

Regulations 2023

This Scheme is administered by the Scholarships Unit
Ministry for Education, Sport, Youth, Research and Innovation



19th May 2023 – 28th June 2023
Noon – Local time

Freephone 153
Website <https://education.gov.mt/myscholarships/>
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GOVERNMENT OF MALTA
MINISTRY FOR EDUCATION,
SPORT, YOUTH, RESEARCH
AND INNOVATION

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1. Introduction

- 1.1 The Tertiary Education Scholarships Scheme is intended to support good quality tertiary education at MQF Level 7 and MQF Level 8 and to ensure that the Maltese labour market is supplied with the right individuals and to guarantee that it is in a better position to compete at an international level. The scheme is aimed to support those pursuing this path to succeed both at the level of education attainment as well as contributing effectively towards the economy.
- 1.2 Tertiary education forms an increasingly important part of any country's economic and social agenda. It also supplies a key element of many people's continuing professional development.
- 1.3 The Tertiary Education Scholarships Scheme which aims to address the above objectives is financed by the Ministry for Education, Sport, Youth, Research, and Innovation in Malta.

2. Aims and Objectives

- 2.1 The key objectives of the Tertiary Education Scholarships Scheme are to:
 - ▶ Provide funding opportunities for people to pursue higher education study programmes.
 - ▶ Assist people to pursue further levels of academic research.
 - ▶ Improve the quality and relevance of the study programmes vis-a-vis industry requirements.
 - ▶ Reduce skills mismatches particularly within the priority economic sectors; and
 - ▶ Support further research in science and technology.
 - ▶ Increase the capacity and level of research, innovation, and development activity in Malta.

3. Explanatory Notes and Definitions

- 3.1 **Academic Record** shall mean an official document issued by a Recognised Educational Institution. The document shall show the marks/ grades obtained by the Applicant and, where it is the norm, the final grade/ classification.
- 3.2 **Agreement** shall mean a legally binding document, signed by the Scholarship Awardee as beneficiary of the Scholarship, and the Scholarships' Unit. These Regulations shall be construed as forming part of the Agreement. The Agreement must 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, receipts, and bank statements) 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.
- 3.3 **Applicant** shall mean a person who submits a scholarship application.
- 3.4 **Awardee** shall mean a person who is awarded a scholarship.
- 3.5 **Awarding Body** refers to an organisation, recognised by the National Regulatory Authorities, whose purpose is awarding accredited qualifications.
- 3.6 **Bench Fees** shall mean fees charged by Recognised Institutions reflecting educational costs related to the execution of studies or research activity, but which are not covered by the tuition fees. Refer to Clause 4.1.17 for more details. .
- 3.7 **Blended Modality** shall mean that the course will have part carried out via online/distance learning and part carried out on campus abroad and or in Malta.

- 3.8 **Commencement Date of scholarship** shall mean the date as specified in the ULA being the official start date of the study programme/course and is considered as the date on which payment to Awardee will be calculated. SAA for full time Programmes abroad will be calculated as per boarding pass/airline confirmation of when awardees travels if they travel after the commencement date.
- 3.9 **Completion Date** shall mean the date when the study programme/course is completed, and the final result is published.
- 3.10 **Course Duration** refers to the total length of the study programme/course as established by the Recognised Institution. When it does not cover whole months, the allowance will be calculated pro rata to the nearest month.
- 3.11 **ECTS** shall mean European Credit Transfer System.
- 3.12 **End Date** shall mean the last day of the study programme/course as specified on the ULA or on the Transcript, as issued by the Recognised Educational Institution, whichever date is the earliest. Payments are calculated to cover the period from the Commencement Date to the End Date.
- 3.13 **Full-time studies in Malta** shall mean studying physically full-time on-campus at a Recognised Educational Institution. This excludes learning or studying from any other place that is not designated as being part of the campus of that Educational Institution. The Board may ask the Institution to confirm the physical presence and the duration on campus of the Awardee.
- 3.14 **Full-time studies abroad** shall mean studying physically full-time on-campus abroad at a Recognised Educational Institution. This excludes learning or studying from any other place that is not designated as being part of the campus of that Educational Institution. The Board may ask the Institution to confirm the physical presence and the duration on campus of the Awardee.
- 3.15 **Full-time/distance learning/blended learning Programmes.** The Recognised Educational Institution is to inform the Tertiary Scholarships Scheme Office with that part of the programme which is to be held on campus and that which is by distance-learning. If the Recognised Educational Institution does not provide such information within two weeks from being notified by the Tertiary Scholarships Scheme Board, the course shall be considered as distance learning. For definition of full-time studies please refer to Clause 3.13/3.14 of these Regulations.
- 3.16 **ISCED** shall mean International Standard Classification of Education.
- 3.17 **Joint Degree** shall mean a degree/s issued by at least two Educational Institutions offering an integrated programme and recognized officially in the countries where the degree-awarding institutions are located. When an Applicant applies for a Joint Degree, a leading Institution must be identified. The Tertiary Education Scholarships' Scheme Board shall only acknowledge one Recognised Institution.
- 3.18 **MEYR** shall mean Ministry for Education, Sport, Youth, Research, and Innovation
- 3.19 **MFHEA** shall mean Malta Further and Higher Education Authority.
- 3.20 **MQF - Malta Qualifications Framework** shall mean the translation device to make national qualifications more readable across Europe, promoting workers and learners' mobility between countries and facilitating their lifelong learning.
- 3.21 **MQF Level 7 Qualification** shall mean any qualification referenced at Level 7 of the Malta Qualifications Framework.
- 3.22 **MQF Level 8 Qualification** shall mean any qualification referenced at Level 8 of the Malta Qualifications Framework.
- 3.23 **MQRIC** shall mean Malta Qualifications Recognition Information Centre within the Malta Further and Higher Education Authority.
- 3.24 **Per Annum** shall mean twelve (12) calendar months. When a course is of a duration of, for example nine (9) calendar months, the grant shall be calculated pro rata, over that number of months.
- 3.25 **Recognised Educational Institution** shall mean a Higher Education Institution, or an Awarding Body, recognised by the competent authorities in the country where the institution is registered and mutually recognised by MFHEA (in the case of foreign institutions) or locally registered Educational Institution accredited by MFHEA

