



EAC SCHOLARSHIP PROGRAMME

OFFLINE APPLICATION FORM FOR UNIVERSITIES/INSTITUTIONS TO HOST STUDENTS UNDER PHASE II OF THE EAC SCHOLARSHIP PROGRAMME (Leadership to Foster Regional Integration)

Application Guidelines

- a. First, complete the Online Application Form using <https://ee-eu.kobofoolbox.org/THR4sb2p>
- b. Then, proceed to complete the offline application form- Word version, adding more rows where necessary, but do not make changes to the questions. Also fill in the table of supporting documents
- c. Please complete a **SEPARATE application form for EACH Master's Programme** applied for, complete with supporting documents. *Only IUCEA member universities in the EAC are eligible to apply. Only Master's Programmes with an academic duration of 2 years are eligible.*
- d. Application Deadline: **23rd April 2026**, 17:00 hours East Africa Time.
Submission of applications must be made electronically to scholarships@adroitconsultinternational.com with a copy to eacsp@iucea.org with the subject line: **<<University Name>> - <<Master's Programme>> EACSP PHASE II HOST APPLICATION**. *Attach the filled-in offline application form and supporting documents in a single zipped folder for each Programme applied for. Use only the above email addresses (as stated in the official Call for Applications). Submissions to other addresses will not be received or processed.*
- e. Information provided shall be verified against the evidence submitted. *Save the file name for the provided evidence, as per the supporting documents' table - name and code, in a compressed PDF or via hyperlinks.*
- f. By submitting, your institution certifies that all information provided is accurate and complete to the full extent of the institution's knowledge. Any Material misrepresentation may lead to disqualification.

Applications will be evaluated through a three-stage process: Applications that pass the Eligibility Screening shall undergo the Detailed Technical Evaluation, and those that pass that stage shall undergo Verification/ Due Diligence.

A university may submit any number of separate applications for programmes, in any one of the priority thematic areas. However, each programme should be applied for using a separate application form and with separate supporting documents. Each application will be evaluated independently.

Do not submit duplicate applications for the same programme. Only the first application submitted for each Programme shall be considered, unless the university formally communicates a request to disregard the earlier submission but before the application deadline.

#	Question	Response																																																																		
1.	<p>Name of University</p> <p>Programme being applied for</p> <p>Please provide details of your university's hosting, coordinating, or participating in regional or cross-border academic programmes (e.g. EAC, continental, or other comparable regional initiatives). Include evidence such as Signed MoUs, grant agreements, programme reports, official letters, or links confirming participation</p>	<table border="1"> <thead> <tr> <th>Programme</th> <th>Years of Participation</th> <th>Role of the University</th> <th>Beneficiaries</th> <th>Relevance / Impact</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Programme	Years of Participation	Role of the University	Beneficiaries	Relevance / Impact																																																													
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2.	<p>Kindly provide the disaggregation of the EAC students by the country of origin or nationality who were part of this programme in the years indicated in the table below:</p> <p>Number of students entering the Master's Programme in each academic year</p>	<table border="1"> <thead> <tr> <th>Academic year</th> <th>Female</th> <th>Male</th> <th>Number of EAC students entering the Programme in each academic year</th> <th>Number of students completing the Programme within the prescribed duration in each academic year</th> <th>Female</th> <th>Male</th> </tr> </thead> <tbody> <tr> <td>2024/25</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2023/24</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2022/23</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Academic year	Female	Male	Number of EAC students entering the Programme in each academic year	Number of students completing the Programme within the prescribed duration in each academic year	Female	Male	2024/25							2023/24							2022/23																																												
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3.	<p>Provide details of personnel on the programme – Minimum of 6, including the contact person. Add rows as needed. <u>Attach the CVs for the listed personnel.</u></p>	<table border="1"> <thead> <tr> <th>Name</th> <th>Date of birth</th> <th>Nationality</th> <th>Year joined the university</th> <th>Position</th> <th>Highest qualification</th> <th>Date highest qualification obtained</th> <th>Area of expertise</th> <th>Role in the Master's Programme</th> <th>Number of Master's students supervised to date</th> <th>Number of Courses currently taught at the graduate level</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Date of birth	Nationality	Year joined the university	Position	Highest qualification	Date highest qualification obtained	Area of expertise	Role in the Master's Programme	Number of Master's students supervised to date	Number of Courses currently taught at the graduate level																																																							
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4. Provide information on the existing partners participating in the Master's Programme, including industry, other universities and foreign institutions. Add rows as needed. Attach evidence in the form of MoUs or signed partnership documents

Category of partner	Partner organization and address	Role of partner in the Master's Programme
Inter-University Partnerships		
Partnerships with Research Institutions		
Partnerships with local and international agencies in the field of the course		
Other Public-Private Partnerships		
Workshops, conferences and public lectures facilitated by the faculty		

Evidence required – please label as per the Document Code and Name—preferably PDF Format in a zipped folder and email as guided above.

