UNIVERSITY *of* **RWANDA**

POLICY AND PROCEDURES FOR
SCHOLARSHIPS AWARDS AT UR

October 2020

CONTENTS

Acronyms and Abbreviations

Acronym/	Explanation
CPGS	Center for Postgraduate Studies
DRI	Directorate of Research and Innovation
DVC-AAR	Deputy Vice Chancellor for Academic Affairs and
DVC-IA	Deputy Vice Chancellor for Institutional Advancement
DVC-SPA	Deputy Vice Chancellor for Strategic Planning and Administration
HEC	Higher Education Council
RP	Rwanda Polytechnique
SDG	Sustainable Development Goals
UR	University of Rwanda
VC	Vice Chancellor
VCO	Vice Chancellor Office
WDA	Workforce Development Authority

INTRODUCTION

Context

The University of Rwanda (UR) mission is *"To support the development of Rwanda by discovering and advancing knowledge, committed to the highest standards of academic excellence, where students are prepared for lives of service, leadership and solutions"*. Among other strategic interventions to realize this mission, UR launched graduate and postgraduate programs. The Government of Rwanda through Higher Education Council (HEC) under the Loan Scheme offers sponsorships for postgraduate programs at UR. Other scholarships are offered through different partnership research and scholar programs including the UR Sweden Program, and Regional Centres of Excellence.

Problem to be addressed

Currently different methodologies and approaches to the announcement, selection, nomination and awards of scholarships are used across the University with inconsistencies in the coordination of scholarship awards.

This *"UR Policy and Procedures for Scholarships Awards"* offers a supportive environment for a smooth management of scholarships, underpinned by fairness and equity. The present policy covers scholarships awards for all the levels of study and research at UR.

Purpose of the policy

The objective of this document is to set out the principles and guidelines from the scholarship or any similar competitive award at UR announcement to the application, selection and nomination.

Benefits

This document will ensure that the management of the scholarships or any similar competitive award is consistent with the UR strategic plan for 2018-2025. It will be a reference for fostering strategic engagements and scholarship initiatives involving donors, development partners and other research networks in the region and the rest of the world. In addition, this policy document will guide the process of establishing the University scholarship scheme.

Scope

The policy applies to all UR staff, students and external stakeholders who are involved in any part of a competitive funded scholarship process for the faculty of UR or for candidates joining UR on receipt of an award.

Section 1: POLICY STATEMENT

1.1. General principles

1.1.1 The University, focusing on its core values, is committed to establishing scholarships by fostering partnerships with external donors and development partners, which align with the University's strategic plan and goals. To this end it ensures that, all scholarships are established and managed in accordance with the strategic interests of the University and have regard to the intent of the donor or development partner.

1.1.2 Scholarships are administered and governed by this policy in addition to national laws and relevant UR regulations.

1.1.3 UR makes scholarship terms and conditions available on its website after approval by relevant organs.

1.1.4 The University is committed to maximising scholarship opportunities and demonstrating optimum outcomes for scholarship donors and development partners. To this end it establishes scholarships with broad, inclusive gender and people with disabilities responsive and measurable eligibility and selection criteria, aligned to the University's programs and thematic areas.

1.1.5 Advertisement, application, selection, nomination and award for scholarships are coordinated wherever possible in order to maximise accessibility and provide the widest range of possible applicants for individual scholarships, and optimise both the distribution of scholarships and efficiency of the process.

1.1.6 The University shall take every step to ensure fairness and transparency throughout the process.

1.2. Donors

In relation to a scholarship being established as a result of a donation, the University:

1.2.1. Ensures that donors and development partners are aware of the content of this policy.

1.2.2. Ensures that donors and development partners are aware of relevant terms and conditions which govern specific scholarship types.

1.2.3. May negotiate specific terms and conditions with donors or development partners in accordance with this policy and other relevant policies, statutes, regulations and rules of the University.

1.2.4. Makes donors aware of the financial commitment involved in funding a scholarship, if any.

1.2.5. Accepts funding from a wide range of donors in private industry and the public sector but reserves the right to refuse a donation if the proposed terms and conditions are contrary to national and University imperatives.

