

**Subject:**

## General Guidelines for Scholarships and Grants

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V5-200405

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V4-190612

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### Section A: Introduction

1. This document outlines general rules, terms and conditions for the range of scholarship awards and grants administered by Middlesex University Dubai. Additionally, each scholarship and grant will have its own specific criteria for eligibility, application procedure, deadlines for application and payments, rules for continuation of benefits, restriction and other terms and conditions, where applicable. Information about eligibility criteria is provided by the Admissions Office and the Marketing Department.
2. Applicants must read these guidelines before they accept their scholarships or grants. When candidates accept such scholarships or grants, they are agreeing to and accepting these rules, terms and conditions and any other requirements communicated by Middlesex University Dubai.
3. Students must meet all conditions as outlined in the Offer Letter for Admission issued by the Admissions Office.

### Section B: General Terms and Conditions

1. Scholarships and grants awarded by Middlesex University Dubai have specific criteria for eligibility. It is the responsibility of applicants to demonstrate satisfactory evidence to meet the eligibility criteria. Information about eligibility criteria is provided by the Admissions Office and the Marketing Department.
2. Scholarship or grant awards will be divided over the duration of study, 1, 2, 3, or 4 years, depending on level of entry and type of scholarship or grant awarded.
3. Candidates can utilise only one scholarship or one grant at a time unless a specific scheme specifies otherwise. If candidates meet the minimum requirements for multiple scholarships or grants, they will automatically be awarded the scholarship with the highest monetary value.
4. All scholarships and grants that are awarded to candidates can be confirmed only after they have accepted their Offer of Admission. Where specified, candidates may be required to make an initial deposit payment during a specified timeline in addition to accepting the Offer of Admission to redeem the scholarship or grant.
5. All conditions of Offer of Admission must be fulfilled before a scholarship can be awarded. Applicants must satisfy all academic entry requirements and English language entry requirements for admission prior to being awarded a scholarship or grant.
6. Scholarships and grants are awarded towards tuition fees only; they do not cover any other charges payable by students and costs of additional services such as housing, living

expenses, transportation, field trips, graduation ceremonies or purchase of stationery and textbooks. Students undertaking certain programmes may be required to pay additional fees to cover part or all the cost of special equipment, consumables or facilities. Candidates are expected to cover these costs independently for the duration of their programme of study.

7. Scholarships and grants cannot be deferred to subsequent terms or academic years.
8. Candidates receiving scholarships or grants with continuing benefits must maintain the minimum requirements for attendance and academic performance – see Section C. If a student fails to do so, the University may withdraw the award.
9. Deferral of scholarships/ grants: Awarded scholarships/ grants cannot be deferred and must be availed in the term that they were offered.
10. Scholarships and Grants offered by Middlesex University Dubai are not transferable to other campuses of Middlesex University.
11. It is *prima facie* students' responsibility to inform the Admissions Office of any other external scholarship, funding and/or sponsorship currently held, or awarded.
12. *Scholarships/grants are not available as cash alternative*: the benefits of our scholarship and/or grant schemes can only be applied towards Tuition Fees and are not available to be redeemed in cash.
13. *Agreement to act in ambassadorial capacity*: Candidates who benefit from Middlesex University Dubai's scholarships or grants agree to act in an ambassadorial capacity, to produce student profiles, testimonials and to attend scholarship/recruitment events as required by the University from time to time.

## Section C: Maintaining Scholarships and Grants

1. Scholarships and grants awarded to candidates are subject to regular review. Students are expected to maintain the satisfactory academic progression as outlined below, along with good disciplinary record
  - a. *Scholarships/grants awarded based on academic grounds*: These are reviewed at least once each academic year, typically at the start of the year. To continue receiving such awards, students must achieve an average grade of 8 or above on Middlesex University's 20-point scale, across 75% of total enrolled modules in the previous academic year; with no module grade falling below 16.
  - b. *Scholarships/grants awarded based on sporting excellence*: These are reviewed at least once each academic year, typically at the start of the year. To continue receiving such awards, students should not have failed in any of the enrolled modules in the previous academic year. In addition to maintaining these academic performance standards, students must also have represented Middlesex University Dubai's teams in the previous academic year.
  - c. *Scholarships/grants awarded based on extraordinary financial hardships*: These are reviewed at least once each academic year, typically at the start of the year. To continue receiving such financial aid, students should not have failed in any of the enrolled modules in the previous academic year. In addition to maintaining these academic performance standards, students will need to demonstrate that comparable financial hardships continue to occur from year to year.

