



For an Open Mind

UNIVERSAL TECHNOLOGY AND MANAGEMENT UNIVERSITY

UTAMU

**UTAMU SCHOLARSHIP AND
GRADUATE FELLOWSHIP POLICY, 2026.**

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1.0 INTRODUCTION

1.1 Background of the University

Universal Technology and Management University (UTAMU) was granted a provisional license by the National Council for Higher Education (NCHE) on 11th March 2013 (License No. UIPL022), and its name and particulars were published in the Uganda Gazette Vol. CVI No. 14 of 22nd March 2013 under Legal Notice No. 4 of 2013.

The University was established to make a difference in the training of Technology and Management Professionals across the globe. Thus, the University has positioned itself as a high-quality education and research global institution. Furthermore, the University has positioned itself to undertake consultancy, knowledge and technology transfer partnerships and business incubation.

Universal Technology and Management University (UTAMU) is committed to the provision of quality, relevant, inclusive, and innovative teaching and learning that responds to the needs of learners, industry, society, and national development priorities. This Teaching and Learning Policy establish a coherent institutional framework to guide teaching and learning practices across all academic programmes and modes of delivery at UTAMU.

This Policy is aligned with the requirements of the National Council for Higher Education (NCHE) and UTAMU's strategic direction.

1.2 Vision

The Vision of UTAMU is A global educational institution of excellence in management, science, technology and innovation.

1.3 Mission

The mission of UTAMU is to provide global quality education, research and innovation critical to economic and human development.

1.4 Core Values

The Core values of UTAMU are:

- a) **Professionalism:** making sure that staff and students conduct themselves with the highest ethical standards and taking responsibility for all their actions
- b) **Creativity:** committing to stimulating the culture of scientific and technological advancement, innovation and practical enrichment to UTAMU's stakeholders through a rich and flexible educational experience
- c) **Integrity:** adhering to ethical and moral principles in all the educational, research and innovation processes
- d) **Transparency:** seeking to provide accountability and value for money to UTAMU's stakeholders
- e) **Empowerment:** offering unsurpassed practical opportunities to UTAMU's stakeholders through industry-oriented collaborations, research engagements and incubation clusters in order to transform the educational environment
- f) **Community Engagement:** working with the community to solve the real-world problems as a focal point towards economic development

1.5 About the Scholarships

Scholarships are a full or partial tuition payment and a stipend for living expenses, awarded as a form of financial support to a student. Graduate fellowships are merit-

based awards that enable the recipient to focus on graduate study, that do not have to be repaid, and that generally include both a stipend and tuition remission. Graduate fellowships may be offered for the purpose of recruiting or retaining graduate students of quality and/or shaping an inclusive student body that embraces a broad range of perspectives. Scholarships and Graduate fellowships vary widely by their purpose, selectivity, duration and support level.

Universal Technology and Management University (UTAMU) is committed to attracting talented students from around the world. The University offers a range of scholarship and fellowships for students studying in the academic undergraduate and postgraduate programmes on the basis of academic merit.

The objective of this policy and procedure document is to provide details of how UTAMU will manage the selection and bestowal process for its Scholarship and Graduate Fellowship awards. This document ensures that the management of the Scholarships and Graduate Fellowships is consistent with the University's mission, vision and strategic objectives.

2.0 POLICY STATEMENT

UTAMU ensures that the Scholarship and Graduate Fellowship Programme has clear and transparent guidelines based on:

- a) assisting deserving scholars based on academic merit and sound equity principles;
- b) reflection of UTAMU values and strategic objectives;
- c) engaging with donors on the basis of mutual benefit;

- d) analysis of student feedback to continuously improve scholarship process and offerings; and
- e) consultation with relevant stakeholders to develop scholarship and fellowship opportunities in key programme areas, regions, student cohorts and other growth areas.

3.0 PURPOSE

The purpose of the UTAMU Scholarship and Graduate Fellowship policy is to harness and nourish the capabilities of merit students that lie within its targeted equity backgrounds in higher education and skills development by providing them with financial assistance to complete their studies at the University.

