

1.0 ACADEMIC STAFF TRAINING DEVELOPMENT (ASTD)

The following guidelines should be adhered to by all beneficiary institutions as well as prospective TETFund scholars.:

A. Programmes supported under the ASTD

- i. Beneficiary institutions should only recommend scholars for sponsorship to study for a Master degree (MA, MEd, MSc etc.) or doctorate degree (PhD, DSc, DLitt. etc) at home or abroad;.
- ii. Beneficiary Institutions may recommend for sponsorship, a scholar pursuing a doctorate degree in Nigeria, to travel aboard for bench work for a period not exceeding twelve (12) months and not less than three (3) months provided the programme is science-based;

- iii. On no account should beneficiary Institutions make recommendations for online or part-time Masters and PhD degree programmes.

B. Choice of Universities under the ASTD

- i. All applicants seeking for sponsorship to study at home (in Nigeria) must note that:
 - a. Only Universities with National Universities Commission (NUC) approved graduate courses would be accepted in Nigeria;
 - b. Scholars would not be sponsored if they are to study at the University where they also work. Inbreeding will not be supported;

- ii. All applicants seeking for sponsorship to study abroad must note that:
 - a. Public fund would only be expended to train Nigerian scholars in the top ranking Universities around the world;
 - b. Choice of country of study must be guided by the World University Ranking of Times Higher Education. Scholars should seek for admission in countries that have Universities ahead of the best university in Nigeria (based on the ranking of that year);
 - c. In those countries, scholars should be guided by the University league tables of the countries to ensure that they are seeking for placement in the top-of-the-league Universities.

Specifically,

- **Only Universities that are among the top 20 percent on the league tables of Universities in developed countries would be approved for the purpose of TETFund scholarship;**
 - **Only Universities that are among the top 10 percent on the league tables of Universities in developing countries that satisfy (b) above, would be approved for the purpose of TETFund ASTD scholarship.**
- iii. Change of Institution or course of study after the award of scholarship is not permissible. Scholars found to have changed their course or Institution of study would be asked to refund the scholarship and be barred from enjoying the Fund's support.

The AST&D allocation should be disbursed as follows:

- a. A maximum of 50% of allocation is to be spent on foreign scholarship;
- b. A maximum of 10% of the allocation is to be spent on bench work;
- c. At least 40% of the allocation is to be spent on sponsoring scholars in Nigerian Universities.

In addition, local sponsorship for Ph.D in Science based discipline is ₦1,500,000.00 per annum while other discipline is ₦1,200,000.00 per annum. In the same vein, the sponsorship for Masters degree for science based disciplines is ₦1,500,000.00 while other discipline is ₦1,200,000.00.

C. Eligibility

To be eligible for TETFund scholarship under its ASTD intervention a nominee must:

- i. Be a full-time confirmed Academic Staff, working at and nominated by a beneficiary Institution;
- ii. Have secured admission to pursue a full-time programme of study as specified in 'A' above in any University that satisfies the guidelines in 'B' above;
- iii. Not be applying to study for a second Masters degree or a second doctorate degree;

- iv. Be bonded by the Institution;
- v. A nominee for doctorate scholarship who has benefitted from the Fund's scholarship for Masters degree must have lived the bond period of the Masters degree before applying to be sponsored for the doctorate study;
- vi Must not be in receipt of any other scholarship
- vii Must provide evidence of medical fitness from a Public Hospital and not Health Centres.

D. The Process

All submissions from beneficiary institutions in respect of recommendation for the utilization of the ASTD intervention must be accompanied by the Minutes of meeting of the relevant selection Committee [TETFund Interventions Implementation Committee or Academic Board Committee or Committee of Deans & Directors].

