



UOK SCHOLARSHIP POLICY AND PROCEDURES

Contents

| | |
|--|---|
| University Purpose | 2 |
| General Requirements | 2 |
| Specific Entry Requirements for Undergraduate Programs | 2 |
| Specific entry requirements for Postgraduate Programs | 2 |
| University Scholarship Committee | 3 |
| Award Procedure | 3 |
| 1. Student notification | 3 |
| 2. Scholarship accounts..... | 3 |
| 3. Number of awards and award amount..... | 4 |
| A. UoK Undergraduate Student Scholarship (UOSS) | 4 |
| B. UoK Employees Scholarship (UES) | 4 |
| C. Guild Council Members’ Scholarship (GCMS) | 4 |
| D. Merit Continuity Scholarship (MCS) | 4 |
| 4. Scholarship eligibility requirements..... | 4 |
| 5. Application requirements | 5 |
| 6. Applications..... | 5 |
| 7. Application review | 5 |
| 8. Scholarship awards | 6 |
| 9. Work study program | 6 |
| 10. Conduct | 6 |
| Grade Point Average | 6 |
| Continuous Attendance | 6 |
| Event Attendance | 6 |
| Loss of Eligibility | 7 |

University Purpose

The purpose of University of Kigali Scholarship is to harness and nourish the capabilities that lie within Rwanda's youth, particularly talented women and young people experiencing financial barriers to education and skills development. Our success is defined by creating an environment and providing the resources for the next generation of high potential leaders to collectively influence accelerated social and economic change at all levels. We do this through Scholarships, fellowships, and integrated leadership development and also as part of the Corporate Social Responsibility of the University of Kigali (UoK).

General Requirements

For someone to be eligible to join University of Kigali; s/he should fulfil the following requirements:

1. Notarized copy of senior six (S6) certificate for undergraduate or notarized copy of undergraduate certificate and transcripts for the graduate school (Master's degree).
2. Equivalence for foreign certificate (When certificate obtained from outside of Rwanda)
3. Copy of National Identity card or passport
4. Two (2) passport size photographs
5. Completed scholarship applications submitted at least one month before the closure of the registration for the intake.

Incomplete scholarship applications will not be reviewed. Students will not be notified of incomplete applications.

Specific Entry Requirements for Undergraduate Programs

- A candidate must have passed two A level subjects (Two principal passes). Unless directed by the Higher Education Council or the Ministry of Education.
- Must reach a certain standard of competency in the English language
- If a candidate has a foreign s.6 certificate, an equivalence awarded by Rwanda Education board must be presented for the candidate to gain entry.

Specific entry requirements for Postgraduate Programs

- For Master's degree applicants, a candidate should possess a minimum of Second-Class division Honors Degree. Or a pass degree (third class) but with minimum of 5 years working

experience in the field related to the master's program he /she is applying for with evidence of a service certificate from the employer.

- For a post graduate diploma an applicant should possess an undergraduate Degree.

University Scholarship Committee

The University scholarship committee is responsible for reviewing all scholarship applications and selecting recipients, and the committee reports to the Vice Chancellor.

The Scholarship Committee consists of the following members;

- a) Deputy Vice Chancellor Academics – Chairman
- b) DVC-F&A
- c) Director University Operations
- d) Dean of Students
- e) Principal
- f) University Administrator
- g) Academic Registrar – secretary
- h) Dean of the concerned school for the applicant

The scholarship committee is committed to following the expectations of award agreements between donors and the university and uses scholarship resources to encourage, in a fair, equitable and competitive manner, academic achievement of students enrolled in the university.

Award Procedure

The university offers several scholarships to students enrolled in both the undergraduate schools and the graduate school. These scholarships are supported by the UoK, the generous private and corporate donors, many of whom have established an endowed scholarship account with the university.

1. Student notification

At the appropriate time before the beginning of the trimester, the Office of academic registrar will notify all students of available scholarships in writing using email. Information in this email includes the name of the scholarship, number of awards, award amount, and eligibility and application requirements.

2. Scholarship accounts

The Office of Finance at University of Kigali is responsible for all accounting and reconciliation of scholarship accounts. Trimester reports are reviewed by the scholarship committee and approved by the senior management committee.

3. Number of awards and award amount

Below show the categories of the scholarships;

A. UoK Undergraduate Student Scholarship (UOSS)

The scholarship is open to the best male and female A-level student wishing to join UoK for any undergraduate program. Upon successful application, such student will be eligible for full scholarship on tuition fees only throughout the period of study provided that such student maintains a GPA of 3.25. A student who gets average between 75% and 70% will get the scholarship of 50%. Falling below the GPA, or below 70% at the end of the academic year, means that the student automatically loses the scholarship. A student who is granted a scholarship has to pay for her/his registration and the re registration.

B. UoK Employees Scholarship (UFS)

This scholarship is only open to UoK students from the 3rd trimester in first year. The applicant to this scholarship must demonstrate inability to pay the required fees. The scholarship is awarded per trimester and an eligible candidate must reapply each trimester. To qualify for this scholarship, the applicant should have a cumulative GPA of 3.0. The maximum amount per trimester is Rwf 100,000 per applicant. For employees to be given scholarship to study in another institution, the university board has the final say in guidance with the human resource policy.

