

BOEL de 15 de mayo de 2024

**Resolution of the Rector of Universidad Carlos III de Madrid calling for grants to strengthen the social and labour insertion of university-educated women refugees or asylum seekers residing in the Community of Madrid**

Las universidades españolas han desarrollado una importante actividad en el ámbito de la Cooperación Universitaria al Desarrollo (CUD), como queda reflejado en una serie de documentos aprobados en el marco CRUE Universidades: la [Estrategia de Cooperación de las Universidades Españolas](#), el [Código de Conducta de las Universidades Españolas en materia de CUD](#) o el [Protocolo de actuación de las universidades ante situaciones de crisis humanitarias](#) o las [Directrices Crue para la Cooperación al Desarrollo 2016-2030](#).

Asimismo, el papel de la universidad española como actor de la cooperación al desarrollo ha sido ampliamente recogido en la [Ley 1/2023, de 20 de febrero, de Cooperación al Desarrollo Sostenible y la Solidaridad Global](#) y en los sucesivos [Planes Directores de la Cooperación Española](#). También la [Ley Orgánica de 2/2023, de 22 de marzo, del Sistema Universitario](#), incide en su artículo 30 en el rol de la universidad en el ámbito de la Cooperación internacional universitaria para la solidaridad y el desarrollo, animando a las universidades a fomentar “la realización de actividades orientadas al cumplimiento de los Objetivos de Desarrollo Sostenible, de conformidad con la normativa sobre la materia”.

Los [Estatutos de la Universidad Carlos III de Madrid](#) establecen en su artículo 2.g) que la universidad “apoyará la cooperación universitaria al desarrollo a través de estrategias orientadas a la transformación social y el fortalecimiento académico en los países más desfavorecidos”.

La [Agenda para el cumplimiento de los Objetivos de Desarrollo Sostenible](#) (2021) y el [Plan Estratégico de la Universidad Carlos III de Madrid](#) (2014) reafirman el compromiso de la universidad con los derechos humanos y los principios de igualdad, responsabilidad social y cooperación, señalando que deben estar presentes en todas las decisiones y actuaciones de la universidad. Por ello, la Universidad Carlos III de Madrid aspira siempre a la ejemplaridad en sus políticas sociales, ofreciendo una perspectiva solidaria que se proyecte sobre el desarrollo personal y profesional de las personas implicadas en su ámbito de actividad.

Spanish universities have undertaken a significant endeavour in the realm of University



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Cooperation for Development (UCD), as evidenced by a series of documents endorsed within the framework of CRUE Universities. These documents include the [Cooperation Strategy of Spanish Universities](#), the [Code of Conduct of Spanish Universities on UCD](#), the [Protocol of Action for Universities in Response to Humanitarian Crises](#), and the [CRUE Guidelines for Development Cooperation 2016-2030](#).

Furthermore, the role of Spanish universities as key players in development cooperation has been prominently recognised in [Law 1/2023, enacted on 20 February, concerning Cooperation for Sustainable Development and Global Solidarity](#), as well as in successive [Master Plans of the Spanish Agency for International Development Cooperation](#). Article 30 of the [Organic Law of 2/2023, of 22 March, on the University System](#), also underscores the universities' role in international university cooperation for solidarity and development. It encourages universities to foster "the implementation of activities aimed at achieving the Sustainable Development Goals, in accordance with the relevant regulations".

According to Article 2.g) of the [Statutes of Universidad Carlos III de Madrid](#), the university is "committed to supporting strategies for university cooperation aimed at social transformation and academic enhancement in the most vulnerable countries".

This commitment is reaffirmed by both the [Agenda for the Fulfilment of the Sustainable Development Goals \(2021\)](#) and the [Strategic Plan of Universidad Carlos III de Madrid \(2014\)](#), which underscore the university's dedication to human rights and the principles of equality, social responsibility, and cooperation. These values are deemed integral to all decisions and actions of the university. Therefore, Universidad Carlos III de Madrid always aspires to exemplarity in its social policies, offering a solidarity perspective that extends to the personal and professional development of individuals involved in its scope of activity.

Within the framework of this responsibility, different activities and lines of action have been put in place to boost the impact of the University's social commitment, with a special focus on refugees who wish to continue their studies or their teaching and research careers.

Notably, among these initiatives is a grant package designed to support Ukraine and its university community, in response to the onset of the invasion of this country on 24 February 2022. In 2022, the University also published the first call for financial grants for researchers and professionals from countries affected by humanitarian crises.

