

Procedure for Granting Scholarships at Nebrija University



UNIVERSIDAD
NEBRIJA

PREAMBLE

5th Centennial Scholarships per category: The “Matrícula de Honor” (Highest Honors), “Excelencia” (Excellence), and “Convenios Suscritos” (Agreed Scholarships) offered by Nebrija University, in collaboration with the Antonio de Nebrija Foundation, aim to contribute to the fulfillment of the declared objectives in their missions; the transmission of knowledge, research, and humanistic education, providing access to continuing students who, due to their outstanding academic performance and/or reasons of accessibility, seek assistance to continue their education.

In fulfillment of this mission, the Foundation and the University establish this scholarship program, which facilitates students’ access to various academic activities conducted at Nebrija University.

Article 1. Purpose

This regulation aims to establish the procedure for granting scholarships to finance studies at Antonio de Nebrija University, awarded in collaboration with the Antonio de Nebrija Foundation.

Article 2. Scope of Application

1. This procedure applies to the following types of scholarships awarded in collaboration with the Antonio de Nebrija Foundation, as described in the following article: a) Excellence Scholarships b) Matrícula de Honor c) High-Performance Athlete Scholarships d) Agreements with Municipalities and other entities e) Armed Forces Scholarships f) Other scholarships that may be approved by the University.
2. This regulation does not cover other forms of discounts or reductions that may be applied by the Academic Development Department during the admission process.
3. Similarly, scholarships funded by other types of organizations or entities are not covered by this regulation.

Article 3. Competent Authorities

1. The responsibility for processing scholarship applications lies with the Academic Development Department for first-year students and with the Vice-Rectorate for Students, Employability, and Internationalization for all other students.
2. The authority to decide on the granting of scholarships rests with the Scholarship Committee, whose composition will be determined in the corresponding call for applications.

Article 4. Scholarship Requirements and Amounts

Antonio de Nebrija University, in collaboration with the Antonio de Nebrija Foundation, will grant the following scholarships with their respective maximum amount and established requirements:

4.1 Excellence Scholarships

- 1 The scholarship is aimed at first-year students or those in advanced courses..
- 2 The amount to be awarded will range from a minimum of 10% to a maximum of 50% of tuition fees, excluding items such as reservation fees, registration fees, and other expenses..
- 3 Requirements:
 - **Academic Requirements:** Having passed all enrolled subjects and maintain an overall grade point average (GPA) of at least 7.0.
 - **Financial Requirements:** The income per member of the family unit must not exceed the established limit of €27,000 for families residing outside the Community of Madrid (CAM) and €23,000 for families residing within the CAM. For first-time applicants, there will be a maximum income limit of €23,000, regardless of the family’s place of residence.

4.2 Matrícula de Honor

- 1 The scholarship can be granted to first-year students, and they can subsequently renew it. Under no circumstances will it be awarded to second-year and subsequent students who were not beneficiaries of the scholarship in the first year.
- 2 The maximum amount of the scholarship will be 100% of tuition fees, excluding items such as reservation fees, registration fees, and other expenses.
- 3 Requirements:
 - **Academic Requirement:** Having passed all enrolled subjects and maintain an overall grade point average (GPA) of at least 8.5.
 - There are no financial requirements.

4.3. High Performance Athlete:

- 1 The scholarship can be requested by first-year students or those in advanced courses.
- 2 The amount to be awarded will range from a minimum of 10% to a maximum of 50% of tuition fees, excluding items such as reservation fees, registration fees, and other expenses.
- 3 Requirements:
 - **Sports Requirements:**
 - First-year students: Must be federated and have participated in sports competitions during the last 6 months.
 - Second-year and subsequent students: Must be federated and participating in sports competitions during the last two years.
 - An original or certified copy of the federation license and a certificate proving participation in competitions organized by the relevant entity must be provided.
 - **Academic Requirements:** Must have passed all enrolled subjects.
 - **Financial Requirements:** The income per member of the family unit must not exceed the established limit of €27,000 for families residing outside the Community of Madrid (CAM) and €23,000 for families residing within the CAM. For first-time applicants, there will be a maximum income limit of €23,000, regardless of the family's place of residence.

