



CEU
*Universidad
San Pablo*

PROTOCOL FOR THE ADMISSION, EMPLOYABILITY AND RECEPTION OF REFUGEES AND ASYLUM SEEKERS OF UNIVERSIDAD SAN PABLO-CEU: Students/ TRP/ASP

Approved by the Standing Committee at its meeting on 6 April 2022

RULES FOR ACCESSING UNIVERSIDAD SAN PABLO-CEU FOR REFUGEES AND ASYLUM SEEKERS

These rules are for refugees, asylum seekers or those persons who have applied for some type of subsidiary protection according to article 4 of Spanish Act 12/2009, of 30 October, regulating the right to asylum and subsidiary protection, which aims to help them to exercise their right of access, as students, to higher education and to develop their scientific potential while they need international protection in our country.

The same way/equally, these rules seek to establish the conditions for the above groups to be able to carry out functions related to Teaching and Research Personnel (TRP) and Administration and Services Personnel (ASP), taking into account that article 32 of Act 12/2009, of 30 October, regulating the right to asylum and subsidiary protection, establishes the authorisation for applicants for international protection to work in Spain under the terms established in the regulations.

A. Students

These rules for students include the following aspects:

- a) Admission requirements and process.
- b) Support strategies for refugees and asylum seekers.

Admission requirements

To start de Admission Application Process at Universidad San Pablo-CEU (hereinafter USP), as a refugee or asylum seeker, the interested party must fulfil the following requirements:

- To be 18 years old before 31 December of the year of the degree in which they intend to enrol.
- To have the legal status of refugee or have the status of asylum seeker at the date of submission of the application.

Admission Process

- Presentation of the application for access to studies and submission of the required documentation.
- Personal Interview.
- Place Reservation and Enrolment.
- Payment of the economic rights established for this purpose.

Application

Candidates must submit their application for admission through Universidad San Pablo-CEU's website in the manner and by the deadlines established therein, following the indications set out below, according to the student's profile, on the following website:

- Spanish: [CEU Universidad San Pablo - Portal del Futuro Alumno \(uspceu.es\)](http://uspceu.es)
- English: [CEU Universidad San Pablo - Future Student Portal \(uspceu.es\)](http://uspceu.es)

For New Students:

1. To fill in the admission form:
2. To follow the pre-set steps (including the documentation and personal Interview).

For students that want to **transfer their academic record** to continue with their studies:

1. To fill in the admission form.
2. To follow the pre-set steps (including the documentation and personal Interview).

Required specific documentation

In addition to the documentation required according to the candidate's profile in the 'Application' section of this document, the following documentation must accompany the application:

- Spanish ID Card or Residence Card or Document accrediting the status of applicant for international protection (red card).
- Exceptionally, and in the case that the red card is not available for reasons not attributable to the applicant, the Receipt of Presentation of the Application for International Protection (white sheet) will be accepted.
- Furthermore, in cases of a decision rejecting the application for international protection (red card) that has not become final, the copy of the presentation of the appeal for reconsideration (art. 29 of Act 12/2009, of 30 October, regulating the right to asylum and subsidiary protection) or of the contentious-administrative appeal will be accepted as supporting documentation.
- Detailed curriculum vitae of educational background, work and professional experience, accompanied by any other documentation that it deems appropriate or that accredits the work and professional experience described in the curriculum vitae (For instance: training courses certificates related to the Bachelor's Degree you wish to apply for, accreditation of official studies obtained, endorsements from NGOs or international organisations helping refugees/asylum seekers, letters of recommendation, etc.).

- Accreditation of the B2 level of the language in which they wish to study. Exceptionally, if they are unable to accredit level B2, they may take an internal language test to apply for admission (and subsequently accredit the official level of the language, prior to completing their studies).

