



UNIVERSITY OF EDUCATION, WINNEBA



Manual for
UEW VICE-CHANCELLOR'S
SCHOLARSHIP FUND
FOR BRILLIANT BUT NEEDY STUDENTS

APRIL 2016



UNIVERSITY OF EDUCATION, WINNEBA

VICE-CHANCELLOR'S SCHOLARSHIP FUND

OPERATIONAL MANUAL

APRIL, 2016

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DEFINITIONS

Throughout this manual, the under-listed words and expressions shall have the meanings attached to them:

‘University’ shall mean the University of Education, Winneba (UEW).

‘Beneficiary’, ‘Beneficiaries’ shall both mean those person(s) qualified to be paid money out of the Fund.

‘Award’ shall mean financial assistance in the form of Scholarships extended to students who qualified to be paid money out of the Fund.

‘Management Board (MB)’ shall mean the Board of Trustees set up by the University to manage the Fund.

‘Council’ shall mean the Governing Council of the University established under University of Education, Winneba, Act 2004, (Act 672).

‘Manual’ shall mean the Operational Manual of the Fund.

‘Students’ shall mean University of Education, Winneba students.

‘Faculty’ shall mean school or Institute or Division of the University.

‘Dean’ shall mean a Head of Faculty or School or Institute or Division of the University.

‘Department’ shall mean a department or centre or unit or section or directorate of the University.

‘VCSF’ shall mean the UEW Vice-Chancellor’s Scholarship Fund.

‘MB’ shall mean the Management Board of the UEW Vice-Chancellor’s Scholarship Fund.

‘SC’ shall mean the Scholarship Committee of the UEW Vice-Chancellor’s Scholarship Fund.

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1.0 INTRODUCTION

Financial exclusion from education is a key issue, with direct and associated costs, that prohibits equitable access to education and has long term impact on a country's development. The establishment of the UEW Vice-Chancellor's Scholarship Fund (VCSF) is part of the University's effort to reduce the difficulties that some students face in meeting their financial obligations to the University. It is also aimed at helping selected students meet their basic needs such as food, transportation and books. This Fund shall provide scholarships and financial support for students from low-income background, thereby creating an opportunity for them to have access to higher education. It is the University's contribution to ensure that no one is excluded from higher education because of financial constraints. This is in line with Theme 3 of the University's Corporate Strategic Plan, 2014-2018, namely: *Enhanced access and equity*. Specifically, the Fund operationalises Objective 10 of the Strategic Plan, namely: *Expand access for the underprivileged, marginalised, persons living with disabilities and persons from less endowed schools*. It is also in line with Target 4b of the Sustainable Development Goal (SDG) 4 which echoes the need to offer scholarships particularly to those who are most likely to be financially excluded.

As a merit-based Fund, it is instituted to motivate students for greater academic achievement and to promote the study of specific disciplinary areas, particularly in the areas of vocational skills, education, science, and technology for national growth and development. The Fund will be awarded to the most able, but should meet the needs of the most deserving students.

The Fund will specifically cover the following types of scholarship and financial benefits either in full or in part:

- i. Approved University fees
- ii. Feeding allowance at approved rates
- iii. Accommodation allowance at approved rates
- iv. Book allowance at approved rates
- v. Other living allowances at approved rates

Each benefit category above is considered as a separate award. The Management Board (MB) may award each category of benefit in full (100%) or in part (a fraction). For example, the MB may award 100% or full scholarship for approved University fees and accommodation but award nothing or 50% for feeding and living allowance.

The Fund will be managed on the basis of well-publicised calls for applications which will be open to all students of the University. Approved applications will result in Performance Agreements between the VCSF Management Board and the Student.

The VCSF is financed with contributions from internally generated funds (IGF) as approved by the Governing Council and with support from individuals and organisations interested in the academic progress and development of underprivileged students.

2.0 OBJECTIVES OF THE FUND

The principal purpose and intent for which the Fund is established is to provide financial assistance to brilliant but needy students of UEW. Below are some of the specific objectives of the Fund.

- i. To make higher education accessible to brilliant but needy students
- ii. To give the underprivileged students the opportunity to contribute meaningfully to national development through access to higher education
- iii. To promote the right to higher education of underprivileged students
- iv. To eliminate or reduce the situation where students drop out of UEW as a result of their inability to meet their financial obligations to the University

3.0 MANAGEMENT OF THE FUND

3.1 The Management Board

The Fund shall be under the control of the University Council through its Finance Committee and be administered by the Finance Officer under a Management Board (MB) made up as follows:

- i. The Vice-Chancellor as Chairperson
- ii. The Pro Vice-Chancellor
- iii. The Registrar as Secretary
- iv. Finance Officer as Administrator
- v. A representative of the Academic Board
- vi. The Dean of Students
- vii. The Director of University Counselling Centre (Co-opted Member)
- viii. The University Treasury Officer
- ix. A representative of the Students Representative Council

Functions of the Management Board (MB)

The primary responsibility of this Board is to ensure that the resources of the Fund are managed in accordance with established and relevant rules, regulations, guidelines, and laws in order to promote the University's overall objectives for setting up the Fund. The Board shall discharge this responsibility through the performance of the following specific functions:

- i. Recommend to the Finance Committee of Council for approval, on an annual basis, the total income accruing to the Fund and the proposed disbursements to be made from the Fund
- ii. Determine the rates for each benefit to be paid to beneficiaries of the Fund
- iii. Approve the number of awardees for funding based on the recommendations of the Scholarship Committee (SC)
- iv. Determine and announce deadlines of all activities of the Fund as well as prescribe format for each activity at the beginning of each year
- v. Monitor the academic progress and performance of the beneficiary students
- vi. Conduct an assessment of the impact of the Fund on the academic, social and economic lives of the beneficiaries
- vii. Prepare and present to Council an annual report on the Fund
- viii. Undertake any other activities as requested by Finance Committee or Council

3.2 The Fund Administrator

The Finance Officer shall administer the Fund in accordance with this Manual and the Financial and Stores Regulations of the University and under the direction and authority of the MB.

