

## Conditions for Campus Life Student Assistantships 2022-2023

### 1. PURPOSE OF THE CAMPUS LIFE STUDENT ASSISTANTSHIPS

These grants aim to provide students with financial support in exchange for assisting in the organization of university life activities. Campus Life student assistants may be assigned to different services or areas at the University.

The key characteristics of these grants are:

- Campus Life student assistants will undertake their activities between February and May of the academic year in question.
- Student assistants will be required to undertake 12 hours of activity each week, with the maximum number of hours on any one day being five. The student assistant may be required to undertake their duties on campus or online (teleworking from home) over the course of the Student Assistantship.
- In general, the most important award criteria are: the suitability of each applicant for the activity concerned given the degree enrolled on, the student's academic record, and the financial circumstances of the student's family, including a tax declaration for 2021.
- Campus Life student assistants will be paid a total of €1800 gross for the year, with this being paid in monthly instalments between February and May, the same period during which the student assistants will undertake their duties. This amount is subject to appropriate tax deductions, according to the provisions of Spain's Personal Income Tax Law (IRPF) and to the regulation established by Royal Decree 1493/2011, of 24th October.

New students cannot apply for one of these Student Assistantships: applicants must have been enrolled on studies at the CEU Cardenal Herrera University in 2021-2022.

These grants are regulated by Royal Decree 1493/2011 of 24th October, determining the terms and conditions of Social Security registration of those participating in training programmes, which implements the third additional provision of Law 27/2011, of 1st August, regarding the renewal, adaptation and modernization of the Social Security system.

### 2. PUBLIC ANNOUNCEMENT OF THE CAMPUS LIFE STUDENT ASSISTANTSHIPS

The Campus Life Student Assistantships available for each academic year are publicly announced on the CEU Cardenal Herrera University website.

### 3. DURATION OF THE STUDENT ASSISTANTSHIPS

Campus Life student assistants will undertake their activities between February and May of the academic year in question.

### 4. INCOMPATIBILITY WITH OTHER GRANTS

Campus Life Student Assistantships are incompatible with:

- Any other grant provided by the CEU Cardenal Herrera University
- Participation in voluntary placement programmes for the duration of the Student Assistantship.
- Any postgraduate or doctoral grant
- Any incompatibility arising from the application of Royal Decree 1493/2011, of 24th October.
- Any grant or funding provided by the Fundación Universitaria San Pablo CEU or any other organization founded by ACdP, or any grant from a public or private institution other than those now explicitly described as compatible.

These grants are compatible with:

- Grants from the Ministerio de Educación y Ciencia (Spain's Ministry of Education and Science)
- Grants provided by the Valencian regional government, the Generalitat Valenciana

Students may only hold a Campus Life Student Assistantship for a maximum of two academic years.

### 5. ELIGIBILITY

Applicants must have been enrolled since at least 2021-22 on a bachelor's degree programme (*Grado*) taught at one of the campuses of the CEU Cardenal Herrera University. New students are not eligible for these grants.

The application form must be filled in correctly and submitted on time.

### 6. SELECTION AND AWARD PROCESS

These grants will be awarded, after due examination of the applications received, by a Selection Commission named and presided over by the Vice-Rector for Students and University Life. The Selection Commission will take into account the suitability of each applicant for the activity concerned given the degree enrolled on, the student's academic record, and the financial circumstances of the student's family, including a tax declaration for 2021.

Successful applicants will be notified of the award decisions. Award decisions will be final.

Given the confidential nature of the information assessed by the aforementioned Commission, please note that an unsuccessful applicant will only have access, where appropriate, to that part of the application decision which affects him or her personally, but not to the applications of other candidates.

The CEU Cardenal Herrera University reserves the right to make changes to the grants offered depending on the needs of the different services.

### 7. FINANCIAL CONDITIONS

Campus Life student assistants will be paid €1800 gross for the year, with this being paid between February and May, the same period during which the student assistants will undertake their duties.

All amounts are subject to appropriate tax deductions, according to the provisions of Spain's Personal Income Tax Law (IRPF) and to the regulation established by Royal Decree 1493/2011, of 24th October.

It is the sole responsibility of the grant-holder to fulfil all tax obligations deriving from the grant award.

### 8. OTHER CONDITIONS

The award of a Student Assistantship does not constitute the establishment of an employment relationship or any other kind of contractual relationship with the Fundación Universitaria San Pablo CEU.

### 9. FORM OF PAYMENT

In accordance with Royal Decree 1493/2011 of 24th October, payments are made monthly. Payments will be made by bank transfer to the account indicated by the grant-holder to the University's Human Resources Department (*Área de Personas*). Alternatively, students can submit a request to the Human Resources Department for the amounts to be set against the student fees that the student is liable for.

