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Guidelines for granting scholarships to tuition fee paying students at the University of Borås

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Responsible department: Academic Affairs Office, Professional Services

Version: replaces *Guidelines for granting scholarships to tuition fee paying students at the University of Borås* Reg. 805-10-101.

Responsible for implementation: Managers

Summary: The guidelines regulate the local requirements for granting scholarships for tuition fee paying students at the University of Borås

Background: Since 31 July 31 2011, students from countries outside of the EU and EES pay tuition fees to study at the University of Borås—regulation (2010:543) on application and tuition fees at universities and colleges. According to the regulation (2010:718) on scholarships for tuition fee paying students, the university has the possibility to grant scholarships to promote the recruitment of especially qualified fee paying students. These regulations complement national regulations.

1§ General

The Swedish Council for Higher Education (UHR for its initials in Swedish) is responsible for the administration and allocation of funds to universities, which then distribute scholarships to tuition fee paying students.

The purpose of the scholarships is to promote the recruitment of **especially qualified tuition fee paying** students. At the University of Borås, this is limited to full-time students in educational programmes at the advanced level that are aimed at international students.

The university determines the granting of scholarships in accordance with these regulations.

2§ Internal allocation

The University of Borås makes decisions about the internal allocation of scholarship funds according to Chapter 5, 4§ i *Rektors organisations- och beslutsordning* (ROB) Dnr 725-15 [*Vice-Chancellors organisation and decision order*, Reg. 725-15]. Based on the allocated funds from UHR, the Vice-Chancellor determines the internal allocation on the basis of academic field, organisational affiliation, or equivalent. This must be stated in the proposal prepared by the International Coordinator. In the preparation of this decision, issues of equality and inclusiveness shall be taken into account. The decision shall specify the beginning point of the new allocation and applies until further notice, unless otherwise stated.

3§ Decision on granting scholarship funds to tuition fee paying students

The university makes its decision on a case-by-case basis based on a list of nominees prepared according to *Handläggningsordning för beviljande av stipendier för studieavgiftsskyldiga studenter vid Högskolan i Borås* (dnr 130-16). The list of nominees is based on assessments of criteria that are set prior to each application period, see 5§. Decisions on the allocation according to the list of nominees is decided in concert with the first and second round of selections in the first admission round in the autumn term.

Notification of scholarship award decisions to scholarship recipients

Applicants are notified of the award via *Notification Regarding Tuition Fee Waiver*. The notification states the amount of the scholarship, its conditions, and any payment information according to *Föreskrifter för ärenden rörande betalning av studieavgifter* (dnr 679-14).

4§ Scholarship amount

The University of Borås will issue scholarships of at least 75% of the scholarship recipient's tuition fees. Scholarship recipients in two-year programmes are given a conditional increase by another 10% (up to a maximum of 100%) to cover the second year's tuition fees under the condition that the student completes the first 60 higher education credits (credits) within the determined time, see *Stipendievillkor* §6 [Scholarship Terms § 6].

5§ Assessment criteria

Awarding of scholarships is based on academic merit such as high marks in previous educational programmes as well as qualifications that the university deems to be in line with the priorities of university's education or research. These are formulated in *Grunder för meritvärdering av stipendieansökan* (dnr 131-16) [*Assessment criteria of qualifications for scholarship applications* (Reg. 131-16)]. These criteria specify the types of experience and accomplishments to be considered. When the *Assessment criteria of qualifications for scholarship applications* are determined, the selection criteria must take into account issues of equality and inclusiveness.

6§ Scholarship conditions

According to 3§ in *Förordning* (2010:718) [*Ordinance* (2010:718)] on scholarships for tuition fee paying students, scholarships can be granted under the condition that the scholarship recipient is obliged to pay tuition fees.

According to 1§ in *Förordning* (2010:718) [*Ordinance* (2010:718)] on scholarships for tuition fee paying students, scholarships are subject to available funding. Payment is not in the form of currency but rather the reduction of tuition fees corresponding to the amount of the scholarship.