- 3.26 **Scholarships' Appeals Board** shall mean a Board appointed by MEYR, entrusted with assessing and delivering final decisions in respect of petitions submitted by Applicants contesting decisions taken by the Tertiary Education Scholarships' Scheme Board and/or the Scholarships Unit as administrator of the Tertiary Education Scholarships Scheme on the interpretation of these Regulations. Any decision taken by the Scholarships' Appeals Board shall be regarded as final and irrevocable, for all intents and purposes of the Tertiary Education
- 3.27 **Study Abroad Allowance** shall mean an additional allowance amounting to four thousand euros (€4000) awarded to Awardees who would be abroad (that is outside the Maltese territory), studying full time on campus at a Recognised Educational Institution throughout the course of their programme/ course. A 'Confirmation of Residence Form' shall be completed by all Awardees to confirm the place where the studies and / or research is or will be taking place. When Awardees studying abroad spend part of their studies in Malta, the Study Abroad Allowance is paid on a pro rata basis. In addition, Part-time / Distance Learning/ Blended Awardees will be entitled to an allowance amounting to two hundred euro (€200) per visit abroad up to a maximum of two thousand and four hundred euro (€2,400) over a 12-month period when physically visiting the recognised institution and/ or lab directly related to the studies as indicated on the ULA. Allowance will only be paid on presentation of the related boarding passes and confirmation from their Educational Institution.
- 3.28 **TESS** shall mean the Tertiary Education Scholarships Scheme for the purposes of these Regulations, and the Agreement, a Scholarship Scheme administered by the Scholarships Unit - within the Ministry for Education, Sport, Youth, Research, and Innovation.
- 3.29 **Tertiary Education Scholarships' Scheme Board** shall mean a Board appointed by MEYR. This Board shall be entrusted with the evaluation and ranking of Applicants for the awarding of Scholarship and overseeing of the scheme.
- 3.30 **Transcript** shall mean the same as Academic Record. [See 3.1 above for details].
- 3.31 **Tuition Fees** shall mean enrolment, administration, registration and/or examination fees charged by a Recognised Educational Institution so that the Applicant follows an MQF Level 7 or MQF Level 8 programme. Tuition Fees covered shall be those charged directly by a Recognised Educational Institution as they appear on the ULA. Any subsequent increase in Tuition Fees cannot be claimed by the Awardee or the Recognised Educational Institution if not included in the ULA submitted by the closing date.
- 3.32 **Unconditional Letter of Acceptance (ULA)** shall mean an official document issued to the Applicant by the Registrar (or a delegated high authority) of the Recognised Educational Institution which shall include the details in clause 4.1.17.

4. Eligibility

- 4.1 To apply for the Tertiary Education Scholarships Scheme, an Applicant shall by the closing date of the TESS application:
- 4.1.1
- 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 TESS Scholarships Scheme Board 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 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 and has been residing in Malta for the past five years; or
 - c. 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 and has been residing in Malta for the past five years or
 - d. Be a third country national who has been living in Malta for the past five years that has been granted long-term residence status under SL217.05.
- 4.1.2 Be applying to follow programme of study at MQF level 7 or MQF Level 8 that is ending throughout 2024 or beyond.

- 4.1.3 Applicants who are already in possession of a Level 7 master's degree may also apply to read for another master's degree, BUT they are not allowed to apply under this scheme to read for Programmes of studies below master's degree, such as Post Graduate Diploma. Applicants already in possession of an MQF Level 8 qualification cannot apply under this scheme.
- 4.1.4 Applicants shall start their course leading to qualification at MQF Level 7 or Level 8 by 31st December 2023.
- 4.1.5 Applicants who have already started their programme of study before the 19th May 2023 (that is, before the launching of the scheme) may also apply, subject that the end date of their programme must be in 2024 or after. **In such cases, the Applicant is eligible for funding of expenditure incurred as from the start of course onwards.** Such applicants are still obliged to submit a ULA / Registration Letter as per Clause 4.1.17 by Friday, 6th October 2023 by 4.00 p.m. (Local time), whereby the Recognised Educational Institution must also declare the number of academic years remaining to complete the programme of study / course applied for and a report of the Applicant's progress. Repeating of academic years or modules will not be covered by the Scholarship Grant.
- 4.1.6 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 **December 2023**. Should the applicant be successful in securing a grant, results of the ongoing programme of study, are to be presented to the Scholarships Unit before entering into agreement, if awarded a TESS Scholarship.
- 4.1.7 The complete Application Form shall be submitted by Wednesday, 28th June at noon (Local Time). Transcript, Unconditional Letter of Acceptance and MQRIC report (where applicable) shall be submitted by Friday, 6th October 2023 by 4pm.
- 4.1.8 If applying for a scholarship in which the programme of study leads to MQF Level 7, the Applicant shall hold by Friday 6th October 2023 at 4.00 p.m. (Local time) a ULA from at least one Recognised Educational Institution for a programme / course at MQF Level 7 as indicated on the Application Form.
- 4.1.9 If applying for a Scholarship in which the programme/course leads to MQF Level 8, the Applicant shall hold by Friday 6th October 2023 at 4.00 p.m. (Local time), the following:
- a first cycle Degree (MQF Level 6); and / or
 - a second cycle Degree (MQF Level 7) at Master's level; and
 - a ULA from at least one Recognised Institution for a programme/course at MQF Level 8 as indicated on the Application Form.
- 4.1.10 An Applicant who is starting a programme of study leading to MQF Level 7, but part of the programme/course is referenced to MQF Level 6 or below shall NOT be eligible to apply under this scheme but may be eligible to apply under the Malta Government Undergraduate Scheme (MGUS) / Student Maintenance Grant.
- 4.1.11 It is the responsibility of Applicants, in possession of qualifications at MQF Level 5 or higher awarded by a foreign or local Educational Institutions (excluding University of Malta (UoM), Malta College of Arts Science and Technology (MCAST) and Institute for Tourism Studies (ITS) to produce an evaluation report / receipt of an MQRIC application on the equivalence and comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the Malta Further & Higher Education Authority (MFHEA) for those Educational Institutions and qualifications that do not feature in the "List of Accredited Courses offered by Licensed Institutions". A copy of the said report / receipt of an MQRIC application issued by the MQRIC, or the designated authority in the case of warrants, shall be attached to the application.
- 4.1.12 Applicants not in possession of this report may still apply, provided that they submit a copy of the report to the Tertiary Education Scholarships Scheme as soon as it becomes available and in any case by not later than Friday, 6th October 2023 4.00pm Local time.
- 4.1.13 Applicants in possession of other national/EU (or a combination of both) public grants or national/EU/Commonwealth (or a combination) scholarships for the same course or programme shall be deemed ineligible under the Tertiary Education Scholarships Scheme if not notified and approved by the TESS Board. Any scholarships or other supplementary grants awarded to the Scholarship Awardees shall be notified to and approved by the Tertiary Education Scholarships Scheme Board, whether such are awarded to Applicants prior to the Tertiary Education Scholarships Scheme or throughout the duration of the Scholarship. In the event that Applicants are granted a Tertiary Education Scholarship and MEYR discovers, after the grant of such Tertiary Education Scholarship, that the Scholarship Awardees had, at any point in time, whether prior to the award of the Tertiary Education Scholarship, or after such award, is in receipt of any national/EU public grant or national/EU scholarship, the Scholarship Awardees shall be liable to refund all the amount/s paid to them through the scholarship, and this without prejudice to any other legal action which may be taken in their regard.

