

# Bases for Merit Based Scholarships

Programs 2025-2026

**INSTITUTE OF CONTINUING EDUCATION FOUNDATION**

**ANNOUNCEMENT on the legal bases of the Merit Based Scholarship program of the Institute of Continuing Education Foundation (UPF Barcelona School of Management)**

The Institute of Continuing Education Foundation, owner of the private postgraduate higher education centre Barcelona School of Management, a centre affiliated to Pompeu Fabra University, which provides master's and postgraduate programs under the UPF Barcelona School of Management brand, has its own scholarship program identified with the name "Merit Based Scholarships".

The rules governing the Merit Based Scholarship program have been approved by the Institute of Continuing Education Foundation with the text reproduced below in Spanish. These bases are applicable to the call for Merit Based Scholarships for the programs that will begin in the academic year 2025-2026.

Barcelona,

Barcelona, March, 1, 2025

Fátima Piqué Aldomà  
Deputy Director General

## LEGAL BASES OF THE MERIT BASED SCHOLARSHIP PROGRAM OF THE INSTITUTE OF CONTINUING EDUCATION FOUNDATION

### 1. Scope of application

The Merit-based Scholarship program is available for all master's degree programs of 60 ECTS or more offered by the Fundación Instituto de Educación Continua through the UPF Barcelona School of Management brand and that will start in the academic year 2024-2025 (hereinafter, UPF-BSM), except: (i) for the Official Master's Degree in Law and Procurement or joint programs with it, (ii) for those master's degrees in which the enrollment process is external to UPF-BSM, (iii) for postgraduate programs, even if these lead to the award of a master's degree if they are carried out as independent modules, (iv) for those programs where the student requests the recognition or recovery of credits corresponding to a previous degree, (v) for the Master of Science except for the "Master of Science in Sustainability Management" and (vi) for the Master in Human Assisted Reproduction Techniques and (vii) for mobility and/or exchange programs in which the participant does not enroll for all the ECTS of the master's program.

Merit-based scholarships cannot be applied in cases where credits are recognized from a previous degree, for the enrollment of previously failed credits, or for participation in mobility and/or exchange programs.

### 2. Endowment

The scholarship covers 25% of the cost of the master's degree tuition.

The scholarship can be extended up to an additional 25% if the candidates can show themselves to be in a situation of serious economic hardship.

The fact of requesting the scholarship, as well as fulfilling all the requirements and/or proving a specific economic situation by providing the corresponding documentation, does not imply that the scholarship will be granted.

### 3. Access requirements

To be eligible for the Talent Scholarships, candidates must meet the following criteria:

- have completed and obtained an official university degree<sup>1</sup>

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<sup>1</sup> If currently pursuing a bachelor's degree, candidates may apply for the scholarship. However, its award will be contingent upon the candidate providing proof of graduation and fulfilling all academic and administrative requirements for obtaining the degree before the program's start date.

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- have obtained in their undergraduate studies an equivalent<sup>2</sup> weighted average of a minimum of 8 out of 10 in the Spanish education system or a Grade Point Average (GPA) of 3.0 out of 4.0 (for clarification purposes, students with degrees obtained abroad must provide a certificate of grades that includes the final average grade and the average passing and the equivalence generated through the following link of the Ministry: "<https://sede.educacion.gob.es/sede/login/inicio.jjsp?idConvocatoria=818>"),
- have requested it following the deadlines established for this purpose both in these terms and on the website of each of the programs, and
- have been admitted to the master's studies for which the scholarship has been requested. It is not necessary to wait for the admission decision to apply for the scholarship. However, the candidate must be admitted to the program in order to receive the scholarship if awarded.

### 4. Documentation and procedures

To start the scholarship application, the candidates will have to have expressed their interest through the [eSecretaria](#) platform and upload the documentation required. Failure to submit any of the required documents will invalidate the application.