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Consistent with these efforts, the University aims to devise a novel grant framework that bolsters the rights of refugee women, fostering their integration into Spanish society and facilitating the development of professional and personal lives aligned with their capacities.

With a rights-based, feminist and gender-based approach, this aid will support women refugees or asylum seekers with connections to universities in their home countries as teachers, students or researchers. This support will empower them to pursue new professional endeavours, resume their studies, teaching, or research pursuits, and contribute to their social and labour market integration processes.

**BASIS OF THE CALL**

**1. Objectives of the grants**

The objectives of this call for applications are as follows:

- Strengthen the social and labour integration of refugee or asylum-seeking women residing in the Community of Madrid, who have been involved with universities in their home countries as educators, students or researchers. This initiative aims to broaden their prospects for engaging in professional endeavours, continuing their education, or pursuing careers in teaching or research.
- Provide financial grants and a comprehensive package of training resources from which female applicants can choose to tailor a training plan that allows them to strengthen their specific opportunities for social and labour integration.
- Foster the involvement and mutual enrichment of female beneficiaries and the UC3M community through diverse scientific and academic activities such as seminars, conferences, research projects, and similar initiatives held within the Universidad Carlos III de Madrid.

**2. Content of grants**

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The grants will provide for different actions and resources, such as:

- 2.1. A financial grant for study to cover travel expenses, academic material and similar.
- 2.2. A set of university activities for the female applicant to develop a personalised work plan according to her needs and preferences, which may include:
  - a) Guidance by an academic tutor, selected from the university's teaching staff, according to the recipient's academic background.
  - b) Guidance by a UC3M student to facilitate the insertion of the grant recipients in university life (YUFE Refugee Mentor).
  - c) Full exemption from tuition fees for any UC3M postgraduate programme, whether master's, specialist or expert, listed in Annex 1. In any of these studies, the recipient *must meet the formal and qualification requirements specified by the programme and submit their application in a timely manner. Additionally, availability of openings at the time of application is contingent upon the specific study programme.*
  - d) Full exemption from tuition fees for language courses offered by the Language Centre of the UC3M Foundation.
  - e) Attendance in basic Excel courses.
  - f) Participation in employment guidance courses (CV preparation, job interview guidance, accessing paid internships).
  - g) University Smart Card (TUI - Tarjeta Universitaria Inteligente) for access to computer rooms, library, etc.
  - h) Support for emotional well-being and mental health.
  - i) Full exemption from tuition fees for UC3M physical-sports activities and programmes.
  - j) Full exemption from tuition fees for attendance and participation in seminars, conferences, congresses and other activities organised at UC3M, according to the interests of the person awarded the grant.

**3. Grant amount and budget allocation**

For the proper execution of the objectives of this Call for Applications, Universidad Carlos III de Madrid will allocate a total sum of six thousand euros (EUR 6,000) to cover

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two grants of EUR 3,000 each.

The number of grants and the amount may be increased by the Evaluation Committee depending on the number of applications and budgetary possibilities.

In compliance with Spanish tax legislation, the cash amount of the grant will be subject to the applicable percentage of tax withholding in force at the time of disbursement.

This grant is compatible with any other received by the recipient, who is responsible for making the relevant declarations regarding their taxation and compatibility.

**4. Applicant requirements**

Women who meet the following conditions may apply for these grants:

- a) Have recognised refugee status or asylum seeker status.
- b) Have a temporary residence permit in Spain or in the European Union.
- c) Have their address in the Community of Madrid.
- d) Hold an undergraduate or graduate university degree.
- e) Are able to communicate in Spanish or English.

**5. Applications and documentation to be submitted**

Applications must be addressed to the Rector of Universidad Carlos III de Madrid through the Vice Rectorate for Sustainable Development, Cooperation and Healthy Campuses. They must be submitted through the electronic form provided for this purpose and include the following documentation:

- 1. Asylum applicant's card, Foreigner Identification Number (NIE) certifying international protection, or, if applicable, accrediting resolution.
- 2. Document certifying the applicant's address in the Community of Madrid.
- 3. Document proving or declaration of having a university degree (Bachelor's degree or higher).
- 4. Declaration of having communication skills in Spanish or English.
- 5. Curriculum Vitae.
- 6. Letter of motivation addressing the enhancement of social and labour

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- integration and the advancement of professional and social aspirations, emphasising the connection to and participation in university activities.
7. Proposal for a work plan that the candidate intends to undertake at Universidad Carlos III de Madrid, highlighting the activities and resources offered in the current Call for Applications (especially those referred to in section 2.2. of the Call)
  8. Social report certifying the socio-economic situation issued by competent authority or explanatory documentation of the situation, only if the applicant wishes for this situation to be assessed.

