

# *Master of Science* Scholarship Rules

Programs 2024-2025

## **INSTITUTE OF CONTINUING EDUCATION FOUNDATION**

### **ANNOUNCEMENT on the legal bases of the Master of Science 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 offers master's and postgraduate programs under the UPF Barcelona School of Management brand, has its own scholarship program for candidates for the official Master of Science degrees listed below:

- MSc in International Business
- MSc in Marketing
- MSc in Finance and Banking
- MSc in Management (and specializations)

This scholarship program is identified as "MSc Scholarships".

The rules regulating the MSc Scholarship Program have been approved by the Institute of Continuing Education Foundation with the text reproduced below in English. These rules are applicable to the different calls for the Scholarships launched by the Foundation.

Barcelona, February, 27, 2024.

José Manuel Martínez Sierra  
Director General

# LEGAL RULES OF THE MSc SCHOLARSHIP PROGRAM OF THE INSTITUTE OF CONTINUING EDUCATION FOUNDATION

## 1. Scope of application

The MSc Scholarship Program is available for all official Master of Science programs offered by the Institute of Continuing Education Foundation through the brand UPF Barcelona School of Management (hereinafter, UPF-BSM) and detailed below:

- MSc in International Business
- MSc in Marketing
- MSc in Finance and Banking
- MSc in Management (and specializations)

MSC's Scholarships cannot be applied for in the case of recognition of credits corresponding to a previous degree or in the case of registration of credits not passed nor in the case of enrollment in mobility and/or exchange programs.

## 2. Scholarship award

The scholarship covers from 25% to 40% of the tuition fee for the master's degree.

The fact of applying for the scholarship, as well as fulfilling all the requirements, does not mean that the scholarship will be granted.

## 3. Access requirements

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

- have completed and obtained an official university degree<sup>1</sup>,
- have obtained in their undergraduate studies an equivalent<sup>2</sup> weighted average of at least 8 out of 10 in the Spanish educational system or a Grade Point Average (GPA) of 3.4 out of 4.0 (the Scholarship Committee reserves the right to determine other equivalent values to adapt to the weighting systems of each country),

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<sup>1</sup> In the event that the applicant is currently pursuing the degree at the time of application, if the application is awarded a scholarship, it will be conditional on obtaining the degree by the start date of the program at the latest and maintaining the grade point average at the level required by these rules.

<sup>2</sup> It is recommended that you consult the equivalency of grades for university studies completed in foreign centres at the following link: [https://universidades.sede.gob.es/pagina/index/directorio/Equivalencia\\_notas\\_medias](https://universidades.sede.gob.es/pagina/index/directorio/Equivalencia_notas_medias) (the information contained in this link is only available in Spanish)

- have applied for the scholarship at the time of admission, and
- have been admitted to the master's degree program for which the scholarship is requested.

## 4. Documentation and procedures

To start the scholarship application, candidates will need to have expressed their interest through the [eSecretaria](#) platform at the time of starting the admission process and also have uploaded the additional required documentation. Failure to submit any of the required documents will invalidate the application.

### 4.1. Documentation requirements

In addition to the documentation to be submitted for the evaluation of the application for admission, the following documentation is required to apply for the MSc Scholarship:

- Motivation letter (**adapted to the reasons for applying for the MSc Scholarship**).
- List or letter of merits or verifiable outstanding aspects that the candidate considers providing complementary. Contact information that can be used to verify its accuracy is also needed.
- In the case of submitting a foreign transcript, the scale<sup>3</sup> on which the final grade of the transcript has been calculated, as well as the minimum passing grade, must be supplied. Applications that do not provide the final GPA and the minimum passing grade will not be accepted.

### 4.2. Idioma de la documentación

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

The official sworn translation can be processed through a sworn translator authorized and registered in Spain, through any diplomatic or consular representation of the Spanish State abroad or, finally, through the consular or diplomatic representation in Spain of the applicant's country of origin.

## 5. Application process

To apply for MSc Scholarships, candidates will have to adhere to the following instructions:

- apply for the scholarship within the established deadlines and;

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<sup>3</sup> The scale can be expressed with numerical values (from 0 to 10, from 0 to 5, from 0 to 100, etc.) or with letters of the alphabet (generally from A to F), according to the parameters established by the laws of each country and its universities. This certificate must also include the established minimum passing grade.

- upload the required documentation to accredit their academic, personal, and professional merits, 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 complementary personal interview in person, or online with the Academic Direction of the program and/or the MSc Scholarship Committee.

## **6. Application deadlines**

The MSc Scholarship is open only for the mentioned set of Master of Science degrees taught by the UPF-BSM, described at the beginning of this document. The scholarship awards will be associated with the admission decisions of the candidates and the award will be linked to the order of arrival of application.

UPF-BSM annually allocates the funds it considers appropriate. The available funds decrease as the admission calls progress.

The scholarship application must be made before the beginning of the academic year and in no case can it be processed for a master's degree that is already being taken. Applications submitted after the July admissions period or after the scholarship application deadline will not be accepted, even if the master's degree program has not yet begun.

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

## **7. Decision-making body**

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

It meets as many times as call of enrolment are established and is formed by the members of the MSc Admissions Committee. The secretary of the Academic Registrar of the UPF-BSM, or whomsoever they may determine, acts as secretary.

