



United Evangelical Mission

HANDBOOK FOR SCHOLARSHIP HOLDERS

Empowering Our International Capacities



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INTRODUCTION: Empowering Our International Capacities

Dear scholarship holder of the United Evangelical Mission,
Welcome to the UEM Scholarship Programme!

Congratulations on being selected from numerous qualified applicants to pursue your studies and strengthen the capacities of your church with a sponsorship from the UEM. You have the privilege of being part of a community of approximately one hundred UEM scholarship holders around the world participating in this rewarding and life-enhancing experience.

With this manual we wish to make you familiar with the spirit of the UEM Scholarship Programme and to introduce you to some general rules and practices concerning your life and studies as a UEM scholarship holder. All of this information should help you to be the best prepared for your

studies that you can be and to provide a secure framework for our mutual cooperation in order to ensure smooth progress through your studies and ultimately their successful completion.

While this compendium includes a large amount of essential and useful information, it certainly will not address every concern you may have. If you discover any important aspects or relevant information missing, please do not hesitate to let us know.

We wish you a wonderful start on your journey and look forward to a fruitful collaboration!

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United Evangelical Mission (UEM) – Who We Are & What We Do

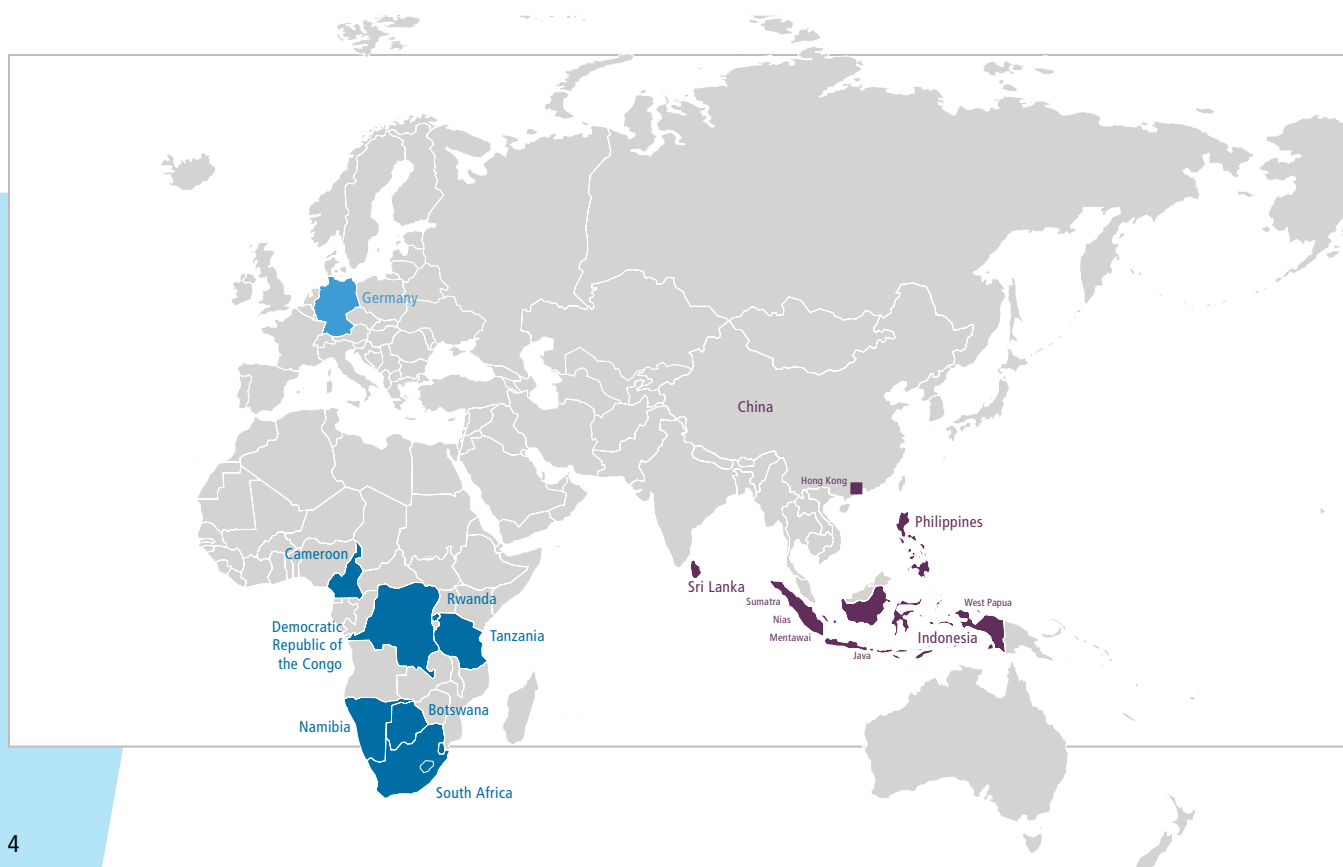
The United Evangelical Mission is an international communion of 37 churches from various traditions in Africa, Asia, and Germany, along with the v. Bodelschwingh Foundation Bethel. The UEM is based on equal cooperation among its members, such that all partners may strengthen their programmes, share responsibility and experiences with one another, and help people in need and in areas of violent conflict.

