

Scholarship Program Policy & Procedure

1. Overview

This document outlines the management of two types of scholarships offered by SAE University College 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 University College 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 University College Dubai.
 - Students in the Foundation program.

- 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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27th of January 2026. SAE Dubai Scholarship Policy & Procedure Version 2.
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