



**ACCRA
TECHNICAL
UNIVERSITY**

STUDENTS FINANCIAL SUPPORT SERVICES POLICY

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SECTION ONE

1. SUMMARY

1.1. SUMMARY DETAILS TABLE

Version	1
Short description	This Policy provides the framework for offering financial support services to brilliant but needy students enrolled at Accra Technical University.
Relevant to	University staff and students, and Third Parties who collaborate with the University to offer financial support services to ATU students.
Issuing Authority (Approved by)	This Policy has been approved by the Governing Council.
Responsible officer	Dean of Students Affairs
Responsible office	Office of the Dean of Students Affairs
Related Technical University documents	Accra Technical University Statutes ATU Students Handbook
Related Legislation	Technical Universities Act 922 as amended
Keywords	Financial Support, Brilliant, Needy, Scholarship, Stipend

1.2. DEFINITIONS

Term	Definition
Donor	A person or organisation who contributes funds for a Scholarship.
Fellowships	Fellowships are short-term opportunities that focus on the professional development of the fellow. They may include a stipend allowance.
Academic Prizes Committee	A Standing Committee of the Academic Board responsible for the award of scholarships and prizes.
Stipend	A stipend is a fixed sum of money paid periodically to cover expenses that might be incurred while working as an intern, for example, and don't have eligibility to accept a regular salary for your work. In some cases, stipends can offer other benefits besides money. This includes costs related to travel, housing, food etc.

SECTION TWO

2. POLICY

2.1 POLICY STATEMENT

Accra Technical University (ATU) believes financial need should not be a barrier to equal access to quality education for bright but needy ATU students. The University will continually actively pursue measures to significantly reduce or eliminate these financial barriers to bright but needy students.

The Policy on Students Financial Support Services thereby provides the framework for offering financial assistance to students who, without such assistance, may not be able to readily access or meet educational and other expenditures at the University:

2.2 PURPOSE

This policy aims to provide details of how the University manages the selection and bestowal process for scholarships. This document sets out the policy, then principles and operationalises the scholarship selection and bestowal by outlining relevant procedures. This document ensures that the management of scholarships at ATU is consistent with the University's values.

The success of the Scholarships is underpinned by the effective collaboration between key stakeholders and the financial support of external organisations and individuals. Therefore, the scholarship programme aims to have a clear and transparent framework, policy and process that is responsive and targeted toward student success.

2.3 SCOPE

This Policy applies to staff of the University responsible for assisting students access Financial Support Services at the University, and to Third Parties collaborating with the University to provide such services to ATU students.

- a) This Policy and Procedure applies to all University staff and external stakeholders involved in the governance, funding, planning administration, assessment, shortlisting, selection and ongoing management of Scholarships.
- b) This Policy and Procedure is limited to the Management and staff of ATU, the Academic Prizes Committee and the award of Scholarships at ATU. It does not purport to address the terms and conditions attached to the Scholarships, incoming funds from various donors, or to industry partnerships. It also does not apply to other programmes or activities within the University.
- c) The Scholarships apply to university undergraduates and on occasion to postgraduate students. In some exceptional cases, it may apply to Certificate and Diploma students.

2.4 PRINCIPLES

Accra Technical University shall:

- a) provide financial assistance to students who, without such assistance, may not be able to readily access or meet educational and other expenditures at the University.
- b) make the scholarship and financial aid process not cumbersome, transparent, and credible.
- c) ensure that assistance is provided effectively, timely, fairly, and equitably to all who qualify.
- d) Actively pursue strategies to create work-study programmes and opportunities for students.
- e) encourage the establishment of scholarship schemes by indi-

viduals and organizations for ATU students.

f) aggressively pursue sustainable fund-raising efforts in support of scholarship schemes for ATU students.

g) brilliant students who demonstrate significant financial need may qualify for financial aid.

h) financial aid provided by the University shall cover academic fees only. Additional elements would be added as resources become available.

i) financial assistance shall be provided from various sources such as funding from Government, the University, and other private sources.

