

Subject:	General Guidelines for Scholarships and Grants 2023-24		
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Target Group:	Middlesex University Dubai students
Category:	Finance (FIN)
Created/Reviewed by:	Quality Office, Finance Office
Approved by:	Pro-Vice-Chancellor & Director, Professor Cedwyn Fernandes
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Section A: Introduction

1. This document outlines the general rules, terms and conditions for scholarship awards and grants offered to:
 - a. *prospective candidates*: commencing their studies at Middlesex University Dubai, see: <https://www.mdx.ac.ae/scholarship-and-grants>
 - b. *current students*: continuing their studies, depending on their academic performance.

In addition to these general guidelines, each type of scholarship and grant will have its specific criteria for eligibility, application procedure, deadlines for application and payments, rules for continuation of benefits, restrictions and other terms and conditions, where applicable. The Student Recruitment team provides information about eligibility criteria, the Admissions Office and the Marketing department for prospective students and the Campus Central for current students.

2. Recipients must read these guidelines before accepting their scholarships or grants. When recipients accept such scholarships or grants, they agree to and accept these rules, terms and conditions, and any other reasonable requirements communicated by Middlesex University Dubai.
3. Prospective students must meet all conditions as outlined in the Offer Letter for Admission issued by the Student Recruitment team. Current students must obtain and maintain their academic performance outlined within these guidelines. All recipients of scholarships and awards must maintain academic progression requirements, as applicable.

Section B: General Terms and Conditions

1. All scholarships and grants awarded by Middlesex University Dubai have specific criteria for eligibility. Applicants must demonstrate satisfactory evidence to meet the eligibility criteria for scholarships and awards offered to prospective students. Information about eligibility criteria for prospective students is provided by the Student Recruitment team and the Marketing Department. The Campus Central provides the eligibility criteria for current students.
2. All Scholarships and Grants can be claimed at the start of the entry/first year at Middlesex University Dubai. Any change in circumstances after the first 4 weeks at Middlesex University Dubai will not be eligibility for change in AES or Grant.
3. The benefit of scholarship award or grant offered at the time of admission to the University will be divided over the duration of the study, 1-4 years, depending on the level of entry and type of scholarship or grant awarded. To continue those benefits, students will

need to maintain attendance, participation, engagement, and progression requirements outlined in the following sections. Otherwise, those benefits may be reduced or withdrawn entirely. Scholarships based on academic merit offered to current and continuing students will be applicable only for the next academic year and are not applied retrospectively.

4. 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. Similarly, scholarships awarded to continuing students are not added to or combined with academic excellence or other scholarships awarded at the time of admission.
5. For new applicants, all conditions of Offer of Admission must be fulfilled before a scholarship can be awarded. Hence, applicants must satisfy all academic entry requirements and English language entry requirements for admission prior to being awarded a scholarship or grant. For scholarships awarded to current and continuing students, all enrolment requirements must be fulfilled. There should be no incomplete or pending grades on the students' records.
6. All scholarships and grants awarded to candidates at the time of admission 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. Scholarships awarded to current and continuing students are confirmed only after completing enrollment. Students may be required to make the initial instalment payment during a specified timeline.
7. Scholarships and grants are awarded towards tuition fees only; they do not cover any other charges payable by students, including but not limited to VAT, and costs of additional services and activities such as housing, medical insurance, student visas, living expenses, transportation, field trips, competitions, certifications, extra-curricular or sporting events, membership fees for associations or professional bodies, taking re-sits or re-assessment, letters and statement requests, graduation ceremonies or the purchase of personal devices such as laptops, stationery and textbooks. Students undertaking specific programmes maybe required to pay additional fees to cover part or all the cost of special equipment, tools, digital assets, consumables or facilities. Candidates are expected to cover these costs independently for the duration of their programme of study. Students undertaking placements or internships are expected to cover any related costs.
8. *Deferral of scholarships and grants:* Awarded scholarships and grants cannot be deferred to subsequent terms or academic years and must be availed in the term that they were offered.
9. Scholarships and Grants offered by Middlesex University Dubai are not transferable to other campuses of Middlesex University. However, if a Dubai student transfers to Hendon

for a year to study and then comes back to Dubai for the final year, the scholarship awarded will be pro-rated as per what is the current scholarship applicable for that Academic Year.

