MZUMBE UNIVERSITY
(CHUO KIKUU MZUMBE)

INTERNATIONALIZATION AND CONVOCATION UNIT

THE MZUMBE UNIVERSITY ALUMNI SCHOLASHIP FUND (MUASF) OPERATIONAL GUIDELINES

MZUMBE UNIVERSITY

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November 2024

Message from the Vice Chancellor

Dear Esteemed Alumni and Supporters of Mzumbe University,

I am delighted to introduce an initiative that reflects the enduring values of our Mzumbe University community—the Mzumbe University Alumni Scholarship Fund (MUASF).

This programme, born from the commitment of our alumni, seeks to provide financial support to students who face barriers in accessing and completing higher education. It stands as a practical expression of our shared responsibility to expand opportunity and nurture future leaders.

Beyond its immediate impact, MUASF aligns with the broader global development agenda, particularly the Sustainable Development Goals (SDGs)—notably SDG 4 (Quality Education), SDG 1 (No Poverty), and SDG 10 (Reduced Inequalities). Through this Fund, Mzumbe University contributes to inclusive and equitable access to higher education while supporting national and global development priorities.

The MUASF also opens avenues for strategic partnerships with alumni, the private sector, development partners, and institutions that share a commitment to education, equity, and sustainable development. These collaborations are essential for ensuring the long-term sustainability and growth of the Fund.

As a University, we recognize that education is not only a pathway to personal advancement but also a cornerstone for national

transformation. MUASF therefore represents not just financial support, but a strategic investment in human capital and societal progress.

I invite all stakeholders to join us in strengthening this initiative—through contributions, partnerships, and active engagement—as we work together to ensure that no deserving student is left behind.

Prof. William Mwegoha
Ag. Vice Chancellor, Mzumbe University

Message from the President of the Convocation

Esteemed Mzumbe University alumni, friends, and partners,

It is with great pride that I present the Mzumbe University Alumni Scholarship Fund (MUASF), a collective initiative that reflects the strength, unity, and responsibility of our alumni community.

Established through a resolution of the 22nd Annual General Meeting of the Mzumbe University Convocation held on 23rd November 2022, MUASF is designed to support academically capable students who face financial hardship, ensuring that economic barriers do not prevent them from accessing or completing higher education.

This Fund is not only a mechanism of support, but also a platform for collective action and partnership. It provides an opportunity for alumni, institutions, and development partners to contribute to a shared vision of inclusive education and sustainable development.

In alignment with global priorities, MUASF contributes to the realization of the Sustainable Development Goals, particularly those related to education, equity, and poverty reduction. Through this initiative, alumni are directly participating in shaping a more inclusive and equitable future.

I call upon all alumni and partners to support and sustain this Fund—financially, professionally, and institutionally—so that it continues to grow and impact generations to come.

Together, let us build a legacy that reflects not only our success, but our commitment to giving back.

With deep appreciation,

FCPA (T) Ludovick S. L. Utouh , CAG (R)
President, Mzumbe University Convocation

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Executive Summary

The Mzumbe University Alumni Scholarship Fund (MUASF) is a transformative initiative established by Mzumbe University alumni to promote equitable access to higher education. It provides financial assistance to academically qualified yet economically disadvantaged students, enabling them to pursue undergraduate studies at Mzumbe University.

MUASF also serves as a platform for collaboration with stakeholders committed to advancing inclusive and sustainable higher education.

Coordinated under the Internationalization and Convocation Unit (ICU) and overseen by designated alumni and university representatives, the Fund operates through a transparent and structured framework grounded in the principles of fairness, accountability, and stakeholder participation.

The Fund was established following a resolution of the 22nd Annual General Meeting of the Mzumbe University Convocation held on 23rd November 2022, reflecting a collective commitment by alumni to support students facing financial barriers to higher education.
In its initial phase, MUASF prioritizes currently registered students experiencing financial hardship and at risk of discontinuing their studies. This retention-focused approach safeguards prior academic investment and reduces dropout rates. As the Fund's resource base strengthens, support will be extended to prospective students in subsequent phases of implementation.

MUASF is financed through alumni contributions, fundraising initiatives, and strategic partnerships. While alumni remain the cornerstone of the Fund, contributions are also welcomed from corporate partners, development agencies, university staff, and other stakeholders.

