



**KFW**

## **EAC SCHOLARSHIP PROGRAMME**

### **UNIVERSITY INFORMATION PACK**



## **SCHOLARSHIP GUIDELINES**

March 2021



## **FOREWORD**

On behalf of the Inter-University Council for East Africa (IUCEA) and the East African Community (EAC), the German Development Bank (KfW), and Adroit Consult International, I am delighted to once again congratulate you and your university on being selected to host the EAC Scholarship Programme funded through KfW. The selection process was rigorous and competitive and your university emerged as one of the best institutions is testament to the good work you are doing offering quality graduate education. This scholarship programme gives us an opportunity to fulfill one of the core functions of the Inter-University Council for East of Africa (IUCEA), of which your university is a key member.

Two key functions described in the IUCEA Act 2009 come to mind: 1) Provide scholarships to students and grants to teachers and research assistants; and 2) Promote through relevant activities in the member universities, the meaning and value of the East African Unity. It is worth remembering that IUCEA is one of the surviving institutions of the original East African Community which collapsed in 1977. This attests to the resilience and power of education in enhancing regional integration. The scholarship project aims at creating future change agents, who identify themselves with the integration agenda of the EAC and are willing to share economic and development-oriented expert knowledge in the region.

There will be three cohorts in this first phase and a second phase has been approved. The first cohort of students commenced their studies in September/ October 2019 and are in session. The large number of applicants for the second cohort, more than 2,000 for only 60 slots, means there is an acute thirst for knowledge and self-empowerment among young people who are otherwise not able to fund their own studies. For many of them and their families, education is the only way out of a cycle of poverty. Your university is making a key contribution towards making East Africa “a knowledge-based economy” and realizing the vision of EAC becoming a “prosperous, competitive, secure, stable and politically united East Africa”.

I call upon you, as a valued member of IUCEA, to continue partnering with us towards the achievement of the two key functions of IUCEA cited above through this scholarship programme and others that we may create in the future. Although KfW is providing full sponsorship for the students, I am aware that the university and staff may be called upon to put extra effort and resources towards making this Programme a success in the spirit of East African Cooperation. This information pack provides recommendations for

implementation by universities. It's a living document. I invite you to contribute to its review and enrichment to ensure a rich, productive and enjoyable learning experience for all the KfW students.

I assure you of IUCEA's full support towards this endeavor.

A handwritten signature in blue ink, appearing to read 'Mike Kuria', with a long horizontal stroke extending to the right.

Prof. Mike Kuria  
**Ag. Executive Secretary,**

**Inter-University Council for East Africa**



# THE EAC SCHOLARSHIP PROGRAMME

## UNIVERSITY INFORMATION PACK 2021

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## **1.0 BACKGROUND**

### **1.1 About the East African Community (EAC) Scholarship Programme**

The EAC Scholarship Programme is an initiative by the East African Community (EAC), the Inter-University Council for East Africa (IUCEA) and The German Development Bank-KfW. The goal of the program is to train master's scholars who will act as modification representatives for local financial advancement and combination in the EAC. This goal will be partly achieved through the establishment of academic collaboration and an exchange Programme between universities within the EAC Region, by encouraging students to study in countries other than their own. The Project aims at creating future change agents, who identify themselves with the integration agenda of the EAC and are willing to share economic and development oriented expert knowledge. The overall approach is to support highly qualified students who are not in a position to finance the master's Programme on their own. In order to achieve these impacts, the project offers a comprehensive package including scholarships for master's Programmes, internships, mentoring, networking events and further leadership training activities. IUCEA has been implementing several scholarship projects. This project in particular begun in 2018 when the EAC and IUCEA entered into a Memorandum of Understanding (MoU) with KfW geared towards the training of students within the EAC Region. It is being co-managed by Adroit Consult International, an independent firm.

### **1.2 About KfW**

KfW is a German state-owned development bank owned by the Federal Republic of Germany and the States of Germany. Through the Financial Cooperation (FC) component, The German Development Cooperation finances investments in economic and social infrastructure, poverty alleviation, environmental protection and the conservation of natural resources by providing loans and grants. The FC is carried out by KfW on behalf of the German Government and its Ministries, especially the Federal Ministry for Economic Cooperation and Development (BMZ) to improve health care and education systems, expand transport networks and to promote agricultural production. Through these funds, initiatives such as the EAC Scholarship Programme are being implemented in collaboration with IUCEA.

### **1.3 About IUCEA**

The Inter-University Council for East Africa (IUCEA) is a strategic institution of the East African Community responsible for coordinating the development of human resources and research in the EAC Higher Education Institutions. The main objectives of IUCEA are to (i) facilitate networking among universities in East Africa, and with universities outside the region; (ii) provide a forum for discussion on a wide range of academic and other matters relating to higher education in East Africa; and (iii) facilitate maintenance of internationally comparable education standards in East Africa so as to promote the region's global competitiveness in higher education.



