



POLICY TITLE: UGHE Solidarity Fund Policy			
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1. PURPOSE

The UGHE Solidarity Fund is a voluntary initiative established to provide modest, needs-based support to UGHE students in the MBBS/MGHD program who face essential, recurrent, or urgent personal challenges that are beyond the scope of institutional funding. These may include, but are not limited to, transportation needs, personal hygiene items, or unforeseen personal emergencies.

2. SCOPE

a. Guiding Principles

- **Voluntary Participation:** Contributions to the fund are entirely voluntary. No faculty member or staff shall be compelled or pressured to participate.
- **Preservation of Student Dignity:** All support provided shall respect the dignity and privacy of student beneficiaries.
- **Transparency and Accountability:** The fund will be managed transparently, with appropriate oversight, while protecting individual confidentiality.
- **Confidentiality:** All matters related to faculty contributions, student referrals, and disbursements will be handled with strict confidentiality. No identifying information about students or contributors will be disclosed beyond the Oversight Committee.

b. Contributions

- Faculty and staff who wish to contribute will receive a private and confidential contribution form from the UGHE Finance Office.
- Fundraising efforts from donors and fundraising events will also be utilized.
- Contributors will specify a fixed monthly amount to be deducted directly from their salary.
- Monthly deductions will begin the month following form submission and will continue until the contributor submits written notice to modify or withdraw.
- Contributors can modify their contributions at any time.
- All contributions will be kept in a dedicated UGHE account created solely for the Solidarity Fund.
- Contribution records will be stored securely and will not be publicly disclosed.



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3. PROCEDURE

Decision-Making Framework

To ensure a fair, timely, and transparent evaluation of support requests, the Solidarity Fund Oversight Committee shall follow a two-tier review process:

- a. **Tier 1 – Committee chair Preliminary Review**: The committee chair is authorized to approve one-time, urgent disbursements up to the equivalent of \$30-50 USD. These decisions will be based on the following criteria:
 - **Urgency** – the request addresses an immediate and essential need;
 - **Eligibility** – the student is currently enrolled at the MBBS program;
 - **Scope** – the request falls within the intended uses of the fund (e.g., hygiene items, transportation, personal emergencies);
 - **Prior Support** – the request is not part of a repeated or unresolved issue already supported by the fund; and
 - **Available Funding** – sufficient funds are available to fulfill the request without compromising the fund’s sustainability.
 - All decisions will be documented with a brief justification and shared confidentially with the Oversight Committee within 48 hours for oversight and possible retrospective review.

- b. **Tier 2 – Committee Full Review**: Requests exceeding \$30-50 USD, or those requiring recurring or complex support, will be reviewed by the full Oversight Committee. Decisions will be guided by the following criteria:
 - **Justification** – the request is clearly described and well-supported;
 - **Impact** – the support is likely to significantly reduce the student’s hardship or remove a barrier to well-being or academic continuity;
 - **Proportionality** – the amount requested is reasonable and appropriate for the stated need;
 - **Duration** – the need is either time-bound or includes a review plan if support is ongoing;
 - **Equity** – the decision aligns with how similar requests have been handled to ensure fairness across students; and
 - **Available Funding** – the fund has sufficient resources to support the request without limiting its ability to respond to other needs.



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c. **Meetings:**

- A simple consensus vote is required for approval.
- All decisions will be documented and handled with strict confidentiality.
- The Committee will meet monthly (or as needed) to review pending Tier 2 requests.
- A quorum of at least 60% of Committee members must be present for any meeting at which disbursement decisions are made.
- Each request is presented anonymously with a summary and any supporting documentation.
- The chair of the committee communicates the decisions confidentially to the student.

4. RESPONSIBILITY

a. **Fund Management**

- The fund will be administered by a **student welfare committee** under campus life.
- The Committee will be formed to evaluate support requests and approve disbursements. This committee will consist of:
 - The lead of campus life (Chair)
 - A representative from the registrar's office
 - One faculty representative (appointed by the Academic Commission)
 - One representative from the Student Council or an alumni of the a UGHE program
 - A representative from the UGHE Finances department
- The Committee will uphold the highest standards of discretion and confidentiality in handling all cases.
- A secure internal ledger of all contributions and disbursements will be maintained.
- An anonymized annual summary report will be shared with contributors, without revealing the identities of donors or student recipients.



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b. **Disbursement Guidelines**

- Requests may be initiated by a student (self-referral), a faculty member, or a UGHE member, and submitted confidentially to the campus life office.
- The office will design a standardized (simple) request form for the applicants to help track the applicants.
- Disbursements may be:
 - **One-time**, to meet a specific urgent need (e.g., travel for a family emergency, purchase of basic personal items); or
 - **Recurring**, typically monthly, for a time-bound and clearly justified need (e.g., transportation allowance or temporary housing top-up), subject to periodic review.
- Individual disbursements will generally be modest in scale (e.g., not exceeding the equivalent of \$50 USD), unless specially approved by the Oversight Committee.
- All disbursement decisions and student circumstances will be treated with the utmost confidentiality.
- The Committee will be provided with a petty cash fund to enable timely and efficient response to urgent or unforeseen needs.

REVISION/REPLACING

This policy shall be reviewed annually by the Academic Commission. Amendments may be proposed by any contributor or committee member and must be approved by a simple majority of the Academic Commission.

EFFECTIVE DATE OF THE IMPLEMENTATION OF THE POLICY

This policy came into effect on the date of its approval by the Academic Commission of the University of Global Health Equity on 28 May 2025.

Approved by:

Abebe Bekele



Date: 28/05/2025

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