In alignment with the Sustainable Development Goals (SDGs)—particularly SDG 4 (Quality Education), SDG 1 (No Poverty), and SDG 10 (Reduced Inequalities)—MUASF contributes to inclusive and equitable access to higher education while supporting broader national and global development priorities.

The Fund's governance structure includes a dedicated MUASF Committee, supported by Convocation Standing Committees, and is

reinforced by robust financial oversight mechanisms, including annual audits and public reporting. Through MUASF, Mzumbe University reaffirms its commitment to educational equity, inclusive development, and the empowerment of future leaders. The Fund further provides a foundation for multi-stakeholder partnerships aimed at ensuring long-term sustainability and expanding its impact.

1.0 Introduction

The Mzumbe University Alumni Scholarship Fund (MUASF) is a scholarship programme initiated by Mzumbe University alumni to provide financial assistance to both current and prospective students of Mzumbe University who face financial barriers in pursuing their academic goals. The MUASF is an initiative owned by the Mzumbe University alumni community and managed on their behalf by the Internationalization and Convocation Unit (ICU), with oversight from designated university officers and alumni representatives.

The idea of MUASF originated during the 22nd Annual General Meeting of the Mzumbe University Convocation held on 23rd November 2022, where alumni unanimously resolved to establish a

fund dedicated to supporting students from economically disadvantaged and vulnerable backgrounds. The Fund seeks to support students pursuing bachelor's degree programmes at Mzumbe University who are constrained by financial limitations.

The MUASF Operational Guidelines have been developed to govern the administration of the Fund and to ensure that the selection of scholarship recipients is fair, transparent, and based on clearly established criteria.

1.1 Strategic Focus and Phased Implementation

In its initial phase, the MUASF will prioritize continuing students at Mzumbe University who are experiencing financial hardship and are at risk of discontinuing their studies. This retention-focused approach ensures that students already enrolled are supported to complete their programmes, thereby safeguarding prior academic investment and reducing dropout rates. As the Fund matures and its resource base expands, future phases will extend support to MU prospective students and introduce additional support mechanisms in line with evolving needs and sustainability goals. Table 1.1 presents the phased approach to MUASF growth

Table 1.1 Phased Approach to MUASF Growth

S/N.	Phase	Target Group	Focus Description
i.	Phase 1 (Current)	Continuing students at MU	Support vulnerable students already enrolled who face the risk of dropping out.
ii.	Phase 2	Prospective	Support newly

	(Subsequent Phase)	students at MU	admitted students unable to register due to lack of financial support.
iii.	Phase 3 (Long-term)	Wider support model	Introduce academic support (books, laptops), partial grants, and emergency assistance.

2.0 Purpose

The MUASF aims to provide academic and financial support to students from vulnerable or economically disadvantaged backgrounds who lack alternative funding sources and have not secured financial support through the Higher Education Students' Loans Board (HESLB) or other formal financial aid mechanisms, enabling them to pursue and complete their studies at Mzumbe University.The Fund enables such students to pursue and complete their studies at Mzumbe University.

More broadly, MUASF seeks to promote equitable access to higher education and support academically capable students in achieving excellence despite financial constraints. This approach ensures that the Fund is directed toward students with the greatest financial need while avoiding duplication of existing financial support mechanisms.

3.0 Eligibility Criteria

To be eligible for the MUASF scholarship, applicants must meet the following criteria:

i. Be either a prospective student who has received an admission offer to pursue a bachelor's degree programme at Mzumbe University but is unable to register due to financial hardship, **or** a currently registered student at Mzumbe University who demonstrates significant financial hardship that may lead to discontinuation of studies.

ii. Demonstrate financial need, assessed through the applicant's family or guardian status (e.g., orphanhood), income, household expenses, and other relevant factors. Supporting evidence must be submitted, such as a signed letter from the Street/Village Chairperson or Ward Executive Officer, a death certificate, or other verifiable documents. The MUASF Committee may apply additional verification measures.

iii. Lack reliable financial support from close relatives or guardians.

iv. Not be a current beneficiary of any government loan, grant, or scholarship (including HESLB) or any other formal financial support scheme. This requirement ensures that the Fund is directed to students with the greatest financial need and prevents duplication of financial support from existing schemes.

v. Demonstrate academic potential and commitment to success, based on performance in previous academic levels (e.g., secondary school or equivalent) and a personal statement outlining educational aspirations and career goals.

vi. For continuing students only at Mzumbe University, an applicant must have a minimum average GPA of 3.0,

calculated as the arithmetic mean of GPAs obtained in all previous semesters.

vii. Submit all required supporting documentation, including academic transcripts, proof of financial hardship, and any other relevant materials.

viii. Meet Mzumbe University's academic entry requirements at the time of application.

ix. Be willing to comply with all scholarship terms and conditions as outlined in the Scholarship Agreement (*see Appendix A*).

