

TERMS AND CONDITIONS

FOR THE AWARD OF "CEU MERIT PROGRAM 65 and 100 – CITY COUNCIL OF POZUELO" SCHOLARSHIPS

ALL DEGREES EXCEPT MEDICINE

ACADEMIC YEAR 2023-2024

**RULES FOR THE "CEU MERIT PROGRAM- POZUELO CITY COUNCIL"
SCHOLARSHIPS FOR ALL DEGREES EXCEPT MEDICINE UNIVERSITY
OF SAN PABLO-CEU - ACADEMIC YEAR 2023/2024**

I- PURPOSE

The purpose of this call for applications is to award the following scholarships:

- 4 "CEU Merit Program - Pozuelo City Council" Scholarships
 - 2 scholarships of 100% of the single or dual degree for the first and second best academic transcript.
 - 2 scholarships of 65% of the single or dual degree for the 3rd and 4th best academic record

The "CEU Merit Program - Pozuelo City Council" Scholarships were created with the purpose of attracting the best 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- DEADLINES FOR SUBMISSION OF APPLICATIONS

The following options are established for the submission of applications and resolution of the award:

Call for the 2023/2024 academic year

- Period of dates for receipt of applications: between May 1 and May 31, 2023.
- Date of resolution for scholarship assignment: June 15, 2023

Candidates who have completed or are currently completing the Baccalaureate and International Baccalaureate, and who have been admitted to any of the University Bachelor's degrees of CEU-USP (except 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 completion of additional 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.

2- REQUIREMENTS

- The "CEU Merit Program 65-Pozuelo City Council" scholarships can be applied for by candidates who have completed or are currently completing the Baccalaureate or International Baccalaureate, and who have an average grade equal to or higher than 7 points, calculated between the 3rd and 4th years of Compulsory Secondary Education and 1st year of Baccalaureate in the Spanish educational system.
- The "CEU Merit Program 100-Pozuelo City Council" scholarships can be applied for by candidates who have completed or are currently completing the Baccalaureate or International Baccalaureate, and who have obtained a grade average of 9 or higher in the 3rd and 4th years of Compulsory Secondary Education and 1st year of Baccalaureate in the Spanish 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

If you are admitted to Universidad San Pablo CEU for the 2023/2024 academic year, the scholarship application and the necessary academic documentation must be submitted by e-mail to vrecalum@ceu.es.

1. Certificate of census in Pozuelo de Alarcón
2. Academic documentation: Academic certificate with grades and average grade of 3rd year of Secondary Compulsory Education (ESO), grades and average grade of 4th year of ESO, grades and average grade of first year of Baccalaureate.
3. Foreign languages: attach certificates accrediting, if applicable, the language level. For the purposes of accreditation of level, the standards and equivalences of certificates and diplomas in relation to the Common European Framework of Reference for Languages (CEFR) will be used.
4. Social and cultural activities: Attach supporting documents of social and extracurricular activities.

VERY IMPORTANT NOTICE: 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 the passing of the Baccalaureate Evaluation for University Entrance, in ordinary exams.

4- SCHOLARSHIP ENDOWMENT

The granting 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 be 100% for the two best academic records received and 65% for the third and fourth best records, taking into consideration the single or dual degree for which the candidate has been admitted, his or her high school average, the result of the admission tests to Universidad San Pablo CEU, the scholarship pool available and the number of candidates presented.

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", "place reservation fee", "tuition fee", as well as to the economic rights established for any other concepts such as recognition or validation of credits, transfer of transcripts, request of academic certificates, as well as the issuance of diplomas, among others.

5- PUBLICITY AND DISSEMINATION OF THE AWARD DECISION

Given the special nature of the recognition of effort and talent involved in the awarding of the "CEU Merit Program - Pozuelo City Council" Scholarships, academic year 2023-2024, 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 to the beneficiaries.

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 that owns Universidad San Pablo-CEU, of the image rights inherent to the photographs and/or video recordings in which they appear, taken and/or filmed during the "CEU Merit Program - Pozuelo City Council" 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 in the terms of the Organic Law 1/1982, of May 5, 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 Universidad San Pablo-CEU, through its own media or communication media, websites and social networks - of the awarding of the "CEU Merit Program - Pozuelo City Council" Scholarships 2023-2024.

