**Procedure for Excellence Scholarship and Financial Assistance – International Center**

**Goal**

The goal of this procedure is to arrange and establish clear and measurable rules and criteria for determining eligibility for a scholarship or financial assistance and for the granting thereof.

The background to the formulation of this procedure is a policy change: A distinction between a scholarship based on academic excellence and financial assistance based on need.

**Definitions**

Scholarship Committee: A committee whose function is to discuss applications for an excellence scholarship and financial assistance.

Members of the Committee: Academic directors in the BSc programs, the director of the International Center, Academic Director, Financial Director, and Student Adviser.

**Excellence Scholarship**

**Target Population**

Students in years 2-4 in all the BSc programs with high academic achievements meeting the threshold criteria for excellent students.

**Goal**

To encourage students to excel and to reach a high level of achievement during their studies.

**Definitions**

Excellence scholarship: A scholarship granted to students on the basis of their grades and achievements.

Outstanding student: A student whose average grades meet the defined criteria.

**Criteria**

Students are eligible for an excellence scholarship if:

1. The average grade in the previous academic year was in the top 10% in the program in which they are studying.

2. The grade is above 90.

3. The student does not have disciplinary problems.

Eligibility and the level of the scholarship are at the Committee’s discretion.

**Process and Timetable**

1. The process for receiving a scholarship will begin with the collection of the above-mentioned data from the International Center.

• List of students meeting the above-mentioned criteria – Academic Coordinator

• Report on disciplinary problems – Student Coordinator

2. The data defined above will be collated by the Academic Coordinator for the Scholarship Committee.

3. The Scholarship Committee will examine and decide on eligibility for the scholarships in accordance with the criteria defined above.

4. The scholarship is awarded for one year only, based on the grades in the previous year.

5. Students who meet the criteria and were defined by the International Center as eligible for a scholarship will receive proactive communication from the International Center detailing the conditions and level of eligibility – Academic Coordinator.

**Timetable**

|  |  |  |
| --- | --- | --- |
| Stage | By Date | Responsibility |
| Submission of eligible students and collation of data for Scholarship Committee | 15 Sept. | Academic Coordinator and Student Coordinator |
| Scholarship Committee meeting to determine eligibility for scholarships | 15-20 Sept. | Scholarship Committee |
| Sending letters to students | 25 Sept. | Academic Coordinator |

• The precise dates will be determined each year by the Academic Coordinator

**Financial Assistance**

**Target Population**

New and existing students in all the BSc programs who require financial assistance.

**Goal**

To provide financial help and assistance for students requiring this, in order to enable them to concentrate on and invest in their studies.

**Definitions**

Financial assistance – a committed financial grant for 4 years for students meeting the criteria, and at the discretion of the Committee.

**Criteria**

The Committee will consider and decide on eligibility for financial assistance on the basis of an examination of the financial situation of the student and their family, based on data requested by and submitted to the Academic Coordinator.

The Committee’s discretion will include consideration of general criteria, such as average income in the country, household income, and Purchasing Power Parity (PPP) (see Appendix B).

Applications for assistance will not be considered for a student:

1. Whose personal file includes disciplinary problems.

2. Who has more than one binding program (a binding program during the Preparatory period will not be taken into consideration).

**Forms to be Submitted by the Student**

1. Application for Financial Assistance form.

2. Personal letter from the student detailing the background and reasons for the application for assistance.

3. Salary slips for the students’ parents and status of their current account.

4. Salary slips for the student / status of current account.

**Data from the Center**

1. Letter of recommendation – Student Adviser

2. Grades transcript and examination of binding programs – Academic Coordinator

3. Objective criteria for comparison – Academic Coordinator

**Process and Timetable**

1. The process will begin with a proactive invitation by students requiring financial assistance, based on submission of the forms and accompanying documents by the dates determined (see Appendix A).

2. The Admissions Coordinator and Academic Coordinator will collate the pending applications for the Scholarship Committee. The Coordinators will only submit applications including all the relevant forms and documents.

3. The Scholarship Committee will discuss the applications and reach a decision concerning eligibility and the level of the scholarship.

4. On completion of the process, students will be updated in letters sent by the International Center as to whether they are eligible for financial assistance. Students who are eligible for financial assistance will receive details of the level of assistance and conditions.

**Timetable**

New Students

|  |  |  |  |
| --- | --- | --- | --- |
| Stage | Group/ Program | By Date | Responsibility |
| Submission of application for financial assistance | All students | 1 June | New students (year 1) |
| Chinese | 10 July |
| Collation of applications for the Scholarship Committee | All students | 20 June | Student Admissions Coordinator |
| Chinese | 19 July |
| Meeting of Scholarship Committee and determination of eligibility for a scholarship | All students | 15 June |  |
| Chinese | 15 July |  |
| Sending letters to students |  | 31 July | Student Admissions Coordinator |

Existing Students

|  |  |  |
| --- | --- | --- |
| Stage | By Date | Responsibility |
| Submission of application for financial assistance (or change of amount) | 15 May | Existing students (years 2-4) |
| Consultation meeting with students | 30 May | Students responsible for coordinating the meeting |
| Collation of applications for the Scholarship Committee | 15 June | Student Admissions Coordinator |
| Scholarship Committee meeting | 20 June |  |
| Sending letters to students | 15 July | Student Admissions Coordinator |