



**HAMAD BIN KHALIFA UNIVERSITY**

**AC-A-14.V01: HBKU SCHOLARSHIP POLICY**

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**Date Endorsed by the Provost: 6 April 2017**

**Date Endorsed by the President: 20 April 2017**

**Date Approved by the BOT: 8 May 2017**

**Effective Date: 8 May 2017**

**Last Updated:**

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### 1. PURPOSE

The purpose of this policy is to establish standards and guidelines for scholarship allocation and management. The document also provides information for the processing of scholarships and tuition waivers at the University.

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### 2. POLICY DESCRIPTION

Hamad Bin Khalifa University scholarships and/or tuition waivers are awarded on a competitive basis, taking into consideration excellence, academic merit, leadership and service experience as well as financial need. Scholarships aim to attract excellent students who want to join HBKU.

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#### 2.1 POLICY STATEMENTS

##### **Jurisdiction**

1. The jurisdiction of the scholarships resides with the Provost who distributes scholarships among colleges. The Provost delegates the process for identifying and awarding to the College Dean. The Registrar is responsible of maintaining a record of all awarded scholarships.

##### **Types of Scholarships**

1. *Undergraduate Tuition Waivers (35-100%)* – Administered by HBKU’s Scholarship and Financial Aid Services. Full tuition waivers can be provided to exceptional undergraduate students considering academic merit, excellence and financial needs.
2. *Graduate Tuition Waivers (35-100%)* – MS/MA, JD and PhD students can be offered partial or full tuition waivers (35-100%) considering academic merit; excellence and financial needs; and the enrollment status of the students (part-time or full-time).
3. International graduate student merit scholarship awards or stipends for MS/MA/JD/PhD students. Outstanding students admitted into the graduate programs may apply for scholarships awarded through the specific colleges. These merit scholarship funds are limited and will be awarded to the most academically qualified students based on them exceeding HBKU’s admissions criteria and on evaluation and recommendation from an appropriate scholarship (studentship) committee made up of faculty teaching in the program, and approved by the Dean. These scholarships may include awards for any or all of the following (at the full discretion of the committee and upon the Dean’s approval):
  - a. Full or partial tuition waivers (35 to 100%). Full tuition waivers are provided to exceptional undergraduate and graduate students. Graduate students may need to pay part of the tuition, which is to be decided by the committee and to be approved by the Dean. Colleges may set a maximum limit for the tuition waiver;
  - b. Full or subsidized housing costs (35 to 100%);
  - c. Relocation economy class airfare ticket for the student only (purchased by HBKU only when the visa is approved);
  - d. A monthly maximum stipend as stipulated by the HBKU policy and procedure. The stipend is the only part of the scholarship that is paid directly to the student.

##### **Process for Scholarship and/or tuition waiver award**

Each college is responsible for establishing appropriate scholarship and/or studentship committees to award scholarships to deserving students based on merit and program needs, in accordance with the basic policies and procedures as described below:

1. The Dean of each college is responsible for establishing its scholarship (studentship) committee, setting up appropriate terms of reference in accordance with the overall policies and procedures

as described in this document, and establishing effective programs of externally sponsored scholarship funding.

2. Scholarship (studentship) committees will review applicant requests and recommend awards. After approvals, successful students will be notified in a letter by the Dean of the college, which will specifically detail the amount of the award. All scholarship decisions are final and are not subject to appeal.

