



CEU | *Universidad  
San Pablo*

**TERMS AND CONDITIONS  
FOR THE AWARDING OF CEU  
INTERNATIONAL  
MERIT PROGRAM SCHOLARSHIPS  
ALL DEGREES EXCEPT MEDICINE**

**ACADEMIC YEAR 2023-2024**



## CONDITIONS OF THE CEU INTERNATIONAL MERIT PROGRAM SCHOLARSHIPS FOR ALL DEGREES EXCEPT MEDICINE UNIVERSIDAD SAN PABLO-CEU - ACADEMIC YEAR 2022/2023

### I. - PURPOSE

The **CEU International Merit Program Scholarships** were created with the purpose of attracting the best records of international students, with the commitment to train young leaders committed to the transformation of a more just society, therefore, they aim to reward the academic talent of the students.

### II.- CALL FOR APPLICATIONS AND CONDITIONS OF THE SCHOLARSHIPS

#### 1. APPLICATION DEADLINES

##### Single call

Deadline for submission: May 31, 2023 inclusive (up to 23:59h). Date of resolution June 15, 2023

Candidates who have completed or are currently completing the Baccalaureate, International Baccalaureate or other equivalent studies in a foreign educational system and who have been admitted to any of the university degrees of CEU-USP (except for the Bachelor's degree in Medicine), in accordance with the provisions of the "General rules of enrollment for undergraduate and graduate studies and for admission of students with a resolution of homologation of foreign studies conditioned to the overcoming of complementary training requirements. Academic year 2023-2024".

Once you have been admitted to the University, you may apply for the scholarship following the procedure established in these rules.

In the case of candidates for admission to the Degree in Medicine, the scholarships will be regulated by the specific rules of "CEU Merit Medicine".

#### 2. REQUIREMENTS

The **CEU International Merit Program Scholarship** may be awarded to students who meet all of the requirements described below:



- Be a resident outside Spain and come from a foreign pre-university education system.
- Obtain an average grade of 8 out of 10 or higher in the baccalaureate or equivalent.
- Have been admitted to Universidad CEU San Pablo before the deadline for the resolution of the scholarships of each call.
- Entering the first full year of a Bachelor's or Double Degree program.

In order to award the scholarships, the Committee will take into consideration having a higher grade than the rest of the candidates presented and valued as excellent by the Committee, in the degree for which the scholarship is requested based on the justified academic merits.

### 3. REQUIRED DOCUMENTATION AND SUBMISSION OF THE APPLICATION

The scholarship application will be submitted through the *Scholarship Portal*, within the Future Student Portal, once the candidate has been admitted by Universidad CEU San Pablo. From the moment of publication of these rules, and once the corresponding section has been enabled, the candidate will be able to carry out all the steps in this regard. The candidate must attach, in any case, the academic documentation certifying the grade obtained in Baccalaureate (or its equivalent in the international system).

The high school transcript must be submitted before the application deadline. The transcript of the study system of the country of origin shall be accompanied by a document of equivalence of grades to the Spanish educational system.

This document may be the homologation credential from the Ministry of Education or the UNED, indicating a grade from 1 to 10.

If the candidate does not have the homologation document by the indicated date, the University will accept the equivalence made by the educational company HOMOLOGATION STUDENTS SERVICES (infomadrid@hostudents.com. Tel. +34 628 237 237). This company issues the equivalence document within 72 hours (cost: 60 €).

Notwithstanding the above, the Scholarship Committee of Fundación Universitaria San Pablo-CEU reserves the right to request any complementary or additional information it deems appropriate, for the sole purpose of awarding the scholarships provided for in these Rules.

The granting of this aid will be final after its communication, even if the candidate has not yet presented the credential or homologation of qualification for access to the University. However, it will be in any case conditioned to the accreditation, by means of the documentation established for this purpose, of the fulfillment of the conditions of access to the University.

Once the scholarship award is communicated, the beneficiary will have a period of time (indicated in the communication) to accept the scholarship. The final award will take place when the beneficiary accepts the scholarship.

**VERY IMPORTANT:** the application will not be processed if it is not completed in all its sections or if any of the required documents are missing.

The awarding of the scholarships that have been duly communicated will be subject to overcoming the legal requirement of access to the University.

#### 4. SCHOLARSHIP ENDOWMENT

The awarding of the scholarship implies that the candidate will be the beneficiary in the first year of the aid corresponding to the amount that has been granted in this concept.

The amount awarded will range from 2,500 to 7,500 euros, taking into consideration the degree in which the candidate has been admitted, his or her high school average, the result of the admission tests to Universidad CEU San Pablo, the scholarship pool available and the number of candidates presented.