## **1.4 About Adroit Consult International**

Adroit Consult International is the Project Consultant. It is a multi-sectoral consulting firm dealing in areas of project management and support, project evaluations, advisory, research, among others. Adroit has provided the highest level of Consulting Services and Research in Africa since 2007 to Non-Government Organizations, Governments, Private Sector Entities, and Civil Society Organizations both Local and International.

## **1.5 Students on the scholarship programme**

Upon conclusion of each selection process, IUCEA and Adroit Consult International will furnish each University with a list of successful students. That notwithstanding, should a student decline or be unable to take up the scholarship opportunity, it will be transferred to the next best evaluated applicant on the substitution list. This list was made by ranking the remaining students (that had equally undergone the selection and evaluation like the 60 selected students) who had not been initially selected. The replacement student;

1. Must be of the same nationality so as to maintain country balance of 10 students per country.
2. Must be of the same gender to maintain gender balance
3. Must be the highest-ranking student who fulfills 1 & 2
4. **Where possible**, be from the same University or programme

## **2.0 UNIVERSITY GUIDELINES**

### **2.1 Support to the Students**

#### **2.1.1 Transport and Directions from the Airport to the University**

We propose that the University makes necessary arrangements for students' transportation from the airport to the university and places of accommodation. Students should be provided this information before their dates of travel to the country of study. Where the university is not able to provide transport, this should be clearly communicated to the students and guidance given on how to get to the university and place of accommodation. Should a student not report to the university within two weeks of the communicated reporting date, the University is required to make a communication to IUCEA and Adroit Consult International.

#### **2.1.2 Accommodation Arrangements**

Settling and finding accommodation may be difficult for international students especially in their first semester. Universities should make efforts to make accommodation arrangements ahead of time and be ready upon arrival for each scholar. The university will be responsible for helping the scholar find accommodation for the first semester only. Accommodation provided should be appropriate in terms of security, proximity to the Universities, and ability to accommodate the scholar during the period of study. After the first semester, students may opt to change accommodation. This should be within the budget line allocated under the scholarship.

### **2.1.3 Students handbook**

To enable the students settle down in the University, and their Programmes of study, the University should provide students with a handbook on arrival. This should contain comprehensive information about the Programme of study.

### **2.1.4 Programme timetable and course outlines**

Scholars should be provided with a semester timetable and course outlines for each of their respective Programmes.

### **2.1.5 Special support to international students, for example Language facilitation**

Special support should be given to scholars in form of language facilitation and visa extension if required. Language facilitation should be provided to students with official language challenges used at the university in form of classes.

### **2.1.6 Orientation**

After arriving and settling in, a meeting should be held with all the KfW scholars at that university in the same room so that they get to know each other. The scholars should then be oriented on the university activities and cultures. The scholars should also be given a tour of the campus and its facilities such as the recreational centers, lecture rooms, computer labs and libraries, etc.

### **2.1.7 Extra co-curricular activities**

The university should provide the scholars with information about the available co-curricular activities that they can engage in during their time of study.

### **2.1.8 Student Mentors**

At the universities/ institutions, mentors will be selected in order to support the students during the master's programme. The mentors will work closely with the students to guide them and ensure that they complete the Programme in time. They will also support the students during extra-curricular activities.

## **2.2 Disbursement procedure for funds**

The university will send invoices for approved fees to IUCEA and copy Adroit Consult International. IUCEA will then do the appropriate disbursements to each university/ Institution upon submission of their invoices along with reports detailing students' progress and results. In case of any changes or delays, IUCEA will inform the University contact persons immediately. Upon receipt of the funds, the universities will send acknowledgements to IUCEA and copy Adroit Consult International.

IUCEA will channel student allowances directly to students' bank accounts.

## **2.3 Accountability for Scholarship Benefits**

IUCEA reserves the right to audit any disbursements released to the universities/ Institutions as it deems important. The universities/ Institutions will prepare financial reports at the end of each semester to accompany general scholarship report.

### **3.0 MONITORING**

In order to ensure that the programme runs smoothly and efficiently, the following monitoring mechanisms shall be in place:

Universities will send progress reports as well as student's performance reports on a yearly basis to IUCEA and the Adroit Consult International. Tuition will only be disbursed after receipt and confirmation of progress reports from the Universities/ Institutions. Students will also be required to submit progress reports on semester-by-semester basis to IUCEA and Adroit Consult International.

Universities/ Institutions shall designate someone in the institution who will be the contact person with respect to the EAC-KFW scholarship holders.

