



**SUNYANI TECHNICAL UNIVERSITY**



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## **1.0 INTRODUCTION**

Sunyani Technical University places a high value on extending the knowledge and skills of its staff; since the vision, mission and core values of the University can only be achieved with qualified and competent staff. Thus, the University's staff is central to the University's endeavours. As a result, the University encourages its staff to pursue further studies and training in order to inevitably improve the quality of teaching and learning in the University. The Scholarship and Sponsorship Policy, therefore, aims at providing a fair and standard procedure for the award of scholarship and sponsorship to the University staff. Such a policy is important for staff development; since staff development improves the quality of staff and enhances the University's performance and the University's ability to achieve its vision, mission and core values.

The University further believes that the development of knowledge, skills and attitudes of its staff would enhance the performance of staff in their current tasks and would also prepare them for the emerging roles which they will need to adopt. Staff development is, therefore, a vital investment from which both the staff of the University and the University itself would benefit.

The Sunyani Technical University Scholarship and Sponsorship Policy is divided into sections which provide a brief background of the University and its vision, mission and core values. The Policy outlines the aims and objectives of the Policy; explains the role of the University Scholarship and Sponsorship Committee;

delineates responsibility for staff development and provides a framework for the implementation of the policy.

### **1.1 Brief History of Sunyani Technical University**

Sunyani Technical University began as a Technical Institute in November 1967 to train middle school leavers in technical courses. In January 1997, Government upgraded the Technical Institute to a University with statutory objectives and functions to provide career-focused training at the tertiary level.

From its historical beginnings to the present, the University has experienced productive growth, in terms of space and student population. Currently, Sunyani University offers the Bachelor of Technology Degree Programme, Higher National Diploma (HND) and Non-Tertiary Programmes in technical and vocational courses.

The main objectives of the University, according to the Universitys Act, 2007, Act 745, are to:

- i. Provide tertiary education in the fields of manufacturing, commerce, science technology, applied social science, applied arts and any other field approved by the Minister; and
- ii. Provide opportunities for skills development, applied research and publication of research findings.

### **1.2 Vision and Mission Statements**

## **Vision**

To be recognised as the preferred Technical University in Ghana and Africa for raising the next generation of industry captains for national, regional and global transformation.

## **Mission**

Sunyani Technical University is committed to providing career-focused higher education in engineering, science and technology-based disciplines, TVET, applied arts and related disciplines, emphasising practical-orientation and entrepreneurial development:

To make a major contribution towards meeting the requisite manpower needs of Ghana, Africa and globally.

Through the adoption of the most effective teaching and learning methodologies (including Competency Based Training), applied research, invention, innovation and extension service approaches.

### **1.3 Core Values**

In the pursuit of its mission and vision, STU will be guided by the following core values:

- Excellence - Pursue and generate knowledge for personal and community use.
- Competence - Generate innovations and inventions that make the world a better place.
- Competitiveness - Ignite in our students a lifelong love for learning.

- Collaboration - Celebrate and learn from diversity and communalism.
- Professionalism - Open the world of work and ethics to our students.
- Responsiveness – Time and effective delivery

## **1.4 Our Beliefs**

Sunyani Technical University believes that:

1. Its students are more successful with the active support of their parents, employees and the Ghanaian community as a whole;
2. The diverse academic programmes available in the University provide students with skills leading to positive results, responsible behaviour and excellent performance;
3. Its students and staff need a safe, secure and clean environment to promote teaching and learning;
4. The University is accountable to itself and the University community.

## **1.5 Equal Opportunity**

The Sunyani Technical University Scholarship and Sponsorship Policy provides equal opportunity for all staff irrespective of gender, age, religion, disability, tribe and language. Males and females have equal opportunities to participate in all training and development programmes in the University and are equal before the

laws and regulations of the University.

## **1.6 Staff of the University**

There are two main categories of staff in the University, namely: teaching and non-teaching staff.

## **2.0 THE POLICY STATEMENT**

The University acknowledges that as an educational institution it has a unique responsibility to support and encourage the development of staff, and recognises that staff development can play a critical role in building the capability of its workforce.

The University further recognises that the success of the University depends on its entire staff, whatever their roles, having the relevant skills, knowledge, experience and competencies.

Recognising that staff development is fundamental to the success of the University, the University believes that a strategic and professional approach to the award of staff scholarship and sponsorship for training would attract and retain high-calibre staff with skills and competencies necessary to deliver the objectives of the University.

The University wishes to ensure that scholarship and sponsorship opportunities are available for all staff who wish to embark on training to enhance their knowledge, expertise and skills in order to enable them to fulfil their job role effectively and support progression.