Additionally, the best candidate among the applicants for the national and international CEU Merit Program scholarship for each degree will be eligible for a scholarship equivalent to 100% of the tuition fees, whether it is a single degree or simultaneous, provided that their average grade point average is equal to or higher than 9.

The amount granted as a scholarship will be deducted directly from the tuition fees, at the rate of a proportional part of the amount of each monthly payment (when this is the chosen system of payment) or by deducting the amount of the grant from the total fees if the single payment method is chosen.

The amount of the scholarship will not be applied to the admission process fee, the seat reservation fee or the registration fee, nor to any other economic right established for other concepts, such as recognition or validation of credits, transfer of transcripts, request of academic certificates, as well as the issuance of degrees, among others.

#### 5. PUBLICITY AND DISSEMINATION OF THE AWARD DECISION

1. Given the special nature of recognition of effort and talent that the **CEU International Merit Program Scholarships**, academic year 2023- 2024, the decision of the Qualifying Committee may be made public by holding an event to that effect (in person or online, as required by the circumstances), and without prejudice to the individual notification to the beneficiaries.
2. Students who participate in this process and who are finally awarded a scholarship will expressly grant their consent for the transfer to Fundación Universitaria San Pablo-CEU, the entity owner of Universidad CEU San Pablo, of the image rights inherent to the photographs and/or video recordings in which they appear, taken and/or filmed during the **CEU International Merit Program Scholarship** award ceremony; including the transfer of the right to their total or partial reproduction, respecting at all times their dignity, honor and self-image under the terms of Organic Law 1/1982 of May 5, 1982, on the civil protection of the right to honor, personal and family privacy and self-image.
3. This authorization and subsequent assignment of rights will be free of charge, without any geographical or time limitation, and will be made for the sole purpose of dissemination and/or promotion -



by Fundación Universitaria San Pablo-CEU, an entity owned by Universidad CEU San Pablo, through its own media or communication supports, websites and social networks- of the awarding of the **CEU International Merit Program Scholarships** for the 2023-2024 academic year.

4. The processing of personal data of data subjects included in the corresponding application will be carried out in compliance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, as well as by Organic Law 3/2018 of 5 December on the Protection of Personal Data and guarantee of digital rights.
5. In particular, the public dissemination of the data of the beneficiaries of the **CEU International Merit Program Scholarships** may be carried out in order to promote them through the media or communication media, websites and social networks of Fundación Universitaria San Pablo-CEU/Universidad CEU San Pablo, in accordance with the provisions of the previous subsection.

## 6. WAIVER OF SCHOLARSHIP

In the event that, once a scholarship has been awarded, the student renounces the scholarship, the amounts paid as admission process fee, place reservation fee, registration fee or other fees related to admission to Universidad San Pablo-CEU will not be refundable. This shall also apply in the event that the interested party is granted a new scholarship, under any modality that is subsequently requested.

## 7. CONDITIONS FOR RENEWAL

The student shall retain the corresponding reduction on the total amount of tuition fees during all subsequent courses of the chosen degree, provided that he/she maintains at all times the conditions set forth in this point.

In order to remain within this scholarship program and, therefore, be able to continue enjoying in the 2024-2025 academic year and subsequent years the reduction of tuition fees established by virtue of its concession, the student must pass each year the total number of ECTS credits enrolled, being the minimum of 60 ECTS credits enrolled per year.

The renewal conditions are as follows:

- a) For those students who have obtained a scholarship of more than 4,000 euros in a single degree or more than 5,000 euros in a pathway of simultaneous degrees The renewal will occur automatically if the following two requirements are met:
  - i. Complete 15 hours of dedication to Campus Life.
  - ii. Maintain, in the academic year preceding the application, an average academic grade in all credits enrolled above that indicated below.
    - EPS (Engineering and Architecture): 8 out of 10 (single or double degree)
    - Other degrees: maintain a minimum average of 8.25 out of 10.



- In the case of double degree itineraries: 8 out of 10, having to maintain the average grade in the credits enrolled in the two degrees. Obtaining this average grade means the renewal of the scholarship for the academic year 2024-2025. A student will be considered to be in a pathway of simultaneous degrees when that course is enrolled in more than 60 ECTS and correspond to two different degrees. If this condition is not met in an academic year, the student will not be considered a dual degree pathway student for the purposes of applying the grade criterion for renewal.
  
