



Grants for refugees and/or asylum seekers to enable them to participate in training activities.

Resolution of October 10, 2024 of the Vice-Rector for Equality, Inclusion and Social Commitment, announcing grants for refugees and/or asylum seekers in to enable them to participate in training activities.

CALL

The University of Cordoba, hereinafter UCO, aware of the current situation involving **International Protection applicants and beneficiaries**, and in relation to the Regulatory Bases approved by the Board of Governors and published in the BOUCO (Official Gazette of the University of Cordoba), Announcement Number: 2024/01273, on October 2, 2024, issues this call for support in the training of refugees.

The financing of this call is framed within the planning of the Cooperation and Solidarity Area and the budget allocation of which it disposes for this activity in the "Internal Cooperation and Projects Plan", GAPI020201, with Credit Reserve RC 2024000055237.

ARTICLE 1. Purpose of the subsidy.

1. These subsidies are intended for **International Protection applicants and beneficiaries** residing or temporarily staying in the province of Cordoba (processing their application for international protection with an entity in Cordoba), and are intended to cover the costs of training actions (tuition, university, exam and aptitude/course completion certificate fees, as well as other expenses necessary to participate in the previously authorized training activities) that contribute to their enhanced professional preparation, employability, and social integration, when these actions are promoted by the UCO, entities linked to it (UCOIdiomas, Fundecor) or other public or non-profit entities.

2. The beneficiaries of the grants will be refugees, or persons in the process of applying for asylum, who wish to access the courses and training funded by these grants, to be conceded in any of the following ways:

- a) Directly receiving the amount.
- b) Receiving an exemption from the payment of a certain price for an academic service.

ARTICLE 2. Applicable regulations

1. The grants under this call are subject to the provisions of Regulation 34/2024 of the Board of Governors, in an ordinary session on September 27, 2024, which approves the Regulatory Bases for Aid to Refugees and/or Asylum Seekers for the completion of training activities.
2. In addition, the provisions of Law 38/2003, of November 17, General Grants, its implementing regulations, as well as the rest of the regulations applicable to Public Administrations, will apply.

ARTICLE 3. General requirements for beneficiaries

To be a beneficiary of these grants it will be necessary to meet all the following requirements:

- a. Have, on the date on which one's application is submitted, legal status as a refugee or as an applicant to become a refugee or temporary asylum seeker (with a white or red card).
- b. Be 18 years of age or older.
- c. Have established residence in the province of Cordoba, or be processing an application to become a refugee or for temporary asylum through an entity in the province of Cordoba.
- d. Be in a situation of economic need that makes it impossible to cover the course's enrolment costs.

ARTICLE 4. The submission of applications and supporting documentation

1. The documentation to be submitted includes:
 - a. An application form, with all its fields correctly completed, and signed (Annex 2).
 - b. Annex 3 completed and signed.
 - c. Identification documentation (passport or any other document demonstrating the applicant's identity).
 - d. Photocopy of a Residence Permit specifying subsidiary and international protection, or a photocopy of an asylum or refugee application document (white or red card, or similar document).
 - e. Other documentation that provides information for the assessment of the selection criteria.
2. The documentation for the application is to be submitted via the electronic headquarters of the University of Cordoba (<https://sede.uco.es/>) through a Generic Application addressed to the Cooperation and Solidarity Area. In the event that electronic certification is not available (and this situation is duly demonstrated), the documentation may be submitted in physical format to the General Registry of the UCO, sending a scanned copy of the application, by email, to: area.cooperacion@uco.es.
3. The publication of the lists of applications admitted and excluded, provisional and definitive, as well as the rest of the procedure's documentation, will be carried out through the website of the UCO's Cooperation and Solidarity Area.
4. The time frames for submitting applications will begin the day following the publication of this call in BOUCO, and will end in accordance with different announcements and their corresponding deadlines.

- 1st announcement: until October 31, 2024
- 2nd announcement: until December 15, 2024
- 3rd announcement: until March 15, 2025
- 4th announcement: until June 15, 2025

ARTICLE 5. Acceptance, evaluation and decision procedure.

