

PRE-UNIVERSITY EDUCATION (PUE)

QATAR MUSIC ACADEMY SCHOLARSHIP POLICY & PROCEDURES

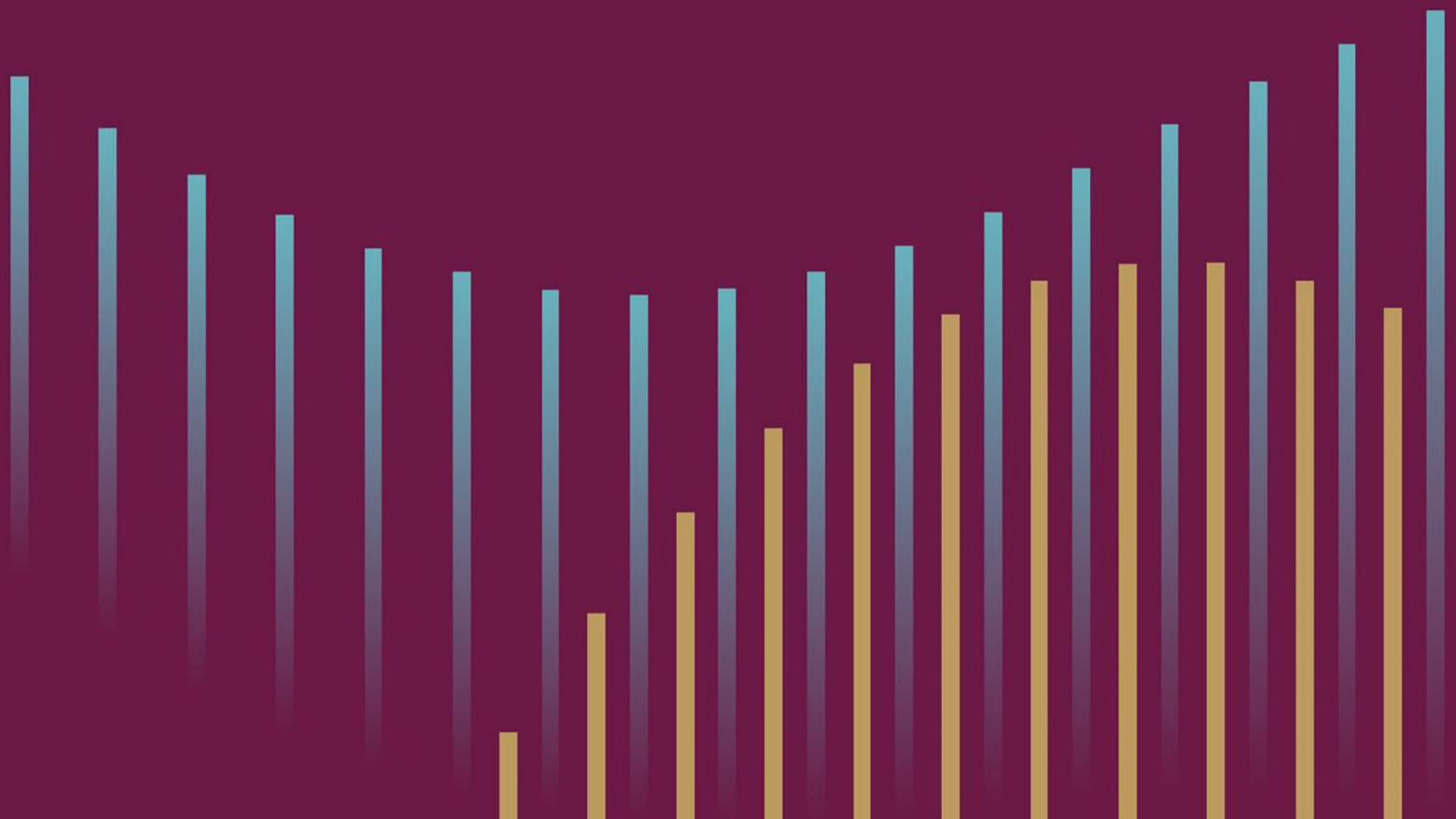


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SCHOLARSHIP POLICY & PROCEDURES

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Title	Scholarship Policy & Procedures	Code	PUE-QMA-ACD-P&P-003
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1. Purpose

Qatar Music Academy offers merit-based scholarships for students enrolled in its Academic Programs. The purpose of this document is to establish the principles, eligibility criteria, award conditions, operational procedures, and compliance requirements for the administration of merit-based scholarships at Qatar Music Academy (QMA).

2. Scope

This document applies to all merit-based scholarships administered by Qatar Music Academy (QMA), including full and partial scholarship awards. It also applies to all students enrolled in QMA Academic Programs who are eligible for scholarship consideration, as well as all stakeholders involved in the nomination, evaluation, approval, administration, monitoring, renewal, withdrawal, and appeals processes related to scholarships.