**6. Procedure and deadlines for submitting applications.**

Applications must be submitted using the [form](#) available on the [website](#) of UC3M's University Cooperation for Development, within the established timeframe and in accordance with the criteria outlined in Law 38/2003, of 17 November, General Subsidies Act, and Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations.

The application period will open on the day following the publication of this call for applications and will end on **5 June 2024**.

Applicants will receive an email confirming the timely submission of the application.

Once the applications have been formally reviewed, the provisional list of those admitted and excluded will be published on the UC3M University Cooperation for Development website, indicating the reasons for exclusion.

Applicants will have a period of 10 working days to submit any missing documentation. Interested parties will be deemed to have withdrawn their application if, having been asked to submit missing documentation, they do not comply with this procedure.

Once the period for correction has elapsed, the definitive list of those excluded and admitted will be published on the UC3M University Cooperation for Development website and the Evaluation Committee will be convened.

Upon submitting an application, applicants declare to have thorough knowledge of and

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voluntarily accept the basis of this call for applications.

**7. Evaluation Committee and procedure**

Applications will be evaluated by a Committee that will be composed of:

- Vice Rector for Sustainable Development, Cooperation and Healthy Campuses or a person delegated by him/her.
- Vice Rector for Internationalisation or person delegated by him/her.
- Deputy Vice Rector for Cooperation or person delegated by him/her.
- Director of Continuing Education of UC3M or person delegated by him/her.
- The Director of Institutional Relations and Sustainable Development and/or designated technical staff shall act as secretary.

The Evaluation Committee will verify compliance with the requirements and may call applicants for a personal interview during the evaluation process.

Once the evaluation has been completed, the Evaluation Committee will prepare a report containing the proposal for the provisional allocation of grants, which will be submitted to the Rector.

The Evaluation Committee may draw up a waitlist, duly ordered, to replace those initially approved in the event of express resignation or non-acceptance of the grant by the initial recipients. This waitlist will be made up of those applications that, having obtained a sufficient evaluation according to the criteria established in the call for applications, were not selected in the corresponding procedure due to insufficient credit assigned to the same.

The Resolution of the Call for Applications will be made by means of a Resolution of the Rector, in view of the proposal of the Evaluation Committee.

**8. Evaluation criteria:**

The Committee will evaluate the documentation submitted by the applicants in relation to the following criteria and score:

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- Letter of motivation addressing the enhancement of social and labour integration and the advancement of professional and social aspirations, emphasising the connection to and participation in university activities: 35 points / 100 points.
- Proposal for a work plan that the candidate intends to undertake at Universidad Carlos III de Madrid that is feasible, can be satisfactorily completed and makes the best use of the offer of the Call for Applications and the activities and resources set out in the same (especially referred to point 2.2. of the Call for Applications): 35 points / 100 points.
- Personal and/or family socio-economic situation, if applicable. For this purpose, the Social Report submitted or any other documentation deemed appropriate will be taken into account, preceded by a brief written explanation of the same: 10 points / 100 points.
- University involvement will be especially valued, whether through teaching or research activities, or as a former student: 20 points / 100 points.

**9. Provisional allocation proposal**

The Evaluation Committee will prepare a proposal for the provisional allocation of grants, which will be published on the website of the UC3M University Cooperation for Development to inform the applicants. Said proposal will establish a deadline for the presentation of allegations and/or the correction of possible errors. Once this deadline is reached, the Commission shall resolve the claims presented and shall reach a definitive award which shall be approved by Resolution of the Rector.

**10. Grant award resolution**

The Resolution awarding the grants will include the list of recipients and the waitlist in order of priority and will be published on the website of the UC3M University Cooperation for Development. The results will be communicated by e-mail to all applicants.

This Resolution exhausts the administrative process and, in accordance with the

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provisions of article 124 of Act 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations, a contentious-administrative appeal may be filed against it within two months of its publication, without prejudice to the optional submission of an appeal for reconsideration to the Rector of the University within a period of one month from the day following its publication.

**11. Disbursement and deadline for grants**

The amount of the study grant (which corresponds to point 2.1 of the Call for Applications) will be paid in one or two instalments. The timeframe of the programme will be established by the Vice Rectorate for Sustainable Development, Cooperation and Healthy Campuses in agreement with the recipients, taking into account the work plan presented and the follow-up reports of the recipients and the academic advisors.