Functions of the Administrator

- i. Prepare annual budgets of the Fund and implement them as intended.
- ii. Call for and receive all monies due the Fund and pay them into the designated Fund Bank Account(s)
- iii. Keep proper books of account on all activities of the Fund
- iv. Process the offer of scholarships to students, indicating the amount and purpose of each scholarship
- v. Make disbursements from the Fund to approved beneficiaries
- vi. Maintain bank account(s) of the Fund and prepare periodic Bank Reconciliation Statements.
- vii. Keep all other records of the Fund, including the name, address, and other identifying information for each recipient.

- viii. Prepare and present to the MB an annual report on the Fund. At minimum this report shall cover the following:
 - Highlight of major activities and achievements of the Fund during the year
 - Total number of beneficiaries by year, by mode of study and by category of programme: current and cumulative
 - Scholarships disbursed by year and by category of programme: current and cumulative
 - Rates for the various benefits: current and cumulative
 - Financial report on other scholarship Funds in the University and on this Fund.
- ix. Coordinate all activities of the Fund.
- x. Prepare and present a report of the MB to Finance Committee of Council.
- xi. Perform any other duties that the MB may assign.

3.3 Scholarship Committee (SC)

The SC shall be constituted to assess and review the scholarship applications brought before them in order to ensure that the applicants are objectively and fairly selected for the award. This five-member Committee shall be constituted by the Vice-Chancellor to review the scholarship applications submitted by applicants; and would have membership from different disciplinary areas. In addition to the five members, there shall be a representative of the Registrar who shall serve as secretary and a representative of the Finance Officer who shall serve as the budget and finance expert to the SC.

The SC shall be reconstituted each year. Every member of SC can serve for as many times as the Vice-Chancellor may deem appropriate. In the performance of its work, the SC may co-opt other experts or refer applications to experts both inside and outside the University, except that a co-opted member shall not vote on issues brought before the SC. All members of the SC are subject to conflict of interest and confidentiality policies and shall sign a Conflict of Interest Form (See Appendix B for Conflict of Interest Form).

Functions of the SC

- i. Review applications submitted according to the criteria established by the MB
- ii. Recommend applications that meet the stated criteria to the MB for approval
- iii. Reject applications that do not qualify for the award

- iv. Make recommendations to the MB on steps that may be necessary for the sustainability and the functioning of VCSF
- v. Provide a written report to the MB of actions and activities undertaken by the SC within the year
- vi. Undertake any other activities as requested by the MB

3.4 Chairperson of the SC

The Chairperson of the SC, appointed by the Vice-Chancellor, will:

- Disseminate information on all VCSF activities to the coordinators, students and the University community
- Submit a report on the results and achievements of beneficiaries of VCSF scholarships to the MB for formal announcement
- Support and assist beneficiaries of VCSF scholarships to complete their programmes of study within the University
- Monitor and evaluate the academic progress of beneficiaries of VCSF scholarships
- Authorise release of payments to beneficiaries of VCSF scholarships

3.5 VCSF Coordinators

Each Dean shall serve as the VCSF Coordinator of his/her Faculty/School/Institute for the effective implementation of VCSF activities in the Faculty/School/Institute. The VCSF Coordinator will perform the following functions:

- Publicise VCSF calls for applications, inform potential applicants of guidelines and procedures, receive completed proposals from within the Faculty/School/Institute, check them for completeness and compliance with guidelines, organise a review of applications at the Faculty/School/Institute level, and forward them to the SC for action.
- Support and assist beneficiaries of VCSF scholarships to complete their programmes of study within the University
- Monitor and evaluate the academic progress of beneficiaries of VCSF scholarships
- Recommend for the approval of the SC, the release of payments to awardees
- Host and coordinate all VCSF-related visits to his/her departments
- Submit annual report on VCSF activities in his/her Faculty/School/Institute
- Perform any other function that the SC or MB may assign.

4. 0 ELIGIBLE PROGRAMMES/SUBJECT AREAS UNDER THE VCSF

All UEW programmes at all levels, other than those of full fee-paying, are eligible.

5.0 SOURCES OF FUNDING

The Fund shall be financed through the following sources.

| SN | SOURCE OF FUNDING | PERCENTAGE ALLOCATED |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1 | Foreign Students' Fees | 5% |
| 2 | Ghanaian Fee-Paying Students Fees | 5% |
| 4 | Surplus from UEW-Commercial Services Department / Limited | 5% |
| 5 | Congregation Fees | 5% |
| 6 | Specific contributions from Government of Ghana, governments of other countries, corporate bodies, individuals and other organisations, including, SRC, GRASAG, and other student organisations | 100% |
| 7 | Money that accrues to the fund from investments made by the MD | 100% |
| 8 | Any other source approved by Council | As approved |

6.0 ELIGIBILITY CRITERIA FOR APPLICANTS

To be eligible to receive the VCSF award, the applicant must meet the following criteria:

- i. The applicant must be a Ghanaian as defined by the Constitution of Ghana
- ii. The applicant must be a student of UEW.
- iii. The applicant must be enrolled on a non-full fee paying programme at the University
- iv. The applicant must have a strong academic ability and have a financial need. That is, the applicant must produce evidence, with documentation, that he/she has a strong academic potential but is financially handicapped to pursue higher education in UEW.