4.4. Agreements with Municipalities and Other Entities

- 1 The scholarship can be granted to first-year students, and they can subsequently renew it. Under no circumstances will it be awarded to second-year and subsequent students who were not beneficiaries of the scholarship in the first year.
- 2 The maximum amount of the scholarship will be 50% of tuition fees, excluding items such as reservation fees, registration fees, and other expenses, unless otherwise specified in the corresponding agreement.
- 3 The requirements for granting the scholarship will be those established in the corresponding agreement. If not expressly specified, the following requirements will apply:
 - For agreements with the municipality, the student must be registered in the corresponding municipality.
 - **Academic Requirements:** Having passed all enrolled subjects and maintain an overall grade point average (GPA) of at least 7.0.
 - **Financial Requirements:** The income per member of the family unit must not exceed the maximum limit of €20,000.

4.5. Armed Forces

- 1 The scholarship can be granted to first-year students, and they can subsequently renew it. Under no circumstances will it be awarded to second-year and subsequent students who were not beneficiaries of the scholarship in the first year.
- 2 The maximum amount of the scholarship will be 100% of tuition fees, excluding items such as reservation fees, registration fees, and other expenses.
- 3 Requirements:
 - Being an active member of the Armed Forces.
 - **Academic Requirements:** Having passed all enrolled subjects and maintained an overall grade point average (GPA) of at least 7.0.
 - There are no financial requirements.

4.6. Other Cases

Furthermore, the University may approve other types of scholarships, and the beneficiaries and requirements for such scholarships will be established in the resolution approving the corresponding call for applications.

Article 5. General Provisions for All Types of Scholarships

- 1 For the accreditation of financial requirements, the following rules will apply:
 - The family unit will be considered as composed of both parents/legal guardians, regardless of their marital status, and any descendants and ascendants living in the same household as the applicant.
 - The income tax return of all adult members of the family unit must be provided. The calculation of income per member of the family unit will be based on the information from box 505 of the income tax return. Other sources of income, earnings, or assets may also be considered if they are significant.
 - Special circumstances such as orphanhood, disability of any family member, and events occurring in the last year that may significantly impact the current or future income of the family unit will be taken into account when assessing this requirement.
- 2 To verify the academic requirement, the relevant department will directly access the information available in the academic management system, for which the applicant must provide the corresponding consent. If the student does not grant consent, a personal academic certificate must be provided.
- 3 In the case of other requirements, the corresponding documentation proving compliance with each requirement must be provided, issued in each case by the competent entity or organization.

Article 6. Procedure for Granting Scholarships

- 1 Between June 1 and June 15, the Vice-Rectorate for Students, Employability, and Internationalization will publish the scholarship call for second-year and subsequent students, which should contain the following information:
 - a) Types of scholarships covered by the call.
 - b) Requirements established for each scholarship type.
 - c) Deadlines for submitting applications.
 - d) Location and method of submitting documentation.
 - e) Composition of the scholarship committee.
 - f) Allocated budget.
- 2 Between July 1 and July 15, the Vice-Rectorate for Students, Employability, and Internationalization will submit the proposal for scholarship assignment to the Scholarship Committee, after evaluating the submitted applications. If there are pending applications to be evaluated by that date, a second proposal will be made between August 7 and August 15. The amount assigned to each recipient will be determined based on their economic, academic, or personal circumstances, as well as the total allocated budget.
- 3 Between July 15 and July 31 of each academic year, the Scholarship Committee will meet to approve the corresponding resolution of scholarship grants. If there are pending applications to be evaluated, a second resolution must be approved between August 15 and August 31.
- 4 The dates established in the sections may be modified by the Vice-Rector for Students, Employability, and Internationalization when necessary to ensure the most efficient and competitive process.
- 5 The favorable or unfavorable resolution will be notified to all interested parties. If dissatisfied with the decision, a complaint may be filed with the Vice-Rector for Students, Employability, and Internationalization to be reviewed by the Scholarship Committee within 15 days of receiving the resolution.
- 6 Under no circumstances may the total amount of approved scholarships exceed the budget allocated for each academic year.
- 7 For first-year students, applications will be processed by the Academic Development Department during the admission process.