The grants will be paid into a Spanish bank account held by the successful applicant.

The personalised work plan presented by each applicant according to their needs and preferences, and the completion of the different university activities included (which correspond to point 2.2 of the Call for Applications) may take place during the 2024-2025 academic year. Any exception or extension to these deadlines must be requested and approved by the Vice Rectorate for Sustainable Development, Cooperation and Healthy Campuses.

**12. Obligations of recipients**

The grant recipients will be obliged to:

- a) Complete the work plan subject to the grant, without any change or modification of the object or purpose for which it was granted without prior authorisation from the Vice Rector for Sustainable Development, Cooperation and Healthy Campuses.
- b) Engage in scientific-academic activities (seminars, conferences, research work) proposed by their academic advisor and/or by the Vice Rectorate for Sustainable Development, Cooperation and Healthy Campuses. Any activities must be previously agreed to by the recipient.
- c) Abide by the Code of Ethics of Universidad Carlos III de Madrid at all times.

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- d) Be covered, throughout the entire duration of their stay, by an accident insurance policy and by a civil liability insurance policy. In case the applicant does not have one, such a policy will be underwritten by UC3M.
- e) Sign the document “Conditions of research fellowship at Universidad Carlos III de Madrid” which defines, among others, issues relating to confidentiality, intellectual and/or industrial property rights and applicable law.
- f) Respect, during their time on UC3M premises, UC3M’s internal operating rules, in particular, those relating to the working day, safety, health and occupational risk prevention regulations, without, in any case, altering their legal relationship or acquiring any right against UC3M.
- g) Send a final report of the activities completed to the Vice Rectorate for Sustainable Development, Cooperation and Healthy Campuses as justification for the grant obtained.
- h) Comply with the criteria set out by the UC3M Economical Financial Management for the economic justification of the grant, if necessary;
- i) Visibly incorporate the UC3M logo in the material used to disseminate the activities conducted within the framework of the grant.

**13. Reimbursement and revocation**

The reimbursement of received funds and the revocation of the grant shall apply in the following cases:

- a) Total or partial non-compliance with the work plan subject to the grant.
- b) Significant modification of the project without such temporary or substantial modifications having been previously communicated to and authorised by the Vice Rector for Sustainable Development, Cooperation and Healthy Campuses.
- c) Failure to comply with the obligations imposed by UC3M, as well as with the commitments assumed by the beneficiaries in connection with the awarding of the grant.

Reimbursement procedures are governed by the provisions of Chapter II of Title II of the General Subsidies Law.

**14. Exemption from liability**

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UC3M exempts itself from any liability that may arise from the presence and activity of the recipients of these grants related to their research fellowship at Universidad Carlos III de Madrid, as well as from any incompatibilities arising from the grant received.

**15. Confidentiality**

Information that the parties may have revealed in order to carry out activities as a result of this grant, as well as that which is revealed as a consequence of its performance, shall be considered confidential, obligating the parties to keep all information they may have access to secret, unless it is in the public domain or is legally or legitimately known. This duty of confidentiality shall remain effective throughout the grant period and shall continue after its expiry.

Any information to which the researchers have or have had access due to the performance of any research activities at Universidad Carlos III de Madrid shall remain confidential in accordance with the following conditions:

- a) Researchers shall keep all information provided confidential and shall refrain from disclosing it to anyone not expressly authorised by the UC3M.
- b) The previous paragraph shall not be applicable when any of the following conditions are met:
  - i. The information received is in the public domain at the date of receipt of the information or, after receipt, it becomes information in the public domain by means unrelated to the intervention of the parties;
  - ii. The information received comes from a third party that does not require secrecy;
  - iii. The receiving party has evidence of prior knowledge of the information received.

If, as a consequence of the activities carried out during the research stay at the UC3M, the researcher wishes to use them for the publication, reading as part of a thesis or any other form of dissemination, they must request express and written consent from the UC3M for their use.

The obligations specified in this clause shall remain in force regardless of the expiration of this agreement.

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**Additional exclusive clause**

For any matter not covered in this resolution, the provisions of the following acts shall be applied as a supplement: the General Subsidies Act, 38/2003, and its regulations; Act 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations; and the General Budgetary Act, 47/2003, as well as any other regulatory provisions that may be applicable.

