

DEUSTO BUSINESS SCHOOL MASTERS GRANTS

2022/23 CALL FOR GRANT APPLICATIONS

The Deusto Business School-Masters Grants looks to promote equal opportunities for students enrolled in postgraduate degree studies at Deusto Business School – University of Deusto. This financial aid is offered through a grants programme to enable students with limited means and a good academic record to begin and/or continue their studies.

In line with the objective set down in article 93 of its General By-Laws, the University of Deusto may supplement the amount needed to finance grants from its own resources, allotting a yearly amount from its budget.

This call for applications looks to establish the procedure required to manage the grants envisaged: Deusto Business School Grants for postgraduate studies.

The following criteria and requirements for processing, granting and receiving grants awarded in this programme for the 2022-2023 academic year have been established:

I. DEUSTO BUSINESS SCHOOL GRANTS FOR MASTER'S DEGREE STUDIES

1.1 The Deusto Business School Masters Grants are awarded in the form of up to 50% reduction in the tuition fee (the contribution fee and credit recognition fees are not included) for first time enrolment in subjects. This reduction is to be applied to each of the monthly tuition payments.

1.2. This reduction will not be applied for re-enrolment in subjects pending.

1.3. The grant will be awarded on a yearly basis for the duration of the postgraduate degree programme.

In the case of master's programmes with a duration longer than one academic year, the award granted will be applied proportionally across the 8 payments in the first year and the 4 payments in subsequent ones.

The Grants Committee may cancel the grant allocated for the second year if, according to the available documentation, it is observed that the academic performance in the previous year has not been adequate.

1.4. These grants are compatible with aid and grants awarded in general calls for grant applications held by public bodies. Applicants may therefore also submit applications for the aforementioned grants.

1.5. Under no circumstances may the amount awarded in the form of grants from other programmes and sources exceed the real cost of the degree programme the student is enrolled in.

1.6. The Grants for postgraduate studies are awarded in a call for applications. The candidates obtaining the highest overall assessment will receive this aid until the total number of grants assigned for each degree programme has been given.

2.-Academic and financial criteria

2.1. Academic criteria

Students who have been admitted to postgraduate studies of Deusto Business School and who have a grade point of average of 6 on a scale of 0-10 (or the equivalent for foreign degree programmes) are eligible to apply for the Deusto Business School Masters Grants.

Candidates' CVs, academic and personal reasons for studying the Master's degree and their relationship with the University of Deusto will be evaluated for the final decision.

The following are the programmes that offer the grant:

- Master's degree in Business Management – Master in Management

- Master's degree in Human Resources
- Master's degree in European & International Business Management
- Master's degree in Finance.
- Master's degree in International Business

2.2. Financial criteria

2.2.1. The applicant's family income may not exceed the assets and income limits set for this call for applications, as explained in detail in Appendix I to this document.

2.2.2. The criteria to calculate family income are explained in Appendix II to this document. In the event that the aforementioned limits are overly restrictive for foreign candidates, they may be examined when applicable.

2.3. Failure to comply with the financial and academic criteria established for this call for applications will not constitute grounds for not processing the application submitted.

3.- Submission of applications

3.1. Application forms will be available to students on the UD webpage and at the Grants Service at both campuses. Submission of duly completed application forms and all supporting documents are required for processing.

No applications submitted without the supporting documents indicated on the application form will be accepted.

3.2. In order to ensure that the Deusto Business School Masters Grants Programme is run properly, the Grants Service may request any other necessary documents.

3.3. Submission of the application implies granting the University of Deusto Grants Service the authorisation to use all available means to check the veracity of the academic and financial information provided by the applicant.

3.4. Applications must be submitted by the deadlines set by the Grants Service for each call for applications. 15 June 2022 is the 2022/2023 call for applications deadline.

3.5. All students are required to comply with this deadline except those affected by circumstances beyond their control such as the death or retirement of the family's main breadwinner or other reasons which adversely affect the family income, causing it to drop below the thresholds set for this call for applications.

4. Grant applications decisions

4.1. Decisions on applications submitted to the call for grant applications will be made during the first fortnight of July. Candidates will be notified of favourable decisions after 15 July 2022 to ensure they have this information prior to the first application deadline for the degree programmes. In subsequent years, decisions will be made in the same manner prior to the first application deadline for the degree programmes.

4.2. The Grants Service will send written notification of the decision to the email address that the applicant provides to the General Secretariat of the University of Deusto.

4.3. Submission of applications implies acceptance of all the rules and conditions established for this call for applications and the decision of the grants selection committee. There is no right of appeal against the committee's decision.

5.- Rights and obligations of grant recipients

Award of a Deusto Business School Masters Grant does not alter the recipient's student status in any way. However, grant recipients have the following rights and obligations:

5.1. Grant recipients' rights

5.1.1. Grant recipients will be entitled to the benefits stipulated in the form of a price reduction applied to tuition fees during the designated period, provided that they comply with the requirements stated.

