

## Conditions of the CEU Merit Scholarships at the CEU Cardenal Herrera University for 2024-25

Alfara del Patriarca, 3rd November 2023

### 1. Award decisions

The Grants and Scholarships Commission of FUSP-CEU (Fundación San Pablo CEU) is the awarding body for the CEU Merit Scholarships (also known as the CEU Merit Program). The Grants and Scholarships Commission's decisions will be final and will be communicated via the designated channels.

### 2. Requirements and assessment criteria

**Home students** (*candidatos nacionales*). These scholarships are open to all applicants considered to be home students, i.e., those who are applying for admission to the CEU Cardenal Herrera University for 2024-25 via admission pathways for *Bachillerato* (the standard programme of pre-university studies in Spain) and/or *Ciclos Formativos de Grado Superior* (higher vocational training programmes in Spain). To be eligible for a scholarship, such applicants must have achieved an average grade of 7 or more in the first year of the *Bachillerato* or *Ciclo Formativo de Grado Superior* programme. These studies must have been undertaken at a school or college in Spain (regardless of the educational programme of the institution concerned) or a school or college located in another country, but which follows the Spanish education system for the studies stated above. When assessing applications, the Commission will take the following into account:

- a. The applicants' grades, with those with a superior or outstanding academic record being looked on favourably by the Commission.
- b. The ability to speak more than one language. Students may submit the standard certificates for this purpose as evidence. Only knowledge of foreign languages, rather than those which are co-official languages in different regions of Spain, will be considered as meritorious.
- c. Social and extracurricular activities undertaken by the applicant. Evidence for this may include: records of participation in these activities and/or letters of recommendation from the persons responsible for the activities

concerned. Applications from elite athletes will be looked on favourably, as part of the *CEU Athlete Support Programme*. Applicants must be able to demonstrate their status as an elite athlete (*deportista de élite*) when applying. It is not sufficient for the applicant to simply take part in sport or be registered with the governing body of a sport.

- d. As part of the CEU Disabled Student Support Programme ("*CEU apoyo a estudiantes con discapacidad*"), a number of CEU Merit Scholarships are available to those whose disability is recognized as being of 33% or more. Relevant evidence of this must be supplied when applying. The CEU Disabled Student Support Programme comprises a series of special measures aimed at these students, coordinated by the University's Disability Advice and Support Unit.
- e. The family income of the applicant.

**International students** (*candidatos internacionales*). These scholarships are open to all applicants considered to be international students, i.e., those who are applying for admission to the CEU Cardenal Herrera University for 2024-25 via admission pathways for pre-university studies undertaken abroad and following foreign education systems. They must be able to demonstrate an average grade of 7 (out of 10) or higher in the first year of their pre-university studies (equivalent to the first year of Spain's two-year *Bachillerato* programme). In the case of applicants who have already completed pre-university studies equivalent to *Bachillerato*, then they must provide evidence of having achieved a grade of 7 or higher in the second year of the programme (i.e., the final year of their pre-university studies). Such pre-university studies must have been undertaken abroad. When assessing applications, the Commission will take the following into account:

- a. The applicants' grades, with those with a superior or outstanding academic record being looked on favourably by the Commission.
- b. The ability to speak more than one language. Students may submit the standard certificates for this purpose as evidence.
- c. Social and extracurricular activities undertaken by the applicant (volunteering, sports activities, etc.). For this, the student may present records of the activities undertaken and/or letters of recommendation from those responsible for these activities.
- d. The family income of the applicant (the applicant must provide official evidence from the country of origin: a tax declaration, etc.).

### 3. Applicants, deadlines and basic procedures

Applications for a CEU Merit Scholarship, from either type of candidate, must be made by **30th May 2024**. Applicants who fulfil the requirements in part 2 of this document must have begun the admission process and have reserved a place on a bachelor's degree (*grado*) at CEU UCH. Those wishing to apply must:

