



**PARLIAMENTARY SECRETARIAT FOR
YOUTH, SPORTS AND VOLUNTARY ORGANISATIONS**

MINISTRY FOR EDUCATION AND EMPLOYMENT

MALTA SPORT SCHOLARSHIP SCHEME 2018

21ST MARCH 2018 – 20TH APRIL 2018

**Administered by the
Scholarships Unit - Ministry for Education and Employment**

Contents

1	Introduction	3
2	Definitions	3
3	Aims and Objectives	8
4	Target Participants	8
5	Eligibility.....	9
6	Minors	13
7	Recognition of Qualifications.....	13
8	Types of Scholarships, Tenure and Placement	14
9	Administration of the Malta Sport Scholarships Scheme	15
10	Application Forms.....	15
11	Selection Process.....	17
12	Selection Criteria.....	18
13	Value and Payments of Scholarship Grant	19
14	The Awarding Stage.....	20
15	Progress and Completion	21
16	Anti-Doping, Sportsmanship and Proper Conduct	23
17	Termination prior to completion of programme.....	25
18	Other General Conditions of Award.....	26

1 Introduction

- 1.1 The promulgation of sport at a professional level will promote the development of **high performance athletes** who will eventually represent Malta in international competitions. The elevation of the status of sport in Malta will not only bring about a wider international recognition with positive economic benefits for the tourism industry but will also encourage the uptake of sport and physical activity across the country resulting in overall improvements in the health and well-being of the population as a whole.

2 Definitions

Unless the context explicitly requires otherwise, for the purpose of these regulations,

- 2.1 **Administrator** shall mean the person within the Scholarships Unit who carries the overall financial and legal responsibility for the implementation of the scheme, as delegated by the Scholarships Unit within the Ministry for Education and Employment.
- 2.2 **Agreement** shall mean a legally binding document to be signed by the Awardee as beneficiary of the Scholarship and the Administrator. These Regulations shall be construed as forming part of the Agreement. The Agreement has to be signed by not later than three (3) months after the commencement of studies or the publication of rankings, whichever comes last unless otherwise justified. The monetary amounts shown in the Agreement shall be disbursed only if the proper documentation (invoices and receipts) are submitted and verified for eligibility and correctness. In the event of any inconsistency or discrepancy between the Agreement and these Regulations, these Regulations shall prevail in all cases and the Agreement shall be amended to the extent of the discrepancy or inconsistency with these Regulations as rectified accordingly.
- 2.3 **Anti-Doping Regulations 2011** shall mean the Anti-Doping Regulations as set out in Legal Notice 281 of 2011 and any subsequent legislation or amendments thereto.
- 2.4 **Appeals Board** shall mean a Board appointed by the Minister for Education and Employment, entrusted with assessing and delivering **final decisions** in respect of petitions submitted by Applicants and Awardees contesting decisions taken by the Sport Scholarships Selection Board and/or the Scholarships Unit as administrator of this scholarships scheme on the interpretation of these Regulations. Any decision taken by the Appeals Board shall be regarded as final and irrevocable for all intents and purposes of the Sport Scholarships Scheme.
- 2.5 **Applicant** shall mean a person who submits a scholarship application.
- 2.6 **Awardee** shall mean the Applicant who is granted the Scholarship.
- 2.7 **Awarding Body** refers to an organisation, recognised by the relevant National Regulatory Authorities, whose purpose is awarding accredited qualifications.
- 2.8 **Start Date** of scholarship shall mean the date as specified in the ULA being the start date of the course. Payments to the Awardee shall be calculated from the Start Date. The Start

Date may be amended at Contract stage if the Scholarships Unit has proof that the start date of the course is different from that included in the ULA submitted by the closing date.

- 2.9 **Completion Date** shall mean the date when the programme is completed and the final result is published.
- 2.10 **Compulsory Education** shall mean the programme of studies normally followed by students between the ages of 5 to 16 and as directed by the Director General, Directorate for Educational Services in Malta.
- 2.11 **Course Duration** has to be established by the Recognised Institution. When it does not cover whole months, the funds disbursed will be pro rata.
- 2.12 **Distance Learning** shall mean a method of studying in which lectures are broadcast or lessons are carried out by correspondence.
- 2.13 **Doctoral Programme** shall mean a research-related programme of higher education study that leads to a degree at MQF level 8.
- 2.14 **ECTS** shall mean European Credit Transfer System
- 2.15 **End Date** shall mean the date as specified on the ULA or the date specified on the Transcript as issued by the HEI/University whichever date is the earliest. Payments are calculated to cover the period from the **Commencement Date** to the **End Date**.
- 2.16 **Extension** shall mean any other period beyond the end date indicated on the scholarship agreement. Any request for extension is to be addressed to the Malta Sport Scholarships Board supported by the approval of the Recognised Institution. Any request for extension is at the discretion of the Board to approve or otherwise.
- 2.17 **First Degree (Undergraduate Course)** shall mean a first cycle higher education programme that leads to a degree at MQF level 6.
- 2.18 **Full-time Studies** shall mean studying physically full-time on-campus at a Recognised Institution. This excludes learning or studying from any other place that is not designated as being part of the campus of the Educational Institution. The Board may ask the Institution to confirm the physical presence and duration spent by the Awardee on campus. Awardees need to provide proof that they are studying full-time on campus.
- 2.19 **Higher Education Institution (HEI)/University** shall mean an entity providing higher education and recognized by the relevant regularity national authority of a hosting country as belonging to its system of higher education and is a recognised body with Degree awarding powers.
- 2.20 **ISCED** shall mean International Standard Classification of Education.
- 2.21 **Joint Degree** shall mean a single degree issued by at least two Institutions offering an integrated programme and officially recognized in the countries where the degree-awarding institutions are located. The Administrator will only recognise one of these Institutions, which will be called the *Leading Institution*. This Leading Institution will have to satisfy one of the conditions of a Recognised Institution as indicated below.