On the date of the electronic signature, Getafe,

The Rector,  
Ángel Arias Hernández

P.S. Rector's Resolution of 22 June 2023 (BOEL of 23 June 2023) The Vice Rector for Sustainable Development, Cooperation and Healthy Campuses

**Personal data**

Personal data collected as part of the application process shall be used for the management of this call for applications and shall be processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and Organic Law 3/2018, of 5 December, on Personal Data Protection and the guarantee of digital rights. All information relating to the personal data protection policy can be found via the following [link](#).

Participating in this call for applicants implies the voluntary provision of the personal data requested, as well as authorisation for Universidad Carlos III de Madrid to publish the applicants' data in the lists and Resolutions necessary for managing the call for applicants.

Failure to provide the aforementioned information and the requested supporting documentation shall make it impossible to process the application in this call for

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# BOLETÍN OFICIAL DE LA UNIVERSIDAD CARLOS III DE MADRID

**uc3m** | Universidad **Carlos III** de Madrid

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applicants.

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# BOLETÍN OFICIAL DE LA UNIVERSIDAD CARLOS III DE MADRID

**uc3m** | Universidad **Carlos III** de Madrid

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## ANNEX 1

NAME OF THE PROGRAMME	WEB	ACADEMIC REQUIREMENTS
Máster de Formación Permanente en Creación Teatral	<a href="https://www.uc3m.es/master/creacion-teatral">https://www.uc3m.es/master/creacion-teatral</a>	Check the webpage to for admission criteria and selection processes
Master de Formación Permanente en Derechos Fundamentales. Garantía y protección de derechos humanos	<a href="https://www.uc3m.es/master/derechos-fundamentales">https://www.uc3m.es/master/derechos-fundamentales</a>	Check the webpage to for admission criteria and selection processes
Máster de Formación Permanente-VOGUE en Dirección de Empresas de Moda y Belleza	<a href="https://www.uc3m.es/master/direccion-empresas-moda">https://www.uc3m.es/master/direccion-empresas-moda</a>	Check the webpage to for admission criteria and selection processes
Máster de Formación Permanente en artes y profesiones artísticas	<a href="https://www.uc3m.es/master/artes-profesiones-artisticas">https://www.uc3m.es/master/artes-profesiones-artisticas</a>	Check the webpage to for admission criteria and selection processes
Máster de Formación Permanente en Gestión y Dirección de Empresas (online)	<a href="https://mastersonlineempresa.uc3m.es/masteres/master-gestion-direccion-empresas/">https://mastersonlineempresa.uc3m.es/masteres/master-gestion-direccion-empresas/</a>	Check the webpage to for admission criteria and selection processes
Título de Experto en Derecho de la Competencia	<a href="https://www.uc3m.es/experto/derecho-competencia">https://www.uc3m.es/experto/derecho-competencia</a>	Check the webpage to for admission criteria and selection processes
Máster en Gestión de la Industria Cinematográfica	<a href="https://www.uc3m.es/master/gestion-industria-cinematografica">https://www.uc3m.es/master/gestion-industria-cinematografica</a>	Check the webpage to for admission criteria and selection processes <b>(ATTENTION: this MASTER HAS an ADDITIONAL COST of 1,000 Euros for TRAVEL that are mandatory)</b>
Diploma de Experto en Pueblos Indígenas	<a href="https://www.uc3m.es/ss/Satellite/cooperacion/es/TextoDosCol">https://www.uc3m.es/ss/Satellite/cooperacion/es/TextoDosCol</a>	Check the webpage to for admission criteria and selection processes

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<b>Máster de Formación Permanente en Evaluación Sanitaria y Acceso al Mercado</b>	<a href="https://www.uc3m.es/master/evaluacion-sanitaria-y-acceso-al-mercado">https://www.uc3m.es/master/evaluacion-sanitaria-y-acceso-al-mercado</a>	Check the webpage to for admission criteria and selection processes
<b>Máster de Formación Permanente online en Análisis Financiero y Gestión Bancaria</b>	<a href="https://mastersonlineempresa.uc3m.es/master-en-analisis-financiero-y-gestion-bancaria/">https://mastersonlineempresa.uc3m.es/master-en-analisis-financiero-y-gestion-bancaria/</a>	Check the webpage to for admission criteria and selection processes

**NOTE: Admission to the requested program will be subject to the existence of places at the time of making the application. Likewise, the beneficiary must comply with the formal and qualification requirements required by the requested study and submit the request in a timely manner.**

In Getafe on the date of electronic signature,

The Rector,

Ángel Arias Hernández

P.D. Rector's Resolution of June 22, 2023 (BOEL of June 23, 2023)

The Vice Rector for Sustainable Development, Cooperation and Healthy Campuses

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