j) the types of Financial Aid at the University shall include a full scholarship, partial scholarship, fee arrangements and, on-campus work-study or part-time job opportunities for students.

k) the University is committed to fostering partnerships with external donors of the Scholarships. To this end, it ensures that subject to the principles in this policy, all Scholarships are established in accordance with the strategic interests of the University and have regard to the objectives and intent of the donor.

l) scholarships are established and awarded in accordance with this policy.

m) At a minimum, a scholarship is governed by specific conditions that meet the criteria in clause 10.5 of this policy

n) the University is committed to maximising scholarship opportunities and demonstrating optimum outcomes for Scholarship donors. To this end, it establishes Scholarships with broad, inclusive and durable eligibility and selection criteria, aligned to partner University's admissions structure, which can be awarded through coordinated processes.

o) advertisement, application, selection and award processes for scholarships are coordinated and combined wherever possible to: maximise accessibility by scholars; provide the widest range

of possible applicants for individual Scholarships; and optimise both the distribution of scholarships and the efficiency of the process.

2.5 DONORS

In relation to a Scholarship being established as a result of a donation, the University:

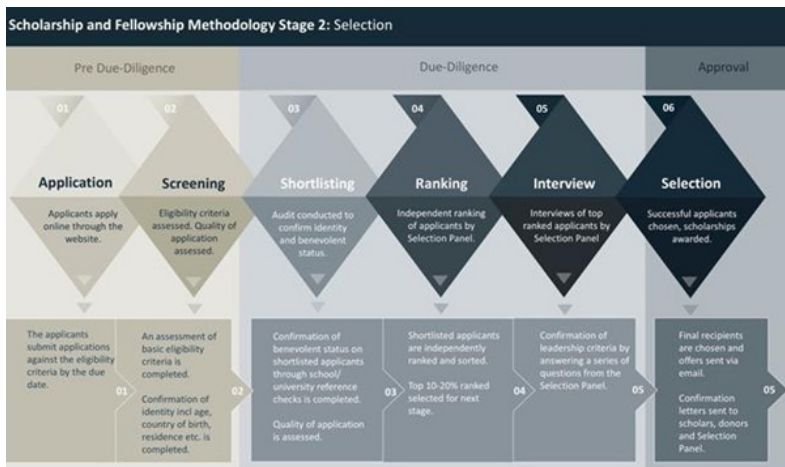
- (a) ensures that donors are aware of the contents of this policy;
- (b) ensures that donors are aware of relevant conditions which govern specific Scholarship types;
- (c) may negotiate specific conditions with donors in accordance with the criteria set out in this policy, and other relevant policies, and rules of the University;
- (d) makes donors aware of the financial commitment involved in funding a Scholarship and advises them to seek financial advice on tax implications;
- (e) advises donors that, due to the constraints of (c), it is not normally possible for donors to participate in the Academic Prizes Committee for Scholarships;
- (f) 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 the policies of the University;
- (g) accepting a donation does not endorse the goods or services provided by the donor;
- (h) acknowledges donors appropriately, in accordance with taxation requirements and as approved by the relevant committees of the University; and
- (i) if the donation is to attract a tax deduction, ensure that scholarships are established according to the requirements for tax deductibility for the donor.

SECTION THREE

3 PROCEDURE

3.1 METHODOLOGY

The overall methodology used for the Scholarships and Fellowships is outlined in Appendix B. Given the centrality and importance of the Selection and Bestowal of Scholarships to the University, this document predominantly relates to Stage 2 shown in Figure 3.



The African Dream Foundation (2018)

3.2 SCHOLARSHIPS

The University has a number of scholarships available to 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 Academic Prizes Committee.

(a) The purpose of the academic merit aspect of the Scholarship is to provide students with a reward for academic excellence. A Cumulative Grade Point Average of 3.0 or above in subjects/units is the minimum academic requirement for granting of a Scholarship. Specific requirements and Cumulative Grade Point Averages are outlined in the conditions of each Scholarship.

