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STUDENT AID POLICY

Date of Recommendation by Management:	Aug. 2019
Date of Approval by the University Council:	December 2019
Commencement Date:	January 2020
Review Date:	Institutional Review every after five years
Signature by Chairman Council	 _____

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1.0 Interpretation of Operational Terms of the Policy

Student Aid: is any payment made to a full-time student to meet his/her ordinary living costs while studying. It encompasses student grants or studentships, exhibitions, living allowances and similar payments. It is a scholarship granted to a university student in need, usually for helping out the impoverished but deserving and those who have fallen on hard times.

1.1 Background of MRU

Muteesa I Royal University (MRU) was offered an operational license by the National Council for Higher Education (NCHE) in 2005 and started its operations in 2007. The founding Chancellor of the University, who is also its Visitor, is His Majesty the Kabaka, Ronald Muwenda Mutebi II. The genesis of modern education in Uganda is historically associated with the Kingdom of Buganda owing to the role that Sekabaka Muteesa I played in inviting the missionaries who introduced education in Uganda. Owing to this history, it is only befitting that the University was named after this visionary leader. Hence, the University was named after the 31st King of Buganda who was a monarch of great vision, Kabaka Muteesa I (1856-1884). MRU is a skills training, academic and research-oriented institution of higher learning that was established as a private institution. The initiative was promoted by the Executive Committee (EC) of the Buganda Kingdom, headed by the Katikkiro (i.e. Prime Minister).

1.2 Strategic Goals of MRU

The Strategic Goals of MRU are as follows:

1. To produce graduates with all-round competencies and skills to be able to initiate self-employment activities or compete for jobs in the global market;
1. To promote research and encourage students and staff to publish;
2. To build and expand collaboration and engagement with the community, the alumni, and industry and business, and to equip students with practical skills while empowering the community, industry & business to develop local solutions;
3. To strengthen MRU's human resource capacity;
4. To achieve a sustainable financial resource base;
5. To improve the administrative and organizational arrangements of MRU with a view to achieving efficiency and effectiveness in all sections of MRU; and
6. To construct or acquire, rehabilitate and maintain buildings, equipment, implements, ICT facilities and land particularly for the growth and development of its niche.

1.3 Vision of MRU

The Vision of MRU is to be "a leading university responding to contemporary challenges through teaching and learning, research and technical guidance".

1.4 Mission of MRU

The Mission of MRU is "to provide training, research and technical guidance responsive to national socio-economic needs".

1.5 Core Values of MRU

The core values of MRU are as follows:

- i. Professionalism; Professionalism is a trait that's highly valued in the human resource of any organization. It has many attributes, including: (a) Specialized knowledge, (b) Competency, (c) Honesty and integrity, (d) Respect, (e) Accountability, (f) Self-regulation, and (g) Image.
 - ii. Respect for Diversity;
 - iii. Cultural Sensitivity;
 - iv. Tenacity; and
 - v. Team spirit.
- 2.0 Introduction of the Policy
- 3.0 Objectives of the Policy
- 4.0 Application of the Policy

DURATION OF THIS POLICY

This Policy will commence on approval from Council and will remain in force until it is revised.

SECTION ONE

1.1 INTRODUCTION

MRU is among those institutions of higher learning that strongly support the development of Uganda through provision of educational opportunities to all irrespective of race, gender, nationality or even religious inclination. But most often, there are those intelligent, vulnerable, and talented students who do not have the financial means to support their own education. This policy, therefore, provides guidelines and procedures on how to select bursary recipients to study as Muteesa I Royal University, so as to offer equal opportunity to people to access education for meaningful development in order to build a strong nation.

1.2 OBJECTIVES OF THE POLICY

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- a) To outline and communicate to all beneficiaries, intending beneficiaries, and managers of student aid the modalities required to access and implement a robust student aid service of the nature.
- b) To provide key guidelines, procedures and processes of managing the student aid scheme at Muteesa I Royal University.
- c) To ensure that the provision of student aid services at MRU is conducted in an efficient and effective manner, to be in position to ensure equity provision.