- 4.1.14 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, must complete the first course and fulfil all the contractual obligations before the grant of a second scholarship is awarded.
- 4.1.15 **Applicants shall become ineligible for a Scholarship if they are in breach of any part of the Regulations.**
- 4.1.16 Applicants may apply to follow programmes of studies in any Area of Study listed below:
- Creative Industries, including but not limited to: Design, Films, Graphic and multimedia designers
 - Education, International Education Services, including but not limited to: Andragogy, Career guidance, University, and higher education teachers/ lecturers, Vocational/Professional Education, and training
 - Environmental Studies including but not limited to: Ecology, Green economy and sustainability, Resource efficiency building, Sustainable product design and innovation ecosystem, Sustainable manufacturing
 - Finance including but not limited to: Accountancy, Auditing, Banking, Compliance, and regulatory requirements, Fund administration, Tax specialisations
 - Health including but not limited to: Medicine (General Practice, Specialised Medical), Nursing, Personal Care (home based for aged or disabled persons), Pharmacy, Psychology
 - Humanities and Arts including but not limited to; Anthropology, Archaeology, Cultural Heritage and Restoration, History, Geography, Languages (Maltese/Italian /French/German/Latin/Spanish...), Philosophy, Sociology, Translation, Terminology, and Interpreting Studies
 - Information and Communication Technology, including but not limited to: Artificial Intelligence, Blockchain, Cloud Computing, Computer Engineering (Hardware & Software), Computer networking, Computer Programming, E-Business/Digital Marketing, Gaming Developing, Games Presenting, Search Marketing, Security, Site Developing, Systems analytics, Tech Developing
 - International and Home Affairs including but not limited to: Conflict Resolution, Diplomatic Studies, Economic Security, Energy Security, Environment Security, European Studies, Governance in Small States, Health Security, Humanitarian Action, International Relations, Mediterranean Studies, Migration, National Security
 - Management related studies, including but not limited to: Business administration (MBA), Business ethics, Business and Entrepreneur, Leadership and Organisational Behaviour, Logistics and Supply Chain Management, Project management
 - Maritime related studies, including but not limited to: Added Value to Artisanal Fishing, Maritime Law, Shipping, Ship Handling, out-of-dock servicing, and logistics
 - Science, Technology, Engineering and Mathematics (STEM), including but not limited to: Advanced manufacturing, Architecture and Civil Engineering, Aviation Maintenance Engineering, Bioinformatics, Chemistry, Electronics Engineering, Genomics, Geology Geophysics/space, Life Sciences, Molecular Biology, Oceanography
 - Service and Retail including but not limited to: Entrepreneurship, Equipping retail, Retail Management
 - Tourism and Hospitality Studies including but not limited to: Business Tourism, Cruise Liners Services, Cultural Tourism, Eco-Tourism, Educational Tourism, English Language Teaching to Speakers of other Languages (such as DELTA & TESOL)
 - Transport and Logistics including but not limited to: Aircraft Maintenance and Registration, Merchant Shipping, Ship Modification and Registration, Ship Management and Ship Repair, Super Yachting Services, Yachting Crew Training
 - Veterinary related studies including but not limited to: Veterinary Care, Veterinary Sciences, Veterinary Services

4.1.17 Reference made to definition 3.32 of the Unconditional Letter of Acceptance, the following details must be included:

- A clear statement by the Recognised Educational Institution that it is unconditionally accepting the Applicant to follow a programme of study.
- The Commencement Date of studies. Where the exact date is not specified, this is taken as the last day of the month mentioned on the ULA.
- The End Date of studies. Where the exact date is not specified, this is taken as the first day of the month mentioned in the ULA.
- The Modality of study (that is whether it is distance learning, part time, blended or full-time studies).
- The Number of Credits / Number of ECTSs pertaining to the programme of study;
- The Number of obligatory visits on University campus (This is required only in the case of applicants following Part-time/ Blended or Distance Learning programmes with Educational Institutions outside the Maltese territory. Visits should be indicated either per annum or for the whole duration of the programme). For those whose visits are longer than 30 consecutive days on university campus these have to be confirmed on ULA or via e-mail directly from the University by Friday 6th October 2023.
- The Tuition Fee (if applicable) shall be indicated on the ULA and not provided through an electronic link. The Recognized Institution will provide a clear breakdown of tuition fees per annum. Applicants shall note that the Agreement to be signed at a later stage (should they be awarded a Scholarship) shall include only the information printed on the ULA provided. The Scholarships Unit shall not accept any revisions in Tuition Fees other than those that reflect the information and/or data provided by the ULA submitted by the deadline. The fees paid, as Tuition Fees, is the amount shown and specified as such on the ULA submitted.
- The Bench Fees (if applicable). Only the Bench Fees listed on the ULA sent by the deadline will be funded. Expenses such as general maintenance, travel, conferences, books, subscriptions, insurance, sports' memberships or living costs/ personal salaries of the Awardee are NOT covered under Bench Fees In the case of bench fees above five hundred euro (€500), a breakdown of the costs needs to be provided by the Recognised Institution, before the signing of the Scholarship Agreement (as per clause 3.2). A Template for the Breakdown of Bench Fees will also be enclosed with regulations. It must be filled in and sent directly to TESS Office by the supervisor and/or administration of Recognised Institution. ONLY technical expenses and equipment directly related with the programme/course from the Recognised Educational Institution are eligible. Failure by the Recognised Institution and/or the Awardee to provide such a breakdown, precludes the Board from the obligation to honour any claims for Bench Fees. All Bench Fees need to be declared in writing in the Unconditional Letter of Acceptance (ULA). Any increase in, or any additional Bench Fees cannot be claimed by the Awardee or the Recognised Institution if not included in the ULA submitted by the closing date.
- A Statement as to whether the applicant is receiving waiving of fees or bursary from the Recognised Educational Institution
- Any other information required by the Scholarships Unit.

It is the duty of Applicants to ensure that:

- ▶ Applicant shall note that the Agreement to be signed at a later stage (should the applicant be awarded a Scholarship) shall include only the information printed on the ULA provided by the deadline of Friday 6th October 2023 by 4.00 p.m. (Local time). No additional costs shall be entered in the agreement other than those stated in the ULA.
- ▶ It is the duty of the Applicants to ensure that when they choose a Recognised Educational Institution, this institution is able to issue such a ULA with all the above details. This must be in the form of a document, signed by the Registrar of the University (or delegated high authority). The ULA must be sent to the Scholarship unit directly on tess.meyr@gov.mt by the Recognised Educational Institutions, Copies received from applicants will not be considered for the legal purposes of the scholarship agreement
- ▶ All information listed in clause 4.1.17 is to be included in the Unconditional Letter of Acceptance and is used for agreement purposes therefore, information through links or websites will not be considered as valid

Should applicants find issues with the recognised institutions to provide the necessary information listed in the clause 4.1.17, the applicants can utilise the Form Template For Recognised Institutions found on the website My Scholarships under the TESS Section:

This form will only be accepted if sent by the recognised institution directly to tess.meyr@gov.mt.

5. Tenure and Placement

- 5.1 Awards are tenable at any local or international Recognised Institution for a specific programme of study or research. Only those institutions recognised by the MFHEA shall be taken into consideration by the Tertiary Education Scholarships' Scheme Board when provided with a Recognized MQRIC Report as referred to in clause 5.2
- 5.2 It is the responsibility of Applicants, applying for qualifications awarded by foreign or local Recognised Educational Institutions not featuring in the "List of Accredited Courses offered by Licensed Institutions" (excluding University of Malta (UoM), Malta College of Arts Science and Technology (MCAST) and Institute for Tourism Studies (ITS) to provide an evaluation report on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the Malta Further & Higher Education Authority (MFHEA). A copy of the said report or receipt issued by the MQRIC, shall be attached to the application. Applicants not in possession of this report or receipt may still apply, provided that they submit a copy of the MQRIC report by not later than Friday 6th October 2023. The provisions contained in Clause 4.115 of these Regulations shall apply mutatis mutandis.
- 5.3 The MQRIC may be contacted as follows:

Malta Qualifications Recognition Information Centre (MQRIC)

Malta Further and Higher Education Authority (MFHEA)

J. Abela Sclaro Street,

Hamrun HMR1304

Tel. No. +356 2598 1450

E-mail: mqric@mfhea.mt <https://mfhea.mt/>

6. Choice of Institution

- 6.1 Applicants are expected to identify not more than five (5) Recognised Institutions and programmes/ courses that they consider most appropriate on the Application Form. No changes to the list of institutions are accepted after the closing date of application Wednesday, 28th June 2023 at noon.
- 6.2 Applicants shall submit at least one Unconditional Letter of Acceptance (ULA) from a Recognised Educational Institution listed on their Application Form. The last day of submission of ULA shall be Friday 6th October 2023 by 4pm.
- 6.3 Many courses have strict admission deadlines and Applicants must take the necessary steps to secure admission to their preferred institutions in advance of the Scholarship application. Applicants should note that a number of institutions / university departments require an Applicant to demonstrate a valid Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) score before an offer of admission can be made. The fees for these tests shall not be covered by Tertiary Education funds. Applicants should check admission requirements carefully at the time of application.
- 6.4 Applicants are urged to apply to the Recognised Institutions and Programmes/ course they consider most appropriate on the application before closing date of application 28th June 2023.

7. Administration of Tertiary Education Scholarships Scheme

- 7.1 The Tertiary Education Scholarships Scheme is administered by the Scholarships Unit within the Ministry for Education, Sport, Youth, Research, and Innovation. The Tertiary Education Scholarships' Scheme Board is responsible for the selection and ranking process and for overseeing the scheme.
- 7.2 The total annual government budget allocation for the TESS Scholarship Scheme will be split as follows: 60% for MQF Level 8 and 40% for MQF Level 7. Should the total funds/percentage not be exhausted in either of the qualification levels as set above, the remaining unutilized funds will be transferred to the other level until 100% of funds are allocated.
- 7.3 All correspondence is to be addressed to:

TESS - Tertiary Education Scholarships Scheme Office

Scholarships Unit

Ministry for Education, Sport, Youth, Research and Innovation

Room 131, Education Building

Great Siege Road,

Floriana VLT 2000,

Malta

Tel. No.: 2598 2676/2667

E-mail: tess.meyr@gov.mt

Website: <https://education.gov.mt/myscholarships/>

8. Application Forms

- 8.1 In line with government policy and to enhance the Scholarships' Unit environmental social responsibility ONLY online applications are accepted. Applicants are invited to apply using the appropriate online Electronic Application on: <https://education.gov.mt/myscholarships/>. To apply applicants must be in possession of an e-I.D. 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 of the electronically generated acknowledgement. This shall be the Applicants' proof that an Application has been submitted successfully online, and on time.