(b) The purpose of the leadership aspect of the Scholarships is to invest in exemplary individuals who are likely to drive strong socio-economic outcomes in society throughout their careers. Applicants must strongly exhibit the qualities in the University's 'Leadership Competency Framework' of Integrity, Volunteerism, Co-creation, Innovation and Academic Excellence. Specific requirements are outlined in the conditions of each Scholarship.

(c) The purpose of the benevolent aspect of the Scholarships is to provide top performing and/or high-potential students with genuine and unpredictable circumstances which may include financial hardship and are likely to prevent the student from completing or continuing their formal education. This will be determined through the **Due Diligence Process** outlined in 3.4.3. Specific requirements are outlined in the conditions of each Scholarship.

3.3 GOVERNANCE

In accordance with this policy, unless the Academic Board decides otherwise, Scholarships are selected by the Academic Prizes Committee of the Academic Board.

The Academic Prizes Committee has the role to:

- (a) advise and make recommendations on policy and other matters relating to Certificate and Diploma, undergraduate and postgraduate Scholarships to the Academic Board;
- (b) monitor academic standards, leadership standards and benevolent status for the award of Scholarships;
- (c) on behalf of the Academic Board, oversee the award of all

Scholarships; and

(d) on behalf of the Academic Board, provide advice on the establishment of new Scholarships in accordance with this policy.

3.3.1 ACADEMIC PRIZES COMMITTEE

(a) The governing document used for the Selection shall be the Academic Prizes Committee Charter.

(b) The Charter can be changed and amended by the Academic Prizes Committee and approved by the Academic Board.

(c) The Academic Prizes Committee shall be constituted according to Schedule D(11) of the ATU Statutes.

(d) The Academic Prizes Committee shall be comprise internal and external stakeholders with adequate professional expertise co-opted when necessary, and adequate demographic representation.

(e) The Academic Prizes Committee Shall:

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

3.4 ADMINISTRATION AND RESPONSIBILITIES

The overarching responsibility for the Policy on Students Financial Support Services rests with the Academic Prizes Committee, which reports directly to the Academic Board. The operational and administration aspects rest with the Management of the University.

3.4.1 GENERAL RESPONSIBILITIES

(a) The Academic Prizes Committee is accountable to the Academic Board.

(b) The Academic Prizes Committee plays a governance, advice and approval role in relation to Scholarship selection on behalf of the Academic Board.

(c) The Management provides recommendations to the Academic Prizes Committee relating to any changes to this document.

(d) The Management and the Dean of Students Affairs are responsible for the ongoing administration and implementation of the scholarships after selection.

(e) The Management is responsible for overseeing the development of the Academic Prizes Committee training/induction, and record-making documentation.

3.4.2 SCREENING

(a) All pre-due diligence (including screening) will be administered by The African Dream University Management and the Dean of Students Affairs.

3.4.3 DUE DILIGENCE

(a) The Management and the Dean of Students Affairs are responsible for shortlisting applicants during the due diligence phase outlined in Appendix B.

(b) The Academic Prizes Committee has responsibility for ranking, interviewing and selecting applicants. Management and the Dean of Students Affairs provide all administrative support.

3.4.4 SELECTION

(a) All final selections will be done by the Academic Prizes Committee.

(b) While all Committee members should be actively involved in the selection process, the Chair has ultimate responsibility for proceedings. The Chair has responsibility and accountability for

the processes undertaken during selection.

3.4.5 REPORTING

(a) Scholarship outcomes will be reported by The Management and the Dean of Students Affairs first to the Academic Board and then to the beneficiaries and then to the public.

(b) The Academic Prizes Committee shall provide annual reporting to The Management, the Academic Board and key stakeholders with outcomes to date.

3.5 SCHOLARSHIP CATEGORIES

There are five main categories of Scholarships:

3.5.1 Accra Technical University Foundation(ATUF) Scholarship

This is the cornerstone Scholarship, which provides financial aid to top-performing students experiencing financial hardship to undertake an undergraduate degree at African universities. This Scholarship includes face-to-face and online mentoring, leadership development and career development. Financial aid provided by the ATUF Scholarship shall cover academic fees only. Additional elements would be added as resources become available.