- v. The candidate must submit a completed Application Form for the VCSF award before the announced deadline for the submission of the Form.
- vi. The applicant must not be on a similar scholarship.
- vii. The applicant must comply with any other criteria set by the MB at the time of the award or disbursement

7.0 ACCESSING THE SCHOLARSHIP (PROCEDURES AND DEADLINES)

- i. The applicant confirms his/her eligibility for the scholarship.
- ii. The applicant completes and submits the approved Scholarship Application Form together with certified copies of certificates and other supporting documents prior to the scholarship application deadline set by the MB. The Application Form shall be designed by the MB to elicit personal and other relevant information on applicants (**see Appendix A for the Scholarship Application Form**). The MB may amend the format for this Form based on the recommendation of the SC or as and when necessary.
- iii. The VCSF Coordinators receive and register their respective applications, make copies, organise applications review at their respective Faculties/ Schools/Institutes and forward applications with their recommendations to the SC prior to the deadline set by the MB. The Coordinator must consult the relevant Heads of Department/Study Centre Coordinators before giving his/her recommendations.
- iv. The SC reviews each application based on the personal and other information provided by the applicant and the recommendation from the relevant VCSF Coordinator. The SC may interact with applicants and/or conduct interviews for shortlisted applicants before making recommendations to the MB
- v. The SC recommends to the MB for approval successful applications for the award of scholarship.
- vi. The MB meets to take decisions on the recommendations of the SC and communicates their decisions to the SC, VCSF Coordinator and the applicant.
- vii. The Fund Administrator arranges for the disbursement of the scholarship funding to the successful applicants.

Publicising the Fund

- Advertisements for admission into academic programmes of the University and admission letters must indicate the availability of the VCSF scholarship and other scholarships in the University.
- University brochures and other publications including the website should announce the availability of this Fund.
- Handouts/flyers on the University announcing the VCSF should be made available to all senior high schools in the country.

8.0 DISBURSEMENT OF THE SCHOLARSHIP

8.1 Value of the Scholarship

The VCSF shall provide the following types of scholarship benefits either in full or part:

- Approved University fees
- Feeding allowance at approved rates
- Accommodation allowance at approved rates
- Book allowance at approved rates
- Other living allowances at approved rates

8.2 Payment to Beneficiaries

University fees shall be paid directly to the University whilst other payments shall be made through the beneficiary's bank account.

8.3 Continuity of Scholarship

The VCSF scholarship shall be awarded for one academic year. Renewal and continuation of awards shall be contingent upon maintaining good academic progress. Students must maintain a minimum cumulative grade point average (GPA) of 2.50 to qualify for renewal of the award.

8.4 Procedure for Renewal of Award

- i. The beneficiary student shall submit his/her progress report to the respective VCSF Coordinator. The progress report must be submitted by the deadline to be determined by the MB for each category of beneficiaries.
- ii. The Coordinator receives and registers all progress reports and forwards them to the SC with his/her recommendations by the deadline to be determined by the MB. The Coordinator must consult the relevant Heads of Department/Study Centre Coordinators before giving his/her recommendations.

- iii. The SC shall review the progress reports and submit their recommendations for the renewal of award of scholarships to the MB by the deadline to be determined by the MB.
- iv. The MB shall meet to take decisions on the recommendations of the SC and communicate their decisions to the SC, VCSF Coordinator and the applicant by the deadline to be determined by the MB.
- v. The Fund Administrator shall arrange for the disbursement of the subsequent scholarship funding to the successful applicants.

8.5 Non-Discriminatory Policy

The scholarships shall be awarded to students based on criteria that relate to the charitable purposes of the Fund, namely, the brilliant but financially disadvantaged students in the University. Based on this, all scholarships shall be awarded on an objective and non-discriminatory basis. In the selection of awardees for the scholarships, VCSF shall not take into consideration the following:

- Applicant's relationship to employees of the university
- Family members of applicant on Scholarship Committee and MB
- Employees of the university

9.0 TERMINATION OF SCHOLARSHIP

The scholarship of a beneficiary student may be terminated if the student:

- i. Dies
- ii. Abandons the course of study
- iii. Defers the course of study without written approval from the MB
- iv. Fails to maintain a GPA of 2.50
- v. Uses any part of the scholarship for non-approved purposes. Such recipients shall be made to refund any grant fund used inappropriately.
- vi. Changes his/her course of study without a written approval from the MB
- vii. Found to have provided false information at the time of application or at any point in time. Such a student shall be made to refund all monies paid to him or her from the Fund and also face all other sanctions provided in the University Statutes, Students' Handbook and other laws/ regulations in respect of false declaration and deceit of public officers.
- viii. Is rusticated or suspended for misconduct

10.0 FINANCIAL MANAGEMENT, PROCUREMENT, CURRENCY, BANK ACCOUNTS, AND MEETINGS

10.1 Financial Management and Financial Reporting Requirements

The financial management and financial reporting requirements of the Fund shall be in accordance with the UEW Financial and Stores Regulations and other relevant regulations of the University.

