

Africa Center of Excellence in Population Health and Policy (ACEPHAP)

Scholarship Policy

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OVERVIEW

The purpose of this policy document is to provide details of how The Africa Center of Excellence in Population Health and Policy conducts the selection and its award process for Scholarships. This document sets out the Scholarships policy and procedures,

Through outlining relevant procedures, this document ensures that the award is consistent with the Bayero University Guidelines and values.

All scholarships are awarded by Bayero University Management. This is done with cognizance to various bilateral or multilateral agreements. It is administered within the broader framework of the university mission and vision.

The strategic direction of the framework outlines how Scholarships provide monetary and non-monetary support in the recipient's education and capability development. Scholarships are necessary in providing scholars with the suitable solitary or complimentary wrap-around support to enable them actively participate in the learning process and prepare them for formal labor engagement.

The success of the Scholarships is dependent upon an effective collaboration between the university ACEPHAP and external organizations. Therefore, the Scholarship program aims to have a clear and transparent framework, policy and process that is responsive and targeted toward student success.

SCOPE

(a) This Policy and Procedure applies to all university, center staff, and external stakeholders involved in the governance, endowment, planning supervision, appraisal, short listing, selection and execution of the scholarships.

(b) This Policy and Procedure is limited to the persons involved with internal process of scholarship execution within Bayero University and ACEPHAP. It is not intended to deal with the terms and conditions attached to the scholarships, or incoming funds from various donors, or to industry partnerships. It also does not apply to any other programs or activity within the university.

(c) The Scholarships apply to university Postgraduates admitted into programs offered by ACEPHAP under the AAU/World Bank ACE Frame work.

GUIDING PRINCIPLES

The center is committed to nurturing partnerships with external donors of the scholarships. Accordingly, it ensures that subject to the principles in this policy, all scholarships are established in accordance with the strategic interests of the university and center and have regard to the objectives and intent of the AAU and the World Bank.

(a) Scholarships are planned and awarded in accord with this policy.

(b) A scholarship is governed, at a minimum; by specific conditions which meet criteria set out in the guideline

(c) The center is committed to maximizing scholarship opportunities and to demonstrating optimum outcomes for scholarship received. To this end, it establishes scholarships with broad, inclusive and durable eligibility and selection criteria, aligned to the University's admissions structure, which can be awarded through coordinated process with other partners.

(d) Advertisement, application, selection and award processes for scholarships are coordinated between the university and the center in order to: maximize accessibility by potential students; provide the widest range of possible applicants for individual scholarships; and optimize both the distribution of scholarships and efficiency of the process.

(e) A scholarship stipend for the purpose of the center shall be a fixed sum of money paid periodically to cover expenses that might be incurred while working as a student.

(f) Full scholarship includes:

- Non-transferable tuition for the period of study
- Accommodation for the period of study
- A single return ticket for the student alone
- Support for research work and dissertation

DONORS

In relation to scholarship being awarded within the framework of ACE, the center shall:

(a) Ensures that AAU/The World bank and any other potential partner or donor (whom would be subsequently referred to as the awarder) are aware of the contents of this policy;

(b) Ensures that awarders are aware of relevant conditions which govern specific scholarship types as it pertains to priori agreed terms;

(c) May negotiate specific conditions with awarders in harmony with the criteria set out in this Policy, and other relevant policies, and rules of the center;

(d) Advises donors in the unlikely event of awarders being constraints to participate in the selection panel for Scholarships;

(e) Accepts funding from a wide range of donors in private industry and the public sector with appreciation, but reserves the right to refuse a donation if the proposed terms are contrary to policies of the University and center;

(f) Accepting a donation does not signify endorsement of the goods or services provided by the donor;

(g) Acknowledges donors in an appropriate way, in accordance with taxation requirements and as approved by the relevant committees of the center; and

(h) if the donation is to attract a tax deduction, ensures that Scholarships are established according to the requirements for tax deductibility for the donor.

GOVERNANCE

In accordance with this policy, unless the University management and Project Management Team of the center decide otherwise, Scholarships are selected by the Scholarships Selection Panel. **The Project management report to the Vice Chancellor on all matter related to the center scholarship scheme (Figure 1)**

The Selection Panel has the role of:

- (a) Advising and making recommendations on policy and other matters relating to Postgraduate Scholarships to the Project Management Team;
- (b) On behalf of the Project Management Team, oversee the award of all Scholarships; and
- (c) On behalf of the Project Management Team, provide advice on the establishment of new Scholarships in accordance with this policy.

SELECTION PANEL

(d) The Selection Panel will consist of no less than three and no more than 8 people. They would be nominated by the University management and Project Management Team of the center.

