



PEACE, PROSPERITY AND  
REGIONAL INTEGRATION

## UNDER/POSTGRADUATE SCHOLARSHIP PROGRAMMES

# GUIDELINES AND PROCEDURES

### I. Purpose

The IGAD scholarship programme is designed to provide financial assistance to under and postgraduate students in IGAD national secondary/high school and tertiary institutions in form of scholarships, prizes, stipends and awards to undertake their studies in an institution in the region. The programme, which will be domiciled in the office of the Executive Secretary (IGAD, ES), will be subject to change to better reflect changing needs and socio-economic realities. Any changes to the programme will be posted in IGAD website and other relevant IGAD communication channels.

### II. Scope and goal

The IGAD scholarship programme is purposefully designed to provide scholarships, prizes, stipends and awards to secondary/high school and tertiary institutions students enrolled in institutions in IGAD as well as professionals working in research and training institutions pursuing postgraduate training. The goal is to encourage and reward academic excellence especially among financially, socially and economically students from disadvantaged backgrounds, and/or underrepresented groups or geographical areas within the IGAD region.

### III. Working definitions

1. **“Education and training institutions in IGAD”** means public or private sector education and training institutions duly registered by the relevant authorities of IGAD member state.
2. **“Full IGAD scholarship”** means the aggregate cost to a student to enroll in a specific course of study, including tuition fees, functional fees, books, laboratory, field study, and other related educational expenses, on- or off-campus room and board. In exceptional circumstances, it includes travel and such other costs as will be allowed by the IGAD ES in line with IGAD Financial and Grant management rules and procedures.
3. **“Financial need”** means the difference between cost and ability to pay. Demonstrated financial need formalizes this concept as the difference between a college's cost of attendance (COA) and the student's expected family contribution (EFC). Thus, financial need is defined by the formula:  $\text{Financial Need} = \text{COA} - \text{EFC}$ .
4. **“IGAD Awards and Honours Committee”** means a committee appointed by the IGAD Executive in accordance with IGAD Awards and Honours Rules of Procedure.



5. **“IGAD Awards and Honours Rule of Procedure”** means Awards and Rules of Procedure approved by IGAD policy organs.
6. **“IGAD Scholarship Committee”** means a committee constituted by the IGAD ES to receive, review, assess and validate applications before inviting the shortlisted candidates for interview applicants. It can advise and make recommendations to the IGAD SFAP Committee on policy and other matters relating to the scholarships, and it monitors the academic standards for the award of scholarships. With concurrence of the IGAD ES, the Committee has the final decision on the allocation of awards and reports to the Governing Council.
7. **“Prize”** means an award (monetary or otherwise) given to a student in recognition of an outstanding academic achievement outside the scope of the national curriculum.
8. **“Stipend”** means money paid by IGAD to a student.
9. **“Student”** means an individual who, whether at undergraduate, graduate or professional level, is funded by IGAD to enroll in relevant classes/course.

#### IV. Awards distinction and procedures


All awards are managed through the IGAD Executive Secretary or his appointed representative with support from the IGAD Awards and Honours Committee.

1. **Scholarships** – Only academically outstanding students and/or professionals from socially, economically and financially disadvantaged will qualify for scholarships. The total value of each scholarship will be determined by the IGAD Awards and Honours Committee in consultation with the IGAD ES but shall not exceed the official cost of the course as approved by the institution admitting the student plus single return ticket, accommodation and stipend costs. Scholarships will be awarded by the IGAD ES in formal ceremony once annually. The IGAD Awards and Honours Committee will review the performance of all students annually to approve year 2-6 approvals.
2. **Termination or reduction of financial assistance** – If a student fails to maintain the pre-established academic standards in their course of study (according to the examination procedures or as defined by the institution), their scholarship may be reduced for the subsequent year or discontinued with the student being dismissed or taking on the responsibility for their own fees.
3. **Retroactive awards** - No financial assistance may be awarded retroactively to a student
4. **IGAD follow-up:** The IGAD Secretariat with the support of the Awards and Honors Committee, will follow-up the progress of students and/or professionals who benefited from the Scholarship opportunities.
5. **Progress Report:** Academic/training institutions hosting IGAD Scholarship holders are required to submit report of the status of the students at the end of each academic year.

