

Call to join the IMP Postgraduate Program 2023

The Mexican Petroleum Institute (IMP) is a Decentralized Organization of the Federal Public Administration recognized as a Public Research Center, whose creation decree states as part of its purpose, the training of specialists and researchers, which it achieves through its Master's and Doctorate Programmes in Science or Engineering, which offer students a multidisciplinary environment of comprehensive training and technological innovation to add value to the Energy Sector. These programs are registered by the National Postgraduate System of the National Council of Science and Technology.

Based on the above, IMP, through its Postgraduate Program Coordination arm,

CALLS FOR

Mexican and foreign professionals to participate in the admission process to complete studies in:

**Master’s in Science or Engineering
Doctorate in Science or Engineering**

In one of the two lines of generation and application of knowledge (LGAC), in addition to a thematic area and a focus area:

1. LGAC: Exploration and Production

<p>Subject Areas</p> <ul style="list-style-type: none"> • Predictive Geology • Quantitative Geophysics • Reservoir Engineering • Additional Recovery Engineering • Drilling and Completion • Well Tools and Systems and Facilities 	<p>Upstream Focus Areas</p> <ul style="list-style-type: none"> • Incorporation of reserves • Increase recovery factor • Maintain – increase production • Artificial intelligence applied to oil exploration and exploitation • Increase the reliability and safety of hydrocarbon production operations
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2. LGAC: Industrial Transformation of Hydrocarbons

<p>Thematic areas</p> <ul style="list-style-type: none"> • Refining of hydrocarbons • Separation of hydrocarbons • Development of materials and chemical products • Biomass transformation <p>Ducts and materials</p> <ul style="list-style-type: none"> • Energy efficiency and sustainability 	<p>Downstream Focus Areas</p> <ul style="list-style-type: none"> • Development of technologies, simulation and optimization of gas, crude oil, refining and petrochemical processes. • Development of materials, catalysts, additives and chemical products for gas, refining and petrochemical processes. • Heavy crude upgrading and residue conversion • Facility and pipeline design, assessment, integrity and reliability • Environment, energy efficiency and sustainability
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	<ul style="list-style-type: none">• Renewable energy and energy transition
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IMP, as the main centre for research, technological development and provider of technological solutions for the energy sector in Mexico, offers applicants to its postgraduate program the opportunity to join its academic and research community as students, with an avant-garde educational model that favours teamwork and the possibility of collaborating in the projects developed at the Institute, as well as the possibility of complementing their education through academic mobility to national and international institutions with which IMP has collaboration agreements.

Applicants who meet the admission profile and pass the admission process of this call, may carry out their studies at IMP's headquarters in Mexico City or, if the subject area and topic they choose so requires, at IMP's Centre of Technologies for Exploration and Production (CTEP), located in Boca del Río, Veracruz.

At the end of their studies, graduates will have the competencies, knowledge, skills, attitudes and values described in the graduate profile, which will provide them with the ability and leadership to join the demanding labour market where they will identify and meet the needs of the Energy Sector and society in general.

ADMISSION PROCESS

The admission process includes the following stages:

1.- REGISTRATION OF APPLICATION

1.1 Electronic application.

1.1.1 The applicant will enter the information indicated in the Postgraduate Electronic Platform, located at the following e-mail address: <https://ppimp.imp.mx/pgConvocatoria/EntradaR.aspx>

1.1.2 The applicant will register in the Postgraduate Electronic Platform the complete documentation indicated in point 1.2.

1.2 Documentation.

The applicant must integrate the following documentation in **PDF** format, in greyscale, at 200 dpi, on both sides when applicable, with legible content, without amendments or alterations and taking care that all sheets have the same orientation, either horizontally or vertically, avoiding having documents and photographs be images or be scanned with a cellphone:

1. Signed application form printed from the Postgraduate Electronic Platform.

2. Letter of commitment to study exclusively and full time, signed.

3. Academic Qualifications Document

3.1. To apply for admission to the Master's level

a. Professional bachelor's degree or professional examination certificate.

- In the case of presenting the professional examination certificate for the bachelor's degree, the corresponding degree must be presented before obtaining the master's degree.
- 3.2. To apply for admission to the doctoral level.
 - a. Professional bachelor's degree or professional examination certificate.
 - b. Degree or the report of the master's degree examination
 - 3.3. If none of the documents listed above are available.
 - a. The applicant will present a letter from the educational institution stating that the process of obtaining the degree was completed and that the degree or official document is being processed and which must be presented before obtaining the degree for which the student is applying.
 4. Certificate of previous studies with a minimum general average of 8.0 or equivalent, of bachelor's degree for applicants to the master's degree level. For applicants to enter the doctorate level, submit bachelor's and master's degree certificates, the latter with a minimum GPA of 8.0 or equivalent.
 5. Curriculum vitae in one page and free format.
 6. Letter of motivation to enter the IMP postgraduate program addressed to the Admissions Committee in free format and with a maximum length of one page and signed.
 7. Two letters of recommendation no older than two months with the contact information of the person issuing the letter.
 8. Proof of TOEFL or IELTS test score, issued by a licensed institution. For master's level, with a minimum of 400 TOEFL points, for doctorate with a minimum of 500 TOEFL points or its equivalence in IELTS.
 9. Birth certificate or letter of naturalization.
 10. Valid official identification with photograph (voter's credential, passport, valid professional card with photograph -except for electronic cards-).
 11. CURP, only for Mexican citizens and foreigners residing in Mexico, which can be obtained at the following website: <https://www.gob.mx/curp/>.
 12. Child-size color photograph with white background, in jpg format. Should be handed in physically when you enroll.
 13. Proof of scholarship release, in case of having received support from CONACYT for previous specialty or master's degree studies, which will be an indispensable requirement only if the applicant wishes to apply for a CONACYT scholarship for the degree to which he/she is aspiring.