This policy ensures that management of the UTAMU Scholarship and Graduate Fellowship programme is consistent with UTAMU's values. The Programme aims to have clear and transparent processes which are responsive and targeted toward student success.

4.0 SCOPE

The procedures set forth in this Policy are applicable to undergraduates and graduate students who receive scholarship or fellowship. The Policy and Procedure also applies to all UTAMU stakeholders who are involved in the governance, funding, planning, administration, assessment, shortlisting, selection and ongoing management of Scholarship and Graduate Fellowship programme.

The Policy and Procedure is limited to the management and award of Fellowships and it does apply to incoming funds from various donors, or to industry partnerships.

5.0 GUIDING PRINCIPLES

The University is committed to facilitating the Scholarship and Graduate Fellowship programme. To this end, it ensures that subject to the principles in this policy, all Scholarships and Fellowships are established in accordance with the strategic interests of the University and have regard to the objectives and intent of donors, and industry partners. The following guiding principles shall apply;

- a) Scholarships and Fellowships are established and awarded in accordance with this policy.
- b) The Scholarship and Fellowship programme is governed, at a minimum, by specific conditions which meet criteria set out in this policy.
- c) The University is committed to maximising Scholarship and Fellowship opportunities, and to demonstrating optimum outcomes for its stakeholders and partners.
- d) Advertisement, application, selection and award processes for the Scholarship and Fellowship are coordinated and combined wherever possible in order to: maximise accessibility and optimise both the distribution and efficiency of the process.

6.0 THE SCHOLARSHIP AND GRADUATE FELLOWSHIP PROGRAMME

The University Scholarship and Fellowship awards for its undergraduate and postgraduate students shall be based on academic merit. The Scholarship and Fellowship may be awarded to deserving recipients with stipends and non-financial career development support. The awarding of Scholarship and Fellowship shall be at the discretion of the University Scholarship Committee (USC).

6.1 Governance

In accordance with this policy, unless the University Council decides otherwise, Scholarships and Fellowships are selected by a University Scholarship Committee (USC). The USC whose membership shall comprise not exceed five (5) members shall be constituted by the University Council. The roles of the USC shall be to:

- a) Advise and make recommendations on policy and other matters relating to all Scholarship and Fellowships to the University Senate and Council;
- b) Monitor academic standards for the award of the Scholarship and Fellowships;
- c) On behalf of the University Council, oversee the award of all Scholarships and Fellowships; and
- d) On behalf of the University Council, provide advice on the establishment of new awards in accordance with this policy;
- e) assess shortlisted applicant (s); and
- f) determine the merit of applicant (s).

6.2 Administration and Responsibilities

The overarching responsibility for the Scholarship and Fellowships Policy and Procedure rests with the USC, which reports directly to the University Council. Operational and administration aspects shall rest with the University Management.

- a) The University Council shall play a governance, advice and approval role in relation to selection of Scholarships and Fellowships on behalf of the UTAMU Board of Directors.
- b) The University Management will initiate recommendations to the USC relating to any changes to this policy.
- c) The University Management shall be responsible for overseeing the planning and preparation as well as implementation and ongoing administration after the award in accordance with the policy and procedures.
- d) All screening, and administration of the Scholarships and Fellowships will be administered by the University Management under the approval of the USC.
- e) The University Management shall have the responsibility for shortlisting of applicants following due diligence.
- f) The USC shall have the responsibility for ranking, interviewing and selecting applicants and making recommendations to the University Council.
- g) The University Management shall provide all administrative support to the USC.