The decision cannot be appealed, see 10§ in *Förordning* (2010:718) [*Ordinance* (2010:718)].

The scholarship is obtained provided that:

- The scholarship recipient accepts the scholarship within the specified time.
- The scholarship recipient acknowledges the scholarship by paying any remaining tuition fees according to the payment plan within the specific time.
- The scholarship recipient registers him- or herself to the educational programme within the specified time.
- Deferment of studies does not change the scholarship's conditions if the deferment is no longer than one academic year.

Conditions for the scholarship applicable during the study period:

- The scholarship recipient follows the educational programme for which the scholarship was awarded.
- The studies are completed within the normal timeframe: two terms for a one-year programme and four terms for a two-year programme.
- A temporary interruption of studies on special grounds entails no change to the scholarship. The scholarship is considered dormant until the studies are resumed but the interruption may not be extended for more than one academic year.
- The scholarship recipient shall promptly notify the university of any changes in his or her fee paying status that relate to the basis of the allocation of the scholarship.
- Scholarship recipients who received funding for a one-year programme (two terms) but are later admitted to two-year programmes in the same subject can, without receiving special permission, complete the second term while maintaining the scholarship.

- Scholarship recipients who received funding for a two-year programme but are later admitted to one-year programmes in the same subject can, without receiving special permission, complete the second term while maintaining the scholarship.
- Scholarship recipients who received funding for a two-year programme but are later admitted to a one-year programme lose the right to funding during the third and fourth terms.
- Scholarship recipients who received funding for a two-year programme shall, prior to the third term, have received 60 credits in the educational programme for which the scholarship was granted in order for the possible increase in funding to take place. This check is done in Ladok upon the spring term's last reporting date, 30 June. In those cases that the regular examination of the spring term's courses occurs after that date, a new check is done in reported results in Ladok by, at the latest, 15 August.
- Scholarship recipients who received funding for two-year programmes shall, prior to the third term, have received 52.5 credits in the educational programme for which the scholarship was granted in order for the remaining funding not to be withdrawn via a new decision regarding the remaining funds of the scholarship. This check is done in Ladok upon the spring term's last reporting date, 30 June. In those cases that the regular examination of the spring term's courses occurs after that date, a new check is done in reported results in Ladok by, at the latest, 15 August.

7 § Suspension

Suspension does not entail any change to the scholarship or the remaining tuition funds. The conditions for the scholarship apply as described above (6§).

8§ Reimbursement

Beyond 7§ Avstängning [Suspension], scholarship recipients can be liable for reimbursement according to 7§ *Förordning (2010:718) om stipendier för studieavgiftsskyldiga studenter* in the following cases:

- The University makes a determination of expulsion from studies in accordance with Chapter 10 of *högskoleförordningen* (1993:718) [Higher Education Ordinance (1993:718)] for more than a month.
- The University finds that the scholarship recipient has provided inaccurate information regarding the basis for the university's decision to grant the scholarship.

Determination of liability for reimbursement is made by the university.

9§ Application

Applications begin in December at the latest and close in concert with the last day to complete the application in the first admission round for international Master's programmes (normally in the first week of February).

The application is completed via a web-based form available at www.hb.se/en. The applicant is responsible for providing the information the university requires.

Documents supporting the scholarship application can be, for example, passports, diplomas, transcripts, and CV. Documents handling occurs only through www.universityadmissions.se and the admissions system NyA. Additional information can be given by the applicant in the web-based form.

Additional material cannot be added to already assessed applications. The information provided will be used by the university to handle the application according to applicable regulations. The materials will be archived in accordance with applicable archival legislation after the application has been processed.

Decisions made according to these regulations cannot be appealed.

This decision has been taken by the Vice-Chancellor on 29 March 2016 and is valid from 2016-03-29 until further notice.