish), Assistantships Unit, which will refund the amount of the invoices, up to €200.

33) IF I RELINQUISH THE ASSISTANTSHIP, WILL I BE PENALIZED?

According to Condition 5 of the [Call for Applications](#):

- If you withdraw before shortlisting, there is no penalty.
- If you withdraw after the shortlist, penalty will be applied.

If you withdraw from an Assistantship granted to you, there will be a penalty, notwithstanding the fact that you may be required to refund any allowances that you may have been paid. No penalty will be applied if withdrawal is sufficiently justified.