

## **Conditions for Campus Life Student Assistant Grants 2020-2021**

### **PURPOSE OF THESE GRANTS**

Campus Life Student Assistant Grants are a new study aid programme for the 2020-2021 academic year, requiring the student's commitment to supporting the organization of university life activities, in exchange for a monthly payment.

More than 50 Campus Life Student Assistant Grants will be awarded for the 2020-2021 academic year, and the grant-holders will be assigned to various services and areas of the University to act as student assistants.

The main characteristics of these grants are:

- The activity undertaken by the grant-holder will take place between the months of October and June. During the official examination periods there will be no activity for the grant-holders to undertake, enabling them to properly prepare for their examinations. Such periods of no activity will not affect the amount paid, which will be the same every month.
- The grant-holder will conduct 12 hours of activity per week, distributed over different days, with the maximum number of hours of work per day being five. The activities carried out by the grant-holder may be face-to-face or online, over the course of the award period.
- The award criteria are: the suitability of the applicant candidate for the activity required on the basis of the degree he or she is enrolled on, his or her academic record and his or her family's income. For the purposes of establishing the applicant's family's income, the 2019 income tax return and the family's current circumstances deriving from the current COVID-19 crisis will be taken into account.
- The grant-holder will receive the amount of 200 euros net per month. The payment will be made via bank transfer to the account indicated. The activities will last for 9 months, so each grant-holder will receive a net total of 1800 euros during the academic year.

New students are not eligible for these grants; applicants for these grants must have been enrolled on a bachelor's degree programme (*Grado*) at the CEU Cardenal Herrera University during the 2019-2020 academic year.

These grants are regulated by Royal Decree 1493/2011 of 24<sup>th</sup> 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 renewal, adaptation and modernization of the Social Security system.

### PUBLIC ANNOUNCEMENT OF THE CAMPUS LIFE STUDENT ASSISTANT GRANTS

The Campus Life Student Assistant Grants available for this academic year are publicly announced on the CEU Cardenal Herrera University website.

### DURATION OF THE GRANTS

The activity undertaken by the grant-holder will take place between the months of October and June. During the official examination periods there will be no activity for the grant-holders to undertake, so that they can properly prepare for their exams.

### INCOMPATIBILITY WITH OTHER GRANTS

These grants are incompatible with:

- Any other grant provided by the CEU Cardenal Herrera University
- Participation in voluntary placement programmes for the duration of the grant award.
- Any postgraduate or doctoral grant.
- Any incompatibility arising from the application of Royal Decree 1493/2011, of 24<sup>th</sup> 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 from the *Generalitat Valenciana*, the Valencian regional government (only for Veterinary Medicine undergraduates)

### ELIGIBILITY

Applicants must have been enrolled on a bachelor's degree programme (*Grado*) taught at one of the campuses of the CEU Cardenal Herrera University since the 2019-2020 academic year, at least. New students are not eligible for these grants.

The two application forms (one concerning personal and academic details and the other regarding financial details) must be filled in correctly and be submitted before the deadline passes.

### SELECTION AND AWARD PROCESS

Grants will be awarded, after due examination of the applications received, by a Selection Commission named and presided by the Vice-Rector for Students and University Life. The following items will be taken into account for award decisions: the suitability of the applicant for the activity required given the degree he or she is enrolled on, his or her academic record and his or her family's income. For the purposes of establishing the applicant's family's income, the 2019 income tax return and the family's current circumstances deriving from the current COVID-19 crisis will be taken into account.

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

Given the confidential nature of the information assessed by the Selection Commission, it should be noted that unsuccessful applicants will only have access, where appropriate, to that part of the application which affects them personally, and not to the applications of other candidates. The CEU Cardenal Herrera University reserves the right to make changes to the grant offered depending on the needs of the services.

### FINANCIAL CONDITIONS

Grant-holders will be paid 200 euros net per month (€212.75 gross approx.). The activities will last for 9 months, so each grant-holder will receive a net total of 1800 euros during the academic year.