#### **Eligibility and Criteria for Allocating and Maintaining Scholarships**

1. Students cannot apply for HBKU scholarships until they have been admitted and have committed to enrolling in an appropriate HBKU program. Awards are made to students exceeding minimum admission requirements.
2. Scholarships and tuition waivers are made for the maximum duration of the program (i.e., four years for a BS degree, two years for an MS/MA degree, three to four years for a PhD, depending on whether the student has earned an MS/MA degree or not, (three years for MS holders and four years for BS holders) and three years for the JD program. The scholarships are renewed on an annual basis.
3. Students receiving scholarships/tuition waivers must reapply each year for the continuation of the award. The Scholarship Committee shall evaluate eligibility of students to continue the scholarship into the next academic year. Students must meet the minimum criteria while receiving the award during the academic year. The eligibility criteria may include maintaining a certain CGPA, completing a predefined number of credits, and, in some cases, remaining in an eligible major in order to renew their scholarship. Typically, graduate students must maintain a CGPA of 3.0 or higher.
4. Students must earn the required number of credits per semester stated on the scholarship contract.
5. Credits not earned at HBKU will not count towards the minimum number of credits required to maintain the scholarships, i.e. transfers from other institutions, etc.
6. It is the responsibility of the student to understand and maintain the requirements. It is also the student's responsibility to make sure he/she complies with the deadline requirements for scholarship applications enforced by the colleges.
7. The amount of each academic scholarship is set by HBKU colleges and is stated on the scholarship contract.
8. There is no provision for a scholarship probation period. If a student loses his or her scholarship, he or she will not be placed on probation. The scholarship will be terminated. Exceptional cases can be considered by the scholarship committee and endorsed by the Dean.
9. HBKU reserves the right to change scholarship and tuition waiver amounts and criteria from year to year.
10. Students cannot accumulate two scholarships. Additionally, they must inform HBKU immediately if they are receiving an external sponsorship. HBKU reserves the right to cancel or limit scholarships at any time throughout a semester in cases where multiple scholarships/sponsorships awards are received. This includes any scholarships received from external sources.
11. Students must sign the scholarship agreement and meet all the conditions of that agreement to qualify for continued scholarship support.
12. Students who withdraw from the semester or the University will have their HBKU scholarship revoked. Tuition fee penalties are the sole responsibility of the student.
13. Students who violate University policies and the code of honor will have their HBKU scholarship revoked.

#### **Application Process and Procedure for HBKU Scholarship/Tuition Waivers**

In order to be eligible for scholarships or/and tuition waivers, students should follow the process below:

1. Students must complete all of the required steps in the admissions process (filling out application forms, providing original transcripts and documentation, providing any required test scores for TOEFL/IELTS, GRE, GMAT, MCAT, ACT/SAT, etc. as appropriate, etc.). Failure to submit any required or supporting documents during the admissions process will automatically disqualify the student from scholarship consideration.
2. Students must be admitted to an HBKU program.
3. Students must complete enrolment forms, including paying the deposit, if applicable.
4. Students must complete the scholarship application.

5. Relevant scholarship/studentship committees must approve the scholarship for individual students and provide a written offer letter to the Dean detailing the categories of support (tuition, housing, stipends, air tickets, etc. as appropriate) as well as the corresponding amount.
6. The Dean must approve the recommendation made by the scholarship/studentship committee.
7. Students must indicate acceptance of award by completing and signing the relevant College scholarship agreement, which must be co-signed by the Dean to become official.
8. Students must adhere to the terms and conditions of this agreement to be eligible for an extension of the agreement into the next year, and each scholarship student's performance against these terms and conditions will be reviewed annually by the relevant scholarship/studentship committee and approved by the Dean. Students will be notified as soon as possible after the completion of the Spring semester if their scholarship has been suspended for the violation of any of the terms and conditions. The general appeals process outlined in the HBKU Student Handbook will govern any appeals.

**Responsibilities of students receiving Scholarships**

Students receiving scholarships must:

1. Sign the Scholarship Agreement and meet all the conditions of that agreement to qualify for continued scholarship support.
2. Understand and maintain scholarship requirements as stipulated in the agreement. It is also the student's responsibility to make sure he/she complies with the deadline requirements for scholarship applications/renewals as enforced by the colleges.
3. Earn the required number of credits per semester as stated in the scholarship contract.
4. Attend classes and maintain good academic standing and meet the minimum GPA as stated in the agreement.
5. Respond positively to Teaching Assistantship (TA) requests if asked. Students must respond positively to requests in conducting tutorials for a course, leading course discussions, and/or conducting laboratory sessions and performing academic support for a given course or academic program. Teaching assistants average no more than 15 hours per week for the base stipend.

**3. RESPONSIBILITY/SOURCE/AUTHORITY**

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Provost in collaboration with appropriate college committees and deans.

**3. 1 COMMUNITY SHOULD KNOW THIS POLICY**

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

**4. Updates**

SUMMARY OF CHANGES		
Date	Section	Change

**5. ACCOMPANYING PROCEDURE**

**6. Additional Documents**