Article 7. Effective Date

This regulation will apply to scholarship applications for funding studies during the academic year 2022-2023 and subsequent years.

ANNEX.

PERSONAL DATA PROTECTION

Data Controller

The data controller for the personal data provided by the interested party or processed as a result of participation in the scholarship program is UNIVERSITAS NEBRISSENSIS, S.A. (hereinafter, Nebrija University), with registered address at Hoyo de Manzanares, Campus de Ciencias de la Vida en La Berzosa, 28248-Madrid, telephone number +34 914521101, and email address lopd@nebrija.es, in accordance with the provisions of the General Data Protection Regulation and applicable regulations.

Data Protection Officer

Participants are hereby informed that Nebrija University has a Data Protection Officer (DPO), which is a legally established figure whose main functions are to inform and advise the entity on its obligations regarding the processing of personal data and to oversee compliance. Additionally, the DPO serves as the point of contact with the entity for any matters related to the processing of personal data.

Email address: DPO@nebrija.es

Purpose of Personal Data Processing

- a) Personal data will be processed to manage the scholarship application, assess the applicant's eligibility to receive the scholarship, and carry out the necessary procedures for its granting, if applicable.
- b) The data of participants (beneficiaries or not) may be disseminated and published on Nebrija University's website, virtual campus, or any other analogous communication medium, as well as on the Antonio de Nebrija Foundation website (or another collaborating entity) with the purpose of ensuring transparency in the scholarship granting procedure.

Legal Basis for Data Processing

- a) The legal basis for processing the data for the purpose of managing the scholarship application is the execution of the present procedure in which the interested parties participate. Therefore, the provision of data (or the processing of data already held by the University) for this purpose is mandatory, and applicants will not be eligible for the scholarships offered by Nebrija University otherwise.
- b) The possibility of data publication is based on legitimate interest. Such legitimate interest is considered predominant, taking into account that, if applicable, it is suitable for the pursued purpose. Publication may be an essential requirement for the participation of interested parties in the competition. In that case, if the individual does not wish their data to be published as indicated, they must refrain from participating.
- c) In the event that a participant has special needs that require the provision of health data (degree of disability) to evaluate their application, such data will be processed with their consent, which is granted by voluntarily providing such information to Nebrija University. The applicant may revoke their consent at any time, but this will mean that such circumstances will not be taken into consideration. The revocation of consent will not affect the lawfulness of data processed prior to such revocation.

Data Retention Period

The data will be retained until the final resolution of the scholarships. Subsequently, the data will be kept until the beneficiary completes their studies and fulfills the obligations indicated in the call. Additionally, the data may be retained for as long as required by applicable legislation and until the potential liabilities arising from the scholarship or aid grant have prescribed.

Data Recipients

The personal data processed according to this procedure may be disclosed to the following third parties:

- Public Administrations, as required by law.
- The Antonio de Nebrija Foundation, if it is responsible for granting the corresponding scholarship or participates in the Scholarship Committee.
- Financial institutions, in case of payment to the beneficiary.
- Public or private entities that collaborate in the scholarship granting procedure, as indicated in this procedure. Such collaboration will be regulated through collaboration agreements for the development of scholarships. These entities may, among other tasks, participate in the review of scholarship applications, make allocation proposals, and manage the awarding of granted scholarships.

Rights of Data Subjects

Data subjects have the right to request access to their personal data, rectification, erasure, portability, and restriction of processing, as well as the right to object to processing. In case of any violation of rights, the data subject may file a complaint with the Spanish Data Protection Agency (www.aepd.es).

If third-party data is provided, the person providing it assumes the responsibility of obtaining their prior consent and informing them of everything established in Article 14 of the General Data Protection Regulation under the conditions set forth in said provision.