

Summary of UoRM Scholarships, Bursaries and Fee Discounts

1. Introduction

- All applicants to the University of Reading Malaysia (UoRM), to programmes where primary registration is at and fees are payable to UoRM, will be eligible to apply for scholarships for the programmes they intend to pursue at UoRM. These are based on academic excellence and achievement and are open to both Malaysian and international applicants. All scholarships are bond-free.
- This document sets out to outline the Terms and Conditions for all scholarships, bursaries and awards administered by UORM that must be met by the recipient of any of the scholarships awarded by UORM.
- Students must read and understand these Terms and Conditions in their entirety before accepting the scholarship offer.
- UORM reserves the right to amend its scholarship provision without notice.

2. Types of Scholarships

UORM offer generous scholarships and discounts for students who are keen to study at its campus.

i) Provost's Award:

- This scholarship offers the very best, high achieving students the equivalent of a 100% discount on fees.
- A small number of awards will be available at each intake for students applying to Foundation and Undergraduate Programmes.
- To apply for a Provost's Award, students must:
 - a) First apply for their chosen programme.
 - b) Students who meet the criteria for the highest High Achiever i.e. entitled to the 30% Scholarship will then be invited to complete a second application for a Provost's Award, which will include a personal statement about their achievements and why they think they deserve the award.
 - c) In reviewing the applicant's personal statement, the shortlisting panel will consider each application primarily in terms of:
 - the candidate's academic achievements to date;
 - the candidate's previous extra-curricular activities and potential to contribute to the wider life of the University;
 - the candidate's knowledge/understand of the programme he/she has applied for;
 - additional any other relevant factors such as the candidate's financial circumstances may also be taken into consideration.

- d) Shortlisted candidates will then be invited to the campus for a formal interview before the final awards are made.

ii) High Achiever's Scholarship:

- Students who demonstrate exemplary academic ability and results will automatically receive this scholarship.
- Discounts of up to 30% off Year 1 tuition fees are available, depending on the level of achievement.
- A breakdown of the Higher Achiever's Scholarship is as follows:

Academic Achievement	Scholarship awarded
SPM 8As / equivalent qualification	10% OFF Foundation Programme Tuition Fees
A Levels AAB / STPM AAB / IB 35 Points / CPU 85% / ATAR 85 / UEC 6A / Malaysian Matriculation CGPA 3.5 or equivalent qualifications	20% OFF Year 1 Undergraduate Degree Programme Tuition Fees
UEC 7A / Malaysian Matriculation CGPA 3.75 or equivalent qualifications	25% OFF Year 1 Undergraduate Degree Programme Tuition Fees
A Levels AAA / STPM AAA / IB 37 Points / CPU 90% / ATAR 90 / UEC 8A / Malaysian Matriculation CGPA 4.0 or equivalent qualifications	30% OFF Year 1 Undergraduate Degree Programme Tuition Fees

iii) Automatic Scholarships

The University awards automatic scholarships in two categories:

- a. Alumni Scholarships for children of alumni (10% scholarship)
- b. Family Scholarships for immediate family members of University staff members (15% scholarship).
 - Scholarships are not cumulative; for instance, if a student qualifies for a High Achiever scholarship of 30% and an Alumni Scholarship of 10%, that student would not receive a 40% reduction.
 - These scholarships are only applicable where primary registration is at and fees are payable to UoRM. Mobility students visiting from the University of Reading campus would therefore not be eligible.
 - Generally, you will be entitled to the highest scholarship that you are eligible for.
 - Information about scholarships is available on the website (www.reading.edu.my/scholarships).
 - The University will honour the discount arrangement for the family member if a member of staff has to leave involuntarily. If it is the member of staff in receipt of the discount and they wish to continue to study with us after being asked to leave involuntarily the discount is lost (because they are no longer a member of staff).

iv) PhD Scholarships

All PhD applications are eligible to be considered for the following discounts and scholarships:

- 25% discount of fee for students who enrol on the programme in its first year
- 25% High Achiever's Scholarships for students with either a 1st Bachelor's degree and/or a Distinction at Master's Level.

On occasion, UoRM will advertise 100% scholarships to enable the very strongest students to work on specific projects that the University wishes to support. Such awards are advertised at the Provost's discretion. Provost's Awards provide 100% discount on fees and a monthly living bursary for a duration of 3 years.

The normal bursary for research students is RM2000 per month but a student suitable for a research/teaching studentship may be eligible for a higher bursary if:

- i) the relevant Head of Section requires support with programme delivery
- ii) the student is considered suitable to provide such support (which may be only in Year 2 or 3 of their studies)
- iii) the student is willing to spend an average of 1 day/week on such activity

3. Terminology

All scholarships, bursaries and awards will be referred to as 'scholarships' herein. These are different to fee discounts due to a pre-existing relationship with UoRM or for the early payment of fees.

