



University for International Cooperation

Student Scholarship Regulations

Approved by the Academic Council of the University for International Cooperation, in the ordinary session of March 24, 2021

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Chapter 1.- General Dispositions

Article 1. Purpose of the Regulations

These regulations regulate the granting and operation of the scholarship system of the University for International Cooperation, hereinafter referred to as the UCI, applicable to careers, training programs, and free or refresher courses, of its academic offerings, as provided in Articles 12, 28 and 29 of the General Regulations of the National Council of Private University Higher Education.

Article 2. Definition of Scholarship

It is the total and/or partial subsidy of tuition fees or other items of a career, granted to an applicant to carry out studies, welfare work, university extension activities, or research, within the framework of the alternatives made available by the UCI in its annual scholarship plan. These grants are personal and non-transferable.

Article 3. Aims and Purposes of the Scholarships

The purposes of the institutional system for awarding student scholarships are as follows:

1. Facilitate permanence and graduation in UCI.
2. Reduce inequity in higher education and professional training, favoring more democratic and representative access for men and women in conditions of poverty or situations of social or structural vulnerability, refugees, and people with disabilities.
3. To give greater visibility and social projection to UCI in the country and the Latin American and Caribbean regions.
4. To recognize the effort and excellence in academic, sports or social university work of outstanding professionals and inhabitants.
5. Promote the inclusion of students of high academic level to careers offered by the University.
6. To favor the formation of values by stimulating responsibility, diligence, commitment, self-discipline, excellence, confidence, perseverance, cooperation, solidarity, enthusiasm and determination.
7. To promote the formation of leaders for regenerative development.

Article 4. Financing of the scholarship system

The scholarship system shall be financed with UCI's own resources, in accordance with its financial capacities, as well as with resources from sponsorship received from multilateral or bilateral organizations, resources from the Costa Rican State, or from philanthropic donations from individuals or legal entities, among other possible and valid sources. Without prejudice to the scholarship system described in these Regulations, the scope of the benefits and the population to be benefited will depend on the conditions applicable to each particular source.

Chapter 2.- The Scholarship Committee

Article 5. Composition of the Scholarship Committee

This is the institutional committee appointed by the Rector's Office to carry out studies for the awarding of scholarships foreseen in the respective annual plan or derived from opportunities arising with strategic partners of the UCI. The Committee is composed of the Rector's Office or its representative, who also coordinates it, the General Secretariat, the Administrative-Financial Directorate and, eventually, the Dean's Office or the Directorate of the respective academic area.

Article 6. Functions of the Scholarships Committee

1. Approve the annual student scholarship plan, in September of each year.
2. Update and disseminate the policy for the granting of student scholarships, for the corresponding application period.
3. To administer and operate the institutional scholarship programs, within a framework of efficiency, transparency and information.
4. Verify the authenticity and validity of the documentation submitted by applicants for selection and awarding of scholarships.
5. To objectively and impartially approve or reject the applications of potential beneficiaries.
6. To resolve appeals of awards made or rejections of applications.
7. Suspend the benefit of the scholarship that has been granted after analysis of the socioeconomic and academic study carried out.
8. Make announcements and publication of scholarship opportunities for studies or research within the UCI learning communities and to the general public.
9. Unify and complement the guidelines, criteria and parameters applicable for the selection and follow-up of the beneficiaries of the grants.
10. Manage agreements or financing arrangements for scholarship programs with institutional counterparts or strategic partners.

Article 7. Meetings of the scholarships committee

To ensure its functioning, the Committee:

1. It shall meet ordinarily once every four-month period and extraordinarily as often as necessary, at the request of the coordinator or any of its members.
2. The minimum quorum for meetings shall be three members of the Committee.
3. Decisions of the Committee shall be made by simple majority. All members shall be obliged to vote. In the event of a tie in decision-making, the chairperson shall have the casting vote.
4. The results of the selection of new and renewing scholarship recipients sent to the interested persons must be signed by at least two of its members present at the respective meeting.

Article 8. Additional levels of approval

Requests that fall outside the framework of these regulations will be heard, analyzed and resolved by the Rector of UCI, after presentation of the request by the Scholarship Committee.

Chapter 3.- Offering of Student Scholarships

Article 9. Categories of student scholarships.

1. **Socioeconomic support scholarships:** provided to those interested persons who meet the admission requirements, but have economic limitations and degrees of social vulnerability, demonstrable with specific socioeconomic information and studies.
2. **Scholarships associated with specific programs or grants:** additional programs derived from funding initiatives promoted by the sources described in article 4 above, consisting of scholarships for socioeconomic support or recognition of academic, cultural, scientific, entrepreneurial or environmental merit, among others.
3. **Scholarships for academic assistance (four-month student hours):** benefits to students who participate in substantive and complementary activities to administrative, research or extension work, considering that such activities do not replace the work of university personnel nor constitute employment options for the beneficiaries. The scholarships cover grades 3 and 4 described in article 10, equivalent to covering 50 or 80 student hours per quarter.