A scanned copy of the below supporting documents is to be uploaded with the application:

- a.** Work and Education Form (Mandatory) can be found annexed to the regulations for applicants to fill in and will also be posted on the website under the TESS Scholarship Scheme section. The content reflected in the work and Education template will prevail for the purpose of the interview and mark allocation. This can be downloaded from the scholarship's website: <https://education.gov.mt/myscholarships/>
- b.** The three (3) Appendices: i.e., Appendix 1, Appendix II and Appendix III (mandatory)
- c.** A copy of the Unconditional Letter of Acceptance (ULA) from the Recognised Educational Institution applied for (if already available). The ULA sent directly by the Recognized institution will still be required by the deadline as per clause 4.1.17.
- d.** MQRIC evaluation report / receipt of application (if already available) as per Clauses 4.1.11 and 5.2 (if required);
- e.** Applicant's EU disability card issued by the Commission for the Rights of Persons with Disability (CRPD) (where applicable);
- f.** Permanent Residence permit (where applicable);
- g.** Any official detailed transcripts of the highest qualification (if available). Please note such transcripts will be used as part of the selection criteria clause of 10.1. They must be submitted to the TESS Administration Friday, 6th October 2023 by 4pm.

The Tertiary Education Scholarships Scheme Board shall give considerable weight to the contents of these Sections in the application form: -

Appendix I: A Motivational Letter on why applicant should be chosen for the TESS Scholarship Scheme.

- ▶ Applicants applying for a scholarship to support studies leading to MQF Level 8 shall submit a motivational Letter (Appendix I) that is not less than five hundred (500) words and not more than one thousand (1000) words.
- ▶ Applicants applying to read for an MQF Level 7 qualification shall submit a motivational letter of approximately three hundred (300) words.

Appendix II: The Importance of the Prospective Study, highlighting the benefits for Malta vis a vis the National Priorities (Relevance)

- ▶ Applicants applying for a scholarship to support studies leading to either MQF Level 8 or MQF Level 7 must state the importance of their study / research including the Benefit to Malta vis a vis the current national priorities in approximately three hundred (300) words.

Appendix III: The Results to be Achieved from the research and the Impact on the development of Malta.

- ▶ Applicants applying for a scholarship to support studies leading to either MQF Level 8 or MQF Level 7 must state: what are the likely results of their study / research and what the impact will be on the development of Malta in approximately three hundred (300) words. Applicants can also link to national priorities, EU priorities, Subject priority areas and national policies related to the area of study chosen.
- ▶ Appendices must be in line with Clause 4.1.16

The Tertiary Education Scholarships Scheme Board will disqualify Applicants who fail to submit the required Appendices with the Application Form.

- 8.2 Applicants are expected to elaborate further during the interview.
- 8.3 The Tertiary Education Scholarships' Scheme Board will penalise Applicants who fail to provide the correct mandatory documents. In such cases the application will be considered as incomplete and hence ineligible.
- 8.4 The Applications' deadline is Wednesday, 28th June 2023 at noon (Local Time) as shown on the Malta Information Technology Agency (MITA) system. Only in the case of the MQRIC statement/receipt, Transcript, Unconditional Letter of Acceptance, Disability Card and Permanent Residence Permit (where applicable), the date of submission is extended to Friday, 6th October 2023 by 4pm.
- 8.5 Supporting documents not uploaded with the online application are to be forwarded to the Tertiary Education Scholarships Scheme Office via email on the email address: tess.meyr@gov.mt
- 8.6 Late and incomplete applications shall not be considered by the Tertiary Education Scholarships' Scheme Board. Applicants are strongly advised not to wait until the last day to submit their application since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. MEYR cannot be held responsible for any delay due to such difficulties.
- 8.7 Applicants are to ensure that they apply online by the stipulated deadline. The Tertiary Education Scholarships Scheme Board and the Scholarships' Appeals Board shall not consider any petitions stating that the Application Form was submitted without tangible proof as evidence.

9. Eligibility, Selection Process and Procedure

- 9.1 The Ministry for Education, Sport, Youth, Research and Innovation has set up the Tertiary Education Scholarships' Scheme Board to operate the process of selection. This Board shall be responsible for all matters concerning selection according to pre-established criteria identified in Clause 10 and determination of appropriate awards according to the Regulations.
- 9.2 Applicants that have submitted the mandatory documents as per clause 8.1 and 8.4 shall be called for an interview. It is the responsibility of the Applicants to make sure to be available on the date and time communicated to them for the interview. No alternative arrangements shall be made to change the date and time of the interview unless there are exceptional circumstances (supported by written proof) that warrant the change of such date and time. Exceptional circumstances shall be examined, and such alternative date and time may be agreed to by the TESS Board, at the Board's discretion.