1.3 APPLICATION OF THE POLICY

This policy shall be applicable to all persons charged with ensuring access to student aid, as well as those ensuring the effective and efficient supervision of the student aid scheme in MRU, but under the management and control of the student aid committee.

1.4 CONCEPT OF STUDENT AID

- a) Student aid is any payment made to a full-time student to meet their ordinary living costs whilst studying. It encompasses student grants or studentships, exhibitions and living allowances and similar payments.
- b) It is a scholarship granted to a university student in need, usually for helping out the impoverished but deserving and those fallen on hard times.

1.5 ELIGIBILITY CRITERIA

Students shall be selected for eligibility to the student aid scheme under the following criteria:

- a) Selection of bursary recipients ought to be done two months before the commencement of first semester/first quarter every academic year, for proper planning.
- b) The financial standing of the bursary candidate shall be of paramount importance in declaring his or her eligibility for the bursary award.
- c) The candidate's discipline and conduct shall weigh on the selection procedure.
- d) Disabled students shall be given priority in bursary award based on a disability policy for MRU.
- e) All intending student aid beneficiaries shall apply to the scholarship aid committee.
- f) Intelligence or academic potential, economic disadvantage, talent, and vulnerability or all sorts.

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- g) Selection of recipients shall be based on gender equity, a male and female student.
- h) All student aid recipients shall reside at Kirumba-Masaka Campus Hostels one year.
- i) Under the District Bursary Scheme (DBS) two recipients shall be picked from each district of Uganda, and shall pay half tuition plus all functional fees.
- j) *The Kabaka Education Fund (KEF)* shall be divided into two categories: *Category one for students selected from the 18 counties of Buganda. Two students are picked from each county to make 36 students on the first category of the KEF bursary. This shall be a full bursary where recipients pay only functional fees.* Category two for students who apply directly to Mengo for study aid. This shall be a half bursary where recipients pay all functional fees plus half tuition.
- k) All beneficiaries of the student aid offered by MRU and Mengo shall make a mandatory monthly contribution to the sustained development of the scheme on completion of their studies. There shall be a special alumni association for student aid recipients (KEF and DBS) through which such contributions shall be channeled.
- l) Recipients of the student aid for talented students shall pay only functional fees.
- m) Other student aid applicants' selection procedures shall be but not limited to the following:
 - i. Filling an application form
 - ii. The public should be notified about student aid using advertisements on radios, television, and newspapers.
 - iii. ***Compulsory central registration and faculty registration*** in the first three weeks of entry into the university.
 - iv. Possession of a student identification/registration number to fast-track information about a particular student recipient.
 - v. Applicants shall attach copies of their academic and birth certificates, plus two recent passport-size photos.
 - vi. Applicants shall fill a student aid form and pay the application fees through the bank.

N.B. The above criterion is subject to change depending on the prevailing conditions.

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1.6 EVALUATION OF STUDENT AID BENEFICIARIES

- a) MRU shall put in place standards to evaluate the student aid beneficiaries as a mode of fast-tracking their performance as a benchmark for continued eligibility.
 - b) MRU reserves the right to monitor the discipline, personality, and academic performance of each student aid recipient in order to ensure the proper management of the student aid scheme at all levels.
 - c) The evaluation of student aid holders shall be done annually by the office of the Academic Registrar, using some of the following key indicators:
 - i) Whether one's academic performance is progressively good.
 - ii) Whether the recipient's discipline and conduct is tolerable and still outstandingly good.
 - iii) Whether a bursary holder exhibits good traits of leadership in his or her school and/or community environment.
 - iv) Whether a bursary holder has tried or is trying to put the university's reputation high.
 - v) The socialisation abilities of a bursary holder for example participation in social activities (leadership, sports, etc.).
 - vi) Community service (evidence of a bursary holder's contributions to the community in form of projects and services offered).
 - vii) Activeness in the class/lecturers and participation (in form of discussions, punctuality, regularity in class, contributions to the lecture when teaching is going on). This shall be reflected by the certificates of due performance and the attendance register.
- d) There shall be continuous monitoring of the bursary scheme throughout MRU and periodic performance monitoring reports shall be forwarded to the student aid committee by relevant units.
 - e) The bursary committee shall put in place a timeline when to commence the evaluation of bursary holders and this shall be carried out annually.