Note: During the initial phase of implementation, priority will be given to currently registered students facing financial hardship. As the MUASF Fund base expands, the scholarship will progressively expand to include prospective students who are unable to register due to financial constraints.

4.0 Application Process

The MUASF application process involves the following steps:

i. Eligible applicants shall complete and submit the MUASF application form through the designated submission channels as determined by the Fund.

ii. Applications must be submitted by the published deadline. Late or incomplete applications will not be considered.

iii. All applications will be reviewed by the MUASF Committee, which is composed of representatives from Mzumbe University alumni, faculty, and staff.

iv. The MUASF Committee will verify the information provided by applicants, including validation through relevant Local Government Authorities where necessary.

v. Upon completion of the evaluation process, the MUASF Committee shall prepare and submit an evaluation report to the DVC–ARC for approval.

vi. Following approval, all applicants shall be formally notified of the outcome of their applications.
vii. Successful applicants shall be required to sign a Scholarship Agreement prior to disbursement of funds.
viii. Applicants who deliberately misrepresent their financial status or provide false information shall be disqualified. Where such misrepresentation is discovered after award, the MUASF Committee reserves the right to terminate the scholarship and take appropriate recovery or disciplinary measures.

5.0 Selection Criteria

The MUASF Committee will assess applications based on the following criteria:

5.1 Demonstrated financial need

The applicant must demonstrate that they cannot pay for their education but failed to secure financial support from HESLB and other funding sources. This includes submitting relevant supporting evidence which will justify the applicant's vulnerability.

5.2 Demonstrated academic excellence and potential for success

The applicant must demonstrate a strong academic record and a clear plan for achieving their educational and career goals.

5.3 Quality of the application and supporting documents

The application must be complete, accurate, and well-written, and the supporting documents must be authentic and verifiable.

6.0 MUASF Committee

The fund will form and operate committees as follows.

6.1 Appointment and Composition of MUASF Committee

The MU Alumni Convocation Secretariat will nominate six members for the MUASF Committee, and these nominations will be presented at the MU Annual Alumni General Meeting for approval. The Director of Internationalization and Convocation Unit (DICU) will be the Chairperson of the Committee. The criteria for choosing the six members are as follows:

i. Active MU alumni membership required
ii. Should possess strong ethical standards.
iii. They must demonstrate high and unquestionable intellectual capacity.
iv. Gender balance should be considered.

MUASF Committee will serve the same period as MU Convocation Secretariat.

6.1.1 Conflict of Interest

All members of the MUASF Committee are required to declare any potential or actual conflict of interest related to any applicant. The member must withdraw from all discussions and decisions regarding the application to maintain integrity and transparency in the selection process.

6.2 Function of MUASF Committee

The functions of the MUASF Committee shall include, but not be limited to:

i. Receiving and managing scholarship applications through the designated submission channels as determined by the Fund.
ii. Convening meetings for the assessment of applications, with the Director, ICU serving as the convener.

iii. Reviewing and evaluating scholarship applications and selecting beneficiaries based on established criteria.
iv. Preparing an evaluation report, including the list of successful and unsuccessful applicants.
v. Submitting the evaluation report to the DVC–ARC for approval prior to communicating results to applicants.

7.0 Scholarship Package

The scholarship award may cover tuition fees, stipend, health service, and study materials depending on the availability of funds**.** The student under MUASF is encouraged to observe terms and conditions stipulated in **Section 12.0** of this guideline, failure to comply may result in termination of the scholarship.

8.0 The Source Fund for Scholarship

The main source of funds for Scholarship is through fundraising and donation from MU alumni including MU staff and any other person or entity willing to support the University.
There will be three sources of funds.

8.1 Fundraising at MU Alumni Annual General Meeting

The primary fundraising initiative takes place at the MU Alumni Annual General Meeting (Convocation). This event is key to fundraising, leveraging in-person participation from many MU alumni.

8.2 Individual Contributions to the Scholarship Fund

This second approach involves individuals contributing funds directly to the designated account at any given time. This mode of contribution offers flexibility to those who wish to support the scholarship fund.