The MB shall:

- i. Cause proper books of account to be kept, showing all moneys received and disbursements made on account of the Fund
- ii. Cause to be prepared consecutive statements of account consisting of income and expenditure account relating to a period of not more than 12 months and of a balance sheet relating to the end of such period
- iii. Ensure that the accounts are audited annually by the University's external auditors

10.2 Procurement of Equipment and Services for Administration, Monitoring and Evaluation

All procurements under the Fund shall be in accordance with the Public Procurement Act, 2003 (Act 663) and its Manual.

10.3 Remuneration of Members of the MB

Remuneration of members of the MB shall be based on rates as determined by Council from time to time.

10.4. Currency

All payments into and from the Fund shall be in Ghana Cedis unless otherwise decided by the MB or Council.

10.5 Bank Accounts

The MB shall maintain such bank account(s) as they consider appropriate and every sum received on account of the Fund shall be paid into the account(s). All cheques and orders for the payment of money from any such account(s) shall be processed in accordance with the University's Financial and Stores Regulations.

10.6 Meetings

10.6.1 Ordinary Meetings

- i. The MB shall meet at such times and places as the Chairperson may determine for the conduct of its business but shall meet at least two (2) times in each academic year.

- ii. The Secretary shall give each member not less than seven days' written notice of an ordinary meeting and such notice shall be hand delivered or sent by post.

10.6.2 Special/Emergency Meetings

- i. The Chairperson or any two (2) members of the MB may at any time summon a special or emergency meeting for any cause which may seem to him or them sufficient.
- ii. The Secretary shall, upon receipt of a written notice, signed by the Chairperson or any other two members of the MB requesting a special meeting, give notice in writing to each member of the MB inviting him/her to the meeting, and specify the object of the meeting.

10.6.3 Proceedings at Meetings

- i. At all meetings of the MB, the Chairperson shall preside and, in his/her absence, any member appointed by the Chairperson to act for him/her shall preside. The Chairperson or his/her appointed representative shall have both original and a casting vote.
- ii. The MB may co-opt a person or persons to attend and participate in any of the meetings, but such person(s) shall not be entitled to vote.

10.6.4 Quorum

The quorum at all meetings of the MB shall be the Chairperson or his/her appointed representative as per 10.6.3 (i) above, the Administrator and any other two members.

10.6.5 Power of Majority

Every matter relating to the Fund which is considered at a meeting of the MB shall be determined by the majority of members of the MB present and voting on the matter. The decision of the majority shall bind all members, including those with the minority view/position, and the acts of the majority in the execution of the Fund shall be valid as if they acted in such matter unanimously.

10.6.6 Minutes

The Secretary shall keep a minutes' book showing the minutes of all proceedings of meetings of the MB.

11.0 AMENDMENT OF THE OPERATIONAL MANUAL

The MB shall have the power to amend, repeal, replace, alter, cancel or add to the Rules of the Fund as the occasion shall require, provided that such alteration, cancellation or addition shall be made in good faith without prejudice to the rights of any beneficiary of the Fund; and provided, further, that no such alteration, cancellation or addition shall be made without prior approval of the Council.

REFERENCES

Standard Chartered Bank Ghana Limited (1997), Trust Deed of the Standard Chartered Science Education Trust Fund

Ministry of Education, Youth and Sports/NCTE (2004), Educational Sector Project (EdSeP), TALIF Operational Manual Version 2.A

APPENDIX 'A'

SCHOLARSHIP APPLICATION FORM

PART A – APPLICATION TYPE

Total Estimated Amount Requested: GHS _____

Programme Duration (in years): _____

Scholarship/benefit type/category: (Indicate the appropriate Category)

| Category of benefit (Please tick (✓) as appropriate) | Percentage Required (1%-100%) |
|-------------------------------------------------------------|-------------------------------|
| <input type="checkbox"/> University fees | <input type="text"/> |
| <input type="checkbox"/> Accommodation fees | <input type="text"/> |
| <input type="checkbox"/> Books and other learning materials | <input type="text"/> |
| <input type="checkbox"/> Feeding | <input type="text"/> |
| <input type="checkbox"/> Other living allowances | <input type="text"/> |
| <input type="checkbox"/> Others (state)..... | <input type="text"/> |

PART B - PERSONAL INFORMATION

Title: Mr/Miss/Mrs: _____ Surname: _____

First Name: _____ Middle Name(s): _____

Date of Birth: _____ Place of Birth: _____

Marital Status: Single ☐ Married ☐ Divorced ☐

Name of Spouse: _____

Occupation: _____

Student Index Number: _____ Year of Entry: _____

Programme of Study: _____

Faculty: _____

Hall: _____

Permanent Home Address: _____

Postal Address: _____

E-Mail Address: _____

Contact Telephone No: _____

Type of benefit or scholarship enjoyed or applied for: _____

Any other scholarships applied for or held by applicant _____

Names and contact details (including telephone numbers) of five most prominent relatives or persons close to you or your family (Do not include your parents or guardians):

| SN | Name | Postal and email Addresses | Telephone Number | Occupation/ Profession/ Trade | Relationship |
|----|------|----------------------------|------------------|-------------------------------|--------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