#### V. Eligibility for scholarship

Only students and professionals from the IGAD region namely Djibouti, Ethiopia, Eritrea, Kenya, Somalia, South Sudan, Sudan and Uganda, are eligible for the scholarships.

1. **Age limit** – for undergraduate studies, preference will be given to the applicants under 20 years of age;
2. **Gender and physical disabilities** – particular consideration is given to applications from female candidates and persons with disabilities;

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3. **Proof of need:** IGAD may require proof of need from each applicant. Confirmation of need shall be independently obtained from the school/institution, mosque or church, nearest local administration authorities, or refugee agencies;
  4. All applicants should be citizens of IGAD member states, including those in refugee /displacement situations;
  5. Special focus shall be given to disciplines or skills that are highly needed in the region;
  6. At postgraduate level research projects should address the key priorities of the region;

## VI. Selection criteria

In the interests of equity for all students, and for accountability in relation to the selection process, IGAD will adhere to the following selection criteria:

1. Consistent excellent academic records through primary and secondary schools;
2. The candidate and parents/guardians, where available, will allow for in depth assessment of social, financial and economic standing, to arrive at proof of financial need;
3. Admission letters from recognized/reputable public or private institutions courses;
4. Relevance of the field of study to market needs in the home country;

In addition, the following issues will be determined during the interviews with the potential / shortlisted candidates: -

1. Demonstrating thoughtful and coherent educational and career plans;
2. Extra-curricular interests and achievements;
3. Potential to achieve goals and likelihood to succeed in the proposed academic environment;
4. For post-graduate studies, applicants are expected to have at least one year of work experience in relevant fields either institutional or self-employment.

## VII. Application procedures

Applications should be made either online or through any of the IGAD Offices in the Region addressed to the Awards and Honours portal – scholarships section. The Awards and Honour committee will review, assess and submit the final list of six candidates per country for the ES to select at least three per country (one female and one male). Where an eligible applicant from any member states is a person with disability, he/she shall be given priority. Qualifying candidates will be notified of the award, at least three months prior to the commencement of studies at their respective institution. The awards will be presented in a public event and posted in the IGAD website and other communication channels and relevant ministries in member states.

The Awards and Honour Committee will liaise with academic registrars or their equivalent, of relevant institutions to monitor the academic progress of the awardees. Continued support will be contingent on the student's sustaining high standards of academic performance.

## VIII. Resource mobilization and sustainability of the IGAD Programme

IGAD will collaborate with academic institutions, member states, philanthropic individuals/organizations of good standing, development partners and private sector organizations for resource mobilization and sustainability.

## IX. Termination of awards - Scholarships

Conditions which may lead to terminating a scholarship include:

1. Information on the scholarship holder's application form is found to be false or misleading;
2. The scholarship holder falls short of the requirements of the course or programme of study, or will not be able to successfully complete it – as determined by the IGAD Awards and Honours Committee;
3. The candidate is convicted of a crime or serious offence as determined by the Awards and Honour Committee or the candidate is accused and proved to have sexually, physically or mentally have abused a person of the same or opposite sex or a minor;
4. The scholarship holder voluntarily withdraws from the course or programme of study, or is obliged to withdraw due to his or her own fault;
5. The scholarship holder changes his or her course or programme of study without prior written approval;
6. The scholarship holder terminates his or her registration as a student;

## X. Plan of Action for the Launch of the Scholarship Scheme (Feb-April, 2021)

No.	Activities	Timeframe			Responsible	Deliverable
		FEB	MAR	APR		
1.	Refining and updating the draft guidelines	X	X		Awards-Honors Committee/ Social Development Division/ Education Program	Final Guidelines/ Procedures
2.	Conduct advocacy/scholarship sourcing missions Identify scholarship granting universities	X	X	X	Same	Mission Reports
3.	Sign MoUs with universities offering scholarship opportunities		X	X	Same	MoUs
4.	Identifying funding sources and allocating budget	X	X	X	Same	Reports

No.	Activities	Timeframe			Responsible	Deliverable
		FEB	MAR	APR		
5.	Launching the Scholarship/ Award Scheme;			X	Same	Report News Coverage
6.	Announcing the Scholarship/ Award and receiving applications			X	Same	Website Content
7.	Selection and notification of winning candidates			X	Same	Minutes/ Reports
8.	Plan for the next phase			X	Same	Action Plan

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