Student’s Advising Guide To HEI Scholarship Programs & Services 2010-2011
Higher Education Institute

The fast pace of technological advances, accumulation of knowledge and global competition have drastically changed the nature of the workplace. These factors have increased the demand for a new set of skills involving critical thinking, problem solving, communication and cooperation in order to prosper in the 21st Century global marketplace.

Qatar’s National Vision 2030 placed human development at the core of its focus recognizing that an educated and capable workforce that is equipped with the knowledge and skills needed not only to compete but also excel in the global arena was key to the future prosperity of the nation.

Through “Promoting Opportunities for Excellence” the Higher Education Institute seeks to offer educational options for students in the best ranking universities from around the world that will expand their knowledge and basic skills to meet the educational needs of the 21st century.

The Higher Education Institute works hard to provide the best counseling services to prospective students to ensure they choose educational alternatives that match their interests, abilities and values and meet the needs of the Qatari labor market.

The HEI Guiding Principles:

In order to achieve its objectives, the HEI follows five guiding principles:

1- Quality:
HEI is keen to provide educational alternatives to students in the best universities that have been ranked internationally as the best in terms of their academic quality assurance criteria.

2-Flexibility:
HEI seeks to unlock the students’ potential by providing them with opportunities to select the field of study and the educational institution that matches their interests, abilities and values and enables them to meet the needs of the labor market.

3-Accountability:
HEI seeks to enhance students’ skills of self-reliance and their ability to manage learning so that they can be characterized by independence and develop their lifelong learning skills.

4- Competency:
HEI provides educational opportunities for students to develop their abilities and be able to succeed in a changing world that is characterized by its increasing scientific demands assisting them in acquiring the necessary skills that will help them in analyzing and solving problems and making decisions.

5- Support:
HEI provides counseling services that will help students make the right university and career decisions and follow-up with the scholarship recipients during the scholarship period to ensure their continuous excellence and academic distinction.
• Visit the websites of different universities together with the student to introduce him/her to the entry requirements and the various deadlines involved in the application process.

• Providing students with information about different majors especially those in high demand in the Qatari labor market.

• Organizing pre-departure orientations for students on the country of scholarship.

**Applying to HEI Scholarship Programs:**

The counselors help the scholarship applicants to complete all the necessary steps to apply for an HEI scholarship program including:

• Conduct group and individual advising sessions to introduce students to HEI scholarship programs and their respective requirements

• Prepare individuals files for students that meet the scholarship requirements

• Help students complete the online scholarship application

• Submit the applicants’ scholarship file to the scholarship committee for review, screening and decision making.

**Other Activities:**

In addition, the Advising & Career Development Office conducts different annual activities aimed at raising students’ awareness of the university and career decision-making process including:

• Outreach to the public, independent and private schools: to inform students about the ACC services and HEI scholarship programs

• The Open House: to introduce high school students to the HEI scholarship programs and the process of applying to universities on SEC’s list of scholarship institutions

• Qatar International College Fair: to provide an opportunity for students to meet directly with representatives of universities that are on the SEC’s list of scholarship institutions.

• Inviting grade 10 & 11 students to attend advising sessions that deal with the process of university and career planning and benefit from different resources available in the office.

• Testing centers for different entry tests including the IBT, TOEFL, SAT & ACT

• Multimedia library: comprising resources for students, graduates and counselors. From university catalogues to books about the different required tests to resources about preparing the university application and essay. The library also includes resources for graduates on job hunting and how to prepare a résumé and for the job interview.

• The Advising & Career Development Office Publications: to provide a variety of resources through the regularly published booklets and documentaries including “Al-Massar” a periodical addressing students, parents and counselors on issues related to the application process to SEC’s list of scholarship institutions and career decision making.
Main objectives of the HEI

- Provide opportunities to further develop the students’ language, critical thinking and problem-solving skills.
- Provide opportunities for students to have more awareness and understanding of other cultures.
- Provide opportunities for high achieving students to prepare themselves for future leadership roles.
- Meet workforce needs.