#### 4.1. Required Documentation

To qualify for the Merit Based Scholarship, in addition to the documentation that must be submitted for the evaluation of the admission application, the following documentation is essential:

- Motivation letter (stating/expressing the reasons why you have opted for the Merit Based Scholarship).
- List or letter of merits or notable and verifiable aspects that make known your considerations, which differentiate you, or which add value to your candidacy, providing, if appropriate, contact information that can be consulted to verify their certainty.
- In the case of submitting a file corresponding to a foreigner, a certificate of grades must be submitted, including the average final grade and the average passing grade as well as the equivalence generated through the following link of the Ministry: [Equivalencia de notas medias de estudios universitarios realizados en centros extranjeros](#). Records which do not provide the weighted average final grade, or the minimum passing grade shall not be accepted.

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<sup>2</sup> A transcript of grades including the final weighted average grade and the minimum passing grade, or the equivalence generated through the following link of the Ministry must be provided:

<https://sede.educacion.gob.es/sede/login/inicio.jjsp?idConvocatoria=818>.

The information on this website is only available in Spanish. Files that do not provide the final weighted average grade or the minimum passing grade will not be accepted.

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If the GPA and grading scale are not explicitly stated on the submitted transcript, the applicant must request an official certificate from their university indicating the final grade and the scale used for its calculation.

- In case of requesting additional aid for economic reasons, official documentation will be required to prove the economic situation (see section "4.2" of these bases).

### 4.2. Documentation to prove the economic situation

Candidates who wish to apply for an extension of the scholarship due to severe financial hardship will have to expressly request it and must also provide the following documentation and any additional documentation deemed appropriate to substantiate the severe financial hardship:

**4.2.1. Applicants who study and do not work.** - Summary of the last income statement of the family unit (in Spain, form 100). - In the case of countries where income tax return is not declared, an official document that proves that the candidate studies and does not work. **4.2.2. Applicants who are employed** - Summary of the last income tax return (in Spain, form 100). - Last pay slip. - Business income certificate (in Spain, form 190). - In the case of applicants from outside Spain, official information on country's minimum professional wage. **4.2.3. Applicants who are self-employed** - Declaration of being registered as self-employed. - Summary sheet of the last tax return. - In the case of candidates from outside Spain, official information on the country's minimum interprofessional wage or information providing a comparative reference. **4.2.4. Applicants who are unemployed**- Official certificate attesting to unemployment (in Spain, available from offices of the State Public Employment Service). The Scholarship Committee reserves the right to request additional documentation from the scholarship applicant if it deems it appropriate for evaluation. It will be the responsibility of the candidate to search for the public entities from which to obtain the necessary documents to submit to demonstrate their economic situation. If the necessary documents are not provided, the scholarship extension will not be accepted.

### 4.3. Language of the documentation

Only if the university degree and academic transcript are written in a language other than Spanish, Catalan or English, they must be accompanied by an official sworn translation into Spanish, Catalan or English.

## 5. Application Process

To apply for Merit Based Scholarships, candidates will have to follow these instructions:

- apply for the scholarship within the established deadlines and
- upload the required documentation to prove their academic, personal and professional merits and, if applicable, their financial situation, through the [eSecretaria](#) platform (failure to submit any of the required documents will invalidate the application).

In certain cases, candidates may be required to conduct a follow-up interview in person, by telephone, or using Skype with a member of the Academic Management program and/or the Merit Based Scholarship Commission.

## 6. Application deadlines

The Merit Based Scholarship is open to all master's degree programs (in-house or official) taught by UPF-BSM, except for the cases set out in Section "1. Scope of applications. The call will be published on the UPF-BSM website, in the specific section linked to the Merit Based Scholarships, as well as the expected date for communication on the decision of the award of the scholarship.

UPF-BSM annually allocates the endowment fund of the Merit Based Scholarship the amount it deems appropriate. The funds available for any additional call that may be established will be determined by the Scholarship Committee based on its own criteria.

Interested applicants should consult the Web site for information of interest.

The application for the scholarship must be submitted before the beginning of the course and in no case may it be processed for a master's degree that is already under way. Applications submitted outside the scholarship application deadline will not be accepted, even if the master's degree has not started.