10. It is *prima facie* students' responsibility to inform the Admissions Office (for new students) and the Campus Central (for current students) of any other external scholarship, funding and/or sponsorship currently held or awarded.
11. *Scholarships/grants are not available as cash alternatives*: the benefits of our scholarship and grant schemes can only be applied towards Tuition Fees and are not available to be redeemed in cash or cash equivalents.
12. *Agreement to act in ambassadorial capacity*: Recipients 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.
13. *Maintaining Scholarships and Grants*
 - a. *Leave of absence and temporary withdrawal*: Students may take an approved leave of absence (temporary withdrawal) and still retain their scholarship for up to one academic year, provided they receive permission from the Director's Office. If students interrupt their programme for more than one year, the awarded scholarships and grants will be automatically cancelled.
 - b. *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 and grant benefits awarded. Students are advised to seek this information before making any changes to their programme of study.
 - c. Students for whom the student record shows the following status: withdrawn (WD), cancelled (NA), inactive (EL), or suspended/dismissed from the University will lose their scholarship eligibility. However, such a status is due to medical reasons or other extenuating circumstances; they may appeal in writing to the Director's Office to have their scholarship reinstated. The appeal must be submitted with supporting documentation, such as medical certificates from DHA registered hospitals or clinics, etc.

Section D: Academic Performance Requirements for Maintaining Scholarships and Grants

Scholarships and grants awarded to candidates are subject to regular review (at least once per year). Students are expected to enrol for full-time credit points (120 credits in undergraduate programmes) and maintain satisfactory academic progression as outlined below. The grades must be achieved at the end of each academic year on the first attempt.

In the exceptional case when students are unable to complete 120 credit points in one academic year due to medical reasons or other extenuating circumstances, the scholarship may be continued provided there is formal approval from the Campus Programme Coordinator (CPC) and the Director.

Middlesex University's 20-point scale	Percentage of Academic Excellence Scholarships Retained			
	25%	50%	75%	100%
1 – 4	25% credits	50% credits	50% credits	75% credits
5 – 8				
9 – 12			0% credits	0% credits
13 – 16		0% credits	0% credits	0% credits
P / 17 – 20	0% credits	0% credits	0% credits	0% credits

Table 1: Academic Performance Requirements for Maintaining Scholarships

1. *Scholarships and grants awarded based on academic excellence:* In order to renew 100% of your scholarship, you must successfully complete the following by the end of each academic year.
 - a. *full-time credit points (120 credits in undergraduate programs); and*
 - b. *module grades 1-4 on Middlesex University's 20-point scale, across at least 75% of the credits enrolled for; and*
 - c. *no module grade falling below 8.*

2. *Scholarships and grants awarded based on academic excellence:* In order to renew 75% of your scholarship, you must successfully complete the following by the end of each academic year.
 - a. *full-time credit points (120 credits in undergraduate programs); and*
 - b. *module grades 1-4 on Middlesex University's 20-point scale, across at least 50% of the credits enrolled for; and*
 - c. *no module grade falling below 8.*

3. *Scholarships and grants awarded based on academic excellence:* In order to renew 50% of your scholarship, you must successfully complete the following by the end of each academic year.
 - a. *Full-time credit points (120 credits in undergraduate programs); and*
 - b. *module grades 1-8 on Middlesex University's 20-point scale, across at least 50% of the credits enrolled for; and no module grade falling below 12.*

4. *Scholarships and grants awarded based on academic excellence:* In order to renew 25% of your scholarship, you must successfully complete the following by the end of each academic year.
 - a. *full time credit points (120 credits in undergraduate programs); and*
 - b. *module grades 1-8 on Middlesex University's 20-point scale, across at least 25% of the credits enrolled for; and*

- c. *no module grade falling below 16.*
5. *Scholarships and grants awarded based on sporting excellence:* In order to renew 100% of your scholarship, you must successfully complete the following by the end of each academic year.
 - a. full time credit points (120 credits in undergraduate programs); and
 - b. continue to represent the University in sporting activities; and
 - c. no module grade falling below 16.
6. *Scholarships and grants awarded based on extraordinary financial hardships:* In order to renew 100% of your scholarship, you must successfully complete the following by the end of each academic year.
 - a. full time credit points (120 credits in undergraduate programs); and
 - b. continue to represent the University in sporting activities; and
 - c. no module grade falling below 16.
 - d. in addition to maintaining these academic performance standards, students will need to demonstrate that comparable financial hardships continue to occur from year to year.