4. Terms & Conditions

4.1 Keeping your contact details up to date

- All hardcopy correspondence during the application process will be sent to the postal address provided by the student or for prospective students, to the address submitted in your scholarship application.
- All current students are issued with a UORM email account. This is the main way UORM will communicate with you. It is essential that you check your UORM email account frequently.
- Current UORM students must update their address details with the UORM Student Services.
- Prospective students must inform the UORM Admissions Officer of any change in name or address details.

4.2 Acceptance of Scholarship

- All students offered scholarships will receive an offer letter together with these Terms and Conditions.
- You will be advised how to accept or reject your scholarship in your offer letter. If you do not complete the acceptance as instructed, your scholarship may be withdrawn.

4.3 Scholarship value and payments

- Scholarship value - The total value of your scholarship is outlined in your offer letter.
- Payment of scholarship - The scholarship will be paid directly into your tuition fees account with the University.

4.4 Eligibility criteria and conditions of scholarships

4.4.1 Specific criteria

- To be eligible, you must be applying to study a full degree programme at UoRM and applicants must hold UoRM's offer as a firm offer (on a programme where primary registration is at and fees are payable to UoRM).
- Scholarships are awarded based on established eligibility criteria. You must meet the eligibility requirements to receive your scholarship payment.
- You will be reassessed for eligibility prior to each payment. If UORM determines that you do not meet the eligibility criteria or scholarship conditions at this or any other time, your scholarship may be suspended pending further investigation or terminated.

4.4.2 Attendance at UORM's Event

- A Scholarship recipient must agree to become an Ambassador for UORM during the course of your studies. This may involve attending student fairs, welcome receptions and providing testimonials.
- If you attend any events organized by the UORM, photos of you at the event (along with your name and scholarship), may be used for UORM promotional purposes.
- If you do not wish for UORM to use these photos, you must notify the Head of Student Services in writing prior to the event.

4.4.3 Enrolment requirements

- All scholarships are awarded on the basis that you enrol as a full time student with the UoRM and maintain an enrolled status in your programme of study (on a programme where primary registration is at and fees are payable to UoRM). Your scholarship may be terminated if your enrolment status is inactive at census date.

4.4.4 Scholarship duration

- All scholarships will be paid for the duration of study stated in your offer letter. Please refer to section 4.5 for guidance on retaining your scholarship including academic requirements.
- The scholarship granted will only cover the duration of your study at UORM Malaysia Campus. The scholarship is NOT transferable to University of Reading UK campus.
- Scholarships are payable in accordance to the following duration:
 - i. Foundation programmes – for a period of one academic year
 - ii. Undergraduate programmes – for a period of minimum number of credit points required to complete the programme you are enrolled in at the time you receive your first scholarship payment.
- Your scholarship will not be paid for any additional credit points or advance standing.
- Scholarship is non-transferable and only applies whilst the recipient remains a registered, full-time, active student for the duration of the programme.

4.4.5 Deferring your scholarship

- Scholarships may not be deferred to the following academic year unless you have received prior approval from UORM to do so.

- If you defer a scholarship offer and do not defer a course offer, your scholarship offer will be withdrawn.

4.4.6 Transferring your scholarship to another degree

- If you intend to transfer to a new course, you would need to seek permission and obtain consent first to ensure that your scholarship is also transferable.
- Please note that approval is not guaranteed. Where changes are made without prior approval, the scholarship will be withdrawn and you may be required to repay the scholarship in full.
- Scholarships are not automatically extendable.
- If approval is granted, then your scholarship would be transferable but you will only be paid (for scholarships paid per credit point) for the minimum number of credit points remaining for you to complete either the original course that the scholarship was awarded for, or the new course – whichever is of shorter duration.

4.4.7 Discontinuing your course

- If you discontinue your course, your scholarship will be terminated.
- Upon discontinuing your course and if you return to UORM, you are required to reapply for scholarships and there is no guarantee that you will be reoffered the same scholarship.

4.5 Retaining your scholarship

To retain your scholarship, you must:

- i) maintain enrolment in an approved course at UORM ; and ii) adhere to UORM's academic and administrative policies.
- iii) any additional criteria as outlined in your offer letter and required by your Academic Section in relation to the programme you are pursuing (as outlined in section 4.4 above).

4.5.1 Academic requirements

- You must meet the academic requirements imposed by your academic section, maintain full-time enrolment and meet the eligibility requirements of the scholarship.
- Your academic progress will be reviewed each year, to assess your eligibility for your scholarship in the following year.
- To continue receiving your scholarship in Years 2 and 3, you will normally be required to obtain a Weighted Average Mark (WAM) in the 1st class range (70%++) in the previous year.
- Your WAM is the average mark received across all modules taken in that academic year, weighted by the credit loading of each module. WAM marks take into account any exemptions or remissions granted through the Extenuating Circumstances process.
- Your WAM will be accessed as generated via the student administration system.