In addition,

- i. Submissions should not be made in piece-meal. Submissions must be made at the beginning of each quarter of the year and at least 3 months to the deadline of registration;
- ii. All submissions must be accompanied with supporting documents (Admission Letter, Filled TETFund Nomination Form, Resume` of Applicant, Schedule of fees from the University, Bond Form, Medical Certificate & Bank Details);

- iii. In addition to the hard copy, submissions must be accompanied by a soft copy in a memory stick (not CD-ROM) prepared in MS-Excel in accordance with the approved template. Advance soft copy may also be sent to es@tetfund.gov.ng and astd@tetfund.gov.ng ;
- iv. Approval must be sought and obtained from the Fund before any scholar commences a programme. No request for reimbursement will be entertained on expenditure incurred by beneficiaries without prior approval by the Fund;
- v. Requests for variation in the cost of sponsorship will not be entertained after approval has been granted and funds released to the beneficiary institutions;

- vi. On completion of the vetting process, the Fund would communicate approval or otherwise to the beneficiary institution as well as the individual scholars. Thereafter, successful scholars would be paid their living expenses through their institutions who would release them to commence their study fellowship;
- vii. Yearly progress reports on each scholar under the scheme should be provided to the Fund by all beneficiary institutions based on the approved reporting template. Failure to submit progress report will affect subsequent disbursements;

- viii. The tuition fees would be paid directly to the foreign institution by the Fund;
- ix. The living expenses of PhD scholars should be paid to the scholars account on annual basis after receiving satisfactory progress report;
- x. All PhD dissertations of successful returnee scholars should be submitted to the Fund by the beneficiary Institution in both soft (pdf format) and hard copies for consideration for publication by the Fund's Book Development Committee.

- x. All submissions for ASTD sponsorship must represent 60% for science and technology based courses, while 40% to represent arts and social science courses;
- xi. All PhD programmes, should not exceed 3 years anywhere in the world;

xii. All Masters programmes should not exceed 2 years in Nigeria and 1 year in Europe and North America. However, Master's degree programmes in Malaysia, India, Taiwan, Thailand, and the United Arab Emirate could be for a maximum of 2 years.

3.2 THE GUIDELINES FOR ACCESSING THE CONFERENCE ATTENDANCE INTERVENTION ARE AS FOLLOWS:

A. The Conference

1. For any conference to be qualified for the participation of Academic Staff under the TETFund conference attendance intervention;
 - i. It must be an Academic conference organized by Academic institutions, learned society, and/or recognized and reputable professional bodies. Predatory conferences being organized by third party Predatory Conference Organizers (PCOs) must not be recommended to the Fund;
 - ii. The registration fee for the conference must not exceed N100,000.00 (One Hundred Thousand Naira) for conferences in Nigeria, and \$500 (Five hundred US dollars) for conferences abroad;

- iii. The duration of the conference must not exceed five (5) days.
- 2. Non-Academic Staff on the other hand can attend Workshops/Conferences but for a period not exceeding 5 days
- 3. Academic and Non-Academic Staff of beneficiary Institutions could attend group conferences or workshops as the case may be subject to the following:
 - i. Only a maximum of 7 Academic Staff of a department could attend a group conference (and not workshop) within a given intervention year.

- ii. Non-Academic Staff could attend group workshops organized by recognized Public Institutions.

NB

Beneficiary Institutions have a responsibility to draw the attention of their Staff to the prevalence of fraudulent conferences, scam conferences and predatory conferences organized by revenue-seeking companies and individuals to exploit researchers, especially from the third world.

B. The Process

All submissions from beneficiary institutions in respect of recommendations for the utilization of conference attendance intervention must be accompanied by the minutes of meeting of the relevant selection committee [TETFund Interventions Implementation Committee or Academic Board Committee or Committee of Deans & Directors].

