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STUDENT AWARDS GUIDELINES

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1. Abbreviations

SAUT - St. Augustine University of Tanzania

SAG - Student Award Guidelines

2. Definitions

In these guidelines, the terms will have meanings attached unless the context requires otherwise:

Committee - The Student Award Committee as described in these guidelines.

Proposing Sub-Committee - A committee at the level of the faculty/school/directorate/department/unit responsible for proposing and forwarding names of qualifying candidates to the Committee for nomination.

Student award - An award to be offered to a student as per the criteria in these guidelines.

University - St. Augustine University of Tanzania, its constituent colleges and centres

3. Rationale

The Student Awards Guidelines (SAG) set procedures on the governance and selection criteria for student awards. The student award system shall exist to recognize students' academic, social, and cultural achievements and contributions. These guidelines are aimed at enhancing learning by encouraging the culture of competition amongst students in various programmes, the job market and in their future careers. The guidelines shall form a crucial instrument to guide the Committee in selecting candidates for the awards. They will ensure the principle of predictability, consistency, and transparency in award procedures and practices at the university.

4. Scope

The guidelines shall be the framework to guide the process for awarding best performing students for SAUT, its constituent colleges and centres. They cover academic, cultural and social aspects of students' achievements.

5. Guidelines Objectives

The guidelines shall have the following objectives:

- a) To recognise and support students' outstanding achievements, both academia and social cultural engagement;
- b) To recognise and promote excellence amongst students;
- c) To inculcate the spirit of quality delivery among students;
- d) To classify various awards to be offered to students;
- e) To establish traceable records of excelling students for future reference;
- f) To set selection criteria for students deserving the awards;
- g) To identify the structure and composition of the Committee;
- h) To determine the terms and conditions for the Committee;
- i) To indicate the funding mechanisms for student awards.

6. Student Awards Committee

The Committee shall be composed of the following members:

- a) Deputy Vice Chancellor for Academic Affairs/Deputy Principal for Academic Affairs/Deputy Director for Academic Affairs who shall be the chairperson;
- b) Deputy Vice Chancellor for Administration and Finance/Deputy Principal for Administration and Finance/Deputy Director for Administration and Finance;
- c) Deans of Faculties/Schools;
- d) Director of Postgraduate Studies, Research and Consultancy;
- e) Director of Undergraduate Studies;
- f) Dean of Students;
- g) Corporate Counsel who shall be the Secretary;
- h) Financial Controller;
- i) Quality Assurance Director/Officer;
- j) Students' representative.

7. Responsibilities of the Committee

The Committee shall have the following responsibilities:

- a) To receive proposed names for the awards from different proposing committees;
- b) To discuss the names in accordance with the set criteria;
- c) To propose to the University Senate/Governing Board the students who qualify for the awards each year;
- d) To prepare annual budget for student awards;
- e) To develop strategies of creating awareness of the guidelines to different stakeholders;
- f) To liaise with different donors on behalf of the university to support student awards;
- g) To keep records for students awarded from various programmes and categories;
- h) To ensure a fair and transparent mechanism for selection of student awards;
- i) To propose to the University Senate/Governing Board any guidelines amendments as it deems necessary;
- j) To conduct self-evaluation every after the awarding event.

8. Award Categories

The university shall provide the following awards to students in various programmes and other categories:

8.1 The Vice Chancellor's Award

The Vice Chancellor's Award aims at encouraging and recognising exceptional performance from the students who demonstrate outstanding achievement in activities that are aligned to the mission and vision of the university and strategic plan.

8.1.1 Selection Criteria

The proposing Sub-Committee for the Vice Chancellor's Award shall be guided by the following criteria in identifying three candidates:

- a) A student having earned a significant title in a certain subject area from a respectable local, regional or international institution that are recognized by the university;
- b) A student being selected to represent the university in a regional or international institution and having made a significant achievement as attested by the inviting institution;
- c) A student having demonstrated excellence in innovation, which results in institutional benefits for university staff and/or students;
- d) If the candidate's contribution significantly contributes towards the achievement of one or more of the university's key objectives or priorities;
- e) An alumnus having been officially recognized by the employer or related external entity for a significant contribution in the development of the organization or in enhancing its reputation.

8.1.2 Proposing Sub-Committee

The proposing Sub-Committee for the Vice Chancellor's Award shall consist of the following members:

- a) Director of Postgraduate Studies, Research and Consultancy who shall be the chairperson;
- b) Director of Undergraduate Studies;
- c) Deans of Faculties;
- d) Dean of Students;
- e) Director for the international office;
- f) A senior academic staff to be appointed by the Vice Chancellor;
- g) Corporate Counsel who shall be the secretary;
- h) Students' representative.

8.2 Overall Best Student Award

The award shall be given to the overall best student for all programmes.