- 2.22 **High Performance Athlete** shall mean an Applicant of more than 11 years of age, who has participated in a sport event at national level or represented his/her country at international level and is nominated by the respective National Sport Organisation.
- 2.23 **Maintenance Allowance** shall mean a grant which is awarded as part of the scholarship and in accordance with all conditions as laid in these Regulations and in the Agreement.
- 2.24 **Minors** shall mean persons who have not reached the age of eighteen years by the end of the scholarship application deadline.
- 2.25 **MQRIC** shall mean Malta Qualifications Recognition Information Centre within the National Commission for Further and Higher Education (NCFHE).
- 2.26 **MQF** (Malta Qualifications Framework) shall mean the translation device that makes national qualifications more readable across Europe, promoting workers' and learners' mobility between countries and facilitating their lifelong learning as specified in the First Schedule of Legal Notice 294 of 2012.
- 2.27 **Masters Programme** shall mean a second cycle higher education programme that: leads to a Master level qualification offered by a HEI (Including a University) with a minimum of 90 ECTS, leading to a full MQF Level 7 on an academic level.
- 2.28 **MEDE** shall mean Ministry for Education and Employment.
- 2.29 **NCFHE** shall mean National Commission for Further and Higher Education.
- 2.30 **Part Time Studies** where the student does not meet the criteria of a full time student.
- 2.31 **Per Annum** shall mean twelve (12) calendar months. When a programme is of a duration of for example nine (9) calendar months, the grant shall be awarded **pro rata** over that number of months. For avoidance of doubt in calculating the meaning of a month the Awardee must spend fifteen (15) or more consecutive days in order to be eligible for funds covering a month.
- 2.32 **Postgraduate Qualification** shall mean any course or programme leading to Masters (MQF level 7) or Doctorate (MQF level 8).
- 2.33 **Professional and Vocational Qualification Scheme** shall mean Scholarship award granted under the provisions and criteria outlined in section 4.1(b) of these Regulations.
- 2.34 **Recognised Institution or Institution** shall mean an establishment providing training and education in the fields of Sport and which is mutually recognised by MQRIC. When MQRIC issues a certificate which indicates that the Institution is not recognised, that certificate is to be considered as final and conclusive. Approval of Institution may be sought from SportMalta only when the nature of the Training or Studies applied for is considered by the SSSB to fall under the 'Sports Specialisation Scheme' as per section

- 4.1(a) of these Regulations and when in such case MQRIC cannot issue a recognition certificate.
- 2.35 **Recognised Programme of Study or Programmes of Studies** shall mean any training or study provided by a Recognised Institution leading to a qualification in Sports as recognised by MQRIC or by SportMalta, in accordance with paragraph 2.20 above. In the event that MQRIC issues a certificate that the Programme of Studies is not recognised, the Applicant shall not be permitted to seek the endorsement of SportMalta as an alternative to the MQRIC recognition certificate (it being a requisite for any application) for the Programme of Studies in question. Approval of Programme of Studies may be sought from SportMalta only when the nature of the Studies applied for is considered by the SSSB to fall under the ‘Sports Specialisation Scheme’ as per section 4.1(a) of these Regulations and when in such case MQRIC cannot issue a recognition statement / certificate.
- 2.36 **Scholarship** shall mean an award of financial aid for an Awardee to further education in a specialised field of sport. At the end of the scholarship, the Awardee shall have proof that s/he has completed successfully the programme of studies for which the Applicant has applied for.
- 2.37 **Scholarship Unit** shall mean the unit entrusted with the administration of this scheme.
- 2.38 **SportMalta** is the Government of Malta’s entity for Sport.
- 2.39 **Sports Specialisation Category** shall mean Scholarship award granted under the provisions and criteria outlined in section 4.1(a) of these Regulations.
- 2.40 **Sport Scholarships Selection Board/s (SSSB)** shall mean a board appointed by the Minister responsible for Sport entrusted with the Selection Exercise for the awarding of scholarships and overseeing the scheme.
- 2.41 **Tuition Fees** shall include enrolment, registration, examination and any other fee which the Administrator may consider as pertaining to the successful completion of the course and charged by the Recognised Institution. Ancillary fees, including fees for the use of services provided by the Recognised Institution and insurances shall not be covered. Tuition Fees covered shall be those charged directly by the Recognised Institution. Tuition Fees shall only be paid upon presentation of an original invoice. Payment will be affected to the Recognised Institution issuing the original invoice. In the case of Applicants who pay for the Tuition Fee prior to the award of the Scholarship, these shall

only be reimbursed after presentation of the original official invoice and original official receipt or equivalent from the Recognised Institution.

2.42 **Unconditional Letter of Acceptance (ULA)** shall mean a letter issued by the Registrar (or a designated high authority) of the Recognised Institution which shall have the following details:

- A clear statement by the Recognised Institution that it is **unconditionally** accepting the **Applicant to follow a specific Recognised Programme of Studies**;
- The **Commencement Date** of studies of the Recognised Programme of Studies; The **End date** of studies of the Recognised Programme of study (which shall mean when the programme of studies is expected to be completed) or the duration of the course;
- **Modality** of study (that is whether it is full-time, part-time or distance learning studies);
- **The Number of Credits / Number of ECTSs pertaining to the programme of study or the number hours in the case of Training Programmes.**
- The **Tuition Fees** (if applicable). The Applicant should note that the Agreement to be signed after the award of the Scholarship shall include only the information contained in this ULA. Scholarships Unit - MEDE shall not accept amendments to the Agreement other than those which reflect the information and/or data clearly stated in the original ULA.

For avoidance of doubt, this shall mean that the Scholarships Unit - MEDE will refuse to pay any fees introduced after the ULA is issued. The Scholarships Unit - MEDE and the SSSB shall not include any such or similar additions in the Agreement and Scholarships Unit - MEDE shall not pay any such or similar fees.

All Applicants shall be obliged to submit the Unconditional Letter of Acceptance by Friday, 3rd August, 2018 not later than Noon (Local Time).

