



# Rules governing the award of aid from the UPF Sanctuary Fund

Resolution of the Board of Governors of 27 April 2022

Article 92 of Spanish Organic Law 6/2001, of 21 December 2001, on universities and Article 175.3 of the Pompeu Fabra University Statute include the pursuit of activities and initiatives that contribute to the promotion of a culture of peace as an element of solidarity-based progress.

Article 45.5 of Spanish Organic Law 6/2001, of 21 December 2001, on universities provides that, to ensure that no one is excluded from studying at university for financial reasons, universities themselves may implement a student aid policy.

Article 4 of the Pompeu Fabra University Statute also contains a mandate to guarantee equal opportunities for students to access and remain at the university.

Solidarity is one of Pompeu Fabra University's guiding principles. As stated in its 2016-2025 Strategic Plan, UPF aims to become a university on a human scale that is sensitive to its environment and socially responsible in its relations with multiple cultural, social and economic stakeholders and that delivers solutions for the country's needs and global problems. This commitment is also manifested through actions such as the 'Universitat, Som Refugi' [University, We Are Sanctuary] campaign launched by the Catalan Committee for Refugees – Catalonia and the UNHCR together with Pompeu Fabra University and other universities, with the aim of promoting a university committed to refugees and forcibly displaced persons.

In response to various international conflicts, the university community has sought to raise funds for refugees and people in emergency situations. Pompeu Fabra University seeks to channel the fruits of these initiatives and ensure that they redound to the university's own policies, to which end it is deemed necessary to have a fund open to contributions from the entire university community aimed at safeguarding the right to higher education of victims of international conflicts, namely, the UPF Sanctuary Fund. It is likewise necessary to establish the rules to regulate the direct award of aid from this fund. Humanitarian reasons support the unique nature of this aid and justify its award via direct grant.

## Article 1. Purpose

1.1. These rules govern the procedure for the award of aid from the Sanctuary Fund.

1.2. The purpose of the aid awarded from the UPF Sanctuary Fund is to support UPF students who are victims of international conflicts, in order to facilitate a situation of normality in their lives and prevent them from abandoning their university studies.

## Article 2. Sanctuary Fund aid recipients

2.1. Aid from the Sanctuary Fund is intended to address exceptional and urgent situations that might affect the potential recipients.



2.2. Pompeu Fabra University students in any of the following legal situations are eligible to apply for aid from the Sanctuary Fund:

- a) Persons who have the legal status of refugee.
- b) Persons who have a recognized right to subsidiary protection.
- c) Beneficiaries of the temporary protection provided for under the Regulation on the temporary protection regime in the event of a mass influx of displaced persons, approved by Spanish Royal Decree 1325/2003, of 24 October 2003.

### **Article 3. Types of aid**

3.1. The types of aid are as follows:

- 1) All or part of the cost of the credits enrolled on.
- 2) The amount of the expenses that the responsible committee defined in Article 6 below considers necessary to fulfil the purpose of this type of aid.

3.2. The amount of aid will be adapted to the circumstances of each applicant, at the discretion of the committee responsible for awarding the aid.

3.3. Aid may only be awarded once per person, except in cases in which the committee responsible for awarding the aid considers that the award of further aid is particularly justified.

3.4. The award of aid shall be subject to budget availability.

### **Article 4. Funding**

Aid from the UPF Sanctuary Fund will be funded through a specific item, which, in turn, will be funded, amongst other things, by voluntary donations from members of the university community explicitly earmarked for this fund, resources obtained through fundraising acts and events held at UPF, and contributions from UPF itself.

### **Article 5. Processing and award procedure**

5.1. The procedure for the granting of aid from the UPF Sanctuary Fund will be via direct award.

5.2. The process will begin with the submission of a standardized application form by the applicant detailing the items for which the aid is requested and the grounds for the exceptional and urgent situation. The standardized application form can be obtained from Pompeu Fabra University's UPF Solidària website (<https://www.upf.edu/web/upfsolidaria>).

Applications must explicitly state full compliance with these rules.

5.3. The application may be submitted at any of the places provided for under Article 16 of Spanish Law 39/2015, of 1 October 2015, on the common administrative procedure of public authorities.

5.4. Once the application has been formally submitted, the Institutional Communication and Promotion Unit, which runs the UPF Solidària programme, will be responsible for conducting the procedure.