In order to qualify to apply for and receive the scholarship, a student must meet all of the following requirements. The student must be:

- i. enrolled as a regular student in a full-time programme of study at ATU
- ii. able to demonstrate financial need
- iii. brilliant and making excellent academic progress as determined by the University, and

iv. disciplined (i.e. does not engage in any form of misconduct)

3.5.2 Women in Science, Technology, Engineering and Mathematics (WISTEM) Scholarship

This Scholarship provides financial aid to top-performing female students experiencing financial hardship to undertake an undergraduate degree at ATU. The Scholarship is awarded to students studying a course related to science, technology, engineering and mathematics at African Universities. This Scholarship includes face-to-face and online mentoring, leadership development and career development.

3.5.3 Accra Technical University [Partner Name] Scholarship

These Scholarships are in partnership with external donors. Focus areas reflect the objectives of the donor. This Scholarship includes face-to-face and online mentoring, leadership development and career development.

3.5.4 ATU Brilliant but Needy Students (BNS) Scholarship

This Scholarship also known as the Honours Scholarship is for students on the Deans or Vice Chancellors Honours List. The scholarship provides financial aid to top-performing students experiencing financial hardship to undertake an Honours course at ATU. This Scholarship includes face-to-face and online mentoring, leadership development and career development.

3.5.5 ATU Community Financial Support Services (CFSS) Scholarship

This Scholarship is for students living in communities within the catchment area of the University. The scholarship provides financial aid to top-performing students experiencing financial hardship to undertake an Honours course at ATU. This Scholarship includes

face-to-face and online mentoring, leadership development and career development.

The communities covered by this scholarship are those within the Ga West Municipal Assembly (Amasaman, Mpehuasem, etc), Accra Metropolitan Assembly (Tudu, James Town, Okaishie, etc) and Korley-Klottey Municipal District (Osu, Ridge, Adabraka, Asylum Down, etc).

3.5.6 ATU Scholarship for the Physically Challenged (SPC)

This Scholarship is for top-performing Physically Challenged students pursuing a full-time programme at ATU. The scholarship provides financial aid to students experiencing financial hardship to undertake an Honours course at ATU. This Scholarship includes face-to-face and online mentoring, leadership development and career development.

3.5.7 ATU Student-Athletes Awards (SAA)

This Scholarship is for top performing Student-Athletes pursuing a full-time programme at ATU. The scholarship provides financial aid to Student-Athletes experiencing financial hardship to undertake an Honours course at ATU. This Scholarship includes face-to-face and online mentoring, leadership development and career development.

3.6 SCHOLARSHIP ROUNDS

The University shall offer only one scholarship round per year. The scholarships will be publicly promoted, and students will apply via a formal application process.

- (a) The application process for continuing students shall commence in the first week of the second semester of each year.
- (b) Scholarship outcomes shall be released approximately twelve weeks after the relevant closing date specified in the advertisement.

(c) The awards shall be published by the end of the second semester, to be utilised in the following academic year.

(d) In relation to the enrolment period, applicants are to refer to the University's commencement dates.

3.7 CRITERIA FOR SELECTION, AND ELIGIBILITY

In the interests of equity for all the students, and accountability relating to the selection process, the University ensures that all selection criteria are objectively demonstrable and assessable.

3.7.1 ELIGIBILITY

(a) To be eligible in accordance with the published criteria for the specific scholarship, an applicant must not be receiving an equivalent award or scholarship from another institution or organisation.

(b) An applicant must not be receiving income from another source to support that applicant's general living costs while undertaking their course of study if their scholarship includes a stipend or an allowance.

(c) The applicant must be studying full-time for the duration of the scholarship unless otherwise approved by the Academic Prizes Committee during the selection phase, or management during the period of the scholarship.

3.7.2 CRITERIA OF SELECTION

(a) The specific criteria on which a scholarship is to be awarded are set out in its Conditions.