The African members of the UEM comprise thirteen dynamic churches in six different countries. Botswana, the Democratic Republic of Congo, Cameroon, Namibia, Rwanda, South Africa, and Tanzania all have at least one church that is a member of our communion of churches on three continents.

Sixteen active churches in Asia are UEM members. Thirteen of them are in Indonesia alone. The other member churches in the Asian region are based in China, the Philippines, and Sri Lanka.

In Germany, six state churches (*Landeskirchen*) and the v. Bodelschwingh Foundation Bethel are members of the United Evangelical Mission.

We understand mission as a holistic commission, and we cooperate in carrying out this task. The UEM's work is based on five topics: evangelism, diaconia, advocacy, development, and partnership. The UEM thinks globally and works locally in Africa, Asia, and Germany. To empower each other for mission we share our resources and gifts and organize exchange programmes for staff members and volunteers.



Ownership

The United Evangelical Mission is a communion of churches in three regions; its system is founded on solidarity. Each member church contributes a proportionate amount to the annual budget, which funds projects, seminars, partnerships, and last but not least your scholarship.

For the sake of transparency, which we owe to every single member church, our finance system requires the regular reporting and clear documentation of our sponsorship.

Bearing in mind that the funding of your scholarship comes from your own church as well as from other member churches, we would like for you to be aware of the privilege you enjoy and of your responsibility for the sensible use of your scholarship funds.

Empowerment

You have been selected by your church to pursue your studies with a national or international scope. By sponsoring a qualified training course in your specific study field, we are carrying out our joint responsibility as UEM members to meet your home church's needs for capacity building. As an asset to your church, you bear part of the responsibility for the future development of your church and the UEM community. In conceding you this privilege, your church expects your studies to be completed in due time so that you may employ your acquired capacities to benefit the welfare and development of your church.

In order to guarantee your smooth study progress, we expect you to communicate on a regular basis with the UEM scholarship desk as well as with your sending church.

Communication

We look forward to being in close contact with you during your study progress.

After every semester, we expect you to provide us with a study report, along with your grades or official assessment from your supervisor, as a requirement for the payment of your next scholarship instalment.

Likewise, we will need to be in regular contact with your supervisor in order to stimulate your smooth study progress. We will also engage in an ongoing dialogue with your sending church. Consistent follow-up of your study progress is the core of our collaboration and a fundamental condition for the regular flow of funds.

Any questions or concerns regarding your study progress or budget can be openly raised. We will endeavour to address your concerns as best we can. Consistent communication and mutual trust is a condition of our continuous sponsorship of your studies and their successful completion.

Scholarship Budget

Because the need for capacity building within our member churches is high, it is our aim to offer study opportunities to as many applicants as possible. Our annual budget, however, is limited. Therefore we must be pragmatic about the distribution of our resources. It is our policy that scholarships be equitably distributed among our member churches. Furthermore, we must consider the distribution of fields of study in accordance with the needs of our churches, and last but not least we must maintain gender justice.

When it comes to scholarship funding, in many cases the scholarship holders benefit from cooperation between the UEM and the sending church or between the UEM and a German partnership group. This concept of co-funding gives us the opportunity to offer scholarships to a larger number of candidates.

In order to guarantee that all scholarship holders are treated equally, each individual scholarship is calculated based on the place of study and on factual documents such as the official fee schedule of the desired university, as well as on an official estimate of living costs. In consultation with our regional committees, we then aim to find an appropriate budget sufficient for a reasonable lifestyle but prohibitive of any luxury or savings. It is our goal that all scholarship holders in the same place of study live on the same budget.

A recent decision by the UEM Council now stipulates that only in exceptional cases can other family members be included in the sponsorship. We understand the sending church to take responsibility for the welfare of the scholarship holder's family.

In keeping with transparency requirements, any payment we process must be reported to our finance department. Therefore, please understand that we will need receipts for any advance payment or reimbursement of exceptional costs.

Once a scholarship is awarded, no costs exceeding the allowed budget can be approved, as documented in your "Letter of Scholarship Award". If any further costs should arise for unforeseen reasons, it is the responsibility of your sending church to provide for you as their candidate.

These financial conditions imply a strong commitment to your studies so that you may finish your course in due time.

For more detailed information regarding our sponsorship conditions, please refer to our scholarship guidelines (see attachment).

Money Transfer

You are entitled to receive your scholarship in regular instalments from the beginning of your studies onwards. For this purpose, you are asked to open a bank account in your place of study and to provide a letter of enrolment proving that you are registered for studies in the relevant academic institution.