Document Code	Document Name	Mark if Provided / Comments
A. Institutional Commitment		
A1	Signed Letter of Intent – President / Vice Chancellor	
A2	Fees Compliance Confirmation Letter	
B. Academic Quality Assurance		
B1	University Letter/Certificate of Accreditation	
B2	Programme Letter/Certificate of Accreditation – National	
B3	Programme Letter/Certificate of Accreditation – International	
B4	Detailed Programme Outline with entry requirements	
C. Academic & Administrative Personnel		
C1	CV – Head of Department	

Document Code	Document Name	Mark if Provided / Comments
C2a, C2b, C2c, C2d, C2e, C2f.....	CVs – Key Academic Staff Minimum 6 indicate name on document	
C3	CV – University Contact Person	
C4	CV – Director of Graduate Studies / Head of Research	
D. Programme Delivery & Academic Support		
D1	University Handbook or Prospectus – General and or Graduate or Master's Students' Handbook	
D2	University Academic Calendar	
D3	Admission Guidelines / Criteria	
D4	Research Supervision Framework	
D5	ICT / Learning Management System Evidence	
D6	Student Progress Monitoring Tools	
E. Student Welfare, Inclusion & International Support		
E1	International Students Office Evidence- Shows structure, staffing, and services for international students	
E2	Orientation Programme Evidence- Demonstrates structured onboarding for new students	
E3	Accommodation Arrangements- Evidence of student housing (on/off campus)	
E4	Health & Insurance Arrangements	
E5	Disability & Inclusion Policy	
E6	Gender Equality Strategy / Policy	
E7	Safeguarding / SEA Policy	
E8	Grievance Redress Mechanism (GRM)	
E9	Counselling & Mental Health Services	
F. Student Logistics & Onboarding		

Document Code	Document Name	Mark if Provided / Comments
F1	Student Logistics / Arrival Guide with (travel guidance, arrival procedures, accommodation, immigration requirements, banking, health insurance support)	
F2	Pre-Arrival Information Pack	
F3	Immigration & Visa Support Guidelines	
F4	Airport Pickup / Reception Arrangements	
F5	International Student Handbook	
F6	Student Support Contact List- Key contacts (academic, welfare, emergency)	
G. Infrastructure & Facilities		
G1	Library & Information Resources Evidence	
G2	ICT Infrastructure Evidence	
G3	Laboratories / Research Facilities	
G4	Teaching Facilities (Lecture/Seminar Rooms)	
G5	Student Workspaces	
G6	Accessibility Infrastructure	
G7	Medical Facilities	
G8	Accommodation Facilities	
H. Partnerships & Regional Engagement		
H1	MoUs – Academic Partners	
H2	MoUs – Industry Partners	
H3	Regional/ Cross boarder Academic Programme Hosting or Participation	
H4	Joint Research / Grant Evidence	
H5	Workshops / Conferences / Guest Lectures Evidence	
I. Programme Performance & Impact		
I1	Publications by Students	
	Quality Assurance Evidence	
I2	Thesis Completion Records	

Document Code	Document Name	Mark if Provided / Comments
I3	Graduate Tracking / Tracer Study Reports	
I4	Alumni Tracking System Evidence	
J. Risk Management, Safety & Continuity		
J1	Campus Security Policy/ Evidence	
J2	Emergency Response & Evacuation Plan / Evidence	
J3	Risk Management Framework	
J4	Incident Reports (if any)	
J5	Academic Continuity Plan	
K. Facilities Evidence (Visual & Digital)		
K1	Photos of Facilities	
K2	Website Links to Programme/Facilities	
K3	Virtual Tours / Videos	
Any other Evidences – label as necessary		