Applicants may only apply for one grant per master's degree.

## 7. Decision-making body

The UPF-BSM Scholarship Committee is the highest decision-making and awarding body.

It meets as many times per courses as there are scholarship calls and consists of members appointed by the Associate Dean for Education and Academic Affairs. The person responsible for the academic registrar of the school acts as secretary.

## 8. Awarding

The UPF-BSM Scholarship Committee will grant the Merit Based Scholarships only to those students, having completed the submission of the corresponding documentation and having been finally admitted to the master's degree for which they have applied for the scholarship, who have passed the different tests that may be requested and who meet the following criteria:

Academic talent: the equivalent<sup>3</sup> weighted median grade required in the academic record of the candidate's previous studies to prove academic talent is a minimum of 8 out of 10 equivalents to the Spanish educational system; or a GPA (Grade Point Average) of 3.0 out of 4.0 (the Scholarship Committee reserves the right to determine other equivalent values in order to adapt to the weighting systems of each country).

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<sup>3</sup> A transcript of grades including the final weighted average grade and the minimum passing grade or the equivalence generated through the following link of the Ministry must be provided: <https://sede.educacion.gob.es/sede/login/inicio.jjsp?idConvocatoria=818>. Files that do not provide the final weighted average grade or the minimum passing grade will not be accepted.

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Within this range, the award criteria of the scholarships will be in descending order (from highest to lowest score).

Professional talent: the experience that the candidate can accredit will be assessed, if any, either through their CV, through their letters of recommendation, in the event that they are required for admission, and possibly through the results of specific access tests for the master's degree that may have been requested.

Personal talent: the motivation and prospects of the candidate will be valued through their letter and their personal merits, that can be accredited and checked.

Economic situation: (\*only for those candidates who ask for the scholarship to be enlarged for economic reasons): the assessment of the economic situation of the candidates who request it will be carried out individually using the mandatory documentation required in Section "4.2". Preference shall be given to candidates whose economic situation is most disadvantaged.

### **9. Decision on the scholarship**

The Scholarship Committee will notify each applicant of the decision individually by means of an email following the dates published on the website.

Subsequently, the scholarship candidate will receive the corresponding communication with the details of the procedures to follow for the formalization of the scholarship together with the letter of commitment that the scholarship candidate will have to sign and return to complete the process.

The decisions of the Scholarship Committee are final and not subject to review.

### **10. Compatibility with other scholarships or discounts**

Merit Based Scholarships are not cumulative with the following grants:

- Discounts or specific help to master's degrees.
- Other UPF-BSM scholarships, their own financed by external organizations.

The Merit Based Scholarships are compatible with other scholarships that candidates may apply for from organizations outside UPF-BSM, provided that the rules governing these other scholarships do not state that they are incompatible with third-party scholarships. If both are awarded, the candidate must choose one of them. It is the candidate's responsibility to find out the compatibility of the scholarships they apply for.

The Merit Based Scholarships are also compatible exclusively with the large family bonuses of Spanish nationality.

### **11. Reasons for revoking the scholarship**

The UPF-BSM Scholarship Committee may revoke the scholarship in the following cases:

- If false documentary evidence is found in the proof of the merits that have led to the award.

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- If the candidate is studying for a bachelor's degree at the time of application and has been granted a scholarship conditional on obtaining the degree and maintaining the required average, if:

- when the qualification is obtained, the equivalent weighted median grade for their academic records is not as required in these bases, or
- they do not obtain<sup>4</sup> the qualification by at the latest the day the program starts.
- leaving the master's degree for any reason: academic, voluntary or disciplinary.
- a "no pass" grade in the master's degree.

The revocation of the scholarship implies the obligation of the part of the scholarship receipt to repay to UPF-BSM the amount corresponding to the scholarship received.

