

PRINCE MOHAMMAD BIN FAHD  
**UNIVERSITY**



# SCHOLARSHIP

COLLABORATION INITIATIVE BETWEEN

**PMU &  
UNESCO**

**HANDBOOK**

FOR ACADEMICALLY DISTINGUISHED FOREIGN STUDENTS

# PREFACE

## PREFACE

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In line with PMU's mission of providing constant community service locally, regionally, and internationally, the university has decided to host academically distinguished students from all over the world to study at PMU in the Kingdom of Saudi Arabia. To achieve that, the following policies are adopted by the University:

### 1.1 THE SELECTION CRITERIA FOR THIS SCHOLARSHIP WILL BE AS FOLLOWS:

- Applicants for the scholarship of the academically distinguished scholarship must have a high school GPA of 90% (or the equivalent from the home country) or a community college degree GPA of 3.50 out of 4.00 for transfer students from an accredited community college.
- Good command of English (minimum overall score of 6.0 in the IELTS (Academic Version) with a minimum score of 5.5 in the writing section and/or proof of minimum overall score of 83 in the TOEFL exam (iBT) with a minimum score of 19 in the writing section.
- Be able to demonstrate strong achievements in Extra-Curricular Activities (this includes community service)
- Enrolled students shall not have received a Denial Notice (DN) in any program subject or subject of specialization
- Applicants must meet all degree admission requirements
- Applicants must have a record of good conduct
- Applicants must show high performance in a personal interview that will screen the best students based on talent, past accomplishments, and plans
- Other subjective and objective performance indicators that can be provided by the applicant will be looked at and evaluated by a specialized committee. The performance indicators could be (E-Portfolio, Videos, previous achievements, and standardized test scores).
- SAT required total score is 1120 for Non-Engineering majors and 1180 for Computer Science and Engineering majors only with no minimum score in ERW/Math or 1068 with a minimum score of 510 in ERW and 530 Math

# PREFACE

# 1.2

## SCHOLARSHIP ENTITLEMENT

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- Full tuition for their undergraduate studies at PMU, including books
- Housing and transportation will be provided by PMU for the duration of their studies
- The duration of the scholarship will be based on the student's major degree plan and the committee's final decision
- A monthly student stipend of USD 500 for the duration of their stay and studies in Saudi Arabia
- Health insurance for the duration of their studies
- An annual round trip air ticket from point of origin to Saudi Arabia
- One time round trip air ticket and 2 to 7 days of housing for visiting parents (contingent on the traveling distance)

# PROCEDURES

# 02

## APPLICATION PROCESS

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- 2.1**
- An applicant must complete the scholarship application available on the PMU [website](#) and send it along with other needed documents via email to: [PMUSCHOLARS@PMU.EDU.SA](mailto:PMUSCHOLARS@PMU.EDU.SA)
  - The Chair of the Scholarship Committee will call upon the committee members.
  - The committee will verify applications and shortlist successful applicants for a personal interview
  - The committee deliberations will be announced via an official email (Award/Regret notification)

## 2.2 SATISFACTORY ACADEMIC PROGRESS FOR SCHOLARSHIP RENEWAL

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Students will be eligible for annual scholarship renewal if they remained enrolled at PMU, maintain the required GPA, and are not guilty of misconduct. Students found guilty of providing misleading information to the university will be disqualified immediately.

The minimum standards of “Satisfactory Academic Progress” towards continuing students who are receiving financial aid include:

### **Satisfactory Academic Standing**

- Distinguished Academic scholarship students are required to maintain a cumulative GPA of 3 on a 4.0 scale
- A student is also required to maintain a profile of campus life activities and community involvement.

### **Satisfactory Enrollment Status**

- Students are expected to complete a minimum of 12 credit hours every term, except for any prior approvals for less than that from the Director of Admission and Registration.

# PROCEDURES

# 02

## SATISFACTORY ACADEMIC PROGRESS FOR SCHOLARSHIP RENEWAL

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### 2.3 Evaluation Period

Students' academic progress will be monitored at the end of each academic term.

#### 2.3.1 Financial Aid Probation

- If a student fails to meet the above minimum satisfactory academic standards, the student will be notified in writing and will be placed on Financial Aid Probation for the next term of enrollment. During the probationary term, the student will remain eligible for the scholarship
- If the student meets the minimum standards at the end of the probationary term, the student is then removed from probation.

#### 2.3.2 Scholarship Suspension

- If at the end of the probationary term the student again fails to meet the minimum standards, the student will then be notified officially via an email (Scholarship Suspension Notice) and placed on Scholarship Suspension and cannot receive the financial assistance afterward.

**Note:** academically suspended students are automatically suspended from the scholarship.

#### 2.3.3 Scholarship Suspension Appeal

Students who are suspended from Scholarship may submit a written letter of appeal if they provide strong reasons that may allow them to receive their scholarship again.

### 2.4 Leave of Absence

- All students are expected to complete a written leave of absence application before the beginning of a semester stating a reasonable verified cause to postpone their semester; approvals will be given accordingly.
- The scholarship will be at risk of suspension if a student did not return on the stated date in the Leave of Absence Form.

# PROCEDURES

# 02

## SATISFACTORY ACADEMIC PROGRESS FOR SCHOLARSHIP RENEWAL

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### **2.5 Course Withdrawal**

Any student who withdraws from all classes without prior approval will have his or her financial aid eligibility suspended for that semester and his/her return will be contingent upon the approval of the Director of Admission and Registration.

### **2.6 Change of Major**

Change of major will not be accepted without prior approval from the Scholarship Advisor. The advisor will verify the validity of the change of major versus the availability of the Scholarship for the new major.

### **2.7 Double Major/Dual Degree**

Students can apply for a double major if the first and second major requirements can be achieved within the approved scholarship duration. Moreover, PMU returnees for a double major/dual degree may be eligible for scholarships.

# PROCEDURES

# 03

## SCHOLARS RIGHTS AND RESPONSIBILITIES

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The scholarship is determined in accordance with the regulations of Prince Mohammad Bin Fahd University and is subject to adjustment or cancellation in the event of any changes that might occur in these regulations during the period of the scholarship.

### 3.1 Students have the right to know:

- The deadlines for submitting applications for scholarship.
- Be informed of the tuition and tuition variations at PMU.
- Be informed of financial aid criteria, decisions on the distribution of scholarships, and the basis for these decisions.
- Criteria and conditions for the grant renewal, definition of satisfactory academic progress.

### 3.1 In accepting their responsibilities, students must:

- Complete all applications forms accurately and submit them on time to the proper authority.
- Provide correct information. In most instances, misreporting information on financial aid applications forms is a violation of the law.
- Return all additional documentation, verification, corrections, and/or new information required by the Office of Financial Aid.
- Be responsible for reading and understanding all forms that they are asked to sign, and for keeping copies of them.
- Live up to all agreements that you sign.
- Perform the work agreed.
- Be aware of and comply with deadlines for application or reapplication for aid.
- Report changes in name, address, telephone number, and enrollment status to the Office of Financial Aid.