

# **SARA CARREIRA SCHOLARSHIP TERMS AND CONDITIONS**

## **CHAPTER I – GENERAL PROVISIONS**

### **Article 1 | Purpose**

These Terms and Conditions establish the rules governing the application process, evaluation, awarding, and monitoring of the Sara Carreira Scholarship, granted by the Sara Carreira Association (hereinafter referred to as ASC).

### **Article 2 | Registration**

1. The Sara Carreira Scholarship is a registered trademark with the National Institute of Industrial Property.
2. The registration was granted on 1 October 2021, under national trademark number 668847 and Nice Classification classes 36 41, as published in the Industrial Property Bulletin No. 2021/10/01 (193/2010).

## **CHAPTER II - INSIGNIA**

### **Article 3 | Logo**

1. The Sara Carreira Scholarship logo consists of a heart within a black circle, featuring the name “BOLSA DE ESTUDO Sara Carreira.”
2. All official versions to be used are subject to specific rules and prior authorization, the relevant contact details are available on the ASC’s official website.

## **CHAPTER III – PURPOSE AND DURATION**

### **Article 4 | Purpose**

1. Sara Carreira Scholarship aims to support young people aged between 12 (twelve) and 21 (twenty-one) who are in a vulnerable socio-economic situation and, as a result, require assistance to pursue and achieve their goals, namely through education and training.

2. ASC provides ongoing support to scholarship recipients through a dedicated team, including social workers, coordinated by a person appointed by the Board.

### **Article 5 | Duration**

The support granted by the ASC takes the form of the Sara Carreira Scholarship, with a duration of up to 1 (one) year.

## **CHAPTER IV – APPLICATIONS**

### **Article 6 | Applicants**

1. The awarding of scholarships is subject to an application submitted by the candidate or their legal representative.
2. Applications may be submitted once per year by young people who:
  - a. Are, at the date of application, at least 12 (twelve) and at most 21 (twenty-one) years of age. Exceptionally, the ASC Board may admit candidates outside this age range, including (but not limited to) those who were awarded a Sara Carreira Scholarship in the previous academic year, as well as scholarship recipients seeking support to attend master's degree programmes, under the terms set out in these Terms and Conditions;
  - b. Demonstrate academic performance considered outstanding by the ASC Board, based on the documentation submitted and the assessment carried out;
  - c. Hold legal residence status in Portugal and are enrolled in educational institutions based in Portugal;
  - d. Submit all required documents and supporting evidence, except for the final academic year assessment document, which must be provided upon request by the Association.

### **Article 7 | Master's Degrees**

1. For the purposes of these Terms and Conditions, only applications for master's degree programmes with a maximum duration of 2 (two) academic

years will be considered, and such programmes must be aligned with the bachelor's degree previously completed by the applicants.

2. The following may apply for a master's scholarship:
  - a. Candidates who, in the academic year prior to the application, were beneficiaries of the Sara Carreira Scholarship;
  - b. Candidates who submit all required documents and supporting evidence;
  - c. Candidates who provide proof of completion of a bachelor's degree, including the final grade;
  - d. Candidates who are, at the date of application, no older than 25 years of age, although the ASC Board may exceptionally admit candidates above this age limit.
3. In addition to the criteria mentioned above, the following factors will also be considered in the selection process for the ASC Master's Scholarship:
  - a. Participation in academic and extracurricular activities;
  - b. Short-, medium-, and long-term future prospects;
  - c. Oral and written communication skills demonstrated during the application process.
4. Integrated master's degree programmes (as structured under pre-Bologna undergraduate degrees) are excluded from eligibility for the Master's Scholarship.

### **Article 8 | Deadlines**

1. Applications must be submitted exclusively online through the ASC's official website ([www.saracarreira.com](http://www.saracarreira.com)).
2. Applications will only be accepted once the application form is fully completed and all required documents have been submitted.
3. Applicants or their legal representatives are responsible for the accuracy of the information provided and agree that the ASC may internally share all data with its staff, in accordance with Regulation (EU) No. 679/2016 of 27 April on the protection of natural persons with regard to the processing of personal

data and on the free movement of such data (General Data Protection Regulation).

4. Applications will not be considered if they:
  - a. Do not meet the eligibility criteria set out herein;
  - b. Are not accompanied by all required documents;
  - c. Contain false declarations.

### **Article 9 | Documentation**

1. For the purpose of formalising the application, the following documents must be mandatorily submitted:
  - a. A certificate of the candidate's household composition issued by the Tax Authority within the 30 (thirty) days preceding the application date;
  - b. Proof of residence identifying all members of the household;
  - c. Proof of income and expenses of all members of the household, referring to the previous calendar year or, where applicable, to the periodicity set out in the subparagraphs below, namely:
    - i. Proof of the IRS tax assessment notice issued by the Tax Authority for the last three tax years;
    - ii. Proof of benefits, family allowances, pensions, subsidies or other support received, issued by the Social Security Institute (Instituto da Segurança Social, I.P.), where applicable;
    - iii. The last three payslips of all household members in paid employment;
    - iv. Proof of any other income not included in the most recent IRS declaration but effectively received at the time of application;
    - v. Housing expenses (bank document indicating the monthly amount for the last three months relating to mortgage payments or rental contract receipts);
    - vi. Receipts for condominium payments for the last three months, where applicable;