1. Applications shall be addressed to the person in charge of the Administration of the Cooperation and Solidarity Area, as the investigating body, who shall evaluate the applications in accordance with the criteria, forms and assessment priorities established, publishing a list of applications provisionally admitted and excluded, granting a period of 10 days to remedy any defects or faults.
2. After the publication of the definitive list of persons admitted and excluded, the investigating body will request those reports it deems necessary to make a decision, and will assess the requests in accordance with the criteria, forms and evaluation priorities established in the call, conveying all the above to the collegiate body in charge of the evaluation.
3. Once the applications have been evaluated, the collegiate body will issue a report in which the result of the evaluation is specified, and will send it to the Cooperation and Solidarity Area so that the duly explained provisional resolution proposal is formulated and communicated to the interested parties in the manner established in the call. After the above, the interested parties will have a period of 10 days to submit pleadings.
4. Once the pleadings have been examined, the collegiate body will formulate the final resolution proposal, which must contain the list of applicants for whom the issuance of the grants is proposed.
5. The proposal for the issuance of the grants will be sent by the Cooperation and Solidarity Area to the Vice-Rectorate for Equality, Inclusion and Social Commitment. The resolution period for each call shall not exceed 2 months from the deadline for the submission of applications.
6. The Vice-Rectorate for Equality, Inclusion and Social Commitment is responsible for the final resolution of the procedure, which will be published in the Official Gazette of the University of Cordoba.
7. In response to this resolution, which brings the administrative procedure to an end, an appeal for reconsideration may be filed, in accordance with Article 126 of the Bylaws of the University of Cordoba, and Law 39/2015 of October 1 on the Common Administrative Procedures of Public Administrations.
8. The ranking and awarding of the subsidies will be carried out in order of priority, according to the score received, until the number of grants offered or the budget available in the call is exhausted, with those applications assessed with a score below 50 being directly discarded for financing.
9. Applicants who do not obtain a grant will be included on a list, also prioritized (waiting list), according to their score on the scale, in order to cover possible withdrawals by the original awardees, or new allocations of funds for the call.
10. The submission of an application will entail express acceptance of the terms of this call.

ARTICLE 6. Amount of the grant

1. A maximum grant amount of €12,000 is established, which will be used for tuition, university, exam or aptitude certificate/course completion certificate fees, or other expenses necessary for the completion of the proposed training activities forming the object of the grant. This funding may be increased if additional monies become available for this purpose.
2. The individual amount per beneficiary in the call will not exceed €2,000 per person.
3. The maximum amount to be granted in each announcement will be €1,000 per person and application.
4. The same person may benefit from two announcements within the same call provided that they have adequately documented having received the first amount, and there are no new applications from persons that have not previously benefited.
5. The maximum number of training actions that will be subsidized per beneficiary and announcement will be 7.
6. The total funding may be decided in the first announcement, with the following announcements in the call being contingent upon the existence of remaining funding not allocated in the previous call.

ARTICLE 7: Competent bodies

1. The awarding procedure will be overseen by whoever holds the Administration of the Cooperation and Solidarity Area, with the Vice-Rectorate for Equality, Inclusion and Social Commitment being responsible for the assignment or denial of the grants.
2. The Selection Committee will be made up of the following people:
 - The director of the Area of Cooperation and Solidarity at the University of Cordoba, or the person they delegate, who will chair it.
 - The Manager or person delegated by them.
 - The Vice-Rector for Continuing Education, Employability and Entrepreneurship at the University of Cordoba, or the person they delegate
 - The Director of UCOIDIOMAS at the University of Cordoba, or the person they delegate.
 - Acting as the secretary of the committee, with the right to speak and vote, will be Mayte Hernández Merino, of the Cooperation and Solidarity Area.
3. The Evaluation Committee will evaluate the requests and issue the corresponding decision proposals, in accordance with the provisions of this call, it being the competent body to interpret them in accordance with current regulations
4. Said Committee will adjust its actions to the legal regime of collegiate bodies, established in Law 40/2015 of October 1 on the Public Sector Legal Regime.
5. The Evaluation Committee may decide on those issues not covered in the call.

