# CALL FOR APPLICATIONS FOR ACCESS AND ADMISSION TO THE "UBU-REFUGIO PROGRAM"

## FIRST. PURPOSE AND SCOPE OF THE PROGRAM

The "UBU-Refugio" Program aims to host students who are applicants or beneficiaries of international protection, or who are in similar situations as set out in the Protocol on Access and Admission of Students Beneficiaries of International Protection of the University of Burgos, who wish to begin or continue their Bachelor's, Master's or Doctorate (PhD) studies.

Applicants accepted to the Program who have a B1 level of Spanish will be admitted as regular students of the University of Burgos (UBU). Students participating in this modality must renew their application to the Program on an annual basis.

Applicants who do not have a B1 level of Spanish or who do not possess the complete documentation required for university admission at the time of application may also apply to the Program. If they are admitted to the UBU-Refugio Program, they may enrol at the University of Burgos on a conditional basis during their first year of participation and will have this additional period to submit all required admission documents, in accordance with the **Protocol on Access and Admission of Students Beneficiaries of International Protection of the University of Burgos (UBU-Refugio Program)**.

In all cases, students participating in the Program will be exempt from paying tuition fees for both Bachelor's, Master's o Doctorate (PhD) studies. If an applicant is awarded any external scholarship, grant or financial support covering these costs, as well as maintenance and/or accommodation, the University of Burgos reserves the right to adjust the tuition scholarships awarded by the institution accordingly.

## SECOND. SERVICES AVAILABLE TO STUDENTS

Students participating in the UBU-Refugee Program will have a series of services and resources at their disposal. All information regarding these services will be provided by the Centre for Cooperation and Solidarity Action. The resources and services are:

- **Spanish language Courses:** All students will have free access to Spanish language courses. Students who can demonstrate a native level or an equivalent C2 Spanish certification are excluded.

- **Accommodation:** Students will have the support of the Centre for Cooperation and Solidarity Action in finding accommodation, either in university residences, rental apartments, or host families, according to the conditions and needs of each student in the Program.
- **Maintenance and accommodation scholarships:** Students may apply for maintenance and accommodation scholarships published on the institution's own website. In addition, students accepted under the regular modality will receive advice for applying to Ministry of Education scholarships.
- **Legal, administrative, and psychological advice and support:** Students admitted to the program will have access to legal, administrative, and psychological support services available through university departments.
- **Employment:** Students admitted to the UBU-Refugio Program may request employment and/or internship search support through the UBU Employs University Service.
- **Volunteer Group:** Each student will be assigned a UBU volunteer student and an academic tutor who will assist them in managing administrative matters and creating social networks in the city.

Regarding accommodation and maintenance scholarships, applicants must indicate in the admission form which types of support they require. If their personal situation changes during their participation in the Program, they must immediately inform the Centre for Cooperation and Solidarity Action of the University of Burgos.

## THIRD. GENERAL REQUIREMENTS FOR ACCESS TO THE PROGRAM

Students who have completed their high school studies and/or are enrolled in university studies and are applicants for and/or beneficiaries of international protection. If they have previous university studies, compatibility between the university studies at the University of Burgos and those from the applicant's university of origin is required.

## FOURTH. NUMBER OF PLACES OFFERED

A maximum of 15 **renewal places** are offered for students participating in the program during the 2025/2026 academic year. For **new applicants** to the UBU-Refugio Program, the number of places will be determined on the basis of the available budget and the number of applications received, at the discretion of the Vice-Rectorate for Internationalisation, Cooperation and Strategic Alliances of the University of Burgos.

## FIFTH. SUBMISSION OF THE APPLICATION

The application, according to the **application model**, must be submitted along with the required documentation (Section 6) through any of the following means:

1. Preferably at the Electronic Office of the University of Burgos. To process it through this channel, you must have a digital certificate or electronic DNI and have autofirma installed or use double-factor authentication signing. If you do not have a digital certificate, you can check how to obtain it on the website: https://www.sede.fnmt.gob.es/certificados/persona-fisica
2. In person at the General Registry (Administration and Services Building, Don Juan de Austria Street, 1) or at the auxiliary registries of the University of Burgos (Administrative Secretariats of the Centers), with the student personally appearing and presenting their identity document.
3. Through any other procedures established in Article 16 of Law 39/2015, of October 1, on the Common Administrative Procedure of Public Administrations.

