



Muteesa I
ROYAL UNIVERSITY

P.O.Box 322, Masaka
P.O.Box 14002, Mengo-Kampala
+256 434 251459
aro@mru.ac.ug
www.mru.ac.ug

BURSARY ASSISTANCE SCHEME 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

Table of Content

1.0	Interpretation of Operational Terms of the Policy	2
1.1	The Background of MRU	2
1.2	Strategic Goals of MRU	2
1.3	Vision of MRU	2
1.4	Mission of MRU	3
1.5	Core Values of MRU	3
2.0	Introduction of the Policy	3
3.0	Objectives of the Policy	3
4.0	Application of the Policy	4
5.0	Legal Framework of the Policy	4
6.0	Scale of Awards and Annual Review	4
7.0	<i>Ad Hoc</i> Bursary Committee	4
8.0	Categories of Requests for Bursary Award	4
9.0	Value of Bursary	4
10.0	Awareness	4
11.0	The Application Process of the Bursary	5
12.0	Selection Criteria	5
13.0	The Determination of the Admission Process	5
14.0	Offer of a Place and Bursary Award	5
15.0	Acceptance of a Place and Bursary Award	5
16.0	Annual Review of the Bursary of Students	5
17.0	Bursary Agreement	6
18.0	Appeal Process	6

1.0 Interpretation of Operational Terms of the Policy

(i) Bursary

Is a financial waiver granted to a student for purpose of acquiring recognized qualification

(ii) Bursary Holder

Is a student that receives bursary from MRU Council to pursue his/her studies, in order to acquire a recognized qualification.

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:

- i. 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;
- ii. To promote research and encourage students and staff to publish;
- iii. 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;
- iv. To strengthen MRU's human resource capacity;
- v. To achieve a sustainable financial resource base;
- vi. To improve the administrative and organizational arrangements of MRU with a view to achieving efficiency and effectiveness in all sections of MRU; and
- vii. 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

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

3.0 Objectives of the Policy

- a. To ensure compliance with the MRU's service agreement;
- b. To admit children who will benefit from an academic education and who will contribute to and benefit from Buganda and Uganda as a whole. MRU will only admit a student who has met the academic criteria in accordance with MRU's Admission Policy;
- c. To offer children of parents/guardians eligible for means-tested financial support because of financial, compassionate or other pertinent circumstances, the opportunity to benefit from a Kellett School education by the provision of bursarial support;
- d. To broaden access to higher education;
- e. To ensure that all applicants for bursarial support are considered equitably and consistently; and
- f. To ensure that no applicant for bursarial support is treated unfairly on any grounds including race, color, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age.

4.0 Application of the Policy

This Policy shall facilitate the implementation of an equitable bursary scheme, and to assist the current and future students of MRU to further their educational qualifications and develop their skills.

5.0 Legal Framework of the Policy

This Policy shall be read with reference to applicable legislation, which amongst others, includes:

- a) MRU Admission Policy and all other related policies and guidelines; and
- b) Universities and Other Tertiary Institutions Act, 2001.

6.0 Scale of Awards and Annual Review

Bursary awards are subject to an evaluation and review by the *ad hoc* Bursary Committee. The Committee will consider several factors like compassionate or other pertinent considerations. The annual review will also consider any changes in tuition.

7.0 *Ad Hoc* Bursary Committee

The Policy will be managed by a committee that will be appointed by MRU Council which will come up with its Terms of Reference. It will conveniently be referred to as *Ad Hoc* Bursary Committee.

8.0 Categories of Requests for Bursary Award

Requests for financial support usually fall into several categories that will be defined by the *Ad Hoc* Bursary Committee.

9.0 Value of Bursary

The bursary will cover only tuition or half tuition depending on its nature.

10.0 Awareness

Information provided by MRU alerting the parents/guardians of potential students to the possibility of gaining means-tested financial waiver with the payment of tuition fees is included in:

- i. MRU's prospectus, website and may be promoted through local and other press through advertisements;
- ii. The bursaries shall be advertised internally and externally; and
- iii. The closing date for applications will be determined by the *Ad Hoc* Bursary Committee of MRU every academic year.

11.0 The Application Process of the Bursary

Bursaries are awarded at the discretion of the *Ad Hoc* Bursary Committee. The *Ad Hoc* Bursary Committee and Academic Registrar are responsible for the management and coordination of the process. A bursary is awarded to a student whose parents are unable, for financial reasons, to enroll their son or daughter at MRU.

12.0 Selection Criteria

The following selection criteria are considered in making this award:

- i. The student should be of good character, be conscientious in his/her studies and his/her level of achievement should be sound; and
- ii. In the first instance the award will be tenable for up to three years, the renewal for the second year and subsequent years will be subject to satisfactory reports to the Deans on student's work, contribution to MRU and continuing compliance with the conditions of the award.

13.0 The Admission Process Determination

The Academic Registrar's Office will assess each student registered for entry to MRU in accordance with its Admission Policy and procedures to determine whether the student has been successful in meeting MRU's entry criteria.

14.0 Offer of a Place and Bursary Award

The parents/guardians are advised whether their child is to be offered a place at MRU and of the Bursary offer, if any. An offer of a bursary is conditional on the offer of a place at MRU which is subject to the successful completion of the admission procedures set out in MRU's Admission Policy

15.0 Acceptance of a Place and Bursary Award

Students are required to sign the appropriate documentation for the acceptance of a place at MRU and the bursary including their agreement to any conditions relating to the bursary. MRU expects that a student in receipt of a bursary award will, subject to conduct and academic attainments and contribution to MRU community, progress through MRU and is awarded the qualification.

16.0 Annual Review of the Bursary of Students

All bursary awards are subject to a review of parental means each year. The powers of renewal are in the hands of the *Ad Hoc* Bursary Committee. The committee may renew or may not depending on circumstances not only where a student's progress, attitude or behavior has been unsatisfactory but also where the parents/guardians have failed to support MRU, for example, by the late payment of any contribution they are making to the fees. Any changes in a student's financial circumstances will be considered and may result in the reduction of the amount of a bursary award or the removal of a bursary award. The determination of a bursary award is at the discretion of *Ad Hoc* Bursary Committee.

17.0 Bursary Agreement

- i. An agreement shall be entered between the bursary holder and the *Ad Hoc* Bursary Committee on behalf of Council, which stipulate the terms and conditions thereof;
- ii. The bursary holder will submit examination results every year before receiving a renewal for the following year; and
- iii. The Ad Hoc Bursary Committee on behalf of the Council can cancel or withdraw the bursary agreement if the academic progress of the bursary holder is unsatisfactory. The bursary will initially be awarded for a one-year period and any renewals will be subject to the successful completion of a year-end examination. In the event where the Council opts for a renewal, all failed courses will be at the expense of the bursary holder.

18.0 Appeal Process

It is the responsibility of the Ad Hoc Bursary Committee to operate a transparent and fair process for allocating bursaries. Should an applicant be dissatisfied with the decision regarding the bursary, the applicant will have the right to appeal. Appeal must be made by the applicant in writing or by e-mail. Appeal is made to the Vice Chancellor. When considering the appeal, a thorough check will be made to ensure that the application has been processed correctly and any additional information has been considered and the aim shall be to respond to the appeal not later than two weeks.

END