



ቁጥር 2629/1-4  
Ref. No.  
ቀን 06/05/11  
Date

- ለማህበራዊና ሰብአዊ ሳይንስ ኮሌጅ
- ለግብርና፣ ምግብና የአየር ንብረት ሳይንስ ኮሌጅ
- ለተፈጥሮና ቀመር ሳይንስ ኮሌጅ
- ለቢዝነስና ኢኮኖሚክስ ኮሌጅ
- ለለውጥና መልካም አስተዳደር ጉዳዮች ዳይሬክቶሬት
- ለአቅድዝግጅት፣ ክትትልና ግምገማ ዳይሬክቶሬት
- ለት/ት ጥራትና ማረጋገጫ ማኅበሮችና አዲቲንግ ማስተባበሪያ ዳይሬክቶሬት
- ለምርምርና የማህ/አገልግሎት ዳይሬክቶሬት እንጅባራ ዩኒቨርሲቲ፤
- ለተከታታይና የርቀት ት/ት ማስ/ዳይሬክቶሬት
- ለሴቶች ጉዳይና ኤች.አይ.ቪ.ኤድስ መከላከያ ዳይሬክቶሬት
- ለህዝብና የውጭ ግንኙነት ዳይሬክቶሬት
- ለሰው ሀብት ስራ አመራርና ልማት ዳይሬክቶሬት
- ለተማሪዎች አገልግሎት ዳይሬክቶሬት
- ለህግ አገልግሎት ዳይሬክቶሬት
- ለሬጅስትራር ዳይሬክቶሬት
- ለአይሲቲ ዳይሬክቶሬት
- ለቤተ-መጽሐፍትና ዶክመንቴሽን ዳይሬክቶሬት

**ጉዳዩ፡- የአካዳሚክ ሰራተኛ ነፃ የትምህርት እድል መመሪያን ስለመላክ**

የዩኒቨርሲቲው የከፍተኛ ትምህርት አዋጅ ቁጥር 650/2001 መሰረት በማድረግ የአካዳሚክ ሰራተኛውን እውቀት በትምህርት ደረጃና በምርምር እውቀት ከፍ እንዲል ለማድረግ፣ የሰው ኃይል አቅምን በማሳደግ የመማር ማስተማሩን ሂደት በጥራት ለማከናወን በየዩኒቨርሲቲውና በሌሎች ተቋማት በኩል የሚመጣን የትምህርት እድል ውድድር ነፃ እና ፍትሃዊ ለማድረግ የሚያስችል የአካዳሚክ ሰራተኛ የትምህርት እድልን (Scholarship) በተመለከተ የአፈጻጸም መመሪያ በማውጣት የዩኒቨርሲቲው ሰነት በቀን 23/04/2011 ዓ.ም ባደረገው ስብሰባ ተወያይቶ አጽድቆታል፡፡

ስለዚህ ሰነቱ ያፀደቀውን መመሪያ ከዚህ ደብዳቤ ጋር አባሪ አድርገን ሎ-ገጽ እየላክን መመሪያው ሰነቱ ካፀደቀበት ዕለት ጀምሮ በስራ ላይ እንዲውል አላስባለሁ፡፡

**ግልጻ፡-**

- ለፕሬዝዳንት ጽ/ቤት
  - ለአካዳሚክና ምርምር ም/ፕሬዝዳንት
  - ለአስተዳደር እና ልማት ም/ፕሬዝዳንት
- እንጅባራ ዩኒቨርሲቲ፤



“ከሰላምታ ጋር”  
...የተላኩ ሰነድ (ፕ/ር)  
ፕሬዝዳንት



INJIBARA  
UNIVERSITY

Injibara University  
Scholarship and  
Sponsorship  
Guideline for  
Academic Staff



December/2011 E.C

*Injibara University*

## **Preamble**

Having seen that the University currently has no well framed and approved staff development policy that aims the improvement of the knowledge, skills and effectiveness of staff members;

Whereas it has become necessary to motivate and encourage academic staffs who teach, undertake researches and partake in leadership efficiently and also to enhance the quality of teaching-learning process and research activities of the university through building of human capital;

Being convinced that the formulation of regulation scholarship will fill the gap in this regard and thereby promotes transparent, consistent and fair selection of the candidates;

Without prejudice article 34(1) of Senate legislation, the Senate of Injibara University hereby issued this guideline on December /2011 E.C

### **SECTION 1: Short Title**

This directive may be cited as “Injibara University Scholarship and Sponsorship for Academic Staff guideline”.

