

# **MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY**



## **GUIDELINES FOR MUST COUNCIL SCHOLARSHIP FUND FOR UNDERPRIVILEGED STUDENTS**

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**Drawn and Filed by:**

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## **1. Purpose and Scope**

This document provides guidelines under which the Mbarara University of Science and Technology (MUST)'s Council Excellence Scholarships will be disbursed to students of MUST. MUST is governed by the University Council, which is the supreme organ responsible for the overall administration of the University's objects and functions.

Whereas MUST is mandated to provide quality education to all Ugandans and others beyond, access to this education is usually a preserve of those who can afford to pay tuition and other fees to the University. Sometimes needy but exceptional privately sponsored students struggle to pay tuition and other University fees, and as a result, their academic performance suffers. In light of this, the MUST University Council decided at its 63<sup>rd</sup> meeting to establish the Council Excellence Scholarship for such students in 2016.

In line with the 63<sup>rd</sup> Council meeting, the MUST Council proposed a plan that provides needy but academically outstanding and privately sponsored students with assistance and contributions to their tuition fees, allowing them to pursue their studies with a minimal burden and distraction. At its 63<sup>rd</sup> meeting, the MUST Council devised a mechanism under which the funds would be secured by those students.

The MUST Council hence devised a mechanism for those students to secure the funds at its 63<sup>rd</sup> meeting. The funding for these students would be secured from University Council funds generated from the portion of Council members' allowances raised during Council and committee sittings, with a mandatory deduction amount. The fund was subsequently named the *MUST Council Scholarship Fund for Underprivileged Students*.

The *MUST council Scholarship Fund for underprivileged Students* aims at promoting academic excellence through provision of financial assistance to needy and exceptional privately sponsored undergraduate students. This was viewed as a means of trying to lessen the burden those students encounter in pursuit of their University education. These guidelines outline the eligibility criteria, application process, selection processes, and terms and conditions of accessing the scholarship.

## 2. Definitions

- a) *Private sponsored student* means East African students of Mbarara University of Science and Technology who are not on any scholarship but are purely self-sponsored at the University.
- b) *"In Good Standing"* means a student should has not been charged with and convicted of any disciplinary offence at Mbarara University of Science and Technology, or not owe Mbarara University of Science and Technology any debt/money at the time of application.
- c) *"Needy students"* a privately sponsored student at Mbarara University of Science and Technology who are identified as experiencing financial difficulties in meeting their tuition fees and other academic expenses, including students with disabilities.

## 3. The Scholarship

The scholarship shall;

- a) be given to the best performing applicant in each Faculty provided the student has a CGPA of at least 3.60 at the end of first year.
- b) cover tuition fees for one academic year for the successful applicants.
- c) Continue till the completion of a beneficiary course/ studies provided they maintain of a CGPA of 3.6.
- d) Be given to one student with disabilities under special consideration.

## 4. Objectives of the Council Scholarship Fund

- a) To support and contribute to academic excellence at MUST through provision of financial assistance to needy and exceptional privately sponsored undergraduate students.
- b) To mobilize resources that support academic and professional development of students.
- c) To support other activities as shall be determined by Council.

## **5. Eligibility Criteria**

Students applying for the Scholarship must:

- a) be East Africans, under the age of 25 and fully registered at Mbarara University of Science and Technology.
- b) be on private sponsorships with no existing scholarship grants or Government Sponsorship to any Public University;
- c) have completed their first year of study;
- d) be the best needy privately sponsored students from their faculty with a CGPA of no less than 3.6 at the time of applying
- e) be in good standing at the time of application.
- f) not be gainfully employed.
- g) not have a retake in any paper at the time of applying for the scholarship.
- h) be a student with disabilities who meets all of the aforementioned criteria.

## **6. Application Process**

The scholarship will be granted based on the selection process and the following procedure:

- a) When a new Scholarship period opens, the Academic Registrar shall invite eligible applicants to apply for the scholarship.
- b) The advert shall be posted and announced on the MUST website and any other communication channels.
- c) All applications shall be online and shall adhere to the deadline stipulated.

- d) The following documents shall be attached to the application form:
  - i. Partial Academic transcripts for the previous year;
  - ii. A personal statement with a recommendation letter from a faculty member;
  - iii. A copy of their National Identity Card;
  - iv. Previous year Registration Card;
  - v. One recent passport size Photograph.
- e) Incomplete Applications and applications received after the deadline shall not be considered.

## **7. Management of the Scholarship Fund**

- a) The Scholarship Fund shall be overseen by the Students Welfare and Disciplinary Committee on behalf of Council.
- b) The Students Welfare and Disciplinary Committee shall;
  - i. Approve and advise the Students Scholarship Committee of amounts available for disbursement.
  - ii. Recommend for approval scholarship amounts for an academic year.
  - iii. Receive recommended applications from the Students' Scholarships Committee and recommend scholarship recipients to Council.
- c) The Students Welfare and Disciplinary Committee shall appoint a Students' Scholarships Committee to receive and assess applications from the Faculties and make recommendations.
- d) The Students' Scholarships Committee shall comprise of the Academic Registrar, the Deputy Vice Chancellor for Academic Affairs, the Dean of Students, the University Secretary, the Chairperson of the Deans Committee, and the Guild President. The Academic Registrar shall be the committee's secretary.

## **8. Selection Process**

- a) At expiration of the deadline, the respective Faculty Administrator will compile all applications and send them to the respective Faculty Dean.

