

**ADDENDUM TO THE REGULATION FOR THE APPLICATION AND GRANTING  
OF SCHOLARSHIPS AT UNIVERSIDAD EUROPEA DE MADRID IN LIGHT OF THE  
EXCEPTIONAL SITUATION CAUSED BY COVID-19**

**INTRODUCTION**

The health crisis caused by COVID-19 and the state of alarm decreed by the Government in Official Decree 463/2020 of March 14 (and its subsequent extensions) have obligated Universidad Europea de Madrid to suspend its campus-based teaching and non-teaching activities, while continuing to provide services (both teaching and non-teaching) online or remotely.

The suspension of campus-based teaching activities has, in some cases, made it difficult to conduct, develop and/or evaluate certain subjects or activities that must be carried out in person, such as subjects with practical work.

Furthermore, the severity of the impact of the socioeconomic crisis caused by coronavirus will inevitably cause family incomes to be affected negatively in many cases.

These circumstances of force majeure have an impact on the application procedure and period established in the Universidad Europea de Madrid Scholarship Regulations and must be taken into account when determining the academic and economic requirements for granting Universidad Europea de Madrid scholarships for the 2020-2021 academic year.

Therefore, it has been agreed to modify the Universidad Europea de Madrid Scholarship Regulations for the 2020-2021 academic year in the following terms:

***“Article 3. Call and application deadline***

*1. Each year the University will publish the call for scholarships for each academic year before July. The announcement will be public and published on the Universidad Europea de Madrid website. Anyone interested in applying can contact Student Services for information.*

*Applicants can find the application forms and this Regulation on the University website.*

*2. The application period for new students is **from March 16 to July 16.***

*New students may submit their applications by email to [becas@universidadeuropea.es](mailto:becas@universidadeuropea.es).*

*3. The university may open a new application period for new students from September 1 to 20 depending on the budget available each academic year.*

*4. The application period **for students already enrolled at the Universidad Europea de Madrid** (i.e. not new students), whether they are applying for a scholarship for the first time or have received a University grant the previous academic year and want to renew*

it, will begin on **June 15** (or next business day) and end on **July 16** (or next business day).

5. *Students already enrolled may submit their applications through the student portal.*

6. *Applications must be accompanied by all relevant documentation. Applications missing any required data or documentation, or submitted outside the application period, shall not be accepted. However, the University may, exceptionally, accept documents submitted up to 5 days after the end of the period established for submitting applications, as long as the application was already submitted before the end of said period and the student provides sufficient proof that it was not possible to submit the documentation on time due to exceptional circumstances caused by the COVID-19 social and health crisis.*

7. *Submitting an application entails full acceptance of this rules in this Regulation. Partial or total non-compliance with the terms and conditions shall entitle the Scholarship Committee to reject the application submitted.”*

#### **Article 4. Academic requirements for Bachelor’s degree students**

*Scholarship applicants must comply with the academic requirements set forth in this Regulation.*

*Scholarships are for students entering the university for the first time from their high school diploma or Advanced Career and Technical Education to study a Bachelor’s degree, and to students already enrolled on a Bachelor’s degree who accessed via the same type of channel.*

##### **A) New students:**

1. *For new students, the Scholarship Committee will assess the academic performance of each applicant according to their transcript.*

2. *Criteria for assessing transcripts:*

- *New students with a High School diploma must have a grade point average of at least 7.*
- *For students entering the university from Advanced Career and Technical Education, the average grade must be at least 8.*

*In any case, students must provide documentary proof of complying with this requirement in addition to providing the data and documentation required in Article 6 of this Regulation.*

**b) *Students already studying at the Universidad Europea de Madrid and applying for a scholarship for the first time must pass all subjects from the last academic year during the regular or extra exam period, with at least the following average grades on their transcript:***

- 1) *Bachelor’s Degrees in the field of Engineering and Architecture, and double degrees. **7 points.***

2) *Other studies: 7.5 points.*

c) **Students already studying at the Universidad Europea de Madrid and applying to renew a scholarship granted the previous academic year** must pass all subjects from the last academic year during the regular or extra exam period, with at least the following average grades on their transcript:

1) *Bachelor's Degrees in the field of Engineering and Architecture, and double degrees. 7 points.*

2) *Other studies: 7.5 points.*

*Under the circumstances described in points b) and c) of this article, the grade obtained in each subject will be weighted according to its number of credits pursuant to the following formula:*

$$V = (G \times Ncs) / Nct$$

- . *V = Value of weighting the average grade obtained in each subject.*
- . *G = Grade for each subject.*
- . *Ncs = Number of credits for the subject.*
- . *Nct = Number of credits enrolled for the academic year.*

*The values from applying this formula to each subject will be added and the resulting figure will be the final grade.*

*If the result is lower than 7, the average is lower than Above Average.*

*If the transcript has no numerical grade, the average grade will be calculated according to the following criteria: sum of credits passed by the student, each multiplied by the value of the corresponding grade using the equivalence table specified below, and divided by the number of credits passed by the student:*