(b) The scholarships are awarded based on academic, leadership potential and benevolent criteria unless the Academic Board resolves otherwise.

(c) Subject to the approval of the Academic Board, undergraduate and postgraduate coursework scholarships may be awarded based on one or more of the following additional eligibility or

ranking criteria:

I. demonstration of other outstanding achievements, abilities, leadership or community service;

II. demonstration of educational disadvantage;

III. membership of any other designated target equity groups such as women, disability, remote/rural, etc.

(d) Postgraduate research scholarships are awarded based on academic achievement and research potential, sometimes in combination with additional eligibility or ranking criteria.

(e) Subject to the approval of the Academic Board, scholarships may be restricted to particular demographic groups as a measure to rectify demonstrated inequality. However, in accordance with the Constitution of the Republic of Ghana, the 2006 African Union Commission's Youth Charter Part 1 - Article 2 (Guided by the vision of the African Union, as set out 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 articulated for the African peoples through the African Charter on Human and People's Rights (1986)); they may not be restricted based on religious, political conviction, ethnic group, colour, sex, language, national or social origin, fortune, birth or another status.

(f) The selection of awardees shall follow a comparative and competitive process.

(g) Those eligible for consideration shall be ranked by the Academic Prizes Committee based on the extent to which, in the opinion of the Academic Prizes Committee, they demonstrate that they satisfy the selection criteria.

(h) In ranking candidates, the Academic Prizes Committee shall consider 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 shall be awarded only if, in the opinion of the Academic Prizes Committee, there is a candidate of sufficient merit.

(j) Scholarship conditions shall be consistent with Ghanaian tax-ation requirements for income tax exemption for the University, specifically that:

i. the scholarship is for educational purposes only;

ii. there is no requirement for the recipient to become, or remain, an employee of the scholarship provider at the time of the scholarship or in the future;

iii. there is no requirement for the recipient to provide any kind of service or labour in return for the scholarship at the time of receipt of the scholarship or in the future;

iv. the scholarship is paid by the University.

(k) Minimum amounts for scholarships shall be determined by the Management and as approved in the University Budget and reviewed periodically, or unless stated otherwise in the conditions for the individual scholarships.

(l) The value of a scholarship shall normally be stated in the Conditions of the Scholarship, where possible.

(m) For continuing scholarships, the Conditions shall 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 shall not normally forfeit their scholarship unless stated otherwise in the conditions for the individual scholarships.

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

3.8 SELECTION PROCESS

The award of scholarships shall follow a competitive process. Selection shall be done by the Academic Prizes Committee. Selection shall primarily be based on the applicant's academic record, leadership potential and financial hardship. Further criteria shall be outlined in each scholarship conditions. The scholarship selection process must be transparent, ethical and follow the process below:

3.8.1 APPLICATION

- (a) Applicants shall apply for a scholarship via the online system by the relevant closing date as specified in clause 10.4.
- (b) Only applications with all documents and particulars provided will be considered.
- (c) To ensure applicants can make informed decisions regarding their study, selection of the successful recipient/s shall be carried out within sixteen weeks after the closing date of the scholarship.

3.8.2 SCREENING

- (b) All screening, and administration of scholarships will be administered by the Management and the Dean of Students Affairs under the approval of the Academic Prizes Committee.

3.8.3 SHORTLISTING

- (a) Short listing and screening will be conducted by the ATU Management and the Dean of Students Affairs.
- (b) Shortlisting of scholarship recipients shall be based on a competitive application process.
- (c) Following the closing date of applications, the Academic Prizes Committee will undertake a shortlisting process to ensure all applications are appropriately screened. Only those applicants who are eligible and/or are of the highest calibre shall be retained

by the Academic Prizes Committee for further consideration.

(d) The Academic Prizes Committee will undertake a first shortlist according to the eligibility criteria advertised. The Committee will remove any applicant who does not meet the basic criteria.

(e) A second shortlist shall be assessed in terms of academic merit, financial need, and the quality of the written application.