5.1.2. Grant recipients may renounce the Grant they have been awarded at any time. Grant recipients are required to notify the University of Deusto Grants Service of this decision in writing.

5.1.3. In compliance with the Student By-Laws, grant recipients' personal information may not be used for any purposes other than those regulated by the Data Protection Act.

5.2. Grant recipients' obligations

5.2.1. Accept and fulfil the obligations established in the terms of the call for applications.

5.2.2. Notify the Grants Service of any changes in personal details, contact, financial or academic information provided on the grant application and, in particular:

- a) any changes in the financial situation stated when applying for the grant which could exceed the income and assets restrictions required in this call for applications
- b) leaving the degree studies or obtaining lower academic marks than stipulated in article 2.1 of this call for applications, when it is due to reasons for which the grant recipient is not responsible, and duly providing proof of these circumstances.

5.2.3. State the existence of any employment relationship the grant recipient has with the University of Deusto or any other grants received from public or private bodies.

6.- Eligibility to continue on the programme

6.1. The duration of the grant will coincide with that of the postgraduate studies for which it is awarded, provided that the conditions required for application and award are duly maintained.

6.2. Upon completion of the studies for which the grant was awarded, recipients will be signed off the programme.

7.- Cancellation of the Grant

7.1. Grant recipients' failure to comply with the academic and financial requirements or the obligations entailed in award of this aid, either due to initial or unforeseen circumstances will result in cancellation of the grant and reimbursement of the amounts wrongly collected.

7.2. In the event that the information provided on the application form is erroneous, incomplete or false, and/or the documents submitted have been falsified, the grant will be retroactively and irrevocably cancelled. The cancellation will go into effect immediately. The grant recipient will be required to reimburse the total amount wrongly collected and will be declared ineligible to apply for any grants.

7.3. If the student is no longer enrolled in the degree programme for which the grant was awarded, either due to cancellation of enrolment or discontinuance of the degree programme, the grant and the rights it entails will be automatically cancelled.

II. MANAGEMENT OF THE GRANTS

1.- Deusto Business School Masters Grants Committee

1.1. Management of the Grants will comply with the procedure set for the Deusto Grants Programme, set down in Resolution 1/2019 of the Vice-Rector for University Community , of 12 June 2019.

1.2. The Deusto Business School Masters Grants Committee has been formed to manage the postgraduate grants and will be chaired by the Vice-Rector for University Community. Committee members include the Head of the Grants Service, a member from the Vice-Dean's team at Deusto Business School and a member from UD's Grants Service, who will act as committee secretary.

1.3. The Deusto Business School Masters Grants Committee will perform the following tasks:

1.3.1. Hold the call for grants applications for postgraduate studies for the academic years it deems necessary, notifying the relevant bodies, authorities, etc. of the number of grants proposed.

1.3.2. Approve or reject the applications submitted to the Grants.

- 1.3.3. Examine cases of failure to comply with the obligations stipulated for this procedure, both concerning applications submission and entitlement to the grant and rule accordingly.
- 1.3.4. Compile the statistics concerning the programme each academic year, evaluating its effectiveness and reporting the results to the university authorities.
- 1.3.5. Evaluate implementation of this procedure and propose actions to improve it.
- 1.3.6. Revise and possibly update the eligibility criteria set for maximum income and assets and calculation of family income in Appendices I and II of this Resolution.
- 1.4. This Deusto Business School Masters Grants Committee will approve its decisions by majority vote. In the event of a tie, chairman will have the casting vote.

2.- Processing of applications

2.1. The University Grants Service, and when applicable, the Student Services Office, will carry out all tasks related to processing grant applications for this programme. They will also attend queries and propose any improvements to the committee.

FINAL PROVISIONS

First final provision

The Deusto Grants Committee, through the Grants Service, will ensure that the allocated funds are appropriately distributed.

By submitting a grant application, the applicant authorises the University of Deusto's Grants Service to verify the accuracy of the data provided to us by all means available.

Providing incomplete or untruthful data may result in the cancellation of the allocated grant and the reimbursement of the aid granted.

Second final provision. Compatibility

The award of these grants will be compatible with those granted by public institutions in general calls. Spanish students and foreign students with a residence permit in Spain issued prior to 31 December may apply for both grants.

Under no circumstances may the award of compatible grants from different programmes and/or sources outweigh the actual cost of the course enrolled.

Third final provision. Data protection

By signing this document, you are agreeing to the use of your personal data, authorising that they be processed for the activities shown below.

Purpose: Manage applications for financial aid and grants submitted by students and other groups by physical or electronic means; prepare preferential profiles and follow-up on activities completed; process applications, suggestions, claims and complaints; forward information on University of Deusto activities and services; send information by physical and electronic means.