1. Arrange an admission interview (or equivalent process) for the degree they wish to study via the admission form on uchceu.es.
2. If the interview is successful, the applicant will be notified that they have been admitted and receive instructions to make the initial payment to confirm their place (the initial payment may be consist of: the place reservation fee only; the place reservation fee and the hospitality pack in the case of international students; or the place reservation fee and the registration fee, in the case of the bilingual streams of certain degrees, plus the hospitality pack where appropriate).
3. Once admission has been confirmed, the applicant must make the initial payment, as detailed in the University's Student Fees document to move on to the next stage.
4. Once the applicant has reserved their place on the degree at the University, the applicant may apply for the scholarship via the applicant intranet, following the procedure detailed in part 6 of these Conditions. Please note:
  - a Unsuccessful applicants may, if they wish, choose not to take up their reserved place at the University. In such a case, the payment made to reserve a place may be refunded if a request to this effect is made before the deadline detailed in these Conditions. Such a refund can be made on the grounds that not being awarded a scholarship constitutes a change in the conditions of the admission process. In the case of international students whose initial payment includes the fee for the hospitality pack, the latter fee will not be refunded if the applicant has already made use of the services it includes.
  - b Successful applicants may choose not to take up the scholarship, but they will not be eligible for a refund of the initial payment, as there is no impediment for the ordinary admission process to move forward. Please bear in mind that if you apply for and are awarded a scholarship but do not take it up, this may mean that another applicant

may have missed out unnecessarily on a chance to gain a scholarship and study at the University.

Applicants who wish to study Medicine:

In the case of those who are applying for the Bachelor's Degree in Medicine (in either language stream), the admission process is different, as applicants are not admitted to this degree until 6th June. Therefore, the University makes special arrangements to enable those applying for the Medicine degree to apply for these scholarships. In this case, the period for these applicants to pay make the initial payment to reserve their place, and therefore to apply for the scholarships, is extended to 13th June. Award decisions will be made on **20th June**. Such applicants who are unsuccessful in gaining a scholarship may then decide not to take up their reserved place at the University, and, because of the particular schedule of the Medicine admission process, they may request a refund of the initial payment during the following 14 days, i.e. up to 11.59 pm on 4th July. Successful applicants may choose not to take up the scholarship, but they will not be eligible for a refund of the initial payment, as, by being awarded the scholarship, there is no impediment for the ordinary admission process to move forward. Please bear in mind that if you apply for and are awarded a scholarship but do not take it up, this may mean that another applicant may have missed out unnecessarily on a chance to gain a scholarship and study at the University.

#### **4. Award decisions and benefits of an award**

On **11th June 2024**, all applicants will be informed of the decision regarding their application for a scholarship, via the appropriate channels (except in the case of those wish to study Medicine, as explained above).

4.1 There are two types of awards that successful applicants may benefit from for the first year of their degree:

- a) **A standard CEU Merit Scholarship:** this represents a 75% reduction in student fees (the total amount for the academic year) for the degree chosen. In the case of those enrolling on a dual degree programme, the reduction will be applied to the fees of the first of the two degrees and for the second the student will only have to meet the cost of the credits enrolled on, without any additional place-reservation fee, registration fee, nor fees corresponding to recognition of credits as part of the dual degree programme. Applicants can view the effect of the reduction and the final cost of the different degrees in this table.

The 75% fee reduction will be maintained throughout the successful applicant's undergraduate studies as long as the conditions specified in Section 5 are met. Notification of an award of this scholarship may be made even if the applicant has not yet sat the PAU (Spanish university entrance examination) or equivalent, or presented the a credential enabling him or her to enrol. However, the award will be conditional to this documentation being ultimately provided, as it is necessary to ensure that the University's enrolment criteria are met. Applicants may choose not to take up the scholarship, but this will not entail the refund of the initial payment, as, by being awarded the scholarship, there is no impediment for the ordinary admission process to move forward. Moreover, please bear in mind that if you apply for and are awarded a scholarship but do not take it up, this means that another unsuccessful applicant may have already unnecessarily withdrawn from the admission process and missed out on a chance to study at the University.

b) **A CEU Merit 100 Scholarship:** this award means that all fees for the chosen degree will be covered. In the case of those enrolling on a dual degree programme, the reduction will be applied to the fees of the first of the two degrees and for the second the student will only have to meet the cost of the credits enrolled on, without any additional place-reservation fee, registration fee, nor fees corresponding to recognition of credits as part of the dual degree programme. The 100% reduction will be maintained throughout the successful applicant's undergraduate studies as long as the conditions specified in Section 5 are met.

