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# United Evangelical Mission

Communion of Churches in three Continents

## Scholarships

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## Application for UEM-Scholarships

Applying Church:	
Committee within the church which decided on this scholarship application:	
Name of the Scholarship Candidate: male / female	
Date and place of birth:	
Family Status:	
Names and age of spouse and children:	
Present working position of scholarship-candidate:	
Former training, studies or/and education:	
Intended subject/field of studies or training: a) general b) specialisation (e.g. majors and minors etc.)	
Intended degree:	
Duration of study or training:	
Place of study or training: Country/City: Institution: Name and detailed address of institution/Faculty (FAX/e-mail)	

Where will the candidate work after completing the study/training) (please, give a detailed description)	
Detailed information on study plan or training-plan (description of the course, necessary internships, exams, necessary travels etc.)	
<u>Finance plan:</u>  Annual costs for training:  Annual living costs:	
Any other expenses (travel, internship, books, visa, insurances etc.):	
How many family-members will accompany the scholarship-candidate (if applicable)?	
Costs for school-fees etc. for the children (if applicable)	
Total annual costs for the scholarship:	

Date: \_\_\_\_\_ Signature of church representant: \_\_\_\_\_  
Stamp: \_\_\_\_\_

***Please enclose copies of:***

- ***passport/ ID - card of the candidate and***
- ***admission letter of institution of study or training***
- ***short C.V. of candidate***
- ***signed contract of cooperation (please, find attached)***
- ***scholarship regulations signed by the candidate (please, find attached)***

## **Guidelines on the UEM Scholarship Programme**

### **B. A. General Objectives**

1. The aim of the Scholarship Programme is to support the UEM members in qualifying and upgrading both theological and non-theological staff (capacity building).
2. The aim of the Scholarship Programme is to provide access to internationally offered academic courses and facilities (international postgraduate programme).
3. The aim of the Scholarship Programme is to empower each member as well as the UEM as a whole in their tasks concerning the areas of Partnership, Development, Diaconia, Advocacy, and Evangelism (UEM Statement of Corporate Identity).

### **B. Guiding Principles**

1. The UEM Scholarship Programme receives applications from the members in accordance with their respective plans for staff development; the programme does not process applications from individuals.
2. The Scholarship Programme finances mainly postgraduate studies (master's and doctoral programmes). *For exceptions refer to C 6.*
3. Within this approach, the study facilities and study programmes supported are primarily those in African and Asian countries. Academic cooperation within and between the regions receives special attention.
4. A certain number of scholarships shall be awarded for studies in Germany.
5. Preference is given to young people in the awarding of scholarships. Candidates should be under 40 years of age; candidates for doctoral studies should be under 45 years of age.  
*For exceptions refer to C 5.*
6. The Scholarship Programme seeks to achieve gender balance among scholarship recipients. UEM members are urged to ensure that women and men are given equal access to scholarships.
7. When the General Assembly or UEM Council define special needs or new goals for the work of the UEM, then scholarships for studies in these areas may be prioritized, and the UEM Scholarship Programme may call for applications (examples: mission studies and diaconic studies).
8. The number of scholarships awarded will be fairly balanced in relation to the needs of all members.
9. Each scholarship is fundamentally intended to support the UEM member applying.  
Though the UEM intends to cover the usual and necessary costs of study, the scholarship does not necessarily cover all expenses which may occur during the course of study.  
The UEM member is ultimately responsible for maintenance of the scholarship holder.

