



**PARLIAMENTARY SECRETARIAT FOR RESEARCH, INNOVATION,
YOUTH and SPORT
MINISTRY FOR EDUCATION AND EMPLOYMENT**

**Malta
Sports
Scholarships
Regulations**

2015

**Administered by the
Scholarships Unit - Programme Implementation Directorate
in collaboration with the Kunsill Malti għall-iSport**



TABLE OF CONTENTS

Contents

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



1 Introduction

- 1.1 The promulgation of sports 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 health and well-being of the population as a whole.

2 Definitions

Unless the context explicitly requires otherwise.

- 2.1 **Administrator** shall mean the person who carries the overall financial and legal responsibility for the implementation of the scheme, as delegated by the Programme Implementation Directorate 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 is rectified.
- 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 Sports Scholarships Selection Board and/or the Scholarships Unit -Programme Implementation Directorate 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 Sports 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 National Regulatory Authorities whose purpose is awarding accredited qualifications.
- 2.8 **Commencement 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 Commencement Date / Start Date. The Commencement Date may be amended at Contract stage if the Directorate 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 Studies (see definition 2.38) are 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 to the nearest month. For further definition of how a month is calculated, please consult Clause 2.35 of these Regulations.
- 2.12 **Distance Learning** shall mean a method of studying in which lectures are broadcast or lessons are carried out by correspondence without the student needed to attend a school, college etc..
- 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 completion date indicated on the scholarship agreement. Any request for extensions are to be addressed to the Malta Sports 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 on average twenty five (25) to thirty (30) hour per week.
- 2.19 **Full-time / distance learning programmes.** The recognised institution is to establish that part of the programme which is on campus and that which is by distance-learning. If the institution does not provide such information within two weeks from being notified by the Board, the course shall be considered as distance learning. For definition of full-time studies please refer to Clause 2.18 above.
- 2.20 **Higher Education Institution (HEI)/University** shall mean an entity providing higher education and recognized by the competent national authority of a participating country as belonging to its system of higher education and is a recognised body with Degree awarding powers.
- 2.21 **ISCED** shall mean International Standard Classification of Education.
- 2.22 **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.
- 2.23 **First Degree (Undergraduate Course)** shall mean a first cycle higher education programme that leads to a degree at MQF level 6.
- 2.24 **High Performance Athlete** shall mean an Applicant who meets the following criteria: Has participated in a Youth Development Scheme for a minimum period of three years in a chosen field of sport that is recognised by the Malta Sports Council;
- or** Has participated in at least one national or international competition organised by a recognised National Sports Organisation by the Malta Sports Council or by an International Federation;
- or** Has been nominated by a recognised National Sports Organisation to have reached a level of excellence in their chosen field of sport.
- 2.25 **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.
- 2.26 **KMS** shall mean the Kunsill Malti għall-Isport (Malta Sports Council).



- 2.27 **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.
- 2.28 **Minors** shall mean persons who have not reached the age of eighteen years by the end of the scholarship application period.
- 2.29 **MQRIC** shall mean Malta Qualifications Recognition Information Centre within the National Commission for Further and Higher Education (NCFHE).
- 2.30 **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.
- 2.31 **Masters Programme** shall mean a second cycle higher education programme that:
leads to a Masters level qualification offered by a HEI (Including a University) with a minimum of 60 ECTS,
leads to a full MQF Level 7 on an academic level.
- 2.32 **NCFHE** shall mean National Commission for Further and Higher Education.
- 2.33 **On-campus** shall mean attending physically at the Recognised Institution, excluding learning or studying from any other place that is not designated as being part of the campus of a Recognised Institution. The SSSB may ask the Recognised Institution to confirm the physical presence and the duration on-campus of the Awardee. In the fault of submission of such a declaration within two weeks notice, the course shall be taken as being a part-time / distance learning course and the pertaining conditions are applied.
- 2.34 **Part Time Studies** where the student does not meet the criteria of a full time student.
- 2.35 **Per Annum** shall mean twelve (12) calendar months. This means that when a course 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.
- 2.36 **Postgraduate Qualification** shall mean any course or programme leading to Masters (MQF level 7) or Doctoral (MQF level 8).
- 2.37 **Professional and Vocational Qualification Scheme** shall mean Scholarship award granted under the provisions and criteria outlined in section 4.1(b) of these Regulations.