Applicants may choose not to take up the scholarship, but this will not entail the refund of the initial payment, as, by being awarded the scholarship, there is no impediment for the ordinary admission process to move forward. Moreover, please bear in mind that if you apply for and are awarded a scholarship but do not take it up, this means that another unsuccessful applicant may have already unnecessarily withdrawn from the admission process and missed out on a chance to study at the University.

4.2. If the holder of a CEU Merit Scholarship of either type were to obtain an average grade of *Matrícula de Honor* (i.e., the highest possible grade) in their pre-university studies, then this would mean, automatically and in all cases, that this applicant would be able to study the first year of his or her degree at CEU UCH free of charge. Therefore, if the student has been awarded a standard CEU Merit International Scholarship (75% fee reduction) and also achieves the highest possible average grade (*matrícula de honor*) in their pre-university studies, then the criterion to apply will be that which provides the greatest benefit to the student. In other words, the student will be able to study at the University free of charge during the first year. For the following years, the student will

enjoy the 75% discount corresponding to the scholarship award, if the student continues to meet the conditions of the award.

4.3. The organizational circumstances for a particular degree may make it inappropriate for scholarship award decisions to be made on the specified date. In such a situation, the scholarship applicants for that degree will be informed of this during the first weeks of June, and provided with a new date for notification of the decision. Such applicants may then choose to withdraw from the process and request a refund of the initial payment, with a refund being guaranteed in such circumstances.

There are two possible outcomes of the award decision process:

- a) The application for a scholarship is successful: the student will then receive instructions regarding the enrolment process.
- b) The application for a scholarship is unsuccessful: after receiving the notification, the student may then choose between retaining their guaranteed place and continuing with the enrolment process, or to withdraw from the process and not take up the place. Those who decide not to take up their place must follow the instructions detailed in Section 4.5.

4.5. After notification of the decision, all unsuccessful applicants for a scholarship will have fourteen days<sup>1</sup> to request a refund of the initial payment. For refunds, please bear the following in mind:

1. Unsuccessful applicants requiring a refund must make this request within this fourteen-day window by sending an email to [becasceu@uchceu.es](mailto:becasceu@uchceu.es) (for home students) or [withdrawals@uchceu.es](mailto:withdrawals@uchceu.es) (for international students), indicating that they no longer wish to continue with the admission process. It is entirely the applicant's responsibility to check after 11th June for a notification of the award decision via the designated communication channel. Therefore, no submissions regarding an extension of the refund period beyond fourteen days will be accepted on the grounds of not having received a notification. CEU UCH will ensure that the date and time of the dispatch of award decision notifications is appropriately recorded.
2. The University undertakes to provide a refund if a request to this effect is received within the fourteen-day period.

---

<sup>1</sup> Note again, however, that the procedure for Medicine is different, as explained above.

Therefore, the deadline for refund requests is 11:59 pm on **25th June 2024**.

3. As soon as the refund is made, the student will lose the guaranteed place on the chosen degree and consequent right to enrol on it.

Those whose application for a CEU Merit Scholarship is unsuccessful may apply for any of the other grants or scholarships offered by FUSP-CEU. The relevant information can be found on the CEU Cardenal Herrera University website.

## **5. Conditions for the renewal of a CEU Merit Scholarship award**

5.1 To maintain their scholarship and the consequent reduction of student fees, award-holders must pass all the courses enrolled on each year, with the minimum annual enrolment being 60 ECTS credits. Further renewal conditions for these scholarships are:

### a) Standard CEU Merit Scholarships

Award-holders must achieve an average grade of 7 out of 10, taking into account all courses enrolled on that year, according to the grading and calculation criteria established by the University's General Secretary's Office. Achieving this average grade will mean that the scholarship will be automatically renewed for the following academic year. This criterion will also apply in the same way to students enrolled on dual degree programmes: these award-holders must achieve this average grade, taking into account all courses enrolled on for both degree programmes, with the average grade being calculated separately for each of programme.

### b) CEU Merit 100 Scholarships

Award-holders must achieve an average grade of 8.25 out of 10, taking into account all courses enrolled on that year, according to the grading and calculation criteria established by the University's General Secretary's Office. Achieving this average grade will mean that the scholarship will be automatically renewed for the following academic year.

c) Holders of a CEU Merit 100 Scholarship who are following a dual degree programme or are participating in an international mobility programme.