It is the duty of the Applicant to ensure that when s/he chooses a Recognised Institution, it is in a position to issue such an Unconditional Letter of Acceptance with all the above details. This has to be in the form of an original letter, signed by the Registrar (or delegated high authority). Scanned, PDF copy or other electronically transmitted format shall be accepted PROVISIONALLY in terms of Clause 8.4 provided that the original copy of the ULA shall be produced before the signing of the Agreement and as stipulated in Section 10. In the event where the Institution issues solely electronic copies of the ULA, the ULA shall be emailed directly by the recognised institution to the Malta Sports Scholarships Scheme office. No additional costs shall be entered into the agreement other than those stated in the ULA submitted by Friday, 3rd August 2018 noon (Local Time).

Failure to provide such original ULA will result in the exclusion of the Applicant /quasi awardee from the award of the Scholarship. In the circumstances where the Administrator deems that it was not reasonably practicable for the Applicant to provide the original ULA, the Administrator may, at its discretion, allow up to three (3) months for the provision of the original ULA.

3 Aims and Objectives

- 3.1 Without prejudice to, and in line with Clause 1 above, the Malta Sport Scholarships Scheme (MSSS) shall have the following aims and objectives:
- (a) To promote the advancement of Sport as a Profession/Discipline in Malta;
 - (b) To encourage the uptake of professions that are related to Sport or a specific sporting discipline;
 - (c) To promote the professional development of athletes in the field of sport;
 - (d) To provide assistance in the development of athletes in their chosen field of sport;
 - (e) To develop the necessary human resource capacity required to manage and organise Sport Facilities and Events;
 - (f) To develop the necessary human resource capacity required to train, organize and provide associated support services to athletes taking part in National or International Sporting Events.
- 3.2 The MSSS aims at providing more opportunities to promote specialisation in sport including certifications in different sporting disciplines, including coaching, management and related support services which contribute towards the development of Sport in Malta.
- 3.3 These scholarships are intended to support individuals who are exceptionally committed in any field of sport to pursue programmes leading to a specialised level in a selected sport discipline and to develop the required capacity in the Administration and Management of Sports organisations

4 Target Participants

- 4.1 The Malta Sport Scholarship Scheme is intended to target applicants falling under two main categories:

(a) Sport Specialisation Category:	(b) Academic or Vocational Qualification Category
(i) Athletes who intend to improve their level of skill and performance in their chosen field of sport	(i) Sports Administration and Management: Comprise higher education programmes which seek to develop appropriate skills required to manage, operate and run sport organisation, facilities and events;
(ii) Coaches to specialise in coaching and training of others	(ii) Sport Psychology: Comprise higher education programmes providing students with a range of skills necessary to provide support and mentor High Performance Athletes with view to maximise their potential;
	(iii) Sports Coaching:

(iii) Sport Administrators to specialise in the administration of sport organisations	Comprise higher education programmes providing students with a range of skills necessary to improve the performance of Athletes with a view to maximise their potential for development;
	(iv) Sports Science, Exercise and Health: Comprise higher educational programmes that typically develop students into professionals required to promote the physical development and recovery of athletes for the purpose of maximising their performance in a chosen field of sport
	(v) Sports Medicine: Comprise higher educational programmes that place an emphasis on the provision of nutritional advice, medical, clinical and other health related support services to Athletes
	(vi) Sports Law: Comprise higher educational programmes that provide students with insight and knowledge on local and international legislative aspects of sport and how this is applied in practise
	(vii) Physical Education: includes higher educational programmes that seek to develop pedagogical skills required.

5 Eligibility

5.1 In order to apply for any Sport Scholarship listed in Section 4.1, the Applicant shall by closing date of Application:

- (a) be a Maltese citizen who has been residing in Malta for the past five (5) years. Provided that a Maltese citizen who has been residing outside Malta for study, health or work purposes or any other purpose which the SSSB may consider, will still be eligible to apply and this period of time during which the citizen was abroad will not be taken into consideration for the purpose of calculating the five (5) year requirement; **or**
- (b) be a Maltese Citizen who is a worker or self-employed person in Malta; **or**
- (c) be a national of an EU/EEA state or a family member of such EU/EEA national (as defined in SL460.17 and in SL217.04 respectively for EU and EEA nationals),

provided that such person has obtained permanent residence in Malta in accordance with SL460.17 and in SL217.04 respectively for EU and EEA nationals; **or**

- (d) be a national of an EU/EEA state who is in Malta exercising his/her Treaty rights as a worker, self-employed person or person retaining such status in accordance with SL460.17; **or**
- (e) be a third country national who has been granted long-term residence status under SL217.05.

AND

- (f) Be applying for a training programme / course of not less than 100 hours spread over four (4) consecutive weeks **or** for a programme of study / course leading to MQF Level 5, or MQF Level 6 or MQF Level 7 or MQF Level 8;
- 5.2 Applicants shall start their training programme / course or programmes of study applied for between 1 January 2018 and 31 December 2018. Applicants shall be applying for a Recognised Programme of Study at a Recognised Institution.
- 5.3 Applicants shall be eleven (11) years of age or older.
- 5.4 Applicants who, by the closing date of application are still undergoing another programme of study, may still apply, provided that such programme is to be concluded and results published by the beginning of December 2018, before entering into agreement if awarded a Sport Scholarship. If the said programme resulted to be at same level of that applied for, it will only be accepted if it is in one of the Sport specialised area specified in these regulations.
- 5.5 For applicants under the age of 16, the legal custodian shall be bound to sign a separate declaration that the minor will continue to pursue compulsory education during the Scholarship period.
- 5.6 Applicants applying for a Sport Scholarship shall fulfil the following additional criteria for each of the two categories referred to in 4.1.a and 4.1.b:

Category	Applicant	Programme	Institution	Requirements
Sports Specialisation (4.1.a)	High Performance Athletes	applying for a programme of training or studies leading to a specialized level in a chosen field of sport, coaching or other activity with a maximum duration of 24 months;	applying for a programme of training or studies that is provided by a Recognised Institution;	Applicants shall be at least 11 years of age and;
	Coaches			Has participated in a sport event at National level or at International level. Applicants must be nominated by the respective National Sport organisation
	Sports Administrators			Individuals involved in the direction, instruction and training of a Sport team or an individual sport person. A coach may also be a Teacher. S/he should be registered and affiliated with an accredited national sport organisation. Should be responsible for carrying out administrative tasks

				across a wide range of functions within sport clubs/organisations/schools
Academic or Vocational Qualification (4.1.b)	Applicant pursuing an academic or vocational qualification in a recognised institution	<p>Applying for a programme of study leading to a specialisation in a chosen field of sport.</p> <p>Preference will be given to applicants pursuing studies in one of the following areas:</p> <p>Sports Administration and Management include higher education programmes which seek to develop appropriate skills required to manage, operate and run sport organizations, facilities and events;</p> <p>Sports Psychology include higher education programmes providing students with a range of skills necessary to enhance the performance of Athletes with a view to maximise their potential for development;</p> <p>Sports Coaching includes higher education programmes providing students with a range of skills necessary to provide support and mentor High Performance Athletes with a view to maximise their potential for development;</p> <p>Sports Science, Exercise and Health includes higher educational programmes that typically develop students into professionals required to promote the physical development and recovery of athletes for the purpose of maximising their</p>	provided by a Recognised Higher Education Institution.	<p>already has a proven track record in the discipline of the Sport in which the applicant is seeking more specialisation.</p> <p>The following activities shall be deemed to qualify as experience in the Sport Sector in Malta:</p> <ul style="list-style-type: none"> · Coaching and/or training teams or individuals through a registered and accredited national sport organisation by SportMalta; · Managing and/or administering sport facilities; · Planning, managing, organising and/or controlling sporting events in Malta recognised by SportMalta; · Provision of support services to High Performance Athletes, including but not limited to, psychological support, medical support, nutrition and exercise consultancy; · Physical education and sport activities organised for school children; · Activities leading to the promotion of sport and physical activities amongst the population in Malta; · Other related sport activities as approved by the SSSB. <p>Preference will be given to candidates who have a proven track record of working in or providing a contribution on a paid or voluntary basis to the sports sector.</p>

		<p>performance in a chosen field of sport;</p> <p>Sports Medicine includes higher educational programmes that place an emphasis on the provision of nutritional advice, medical, clinical and other health related support services to Athletes;</p> <p>Sports Law includes higher educational programmes that provide students with insight and knowledge on local and international legislative aspects of sport and how this is applied in practice;</p> <p>Physical Education includes higher educational programmes that seek to develop pedagogical skills required.</p>		
--	--	---	--	--

- 5.7 Applications for full time studies submitted by Public Service or local Public Sector employees are required to make a formal written request to the Permanent Secretary of their respective Ministry through their Head of the relative Department/Directorate on pain of ineligibility to confirm whether paid or unpaid leave of absence for the duration of the course has already been conceded under those terms and conditions as established by the Ministry concerned.
- 5.8 In the case of selected Applicants who are employed on full-time employment contracts and receiving paid leave of absence, the grant shall be restricted to cover tuition fees only. In such cases, no maintenance allowances will be provided
- 5.9 Applicants in possession of other national or European Union (or a combination of both) public grants or national/EU/Commonwealth (or a combination) scholarships for the same training programme / programme of study shall be deemed ineligible to apply under this scheme if not notified and approved by the Board. Any scholarships or other supplementary grants awarded to the Scholarship Awardee shall be notified to and approved by the Malta Sport Scholarships Scheme Board, whether such are awarded to the Applicant prior to the Malta Sport Scholarships Scheme or throughout the duration of the Scholarship. In the event that an Applicant is granted a Sport Scholarship and the Director/MEDE discovers, after the grant of such Sport Scholarship, that the Scholarship Awardee, at any point in time, whether prior to the award of the Sport Scholarship, or after such award, is in receipt of any national/EU public grant or national/EU scholarship, the Scholarship Awardee shall be liable to refund all the amount/s up to then paid to

him/her or on his/her behalf in full, and this without prejudice to any other legal action which may be taken in his/her regard.

- 5.10 Applicants in possession of other national/EU (or a combination of both) public grants or national/EU/Commonwealth (or a combination) scholarships for a different course or programme, have to complete the first course and fulfil all the contractual obligations before the grant of a second scholarship (at a higher level) is awarded.
- 5.11 An Applicant shall become ineligible for a scholarship if s/he is in breach of any part of these regulations.

6 Minors

- 6.1 Minors are eligible to apply for Sport Scholarships awarded under Section 4.1(a) of these regulations.
- 6.2 Applications from Minors will only be accepted if the application being submitted by their parents or legal guardians indicating their consent and authorisation for participating in the Scheme.
- 6.3 For Minors under the age of 16, parents or legal guardians shall be bound to sign a separate declaration that the Minor will continue to pursue compulsory education during the Scholarship period. In such cases, the Awardee shall present a certificate of attendance issued by the Education Institution where the compulsory education is provided. Failure to provide such certificate of attendance may result in the suspension of the scholarship.
- 6.4 In the event that the applicant is a Minor and the parent/s and / or legal guardian, in possession of the minor's legal custody, is submitting the application on the Minor's behalf, such legal custodian shall sign a declaration stating that there are no impediments on the Minor's departure from Malta and residing in a foreign country (where applicable) for the duration of the programme.

7 Recognition of Qualifications

- 7.1 It is the responsibility of Applicants, to produce evaluation statement/s on the recognition of the institution (both local and foreign) and the comparability of qualifications issued by the Malta Qualification Recognition Information Centre (MQRIC) within the National Commission for Further and Higher Education (NCFHE) for both qualifications already attained and also for the prospective qualification applying to follow/read under this scheme awarded or being awarded by local or/and foreign institutions. A copy of the said statement issued by MQRIC, shall be uploaded with the application, with the original presented at the interview. In the case of Applicants not yet in possession of this statement may still apply, provided that they shall submit a copy of the report to the Malta Sport Scholarships Office by not later than **3rd August, 2018 at 12.00 noon (Local time)**.