### **SECTION 2: Definition**

- 2.1 Short Term Training:- means any educational /research /training that lasts up to nine months.
- 2.2 Long- Term Scholarship:- means any education / research /training oriented scholarship that last for more than nine months including masters, Ph.D. and postdoctoral degree certificate program.
- 2.3 Candidate:- means any academic staff of Injibara University who wants to compete for scholarship.

### **SECTION 3: Application for Scholarship**

The staff apply to compete for the scholarship in written letter accompanied by his/her CV, copies of academic credential, service year in a University, relevant evidence for a service rendered to the University, copy of articles, evidence for community service and performance evaluation.

### **SECTION 4: Eligibility**

- 4.1. An applicant is eligible for government sponsored scholarship if he meets the following;
  - 4.1.1. The applicant has to actively serve Injibara University of his/her units for a minimum of two academic years or four full academic semesters, Management of the university could



recommend candidates who had not served two year when there is shortage of qualified staff in the department for MA/MSc/Ph.D. programs.

4.1.2. The applicant age should not be above 40 years for master's scholarship.

4.1.3. The applicant age should not be above 50 for Ph.D. scholarship. The applicant's age should not exceed 50 years for subspecialty training.

4.1.4. The applicant shall fulfill criteria set by the sponsoring agency, or the admitting university.

4.1.5. Having department council (DC) minute with specific details regarding the appropriateness of the candidate for the study, and relevance of the field of study to IU's learning-teaching and research activities.

4.2. The applicant is eligible for scholarship obtained through private or personal channel if he meets the following.

4.2.1. The applicant has to serve the University for a Minimum of one academic year or two full academic semesters.

4.2.2. The applicant who was sponsored for short term training should serve at least for an equivalent period before applying for another scholarship or short term training.

4.2.3. The applicant shall submit the application to the department and shall obtain department support.

4.2.4. The applicant should forward the acceptance letter with detailed description of the conditions for scholarship committee.

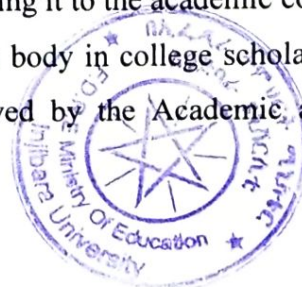
4.3. Unless otherwise specifically stated by the Vice President for Academic and Research Affairs, the University shall support or sponsor or authorize scholarship that are intended to attain a higher degree only i.e. no sponsorship of bachelor holder for another bachelor degree or masters holder for another master's degree and so on.

## **SECTION 5: Selection and Approval Procedures**

5.1. When the competition is among staff members of a particular department, the department council shall select the winner in accordance with this guideline and shall notify the respective Dean's office.

5.2. The dean of the college shall forward all applications of scholarship to the scholarship and staff development committee of the college before presenting it to the academic commission.

5.3. Academic commission of the college is the decisive body in college scholarship. However, the decision shall be final and binding if it is approved by the Academic and Research Vice-President of the University.



- 5.4. All scholarships that taken no longer than three months shall be approved directly by the Academic and Research Vice-President in consultation with the respective dean and the president.
- 5.5. Appeals regarding the decision of a scholarship shall be submitted to the president.