## **2.1 Aims and Objectives of the Policy**

In order to achieve the objectives of the University, some strategies have been adopted. One of such strategies outlined in the *Sunyani Technical University Strategic Plan, 2005-2015*, is to upgrade the qualification of existing staff. This policy, therefore, serves as a guide to the University in implementing the strategies which would help reinforce the quality of the University Staff; and also enhance the University's performance through improved efficiency and effectiveness. Thus, the specific objectives of this policy are to help:

- i. Provide essential training for staff in induction, upgrade skills where required for the position, and attain required competencies.
- ii. Enhance the standard of performance of all staff in their current jobs.
- iii. Maintain and increase job satisfaction.
- iv. Provide support for career advancement, so that the University would retain staff who perform well.
- v. Improve and develop the ability of staff to initiate and respond constructively to change, especially that which are imposed by external pressures.
- vi. Encourage staff to upgrade their qualification.
- vii. Encourage staff to enrol in distance learning programmes.
- viii. Encourage staff to use their sabbatical leave/vacations for industrial attachments.

- ix. Develop local training packages based on course and lecturers assessment to improve the skills of teaching staff.
- x. Encourage staff to go for refresher courses to improve their professional and academic competencies.
- xi. Establish links with other tertiary institutions and initiate staff exchange programmes.

### **3.0 THE UNIVERSITY SCHOLARSHIP AND SPONSORSHIP COMMITTEE**

Responsibility for the implementation of the comprehensive Scholarship and Sponsorship Policy of Sunyani Technical University rests with the University Scholarship and Sponsorship Committee, which also advises the Vice Chancellor on issues concerning staff development, scholarship and sponsorship. The terms of reference for the Committee are to:

- i. Develop guidelines on staff scholarship and sponsorship
- ii. Assess training needs
- iii. Advise management or the Vice Chancellor on the needs of staff members for training, scholarship and sponsorship.
- iv. Approve courses/programmes proposed to be included in staff scholarship and sponsorship.
- v. Coordinate the University's staff scholarship and sponsorship issues.
- vi. Design Report formats for sponsorship.

#### **3.1 Membership of the Committee**

The members of the committee shall be as specified in the Statutes of the University, (Schedule C15):

1. The Pro Vice Chancellor (Chairman)
2. The Registrar
3. The Director of Finance
4. Deans of Schools
5. Planning Officer

6. Representatives of Schools Scholarships Review Committee

In Attendance:

7. Assistant Registrar (Personnel)
8. The Head of Department of the Applicant

### **3.2 Functions of the Committee**

The functions of the Committee shall be as specified in the Statutes of the University, that is;

- (a) To advise the Academic Board on the University's Scholarship and Sponsorship Policy;
- (b) To consider the awards of scholarship and sponsorship;
- (c) To consider applications for the grant of study/sabbatical leave;
- (d) To advise on human resource development requirements of the University.

### **3.3 The *Modus operandi* of the Committee**

The mode of operation of the committee shall be to:

1. Advertise for interested staff to put in application for sponsorship and scholarship at the beginning of every academic year. This will serve as an input for the award of scholarship and sponsorship the following year.
2. Examine or vet all applications to ensure that every guideline has been followed.

3. Use the actual amount earmarked by the Human Resource Budget for sponsorship and scholarship, to guide the planning for sponsorship/scholarship.
4. Develop criteria for assessing applications.
5. Determine percentage allocations to various staff – teaching and non-teaching.
6. Monitor and evaluate the use of scholarship and sponsorship by staff and report on their effectiveness to management.
7. Submit a semi-annual report to management about the scholarship status of the University.
8. The committee shall recommend to management which applicants qualify for consideration.

## **4.0 POLICY IMPLEMENTATION**

### **4.1 The Scope**

This policy applies to all staff of the University. It embraces all forms of staff training such as further studies for higher degrees, distance learning, internal and external programmes/courses, work shadowing, industrial experience and postdoctoral studies. Activities which have no direct relevance to the individual's role in the University or the University's vision, mission or goals, are not within the remit of this Policy.

### **4.2 Eligibility for Sponsorship For Higher Degrees and other Training Programmes**

1. The Applicant shall fill a form of intent for sponsorship and submit to his/her Head of Department, with a copy to the Chairman of the Scholarship and Sponsorship Committee not later than March 31, every year.
2. The Applicant shall then apply to the Sponsorship and Scholarship Committee one month before the regular meeting of the Sponsorship and Scholarship Committee. This will enable the committee and administration to:
  - a) Have ample time to plan for all those who would qualify for the scholarship or sponsorship
  - b) To work for the replacement of the applicant who may leave for the training
3. The applicant should have spent a minimum of three years in active service for the University.
4. The applicant's age should be such that he/she would be able to serve the bond before retirement.
5. The Head of Department and the Dean of the School who, having been satisfied of the eligibility of the candidate, would submit the application to the Scholarship and Sponsorship Committee shall endorse all applications.
6. All applications shall be submitted on the appropriate application form to be collected from the Registry.