If the required documentation cannot be submitted through any of the above means, contact centro.cooperacion@ubu.es.

## SIXTH. REQUIRED DOCUMENTATION

- Receipt of the submitted application.
- Photocopy of the identity document.
- Application for and/or resolution of international protection.
- Admission form duly completed.
- Academic certification accrediting the studies completed and passed that are being claimed, which must include the name of the respective official degree, the list of subjects studied and passed, the number of credits or hours corresponding to each subject, as well as the average grade. Complete and specific documentation according to the studies undertaken will be requested.
- Spanish B1 level certificate (if available).
- Authorization for the University of Burgos to make inquiries that corroborate the information declared regarding certificates of grades, attendance, exams, diplomas.
- Declaration of economic situation.
- Sworn declaration certifying that all information and documentation provided to the University of Burgos for applying to the UBU-Refugio Welcome Program is correct and truthful.

If applicants are **unable to provide the required documentation** due to external circumstances, they must submit a **Responsible Declaration** certifying the impossibility of presenting the full documentation and committing to submit it as soon as possible.

In the case of **renewal of applications** for students already admitted to the program during the 2025/2026 academic year, interested parties must submit the following documentation:

- Receipt of the submitted application.
- Admission form duly completed.
- Spanish B1 level certificate.
- Grade transcripts for the 2025/2026 academic year at the University of Burgos.
- Proof of the resolution(s) of scholarships and/or aids received during the 2024/2025 academic year.
- Authorization for the University of Burgos to make inquiries that corroborate the declared information.
- Declaration of economic situation.

## SEVENTH. PROCESSING OF THE APPLICATION

The application will be processed by the Centre for Cooperation and Solidarity Action and the Vice-Rectorate for Internationalization and Cooperation of the University of Burgos.

## EIGHTH. EVALUATION AND ALLOCATION

The allocation of places will be made according to the applications that meet the required conditions, in order of submission, after evaluation of the application form, compatibility of university studies between the university of origin and the University of Burgos, and available places in the UBU degrees. Renewal applications from students without a European academic degree will be prioritized.

In the case of renewal applications, compliance with program commitments and academic performance in the previous academic year will also be taken into account.

The final decision on admission and modality will be taken by the Vice-Rectorate for Internationalization, Cooperation, and Strategic Alliances of the University of Burgos.

## NINTH. PUBLICATION AND NOTIFICATION

Once the evaluation process of applications is completed, provisional allocation of places will be published at https://sede.ubu.es/tablon.

Claims can be submitted against this provisional decision within seven business days following its publication.

After this period, the final admission to the program will be established by a Resolution, establishing the appropriate appeals.

## TENTH. RESOLUTION DEADLINE

The application period will remain open from the day following the publication of this call until May 15, 2026, or until available places are filled.

The maximum resolution period is June 30, 2026. If no resolution is notified by then, the application shall be understood as rejected.

## ELEVENTH. ACEPTACIÓN Y ACCESO A LOS SERVICIOS

Once the resolution is published, accepted students will have ten working days to accept their place. Once accepted, the Centre for Cooperation and Solidarity Action will contact the student to facilitate access to the services available to UBU-Refugio Program students. Students must also submit the duly completed and signed educational commitment.

## TWELFTH. PERSONAL DATA

According to the provisions of Organic Law 3/2018, of December 5, on Personal Data Protection and Guarantee of Digital Rights, submitting the application implies consent and knowledge that the data provided will be processed by the University of Burgos, with the purpose of processing the application, evaluating it, and verifying compliance with the requirements to participate in the call for resolution, notification, publication, and management of the aid.