



ZCAS UNIVERSITY

SCHOLARSHIP POLICY AND PROCEDURES

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GENERAL POLICY INFORMATION

<i>Name of Policy</i>	<i>Scholarship Policy and Procedures</i>
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<i>Owner</i>	<i>Deputy Vice Chancellor – Academic</i>

1.0 DEFINITION OF TERMS

In the context of this Policy, the following meanings shall apply:

- 1.1 Award:** The percentage of tuition fees waived as scholarship given to each candidate who meets the criteria.
- 1.2 Collaborative Scholarships:** Scholarships established by external donations or sponsorship from donors, and the application and/or disbursement process is supported by the University to some degree.
- 1.3 Donor:** an individual or organization, including a corporation, partnership or trust, that contributes to the Scholarship Fund.
- 1.4 External Scholarships:** Scholarships established, managed and distributed by external
- 1.5 Institutional Scholarships:** Scholarships that are established, managed and distributed by ZCAS University from internal funds.
- 1.6 Scholarship:**
 - i. a merit scholarship (or prize) that comprises financial aid given to a student as a result of high academic achievement exceeding that of his or her fellow students or cohort; and/or;
 - ii. a needs scholarship that comprises financial aid given to a student who would otherwise be significantly disadvantaged in accessing education, where the need of

the student has been demonstrated through a robust application and assessment process; and/or;

- iii. any scholarship that:
 - a) has a clear, focused rationale for its existence; and;
 - b) has a clearly identified philanthropic aim or supports study in a particular area of importance to the donor.

2.0 POLICY STATEMENT

ZCAS University shall offer institutional merit-based scholarships to deserving students regardless of their financial status. The scholarship programme is available to high performing students who are admitted to or enrolled in any undergraduate or master's degree programmes of the University. The University shall also promote externally funded scholarships which are merit and non-merit based and offer various awards in collaboration with its donors. The award and administration of all types of scholarship shall be based on clear and transparent guidelines within which the University shall ensure that:

- i. it assists as many students as possible;
- ii. scholarships are aligned to the values of the University;
- iii. it engages with donors on the basis of mutual benefits;
- iv. it continuously improves scholarship processes and offerings through regular analyses of student and donor feedback; and
- v. it develops scholarship opportunities in key programme areas, regions, student cohorts and other targeted areas through consultation with donors and relevant stakeholders.

3.0 PURPOSE AND OBJECTIVES

The purpose of the ZCAS University scholarship portfolio is to position financial support in a way that complements one, or several of the strategic directions of the University, thus:

- i. promote excellence and reward merit;
- ii. encourage participation of students from targeted backgrounds in higher education by providing financial assistance;
- iii. support recruitment, promote a specific discipline or attract specific talent; and
- iv. support stakeholder engagement by connecting community and industry with the University and its students.

Through implementation of this Policy, the University shall also achieve the following objectives:

- i. communicate the principles governing student scholarships;
- ii. define the criteria for awarding scholarship to various student categories;
- iii. define responsibilities for administering the scholarship programme; and,
- iv. state student requirements and responsibilities in the scholarship programme.

4.0 SCOPE

This Policy applies to internal and external student scholarships awarded to undergraduate and master's degree students by the Awards and Scholarship Committee. The Policy does not cover Doctor of Philosophy (PhD), Doctor of Business Administration programmes (DBA) or other doctorate degrees as these are covered by a different policy called the Higher Degree Research (HDR) Scholarships.

5.0 POLICY PRINCIPLES

Implementation of the University's Scholarship Policy is to be underpinned by the following principles:

- i. Scholarships shall only be awarded to students who are admitted to or enrolled at ZCAS University in undergraduate or master's degree programmes.
- ii. The number and category of scholarships to be offered shall be determined in advance of each study period within each academic year, subject to availability of funds.
- iii. Scholarships must be taken within the allocated semester, or they will be forfeited .
- iv. The University will ensure fair and equitable policies and procedures are in place in determining the award of scholarships.
- v. Any scholarship funds in which the University has input or control over the award criteria shall be merit-based, aiming to attract, reward and retain students with high academic performances.
- vi. Externally funded scholarships shall be based on the criteria and conditions contained in this Policy unless there is a specific written agreement between the funders and the University. To ensure that external scholarships are responsive to the University's aspirations, the University may work jointly with scholarship funders to establish the scholarship award criteria and conditions.