- b) For those students who have obtained a scholarship of 4,000 euros or less in a single degree or 5,000 euros or less in a pathway of simultaneous degrees:
  - i. Complete 15 hours of dedication to Campus Life.
  - ii. Maintain, in the academic year preceding the application, an average academic grade in all credits enrolled above that indicated below.
    - EPS (Engineering and Architecture): 6,75 out of 10 (single or double degree)
    - Other degrees: maintain a minimum average of 7 out of 10.
    - In the case of double degree itineraries: 7 out of 10, having to maintain the average grade in the credits enrolled in the two degrees. Obtaining this average grade means the renewal of the scholarship for the academic year 2024-2025. A student will be considered to be in a pathway of simultaneous degrees when that course is enrolled in more than 60 ECTS and correspond to two different degrees. If this condition is not met in an academic year, the student will not be considered a dual degree pathway student for the purposes of applying the grade criterion for renewal.

In order to achieve these results, a follow-up by your personal tutor is recommended.

## 8. CAUSE FOR TOTAL OR PARTIAL LOSS OF SCHOLARSHIP

The student will lose all or part of his/her scholarship status in the **CEU International Merit Program**:

- Failure to exceed the minimum qualification established for the renewal of the scholarship in accordance with section 7 of Basis II.

However, if a student who was benefiting in a previous academic year from the **CEU International Merit Program Scholarship** for tuition fee exemption in the amount of more than 4,000 euros in the case of a single degree or more than 5,000 euros in the case of a double degree, does not obtain a grade point average in accordance with point 7(a), but does obtain a grade point average in accordance with point 7(b). 5,000 euros in the case of a double degree, does not obtain an average grade within the limits set forth in paragraph a) of point 7, but does obtain a grade within the limits set forth in paragraph b) of point 7, will pass to the aid model with a reduction in the cost of tuition fees for this modality, with the same rights and obligations as the rest of the students who are under this scholarship format. In any case, once the beneficiary is aware of this circumstance, it will be necessary to submit a request for this effective modification of the scholarship.



In the event that a student who is a beneficiary of the **CEU International Merit Program Scholarship** is on a mobility abroad and his/her grades do not reach the minimum required during this period, a report on his/her performance during the mobility will be requested from the Vice-Rectorate for Internationalization and/or tutor to evaluate whether or not he/she should remain in this scholarship program, with the University reserving the right to adopt the corresponding decision, according to its own free criteria.

- If the student incurs in any of the assumptions contemplated in the academic disciplinary regime regulations applicable to students of the University, giving rise to a sanction.
- If the student is in a situation of non-payment for any concept that he/she is obliged to pay, prior warning will be given, granting a period of fifteen days for its timely correction.
- Failure to comply with the principle of incompatibility of the scholarship with other scholarships or aid granted by any other public or private organizations or entities.
- In case of resignation of the beneficiary of the scholarship. If the resignation occurs before the beginning of the academic year, the Evaluation Committee may select a new file from among those submitted.

If the student loses the status of beneficiary of the **CEU International Merit Program Scholarship**, he/she may, nevertheless, apply for any of the other possible scholarships and grants offered by Fundación Universitaria San Pablo-CEU, as the owner of Universidad San Pablo-CEU. In this case, the interested party must submit a new application that will be considered under the same circumstances and conditions as the rest of the possible applicants, and its eventual concession will not be conditioned by the prior enjoyment of the **CEU International Merit Program Scholarship**.

## 9. INCOMPATIBILITIES

The awarding of a CEU Scholarship from this program is incompatible with the awarding of other scholarships from Fundación Universitaria San Pablo-CEU, as the owner of Universidad San Pablo-CEU, and therefore, they may not be enjoyed simultaneously. Likewise, these **CEU International Merit Program Scholarships** are incompatible with the receipt by the interested party of other scholarships or study grants awarded by any other public or private organizations and entities. To this end, together with the Scholarship application, the interested party must submit a statement, which is incorporated into these Rules as **ANNEX I**, regarding the acceptance of the principle of incompatibility of the **CEU International Merit Program Scholarships** with any other scholarships or study grants awarded by other public or private organizations and entities, a commitment that will be extended throughout the time of enjoyment of the Scholarship. The express acceptance of this principle of incompatibility of the Scholarship granted with other scholarships or aid is an inexcusable condition for the awarding of the scholarship; failure to comply with it will result in the full refund of the amount of the scholarship that has been enjoyed in a situation of incompatibility.

In the event that the interested party is awarded a scholarship under this Program, as well as any other scholarship or grant, he/she shall be responsible for deciding which of them he/she wishes to benefit from, and such decision shall not be revocable at a later date. Notwithstanding the



foregoing, consideration shall be given to the compatibility with any other scholarship from another organization or entity, public or private, provided that it is duly justified and argued in writing to the Vice-Rector for Students and University Life (vrecalum@ceu.es).