The IUCEA Project Management Unit will interact with the students and staff on the programme for continuous evaluation and improvement of the effectiveness of the scholarship scheme.

To enable good results of the project, continuous monitoring of the project activities shall be executed. To increase the effectiveness of the project and enable a continuous monitoring, a mid-term evaluation is planned to make potential adaptations after graduation of the first master's cohort (approx. Mid 2022). The evaluation will clarify whether the current concept (including fees) and support measures are sufficient to achieve a diverse and high qualified learning population (regional, gender, professional background, marginalised communities). In case major shortfalls are identified, adaptations to the project are to be defined between EAC, IUCEA and KFW.

### **4.0 TERMS AND CONDITIONS OF THE SCHOLARSHIP**

This section presents the Terms and Conditions for the East Africa Community (EAC) Scholarships program. All scholarships and awards will be referred to as 'scholarships' herein.

#### **4.1 Student Conduct**

As a KfW hosting University/ Institution, you are an ambassador for KfW, IUCEA and Adroit Consult International. Your participation will greatly impact on the reputation of the above. You are therefore expected to ensure that students adhere to high standards of conduct and behavior showing respect to others and their surroundings at all times. It will be the responsibility of the University to ensure that the students follow the rules of conduct outlined in the student's information pack under Section 4.0; Terms and Conditions of the Scholarship.

The University/ Institutions must through their contact person, provide information concerning any form of known misconduct of the scholarship beneficiaries.



## **4.2 Termination of the Scholarship**

This scholarship agreement can be terminated by IUCEA in consultation with KfW.

This is possible where gross misconduct is proved on the side of the University/ Institutions and their failure to abide by the Terms and Conditions. Where such a situation arises, the students enrolled will be allowed to finish the programme. The University will however not be part of any future KfW-IUCEA scholarship schemes.

The scholarship will be terminated if the University/ Institution;

1. Is reported and confirmed to be engaged in fraud, or any fraud activities related to funds provided for the purpose of the scholarship Programme.
2. Has been suspended or excluded from IUCEA membership or its national accreditation is withdrawn or cancelled.
3. Is found to have provided incorrect, false or misleading information or withheld relevant information during the scholarship application or after receiving an offer to host the scholarship.
4. Fails to report any known scholarship beneficiary engaged in activities that may damage the reputation of KfW, IUCEA or Adroit Consult International in relation to the scholarship programme.

## **4.3 Scholarship Transfer and extension**

The Scholarship is as stated and is non-exchangeable, cannot be substituted and is non-transferable. The amount allocated to this scholarship is not transferrable to any other person besides the allocated recipient. The scholarship cannot be reallocated to a different Programme.

The scholarship is non-deferrable. If a student chooses to defer their master's programme, the offer of the scholarship will be withdrawn from them.

This scholarship is only valid for a maximum period of two years (or period of study of the Master's programme admitted for) but may end sooner in circumstances where the course is less than two years in length. The benefits of the scholarship cannot be extended beyond this. The scholarship may not be extended beyond two years unless there are exceptional circumstances. Exceptions will only be granted by the Sponsor if there are strong academic or welfare reasons to support them and the completion time is within the duration of the Project. The Recipient must apply for an extension before the original date the course of study was due to end. All extensions are subject to the availability of funds.

## **4.4. Publicity & Promotion**

As a scholarship hosting University/ Institution, your details including the University name and scholars name, photograph, video, audio, text and audiovisuals may be passed on to media and used by KfW, IUCEA or Adroit Consult International / or partner organisations for promotional purposes, including but not limited to the websites, social media channels, print and electronic media. If you do not wish for your details to be passed on to media or used for promotional purposes, you must notify in writing.

## **4.5 Liability Waiver**

In accepting to host this scholarship, you agree to waive, release and discharge KfW, IUCEA and Adroit Consult International (including its officers, associates and partner organisations) from any and all liability, including but not limited to, any liability arising from the negligence or fault of the entities or persons released, for death, disability, personal injury, property damage, property theft, or actions of any kind which may occur to the students during the scholarship period.

## **5.0 COMMUNICATION AND CORRESPONDENCES**

All correspondence will be operated primarily via email, with the option of telephone communication, where need be. All correspondences during the scholarship period will be carried out through the contact persons of the programme. It is the responsibility of the scholarship contact person to inform IUCEA and Adroit Consult International in case of changes to their email, postal or residential address. For any correspondences or inquiries regarding the scholarship, the contact person should send an email to [scholarships@iucea.org](mailto:scholarships@iucea.org) and copy [des@iucea.org](mailto:des@iucea.org), [drwehera@iucea.org](mailto:drwehera@iucea.org), [adroit@adroitconsultinternational.com](mailto:adroit@adroitconsultinternational.com).