8.3 Exploring Supplementary Funding Strategies

In addition to the established modalities, the DICU is encouraged to explore further funding strategies. This includes engaging in corporate events, fostering partnerships, and other innovative initiatives. Maintaining a dynamic outlook ensures the sustainability and growth of the scholarship fund.

8.4 Ongoing Enhancement of Funding sources

The DICU should continuously brainstorm and consider new strategies for expanding the pool of funds to support deserving students. The exploration of avenues beyond the conventional ensures the longevity and effectiveness of the scholarship program to support the vulnerable.

8.5 Strategic Alignment and Green Funding Opportunities

The Mzumbe University Alumni Scholarship Fund (MUASF) is aligned with the global development agenda, particularly the United Nations Sustainable Development Goals (SDGs). It directly contributes to SDG 4 (Quality Education), SDG 1 (No Poverty), and SDG 10 (Reduced Inequalities) by enabling access to higher education for financially disadvantaged students.

As the Fund matures, MUASF seeks to establish strategic partnerships with a broad range of stakeholders committed to inclusive, equitable, and sustainable development. These include Mzumbe University alumni and alumni-led enterprises, whose contributions—financial, professional, and institutional—form the foundation of the Fund's sustainability.

The Fund will also engage with national and international partners, including development agencies such as UNDP, UNESCO, the Green

Climate Fund, private sector actors, and other organizations that invest in human capital, climate-resilient futures, and education for sustainability.

MUASF welcomes opportunities to integrate green learning priorities, such as support for students pursuing studies related to climate change, environmental management, sustainable agriculture, public policy, and innovation for resilience. By doing so, the Fund aims to strengthen its impact while contributing to Tanzania's broader development goals and global climate commitments. This positioning enhances the Fund's ability to attract strategic partners and ensures its long-term sustainability and impact.

This approach strengthens alumni engagement while positioning the Fund as a collaborative platform for multi-stakeholder investment in education and development.

9.0 Management of MUASF Account

All scholarship funds shall be kept in a designated Mzumbe University Alumni Scholarship Fund (MUASF) account, managed by Internationalization and Convocation Unit and alumni representatives according to these operational guidelines.

9.1 The Signatories of the MUASF Account

The account's signatories shall be:

i) The Deputy Vice Chancellor – Academics, Research and Consultancy (DVC–ARC),
ii) The Director of Internationalization and Convocation Unit (DICU)

iii) The MU Convocation Treasurer, and
iv) One (1) representative from the MU/IDM-Mzumbe alumni.

Any two (2) of the designated signatories shall be required to authorize transactions on behalf of the MUASF, in accordance with the Fund's operational guidelines.

9.2 Financial Management and Auditing

To ensure transparency and integrity in financial management:

i) The Secretariat shall invest funds, properties, and other assets of the MUASF as approved and directed by the Annual General Meeting. A fundamental pillar of this strategy is the prioritization of resource security and risk mitigation, ensuring the long-term financial sustainability of the MUASF and the successful realization of its founding objectives.
ii) The MUASF account shall be subject to annual audits in accordance with Mzumbe University's financial regulations.
iii) The audit report shall be presented during the MU Alumni Annual General Meeting and made available through established reporting channels, including the Convocation online platforms.
iv) The Director of the Internationalization and Convocation Unit (DICU) shall ensure that quarterly financial reports are prepared and submitted to the MUASF Committee for review and record-keeping.
v) All financial activities shall be conducted in compliance with relevant university policies, donor requirements, and applicable laws of Tanzania.

10.0 Governance and Oversight of MUASF

The Mzumbe University Alumni Scholarship Fund (MUASF) is governed through the structures of the University Convocation, which is the formal organ responsible for all alumni-related activities. The implementation and coordination of MUASF activities are overseen by the Convocation Coordinator, who operates under the Director of Internationalization and Convocation Unit (DICU) and supported by other internal committees as necessary. Oversight is guided by the principles of accountability, transparency, and institutional alignment, with the goal of ensuring that the MUASF is managed effectively and fulfils its mission of supporting financially disadvantaged students.

10.1 Convocation Leadership and Coordination

The Convocation Coordinator, based within the Internationalization and Convocation Unit (ICU), is responsible for the day-to-day coordination of MUASF activities. This includes managing the application process, facilitating communication with alumni and applicants, and coordinating overall scholarship operations. The Coordinator operates under the Director of Internationalization and Convocation (DICU), who provides overall oversight, strategic direction, and accountability for the implementation of the Fund.