PART C- SOCIO-ECONOMIC BACKGROUND OF PARENT(S)/GUARDIAN

Father/ Guardian

Name: _____

Age: _____ If dead, state date or year of death _____

Postal Address: _____

Residential Address: _____

Contact Phone No: _____

Occupation/Profession/Trade: _____

Academic/Professional qualifications: _____

Employer's name, address and telephone number: _____

Job title/rank/position: _____

Estimated annual income (in GHS): _____

Social Status (e.g. chief, family head, opinion leader, etc): _____

Number of dependents: Wife/wives _____ Children _____ Others _____

Major assets (land, buildings, equipment, car, bicycle, vehicles, etc.): _____

Any other relevant information about your father or guardian _____

Mother

Name: _____

Age: _____ If dead, state date or year of death _____

Postal Address: _____

Residential Address: _____

Contact Phone No: _____

Occupation/Profession/Trade: _____

Academic/Professional qualifications: _____

Employer's name, address and telephone number: _____

Job title/rank/position: _____

Estimated annual income (in GHS): _____

Social Status (e.g. chief/queen mother, family head, opinion leader, etc): _____

Number of dependents: Husband _____ Children _____ Others _____

Major assets (land, buildings, equipment, car, bicycle, vehicles, etc.): _____

Any other relevant information about your mother _____

PART D - EDUCATIONAL BACKGROUND

Information provided should cover all educational institutions and include location of the school, address of the school, etc. (Please attach copies of certificates, awards).

| Name of School (Include town and district) | Date Attended | | Certificate Awarded | Subjects Studied |
|-----------------------------------------------|----------------------|--------------------|---------------------|------------------|
| | From (DD/MM/YYYY) | To (DD/MM/YYYY) | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

ART E - PERSONAL STATEMENT

(To be addressed to the Chairman, Vice-Chancellor's Scholarship Committee, University of Education, Winneba).

- Please write on separate sheet (s) of paper information about yourself (your socio-economic and educational details) to afford an assessment of your suitability for this award. Your personal statement should not be more than 500 words and should cover the following:
- Explain your reason for choosing your course of study.
- What societal challenge(s)/problem(s) do you want to solve in the future?
- Explain the financial challenges facing your studies/career including a self-assessment/evaluation of your financial need.
- What makes it difficult or impossible for your parent(s)/guardian to finance your education at the University?
- State the places you have lived.
- Occupation, if any (before you became a student)
- Your future plans: State your vision and the impact of your vision on Ghanaian's economy and the world at large.

PART F - DECLARATION BY APPLICANT

To be completed and signed by applicant personally.

I, _____, hereby declare that the information provided is correct. I agree that any false declaration in this application will result in the refund of any monies paid to me under the VCSF. In addition, disciplinary and legal actions may be taken against me for making false declaration.

Signature: _____

Date: _____

PART H - FOR OFFICIAL USE ONLY

Coordinator’s comments with signature and date:

SC’s comments with signatures of all members and date:

MB’s comments with signatures of all members and date:

APPENDIX 'B'

CONFLICT OF INTEREST AND CONFIDENTIALITY POLICY FOR SC

Context

Conflict of interest occurs when an action of a Committee member recommending a Scholarship award results in a direct financial benefit to a person closely associated with him/her. It may also occur if a Committee member exerts influence to select a beneficiary without considering objective criteria for the grant award.

SC members are chosen because of their knowledge, rich educational experience and their experience in assessing students in the University.

Scholarship Committee members must be able to make independent decisions by evaluating the eligibility of all applicants without bias and make their recommendations based solely on the criteria provided by the MB. They must avoid situations where personal relationship may appear to have undue influence on the decisions made.

Where a potential conflict of interest exists, the member shall declare the conflict of interest and avoid influencing the process.

Confidentiality Statement

Members of the Scholarship Committee honour and respect the confidentiality associated with the processes involved in carrying out our activities as members of this committee. In particular, information contained in students application form, including recommendations, and matters associated with the review process and its scoring shall not be discussed, shared or disclosed to anyone outside the SC.

I, _____ have read and agree to abide by the above policy.
(Print Name)

Signature: _____

Date _____

APPENDIX 'C'

GUIDELINES FOR SCHOLARSHIP APPLICATION REVIEWERS

All reviewers will be provided with a copy of the Operational Manual of **VCSF** and an Application Scoring Form. Reviewers are advised to familiarise themselves with the contents of these documents since these will assist them in their reviews and scoring.

Reviewers will judge applications on the set of criteria listed below on a five-point scale for each category, where “5” is excellent (highest score); “4” – very good; “3” – acceptable; “2” – questionable; and “1” – unsatisfactory.

Details of the expectations in each criterion and corresponding grades for each category are given below. Reviewers are expected to be familiar with this schedule and refer to it in their scoring.

1. Academic Performance:

- For fresh students who were admitted with WASSCE Certificates, use the sum of grades or aggregates of six best subjects as follows; (i) Core-Subjects (English, Mathematics and Science/Social Studies) and (ii) Elective-Subjects (any three elective subjects). Consider the number of sittings.
- For fresh students who were admitted through UEW Entrance Examination and/or interview, use the entrance examination average scores.
- For continuing students, post-graduate students or post-diploma students, use the CGPA at the time of application.

| Score | Application Characteristics |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | Highest level of academic performance: Aggregate 6-8 for WASSCE at a single sitting; 80%-100% for UEW Entrance Examination and 3.6-4.0 for CGPA |
| 4 | Very good academic quality/performance: Aggregate 6-8 for WASSCE at two or more sittings or 9-11 at a single sitting; 70%-79% for UEW Entrance Examination and 3.0-3.5 for CGPA |
| 3 | Acceptable academic quality/performance: Aggregate 9-11 for WASSCE at two or more sittings or 12-16 at a single sitting; 60%-69% for UEW Entrance Examination and 2.5-2.9 for CGPA. |
| 2 | Average academic quality/performance: Aggregate 12-16 for WASSCE at two or more sittings or 17-24 at a single sitting; 50%-59% for UEW Entrance Examination and 2.0-2.4 for CGPA. |
| 1 | Below average academic quality/performance: Aggregate 17 or more for WASSCE at two or more sittings or 25 or more at a single sitting; 49% or below for UEW Entrance Examination and 1.9 or lower for CGPA |