In the event of subsequent incompatibility, the Evaluation Committee may reassign the scholarship to a new recipient or declare it void at its discretion.

## **10. BENEFICIARY'S COMMITMENT**

The beneficiary undertakes to collaborate in initiatives to disseminate the activity of the University and actions of educational value aimed at students within the framework of *Campus Life*. This collaboration with the University of the beneficiary of a scholarship will be announced well in advance, coordinated by the Vice-Rectorate for Students and University Life and will involve the use of their skills and competences. These collaborations of the scholarship recipient with University activities may not exceed 15 hours per course, except with his/her express consent for a possible increase, and may not interfere with training and/or evaluation activities of the scholarship student.

## **V. EVALUATION COMMITTEE: COMPOSITION AND ATTRIBUTIONS**

1. The Scholarship Commission of Fundación Universitaria San Pablo-CEU, an entity of Universidad-CEU San Pablo, will decide the beneficiaries of the scholarships in accordance with the criteria established in these Rules.

The Commission is made up of the Rector, the Manager, the Vice-Rector for Students and University Life, a member of the Management Committee of Fundación Universitaria San Pablo CEU, the Director of the Finance Area and whoever the General Management deems appropriate.

2. The decision of the Committee shall be communicated, in accordance with the provisions of these Rules, by the University and shall be final, and the contents of the decision shall also be communicated to the Management and to the Scholarship and Student Aid Service.

3. The Scholarship Committee is the only body with the power to interpret and apply the provisions of these rules. The Commission may, freely and at its sole discretion, declare one or more scholarships vacant, if it deems it appropriate after evaluating the profiles of the candidates.

4. The academic planning circumstances of a particular degree may make it inadvisable to communicate the awarding of scholarships for that degree on the scheduled date. Candidates for scholarships for that degree will be informed of such particular contingency within the deadlines of each call for resolution established in Term number 1 above and, when doing so, they will be informed of the new date of communication of the resolution of award.

In the degrees that the University deems appropriate, after the analysis of the applications finally submitted, waiting lists of a maximum of three candidates may be established, which, in strict order, may fill the vacancies that may occur during the first fifteen days following the communication of the resolution of the scholarships.





## VI. ACCEPTANCE OF THE TERMS AND CONDITIONS

Free participation in the process of awarding the Scholarships established in these Conditions implies full knowledge and acceptance of them, without Fundación Universitaria San Pablo-CEU, owner of Universidad San Pablo-CEU, assuming any responsibility derived from this. The formalization of the application expressly implies this acceptance.

Any previous information on the terms and conditions of the 2023-2024 *International Merit Program Scholarships* is superseded by this document.

## IV- DATA PROTECTION

<b>Responsible</b>	<i>"Fundación Universitaria San Pablo-CEU", an entity of Universidad San Pablo-CEU.</i>
<b>Purpose</b>	Processing of the registration to participate in the process of awarding the "CEU <i>International Merit Program</i> " Scholarships, academic year 2023-2024, of Universidad San Pablo-CEU; as well as management of the services related to this registration. The possibility of public dissemination of the data of the beneficiaries of the "CEU <i>International Merit Program</i> " Scholarships for the promotion of these scholarships through the media or communication media, websites and social networks of Fundación Universitaria San Pablo-CEU/Universidad San Pablo-CEU is foreseen.
<b>Legitimation</b>	Consent of the interested party.
<b>Addressees</b>	The transfer of personal data to third parties is foreseen and international data transfers are not foreseen.
<b>Rights</b>	Access, rectification, limitation of processing and to file complaints with the supervisory authorities, as well as other rights, as explained in the additional information.
<b>Additional information</b>	Additional and detailed information on data protection can be found on our website: <a href="http://www.ceu.es/protecciondatosinscripcionactividades">http://www.ceu.es/protecciondatosinscripcionactividades</a>

In accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC, as well as Organic Law 3/2018 of 5 December, of Personal Data Protection and guarantee of digital rights, we inform you that your data obtained in the registration process in the call for the granting of Scholarships "CEU *Merit International Program*", academic year 2022-2023, of Universidad San Pablo-CEU will be treated under the responsibility of "Fundación Universitaria San Pablo-CEU", the entity that owns the University,

in order to process and manage your request. We inform you that profiling is not foreseen.

"Fundación Universitaria San Pablo-CEU" informs that the indicated treatments are legitimized in the consent of the interested parties, granted with the application submitted.

Likewise, "Fundación Universitaria San Pablo-CEU" informs you that the personal data contained in the request will be retained for the duration of the legal relationship between the parties.

