

CALL FOR APPLICATIONS FOR ADMISSION TO "UBU-REFUGIO PROGRAMME"

FIRST. PURPOSE AND AIM OF THE PROGRAMME

The "UBU-Refugio" 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 quarter of each academic year. During the six months, students will be able to use the resources provided by the university in this document. The Transition Course has three modules of training:
 - **Spanish:** This language training will be coordinated by the University's International Spanish Center, to go through its experience the most appropriate methodology according to needs the beneficiaries. It will be developed in person and online training support
 - **Job Orientation:** The University of Burgos in collaboration with the Employment Service of the University and other social entities are responsible for making available to the beneficiaries all possible facilities for introduce to the word of work. Leaking them to know the different resources in the city of Burgos has, letting them know the different job offers that are published and are appropriate and giving different courses in the subject to them.
 - **Sustainable Human Development:** It is necessary to build more humanitarian societies, defend the well-being and rights of all people, take to nature as a fundamental substrate and sustainability of life, among other issues to be analyzes. For this reason, the University of Burgos has a series of transversal subjects to all degrees in this field. Given its functionality, the third module of the transition program will include participation in the for subjects for have a solid background in Sustainable Human Development.

After participating in the transition courses, the student could request access to bachelor's/master's/doctoral studies.

In all cases, participating students are exempt from paying university enrollments for degree, master's or PhD degree studies, as well as for the transition course. In the event that the applicant students are beneficiaries of a grant and external help to cover their expenses, the University of Burgos reserves the right to readjust the student grant awarded from their own institution.

THIRD. SERVICES AVAILABLE TO STUDENTS

Students who participate in the UBU-Refuge Programme will have a list of services and resources at their disposal. The Centre for Cooperation and Solidarity Action will provide all information regarding these services. The resources and services are:

- **Spanish courses:** All students will have free access to Spanish courses. Students who can certify a native level or a qualification equivalent to C2 in Spanish will be excluded.
- **Accommodation:** The Centre for Cooperation and Solidarity Action will support students in their search for accommodation, either in university residences, rental flats or host families, according to the conditions and needs of each student in the Programme.
- **Maintenance and accommodation grants:** Students will be able to apply for the accommodation and maintenance grants published on the website of the institution. In addition, the students of the accepted Programme will be advised in the regular modality for the request of the Ministry of Education grant.
- **Psychological advice and support:** The students who take part in the Programme will have access to legal, administrative and advice psychological services through the university services available.
- **Employment:** Students participating in the UBU-Refuge Programme will be able to request support in their search for employment and/or internships through the UBU Employs University Service.
- **Volunteer group:** As far as possible, each student will be assigned a UBU student volunteer and an academic tutor. Each tutor and student assigned will support in their management issues and in the generation of social networks in the city.

FOURTH. GENERAL REQUIREMENTS FOR ACCESS TO THE PROGRAMME

Students who are applicants and/or beneficiaries of international protection may apply for admission. In case of having previous university studies, the compatibility of university studies between the University of Burgos and the applicant's home university is required.

FIFTH. NUMBER OF AVAILABLE PLACES

Initially, 16 places are available for the 2023-2024 academic year, a figure that may be increased depending on the applications received and at the discernment of the Vice-Rectorate for Internationalization and Cooperation of the University of Burgos. Priority will be given to renewal applications to favour the continuity of students who already belong to the UBU-refuge Programme in the 2022-2023 academic year.

SIXTH. SUBMISSION OF THE APPLICATION.

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

1. Preferably at the electronic registry of the University of Burgos through this link <https://sede.ubu.es/catalogo/OTRASA/>. In order to process it by this means, they must have possession of a digital certificate or electronic ID and have self-signature installed with double-factor authentication. If you don't have a digital certificate, you can check how to get it on the website.
2. In person at the general register (Administration and Service Building, C/ Don Juan de Austria, 1) or at the auxiliary registers of the University of Burgos (Administrative Secretaries of the Centers) and the student applying for the scholarship must appear in person and Accrediting yourself with your national identity document.
3. By any other established procedures in the article 16 of the Law 39/2015, of October 1, in the Administrative Procedure of the Public Administrations.
4. In case of not being able to present the documentation required by any of the previous media, contact with centro.cooperacion@ubu.es.

SEVENTH. REQUIRED DOCUMENTATION

Once the application has been submitted, applicants must send by e-mail to centro.cooperacion@ubu.es the following documentation:

- Receipt of the application submitted.
- Photocopy of identity document
- Application and/or recognition of international protection.
- [Admission form](#) properly filled in.
- Academic certificate certifying the studies taken and passed that are being presented, which must contain the name of the respective official qualification, the list of subjects taken and passed, 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-Refugio Host 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, exam results and diplomas.

In the event that applicants cannot provide the required documentation due to circumstances beyond their control, they must submit a Declaration of Responsibility certifying the impossibility of submitting all the documentation submitted 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 2022/2023:

- Receipt of the submitted.
- [Admission form](#) duly completed.
- Spanish B1 level certificate (if available).
- Grade certificates for the 2022/2023 academic year at the University of Burgos.
- Receipt/s of resolution/s of the grants or helps they have received during 2022/2023.
- [Authorization](#) for the University of Burgos to make queries that corroborate the information declared regarding grade certificates, attendance, exam, diploma.

EIGHTH. PROCESSING OF THE FILE

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

NINETH. EVALUATION AND ADJUDICATION

Places will be assigned in accordance with the applications that meet the requirements, in order of presentation, after the evaluation of the application form received, the compatibility of university studies between the home university and the University of Burgos and the vacant places in UBU degrees. Likewise, priority will be given to renewal applications.

In the case of renewal requests, we will consider compliance with the commitments of the Programme and academic performance in the previous course.

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

TENTH. PUBLICATION AND NOTIFICATION

Once the applications received have been evaluated, the provisional allocation of places will be published at: <https://www.ubu.es/centro-de-cooperacion-y-accion-solidaria/programas-y-proyectos-vigentes/programa-ubu-refugio>

Against this provisional resolution, appeals may be submitted in a period of 7 working days from the day following its publication. Once this period has expired, the definitive adjudication of the places will be made by Resolution of the Rector, and the appropriate appeals will be established.

The resolution will be published on the official electronic board of the University of Burgos, as the applications are being resolved.

ELEVENTH. RESOLUTION PERIOD

The deadline for submitting the application will be open from the day after the publication of this call for applications until 30 April 2023 or until all available places are occupied.

The maximum deadline for a decision will be 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 is published, the accepted student body will have ten business days to accept the position. Once accepted, the Center for Cooperation and Solidarity Action will contact the student to facilitate access to the services made available to students of the UBU-Refuge Programme. Likewise, students must submit the [educational commitment](#) duly completed and signed.

THIRTEENTH. PERSONAL INFORMATION

The participation in this call for applications entails the voluntary provision of personal information. In accordance with the terms 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. This

information will be use with the purpose of processing the application, evaluating it and verifying the compliance of the requirements to participate in the call for applications.