

**SCHOLARSHIPS AND GRANTS, EXEMPTIONS AND REDUCTIONS AND DISCOUNTS FOR  
POSTGRADUATE STUDIES OF MASTER’S DEGREES, OPEN POSTGRADUATE PROGRAMMES OR  
MICRO-MASTER’S DEGREES**

<b>ACCREDITING THE RIGHT TO AN EXEMPTION OR REDUCTION OF PUBLIC FEES.....</b>	<b>2</b>
<b>GRANTS FROM THE MINISTRY OF EDUCATION AND VOCATIONAL TRAINING.....</b>	<b>2</b>
<b>UAH GRANTS FOR UNIVERSITY MASTER'S DEGREES: OWN CALLS OR THROUGH AGREEMENTS WITH OTHER INSTITUTIONS.....</b>	<b>3</b>
<b>EXEMPTIONS AND REDUCTIONS.....</b>	<b>3</b>
Large family.....	3
Victims of terrorism.....	4
Orphans of government officials, civilian or military, killed on active service .....	4
Disabled students.....	5
Victims of gender violence .....	6
Participants in international peace and security operations.....	6
Beneficiaries of the minimum living income who are recognised as such.....	7
<b>DISCOUNTS.....</b>	<b>8</b>
Honours in Bachelor’s Degrees.....	8
Honours in Postgraduate Degrees .....	8

## ACCREDITING THE RIGHT TO AN EXEMPTION OR REDUCTION OF PUBLIC FEES

The form and time of submission of the documents proving the student's right to apply the reduction or exemption is indicated for each situation.

No need to submit documents:

- When the student allows the UAH to verify the following situations with the corresponding Public Administration when pre-registering: Large family, Victims of terrorism, students with disabilities and minimum living income.
- When the student, when formalising the matriculation, consents for the UAH to check the following situations online: Large family, Victims of terrorism, students with disabilities and minimum living income.

## MINISTRY OF EDUCATION AND VOCATIONAL TRAINING SCHOLARSHIP

- General scholarships offered by the Ministry of Education and Professional Training

- **Important**

Read the rules of the announcement carefully and take them into account in order to matriculate correctly.

The scholarship application must be registered in the computer application of the Ministry of Education and Professional Training, once the call for applications has been published in the BOE (Official State Gazette).

- **Effects on matriculation of rejection or withdrawal of the scholarship**

Those students who are going to apply for a grant and meet the academic requirements to be beneficiaries can select the option "Becario MEC" in the matriculation application and formalise their matriculation without the prior payment of the public fees for academic services for the credits for which they are matriculating for the first time.

Students using this option whose scholarship application is rejected or whose scholarship is withdrawn:

- a) They are obliged to pay the full amount of the matriculation fees. The university will recalculate the amount to be paid in a single payment or in instalments in the number of receipts remaining until June.
- b) The rejection or revocation of the grant is not considered grounds for requesting the cancellation of the matriculation. Students who, on formalising their matriculation, take advantage of the price exemption for having applied for an MEC grant, and subsequently do

not obtain it, are obliged to pay the price corresponding to the matriculation they made. Failure to pay generates a debt in favour of the university, the payment of which will be required as a prior condition for subsequent matriculation in the same or other courses at the UAH, as well as for access to academic services. Students will not be able to apply for the issue of degrees and certificates while you have outstanding payments to be made.

- ✓ **Documents to be submitted.** You do not have to present proof of having applied for the MEC scholarship, nor the scholarship holder's credential or the resolution denying you the scholarship, unless we expressly ask you to do so.
- ✓ **Postgraduate studies for which reduction or exemption may be requested:**
  - ✓ Official Master's Degrees.

### UAH GRANTS FOR UNIVERSITY MASTER'S DEGREES: OWN CALLS OR THROUGH AGREEMENTS WITH OTHER INSTITUTIONS

- **Reductions and exemptions:**
  - ✓ They shall comply with the provisions of the calls for applications or the respective MEC Agreements, where applicable.
  - ✓ The appropriate reduction or exemption will be applied at Postgraduate and Non-Regulated Studies Students Office when the matriculation period finishes.