3. Terminologies & Abbreviations

Term/Abb.	Explanation
QF	Qatar Foundation for Education, Science & Community Development
PUE	Pre-University Education
QFS	QF Schools
QMA	Qatar Music Academy
SFS	Student Financial Services
WMD	Western Music Department
AMD	Arab Music Department
HOD	Head of Department
ABRSM	Associated Board of the Royal Schools of Music
SC	Scholarship Committee
DoA	Delegation of Authority
Scholarship	Financial support applied to tuition fees based on merit.
Quota	Approved number of scholarships per academic year.
Academic Program	Structured QMA music education program eligible for scholarships
Renewal	Continuation of scholarship subject to annual performance review.

4. Policy Statements and Principles

4.1 General Principles

- QMA must administer scholarships in a fair, transparent, and consistent manner.
- All scholarship awards must align with approved budgets and Delegation of Authority (DoA) requirements.
- Scholarships must be awarded based on merit, achievement, artistic potential, and contribution to QMA.
- All scholarship decisions must be documented, traceable, and auditable.
- Scholarship information and student records must remain confidential.
- Scholarships must apply only to tuition fees unless otherwise approved.
- Scholarships must not cover external examination fees, instrument hire, penalties, or damage-related costs.
- Scholarships must not be deferred, transferred between academic years, or exchanged for cash.
- Scholarship holders must comply with all applicable QMA policies, procedures, and Family Handbook requirements.

4.2 Scholarship Committee Governance

The Scholarship Committee (SC) must:

- Maintain governance oversight of all scholarship processes.
- Validate eligibility requirements and audition outcomes.
- Approve annual scholarship quotas aligned with approved budgets.
- Ensure funding availability before scholarship allocation.
- Ensure consistent implementation across departments.
- Maintain accurate and auditable records.
- Review appeals and exception requests.

4.3 Scholarship Categories

QMA must offer the following scholarship categories:

Category	Coverage	Purpose	Basis
Music Excellence Scholarship	QAR 8,600 per academic year	Academic and musical excellence	Performance, academics, artistic maturity, and contribution
QMA Rising Musician Award	QAR 1,800 toward second-term tuition fees	Contribution, growth, engagement, and musical potential	Engagement

4.4 Eligibility Principles

- Scholarships must only be awarded to students enrolled in eligible QMA Academic Programs.
- Scholarships must be awarded for one academic year only.

- Scholarship renewal must be subject to annual performance review.
- Students must satisfy all published eligibility and selection requirements before award approval.

4.5 Student Obligations

Scholarship holders must:

- Maintain required academic and musical performance standards.
- Maintain minimum attendance requirements.
- Participate actively in ensembles, performances, and QMA activities.
- Represent QMA professionally during official events.
- Demonstrate positive conduct, teamwork, and leadership.
- Mention QMA in official artistic biographies, press releases, or external representations where applicable.

4.6 Financial and Compliance Controls

- All awards must remain within the approved scholarship budget.
- No scholarship award must be issued without budget confirmation.
- Dual validation must be completed for audition scoring and evaluation.
- Supporting documentation must be retained for audit purposes.
- Exception approvals must be formally documented.
- All records must be retained for one academic cycle plus one additional year before archiving or disposal.

5. Procedures

5.1 Governance Structure and Responsibilities

5.1.1 Scholarship Committee (SC)

Role	Responsibilities	Decision Authority
Director of QMA (Chair)	Governance oversight, budget alignment, appeals, exceptions	Final approval
Head of WMD	Evaluation, shortlisting, audition participation	Recommendation
Head of AMD	Evaluation, shortlisting, audition participation	Recommendation
Admissions Officer	Process administration, communication, records management	Implementation

5.1.2 Supporting Roles

Role	Responsibility
Executive Director / Budget Holder	Approval of annual scholarship budget
Faculty Representatives	Audition assessment and scoring
Student Financial Services (SFS)	Fee processing and financial controls

5.2 Scholarship Eligibility and Selection Procedures

5.2.1 Music Excellence Scholarship Eligibility

Students must satisfy all of the following criteria:

- Be enrolled in the QMA Academic Program.
- Achieve minimum 90% average in music academic subjects.
- Demonstrate minimum ABRSM Grade 6 level or equivalent in WMD.
- Demonstrate advanced AMD level or approved equivalent.
- Maintain minimum 80% performance rating in progress reports.
- Demonstrate artistic progression and maturity.
- Participate in at least one senior ensemble.
- Demonstrate leadership and active engagement in QMA activities.

5.2.2 Music Excellence Scholarship Selection Requirements

Students must submit:

- Teacher nomination and academic endorsement.
- Personal statement (maximum 300 words).
- Latest progress report.
- Evidence of contribution to QMA events and activities.
- Attendance records demonstrating minimum 90% attendance.
- Supporting academic or musicianship documentation.