The implementation of MUASF is further supported by the MUASF Committee, which is responsible for reviewing applications, selecting beneficiaries, and ensuring that decisions are made in accordance with established criteria and guidelines. The Committee works in close coordination with the Convocation Coordinator to ensure effective execution of its functions.

In addition, the Coordinator supports stakeholder engagement efforts, including alumni relations and partnership development, to enhance the sustainability and impact of the Fund.

The work of the Coordinator is supported by Standing Committees established by the Convocation Annual General Meeting (AGM), which include:

i) **Planning and Finance Committee**: Responsible for developing fundraising strategies, identifying funding opportunities, and coordinating resource mobilization initiatives.
ii) **Stakeholders' Engagements Committee**: Responsible for strengthening alumni engagement, organizing networking events, public lectures, and promoting student–alumni interaction.
iii) **Additional Committees**: May be established by the AGM to support specific Convocation or MUASF initiatives, including partnerships, innovation, and sustainability programmes.

10.2 Role of the Treasurer

The Convocation Treasurer plays a key role in the financial management and oversight of the Mzumbe University Alumni Scholarship Fund (MUASF) and serves as one of the authorized signatories to the Fund account.

The Treasurer operates in close coordination with the Director of Internationalization and Convocation (DICU), the Convocation Coordinator, and the MUASF Committee to ensure that all financial resources are managed responsibly, transparently, and in accordance

with university regulations and approved guidelines. The responsibilities of the Treasurer shall include:

i) Maintaining accurate and up-to-date financial records of all MUASF transactions in compliance with university financial procedures.
ii) Preparing and submitting the draft annual budget of the Fund to the Planning and Finance Committee and the Convocation Annual General Meeting (AGM) for review and approval.
iii) Presenting periodic financial reports, including income, expenditure, and fund balance statements, to the MUASF Committee and the Convocation.
iv) Coordinating with other signatories to ensure proper authorization and accountability in all financial transactions related to the Fund.
v) Supporting internal and external audit processes and ensuring compliance with financial reporting requirements.
vi) Advising the MUASF Committee and relevant stakeholders on financial sustainability, resource allocation, and prudent use of funds.

10.3 MUASF Sustainability Management

To safeguard the long-term viability of MUASF, the following strategies will be pursued:

i) **Expanding alumni engagement**: Alumni will be continuously mobilized through structured campaigns, events, and personal outreach to contribute financially or in-kind to the Fund.
ii) **Fundraising campaigns and events**: Regular fundraising initiatives, such as alumni galas, fun runs, and online

campaigns, will be organized to raise resources and increase fund visibility.

iii) **Strategic partnerships**: The MUASF Committee will seek collaborations with private sector partners, NGOs, and development agencies to enhance resource mobilization and co-funding opportunities.

iv) **Establishment of an endowment fund**: The MUASF will gradually build an endowment fund, with the principal invested in secure financial instruments. Only the interest or returns generated will be used to fund scholarships. This will ensure sustainability and intergenerational support. The Secretariat will establish a sustainable endowment model designed to support the MUASF's longevity. This framework will prioritize environmental and cultural preservation alongside the economic interests of stakeholders to ensure a balanced and impactful investment approach.

v) **Building a culture of giving**: A giving-back philosophy will be cultivated among alumni, beneficiaries, staff, and friends of Mzumbe. This includes the introduction of payroll-based giving, monthly pledges, and digital donation platforms.

vi) **Annual financial reviews**: The MUASF Committee will conduct annual reviews of the Fund's financial performance, including reporting on revenue, expenditures, and investment returns. These reviews will inform adjustments to fundraising, disbursement, or investment strategies.

vii) **Alumni and Corporate Engagement Model:** The MUASF shall actively engage Mzumbe University alumni, including those in leadership positions and those operating businesses and enterprises, as strategic partners in sustaining the Fund. This engagement may include structured giving schemes, corporate sponsorships, mentorship support, and in-kind

contributions. The Fund will promote alumni-led initiatives and partnerships that strengthen resource mobilization, enhance visibility, and ensure long-term sustainability.

11.0 Reporting Frameworks

The MUASF, under the coordination of the Internationalization and Convocation Unit (ICU), shall prepare quarterly and annual scholarship reports detailing the Fund's performance and impact. The report shall include:

i) The number of applications received and scholarships awarded.
ii) A financial summary, including disbursements and available balance.
iii) Key fundraising efforts and partnerships established.
iv) Challenges encountered and lessons learned.
v) Testimonies from scholarship beneficiaries highlighting the impact of the Fund.

