

**Resolution of the President of the Universidad Carlos III de Madrid, calling for the granting of two scholarships for the International Foundation Program studies for the 2022-2023 academic year.**

The aim of these scholarships is to facilitate access to the International Foundation Program for international students who have graduated from high school in a non-EU country, who do not live in Spain and who want to begin university studies through the International Foundation Program.

The International Foundation Program courses are designed for students who have completed their high school studies. While, acquiring the foundation knowledge, they will define their academic interests in order to start their ideal Bachelor Degree. To achieve this aim successfully, the program includes Foundation subjects with essential knowledges, promotes the study of the Spanish and English as a languages and gives the possibility to take 12 credits in first year Bachelor's Degree courses.

The UC3M International Foundation Program scholarships aim to financially support students with good academic performance, who may be in difficult financial situations or in special circumstances that could compromise their access to university studies.

**Terms and Conditions of the Scholarships**

**1. Aim**

The aim of these scholarships is to facilitate the access to the International Foundation Program for international students who have graduated from high school, who do not live in Spain, and who want to access university studies through the International Foundation Program.

**2. Requirements**

Candidates should be able to provide evidence that they meet the following general, academic and financial requirements and, if applicable, certify the specific situations mentioned in section 2.4.

**2.1. General requirements**

Candidates should not be living in Spain and should have been officially accepted in one of the courses of the International Foundation Program.

**2.2. Academic requirements**

The scholarships will not be granted to candidates who intend to simultaneously complete a degree or program other than the International Foundation Program.

The academic requirements shall be verified according to the data appearing on the student's academic record on the date of the application.

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### 2.3. Financial requirements

Candidates whose annual family annual income exceeds the following annual income thresholds shall not be granted the scholarships:

NUMBER OF FAMILY MEMBERS	INCOME THRESHOLD
1-member households	€10,500.00
2-member households	€13,000.00
3-member households	€20,500.00
4-member households	€26,000.00
5-member households	€30,500.00
6-member households	€33,500.00
7-member households	€37,000.00
8-member households	€40,000.00

The income threshold shall increase by €3,000 for each additional family member after the eight member

The members who fall into the following categories will be considered:

- The candidate, the parents and the siblings who share the same family home as well as the parents' ascendants who can prove the permanent nature of the cohabitation.
- For candidates who constitute an independent family unit, their children and their spouse or partner shall be considered.
- In case of divorce, legal separation or separation de facto, the ex-spouse who does not live with the candidate shall not be considered a member of the household.
- Students who declare themselves to be independent shall provide evidence of their independence, both financial and familial, and prove the ownership of the property or provide the rental agreement. In this case, the student's home during the academic course shall be considered the family residence.
- Should the candidate not be able to provide sufficient evidence of the fulfilment of the financial requirements, the application shall be rejected.

This aid partially covers the amount of tuition fees. For that reason, applicants will be checked to ensure a sufficient level of income to cover their stay in Spain.

### 2.4. Priority consideration :

Applications will receive priority consideration if they are from students who find themselves in circumstances of financial vulnerability such as situations deriving from the unemployment of the primary wage earner of the household, the permanent inability or disability of the main primary wage earner, the death of the primary wage earner, victims of terrorist attacks, victims of gender-based violence, refugees and asylum-seekers, or other situations that might be similar. Such circumstances shall be duly certified and shall be examined by the Evaluation Commission, which is referred to in section 6 of this document.

### 3. Applications and Deadline

Candidates shall apply online and access the application form using the following link:

[https://aplicaciones.uc3m.es/formulario/becas\\_foundation\\_22\\_23](https://aplicaciones.uc3m.es/formulario/becas_foundation_22_23)

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When applying, candidates shall submit all files in PDF format according to the required documents for this application in order to meet the requirements.

The documents shall be clear and legible, in English and/or Spanish. At any time during the application procedure, the Commission shall require candidates to provide the originals or a certified copy of the documents.

**The application period begins on the day of publication of this call and ends on August 26th 2022.**

Application submission implies that candidates accept the terms and conditions.

Candidates authorize the Evaluation Commission to carry out the necessary verifications of the data and information provided in order to prove its veracity and assess the claimed situations.

#### 4. Documentation.

All candidates should attach the following supporting documents when completing the application form:

- Copy of the International Foundation Program application
- Documents certifying the current household income of the family.
- Documents certifying the current household members.
- Documents certifying the specific situations (unemployment certificate, certificate of disability, death certificate, claims and/or any other document that might duly certify the alleged circumstances).

#### 5. Scholarship. Amount, purpose and limitations

- For the 2022-2023 academic year, two scholarships of €8,200 each shall be allocated. This amount shall be used to cover part of the tuition fees.
- The scholarship shall be distributed according to budget regulation G024 (1.870.00) of the Carlos III University of Madrid International School budget. The awarding of the scholarship shall be confirmed by the Commission which is referred to in section 5 of this document, according to the student's record, the financial and familial situations, as well as the specific circumstances, duly certified by the candidates as previously mentioned.
- Any other private or public grant or scholarship that the candidate might already receive shall be taken into account including, if applicable, the amount of these scholarships.
- The duration of the scholarship shall not exceed one academic year and can only be granted once.

#### 6. Procedure

An Evaluation Commission shall be formed, which shall be chaired by the Director of the International School, and will also include the Director of the Degree Department, the Director of the International School Student Office, one representative of the Student Union, and the Coordinator of the International Foundation Courses, who shall, in turn, act as Secretary. The President of the Evaluation Commission may ask for expert advice and technical reports that he deems necessary for the carrying out of his duties.

If after evaluating of the supporting documents, the application does not meet the requirements specified by this document, it contains errors, or is deemed to have insufficient documentation,

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the applicant will be required to correct the mistakes or provide the missing documentation within 10 days, and shall be notified that not doing so would result in the withdrawal their application, as stated in article 68 of Law 39/2015 of October 1st, of the Common Administrative Procedure of Public Administrations.

The scholarships will be granted upon the recommendation of the Commission and by resolution of the University President. Applicants will be notified of the decision and it will be published on the Grants and Scholarships web page of the university:

<https://www.uc3m.es/C3IS/internationalfoundationprogram/scholarships>

The resolution by which the scholarships are granted exhausts the administrative channel and, in accordance to the provision of article 124 of Law 39/2015 of October 1st, of the Common Administrative Procedure of Public Administrations a contentious-administrative appeal could be made against this Resolution, within two months of its publication, without prejudice to the facultative filling of an appeal to the President of the University within one month of the day following its publication.

The final decisions and any other related information shall be published on the Scholarships and Grants web page of the university, as mentioned above. Applicants shall be notified by email, using the email address provided in the application.

The Evaluation Commission shall meet before the beginning of the academic year to evaluate the applications. Exceptionally, the Commission may meet outside of this period if necessary.

**7. Duties of the beneficiaries** . Beneficiaries shall use the scholarship for its initial purpose. The applicants shall mention in their application if they receive any other scholarship or grant.

**8. Revocation.** Should the beneficiary not fulfill the mentioned duties, provide false data, or conceal information, the scholarship shall be revoked and the amount totally or partially returned. Moreover, the scholarship shall be revoked in case of registration cancellation or if the student is transferred to another university.

Getafe, on July 29th, 2022

Juan Romo Urroz

President of University Carlos III de Madrid

In accordance with the provisions of article 124 of the Law 39/2015 of October 1st, of the Common Administrative Procedure of Public Administrations, a contentious-administrative appeal could be made against this Resolution, within two months of its publication, without prejudice to the facultative filling of an appeal to the President of the University, within one month of the day following its publication.

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