Section E: Grounds for Termination

1. Failure to meet the scholarship terms, eligibility criteria or requirements for maintaining scholarships (see Section D) may result in withdrawal of scholarships and grants.
2. Cases upheld against the candidates for violations of university regulations, such as the Academic Integrity policy or the Code of Student Conduct, can result in the termination of benefits of existing scholarships and grants and disqualify students from future consideration.
3. Students on all scholarships and grants should maintain a 75% attendance in scheduled learning sessions. Failing to do so will lead to the termination of scholarships and grants.
4. Scholarships and grants may be terminated, and appropriate disciplinary action can be taken if it is determined that students have misrepresented their academic credentials or personal information based on which scholarships and grants are awarded. Any payments already made by candidates may not be refunded.

Section F: Amendments to Types of Scholarships and Grants

1. Scholarships and grants are offered entirely at the discretion of Middlesex University Dubai. The University reserves the right to award, amend or cancel any scholarship and grants at its discretion. The terms and conditions of scholarships and grants may be subject to change without prior notice.
2. New scholarships and grant schemes are created each academic year and award amounts

for existing scholarships may be re-evaluated to reflect dynamic circumstances.

3. Previously enrolled students cannot become eligible for new scholarships or grants that did not exist when they first enrolled at Middlesex University Dubai.

Section G: University Discretion and Appeals Process

1. The decisions made by the University are final. Applicants or current recipients have no right to appeal against Middlesex University Dubai's decisions on whether or not to offer them scholarships or grants.
2. *Grounds for querying decisions:* Requests for querying a decision may only be submitted on the grounds of procedural irregularity or if there is new information that may have affected the decision (with reasons why this was not made available at the time of application). Candidates may submit written documents, statements, and other relevant information to support their queries.
3. *Procedure for querying decisions:* Students must submit their queries against a decision in writing in no more than ten working days. The query may be submitted to the Quality Office in person or via email (QualityOffice@mdx.ac.ae). A query against a decision not filed within this time limit will automatically be dismissed unless the University determines that good cause exists for the delay. Queries will be assessed by a panel appointed by the Director's Office. Candidates can expect a response in writing within 30 working days. The panel's decision shall be considered final with no further appeal procedures.

SECTION H: RECORD KEEPING

1. The scholarship and grants information will be held and maintained by the Admissions Office and Campus Central at Middlesex University Dubai.
2. The Quality Office will maintain documentation relating to queries against scholarship and grant decisions.
3. Details of scholarships and grants and their recipients will be recorded for internal administrative and enhancement purposes and included in a range of statistical reports for internal use and for external parties for reasons deemed appropriate by the Director's Office, including but not limited to, Dubai government's Knowledge and Human Development Authority's census and Higher Education Classification Framework.

Amendment History

Previous Version	Changes to the previous version in the current version and date.	Updated by	Authorised by
V1-160620		Quality Manager	Director
V3-171120		Quality Manager	Director
V4-190621	Minor changes – Section B, points 2 & 4	Quality Manager	Director
V5-200405	Section C: Terms and Conditions for Top Continuing Student Scholarships added Section D was modified, the scale for AES was added. 75% attendance criteria added.	Quality Manager	Director
V6-210328	<ul style="list-style-type: none"> Consolidation of information for prospective candidates and current students within one policy Adding information for Top Current and Continuing Student Scholarships within this policy Refinement of Academic Performance Requirements for Maintaining Scholarships and Grants (Section D) Expanding the record-keeping section (Section H) to include additional requirements. General updates to form and language (e.g. removing repetitions) 	Senior Policy Officer	Director
V-220216	<ul style="list-style-type: none"> Section A: Definition of current students abridged-reference to <i>Top Continuing Student Scholarship awarded to continuing students in Level 4 and Level 5</i> - Removed Section B: Top Current and Continuing Student Scholarships removed Numbering of Section D,E,F,G,H amended to Section C,D,E,F,G 	Senior Policy Officer	Director
V8-230811	<ul style="list-style-type: none"> Document control: Head of Academic Professional Services and Quality changed to Deputy Director of Academic Professional Services and Quality Section B: General Terms and Conditions: <ol style="list-style-type: none"> <i>All Scholarships and Grants can be claimed at the start of the year of entry/first Year at Middlesex University Dubai. Any change in circumstances after the First 4 Weeks at Middlesex University Dubai will not be eligible for change in AES or Grant.</i> - Added. 	Senior Policy Officer	Director