### EXEMPTIONS AND REDUCTIONS

- **Large family**

According to the provisions of Article 12 of Law 40/2003, of 18 November, on the protection of large families and Royal Decree 1621/2005, of 30 December, which approves the Regulations of Law 40/2003, of 18 November, students who are members of large families are entitled to the following exemptions or reductions in the payment of public prices and fees, depending on whether they are members of a large family in the special or general category:

<b>Special category large family. Exemptions:</b>	<b>General category large family. Reductions:</b>
<ul style="list-style-type: none"> <li>✓ 100% of the price for academic services and administrative services.</li> <li>✓ Does not include school insurance.</li> <li>✓ 100% of the fees for degree certificate and academic records.</li> </ul>	<ul style="list-style-type: none"> <li>✓ 50% of the price for academic services and administrative services.</li> <li>✓ Does not include school insurance.</li> <li>✓ 50% of the fees for degree certificate and academic records.</li> </ul>

- **Requirements to benefit:**

**Large Family Card**, which must be valid at some time between the date of matriculation and the date of payment of the first electronically generated matriculation receipt, both included, or between the issue and payment dates of the receipt or between the date of issue and the due date of the receipt for payment of other services of an academic nature.

- **Documents to be submitted, period and way of submission:**

- ✓ Copy of the **Large Family Card** showing, in addition to the commencement and renewal dates, the names of all beneficiaries, issued by the competent body of the Spanish administration or a copy of proof of having submitted to the competent administration the application for obtaining or renewing the official certificate accrediting large family status. In order to benefit from this, the application must be valid on one of the days between the date of matriculation and the due date, both included, of the first matriculation receipt generated, or between the date of issue and the due date of the receipt for the payment of other academic services.

Within 10 days of notification of the decision to grant or renew your status as a large family, you must submit a copy of the certificate so that your file is complete.

- ✓ Before the matriculation period commences or before applying other services of an academic nature, if consultation has not been authorised; failure to present means there will be no reduction or exemption from payment of the fee for matriculation, or other services of an academic nature and will be regarded as renunciation of same.
- ✓ Online application using the [Form for online documents submission](#)

- **Postgraduate programmes for which reductions and exemptions may be applied for:**

- ✓ University Master's degrees, Open Postgraduate Programmes and Micro-Master's Degrees.

- **Victims of terrorism**

And their spouses and children in accordance with the stipulations of *article 7 of Law 32/1999 of 8 October (Official State Bulletin of 9 October)*

- **Exemption:**

- ✓ Prices for academic services.
- ✓ The price of the diploma and other Secretariat prices included in Annex V of DECREE 43/2022, of 29 June, of the Governing Council of the Community of Madrid (B.O.C.M. number 155 of 1 July 2022).

- **Requirements to benefit:**

The administrative ruling must be valid at some time between the date of matriculation and the date of payment of the first electronically generated matriculation receipt, both included.

- **Documents to be submitted, period and way of submission:**

- ✓ Copy of the administrative ruling recognising victim of terrorism status, issued by the competent body of the Spanish Administration.

- ✓ Before the matriculation period commences or before applying other services of an academic nature, if consultation has not been authorised; failure to present means there will be no reduction or exemption from payment of the fee for matriculation, or other services of an academic nature and will be regarded as renunciation of same.
- ✓ Online application using the [Form for online documents submission](#)
- **Postgraduate courses eligible for the reduction:**
  - ✓ University Master's degrees, Open Postgraduate Programmes and Micro-Master's degrees.

- **Orphans of government officials, civilian or military, killed on active service**

For students without independent means aged under 25 years old.

