

Conditions of the CEU AVANCE Postgraduate Scholarships at the CEU Cardenal Herrera University for 2025-26

Alfara del Patriarca, 12th March 2025.

In order to encourage and reward academic excellence, the CEU Cardenal Herrera University wishes to offer scholarships to applicants for master's degrees (*máster universitario*) and lifelong learning master programmes (*máster de formación permanente*). To be eligible, applicants will require at least the minimum grades specified in part 2 of these conditions.

The amount of a scholarship award varies depending on the applicant's average grade in their prior studies which enable them to apply for these postgraduate programmes. The general award tiers will be specified in the public information available for each study programme.

These scholarships may not be available for certain study programmes in a given academic year. Information regarding availability will appear in the financial information for each specific postgraduate programme.

1. Award decisions

The Grants and Scholarships Commission of FUSP-CEU (Fundación San Pablo CEU) is the awarding body for these scholarships. The Grants and Scholarships Commission's decisions will be final and will be communicated via the channels established by CEU UCH.

2. Requirements and assessment criteria

These AVANCE scholarships are open to all applicants, regardless of their origin, who are considered to be new students, having been admitted to a master's degree programme or a lifelong learning master programme (*máster de formación permanente*) at the CEU Cardenal Herrera University for 2025-26, and who are able to demonstrate that they have achieved the relevant grades in their prior studies which enabled them to apply for a postgraduate programme.

The average grades considered for scholarship applications will be those which appear on the academic transcript supplied by the applicant. If there is any uncertainty in this respect, due to the international origin or nature of the transcript, how the information is

to be interpreted will be decided solely by the General Secretary's Office.

When assessing applications, the Commission will take the following into account:

- a. The applicant's average grade: applicants must have achieved an average grade of at least 7 out of 10 in the study programme which enables them to apply for a master's degree, or 8 out of 10 in the case of applying for a lifelong learning master programme (*máster de formación permanente*). If the application concerns a dual study programme, this requirement will apply to the first programme of the two.
- b. The applicant's overall academic record and personal history: particular emphasis will be placed on ability in foreign languages, international experience and cultural factors related to the programme applied for. The applicant must submit relevant records to enable this to be verified. With regard to language ability, students should 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.
<https://www.uchceu.es/docs/servicios/idiomas/acreditaciones-uch.pdf>.
- c. The applicant's reasons for undertaking the study programme: applicants must submit a supporting letter for this purpose.

3. Applicants, deadlines and basic procedures

Applications for AVANCE Scholarships can be submitted at any stage of the admission process but always before definitive enrolment takes place. Those wishing to apply and who fulfil the requirements in part 2 of this document must first have begun the admission process for a master's degree or a lifelong learning master programme at CEU UCH. Those wishing to apply must follow this process:

1. He or she must apply for admission for the study programme in question via the admissions form at admission.uchceu.es.
2. If the application is successful – after a review of the application and the supporting documents and, if necessary, an admissions interview – the applicant must proceed to reserve their place in the programme, in accordance with the instruction provided at this time.
3. Once admission has been confirmed, the applicant must make an initial payment, in the form of the place reservation fee, 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 study programme at the University, the applicant may apply for the scholarship via the procedure detailed in part 5 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 included the place reservation fee and also, voluntarily, the fee for the hospitality pack, the latter fee will not be refunded if the applicant has already made use of the corresponding services.
- b Successful applicants may choose not to take up the scholarship, but they will not then be eligible for a refund of the place reservation fee, 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.

4. Award decisions and benefits of an award

Applicants will be informed of the outcome of their application in good time, to enable them to withdraw, if so desired, from the admission process and apply for another programme at another university. However, the dates on which award decisions are made may vary across the different programmes.

4.1 Scholarships are awarded on a tiered basis, depending on the applicant's average grade, as follows:

a) **Master's degrees:**

- 1. Students with an average grade between 7 and 7.9 out of 10 can obtain a discount on the total fees of the degree of between 30% and 40%.