7. The applicant shall ensure that he/she falls within the priority area of study or training of the University which shall be made known every academic year by the Academic Board.
8. Where an applicant self-finances himself or herself, he or she should inform the administration about the training he/she is undertaking.
9. Any applicant who has been sponsored before shall serve the bond as specified by the Government of Ghana Scholarship Regulations and the Conditions of Service of the University.
10. Applicants who are given **full scholarship**, or sponsored fully, for their studies are to return to serve the University and shall serve the bond as specified by the Government of Ghana Scholarship Regulations and the Conditions of Service of the University. Failure would attract a penalty of the full cost of the sponsorship plus interest at the prevailing interest rate.
11. Applicants who are **partly** sponsored for their studies (e.g. self-sponsored but on leave with pay) are to return to serve the University and shall serve the bond as specified by the Government of Ghana Scholarship Regulations and the Conditions of Service of the University. Failure would attract a penalty of the cost of

sponsorship plus interest at the prevailing interest rate.

12. The applicant shall provide evidence to show that she/he has the relevant documents for the training.

### **4.3 Eligibility for Sponsorship for Work shadowing and Industrial Attachment**

1. An applicant shall fill a form of intent for sponsorship for work shadowing and industrial attachments and submit to his/her Head of Department, with a copy to the Chairman of the Scholarship and Sponsorship Committee.
2. Applications for sponsorship for work shadowing and industrial attachments must be submitted one month prior to the regular meeting of Scholarship and Sponsorship Committee.
3. Depending on the availability of funds the sponsorship for such work shadowing and industrial attachment would be fully or partly funded by the University. Such funding may include all or part of transportation, accommodation, feeding, fees or per diem.

### **4.4 Other basis for sponsorship**

The committee shall recommend what other basis it will use in the determination of the sponsorship package to a beneficiary or beneficiaries, depending on the special circumstances of the application for sponsorship, and availability of funds.

#### **4.5 Responsibility of Heads of Department**

The responsibility of Heads of Department towards the award of scholarship and sponsorship for staff of the Department will be to:

1. Obtain from the Budget Committee of the University the available departmental allocation for staff training.
2. Ensure that staff training is factored into the budget of the Department.
3. Collate all intent forms for Sponsorship and submit them to the Chairman of the Scholarship and Sponsorship Committee not later than twenty-four (24) hours after receiving them.
4. Recommend the provision of sponsorship for staff.
5. Analyse the staff development needs of the department; develop and implement plans to meet these needs.
6. Advise the Scholarship and Sponsorship Committee on staff training activities including programme content and promote information sharing and application of new skills and insights in the workplace.
7. Evaluate the effectiveness of the award of staff scholarship and sponsorship in their departments.

#### **4.6 Responsibility of Individual Staff Members**

The effectiveness of any staff development activity including the provision of scholarship and sponsorship depends on the active and purposeful participation of the individuals involved. Staff members have a clear responsibility to develop their skills to enhance performance in their current position and to be ready to assume further responsibilities. In recognition of the benefits of staff development (through the award of scholarship and sponsorship) to the individual as well as to the University as a whole, staff are encouraged to:

1. Seek opportunities to upgrade their skills and knowledge in their current position;
2. Consider upgrading their formal qualifications through further studies to prepare for future responsibilities in the University;
3. Advise their supervisors where specific needs are not being met as well as give feedback on usefulness of staff scholarship and sponsorship.

#### **4.7 The University's Priority Areas for Scholarship and Sponsorship**

The priority areas of the University for scholarship and sponsorship in order of preference shall be:

1. All relevant PhD programmes. The University places more importance on Phd programmes as compared to second and first degrees. It shall therefore be the policy of the University to grant sponsorship for programmes based on the ratio 3:2:1 as shown in the table below:

<b>PhD</b>	<b>Master/Post graduate</b>	<b>Undergraduate</b>
3	2	1

Thus, for every six applicants for sponsorship, three (3) slots shall be for PhD (third degree), two (2) slots for second degree/post graduate and one (1) slot for undergraduate (i.e. first degree, HND and other certificate programmes).

