



# Enrolment grants for students affected by the conflict in Ukraine, academic year 2023-24

## Conditions and call for applications

Approved by the Committee for Social Action and Solidarity, in the session on 26 April 2023

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The Universitat Rovira i Virgili (URV) intends to help students affected by the Ukraine conflict to receive funding for their studies.

Considering that the resolution of the Rector of the URV dated 31 March 2022 authorises the call for applications for grants to facilitate the reception of people from Ukraine in a situation of international protection who request to continue their university studies and that these grants will be processed under the Protocol for extraordinary social support for causes of special vulnerability or humanitarian emergency for URV students (URV Solidarity Fund);

Considering Royal Decree 985/2022, of 22 November, which regulates the direct award of subsidies to particular public universities and to the Council of Rectors of the Spanish Universities in the area of the University-Refuge Action Plan;

The Universitat Rovira i Virgili (hereinafter URV), by means of the Committee for Social Action and Solidarity and the Area of Social Impact, Cooperation and Volunteering "URV Solidarity" (hereinafter URV Solidarity) announces this call for extraordinary enrolment grants.

These conditions are a flexible regulatory framework, so that each case can be studied individually in order to provide a specific response tailored to the needs of each student.

### 1. Object of the grants and requirements of the applicants

1.1. The aim of these conditions is to regulate the call for extraordinary financial aid for students affected by the conflict in Ukraine to cover the costs of enrolment on URV bachelor's degrees, official master's degrees or doctoral programmes.

1.2. The requirements for applying for the grants are the following:

- a) Any physical person who can prove that they have been affected by the conflict in Ukraine and who, for this reason, cannot return to Ukraine or who has been forced to leave Ukraine. And who, for these reasons needs to begin or continue their academic studies on any degree programme at the URV.
- b) To have pre-registered for the academic year 2023-24 on a URV bachelor's degree, official master's degree or doctoral programme.



- c) To express the desire to begin or continue studying at the URV. In this case, the degree programme, the credits and the corresponding amounts need to be specified.
- d) Under their own responsibility, applicants must avoid all incompatibilities if they wish to be awarded this grant (for example, being the beneficiary of another grant with the same purpose). Whatever the case may be, applicants must inform of any application or award of other grants and/or calls for application, even those that have the same purpose and that were submitted or resolved after the submission of this application and/or after the call was resolved.

Should any incompatibility arise that is not notified, the beneficiary may be excluded from future editions of this call for applications.

## **2. Allocation of aid**

- 2.1. The URV funds these grants for URV students with the URV's Extraordinary Social Support Protocol for Reasons of Special Vulnerability or Humanitarian Emergency for the academic year 2023-24.
- 2.2. The grants are awarded to cover the cost of the credits that the student enrolls in, up to a maximum of €2,500 (two thousand five hundred euros) per student, as well as any corresponding fees.
- 2.3. Depending on the seriousness of the personal circumstances accredited by the students, grants may be awarded for other concepts of academic guidance.
- 2.4. The situation of special economic hardship that is alleged cannot have arisen after the payment of the enrolment fee for the academic year 2023-24.

## **3. The Adjudication Committee and the managing unit**

- 3.1. The adjudication or rejection of the grants and the amounts are determined by a committee created to this end (hereinafter, the Adjudication Committee).
- 3.2. The Adjudication Committee is made up of:
  - The vice-rector for Social Engagement and Sustainability or the person otherwise delegated.
  - The vice-rector for Teaching Projects and Students or the person otherwise delegated.
  - The head of the Academic Management Service or the person otherwise delegated.
  - A specialist from the Area of Social Impact, Cooperation and Volunteering "URV Solidarity", who acts as secretary.
  - A member of the Committee of Students and University Community.
  - A member of the Committee for Social Action and Solidarity.



3.3. URV Solidarity is responsible for promoting the call for applications and organising the sessions of the Adjudication Committee. The Academic Management Service (SGA) is responsible for the academic procedures related to the resolution of the grants.

#### **4. Situations covered by the grants and assessment of applications**

4.1. During the analysis of each case, the Adjudication Committee may request an interview with the student in order to clarify any doubts about their situation.

4.2. The Adjudication Committee must take decisions on situations or circumstances that are not covered by these conditions and has the authority to interpret them when necessary. In controversial or doubtful cases, it may also request that another URV body make the final decision.

4.3. In order to determine the extent of the student's economic hardship, the following circumstances are assessed:

- a) Socio-economic situation of the main breadwinners (parents, legal guardians, etc.) of the student's family unit.
- b) Single and double orphanhood.
- c) Disability or serious illness of the student, of a member of the family unit or of the main breadwinners that requires a significant expense and/or makes it difficult for them to find a job.
- d) Single-parent family without social support.
- e) Large family
- f) Any other circumstance alleged by the student that justifies the socio-economic difficulty of covering the costs of enrolment, especially any unexpected events that make it impossible to take advantage of other funding to cover enrolment costs.

4.4. All the circumstances described must be documented. If documentation is missing, it must be supplied before the application can be assessed.

#### **5. Call for applications, submission and adjudication of grants**

5.1. This call for applications will remain open throughout the academic year 2023-24 and is subject to the availability of funds.

5.2. The grant is conditional on the students continuing with their studies.

5.3. The call will be published on the URV Solidària portal ([www.urv.cat/urvs](http://www.urv.cat/urvs)) and on the URV's social networks and media.



