



Title: University Scholarship Procedures

Code: GU-PR38US

Version: 3.1

Date of Issue: 2023

Effective Date: November 2023

Approval Authority: University Council

Document Owner: Vice President for Academic Affairs

Review: The procedures are subject to periodic reviews as per amendments of University Policies

1. Purpose

The purpose of this document is to define the Scholarships available to students and applicants at Gulf University and to describe the procedures to be followed when applying for them.

2. Scope

The document applies to all students and applicants at Gulf University.

3. Acronyms

| | |
|----------------|------------------------------------|
| A&R | Unit of Admission and Registration |
| GU | Gulf University |
| HEC | Higher Education Council |
| IT | Information Technology |
| PR | Public Relations |
| SIS | Student Information System |

4. Definitions

Applicants: Applicants are individuals who seek entrance to Gulf University in order to become registered students in programs offered by the University.

Scholarship: is a financial grant to a student at Gulf University to cover his/her tuition fees (Credit Hour Fees).

Staff Member

Staff member is an individual administrative or academic employee at Gulf University on a full-time basis.

Student: A student is an individual who has completed the formal procedures necessary to register in a program offered by Gulf University.

5. Scholarship Scheme:

Gulf University offers the following scheme of scholarships:

A. Direct scholarships from Gulf University, which include:

- Students' Excellence Grant: This is offered to all students in Bachelor Programs at Gulf University as 10% of Credit Hour fees for the course in which the student achieved Grade (A) in any semester, provided s/he does not have any other type of scholarship.
 - General Grants: These grants are offered to newly admitted students from high school graduates and transferred students in Bachelor Programs.
 - Special Grants: These grants are offered to newly admit and transferred students from administrative staff members or sons/daughters of academic and administrative staff members at Gulf University, in Bachelor Programs.
 - President Scholarships: These are offered by President of University to prospective outstanding citizens of the Kingdom of Bahrain based on their qualities such as talent, athletic ability, distinguished involvement, and achievement in certain national or international activities.
 - Friendship Grants: These are offered to students who introduce a friend to GU, as a one-off payment of BD50 (credit to their account) in the first semester after their "friend" is enrolled.
 - Family Grant: This is offered to the first sibling when a second sibling enrolls, as 10% of Credit Hour fees. Family grant only applies while both students are enrolled at GU.
 - Alumni Grant: This is offered to sons/daughters or siblings of members of GU Alumni Association as 10% of Credit Hour fees.
- B. Scholarships offered through formal agreements between Gulf University and governmental/private organizations to newly admitted students nominated by those organizations, provided they meet the criteria stated in Article (6) of this document.

6. Criteria of Scholarships:

- 6.1 Grants shall be applied as a 'credit' to the student's account and shall not be paid out in cash.
- 6.2 All grants shall cover Credit Hour Fees only, no other tuition fees shall be covered by the grant.

- 6.3 Grants shall be applied such that no more than one grant can be benefited by the student at the same time.
- 6.4 All grants are only offered at student entry level, except the Students' Excellence Grant, which can be offered throughout Students' normal period of study at the University.
- 6.5 General Grants: These grants are linked to the CGPA of newly admitted students from high school graduates and transferred students, such that high % grants go for high CGPA of the applicant, Table (1). These grants shall be determined annually by the University Council.
- 6.6 Special Grants: The criteria of scholarship for newly admitted and transferred students from administrative staff members or sons/daughters of academic and administrative staff members at Gulf University are shown in Table (2). These grants are offered for one applicant only.
- 6.7 President Grants: President of University shall determine the number of these grants (up to a maximum of 10 grants per year) and its percentage of Credit Hour fees (full or partial percent).
- 6.8 Based on students'/applicants' professionalism and experience, President of University may transfer them from certain grant's percent to another.
- 6.9 Students are eligible to receive grants to cover their Credit Hour fees for the normal period of study (4 years for Bachelor Programs). Grants do not cover any Credit Hour fees for the additional semesters.
- 6.10 Students must maintain good academic progress during their study at GU, consequently their CGPA shall not be less than C⁺ (Grade points of 2.33) in each semester. If the student's CGPA falls below that in a semester, the grant will be withheld until s/he improves the CGPA.
- 6.11 Grants do not cover the Credit Hour fees for courses repeated by students to improve their CGPA, or due to fail, withdrawal or compulsory withdrawal.
- 6.12 To ensure achieving GU Graduate Attributes, students benefiting from GU grants is required to participate actively in the annual activities and events of the University during the academic year. The student may be exempted from participation in no more than two activities/events during the semester upon approval from Head of Student

Services Unit, otherwise, 10% of the total value of the grant shall be deducted for the subsequent semester.

The deduction shall be withheld if the student shows active participation during the subsequent semester.

