

MAKERERE

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Kampala Uganda



UNIVERSITY

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DIRECTORATE OF HUMAN RESOURCES OFFICE OF THE DIRECTOR

Our Ref: 0440.01.02

Your Ref:

4 August 2023

To: All Members of Staff
Makerere University

From: Ag. Director, Human Resources



COMMONWEALTH PHD SCHOLARSHIPS TENABLE IN THE UNITED KINGDOM - 2024.

I am pleased to inform you that Makerere University has been invited by the Commonwealth Scholarships Commission (CSC) to nominate candidates for Commonwealth PhD Scholarships tenable in the United Kingdom for **2024**.

Please note that:

1. The CSC aims to identify talented individuals who have the potential to make change.
2. The CSC is committed to supporting outreach activities and providing additional investment for scholarships for people with disabilities and in subject areas related to the rights of people with disabilities.
3. The CSC is keen to ensure an equitable distribution of awards amongst men and women and thus committed to a policy of equal opportunity and non-discrimination, and encourages applications from a diverse range of candidates.

Commonwealth PHD Scholarships-2024

4 nomination(s) for Commonwealth Scholarships

Full candidate eligibility requirements are outlined in the 2024 Terms and Conditions which are available at: <http://cscuk.fcdo.gov.uk/scholarships/commonwealth-phd-scholarships-for-least-developed-countries-and-fragile-states/>

Please find herewith attached a copy of the invitation letter from the Commonwealth Scholarships Commission and Timelines.

Eligible and interested Academic Staff should complete the pre-nomination form (**attached to this email**) and submit it to the Directorate of Human Resources Office, **Room 3.1 Frank Kalumizo Teaching Facility CTF1), Level 3** by **Monday 4th September, 2023.**



Commonwealth Scholarship Commission in the UK

Woburn House
20-24 Tavistock Square
London WC1H 9HF
United Kingdom

T +44 (0)20 7380 6700
F +44 (0)20 7387 2655
cscuk.fcdo.gov.uk

Makerere University
University Rd, Kampala,
Uganda

19 June 2023
Agency: Makerere University

Dear Racheal Ikiaiza,

2024 Commonwealth Scholarships tenable in the United Kingdom

I am writing to you with information on the forthcoming application round for Commonwealth Scholarships tenable in the United Kingdom for the 2024-25 academic year.

This year, we are renewing the memorandum of understanding (MOU) that exists between your agency and the CSC. The MOU includes new or altered clauses alongside the familiar terms, rules and processes from previous MOUs. The following clauses were affected, 3.16, 3.17 and 3.23.

May I please draw your attention particularly to the following:

- Agencies agree to advertise for a minimum of 4 weeks and provide a copy of their advert to the CSC.
- The agency agrees to provide their anti-fraud policy to the CSC – this should relate to processes/policy that safeguard against corruption/bribery/fraud by the agency. In your organisation it may be a code of conduct or ethics, staff guidelines or protocol.
- Local eligibility and selection criteria should be made known to the CSC in the declaration form.

The 2023 MOU is attached alongside this letter, please return a signed copy by **25 July 2023**.

Once the MOU is in place, we will be in a position to send your invitation to nominate, alongside the guidance and declaration form which should be completed with this years' information.

As part of our responsibility to ensure policies and procedures are not unduly burdensome, the CSC will this year be moving the declaration form to an online survey. All documentation, including the signed MOU, will be stored on Huddle for easy access. If you have any issue logging into Huddle please make the Agency team aware.



COMMONWEALTH
SCHOLARSHIPS



Agency Nomination Timeline 2023/4

CSC

Agencies

New documentation sent out:

- Invitation
- MOU
- Data Sharing Agreement
- Guidance & Declaration Form

1

JUL - AUG

2

Scholarships advertised

16TH AUGUST

3

Agencies complete Declaration Form

5TH SEPTEMBER

4

Agencies return proof of advertisement form

Online applications open

5

5TH SEPTEMBER

Online applications close
(All document must be submitted by this date)

6

17TH OCTOBER

7

Candidates shortlisted by agencies

12TH DECEMBER

8

Nominations submitted to CSC

9

Agency survey completed

Nominations processed

10

Selection meetings

11

JAN - JUNE

Scholars placed at universities

12

JUNE - AUG

Results shared with agencies

13

JULY

MAKERERE UNIVERSITY

DIRECTORATE OF HUMAN RESOURCES

APPLICATION FOR COMMONWEALTH SCHOLARSHIPS -2024

Please note that before this form is filled, interested candidates **MUST** read the attached information on Commonwealth Scholarships.

P.F NO.....

A- BIO-DATA

1. Surname.....Other names.....
2. Gender3. Age.....
4. Te No.....5. Email Address.....
6. Citizenship.....

B- QUALIFICATIONS

Qualification	CGPA
Bachelors Degree:	
Masters Degree:	
PhD:	

C- INFORMATION ON EMPLOYMENT

1. Date of first Appointment:.....
2. Date of Confirmation into University Service:.....
3. Department:.....
4. Current Position:.....

D- INFORMATION ON INTENDED/DESIRED STUDIES

1. Program of study admitted to
2. Duration From:.....To.....
3. University Admitted to:.....
4. Date of Admission:.....

E. FOR PHD APPLICANTS ONLY

1. Declaration of Acceptance from Academic Supervisor(s) (**Original only**), **Attached (Yes/No)**:.....
2. Detailed and Precise description of Research proposal, **Attached: (Yes/No)**.....

Signature of applicant **Date**

NOTE: The closing date of receiving applications is **Friday, 4th September, 2023.**

Please attach the following documents:

- A copy of the current CV
- Certified Copies of Certificates & Transcripts
- PHD Research proposal
- Admission letter and/ or Evidence of link with a University in the UK,
- Evidence of support from at least one prospective supervisor from the chosen Institution in the UK.

F: TO BE FILLED BY THE HEAD (OR DEAN IF A HEAD OF DEPARTMENT IS THE APPLICANT)

Please fill the table below:

	Establishment		Filled		Vacant		On Study Leave/Prog	
	Female	Male	Female	Male	Female	Male	Female	Male
Professor								
Associate Professor								
Senior Lecturer								
Lecturer								
Assistant Lecturer								
Teaching Assistant								
Part-Time Lecturers								
Total								

The applicant is recommended/ not recommended for the training/ scholarship/ fellowship, because:

.....

.....

.....

.....

Name..... Signature Stamp & Date

G- TO BE FILLED BY THE DIRECTOR, HUMAN RESOURCES

The applicant is recommended/ not recommended for the training/ scholarship/ fellowship, because:

.....

.....

Name Signature Stamp & Date