6.3 Criteria for Selection and Eligibility for Awards

The criteria for selection for the three main categories of Scholarships and Graduate Fellowships are as follows;

6.3.1 Bachelor's Degree Scholarships

- a) The University shall provide **full merit-based annually in all its** Bachelor's degree programmes. The scholarship shall cover full tuition fees and functional fees only. The merit-based scholarship shall be for the same period as the duration of the bachelor's degree years. To qualify for the scholarship, the applicant shall;
- i) hold a minimum of 15 points from the Advanced Level Principal Passes at the same seating of Uganda Advanced Certificate of Education or equivalent i.e. the applicant should possess any of the following grades in the three principal subjects' combination: (A, A, A); (A, A, B); (A,A,C,), (A, A, D); (A,B,B); (A,B,C); or (B,B,B) from Uganda Advanced Certificate of Education or equivalent.
 - ii) be below the age of 25 at the time of application.
- b) Terms and conditions for the bachelor's degree scholarship:
- i) Possession of a bachelor's admission letter from UTAMU on the relevant programme.
 - ii) The bachelor's student shall be fulltime on the bachelor's programme for the whole duration of the programme.
 - iii) The bachelor's student shall be required to put in **10 hours** per week into university activities that include coaching fellow undergraduate students, participating in conducting tutorials on undergraduate diploma and certificate programmes, leading discussion groups, helping with classroom and laboratory instruction on certificate courses. Some bachelor's students on business and management programmes may opt to perform light administrative support services as part of the 10 hours per week to gain work experience.

- c) The qualifying applicants shall go through a rigorous interview process and the successful candidates shall be awarded the scholarships specified on each bachelor's degree programme.
- d) Students who receive UTAMU scholarship shall be required to register full time and to devote their time to study in the field in which the award is made, make satisfactory academic progress, and maintain a 3.0 GPA.
- e) The number of awards may vary from year to year and depends on, in many cases, the strategic objective of the University.

6.3.2 Master's Scholarships

- a) UTAMU shall provide **full merit-based** master's degree scholarships on its master's programmes annually.
- b) To qualify for the scholarship, the applicant shall;
 - i) hold a relevant bachelor's degree (either first class or second class upper honours or equivalent) from a recognised institution and
 - ii) be below the age of 30 at the time of application.
- c) The merit-based scholarship shall cover full tuition fees, functional fees and annual support fund of Uganda Shillings three million six hundred thousand only (UGX 3,600,000) to cover accommodation and meals.
- d) The merit-based scholarship shall be for a period of two years only.
- e) Terms and conditions for the Master's degree scholarship:
 - i) Possession of a master's admission letter from UTAMU on the relevant programme.
 - ii) The master's student shall be fulltime on the master's programme for the whole duration of the programme.

- iii) The master's student shall be required to put in **15 hours** per week into university activities that include participating in institutional commissioned research, participating in institutional projects, mentoring undergraduate students, conducting tutorials on undergraduate degree programmes, co-supervising undergraduate projects, teaching on diploma and certificate programmes, helping with classroom and laboratory instruction.
- iv) Some master's students on business and management programmes may opt to perform administrative support services as part of the 15 hours per week to gain work experience.
- f) The qualifying applicants shall go through a rigorous interview process and the successful candidates shall be awarded the scholarships specified on each master's degree programme.
- g) Students who receive UTAMU scholarship shall be required to register full time and to devote their time to study and/or research in the field in which the award is made, make satisfactory academic progress, and maintain a 3.5 GPA.
- h) The number of awards may vary from year to year and depends on, in many cases, the strategic objective of the University.

6.3.3 PhD Scholarships

- a) Universal Technology And Management University (UTAMU) as part of institutional capacity building programme intends to address the educational gaps at doctoral level in the East African Region.
- b) UTAMU shall provide full merit-based PhD scholarships on the PhD Programmes annually.
- c) To qualify for the scholarship, the applicant shall;