(e) The Selection Panel Shall:

- i. assesses shortlisted applicant/s;
- ii. determine the merit of applicant/s; and
- iii. make the appropriate selection of one or more candidates.

ADMINISTRATION AND RESPONSIBILITIES

The overarching oversight for the Scholarships Policy execution lies with the Selection Panel, which reports directly to the Project Management Team. Operational and administration aspects rests with the Project Management Team of the center

GENERAL GUIDE

- (a) The Selection Panel is accountable to the Project Management Team.
- (b) The Selection Panel plays governance role; advice and approval role in relation to Scholarship selection on behalf of the Project Management Team.
- (c) The management provides recommendations to the Selection Panel relating to any changes to this document.
- (d) The center management and staff are responsible for the ongoing administration and implementation of the scholarships after selection.

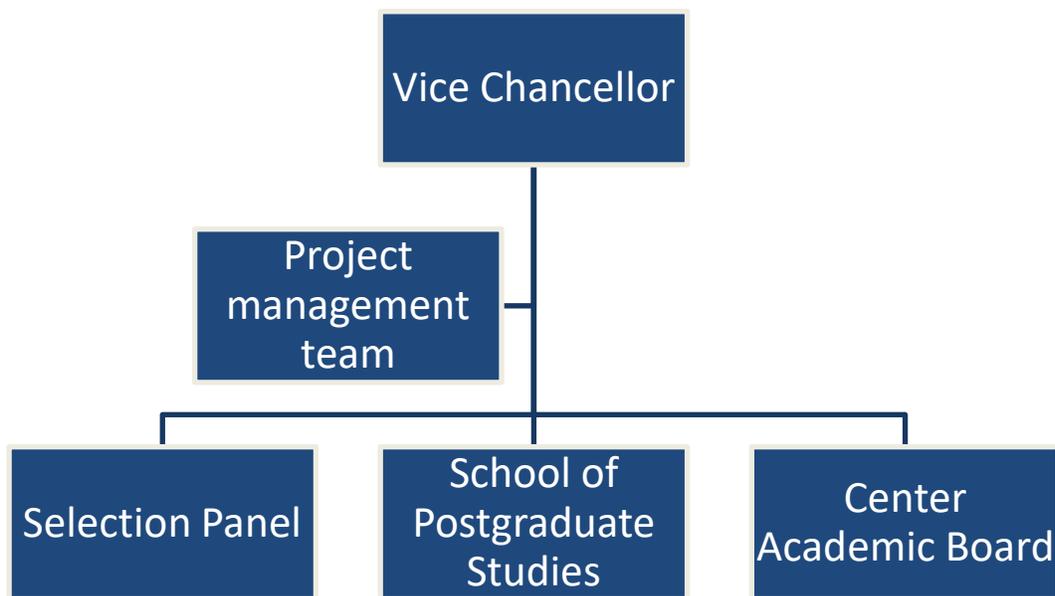


Figure 1: ACEPHAP Scholarship Scheme Management Structure

METHODOLOGY

The overall methodology used for the scholarships and is outlined thus: Given the centrality and importance of the Selection and Bestowal of scholarships to the center, all process will be led by the university management with advice and participation of the center.

The application window is available for two months (eight weeks) while the application process is completed over a four months (sixteen weeks) period

Application

Applications would be online through the university/center website. To attract a wider pool of potential students and potential scholarship recipient's advertisement would be made through national dailies, while engaging national and regional partners and professional associations to attain a wider reach. The center shall also utilize social media handles and platform to further disseminate information on available scholarships. Likewise scholarship availability will be communicated to AAU to facilitate dissemination within the ACE network.

The applicants are to submit application in cognizance with award criteria before due dates.

- (a) Only applications with all documents and particulars provided will be considered.
- (b) To ensure applicants can make informed decisions regarding their study, selection of the successful recipient/s will be carried out within sixteen weeks after the closing date of the Scholarship.

The Deputy Director (Training) and the Student Liaison Officer shall serve as the contact persons for all scholarship related enquiries.

Screening

Eligibility criteria assessed

All screening, and administration of Scholarships will be administered by the University management in conjunction with the Center Project Management Team and staff.

- An assessment of basic eligibility criteria is completed:
 - I. To be eligible, an applicant must not be receiving an equivalent award or scholarship from another institution or organization.
 - II. The applicant must be a full-time student for the duration of the award unless otherwise approved by the Selection Panel during the selection phase, or management during the period of the Scholarship.
- Confirmation of identity including age country of origin, residence etc is completed.