(f) A shortlisting report will be documented for each scholarship type.

(g) Upon completion of shortlisting, the Academic Prizes Committee shall perform the final selection. Each member of the Academic Prizes Committee will be sent the following in a distribution pack electronically:

i. shortlisted applications;

ii. a list of the applicants containing personal details, academic records, scores from the Academic Prizes Committee, address, and any other relevant information;

iii. personal statements;

iv. Scholarship Overview and Shortlisting Report

3.8.4 RANKING

(a) The Academic Prizes Committee shall rank each application independently using a selection matrix.

(b) The Academic Prizes Committee shall aggregate and sort the ranking, and prepare a final shortlist (usually the top 10-20% depending on the number of applicants).

3.8.5 SELECTION: NO DONOR INVOLVEMENT

(a) The applications are received by the Dean of Students Affairs.

(b) Shortlisting shall be undertaken by the Academic Prizes Committee.

- (c) The Academic Prizes Committee will review applications and select the preferred applicant(s).
- (d) The Management and the Dean of Students Affairs will notify the preferred applicant.
- (e) Once the preferred applicant has accepted the scholarship offer, management and the Dean of Students Affairs shall notify the donor.

3.8.6 SELECTION: DONOR INVOLVEMENT

- (a) The applications are received by the University.
- (b) Shortlisting is undertaken by the Academic Prizes Committee.
- (c) The Academic Prizes Committee will review applications and select the preferred applicant(s).
- (d) Management and the Dean of Students Affairs shall send a selection report and preferred applications to the donor to endorse.
- (e) The donor endorses the selection.
- (f) The Dean of Students Affairs shall notify the preferred applicant.
- (g) Once the preferred applicant has accepted the scholarship offer, management and the Dean of Students Affairs shall notify the donor.

3.8.7 SELECTION: INTERNALLY FUNDED

- (a) The applications are received by the Dean of Students Affairs.
- (b) Shortlisting is undertaken by the Academic Prizes Committee.
- (c) The Academic Prizes Committee shall review applications and select the preferred applicant(s).
- (d) Management and the Dean of Students Affairs shall notify the preferred applicant.

3.8.8 METHODS OF SELECTION

(a) The following methods of selection shall be used:

i. **Direct Selection:** During the due diligence phase, applications shall be shortlisted based on the overall quality of the application.

ii. **Independent Ranking** – During the due diligence phase, shortlisted applications shall be distributed to the members of the Academic Prizes Committee who will each independently assess and rank each application according to the selection guidelines (using a selection matrix); after which the Academic Prizes Committee shall collate the total scores for each applicant using the selection matrix.

iii. **Interview** – The Academic Prizes Committee who after confirmation of the final shortlist shall interview the group of applicants and determine a recipient.

(b) The successful student(s) cannot be awarded a scholarship until a selection report has been completed, signed and submitted to the Management and approved by the Academic Board.

(c) The Academic Prizes Committee shall specify at least one reserve recipient in the event that a successful recipient is not able to take up an offer.

(d) The Academic Prizes Committee reserves the right not to award a scholarship in the event that there are no applicants who suitably meet the selection criteria.

3.8.9 OFFER

(a) Offers shall be sent via email by the Registrar.

(b) Successful applicants shall be directed to review and respond to their scholarship offer by signing and returning the provided documents.

(c) Awardees who accept their offer shall be required to follow the steps as outlined in the offer letter.

(d) As part of the stewardship process, donors shall be sent a Scholar Confirmation letter confirming the details of the scholarship recipient(s).

3.8.10 SCHOLARSHIP PAYMENT

(a) Management and the Dean of Students Affairs are responsible for facilitating the payment of scholarships to successful recipients within the relevant scholarship timelines outlined in the confirmation letter. Payments will only be made where there are sufficient funds held by the University to make payment.

(b) Payments shall be made on behalf of the student/s directly to the ATU Finance Office.