For foreign applicants

Additionally, the following documents must be submitted:

- a. Certified translation of the documents indicated in items 3 and 4, by an expert translator, when such documents are in a language other than Spanish and, if accepted, submit the original documents with apostille for their comparison.

- b. For applicants whose native language is not English, proof of having taken the TOEFL or IELTS test, issued by a licensed institution. For master's level, with a minimum of 400 TOEFL points, for doctorate with a minimum of 500 TOEFL points or its equivalence in IELTS for both cases. Proof of Spanish language proficiency, in case you are not a native Spanish speaker, issued by the Centro de Estudios para Extranjeros (CEPE) of the UNAM or other equivalent with international recognition.
- c. Valid passport that, preferably, covers the period of the duration of the graduate studies and, in case of acceptance, the original must be presented.
- d. Immigration form, which certifies legal stay in the country for study purposes and, if accepted, the original must be presented. This stay can be processed once accepted into the IMP Graduate Program.

For IMP staff

In the case of IMP employees interested in entering the postgraduate program within the framework of this Call for Applications, they must:

- a. To have the written authorization of the manager and director of his/her area of assignment to initiate the application process for admission to the IMP graduate program.
- b. Comply with the requirements and conditions set forth in this call.
- c. Carry out the scholarship application process at the IMP in parallel with the Admission Process of this call considering the fulfilment of the schedule established in this call.
- d. Present the IMP scholarship approval document during the enrolment period established in the calendar of this call for applications.
- e. Comply with the provisions of Article 11 of the Scholarship Regulations for the Training and Development of Human Capital of the Mexican Petroleum Institute.
- f. Comply with the provisions of paragraph 30 of the Guidelines for Operation and Functioning of the Regulations for Scholarships for the Training and Development of Human Capital of the IMP in force.

For information or questions about the scholarship process within the IMP, please contact Mr. Vladmimiro Martínez Serrano at vserrano@imp.mx.

Important aspects.

- When the applicant is accepted into the graduate program, he/she will complete the enrollment procedures in person at the IMP facilities at Headquarters during the enrollment period indicated in the calendar of this call.
- To complete the registration process, all documents, signed in original and copy, must be submitted in original and copy.
- The original apostilled documents for their comparison, in the case of Mexican applicants with studies abroad.

2.- ADMISSION EXAM

Applicants who have complied with the requirements of the previous stage, may take the admission exam following the instructions that will be sent to them by e-mail, regarding the mode of presentation, time, date and document with which they will identify themselves. Liga Examination Syllabus

Students graduating from the IMP Master's Program in 2023 who wish to continue to the Doctoral Program will be exempt from taking the admission exam.

3.- PRELIMINARY DRAFT PROTOCOL

Applicants who pass the exam must prepare a draft protocol proposal, with the advice and endorsement of a researcher or specialist of the IMP who will emerge from the interview with at least three persons in their capacity as researchers or specialists, as determined by the corresponding Subject Area Commission, who will be the thesis director, if the applicant is accepted.

The preliminary draft protocol proposal should have the following characteristics.

1. Title
2. Content:
 - a. Cover page
 - b. Introduction
 - c. Problem or technological challenge to be solved
 - d. Objective
 - e. Hypothesis and methodology
 - f. Expected contributions
 - g. Work Schedule
3. Characteristics.
 - a) The maximum length of the document will be 10 pages, considering the work schedule and the cover page; using Calibri font, 12 point, and single spaced.

The applicant will register the preliminary draft of the protocol in PDF format with **the signature of the applicant and the researcher or specialist** who provided the advice in the Postgraduate Electronic Platform on the date indicated in the calendar of activities of this call.

4. INTERVIEW

Applicants will be interviewed by the Admissions Committee on the date and at the time indicated in the calendar at the end of this call, which will be notified with due anticipation by means of the e-mail address registered in the application. During the interview, the applicant will present his/her preliminary draft protocol in a maximum of ten slides, for which he/she will have approximately 15 minutes.

5. RESTRICTIONS

- a) Applications that present incomplete documentation, different from what is requested in this call or with unreliable information, will not be considered for the admission process.

- b) Applications and documentation received outside the periods established in the calendar of this call will not be considered for the admission process, with no exceptions.

