

INTERNATIONAL INTERNSHIP SCHOLARSHIP 2023-24

The Vice-Rectorate for Internationalization of Universidad CEU San Pablo announces a AN INTERNSHIP SCHOLARSHIP for the 2023/2024 academic year.

1. INTERNSHIP DESCRIPTION

The purpose of the Internship Grant is the collaboration of the Intern in the work carried out by the Vice-Rectorate for Internationalization.

2. TASKS

The main tasks of the candidates will be:

- Translation of the university's website from Spanish to English and to French.
- Provide administrative support to the international team and assistance in the presentation of the university to international accreditations.

3. REQUIREMENTS:

- Have an accredited B2 or C1 level of English, Spanish and French.
- Knowledge of other languages is an asset.
- Social/soft skills.
- Organization and proactivity.
- Motivation.
- Interest in multiculturalism.

The candidate must be familiar with the use of Microsoft Office and has to be highly organized and accurate while completing multiple tasks.

4. DOCUMENTATION TO BE SUBMITTED.

Applicants must submit:

- Curriculum Vitae.
- Official certificate accrediting the level of the language or languages to be accredited.
- Academic certificate from the partner university.

5. OBLIGATIONS OF THE SCHOLARSHIP RECIPIENTS.

The scholarship recipients, during the duration of the scholarship, shall:

- To have a dedication of 35 hours per week (full time) or 17 hours per week (half time) in the Vice-Rectorate for Internationalization.
- To carry out their work during the entire period of the scholarship.

- We can only accept applicants with the right to work in Spain.
- If you are finally selected to do the internship in CEU San Pablo you will have to get a work and a health insurance with coverage in Spain.
- Candidates should have an Erasmus + grant for traineeship.

6. DURATION OF SCHOLARSHIP.

The duration of the INTERNSHIP SCHOLARSHIP shall be from September 1, 2023 to July 31, 2024.

7. AMOUNT OF THE SCHOLARSHIP.

The Applications are welcome from students who receive a traineeship grant under the Erasmus+ Programme. Additionally, Universidad CEU San Pablo offers free Spanish Language courses and 250 € per month (full time) or 125€ per month (half time) for living expenses, always subject to the fulfillment of the aforementioned obligations.

8. OTHER BENEFITS:

- Access to all University facilities.
- Student card with benefits in the Community of Madrid (museums, discounts, among others).

9. APPLICATIONS AND RESOLUTION.

Applications may be submitted through the following link: <https://forms.office.com/e/sXjKJi6emY> from the date of publication of these Rules until July 1, 2023.

10. CAUSES FOR LOSS OF SCHOLARSHIP:

Scholarship beneficiary status shall be forfeited in the following cases:

- a) Any breach of the grantee's obligations.
- b) If any of the assumptions contemplated in the academic disciplinary rules applicable to students of the University are incurred, giving rise to a sanction

11. ACCEPTANCE OF THE TERMS:

Free participation in the process of awarding the scholarships established in these conditions implies full knowledge and acceptance of them, without Fundación Universitaria San Pablo-CEU, which is the governing body of Universidad San Pablo-CEU, assuming any responsibility derived from this. The formalization of the application expressly implies this acceptance. Any previous information on the terms and conditions of the call for applications for the 2023-24 Scholarships for the Vice-Rectorate for Internationalization is invalidated by this document.

12. DATA PROTECTION

Candidates who participate in this process and who are finally awarded a scholarship will expressly grant their consent for the transfer to Fundación Universitaria San Pablo-CEU, the owner of Universidad San Pablo-CEU, of the image rights inherent to the photographs and/or

video recordings in which they appear, taken and/or filmed during the Scholarship award ceremony, including the transfer of the right to their total or partial reproduction, respecting at all times their dignity, honor and self-image under the terms of Organic Law 1/1982, of May 5, on the civil protection of the right to honor, personal and family privacy and self-image.

This authorization and subsequent transfer of rights will be free of charge, without any geographical or temporal limitation, and will be made for the sole purpose of dissemination and/or promotion -by Fundación Universitaria San Pablo-CEU, the entity that owns Universidad San Pablo-CEU, through its own media or communication media, websites and social media- of the awarding of the Scholarships for the 2022-2023 academic year.

The processing of personal data of subjects included in the corresponding application will be carried out in compliance with the provisions of Regulation (EU) 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, as well as by Organic Law 3/2018 of 5 December on the Protection of Personal Data and guarantee of digital rights.

In particular, the public dissemination of the data of the beneficiaries of the Scholarships in order to promote them through the media or communication media, websites and social media of Fundación Universitaria San Pablo-CEU/Universidad San Pablo-CEU may be carried out.

In accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC, as well as Organic Law 3/2018 of 5 December, on the Protection of Personal Data and guarantee of digital rights, we inform you that your data obtained in the registration process in the call for the awarding of Scholarships academic year 2021-2022, of Universidad San Pablo-CEU will be processed under the responsibility of "Fundación Universitaria San Pablo-CEU", the entity that owns the University, in order to process and manage your application. We inform you that profiling is not foreseen.

"Fundación Universitaria San Pablo-CEU" informs that the indicated treatments are legitimized in the consent of the interested parties, granted with the application submitted. Likewise, "Fundación Universitaria San Pablo-CEU" informs you that the personal data contained in the request will be retained for the duration of the legal relationship between the parties.

By signing the application form you expressly consent to the communication of your personal data by "Fundación Universitaria San Pablo-CEU" to Foundations, Institutions and Centers, dependent or linked to "Fundación Universitaria San Pablo-CEU" for management purposes, as well as to keep you informed of the activities and projects carried out.

By institutions, dependent centers and CEU Foundations we mean the following: Fundación Privada Universidad Abat Oliba CEU, Fundación San Pablo Andalucía, Fundación San Pablo Castilla y León, Fundación Abat Oliba, Fundación San Pablo para Ayuda al Estudio, Colegio Mayor Universitario San Pablo, Fundación Cultural Angel Herrera Oria and Asociación Católica de Propagandistas.

We inform you that no international transfer of data is foreseen. Additional and detailed information on Data Protection can be found on our website: <http://www.ceu.es/protecciondatosinscripcionactividades> .

You are also informed that you can contact the Data Protection Delegate of "Fundación Universitaria San Pablo-CEU", by sending your request in writing to the postal address C/ Tutor nº 35 - 28008 Madrid or to the e-mail address dpd@ceu.es.

13. EVALUATION COMMISSION

1. The Scholarship Commission will freely decide the beneficiaries of the scholarships. The decision of the Committee shall be communicated, in accordance with the provisions of these Rules, by the University and shall be final.
2. The Scholarship Commission, composed of the Vice-Rector for Internationalization, the Director of the International Mobility Office and the Director of the International Strategic Projects Office is the only body with the capacity to interpret and apply the provisions of these Rules. The Committee may, freely and at its sole discretion, declare one or more scholarships vacant, if it deems it appropriate after evaluating the profiles of the candidates.

Madrid, June 9, 2023