

Conditions of the CEU Merit International Scholarships Programme at the CEU Cardenal Herrera University for 2023-24 applicants

Alfara del Patriarca, 20th November 2022

1. Award decisions

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

2. Eligibility and requirements

Eligibility: This scholarship programme is exclusively aimed at students who are applying for admission for the next academic year via the international admissions process. Therefore, in order to be eligible, applicants must have undertaken, or be undertaking, secondary education outside of Spain, regardless of their nationality.

Requirements: all applicants participating in the international admissions process who possess an average grade of 7 out of 10 in the first year of *Bachillerato* or equivalent pre-university studies (i.e. the penultimate academic year before entry into university) may apply for the scholarship.

Exceptionally, applications from those with an average grade below 7 out of 10 in their penultimate year before entry into university may be considered if the other criteria detailed below are especially worthy of consideration in the judgement of the Grants and Scholarships Commission.

When assessing applications, the Commission will consider the following criteria as worthy of merit:

- a. The applicants' grades, with those with an outstanding academic record being looked on favourably by the Commission.
- b. Evidence of proficiency in one or more foreign languages. Such evidence will consist of internationally accepted certificates and standards.
- c. Social and extracurricular activities undertaken by the applicant (volunteering, sport, etc.). Evidence for this may include:

records of participation in these activities and/or letters of recommendation from the persons under whose guidance these activities were performed.

- d. Evidence of family income (providing official records demonstrating this, such as a tax return in the country of residence).

3. Applicants, place and the basic process

Applications for the CEU Merit International Scholarships Programme at CEU UCH must be made by 16th June 2023. Applicants must have begun the admissions process and have reserved a place on one of the CEU UCH's bachelor's degree (*grado*) programmes detailed in Section 8 of this document. Applicants must:

1. Arrange an admission interview for the bachelor's degree programme in question via the relevant form on the University website: <https://www.uchceu.com/en/new-student/degree-admission-process-international>
2. After the interview, the applicant will receive, if appropriate, the admission document which contains instructions for place reservation (place reservation fee/ Hospitality Pack/ registration fee).
3. Once the applicant has received the admission document, the combined place reservation (place reservation fee/ Hospitality Pack/ registration fee) should be paid, whose amount is detailed in the Undergraduate Student Fees document.
4. Once the three prior conditions have been met, the applicant may then apply for this scholarship programme via the intranet, providing all the relevant information.

4. Award decisions and benefits

On 3rd July 2023, all applicants will be notified of the award decisions for the CEU Merit International Scholarships Programme via the appropriate channels.

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

a) The standard CEU Merit International Scholarship: this represents a 65% 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 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 the award of this scholarship may be made even if the applicant has not yet presented the necessary documentation or credentials for enrolment. 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 place reservation (place reservation fee/ Hospitality Pack/ registration fee), as a condition of the award is that the applicant continues to form part of the admission process. In such cases, the refund period after the payment of these fees will already have expired. 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 withdrawn from the admissions process and missed out on a chance to study at the University.

b) The CEU Merit International Scholarship 100: this award means that all fees for the chosen degree will be covered. In the case of those who will study a dual degree, the scholarship covers all 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 reduction will be maintained throughout the successful applicant's undergraduate studies as long as the conditions specified in Section 5 are met. The Grants and Scholarships Commission may decide that the best applicants chosen to receive the standard award (with 65% fee reduction) are given a Scholarship 100 award, even if these applicants do not fulfil a priori all the requirements for the latter. The grounds for this may consist of the applicant's outstanding academic record, language skills, or involvement in social, cultural or sporting activities.

Applicants may choose not to take up the scholarship, but this will not entail the refund of the place reservation (place reservation fee/ Hospitality Pack/ registration fee), as a condition of the award is that the applicant continues to form part of the admission process. In such cases, the refund period after the payment of these fees will already have expired. 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 withdrawn from the admissions process and missed out on a chance to study at the University.

If the holder of a CEU Merit International Scholarship 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 degree at CEU UCH free of charge. Therefore, if the student has been awarded a standard CEU Merit International Scholarship (65% 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 65% discount corresponding to the scholarship award, if the student continues to meet the conditions of the award.

4.2. The organizational circumstances for a particular degree may make it inappropriate for grant award decisions to be made on the specified date. In such a situation, the scholarship applicants for that degree will be informed 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 place reservation (place reservation fee/ Hospitality Pack/ registration fee), with this refund being guaranteed in such circumstances.

4.3. There are three 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.
- c) The student may be placed on a waiting list for the award of a scholarship. In such cases:

- Up to three applicants per degree may be placed on the waiting list for a scholarship. Waiting lists for scholarships may be created when it is thought that, due to the applicant profiles or circumstances surrounding the distribution of scholarships at each Faculty or School, it may be possible to make more awards after the initial awards process has been completed. It may be the case that no waiting lists are established for some degrees.

- If an applicant is placed on the waiting list, he or she may decide at that time to give up their guaranteed place on the degree. Those who decide not to take up their place must follow the instructions detailed in Section 4.5. On the other hand, such applicants may decide to wait until a definitive decision is reached. Such definitive decisions will be made within 15 days of the applicant being notified that he or she has been placed on the waiting list. If the applicant is ultimately successful, then he or she will be informed at that time of how to proceed with the enrolment process. If the applicant is ultimately unsuccessful, then he or she may choose to continue with the enrolment process or to give up the guaranteed place, within fourteen days of notification of the decision.