- i) hold a relevant bachelor's degree (either first class or second class honours or equivalent) from a recognised institution, a good master's degree from a recognised institution and
 - ii) be below the age of 45 at the time of application.
- d) The merit-based scholarship covers full tuition fees, functional fees and annual support fund of Uganda Shillings four million eighty hundred thousand only (UGX 4,800,000) to cover accommodation and meals.
- e) The merit-based scholarship shall be for a period of three years and may be extended for a maximum of one (1) year only.
- f) Terms and conditions for the PhD scholarship:
 - i) Possession of a PhD admission letter from MUST on under the MUST-UTAMU Joint PhD Programme.
 - ii) The PhD student shall be fulltime on the PhD programme for the whole duration of the programme.
 - iii) The PhD student shall be required to put in **15 hours** per week into university activities that include participating in institutional commissioned research; participating in institutional projects; mentoring master's, Postgraduate diploma (PGD) and undergraduate students; conducting tutorials and co-teaching on master's degree and PGD programmes; co-supervising master's and postgraduate diploma projects; supervising undergraduate degree projects; and teaching on undergraduate degree and diploma programmes.
- g) The qualifying applicants shall go through a rigorous interview process and the successful candidates shall be awarded the scholarships specified on each PhD programme.
- h) The number of awards may vary from year to year and depends on, in many cases, the strategic objective of the University.

6.4 Scholarship Awards

The University Management shall notify applicants selected to receive scholarships by the USC in writing and via email. This notification shall provide information about the award and the award terms and conditions. An award letter that indicates the name of the scholarship, the terms and conditions, the duration of the scholarship, and whether it is renewable shall be provided to the student either attached to the email or delivered to the student in person.

6.5 Termination of Awards

An Award may be terminated before expiration of its duration:

- a) if it is determined that the scholar fails to maintain satisfactory progress in his/her studies or fails to fulfil the terms and conditions of the award;
- b) if the scholar is found guilty of a serious case of misconduct;
- c) if the scholar relinquishes the Scholarship or Fellowship or withdraws from the programme;
- d) if the scholar does not resume the studies at the end of a period of approved leave or does not decide to extend the period of approved leave; and
- e) if the scholar accepts to undertake another award during the period of the award.

6.6 Marketing and Promotion of the Scholarships

- a) UTAMU shall advertise widely the scholarships on UTAMU website, social media, online media, print media, Radio and TV.
- b) Scholarship Information brochures shall be sent to all relevant institutions including schools and for bachelor's scholarships.

- c) UTAMU staff and students shall visit a selected number of schools to promote the scholarships and undertake career guidance.
- d) Workshops shall be carried out for key staff in schools like the Directors of Studies from some selected schools.
- e) For master's and PhD scholarships, information shall also be sent to student leaders like the Students Guild, relevant faculties and schools in targeted institutions.

6.7 Scholarship Application Process

The University Management shall be responsible for:

- a) All prospective scholarship awardees shall be required to apply for the specific scholarship one is interested in pursuing as per the admission from UTAMU
- b) the development and implementation of a scholarship application process to best fit the needs of applicants in accordance with this policy;
- c) facilitating the application process within timeframes that are collaboratively determined to meet the needs of the student within key dates in the academic calendar;
- d) receipting and tracking scholarship applications;
- e) conducting preliminary checks of each scholarship application in accordance with the scholarship eligibility criteria. The quality of a scholarship application is the responsibility of the applicant; and
- f) communicating to students at each stage of the application process, including follow-up if an application is incomplete.

7.0 MONITORING AND EVALUATION

The University Scholarship Committee (USC) shall monitor and evaluate the implementation of the scholarship and fellowship programme. The USC will hold meetings every six (6) months from the date of adoption of the Policy and shall report to the University Council as part of the monitoring and evaluation process.


8.0 POLICY REVIEW

The Policy will be reviewed by the University Council every five (5) years. The policy may also be reviewed earlier based on the recommendations from University Scholarship Committee (USC), the University Senate, the University Management or any other key stakeholder.

9.0 APPROVAL

The Universal Technology and Management University's Scholarship and Graduate Fellowship Policy has been approved by the University Council on the..... Day of..... 2026.

Signed this on day^{27th}.....of^{March}..... 2026.

By: .....

Chairperson, University Council

.....

Vice Chancellor