The HEI offices:

In order to promote opportunities for excellence and to achieve its objectives, the HEI operates through the following offices:

1- Advising Career Development Office
2- Scholarship Office
3- The Institutional Standards Office
4- The Finance & Administration Office

The Advising & Career Development Office (ACC)

The Advising & Career Development Office provides the best advising and counseling services to prospective students interested in pursuing university studies in one of the institutions on the SEC list. These services are also extended to students requiring more information about career choices and selection of the appropriate university. The services are divided as follows:

University & Career Planning:

One of the major priorities of the Advising & Career Development Office is to help students take appropriate university and career decisions. The counseling team provides the students with more information about the universities that are on the SEC’s list of scholarship institutions, their admission requirements and the application process to ensure they gain unconditional acceptance. It also assists the students to explore different and select majors that best match their interests, abilities and values as well as meet the needs of the Qatari labor market. Specifically, the counselors:

- Conduct group and individual advising sessions to introduce students to the application process to the universities that are on the SEC’s list of scholarship institutions; admissions requirements, how to complete the application, how to prepare the essay and how to register for the different required tests.

- Conduct group and individual counseling sessions to help students explore their abilities, interests, values as well as the job market and explore different majors in order to make a match based on the needs of the Qatari labor market.
- Prepare the work leave permit letter in case the student is employed
- Financial sponsorship letter to the university
- Complete and sign the medical insurance application
- Prepare the contract to be signed by the student and his guarantor
- Prepare the L.P.O letter after the visa is issued
- Prepare a request letter for monthly allowances and stipends

**The student:**

- Will complete and submit the settling-in report after he or she resides in the country of the scholarship where he will provide a copy of the special seal for the point of departure and entry and a special letter from his university showing the date of enrollment at the university
- Prepare a request letter for the monthly allowances
Process of applying for a scholarship

Submit file to the Advising and Career Development Office (ACC)
- Complete the on-line scholarship application
- Submit the student’s file to the scholarship committee
- Receive a decision from the scholarship committee
- Transfer the student’s file to the scholarship office after gaining acceptance to a scholarship program
- Follow-up all scholarship related issues with the scholarship office.

The Scholarship Office

The HEI’s scholarship office is responsible for administering scholarship programs and support students at both the under-graduate and post-graduate level in the best higher education institutions in Qatar and around the world. This office is also responsible for following up scholarship recipients’ financial and administrative affairs monitoring their academic progress by communicating with their respective universities, guardians and students themselves via e-mails, phone calls, letters or visits.

Procedures followed by the Scholarship Office after acceptance:

1. Ensure students submit all the required documents
2. Decision to grant the student the scholarship
3. Academic & financial follow-up of scholarship recipients on a continuous basis by communicating with the student and the university via e-mails and phone calls

Once the student is informed about acceptance for receiving a scholarship the following letters are prepared:
- Congratulations letter
- Letter to the embassy to facilitate visa issuance
- A letter to the Medical Commission to facilitate and complete the medical procedures
• Tuition payment for the scholarship recipients

For more information please contact the Advising & Career Development Center at the following numbers: 4560720- 4560731- 4560732- 4560733- 4560737- 4560737 or visit our website: www.english.education.gov.qa.

The Higher Education Institute (HEI) Scholarships:
Programs & Requirements

The Higher Education Institute administers scholarship programs:
1. Hamad Bin Khalifa Al Thani Scholarship Program
2. Tamim Bin Hamad Scholarship Program
3. Scholarship programs to the SEC’s scholarship institutions
   a. Scholarship programs based on majors to the UK & the US
   b. Scholarship programs to Europe, Australia, Canada, Africa & Asia
4. Diploma Scholarship Program/College of The North Atlantic
5. Pre-College Grants
**Student Graduation**
- Student’s clearance of financial issues
- Informing the place of work
- Closing the file and sending it to the archive unit

**The Institutional Standards Office**
The Institutional Standards Office (ISO) is responsible for ensuring quality of the higher education institutions inside and outside Qatar and granting licenses for the educational institutions based on the policies and procedures set by the HEI. The ISO:
- Prepares the policies and the criteria related to the quality of higher education and its development
- Issue a list of criteria related to higher education institutions with regards to licensing and accreditation requirements.
- Prepare and update the HEI list of scholarship institutions
- Select the best universities for scholarship recipients based on international ranking criteria to achieve the best academic and research outputs
- Prepare a list of universities based on the different fields of study
- Issue graduation documents to scholarship recipients after certificate equivalency
- License and accredit programs of higher education institutions working in the state of Qatar
- Ensure all private higher education institutions abide by the quality criteria and standards that are approved by HEI
- Provide licenses and accreditation to private institutions based on assessments (internal and external) and final approval from the committee responsible for assessment

**The Finance & Administration Office**
The Finance and Administrative Office's main role is to meet all financial obligations of scholarship students from monthly stipend, annual allowances, and tuitions to following up all financial related issues to ensure students are settled in their country of residence. The Finance and Administration Office:
- Prepares studies on the current financial allocations and provides recommendations that ensure that the allowances correspond to the standards of living in the country the scholarship recipient resides.
- Oversee the transfer of all finances to scholarship students through coordination with the banks in the different countries.
this major and proves that there is no budget for scholarship programs (for employee applicant only)
5. Must not have a degree similar to the required degree.
6. No additional financial support from any other official sponsor is permitted.
7. Work in the service of the State of Qatar for a period equal to the scholarship period upon graduation.