1.3. Selection and award

1.3.1. In the interests of equity for all applicants, and for accountability in relation to the selection process, UR ensures that all selection criteria can be objectively demonstrated.

1.3.2. The criteria on which a scholarship is to be awarded are set out in its Terms and Conditions.

1.3.3. Scholarships are awarded on the basis of academic criteria.

1.3.4. Scholarships may be awarded on the basis of additional eligibility criteria, provided that they are approved by the University Academic Senate.

1.3.5. Selection of candidates to be nominated for scholarships is a **competitive process**, managed by the University Scholarships Selection Panel.

1.3.6. Candidates are shortlisted for interview based on the information provided by the candidate and paying due regard to the required and information submitted in the application. Additional unsolicited information submitted by a candidate will not normally be taken into account.

1.3.7. The shortlisted candidates are invited for interview and communicated with following a discrete protocol.

1.3.8. In some cases, and after shortlisting and interview, the University and partners may decide not to award a scholarship.

1.3.9. A scholarship will be granted per program, and one person should not be given a scholarship twice within the same program.

1.3.10. The nomination letters awarding scholarships are issued by the Deputy-Vice Chancellor for Academic Affairs and Research (DVC-AAR) upon the recommendation of the University Scholarships Selection Panel.

1.4. Governance and administration of scholarships

1.4.1. The University Scholarships Selection Panel, by its constitution, have the role to conduct interviews where necessary and recommend candidates to be nominated for scholarships.

1.4.2. The type of a scholarship, the value and covered areas are normally stated in the Terms and Conditions of that scholarship.

1.4.3. Scholarship Terms and Conditions must include the stipulation that any thesis, dissertation or other publications resulting from research undertaken by the recipient while in receipt of a scholarship must acknowledge the support of the scholarship.

1.4.4. Scholarship Terms and Conditions must include reference to and the requirement for adherence to the University's Intellectual property policy.

1.4.5. **University Scholarships Committee:** UR will appoint a standing scholarship committee assigned the following role, among other matters:

- Advise and make recommendations on policy and other matters relating to scholarships.
- Monitor academic standards for the award of scholarships.
- Approve the establishment of all scholarships and each scholarship's Terms and Conditions, conduct interviews where necessary and recommend candidates to be nominated for scholarships.

Program Lead and other officers or agents of the scholarship program will join the University Scholarships Selection Panel for interview.

For the purpose of this policy, the person managing the project, program or UR Unit responsible for the scholarship (e.g. School Dean, Research Center Director, Director of Centre of Excellence, Project Leader, UR-Sweden Team Leader is referred to as the **Program Lead.**

Section 2: GUIDELINES FOR SCHOLARSHIPS AWARDS

This section presents general guidelines for the process of announcement, application, shortlisting, selecting and awarding scholarships.

2.1. General eligibility criteria

The following are general eligibility criteria in relation to scholarship award:

2.1.1. For scholarships exclusively aiming at building the capacity at UR:

2.1.1.1.   UR permanent staff shall be given priority.

2.1.1.2.   Applicants must be Rwandan citizens.

2.1.1.3.   Candidates from outside UR are eligible to apply:

    a. In areas where UR has failed to attract internal applicants (demonstrated by the outcome of the call for application after first re-advertisement);

    b. Provided that immediate employment can be justified by the beneficiary College and negotiated with the University management.

    c. If justified and negotiated, a candidate from outside UR shall provide a proof that leaving her/his current employment will be possible (demonstrated by a recommendation from the current employer)

    d. Applicants should have 75% in the previous year's evaluation report.

Should it happen that UR permanent staff applies when the scholarship is re-advertised, the UR staff shall still be given the priority in the selection.

2.1.1.4.   Male applicants above 40 years of age and female applicants above 45 years of age are not eligible for PhD and Postdoctoral Scholarships.

2.1.1.5.   Male applicants above 35 years of age and female applicants above 40 years of age are not eligible for Masters Scholarships.

2.1.1.6. Applicants must have a prior degree from a reputable[1] University.

2.1.1.7. In case of a scholarship abroad, candidates must be prepared to return back immediately after receiving a letter confirming satisfactory completion of the degree to serve in Rwanda. This commitment must appear in the application letter and in the training contract.

