



UGHE

## STUDENT CONFERENCE AND TRAINING SPONSORSHIP POLICY

**Policy number:**

AP-OPS 8

**Policy group:**

Academic Operations

**Effective:**

01/11/2024

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### PURPOSE

The purpose of this policy is to outline the criteria and process for sponsoring University of Global Health Equity (UGHE) students to participate in domestic and international conferences. The policy aims to enhance students' learning experiences and professional development while ensuring equitable access to these opportunities.

### SCOPE

This policy applies to all UGHE students and alumni graduated within a year across all departments who wish to seek sponsorship from UGHE for participation in conferences.

### PROCEDURE

#### **Eligibility Criteria:**

1. The conference must be directly relevant to the student's field of study or professional development.
2. The conference dates must not conflict with the student's regular academic schedule, particularly in relations to mandatory teaching sessions, examinations, and thesis defense other mandatory academic schedules.
3. Applicants must have an abstract, research paper or poster presentation accepted for presentation at the conference.
4. Students and recent alumni (**graduated within 1 year**) are eligible to apply for the support.

#### **Equitable Distribution of Opportunities:**

1. Sponsorships will be distributed equitably among the different academic units and students to ensure diverse opportunities across the academic community.
2. A record of past sponsorships will be maintained to guarantee fair consideration and prevent repeated advantages to a select few.

#### **Application Process:**

1. Students must submit a written application at least two months prior to the conference date, detailing the relevance of the conference to their studies, expected benefits, and attach a preliminary agenda of sessions they plan to attend.
2. Applications must include a brief note from the academic unit chair or program director who can attest to the student's academic standing, the relevance of the conference and that the schedule does not interfere with the academic calendar of the unit.



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3. Students must submit proof of a conference invitation and acceptance of a paper/poster presentation if applicable.
4. Students must also submit evidence of partial funding to cover a portion of the entire conference expenses if relevant.

### **Funding Requirements:**

1. Applicants are required to secure partial funding for their conference attendance from external sources such as conference organizers, scholarships, or other grants if relevant. Proof of external funding must be submitted with the application.
2. However, if funding is not requested, this requirement will not be necessary.
3. The policy of requiring external funding support aims to extend the reach of UGHE's sponsorship program and encourage student initiative in securing additional resources.

### **Sponsorship Coverage:**

1. Sponsorship may cover food, travel, accommodation, and registration fees up to a certain percentage or fixed amount to be determined annually based on available funding.
2. Specific amounts and percentages covered by UGHE will be clearly stated in the sponsorship approval communication.

### **Selection Process:**

1. Applications will be reviewed by a committee of 4 members, comprising faculty members and administrative staff to be established by the Deputy Vice-Chancellor, Academic and Research Affairs.
2. Decisions will be based on the conference's relevance, the benefits to the student, equitable distribution, and availability of funds.
3. Priority will be given to students who have actively sought external funding and whose participation in the conference will contribute significantly to their academic and professional growth.

### **Post-Conference Requirements:**

1. Sponsored students are required to submit a report within one month of participating in the conference. The report should outline the knowledge gained, sessions attended, and potential applications of learned content to their studies at UGHE.
2. Students may also be required to give a presentation to their peers and faculty, sharing insights and experiences from the conference.



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### REVISION/REPLACING

This policy shall be subject to review in **five** years (01/11/2029) and is subject to review and amendments by the UGHE administration to reflect changes in funding availability, academic calendar adjustments, or shifts in educational priorities.

### 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*



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