Documentation submission

The documentation must be provided in the application programme, so that later on, at the moment of the enrolment, the submission of the documents duly legalised and apostilled (if necessary) will be requested, according to the information available on:

ADMISSION INFORMATION

- Undergraduate Degrees: [Admission information \(uspceu.com\)](http://uspceu.com)
- Graduate Degrees: [Graduate Admissions \(uspceu.com\)](http://uspceu.com)

GENERAL ENROLMENT RULES FOR UNDERGRADUATE AND GRADUATE TEACHINGS AT UNIVERSIDAD SAN PABLO-CEU FOR THE ACADEMIC YEAR 2021/2022

[usp-facultades.azurewebsites.net/docs/transparencia/normativa/normativa-interna/estudiantes/GENERAL ENROLMENT RULES FOR UNDERGRADUATE AND POSTGRADUATE TEACHINGS FOR THE ACADEMIC YEAR 2021-2022 alum. intern..pdf](http://usp-facultades.azurewebsites.net/docs/transparencia/normativa/normativa-interna/estudiantes/GENERAL_ENROLMENT_RULES_FOR_UNDERGRADUATE_AND_POSTGRADUATE_TEACHINGS_FOR_THE_ACADEMIC_YEAR_2021-2022_alum_intern..pdf)

LEGAL ACCESS TO THE UNIVERSITY

[EN-homologacion.pdf \(uspceu.com\)](http://uspceu.com)

EUROPEAN QUALIFICATIONS PASSPORT FOR REFUGEES

Applicants will be able to submit the European Qualifications Passport for Refugees for its assessment (further information on:)

<https://www.coe.int/en/web/education/recognition-of-refugees-qualifications>).

Assessment of applications

The merit assessment is divided into three phases:

1st. Verification of compliance with the requirements and verification of the documentation provided by the applicant. During this phase, Universidad San Pablo-CEU may request the correction of any documentary deficiencies. Only applications that meet all the requirements will be assessed.

2nd. Assessment of the suitability of the candidate's profile for the studies requested. This process will be carried out by the commissions established by the corresponding schools.

3rd. Personal interview with the candidates who have passed the curriculum assessment

phase, in order to assess the suitability of the candidate's skills and knowledge to the objectives of the degree applied for, in order to decide whether or not they are suitable.

Resolution

Universidad San Pablo-CEU shall notify the adopted resolution individually by e-mail.

Place Reservation and Enrolment

The applicants admitted shall book place for a limited period of time, according to what has been set in the general enrolment rules for undergraduate and graduate teachings at Universidad San Pablo-CEU for that academic year.

The deadline for enrolment for each academic year will be the deadline established for all students of the university.

Once the deadline has passed without the student formalising their enrolment, the University will be able to dispose of the vacant place.

Support strategies for students under international protection

Universidad San Pablo-CEU shall promote the integration of refugees and asylum seekers in Spain and in their University campus, paying attention to the following aspects:

- Encouragement of student participation in specific language and culture courses at the University Language Centre (subject to minimum number of participants and availability of the centre).
- Advice, monitoring, and academic guidance from the Academic Coordinators for international programmes in the Schools, as well as from the Vice-Rectorate for Students and University Life.
- Personalised accompaniment by the University Guidance Service (SOU) and the Professional Careers Service.
- Insertion in the University Community through the service offered by Campus Life.
- Participation in Programmes/Actions of Mentorship through mentoring programmes for students and other initiatives available at the moment.
- Access to the health service and to social services available at the University, under the same conditions than other students.
- Free Access to preparation programmes for university studies that will enable

candidates to be incorporated into the University in an appropriate manner.