ARTICLE 8: Selection criteria.

The priority criteria that make it possible to establish a relationship between the applications submitted are:

- a) Level of education. 20 points.
- b) Curriculum vitae and letters of recommendation. 30 points
- c) Personal motivation to pursue professional university education or for employability. 30 points
- d) Type of connection with a university in their country of origin, or a Spanish one. 20 points.
- e) Other socioeconomic and affective circumstances regarding the state of exclusion or vulnerability of the applicant and his/her family. 20 points.

ARTICLE 9. Beneficiaries' obligations

1. The grant recipient shall:

- a) Allocate the scholarship to the purpose for which it was granted, understood as enrolment, class attendance, and passing tests and exams.
- b) Demonstrate before the Cooperation and Solidarity Area their fulfilment of the requirements and conditions, as well as the completion of the proposed activity within the framework of the grant issued.
- c) Communicate to the Cooperation and Solidarity Area the obtaining of other grants, aid, income or resources that finance the activities subsidized. This communication must be made as soon as it is known and, in any case, prior to justification of the application of the funds received.
- d) Submit, in a timely manner, the documents required for the reception of the financial amounts, as well as the documents necessary for the management of the registration fees for the training activities they propose.
- e) Submit the required documentation:
 - 1) The registration or enrolments documents in the training activities forming the object of the call.
 - 2) Proof of having been admitted to the courses for which they will apply for funding.
 - 3) Certificates of completion of the courses at the end of the same.
 - 4) Proof of having rendered payment of tuition or university fees, or aptitude/course completion fees, as well as other expenses necessary to participate in the training activities.
- f) After receiving the funding, submit, within 2 months, proof of having rendered payment for registration or enrolment in the training activities forming the object of the call.
- g) Submit, within 2 months of the completion of the courses taken, the corresponding completion certificate.

2. In the event that the beneficiary of the grant has not passed any of the courses financed, he/she must address the causes for their failure to do so, and the Committee referred to in Article 7 of this Call will send to the Vice-Rectorate of Equality, Inclusion and Social Commitment a report in this regard. Failure to complete a course may lead to suspension of the aid granted, and even require its reimbursement.

ARTICLE 10. Beneficiaries' rights.

1. Beneficiaries shall have the right:

- a) To receive the subsidy, according to the terms established in the call once the required documentation on the training activity to be completed has been submitted.
- b) Guidance from the staff at the University of Cordoba on the procedures that must be followed to complete the subsidized actions.
- c) Status as a "student" at the UCO, for all purposes, provided that they are completing a training activity at the UCO covered by these grants.
- d) To have an email account or UCO username with which to access the University's digital training.

ARTICLE 11: Payment Terms

1. The financial endowment charged to the credit approved will be made after the presentation, by the beneficiaries, of the registration documentation for the proposed courses forming the object of the grant, and for the amounts and costs of the activity registered.
2. The payment of the subsidy will be made for the expenses that are justified by the beneficiary, once they have delivered the documentation certifying their registration in or admission to the training activity they wish to complete.
3. The Cooperation and Solidarity Area may directly manage and pay the tuition fees to the body, university service or entity linked to the university that administrates the training activity.
4. The period for enjoyment of the grants will begin from the date of the Resolution granting them, and will be valid for 1 year thereafter, being extendable, if duly justified.

ARTICLE 12: Incompatibilities regime

The granting of an economic subsidy will be incompatible with the enjoyment of any other type of economic subsidy to cover expenses for the same purpose.

ARTICLE 13: Reimbursements

Failure by the beneficiary to comply with the obligations indicated in this call, or the occurrence of any of the situations provided for in Article 37 of Law 38/2003 of November 17 on General Grants, will entail the corresponding reimbursement of the amounts received.

ARTICLE 14: Regime of infractions and sanctions

The infractions and sanctions regime established for the field of subsidies by Law 38/2003 of November 17 on General Subsidies, is applicable.

