
Academic Excellence Grant for People with a Disability

EAE Business School 2023/2024

Terms and Conditions

October 2023 Call for Applications

oo Contents

oo Contents.....	2
1. Call for applications	3
2. Monetary award	3
3. Participant requirements.....	3
4. Application and documentation	4
5. Selection process.....	5
6. Announcing the selected applicants.....	6
7. Processing the refund and the recipient’s obligations.....	6
8. Privacy and data protection policy	6
9. Observations	7

1. Call for applications

- 1.1. EAE INSTITUCIÓN SUPERIOR DE FORMACIÓN UNIVERSITARIA, S.L. (Barcelona) (hereinafter referred as "EAE Business School"), offers an Academic Excellence Grant for students with a disability for Master or Postgraduate students enrolled during the 2023-2024 academic year.
- 1.2. The call for applications is open to all programs run at EAE Business School's in Barcelona and **all people enrolled on one such in-person or hybrid program are eligible to apply.**
- 1.3. Applicants **must have started the program between October and December 2023.**
- 1.4. The call for applications runs from the date of its announcement until **March 15th, 2024 at 14:00hs** (CET).

2. Monetary award

- 2.1. The award of the Academic Excellence Grant for students with a disability will entitle the student to a refund of 50% of the amount they have paid to enrol of the program chosen and/or currently being taken.
- 2.2. The abovementioned 50% refund will be issued on the condition that the student has already paid 50% of the enrolment fees at the time of the grant decision; otherwise, the refund will be made by discounting the outstanding amount of the refund from the pending instalments.
- 2.3. IMPORTANT: Please see 9.4 about Income taxes.

3. Participant requirements

- 3.1. Studies undertaken: Grant applications are accepted from anybody who has a higher education qualification (University Diploma or Bachelor Degree, Advanced or Technical Architecture or Engineering Diploma) obtained before starting the study program for

which the application is being made. For the purposes of this call for applications, a study program is considered to be finished when all the credits have been completed and all the courses have been successfully passed.

- 3.2. Certified disability: With the aim of promoting and contributing towards the professional development of people with a disability, these grants are only intended for people who can legally accredit a minimum disability of 33%.
- 3.3. Professional experience: Applicants are only required to have professional experience if they want to take an MBA program in any of the available formats. In this case, they have to accredit at least three years' full-time professional experience on the date that the call for applications closes. As such, it is considered that the employment contract/s that the applicant submits as accreditation must be subsequent to the completion of the University Diploma or Bachelor's Degree. In addition, certificates accrediting internships will not be deemed acceptable, even if financial remuneration was received for the placement.
- 3.4. Applicants must be up to date with all their payment obligations to EAE Business School.

4. Application and documentation

- 4.1. Applicants must apply for the grant using the online form indicated in the following point.
- 4.2. The grant application form can be found at the following link:

https://docs.google.com/forms/d/e/1FAIpQLSc8yWV-qlgLjxXA70ZQvwE1cqGB-R3Bl7hnRs3nMORCgGirKA/viewform?usp=pp_url

As well as any other documents that may be requested, applicants must send a PDF copy of the following documentation by email to academic.excellence@eae.es. In the body of the email, they must include the following information: the applicant's name, the grant that they are applying for, a list of the attached documentation. Any applications that do not submit the required documentation **before the deadline** of the call for applications will be disqualified:

- 4.2.1. The academic certificate of the studies completed, which must include the student's full name, the university, the studies completed and all the courses and grades obtained in each of them. **The grade point average** for the qualification must also be included, which, if not available, need to be calculated and the result obtained must be attached.
- 4.2.2. The qualification certificate obtained that certifies all the studies completed.

- 4.2.3. The applicant's full Curriculum Vitae. In the case of applicants applying for the grant to take an MBA program, they must accredit at least three years' full-time professional experience.
- 4.2.4. Copy of the disability certificate accrediting a minimum disability of 33%.
- 4.3. The documents attached in PDF format must be clear and legible.
- 4.4. If the documents submitted with the application were issued in a language other than Spanish or English, a translation in either of these languages must be attached.