- vii. Proof of payment of mandatory housing-related insurance, where applicable;
  - viii. Monthly medical expenses for chronic medication supported by a medical certificate, where applicable;
  - ix. Receipts for the last three months relating to social support services used by any household member, namely: childminders, nursery, after-school care (CATL), day centres, home support services, day/night centres, among others.
- d. Proof of academic assessment of the candidate, namely:
- i. Academic certificate;
  - ii. Academic performance in the subjects/curricular units of the academic year prior to the application, including the number of enrolled subjects/curricular units and respective final grades;
  - iii. Academic performance in the subjects/curricular units of the current academic year. If a final grade has not yet been issued, the grade from the previous term/semester or an interim evaluation must be provided.
- e. Motivational letter and/or video from the candidate;
- f. Letter of recommendation from a professional familiar with the candidate's academic and civic performance, namely: a teacher, social worker, psychologist, coach, or other relevant professional;
- g). Signed declaration by the candidate or, if under 18 years of age, by their legal representative, as well as by any member of the household who submits documentation requested by ASC, consenting to the processing of the candidate's personal data by ASC (form available on the Association's website).

## **CHAPTER V – REVIEW AND ASSESSMENT**

### **Article 10 | Selection Criteria**

1. Applications for the Sara Carreira Scholarship will be assessed by a panel appointed by the ASC Board, taking into account the candidates' specific aptitudes, academic performance and evaluations, as well as the socio-economic situation of their household.
2. Candidates selected at this preliminary stage may be invited to attend interviews or undergo a home visit, on a date to be agreed.
3. The ASC Board determines the number of scholarships to be awarded annually, based on the following guiding criteria:
  - a. Socio-economic assessment of the household, based on the income and expenses submitted;
  - b. Academic performance;
  - c. Aptitude or training in academic and/or artistic fields;
  - d. Attitude and motivation demonstrated throughout the application process.
4. In the event of a tie in ranking, the final decision rests with the selection panel.
5. The results will be communicated by email to each candidate by 30 September of each year.

## **CHAPTER VI – SUPPORT**

### **Article 11 | Nature of the Support**

1. The support granted is provided directly by the ASC, which assumes, under the terms, conditions, and limits defined by the Board, the training or education costs for the period covered by the application.
2. The ASC may also provide additional forms of support aimed at the scholarship recipient's academic development and social integration.
3. The Sara Carreira Scholarships are awarded in instalments, with the criteria and disbursement of funds varying according to the specific circumstances and needs of each recipient.

4. The amounts awarded, particularly those relating to tuition fees, will be paid directly to the educational institutions or to other entities designated by the ASC Board, taking into account the specific nature of the training and the recipient's needs.

### **Article 12 | Cancellation of Support**

1. Without prejudice to the situations provided for in these Terms and Conditions, the ASC Board may, with justification, cancel the awarding of the Sara Carreira Scholarship (including during its term), namely in the following situations:
  - a. The scholarship recipient withdraws from the programme of study;
  - b. Fraud or submission of false declarations;
  - c. In the event of illness preventing the continuation of studies, the situation will be assessed and decisions taken in order to safeguard the well-being of the scholarship recipient;
  - d. Failure to comply with the scholarship agreement and code of conduct;
  - e. Failure to comply with the provisions set out in paragraph 4 of Article 10 of these Terms and Conditions.
2. In the event of cancellation of the Sara Carreira Scholarship due to fraud or any other reason, the funds will be reallocated to other forms of support within the scope of ASC's activities.

## **CHAPTER VII – MONITORING**

### **Article 13 | Monitoring Process**

1. The scholarship recipient may be supported by a Mentor and/or a multidisciplinary team throughout the duration of the Sara Carreira Scholarship.
2. Scholarship recipients who benefit from ASC support are required to submit, at the end of each academic assessment period, a report including proof of the results achieved. This frequency may be adjusted according to the type of programme undertaken by the recipient.

3. The Sponsor (“Padrinho”/“Madrinha”) and/or Mentor is responsible for supporting and guiding the scholarship recipient in their academic and personal journey and must prepare a report on the progress of the project, in accordance with criteria to be defined annually.

## **CHAPTER VIII – GENERAL AND SUPPLEMENTARY PROVISIONS**

### **Article 14 | Code of Conduct**

The scholarship recipient must comply with the code of conduct set out in the agreement signed with the ASC after being selected during the application phase.

### **Article 15 | Doubts and Omissions**

Any matters not covered herein or any doubts regarding the interpretation of the provisions of these Terms and Conditions shall be reviewed and decided by the ASC Board.

### **Article 16 | Amendments and Revisions**

Whenever deemed necessary, amendments and/or revisions may be made to these Terms and Conditions, subject to approval by the General Assembly.

### **Article 17 | Repeal Provision**

The current Sara Carreira Scholarship Terms and Conditions are hereby repealed, along with any other existing related provisions.

### **Article 18 | Effective Date**

These Terms and Conditions shall enter into force 15 days after their approval by the General Assembly.