5.5. The processing and award procedure will be as follows:

- a) Once the application has been received, the unit responsible for conducting the procedure will arrange an interview with the applicant and request such documents as it deems necessary to assess whether the aid eligibility requirements set out in Article 2 above have been met.
- b) The conducting unit will then draw up a report assessing the existence of the exceptional and urgent circumstances required to qualify for aid from the Sanctuary Fund and will submit it to the committee responsible for granting the aid.
- c) The application evaluation committee will propose a decision on the award of aid. Should it deem so necessary, it may request specialized technical advice before taking its decision or the inclusion of additional documents in the file.
- d) The rector will be responsible for the final decision regarding the award of aid. The applicant will be informed of this decision within a maximum period of two months from receipt of the application.
- e) The Institutional Communication and Promotion Unit will be the unit responsible for processing the aid, for communications, and for any related notifications.
- f) Communication with the applicant will preferably be conducted via the e-mail address indicated on the application form.

## **Article 6. Composition of the application evaluation committee**

6.1. The rector will appoint the Evaluation Committee responsible for evaluating the applications.

6.2. The Evaluation Committee will have the following composition:

- The vice-rector responsible for social commitment, who will chair it.
- The vice-rector responsible for student affairs or the person he or she delegates.
- One member of each of the university community's constituent groups, at the proposal of the committee chair.
- A representative of the UPF Board of Trustees.
- An officer from the unit responsible for managing the UPF Solidària programme, who will be secretary.

## **Article 7. Incompatibilities**

7.1. This aid is compatible with aid or grants awarded by any other public or private body on the same grounds and for the same period, provided the item to be subsidized is not the same.

7.2. Under no circumstances may the amount of aid exceed the cost of the subsidized items.

## **Article 8. Payment of aid**

If the student has not yet paid the public fees, aid to cover the cost of the credits the aid recipient has enrolled on may be paid through total or partial compensation thereof. Otherwise, the aid will be paid by bank transfer to an account held by the aid recipient.



## **Article 9. Aid recipient obligations**

Aid recipients have the following obligations:

- a) To provide any proof that UPF might request.
- b) To communicate to UPF the receipt of other aid intended to cover the cost of the subsidized items.
- c) To return the amounts received in case of revocation of the aid.

## **Article 10. Revocation and reimbursement of aid**

10.1. This aid may be totally or partially revoked in any of the following cases:

- 1) Falsification of data on the application or in the additional information required.
- 2) Breach of the aid recipient obligations.
- 3) When the actual cost of the subsidized items is less than the amount of aid awarded.

10.2. Revocation will entail reimbursement of the amount of the aid subject to late payment interest.

## **Article 11. Interpretation of the rules**

The application evaluation committee is empowered to interpret these rules.

## **Article 12. Data protection**

12.1. As the data controller, Pompeu Fabra University will process personal data in accordance with Regulation (EU) 2016/679, the General Data Protection Regulation, Spanish Organic Law 3/2018, of 5 December 2018, on the protection of personal data and guarantee of digital rights, and all other applicable law on this matter.

12.2. The data will be processed for the sole purpose of processing, verifying and justifying the aid, in accordance with the terms of these rules and the applicable law, in particular, Spanish Law 38/2003, of 17 November 2003 (General Subsidies Act).

Data will be stored for as long as this requirement remains in force, as long as they may give rise to legal liability, and as long as determined by archiving regulations.

12.3 Data will only be processed by Pompeu Fabra University and will not be disclosed to third parties unless there is a legal obligation to do so.

12.4. Applicants may exercise their rights of access, rectification, erasure, data portability, restriction or opposition to processing by writing to the university manager ([gerencia@upf.edu](mailto:gerencia@upf.edu)). Applicants may contact the Pompeu Fabra University data protection officer at [dpd@upf.edu](mailto:dpd@upf.edu) with any queries concerning the data or should they consider that their rights have not been respected. The data protection officer will inform the affected party of his or her decision within a maximum of two months from receipt of the complaint. In case of disagreement, the affected party may file a complaint with the Catalan Data Protection Authority ([apdcat.gencat.cat](http://apdcat.gencat.cat)). Submission of the application for aid



implies the applicant's consent to the processing of his or her personal data according to the terms of this article.

**Sole additional provision. Monitoring of the operation of the Sanctuary Fund**

The unit responsible for conducting the process will submit an annual report to the rector on the aid awarded from the Sanctuary Fund and the use of the planned budget allocations.