7.2 The MQRIC may be contacted as follows:

Malta Qualifications Recognition Information Centre (MQRIC) /
National Commission for Further and Higher Education (NCHFE)
Sir Temi Zammit Buildings
Malta Life Science Park
San Gwann SGN3000
Tel. No.: (+356) 2381 0200 / 2381 0000
E-mail: qric.malta@gov.mt
www.ncfhe.gov.mt

8 Types of Scholarships, Tenure and Placement

- 8.1 The scheme supports specialised programmes of studies as specified in the Sport discipline of or practical professional training in Sport running in parallel to full time studies as defined in section 4.1 of these regulations in a recognised institution. Applications need to consult the eligibility criteria outlined in Clause 5.1 of these regulations in order to determine their eligibility for such scholarships.
- 8.2 In the case where an Applicant is applying for a Scholarship under Section 4.1(a) of these regulations, funding for practical training will only be provided if such Applicant will be pursuing a Recognised Programme¹ of Studies provided by a Recognised Institution on a full time basis only;
- 8.3 In the case where an Applicant is applying for a Scholarship under Section 4.1(b), funding will only be provided to finance Recognised Programmes of Study in Sport provided by a Recognised Institution on a **full-time basis physically** on a campus or Part-time and Distance Learning Programmes.
- 8.4 In all cases, Applicants should have at least one official Unconditional Acceptance Letter in writing from a Recognised Institution to follow a Recognised Programme of Studies. The last day of submission of the Unconditional Acceptance Letter shall be noon (local time) of **Friday, 3rd August 2018 at noon (Local Time)**.
- 8.5 If the Applicant is required to attend for a trial, practical assessment, interview or any other test before an unconditional letter of acceptance is issued, it is the responsibility of

¹ Please consult Clauses 2.34 and 2.35 for a definition of a Recognised Institution and Recognised Programme of Studies respectively for the purpose of these Regulations

the Applicant to fund his/her own assessment or interview or test provided that such amounts shall not be reimbursable as part of the Scholarship.

- 8.6 The successful acceptance by a Recognised Institution to follow a Recognised Programme cannot be interpreted as an automatic qualification for a Scholarship under this scheme.
- 8.7 The programme applied for shall lead to a qualification and may but not necessarily lead to an Undergraduate Diploma, First Degree, a Joint Degree or a Postgraduate qualification.
- 8.8 The Malta Sport Scholarships Scheme shall support full-time Programmes of Studies of up to a maximum duration of forty eight (48) calendar months.
- 8.9 The Malta Sport Scholarships Scheme shall support also part-time / distance learning programmes of up to a maximum of duration of sixty calendar months (60) in the case MQF Levels 5, 6, and 7 and up to a maximum of eighty four (84) calendar months in the case of MQF 8.

9 Administration of the Malta Sport Scholarships Scheme

- 9.1 The Malta Sport Scholarships Scheme is administered by Scholarships Unit - Ministry for Education and Employment.
- 9.2 All correspondence is to be addressed to:
The Administrator
Malta Sport Scholarships Scheme
Scholarships Unit
Ministry for Education and Employment
Room. 113, Great Siege Road, Floriana VLT 2000, Malta
Tel. No.: (+356) 2598 2111
E-mail: sportsscholarships.mede@gov.mt
Website: www.myscholarship.gov.mt

10 Application Forms

- 10.1 Applicants may choose up to five (5) Recognised Institutions and programmes that they consider most appropriate on the Application Form. No changes to the list of Institutions are accepted after the closing date.
- 10.2 The Applications deadline is **Friday, 20th April 2018 noon (Local time)**.
- 10.3 Applicants are invited to apply using the appropriate online electronic application available on www.myscholarship.gov.mt – **Only** online applications are accepted. It is the responsibility of the applicants to ensure that their application is successfully submitted, to keep a printed copy of the application form and to print a copy to the electronically generated acknowledgement. This shall be the applicant's proof that an application is submitted successfully on line and on time.
- 10.4 It is Imperative to note that the final verification of submission of Application will be based on the official systems logs.

All attachments are to be saved in PDF format and to be uploaded in one file in the following order:

Application Requirements	Sports Specialisation Category 4.1.a	Academic & Vocational Qualification Category 4.1.b
Copy of the applicant's University /College Transcripts/Academic Records (where applicable)	√	√
Copy of MQRIC evaluation report (<i>where applicable</i>)		√
Copy of a signed nomination form by their respective National Sports Organisation or Club (<i>if applicable</i>)	√	
A copy of a certificate as evidence that the applicant has participated in a youth development scheme for a minimum period of three years (<i>if applicable</i>).	√	
A copy of a Sport Profile report including a record of sports participation and achievements or evidence if any work experience or voluntary service in Sport of no longer than 2 A4 pages	√	√
Any other document which may assist the SSSB to assess better the applicant's Sports merit;	√	√
Signed declaration by the legal custodian if applicant is under the age of 18 on 20 th April 2018.	√	√
Signed Declaration by Parents/Guardians confirming that Applicant will remain in compulsory education if the latter is under the age of 16 on Friday, 20 th April 2018	√	

10.5 Supporting documents not uploaded with the online application are required to arrive and made attention to :-

**The Administrator
Malta Sports Scholarships Scheme
Scholarships Unit
Ministry for Education and Employment
Room 113
Great Siege Road,
Floriana VLT 2000,
Malta.**

10.6 Late applications shall not be considered by the SSSB.

10.7 No changes to the Application Form shall be allowed after submitting the Application Form.

10.8 One application form shall be accepted for each Applicant. If more than one Application Form is submitted, the last Application Form submitted shall be considered by the SSSB Board.

11 Selection Process

11.1 The Minister responsible for Sport shall appoint the SSSB to conduct the selection process.

11.2 It shall be the duty of the appointed Board to determine whether the proposed programme of studies or professional training programme leads to a specialised level in any sport discipline;

(a) The SSSB will be responsible for all matters concerning selection and determination of appropriate awarding of scholarship according to the regulations and the overseeing of the scheme.

(b) The Minister responsible for Sport shall also appoint an Appeals Board to deal with objections raised by applicants after they are informed in writing with the decisions of the SSSB.

11.3 The role of the SSSB is to evaluate and select Applicants according to criteria in clause 12.1.

11.4 Where necessary, the SSSB may consult the relevant expertise in the sport area concerned to evaluate the application.