In order for the scholarship to be renewed, such students must achieve an average grade of at least 8 out of 10, taking into account all courses enrolled on

that year, according to the grading and calculation criteria established by the University's General Secretary's Office. The average grade will be calculated separately for the two degree programmes. Achieving this average grade will mean that the scholarship will be automatically renewed for the following academic year. A student will be considered to be following a dual degree programme if he or she is enrolled on more than 60 ECTS credits and these correspond to two different degree programmes. If this latter condition is not met in one academic year, then he or she will not be considered to be following a dual degree programme and, therefore, in order for the scholarship covering 100% of the student fees to be renewed, he or she must achieve an average grade of 8.25 out of 10 that year.

d) Loss of status as an award-holder of a CEU Merit 100 Scholarship

Award-holders of a CEU Merit 100 Scholarship (enabling them to study free of charge at the University) who have been unable to achieve the relevant average grades detailed in sections b) and c) above, but whose average grade is at least 7 out of 10, will be transferred to the standard CEU Merit Scholarship programme, and will be subject to the same conditions as the other award-holders of this type.

e) Award-holders of either type of scholarship who have been unable to achieve an average grade of at least 7 in the previous academic year will lose their award-holder status. These students may then apply for any of the other grants and scholarships offered by the University and FUSP-CEU. Such applications will then be considered in the same manner as any other, and the possibility of the application being accepted or otherwise will not be conditioned by the fact that the applicant has previously received a scholarship or grant of a different type.

5.2 The amount of any CEU Merit Scholarship award for each year will be that which was established in the year in which the student was admitted to the University, with any possible increase being linked to increases in the student fees applicable to all students at the University. Therefore, any possible increase in the award amount will be proportionate to the percentage increase of the University's student fees, should such an increase occur.

5.3 Award-holders must agree to take part in initiatives aimed at raising awareness of the University's activities, educational projects aimed at students or services for the university community. Award-holders will be informed of the need to participate in activities of this type in good time and they will be coordinated in such a fashion as to ensure that they take full advantage of the award-holders' abilities and skills. Participation in such activities by award-holders at CEU UCH will never exceed 30 hours per academic year, unless the award-holder specifically consents to the



contrary, and they will not clash with award-holders' educational activities or assessments. Please note that refusal to participate in such activities when required by the University to do so will constitute grounds for the revocation of the scholarship for that academic year and any subsequent year. In other words, a student may lose their CEU Merit Scholarship if he or she fails to participate in these activities, even if he or she meets the academic requirements for renewal.

5.4 If a CEU Merit Scholarship holder is awarded a grant or scholarship from a public body (a ministry or department of the Spanish government or the regional government, etc.), then the appropriate benefits will then follow. The student's status as a CEU Merit Scholarship award-holder will not be affected if the award from the public body is lower. However, in such cases, the amount of the award from the public body will be taken into account and discounted from the award of the CEU Merit Scholarship.

These scholarships are compatible with the standard grants (*Becas de carácter general*) offered every year by the Spanish Ministry of Education for students undertaking higher or further education. However, if a student achieves an award of such a *Beca de carácter general* and of a CEU Merit Scholarship, he or she must ensure that the two awards are compatible by informing the appropriate government agency (namely, the *Dirección General de Planificación y Gestión Educativa*, part of Spain's Ministry of Education).

5.5 If, during their studies at the University, a student achieves a *Matrícula de Honor* (the highest possible grade on a course, literally an "honorary enrolment", enabling the recipient to receive a discount on student fees the following year), then any discount must take into account the discount that the student already receives as an award-holder of a CEU Merit Scholarship – the two cannot be simply added together. In any case, the principle of providing the greatest financial benefit to the student will always be applied.

5.6 In the case of students undertaking dual degree programmes, an award of one of these scholarships will apply to the fees corresponding to the first degree of the chosen combination, with the financial conditions of dual degree programmes applying to the second of the two, as explained above. These conditions apply to the second degree so long as the student is enrolled on both degree programmes and will cease to apply if the student transfers to a single degree programme.

5.7 In addition to the reasons explained above, students will also lose their status as a CEU Merit Scholarship award-holder in the following cases:

- a) If the student receives a disciplinary sanction due to a breach of the Student Regulations.
- b) If the student ceases to meet his or her financial obligations to the University.