2. Programmes leading to Master Degrees in Applied Science and Technology, and Engineering.
3. Distance Learning Programmes where the staff would be at post and would be learning at the same time. Such programmes shall take precedence over full time courses/programmes where the applicant would have to vacate his/her post for the period of study.
4. Engineering and Applied Science and Technology Programmes, where it is difficult to recruit staff, first class and second upper students may enjoy scholarship to train to teach in their departments.
5. Self-sponsorship programmes shall take precedence over full sponsorship where applicants are competing in the same discipline (as a result of limited resources).
6. Any sponsorship to individuals shall, however, be subject to budgetary allocation to the departments.

#### **4.8 Criteria for Selection**

1. Reasons given for sponsorship.
2. The benefit this award would give to the University.
3. Recommendations by the Head of Department and the Dean of the School concerned.
4. Whether the applicant falls within the Priority Area of the University.
5. The urgency and need for such degree/certificate/ work shadowing/ industrial attachment, etc.
6. The difficulty in recruiting a person/ persons with higher qualifications in the relevant disciplines in relation to the programme the applicant is applying for.

#### **4.9 Approval Authority**

Authority for approval of scholarship and sponsorship shall be the Vice Chancellor of the University. Such approval, however, shall be based on the recommendations made by the University Scholarship and Sponsorship Committee and presented to the Vice Chancellor.

#### **4.10 Right of Appeal**

An applicant whose application has been rejected shall have the right to appeal to the Scholarship and

Sponsorship Committee, stating reasons why he/she feels his application should be accepted. The Committee shall grant that application further consideration or shall grant the applicant further hearing through interview for consideration. After any appeal, the decision of the Scholarship and Sponsorship Committee shall be final.

## **5.0 FUNDING**

### **5.1 Sources of funding**

The sources of funding shall be:

1. The Ghana Education Trust Fund (GETFUND)
2. Internally Generated Funds (IGF) from the University
3. Internally Generated Funds (IGF) from Departments of the University
4. Government Scholarships
5. Any other approved source of funding

### **5.2 Types of Sponsorship**

1. Full Scholarship. This is made up of fees and other conditions related to the grant of the scholarship. This will be in respect of government scholarship only.
2. Distance and Sandwich Programmes: School fees and a reasonable accommodation fees shall be paid to those on distance and sandwich programmes.

3. Partial Sponsorship: Study Leave with pay.
4. Study Leave without pay.

### **5.3 Payments**

Payment of sponsorship shall be made by a cheque to the appropriate institution and receipts obtained in that respect. In the situation where the applicant has already paid the amount, he/she shall submit receipts for reimbursement.

### **5.4 Bonding of Beneficiaries and Penalty**

1. As stated in clause 4.2 (paragraphs 10 and 11) in this Policy, applicants who benefit from scholarship, or sponsorship for their studies and are to return to serve the University shall serve the bond as specified by the Government of Ghana Scholarship Regulations and the Conditions of Service of the University. Failure would attract a penalty of the full cost of the sponsorship plus interest. This shall be done by way of signing a bond before the applicant is allowed to take the sponsorship.
2. On no account should a person granted sponsorship or scholarship be granted another sponsorship/scholarship, whether with fees or without fees, with pay or without pay, when he/she has not served the required bond.

Notwithstanding, under special circumstances, special dispensation may be granted.

## **6.0 REQUIREMENT FOR CONTINUATION AND COMPLETION OF SPONSORSHIP**

1. As a mandatory requirement for the continuation of sponsorship or scholarship, all beneficiaries on scholarship or sponsorship for programmes shall be required to furnish the University Scholarship and Sponsorship Committee with periodic reports on the programme status (preferably yearly, for programmes that take more than a year to complete) and this shall be the basis for further disbursement of money to be made to beneficiaries.
2. Upon completion of programmes beneficiaries shall submit a final report and certificate obtained through the Head of Department and the Dean of the School, to the Vice Chancellor for verification.
3. If upon investigations, a beneficiary who received sponsorship is found to have received such money for a programme which actually did not take place, such beneficiary, first, shall be made to pay the full amount received plus interest (to be determined by the Committee) and shall be handed over to the University Disciplinary Committee for action.

4. Under no circumstance should a beneficiary change the approved course without the written permission of the University.

## **6.1 Review Period**

1. The Sunyani Technical University Scholarship and Sponsorship Policy shall be reviewed every three years.

## **7.0 CONCLUSION**

The Sunyani Technical University Scholarship and Sponsorship Policy serves as a guide to the University for the award of sponsorship to staff of the University. Thus, the Policy provides a free, fair and transparent framework for the implementation of available sponsorship for staff of the University.