



ST. PAUL'S UNIVERSITY

**POLICY ON SCHOLARSHIPS FOR
UNDERGRADUATE PROGRAMMES**

ACADEMIC POLICY NO. 011 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:

- To support needy and deserving students with tuition fee only—no other expenses will be covered.
- To symbolize affirmative action for certain special interest areas on the basis of gender, economy, sports, talent and academic excellence.
- To provide guidelines for the management and disbursement of St. Paul's University Scholarship Fund.

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. One scholarship will be awarded to students in each of the following areas:

1. Academic competence
2. Economic background
3. Gender disparity
4. Talent e.g. drama music etc.
5. Sports (in-door or out-door)

6. Definition of the Criteria

The criteria shall be defined as follows:

Category A

- 1a. Fresh admissions would be awarded a scholarship only if they have a mean score of B or above at the O Levels, or its equivalent. OR
- 1b. Fresh admissions would be awarded a scholarship only if they have proven track record in sports or special talent.

Category B

Having being admitted to St. Paul’s university and after one semester of study, students with C+ or GPA 3.0 and above may be considered for scholarship.

2. Economic background shall mean gross annual income of not more than KSh.120,000 of parents or guardians (as supported by appropriate documentary evidence).
3. Gender disparity shall mean considering the availability of educational opportunities to males over female (or vice versa) across the various geographical regions of Kenya.
4. Special talent shall mean a candidate’s proven track record in music, drama or other such talent.
5. Sports shall mean a candidate’s proven track record in sports (in-door or out-door)

Preference for academic competence and economic background will be given to students in the local community. Local community is defined as indigenous people who live within a five kilometer radius of the Limuru campus.

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*

| | |
|----|----------|
| C+ | 1 point |
| B- | 2 points |
| B | 3 points |
| B+ | 4 points |
| A- | 5 points |
| A | 6 points |
| A+ | 7 points |

b. *Economic background*

Proven gross annual income of parents or guardians

| | |
|-------------------------|----------|
| KSh 120,000 | 1 point |
| KSh 60,000-120,000 | 2 points |
| Less than KSh 60,000 | 3 points |
| Local community | 4 points |
| Arid or Semi Arid Areas | 5 points |

c. *Gender disparity*

| | |
|--------|----------|
| Gender | 3 points |
|--------|----------|

d. *Talent (Proven track record)*

| | |
|--------|----------|
| Talent | 5 points |
|--------|----------|

e. *Sports(Proven track record)*

| | |
|--------|----------|
| Sports | 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 2.0 or grade 'C' minimum).

9. Tenability of the Award

- A scholarship award will cover full tuition fee only.
- The student should be able to meet his/her accommodation and other expenses
- 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

- a. The scholarships shall be administered by the St. Paul's University Scholarships Committee composed of the following
 - Registrar
 - Dean of Students
 - The deans of faculty(or their representative)
 - DVC - AA
 - Senior Finance officer
- b. The committee may co-opt a member according to need
- c. The Committee shall be chaired by the DVC-AA.
- d. The Committee shall determine the application procedure and oversee the advertisement of the awards.
- e. The Committee shall construct the merit list for the award of scholarships.
- f. The Senate shall award the scholarships on the basis of the recommendation of the Scholarships Committee.
- g. 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.
- h. 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.
- i. The student will lose the scholarship if he/she is suspended on disciplinary grounds.

11. Number of Scholarships per year

The university shall provide up to five (5) 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.

REVIEW OF THE POLICY

This policy shall be reviewed as need arises.

REFERENCE OF THE MINUTES

The policy was adopted by the senate on 30th April 2012, the 39th University Senate Meeting.

AUTHORIZATION

Council Chairman:

Name: _____

Signature: _____

Date: _____

Official Stamp