

THE UDOSO SCHOLARSHIP RULES



@2025

THE UDOSO SCHOLARSHIP RULES, 2025

ARRANGEMENT OF SECTIONS

Title

PART I PRELIMINARY PROVISIONS

1. Short title of the rules
2. Application of the rules
3. Interpretation section

PART II ESTABLISHMENT

4. Establishment of the UDOSO Scholarship bond fund
5. Functions of UDOSO as regards to the bonds
6. Authorities responsible for the bond
7. Final Authority

PART III SCHOLARSHIP APPLICATION

8. Procedure for bond application
9. Eligibility to apply
10. Scrutiny procedure
11. Life span of scholarship grant

PART IV OTHER PROVISIONS

12. Offences
13. Miscellaneous
14. Termination

PART V

LEGAL FORCE

15. Force of the rules

Rules to provide for the establishment, handling and management of the UDOSO scholarship fund, as a framework of both substantive and procedural aspects regarding the initiated bonds & the scholarship.

PART I

PRELIMINARY PROVISIONS

1. These rules may be cited as the UDOSO Scholarship Rules, 2025.
2. These rules shall apply in;
 - a) Matters that are related to the UDOSO scholarship programme
 - b) In the University of Dodoma in so far as any extension whatsoever applies to the students of the university as defined in the rules.
3. In these rules, unless the context requires otherwise,

“Application”	means seeking & filling the necessary forms for being granted scholarship with its subsequent processes
“Beneficiary”	means a student applicant who has been approved scholarship as per these rules.
“Bond”	means the UDOSO bonds investment Programme
“Council”	means the Council of the University of Dodoma established under Article 17 of the University of Dodoma Charter
“DSS”	means the office of the Director of Students’ Services
“EXCOM”	means the UDOSO executive Committee established under Article 45 of the UDOSO Constitution as amended in 2023.
“Governor”	has the meaning ascribed to it by Article 26 of the UDOSO Constitution as amended in 2023.
“Rule”	means a provision prescribed within these rules.
“Rules”	means the UDOSO Scholarship Rules, 2025.
“SAC”	means the Students Affairs Committee.
“Scholarship”	means the UDOSO Scholarship fund
“Student”	means any newly admitted student in the University of Dodoma in a particular academic year.
“The Fund”	means the UDOSO Scholarship Fund.

“The University” means the University of Dodoma.

“UDOSO” bears meaning as recognized in the UDOSO Constitution, 2023.

“Website” means the UDOM website.

PART II
ESTABLISHMENT

4. It is hereby established a scholarship fund that shall be the fund used for funding and sponsoring students acquired as per the procedures prescribed in these rules.
5. In regards to this fund, the UDOSO and EXCOM shall have functions as provided for in this rule;
 - a) To coordinate the initial processes of handling the scholarship
 - b) To coordinate the scrutiny procedure of acquiring the beneficiaries of the fund
 - c) To diligently follow up on the application of a student who seeks scholarship of the Fund
 - d) In collaboration with the office of DSS coordinate the operation of the Bank Account, withdraw and payment of the scholarship fee to the beneficiaries through the procedures provided for under First Schedule to these Rules.
6. (1) The fund shall be held and operated by the following authorities in the stated order of seniority;
 - a) College/school/institute government
 - b) EXCOM
 - c) The office of the DSS
 - d) SAC

PART III
SCHOLARSHIP APPLICATION

7. The eligibility of the applicants shall be in accordance to the provisions of this rule in this part of the rules.
 - 1) shall be a newly admitted student at the university
 - 2) shall have paid all direct cost designated in his/her admission letter of registration portal as the case may be.
 - 3) must be a person who has no financial assistance from any other source or sources to cover the item or items of cost for which the application is made
 - 4) must have filled the prescribed application form
- 7A. For the purpose of clarity, for one to be deemed eligible to be an applicant, all the enlisted qualifiers in rule 7 above must be observed.

7B. The highest amount to be granted as tuition grant shall be prescribed under the Second Schedule to these Rules

8. (1) The application for the scholarship from the fund shall be in accordance to this part of the rules and the procedures set out in Second Schedule to these Rules.

(2) The potential applicant shall apply for the scholarship through a prescribed form that shall be found in the University of Dodoma website.

(3) The filled form shall be submitted to the respective college/institute/school governor within the first week of first year registration for newly admitted students.

(4) The applicant shall submit the prescribed form as specified in subrule 3 above accompanied by payment of the prescribed fees provided for under First Schedules to these Rules.

(5) The governor shall scrutinize the applications and filter out three (3) names of applicants in collaboration with his secretaries to be forwarded for further vetting in the EXCOM in accordance to the procedures set out under Third Schedule to these Rules.