Legal basis: The lawful basis for processing your personal data is consent. If you do not provide the requested information, your application will not be processed. To forward information about the UD's activities and services and carry out preference and activity profiling, the lawful basis is UD's consent and/or legitimate interest.

Data storage: Your personal data will be stored during the term of the enrolment and will be kept for five (5) subsequent years in compliance with the tax regulations. The personal data linked to the dissemination of information will be maintained unless deletion is requested by the interested party.

After this period, your personal data will be anonymised and stored for statistical and historical purposes only.

Recipients: The transfer of personal data will be made as provided for by law in this regard. Such data will not be transferred to international parties.

Rights: Access, rectify and delete data, as well as other rights, as explained in the additional information

Further information: See further information on the processing of your personal data at the following link + info: <https://goo.gl/u9i3ZZ>

Fourth final provision. Generic references

This call will take into effect on 15 March 2022.

Fifth final provision. Generic references

All references to positions, jobs or people referred to in this order should be understood to apply both to men and women without distinction.

THE GRANTS SERVICE

Appendix I
Income and assets limits. Academic year 2022-2023

1.- Income thresholds.

Threshold 1:

Number of family members	1	2	3	4	5	6	7	8
Maximum income	16,310	27,841	37,791	44,880	50,162	54,151	58,095	62,024

Eligibility criteria: Average mark of 6 or higher for admission.

Grant allocation: Up to 40%.

If the income threshold is exceeded, grants of up to 20% may be continued if the following income parameters and average mark are met.

Threshold 2:

Number of family members	1	2	3	4	5	6	7	8
Maximum income	17,792	30,372	41,226	48,950	54,722	59,074	63,377	67,662

Eligibility criteria: Average mark of 7 or higher for admission..

Grant allocation: Up to 20%.

Threshold 3:

Number of family members	1	2	3	4	5	6	7	8
Maximum income	20,016	34,169	46,379	55,100	61,563	66,458	71,299	76,120

Eligibility criteria: Average mark of 8 or higher for admission.

Grant allocation: Up to 20%.

Threshold 4:

Number of family members	1	2	3	4	5	6	7	8
Maximum income	22,241	37,965	51,533	61,200	68,403	73,842	79,221	84,578

Eligibility criteria: Average mark of 9 or higher for admission.

Grant allocation: Up to 20%.

2. Asset and economic activity thresholds

- a) **Urban property:** The total value of the urban properties cannot exceed 42,900 euros. The permanent residence will not be included in this calculation.
- b) **Rural properties:** The total value of the rural properties cannot exceed 13,300 euros per computable family member.
- c) **Securities:** The family members' capital gains yields cannot exceed 2,100 euros.
- d) **Economic activities:** The total turnover from economic activities in the fiscal period cannot exceed 169,470 euros.

When there are several assets, the percentage of each one will be calculated according to the relevant threshold. The total percentage cannot exceed 100

Appendix II:
Criteria for calculation of family income. Academic year 2022-2023

1.-Computable members:

- a) Computable members are the applicant's parents, legal guardians, the applicant and any single sibling under 26 who lives at home.
- b) The applicant's siblings over 26 who depend on the family financially and ascendant relatives who live permanently in the same family home may also be computable members.
- c) People who live in the same home due to remarriage or any other type of cohabitation will also be considered computable members and their income and property will also be computed.
- d) Applicants who claim to be financially independent are required to provide proof. In this case, any persons living with the applicant will be considered computable members. The Grants Committee will, nevertheless, examine the documents provided and will evaluate the applicant's economic independence when making decisions to award grants.
- e) Notwithstanding, the Grants Committee will examine the documents submitted and value whether the applicant is financially independent when making the grant award decision.

2.-Family incomes:

- a) Family income is the total income of all the family members. This amount is obtained by taking the last income tax declaration submitted as the reference and applying the following formula: $\text{Income} = \text{general taxable base} + \text{general savings base} - \text{gross tax payable}$ When applicable, the income exempt from income tax must also be included.
- b) When no income tax declaration has been filed, the total income obtained from any source (work, unemployment benefits, pensions, etc.) will be added, and the amounts withheld as income tax and the deductible costs will be subtracted.
- c) The estimate of profits from business and professional activities will be calculated by applying real returns rather than tax criteria.
- d) Calculation of the income of students who are not residents in Spain will be based on equivalent official documents from their home country.
- e) In any case, the income declared must be consistent with the expenses assumed by the applicant as well as the family unit he/she is a dependent of.

3.-Family income deductions:

The following amounts can be deducted from the family income, as shown by categories:

- a) 3,000 euros when the applicant has another family member studying an official bachelor's or Master's degree programme at the University of Deusto. Maximum amount allowed: 9,000 euros.
- b) When 50% of the family members' income is not earned, etc. by the applicant, the main breadwinner or his/her spouse or partner.