

## CALL FOR APPLICATIONS FOR ADMISSION TO "UBU-REFUGEE PROGRAMME"

### FIRST. PURPOSE AND AIM OF THE PROGRAMME

The "UBU-Refugee" Programme aims to host students who are applicants or beneficiaries of international protection and who are interested to start or continue their university studies at the University of Burgos on Bachelor's/Master's/Doctorate programmes.

### SECOND. MODALITIES

The students of the Programme will be able to be part of the university in two different modalities:

- **UBU regular student:** For students who have a B1 level of Spanish. The students participating in this modality will have to renew their application in the Programme on an annual basis.
- **Transition course to the University:** For students who don't have a B1 level of Spanish. The Programme lasts for six months during the second semester of each academic year. During the six months, students can make use of the resources provided by the university for them and mentioned in this document. The Transition Course has three modules of training:
  - **Spanish:** This language training will be coordinated by the International Spanish Centre of the University of Burgos, so that through its experience, the most appropriate methodology can be chosen according to the needs of the beneficiaries. It will be conducted both in class and with the support of online training.
  - **Employment Orientation:** The University of Burgos, in collaboration with the UBU Employment Service and other social entities, will be responsible for providing the beneficiaries with all possible facilities to help them enter the labour market, either by informing them of the different resources available in the city of Burgos, letting them know about the different job offers that are published and are suitable for them, or by providing them with different courses on this matter.
  - **Sustainable Human Development:** Building more humanitarian societies, defending the welfare and rights of all people, considering nature as a fundamental substratum and the sustainability of life, among other

issues to be analysed, is necessary. For this reason, the University of Burgos has a series of cross-disciplinary subjects in this field. Given their functionality, the third module of the transition programme will include participation in the four disciplines to provide a solid training in Sustainable Human Development.

After participation in the transition course, the student may apply for access to Bachelor's/Master's/Doctorate studies.

In all cases, participating students are exempted from paying enrolment fees for the Bachelor's, Master's or Doctoral studies, as well as for the transition course. In the case that the applicant student is the beneficiary of a grant, financial assistance or external economic support to cover these expenses, as well as maintenance and/or accommodation, the University of Burgos has the right to readjust the grants awarded by its own institution.

### THIRD. SERVICES AVAILABLE TO STUDENTS

Students participating in the UBU-Refugee Programme will have a range 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 as follows:

- **Spanish language courses.** All students will have free access to Spanish language courses. Students who can certify a native level or a qualification equivalent to C2 in Spanish will be excluded.
- **Accommodation.** Students will be supported by the Centre for Cooperation and Solidarity Action in finding accommodation, either in university residences, rented flats or host families, according to the conditions and needs of each student on the Programme.
- **Maintenance and accommodation grants.** Students can apply for the accommodation and maintenance grants published on the institution's own website. In addition, students of the programme accepted in the regular modality will be assisted in applying for the Ministry of Education scholarships.
- **Counselling and psychological assistance.** Students under the programme will have access to legal, administrative and psychological support from the university services available.
- **Employment.** Students enrolled in the UBU-Refugee programme may ask for employment and/or internship assistance through the UBU Emplea University Service.

- **Volunteering group.** Each student will be assigned a volunteer student from the UBU and an academic tutor who will support them in the management of their administrative issues and in the social integration in the city.

#### **FOURTH. GENERAL REQUIREMENTS FOR ACCESS TO THE PROGRAMME**

Students who have completed their secondary school studies and/or are studying at university and who are applicants and/or beneficiaries of international protection. In the case of having previous university studies, compatibility of university studies between the University of Burgos and the applicant's university of origin is required.

#### **FIFTH. NUMBER OF PLACES OFFERED.**

Initially, 9 places are offered for the academic year 2024-2025 for Bachelor's and Master's degrees and 5 places for Doctoral studies, this number may be extended depending on the number of applications received and at the discretion of the Vice-Rectorate for Internationalization and Cooperation of the University of Burgos. Priority will be given to **renewal** applications to facilitate the finalization of the studies of students enrolled in Bachelor's and/or Master's degree courses who already belonged to the UBU-Refugee Programme in the academic year 2023/24.

In addition, for the academic year 2024/2025, 1 extraordinary place is offered for access and admission of students coming from the conflict in Gaza. Priority will be given to applications from female students.