Short listing

Audit conducted to confirm identity and eligibility status

- Confirmation of identity and eligibility status on short listed applicants through school and reference check is completed.
- Quality of application assessed.
- Short listing and screening will be conducted by the University and center Project Management Team and staff.
- Following the closing date of applications, the management and staff will undertake a short listing process to ensure all applications are appropriately screened.
- Only those applicants who are eligible would be referred to the Selection Panel for further consideration.
- A short listing report will be documented for each Scholarship type.
- Upon completion of short listing, management is responsible for convening the Selection Panel for final selection.

Ranking

Independent ranking of applicants by independent panel

- For scholarship schemes that do not have a universal applicability clause:
- the Selection Panel will rank each application independently using a selection matrix.
- The management and staff aggregate and sort the ranking, and a final shortlist is returned to the Selection Panel.

The selection will be done by the Selection Panel mainly based on the applicant's academic record and character.

The Scholarships selection process must be transparent, ethical and follow due process:

CRITERIA OF SELECTION

(a) That a prospective recipient is a duly registered postgraduate student of Bayero University having a program conducted by the center.

(b) The Scholarships are awarded on the basis of academic, and good character profile unless the Project Management Team resolves otherwise.

(c) Subject to the approval of the Project Management Team, postgraduate scholarships may be awarded on the basis of one or more of the following additional eligibility or ranking criteria:

- I. demonstration of educational disadvantage;
- II. membership of any other designated target equity groups such as women, disability, remote/rural residence.

(e) Subject to the approval of the Project Management Team, scholarships may be limited to particular demographic groups as process of rectifying apparent inequality. However, in accordance with the 2006 African Union Commission's Youth Charter Part 1 - Article 2 (Guided by the vision of the African Union, as lay down in the United Nations Universal Declaration of Human Rights (1948), the International Covenant on Civil and Political Rights (1976) and the International Covenant on Economic, Social and Cultural Rights (1976), and expressed for the African peoples through the African Charter on Human and People's Rights (1986)); scholarship may not be denied on the basis of religious belief, political inclination, sexual orientation, ethnic group, colour, sex, language, or any other circumstances of birth or upbringing.

(f) Those eligible for assessment are ranked by the Selection Panel in accordance with the opinion of the Selection Panel, having demonstrated that they satisfy the selection criteria.

(g) In ranking candidates, the Selection Panel must have regard to the application and supporting material, if any, and may interview candidates.

(i) Even if a candidate meets the selection criteria for a Scholarship, a Scholarship is awarded only if, in the opinion of the Selection Panel, there is a candidate of sufficient merit.

ii. these scholarships do not have an predetermined employment clause and there is no requirement for the recipient to become, or remain, an employee of the University or center at time of execution of the scholarship or in the foreseeable future. This is without prejudice to the right of the recipients to seek employment with the University in the future.

iii. there is no requirement for the recipient to provide any form of service either academic or administrative in lieu of the Scholarship at the time of receipt of the Scholarship or in the future;

(k) Minimum amounts for Scholarships are determined by the University management and approved by the Center Management Team and reviewed periodically.

(l) The value of a scholarship is normally stated in the conditions of the scholarship, where possible.

(m) For continuing scholarships, the conditions must include the criteria for continuation.

Normally, this will be that the student continues to meet enrolment and other relevant conditions.

(n) Students who are granted a period of approved leave do not normally forfeit their Scholarship unless stated otherwise in the conditions for the individual Scholarships.

(o) Scholarship conditions must include the stipulation that any thesis, dissertation or other publication resulting from research undertaken by the recipient while in receipt of a scholarship must acknowledge the support of the scholarship.

Offer

- Final recipients are chosen and offers sent via email.
- Successful applicants are directed to review and respond to their scholarship offer by signing and returning the provided documents
- Confirmation letters are subsequently sent to recipients.
- As part of the stewardship process and as may be dictated by individual scholarship type, donors may be provided with a scholar confirmation letter confirming the details of the scholarship recipient(s).

SCHOLARSHIPS

Through the ACE mechanism all **regional postgraduate students** who satisfy admission criteria are eligible for full scholarship, including funding for final research work.

Scholarships are awarded once against each academic calendar year.

All **national postgraduate students** are eligible for scholarship which covers support for final research work.

The center has a number of tuition support scholarships available to eligible ACE national students based on academic merit, leadership potential and benevolent status. Scholarships may be provided for partial or full tuition fees and the awarding of such scholarships is at the discretion of the Center Management Team.

Types of Scholarship

The center has a scholarship support through the ACE mechanism covering full scholarship for all regional students and some national eligible students.

The center also has scholarship covering travels and research available for ACE postgraduate students through partnership such as the ACE West Africa Network in Infectious Diseases in Africa (WANIDA) consortium.

The center shall have other forms of scholarships as dictated by prospective donors and statutory regulations.