- 9.3 **Applicants who do not turn up for their interview will be considered as no longer interested and thus they will be considered ineligible by the board, unless the applicants inform the Scholarships Unit/ TESS Board that, they cannot make it due to exceptional circumstances.**
- 9.4 Applicants applying at MQF Level 8 and MQF Level 7 will be required to prepare a presentation for their interview.
- 9.5 The mode and medium by which the interviews will be conducted are decided by the Board. The Tertiary Education Scholarships' Scheme Board does not assume any responsibility if the interview fails to materialise properly due to any technical reason. In exceptional cases, an alternative date for interview may be given by the Tertiary Education Scholarships Scheme Board depending on the circumstances, which led to the failure of such an interview.
- 9.6 Attending the interview does not mean that the application is eligible. There are still the eligibility criteria pertaining to the second deadline with regards to the Unconditional Letter of Acceptance, MQRIC reports and any pending transcripts.
- 9.7 The Ministry for Education, Sport, Youth, Research, and Innovation has also set up the Scholarships' Appeals Board to deal with objections raised by Applicants after they are informed in writing of the decisions of the Tertiary Education Scholarships' Scheme Board (Refer also to Clause 9.8).
- 9.8 If an Applicant disagrees with the TESS Board, only the Applicant may present a petition by registered mail addressed to the Scholarships' Appeals Board or by email on scholarshipsappeals.meyr@gov.mt within six (6) working days from the date of the written communication sent by the TESS Board communicating its decision to the Applicant in writing through registered mail. In the petition, Applicants must state clearly the reasons why they are contesting the decision taken by the Tertiary Education Scholarships' Scheme Board.
- 9.9 The Scholarships' Appeals Board shall only address appeals from decisions of the Tertiary Education Scholarships' Scheme Board 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 Scholarships' Appeals Board alter the Regulations, the score of the Applicants derived from interviews by the Tertiary Education Scholarships' Scheme Board or change the ranking of an Applicant because of such score.
- 9.10 The decision of the Scholarships' Appeals' Board is final and conclusive.

10. Selection Criteria

- 10.1 Applicant are considered on the basis of the following selection criteria:
- a) Academic merit of the Applicant (20%) – Only qualifications at MQF Level 5 or higher will be taken into consideration. Academic Marks will only be given for the highest qualification. If multiple certificates with the same level are presented, marks will be allocated for only one certificate.
 - b) A Motivational Letter on why the applicant should be chosen for the TESS Scholarship Scheme - Appendix I (25%);
 - c) The Importance of the prospective study, highlighting the benefits for Malta vis a vi the national priorities – Appendix II (20%);
 - d) The results to be achieved from the research and the impact on the development of Malta - Appendix III (20%)
 - e) Previous work experience (including but not limited to internship, traineeship and/ or work with voluntary organisations) (15%).
- 10.2 Applicants will be given marks on the appendices presented in the application together with the mandatory presentation and Interview.
- 10.3 An Applicant is considered to have passed the interview if the Applicant obtains a pass mark (that is 50% of the total allotted marks) in each one of the criteria (b), (c) and (d) above. Obtaining a pass mark does not automatically mean that a scholarship is being awarded.

11. Types of Scholarships and Value of Award

- 11.1 Applicants must be applying to read for a programme of study leading to a qualification at MQF Level 7 or 8.
- 11.2 Applicants awarded a scholarship shall be available to commence their programme/course by 31st December 2023.
- 11.3 Joint degrees or split-site programmes may be considered if documentation is provided indicating the one, leading degree awarding institution.
- 11.4 Levels and modality of programmes / courses eligible under this scheme and value of awards are included in the table below for ease of reference:

Table 1: Scholarship Grant

MQF Level	Modality	Maximum Duration (Years)	Grant Value (€)
7	Blended /Part-Time or distance learning	5	Up to 10,000
7	Blended /Full-time	4	Up to 10,000
8	Blended /Part-Time or distance learning	7	Up to 32,000
8	Blended /Full-time	5	Up to 32,000

- 11.5 Tuition fees and/or bench fees are to be paid by the Scholarships Awardees directly to the Recognised Educational Institution. The fees paid by the student shall then be reimbursed to the awardee on presentation of invoice/s and the original official receipt/s of payment/s or equivalent (i.e. receipted invoice where applicable) issued by the receiving Recognised Educational Institution. Awardees are bound to provide a Bank statement as proof of payments/transaction.

- 11.6 The Tertiary Education Scholarships Scheme Board may consider requests such as extensions, and changes in Schedules A, B of the Scholarship Agreement. Should Awardee require change of university after signing of agreement and commencing course, the Tertiary Education Scholarship Scheme Board must be notified, and request granted prior such change is affected. Awardee must retain same priority area and same subject. Should awardee fail to notify the TESS Board prior to change, the request will not be considered, and scholarship agreement will be considered as void according to clause 4.1.15 and awardee will need to reimburse funds disbursed till date.

Extension requests within the maximum duration allowed by the regulations stipulated in clause 11.4 may be approved by the administration team. An extension request will need to be provided, outlining why an extension is needed, and the approval of the extension needs to be sent directly by the Recognized Institution to the TESS administration. Any requests for extensions outside the maximum duration allowed by the regulations and relating to extenuating circumstances are to be addressed to the Tertiary Education Scholarships' Scheme Board supported by the approval of the Recognised Educational Institution. Any request for extension is at the discretion of the Tertiary Education Scholarships Scheme Board to approve or otherwise. No funds will be paid for approved extended periods

- 11.7 Payments of Scholarships grant are affected as follows:

- For full-time studies, the payment for tuition fees and/or bench fees are affected to the Awardee's Bank Account upon presentation of invoice/s, receipts and bank statement (as applicable). The payment is effected on receipt of a progress report sent approximately every six months directly by the supervisor/ course coordinator/university to the TESS e-mail. Progress reports sent directly or forwarded by the awardee are not accepted.

- ▶ For part-time and distance learning programmes, payments fees and/or bench fees are affected Awardee's Bank Account upon presentation of invoice/s, receipts and/or bank statement (as applicable). The payment is effected on receipt of a progress report sent approximately every six months directly by the supervisor/course coordinator/university to the TESS e-mail. Progress reports sent directly or forwarded by the awardee are not accepted.
- ▶ During the final year of studies, a percentage of the scholarship grant will only be affected upon presentation / provision of the final official documents and results to the TESS Office.

For invoices, receipts, and bank statements only PDF format will be accepted or direct e-mail from the Recognised institutions.