11.5 The Appeals Board shall only address appeals from decisions taken by the SSSB on matters related to procedure or interpretation of the regulations in terms of eligibility, awards, and other decisions related to the granting of a Scholarship. If an applicant disagrees with the SSSB or any other procedure under these Regulations, the Applicant may present a petition to the Appeals Board within six (6) working days from the date of

the letter sent by the SSSB or the Administrator communicates the decision/s to the Applicant in writing through registered mail.

11.6 The decision by the Appeals Board is final.

12 Selection Criteria

12.1 Applications for the Malta Sport Scholarships Scheme shall be considered on the basis of the following selection criteria.

Selection Criteria	Sports Specialisation Category 4.1.a	Academic & Vocational Qualification Category 4.1.b
Academic merit of the Applicant	√	√
Sport Achievement and merit of the Applicant	√	
The extent of which personal goals will give a value contribution to the field of Sport following the completion of the programme	√	√
The reputation of the institution selected by the applicant	√	√
Relevance to the local context in relation to the areas identified in Clause 5.5		√
Contribution and work experience (including voluntary work) in a sport related area		√

12.2 All eligible Applicants will be called for an interview. It is the responsibility of the Applicant to make sure to be available on the date and time communicated to her/him for the interview. No alternative arrangements shall be made to change the date and time of the interview, unless there is an exceptional circumstance (supported by written proof) that warrants the change in such date and time. The aforementioned exceptional circumstances shall be examined and such alternative date and time may be agreed to by the SSSB, at its discretion. For the purpose of this section, the unavailability of the application to attend an interview at the stipulated date due to participation in a sporting activity or event in Malta or abroad shall be considered to be an exceptional circumstance. In such cases, an alternative arrangement will be made to accommodate the candidate

12.3 Those applicants who fail to attend for the interview without any previous written notice, communicated directly to the Scholarship Administrator, shall be considered as no longer interested in their application for a Sport Scholarship.

12.4 The SSSB reserves the right to publish the names and ID Card Numbers of applicants who obtain a mark which is 50% or more of the global mark. The names and ID Card Numbers may be published on the main notice board, websites and publications of the Ministry for Education and Employment. In applying for a grant, the Applicant gives consent for such publication in the event that the Applicant obtains such a mark. For the avoidance of doubt, upon submitting the application, the Applicant shall be deemed to have given his

consent in relation to the publishing of his personal information and image, in terms of the Data Protection Act.

- 12.5 Obtaining a pass mark of 50% or more does not automatically mean that a scholarship is being awarded.

13 Value and Payments of Scholarship Grant

- 13.1 Awards under the Malta Sport Scholarships Scheme are made up of two components: Tuition Fees and Maintenance Grants. Each of these awards is described in the following sections;

- 13.2 Applicants under the Sport Specialisation Scheme (under Section 4.1(a) of these Regulations) and the Professional and Vocational Qualification Scheme (under Section 4.1(b) of these regulations) shall be eligible for payment or reimbursement of Tuition Fees in respect of amounts due to be paid to a Recognised Institution or a Recognised Higher Institution as follows:

Level of programme	Start Date	Modality	Max. Duration	Grant per Scholarship
Training Programmes	Throughout 2018	Full-time	24 Calendar Months	Tuition Fees up to €5,000 for the whole duration of the programme.
MQF Level 5 / Programmes not leading to a first degree	Throughout 2018	Full-time	24 Calendar Months	Tuition Fees up to €5,000 for the whole duration of the programme and €400 a month as Maintenance Grant.
		Part-Time/ Distance Learning	24 Calendar Months	Tuition Fees up to €5,000 for the whole duration of the programme.
MQF Level 6 (Bachelors)	Throughout 2018	Full-Time	48 Calendar Months	Tuition Fees up to €20,000 for the whole duration of the programme and €400 a month as Maintenance Grant.
		Part-Time/ Distance Learning	48 Calendar Months	Tuition Fees up to €20,000 for the whole duration of the programme.
MQF Level 7 (Masters)	Throughout 2018	Full-Time	36 Calendar Months	Tuition Fees up to €10,000 for the whole duration of programme and €400 a month as Maintenance Grant.
		Part-Time/ Distance Learning	36 Calendar Months	Tuition Fees up to €10,000 for the whole duration of programme

MQF Level 8 (PhD)	Throughout 2018	Full-Time	48 Calendar Months	Tuition Fees up to €20,000 for the whole duration of the programme and €400 a month as Maintenance Grant.
		Part-Time/ Distance Learning	72 Calendar Months	Tuition Fees up to €20,000 for the whole duration of programme

13.4 Applicants pursuing a Recognised Programme of studies on a Part-Time or Distance Learning Basis are not eligible for Maintenance Grant.

13.5 Payment of Maintenance Grant shall be paid accordingly:

- (a) For courses which are of a duration of one (1) academic year or less, 50% of the Maintenance Grant accorded is paid at the beginning of the academic year or following the signing of Agreement, whichever comes last and the remaining 50% is paid after all the documents mentioned in Clause 15 below are submitted;
- (b) For courses which are of duration of more than one (1) academic year, 50% of the Tuition Fees and Maintenance Grant accorded per annum is paid at the beginning of the academic year or following the signing of the Agreement, whichever comes last and the remaining 50% accorded per annum is paid in the middle of the academic year. In the following years (except during the last year), the same procedure shall be repeated. During the last year, the last instalment of 50% is paid after all the documents mentioned in Clause 15 are submitted.

13.6 Scholarship Awardees who pay their Tuition Fee to a Recognised Institution directly themselves, shall be reimbursed on receipt of both the Recognised Institution's original invoice and the original official receipt of payment or equivalent (i.e. receipted invoice where applicable) issued by the receiving Recognised Institution. Any and all information and documentation requested by the Administrator shall be submitted by the Awardee by the time frames stipulated by the Administrator. Failure to provide such information and documentation may result in the suspension or termination of the Scholarship and the Awardee may be required to reimburse any amounts already paid by the Administrator.

Scholarships awarded under the Academic or Vocational Qualifications Category (4.1.b), whereby awardees opt to study on a part-time or by distance learning, shall complete their studies within 72 months.