### **12. Commitment of the scholarship recipient**

Individuals who obtain a scholarship undertake, by signing a letter of commitment, demonstrate an outstanding academic performance and a level of active participation in the development of the master's degree. Likewise, scholarship students will have to positively collaborate in activities of support for the master's degree and the institution (occasional participation in internal meetings to evaluate and improve the master's degree and/or associated services; occasional participation in institutional proceedings and meetings with companies; written or audiovisual testimonials, etc.) and contribute to the integration of international students during the first stage of their study period.

Scholarship recipients of online program scholarships may contribute written and/or audiovisual testimonials.

### **13. Tax treatment**

When defining the tax treatment of these scholarships, we will distinguish between Merit Based Scholarships for official master's degrees and Merit Based Scholarships for UPF master's degrees. In both cases, the scholarships awarded are subject to tax.

When the Merit Based Scholarships are awarded to study official master's degrees, the scholarship is covered by exemption to comply with the requirements stipulated in Article 7 of Law 35/2006, of November 28, on Personal Income Tax, as well as those of Article 2 of Royal Decree 439/2007 of March 30, which approves the Personal Income Tax Regulations.

On the other hand, the Merit Based Scholarships that are destined for UPF master's degrees, as they do not meet the aforementioned requirements, will not be exempt and, consequently, UPF-BSM will withhold as appropriate in each case.

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<sup>4</sup> You must be considered qualified at the latest on the day the program starts and to be considered qualified you must have paid the corresponding fees and provide the documentation to prove it.



## 14. Data protection

### 14. 1. Basic information about Data Protection

#### 14.1.1 Entity responsible for processing

The entity responsible for the processing of the personal data of the candidate and/or beneficiary is the INSTITUTE OF CONTINUING EDUCATION FOUNDATION (hereinafter, "IDEC Foundation"), the private foundation that owns a private teaching centre of Higher Education, a centre attached to the Pompeu Fabra University called "Barcelona School of Management", with registered office in Barcelona, C/Balmes, 132–134, 08008 and contact email for the purposes of personal data protection: [rgpd@bsm.upf.edu](mailto:rgpd@bsm.upf.edu)

#### 14.1.2 Purposes and legitimacy

The IDEC Foundation will process the personal data of the candidates and/or beneficiaries by virtue of the execution of these legal rules for the Merit Based Scholarships, for the following purposes:

- to analyse the suitability of the candidate and carry out an allocation process for the possible award of scholarships.
- to ensure that the candidate meets the requirements for the entire duration of any of the programs.
- to proceed with the corresponding payments in case of granting the scholarship.
- to comply with the rights and obligations that the scholarships imply for the IDEC Foundation and for the beneficiary.

#### 14.1.3. Recipients

The personal data of the candidates and/or beneficiaries will not be transferred to third parties except under legal obligation or where appropriate, and provided that this access and data processing is essential for the provision of a specific service for the IDEC Foundation. In any case, the IDEC Foundation will sign the corresponding contract as data controller with each of the third parties, who will process the data exclusively for the purpose determined in each case.

#### 14.1.4. Data preservation

The personal data of the candidates and/or beneficiaries will be kept for the entire duration of the Program for which the Merit Based Scholarship is requested and for as long as the rights and obligations assumed by the IDEC Foundation and by the beneficiary described in these legal bases are in effect. Once this period is completed, they must also be kept for the time required to comply with applicable legal obligations.

#### 14.1.5. Rights

The interested parties may exercise, at any time, their rights of access, rectification, deletion, limitation of processing, portability of data and opposition.

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To exercise these rights, the interested party can send their request, attaching a copy of their ID, passport or other valid identity document, to Balmes 132–134, 08008, Barcelona; or using the following email address: [rgpd@bsm.upf.edu](mailto:rgpd@bsm.upf.edu)

In any case, the interested party has the right to file a complaint with the Spanish Data Protection Agency if they deem it to be appropriate.

### **14.2. Additional Information**

Additional information can be obtained from the IDEC Foundation's privacy policy published on the website: <https://www.bsm.upf.edu/es/politica-de-privacidad>

Barcelona, March, 1, 2025

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**BARCELONA  
SCHOOL OF  
MANAGEMENT**