- 2.38 **Recognised Institution or Institution** shall mean for the purpose of these Regulations, an establishment, providing 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 KMS 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 certificate.
- 2.39 **Recognised Programme of Studies or Programme of Studies** shall mean for the purpose of these Regulations, any studies provided by a Recognised Institution leading to a qualification in Sports as recognised by MQRIC or by KMS, 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 KMS as an alternative to the MQRIC recognition certificate, which shall be a requisite for any application, for the same Programme of Studies. Approval of Programme of Studies may be sought from KMS 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.
- 2.20 **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.
- 2.21 **Sports Specialisation Scheme** shall mean Scholarship award granted under the provisions and criteria outlined in section 4.1(a) of these Regulations.
- 2.22 **Sports Scholarships Selection Board (SSSB)** shall mean a board appointed by the Minister responsible for Sport entrusted with the ranking of applicants for the awarding of scholarships and overseeing the scheme.
- 2.23 **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 as approved by the SSSB. Tuition Fees shall 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 for such Tuition Fee and such reimbursement shall only take place upon approval by the SSSB after presentation of the original official invoice and original official receipt or equivalent from the Recognised Institution.



2.24 **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 **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, provided that such information is approved by the SSSB. The Administrator 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 Administrator and the SSSB will refuse to pay any fees introduced after the ULA is issued. The Administrator and the SSSB shall not include any such or similar additions in the Agreement and the Administrator shall not pay any such or similar fees.

All Applicants shall be obliged to submit the Unconditional Letter of Acceptance by Friday, 21 August, 2015 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, 21 August 2015 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 Sports Scholarships Scheme (SSS) 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 sports;
 - (d) To provide assistance in the development of athletes in their chosen field of sports;
 - (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 professional Sporting Events.
- 3.2 The SSS aims at providing more opportunities to promote specialisation in the sports including certifications in proficiency in sporting disciplines, 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 talented in any field of the sports so that one is able to pursue a programme of studies leading to a specialised level in a selected sports discipline.

4 Target Participants

- 4.1 The Sports Scholarship Scheme is intended to target students falling under two main categories:
- (a) ***Sports Specialisation Scheme:***
 - **Athletes** who intend to pursue a professional qualification to specialise **and / or** improve their level of skill and performance in their chosen field of sport **or** to further their career in the coaching and training of others.
 - (b) ***Professional and Vocational Qualification Scheme:***
 - Students who intend to pursue an academic qualification in the field of sports with a *Recognised Higher Education Institution*.
- 4.2 In the case of target participants defined under 4.1(b), preference will be given to students pursuing their studies in one of the following priority areas:
- (a) ***Sports Management and Administration:*** Comprise higher education programmes which seek to develop appropriate skills required to manage, operate and run sports organizations, facilities and events;
 - (b) ***Sports Psychology and Coaching:*** Comprise 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;



-
- (c) **Sports 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;
 - (d) **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;
 - (e) **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 practice.

5 Eligibility

- 5.1 In order to apply for any Sports Scholarship listed in Section 4.1, the Applicant will need to fulfil the following general criteria:
 - (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 LN 191 of 2007 and in LN 205 of 2004 respectively for EU and EEA nationals), provided that such person has obtained permanent residence in Malta in accordance with LN 191 of 2007 and in LN 205 of 2004 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 LN 191 of 2007; **or**
 - (e) be a third country national who has been granted long-term residence status under regulation 4 of the “Status of Long-Term Residents (Third Country Nationals) Regulations 2006” or who have been granted a residence permit under regulation 18(3) thereof, together with family members if such third country nationals who have been granted a residence permit under the “Family Reunification Regulations, 2007”.
 - (f) Be applying for a training programme / course 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 2015 and 31 December 2015.



5.3 Students applying for a Sports Scholarship shall fulfil the following additional criteria:

5.3.1 An Applicant falling under Section 4.1(a) of these regulations must be:-

- (a) a High Performance Athlete as defined in Section 2 of these regulations;
- (b) 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; and
- (c) applying for a programme of training or studies that is provided by a Recognised Institution;
- (d) applying for a programme of studies which contains, at least 60% physical training which is related to the field of the Sport applied for.