Article 10. Coverage of socioeconomic support scholarships and institutional incentive scholarships

The benefits of the socioeconomic support and institutional stimulus scholarships cover to varying degrees the tuition fees for the courses offered by UCI, as described in the pricing policy in effect at the time of assignment. The scholarships do not include tuition, graduation fees, proficiency exams, workshops, supervised internships or costs associated with final graduation work

Rank	1	2	3	4	5
% Tuition covered	20%	30%	50%	90%	100%

Chapter 4.-System of selection and awarding of student scholarships

Article 11. Requirements of the UCI student scholarships

1. All scholarships governed by these regulations require the applicant to complete the scholarship application form prior to beginning the first or the next course.
2. For socio-economic support scholarships, the applicant must attach to the application the documents and/or proofs that demonstrate the situation and his/her eligibility.
3. Once the application is approved, accept and sign the conditions of the Scholarship

Contract. The application and associated socioeconomic information will form an integral part of the scholarship contract.

4. Scholarship applications that do not meet all the requirements will not be accepted, nor will those submitted after the deadline for the respective call for applications.
5. Students benefiting from scholarships associated with specific programs or grants must comply with the requirements and terms specific to that call.
6. A student who holds a scholarship of any type described in article 9 above may not be subject to any other additional scholarship benefit, in any of the programs described in article 9 above.

Article 12. General conditions for maintaining the benefits granted

In order to maintain the benefits granted, the beneficiaries must:

1. Not to fail for unjustified cause any subject of the program in which the scholarship is requested. In case of failing, the student must pay the amount corresponding to the price of the current course or courses, to repeat and pass the course, in order to continue with his or her studies.
2. Not to suspend regular studies for more than one term. Abandonment without prior notice will imply the immediate suspension of the benefit and entitles the UCI to demand reimbursement from the scholarship recipient of the total amount waived.
3. Comply with the terms and conditions of the signed Scholarship Contract and of these Regulations.
4. Maintain current financial obligations with UCI.
5. Accept a visit or consultation from UCI officials to verify his or her socioeconomic status, if deemed necessary.
6. Not to incur in serious or very serious misconduct, according to the disciplinary regime in force at the University.

Article 13. Scholarship application

To initiate the process, the interested party must submit to the Institutional Scholarship Committee the application and respective attestations according to the type of scholarship, as well as documentation of the need or opportunity that justifies it: First-time students must submit their application to the Professional Development Advisor or the Admissions Officer. Regular students shall submit their request to the appropriate Dean's Office. The University will promote and guarantee the selection of scholarship recipients and the awarding of scholarships within a comprehensive framework of equity, transparency and information.

Article 14. of the procedure

All requests will be processed on a first-come, first-served basis, taking into consideration organizational priorities and budgetary possibilities. Applications that are not submitted on the corresponding form, incomplete, illegible, outside the established dates or without the respective signatures will not be processed. Any alteration of the truth will void the application and will be considered a serious offense, with the consequences set forth in the Student Regulations.

Article 15. Approval and communication of awards

The communication to each applicant notifying the result of its management shall be made no later than eight calendar days after the respective session, in writing.

Article 16. Scholarship Term

The period of validity of the socio-economic scholarship and student benefits extends from the moment it is awarded to the scholarship recipient, and for a maximum period of five consecutive semesters. If the student does not complete the revalidation process in the last period of validity, the scholarship will expire.

Article 17. Appeals

The applicant who is denied or disagrees with the resolution of the scholarship or student benefit assigned, may appeal to the Scholarship Committee in writing and justified, within five working days, counted from the time of notification of the corresponding decision. Due to the collegial and representative nature of the Scholarship Committee, the decision does not admit additional appeals.

Article 18. Forfeiture of Scholarships

The beneficiaries will lose the scholarship when any of the conditions established in article 12 are not fulfilled, or when there is proof of falsification or omission of information in the scholarship application, or when the beneficiary renounces to the benefits.

Article 19. Suspension of Award

Students who, for reasons of force majeure, interrupt their studies at UCI, must request the suspension of the scholarship and benefits granted to the Scholarship Committee by means of a written request, in the corresponding four-month period. Only in exceptional cases, students may request the suspension in the term following the situation presented. If the suspension is accepted by the committee, it will be for a maximum of four months.

Article 20. Recovery of Scholarship

A student who loses his or her scholarship and is interested in regaining it must submit a request to the Scholarship Committee within five working days of notification of loss of scholarship status.

Article 21. Exceptions

The total or partial application of the provisions of Article 18 may be varied by the Scholarship Committee, which, in highly qualified cases, may mitigate the above sanctions by applying such measures as it deems appropriate..

