



OPERATING PROCEDURES FOR THE HUMAN CAPITAL DEVELOPMENT PROGRAM BETWEEN THE THE NATIONAL COMMISSION FOR SCIENTIFIC AND TECHNOLOGICAL RESEARCH - CONICYT, AND THE MASSACHUSETTS INSTITUTE OF TECHNOLOGY

This document is adopted pursuant to and is made a part of the Agreement for Human Capital Development between the Massachusetts Institute of Technology and the National Commission of Scientific and Technological Research – CONICYT dated, 2011 (the "Agreement") and is intended to outline the general operating procedures and funding expectations under the CONICYT – MIT Advanced Human Capital Development Program (the "Program") in order to clarify the expectations of the parties and to facilitate the distribution of the fellowships and benefits. These operating procedures will be monitored by the Coordinating Committee described in the Agreement to ensure the efficient operation of the Program.

Pursuant to the Agreement, CONICYT and MIT will support funding for students participating in the Program with the goal that all Chilean students admitted to eligible PhD programs at MIT will be fully funded.

Support for PhD Programs

Within the limits set out in Section 2 of the Agreement, Chilean citizens accepted by MIT for admission to an eligible MIT PhD graduate program and awarded a fellowship by CONICYT under the Agreement, will be jointly funded by CONICYT and MIT as set forth herein.

CONICYT commits to pay 100% tuition and fees for the first and second years of studies of students selected under the terms of the Agreement (each student who is selected and elects to enroll in the Program, a "Program Participant"). CONICYT will pay a standard monthly living stipend equivalent to \$1700 USD, to Program Participants in the first, second, third, and fourth years of study under the terms of the Agreement. CONICYT will pay Program Participants' medical insurance during the first, second, third, and fourth years of studies, USD \$800 per year.

MIT will use its reasonable best efforts to make arrangements for financial support to cover Program Participants' tuition and fees for Program years three and four. Notwithstanding the above, MIT shall not be obligated to arrange



financial support with respect to any Program Participant who does not remain in good academic standing per MIT policy, as set forth at <http://web.mit.edu/odge/gpp/registration/performance.html>.

Additional financial support to be provided by CONICYT is provided in Table 1 below.

Table 1

Additional Support to be provided by CONICYT				
	YEAR 1	YEAR 2	YEAR 3	YEAR 4
One round trip air ticket (economy class)	CONICYT One way to MIT	NO	NO	CONICYT One way from MIT
A monthly allowance for the spouse (USD \$150)	CONICYT	CONICYT	CONICYT	CONICYT
A monthly allowance for each child (USD \$75)	CONICYT	CONICYT	CONICYT	CONICYT
A one-time settlement fee (\$USD 500)	CONICYT	-	-	-
A one-time return fee (USD \$500)	-	-	-	CONICYT
Yearly allowance for books (USD \$300)	CONICYT	CONICYT	CONICYT	CONICYT

ADMISSIONS APPLICATION PROCESS

Students who seek Program funding (each, an "Applicant") must apply directly to MIT for admission into an MIT doctoral program. All admissions decisions are solely within the purview of MIT and shall be made in accordance with MIT's applicable admissions policies and procedures.

Applicants should deliver to CONICYT the required Program application (the "Program Application") by the CONICYT deadline and, in addition, inform **MIT** that he/she is applying for assistance under the Program. Within thirty days following CONICYT's receipt of a Program Application, as well as notice from MIT that the Applicant has been accepted for admission to MIT, CONICYT will decide whether to make a Program award to the Applicant and, if so, sign a Program contract with the Applicant concluding the CONICYT scholarship granting process. The parties will comply with the timeline in ADDENDUM No 1.

CONTRACT AND REPORTING OBLIGATIONS OF RECIPIENTS

MIT will require a copy of the CONICYT contract for each individual student participating in the Program for its records. All fellowship recipients will be required to file a bi-annual report describing their academic program with CONICYT.



MIT shall send notice to CONICYT in the event that any Program Participant is not in good academic standing.

COMMUNICATION BETWEEN THE PARTIES

In order to assure the best implementation of this Program and Operating Procedures, the parties will do their best to maintain frequent communication, by means of the relevant persons designated by each institution. For more details please see the attached ADDENDUM No 2 and 3.

PAYMENTS

CONICYT will pay a Program Participant's tuition and fees directly to **MIT**. Maintenance stipend, airfare, health insurance fees, relocation fees and other amounts in the tables above will be paid directly to the students. For more details please see the attached ADDENDUM No 4.

ADDENDUM No I

Timeline

- This schedule for timely payments to students and **MIT** is an essential feature of the Program.

STUDENTS WHO APPLY TO MIT ADMISSION AND START STUDYING DURING THAT SAME YEAR		
DATE	ACTION	RESPONSIBILITY
Fall semester	Student applies for admission to MIT PhD programs	PhD applicants
	MIT will disseminate information of the CONICYT fellowship program opportunity.	MIT
30 working days	PhD Students having sent all the necessary documentation sign fellowship contract with CONICYT, subject to examination of the eligibility.	PhD Students
	CONICYT will begin payments to students and to MIT	CONICYT



ADDENDUM No II

Summary List of Key *MIT* contacts

MIT

1. Christine Ortiz, Dean for Graduate Education
Office of the Dean for Graduate Education (ODGE)
Massachusetts Institute of Technology
RM 3-132 (ODGE)
77 Massachusetts Avenue
Cambridge, MA 02139 USA
Email : cortiz@mit.edu
Phone: 617-253-1957
WWW (ODGE): <http://web.mit.edu/odge>

ADDENDUM No III

Summary List of Key CONICYT Contacts

1. Dr. José Miguel Aguilera
President
+56 2 3654406
jmaguilera@conicyt.cl
2. Dr. Denise Saint-Jean
Director
Advanced Human Capital Program
+56 2 365 4608
dsaintjean@conicyt.cl



ADDENDUM No IV

CONICYT FEES PAYMENT PROCEDURES¹

Invoice should be sent to the following e-mail account: tuition-fees@conicyt.cl. Universities should send individual invoices containing the following information:

1. Grantee's full name
2. Description of charges
3. Coverage period (per semester, years, etc)
4. Total amount of charges
5. Balance to pay
6. Awards/Credits as per Agreements signed with the Government of Chile

CONICYT takes about two or three weeks to process payments once invoices are received.

Invoice should be individual in order to be processed.

Contact person at CONICYT's Financial Department:

- Carolina Mora, cmora@conicyt.cl
- Phone number: 56 2 3654474

Universities Bursar's offices (University Bank Information) should complete the information required by CONICYT:

- Beneficiary's bank
- Address
- SWIFT Number
- IBAN / ABA routing
- BSB
- Account Number
- Beneficiary's name
- Student name, Program, CODE

¹ Only Mandatory and Tuition Fees will be paid to university. Grantees receive monthly stipend allowance + settling in allowance + books allowance + health insurance + other payments as per agreement.