5.4. Applications must preferably be submitted electronically using one of the following options.

- a) The URV's online registry <https://seu-e.cat/ca/web/urv/tramits-i-gestions> , using the generic application form and attaching the rest of the documentation required.
- b) In person.

In both cases (a and b)), further information can be found on the website of the URV's General Registry <https://seuelectronica.urv.cat/registre.html>.

- c) According to article 16 of Law 39/2015, of October 1, on the common administrative procedure of public administrations, applications can also be submitted in the following places:
  - In the registries of any administrative body belonging to the general administration of the Spanish State, of any administration of the autonomous communities or of the local administration and the institutional public sector.
  - Post offices throughout Spain, as stipulated by regulation. If the documentation is sent by registered post, it must be submitted at a Spanish post office and – in accordance with Article 31 of Royal Decree 1829/1999 of 3 December – in an open envelope, so that the application, letter or communication can be dated and stamped before being certified. If the application has not been dated and stamped by the Post Office, the valid date of submission will be the date of entry into the URV registry.
  - Diplomatic representations or consular offices of the Spanish State abroad.
- d) If applicants submit their documentation at any of the registries mentioned in point c), they must notify [urvsol@urv.cat](mailto:urvsol@urv.cat)

5.5. The form

5.5.1. 5.6.1 You can use a generic form that can be found (online or in a printable version) at the URV's General Registry <https://seuelectronica.urv.cat/registre.html>.

5.5.2. The form must indicate that the receiving unit is the URV's Office of Social Engagement.

5.5.3. You must state that the object of the application is to take part in the Call for applications for enrolment grants for students affected by the conflict in Ukraine, academic year 2023-2024.

5.6. Documentation that needs to be attached to the request:



- a) Photocopy of the applicant's passport or official document accrediting his/her identity.
- b) Documentation accrediting that you comply with the requirements described in section 1 of these conditions.
- c) Document indicating the total amount requested. List of subjects and credits to register for or already registered for, the corresponding amounts and the associated extra charges.
- d) Any other document accrediting personal or family circumstances that the applicant wishes to be taken into account.

5.7. After studying an application and the Adjudication Committee agrees to either accept or reject it, the applicant must be notified.

5.8. The amount determined will be paid by URV Solidària through the internal procedure set up for this case so that the beneficiary does not have to do so.

5.9. The grant may be revoked if the information provided is found to be lacking or false.

## 6. Processing of applicants' personal data

6.1. The data from the applications for grants are added to a database for processing. The controller of the personal data contained in the applications is the URV, whose postal address is Carrer de l'Escorxador, s/n, 43003 Tarragona. Its website is <http://www.urv.cat>. The e-mail address of the URV's data protection officer is [dpd@urv.cat](mailto:dpd@urv.cat) and the postal address is Carrer de l'Escorxador, s/n, 43003 Tarragona.

6.2. The URV processes the information provided by the interested parties for the sole purpose of awarding of the grants described in these conditions. In particular, the aim is to check that applicants comply with the requirements to apply for the grants and to assess the objective and subjective personal circumstances stated.

6.3. Personal data will be kept only for the time required for them to be processed for the purposes for which they have been collected.

6.4. The legislation governing the processing of personal data is Organic Law 6/2001, of 21 December, of Universities.

6.5. The transfer of data to third parties is not contemplated, unless obliged by law. In these cases, only the necessary data must be sent.

6.6. Any applicant has the right to be told whether or not the URV processes their personal data.



Interested parties have the right to access their personal data, as well as to request the rectification of inaccurate data or, if necessary, request that it be deleted, among other reasons, when the data is no longer necessary for the purposes for which it was collected.

In the circumstances provided for in article 18 of the RGPD, interested parties may request that the processing of their data be limited. In this case, the URV must only keep the data to be able to exercise or defend claims.

Interested parties may object to the processing of their data for marketing purposes, including profiling. The URV must no longer process the data when requested to do so by the interested party, except for legitimate and compelling reasons or to exercise or defend possible claims.

By virtue of the right to portability, interested parties have the right to obtain their personal data in a common structured format that can be mechanically read and transmitted to another controller.

6.7. Data subjects can exercise the rights described in the previous point by submitting a written request in person or by post to Carrer de l'Escorxador, s/n, 43003, Tarragona, or by means of the electronic registry at the address <https://seuelectronica.urv.cat/registre.html>.

6.8. If any interested parties consider that their rights have not been adequately addressed, they have the right to lodge a complaint with the Catalan Data Protection Authority. They may also notify the URV's data protection officer ([dpd@urv.cat](mailto:dpd@urv.cat)).

## **7. Acceptance of the conditions and the applicable regulations**

Participation in this call for applications necessarily implies the full acceptance of these conditions. Any doubt about the interpretation of the conditions or any incidents that may arise during the period of validity of this call for applications will be resolved by the Adjudication Committee.

Interested parties may lodge an appeal against the call for applications and its terms and conditions before the Rector of the University within one month of its publication.

Likewise, interested parties may lodge an appeal against the administrative actions resulting from the actions of the Committee before the Rector of the University within one month, of the date of notification or publication. Interested parties may also lodge any other appeal they consider appropriate to defend their interests.

In all matters not expressly provided for in these conditions, the provisions of Law 26/2010, of 3 August, on the legal regime and procedure of the public administrations of Catalonia, and Law 39/2015, of 1 October, on the common administrative procedure of public administrations, shall apply.



If you have any queries about these rules, you can contact URV Solidària by email at [urvsol@urv.cat](mailto:urvsol@urv.cat) or by telephone on 977558484.