12. Additional Allowances

- 12.1 Scholarship Awardees studying abroad: For an Awardee selected by the Tertiary Education Scholarships Scheme Board and who is following full-time studies in a foreign Recognised Institution outside Malta, a Study Abroad Allowance of four thousand euro (€4,000) per annum is allocated to cover additional costs related to studying abroad (that is outside Malta) throughout the programme of studies. Proof of residence abroad must be provided from time to time. The Board reserves the right to ask applicants for any further evidence of their residence abroad and if such further evidence is not forthcoming, the Board may decide to demand a refund of this allowance if already paid. Awardees are entitled to such an allowance if they present Boarding Pass showing details of flight and destination as well as completing the declaration on the form entitled "Confirmation of Residence Form" which is to be filled on signing of the Agreement. The supervisor/course coordinator/university must also confirm directly that the awardee is studying full time on campus. For further definition of Study Abroad Allowance, please consult Clause 3.27 of these Regulations.

Awardees following Part time, Distance Learning or blended Programmes /courses, who during and /or lab directly related to the studies are required to attend sessions physically on campus at the foreign Institution as indicated on their ULA, will be entitled to two hundred euro (€200) per visit abroad subject to the provision of boarding passes and confirmation from their respective Institution confirming the purpose of their visit, up to a maximum of two thousand and four hundred euro (€2,400) over a 12 month period.

For those whose visit is longer than 30 consecutive days the allowance will be calculated pro-rata on four thousand euro (€4,000) per annum subject to the provision of boarding passes and confirmation from their respective Institution confirming the purpose of their visit.

- 12.2 Awardees with Disability

Scholarship Awardees with a disability will benefit from two thousand euro (€2,000) per annum.

Table 2: Additional Allowances

Type of Allowance	Modality	What Triggers the Allowance
Study Abroad Allowance Level 7 and MQF Level 8	Full Time (Physical Abroad on Campus)	For Full time studies abroad on campus €4,000 per annum
	Part-Time/Distance/Blended	For visits of one month or more (consecutively), the allowance will be calculated pro-rata up to not more than €4,000 per annum
	Part-Time/Distance/Blended	For visits of less than one month, then the €200 per visit will apply up to not more than €2,400 per annum
Persons with Disability	Full time/Part-Time/ Distance/Blended	€2,000 p.a.

13. General Conditions of Award

13.1 The general conditions in this section apply to all Applicants under the scheme and to all TESS awardees.

Application stage

13.2 Supplementary Scholarship awards or supplementary grants for the same course of programme of studies must be declared at the point of interview or before formally accepting the other awards. All declarations require approval from the Scholarships Scheme Board. Any unapproved supplementary Scholarship awards or supplementary grants additional to Scholarships Scheme for the same course or programme shall be deemed to be in breach of the agreement. As a result, cancellation of award and refund of all funds granted by then shall be required by the Scholarships Scheme Board. The Board considers this as fraud and may proceed with a criminal liability suit against such Awardees.

13.2.1 When a Supplementary Scholarship award or Supplementary Grant covers in full Tuition Fee and/or Bench Fees and/or allowances for living expenses, the Scholarship Scheme shall not cover for the Tuition Fee and/or Bench Fees.

13.2.2 When a Supplementary Scholarship award or Supplementary Grant covers part of the Tuition Fee and/or Bench Fee, the Scholarships Scheme shall cover the remaining part of the Tuition Fee and/or Bench Fee not covered, provided that the thresholds in Clause 11.4 are not exceeded.

13.2.3 When a Supplementary Scholarship award or Scholarship Grant is not intended to cover Tuition Fee and/or Bench Fee, then the Scholarships Scheme Board shall reserve the right to revise the amount of the Scholarships Scheme grant.

Provisional Award stage

- 13.3 Applicants will be notified of their ranking by the Tess Scholarships Scheme Board through an e-mail sent by TESS Administration. Rankings can only be published after the 2nd deadline.
- 13.4 The Awardee shall be given a draft Agreement that stipulates the terms and conditions of such Award. The Tess Scholarships Scheme Board reserves the right to review and cancel the provisional award if new information reveals any change in information or conditions which renders the provisional Awardee ineligible for the Scholarship Award.
- 13.5 The Awardee shall conclude and sign the Agreement by not later than three (3) months after the commencement of studies or the publication of rankings, whichever comes last unless otherwise justified. Failure to present signed Agreement by the prescribed date shall lead to the award being awarded to others according to their respective ranking. As part of the signing of Agreement, the Awardee shall be required to fill in number of forms, including, TR/S-9, the Confirmation of Residence Form and other forms that may be communicated by MEYR.
- 13.6 Shall any conflict arise between the interpretation of clauses in the Regulations and the terms of the Agreement, the Regulations shall prevail.
- 13.7 The Awardees shall be expected to take up the Scholarship award from the date stated by the TESS Scholarships Scheme Board in the Agreement. If for any reason, Applicants cannot commence their studies on the date stated in the Agreement or requires a different start date they are is duty bound to inform the TESS Board as soon as possible. TESS Board reserves the right, on notification of such intention, to review the start date or else to cancel the Scholarship should the changes imply postponing the start date in breach of Clause 11.2.
- 13.8 The Tertiary Education Scholarships Scheme Board reserves the right to publish the names and I.D numbers of Applicants provisionally selected for Scholarships on the website www.myscholarship.gov.mt. In applying for an award, Applicants shall give consent for such publication if their application is successful.

Contracted award stage

- 13.9 The TESS Scholarships Scheme Board reserves the right to publish the names and I.D numbers of Scholarship Awardees on the website <https://education.gov.mt/myscholarships/>.
- 13.10 Scholarships cannot be extended to enable the Awardee to complete an additional or higher qualification other than that for which the selection was made.
- 13.11 Any intellectual property including patents directly arising from or derived from the research work funded by the Scholarship and carried out by the Awardee shall be covered by an Intellectual Property Rights (IPR) agreement that acknowledges that the research work carried out, is partially funded by the Tertiary Education Scholarships Scheme.
- 13.12 The Tertiary Education Scholarships Scheme shall not seek to obtain any rights in intellectual property owned by the Recognised Institution and/or the Awardee.
- 13.13 On award of a Scholarship, MEYR shall make information obtained available to public authorities for accountability purposes.
- 13.14 Awardees who are found to have given false information or who have in any manner withheld information that would have influenced the awarding of the Scholarship and/or any grants in accordance with these Regulations, shall be immediately disqualified and shall be asked to reimburse any expenses and money granted to them. The Board may proceed with a criminal liability suit, without prejudice to any civil action for damages, against such Awardees.

