

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

ACADEMIC YEAR 2023-2024

TERMS AND CONDITIONS FOR THE "CEU MERIT PROGRAM" SCHOLARSHIPS FOR ALL DEGREES EXCEPT MEDICINE

UNIVERSIDAD SAN PABLO-CEU

ACADEMIC YEAR 2023/2024

I. PURPOSE

The "CEU Merit Program" Scholarships were created with the purpose of attracting the best academic records, 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 students.

II. CALL FOR APPLICATIONS AND CONDITIONS OF THE SCHOLARSHIPS

1. APPLICATION DEADLINES

Single call

Deadline for submission: up to and including May 31, 2023 (until 11:59 p.m.).

Date of resolution: June 15, 2.023

Candidates who have completed or are currently completing the Baccalaureate and International Baccalaureate, and who have been admitted to any of University Degrees at Universidad CEU San Pablo (except for the Bachelor's degree in Medicine), may apply, in accordance with the provisions of the *"General rules for the enrollment of undergraduate and graduate studies and for admission of students with a resolution of homologation of foreign studies conditioned to the completion of additional training requirements. Course 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 Bachelor's degree in Medicine, the scholarships will be regulated by the specific Terms and Conditions of the "CEU Merit Medicine" Scholarships.

2. REQUIREMENTS

The **"CEU Merit Program" Scholarships** may be awarded to applicants who obtain a an average grade of 8 or higher in the 1st and 2nd years of Baccalaureate in the Spanish educational system or the equivalent in an international educational system.

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, in any case, must attach the academic documentation that certifies the grade obtained in Bacculaureate (or its equivalent in an international educational system).

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. Once the applicant has been notified that his or her scholarship application has been accepted, he or she may be asked to present the original documents or a certified copy at "Admission and New Student" (Julián Romea, 18. Madrid) for the formalization of the awarding of the scholarship.

In any case, the granting of the scholarships that have been duly communicated will be subject to the passing of the Bacculaureate Evaluation for University Access, in an ordinary exam.

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/her high school average, the result of Universidad CEU San Pablo Admission tests, the scholarship pool available and the number of candidates presented.

In addition, the best candidate among the applicants of 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 or simultaneous degree, as long as their Bacculaureate 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 for each monthly payment (when this is the chosen system of payment) or by deducting the total amount of the grant from the total fees if a single payment is chosen.

The amount of the scholarship will not be applied to the "admission process fee", "seat reservation fee", "registration fee", nor to the economic rights established for other concepts, such as recognition or validation of credits, transfer of transcripts, request of academic certificates or 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 awarding of the "CEU Merit Program" Scholarships - academic year 2023-2024 entails, the resolution 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 of the beneficiaries.

Students who participate in this process and who are finally awarded a scholarship will expressly consent to the transfer to Fundación Universitaria San Pablo-CEU, the entity that owns 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 award ceremony of the "CEU Merit Program" Scholarships; 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 the Organic Law 1/1982 of May 5, 1982, on the civil protection of the right to honor, personal and family privacy and self-image.

This authorization and subsequent transfer of rights will be free of charge, without any geographical or temporal limitation, and will be made for the sole purpose of dissemination and/or promotion -by Fundación Universitaria San Pablo-CEU, the entity that owns the Universidad San Pablo-CEU, through its own media, websites and social media- of the awarding of the *"CEU Merit Program" Scholarships, academic year 2023-2024*.

2. 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.

In particular, the public dissemination of the data of the beneficiaries of the "CEU 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 it, the amounts paid as "admission process fee", "place reservation fee", "tuition fee" or others related to admission to Universidad CEU San Pablo will not be refundable. This shall also apply in the event that the interested party is granted a new scholarship, under any other modality that is subsequently requested.

7. RENEWAL CONDITIONS.

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

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.
 - 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 dual degree)
 - Other degrees: maintain a minimum average of 8.25 out of 10.
 - In the case of dual degree itineraries: 8 out of 10, having to maintain the average grade set in all credits enrolled in the two degrees. Obtaining this average grade means the automatic 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 dual degree)
 - Other degrees: maintain a minimum average of 7 out of 10.
 - In the case of dual degree itineraries: 7 out of 10, having to maintain the average grade set in all credits enrolled in the two degrees. Obtaining this average grade means the automatic renewal of the scholarship for the academic year 2023- 2024. 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 status as a "CEU Merit Program" scholarship recipient in the following cases:

Failure to pass the minimum qualification established for the renewal of the Scholarship in section 7 of Base II.