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 - Pozuelo City Council" Scholarships may be carried out in order to promote them through the media, websites and social networks of Fundación Universitaria San Pablo-CEU/Universidad San Pablo-CEU, in accordance with the provisions of the previous subsection.

6. NON-AWARDING OF THE SCHOLARSHIP AND WAIVER OF THE SCHOLARSHIP

Candidates who are not awarded a "CEU Merit Program - Pozuelo City Council" scholarship will be able to apply for any other type of scholarship offered by Fundación Universitaria San Pablo-CEU.

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", "tuition fee" or others 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 other modality that is subsequently requested.

7. RENEWAL CONDITIONS.

The student shall maintain 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 section.

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

- a) For those students who have obtained a 100% scholarship in a single or concurrent degree program.
 - 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 an itinerary 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 65% scholarship in a single or concurrent degree.
- i. Complete 15 hours of dedication to Campus Life.
- ii. Maintain, in the academic year preceding the application, a grade point average in all academic years.
- credits enrolled in excess of the following.
- 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 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 or her status as a "CEU Merit Program" scholarship recipient. Pozuelo City Council" in the following cases:

- Failure to exceed the minimum grade established for the renewal of the Scholarship in section 7 of these Rules. However, if a student who had been enjoying in a previous academic year a 100% fee waiver scholarship in the case of a single or dual degree, does not obtain an average grade within the provisions of letter "a)" of section 7 of these Terms and Conditions, but does obtain an average grade within the provisions of letter "b)", he/she will pass to the aid model with a reduction on the cost of the fees of 65% in the case of single or dual degree, in equal rights and obligations as the rest of the students who are under

this scholarship format. In any case, once the beneficiary has been notified of this circumstance, it will be necessary to submit a request for this effective modification of the scholarship.

In the event that a student beneficiary of the "CEU Merit Program - Pozuelo City Council" 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 to evaluate whether or not he/she will 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.
- 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 condition of beneficiary of the "CEU Merit Program - Pozuelo City Council" scholarships, he/she may, however, 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 this case, the interested party must submit a new application that will be considered in equal circumstances and conditions as the rest of the possible applicants, and its eventual concession will not be conditioned by the previous enjoyment of the "CEU Merit Program - Pozuelo City Council" scholarships.

9. NON-AWARD OF THE SCHOLARSHIP: EXTENSION OF THE DEADLINE FOR EXERCISING THE RIGHT OF WITHDRAWAL WITH RESPECT TO THE RESERVATION OF THE SCHOLARSHIP PLACE

If, finally, the interested party is not the beneficiary of a "CEU Merit Program-Pozuelo City Council" Scholarship, the University allows, exceptionally, an extension of the deadline to exercise the right of withdrawal, under the provisions of Royal Legislative Decree 1/2007, of November 16, which approves the revised text of the General Law for the Defense of Consumers and Users and other complementary laws, which will result in the return of the amounts paid for the reservation of the place. To this effect, the interested party will have a new non-extendable period of fourteen calendar days, which will begin to be counted from the date on which the University has sent the communication informing that the scholarship has not been granted. It will be the sole responsibility of the interested party to know when he/she has been informed, taking into account the resolution dates established in section 2 of these Conditions, and without this implying, in any case, the extension of the aforementioned period. For these purposes, the University will keep a computer record that accredits the date and time of the sending of the resolution communications.

In such a case, without the need to justify its decision and without penalty or expense of any kind, the candidate will be able to claim a full refund of the money paid for the seat reservation".

The exercise of the right of withdrawal will not be subject to any formality or the delivery of a specific form. As a valid document to exercise this right, it will be sufficient for the interested party to send an e-mail to becasmerit@ceu.es indicating with his/her name and surname, as well as stating that he/she wishes to withdraw from the admission process because he/she has not been awarded the CEU Merit Program 65 or 100-Pozuelo City Council Scholarship. The exercise of this right of withdrawal within the established period will entail the definitive loss of all rights inherent to admission as a new student at Universidad San Pablo-CEU.

Candidates who are not awarded a "CEU Merit Program-Pozuelo City Council" scholarship may apply for any other type of scholarship offered by Fundación Universitaria San Pablo-CEU. However, it should be noted that the amounts paid to reserve a place, tuition fees or other fees related to admission to Universidad San Pablo-CEU will not be refunded in the event that, once this new scholarship is granted, it is waived.