- b) The respective Faculty Deans shall within three days forward the applications to their Faculty Board for review and recommendation of qualifying faculty candidates.
- c) The faculty shall send the qualifying applicants to the Students' Scholarship Committee through the Academic Registrar's office.
- d) On receipt of the respective Faculty Board reports, the Academic Registrar shall call a meeting of Students' Scholarship Committee within three days to evaluate applications received from the faculties.
- e) The Students' Scholarship Committee shall;
  - i. Receive and evaluate the applications based on academic performance, neediness, and the content of the personal statement;
  - ii. Confirm that students applying for the Scholarship programme are in good standing with the University and do not have existing sponsorships.
  - iii. Recommend and submit to the Students Welfare and Disciplinary Committee the best students per Faculty for the scholarship based on available funds and the number of qualified applicants for its consideration.
- f) If, however Council or the Students Welfare and Disciplinary Committee for any justified reason choose to change the decision of the Committee, their decision will be binding.
- g) The list of recommended recipients shall be submitted for Council for approval by the Students Welfare and Disciplinary Committee.
- h) Scholarship recipients will be notified by the Academic Registrar's office of the decision by letter and email.
- i) The scholarship will be credited to the student's account in the University's financial system.

## **9. Utilization of the Scholarship**

- a) The scholarship will only be used to cover the successful applicant's tuition fees as stipulated in the guidelines.
- b) All other costs beyond the scholarship shall be the responsibility of the student.
- c) The scholarship shall be strictly for courses taken at MUST.

## **10. Terms and Conditions of the Scholarship:**

- a) The scholarship will be granted to the best private student per Faculty regardless of gender.
- b) On Special Consideration, one scholarship will be granted to the best performing student with a disability.
- c) The scholarship shall not be transferable to another student or University.
- d) Scholarship recipients will be required to attend a mandatory meeting on invite with the Students Scholarships Committee to discuss their progress and provide feedback on the scholarship program.
- e) The scholarship recipient will continue to benefit from the scholarship until the completion of their course/ studies provided they maintain a minimum CGPA of 3.6.
- f) Before the scholarship is granted and implemented, the scholarship recipients must notify the Students Scholarships Committee should they receive additional financial support from any other sources.
- g) If a student has already paid the tuition fees when the scholarship is granted, they will be refunded.
- h) The Scholarship grantee who receives any form of Governmental or donor funding apart from their parents will be automatically removed from the scheme.

## 11. Funding of the Scholarships Fund

- a) The Council Excellence Scholarship is initiated and funded by the MUST Council through contributions from members from each Council and Council Committee meeting as well as through donation and grants from the public.
- b) Each Council member save for the student's representatives shall be required to contribute the agreed sum as a minimum contribution. The contribution amount shall be agreed and determined by Council from time to time.
- c) The fund monies shall be collected by the University Secretary and remitted to the Scholarship Fund Account. The signatories to the account shall be the Chairperson of the Students Welfare and Disciplinary Committee, the University Secretary and a member of the Students Welfare and Disciplinary Committee.

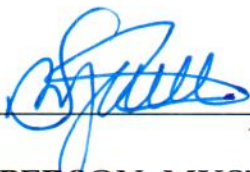
## 12. Review

The University Council, through the Students Welfare and Disciplinary Committee, may review these guidelines anytime they deem it relevant.

## 13. Approval

These guidelines have been reviewed and approved by the University Council

on this 24<sup>th</sup> day of March 2023



CHAIRPERSON, MUST COUNCIL



SECRETARY TO MUST COUNCIL



## Appendix 1: Application Form

### (MUST) Council Excellence Scholarship Application Form

Please read the Guidelines for MUST Council Excellence Scholarship before completing this form.

#### *Personal Information:*

Full Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Program: \_\_\_\_\_ Faculty: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Gender: \_\_\_\_\_

#### *Eligibility:*

1. Are you an East African citizen under the age of 25? (circle one) Yes / No
2. Are you a student with a disability? (circle one) Yes / No
3. Are you registered as a privately sponsored student at Mbarara University of Science and Technology? (circle one) Yes / No
4. Have you completed your first year of study? (circle one) Yes / No
5. Is your cumulative grade point average (CGPA) at least 3.6? (circle one) Yes / No Indicate .....
6. Are you in good standing at Mbarara University of Science and Technology? (circle one) Yes / No
7. Are you gainfully employed? (circle one) Yes / No
8. Do you have a retake in any paper at the time of applying for the scholarship? (circle one) Yes / No

**Supporting Documents:**

Please attach the following documents to this application form:

1. Partial Academic transcripts from the previous year;
2. A personal statement with a recommendation letter from a faculty member;
3. A copy of the National Identity Card;
4. Previous year Registration Card,
5. One recent passport size Photograph.

**Declaration:**

I declare that the information provided in this application is true and complete to the best of my knowledge. I understand that providing false information may lead to disqualification from the MUST Council Excellence Scholarship.

1. *Name of Applicant:* \_\_\_\_\_

*Signature of Applicant:* \_\_\_\_\_

*Date:* \_\_\_\_\_

2. *Name of Recommender:* \_\_\_\_\_

*Signature of Recommender:* \_\_\_\_\_

*Date:* \_\_\_\_\_

Received by: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Submission:**

Please submit this application form and supporting documents *ON-LINE* to your respective Faculty Deans through the Faculty Administrator by the deadline specified in the advertisement/call for applications. Incomplete applications and applications received after the deadline will not be considered.

*Note:* The scholarship will be credited to the student's account in the University's financial system and will strictly cover tuition fees for the successful applicant. All other costs beyond the scholarship will be the responsibility of the student.

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