## C. Regulatory Statutes

### **a) Application and selection procedure**

1. The member church usually submits applications through a scholarship committee or other responsible body and ensures that the academic standards and the candidate's personality bode well for the successful completion of the planned course of study.
2. The member church must declare its intention to employ the applicant after the completion of the study course sponsored by UEM. The applicant must likewise declare their intention to work for the church for at least three times the length of the scholarship received. Both sides must sign a contract of cooperation.
3. The scholarship holder will sign a document affirming that s/he has received and accepted these Guidelines on the UEM Scholarship Programme.  
In the event that the recipient of the scholarship does not comply with this contract and regulations, the recipient must reimburse the applying church for all scholarship expenses incurred, so that the church can train another person instead.
4. A scholarship application will be accompanied by the following documents:
  - Curriculum vitae
  - School and university records
  - Signed contract of cooperation between sending church and scholarship applicant
  - Signed document affirming that the applicant has received and accepted the guidelines
  - *Proof of language skills (for doctoral studies in English-speaking countries/universities: TOEFL score of 550 points or IELTS equivalent; if language training is part of the scholarship application, one instalment of financial support of up to six months may be requested)*
  - Outline of planned study programme
  - Letter of acceptance from the desired institution of study
  - Detailed budget proposal
5. A more flexible handling of the age limit (40 years for master's courses, 45 years for doctoral studies) can be applied in substantiated individual cases (e.g., for persons – usually women – whom family obligations prevented from pursuing academic studies) or in cases of historical deficits among UEM members (e.g., members who have never had a student in the UEM scholarship programme), as long as the requirement of service to the sending church for three times the length of the original scholarship award can still be met after the course of study has been completed.
6. Scholarships can also be provided to support undergraduate study, provided that:  
The normal requirements for all scholarships are met (applications by the churches and signed contract of cooperation)  
The requirement of service to the sending church for three times the length of the original scholarship award can still be met after the course of study has been completed  
Education and scholarships are not available on the ordinary market for the

desired course of study as described in the application

The study covers areas given priority by the GA and/or the UEM Council for which the respective academic capacity is needed, such as mental health and library and archive sciences; other areas may be identified through MT decisions

The applying church covers at least 15 per cent of the total costs

Age restrictions are not applied to undergraduate studies as this programme is expected to attract candidates who are younger or older than the 30-to-45 demographic that postgraduate programme assistance is expected to cover.

Up to 10 per cent of the total budget for scholarships can be provided for undergraduate studies.

7. Applications will be verified by the scholarship desk and discussed and decided in the Africa and Asia committees.
8. Applications for scholarship by family members of decision makers of UEM members are allowed as long as they follow the UEM regulations for scholarships.

## **b) Finance**

9. The scholarship provides funding for:
  - Fees (as confirmed by the university/college)
  - Basic living expenses (according to official university figures if available)
  - Medical insurance (as required by the university/college)
  - Cost-efficient travel to the place of study and the return trip to the candidate's home

In Germany, the regulations from the EWDE (Evangelisches Werk für Diakonie und Entwicklung) shall be applied.
10. A detailed budget for the course of study must be established and accepted. Once the budget is fixed, no additional payments may be requested by the scholarship holder.
11. The scholarship is transferred in annual, biannual, or quarterly instalments, either to the church or to the student.  
Subsequent payments will depend on satisfactory progress in the course, as proved by official statements (transcript of grades/marks) from the universities.
12. Costs for internships or research periods will only be reimbursed if they are obligatory. A recommendation from the relevant university/college must be attached to the application.  
A maximum of €750 is available for research in a master's course; up to €1,200 is available for doctoral studies, with a maximum of €2,000 available in exceptional substantiated cases.  
No additional support is available for the purchase of electronic equipment.
13. Reimbursement of costs for medical treatment not covered by the medical insurance is not possible. Severe emergency cases will be dealt with separately.
14. The applying member church is obliged to take over costs arising within the home country of a scholarship holder such as passport costs, health

examination expenses, and domestic travel to the airport or place of departure.

Visa costs will be reimbursed. If visas have to be acquired outside the home country, travel costs of up to €800 can be reimbursed.

15. Should a scholarship holder earn any income during the course of study (e.g., on work placements or through internships) the scholarship holder must inform the scholarship desk about this income. Such income will usually be deducted from the scholarship amount.

If this income eliminates the need for financial support from the UEM, the scholarship will be terminated.

16.

- a) The sending member churches are obliged to co-fund 10% of the total costs for the scholarship. The contribution of 10% will be annually charged at the end of each year, according to the final accumulation of factual expenses, and will be deducted from the first quarterly instalments to the member churches in January of the following year.

- b) After completing their studies, the scholarship holders are committed to reimburse to their sending churches the accumulated sum according to their share of 10% within 5 years if they receive proper positions according to their academic qualifications.

