

## Scholarship Program Policy & Procedure

### 1. Overview

This document outlines the management of two types of scholarships offered by SAE Institute Dubai to enrolled students, detailing the application criteria and processes to guide potential applicants.

### 2. Scholarship Types

- a. **Academic Excellence Scholarship:** This scholarship is awarded to students who have excelled in their academic performance during their academic progression as a current student. One (1) scholarship is awarded each term for this category.
- b. **Creative Portfolio Scholarship:** This scholarship is awarded to students who have showcased exceptional creative output and maintained a digital repository or portfolio of work as a current student. One (1) scholarship is awarded each term for this category.

### 3. Eligibility Criteria

- a. **For Academic Excellence Scholarship:**
  - Completed one year of studies (Minimum three trimesters).
  - Must have an average class attendance rate greater than 80% during their studies.
  - Must have a GPA average greater than 6.
  - Must have demonstrated evidence of engagement and contribution to SAE Institute Dubai community.
- b. **For Creative Portfolio Scholarship:**
  - Must have completed Stage 1 of the degree (minimum Studio 1).
  - Must have an average class attendance rate greater than 80% during their studies.
  - Must have a GPA average greater than 5.5.
  - Must submit creative portfolio evidence demonstrating academic work and external collaborations.

#### Ineligibility:

- Students who have not completed a minimum of 1 year of studies at SAE Institute Dubai.
- Students in the Creative Media Preparatory Course (CMPC).

- Students who had received a scholarship of the same category in the previous academic term (applicants may reapply for the next cycle after the scholarship has been exhausted for the current term)
- Students who do not fulfill the above-mentioned criteria.
- Students who have been found to have transgressed the Student Code of Conduct.

#### 4. Application Process

Procedure: Applicants must fill out and submit a specific application form that will be distributed before the start of the academic term. This will be shared during week 0 of the term (Orientation week)

#### 5. Timelines

- **Application Period:** Opens in week 0 (Orientation week) and closes at the end of week 2 of the term
- **Notification:** Applicants will be informed of their status by the end of week 4 of the term

#### 6. Notification Process

- **Method:** Notification via email for approval or rejection
- **Details:** Email notifications will include the decision, with reasons for rejection provided for those not awarded the scholarship

#### 7. Miscellaneous:

- **Scholarship Redemption:** Details on how to redeem scholarships through the Finance department
- **Responsibilities:** Requirements for maintaining scholarship benefits, such as keeping a certain GPA and engaging in SAE community services.
- **Code of Conduct:** Not adhering to SAE Code of Conduct and various policies will result in immediate revocation of scholarship.

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