5.3.2 An Applicant falling under section 4.1(b) of these regulations must be:-

- (a) applying for a programme of studies leading to a specialisation in a chosen field of sport provided by a Recognised Higher Education Institution. 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; and
- (b) already have a proven track record in the discipline of the Sport in which the applicant is seeking more specialisation; and

For the purpose of this section, the following activities shall be deemed to qualify as experience in the Sports Sector in Malta:

- Coaching and/or training teams or individuals through a registered and accredited national sports organisation by the Malta Sports Council;
- Managing and/or administering sports facilities;
- Planning, managing, organisation and/or controlling sporting events in Malta recognised by the Malta Sports Council;
- Provision of support services to High Performance Athletes including but not limited to psychological support, medical support, nutrition and exercise consultancy;
- Physical education and sports activities organised for school children;
- Activities leading to the promotion of sport and physical activities amongst the population in Malta;
- Other related sports activities as approved by the SSSB.

5.5 Applications for full time studies submitted by employees of the local Public Service or local Public Sector require the endorsement of the Permanent Secretary of the Ministry concerned through the 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.

- 5.6 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
- 5.7 Applicants for Sports Scholarships under Section 4.1 (a) of these regulations and who are in possession of other local Public Grants or local Public Scholarships (including but not limited to Strategic Educational Pathways Scholarships [STEPS], Malta Government Scholarship Scheme (MGSS), Malta Arts Scholarship Scheme (MASS), STAR or MASTER it!) are still eligible to apply for such Scholarships.
- Applicants for Sports Scholarships under Section 4.1 (b) in possession of such other Scholarships shall be deemed ineligible to benefit from the Sports Scholarship Scheme.
- 5.8 For the avoidance of doubt, without prejudice to Clause 5.7 above, the aforementioned paragraph shall not be deemed to restrict Applicants from applying for a Sports Scholarship Scheme if the programme of studies for which the Applicant would like to apply commences AFTER the completion of another programme of studies which has been previously funded by another local Public Grant or local Public Scholarship.
- 5.9 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 Sports Scholarships awarded under Section 4.1(a) of these regulations.
- 6.2 Applications from Minors will only be accepted if the application being submitted for the Sports Scholarship is supported by a declaration from the 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 course of studies;



7 Recognition of Qualifications

- 7.1 It is the responsibility of Applicants, in possession of qualifications awarded by foreign Universities/Higher Education Institutions, to produce an evaluation report on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the National Council for Further and Higher Education (NCFHE) as per Education Act – Act XXIV of 1998 in accordance with the Mutual Recognition of Qualification Act – Act XVIII of 2002.. A copy of the said report issued by the MQRIC, or the designated authority in case of warrants, should be attached to the application, with the original presented at the interview. Applicants not in possession of this report **may still apply**, provided that they submit a copy of the report to the receiving SSSB as soon as it becomes available and in any case by not later than **Friday, 21 August 2015, noon (Local Time)**.
- 7.2 In the case of qualifications awarded by foreign Universities/Higher Education Institutions which are listed on the website of MQRIC as Approved Institutions (<http://www.mcfhe.org.mt>), the Applicant shall not be required to produce the evaluation report on comparability of qualifications.

8 Types of Scholarships, Tenure and Placement

- 8.1 The scheme supports specialised programmes of studies in any discipline of Sport 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. Applicants need to consult the eligible criteria outlined in Section 5 of these regulations in order to determine their eligibility for such scholarships.
- 8.2 In the case where the 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 the 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. Scholarships may be awarded for programmes running on a full-time, part-time and distance learning basis;
- 8.4 In all cases, Applicants should have at least one 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, 21 August 2015 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 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.

¹ Please consult Clauses 2.18 and 2.19 for a definition of a Recognised Institution and Recognised Programme of Studies respectively for the purpose of these Regulations



- 8.6 The successful acceptance by a Recognised Institution to follow a Recognised Programme of Studies cannot be interpreted as an automatic qualification for a Scholarship under this scheme.

9 Administration of the Sports Scholarships Scheme

- 9.1 The Sports Scholarship Scheme is administered by Scholarships Unit - the Directorate for Programme Implementation in collaboration with the KMS.
- 9.2 All correspondence is to be addressed to:

The Administrator
Malta Sports Scholarships Scheme
Scholarships Unit - Programme Implementation Directorate
Ministry for Education and Employment
Room. 163, Scholarships Units
Great Siege Road, Floriana VLT 2000, Malta
Tel. No.: (+356) 2598 2111/
E-mail: sportsscholarships.mede@gov.mt
Website: www.myscholarship.gov.mt or www.sportmalta.org.mt

10 Application Forms

- 10.1 Applicants may choose up to five (5) Recognised Institutions and programmes of study 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, 15 May 2015 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.
- 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.