**c) Family of applicant**

17. UEM provides scholarships both for students with family and for single students, bearing in mind that family scholarships will reduce the total number of scholarships available.

18. In cases where the scholarship programme provides support for the family of a scholarship holder, the following regulations are applied:

No support is provided for the spouse/family in the first year (e.g., for doctoral students on language-learning courses). After the scholarship holder's successful completion of the first year, and upon request by the scholarship holder, the UEM can absorb the costs for the spouse/family and up to two children under 14 years to live with the scholarship holder at the place of study. Alternatively, the scholarship programme can reimburse the cost for the scholarship holder to travel back home once each year. Once the scholarship holder has made this choice, the selection is binding; no change is possible.

19. The school fees/kindergarten fees of children accompanying the scholarship holder can be paid.

20. UEM will not sponsor two study courses within one family. Spouses of scholarship holders will therefore receive only limited support for their own studies or courses (e.g., enabling them to take part in a university programme for spouses, if such a programme is offered), and not a scholarship of their own. This limited support automatically ends when the scholarship holder completes the scholarship. There is no possibility of support for study courses by spouses once the scholarship holder has graduated and returned home.

21. If the scholarship does not cover the family, the applying church is obliged to support the immediate family (spouse and children) of the scholarship

holder.

22.

- a) Family scholarship is only provided for a duration of study longer than two (2) years, i.e. Doctoral Degree
- b) Total budget for cost of family members of scholarship holders is kept within maximal of 25% yearly budget of the scholarship program
- c) Any conditions due to extraordinary cases will be tabled by the scholarship program in the Regional Committee Meetings

**d) Start of studies – reports about progress – end of studies (examination/graduation) – extensions**

- 23. Scholarships awarded by the Management Team must be accepted and taken up within one year of the MT's decision. After this period, the scholarship award will be cancelled.  
After the start of studies, the student must send proof of enrolment without delay.
- 24. At least once a year, the scholarship holder must send a progress report to the scholarship desk and supply a copy of the results of all examinations. The continuation of scholarship funding depends on this report.
- 25. By written request of the scholarship holder, and pending official confirmation by the university/college, the scholarship programme will cover the costs of the final examination (thesis writing) and of graduation, up to an amount of €750.
- 26. The duration of study for which a scholarship is granted is binding. Only in exceptional cases and only with a recommendation from both the respective study institution and the applying church can an extension be applied for.

**Length of Studies**

- a) The maximum duration of financial support for doctoral programs is five (5) years. For studies in Germany, the maximum duration of financial support for doctoral programs is six (6) years, including the German language course.

The regulation above is not relevant if the scholarship recipient applies for a leave of absence which results in the interruption of scholarship payments during the period of study-leave. If the scholarship recipient does not complete his/her studies within a total number of eight (8) years (for studies in Africa or Asia) or nine (9) years (for studies in Germany), the validity of the scholarship contract will expire and the scholarship recipient will be obliged to return the scholarship funds to UEM.

- b) The maximum duration of support for Master-programs is three (3) years for studies in Africa or Asia or four (4) years for studies in Germany, including the German language course. The regulation above is not relevant if the scholarship recipient applies for a leave of absence which results in the interruption of scholarship payments during the period of study-leave. If the scholarship recipient does not complete his/her studies within a total number of six (6) years for studies in Africa or Asia or seven (7) years for studies Germany, the validity of the scholarship contract will

expire and the scholarship recipient will be obliged to return the scholarship funds to the UEM.

- c) The maximum duration of support for Bachelor-programs is five (5) years. The regulation above is not relevant if the scholarship recipient applies for a leave of absence which results in the interruption of scholarship payments during the period of study-leave. If the scholarship recipient does not complete his/her studies within a total number of seven (7) years, the validity of the scholarship contract will expire and the scholarship recipient will be obliged to return the scholarship funds to the UEM.
- d) In the event that the scholarship recipient is unable to fulfill these requirements due to severe health reasons and life-threatening socio-political situations, the UEM will consult with the leadership of the sending church and the respective educational institution. Any changes in study conditions caused by the exceptional circumstances described above will only be decided by the ScholC and be acknowledged by the MT.