2.1.1.8. Post-doctoral fellowships applicants should have completed their PhD studies within the preceding 5 years.

2.1.1.9. If scholarships are not necessarily limited to UR capacity building (e.g. can include non UR staff), this should be mentioned in the original scholarship approved documents (e.g. signed agreements, protocols, MoUs, etc.). If that is not specified, and if the scholarship is managed by UR, the scholarships will be considered as "exclusively aiming at building the capacity at UR"; thus provisions under 2.1.1 will apply.

2.1.1.10. Sponsored research projects or grants won by UR staff that intend to enrol postgraduate students are considered as "exclusively aiming at building the capacity at UR"; thus provisions under 2.1.1 will apply, unless it was specified otherwise in the original scholarship approved documents.

2.1.2. For other types of scholarships not necessarily limited to UR capacity building:

2.1.2.1. UR permanent staff shall compete with other candidates from outside UR;

2.1.2.2. Specific terms and conditions of the scholarship will be set in accordance with the sponsor/funder/donor requirements, or project original documents.

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[1] *"A university 's reputation is both a proof of its achievement in the area of teaching and research and a key driver of its future success. The reputation of a university is often more significant than its quality as it represents the perceived distinction of the institution that pushes the decisions of potential students to enroll with the university. Building a respected reputation gives a university a competitive advantage. The degree of loyalty has a trend to be higher when awareness of both university reputation and institutional image are favorable"* (N. Nguyen and G. Leblanc (2001). Image and reputation of higher education institutions in students' retention decisions. The International Journal of Educational Management, 15(6), 303-311). (Accessed at https://www.forbes.com/sites/jacquelynsmith/2013/03/04/the-worlds-most-reputable-universities-2/#73a1257866b7 on October 16th, 2020).

      2.1.2.3.   Whenever possible, terms and conditions should be in line with the present policy, in addition to national laws and relevant UR regulations.

      2.1.2.4.   Especially, national laws related to equity, fairness, gender and all other forms of inclusiveness dimensions should be strictly taken into account.

      2.1.2.5.   Applicants must have a prior degree from a reputable University.

2.2. Call for applications

2.2.1. It is the responsibility of the Program Lead to draft the call for applications taking into consideration the General Eligibility Criteria as mentioned above and the Terms and Conditions of the scholarship.

2.2.2. The Program Lead together with concerned stakeholders shall determine the Specific Eligibility Criteria in relation to the thematic area.

2.2.3. The Program Lead shall send the draft call to the Director of the UR Centre for Postgraduate Studies (UR-CPGS) for verification in consultation with the University Scholarships Selection Panel after checking its conformity and compliance with the policy.

2.2.4. After verification, the Director of UR-CPGS will submit the call for application to the Deputy Vice Chancellor for Academic Affairs and Research (DVC-AAR) for signature.

2.2.5. It is the responsibility of the UR-CPGS to send out and monitor the call for applications, and to advertise the scholarships in the agreed timeline.

2.2.6. The application period shall be not less than three (3) weeks from the date of posting of the advertisement on the UR website which must be specified in the call.

2.2.7. The following are the components of a call for application (any useful program/project related information can be added):
- Background
- Role and Description
- Key responsibilities (in case of a post-doc position)
- Requirements / Eligibility criteria (clarify "essential criteria" and "desirable criteria" if need be)
- Funding
- Application file
- How to apply
- Selection criteria

- Deadline for application
- Key dates (Timeline):
- Contact details for more information
- A statement encouraging women to apply may be added.

2.3. Application requirements

The applicant should submit documents as requested in the call for application. Failure to do so will normally disqualify the applicant.

2.3.1. General documents required are the following:

2.3.1.1. Application letter addressed to the UR-CPGS with a copy to the Program Lead.

2.3.1.2. A personal motivation statement for the programme of study. This statement should demonstrate commitment, motivation and reasons for interest in the program. Attention should be given to demonstrating how the applicant meets the above requirements.

2.3.1.3. Curriculum Vitae [maximum of 3 pages] demonstrating the applicant's previous experience relevant to the program plus publications or academic experience that may be relevant.

2.3.1.4. Certified copy of the relevant highest prior degree (e.g. Master's degree for PhD applicants; Bachelor degree for applicants to Masters programs).