## SECTION 6: Selection Criteria

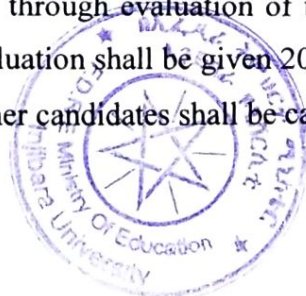
- 6.1. For scholarship offered through or by IU, selection of the best candidate depends on the points scored using the following nine major components of institutional duties and responsibilities.
- A. Teaching effectiveness /Evaluation
  - B. Research and Related Activities
  - C. Position
  - D. Community Service
  - E. Committee Services
  - F. Experience or Service year
  - G. Neatness of personal profile/Records/
  - H. Cumulative Grade Point Average (CGPA)
  - I. Thesis or Project work
- 6.2. Proportional rating of these nine criteria shall be done according to table 1

**Table 1: The weights of the criteria and maximum points to be given to each criterion is as follows**

S/No	Criteria	Points in % (maximum)	
		For MA/Msc/LL.M	For Ph.D.
1	Teaching effectiveness	35	20
2	Research and related activities	10	20
3	Position	5	10
4	Service years	10	15
5	Community service	10	10
6	Neatness of personal profile	5	5
7	Committee Services	5	5
8	Cumulative Grade Point Average (CGPA)	20	5
9	Thesis or Project work	-	10

### 6.3. Teaching Effectiveness

- 6.3.1. The maximum point that could be achieved through evaluation of teaching effectiveness is 100. Applicants with 100% performance evaluation shall be given 20 points for Ph.D. and 35 points for master programs. The points of other candidates shall be calculated proportionally.



6.3.2. The average evaluations of the last two consecutive semesters to the date of application for scholarship shall be taken.

#### **6.4. Research and related activities**

6.4.1. Unpublished research papers recognized by the colleges/institutes/school/ research and coordinator and/or directorate one paper earns 2.5 points, two papers 5 points, three papers 7.5 points and four and above papers earn 10 points for both Ph.D. and master's applicants.

6.4.2. Published articles that are not used for the promotion of the candidate one article earns 5 points, two articles 10 points, three articles 15 points, four and more publications earn 20 point for Ph.D. applicants. For master applicants, one article earns 5 points, two and above articles earns 10 points.

6.4.3. Research proceedings that are not used for the promotion of the candidate one and more proceedings earn a maximum of 3 points.

#### **Note that:**

- Unpublished research paper includes research outputs presented at conferences, workshops, symposia, seminars, and related research works recognized by the aforementioned bodies.
- Research conducted jointly the points shall be shared as per Injibara University senate legislation.

#### **6.5. Positions**

6.5.1. Headship at department, coordinators at college or equivalent level [*max-5 point*]

The candidate that completes his/her term fully as per the senate legislation of the university shall deserve the highest five points and the point of other candidates for less terms served shall be calculated proportionally.

6.5.2. Deans, Directors, coordinators at university level or equivalent level [*max-8 points*]

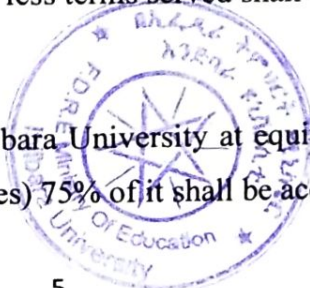
The candidate that completes his/her term fully as per the senate legislation shall deserve the highest eight points and the point of other candidates for less terms served shall be calculated proportionally.

6.5.3. President /Vice President of the University [*max-10 points*]

The candidate that completes his/her term fully as per the senate legislation shall deserve the highest ten points and the point of other candidates for less terms served shall be calculated proportionally.

#### **Note that:**

- For a position obtained other than Injibara University at equivalent institutions (universities, Colleges, TVET, and Research Institutes) 75% of it shall be accounted.



- For a position obtained other than higher education and institutions mentioned above, 25% of it shall be considered.

### **6.6. Teaching Services /Service Years**

- 6.6.1. A candidate who has served five years and above shall earn a maximum of 15 points for Ph.D. applicants and the points of other candidates shall be calculated proportionally. For master's candidate who has served three years and above shall earn a maximum of 10 points and the points of other candidates shall be calculated proportionally.
- 6.6.2. For service years obtained other than IU at equivalent institutions (universities, Colleges, TVET, and Research Institutes) 75% of the service year shall be accounted.
- 6.6.3. For service years obtained other than higher education and institutions mentioned above under 6.6.2, 25% of it shall be considered.
- 6.6.4. The service years which will be accounted for Masters Scholarships shall be worked by Bachelor and for Ph.D. by masters.

