



**DOHA INSTITUTE
FOR GRADUATE STUDIES**

**Doctoral Studies – Academic Policies
Scholarships Policy**

This policy sets the rules and regulations related to scholarships available for doctoral candidates at DI.

Students' Affairs Deanship

Version	Title	Date Produced	Produced by
01	Registration Policy	30/01/2021	DI President's office
Revision Date	Revised by	Date Ratified	Ratified by
31/01/2021	Doctoral Studies Board	11/02/2021	DI Council
		04/04/2021	DI Board of Trustees With few modifications

Doctoral Studies – Academic Policies Scholarships Policy

Introduction:

This policy sets the rules and regulations related to scholarships available for doctoral candidates at DI. And sets the requirements to receive them.

Scholarship:

What is meant by the scholarship in this policy is the funding obtained by student in various forms. It usually includes coverage of tuition and housing fees at the Institute, in addition to fees for some other academic services, and it also includes all the financial allocations that the student benefits from while working on the Dissertation.

General Conditions:

- 1) Students who have previously benefited from the same scholarships shall not benefit from the scholarships offered by the Institute, whether they obtained the degree or not.
- 2) A student shall not combine the Institute's scholarship and any other scholarship, whatever its source, except with the prior approval of the Doctoral Studies. Board
- 3) Students who have obtained a full scholarship must commit, in return, to working for the Institute in the fields of research, teaching and any other fields that are required of them, for not less than ten hours per week during the semester. The working hours of the partial grantees are determined in proportion to the value of the scholarship, on condition that it does not exceed 15 hours per week.
- 4) In consultation with the programs and colleges, the Doctoral Studies Board determines the required fields of work. To continue to benefit from the Institute's scholarships, the obligations specified above must be fulfilled.

Scholarships Granting:

Scholarship applications are examined by the Board of Doctoral Studies.

Types of scholarships:

The scholarships available for doctoral studies students are summarized as follows:

- 1) The scholarship of the first phase of Doctoral Studies; This scholarship is granted according to eligibility, and based on the criteria set forth below.
- 2) The scholarship of the second phase, which is a full-time reading of the prospectus. Obtaining it is linked to achieving a GPA of no less than 3.5 in the courses of the first phase.
- 3) Scholarship of the third phase, which is to prepare for the dissertation. Obtaining it is linked to passing the comprehensive examination.

Admission requirements of the first phase:

- 1) The applicant must be accepted in the institution.
- 2) The applicant must be unable to afford the costs of pursuing a doctoral degree and has no other scholarships.
- 3) The scholarship covers two semesters during which the student must complete the courses of the first phase. In case of failing to complete them in that period, the student shall pay the additional fees as determined by the institution.

Admission Requirements of the second phase: (full-time to read the prospectus)

- 1) The student's GPA shall not be less than 3.5 in first-phase courses.
- 2) This scholarship covers one academic year.

Admission Requirements of the third phase: (Dissertation writing)

- 1) The student must complete the tasks of the prospectus phase and must pass the comprehensive test by the end of the second phase.
- 2) The scholarship covers two academic years, which can be extended by submitting a reasoned extension request and obtaining the approvals of the Director of the Doctoral Studies Board and the Vice President for Academic Affairs.

Grantee Responsibilities:

- The student must be a full-timer in the Ph.D. program according to the agreed-upon plan, during the scholarship timeline.
- The student must fulfill all the required tasks in a timely and complete manner, according to the requirements of each phase.
- The student must communicate with the supervisor, and commit to his/her instructions as well as the assignments of the mandatory courses, according to the policies.
- The student must fully commit to the charter signed by him/her when registering for doctoral studies in the Institute.
- The student must submit progress reports required for accreditation by the Doctoral Studies Board in a timely manner and in the format specified in consultation with the supervisor.
- The student must not drop out of the program without permission based on an official written request approved by the supervisor and the Doctoral Studies Board. In case of dropping out for more than a month, the approval of the Vice President for Academic Affairs is required. Thus; the scholarship will be suspended and will be automatically restored upon return.

* The first draft of this policy was prepared in September 2018 by the dean of student affairs, and was discussed by the doctoral studies committee on 10/10/2018, and was approved by DI Council on the same date.

* It was submitted to DI Board of Trustees on 27/10/2018 and was ratified with modifications that was incorporated. Letter No. 055/2018 dated 07/11/2018.

* This policy was modified on 04/10/2020 and on 14/12/2020 by DI President in accordance with the Doctoral Outline submitted to Ministry of Education and Higher Education for Licensing. Those modifications were discussed at the DI Council on 14/10/2020 and 23/12/2020 and 30/01/2021 and was approved on 31/01/2021.

* This policy was submitted to the DI Board of Trustees on 01/02/2021 and was ratified with few modifications by letter No. 010/21 dated 04/04/2021.