2.3.1.5. In the case of Masters, two recommendation letters from people who can comment on the candidate's academic ability to pursue the program.

2.3.1.6. In the case of a PhD, three recommendation letters from people who can comment on the candidate's intellectual curiosity and academic ability to pursue research leading to a PhD in the specified thematic area: one of them must be issued by a previous academic supervisor.

2.3.2. Specific application requirements:

2.3.2.1. In case of *scholarships exclusively aiming at building the capacity at UR*: Administrative recommendation letter from the applicant's College Principal, or current employer for external applicants who may be eligible to apply.

2.3.2.2. In case of *other types of scholarships not necessarily limited to UR capacity building*: Above application requirements will be followed, but the Program Lead will elaborate modified requirements as deemed necessary.

2.4. Receiving applications

2.4.1. The responsibility for receiving and processing applications is the Directorate of UR-CPGS.

2.4.2. The applicants are expected to submit soft copies as one zipped file that should be sent to the Scholarship officer e-mail and to the Program Lead for the concerned scholarship using the emails as indicated in the call for applications.

2.4.3. The applicant must receive an email confirming receipt of the application within one working day.

2.5. Exchanging application files and preparation of list of applicants

2.5.1. Within two working days after the closing date of the call for applications, the Scholarships officer at UR-CPGS and the Program Lead for the concerned scholarship will jointly crosscheck the submitted applications and collate a list of applicants.

2.5.2. The Program Lead for the concerned scholarship will share copies of all applications files with all stakeholders who are involved in the short-listing for interview.

2.6. Shortlisting for interview

2.6.1. Shortlisting for interview shall be finalized within 10 working days of the application deadline.

2.6.2. The Program Lead responsible for the concerned scholarship together with the potential supervisors using the criteria set out in 2.6.3 below will complete the pre-selection and prepare the shortlisting report (Annex 1).

2.6.3. The general eligibility criteria and the specific eligibility criteria set in the call must be observed during the shortlisting.

2.6.4. Applicants with incomplete applications shall be disqualified.

2.6.5. The shortlisting report must be produced within ten days of the closing date for applications.

2.6.6. The shortlisting report must be shared with the Director of UR-CPGS immediately upon completion.

2.6.7. Ethics of declaration of conflict of interest and confidentiality mentioned in the paragraphs below applies to all stages of the scholarship process including shortlisting.

2.6.8. The list of applicants shortlisted for interviews shall be published on the UR website at least two weeks before the date of the interviews and each applicant shall be notified using the email through which s/he submitted her/his application.

2.6.9 In instances where the time limits are breached a written report of this delay must be sent to the UR-CPGS and kept on file.

2.7. Format and content of the report of the shortlisting

2.7.1. Background information concerning the scholarships (name of the scholarships, short description of the scholarship aim (if applicable), number of scholarships (if applicable), specific eligibility criteria.

2.7.2. Members of the shortlisting committee.

2.7.3. Outcome of the shortlisting and explanation of the outcome for each candidate (shortlisted or not shortlisted with reasons).

2.8. Invitation to the interviews

2.8.1 The list of applicants shortlisted for interviews shall be published on the UR website at least two weeks before the date of the interviews.

2.8.2 The Director UR-CPGS will issue an email invitation to attend an interview to shortlisted applicants on the same day that the announcement is published on the website.

2.8.3 The Director UR-CPGS invites the panel members as specified below:
- Director of UR CPGS, Chair
- Director of UR DRI, Vice-chair
- Program Lead (rapporteur)
- Potential supervisors
- Principal of the host College
- Representative of the partner or sponsoring organization

2.9. Declaration of conflict of interest

2.9.1 The invitation letter to the interview must include a declaration of any conflict of interest.

2.9.2 Upon reception of the invitation to the interview, all members of the panel must declare any conflict of interest within two working days (e.g. interviewing a close relative, friend or have previously supervised the applicant, been approached by the applicant or anybody acting in their interests).

2.9.3 In case of any conflict of interest, the concerned member must not be part of the selection, interview and appointment process.