- vii. All scholarships shall go through the scholarship approval process and must assist in meeting the priorities identified in the University's Strategic Plan.
- viii. Institutional scholarships shall be evaluated periodically to ensure resources are being utilized as effectively as possible. Where a scholarship fails to meet the intended objective, it shall be eliminated or modified.
- ix. There shall be two cycles of scholarship applications during each semester: one for returning students and the other for new semester students. Specific scholarship deadlines will be set for each cycle based on the academic calendar and in consideration of financial aid deadlines.
- x. A student who is suspended or penalized for disciplinary reasons shall not be eligible for scholarship for the remaining academic period at the University.
- xi. Scholarships shall be awarded on a one-time or renewable basis.
- xii. No student is allowed to hold more than one scholarship at a time, irrespective of the type and amount of scholarship.

6.0 TYPES OF SCHOLARSHIPS

6.1 New first year undergraduate student merit-based scholarships

- 6.1.1 The University may award a waiver of 50% on tuition fees for the first semester only to first year students who have been admitted in any of the University's undergraduate programmes as school leavers if the candidates satisfy the following minimum criteria:
 - i. the student must meet the entry requirements;
 - ii. possess School Certificate with distinctions in five (5) subjects relevant to the programme of study applied for; and
 - iii. achieved the five (5) distinctions in one or two sittings
- 6.1.2 The number of new first year students awarded the merit-based scholarship during each semester shall depend on the availability and amount of funds allocated for the semester.
- 6.1.3 The new first year students' scholarship waiver will expire automatically at the end of the first semester, being a one semester scholarship.
- 6.1.4 In the second and subsequent semesters, the waiver may be renewed as a returning undergraduate student merit-based scholarship if the student satisfies the requirements stated in Section 6.2 below.

6.2 Returning undergraduate student merit-based scholarships

6.2.1 Returning students enrolled in any of the University’s undergraduate programmes can apply for merit-based scholarship of either 70% or 80% waiver on tuition fees provided they meet the following minimum requirements:

- i. pass all courses sat for and score grades outlined in Table 1;
- ii. written and submitted all assignments and tests; and
- iii. well-disciplined and of good character.

Table 1: Criteria and tuition fee waiver for returning undergraduate students

Criteria	Tuition Fee Wavier
85 – 100% or higher distinction or A+ in at least THREE courses for students who took four (4) or more courses or 7.5 points of the GPA Grading System	80%
85 – 100% or higher distinction or A+ in at least TWO courses for students who took three (3) courses or 5 points of the GPA Grading System	
75 – 84% or lower distinction or A in at least THREE courses for students who took four (4) or more courses or 6 points of the GPA Grading System	70%
75 – 84% or lower distinction or A in at least TWO courses for students who took three (3) courses or 4 points of the GPA Grading System	

6.2.2 Merit-based scholarship for returning students will not consider courses based on thesis or research work due to differences in grading criteria.

6.2.3 Scholarship recipients in this category shall retain the awarded scholarship and tuition fee waiver in the subsequent semesters provided they satisfy the criteria stated in 6.2.1 above.

6.2.4 The number of returning undergraduate students awarded the merit-based scholarship during each semester shall depend on the availability and amount of funds allocated for the semester.

6.3 New postgraduate student merit-based scholarships

6.3.1 New postgraduate degree students can apply for merit-based scholarship provided they satisfy the following minimum requirements:

- i. graduated with at least merit or equivalent at undergraduate;
- ii. possess relevant qualification to the programme applied for at ZCAS University; and,
- iii. well-disciplined and of good character.