In addition;

- i. Submissions of recommendation for conference attendance should be received at the Fund at least two (2) months before the conference date;

- ii. Submissions should not be made in piece-meal. A maximum of three (3) submissions per allocation year should be made;
- iii. In addition to the hardcopy, all submissions must be accompanied with a soft copy in a memory stick (not CD-ROM) prepared in MS-Excel in accordance with the approved template. Advance soft copy could also be sent to es@tetfund.gov.ng and astd@tetfund.gov.ng ;
and

- iv. On completion of the vetting process, the Fund would communicate approval or otherwise to the beneficiary institution;
- v. The beneficiary institutions should release approved funds to successful staff on time to attend the conferences;
- vi. The beneficiary institution should submit two(2) copies of financial returns with supporting documents to show evidence of release of funds to staff. Such documents include: payment vouchers, approved memos, copy of certificate of attendance (if any), cheque(s) issued or e-payment schedule and bank

statement amongst others. These would also form the basis for clearance in order to qualify to access subsequent allocations from the Fund.

No expenditure should be incurred on behalf of the Fund without its approval.

C. Eligibility

To be eligible for sponsorship under the TETFund conference attendance intervention, a person;

- i. Must be a full-time and confirmed Staff of a beneficiary Institution;
- ii. Must apply to attend and participate in an Academic conference organized by Academic Institutions, learned society (regional, national or international one), and/or recognized professional bodies;
- iii. Must have a paper accepted for presentation at the conference to be attended;

- iv. Staff previously sponsored by the Fund to attend and present paper at any conference must present evidence of attendance and presentation [certificate of attendance, conference proceedings etc] before qualifying to be sponsored to attend another conference with TETFund support;
- v. Any Staff that was previously sponsored by the Fund to attend and present a paper at an international conference must present evidence of publishing at least one (1) article in any first quartile journal or two (2) articles in any second quartile journals before qualifying to be sponsored to attend another international conference;

- vi. Staff of beneficiary Institutions can only be sponsored to attend and present paper at an international conference once every two (2) years;
- vii. Principal Officers of beneficiary Institutions can be recommended to attend local or international conference once in three (3) years. All subsisting requirements under this guideline apply;
- viii. Submission for Conference attendance should indicate the present status and salary scale of attendees.

3.3 THE GUIDELINES FOR ACCESSING THE TEACHING PRACTICE INTERVENTION ARE AS FOLLOWS:

Teaching Practice Supervision

The core objective of the Teaching Practice intervention is to support beneficiary institutions to be able to conduct the supervision of Teaching Practice effectively and efficiently. Trainee-teachers that are sent to Basic Education schools for practical teaching experience need to be supervised by the lecturers to complete their professional teacher-training programme and as part of the requirement for the award of the National Certificate in Education (NCE).

To be able to access the Teaching Practice intervention, a beneficiary Institution must fulfill the following:

- i. Provide the Fund with the names and addresses of all the primary schools where the trainee-teachers to be supervised would be posted during the intervention year;
- ii. Provide the names and contact details of the Head Teachers (Headmasters, Principals etc) of the Basic Education schools where the trainee teacher's to be supervised would be posted during the intervention year;
- iii. Notify the Fund at least three (3) months before commencement of teaching practice supervision;

- iv. Submission on Teaching Practice supervision should be made twice within a given intervention year and not in piece-meal;
- v. All Staff involved in Teaching Practice supervision must be Academic Staff who hold a permanent appointment in the Fund's beneficiary institutions. No Staff on temporary appointment should be eligible for teaching practice support from the Fund;
- vi. Requests for procurement of teaching aids by beneficiary institutions must be for micro teaching laboratory equipment only. On no account should the fund be used for the purchase of motor vehicle, CCTVs, etc.

- vii. All submissions must be made on the Fund's template for Teaching Practice and must be in both hard and soft copies on a flash drive. Advance copy may be sent to es@tetfund.gov.ng and astd@tetfund.gov.ng
- viii. Annual Teaching Practice report should be compiled and submitted to the Fund in accordance with the approved TETFund Teaching Practice template.

**GUIDELINES FOR
ACCESSING INTERVENTION
FUNDS DOMICILED IN THE
ACADEMIC STAFF TRAINING
AND DEVELOPMENT
DEPARTMENT**