2.9.4 Any person involved in any stage or process of a particular scholarship award, including the permanent administrative and management staff in UR units, who is aware of a conflict of interest must complete a declaration of conflict of interest for any candidate presenting for that scholarship.

2.10. Conducting the interviews

2.10.1. Interview guidelines

2.10.1.1. Before the interview, all members of the panel must sign a confidentiality agreement (Annex 2) after carefully reading and fully understanding its provisions.

2.10.1.2. Any conduct during and after interviews that is contrary to the provisions of the confidentiality agreement and to professional ethics will normally give rise to administrative sanctions as determined by the Vice Chancellor Office (VCO).

2.10.1.3. The Program Lead shall briefly inform the panel on the expectations of the project, program or UR Unit responsible for the concerned scholarship.

2.10.1.4. The chair shall explain the guidelines and the process to be followed including the grading guidelines.

2.10.2. Specifics

2.10.2.1. All scoring panel members are requested to carefully read the applicants' CVs before the interviews start.

2.10.2.2. Applicants shall receive equal treatment especially concerning the questions being asked. Thus, panel members must discuss the questions ahead of the interview and their distribution among the panel members.

2.10.2.3. Interview questions should include not only scientific knowledge related to the project and ability to conduct research, but should also test analytical skills of the applicant and her/his capability to handle a project of that level (PhD) (e.g. ability to work in a team, meet deadlines, handle multi-tasking).

2.10.2.4. The content of the assessment form should be agreed on by members of the panel before conducting the interviews.

2.10.2.5. The assessment form is to be composed and accepted by parties latest at 2 weeks before the interviews.

2.10.2.6. The relative weights given to the CV and the performance in the individual interviews should be agreed by the panel before the interviews start.

2.10.2.7. In order to be eligible for consideration of the scholarship a candidate must score at least 70% at interview.

2.10.2.8. In cases of equal score female applicants shall be given priority.

2.10.2.9. All panel members are permitted to ask questions.

2.10.2.10. Providing they have not declared a conflict of interest the Team Leads, potential supervisors, the Chair and Vice-Chair are the only <u>scoring</u> panel members and must complete the interview scoring card (Annex 3) and submit it to the secretary of the panel before moving to the next candidate.

2.10.2.11. For those candidates who have scored at least 70%, the panel members shall reach consensus on which candidate is the most qualified. This assessment should include an evaluation of both the content of the CV, the outcome of the interview and inputs from the potential supervisors. This must be done by consensus when all candidates have been interviewed and agreed before closing the panel.

2.11. Production of the interview report and submission

2.11.1. The interview report shall be written by the Program Lead (rapporteur) following the template provided (Annex 4) and shared electronically with panel members for inputs within one working day after the interview.

2.11.2. Panel members must agree with the content of the report and sign it, returning it electronically within one working day of receiving it.

2.12. Communication of interview outcomes and the award of scholarships

2.12.1. Within one week of the interview, the rapporteur (Program Lead) shall submit to the Director of UR-CPGS for approval a copy of the signed interview report (original report kept in the Unit hosting the concerned program/scholarship), the conflicts of interest declarations, and the names of recommended candidates for each scholarship position.

2.12.2. The Director of UR-CPGS shall
- Notify Program Lead in writing upon approval of the report; or
- Request detailed explanation before approving the report; or
- Reject the report in consultation with the DVC-AAR, and advise accordingly.

2.12.3. Upon notification of the approval of the report, the following should be prepared and issued to applicants:

a. nomination letters to successful applicants, and

b. feedback e-mail to those who were not recommended for scholarship.

2.12.4. Preparation and signing letters mentioned above (under 2.12.3):

    a. The letters mentioned under 2.12.3 will be signed by
- The College Principal in case of Masters programs, and
- The DVC-AAR for PhD and Post-doctoral programs.

    b. Copies of the letters should be given to VC and all DVCs, the College Principal (in case of letters signed by the DVC-AAR) and the Program Lead, and UR-CPGS Director.

    c. Letters should reflect interview reports and be clear enough to avoid unnecessary appeals.

    d. Thus, the Program Lead is responsible for the preparation of the draft letters to be signed by the Principal, and CPGS for draft letters to be signed by the DVC-AAR.

    e. for those who were not recommended for scholarship, the feedback shall be provided via e-mail.