4.6 Scholarship termination

4.6.1 Grounds for scholarship termination

UORM may terminate your scholarship if you have:

- discontinued from your course or have inactive enrolment;
- failed to meet the eligibility criteria and conditions of your scholarship;
- failed to maintain satisfactory academic progress;
- failed to engage in or uphold your role as an Ambassador of UORM;
- been suspended or excluded for misconduct under UORM statutes and regulations;
- you provide incorrect, false or misleading information or withhold relevant information; or
- been made an incorrect scholarship offer as determined by UORM in its sole discretion.
- The University will honour the discount arrangement for the family member if a member of staff has to leave involuntarily. If it is the member of staff in receipt of the discount and they wish to continue to study with us after being asked to leave involuntarily the discount is lost (because they are no longer a member of staff)

4.6.2 Consequences of termination

- If a student withdraws/is requested to withdraw from study before completing their chosen course at UORM they are responsible for repaying all monies received unless there are extenuating circumstances.

4.6.3 Repayment of your scholarship

You are required to repay your scholarship within 4 weeks of receiving the payment if:

- the payment is made to you in error or you have been overpaid
- you are no longer enrolled in the semester the scholarship is paid
- you do not meet the conditions of the scholarship or are ineligible for the scholarship

(including situations where you have provided false information under 4.6.1); or

- you have been made a scholarship offer in error.

5. Student Transfer Discounts

Study Options	Duration	Fees	To be determined by and paid to
Mobility	1 year	International Student Fees less 20%	UoR
	1 term (Autumn)	Pro-rata International Student Fees less 20%	UoR
	2 terms (Spring & Summer)	Pro-rata International Student Fees less 20%	UoR
Mobile Progression (Foundation cohorts from 2020 onwards)	1-3 years	Year 1: International Student Fees less 20% Year 2 onwards: International Student Fees	UoR
Transfer	1-2 years	Year 1: International Student Fees less 20% Year 2: International Student Fees	UoR

6. Fee Discounts

UoRM offers fee discounts in the following areas:

- i) Alumni
- ii) Staff
- iii) Family
- iv) Target markets

i) Alumni Discount

An alumnus or alumna of any of the University of Reading, University of Reading Malaysia or Henley Management College (HMC – which existed as a separate institution prior to its merger with the University (in 2008)) will be eligible for a discount of 10% of the tuition fee for any programme of study at UoRM (on a programme where primary registration is at and fees are payable to UoRM).

In addition, the spouse, children, step-children, grand-children and step-grandchildren of the alumnus/alumna will be eligible for a discount of 10% on the tuition fee for any programme of study at UoRM (on a programme where primary registration is at and fees are payable to UoRM).

Written evidence of an individual's status as an alumnus/alumna or of an applicant's relationship to an alumnus/alumna will need to be provided.

ii) Staff Discount

Established members of staff of UoRM who have passed their probation, including staff seconded from UoRUK, will be eligible for a discount of 50% on the tuition fee for each year of study. This includes the Henley MBA.

iii) Family

The family of a registered student will be eligible for a discount of 10% on the tuition fee for each year of study. In this context family is defined as including spouse, children, step-children and siblings – up to a maximum of 5 family members in total.

These three discounts are not cumulative. An individual will be entitled to the largest discount for which they are eligible but cannot take advantage of more than one category of discount.

iv) Target Market Students

We offer a 20% discount on international fees for the first 100 students to join us from each of the following targeted international markets from the date the campus opened for teaching in September 2015:

- Indonesia
- Pakistan
- Sri Lanka.

6. Other Discounts

i) Collaborative Partnerships

From time to time UoRM will enter into a collaborative partnership agreement with organisations when there are mutual benefits to such a collaboration.

Under these partnerships eligible staff as determined by both parties will be eligible for a discount in the tuition fee of up to 50%. In addition, the spouse, children and step-children of the eligible staff will also be eligible for a discount on the tuition fee of up to 50% for a course of study at UoRM.

ii) Sponsored Students

Sponsored students fall into two categories.

- i) UoRM is on a list of approved institutions to which an eligible member of staff can apply and their organisation will sponsor their course of study.
- ii) UoRM is selected by an organisation as their preferred institution for a particular course of study eg. Accounting and Finance. Under those circumstances an eligible student will be directed to UoRM for their course of study.

In both cases the level of tuition fee will be settled by agreement between UoRM management and the sponsoring organisation. It is usual to offer a discount if a pre-agreed number of students is achieved or exceeded.