2. Technical Quality and Relevance of Personal Statement:

- Is the personal statement balanced and well integrated?
- Are the issues appropriate and well thought through?
- Are the requests made well matched to the needs?
- Are the issues raised aligned with the other contents of the application and the referees' comments?
- Is the statement free of spelling and grammatical errors?
- Has the applicant proposed to address a challenge relevant to Ghana?
- Has the applicant demonstrated that supporting him/her will result in greater equity and access?

| Score | Application Characteristics |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | All aspects of the personal statement are coherent and fully thought through; all elements are well integrated and aligned with other contents of the application. No spelling mistakes and grammatical errors identified. Supporting the need of the applicant is very likely to ensure greater access and equity and result in an identified relevant National challenge being possibly addressed in the future. |
| 4 | The personal statement is well conceived and explained; most elements are well integrated and aligned with other contents of the application. Very few (1-3) spelling mistakes and grammatical errors identified. Supporting the need of the applicant is very likely to ensure greater access and equity and result in an identified relevant National challenge being possibly addressed in the future. |
| 3 | The personal statement is adequate; major elements are well integrated and aligned with other contents of the application. Few (4-7) spelling mistakes and grammatical errors identified. Supporting the need of the applicant is likely to ensure greater access and equity and result in an identified relevant National challenge being possibly addressed in the future. |
| 2 | The personal statement is average; most elements are not well integrated and not aligned with other contents of the application. Many (8-10) spelling mistakes and grammatical errors identified. Supporting the need of the applicant is not likely to ensure greater access and equity and result in an identified relevant National challenge being possibly addressed in the future. |
| 1 | The personal statement is below average; the elements are not well integrated and not aligned with other contents of the application. A lot (more than 11) of spelling mistakes and grammatical errors identified. Supporting the need of the applicant is not likely to ensure greater access and equity and result in an identified relevant National challenge being possibly addressed in the future. |

3. Socio-Economic Background

- Critically assess the background of all relatives and those close to the applicant.
- Evaluate the average monthly income of all relatives and the applicant.
- Evaluate the assets and social status of the parents/guardian.
- Evaluate the economic activities (and their viability) of the relatives and of the area.
- Assess the general socio-economic background of where the applicant comes from or stays
- Consider the attitude of the people and society towards higher education and social classification of the applicant.

| Score | Application Characteristics |
|-------|-------------------------------------------------------------------------------------------------------------------------------|
| 5 | The applicant's socio-economic background is very low. Average family income is below the national minimum wage. |
| 4 | The applicant's socio-economic background is low. Average family income is just around the national minimum wage. |
| 3 | The applicant's socio-economic background is average. Average family income is just more than the national minimum wage. |
| 2 | The applicant's socio-economic background is above average. Average family income is far more than the national minimum wage. |
| 1 | The applicant's socio-economic background is good. Average family income is in the middle income range. |

4. Resourcefulness, Innovativeness and Strive to Succeed in Life:

- Are the applicant and the relatives engaged in innovative ways to improve their living standards?
- Are the applicant and the relatives “hungry for success”?
- What activities are they engaged in and how do these relate to the general economic activity of the area where they stay or come from?
- How resourceful is the applicant? Is he/she engaged in any income generating activities (farming, selling, home teaching, etc.) on campus or where he/she lives?
- What alternative financing plans does the applicant have apart from the UEW-VCSF?

| Score | Application Characteristics |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | The applicant and his/her family have demonstrated the highest level of resourcefulness. They are doing everything possible to be successful in life and improve their living standards. The applicant does not believe in always looking up to people for help but takes advantage of every opportunity to make some income to improve his/her living standard. |
| 4 | The applicant and his/her family have demonstrated very high level of resourcefulness. They are mostly engaged in activities that will help them to be successful in life and improve their living standards. The applicant does not believe in always looking up to people for help but takes advantage of every opportunity to make some income to improve his/her living standard. |
| 3 | The applicant and his/her family have demonstrated high level of resourcefulness. They are sometimes engaged in activities that will help them to be successful in life and improve their living standards. The applicant believes in looking up to people for help but occasionally takes advantage of opportunities to make some income to improve his/her living standard. |
| 2 | The applicant and his/her family have demonstrated low level of resourcefulness. They rarely engage in activities that will help them to be successful in life and improve their living standards. The applicant believes in looking up to people for help and rarely takes advantage of opportunities to make some income to improve his/her living standard. |
| 1 | The applicant and his/her family have demonstrated no resourcefulness. They rarely engage in activities that will help them to be successful in life and improve their living standards. The applicant believes in looking up to people for help and never takes advantage of any opportunity to make income to improve his/her living standard. |

5. Efficiency and Economy in the Use of Available Resources:

- Does the request match the lifestyle of the applicant?
- Does the personal statement or the socio-economic background of the applicant match the items used by the applicant (phone, clothes, etc.)?
- Has the applicant demonstrated efficiency in the use of available resources to him/her?