#### **e) Contact to local church/home church/UEM**

- 27. In places where the UEM is represented, the scholarship holder is expected to remain in regular contact with the local UEM member church and/or with the UEM regional office.
- 28. Scholarship holders are obliged to maintain regular contact with their home church and to report about their study progress in an appropriate way.

#### **f) Return after studies**

- 29. Scholarship holders must return immediately to their home church after completion of the course of study.
- 30. Shipping/freight costs at the conclusion of international study will be reimbursed in the following amounts:
  - Single scholarship holders/one year of study: 300 euros
  - Single scholarship holders/two years of study: 400 euros
  - Single scholarship holders/over two years of study: 500 euros
  - Couples/two years: 600 euros
  - Couples/over two years: 750 euros
  - Families/two years: 750 euros
  - Families/over two years: 1000 euros
- 31. The scholarship holder is entitled to a reintegration allowance after arriving home, equivalent to one additional month of the usual support.

#### **g) Failures**

- 32. Should a scholarship holder be unable to complete the planned course of study for reasons within his/her control, s/he must reimburse the UEM



through his/her home church for all scholarship costs incurred.

33. Should a scholarship holder refuse to serve for the agreed period in his/her home church after returning from the course of study (three times the length of the study period, as stated in the contract of cooperation) s/he must pay back to his/her home church the amount incurred by the scholarship, so that the church can train another person instead.
34.
  - a) The member church is committed to employ the applicant (i.e. Doctoral students) after the completion of his/her studies in any educational institution owned by the member church according to the achieved level of qualification for at least the duration stipulated in the contract of cooperation.
  - b) Any violation to the aforementioned agreement will involve a temporary interruption of scholarship application procedures until the contract has been fulfilled.

#### **h) Cooperation with other sponsor organizations**

35. UEM normally provides its scholarships without the involvement of other non-UEM partners. In certain cases, however, cooperation with other sponsors may be sought, as long as there has been prior agreement about the main responsible partner to whom the scholarship holder must report and be in correspondence with.

#### **i) Personal data**

36. Any personal data (for example, name, address, date of birth, or e-mail address) gathered during the application process are voluntary.

We inform you that your personal data will be stored and processed to the extent necessary for the application and realization of the scholarship. Access to the data within the UEM is restricted to the respective authorized persons. All UEM staff members have been obliged to comply with data protection according to the current legal regulations on data protection. The UEM is authorized to pass on data to other bodies that are conducive to the successful completion of the course of study. Such bodies include universities and other educational institutions as well as visa authorities, insurance agencies, and housing providers. The data are used for the orderly processing and accounting of the approved measure, for reporting within the UEM and, if applicable, for visa applications so that the scholarship holders may enter the country of study.

Please be aware that we are obliged to retain the data for ten years. Moreover, the data will not be passed on or sold to third parties. Access to the data will remain restricted to UEM staff.

Disclosure to third parties in deviation from this is only permitted if they have been commissioned by the UEM to (help to) perform duties of the UEM. In such cases, the third parties are subject to the same data protection obligations as the UEM.

**To be signed by the scholarship candidate and returned to  
UEM Scholarship Desk, Rudolfstr. 137, 42285 Wuppertal/Germany  
E-mail: [scholarship@vemission.org](mailto:scholarship@vemission.org)**

**I have received and accepted the UEM scholarship regulations which are binding  
for each UEM scholarship holder for the whole duration of studies.**

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**Date**

-----  
**Signature**

## CONTRACT OF COOPERATION

1.

-----  
(church)

herewith declare that we will employ

Mr./Mrs./Rev. -----

for at least \_\_\_\_\_ years after his/her completion of studies/training.  
*(Number of years should be three times the duration of the scholarship.)*

-----  
(signature)

-----  
(date, place)

-----  
(stamp)

2.

I, -----  
(name)

herewith declare that I will work for

-----  
(church)

in the position foreseen for me for \_\_\_\_\_ years  
*(number of years: see above)*  
after the completion of my studies/training.

-----  
(signature)

-----  
(date)

-----  
(place)