10. INCOMPATIBILITIES

The awarding of a CEU Scholarship under this program is incompatible with the awarding of the rest of the scholarships of Fundación Universitaria San Pablo-CEU, in its capacity as the titular entity of Universidad San Pablo-CEU. Therefore, they may not be enjoyed simultaneously. Likewise, the present "CEU Merit Program - Pozuelo City Council" Scholarships are incompatible with the receipt by the interested party of other scholarships or study aids granted by any other public or private organizations and entities. To this effect, together with the Scholarship application, a declaration must be presented by the interested party, which is incorporated to the present Terms and Conditions as ANNEX II, regarding the acceptance of the principle of incompatibility of the "CEU Merit Program - Pozuelo City Council" Scholarships with any other scholarships or study aids granted by other public or private organizations and entities, a commitment that will be extended during the entire time of enjoyment of the Scholarship. The express acceptance of this principle of incompatibility of the Scholarship granted with other scholarships or aids is an inexcusable condition for the granting of the scholarship; its non-fulfillment will entail 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.

11. 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 involve more than 15 hours per course, except with the express consent of the scholarship recipient in the following cases

The scholarships may not interfere with the scholarship recipient's training and/or evaluation activities.

III EVALUATION COMMITTEE: COMPOSITION AND TERMS OF REFERENCE

1. The Scholarship Commission of Fundación Universitaria San Pablo-CEU, the titular entity of Universidad San Pablo-CEU, will decide on the beneficiaries of the scholarships in accordance with the criteria established in these Terms and Conditions. The decision of the Commission will be communicated, in accordance with the provisions of these Terms and Conditions, by the University. The decision will not be subject to appeal, and the contents of the decision will be sent to the Management and to the Scholarship and Student Aid Service.

2. The Scholarship Committee is the sole body empowered to interpret and apply the provisions of these guidelines. The committee may, at its sole discretion, declare one or more scholarships vacant. scholarships, if it so deems 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 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.

This possible final award will take place at the latest within fifteen days following the communication that you are on the waiting list. If you are informed that you are a final beneficiary of one of the scholarships, you will be informed on how to continue the enrollment process. If you are informed that you are not a final beneficiary of one of the scholarships, you may either continue the enrollment process or give up the guaranteed place, for which you will have fourteen calendar days from the date of the communication to exercise your right of withdrawal under the terms established in Base 6 above, without the need to justify your decision and without penalty or expense of any kind, in which case you will be fully refunded the amounts paid for the reservation of the place.

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 governing body 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 call for the “Merit Program - Pozuelo City Council 2023- 2024” Scholarships is invalidated by this document.

V. DATA PROTECTION

Responsible	"Fundación Universitaria San Pablo-CEU", an entity of Universidad San Pablo- CEU.
Purpose	Processing of the registration to participate in the process of awarding the "CEU Merit Program - Pozuelo City Council" Scholarships for the 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 Merit Program - Pozuelo City Council" Scholarships is foreseen for the promotion of these scholarships through the media, websites, and social media of Fundación Universitaria/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, limitation 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 about Data protection 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 Scholarships "CEU Merit Program - Pozuelo City Council 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 application. We inform you that profiling is not foreseen.

"Fundación Universitaria San Pablo-CEU" informs that the treatments indicated 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 provided contained in the request will be kept for the duration of the legal relationship between the parties.

By signing the application form, you expressly consent to the communication of your personal information from "Fundación Universitaria San Pablo-CEU" to Foundations, Institutions and Centers, attached 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.

We also inform you that you can contact the Data Protection Delegate of "Fundacion Universitaria San Pablo-CEU", 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 II

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 all that apply)			
Address			
Avenue, street, square, etc. and number:			
City:		Province:	
Country/State:		Zip Code:	
E-mail:		Phone:	
Account No. IBAN			
(in case charges should be made):			

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	<input type="checkbox"/> NIE
<input type="checkbox"/> Passport	
(check all that apply)	
<p>Address</p> <p>Avenue, street, square, etc. and number:</p> <p>City: Province:</p> <p>Country/State: Zip Code:</p>	
E-mail:	Phone:
<p>Account No. IBAN</p> <p>(in case charges should be made):</p>	

I hereby **DECLARE** that, as an *APPLICANT* for a "[CEU Merit - Pozuelo City Council " Scholarship _____] I do not receive other grants 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 granting of the scholarship.

Place and date	Signature of the beneficiary of the scholarship 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."*