6.13 The grant shall be terminated permanently in the following cases (whichever comes first):

- The student has received a disciplinary decision during his/her study period at the University due to committing any misconduct (including plagiarism and cheating).
- The student reaches the maximum years of eligibility,
- The student granted the bachelor's degree.
- The student withdraws from the University. If this takes place during a semester, the whole of the semester's Credit Hour fees (regardless of the scholarship) shall be payable.

Table (1)

Grants for newly admitted students from
high school graduates and transferred students

| No. | High School CGPA | Grant (% of Credit Hour Fees) |
|-----|------------------|-------------------------------|
| 1 | 90 - 100 % | * |
| 2 | 80 - < 90 % | * |
| 3 | 70 - < 80 % | * |
| 4 | 60 - < 70 % | * |
| 5 | 50 - < 60 % | * |

* Determined annually by University Council

Table (2)

Grants for newly admitted and transferred students from
administrative staff members or sons/daughters of academic
and administrative staff members at Gulf University*

| No. | Category | Grant (% of Credit Hour Fees) |
|-----|---|-------------------------------|
| 1 | Administrative Staff Members | 50 % |
| 2 | Sons/Daughters of Academic and Administrative staff Members | 100 % |

* Offer to one applicant only.

7. Procedure Details

7.1 Before the end of Spring Semester of each academic year, President of University shall, upon approval by University Council, decide on the type, amount, and number of grants within the Scholarship Scheme to be offered by the University for the subsequent academic year.

7.2 President of University shall, upon approval by University Council, decide on suspension of all or part of the Scholarship Scheme, whenever it deems necessary due

to university circumstances. In such a case, the suspension shall apply to new applicants only.

- 7.3 Unit of A&R, IT and PR Departments shall disseminate and publicize the approved Scholarship Scheme inside and outside the University.
- 7.4 Applicants/Students shall complete and submit Scholarship Application Form (GU-PR38US-F01) to Unit of A&R.
- 7.5 Applicants for Scholarships offered through formal agreements between Gulf University and governmental/private organizations shall complete and submit Scholarship Application Form (GU-PR38US-F01) to Unit of A&R.
- 7.6 The head of Admission and Registration Unit (or the authorized representative) shall interview applicants where possible and as necessary, shall approve or decline the applications, shall decide on grant type and amount (for approved applications).
- 7.7 Head of Admission and Registration Unit shall seek the Vice President for Academic Affairs for endorsement of decision followed by informing applicants in writing on the final decision.
- 7.8 Unit of A&R shall inform Finance Department, Unit of Student Services, External Partners (for agreement-based scholarships, if any), shall upload the decision in the SIS, and shall retain all forms in students' files.
- 7.9 The finance department shall adjust Credit Hour fees payment.
- 7.10 Unit of Student Services shall inform in writing, at the end of each semester, the Unit of A&R on students' status regarding Criteria (6.12) -"Participation in activities and events" for the semester.
- 7.11 The Unit of Student Services shall inform in writing the Unit of A&R if a student breaches the Code of Conduct.
- 7.12 The Unit of A&R shall inform in writing the Finance Department if students' circumstances have changed or if a student is not meeting the criteria of his/her scholarship.
- 7.13 The Finance Department, accordingly, shall adjust Credit Hour fees payment and shall invoice relevant students.

8. Appeal

- 8.1 Applicant/student, who wishes to appeal against his/her scholarship decision shall submit to Unit of Admission and Registration, a completed appeal form, (Form GU-PR38US-F02), within 10 days of receiving the decision.
- 8.2 Unit of Admission and Registration shall send the appeal form to President of University, who shall review the processing of the application; shall seek feedback and remarks form Head of Admission and Registration Unit and shall approve or decline appeal. President decision is final.

- 8.3 President of University shall provide Unit of Admission and Registration with the decision within one week of receiving the appeal form.
- 8.4 The Unit of Admission and Registration shall retain the decision in Applicant's/Student's File and shall inform him/her of the decision regarding the appeal in writing.
- 8.5 The Unit of Admission and Registration shall inform in writing the Finance Department for approved appeals.

9. Responsibilities

Unit of Admission and Registration is responsible for:

- ensuring that all students, applicants, and staff members are fully informed of this document.
- appropriate implementation of this document.

Unit of Student Services is responsible for:

- ensuring that all students are fully informed of this document.
- appropriate implementation of this document.

IT Department is responsible for:

- appropriate implementation of this document.

Students and Applicants are responsible for:

- following this document appropriately.

Academic and Administrative Staff Members are responsible for:

- following this document appropriately.

Deans are responsible for:

- ensuring that all staff members are fully informed of this document.

Vice President for Academic Affairs is responsible for:

- ensuring that all staff members are fully informed of this document.
- appropriate implementation of this document.

University Policy Development and Review Committee is responsible for:

- systematic review of the effectiveness of this document.

10. Related Policies

- Fees Policy
- Scholarship Policy

11. Related Procedures

- None

12. Related References and Standards

| | |
|------------|--|
| BQA | Institutional Review Handbook |
| BQA | Programs-within-College Reviews Handbook |
| HEC | Academic Regulations |