- Free Access to the University Extension-Erasmus Accede Certificate for the Promotion of Employability by Universidad CEU San Pablo (2 ECTs). Content: 20 hours of online training (available in Spanish and English) with (optional) access to the job and internship portal. The programme is based on the improvement of the competences of students for access to the labour market and for career development. It also provides tools for the search of employment and the improvement of occupational socialisation.
- The applicants will be eligible, on equal terms with other students, for the scholarships and grants offered by the University (more information at):
 - Undergraduate studies: [Becas y ayudas Grado \(uspceu.com\)](http://uspceu.com) and [Undergraduate scholarships \(uspceu.com\)](http://uspceu.com)
 - Graduate Studies: [Becas y ayudas Posgrado \(uspceu.com\)](http://uspceu.com) and [Scholarships and Grants for Graduate Studies \(uspceu.com\)](http://uspceu.com)

B. Teaching and Research Personnel (TRP) and Administration and Services Personnel (ASP)

These rules for TRP and ASP include the following points:

- a) Job application process and personnel recruitment processes.
- b) Support strategies for refugees and asylum seekers.

Choice of available job vacancies

The beneficiaries of international protection shall have a valid work permit and legal residence in Spain in order to be eligible for the job vacancies offered.

The applicants will be able to apply for teaching, research or administration and services personnel positions offered by Universidad San Pablo-CEU through: <https://ceu.cvtools.com/jefam/site/es/microsite-3024>

Required specific documentation

In addition to the documentation required according to the candidate's profile in the section 'Option for available job vacancies' of this document, the following documentation must accompany the application: Spanish ID Card, Residence Card, or Red Card (document accrediting the condition of international protection seeker).

- NIE, Residence Card or Red Card (document accrediting the status of

international applicant for international protection).

- Exceptionally, in cases of a decision rejecting the application for international protection (red card) that has not become final, the copy of the presentation of the appeal for reconsideration (art. 29 of Act 12/2009, of 30 October, regulating the right to asylum and subsidiary protection) or of the contentious-administrative appeal will be accepted as supporting documentation.
- Detailed curriculum vitae of educational background, work and professional experience, accompanied by any other documentation that it deems appropriate or that accredits the work and professional experience described in the curriculum vitae (For instance: training courses certificates related to the Bachelor's Degree you wish to apply for, accreditation of official studies obtained, endorsements from NGOs or international organisations helping refugees/asylum seekers, letters of recommendation, etc.).
- Accreditation of level C1 of Spanish and/or English. Exceptionally, in the event of not being able to accredit the B2 level, an internal language test may be taken (and subsequently accredit the official language level).

Selection process

- Candidates that apply for TRP or researchers' vacancies under this Protocol will be subject to the same processes as other candidates, the HRS4R criteria, **although in all cases a behavioural, academic and language assessment will be carried out.**
- In the final quantitative assessment of the process, an additional 5 % will be applied to the result of the tests and curricular quantification, under the concept of REFUGEES AND ASYLUM SEEKERS.

Support strategies

Universidad San Pablo-CEU will promote refugees and asylum seekers integration in our country and in its university campus, paying attention to the following aspects:

- Encouragement of participation in specific language and culture courses at the University Language Centre (subject to a minimum number of participants and availability of the centre).
- Advice and monitoring by the academic or scientific heads of the Schools, as well as the Vice-Rectorate for Teaching and Research.
- Personalised accompaniment by the University Guidance Service (SOU).

- Access to the health service and to social services available, under the same conditions than USP employees of their category.

C. Other situations of vulnerability

As a consequence of situations of extreme vulnerability (such as the case of the invasion of Ukraine in 2022), Universidad San Pablo-CEU, in collaboration with Crue Universidades Españolas, the Ministry of Universities, SEPIE and the European University Association (EUA), among other entities, may coordinate any actions it deems appropriate, always within the current legislation, to support the university community affected by a conflict or other situation of extreme gravity and vulnerability.

D. Data protection

For the execution of this Protocol and the protection of data of refugees and asylum seekers that participate in the activities developed under it, Universidad San Pablo-CEU will fulfil at all times what has been established in Regulation (UE) 2016/679 of the European Parliament and of the Council of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and Organic Act 3/2018, of 5 December, on Data Protection and Guarantee of Digital Rights.