This report shall be:

i) Presented during the MU Alumni Convocation Annual General Meeting (AGM).
ii) Made publicly accessible through the MU Alumni Association website.
iii) Shared with relevant university authorities and stakeholders to promote transparency and accountability.

12.0 Terms and Conditions of MUASF

Upon award of the scholarship, the following terms and conditions shall apply. Failure to comply with these conditions may result in suspension or termination of the scholarship. These terms and conditions shall apply uniformly to all MUASF beneficiaries, including continuing students supported under the Fund.

i. The scholarship award is not transferable and may not be deferred.
ii. The scholarship recipient must comply with all Mzumbe University rules and regulations, including academic policies and codes of conduct.
iii. The scholarship recipient must provide regular progress reports to the MUASF Committee, as well as any other reports or documentation that may be required.
iv. The scholarship recipient must use the scholarship funds only for educational purposes and must provide receipts or other documentation to prove how the funds were used.
v. The scholarship recipient must notify the MUASF Committee of any changes to their financial or academic status, or any other circumstances that may affect their eligibility for the scholarship.
vi. The scholarship recipient must participate in MUASF events and activities, as required.
vii. The scholarship recipient must acknowledge the MUASF scholarship in any publications, presentations, or other public forums related to their academic or professional activities.
viii. The scholarship recipient shall maintain a minimum GPA of 3.0 and shall not have supplementary examinations in

more than two subjects per semester. If the recipient fails to meet these academic standards, the MUASF Committee shall conduct a review to assess the reasons behind the poor performance. Depending on the outcome, the scholarship may be suspended, terminated, or continued with specific academic support measures.

ix. Submission of academic progress report at the end of every semester to the MUASF Committee through the office of DICU.

x. In case the family or relatives of the scholarship beneficiary undergo economic recovery to the extent that they can cover the remaining academic expenses, or the beneficiary secures another scholarship for the same programme, the beneficiary must write to terminate the MUASF scholarship. The letter must be channeled to the MUASF through the Office of DICU.

xi. If the MUASF Committee and/or Mzumbe University Management discovers that a scholarship beneficiary has met the conditions for termination (as outlined above) but has not taken action to terminate the scholarship contract, the Committee will initiate an internal review. If confirmed, the scholarship will be terminated.

xii. Applicants found to have deliberately misrepresented their financial status during the application process shall be disqualified from the scholarship. If such misrepresentation is discovered after the scholarship has been awarded, the MUASF Committee reserves the right to terminate the award immediately and take appropriate recovery or disciplinary action.

xiii. The MUASF Committee reserves the right to re-evaluate the financial eligibility of any beneficiary at any point

during the scholarship period. The Committee may conduct random or cause-based reviews to ensure continued compliance with the Fund's terms and conditions.

13.0 Review and Update of Operational Guidelines

The operational principles of the Mzumbe University Alumni Scholarship Fund (MUASF) have been developed to promote fairness, transparency, and efficiency in the administration of the Fund. Recognizing the evolving nature of higher education and financial realities, these guidelines shall be subject to periodic review and enhancement to ensure continued relevance and effectiveness.

i. Review Frequency

a) These operational guidelines shall be reviewed every five (5) years. Where an earlier review is deemed necessary, the MUASF Committee shall submit a justification to the DVC–ARC for approval prior to initiating the review process.
b) The review shall ensure alignment with evolving university priorities, stakeholder input, best practices in scholarship administration, and the progressive expansion of the Fund.

ii. Inclusivity in the Review Process

The MUASF Committee shall engage a broad range of stakeholders in the review process, including:

a) MU/IDM–Mzumbe alumni
b) Current and former scholarship beneficiaries
c) Representatives from academic units and student affairs
d) University financial and quality assurance units
e) Legal and planning offices
f) Professionals in education, development, and donor engagement

This inclusive approach ensures that the guidelines remain responsive, comprehensive, and forward-looking.

iii. Change Notifications and Approvals

All relevant stakeholders, including applicants and university personnel, shall be informed of any amendments. A summary of proposed changes and their justification shall be presented to the MU Alumni Annual General Meeting (AGM) of the Convocation for discussion and approval.