6. SELECTION CRITERIA

- a) Clarity and solidity in the arguments presented in the letter of motives for pursuing a postgraduate degree at IMP.
- b) Clarity, congruence, relevance and scope of the topic of the protocol project developed.
- c) Accuracy and logic of the applicant's thinking and oral expression during the interview.
- d) The level of knowledge of the applicant demonstrated in the content of the preliminary draft of the protocol, during the interview and in the result of the exam in the admission process, which allows visualizing a greater probability of success in the completion of his or her studies.
- e) Fulfillment of the entry profile in terms of competencies, skills and values.
- f) Congruence between the applicant's profile and the topic of his/her preliminary protocol project.

7. REVIEW PERIODS

Up to 5 working days after the publication of the results, applicants may request a review of their report, which will be evaluated by the Admissions Commission and, if appropriate, rectification will be made, including publication on the IMP website.

8. OTHER CONSIDERATIONS

a. For situations not foreseen in this call for applications, the procedure will be based on the decision of the Director of Talent Development of IMP, with the academic advice of the members of the Admissions Committee, when applicable.

b. The minimum requirement for graduation from the Doctoral program is 550 TOEFL points or equivalent in IELTS.

9. PERIODICITY AND COST

Admission to IMP's graduate program is on an annual basis.

In order to participate in the admission process to the IMP graduate program, there are no fees to be paid by the applicant.

10. SCHOLARSHIPS

Applicants who are accepted to study in IMP's graduate program, both nationals and foreigners, may apply for a scholarship within the framework of CONACYT's Call for National Scholarships and, in some cases, for scholarships from IMP itself, depending on budget availability.

Notwithstanding the foregoing, considering that CONACYT is a Federal Government institution governed by its own regulations, completely unrelated to the Mexican Petroleum Institute, applicants must first comply with the requirements established in the call published by that institution for the awarding of scholarships and must have the authorization of that institution.

FREQUENTLY ASKED QUESTIONS To review a selection of frequently asked questions, please refer to the following link.

11. CALENDARIO DE ACTIVIDADES DE LA CONVOCATORIA DE INGRESO 2023

Activity	Date
Publication of the call for proposals	October 25, 2023
Application registration	October 25, 2023 to January 14, 2024
End of application registration	January 14, 2024
Submission of preliminary draft thesis protocol proposal	January 15, 2024
Admission exam submission period	January 16-17, 2024
Interviews with the Admissions Committee	January 22-24, 2024
Publication of results on the IMP web page, Postgraduate section.	January 29, 2024
Registration period	February 1-2, 2024
Start of studies	February 6, 2024
Induction course (mandatory)	February 6-7, 2024

INFORMATION

Contact to clarify doubts before registering information in the Postgraduate Electronic Platform:

Name	Tele	Email
Francisco Javier Ibañez Castro	(+52) 55-9175-7507	fibanez@imp.mx
M. in Higher Education Gabriela García Haro	(+52) 55-9175-7954	ggharo@imp.mx

Hours of attention and reception of documents: Monday to Friday from 9:00 to 14:00 hours.

Likewise, the Postgraduate Electronic Platform has the option of assistance through the *Contact* section.

Who is the personal information you provide shared with and why?

IMP is responsible for the treatment of the personal data provided by the applicants during the admission process, which will be protected in accordance with the provisions of the General Law for the Protection of Personal Data in Possession of Obligated Subjects and other applicable regulations.

For what purposes are personal data used?

IMP is responsible for the processing of personal data provided by applicants during the admission process, as well as those of accepted students, which will be protected in accordance with the provisions of the General Law on Protection of Personal Data Held by Obligated Parties and other applicable regulations, without prejudice to the exercise of the rights of Access, Rectification, Cancellation and Opposition (ARCO).

The personal data requested are used for the registration of the application for admission to the IMP graduate program and, if necessary, the creation of files and processing of accepted students.

With whom is the personal information provided shared and for what purpose?

The personal data provided by applicants and to enter the Postgraduate Program at IMP and/or students will be used exclusively by the IMP Postgraduate Program for the following purposes:

- Identify and validate information on applicants, pupils and students (nationals and foreigners).
- Creation and updating of the physical file, in addition to the electronic file of the student in the computer systems.
- Registration of applicants, enrollment and re-enrollment of students.
- To issue degrees, titles, diplomas and certificates granted by the institution.
- Register the professional titles or academic degrees in electronic format with the General Directorate of Professions of the SEP so that the student can process the issuance of his or her professional license.
- Report on the academic performance of pupils and/or students to their parents/legal guardians (in the case of minors) or directly to the pupils and/or students.
- Contact the persons exercising custody or legal guardianship of applicants and students, minors, in cases of emergency.
- Perform institutional statistics and analysis for university planning and evaluation.

Personal data will not be shared or transferred to third parties without the prior consent of the owner, except in those situations necessary to meet the requirements of a competent authority, duly grounded and motivated.

If you wish to know the complete privacy notice of gob.mx, you may consult it at:

www.gob.mx/imp.

1.4 Ethics of public servants.

IMP public servants who participate in the Admission Process for applicants for admission to the Postgraduate Program at IMP, established in this call, will be governed by the principles, values and rules of integrity established in the Code of Ethics for Public Servants of the Federal Government, as well as in the IMP Code of Conduct and other applicable regulations on the subject.