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

Application Requirements	Sports Specialisation Scheme	Professional & Vocational Qualification Scheme
A copy of the applicant's identity card from both sides	√	√
A Copy of the applicants' University /College Transcripts/Academic Records (where applicable)	√	√
A copy of the Unconditional Letter of Acceptance from the Recognised Institution applied for (if already available)	√	√
A copy of MQRIC evaluation report (where applicable)		√
A 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 Sports Profile report including a record of sports participation and achievements of no longer than 2 A4 pages.	√	
A copy of Sports Career Profile report showing evidence if any of 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 the 15 April 2015.	√	



Signed Declaration by Parents/Guardians confirming that Applicant will remain in compulsory education if the latter is under the age of 16 on Tuesday, 23 June 2015

√

10.4 Supporting documents not uploaded with the online application are required to arrive at the

**The Administrator
Malta Sports Scholarships Scheme
Scholarships Unit - Programme Implementation Directorate
Ministry for Education and Employment
Room. 163, Scholarships Units
Great Siege Road,
Floriana VLT 2000,
Malta**

- 10.5 Late applications shall not be considered by the SSSB.
- 10.6 No changes to the Application Form shall be allowed after submitting the Application Form.
- 10.7 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 operate the process of selection.
- 11.2 It shall be the duty of the SSSB 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.
- (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 shall appoint an expert with expertise in the sports 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. Under no circumstance shall the Appeals Board change the score of applicants deriving from interviews by the SSSB, nor change the ranking of an applicant as a result of such score.
- 11.6 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 ten (10) working days from the date when the SSSB or the Administrator communicates the decision/s to the Applicant in writing through registered mail.
- 11.7 The decision by the Appeals Board is final.

12 Selection Criteria

- 12.1 Applications for the Sports Scholarship Scheme shall be considered on the basis of the following selection criteria.

Selection Criteria	Sports Specialisation Scheme	Professional & Vocational Qualification Scheme
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 Sports following the completion of the programme	√	√
The reputation of the institution selected by the applicant	√	√
Relevance to the areas identified in Clause 5.3		√
Contribution and work experience (including voluntary work) in a sports related area		√

- 12.2 Applicants under the Sports Specialisation Scheme will be required to undertake a functional diagnostic and fitness test. Applicants failing the functional diagnostic test will be automatically disqualified from participating in the Scholarship Scheme.
- 12.3 Applicants under the Sports Specialisation Scheme who are successful in their functional diagnostic and fitness test may further be required to undertake a practical competency test in their chosen field of sport.
- 12.4 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

- 12.5 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, the Programme Implementation Directorate, and/or the KMS. In applying for an award, 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.
- 12.6 It is the practice that when an Applicant fails to obtain a mark which is less than 50% of the global mark, only the ID Card number of the Applicant is published. In applying for an award, the Applicant gives consent for such publication in the event that the Applicant obtains such a mark.
- 12.7 The number of applicants doing well in the interview may exceed the number of successful applicants (being applicants who shall benefit from a Scholarship) and a 50% global mark or over shall not guarantee a scholarship award.

13 Value of Awards

- 13.1 Awards under the Sports Scholarship 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 Sports 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:
 - In the case of any course not leading to a first degree by a Recognised Institution, the value of Tuition Fees to be awarded to applicants shall not exceed €3,500 for the whole duration of the programme;
 - In the case of a Recognised Programme of Studies rated at MQF 6 provided by a Recognised Institution, the value of Tuition Fees to be awarded shall not exceed €20,000 for the whole duration of the programme;
 - In the case of a Recognised Programme of Studies rated at MQF 7 provided by a Recognised Institution, the value of Tuition Fees to be awarded shall not exceed €10,000 for the whole duration of the programme;



-
- In the case of a Recognised Programme of Studies rated at MQF 8 provided by a Recognised Institution, the value of the Tuition Fees to be awarded shall not exceed €20,000 for the whole duration of the programme.