3.8.11 ON GOING ELIGIBILITY

(a) The Dean of Student Affairs shall be responsible for monitoring all ongoing eligibility for continuing scholarship recipients. Where a recipient is in breach of the ongoing requirements of a scholarship as per the scholarship conditions, Management will determine the appropriate outcome for the student and advise appropriate internal and external stakeholders.

(b) For donor-funded scholarships, Management shall be responsible for informing donors of the University's position on scholarships' ongoing eligibility breaches and communicating to the donors when such breaches occur.

3.9 AWARDING OF SCHOLARSHIPS

(a) Scholarships shall be awarded by the Academic Prizes Committee and signed off by the Chair, and the decision shall be final.

(b) Scholarship awardees shall be informed in writing and awards announced publicly.

(c) The award(s) shall be terminated on the day of commencement of the exam, the deadline for submission of the thesis for

examination or at the end of the tuition, whichever is earlier.

3.10 TERMINATION OF SCHOLARSHIPS

Awards shall be terminated before the time specified in 10.7(c):

- (a) if it is determined that the awardee fails to fulfil an admission requirement or a condition on their continuing enrolment, or fails to maintain satisfactory progress;
- (b) if the awardee's enrolment is terminated for any reason, or the awardee is found guilty of a serious case of academic or research misconduct, or the awardee fails to maintain their enrolment;
- (c) if the awardee relinquishes the scholarship or withdraws from the course;
- (d) when the awardee ceases to be a full-time student;
- (e) when approval has not been obtained to hold the scholarship on a part-time basis;
- (f) if the awardee does not resume study at the end of a period of approved leave or does not decide to extend the period of approved leave; and
- (g) if the awardee accepts another equivalent scholarship to undertake their studies providing a benefit greater than 50% of the scholarship rate.

3.11 FALSE OR MISLEADING INFORMATION, COMPLAINTS AND PRIVACY

3.11.1 FALSE OR MISLEADING INFORMATION

If the awardee has provided false or misleading information and as a result, a scholarship or stipend is awarded or continued, the stipend and/or scholarship may be terminated. The student will be required to return all funds to the University.

3.11.2 COMPLAINTS AND GRIEVANCES

Awardees may submit a complaint or grievance concerning the implementation of this policy and procedure in accordance with the ATU Complaints and Grievances Policy and Procedures.

3.11.3 PRIVACY

All personal information collected shall be kept strictly confidential.

3.12 CONDITIONS OF SCHOLARSHIPS

- (a) An undergraduate student may apply to transfer to another degree within the first year, only if the units are transferable to the new degree.
- (b) Where the student is approved to transfer degrees, the maximum duration of the scholarship becomes that for the new degree minus any periods of study undertaken prior to the conversion.
- (c) Recipients are permitted to undertake part-time, paid employment throughout the year, as long as they can meet the attendance requirements.
- (d) A domestic student with a carer's responsibilities, a medical condition or a disability, which prevents them from studying full time, may be eligible for scholarship consideration on a case-by-case basis.
- (e) A recipient holding a part-time scholarship must be enrolled as a part-time student. Holders of part-time scholarships may convert them into full-time at any stage.
- (f) Any extension beyond equivalent full-time will be considered on a case-by-case, only for research programmes.
- (g) International students shall be required to hold medical insurance while enrolled and conducting their studies at. Students

experiencing financial hardship may apply to have these costs included in their stipend/allowance.

(h) Awardees are responsible for ensuring that they hold a valid visas while studying overseas.

(i) An awardee shall be required to repay any stipend payment within four weeks of receiving the payment if:

- i. there was an error in the calculation;
- ii. they provided false and misleading information; and
- iii. the student's situation has changed.

3.13 CONFLICTS OF INTEREST

(a) As a broad guiding principle, personal relationships should not influence or be seen to influence selection decisions. In the context of awarding scholarships, personal relationships are defined as relationships which are separate from and/or extend beyond professional relations.

(b) No person shall be advantaged or disadvantaged because of a personal relationship with another member of staff or a member of the Academic Prizes Committee.

