



## PRACTICUM BUDGET POLICY

**Policy number:**  
AP-GE 8

**Policy group:**  
Grading and Examinations

**Effective:**  
01/11/2024

Page 1 of 8

### PURPOSE

This policy outlines the financial responsibilities of students planning and managing budgets for practicum activities. This policy establishes guidelines for allowable, justifiable, and reimbursable expenses, and outlines the procedures for budgeting and reporting of expenses in a transparent and accountable manner.

### SCOPE

This policy applies to all UGHE students participating in the practicum course. It covers the financial activities related to the practicum projects.

### PROCEDURE

#### Allowable and non-allowable expenses

##### *Allowable expenses*

Allowable expenses refer to costs directly associated with the student's practicum activities and contribute to the successful completion of the research project. These expenses must be clearly documented and justifiable. The following categories of expenses are allowable under this policy:

Allowable expenses	Description	Remarks
1. Accommodation	Up to 15,000 RWF per night per person	Students are encouraged to pool their budget to rent shared units to reduce cost
2. Food	Up to 15,000 RWF per day per person	
3. Refreshments for Participants	1,000–2,000 RWF per participant for Focus Group Discussions (FDGs) or In-Depth Interviews (IDIs).	Only for in-person data collection
4. Public Transportation for students	15,000 RWF per day (outside of Kigali) 10,000 RWF per day (in Kigali)	
5. Participant Transport refund	5,000 RWF per participant	To reimburse the transportation cost for participants to attend the practicum activities



## PRACTICUM BUDGET POLICY

**Policy number:**  
AP-GE 8

**Policy group:**  
Grading and Examinations

**Effective:**  
01/11/2024

Page 2 of 8

6. Software Subscription	Allows for a monthly subscription for Dedoose, Nvivo, etc. Used when starting data analysis	open-source software is encouraged
7. Communication	1,000 RWF per day for calls and internet services	internet and voice packages are encouraged

*The following expenses are not reimbursable under this policy:*

<b>Non-allowable items</b>	<b>Description</b>
1. Alcohol	Any expenditure on alcohol is strictly non-reimbursable.
2. Participant Compensation	Direct payments or compensation to research participants.
3. Non-Work-Related Expenses	Any personal expenses or activities not directly related to the practicum or data collection.
4. Private Transport	Students are not allowed to hire a private car using Practicum money.

*Items that do not need to be included in the budget:*

The following items do not need to be included in the budget as they are either provided by the university or covered by a different fund:

- Audio recorders
- Stationaries (pens, paper, paper clips, and etc)
- Printing services
- Tablets

Students are responsible for tablets, audio recorders or other electronic devices on loan to them. Upon completion of the practicum projects, they must return these devices to UGHE. Students will be responsible for any loss or damage to the devices.

### **5. Students' Responsibilities**

Each student (or group, if applicable) is responsible for managing their practicum budget in accordance with this policy. Specific responsibilities include:



## PRACTICUM BUDGET POLICY

**Policy number:**  
AP-GE 8

**Policy group:**  
Grading and Examinations

**Effective:**  
01/11/2024

Page 3 of 8

Items	Description
<b>Budget Planning</b>	Creating a detailed budget plan before starting data collection, ensuring that all planned expenses are allowable, necessary, and justified. The budget plan must be approved by the supervisor and practicum team
<b>Expense Tracking</b>	Keeping a record of all expenses incurred during the practicum. All expenses must be documented with receipts or invoices
<b>Documentation</b>	Submitting an accurate and complete expense report, including receipts and invoices, at the conclusion of the practicum
<b>Adhering to Deadlines</b>	Submitting all financial documentation before defense. Students who did not complete final budget report clearance are not allowed to defend their practicum.
<b>Fiscal Responsibility</b>	Ensuring that funds are not misused or wasted. Students should stay within budget and avoid unnecessary expenses
<b>Reconciliation</b>	Ensuring that all funds spent are reconciled with documented evidence, such as receipts and invoices

### 6. Consequences of Non-Compliance

Failure to comply with this budget policy can lead to several consequences, including but not limited to:

<b>Denial of reimbursement:</b>	Students who fail to provide the necessary documentation (receipts invoices etc.) will not be reimbursed for those expenses.
<b>Disciplinary Action and not graduating</b>	Disciplinary measures may be taken in the event of students misusing the funds in accordance. If found gross misuse of funds, the student will not be allowed to graduate

	<b>PRACTICUM BUDGET POLICY</b>		
	<b>Policy number:</b> AP-GE 8	<b>Policy group:</b> Grading and Examinations	<b>Effective:</b> 01/11/2024

## 7. Acceptable Documentations and receipts

Students will be required to provide the following documentation as part of their expense report:

- **Expense report form:** A standardized form provided by the practicum team for tracking expenses.
- **Receipts/Invoices:** official receipts are needed as proof of purchase or payment for all allowable expenses. These should be official receipts, preferably from an Electronic Billing Machine (EBM) or other recognized sources.
  - **Accommodation receipts:** Proof of lodging expenses, including Airbnb or hotel receipts. These should be Electronic Billing Machine (EBM) receipts. Prior permission from the UGHE finance team should be sought in areas unable to provide EBM receipts.
  - **Transportation receipts:** Receipts for public or private transportation costs incurred during fieldwork. For those working in Rwanda, Momo receipts/texts can be used as receipts alongside a written generic receipt for expense justification.
  - **Food receipts:** Receipts for meals, ensuring that they fall within the allowable daily rate.
- **Data collector documentation:** Timesheets, wage receipts, and proof of reimbursable expenses for data collectors.