14 The Awarding Stage

14.1 Applicants will be notified in writing of their selection for the Scholarship award by the Scholarships Unit - MEDE.

14.2 If the Applicant fails to sign the Scholarship Agreement within three (3) months from the publication of rankings or as contacted by by Administrator, the Scholarship shall be

forfeited and the Administrator reserves the right to award the Scholarship to another Applicant or Applicants, according to their respective ranking.

- 14.3 Applicants will be expected to take up the Scholarship from the date stated in the Agreement. If for any reason, the Applicant is not in a position to start on the date stated in the Agreement, or requires a different start date, Scholarships Unit - MEDE reserves the right, on notification of such intention, to review the start date on the Agreement or cancel the Scholarship should the changes imply postponing the start date beyond 31 December 2018.

For the avoidance of doubt, if the Applicants refrains from informing Scholarships Unit - MEDE about the required change in the start date and/or completion date, Scholarships Unit - MEDE shall have the right to terminate the Scholarship and the Applicant shall be liable to reimburse all Tuition Fees and Maintenance Grants and other fees which would have been disbursed by the Scholarships Unit – MEDE to the awardee by virtue of the award of the Scholarship.

- 14.4 Such notification to alter the start date in accordance with clause 14.3 has to be submitted by not later than 30 November, 2018.
- 14.5 In the case of Minors, the said Agreement is to be signed by both parents and guardian/s, or by the parent or guardian who is in possession of the applicant's legal custody.
- 14.6 The Administrator reserves the right to publish the names and images of the Applicants awarded the Scholarship, and to request and publish the status and progress of the Applicants and their work.
- 14.7 The Scholarship is intended to fund the Programme declared in the Application Form and stipulated within the Agreement. Funding will not be extended to enable Awardee to complete an additional or higher qualification than that for which the selection was made.
- 14.8 On award of a Scholarship, the Administrator shall make information obtained available to public authorities for accountability purposes.

15 Progress and Completion

- 15.1 The Sport Scholarships Board may consider an extension for completion of programme. During the extension period, no fund will be allocated or paid.
- 15.2 Every six (6) months, Scholarship Awardees shall ask their supervisor to submit to the Scholarship Administrator a short report confirming the progress and attendance of the Awardee. An official transcript following the completion of programme of studies will be required by the Administrator within one (1) month from the completion date. Where such report or reports are not submitted, the Administrator could initiate the process to halt payments of further instalments of the Scholarship and to request a refund of any amounts already disbursed by Scholarships Unit - MEDE under this scheme.
- 15.3 Where applicable, copies of all publications by Awardees during the Scholarship period, should be sent in electronic format to the Administrator, within thirty (30) days of being made public. A soft copy of the thesis (*only where applicable on CD or on USB*) should also be forwarded to the Administrator Scholarships Unit on completion. Any publication

may be uploaded on a website with the intention to promote Sport in Malta and approved by the Scholarships Unit – Ministry for Education and Employment.

- 15.4 All publications arising from the programme of studies being sponsored by this scheme should reflect the following acknowledgement: *“The author is a recipient of Malta Sport Scholarship, financed by the Government of Malta”*.
- 15.5 All Awardees shall be required to participate in a campaign organised by the SportMalta to encourage Maltese Citizens to pursue a professional career in sports;
- 15.6 Awardees selected through the Professional & Vocational Qualification Category shall be required to write a minimum of one (1) article on their work/studies in the Maltese public media within sixty (60) days of their graduation, during which they publicly acknowledge

that the degree was carried out following the award of a Malta Sport Scholarships Scheme financed by the Government of Malta.

- 15.7 Upon termination of the Scholarship Agreement, the Awardee shall be required to contribute on a voluntary basis towards a project administered by the Government of Malta.

16 Anti-Doping, Sportsmanship and Proper Conduct

- 16.1 Awardees of the Malta Sport Scholarships Scheme shall at all times demonstrate appropriate standards of sportsmanship and proper conduct in line with the conventions of their sport specialisation.

- 16.2 Scholarship Awards will be summarily terminated in cases where Awardees are found guilty of an offence that is related to a serious misconduct or lack of sportsmanship during the course of their studies.

- 16.3 Without prejudice to any legal action that may be taken, the Awardee accepts to refund immediately and in full all amounts that would have been paid to him or to the Recognised Institution in the form of Tuition Fees, Maintenance Grant and/or other funds.

- 16.4 Offences which are deemed to be a serious misconduct or lack of sportsmanship include but are not limited to the following cases:

- i. Use of prohibited substances under the Anti-Doping Regulations 2011;
- ii. Provision and supply in any form of prohibited substances under the Anti-Doping Regulations 2011 to others;
- iii. Acceptance or provision of monetary or other forms of compensations to manipulate the outcome of sporting activities or events;
- iv. Involvement in any form of criminal activity;
- v. Repeated absences from training or activities that form part of the professional development of the Awardee;
- vi. Any other serious actions or activities which are deemed to be contrary to the spirit of fair play, sportsmanship and proper conduct;

- 16.5 In the case of Awardees who resulted to be found in breach of Anti-Doping Regulations 2011 or involved in fraud issues have their scholarship suspended and shall be required to reimburse all amounts paid to them or on their behalf as outlined in section 16.3

For the avoidance of doubt, the reimbursement shall be applicable even in the case where the hearing of evidence and sentencing occurs after the termination of the Programme of Study, once such tests resulting in the person being charged with doping has been taken in the time frame of the Programme of Study (including any holidays and recesses of the particular education institution and any periods allowed for thesis research, etc).

- 16.6 Notwithstanding the above, an Awardee who is charged with a serious misconduct or lack of sportsmanship may continue to receive amounts due to his Scholarship until completion of an appropriate investigation or decision on the case. This is with the proviso that the Awardee is not suspended from the course of studies or training being funded by the Scholarship by the Recognised Institution. In such instance, the Awardee will be required to make a formal request to the Scholarships Unit – MEDE to continue receiving his/her

Scholarship. In the event where no formal request is made, the Scholarship Award will be summarily suspended until completion of the case. The SSSB will have the authority to decide on the basis of the individual merits of the case and may impose such conditions and limitations to the continued financing of the scholarship as it deems fit.