(c) If a member of the Academic Prizes Committee has an interest such that a reasonable observer, knowing all the facts, could reasonably conclude that the interest could affect the decision or functioning of the Academic Prizes Committee, the member must disclose the interest, whether actual or perceived.

(d) A certification that no conflict of interest exists shall be used for all shortlisting and selection reports. The Chair of the Academic Prizes Committee shall be responsible for confirming these. In the case where an actual or perceived conflict is known, management must be informed, a Conflict of Interest Declaration Form must be completed, and an appropriate management plan must be put in place. The Management and the Dean of Students Affairs shall maintain a conflict of interest register in accordance

with risk and audit practices.

(e) The Chair of the Academic Prizes Committee reserves the right to exclude any member of the Academic Prizes Committee or Management or the Dean of Students Affairs where there is an actual or perceived conflict of interest. Where that person is the Chair, the other Committee members may vote to exclude the Chair.

3.14 SCHOLARSHIP CONFIRMATION LETTERS

(a) It is the responsibility of the Dean of Students Affairs to:

- i. prepare the Scholar Confirmation letter once the successful recipient(s) have accepted the scholarship offer;
- ii. save the letter in the official email of the Students Financial Services Office and copy each member of the Academic Prizes Committee;
- iii. ensure the contents of the letter are checked and confirmed by management that all details are correct; and
- iv. ensure donors are sent a Scholar Confirmation letter confirming the details of the scholarship recipient(s), for the purposes of scholarship stewardship.

3.15 SCHOLARSHIP PRESENTATION AND CERTIFICATES

(a) Scholarship presentations are the final and ceremonial aspect of the scholarship bestowal process and where possible provide the opportunity for the donor to meet with scholarship recipients and celebrate their success.

(b) The University Management and the Dean of Students Affairs shall be responsible for organising and coordinating scholarship presentations.

(c) The Management and the Dean of Students Affairs shall be responsible for preparing the scholar's certificate in line with the protocol template. Each certificate will be printed on the required paper, with the approved University logo and signed by the Vice-Chancellor (and Donor where necessary).

3.16 RECORDS MANAGEMENT

(a) The Dean of Student Affairs shall appropriately keep records of all decisions made throughout the selection process.

(b) Records and information supporting these activities shall be created, managed, and retained in accordance with the University's Records Management Policy and Procedures.

3.17 THE SOURCES OF FUNDS

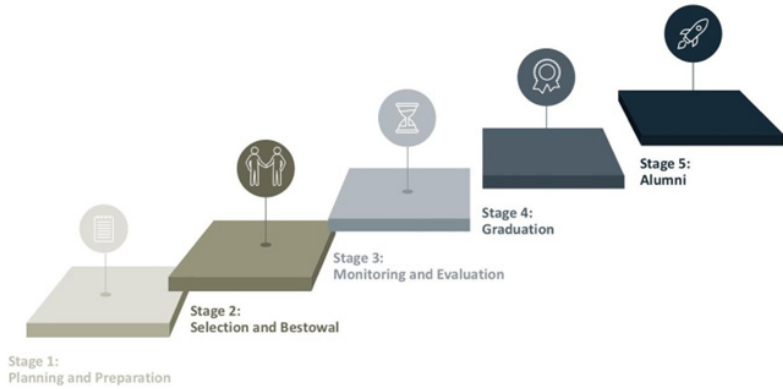
- i. The sources of funds include the following:
- ii. ATU Funds
- iii. ATU SRC
- iv. ATU Alumni
- v. ATU Staff
- vi. ATU Staff unions
- vii. ATU Students associations
- viii. ATU Students associations
- ix. Churches
- x. Corporate Bodies
- xi. Non-Governmental Organisations
- xii. District Assembly Common Fund

- xiii. Municipal Assembly Common Fund
- xiv. MPs Common Fund
- xv. Individuals

TABLE OF AMENDMENTS

Version number	Date	Short description of amendment

4 APPENDIX A: SCHOLARSHIP AND FELLOWSHIP METHODOLOGY



The African Dream Foundation (2018)

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