8.2.1 Selection Criteria

The proposing Sub-Committee shall be guided by the following criteria in selecting three candidates for Overall Best Student Award:

- a) The Overall Best Student Award shall be offered to a student based on the performance in academic studies with the highest GPA of 4.5 and above.
- b) In case there are students with the same GPA in a particular year, the Committee shall consider other academic activities like a student with high performance in a research project, oral comprehensive examination or participation in academic workshops/seminars organised by the university.
- c) The Committee shall select one student from the list submitted from faculties/schools for best student per programme.

8.3 Best Student per Programme

The award shall be given to the outstanding student in each programme.

8.3.1 Selection Criteria

The proposing Committee for the best student per programme shall be guided by the following criteria in identifying three candidates:

- a) A student who has displayed an outstanding and consistent performance for the entire period of their studies at the university with overall GPA of not less than 4.0 and above.
- b) If the student have the same GPA as stated in (i) above, their progressive performance in each year of study will be assessed to get the best awardee.

8.3.2 Proposing Sub-Committee

The proposing Sub-Committee for best student per programme shall be the Faculty/School Board and a student representative in the respective programme.

8.4 Best Thesis/Dissertation Award

The Best Thesis/Dissertation Award shall be presented to graduate students. This award is established to encourage postgraduate research that combines theory and practice, makes in-depth contributions to the available knowledge, and has the potential to contribute to the national development agenda and the academia in general. The award shall not take into account the GPA score for the candidate selected.

8.4.1 Selection Criteria

The proposing Committee for the Best Thesis/Dissertation Award shall be guided by the following criteria in identifying three candidates:

- a) A thesis/dissertation shall have been successfully defended prior to the award deadline;
- b) A student should have been scored an A for his/her thesis/dissertation;
- c) A students shall have submitted his/her thesis or dissertation for graduation;
- d) A thesis/dissertation should have strictly adhered to the university generic guidelines;
- e) A thesis/dissertation should have been checked for plagiarism and scored the maximum percentage as per the plagiarism policy of the university;
- f) A thesis/dissertation should have outstanding originality, creativity and significance;
- g) There should be evidence that a thesis/dissertation was edited for grammatical errors by a language practitioner;
- h) For Master students, a student should have produced at least one draft paper manuscript based on his/her dissertation results intended for submission in peer-reviewed journal which is recognisable by the university;
- i) For PhD students, a student should have at least one paper published and at least two accepted manuscripts in a peer reviewed journal based on his/her research and the journal shall be recognisable by the university.

8.4.2 Proposing Sub-Committee

The University Postgraduate Sub-Committee shall be responsible for identifying the candidates of this award and forwarding the names to the Committee.

8.5 Leadership Award

The Leadership Award aims at recognizing and celebrating students for their leadership roles and outstanding achievements in co-curricular and extra-curricular activities.

8.5.1 Selection Criteria

The proposing Sub-Committee for the Leadership Award shall be guided by the following criteria to identify three candidates:

- a) A student demonstrates exemplary leadership qualities within a student organization and university at large;
- b) A student demonstrates a high level of initiative, responsibility and resourcefulness within the university;
- c) A student develops trust and credibility through open, respectful communication and provides a sense of purpose, vision and mission for fellow students by investing time and effort in mentoring them;
- d) A student exhibits outstanding leadership skills, empowers others, inspires a shared vision, and role models inclusive leadership;
- e) A student improves the quality of the student experience on campus;
- f) A student positively influences others by building consensus in group activities;
- g) A student serves as a role model within the student government by volunteering, participating in events, reaching out to fellow students, and portraying an overall positive attitude;
- h) A student shows remarkable leadership skills in advancing the mission and vision of the university and contributing to a community spirit of inclusive leadership.

8.5.2 Proposing Sub-Committee

The proposing Sub-Committee for the Leadership Award shall consist of the following members:

- a) Director of Undergraduate Studies who shall be the chairperson;
- b) Quality Assurance Director/Officer;
- c) Dean of Students;
- d) Corporate Counsel who shall be the secretary;
- e) Deans of Faculties/Schools;
- f) Chaplain;
- g) Students' representative.

8.6 Community Outreach Award

- i) The award is given to an individual or group of students that have significantly promoted equity and inclusion, and has supported and participated in the community outreach at the university, and has represented the university in a favourable image to the local community.
- ii) Evidence of active participation in community outreach and the university's cooperate social responsibility shall be deemed necessary for a winning candidate.

8.6.1 Selection Criteria

The proposing Sub-Committee for the Community Outreach Award shall be guided by the following criteria in identifying three candidates:

- a) The community outreach shall be aligned to the university strategic goals.
- b) A student shall demonstrate community outreach over a sustainable period of time or beyond the normal expectations of that student's role that has a significant community benefit.
- c) A student exhibits achievements in developing links, partnership and/or programmes between the university and external organizations in areas of external relations, excellence in media communications, and outreach.