Postgraduate program (Master, PhD):
For employees only

1. Qatari applicants only.
2. Completion of the bachelor degree with a very good average if the applicant applies for master+s degree
3. Completion of the master+s degree if he applies for the PhD degree
4. Letter of unconditional acceptance from an Institution on the SEC’s list of scholarship institutions
5. Work in a government institution for a minimum of two years (for employees applicant only)
6. Nomination letter from the work place that shows its need for this major and proves that there is no budget for scholarship programs (for employees applicant only)
7. Must not have a degree similar to the required degree.
8. No additional financial support from any other official sponsor is permitted.
9. Work in the service of the State of Qatar for a period equal to the scholarship period upon graduation.

Requirements for Absorption to the Scholarship Programs – Undergraduate Degree Programs:

1. Qatari applicants only.
2. Completion of the first year of study (24 credit hours based on the American system with a GPA of 3.0 and one whole year of study based on the British system with a grade of C (original sealed transcript is required).
3. University must be on the SEC’s list of scholarship institutions
4. Work in a government institution for a minimum of two years (for employees applicant only)
5. Nomination letter from the work place that shows its need for this major and proves that there is no budget for scholarship programs (for employees applicant only)
6. Must not have a degree similar to the required degree.
7. No additional financial support from any other official sponsor is permitted.
8. Work in the service of the State of Qatar for a period equal to the scholarship period upon graduation.
**Entry Requirements to Hamad Bin Khalifa & Tamim Bin Hamad scholarship programs:**

Undergraduate Degree Programs to Hamad Bin Khalifa & Tamim Bin Hamad scholarship programs:
1. Qatari applicants only.
2. Completion of the secondary school certificate or its equivalent earned over the last five years.
3. Letter of unconditional acceptance from an institution on the list of Hamad Bin Khalifa or Tamim Bin Hamad.
4. Work in a government institution (for employee applicant only)
5. Nomination letter from the work place that shows its need for this major and proves that there is no budget for scholarship programs (for employee applicant only)
6. Must not have a degree similar to the required degree.
7. No additional financial support from any other official sponsor is permitted.
8. Work in the service of the State of Qatar for a period equal to the scholarship period upon graduation.

Postgraduate degree programs (Master, PhD) to Hamad Bin Khalifa & Tamim Bin Hamad scholarship programs:

For Employees only

1. Qatari applicants only.
2. Completion of the bachelor degree with a very good average if the applicant applies for master’s degree
3. Completion of the master’s degree if the applicant applies for the PhD degree
4. Letter of unconditional acceptance from an Institution on the list of Hamad Bin Khalifa or Tamim Bin Hamad.
5. Work in a government institution
6. Nomination letter from the work place that shows its need for this major and proves that there is no budget for scholarship programs (for employee applicant only)
7. Must not have a degree similar to the required degree.
8. No additional financial support from any other official sponsor is permitted.
9. Work in the service of the State of Qatar for a period equal to the scholarship period upon graduation.

**Entry Requirements to SEC’s Scholarship Institutions:**

Undergraduate Degree Programs:

Qatari applicants only
1. Completion of the secondary school certificate or its equivalent earned over the last five years.
2. Letter of unconditional acceptance from an Institution on the SEC’s list of scholarship institutions
3. Work in a government institution for a minimum of two years (for employee applicant only)
4. Nomination letter from the work place that shows its need for
**Content of Nomination Letter from Workplace:**

1. A Brief resume about the employee
2. Full name of the employee
3. Date of appointment and the employee's position
4. Major & degree intended
5. Need of the work place for the major that the employee is interested in pursuing
6. No scholarship budget in the workplace

**Financial & Moral incentives for the Hamad Bin Khalifa & Tamim Bin Hamad scholarship programs:**

To promote opportunities for excellence and motivating students, the Higher Education Institute provides a lot of incentives to students enrolled in Hamad Bin Khalifa & Tamim Bin Hamad scholarship programs on an annual basis based on the following criteria:

**1-Hamad Bin Khalifa Scholarship Program financial incentives:**

**Undergraduate Degree Programs:**

- Excellent - a reward of $ (50,000) fifty thousand QR
- Very good - a reward of $ (40,000) forty thousand QR
- Good - a reward of $ (30,000) thirty thousand QR

**Master Degree:**

- Excellent - a reward of $ (200,000) two hundred thousand Riyals QR
- Very good - a reward of $ (150,000) one hundred and fifty thousand QR
- Good - a reward of $ (100,000) one hundred thousand QR

**Doctoral Degree Programs:**

- Excellent - a reward of $ (250,000) two hundred and fifty thousand QR
- Very good - a reward of $ (200,000) two hundred thousand QR
- Good - a reward of $ (150,000) one hundred and fifty thousand QR

**2-Tamim Bin Hamad Scholarship Program financial incentives**

**Undergraduate degree Programs:**

- Excellent - a reward of $ (40,000) forty thousand QR
- Very good - a reward of $ (30,000) thirty thousand QR
- Good - a reward of $ (20,000) twenty thousand QR

**Postgraduate Degree Programs:**

**Master Degree:**

- Excellent - a reward of $ (150,000) one hundred and fifty thousand QR
- Very good - a reward of $ (100,000) one hundred thousand QR
- Good - a reward of $ (50,000) fifty thousand QR
Requirements to the Diploma Program / College of the North Atlantic

1. Qatari applicants only.
2. Completion of the secondary school certificate or its equivalent earned over the last five years
3. Letter of acceptance from the College of the North Atlantic
4. Work in a government institution for at least two years
5. Nomination letter from the work place that shows its need for this major and proves that there is no budget for scholarship programs (for employees applicant only)
6. Must not have a degree similar to the required degree
7. No additional financial support from any other official sponsor is permitted.
8. Must work in the service of the State of Qatar for a period equal to the scholarship period upon graduation

Pre-College Grants:

a- Requirements to the Academic Bridge Program

1. Qatari applicants only.
2. A minimum average of 80% in the Secondary School Certificate or its equivalent
3. Letter of acceptance from the Academic Bridge Program

N.B. The student can be sponsored to study at the Academic Bridge Program for one year only

b- Pre-College Grants for Non-English Speaking Countries

1. Qatari applicants only
2. A minimum average of 80% in the secondary school certificate or its equivalent obtained within the last five years.
3. Letter of acceptance from an institution recognized by the HEI.
4. It is advisable that the students prepare themselves for basic language skills from grade 12 in one of the local institutes

Required documents for Scholarship Programs:

1. 2 passport size photos
2. Copy of identity card
3. Copy of passport
4. Copy of parent/guardian identity card
5. Salary certificate of parent/guardian
6. A bank account with a Qatari Bank only
7. Original copy of the Secondary School Certificate or its equivalent
9. Nomination letter from the work place that shows its need for this major and proves that there is no budget for scholarship programs (for employees applicant only)
**Doctoral Degree:**

- Excellent - a reward of $200,000 (two hundred thousand QR)
- Very good - a reward of $150,000 (one hundred and fifty thousand QR)
- Good - a reward of $100,000 (one hundred thousand QR)

**Other Incentives:**

- Arrange annual meetings with His Highness Sheikh Hamad bin Khalifa Al-Thani for the program’s recipients
- Arrange annual meetings with the Heir Apparent Sheikh Tamim bin Hamad for the program’s recipients
- Create a database on the Supreme Education Council website to connect with students and encourage other students to pursue excellence.
- Publish the names of students on the SEC website and in coordination with the local newspapers.
- Formation of a committee by the Higher Education Institute in collaboration with the Qatar Foundation for Education, Science and Culture, Science & Technology Park, government entities and institutions to adopt students’ scientific researches and provide financial and moral support.
- Allowing students to participate in relevant practical courses, workshops and conferences in the countries of study or in other countries once a year subject to prior approval by the Higher Education Institute.
- Dissemination of students’ scientific graduation research at the expense of the State of Qatar.
- Provide students and their companions’ annual business class tickets.
- The Hamad Bin Khalifa Scholarship Program recipients receive an additional 50% baggage allowance annually and at graduation.
- The Tamim Bin Hamad Scholarship Program recipients receive an additional 30% baggage allowance annually and at graduation.