(6) EXCOM shall further vet, filter and obtain one (1) name from the list of applicants submitted by the Governor from each college/school/institute as their recommendations that shall be forwarded for further processes in SAC. Such vetting shall include a physical interview of the applicants.

(7) SAC shall approve one (1) applicant from each college/institute/school as to be the beneficiary for the fund in that respective academic year. The list of names of beneficiaries approved by SAC shall be reported to Council.

(8) In the event there is more than one applicant with similar qualifications, the relevant authority shall observe the earliest received application.

8A. For the avoidance of doubt, the process for application and confirmation of beneficiaries for the fund shall be open for all eligible applicants throughout the admission period and the first week of registration for the newly admitted students of the university.

8A(1) It shall be an applicant's duty to bear burden of proof as to his need of the scholarship during application. In that, the duty to prove eligibility lies with the applicant him/herself.

9. (1) Notwithstanding the procedures set out under the Third Schedule to these Rules the scrutiny procedure of vetting shall be done with observance of the principles of fairness, truth and equity.

- (2) All the relevant authorities save for SAC shall conduct fair physical interviews to reasonably ascertain an applicant's legibility to be a beneficiary.
10. (1) The grant shall be paid semester-wise for each applicant in respect of the tuition fee of the granted applicant
- (2) The grant shall last for one academic year as recognized by the university upon which after expiry of such year, said beneficiary should look for means to continue his/her studies by other means recognized in the United Republic.
- (3) Upon expiry of the grant, the application window shall be reopened for the new academic year for freshly admitted students of the university and such cycle shall continue.

PART III

OTHER PROVISIONS

11. (1) It shall be an offence for an applicant to conduct and act or omission in anticipation of unfairly being granted a scholarship.
- (2) Any one of the following shall constitute an offence in regards to these rules;
- a) Forging necessary information or document(s) as the case may be so that he/she receives favor from relevant authorities
 - b) Lying deliberately in anticipation of receiving the grant
 - c) Colluding with intent to make processes easy for an applicant to be beneficiary
 - d) Any other act that can be construed as deceitful to authorities in persuasion of a decision
 - e) Any act recognized as an offence under the Students' By-laws of 2024
- (2) The offences once discovered must be notified to the SAC for deliberation and necessary sanction.
12. (1) Any other act or omission discovered though not enlisted shall still be dealt with in as though as it has been enlisted in rule 12 above.
- (2) Subject to rule 12(3) of these rules, the body that shall adjudicate any offence in regards to the funds and these rules is the SAC.
- (3) SAC shall, upon being convinced beyond a reasonable doubt, sanction the offender in accordance to rule 14 of these rules.

13. The following situations shall be qualifiers for termination of the grant of scholarship for a beneficiary;

- a) As a sanction for an offender who conducted any one of the offences recognized in these rules, where SAC shall terminate the application or grant as the case may be subject to the provisions of this rule
- b) Upon the discontinuation of an applicant
- c) Upon deregistration of an applicant
- d) Upon death of an applicant
- e) Upon proof of insanity for an applicant

13A. Where there has been a terminated slot, such slot shall remain as empty until a new application window is opened as per these rules.

PART V

LEGAL FORCE

14. These rules shall come into force after being passed and approved by the Student Affairs Committee after having passed through necessary processes.

14A. These rules shall be amended upon necessary needs that shall be communicated and approved by the SAC.

FIRST SCHEDULE

(Made under rule 5(d))

OPERATION OF THE BANK ACCOUNT AND SIGNATORIES TO THE BENEFICIARIES FUND

- 1. The grant payment procedure shall be in accordance to the signatory formality recognized and as elaborated in this Second Schedule to the UDOSO Scholarship Rules, 2025.
- 2. The signatories for the payment of the grant for a beneficiary must be three (3) in the manner so elaborated herein.
- 3. The office of the Director of Students Services shall have a mandatory right and obligation on being signatory to the grant payment, and as such be the first compulsory signatory to approve payment of the grant.
- 4. The other signatories for the grant shall be one signatory from CLASS A of signatories and one signatory from CLASS B of signatories.

5. CLASS A of signatories includes the Vice President of UDOSO and the Prime Minister of UDOSO where one of the enlisted can sign to approve payment of the grant.
6. CLASS B of signatories includes the Speaker of the Student Representative Council (UDOSO Parliament) and the Minister responsible for Finance where one of the enlisted can sign to approve payment of the grant.
7. Upon effecting the withdrawal, the fee shall be paid directly into the respective control number of tuition fee payment for the specific semester of the particular beneficiaries.