### 10. OBLIGATIONS OF GRANT-HOLDERS

Those applicants who are successful will be required:

- To undertake those activities which form part of the training plan for the Campus Life Student Assistantship.
- To carry out the activity for which the grant has been awarded at the corresponding university service, during the period specified, and following the instructions of the supervisor of the Campus Life Student Assistantship. Student assistants will thus be able to acquire skills related to the working environment, such as: completing tasks on time, complying with working hours, and maintaining a responsible attitude in interactions with others. At the end of the Student Assistantship period, the student will be assessed by the Student Assistantship supervisor.
- To treat with the utmost confidentiality all the information learnt during Student Assistantship activities, regarding the University, the members of the university community, and their activities. No document, material, procedure, or other item of the CEU Cardenal Herrera University may be used for any purposes other than those for which it was created. Those accepting a Student Assistantship necessarily accept this obligation. Maintaining confidentiality

forms part of the learning process and it is essential in a professional environment.

- To refrain from unduly accessing the University's information and from facilitating such access to third parties. Most especially, student assistants must refrain from accessing the data, documents and materials expressly or tacitly indicated as private by the university management, with particular reference to the university's databases, and from facilitating such access to third parties.
- To behave in accordance with academic and customer service standards, and always in a manner compatible with university regulations and the law.
- To provide at least 15 days' notice when communicating intention to withdraw from a Campus Life Student Assistantship and cease related activity.

### 11. WITHDRAWING FROM A CAMPUS LIFE STUDENT ASSISTANTSHIP

By withdrawing from – i.e., unilaterally terminating – a Student Assistantship, this will mean that the student will not receive the proportion of the grant corresponding to the period that he or she has not completed.

If you decide to withdraw from your Campus Life Student Assistantship, you must immediately send an email to this effect to the supervisor of your Student Assistantship, the Office of the Vice-Rector for Students and University Life, and the Human Resources Department. This email should detail both your intention to withdraw and the last day on which you will fulfil your duties as a student assistant.

### 12. GROUNDS FOR TERMINATION OF A CAMPUS LIFE STUDENT ASSISTANTSHIP BY THE UNIVERSITY

A Student Assistantship may be terminated by the Office of the Vice-Rector for Students and University Life on the basis of a report from the supervisor or other relevant figure, when one of the following grounds for termination exist:

- The student assistant is found to have behaved inappropriately or committed a serious breach of his or her obligations as a student assistant, or of these conditions.
- A breach by the student assistant of the Student Regulations, the Organizational and Operational Regulations of the CEU Cardenal Herrera University, or the law, although in this case both the seriousness of the relevant circumstances and the relationship of these with the grant will be taken into account when making any decision to terminate.

Termination of the Student Assistantship for these reasons will entail the corresponding payments being stopped from the date of termination.

In the event that a grant award is terminated by the University or the student withdraws, the Student Assistantship may then be automatically transferred to one of the other student applicants. If no candidate is found, the Student Assistantship may be re-advertised and a new application period opened.

### 13. CERTIFICATION OF STUDENT ASSISTANTSHIPS

At the end of the academic year and depending on the report from the supervisor, a microcredential in the form of a digital badge can be issued to the student. This will include a description of the competencies acquired during the Student Assistantship. Those who withdraw from the Student Assistantship or whose performance is assessed negatively by the supervisor will not be awarded a microcredential.

### 14. UNDERTAKING FROM ALL APPLICANTS

All applicants, regardless of the success or otherwise of their application and by the mere fact of voluntarily participating in any of the stages of this process, hereby expressly accept the procedural rules described herein in all their details, as well as the decisions adopted by the Selection Commission and the Office of the Vice-Rector for Students and University Life.

### 15. INFORMATION ON DATA PROTECTION

In accordance with data protection legislation, we hereby inform you that the controller of the personal data you provide in the Campus Life Student Assistantship application form, and of such data as may be contained in any supporting documents, will be the FUNDACIÓN UNIVERSITARIA SAN PABLO CEU (hereinafter FUSP-CEU), whose tax ID number (NIF) is G28423275. The data is collated in order to process your application and, if appropriate, to award you a Campus Life Student Assistantship.

You will be notified of the decision by email or telephone, using the information you provide. FUSP-CEU asserts that the legitimacy of the processing of the data derives from the legal relationship which you enter into by accepting the conditions for applying for a Student Assistantship.

The personal data provided in this form will be retained for the duration of the 2022-23 academic year. Afterwards, access to this information will be blocked when it is no longer necessary for the purposes for which it was collated and it will then only be available for access by the relevant authorities during the period required by law. Once this period has finished, FUSP-CEU will then delete the data.

There are no plans for the international transfer of your data nor for your data to be provided to third parties.

You can contact FUSP-CEU's Data Protection Officer in writing, at either C/ Tutor nº 35 - 28008 Madrid or [dpd@ceu.es](mailto:dpd@ceu.es).

In the exercise of your rights deriving from data protection legislation, you may contact the data protection authority (the Agencia Española de Protección de Datos) regarding any concerns you may have and you may also exercise your rights of access, rectification, restriction of processing, erasure, data portability and to object to the processing of your data by writing to [dpd@ceu.es](mailto:dpd@ceu.es).