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Academic Mobility Scheme of  
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## **Regional Academic Exchange for Enhanced Skills in Fragile Ecosystems Management in Africa (REFORM)**

### **Criteria for selection of students for scholarship**

Selection of the students to benefit from the REFORM project will be done centrally by the project management team which is constituted by the representatives of the partner institutions. The project coordinator will be responsible for initiating the process of setting-up such a committee in conformity with the policies and procedures of the hosting and sending institutions.

#### **Pre - selection of candidates**

The coordinating and partner institutions will advertise the positions available internally and externally using the noticeboards, project partners (including the REFORM) and RUFORUM website and public media where necessary. The advertisement will run for at least 40 working days and will indicate where and how to submit the applications as well as the requirements from the applicant. The requirements from the applicant will but not limited to:

- Application form,
- Certified Certificates and Transcripts from recognised institutions by the national regulators,
- At least two academic referees /recommendations,
- Up-to-date Curriculum Vitae (CV),
- Letter of motivation for joining the programme applied for,
- Concept note for proposed PhD research.

After the closure date of submission of applications, a compilation of the details of all applicants will be summarized on a data sheet providing the following information.

- Programme applied for,
- Name of applicant,
- Gender of applicant,
- Age of the applicant,
- Name and class of previous degree; and when obtained,
- Other professional qualities acquired by the candidate that are relevant to the programme applied for,
- Whether the candidate has attached all the required documents,
- Any experiences in a relevant area.

The selection committee will be convened and each member of the committee will individually score each candidate based on the criteria below. The average score for each candidate will be calculated and ranked. The best candidates (overall) for each position will be recommended for scholarships and the next best will be on reserve list.



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| Criteria   | Maximum Points | Explanation   |
|--|----------------|---|
| Academic record  | 20             | This includes previous achievement of the student at BSc, Engineer or Master level                            |
| Quality of the Motivation letter <sup>1</sup>  | 15             | This relates to the convincing capacity of the applicant  |
| Academic background related to discipline that is being applied for                              | 15             | This relates to the matching between the applicant background and programme applied for                       |
| Work experience related to discipline that is being applied for                                  | 10             | This includes the professional experience of the applicant  |
| Evidence of academic growth (e.g presentation of a paper at a conference, publication etc)       | 10             | This relates to the participation to scientific events and award/prize/distinctions received by the applicant |
| Priority candidate (s) identified for human capacity development by the institution <sup>2</sup> | 10             | This relates to human capacity development by the applicant detected by the institution                       |
| Evidence of leadership quality and service to society (certification)                            | 5              | This relates to professional recognition of leadership role to the applicant                                  |
| Affirmative action for female candidates   | 5              | Priority here is given to female candidate  |
| Quality of the proposal  | 10             | This relates to the writing skills of the candidate   |

<sup>1</sup> Request a student to write a motivation letter to show interest in the program that they are applying for

<sup>2</sup>. Support letter from the university/institute indicate the priority of candidate or program for capacity building of the university

The final score and decision of the committee will be added to the data sheet and submitted to both the REFORM Secretariat and the programme hosting institutions.

### **Student Notification of the scholarship**

The REFORM Secretariat will communicate to both successful and non-successful candidates through emails. The successful candidates will be expected to finalise their admission process with the host university project coordinators.

The REFORM secretariat will issue the scholarship letters to the successful candidates after receiving acceptance letters and proof of admission.

### **Notification of the host institution**

A compiled list of successful candidates and the award letters will be sent to the host institution for records.