### **6.7. Community services**

- 6.7.1. The candidate has to submit a written document about the service he/she provided. In addition, a candidate should submit recommendations/credible evidence for each service he/she has involved in the community.
- 6.7.2. Community services recognized by the colleges/institutes/school/ community service coordinator and/or directorate one service earns 2.5 points, two service 5 points, three service 7.5 points and four and above service earn 10 points.
- 6.7.3. Community service provided based on the university guideline shall be granted full point.

### **6.8. Neatness of personal profile /Records/**

A candidate against whom disciplinary measure has been taken shall lose the following points for one round competition.

- a) Five points in case of demotion or prohibition of promotion.
- b) Four points in case of fine.
- c) Three points in case of written warning.
- d) Two point in case of oral warning.



## 7.9 Committee Services

7.9.1. The maximum points are awarded by the level of committees;

- I. A candidate that worked at department level and fully served the terms indicated in the senate legislation shall earn two points.
- II. A candidate that worked at college/institute or school level and fully served the terms indicated in the senate legislation shall earn three points.
- III. A candidate that worked at the university level and fully served the terms indicated in the senate legislation shall earn five points.

7.9.2. If a candidate participates in more than one committee with in the same period, the points shall be summed up to the maximum point.

7.9.3. In case of ad hoc committee, the service term of the candidate shall not be less than one month.

7.9.4. Committee services which are obtained other than Injibara University shall not be considered.

## 7.10. Cumulative Grade Point Average (CGPA)

7.10.1. For first degree candidates, the point shall be calculated based on their BSc/BA/BED/LLB CGPA and for the second degree candidates, the point shall be calculated based on their MSc/MA/LLM CGPA.

7.10.2. A candidate who scored 4.00 shall earn 5 points for Ph.D. and 20 points for master's applicants. The points of other candidates shall be calculated proportionally.

## 7.11. Thesis/project work

Where the candidate has worked his/her master with thesis the grade he/she secured in the thesis shall be take into account and the candidate that scored excellent (equivalent to 4.00) shall deserve 10 points and the other candidate's points shall be calculated proportionally. In this regard, very good is equivalent to 3.50; good is equivalent to 2.75 and satisfactory is equivalent to 2.00.

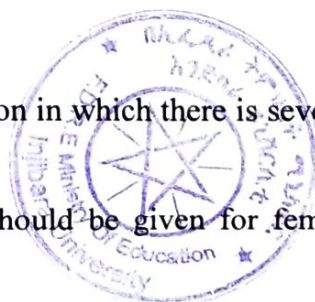
## 7.12. Affirmative Action [max-3 points]

Female and/or person with special needs applicants shall be given three additional points.

## Section 8: Considerations

8.1. Candidates who are going to study specialization in which there is severe shortage of man power shall be given priority for the study.

8.2. When applicants score equal value priority should be given for female and/or a person with special needs candidates.





- 8.3. If the candidates are same sex winner shall be selected by appropriateness of the field of specialization. If the applicants are from similar field of study, the winner shall be selected by lottery method with the presence of candidates and scholarship committee; and minutes should be taken.
- 8.4. A candidate who has been selected by the University for Scholarship Program and miss the opportunity due external factors i.e. problems not associated to the individual shall be given priority.
- 8.5. Double scholarship competition is not allowed, however, when the competition does not affect the opportunity of others the university can consider the application and give the scholarship.
- 8.6. The field of study in which the candidates specialized shall be based on the interest of the university and the candidate.
- 8.7. Change of specialization as well as parallel long-term scholarship is forbidden.
- 8.8. Private short-term visit are encouraged so long as long as the candidate's duties in a University are not affected.
- 8.9. For short-term foreign visit candidates with lesser/or no/previous similar opportunities shall be given priority.