| Score | Application Characteristics |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | The applicant has demonstrated very high capacity to manage resources efficiently and effectively. There is a very good match between the socio-economic background of the applicant and his/her lifestyle/ items used. |
| 4 | The applicant has demonstrated high capacity to manage resources efficiently and effectively. There is a good match between the socio-economic background of the applicant and his/her lifestyle/ items used. |
| 3 | The applicant has demonstrated average capacity to manage resources efficiently and effectively. There is an average match between the socio-economic background of the applicant and his/her lifestyle/ items used. |
| 2 | The applicant has demonstrated low capacity to manage resources efficiently and effectively. There is very little match between the socio-economic background of the applicant and his/her lifestyle/ items used. |
| 1 | The applicant has demonstrated no capacity to manage resources efficiently and effectively. There is no match between the socio-economic background of the applicant and his/her lifestyle/ items used. |

SCHOLARSHIP APPLICATION SCORING FORM

Application Number: _____

Applicant's Name: _____

Total Estimated Amount Requested: GHS _____

Applicant's Registration Number: _____

Funding Category/Type: _____

Faculty/School: _____

Department: _____

Programme: _____

Reviewer's Number/Name: _____

| Criteria | Score (%) [actual score*20] | Weight | Weighted Score (%) |
|------------------------------------------------------------------|--------------------------------|--------|-----------------------|
| Academic Performance | | 20% | |
| Technical Quality and Relevance of Personal Statement | | 20% | |
| Socio-Economic Background | | 20% | |
| Resourcefulness, Innovativeness and Strive to Succeed in Life | | 20% | |
| Efficiency and Economy in the use of available Resources | | 20% | |
| Total Weighted Scores | | | |

Proposal Feedback and Qualitative Comments from Reviewers

Each Reviewer will attach qualitative comments to each application reviewed for consideration by the MB.

Based on his/her ratings and overall qualitative assessment, a Reviewer will recommend one of the following: (a) Recommended for approval without reservation; (b) Recommended for partial award; (c) Not recommended.

☐

Recommended for approval without reservation

Please give reasons for your decision

☐

Recommended for partial award (*Please state percentage of award in each relevant category recommended*).

Please give reasons for your decision

☐

Not recommended

Please explain your decision

Signature of Reviewer _____

Date _____

APPENDIX 'D'

PERFORMANCE AGREEMENT

Between

**UEW VICE-CHANCELLOR'S
SCHOLARSHIP FUND MANAGEMENT BOARD**

And

(Name of parent/guardian)

Agreement Number: _____

Applicant's Name: _____

Type(s) of Award: _____

Total Grant Amount (GHS): _____

Date: _____

PERFORMANCE AGREEMENT FOR AN APPROVED SCHOLARSHIP UNDER THE UEW VICE-CHANCELLOR'S SCHOLARSHIP FUND

THIS PERFORMANCE AGREEMENT IS ENTERED INTO THIS _____
day of _____ 20 _____ BETWEEN THE MANAGEMENT BOARD OF THE
UEW VICE-CHANCELLOR'S SCHOLARSHIP FUND, acting by and through its duly
authorised representative (hereinafter referred to as "PARTY A") of the one part AND
(*Name of the parents/guardian of the applicant*), of the other part, WHEREBY IT IS
AGREED AS FOLLOWS:

- (a) Pursuant to the approval of the University Governing Council for the establishment
of a dedicated fund to support the education of brilliant but needy students in UEW;
- (b) Pursuant to the Operational Manual on the implementation of the Vice-Chancellor's
Scholarship Fund (**VCSF**) approved by the Management of the University;
- (c) Pursuant to Decision No.on awarding grants to the successful applicants
for **VCSF** awards dated and
- (d) Based on the requirements and capacities of the three parties to this Agreement, the
said parties shall undertake a co-operative venture to finance the education of (*name
of applicant.....*) at the (*name of Department.....*) in accordance with the terms
and conditions stipulated in the following clauses:

On this date, [*date.....*], in Winneba, Ghana

THE THREE PARTIES:

1. Party A:

UEW VICE-CHANCELLOR'S SCHOLARSHIP FUND MANAGEMENT BOARD

Address: P.O Box 25, Winneba

Tel: +233 3323 20140

Authorised by:

Position:

2. Party B:

[Name of Parent]

Address:

Tel:

Fax:

Represented by:

3. Party C:

[Name of Applicant]

Address:

Tel:

Fax:

Email:

Bank Account Details:

Bank:

Branch:

Account Number:

Agreement No: _____

The three parties have agreed to enter into this Performance Agreement to undertake a cooperative venture to finance the education of *[name of applicant]* at the *[name of Department]* with the provisions and conditions described in the following clauses:

Clause 1

ASSIGNMENT AND SCOPE OF AWARD

- 1.1. PARTY A, in its capacity as the manager /supervisor of the UEW Vice-Chancellor's Scholarship Fund (VCSF)
 - (a) awards a grant to PARTY B to carry out the **VCSF** application/ request submitted by PARTY C in accordance with the provisions of this Performance Agreement. The contents of the application/request are described in the **VCSF** Operational Manual approved by the Management of University of Education, Winneba;
 - (b) confirms that the application/request which is attached to this agreement, serves as the Terms of Reference for the **VCSF** application/ request, and forms an integral part of this legal agreement;
 - (c) will monitor, review, and evaluate PARTY B's supervisory role and PARTY C's compliance with the terms of award; and undertakes grant awarding procedures to Party B which conform to the provisions and conditions in this Performance Agreement, UEW Financial and Stores Regulation, and the **VCSF** Operational Manual.
- 1.2. PARTY B, in its capacity as the parent/guardian for the approved **VCSF** applicant:
 - (a) accepts the grant awarded by PARTY A to PARTY C to carry out the contents of the application/request;
 - (b) agrees to supervise the applicant (PARTY C) to address the societal challenge identified in the application/request
- 1.3. PARTY C, in its capacity as applicant of the approved **VCSF** application/request:
 - (a) agrees to use the award with due diligence and efficiency, and in accordance with the established rules and regulations, aimed at achieving the objectives of **VCSF** within the strategic framework of the department and satisfactory to UEW; and is responsible for reporting on the award to PARTY A as stipulated in this Agreement;