6.3.2 Successful applicants in this category may be awarded 50% waiver on tuition fees.

6.3.3 The new postgraduate student's scholarship waiver will expire automatically at the end of the first semester, being a one semester scholarship.

6.3.4 In the second and subsequent semesters, the waiver may be renewed if the student satisfies the requirements stated in Section 6.4 below.

6.4 Returning postgraduate student merit-based scholarships

6.4.1 Returning postgraduate degree students may apply for merit-based scholarship of 70% or 80% waiver on tuition fees provided they satisfy the following minimum requirements:

- i. pass all the courses sat for and score grades outlined in Table 2 below;
- ii. written and submitted all assignments and tests; and
- iii. well-disciplined and of good character.

Table 2: Criteria and tuition fee waiver for returning postgraduate students

Criteria	Tuition Fee Wavier
85 – 100% or higher distinction or A+ in at least THREE courses for students who took four (4) or more courses or 18 points of the GPA Grading System	80%
85 – 100% or higher distinction or A+ in at least TWO courses for students who took three (3) courses or 12 points of the GPA Grading System	
75 – 84% or lower distinction or A in at least THREE courses for students who took four (4) or more courses or 15 points of the GPA Grading System	70%
75 – 84% or lower distinction or A in at least TWO courses for students who took three (3) courses or 10 points of the GPA Grading System	

- 6.4.2 Merit-based scholarship for returning students will not consider courses based on thesis or research work due to differences in grading criteria.
- 6.4.3 Scholarship recipients in this category shall retain the awarded scholarship and tuition fee waiver in the subsequent semesters provided they satisfy the criteria stated in 6.4.1 above.
- 6.4.4 The number of returning postgraduate students awarded the merit-based scholarship during each semester shall depend on the availability and amount of funds allocated for the semester.

6.5 Scholarships for Doctor of Philosophy (PhD) and Doctor of Business Administration (DBA)

- 6.5.1 The University may offer a variety of scholarships covering both PhD and DBA programmes - whether they are taught or research-based.
- 6.5.2 A separate policy shall set out the requirements and processes for the application, assessment and award of higher degrees research (HDR) scholarships including the DBA.

6.6 External and Collaborative Scholarships

- 6.6.1 External and collaborative scholarships are considered a source of financial aid and shall follow the same rules under this Policy unless otherwise agreed with the donors.
- 6.6.2 External and collaborative scholarship funds will be applied to student accounts just like internal scholarship awards upon receipt of funds.
- 6.6.3 All funds received from donors for the purpose of a scholarship should be facilitated by the Business Development Office. Collaborative scholarships can be paid as a direct credit to the student, as a reduction to their fees, or according to what the donor specifies.
- 6.6.4 The University reserves the right not to accept scholarship donations from donors:
 - i. whose values do not align with those of ZCAS University;
 - ii. who set unreasonable or unrealistic conditions that may be punitive or damaging to the student recipient, donor or the University;
 - iii. associated with events or organizations that could bring the University into disrepute, or affiliate it with a political party; and,
 - iv. who discriminate against or are offensive to community groups.

6.7 Endowment Scholarships

- 6.7.1 The University may receive scholarship funds that have been endowed by a donor or are made available in memory of a family member. Donors who deeply care about the University and its students may also make private scholarships available to students.
- 6.7.2 Eligibility and conditions for these scholarships may vary from those set under the University's merit-based scholarship to accommodate the donor's wishes. Unless agreed with donors, the endowment scholarships may be administered under terms and conditions which might include:
 - i. being limited to five (5) per semester depending on funding;
 - ii. 100% tuition waiver;
 - iii. stringent selection criteria, to include social welfare recommendation, gender and/or differently abled persons; and
 - iv. targeted area of study/ development.