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

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

### WORKING CONDITIONS

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

### FORM OF PAYMENT

Since the entry into force of Royal Decree 1493/2011 of 24<sup>th</sup> October, these grants are paid monthly. Payments will be made by bank transfer to the account indicated by the grant-holder to the University's Human Resources Department.

### OBLIGATIONS OF GRANT-HOLDERS

Those applicants who are successful will be required:

- To carry out the activity for which the grant has been awarded at the corresponding university service, during the period specified and under the supervision of the person responsible. This activity will enable grant-holders 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.
- To treat with the utmost confidentiality all the information learnt during grant-related activities, regarding the University, the members of the university community and their activities. No document, material, procedure, etc. of the CEU Cardenal Herrera University may be used for any purposes other than those for which they were created. Successful applicants expressly accept this obligation when accepting the grant award, since confidentiality is mandatory in the professional environment.
- To refrain from accessing the University's information and from facilitating such access to third parties. Most especially, you must refrain from accessing the 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 service standards, and always in a manner compatible with university regulations and the law.
- To provide at least 15 days' notice when communicating a decision to give up your grant and cease grant-related activity.

#### **UNILATERAL TERMINATION OF YOUR GRANT**

Unilateral termination, i.e. giving up, your grant will mean you will not receive the proportion of the grant corresponding to the time you have not completed.

If you decide to give up your grant, you must IMMEDIATELY write a letter to this effect and submit it in duplicate to the Office of the Vice-Rector for Students and University Life and to the Human Resources Department to ensure your timely withdrawal from the Social Security scheme.

#### **GROUNDINGS FOR TERMINATION OF THE GRANT BY THE UNIVERSITY**

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

- The grant-holder is found to have behaved inappropriately or committed a serious breach of their grant-related obligations.
- A breach by the grant-holder 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 facts in question and the relationship of these with the grant will be taken into account when making any decision to terminate.

Termination of the grant 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 unilaterally terminated by the student, it may then be automatically transferred to one of the other student applicants. If no candidate is found, the position will be re-advertised and a new application period will be opened.

#### **GRANT AWARD CERTIFICATION**

At the end of the award period, a certificate of the grant award can be issued on request. In addition, a record of the skills acquired by the performance of grant-related duties will be included in the grant-holder's CEU Certificate of Competences.

#### **UNDERTAKING OF PARTICIPANTS AND GRANT-HOLDERS**

Applicants and grant-holders, 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.

**INFORMATION ON DATA PROTECTION**

In accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC, we would like to inform you that the controller of the data obtained from the application form for this Campus Life Student Assistant Grant, as well as the documentation provided, is the Fundación Universitaria CEU San Pablo (the CEU San Pablo University Foundation; hereinafter, FUSP-CEU). The purpose of the collation of this data is to administer this process and, if applicable, to award you a Campus Life Student Assistant Grant. You will be notified by email and/or telephone, depending on the information you provided.

FUSP-CEU asserts that the legitimacy of the processing of this data is based on the provision of consent from the parties concerned and that the data provided in this application form will be stored during the 2020-2021 academic year. Your personal data will be blocked from access when they are no longer necessary for the purposes for which they were collated and they will then only be available for access by judges, the courts, the public prosecutor's office and government agencies with the appropriate jurisdiction, in particular, data protection authorities, for investigatory purposes during the period allowed for this by law. Once this period has finished, FUSP-CEU will then delete the data. We hereby inform you that there are no plans for profiling or international data transfers to take place.

You can contact FUSP-CEU's Data Protection Officer (*Delegado de Protección de Datos*) in writing, either at 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 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, and indeed to withdraw your consent for such processing, by writing to the Office of the Vice-Rector for Students and University Life at Avda. Seminario s/n – 46113 Moncada or [alumnado@uchceu.es](mailto:alumnado@uchceu.es)