## **SECTION 9: Scholarship and Staff Development Committee**

It is important to form a scholarship and staff development committee at university level to facilitate staff development of colleges fairly. At department level the department academic council will endorse applicants who fulfill the necessary criteria's according to the scholarship guideline including the result with minute to college scholarship and staff development committee. Colleges should also form college scholarship committee composed of representatives from departments within the college (the chair person for college scholarship and staff development committee shall be any person assigned by the college dean).

Committee members at University level are the following;

1. Academic affairs directorate director (Chairperson)
2. Gender, special needs and HIV/AIDS directorate director
3. Representative from teachers association
4. Institutional quality assurance and enhancement directorate director
5. Research and community service directorate director
6. Human resources and management directorate director (Secretary)

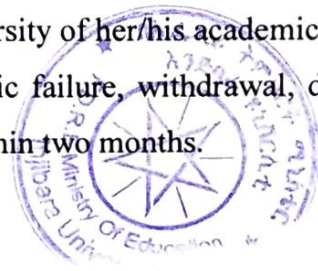


The responsibility of the university scholarship and staff development committee are:

- Identify scholarship opportunities;
- Communicate with the university management on the relevance of the scholarship based on the university staff development plan;
- Considering the university management decision it will communicate colleges for the opportunities;
- Collect the list of the candidate from each college with the necessary documents for further screening;
- Based on the criteria of the scholarship guideline it will list out name of the candidates who qualify for the scholarship opportunity;
- Submit the result with minutes for academic and vice president for endorsement.

### **SECTION 10: Sponsorship and obligations**

- 10.1 For long-term scholarship both domestic and foreign, the candidate shall have the obligation to serve the University for the period two times to the candidate took to complete the scholarship.
- 10.2 The candidate who had the opportunity for long-term scholarship master's program shall have to serve the University for at least half of the service period before applying for another long-term scholarship.
- 10.3 For long-term scholarship both domestic and foreign without funds, the university shall cover the costs like salary, research expenditures, foreign transport, and to buy lap top to the candidate.
- 10.4 The university shall pay salary and other benefits according to the rules and regulation set by Ministry of Science and Higher Education for all in-country scholarship for the regular (normal) duration of the scholarship and for a month thereafter.
- 10.5 For long-term foreign scholarship with funds, the University shall cover only half month salary.
- 10.6 Sponsorship stipulated under 10.4 and 10.5 are subject to alteration based on national or governmental guidelines.
- 10.7 Staff sponsored for in-country training shall regularly submit progress report to his/her department of the University. The university shall not be responsible for delay or holding back his/her salary if the awardee fails to update the university of her/his academic progress.
- 10.8 The awardees shall report any irregularity (academic failure, withdrawal, drop out, extension etc.) pertaining to the progress of the scholarship within two months.



10.9 The university shall terminate the sponsorship if the awardees interrupt or prolog her/his study temporarily or permanently, due to weak academic performance or any other deliberate action that lead to protracted completion of the scholarship.

10.10 The candidate shall liable to repay the assistance received from the university and other collateral damage to the university upon termination of sponsorship as stipulated above art 10.8.

10.11 In case of institutionally approved overseas scholarship, the university will cover 10 days per diem for visa processing 5 days per diem for re-formalities Round trip in-country transportation costs.

10.12 The university will not cover the cost stated under 10. 9 for visits that are arranged privately, and for all scholarships that have not passed through proper scholarship approval mechanism.

10.13 When candidates are to take entrance examination for IU approved scholarship (in-country), the university shall cover round trip transportation costs, and per diem for journey days, two days before examination (exam preparation days) and examination day(s).

10.14 Academic staffs who are assigned for their postgraduate studies in Injibara University are obliged to render service which is equivalent to 3 credit hours. (*N.B:* staff cannot be obliged to take more work load).

10.15 An academic staff whose scholarship and sponsorship is approved by the university shall complete clearance, service agreement and other necessary formalities of the university.

### **SECTION 11: Amendments**

The Senate of the university may, by two-third vote of the voting members, amend this guideline.

### **SECTION 12: Effective Date**

This guideline shall enter into force on the date of -----/ 2011 E.C.