6.8 Prizewinner Award Scholarships

- 6.8.1 Students who emerge as prize-winners of a national, regional or global award shall be awarded as scholarship. This award could be in respect of distinguished achievement in sporting and/or other extracurricular pursuits.
- 6.8.2 The scholarship award for a prize-winner of a national, regional, or global award shall be 50% tuition fee waiver for a period of a semester or depending on the terms and conditions of the award.

7.0 RESPONSIBILITIES

7.1 University Council

The University Council shall approve the Policy on recommendation from Senate and oversee its implementation. Council shall also receive reports from Senate.

7.2 Senate

The University Senate shall in accordance with its mandate be responsible for the following:

- i. awarding scholarships and prizes administered by the University; and,
- ii. evaluating and monitoring the effectiveness of the Scholarship programmes.
- iii. Informing Council on the implementation of the Policy

7.3 Awards and Scholarship Committee

The Awards and Scholarship Committee, a Committee of Senate shall be responsible for administering scholarship awards. Its functions shall include:

- i. developing and reviewing procedures for award of scholarships and prizes;
- ii. administering scholarships and prize awards upon recommendations from School Boards of Studies;
- iii. approving the terms of reference on which awards and scholarships will be administered;
- iv. overseeing the process associated with application, screening and selection of each scholarship and awards in accordance with the terms of reference;
- v. inviting donors and recipients to the annual Scholarship Award Ceremonies (should the donors so request occurrence of such events);
- vi. receiving and considering proposals for new prize awards; and,
- vii. acting on behalf of Senate on any matter relating to scholarships and academic prize awards.

7.4 Chief Financial Officer

- i. The Chief Financial Officer (CFO) shall budget for institutional scholarships through the annual budget cycle.
- ii. The CFO shall confirm the availability of funding before any consideration can be made by the Committee.
- iii. The CFO shall also be responsible for implementation and reconciliation of the approved scholarships to the student's account.

7.5 Deans of Schools

Deans of Schools shall submit proposals and recommendations for award of scholarships and prize awards to the Awards and Scholarship Committee.

7.6 Student Administration Office

Student Administration Office shall support the administration of the Scholarship Policy by:

- i. receiving and processing scholarship applications forms;
- ii. preparing documentation for screening and consideration by the Dean of Schools;
- iii. preparing documentation for consideration by the Awards and Scholarship Committee and ensuring meetings are held as scheduled;
- iv. recording resolutions of the Awards and Scholarship Committee;
- v. publicizing, where appropriate, the outcome of the selection process;
- vi. maintaining all scholarship correspondence and documentation;
- vii. ensuring scholarship opportunities are publicized widely in available venues; and,
- viii. generating forms and documents related to the administration of scholarships.

7.7 Business Development Office

The Business Development Office shall support the administration of the Scholarship Policy by:

- i. ensuring scholarship opportunities are publicized widely in available avenues for marketing purposes;
- ii. publicizing, where appropriate, the outcome of the selection process; and,
- iii. provide liaison between the University and donors.

7.8 Students

Students have the following responsibilities:

- i. reading and understanding the Scholarship Policy;

- ii. taking personal responsibility for their academic and personal conduct and for complying with their contract, which they must sign to accept the scholarship offer;
- iii. providing complete, true and accurate information at all times including, but not limited to, the information provided in their award and applications; and
- iv. avoid giving false or misleading information at any time in relation to their application or while studying at the University. Giving false or misleading information is a serious offence which could lead to annulling the award.

8.0 SCHOLARSHIP PROCESSES

8.1 Scholarship Publicity

- 8.1.1 Scholarships for both currently enrolled and incoming students admitted to the University shall be publicized as scheduled in the academic calendar:
 - i. scholarships for current students shall be advertised immediately the results are released and will have a set deadline of three (3) weeks from the time when the results were released; and
 - ii. scholarships for incoming students who have been admitted to the University shall be advertised on an ongoing basis and will have a set deadline of two (2) months before commencement of the semester.
- 8.1.2 Exceptions may be made to the timelines stated in 8.1.1(i) and 8.1.1(ii) above at the discretion of the Awards and Scholarship Committee should the need arise due to the nature of the award.
- 8.1.3 Scholarship availability and rules shall be published to all students to ensure non-discrimination.
- 8.1.4 External scholarships shall be included on the Scholarships section of the University's website under the appropriate location and heading.
- 8.1.5 Prior to being promoted on the website, sufficient due diligence shall be undertaken to ensure:
 - i. the values of donors are aligned with those of ZCAS University;
 - ii. the donor has links to communities that ZCAS University represents or the programmes it offers;