#### **SIXTH. APPLICATION SUBMISSION.**

The application, according to the **application form**, must be submitted together with the required documentation (section 6) by any of the following means:

1. Preferably via the [University of Burgos E-Office](#). To process it this way, you must have a digital certificate or electronic ID and have a self-signature installed or a signature with double authentication factor. If you do not have a digital certificate, you can find out how to obtain it on the website.
2. In person at the general register (Administration and Services Building, C/ Don Juan de Austria, 1) or at the auxiliary registers of the University of Burgos (Administrative Secretaries of the Centers), where the student applying for the grant must appear in person and present their national identity document.
3. By any other of the procedures established in article 16 of Law 39/2015, of 1 October, on Common Administrative Procedure for Public Administrations.

In case of not being able to present the required documentation by any of the above means, please contact [centro.cooperacion@ubu.es](mailto:centro.cooperacion@ubu.es).

## SEVENTH. DOCUMENTATION REQUIRED

Once the application has been submitted, applicants must send by e-mail to [centro.cooperación@ubu.es](mailto:centro.cooperación@ubu.es) the following documentation:

- Receipt of the application submitted.
- Photocopy of identity document
- Application for and/or provision of international protection.
- [Admission form](#) properly filled in.
- Academic certification accrediting the studies taken and completed that are claimed, containing the name of the corresponding official degree, the list of subjects taken and completed, the number of credits or hours corresponding to each subject, as well as the average mark for each subject. Complete and specific documentation will be requested according to the studies taken.
- [Sworn declaration](#) to certify that all the information and documentation provided to the University of Burgos to apply for admission to the UBU-Refugee Hosting Programme is correct and truthful.
- Spanish B1 level certificate (if available).
- [Authorization](#) for the University of Burgos to make enquiries to corroborate the information declared regarding certificates of grades, attendance, exams, certificates, diplomas.

In the event that applicants are unable to provide the required documentation due to circumstances beyond their control, they must submit a [Declaration of Responsibility](#) certifying the impossibility of submitting all the requested documentation and the commitment to do so as soon as possible.

In case of **renewal of the application** of students already admitted to the Programme during the academic year 2023/2024:

- Receipt of the application submitted.
- [Admission form](#) duly completed.
- Spanish B1 level certificate (if available).
- Grades certificates for the 2023/2024 academic year at the University of Burgos.
- Receipt/s of resolution/s of the grants or helps they have received during 2023/2024.

- [Authorization](#) for the University of Burgos to make enquiries to corroborate the information declared regarding certificates of grades, attendance, exams, certificates, diplomas.

## **EIGHTH. PROCESSING OF THE APPLICATION**

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

## **TENTH. PUBLICATION AND NOTIFICATION**

Once the process of evaluation of applications has been completed, the provisional adjudication of places will be made, which will be published in the E-Office: <https://www.ubu.es/centro-de-cooperacion-y-accion-solidaria/programas-y-proyectos-vigentes/programa-ubu-refugio>.

Complaints may be lodged against this provisional resolution within a period of 7 working days from the day following its publication.

Once this period has expired, the definitive adjudication of the grants will be made by means of a Resolution of the Rector, establishing corresponding resources.

## **ELEVENTH. RESOLUTION PERIOD**

The deadline for the presentation of the application will remain open from the day following the publication of this call for applications until 15 May 2024 or until all available places are occupied.

The maximum period for resolution will be until 30 June 2023. Once this period has expired with no notification of the decision, it will be understood as rejected.

## **TWELFTH. ACCEPTANCE AND ACCESS TO SERVICES**

Once the resolution has been published, accepted students will have ten business days to accept the position. Once accepted, the Centre for Cooperation and Solidarity Action will contact the students to facilitate access to the services available to UBU-Refugee Programme participants. Students must also submit the duly completed and signed [educational commitment](#) form.

## **THIRTEENTH. PERSONAL DATA**

Participation in this call for applications entails the voluntary provision of personal data. In accordance with the provisions of Organic Law 3/2018, of 5 December, on the Protection of personal data and guarantee of digital rights, the act of submitting the application to participate implies consent and information and knowledge that the data provided will be processed by the University of Burgos, for the purpose of processing the application, assessing it and verifying compliance with the requirements to participate in the call for applications for the purposes of resolution, notification, publication and management of the aid.

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