5. Selection process

The applications will be evaluated and selected by the Academic Excellence Committee of EAE Business School, which will be comprised of at least two lecturers or researchers.

- 5.1. The process consists of two parts:
 - 5.1.1.** Eligibility screening: all the applications received are examined and any that do not meet the criteria stipulated in these terms and conditions will be disqualified.
In the event of any discrepancy between the information entered on the application form and the documentation attached, the application will be disqualified.
 - 5.1.2. Evaluation and selection: each of the eligible applications will be studied by the Academic Excellence Committee.
- 5.2. The scoring criteria applied to the selection process are based on the grade point average (GPA) obtained during the studies taken. All the grades are converted to a scale of 0 to 4, in accordance with the equivalence table that appears in Annex 1 of RD 1497/1987. In the case of a tie, the decision will be based on the score awarded to the applicants' Bachelor Degree Thesis.
- 5.3. The Academic Excellence Committee will name the selected applicant. In addition, it will select a student in reserve in case the selected applicant does not eventually meet the grant requirements.

6. Announcing the selected applicants

- 6.1. EAE Business School will announce the decision to the applicant selected to receive the grant during the week of 15th – 19th of April 2024. Moreover, it will contact all unsuccessful applicants by email to notify them of the decision.
- 6.2. The decision of the Academic Excellence Committee is final and may not be appealed. EAE Business School will not provide any information regarding the reason for which the unsuccessful applicants have not been selected.
- 6.3. This call for applications may be declared null and void if the Academic Excellence Committee considers it appropriate.

7. Processing the refund and the recipient's obligations

- 7.1. The refund will be processed by EAE Business School.
- 7.2. The selected applicant must be able to verify the documents submitted for their application with the original or authenticated copy on request. Failure to provide these documents will lead to the selected applicant being disqualified.
- 7.3. The recipient agrees to complete the planned study program in accordance with the application submitted.

8. Privacy and data protection policy

- 8.1. EAE Business School rigorously complies with the applicable legislation on personal data protection.
- 8.2. The personal data of the applicants for the Entrepreneurship Grants will be processed in accordance with the applicable legislation on personal data protection.

9. Observations

- 9.1. The deadlines and times specified in these terms and conditions refer to Central European Time (CET).
- 9.2. By submitting an application for these grants, the applicant expressly accepts all the present terms and conditions and any criteria applied and decisions taken by EAE Business School in the event of any dispute or misunderstanding in relation to the requirements and conditions announced to date.
- 9.3. In the event that a failure to comply with these terms and conditions is detected, regardless of when it occurs and the current status of the application in the selection or award process, the application or grant in question will automatically be withdrawn, even if the grant has already been issued. In the event that the selected applicant fails to fulfil the commitments stipulated in these terms and conditions, or any other obligation specified in the grant terms and conditions, EAE Business School reserves the right to take any course of action it deems appropriate, including demanding that the amounts awarded be returned.
- 9.4. By participating in this call for applications, the applicants expressly and fully accept these terms and conditions, including compliance with any applicable tax regulations. The amount of the grant awarded will be subject to the Income Tax withholding or payment on account that is applicable at the time the grant is awarded, in accordance with the current tax legislation. The applicable tax rate depends on the amount awarded, the student's tax residency status and the duration of the grant.**
- 9.5. By participating in this call for applications, in the event that they are successful, the applicants give their express authorization for their name and image to be used by EAE Business School for publicity purposes, without the successful applicant being entitled to financial remuneration in this respect.
- 9.6. In the event of any doubts regarding the interpretation of this document or any dispute that may arise therefrom, the parties expressly acknowledge that they are subject to the jurisdiction of the Courts and Tribunals of Barcelona, and expressly waive any other jurisdiction that may apply.