- 16.7 In the event where an Awardee is cleared of all charges brought against him in connection with a serious misconduct or lack of sportsmanship, the Scholarship will be reactivated and any amounts which would have been due until that time will be released. The Administrator, the Government of Malta and SportMalta shall not be liable in any way, in the eventuality that the Awardee ceases to continue the Programme of Studies due to lack of finances or any other reason whatsoever caused by the suspension, during such period of suspension.

16.9 In the event where an Awardee is found guilty of part or all charges brought against him in connection with a serious misconduct or lack of sportsmanship, then the Scholarship shall be summarily forfeited and all amounts advanced to the Awardee until that date will need to be reimbursed as outlined in section 16.3.

17 Termination prior to completion of programme

17.1 Any breach of any of these Clauses of these Regulations, or of the Agreement, including but not limited to false declarations, incomplete information or omissions in declaring all material and relevant facts at any stage, could lead to the termination, or revision, of the Scholarship and the Awardee could be requested to refund any amounts already disbursed to him/her or on her behalf.

17.2 Awardees who for any reason discontinue their programme of studies should inform the Scholarships Unit - MEDE in writing immediately.

17.3 The Scholarships Unit - MEDE shall, upon thirty (30) days from a written notice, terminate the Scholarship award if -

(a) The Awardee's progress is deemed unsatisfactory by the Recognised Institution or by a Recognised Mentor;

(b) The Awardee discontinues the Programme or Training;

(c) The Awardee is in breach of any provision of these Regulations or the Agreement, and does not remedy the breach within thirty (30) days of receipt of written notice requiring him/her to do so, provided that it shall be at the discretion of Scholarships Unit - MEDE whether the said breach shall lead to the immediate termination of the Scholarship or whether time to remedy the breach should be permitted.

(d) The Awardee fails to complete the Programme or Training including any re-sits by the completion date as stipulated in the Agreement.

17.4 The Scholarships Unit - MEDE shall summarily terminate the Scholarship Award in the case where the Awardee is found guilty of serious misconduct or lack of sportsmanship as outlined in section 16.

17.5 Without prejudice to the generality of Clause 17.1 above, Awardees who have their award terminated under conditions stipulated in Clause 17.3 and 17.4 will be required to refund within three (3) months the entire award including Tuition Fees, Maintenance Grants and/or other funds forwarded to both the Recognised Institution and the Awardee. This section does not refer to termination due to 17.2 above.

17.6 Awardees who cannot pursue further studies due to unforeseen health situations or exceptional circumstances as approved by the SSSB shall not be deemed to be in breach of these regulations but may be required to refund Tuition Fees and Maintenance Grants on a pro-rata basis as approved by the SSSB.

In such situations, the awardee shall be obliged to provide justifiable explanation as to why the training programme or Programme of Study was not completed or why the awardee failed to obtain the qualification. Documented evidence, medical certificates and testimonials must accompany each claim. The Scholarships Unit - MEDE is in no way bound to waiver all or part claims put forward. The Scholarships Unit - MEDE reserves

the right to appoint its own experts, including but not limited to medical experts or otherwise to advise and assess the case of the claimant.

18 Other General Conditions of Award

- 18.1 Any Declaration requested by the Administrator shall be considered to form an integral part of the Regulations and of the subsequent Agreement in the event of the Applicant being awarded a Scholarship.
- 18.2 Awardees will be expected to seek prior visa approval (where applicable) for proposed studies abroad.
- 18.2 In the case of full-time studies, Awardees shall need to seek approval beforehand from the Scholarships Unit - MEDE of any commitment of employment during the duration of this Scholarship. Unapproved employment throughout the Scholarship period shall be deemed to be in breach of these Regulations and of the Agreement. Provided that the Scholarships Unit - MEDE approval for such employment may be withheld if the Scholarships Unit - MEDE deems the withholding of such approval as reasonably necessary. For the avoidance of doubt, the seeking of the Scholarships Unit - MEDE approval shall not be deemed by the Applicants and/or awardees as a formality which shall lead to an automatic approval by the Scholarships Unit - MEDE .
- 18.3 Awardees retaining more than twenty (20) hours of employment per week contemporarily to their studies/research shall be deemed to be in breach of their obligation towards full-time studies resulting in a cancellation of the Scholarship and refund of any Tuition Fees, Maintenance Grant and other fees granted by then. Applicants and awardees are to inform and seek approval of the Scholarships Unit - MEDE in advance. In applying for the Scholarship, Applicants shall be giving the Administrator their consent to enquire with the Employment and Training Corporation about their current employment status and any other matters relating thereto. The Applicant furthermore undertakes to sign a Jobsplus consent form for this purpose, at the signing of Agreement stage and at any other particular time, if and when required to do so by the Administrator.
- 18.4 Supplementary grants for the same course or Programme of Study must be declared at the point of interview or before formally accepting any of the other grants. Such a declaration will require the approval from the SSSB. Any supplementary grants not thus approved as aforementioned in addition to the Scholarship shall be deemed to be in breach of these Regulations and of the Agreement. For the avoidance of doubt, any awardee who accepts other local or foreign grants without the prior authorisation of the SSSB will be deemed to be in breach of these Regulations and the Agreement. It is to be emphasised that the seeking of the SSSB approval shall not be deemed by the Applicant and/or awardee as a formality which shall lead to an automatic approval by the SSSB. Provided further that the SSSB may require the Applicant and/or awardee to forfeit any one or more of the supplementary grants. In the eventuality that the Applicant and/or awardee refuses to forfeit such supplementary grants, the SSSB shall have the right to award the Scholarship

to other Applicant/s or require the awardee to reimburse the Scholarship funds, as the case may be.

18.5 For further queries and information please contact:

The Administrator
Malta Sport scholarship Scheme
Scholarships Unit - Programme Implementation Directorate
Ministry for Education & Employment
Room 113,
Great Siege Road, Floriana VLT 2000, Malta
Tel. No.: (+356) 2598 2111
E-mail: sportsscholarships.mede@gov.mt
Website: www.myscholarship.gov.mt