4.5 After notification of the decision, all unsuccessful applicants for a scholarship will have fourteen days¹ to request a refund of the place reservation (place reservation fee/ Hospitality Pack/ registration fee). 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 financialaid@uchceu.es, indicating that they no longer wish to be admitted to the University. It is entirely the applicant's responsibility to check after July 3rd whether or not 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 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. Therefore, the deadline for refund requests is 17th of July at 11.59 pm.
3. As soon as the refund is made, the student will lose the guaranteed place on the chosen programme and consequent right to enrol on it.

Those whose application for a CEU Merit International Scholarship is unsuccessful may apply for any of the other grants or scholarships offered by FUSP-CEU.

5. Conditions of the CEU Merit International Scholarships Programme

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

a) CEU Merit International 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, and on both degree programmes, with the average grade being calculated separately for each of them.

b) CEU Merit International Scholarships 100: 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 International Scholarship 100 who are following a dual degree 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 International Scholarship 100: award-holders of a CEU Merit International Scholarship 100 (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 International 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 International 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. Thus, if the total cost of studying on a degree programme increases by 2%, then a 2% increase in the award will also be made (in comparison with that of the previous year). This will not be applied in the case of the type of award which covers the complete cost of the degree programme.

5.3 Award-holders must agree to take part in initiatives aimed at raising awareness of the University's activities and educational projects aimed at students. 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 amount to more than 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. 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.

5.4 Award-holders undertake to apply for, with the support of the Grants and Scholarships Unit (part of the CEU UCH's General Secretary's Office) a scholarship or grant of a similar type from the Spanish Ministry of Education or, if possible, from the Valencian regional government. If such an application is successful, then the appropriate benefits will then follow. Being awarded such a scholarship will not affect the student's status as an award-holder of the programme described in this document, if the award is lower than that of the CEU Merit International Scholarship. If the application is unsuccessful, then the student will continue to be an award-holder of a CEU Merit International Scholarship. This application process will take place every academic year in which the student is enrolled at the University and is a CEU Merit International Scholarship award-holder.

These scholarships are compatible with the *Becas de carácter general* ("standard grants") 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 International 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 the student is awarded a *Matrícula de Honor* (the highest possible grade on a course, 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 International Scholarship – the two cannot be simply added together. In any case, the principle of providing the greatest benefit to the student financially 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 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 an 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 International 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 International 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 registration fee has been paid. Thus, the application can be made after the admissions interview and payment of the place reservation (place reservation fee/ Hospitality Pack/ registration fee). At this point, the student will be provided with login details for the intranet, enabling them to carry out all the necessary steps to apply for the scholarship. The applicant will thus be able to use the intranet to fill in the corresponding form and upload the following documents.

1. Academic records required:
 - i To accompany the application: official records of the applicant's penultimate year of education before university and average grade.
 - ii Before the deadline for applications expires, the academic records must be completed with the student's average grade for the final year of pre-university studies.

2. Financial records: tax declaration from the country of residence recording family income for 2022.

Information must be provided for family 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 are not accompanied by financial records for family 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 rent or mortgage payments).

3. Language skills: language certificates can be submitted as evidence (optional).

4. Social and cultural activities: documents recording participation in social and extracurricular activities can be submitted (optional).

Very important: at the time of the award of the scholarship and when enrolling, students will be required to supply the original documents, or certified copies, of the files uploaded to the intranet. If discrepancies are found to exist between the information included in or with the application and the originals, the award of the scholarship will be cancelled.

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.

8. Eligible degrees for these scholarships

- Architecture (*Grado en Fundamentos de la Arquitectura*; taught in English)
- Industrial Design Engineering and Product Development (*Grado en Ingeniería en Diseño Industrial y Desarrollo de Productos*; taught in Spanish)
- Pharmacy (*Grado en Farmacia*; bilingual English and Spanish programme).
- Pharmacy (*Grado en Farmacia*; taught in Spanish)
- Spanish Pathway to Nursing (*Grado en Enfermería*; first year taught in English)
- Nursing (*Grado en Enfermería*; taught in Spanish)
- Physiotherapy (*Kinésithérapie, Grado en Fisioterapia*; first year in French)
- Physiotherapy (*Grado en Fisioterapia*; taught in Spanish)
- Dentistry (*Grado en Odontología*; bilingual programme taught in English and Spanish)
- Dentistry (*Grado en Odontología*; taught in Spanish)
- Early Years Education (*Grado en Educación Infantil*; taught in Spanish)
- Primary Education (*Grado en Educación Primaria*; taught in Spanish)
- Advertising and Public Relations (*Grado en Publicidad y Relaciones Públicas*; taught in Spanish)
- Audiovisual Communication (*Grado en Comunicación Audiovisual*; taught in Spanish)
- Journalism (*Grado en Periodismo*; taught in Spanish)
- Physical Activity and Sport (*Grado en Actividad Física y del Deporte*; taught in Spanish)
- Business Management (*Grado en Dirección en Empresas*; taught in Spanish)
- Marketing (*Grado en Marketing*; taught in Spanish)
- Law (*Grado en Derecho*; taught in Spanish)
- Political Science and International Relations (*Grado en Ciencias Políticas y Relaciones Internacionales*; taught in Spanish)

- *Grado en Veterinaria* (Veterinary Medicine; taught in Spanish)
- *Médecine Vétérinaire* (Veterinary Medicine, *Grado en Veterinaria*; bilingual programme in French and Spanish)
- Veterinary Medicine (*Grado en Veterinaria*; bilingual programme taught in English and Spanish)

Also eligible for these scholarships are those dual degrees which are combinations of the above and those which are made up of a degree together with an additional expert certificate programme (*título de experto*).

Alfara del Patriarca, 20th November 2022

General Secretary's Office of the CEU Cardenal Herrera University