1.7 STUDENT AID COMMITTEE

- a) There shall be a Student Aid Committee whose roles shall be:
 - i. To ensure the proper selection of recipients of the student aid scheme.
 - ii. To create and manage a student aid fund part of which are monthly collections from past recipients of the scheme.
 - iii. To set policy to guide in the management of student aid in MRU.

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- iv. To receive performance reports of each student aid recipient, and recommend action points to relevant stakeholders.
 - v. To provide the Ministry of Education (Mengo) and other donor institutions with periodic reports on the performance of student aid recipients.
 - iv. To establish a data base for all student aid recipients.
 - vi. To participate in the management, selection of student aid recipients and setting student award criteria for the District Bursary Scheme and KEF.
 - vii. To set and regulate the financial contribution of student aid recipients.
 - viii. To design the monitoring and evaluation indicators (e.g. on discipline, community service, academics, etc.) to be used as guidelines for progress evaluation.
 - ix. To identify courses to recommend student aid recipients to take on in particular student aid schemes.
 - x. To outsource for other potential bursary donors by seeking audience to enter into partnership with independent foundations offering bursaries (e.g. Aghakan Foundation, Kulika Charitable Fund, Madhivani, TUSCO, SOS, etc.).
- c) Membership to the Student Aid Committee shall consist of the following:
- i. One member from the Ministry of Education, Mengo
 - ii. One technical person on scholarship matters
 - iii. One senior citizen as representative from the public
 - iv. The Academic Registrar,
 - v. The Dean of students
 - vi. University Bursar

1.8 MANAGEMENT OF THE STUDENT AID SCHEME

- a) The student aid scheme shall offer oversight management functions of the entire scheme with its main duty being to make policy and supervise its implementation.
- b) It shall be the responsibility of the Academic Registrar to provide general academic records/a data base for student aid past and present beneficiaries.

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- c) The office of the Academic Registrar should have a data base compiled with academic information pertaining to:
- i. Previous secondary school results
 - ii. Two Passport size photos
 - iii. Semester and annual examination performance results
 - iv. Files for each student aid application form. These should also be electronically kept, if possible.
 - v. Disability status, if necessary
 - vi. Gender
 - vii. District and/or County of origin
 - viii. Bursary contract form
- d) The bursar's office shall have a data base for the following financial information pertaining to student aid beneficiaries:
- i. All financial remittances from student aid holders
 - ii. All categories of student aid holders' financial status (Full bursary, Half bursary, NGO bursaries, etc)
 - iii. **Fees collection status:** This status should include revenue collected, revenue in debt, and revenue forfeited on a monthly and semester basis.
- e) There shall be an accountant specifically in charge of bursaries and his/her role shall be to compile all financial information accruing to student aid holders (past and present) and providing quarterly reports of performance.
- e) The Dean of Students and wardens should also have data bases concerning:
- a) Student aid beneficiaries' conduct and bio-data
 - b) Year of study and course or programme
 - c) District of origin and participation level in co-curricular activities
 - d) A disciplinary status file indicating any cases of warnings, rewards in case of good performance
 - e) Any other relevant information deemed necessary.
- f) The Student Aid Committee and the office of the Academic Registrar shall liaise with relevant stakeholders at the district and NGOs giving bursaries on matters of student aid.

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- g) Student aid beneficiaries shall have to sign a *contract form*. The contract form stipulates an agreement between the student, the bursary donor and the University. Failure to abide by the contractual obligation is tantamount to canceling the aid.
- h) There shall be only one person/s authorized to sign the student aid offer letters.
- i) For the case of the district bursary, offer letter shall be signed by the district chairperson only.
- j) For the case of the KEF bursary, offer letters shall be signed by the Minister of Education only. Other student aid awarding institutions shall officially put in writing to the university whoever they choose to sign on the bursary offer letters.

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