2.12.5. Individual signed letters shall be scanned and sent to all candidates by the signatory office (Principal Office or DVC-AAR Office) with copies to all the stakeholders mentioned in the previous bullet.

2.12.6. The period between the production of the interview report and the notification of the successful candidate shall not exceed two weeks.

2.12.7. In case the award of scholarship may be dependent upon admission to the host University and the successful candidate must secure this before she/he is granted the scholarship.

2.13. Appeal against the decision from shortlisting or interview selection

2.13.1 After the shortlisting report has been submitted to the Director of UR-CPGS and shortlisted candidates are announced, or after nominations and feedback letters following interview are issued to all the applicants, any appeal against the decision from the interview selection committee is addressed to the DVC-AAR.

2.13.2 Appeals must be received within five working days and can only be made on the basis of evidence of bias or prejudice in the process, or of a lapse, breach or administrative error at any stage of the process.

2.13.3 A committee chaired by the DVC-AAR and composed of the Principal of the host College, the University Research Director, the Director of UR-CPGS (Vice Chair) and the Program Lead (rapporteur) shall examine the appeal. The committee Chair shall officially inform the person appealing of the outcome.

2.14. Admission at host University

Concerned by this section are those who are offered scholarships prior to admission to the host University (UR or any other University).

2.14.1. Possession of the scholarship nomination letter will give a candidate the right to secure admission in the host University.

2.14.2. Once admission is secured, the candidate shall share a copy of her/his admission letter to all stakeholders mentioned in bullet 2.12.4.

2.14.3. If the nominated candidate is not admitted at the host University, the scholarship may be awarded to the next ranked candidate in the interview selection provided that s/he has achieved the threshold mark, otherwise the position will be re-advertised.

Depending on terms and conditions of the scholarship, if it should be offered to candidates already admitted in the host University, admission proof(s) should be requested among required documents under "Application Requirements" (section 2.3).

2.15. Study leave, Training contract, Monitoring of the training program

Conditions of the study leave including the training contract, and monitoring of the training program including completion of studies are elaborated in other

relevant policies and guidelines available in Human Resources and CPGS Offices.

2.16. Program specific guidelines

It is acceptable that a particular research program develops its own guidelines on scholarship awards, provided that it is justified and approved by the University Management. In this case;

    2.16.1. Program Specific guidelines should entirely be inspired from the present UR Policy and Procedures for Scholarships Awards

    2.16.2. Only slight modifications are allowed in order to take into consideration particularities of the concerned research program

    2.16.3. There should be a first section outlining the slight modifications brought in the suggested program specific guidelines.

    2.16.4. In all the cases, the UR Policy and Procedures for Scholarships Awards should be the one considered if any conflict in the interpretation of policy provisions arises.

In order to harmonize the practices on scholarships awards at UR, program specific scholarship documents that were in place before the approval of the present policy will be revised in line with section 2.16 above to align with the present policy.

2.17. Revision of this policy

    The present Policy and Procedures for Scholarships Awards are subject to change and review whenever beneficiaries and stakeholders expressed a need.

Signed:

Prof. Philip Cotton
Vice Chancellor

ANNEXES

<u>Annex 1:</u> Pre-selection report

Project titles	Pre-selected applicants' names	Gender	Institution (if from UR indicate also the Department/School/College; employment status (full/part time employee, Academic/Administrative)	Decision (selected for interview/not selected for interview)	Observations (provide reasons behind the decision)
Project 1: (Title)	Name of applicant	M/F			
	Name of applicant				
Project 2:	Name of applicant				
	Name of applicant				

Annex 2: Confidentiality Agreement

Confidentiality Agreement

This **Confidentiality Agreement** (hereinafter referred to as "**the Agreement**") is made at Kigali, between the University of Rwanda (UR), **and** _____ (*Names, ID*), hereinafter referred to as '**the Signatory**'.

WHEREAS;

A. The Signatory has been appointed as a **member of the panel of the interview** selecting successful candidate to be awarded a scholarship under the name of the programme.

B. The Signatory has **accepted** the appointment as a member of the panel as mentioned above, in his/her personal capacity having exhibited competence in his/her field of expertise.