5.8 The award of a CEU Merit Scholarship is incompatible with the award of any other grant or scholarship from FUSP-CEU or the CEU Cardenal Herrera University. Therefore, such awards cannot be received simultaneously. In such cases, the student must choose between the CEU Merit Scholarship and whichever other FUSP-CEU grant or scholarship he or she has been awarded and give up the other award.

## 6. Application process

Applications are submitted via the intranet for new students and once the initial payment has been paid. At this point, admitted students will have been provided with login details for the intranet, enabling them to carry out all the necessary steps to apply for the scholarship. They will thus be able to use the intranet to fill in the application form and upload the following supporting documents.

1. Academic records required:
  - a. International students (*candidatos internacionales*)
    - i Official records of the applicant's penultimate year of education before university and average grade.
    - ii Provisional or partial grades for the final year of pre-university studies. It will not be necessary to provide documentary evidence of this when making the application. However, the original records will be required if the applicant is awarded a scholarship. In the case of those who have completed *Bachillerato* or an equivalent programme of pre-university studies, applicants must provide their grades achieved in their final year of such studies.
  - b. Home students (*candidatos nacionales*).
    - i Certificate with their grades from the first year of *Bachillerato / Ciclo de Formación de Grado Superior*. you must upload a copy of the certificate.

- ii Certificate with their individual and average grades from the 3rd and 4th years of ESO (secondary education): you must upload a copy of the certificate.
- iii Provisional / partial grades from the second year of *Bachillerato* / *Ciclo de Formación de Grado Superior*: applicants must provide the grades from the 1st and second assessments for this year (*1ª y 2ª evaluación*). It will not be necessary to provide documentary evidence of this when making the application. However, the original records will be required if the applicant is awarded a scholarship.

2. Financial requirements:

- a. International students (*candidatos internacionales*). Official document(s) recording the applicant's family's income from the country of residence, such as a tax declaration. Information must be provided for the family's income overall. If the document provided is a joint declaration then the figure will be that recorded therein. If separate declarations are provided, then the figures will be added together. Applications which do not declare the whole family's income will be rejected. Applicants who provide their own tax declaration must provide evidence that they live independently (evidence of registration on the electoral roll or with the local council, for the student and his or her parents, and a document demonstrating payment of rent or a mortgage).
- b. Home students (*candidatos nacionales*). Family income records for 2023. Information must be provided for the family's income overall. If the document provided is a joint tax declaration then the figure will be that recorded therein. If separate tax declarations are provided, then the figures will be added together. Applications which do not declare the whole family's income will be rejected, even if this is only discovered when reviewing the original records after the award decision has been made. Applicants who provide their own tax declaration must provide evidence that they live independently (evidence of registration on the electoral roll or with the local council, for the student and his or her parents, and a document demonstrating payment of rent or a mortgage). Therefore, the following information must be provided:
  - 1. *Base imponible general* (taxable income from employment, etc.)
  - 2. *Base imponible del ahorro* (income from savings, assets, etc.)

3. *Cuota resultante de la autoliquidación* (tax bill or rebate amount)
  4. *Rentas externas* (earnings which fall outside the declaration)
  5. Number of persons in your family (i.e., counting parents and children)
  6. 2023 tax declaration(s) in PDF format as evidence of this information. Remember that if your parents have made separate tax declarations, the amounts detailed above as required should be added together and both declaration documents should be submitted.
3. Languages (optional): if you speak more than one language, you can submit certificates as evidence of your language skills. Only knowledge of foreign languages, rather than those which are co-official languages in different regions of Spain, will be considered as meritorious.
4. Social and cultural activities (optional): submit records of the activities undertaken

PLEASE NOTE: If you are awarded a scholarship and, in any case, at the time you enrol, you will be asked to provide the original documents, or certified copies, corresponding to the information uploaded for your application. If it is found that these documents do not correspond with the information previously provided, you may lose your award.

## **7. Authority of the Grants and Scholarships Commission**

The Grants and Scholarships Commission is the only body with the authority to interpret and apply these conditions. The Commission may decide not to make the full number of awards if it decides that the quality of applicants is insufficient. The committee's decision will be final and no appeals will be accepted.

Alfara del Patriarca, 30th October 2023

General Secretary's Office of the CEU Cardenal Herrera University