However, if a student who had been enjoying in a previous academic year a scholarship of tuition fee exemption of more than 4,000 euros in case of single degree or more than 5,000 euros in case of dual degree, does not obtain an average grade within the provisions of letter "a)" of section 7 of these Bases, but according to the provisions of letter "b)", will pass to the aid model with a reduction on the cost of tuition fees of 4,000 euros in case of a single degree and 5,000 euros in the event of a dual degree, with the same rights and obligations as the rest of the students 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 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 his/her tutor in order 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, warning will be given, granting a period of fifteen days for its timely correction.
- 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.
- Failure to comply with the principle of incompatibility of the Scholarship granted with other scholarships or grants awarded by any other public or private organizations and entities.

If the student loses the status of beneficiary of the "CEU 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 entity in charge of Universidad San Pablo-CEU. In such a case, the interested party must submit a new application that will be considered under the same circumstances and conditions as the following

The eventual concession of the scholarship is not conditioned by the previous enjoyment of the "CEU Merit Program" scholarships.

9. INCOMPATIBILITIES

The awarding of a CEU Scholarship under this program is incompatible with the awarding of the rest of the scholarships of the Fundación Universitaria San Pablo-CEU, in its capacity as the titular entity of the Universidad San Pablo-CEU. Therefore, they may not be enjoyed simultaneously. Likewise, these "CEU 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 declaration, which is incorporated into these Rules as **ANNEX I**, regarding the acceptance of the principle of incompatibility of the "CEU 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; non-compliance 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 from this Program, as well as any other scholarship or aid, it will be up to him/her to decide which of them he/she wishes to benefit from, and such decision cannot be revoked at a later date. Notwithstanding the above, compatibility with any other scholarship from another public or private organization or entity will be considered, provided that it is duly justified and justified 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 30 hours per course, except with his/her express consent in order to increase it, and may not interfere with training and/or evaluation activities of the scholarship student.

III. EVALUATION COMMISSION: COMPOSITION AND ATTRIBUTIONS

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

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.

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

2. 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.

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 Base I 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.

IV. 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, which is the parent entity of Universidad CEU San Pablo, assuming any responsibility derived from this. The formalization of the application expressly implies this acceptance.

Any previous information about the Merit Program 2023- 2024 Scholarships is superseded by this document.

V. DATA PROTECTION

Responsible	"Fundación Universitaria San Pablo-CEU", owner of Universidad San Pablo-CEU.
Purpose	Processing of the registration to participate in the process of awarding the "CEU Merit Program" Scholarships, academic year 2023-2024, of the CEU San Pablo University; 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 Merit Program" 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.
Legitimation	Consent of the interested party.
Addressees	The transfer of personal data to third parties is foreseen. International data transfers are not foreseen.
Rights	Access, rectification, restriction of processing and to file complaints with the supervisory authorities, as well as other rights, as explained in the additional information.
Additional information	Additional and detailed information on data protection can be found on our website: http://www.ceu.es/protecciondatosinscripcionactividades

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 natural persons 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 on the Protection of Personal Data and guarantee of digital rights, we inform you that your data obtained in the registration process in the call for the awarding of "CEU Merit Program" Scholarships, academic year 2023-2024, of the CEU San Pablo University will be processed under the responsibility of the "Fundación Universitaria San Pablo-CEU", the entity that owns the University, in order to process and manage your application. 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 form 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"

¹ for management purposes, as well as to keep you informed of the activities and projects carried 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 35 - 28008 Madrid or to the e-mail address dpd@ceu.es.

In accordance with the rights conferred by current legislation on data protection, you may contact the competent supervisory authority to file the claim you consider 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 Vice-Rectorate for Students and University Life, address C/ Julián Romea 18, or by e-mail to vrecalum@ceu.es.

¹ 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, AS AN APPLICANT FOR AID

1. DETAILS OF THE SCHOLARSHIP APPLICANT

(All fields must be completed)

Last Name:	First Name:
Place and date of birth:	Nationality:
<input type="checkbox"/> ID <input type="checkbox"/> NIE <input type="checkbox"/> Passport (check as appropriate)	
Address Avenue, street, square, etc. and number: <div style="display: flex; justify-content: space-between;"> City: Province: </div> <div style="display: flex; justify-content: space-between;"> Country/State: Zip Code: </div>	
<div style="display: flex; justify-content: space-between;"> E-mail: Phone: </div> Account No. IBAN (in case charges should be made):	

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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)

Last Name:	First Name:
Place and date of birth:	Nationality:
<input type="checkbox"/> ID (check as appropriate)	<input type="checkbox"/> NIE <input type="checkbox"/> Passport
Address Avenue, street, square, etc. and number: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">City:</div> <div style="width: 45%;">Province:</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;">Country/State:</div> <div style="width: 45%;">Zip Code:</div> </div>	
E-mail:	Phone:
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 titular entity, 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 awarded 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, the 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 ²

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

² 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*".