## 8. Procedures

The budget review and approval process are designed to ensure transparency, accuracy, and alignment with the practicum course budget policy. Below is a step-by-step outline of the process students must follow:

### 8.1. Budget Submission

A student or group must create their budget for their practicum project and submit it to the practicum team via the practicum email address. The submission must adhere to the following guidelines:

- **Budget format:** The budget should be detailed, clear, and itemized according to categories such as accommodation, food, transportation, etc.

	<b>PRACTICUM BUDGET POLICY</b>		
	<b>Policy number:</b> AP-GE 8	<b>Policy group:</b> Grading and Examinations	<b>Effective:</b> 01/11/2024

- **Submission deadline:** Students should submit their budget and receive approval by the practicum team and UGHE Finance before the start of their fieldwork.

## 8.2. Budget Review and Feedback

- Upon receiving the budget, the practicum team, option leads and Chairs will review and provide feedback on areas that need clarification, modification, or further justification.
- This review process may include a few rounds of iterations
- Please note that when submitting for IRB approval, you must provide a brief budget. IRB does not approve budget and is not responsible for assessing and reviewing your budget. The IRB approval only indicates you can conduct the study, their approval does not mean you will get the requested funding. Any final budget approval must be from the practicum team and UGHE Finance

## 8.3. Budget Approval

Once the budget has been reviewed and all necessary changes or clarifications have been made, the budget will be approved. Students will receive an official notification from the practicum team.

## 8.4. Money disbursement

Students must have a Rwandan bank account to receive their practicum funds. In the case of group projects:

- One member of the group must have a Rwandan bank account where the funds will be deposited. The group is responsible for coordinating how the funds are managed once disbursed.

For international projects, alternative payment arrangements may be discussed with the UGHE Finance team, but students are encouraged to secure local bank accounts to streamline the payment process.

	<b>PRACTICUM BUDGET POLICY</b>		
	<b>Policy number:</b> AP-GE 8	<b>Policy group:</b> Grading and Examinations	<b>Effective:</b> 01/11/2024

### 8.5. Budget Overages

Students should notify their Center Chair as soon as potential overage is identified, ideally before incurring additional expenses. The UGHE finance team will be informed of any changes. Without prior approval, any amount over the budgeted amount will not be reimbursed.

### 8.6. Expense Justification and Reporting

After completing the practicum project, students (or groups) are required to justify their expenses through comprehensive reporting:

- **Expense Reports:** Students must compile an expense report documenting all costs incurred during the project. Each expense must be supported by valid receipts or invoices.
- **Timeline:** Expense reports must be submitted to the practicum team at the latest two weeks after the data collection period.
- **Further Justification:** Students are expected to provide any additional information needed for the justification of discrepancies or missing documentation.
- **Reconciliation:** The total amount spent must be reconciled with the allocated budget. In cases where expenses exceed the allocated budget, approval from the department head must be sought.

### 8.7. Misuse of funding

#### Procedure for Investigating Suspected Misuse of Funding

##### 1. Establishing the Investigation Committee

- **Composition:** The committee will include option leads, the center chair, and a finance representative, or other members as needed.
  - The committee will oversee the investigation, evaluate evidence, and make recommendations.



**PRACTICUM BUDGET POLICY**

**Policy number:**  
AP-GE 8

**Policy group:**  
Grading and Examinations

**Effective:**  
01/11/2024

Page 7 of 8

2. Timeline

- **Initiation:** The investigation will commence within five business days of a funding misuse report.
- **Duration:** The committee aims to complete the investigation within 30 days.
- **Reporting:** A summary of findings will be provided to relevant parties within 10 days of completion of investigation.

3. Investigation Process

- **Gather Evidence:** Collect documentation related to the alleged misuse, including receipts, emails, and budgets.
- **Interviews:** Conduct interviews with the students involved and any relevant witnesses.
- **Analysis:** Review findings to determine the validity of the claims and potential impacts.

4. Decision-Making

A. If Found Justified	B. If Not Justified
<ul style="list-style-type: none"> <li>• Approval of any previously delayed funding.</li> <li>• Proceeding with practicum defense</li> <li>• Reimbursement of legitimate expenses.</li> </ul>	<ul style="list-style-type: none"> <li>• Denial of reimbursement for unsubstantiated expenses.</li> <li>• Delay in practicum defense until the issue is resolved.</li> <li>• Disqualification from graduation if the misuse is found severe and intentional.</li> </ul>

This approach ensures clear and fair consequences based on the findings of the investigation.

5. Communication

- **Notification:** The student will be notified of the findings and any actions taken within five business days after the decision.
- **Appeal Process:** Students will have the right to appeal against the decision within 14 days of notification.

	<b>PRACTICUM BUDGET POLICY</b>		
	<b>Policy number:</b> AP-GE 8	<b>Policy group:</b> Grading and Examinations	<b>Effective:</b> 01/11/2024

This structured approach ensures transparency and fairness in addressing suspected funding misuse.

### 8.8. Final Reconciliation

Once all expenses are reviewed and verified:

- **Reimbursement:** Students will receive reimbursement for approved expenses,
- **Return of Unspent Funds:** Any funds not spent during the project must be returned to UGHE. For group projects, the student who received funds is responsible for ensuring the return of unspent funds.

### REVISION/REPLACING

This policy shall be subject to review in **five** years (01/11/2029).

### EFFECTIVE DATE OF THE IMPLEMENTATION OF THE POLICY

This policy shall come into effect on the date of its approval by the Academic Commission of the University of Global Health Equity.

**Approved by:**

**Date:** 07/11/2024

*Abebe Bekele*



**Professor Abebe Bekele, MD, FCS, FACS, MAMSE**

Professor of Surgery

Deputy Vice Chancellor, Academic Affairs and Research

Dean, School of Medicine and Health Sciences

UGHE