C. Guild Council Members' Scholarship (GCMS)

This scholarship is open to the Guild Council members only during their term in office (one year). During their term in office, each Guild Council member will be eligible for full tuition fees scholarship. The guild president of the campus will get 80% tuition fees scholarship

D. Merit Continuity Scholarship (MCS)

This scholarship is open to those who graduate with 1st class honours undergraduate degree from UoK and wish to pursue a master's degree in UoK. Such student will be eligible for full scholarship on tuition fees only. Also, any student who graduated with second class Upper Division from UoK in his or her undergraduate will get a 10% scholarship on the tuition fees only. To be eligible, the beneficiary must complete the master's degree within 2 years. After 2 years, the scholarship lapses.

E. Any other type selected by the sponsor

This category of scholarship is a decided by the sponsor and will be falling into any of the above categories.

4. Scholarship eligibility requirements

The eligibility requirements for each scholarship are established in the award agreement between the university and the donor. When each scholarship is announced, the requirements are communicated to students as described under "1. Student notification" above. In general, a

scholarship may specify a minimum GPA, academic achievement, financial need or other criteria as specified by the university. Scholarships by the University of Kigali are only for students undergoing the programmes offered at the University.

5. Application requirements

Scholarship applications are sent to the appropriate student groups as the scholarships become available. Any additional materials required are enumerated on the email communication containing the application and due date for submission. These may include an essay, documentation that the applicant is a member of a specific professional organization, one or more letters of recommendation, etc.

6. Applications

All applications and supporting materials are compiled by the Academic Registrar's office who ensures that the application is complete to be transacted at the committee level. Complete applications are forwarded to the scholarship committee, along with the eligibility and application requirements.

7. Application review

The Academic Registrar communicates all available scholarships to the Chair of the scholarship committee at an appropriate time before the beginning of the trimester.

The Chair of the scholarship committee keeps a record of and schedules all meetings.

The academic registrar posts the scholarship award to the appropriate software to feed into the university management information system to facilitate award disbursement to scholarship recipients.

The Academic Registrar retains all scholarship materials, supporting data, and Scholarship Committee minutes as required by the University Records Retention schedule including number of applications, awards offered, amount (in Rwf) for the award period, awards accepted and the list of scholarship committee members.

The scholarship committee reviews applications for each available scholarship using the eligibility and application requirements established in the award agreement. In general, the scholarship committee establishes an award matrix for each scholarship that lists each requirement and the name of each applicant.

Applicants who meet the eligibility (*e.g.*., student in good academic standing) and application requirements are further considered by the Committee. If considered further, scholarship committee members assign a certain number of points up to a maximum determined for each

scholarship requirement listed in a table. Points are then added and qualified applicants are ranked accordingly. When a decision is made; the proposal decision is submitted to the Vice Chancellor for final decision to be communicated to the applicants

8. Scholarship awards

The Academic Registrar notifies applicants in writing via email selected to receive scholarships by the University. This notification provides information about the award and the award amount. An award letter that indicates the name of the scholarship, the amount awarded, the duration of the scholarship, and whether it is renewable is provided to the student either attached to the email or delivered to the student in person. If the scholarship is renewable, the criteria and procedure for renewing the scholarship is included as well. The student will be required to sign a contract agreeing to the terms and conditions that apply to the scholarship.

9. Work study program

Any student who is on the scholarship, will be deployed in the different departments of the university like, marketing, computer labs, library, schools and others places as deemed necessary by the management.

10. Conduct

It is expected that all scholarship recipients will adhere to the Student Code of Conduct and all university policies. They are expected to foster integrity, civility and justice. Sponsored students subject to disciplinary action will lose their scholarship eligibility as a result.

Grade Point Average

Continuing students receiving awards must meet academic eligibility for the specific scholarship at the end of each academic trimester.

Continuous Attendance

Sponsored students are expected to maintain continuous attendance in the class with not less than 85% attendance requirement the current trimester for the duration of their scholarships. Those dropping or suspending their studies from the university or taking a leave of absence will not regain eligibility if they return to the University.

Event Attendance

There may be occasions where scholarship recipients are invited or required to attend functions such as receptions, charity work, award ceremonies, etc. Absences from mandatory events must

be excused prior to the events. Excused absence requests will be submitted to the Academic Registrar at academicregistrar@uok.ac.rw.

Loss of Eligibility

It is the recipient's responsibility to be familiar with the terms and conditions of this scholarship policy and their award letter regarding specific scholarship criteria. Recipients will not receive warnings or notifications for failing to meet terms and conditions. The university reserve the rights to review the terms and conditions on a continual basis

Any fraudulent use of scholarship funds or misrepresentation of expense to gain reimbursement will result in termination of scholarship funding and ineligibility to apply for future scholarship funding opportunity. In addition, A student who gets average between 75% and 70% will get the scholarship of 50%. if an undergraduate student gets less than 70% at the end of an academic year, s/he loses the scholarship; a graduate student who gets less that 70% in average for the first year of study loses her/his scholarship. Finally, any student who is found with misconduct loses the scholarship.

The scholarship review process can take several weeks. All applicants will be notified through the academic registrar before the beginning of the new trimester.

Note: The policy and procedures for scholarship awards/funds are reviewed periodically and are subject to change.

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