Chapter 5.- Scholarships for academic assistance (student hours)

Article 22. Prerequisites

These are essential requirements for those interested in applying for these scholarships:

1. Be enrolled and active in regular courses of their career in the four-month period in which the hours will be offered.
2. Not be a beneficiary of another scholarship at UCI or at another university during the period in which the respective application will be made, nor be the object of any labor remuneration.
3. Apply the hours exclusively in the activities described in the respective terms of reference, keeping the respective control of time in use and presenting the required evidence and documentation.
4. To have sufficient time available to fulfill the investment of the hours committed, except in the case of inconvenience, force majeure, or unforeseen circumstances duly justified to the Scholarship Committee. Failure to comply, in whole or in part, will result in the scholarship not being assigned to the following academic period and in financial charges equivalent to the time not fulfilled.
5. Apply the benefit to study only one career, therefore, it is not allowed to enroll in courses of other careers charged to the scholarship.

Article 23. typical activities to be performed

Typical activities that students can perform, in accordance with their training, physical abilities and level of studies, are the following:

1. Collaborate in the identification, implementation or evaluation of projects in the different areas of the university's activities.
2. Support the administrative, technical support and customer service functions of the academic unit where he/she cooperates.
3. Support the preparation of communicational, educational or management materials for the support of the different university activities.
4. Collaborate under the supervision of teachers or the Pedagogical Mediation Center with the application of evaluation instruments and their assessment, as well as in the follow-up and assessment of didactic activities and quality assurance of face-to-face or virtual educational processes.
5. Collaborate in the organization and development of student tours, face-to-face or online conferences, sports, cultural activities, symposiums, congresses and other similar activities, provided they are in accordance with current regulations.
6. Other similar activities derived from the particular needs of the academic unit involved, as described in the Terms of Reference that gave rise to the scholarship application, as long as they are in accordance with current regulations.

Article 24. Application process

The general application process for this type of scholarship is as follows:

1. The academic unit shall inform the Scholarship Committee of the need for or availability of the scholarship, as well as a description of the tasks to be performed.
2. The student community is informed of the availability of the respective quota through the institutional communication systems in use.
3. Interested persons will submit a scholarship application for academic assistance (student hours) to the academic unit involved, with a copy to the Scholarship Committee, on the dates and under the conditions described in the respective call for applications.
4. The academic unit shall review the applications, select the beneficiaries and notify the Scholarship Committee.
5. The Scholarship Committee will proceed according to the assignment process and communicate the respective considerations to the applicants.

Article 25. Award Criteria

In making the assignment and recommendation to the Scholarship Committee, the academic unit shall consider:

1. Academic performance, specific knowledge, experience, skills, abilities, among others, in accordance with the needs and nature of the collaborative activity.
2. If there is more than one interested party, in equal conditions of compliance with all the requirements for the category of collaboration requested, the person with greater skills, attitudes and aptitudes to perform the tasks to be performed will be selected.
3. Appointments will be per four-month school year and may be extended for a maximum of four consecutive school years, after evaluation of the participant's performance and the validity of the need.

Article 26. Suspension and Voluntary Withdrawal

When it is impossible to comply with the assigned tasks, the designated person must submit the suspension request to the Management of the unit in which he/she collaborates. The latter, in turn, will verify the veracity of the justifications and will resolve each case, determine the dates and terms in which the suspension of each designation will be applied and will make the official communication to the parties.

The designation may be terminated when the competent university authority demonstrates the student's non-compliance with the tasks or his or her voluntary withdrawal. In these cases, the new appointment will be made giving priority to the persons who, previously, reached the status of eligible.

Chapter 6.- Control and follow-up

Article 27. Control and follow-up

1. The Administrative-Financial Department shall ensure the existence of an automated control

system for the scholarship program within the Academic Information System.

2. The Registration Department shall be responsible for entering and updating the assignment information in the scholarship control system, as well as following up on the respective reports.

Chapter 7.- Other Forms of Financing of Studies

Article 28. Discounts on Tuition Fees

Variable percentage discounts on tuition fees, negotiated at the time of prospecting or enrollment of the candidate, may be authorized for individuals or members of private or social companies, professional associations, state, academic or cooperation institutions. The percentages per course and the conditions for the application of these benefits are established in the current pricing policy.

Article 29. The institutional credit system.

UCI may, in proportion to its capabilities, provide monthly payment alternatives, upon request and acceptance of the students, considering market interest rates, based on the institutional pricing policy and the institutional credit policy for the financing of studies.

Article 30. Other forms of financing for studies

The UCI will provide, at the request of the interested party, the necessary information to apply for educational loans or financing, either with the National Commission of Loans for Education (CONAPE) or the national banking system, as well as other financing mechanisms made available by these institutions such as extra-credit financing or mechanisms associated with credit cards, among other probabilities. The information that for these purposes may be provided by the UCI corresponds to:

- a) Study program.
- b) Statement of tuition and course fees.
- c) Transcript of grades for each course taken.
- d) Certification of validation of subjects in case the student comes from another university.

Chapter 8.- Final provisions

Article 31. Confidentiality of the information

The information provided is confidential. It is the responsibility of the Registration and Admissions Unit to safeguard the scholarship application files and other student benefits of the scholarship recipients in the respective institutional files. The identity of the students must be safeguarded before any internal or external body at all possible ends, except those who have the legal competence to request information of this nature.

Article 32. Repeal

These Regulations repeal any other previous regulations on the granting of institutional scholarships.

[END OF REGULATION]