Clause 2

RESPONSIBILITIES OF PARTY A

- 2.1. PARTY A is responsible for evaluating of the level of compliance with the terms of the award
- 2.2. During the life of the application/request, PARTY A or its authorised representative may inspect at any time, the academic records of the applicant
- 2.3. PARTY A is responsible for providing the grant amount to PARTY C in accor

dance with this Performance Agreement and for fully complying with the provisions and conditions regulated in this Agreement.

Clause 3

RESPONSIBILITIES OF PARTY B

- 3.1 PARTY B is responsible for supervising and mentoring PARTY C to be a good and useful citizen and to address the societal challenge identified in the application.

Clause 4

RESPONSIBILITIES OF PARTY C

- 4.1 PARTY C is responsible for the overall implementation the application/request.
- 4.2 PARTY C is responsible for submitting to PARTY A through his/her Dean (VCSF Coordinator) an annual academic and social self-assessment report not later than 30 days after the end of each academic year during the award period.

Clause 5

FINANCE (Implementation Cost and Financing)

- 5.1 The estimated total cost of the application/request is GHS _____, as approved by the **VCSF** Management Board.
- 5.2 Over the life of the application/request, PARTY A will provide to PARTY B/C a grant of up to GHS _____ (Total Grant Amount), which represents 100% of the award.
- 5.3 After PARTY A has received evidence satisfactory to it that PARTY C's bank account has been duly and correctly opened (where applicable), disbursements to PARTY C shall be made as follows:
- (a) First year/semester payment shall be made by the MB, upon receipt of an original copy of this Performance Agreement that has been duly signed by all three parties. In effect, the signed Performance Agreement shall constitute the application/request's first request for payment.
 - (b) Subsequent payments will be made upon the receipt of satisfactory progress reports from the applicant and the VCSF Coordinator.

Clause 6

SUSPENSION AND TERMINATION

- 6.1 This Performance Agreement may be suspended or terminated prior to completion in the following cases:
- (a) PARTY B fails to comply fully with the regulations governing the VCSF award as stated in the Operational Manual. PARTY A, based on the level of violation by PARTY B/C, shall give a written decision on suspension or termination of this Agreement before completion.

Clause 7

SETTLEMENT OF DISPUTES

- 7.1 Any dispute arising out of this Performance Agreement shall, if at all possible, be settled through consensus ensuring mutual benefits.
- 7.2 If the dispute cannot be resolved on the basis of consensus, the dispute shall be referred to arbitration/adjudication in accordance with the existing laws and regulations in the University and Ghana. The settlement decision shall be final and binding on all parties.
- 7.3 Any fees and other related charges incurred in settlement of disputes shall be borne by the losing party.

Clause 8

OTHERS

- 8.1 The terms and conditions of this Performance Agreement may be reviewed at the request of either Party after the start of implementation of the VCSF application/request. Any modifications of the contents of this Performance Agreement must be agreed upon by all Parties and in writing.
- 8.2 Any regulations relating to the application/request implementation not covered by this Performance Agreement shall be followed by the parties in accordance with existing regulations in the University.
- 8.3 This Performance Agreement comes into effect and will be considered valid and binding on all parties on the date of signing by all parties.

Attached to this Performance Agreement are the Annexes referred to in Clause 1 of this Agreement which form an integral part of this Agreement.

IN WITNESS WHEREOF the duly authorised representatives of the parties hereto have hereunto set their hands the day and year indicated in the preamble to this agreement.

SIGNED FOR AND ON BEHALF OF PARTY A]

Name, Signature & Title of Duly Authorised Representative of Party A
[Details of the MB]
[in the presence of:-]

SIGNED FOR AND ON BEHALF OF PARTY B

Name, Signature & Title of Party B
[Details of the Parent/Guardian]
[in the presence of:-]

SIGNED FOR AND ON BEHALF OF PARTY C]

Name, Signature & Title of Party C
[Details of the Applicant]
[in the presence of:-]

WINNEBA CAMPUS

P. O. Box 25, Winneba, Ghana

Reception (03323) 22139/22140

KUMASI CAMPUS

College of Technology Education

P. O. Box 1277, Kumasi, Ghana

Reception (03220) 50331/53616

ASANTE-MAMPONG CAMPUS

College of Agriculture Education

P. O. Box 40, Asante-Mampong, Ghana

Reception (03222) 22232

AJUMAKO CAMPUS

College of Languages Education

P. O. Box 72, Ajumako, Ghana

Tel. (03321) 93774



**MANUAL FOR
VICE-CHANCELLOR'S SCHOLARSHIP FUND
FOR BRILLIANT BUT NEEDY STUDENTS | APRIL 2016**

DESIGNED BY THE DEPARTMENT OF
PUBLISHING AND WEB DEVELOPMENT

PRINTED BY
UEW PRINTING PRESS
P. O. BOX 25, WINNEBA