All further payments depend on regular proof of your study progress. Payments are usually effected at the beginning of each semester, provided that we receive evidence of your successful completion of the last semester. This might be a transcript of marks or a written recommendation from your supervisor.

Please don't hesitate to contact us about any ordinary and necessary costs that may occur during the course of your studies. These include visa costs, medical costs, and other expenses for research, thesis writing, or publication. We may be able to assist you by reimbursing the costs you have incurred or at least providing partial support in line with our general guidelines. Please be aware that, in line with our rules of transparency, we can only reimburse costs upon the presentation of legal receipts or invoices.

Our finance department will do its best to transfer the money at the earliest possible date after verification. Keeping in mind that money transactions can only be carried out on one payment day per week (currently on Wednesdays), an international transfer might take up to five to seven working days. Please hand in your receipts as soon as possible so that your costs may be reimbursed without delay.

If there are small amounts for reimbursement, we usually add them to the next scholarship instalment when it is due in order to avoid unnecessary bank fees.

Study Period

The duration of your scholarship begins at the moment your scholarship is first awarded and is then adjusted to the duration of your studies. With this in mind, you and your prospective university should identify a realistic time period for completing your studies before you apply for sponsorship.

The purpose of your studies is to allow you to serve your church at a more qualified level. Therefore it is of paramount concern that you do not exceed the expected duration of your study course; regular follow-up of your study progress

is required. Prolonging your scholarship in order to extend your course of study can only be considered upon written recommendation from your supervisor and the endorsement of your church.

Your church expects you to employ the expanded skills and knowledge you have earned through higher education to benefit the welfare and development of your community.

Please also keep in mind that the timely completion of your studies will allow new candidates to benefit from our sponsorship.

Intercultural Exchange

Because we are an international organization composed of members from three regions, one of our assets is intercultural exchange. We understand that the diversity of cultures and traditions we enjoy can expand the horizons of each of our members and serve our mutual empowerment, as well as an enrichment of our perspectives.

In keeping with such intercultural exchange, some scholarship holders have been given the opportunity to study abroad. This is a wonderful chance to broaden your knowledge of the world and learn about the traditions and values of a different culture from the people in that culture. On the other hand, it can be a challenge to adjust to strange surroundings and new habits and perhaps even acquire a foreign language. We encourage you to tackle the new situation with an open spirit so that you may receive a new understanding of different cultures and bring new inspirations into the context of your home country to enhance your church culture. In addition, exchanging ideas with students from different countries may broaden your horizon of understanding in your specific subject.

If you study abroad, please apply for your visa in a timely manner. The UEM will provide you with all necessary documents, including a letter of financial commitment, soon after awarding your scholarship. The UEM will also reimburse all visa application expenses within the limits of our guidelines. For flight bookings, we cooperate with our regional offices in Dar es Salaam and Medan, who will assist with flight bookings within Africa or Asia.

A single scholarship (for a duration of less than two years) might also mean a more lengthy separation from your family. Our limited budget unfortunately only allows us to award family scholarships in exceptional cases. For studies exceeding two years in duration (usually doctoral studies), there are two possible options to overcome the distance: either your family will be allowed to join you in your study location after successful completion of your first study year, or the UEM

will offer you one return flight ticket per study year for a stay in your home country during your holidays.

It is our aim to grow together into an international community of students and alumni who learn from each other and further our common endeavours in evangelism, diaconia, partnership, human rights, and the sustainable development of our churches.

Guidelines on UEM Scholarships

For more detailed information, please find below our general Guidelines on the UEM Scholarship Programme as agreed at the UEM Council Meeting (see pages 8–11).

Contact

The UEM Scholarship Programme is managed by Dr Andar Parlindungan, head of the Department of Training and Empowerment. He coordinates and represents the programme to the UEM boards. Please feel free to contact him with any concerns related to academic issues.



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The administrative work of the Scholarship Programme is the responsibility of Ms Claudia Schletter. For any organizational or financial concerns please contact Claudia.



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Guidelines on the UEM Scholarship Programme

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.
- 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.
18. The school fees/kindergarten fees of children accompanying the scholarship holder can be paid.
 19. 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.
 20. 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.
 21. a) Family scholarships are only provided for a study-duration of longer than two (2) years, i.e. doctoral studies.
b) The total budget for the support of family members of scholarship holders is kept within a maximum of 25 % of the annual budget of the scholarship programme.
c) For extraordinary cases, any conditions will be tabled for decision in the Regional Committee Meetings.

c) Family of applicant

16. 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.
17. 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

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

22. 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.
23. 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.

24. 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.
25. 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.

e) Contact to local church/home church/UEM

26. 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.
27. 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

28. Scholarship holders must return immediately to their home church after completion of the course of study.
29. 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
30. The scholarship holder is entitled to a reintegration allowance after arriving home, equivalent to one additional month of the usual support.

g) Failures

31. 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.
32. 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.
33. 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

34. 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.



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