Progress and completion

- 13.15 Approximately every six (6) months, Scholarship Awardees shall ask their faculty supervisor to submit to MEYR a short statement confirming progress and attendance of the Awardee. Failure to receive this information could lead to a halt in payments of further instalments of the Scholarship. Should the awardee fail to provide two consecutive Progress Reports, the TESS Board reserves the right to void the Scholarship Agreement and request the return of funds disbursed.

- 13.16 Should Awardees finish their programme of study/course prior to the completion date indicated in their Scholarship Agreement, they will be required to refund the allowances paid in excess following the new completion date communicated by the Higher Educational Institution to the Scholarships Office.
- 13.17 On completion of the studies, the below documentation shall be submitted to the Tertiary Education Scholarships Scheme Office:
1. Final Report (directly from the institution via email) confirming that the student has obtained the award.
 2. Soft copy of thesis which shall include acknowledgement in Clause 13.21
 3. Transcript and the Official Certificate awarding the Degree
 4. Article on work/ studies/ research (Refer to Clause 13.19)
- Soft Copy documentation shall be forwarded to the TESS Office in PDF format by email on tess.meyr@gov.mt.
- 13.18 By accepting a Scholarship, the Awardees shall be accepting that MEYR shall have the right to publish all publications by Scholarship Awardees, including any publication arising from the thesis shall be sent in electronic format to the Scholarships Office, within thirty (30) days of being made public.
- 13.19 Awardees shall be expected to write a minimum of one article on their work/ studies/ research 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 Tertiary Education Scholarship. Such articles may be published on the website of the Scholarships Unit - MEYR. Awardees shall present a soft copy of the article.
- 13.20 The Scholarships Unit has the right to request information directly from third parties.
- 13.21 All publications arising from the programme being sponsored by the Tertiary Education Scholarships Scheme shall reflect the following acknowledgement on a page of the thesis/project work: 'The research work disclosed in this publication is funded by the Tertiary Education Scholarship Scheme'.
- 13.22 If the documentation listed as per clause 13.17 are not submitted to the TESS office on completion of studies, the TESS Board reserves the right to void the Scholarship Agreement and request the return of funds disbursed.

14. Termination prior to completion of programme

- 14.1 Scholarship Awardees who for any reason discontinue their studies shall inform the TESS Scholarships Scheme Board in writing immediately.
- 14.2 The Tertiary Education Scholarships Scheme Board shall on thirty (30) days written notice terminate the award if -
- ▶ the Applicant's progress is deemed unsatisfactory by the Recognised Educational Institution;
 - ▶ the Applicant terminates the studies; and/or
 - ▶ an Applicant is in breach of any provision of these regulations and does not remedy the breach within thirty (30) days of receipt of written notice requiring him/her to do so.
- 14.3 When an Awardee has the Scholarship award terminated under conditions stipulated in Clause 14.2, the TESS Board shall determine the amount to be reimbursed. The refund must be made within three (3) months of failing the course or failing to complete the course of studies as the case may be. The refund must be made by the stipulated deadline as communicated by the office.
- 14.4 Awardees shall not be deemed to be in breach of these regulations ONLY in case of serious illness and demise of the awardee. In case of serious illness, the awardee needs to provide medical certificates and testimonials to the TESS Board. Thus, awardees who cannot pursue further studies due to serious illness might be required to refund grants on a pro-rata basis as approved by and at the discretion of the TESS Board.
- In such situations, the Scholarship Awardee shall provide justifiable explanation as to why the course was not completed or why the Scholarship Awardee failed to obtain the qualification. Documented evidence, medical certificates and testimonials must accompany each claim. The Tertiary Education Scholarships Scheme Board shall in no way be bound to waiver all claims put forward. The TESS Board reserves the right to appoint its own expert, be it medical or otherwise, to advise and assess the case of the claimant.

15. Information

For further queries and information, please contact:

Tertiary Education Scholarships Scheme Office
Room 131 ,
Ministry for Education, Sport, Youth, Research and Innovation
Great Siege Road
Floriana, VLT 2000

Telephone: 2598 2676/67

Email: tess.meyr@gov.mt

Website: <https://education.gov.mt/myscholarships/>

Please note that the official website of Tertiary Education Scholarships Scheme is found on <https://education.gov.mt/myscholarships/>. Neither the Tertiary Education Scholarships Scheme Board, nor the Scholarships Unit - MEYR, shall assume any responsibility for any incorrect information found on other websites as regards the Tertiary Education Scholarships Scheme.

Rankings will be published after the deadlines to provide the Unconditional Letter of Acceptance, the MQRIC Report and Official Transcripts have elapsed.

16 Research Recommendation

The below are a list of documents that are useful to write the Appendices. However, other sources apart from the below may still be used as long as they are relevant. The links must be clicked on to be accessed.

- ▶ https://ec.europa.eu/info/business-economy-euro/economic-and-fiscal-policy-coordination/eu-economic-governance-monitoring-prevention-correction/european-semester_en
- ▶ <https://mimcol.com.mt/wp-content/uploads/2021/06/A-Future-Proof-Malta-Consultation-Document.pdf>
- ▶ <https://mcst.gov.mt/psi/ri-strategy-post-2020/>

17 Work and Education Form

NAME SURNAME

ID CARD NATIONALITY

E-MAIL GENDER

ADDRESS MOBILE

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.....

	Job Title & Position Description	Start Date	End Date	Part / Full Time	Number of Months
Job 1					
Job 2					
Job 2					
Job 4					
Job 5					
Job 6					

** Internships, traineeship and/ or work with voluntary organizations must be clearly identified and listed in the work experience table*

Recognized Qualifications Achieved (MQF Level 5 or Higher)

Institution	Course Name	MQF Level	Classification	Course Start and End Date

LANGUAGE SKILLS:

COMMUNICATION SKILLS:

JOB RELATED SKILLS:

I hereby certify that all the information provided by me in this form is correct, accurate and complete to the best of my knowledge.

Signature