14.0 Conclusion

The MUASF Operational Guidelines provide a structured and transparent framework for the administration of the scholarship programme, ensuring that the selection of beneficiaries is fair, accountable, and based on clearly defined criteria.

Through MUASF, Mzumbe University reaffirms its commitment to equitable access to higher education, academic excellence, and inclusive development. By addressing financial barriers, the Fund seeks to empower deserving students to achieve their full potential and contribute meaningfully to society.

The Fund also serves as a platform for collaboration with alumni, the private sector, and development partners, in alignment with national priorities and the Sustainable Development Goals (SDGs).

Stakeholders are encouraged to support and actively participate in the growth of MUASF, ensuring its sustainability and long-term impact for future generations.

□ Appendices (After Section 14.0 Conclusion)

Appendix I: Mzumbe University Alumni Scholarship Fund Contract/Agreement
(To be signed by the scholarship recipient and the Association upon award)

Appendix II: MUASF Application Form
(To be completed and submitted with supporting documents)

Appendix III (Optional): Application Checklist
(To guide applicants through required documentation — the checklist we finalized earlier)

Appendix i

MZUMBE UNIVERSITY ALUMNI SCHOLARSHIP FUND (MUASF) AGREEMENT

This Contract /Agreement is made between the Mzumbe University Alumni Scholarship Fund (MUASF), coordinated by the Internationalization and Convocation Unit (DICU) of Mzumbe University, through its representatives (the "Fund"),

AND

The undersigned scholarship awardee (hereinafter referred to as the "Recipient").

1.0 Purpose:

The purpose of this Agreement is to outline the terms and conditions under which the Scholarship Recipient will receive financial support from the Mzumbe University Alumni Scholarship Fund (hereinafter referred to as the "Fund") to cover tuition fees, accommodations, book allowances, and meal allowances to pursue undergraduate studies at Mzumbe University.

2.0 Term:

This Agreement shall be effective for the duration of the Scholarship Recipient's program of study at Mzumbe University, commencing from the date of signing this Agreement.

3.0 Scholarship Details:

3.1 The Association shall provide financial support to the Scholarship Recipient as follows:

i. **Tuition Fees:** The Fund will cover the Scholarship Recipient's tuition fees as per the official fee structure of Mzumbe University.
ii. **Accommodations:** The Fund will provide a monthly stipend to assist the Scholarship Recipient in meeting their accommodation expenses.
iii. **Book Allowance:** The Fund will provide an annual book allowance to assist the Scholarship Recipient in purchasing necessary academic materials.
iv. **Meal Allowance:** The Fund will provide a monthly stipend to assist the Scholarship Recipient in covering their meal expenses.
v. **Transport Allowance:** The fund will meet all transport costs associated to study activities of the recipient, including to and from home of domicile.

4.0 Obligations of the Scholarship Recipient:

i. The Scholarship Recipient agrees to maintain good academic standing and adhere to the rules and regulations of Mzumbe University.
ii. The Scholarship Recipient agrees to provide his/ her regular updates on academic progress to the Association.
iii. The Scholarship Recipient commits to taking part in activities or events arranged by the Association to promote both the scholarship program and Mzumbe University as a whole.

5.0 Obligations of the Association:

5.1 The Association shall provide financial support to the Scholarship Recipient in accordance with the details outlined in Section 3 of this Agreement.

5.2 The Association shall maintain confidentiality regarding the personal and academic information of the Scholarship Recipient, except as required by law or with the Scholarship Recipient's written consent.
5.3 The Association may request periodic reports from the Scholarship Recipient to assess their progress and ensure compliance with the terms of this Agreement.
5.4 The Association reserves the right to revoke the scholarship in case of misconduct or violation of the terms and conditions of this Agreement.

6.0 Termination:
6.1 This Agreement may be terminated by either party upon providing written notice to the other party with a minimum of 30 days' notice.
6.2 The Association reserves the right to terminate this Agreement immediately if the Scholarship Recipient fails to meet the academic or behavioral standards set by Mzumbe University or violates any terms of this Agreement.

7.0 Governing Law:
This Agreement shall be governed by and construed in accordance with the laws of Tanzania.

8.0 Entire Agreement:
This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements, understandings, or representations, whether oral or written.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written below.