- **Exemption:**
  - ✓ 100% of the price for administrative services on matriculation for the first time.
  - ✓ Does not include the fee for administrative services staff and school insurance, where appropriate.
- **Documents to be submitted, period and way of submission:**
  - ✓ Copy of the family record book and the certificate from the organisation to which the deceased dying on active service belonged, certifying those circumstances.
  - ✓ Before the matriculation payment period commences; failure to present means there will be no reduction or exemption from payment of the fee for matriculation and will be regarded as renunciation of same.
  - ✓ Online application using the [Form for online documents submission](#)
- **Postgraduate courses eligible for the reduction:**
  - ✓ University Master's degrees, Open Postgraduate Programmes and Micro-Master's degrees.

- **Disabled students**

Students with a level of disability of 33% or more are deemed eligible.

Social Security pensioners who have been granted a permanent disability pension in the degree of total, absolute or severe disability, will be considered disabled persons with a degree equivalent to 33%. Likewise, passive class pensioners who have a retirement pension or a pension for permanent incapacity for service. In these cases, it will be accredited by means of the disability report and the INSS pension certificate.

- **Exemption:**
  - ✓ 100% of the amount for academic services.
  - ✓ The price of the diploma and other Secretariat prices included in Annex V of DECREE 43/2022, of 29 June, of the Governing Council of the Community of Madrid (B.O.C.M. number 155 of 1 July 2022).

- **Requirements to benefit:**  
The administrative ruling must be valid at some time between the date of matriculation and the date of payment of the first electronically generated matriculation receipt, both included.
- **Documents to be submitted, period and way of submission:**
  - ✓ Copy of the administrative ruling recognising disabled status, issued by the competent body of the Spanish Administration.
  - ✓ Before the matriculation period commences or before applying other services of an academic nature, if consultation has not been authorised; failure to present means there will be no reduction or exemption from payment of the fee for matriculation, or other services of an academic nature and will be regarded as renunciation of same.
  - ✓ Online application using the [Form for online documents submission](#)
- **Postgraduate courses eligible for the reduction:**
  - ✓ University Master's degrees, Open Postgraduate Programmes and Micro-Master's degrees.

The University of Alcalá also has a Diversity Attention Unit, based in the Rectorate. Pza. San Diego, s/n. 28801 Alcalá de Henares (Madrid). Telephone: 91 885 4058 / 4070. Email: [diversidad@uah.es](mailto:diversidad@uah.es). Web: <https://www.uah.es/es/conoce-la-uah/compromiso-social/diversidad/>

- **Victims of gender violence**

- **Exemption:**
  - ✓ 100% of fees for credits on first matriculation.
  - ✓ The price of the diploma and other Secretariat prices included in Annex V of DECREE 43/2022, of 29 June, of the Governing Council of the Community of Madrid (B.O.C.M. number 155 of 1 July 2022).
- **Requirements to benefit:**
  - ✓ The documentation accrediting situations of gender violence must be valid on one of the days between the date of matriculation and the expiry date, both included, of the first matriculation receipt generated.
  - ✓ The children of victims of gender violence may also benefit from the exemption from payment of public prices by providing documentation of their mother's status as a victim of gender-based violence and also accrediting their own economic dependency.
- **Documents to be submitted, period and way of submission:**
  - ✓ A conviction for a crime of gender-based violence, or a protection order or any other court decision granting a precautionary measure in favour of the victim, or a report from the Public Prosecutor's Office indicating that there are indications that the plaintiff is a victim of gender-based violence.
  - ✓ Situations of gender violence may also be accredited by means of a report from the social services, specialised services, or shelter services for victims of gender violence of the

competent Public Body; or by any other means, whenever this is provided for in the sectoral regulations governing access to each of the rights and resources.

- ✓ Before the matriculation period begins, unless it has already been presented when pre-registering; if it is not presented, the matriculation fee exemption will not be activated, and it will be understood that it has been declined.
- Online: using the [form for online document submission](#).
- **Postgraduate courses eligible for the reduction:**
  - ✓ University Master's Degrees, Open Postgraduate Programmes and Micro-Master's degrees.

- **Participants in international peace and security operations**

Those who suffer disabling injuries falling within the scope of Royal Decree-Law 8/2004, of 5 November, on compensation for persons participating in international peace and security operations, as well as the children and spouses of the deceased.