SECOND SCHEDULE

(Made under rule 8B)

APPLICATION FEE AND GRANT SCALE

1. There shall be a compulsory and non-refundable payment of Five Thousand Shillings to be the fee for application of the grant and such payment shall be made in the accounts recognized in the rules under rule 1 of Schedule I of the Rules.
2. The application fee prescribed in 1 above shall be remitted to the below Accounts; 1)
Account Name: NATIONAL MICROFINANCE BANK (NMB)

Bank Name: UDOM STUDENT ORGANIZATION (UDOSO)
Account Number: 52010009055

2)
Account Name: CRDB BANK

Bank Name: UNIVERSITY OF DODOMA STUDENT ORGANIZATION

Account Number: 0150083321200
3. The pay in slip of the application fee shall be among the attachments in the submission.
4. The scale of grant shall be One Million Eight Hundred Thousand Shillings while the lowest grant of scholarship shall be Seven Hundred Thousand Shillings.

THIRD SCHEDULE

(Made under rule 8(1))

COLLEGE/INSTITUTE/SCHOOL SCRUTINY PROCEDURES FOR UDOSO SCHOLARSHIP FUND APPLICATION

1. The college/school/institute government shall be the scrutiny organ of the filtering of the applicants as to become beneficiaries of the fund.
2. As provided under rule 8 and rule 8A of the UDOSO Scholarships Rules of 2025, the governor shall collect the application forms of the applicant.
3. In reference to rule 8(3), 8A and rule 10 of the rules, the collection of forms shall cease upon the ending of the first week of newly admitted first year registration period.
4. Upon closing of submission window, the governor shall call the cabinet of his academic unit/constituency/province in its full capacity and start discussing and filtering the eligibility of the applicants.
5. The applicants shall be interviewed by that cabinet for intensive vetting of the eligibility criteria.
6. For avoidance of doubt, the cabinet is intended to mean all the secretaries in the respective academic unit subject in administration of that governor's government in the school/college/institute.
7. The quorum to discuss and pass decision shall NOT be less than three quarters ($\frac{3}{4}$) of the total ministry secretaries recognized in that government of the particular academic unit. It shall exclude the governor, his/her deputy and the general secretary.
8. The Governor, deputy and general secretary must all be present during the filtering meeting.
9. The mode of decision making shall be a consensus rule/principle subject to rule 7 of this schedule to the Rules.
10. After scrutiny, the cabinet shall filter out the decided names as to have been legible to move on towards the next stage as directed by the UDOSO Scholarship

FOURTH SCHEDULE

(Made under rule 8(1))

VIWANGO VYA ADA KWA NDAKI, SHULE KUU NA TAASISI KATIKA MPANGO WA UFADHILI WA SERIKALI YA WANAFUNZI KUPITIA MFUKO WA “UDOSO SHOLARSHIP”

NA	ADA KWA MWAKA	KOZI
1	TZs. 700,000/=	Kozi zitolewazo Ndaki ya Elimu isipokuwa kozi za Sayansi katika Elimu
2	TZs. 700,000/=	Shahada ya Awali katika Elimu inayotolewa katika Ndaki ya Insia na Sayansi za Jamii (CHSS)
3	TZs. 800,000/=	Programu zote zinazotolewa katika Ndaki ya Insia na Sayansi za Jamiii (CHSS) isipokuwa Shahada ya Awali katika Elimu (BAED)
4	TZs. 800,000/=	Programu zote zinazotolewa katika Taasisi ya Stadi za Maendeleo (IDS)
5	TZs. 800,000/=	Programu zinazotolewa katika Taasisi ya amaduni za Kichina (CI)
6	TZs. 1,000,000/=	Programu zote zinazotolewa katika Ndaki ya Biashara na Uchumi
7	TZs. 1,200,000/=	Programu zote zinazotolewa katika Ndaki ya Sayansi za Kompyuta na Elimu Angavu (CIVE) ambazo sio za kiuhandisi Programu zote za Sayansi katika Elimu
9	TZs. 1,500,000/=	Programu zote zinazotolewa katika Ndaki ya Sayansi za Ardhi na Uhandisi (COESE)
10	TZs. 1,500,000/=	Programu zote za Uhandisi zinazotolewa Ndaki Sayansi za Kompyuta na Elimu Angazvu (CIVE)
11	TZs. 1,500,000/=	Programu zote zinazotolewa katika Shule Kuu ya Sheria
12	TZs. 1,500,000/=	Programu zote zinazotolewa katika Shule Kuu ya Uguzi na Afya ya Jamii (SONPH)
13	TZs. 1,800,000/=	Programu zote zinazotolewa katika Shule kuu ya Tiba na Afya ya kinywa (SOMD).