*Pass: 1 point. Above Average: 2 points. Outstanding: 3 points. With Honors: 4 points. If the result is lower than two points, the average will be considered lower than 7.*

*Recognized credits will not be considered to calculate the average grade.*

*However, for the purpose of verifying the academic requirements listed in sections b) and c) of this article, subjects from the second semester that, as a result of applying the measures deriving from the state of alarm, could not be evaluated in time for the Scholarship Board, will not be taken into account. Subjects not passed in the first quarter that, for the same reason, were not subject to an extra evaluation are not taken into account either.*

*In these cases, the scholarship will be pre-approved based on the average grade calculated with the subjects actually evaluated or that could be evaluated at the time the scholarship was granted. Once the pending subjects have been evaluated, if the student has not passed the subject with a pending grade, the University may revoke the scholarship initially granted.*

*Students applying for a scholarship who were already studying at the University and apply for a scholarship for the first time, or who apply for renewal must have enrolled on at least*

*a full course during the previous academic year or, where appropriate, at least 60 ECTS credits.*

*For the purpose of determining whether the student was enrolled in the complete 2019-2020 academic year or in the minimum number of credits required, any credits canceled because they could not be taken by the student as a result of the situation created by the state of alarm will not be considered a reduction of the number of enrolled credits and, therefore, will not affect the granting or revocation of the scholarship, as long as the University could not offer an alternative for completing it or a replacement with another activity.*

#### **Article 5. Financial requirements**

*The scholarships referred to in this Regulation may not be granted to applicants with an annual family income of over €100,000.*

*The income tax return of each family member must be submitted in order to check compliance with this requirement.*

*Parents considered to be the main providers for the family will be considered eligible family members to calculate family income and assets for scholarships.*

*For the purpose of scholarships and grants, family income will be obtained by adding the income of each eligible family member with income of any kind, calculated as indicated in the paragraphs below and pursuant to Personal Income Tax regulations. Negative income from years prior to the year in question will not be included.*

*The income of eligible members who have filed a Personal Income Tax return or refund application will be established as follows:*

- a) General income and savings income for the tax period will be added.*
- b) The total tax payable will be deducted from this figure.*

*The Committee may request additional documentation, such as an asset return, to justify the level of income of the family unit, or any other documentation required to accredit sufficient financial means to make payments not covered by the scholarship.*

*Notwithstanding the above, the social and health crisis caused by COVID-19 may have caused the family's current financial situation to change substantially with respect to the details in the most recently submitted Income Tax return.*

*It will be understood that the Income Tax return for 2019 might not reflect the family's current financial situation in the following cases:*

- 1. When the person financially responsible for the student has been dismissed from their job as a result of the social and health crisis caused by COVID-19.*
- 2. When the person financially responsible for the student is an independent businessowner or professional service provider who has gone out of business as a result of the social and health crisis caused by COVID-19.*

3. *When the person financially responsible for the student has had their employment contract change due to the social and health crisis caused by COVID-19, having a negative impact on their income: reduced workday, modification of salary conditions and/or temporary suspension of their employment contract.*

*In these cases, in addition to submitting the tax returns for each of the members of the family corresponding to tax year 2019, the student must provide documentation certifying that they are in any of the situations listed above.*

#### **Article 6. Administrative requirements**

*Applicants must:*

- a. *Fill in the data requested in the scholarship application form: personal, family and financial data and comments.*
- b. *Submit a photocopy, previously stamped by a Tax Agency Office, or certified by any public body or notary public, of the income and asset joint or individual tax return of their parents or person the student depends on financially. Certification will not be necessary if the tax return or returns were submitted electronically and include a digital verification code.*
- c. *New students will have a period of 5 business days from receipt of notification of the scholarship to open their file, reserve the place and enroll on all subjects for the course they will study. If the student does not complete these formalities within this period, they automatically waive the scholarship application. For these purposes, notification sent to the student at the email address indicated on the scholarship application form.*
- d. *Other Universidad Europea de Madrid students must enroll on all subjects before July 31, or the next business day. If the student does not complete these formalities within this period, they automatically waive the scholarship application/award.*
- e. *Scholarships granted by the Universidad Europea de Madrid are incompatible with any other scholarships or grants from the University or other entities, unless expressly indicated otherwise by the University or the entity.*
- f. *Students applying for a scholarship for any course other than first year must enroll on the full course. To enroll on a full course, final year students must enroll on all credits necessary to complete their degree program. Unenrolling from any subject will entail automatically losing right to the scholarship.*

*For the purpose of determining whether the student is enrolled in the complete academic year or the minimum number of credits required in the 2020-2021 academic year, subjects that the student does not enroll in because they could not be taken as a result of the state of alarm will not be taken into account, as long as the University was unable to offer an alternative for taking it or a substitution with another activity.*

***Additional Provision. Entry into force.***

*This Addendum shall apply solely for scholarship applications submitted for the 2020/2021 academic year.*