

SCHOLARSHIP POLICY FOR THE
REGIONAL CENTRE FOR ENERGY
AND ENVIRONMENTAL
SUSTAINABILITY



Scholarship Policy
Date Effective June 2019
Version No. 1

Contents

1. Overview.....	3
2. The Scholarship committee.....	3
3. Scholarship Selection Criteria	4
4. Scholarship Application Process	4
5. Eligibility.....	4
6. Award Requirement	4
7. Academic Scholarship Conditions	5
8. Rules and Regulations Governing the Issuance of Scholarships.....	5
9. Administrative Procedures	5

1. Overview

The objective of this policy and procedure document is to provide details of how the Regional Centre for Energy and Environmental Sustainability (RCEES) manages the selection process for Scholarships. This document sets out the Scholarships policy, and selection procedures. This document ensures that the management of the Scholarship is consistent with the Centre's values. The framework within the Scholarship Policy of the Centre outlines how the Scholarship policy helps provide financial and non-financial support in the recipient's education and capacity building through education and training. Therefore, the Scholarship policy aims to have a clear and transparent framework, and procedure that is responsive and targeted toward student success.

RCEES has a number of scholarships available to students based on academic merit, or humanitarian reasons. Scholarships may be provided for partial or full tuition fees and the awarding of such scholarships is at the discretion of the Scholarship Committee or the Director. The purpose of the academic merit scholarship is twofold;

- a. To provide students with a reward for academic excellence
- b. To enhance the profile of the centre.

This policy applies to scholarships awarded under the World Bank and Government of Ghana sponsored ACE Impact project.

2. Our Mission and Vision

RCEES is a World Bank funded Africa Centre of excellence in energy and environmental sustainability, based in Ghana. Our **vision** is *to be the leading internationally accredited Centre of Excellence that provides quality research and postgraduate education in energy and environmental sustainability*. The **mission of RCEES** is *to provide excellent and quality postgraduate education, discover, preserve and disseminate cutting edge interdisciplinary research. RCEES also aims, through training and capacity building, consulting, professional development and securing Grants and Donor Funding to enhance the lives of our students and industry.*

3. The Scholarship committee

The Scholarship Committee will be comprised of the following members or their nominees:

1. *Deputy Director*
2. *Research Coordinator*
3. *Academic Programs Coordinator*
4. *Research theme leaders*

5. Heads of Departments or their representatives

All Scholarships are to be approved by the Centre Director.

4. Scholarship Selection Criteria

The criteria to be used in selecting scholarship recipients may include, but are not limited to, the following:

1. Prior academic performance;
2. Performance of each applicant on tests designed to measure ability and aptitude for educational work;
3. Recommendations from instructors of such applicant and any others who have knowledge of the applicant's capabilities;
4. Additional biographical information regarding an applicant's career, academic and other relevant experiences, financial need; and
5. The scholarship committee's conclusions as to the applicant's motivation, character, ability, or potential.

5. Scholarship Application Process

1. RCEES Management will decide on the number of scholarships for each upcoming academic year. A Call for application will be sent out for at least 6 months before the next academic year begins.
2. Applicants for scholarships shall be required to submit such application forms and supporting materials as the Foundation may deem appropriate on a schedule to be determined by the Scholarship committee.
3. At the end of the call, the scholarship committee shall meet and decide on the scholarship beneficiaries

6. Eligibility

The Scholarship Committee will be comprised of the following members or their nominees:

1. Students must be enrolled in a full-time post-graduate program
2. Scholarships cannot be transferred to another student
3. You will be liable to refund all funds spent on you if you abandon the programme.
4. PhD Applicants with at least one publication as main author

7. Award Requirement

1. Students are required to accept the scholarship offer within the stipulated time.

2. Students who fail to respond to the scholarship offer by the acceptance deadline will forfeit the offer and the scholarship will be deemed as declined.

8. Academic Scholarship Conditions

1. Scholarship funds awarded through this scheme may include one of the following
 - i. *School fees, research and a stipend*
 - ii. *School fees and research*
 - iii. *School fees only*
 - iv. *Partial fees and/or research*
2. The most qualified students are to be selected for the award of the scholarship.
3. The selection of applicants will be done in an ethical manner stressing merit and need basis.
4. Scholarship recipients are required to maintain Satisfactory Academic Progress toward their degree requirements while they are enrolled at the RCEES.
5. Satisfactory Academic Progress for Scholarship recipients enrolled in programs, as described below, is evaluated annually at the end of the academic year. Students must maintain a minimum cumulative GPA of 3.0.
6. Failure to maintain Satisfactory Academic Progress, will result in the cancellation of the scholarship, and the student may have to repay any funds already received.

9. Rules and Regulations Governing the Issuance of Scholarships.

1. The centre reserves the right to review or cancel awards due to changes in financial standing, academic or program status.
2. All scholarship students must be in good standing with the the disciplinary committee of the university
3. All awards are tentative subject to legislative or statutory appropriation, final verification of academic records and acceptance to the graduate school of the university.

10. Administrative Procedures

1. Once the Centre Director has approved of the scholarship, the committee forwards details to the Centre Coordinator, who will arrange for a credit on the student's tuition fee account update the 'Scholarship Register'; and then forward a congratulatory letter to student.
2. All students who receive scholarship shall write an acceptance letter and sign to the conditions of the Scholarship.

-
-
- 3 The college reserves the right to revoke any student's scholarship at any time who has not met any of the above criteria.