- **Exemption:**
  - ✓ From the payment of public fees.
  - ✓ The price of the diploma and other Secretariat prices included in Annex V of DECREE 43/2022, of 29 June, of the Governing Council of the Community of Madrid (B.O.C.M. number 155 of 1 July 2022).
- **Requirements to benefit:**

The administrative resolution must be valid on one of the days between the date of matriculation and the expiry date, both included, of the first matriculation receipt generated.
- **Documents to be submitted, period and way of submission:**
  - ✓ Copy of the administrative resolution issued by the corresponding body of the Spanish Administration by which the status has been recognised.
  - ✓ Before the start of the enrolment period, failure to present means there will be no reduction or exemption from payment of the fee for matriculation and will be regarded as renunciation of same.
  - ✓ Online: using the [form for online document submission](#).
- **Postgraduate courses eligible for the reduction:**
  - ✓ University Master's Degrees, Open Postgraduate Programmes and Micro-Master's degrees.

- **Beneficiaries of the minimum living income who are recognised as such.**

In accordance with the provisions of the seventh additional provision of Law 19/2021, of 20 December, which establishes the minimum living income.

- **Exemption:**
  - ✓ From the payment of fees and public prices.
  - ✓ The price of the diploma and other Secretariat prices included in Annex V of DECREE 43/2022, of 29 June, of the Governing Council of the Community of Madrid (B.O.C.M. number 155 of 1 July 2022).
- **Requirements to benefit:**

The administrative resolution must be valid on one of the days between the date of matriculation and the expiry date, both included, of the first matriculation receipt generated.
- **Documents to be submitted, period and way of submission:**
  - ✓ Copy of the administrative resolution issued by the corresponding body of the Spanish Administration recognising you as a beneficiary of the minimum living income.
  - ✓ Before the matriculation period commences, if consultation has not been authorised; failure to present means there will be no reduction or exemption from payment of the fee for matriculation and will be regarded as renunciation of same.
  - ✓ Online: using the [form for online document submission](#).
- **Postgraduate courses eligible for the reduction:**
  - ✓ University Master's Degrees, Open Postgraduate Programmes and Micro-Master's degrees.

## DISCOUNTS

- **Honours in Bachelor's Degrees**

The discount will only be applied once and will not be applied to transferred students.

- **Exemption:**
  - ✓ Students will receive a discount for the amount equivalent to 2 credits for every honours grade obtained in annual subjects in the last year of Bachelor's Degree courses or the Degree Final Project at Spanish universities.
  - ✓ If the honours grade is obtained in four-monthly subjects, students will receive a discount for the amount equivalent to 1 credit.
  - ✓ The right to this exemption may not be applied if the qualification of honours is the result of validation of subjects or recognition of credits.
  - ✓ These exemptions will be incompatible with obtaining grants and study aids that entail exemption from payment of the corresponding public fees.



- **Documents to be submitted, period and way of submission:**
  - ✓ Copy of the transcript of records showing the honours in the subject/s concerned unless the course was taken at the UAH.
  - ✓ Online: using the [form for online document submission](#).
- **Postgraduate courses eligible for the reduction:**
  - ✓ Master's degrees.
- **Honours in Postgraduate Degrees**

For honours obtained in subjects on a UAH Master's degree.

- **Exemption:**
  - ✓ The amount equivalent to the credits obtained in Master's degree subjects.
  - ✓ In no case will a number of honours marks be applied that exceeds the number of subjects in which the student is matriculated, nor will the total amount of the deduction exceed the total amount of the matriculation fee.
  - ✓ The right to this exemption may not be applied if the qualification of honours is the result of validation of subjects or recognition of credits.
  - ✓ These exemptions will be incompatible with obtaining grants and study aids that entail exemption from payment of the corresponding public fees.
- **Postgraduate courses eligible for the reduction:**
  - ✓ University Master's Degrees, Open Postgraduate Programmes and Micro-Master's degrees.