Association:
Mzumbe University Alumni Association

Signature: _____
Printed Name: _____
Date: _____

Scholarship Recipient:
Signature: _____
Printed Name: _____
Date: _____

Appendix ii

MZUMBE UNIVERSITY ALUMNI SCHOLARSHIP FUND APPLICATION FORM

i. Personal Information:

Full Name: _____

Sex : _____

Date of Birth: _____

Nationality: _____

Postal Address: _____

Email Address: _____

Phone Number: _____

Marital Status: _____

Educational Background:

Name of Secondary School: _____

Year of Completion: _____

Examination Results (Attach photocopies of relevant documents):

O-Level Certificate

A-Level Certificate

National Examination Council (NECTA) results

Other relevant academic certificates

Financial Information:

Family Income (monthly): _____

Number of Family Members: _____

Parent Status: .....

Are they currently employed? (Yes/No) _____

If yes, please provide details: _____

Scholarship Requirements:

Please describe your financial situation and explain why you need financial assistance for your studies. (Maximum 200 words)

Have you applied for any other scholarships? (Yes/No) _____
If yes, please provide details of the scholarships you have applied for:
Are you receiving any financial aid or support from any other organization or institution? (Yes/No) _____
If yes, please provide details of the support you are receiving:
Have you been awarded any scholarships in the past? (Yes/No) _____

If yes, please provide details of the scholarships you have received:
Do you have any special circumstances or challenges that we should consider when evaluating your application? (Maximum 200 words)

How will receiving this scholarship help you in achieving your educational goals? (Maximum 200 words)
Do you have any additional documents or information you would like to provide to support your application? (*Attach photocopies*)

Declaration:
I hereby declare that the information provided above is true and accurate to the best of my knowledge. I understand that any misrepresentation or omission of information may result in the cancellation of my application or revocation of the scholarship awarded.

Applicant's Signature: _____
Date: _____
Location: _____

Submission Instructions:
The submission process will be communicated by the Directorate of Internationalisation and Convocation in each specific call, depending on whether it targets continuing students, newly admitted students, or both.
Note: Emailed submissions must be complete and clearly scanned. Incomplete or illegible documents may result in disqualification.

Note: The Mzumbe University Alumni Scholarship Fund (MUASF) Committee will review all applications and select candidates based on eligibility, financial need, academic performance, and the availability of funds**.**

All applicants will be notified of their application status, regardless of the outcome. However, only shortlisted candidates will proceed to the next stage of evaluation, which may include additional verification or interviews.

MUASF is committed to a transparent, fair, and accountable selection process, ensuring that all applicants receive timely and respectful communication.

Appendix III (Optional): Application Checklist
(To guide applicants through required documentation — the checklist we finalized earlier)

MUASF Scholarship Application Checklist

Before submitting your application, please ensure that you have included all the required documents listed below. Incomplete applications will not be considered.

□ Required Documents:

- ☐ Completed MUASF Application Form (signed)
- ☐ Copy of Mzumbe University Admission Letter (for prospective student and Continuing Students)
- ☐ Personal Statement - Outlining your academic goals, career aspirations, and reasons for financial need
- ☐ Copy of Academic Results - NECTA Form Six results or equivalent qualification
- ☐ Proof of Financial Hardship (at least one of the following):
  - Letter from Village/Street Chairperson (signed and stamped)
  - Letter from Ward Executive Officer (signed and stamped)
  - Death certificate(s) of parent(s)/guardian (if applicable)
  - Other verifiable official documents
- ☐ Copy of National ID (NIDA) or other valid ID
- ☐ Two (2) recent passport-size photographs
- ☐ Any other relevant supporting documents (optional)

□ Submission Options:

Manual Submission (Preferred):
Place all documents in a clearly labelled envelope and submit to:
Mzumbe University Alumni Scholarship Fund (MUASF)
Coordinated under the Directorate of Internationalization and Convocation Unit (DICU)
P.O. Box 1, Mzumbe
Morogoro, Tanzania
(Mark the envelope: "MUASF Scholarship Application – [Your Full Name]")

Email Submission (Optional):
Scanned copies of all documents may be sent to:
[Insert official email here — e.g., muasf@mzumbe.ac.tz]
Submit all documents as a single, clearly scanned PDF file.
Incomplete or blurred submissions may be disqualified.

Important Note on Selection Process:

The MUASF Committee will review all applications and select candidates based on eligibility, financial need, academic performance, and the availability of funds.

All applicants — whether successful or not — will be contacted and informed of their application status. Only shortlisted candidates will proceed to the next evaluation stage, which may include further verification.

MUASF upholds a strong commitment to transparency, fairness, and accountability throughout the selection process.