2. Students with an average grade between 8 and 8.9 out of 10 can obtain a discount on the total fees of the degree of between 55% and 75%.
3. Students with an average grade between 9 and 10 out of 10 can obtain a discount on the total fees of the degree of between 80% and 100%.

Please note: The discount does not apply to the record creation fee. In the case of students who wish to undertake a dual study programme, the scholarship will apply to the first study programme and, for the second, students will only be liable for the corresponding tuition fees.

The student will retain the discount on the total fees for the programme until its completion. Award decisions are final and binding. Applicants may choose not to take up the scholarship, but this will not entail the refund of the place reservation fee, 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) Master programmes for lifelong learning (*Máster de Formación Permanente*):

1. Students with an average grade between 8 and 8.9 out of 10 can obtain a discount on the total fees of the study programme of between 30% and 40%.
2. Students with an average grade between 9 and 10 out of 10 can obtain a discount on the total fees of the study programme of between 50% and 60%.

Please note: The discount does not apply to the record creation fee. In the case of students who wish to undertake a dual study programme, the scholarship will apply to the first study programme and, for the second, students will only be liable for the corresponding tuition fees.

The student will retain the discount on the total fees for the programme until its completion. Award decisions are final and binding. Applicants may choose not to take up the scholarship, but this will not entail the refund of the place reservation fee, 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 It is possible that, due to academic and administrative reasons related to a particular study programme, the enrolment period may open before notification of award decisions takes place.

4.3 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 notification of this, 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 4.4.

4.4 After notification of the decision, all unsuccessful applicants for a scholarship will have seven days to request a refund of the place reservation fee.

1. Unsuccessful applicants requiring a refund must make this request within this seven-day window by sending an email to becasceu@uchceu.es indicating that they no longer wish to continue with the admission process. It is entirely the applicant's responsibility to ensure that the email address he or she provided in the admissions application form is correct and to check whether he or she has received a notification of the award decision via the designated communication channel. Therefore, no submissions regarding an extension of the refund period beyond seven 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 are appropriately recorded.
2. The University undertakes to provide a refund if a request to this effect is received within the seven-day period.
3. As soon as the refund is made, the student will lose his or her guaranteed place on the chosen study programme and consequent right to enrol on it.

Those whose application for an AVANCE Scholarship is unsuccessful may apply for any of the other grants and discounts which are available for postgraduate studies. More information on this is available on the CEU Cardenal Herrera University website.

4.5 The amount of any AVANCE 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.

4.6 Award-holders undertake to participate in support activities for the study programme,¹ at the request of the study programme coordinator. The tasks that the student may be requested to undertake will never be those which might otherwise correspond to a university employee. Such tasks will take a maximum of 60 hours in total and only during the course of the study programme, never afterwards. 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.

4.7 If a master's degree student and CEU AVANCE Scholarship award-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 AVANCE 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 AVANCE Scholarship.

CEU AVANCE 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 AVANCE 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).

4.8 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 AVANCE 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.

¹ For example, these tasks could involve recording study programme activities, assisting with the dissemination of activities via social media, provision of support in the creation of complementary materials or the presentation of content, or other tasks to suit the skills and available of each student.

4.9 In the case of students undertaking dual study programmes, an award of a scholarship will apply to the fees corresponding to the first study programme of the chosen combination, with the financial conditions of dual study programmes applying to the second of the two, as explained above.

4.10 In addition to the reasons explained above, students will also lose their status as a CEU AVANCE 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.

4.11 The award of a CEU AVANCE Scholarship is incompatible with the award of any other grant, scholarship or discount 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 AVANCE Scholarship and whichever other FUSP-CEU or CEU UCH grant, scholarship or discount he or she has been awarded and give up the other award.

5. Application process

Once the applicant has paid the place reservation fee, he or she may apply for the scholarship via the appropriate **form**. At this point, admitted students will have been provided with login details for the intranet, from where they can access this form. They will thus be able to use the intranet to fill in the application form and upload the appropriate supporting documents.

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 you are unable to provide them or it is found that these documents do not correspond with the information previously provided, you may lose your award.

6. 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 Commission's decision will be final and no appeals will be accepted.