## **8. Awarding**

The Scholarship Committee will award MSc Scholarships only to those students who, having submitted the required documentation and having been finally admitted to the master's degree for which they are applying for the scholarship, meet the following criteria:

Academic Talent: the equivalent weighted median score<sup>4</sup> required on the candidate's transcript of previous studies to accredit the academic MSc is a minimum of 8 out of 10 equivalents to the Spanish educational system; or a GPA (Grade Point Average) of 3.4 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). Within this range, scholarships will be awarded in descending order (from highest to lowest).

Personal Talent: the candidate's motivation and prospects will be assessed through their letter and personal merits that can be accredited and contrasted. Merits are understood as additional information already provided, which allows us to know more about the applicant: who he/she is and what has been his/her contribution to the society to date.

## 9. Resolución de la beca

The Scholarship Committee will communicate the resolution individually by e-mail.

Subsequently, the student awarded will receive the corresponding communication with all the necessary details to be followed for the formalization of the enrollment and payment of the remaining amount of the tuition fee along with a letter of commitment that the awarded student will have to return signed to complete the process.

## 110. Compatibility with other grants or rewards

MSc Scholarships are not cumulative or compatible with the following grants:

- Discounts or awards specific to master's degrees.
- Scholarships granted by the Ministry of Education and Vocational Training.
- Other UPF-BSM scholarships, either UPF-BSM's own scholarships or those funded by external organizations.

MSc Scholarships are compatible with other scholarships that candidates may apply for from organizations external to the UPF-BSM, provided that the rules that regulate these other scholarships do not establish that they are incompatible with scholarships from third parties. If both are granted, the candidate will have to choose one of them. It is the candidate's responsibility to verify the compatibility of the scholarships they apply for.

MSc Scholarships are also compatible with the large family allowances at the national level (**only for Spain students**).

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<sup>4</sup> We recommend consulting the equivalence of grades of university studies carried out in foreign centres in the following link: [https://universidades.sede.gob.es/pagina/index/directorio/Equivalencia\\_notas\\_medias](https://universidades.sede.gob.es/pagina/index/directorio/Equivalencia_notas_medias) (the information of this link is only available in Spanish)

## 11. Reasons for revocation of scholarship

The UPF Barcelona School of Management Scholarship Committee reserves the right to revoke scholarships in the following cases:

- Should documents used for accrediting merits that give rise to the award be found to be false.
- In the event that the candidate is pursuing a degree at the time of application and has been granted a scholarship conditional on obtaining that degree and maintaining the required average, if:
  - upon obtaining the degree, the weighted media grade of the transcript is not the one requested in these rules, or
  - does not obtain the qualification or has not paid the corresponding fees for the qualification or has not provided the supporting documentation<sup>5</sup> at the latest on the same day the program starts.
- Withdrawal from the master's degree for any reason: academic, voluntary, or disciplinary.
- Failure to pass the master's degree program.

The revocation of the scholarship implies the obligation of the scholarship holder to pay UPF-BSM the amount corresponding to the scholarship received.

## 12. Commitment of the grantee

Those who obtain a scholarship commit themselves, by signing a letter of commitment, to demonstrate outstanding academic performance and a level of active participation in the development of the master's degree. Likewise, scholarship students will have to actively collaborate in support activities for the master's degree and the institution (occasional participation in internal meetings for the evaluation and improvement of the master's degree and/or associated services; occasional participation in institutional events and meetings with companies; providing testimonies in printed or audiovisual communication materials, etc.) and contribute to the integration of international students during the first stage of their period of studies.

## 13. Tax treatment

Given that the MSc degrees are considered University Master's (official master's), the scholarship will be exempt from tax as it complies with the requirements stipulated in Article 7 of Law 35/2006, of 28 November, on Personal Income Tax, as well as those of

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<sup>5</sup> The candidate 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.

Article 2 of Royal Decree 439/2007 of 30 March, which approves the Regulation of Personal Income Tax.

## 14. Data protection

### 14.1. Basic information on Data Protection

#### 14.1.1 Responsible party:

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

#### 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 bases for the MSc Scholarships, with the following purposes:

- to analyse the suitability of the candidate and carry out an allocation process for the possible awarding of the scholarships.
- to ensure that the candidate meets the requirements for the duration of any of the programs.
- to make payments in the event the scholarship is awarded.
- to comply with the rights and obligations that the scholarships imply for the IDEC Foundation and for the beneficiary.

#### 14.1.2. Applicants:

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

#### 14.1.3. Conservation of the data:

The personal data of the candidates and/or beneficiaries must be kept for the entire duration of the Program for which the MSc Scholarship is requested and during the fulfilment of the rights and obligations assumed by the IDEC Foundation and by the beneficiary described in these legal bases. Once this period has ended, the data must then be kept for any additional period necessary to comply with applicable legal obligations.



#### **14.1.4. Rights:**

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

To exercise these rights, the data subject should send their request, attaching a copy of their ID card, passport, or other valid document that identifies them, to Balmes 132–134, 08008, Barcelona; or via the following email address: [rgpd@bsm.upf.edu](mailto:rgpd@bsm.upf.edu).

The interested party also has the right to file a complaint with the Spanish Data Protection Agency if they deem it to be appropriate.

#### **14.2. Additional information**

You can obtain additional information on the privacy policy of the IDEC Foundation from the web: <https://www.bsm.upf.edu/en/privacy-policy>.

Barcelona, February 27, 2024.

José Manuel Martínez Sierra

Director General



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SCHOOL OF  
MANAGEMENT**