- iii. the donor is not associated with events or other organisations that could bring the University into disrepute, or affiliate it with a political party; and
- iv. the scholarship is relevant to the needs of the students.

8.2 Scholarship Application

- 8.2.1 To apply for scholarships, eligible students shall complete the scholarship application form (**see Appendix 1**) and attach their relevant examination results and other requirements which may be needed. For incoming students who are school leavers, they shall attach their school certificate results or equivalent.
- 8.2.2 The applicant shall submit a completed scholarship application form and specified accompanying documents to the office of the Deputy Registrar for Academic by the set deadline. The Deputy Registrar for Academic, who is also Secretary of the Awards and Scholarship Committee shall after receiving the application forms, collate and arrange them for initial screening by the respective Schools.
- 8.2.3 The Dean of Schools shall during screening verify the authenticity of the attached examination results and thereafter submit back the candidates' applications to the Secretary of the Awards and Scholarship Committee, adhering to the set timelines.
- 8.2.4 The Secretary of the Awards and Scholarship Committee shall after receiving the screened application forms prepare lists of shortlisted candidates and arrange for the Awards and Scholarship Committee meeting to consider the candidates' applications. The Secretary of the Awards and Scholarship Committee shall ensure the Committee's meetings are held on the date specified in the calendar.
- 8.2.5 Exceptions for individual awards may be made to this timeline at the discretion of the Awards and Scholarship Committee should the need arise due to the nature of the award.

8.3 Selection and Awarding of Scholarship

- 8.3.1 The selection of scholarship recipients by the Awards and Scholarship Committee shall be based on established criteria. To ensure recipients are selected fairly and in accordance with the documented scholarship criteria, the Awards and Scholarship Committee will confirm eligibility for each shortlisted candidate.
- 8.3.2 The Awards and Scholarship Committee shall make every effort to select scholarship recipients prior to the commencement of each semester:

- i. selection and award of scholarship to current students will be done not later than four (4) weeks from the time the results are released; and
 - ii. selection and award of scholarship to incoming students will be done not later than six (6) weeks before commencement of the semester to ensure award offers are made early enough to impact potential students' admission decisions.
- 8.3.3 Exceptions may be made to these timelines at the discretion of the Awards and Scholarship Committee should the need arise due to the nature of the award.
- 8.3.5 As part of the award offer for external scholarships:
- i. the Awards and Scholarship Committee Secretary may provide the recipient with the donor's contact information and encourage them to acknowledge the donor's gift;
 - ii. the Awards and Scholarship Committee Secretary will provide the donor with the recipient's directory information and post-acceptance submission. In some cases, portions of the student's scholarship application may be provided at the request of the donor; and
 - iii. where the Awards and Scholarship Committee cannot decide between two equally qualified applicants during selection, the award may be split between two applicants, provided splitting the award is not prohibited by the fund criteria. However, every effort must be made to identify the worthiest applicant for the award.

8.4 Award Communication

- 8.4.1 The award of scholarships to successful candidates will be communicated by the Secretary of the Awards and Scholarship Committee within two (2) working days after completion of the selection and of awarding processes.
- 8.4.2 The communication of scholarship awards to successful candidates shall be in writing, using approved channels and before the commencement of the semester as scheduled on the calendar (except in exceptional situations).
- 8.4.3 No scholarship offers shall be made to students until the Awards and Scholarship Committee Chairperson has had the opportunity to verify the eligibility of the recipients.