Final provision. Entry into force.

This call shall enter into force on the day following its publication in the Official Gazette of the University of Cordoba.

Sara Pinzi

Vice-Rector for Equality, Inclusion and Social Commitment

P.D. (Resolution of the UCO of 20/07/2022, BOJA No. 141, of 25/07/2022; amended by Resolution of the UCO of 14/12/2022, BOJA No. 242, of 20/12/2022, as amended by Resolution of the UCO of 29/03/2023, BOJA No. 63, of 03/04/2023)

Annex 1 INFORMATION ON SOME TRAINING PROGRAMS FORMING THE OBJECT OF THE GRANT

Specialization or expert programs or courses, internal Master's degrees, or other short courses offered by the UCO.

<https://www.uco.es/estudios/idep/menu-formacion-permanente>

Programs or courses to promote employability offered by FUNDECOR.

<https://www.fundecor.es/formacion/catalogo-cursos>

Language programs or courses offered by

UCOIDIOMAS.<https://www.uco.es/idiomas/>

MOOC virtual training programs

<https://ucoonline.uco.es/mooc/>

Ceia3 Training Programs

<https://www.uco.es/investigacion/cei-A3/tnc/index.php#inscription>

Tuition fees, degree or certificate issuance fees, exam fees, material fees, etc.

Before enrolling in these courses, the beneficiaries are advised to review or consult their access and admission requirements.

ANNEX 2 APPLICATION FORM

This form may be completed in any of these languages: Spanish, English, French or Portuguese.

IDENTIFICATION DATA OF THE BENEFICIARY

Name

First Surname

Second Surname

Nationality

Passport or ID

Residence status (tick)

refugee

applicant for international protection

others (indicate which) _____

Address of current residence

Postal Code

Phone 1

Phone 2

Email

ACADEMIC INFORMATION

- Current level of education. Indicate degrees and courses.

- Spanish level: oral, written, etc.

- Other language skills, and level.

DETAILS OF THE REQUEST FOR TRAINING ACTIVITIES

- Indicate the training program or programs covered by the grant in which the applicant is interested (see Annex 1)

1.

2.

3.

- The application should explain their motivations for applying for the grant and their expectations for the courses that they have an interest in taking. (minimum 250 characters).
Required

COMPLEMENTARY INFORMATION

- Main activities: work, studies, leisure, etc.

- Availability to continue the training (times and places)

- Access to computer systems and an Internet connection (ease and frequency)

- Indicate whether you have any support from an institution, organization or body that works with refugees. Which?

- Any other aspect (cultural, socioeconomic, family, work, etc.) that the candidate wishes to comment on.

ATTACHED DOCUMENTATION (Mark with an X if attached)

The attached documentation will be accepted in any of these languages: Spanish, English, French or Portuguese, provided that it is accompanied by a statement signed by the applicant that the translation is a faithful copy of the original documentation delivered.

Identification documentation (passport or any other document establishing the applicant's identity). Required.

Photocopy of Residence Permit specifying subsidiary and international protection, or a photocopy of an asylum or refugee application document (white or red card, or similar). Required.

Documentation accrediting one's educational level.

Curriculum vitae.

Motivation letter regarding the courses and training activities in which the applicant has a special interest, and future professional prospects.

Any other document that the applicant considers relevant: endorsements from NGOs or social organizations indicating their state of vulnerability, documentation justifying a link with a university in their country of origin, or Spain; letters of recommendation, justification of the request for aid, etc.

Statement of responsibility certifying that a situation of economic need prevents the candidate from being able to bear the costs of enrolling in the course (Annex 3 attached, or any other document of the accredited organizations that certifies this).

ANNEX 3 STATEMENT OF RESPONSIBILITY
Required

(Name and surname), with (identification number)

I HEREBY DECLARE THAT

1.-I do not receive monthly income above the SMI (Interprofessional Minimum Wage) = 1,134
€/month

2.- All the data indicated in Annex 2, as well as in the documentation attached to the application, is
accurate

Signed