5.2.3 Rising Musician Award Eligibility

Students must demonstrate excellence in at least three of the following:

- Ensemble reliability and attendance.
- Artistic growth and progression.
- Creative contributions.
- Positive representation and conduct.
- Leadership, teamwork, and mentoring attitude.
- Proficiency in priority instruments required for ensemble balance.

5.2.4 Rising Musician Award Selection Requirements

Students must provide:

- Teacher or ensemble director nomination.

- Evidence of dedication, reliability, and work ethic.
- Audition demonstrating musical potential.
- Personal statement outlining artistic goals and community contribution.

5.3 Application and Selection Procedures

The scholarship application and selection process follows a structured workflow to support fairness, transparency, and consistency.

Step	Process Stage	Description
Step 1	Nomination	Teachers submit nominations to the relevant Head of Department (HOD).
Step 2	Application Submission	Students submit: • Personal statement • Latest progress report • Supporting academic or musicianship documentation
Step 3	Audition	• Students complete a formal audition. • Auditions assess technique, interpretation, musicianship, and performance quality. • Audition panels use standardized scoring rubrics.
Step 4	Panel Evaluation	• The SC reviews audition results and eligibility documentation. • Evaluations use a standardized 100-point rubric. • Dual validation of scores is completed.
Step 5	Decision and Approval	• The SC validates final scholarship recommendations. • Final approvals align with budget availability and DoA requirements.
Step 6	Notification	• Admissions issues official outcome notifications within 10 working days of final evaluation.

5.4 Audition and Evaluation Criteria

5.4.1. Music Excellence Scholarship Rubric

Criteria	Weight
Technique and Accuracy	50 marks
Ensemble Contribution and Leadership	30 marks
Musicianship and Academic Evidence	20 marks

5.4.2. Rising Musician Award Rubric

Criteria	Weight
Attendance	20 marks
Effort, Dedication, and Work Ethic	30 marks
Progress Report and Achievement	50 marks

5.5 Financial Administration Procedures

- Scholarships apply only to tuition fees.
- Scholarships do not cover external examination fees, instrument hire, book loss, equipment damage, or penalties.
- Scholarship budgets are approved annually by the Budget Holder and SC.
- SFS processes approved scholarship adjustments.
- Students borrowing QMA instruments may be required to provide a security deposit.

5.6 Scholarship Duration, Transfer, and Renewal Procedures

5.6.1. Duration

- Scholarships remain valid for one academic year only.

5.6.2. Renewal

- Renewal decisions are based on annual performance review.
- HODs evaluate academic progress, attendance, and contribution.

5.6.3. Transfer and Deferral

- Scholarships cannot be deferred or carried forward.
- Scholarships cannot transfer between WMD and AMD.
- Replacement candidates may be approved by the SC in exceptional cases.
- Scholarship splitting between two candidates may be approved where justified by equivalent performance outcomes.

5.7 Withdrawal, Cancellation, and Appeals Procedures

Category	Description
Withdrawal	• Students withdrawing from the Academic Program notify Admissions. • Scholarship withdrawal takes effect immediately upon Academic Program withdrawal. • Remaining tuition obligations are communicated to parents or guardians.

Category	Description
Performance Monitoring and Cancellation	• HODs monitor scholarship holder performance throughout the academic year. • Students failing to meet scholarship expectations receive a formal written warning. • Improvement periods are defined by the SC. • Scholarships may be revoked if insufficient improvement is demonstrated. • Final decisions are communicated formally in writing.
Appeals	• Appeals are submitted within five working days of notification. • The SC reviews all supporting evidence. • Written appeal outcomes are issued within five working days. • The final SC decision is considered final.

5.8 Data Privacy and Records Management Procedures

- Admissions maintain confidential scholarship records.
- Records include applications, scores, approvals, appeals, and supporting documents.
- Records are retained for one academic cycle plus one additional year.
- Disposal or archiving follows QMA records management requirements.

5.9 Risk Management and Control Procedures

Risk	Mitigation
Budget constraints	Controlled annual quotas and budget planning
Inconsistent scoring	Standardized rubrics and validation
Low ensemble participation	Monitoring and performance reviews
Perceived unfairness	Transparent procedures and documented decisions

5.10 Annual Scholarship Timeline

Phase	Timeline	Owner	Output
Policy and Budget Approval	April	SC and Director	Approved quotas
Music Excellence Auditions	April / Early May	SC Panel	Audition scores
Scholarship Decisions	May	Admissions	Offer letters
Mid-Year Reviews	December and April	HODs	Performance reviews

Phase	Timeline	Owner	Output
Rising Musician Nominations	November / December	Teachers and HODs	Nomination records

5.11 Communication Procedures

Audience	Channel	Timing	Communication Purpose
Parents and Students	Email and Website	November, February, March/April	Eligibility and expectations
Faculty	Staff Briefings	November and April	Standards and rubric alignment
Ensemble Leaders	Meetings	November and January	Attendance and participation expectations