C. The Signatory's responsibility as a member of interview panel is detailed in a separate document.

NOW, THEREFORE,

In consideration of the covenants contained in this Agreement, the Signatory hereby accepts to be bound by the following conditions:

1. As used throughout this Agreement, the term **"Confidential Information"** means information (written and/or verbal) generally not known to third parties relating to the work of members of interview panel and which if disclosed whether orally or in writing during the discussions of members of interview panel meetings, all the information within application documents which the Signatory obtains access from the University office of Post Graduate Studies, as well as the process and the outcome of interview not yet announced officially, shall be presumed to be Confidential Information.

2. The Signatory understands that unauthorized disclosure or use, whether intentional or unintentional, of any of the Confidential Information, would be detrimental to UR. Accordingly, the Signatory agrees:

a. To maintain all the Confidential Information in confidence and not to disclose any portion of the Confidential Information to any person or entity not authorized hereunder without the prior written consent of UR and not to use any of the Confidential Information for any purpose other than for the authorized purpose.

b. To disclose to the appointing authority, any existing or potential conflict of interest he/she may have concerning an applicant, or any proposal submitted by the applicant as part of his/her application documents.

3. The obligations under 2 herein above shall not apply to the information which is disclosed by order of a court of competent jurisdiction; or is authorized by UR in writing, for release.

4. This Agreement shall govern all communications between the parties that constitutes the entire Agreement and supersedes all prior oral or written agreements concerning such Confidential Information.

WHEREOF,

The Signatory, having read and understood, accepts to be bound by the terms and conditions set forth above, and has signed this agreement on the date hereinafter written.

Signature _____ Date

_____ *(Please print full name and sign) (Day/Month/Year)*

_____

<u>**Annex 3:**</u> Interview score card

Peer Reviewer Evaluation Form for PhD Applications

1. **Applicant Details**
1.1. Name:

_____

1.2. Applicant's   College

_____

1.3. Applicant's   School_____

_____

1.4. Applicant's   Department

_____

1.5. Applicant's   Organization   (for   non-UR   applicants)

_____

2. **Name of the Subprogram:**
3. **Evaluation Details**

Item	Grading (Tick the appropriate)[2]					
	Excellent	Very Good	Good	Satisfactory	Poor	Extremely Poor
1. Application's presentation ability						
2. Applicant's proven ability to conduct research in a scientifically rich environment						
3. The relevance with UR and Rwanda research agenda						
4. Candidate 's academic merit and potential for successful research (graduate record, publication record, and letters of recommendation)						
5. Applicant's demonstrated ability to think and work independently and in a team						
6. Project summary (scientific merit and feasibility)						

[2] Excellent = 5; Very good = 4; Good = 3; Satisfactory = 2; Poor = 1; Extremely Poor = 0

7. Project problem and outputs							
8. Description of the Project Research Methodology							
9. Policy implications of the research							
Total marks							/45

Additional Comments (if any):

Reviewer's full name: _____

Signature: _____

Date: _____

<u>**Annex 4:**</u> **Interview Report template**

REPORT OF THE INTERVIEWS FOR SELECTING PhD AND POST DOCTORAL CANDIDATES FOR (SUBPROGRAMME)...........

Minutes of the interviews should have the following:

1. **Introduction**

A brief introduction that explain the action to take place and apologies for the absence of a panel member if any

2. **Members of the Panel**

List of panel members and their affiliation and role in the interview sessions

3. **Summary of projects under the sub-programme**

A brief information of projects under the call and expected number of applicants for each project and the actual number of applicants per project

4. **Agreement about the process of conducting the interviews**

Panel members agree on how interviews are going to be conducted.

5. **Summary of results of the pre-selection**

A summary table of results of the pre-selection that include names of applicants who do not meet the requirements and thus, not selected

6. **Withdrawing applicants**

Names of applications that were withdrawn, reasons and how this was informed to the panel. Formal records should be attached (if needed by email).

7. **Results of the interview sessions**

A table summarizing the scores of the applicants per project and the resolution of the panel. A list of interviewing panel per project should be written down

8. **In agreement with the minutes**

A list of all panel members that participated in the interviews and their signatures