



ST. PAUL'S UNIVERSITY

**POLICY ON SCHOLARSHIPS FOR
POSTGRADUATE PROGRAMMES**

ACADEMIC POLICY NO. 006 OF 2012

2012

1. Preamble

The University's vision is "A Christian University for Global Service". This vision as adopted by all stakeholders, will guide St. Paul's University in her teachings to produce effective leaders who will transform and lead people in their environment towards eternal life. While the University's mission "To develop servant leaders by imparting knowledge, skills and values through creative methods of education, research and spiritual formation" reflects the commitment of the university to academic development that integrates Biblical values and worldview. In consonance with its vision and mission, the philosophy of its charter, the spirit of its Strategic plan, St. Paul's shall set up a St. Paul's University Scholarship Fund aimed at supporting needy and deserving students. This policy shall guide the management of the fund.

2. Name of the Policy

The name of the policy shall be "St. Paul's University Policy on Scholarships"

3. Functions of the Policy

The functions of the Policy shall be as follows:

1. To support needy and deserving students with tuition fees only and in special circumstances accommodation and upkeep may be considered – at the discretion of the Committee.
2. To support affirmative action for certain special interest areas on the basis of gender, economy, sports, talent and academic excellence.
3. To provide guidelines for the management and disbursement of St. Paul's University Scholarship Fund.
4. To develop potential staff members from tutorial fellows to lecturers as and if recommended by faculty.

4. Principles Governing the Policy

The scholarships will be awarded annually at the beginning of the academic year (August/September). The following principles shall govern the Policy:

- a. ***The Principle of Definition:*** The Policy seeks to define and clarify such often ambiguous terms as "brilliant track record," "or poor economic background."
- b. ***The Principle of Equity:*** The Policy seeks to ensure fairness to all students by being especially considerate towards those otherwise disadvantaged.
- c. ***The Principle of Affirmative Action:*** The Policy seeks to uplift and encourage students on the basis of certain variables where all other things are equal.

5. Criteria for the Disbursement of St. Paul's University Scholarship Fund

St. Paul's University Scholarship Fund shall disburse scholarships to students subject to availability of funds. Scholarships will be awarded to students in the following criteria:

1. Academic competence
2. Economic background
3. Geographic location
4. Gender sensitivity
5. Talent e.g. drama, music, sports etc.

6. Definition of the Criteria

The criteria shall be defined as follows:

1. Fresh admissions would be awarded a scholarship only if they have a OR first class honours in the first degree
2. Holders of Upper Second class honours who have registered for at least one semester.
3. Economic background shall mean gross annual income of not more than KSh.120,000 of parents or guardians/self (as supported by disclosure of Income and attached bank statements).
4. Gender sensitivity shall mean educational opportunities to males over female (or vice versa) across the various geographical regions of Kenya.
5. Talent shall mean a candidate's proven track record in co-curricular activities e.g music, drama, sport or other such talent.

7. Principles of Quantification

For a fair and effective management of St. Paul's University Scholarship Fund the criteria for the award of scholarships shall be quantified on the basis of the following principles:

a. Academic competence

First Class Honors 7 points

Upper Second Class 6 points

- b. *Economic background***
Proven gross annual income of parents or guardians/self
- | | |
|-----------------------|----------|
| KSh 120,000 and above | 1 point |
| KSh 60,000-120,000 | 2 points |
| Less than KSh 60,000 | 3 points |
- c. *Geographic Location***
 Disadvantaged areas e.g. arid and semi-arid areas 7 points
 Marginalized/other 6 points
- d. *Gender sensitivity***
 Male
- e. *Talent (Proven track record)***
 Talent 5 points

8. Use of the Quantified Criteria for the Award of Scholarships

- Each candidate shall be measured against each of the above criteria and score points.
- A final total of all points shall form the basis of constructing the merit list for the award of scholarship each academic year.
- Scholarships shall be awarded in order of merit on the basis of the availability of funds.
- Candidates who appear on the merit list but fail to be awarded scholarships in a given academic year, may be considered in the following year provided.
- A Scholarship shall continue to be awarded to a student if he/she remains in good academic standing (GPA of 3.3 or 65%).

9. Tenability of the Award

- A scholarship award will cover tuition fees only and in special circumstances accommodation and upkeep may be considered – at the discretion of the Committee.
- No scholarship shall be awarded on a cash remittance basis to any applicant. All scholarships shall be directly credited to the successful applicants' accounts with the University as a tuition fee discount.

10. Administration of Scholarships

- The scholarships shall be administered by the St. Paul's University Scholarships Committee composed of the following
 - DVC – Academic Affairs
 - Dean of Students
 - Deans of Faculty (or their representatives)
 - Registrar
 - Senior Finance officer
 - University Librarian
 - The Director of Post Graduate Studies
- The committee may co-opt a member according to need e.g. a Head Of Department or the Public Relations Officer

- c. The Committee shall be chaired by the DVC-AA.
 - d. That the applications should be filtered from the departments/faculties and only the qualified applicants should be forwarded to the scholarship committee
 - e. That the postgraduate scholarships be used for staff development through referrals from the faculties
 - f. That the scholarship application form should be revised
 - g. That about three scholarships should be left for those who appeal directly to the VC and DVCAA's office.
 - h. That the scholarships allocation should be increased in the next budget since the university is also growing
 - i. The Committee shall determine the application procedure and oversee the advertisement of the awards.
 - j. The Committee shall construct the merit list for the award of scholarships.
 - k. The Senate shall award the scholarships on the basis of the recommendation of the Scholarships Committee.
 - l. The Senate, on the recommendations of the Scholarship Committee, shall determine the availability and extent of scholarship funds and the number of scholarships to be awarded in a given year.
 - m. Scholarships shall be deemed a privilege and not a right. The Senate shall have the unquestionable right to grant or refuse to grant scholarship to any and all applicants. Qualification by applicants or availability of funds shall not bind the Senate to guarantee awarding scholarship to any and all applicants.
 - n. The student will lose the scholarship if he/she is suspended on disciplinary grounds.
- 11. Number of Scholarships per year**
The university shall provide scholarships annually depending on availability of funds.
- 12. Appeals**
Candidates not satisfied with the decision of the Scholarships Committee, may appeal to the Senate through the office of the DVC-AA for a review of their cases. The decision of the Senate shall be final and binding on all concerned.
- 13. Amendments to the Policy**
The Policy can be amended by the Senate on the recommendation of the Scholarship Committee and approved by the University Council.
- 14. Review of the Policy**
The Policy on Scholarships for Postgraduate Programmes shall be reviewed every TWO Years.

REVIEW OF THE POLICY

This policy shall be reviewed after every two (2) years.

REFERENCE OF THE MINUTES

The policy was adopted by the senate on 25th June 2012, the 41st University Senate Meeting.

AUTHORIZATION

Council Chairman:

Name: _____

Signature: _____

Date: _____

Official Stamp