8.5 Award Disbursement

- 8.5.1 Once the scholarship recipients have been selected, the scholarship disbursement form shall be signed by the authorized signatories and be submitted to the Finance Office in order for the award to be processed.

- 8.5.2 The amount of the scholarship awarded shall be credited to the student's account. Cash awards shall be discouraged.
- 8.5.3 Should a student no longer be eligible for an award prior to disbursement, the award shall be made to an alternate indicated by Awards and Scholarship Committee and the School will be notified of this situation before the award offer is made to the alternate.
- 8.5.4 Unless otherwise defined in the award criteria, the full award will be paid out in the current semester. If an award exceeds the cost of tuition for the current semester, the balance will not be transferrable to the next semester(s).

8.6 Scholarship Renewal

- 8.6.1 Most scholarship awards in the University require students to meet certain renewal criteria for continued eligibility. A student who does not meet the renewal criteria shall forfeit the scholarship:
- i. institutional scholarship awards are valid for one semester only. Any subsequent award depends on continued acceptable performance in subsequent assessments as per the criteria stated in sections 6.2.3 and 6.3.3;
 - ii. external scholarship awards may have differing validity periods and renewal conditions. Renewal and retention of external scholarships shall be guided by this Policy unless otherwise stated; and
- 8.6.1 External scholarships whose renewal cannot be completed in the current semester will result in the funding being carried forward to fund new scholarships made in subsequent semesters, unless otherwise agreed with the donors.

8.7 Scholarship Funding Source Replacement

- 8.7.1 The University has the right to replace an awarded scholarship with another named scholarship to maximize funding sources. Such changes will not reduce the amount of the student's scholarship.
- 8.7.2 Where the University replaces an awarded scholarship with another named scholarship, the changes will be communicated to the affected students.

8.8 Holding Scholarships for Interrupted Attendance

- 8.8.1 The University may put on hold a scholarship if the student's attendance has been interrupted for medical reasons, or other extenuating circumstances defined in the University's Policy on Extenuating Circumstances.

8.8.2 To qualify for holding a scholarship stated in 8.8.1 above, the student must submit a letter to the Dean of School and provide required evidence in conformity with University's Policy on Extenuating Circumstances.

8.8.3 A student who transfers to another higher education institution does not qualify for scholarship reinstatement after a break in attendance at ZCAS University.

8.9 Withdrawal of Scholarship

8.9.1 The Awards and Scholarship Committee shall cancel the scholarship award where the Committee receives information that the applicant or student:

- i. had submitted false information; or
- ii. did not adhere to the scholarship conditions; or
- iii. was facing serious disciplinary sanctions.

8.9.2 Repayment of the scholarship awards shall not be required, should a student no longer meet the requirements of the award following the semester of award disbursement.

8.10 Appeals

8.10.1 The decision made by the Awards and Scholarship Committee shall be appealed to Senate through the Vice Chancellor.

8.10.2 Senate shall make final decision on appeals for awards, prizes and scholarships.

9.0 POLICY REVIEW

This Policy shall be reviewed every three (3) years or as soon as practicable after there has been a material change in any matter to which this Policy refers.

10.0 REPORTING

The Scholarship programme shall be reported as follows:

- i. scholarship funded or administered by the University, will be reported in the Annual Report;
- ii. it is the responsibility of the Awards and Scholarship Committee to maintain an accurate and current record of all scholarship awards and payments for reporting purposes; and
- iii. the Awards and Scholarship Committee will report bi-annually to donors and key stakeholders with respect to applicant and recipient outcomes.

11.0 RELATED POLICIES

The Policy must be read in conjunction with the following relevant policies of the University:

1. Student Admission Policy and Procedures
2. Examination Management Policy and Procedures



25th November 2022

Prof. Douglas Kunda
VICE CHANCELLOR

Date



25th November 2022

Dr. Hapenga Monty Kabeta
COUNCIL CHAIRPERSON

Date