- 13.3 Applicants under the Sports Specialisation Scheme (under Section 4.1(a) of these regulations) and the Professional & Vocational Qualification Scheme (under Section 4.1(b) of these regulations) who will be pursuing a Recognised Programme of Studies on a Full Time Basis are further entitled for a maintenance grant of €400 per month during the course of their studies subject to maximum periods as follows:
- In the case of a Recognised Programme of Studies rated at EQF 5 or lower provided by a Recognised Institution, the Maintenance Grant shall be provided for a maximum period of twenty four (24) calendar months or the whole duration of the programme whichever is the lower;
 - In the case of a Recognised Programme of Studies rated at MQF 6 provided by a Recognised Institution, the Maintenance Grant shall be provided for a maximum period of forty eight (48) calendar months or for the whole duration of the programme whichever is the lower;
 - In the case of a Recognised Programme of Studies rated at MQF 7 provided by a Recognised Institution, the Maintenance Grant shall be provided for a maximum period of thirty six (36) calendar months or for the whole duration of the programme whichever is the lower;
 - In the case of a Recognised Programme of Studies rated at MQF 8 the Maintenance Grant shall be provided for a maximum period of forty eight (48) calendar months or for the whole duration of the programme whichever is the lower.
- 13.4 Applicants pursuing a Recognised Programme of studies on a Part-Time or Distance Learning Basis are not eligible for Maintenance.
- 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 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 Professional and Vocational Qualifications Scheme, 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 SSSB.
- 14.2 If the Applicant fails to sign the Scholarship Agreement within the established time limit afforded 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, the Administrator 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 2015.
- For the avoidance of doubt, if the Applicants refrains from informing the Administrator about the required change in the start date and/or completion date, the SSSB 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 SSSB to him 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, 2015.
- 14.5 In the case of Minors, the said Agreement is to be signed by both parents or 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 of Studies 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 Awardees shall be requested to obtain every six (6) months a supervisor's report on their progress. 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 SSSB under this scheme.
- 15.2 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 hard copy of the thesis (*only where applicable*) should also be sent to the Administrator on publication. Any publication may be uploaded on a website with the intention to promote Sports in Malta and approved by the Programme Implementation Directorate.
- 15.3 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 Sports Scholarship, financed by the Government of Malta*".
- 15.4 All Awardees shall be required to participate in a campaign organised by the KMS to encourage Maltese Citizens to pursue a professional career in sports during the year following the completion of their studies;
- 15.5 Awardees selected through the Professional & Vocational Qualification Scheme 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 an Sports Scholarship Scheme financed by the Government of Malta.
- 15.6 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 Sports Scholarship 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 his 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 influence 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 For the purpose of the provisions of section 16.3, the SSSB shall reserve the right to carry out or require Awardees to undergo an Anti-Doping Test on demand in an approved or accredited laboratory in line with the procedures outlined in the Anti-Doping Regulations 2011. An Awardee shall have his scholarship suspended and shall be required to reimburse all amounts paid for as outlined in section 16.3 if:

- i. The Awardee is found positive to a prohibited substance following an Anti-Doping Test; or
- ii. The Awardee refuses to subject himself to Anti-Doping Test as required by the SSSB.

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 Studies, once such tests resulting in the person being charged with doping has been taken in the time frame of the Programme of Studies (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 SSSB to continue receiving his 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.



- 16.6 In the event where an Awardee is cleared of all charges raised 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 KMS 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.
- 16.8 In the event where an Awardee is found guilty of part or all charges raised 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 by SSSB under this scheme.
- 17.2 Awardees who for any reason discontinue their programme of studies should inform the SSSB in writing immediately.
- 17.3 The SSSB 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 of Studies 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 the SSSB 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 of Studies or Training including any re-sits by the completion date as stipulated in the Agreement.
- 17.4 The SSSB 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 16.2 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 Programme of Studies was not completed or why the awardee failed to obtain the qualification. Documented evidence, medical certificates and testimonials must accompany each claim. The SSSB is in no way bound to waiver all or part claims put forward. The SSSB 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 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 SSSB 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 SSSB approval for such employment may be withheld if the SSSB deems the withholding of such approval as reasonably necessary. For the avoidance of doubt, the seeking of the SSSB approval shall not be deemed by the Applicants and/or awardees as a formality which shall lead to an automatic approval by the SSSB.
- 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 SSSB 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 an ETC 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 of Programme of Studies 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.

18.6 For further queries and information please contact:

The Administrator

Scholarships Unit - Programme Implementation Directorate

Ministry for Education & Employment

Room 163,

Great Siege Road, Floriana VLT 2000, Malta

Tel. No.: (+356) 2598 2111/2816

E-mail: sportsscholarships.mede@gov.mt

Website: www.myscholarship.gov.mt or www.sportmalta.org.mt