2. Incidents of proven violations of the Student Code of Conduct or Academic Misconduct Regulations will result in a review of the scholarships and grants awarded. These could result in partial or full withdrawal of the scholarship and/or grant benefits
3. *Leave of absence/temporary withdrawal*: A student may take an approved leave of absence (temporary withdrawal) and still retain his/her scholarship, for up to one academic year, provided the student receives permission from the Director's Office. If students interrupt their programme, the awarded scholarships/grants will also be automatically intermitted.
4. *Change to programme of study*: Scholarship eligibility will be re-evaluated in case candidates decide to change the programme that they had originally enrolled for. These re-evaluations may result in loss of, or reduction to the scholarship/grant benefits awarded. Students are advised to seek this information before making any changes to their programme of study.
5. A student who withdraws (WD), cancels (NA), becomes inactive (EL), or is suspended or dismissed from the University will lose his/her scholarship eligibility. However, if a student takes such a status due to medical reasons, they may appeal in writing to the University Director in order to have his/her scholarship reinstated. The appeal must be submitted with supporting documentation, such as a Medical certificate from DHA registered hospital or clinic.

## Section D: Grounds for Termination

1. All candidates who accept their Offers of Admission are required to submit official school transcripts and official test scores from the relevant testing agencies as soon as possible to support the information that they provide in their application for admission forms. An evaluation will be made to compare the final official documents/scores against the self-reported information to verify admission decisions on awarded scholarship. Appropriate action will be taken if it is determined that students have misrepresented their academic credentials or personal information in this process. In terms of scholarships / grants, these may be terminated and any payments already made candidates may not be refunded.
2. Failure to meet the scholarship terms, eligibility criteria or requirements for maintaining scholarships (see Section C) may result in withdrawal of scholarships and grants.

## Section E: Amendments to Scholarships and Grants

1. New scholarships and grant schemes are created each academic year and award amounts for existing scholarships may be re-evaluated to reflect dynamic circumstances.
2. Previously enrolled students cannot become eligible for new scholarships or grants that did not exist when they first enrolled at Middlesex University Dubai.

## Section F: Appeals Process

1. *Grounds for Appeal*: Applicants have no right of appeal against Middlesex University Dubai's decisions on whether or not to offer them scholarships or grants. These are offered entirely at the discretion of Middlesex University Dubai. Complaints against a decision may only be

submitted on grounds of procedural irregularity, or if there is new information which may have affected the decision (with reasons why this was not made available at the time of application).

2. *Procedure for making an appeal:* Students must submit their grievances in writing no more than 10 working days after the action has been taken or proposed or before the official commencement of the academic year, whichever comes early. The grievance may be submitted to the Quality Office in person or via email ([QualityOffice@mdx.ac.ae](mailto:QualityOffice@mdx.ac.ae)). A grievance not filed within this time limit will automatically be dismissed unless the committee determines that good cause exists for the delay. Students appeal will be assessed by a panel appointed by the Pro-Vice Chancellor and Director of University. This panel will be responsible for hearing such cases. The written grievance should clearly describe the grounds on which the appeal is being made. Candidates may submit written documents, statements, and other relevant information to support their appeal. Candidates can expect a response in writing within 30 working days. The decision of the investigating panel shall be considered final with no further appeal procedures.

## SECTION G: RECORD KEEPING

1. The Admissions Office at Middlesex University Dubai will maintain central records of all scholarship and grants administered to candidates.
2. All financial information related to scholarships and grants will be maintained through the Finance Office.
3. Documentation relating to appeals (grievances) will be maintained by the Quality Office.

### Amendment History

Previous Version	Changes to previous version in the current version and date.	Updated by	Authorised by
V1-160620		Quality Manager	Director
V3-171120			
V4-190621	Minor changes – Section B, points 2 & 4		