By signing the application you expressly consent to the communication of your personal data by "Fundación Universitaria San Pablo-CEU", to Foundations, Institutions and Centers, dependent or linked to "Fundación Universitaria San Pablo-CEU"<sup>1</sup>, for management purposes, as well as to keep you informed of the activities and projects they carry out.

Likewise, you consent to the communication of your data to third parties in charge of the management of the activity in which the registration has been made only in those cases in which this communication is strictly necessary for the celebration of the same.

We inform you that no international transfer of data is foreseen.

You are also informed that you can contact the Data Protection Delegate of "Fundación Universitaria San Pablo-CEU", by sending your request in writing to the postal address C/ Tutor nº 35 - 28008 Madrid or to the e-mail address [dpd@ceu.es](mailto:dpd@ceu.es).

In accordance with the rights conferred by current legislation on data protection, you may contact the competent Control Authority to file the claim you deem appropriate, as well as exercise your rights of access, rectification, limitation of processing, deletion, portability and opposition to the processing of your personal data as well as the withdrawal of consent given for the processing thereof, by sending your request to the Vice-Rectorate for Students and University Life, address C/ Julián Romea 18, or by e-mail to [vrecalum@ceu.es](mailto:vrecalum@ceu.es).

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<sup>1</sup> CEU Institutions, Dependent Centers and Foundations: Fundación Privada Universidad Abat Oliba CEU, Fundación San Pablo Andalucía, Fundación San Pablo Castilla y León, Fundación Abat Oliba, Fundación San Pablo para Ayuda al Estudio, Colegio Mayor Universitario de San Pablo, Fundación Cultural Ángel Herrera Oria and Asociación Católica de Propagandistas.

## **ANNEX I**

### **RESPONSIBLE STATEMENT REGARDING THE PRINCIPLE OF INCOMPATIBILITY WITH OTHER SCHOLARSHIPS OR GRANTS, IN SO FAR AS**

#### **APPLICANT FOR ASSISTANCE**

#### **1. SCHOLARSHIP APPLICANT'S INFORMATION**

**(All fields must be completed)**

Surname:		Name:	
Place and date of birth:		Nationality:	
<input type="checkbox"/> ID	<input type="checkbox"/> NIE	<input type="checkbox"/> Passport (Mark as appropriate)	
<p>Address</p> <p>Avenue, street, square, etc. and number:</p>          <p>City: Region:</p>          <p>Country/State: Zip Code:</p>			
E-mail:		Telephone number:	
<p>Account No. IBAN</p> <p>(in case charges should be made):</p>          			



Universidad  
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**2. DETAILS OF THE PERSON RESPONSIBLE FOR PAYMENT (FILL IN ONLY IF DIFFERENT FROM THE APPLICANT)**

**(All fields must be completed)**

Surname:		Name:	
Place and date of birth:		Nationality:	
<input type="checkbox"/> ID	<input type="checkbox"/> NIE	<input type="checkbox"/> Passport (Mark as appropriate)	
Address			
Avenue, street, square, etc. and number:			
City:		Region:	
Country/State:		Zip Code:	
E-mail:		Telephone number:	
Account No. IBAN			
(in case charges should be made):			

I hereby **DECLARE** that I, as an *APPLICANT* for a/an

"[\_\_\_\_\_]".

I do not receive other aid and/or scholarships granted by Universidad San Pablo-CEU or by its owner Fundación Universitaria San Pablo-CEU, or other scholarships and/or study aids granted by any other public or private organizations and entities. I also **EXPRESSLY KNOW AND ACCEPT** the principle of incompatibility of the Scholarship requested, assuming it as a commitment that will extend throughout the time of its enjoyment.

Consequently, in case of non-compliance, I **EXPRESSLY KNOW AND ACCEPT** that the scholarship will be forfeited, as well as the full refund of the amount of the scholarship that has been enjoyed in a situation of incompatibility.

This reimbursement of the aid received in the aforementioned case will be charged to the bank account that appears in this declaration by its owner Fundación Universitaria San Pablo-CEU, which is also authorized by the signing of this document.

The express acceptance of this principle of incompatibility of the Scholarship, in case of being a beneficiary, is an inexcusable condition for the awarding of the scholarship.

Place and date	Signature of scholarship recipient <sup>2</sup>

Place and date	Signature of the person responsible for payment <sup>(2)</sup> (if different from the beneficiary)

<sup>2</sup>: Insert, in handwritten form, next to the signature, the text: "*I am aware of and expressly accept the principle of incompatibility of the Scholarship applied for*".