- d) A student shall show proof of enhancing the reputation of the university by actively engaging with the region and the communities it serves.
- e) A student indicates evidence of participation in programme development, planning, implementation, and evaluation of community outreach activities.
- f) A student exhibits evidence of effective use of available resources, including human, financial and logistical resources for community programmes.
- g) A student demonstrates evidence for impact of service on meeting local or global community needs.

8.6.2 Proposing Sub-Committee

The proposing Sub-Committee for the Community Outreach Award shall consist of the following members:

- a) Dean of students who shall be the chairperson;
- b) Corporate Counsel who shall be the secretary;
- c) Director of Undergraduate Studies;
- d) Deans of Faculties/Schools;
- e) Chaplain;
- f) Students' representative.

8.7 Student Sports Award

The Student Sports Award is bestowed upon a student who has achieved the highest level of excellence in sports.

8.7.1 Selection Criteria

The proposing Sub-Committee for the Student Sports Award shall be guided by the following criteria in identifying three candidates:

- a) A student must have successfully competed for, represented and played for a university team in sports and games;
- b) A student displays great sportsmanship;

- c) A student exhibits commitment in sports;
- d) A student demonstrates honesty by observing rules of the game;
- e) A student displays positive attitude and enthusiasm for the sport both on and off the field;
- f) A student proves toughness both mentally and physically;
- g) A student demonstrates teamwork both on and off the field;
- h) A student displays perseverance in the sports.

8.7.2 Proposing Sub-committee

The proposing Sub-Committee for the student sports award shall consist of the following members:

- a) Dean of Students who shall be the chairperson;
- b) Corporate counsel who shall be the secretary;
- c) The minister of sports and games from the student government;
- d) Staff representative who shall be active in sports and participates in organizing sports at the university.

9. Students' Award Funding Mechanism

This part involves funding strategies for the student awards.

9.1 Awarding principles

The following principles shall apply for awarding students in different categories:

- 9.1.1 The originator of all the awards shall be the university. However, when donors are to be involved, the following principles shall apply.
 - a) Terms proposed by donors must be approved by the University Students' Award Committee;
 - b) The university shall provide the donor with an annual report on the status of their endowed fund. In the case of scholarships, donors shall be notified of the names of recipients and their progress report;

- c) To avoid conflict of interest, donors shall be barred from participating in the selection of awardees they sponsor;
 - d) The awards may be named after a sponsor with a title that provides appropriate recognition of the company, organisation or the person.
- 9.1.2 No individual shall sit on a selection committee responsible for selecting recipients for an award on a selection committee where the member is one or more of the following:
- a) A donor;
 - b) A nominee;
 - c) A supervisor of the nominee;
 - d) A family member or relative of a nominee.

9.2 Payment of Awards

9.2.1 Scholarships

The following guidelines shall be applicable in payment of scholarship for nominated students:

- a) Postgraduate scholarships shall be paid upon confirmation of registration in the subsequent academic year in which the award is tenable;
- b) The scholarships are limited to Tanzanian universities, where SAUT, its constituent colleges or centre shall be a priority unless the programme in question is not offered. This condition shall not be applicable to donor funded scholarships;
- c) The scholarships shall be limited to tuition fee unless otherwise decided by the university management for a student expected to be employed by the university. This condition shall not apply to donor funded scholarships;
- d) Method of payment shall be as a credit to the student's university fee account except when the scholarship coverage is beyond tuition fee, where the money shall be deposited into the student's personal account;

- e) PhD scholarships shall only be offered to students who have passed the set academic criteria and are willing to work with the university upon completion of their studies. In this case, the student shall have to sign a bursary agreement with the university.

9.2.2 Monetary Awards

Payments of awards made to graduating students shall be in cash as indicated in Table 1.

Table 1: Monetary awards to nominated students

Award type	Undergraduate		Postgraduate		
Academic	Overall best student	<ul style="list-style-type: none"> ▪ Tsh 200,000 and certificate ▪ Postgraduate scholarship 	Academic	Overall best student	<ul style="list-style-type: none"> ▪ Tsh 300,000 and certificate ▪ PhD Scholarship
	Best student per programme	<ul style="list-style-type: none"> ▪ Tsh 150,000 and certificate 		Best student per programme	<ul style="list-style-type: none"> ▪ Tsh 200,000 and certificate
				Best thesis/ dissertation	<ul style="list-style-type: none"> ▪ Tsh 200,000 and certificate
Non-academic	All non-academic categories	<ul style="list-style-type: none"> ▪ Tsh 100,000 and certificate 	Non-academic	All non-academic categories	<ul style="list-style-type: none"> ▪ Tsh 150,000 and certificate

Approved by the SAUT Senate in its 49th Meeting held on 13th December 2021



Amb. Prof. Costa Ricky Mahalu
Chairman of the SAUT Senate