AREA II

FACULTY

PARAMETER E:

FACULTY DEVELOPMENT

I.10.2

I.10.2 The Faculty Development program provides scholarships, sabbatical leaves, research and travel grants

USM FACULTY MANUAL

7.1.2.3. Scholarship Grant (BOR Resolution No.34, s 2024)

7.1.2.3.1. General Policy

The scholarship policy is a set of rules for the management of professional development among personnel. This covers degree programs funded locally by the University only. Scholarship grants from national and international organizations shall govern by MOA between the grantees and USM and MOA from funding agencies. Seminars, symposia, conferences, and workshops are not within the coverage of these guidelines.

The members of FTDC shall administer the scholarship matters in the University. Its actions shall be recommendatory in nature.

The scholarship policy shall be the basis for personnel in the University to get involved in the capability-building and/or enhancement program.

The scholarship policy shall be observed at all levels of management to ensure smooth administration of the scholarship matters.

7.1.2.3.2. Scholarship Policy

1. This USM scholarship Grant/ USM Financial Grant is open for all regular employees of the University of Southern Mindanao both Teaching and Non-teaching personnel;

2. Must have been employed with University of Southern Mindanao (USM) on a permanent status for at least 2 years;

3. Shall seek admission from Delivering Higher Education Institutions (DHEI) with at least Level 3 institutional accreditation or its equivalent. The applicant may also seek admission from Delivering Higher Education Institutions (DHEI) with a lower accreditation level provided that the program applied for is either Center of Excellence (COE) or Center of Development (COD);

4. Upon admission from Delivering Higher Education Institutions (DHEI), the applicant must submit a formal letter of intent to the University President for a permit to study, among others, and to be reviewed by the Faculty Training and Development Committee (FTDC) for recommendation and deliberation by Administrative council for Board of Regents' (BOR) approval;

5. Only Board of Regents' (BOR) approved applicants shall be granted a USM Scholarship Grant/USM Financial Grant;

6. Permit to study maybe issued even if the applicant has already commenced his/her enrolment in an institution of his/her choice, but shall not be able to avail USM Scholarship Grant/USM Financial Grant;

7. Must submit the USM Scholarship Grant/USM Financial Grant to the Human Resource Management and Development Office (HRMDO), along with other pertinent documents as maybe required by the latter;

8. Must finish the required number of years for the program applied for;

9. Failure to complete the program would require the applicant to pay the full amount of the grant with 12% interest per annum. Although the applicant may apply for an extension appeal of at least one semester but not more than 2 consecutive or cumulative semesters;

10. Failure to complete the program after availing the maximum period of extension appeal shall result into payment of the grant as stipulated in the immediate previous item (provision No.9). The intent of the grantee

to continue and finish his/her studies after having availed of the maximum period of extension shall be shouldered on the personal basis of the grantee;

11. Failure to complete the program due to severe illness/serious accident and resulting to non-continuity of attending the school shall not be counted as part of the years of program requirement;

12. Must enroll in a program that is academically articulated/aligned to the immediate preceding graduated/completed program.

13. Enrolment in violation of the immediate provision (No.12) would result in non availment of the USM Scholarship Grant/USM Financial Grant, but permit to study maybe issued on enrolment in any institution of choice;

14. USM Scholarship Grant/USM Financial Grant is awarded to applicants on a full-time study leave with pay, although the grantees may opt to avail study leave only with pay or the financial assistance only, or both;

15. Scheme 1: Grantee who availed study leave with pay only is required a one-year return service for every one year of study leave;

16. Scheme 2: Grantee who availed the financial grant only is required a return service of one year for every year of study leave;

17. Scheme 3: Grantee who avails both study leave with pay and financial assistance is required a return service of 2years for every year of study leave;

18. Grantee who fails to complete the required return service for the availed scholarship scheme shall be required to pay commensurate to the deficiency;

19. Grantee shall receive the following benefits, depending on the availed scheme:

a. Financial assistance every semester given on a lump sum basis;
b. (Scheme 1 or 2) Thesis/Dissertation support
c. (Scheme 3) Study leave
d. (Scheme 1) Study leave with pay
e. (Scheme 2) Study leave without pay

20. Scheme 4: Study leave without pay and without benefits maybe availed but no return service is required;

21. All applications for the USM Scholarship Grant/USM Financial Grant should be lodged to the Human Resource Management and Development Office (HRMDO) and be deliberated at the Faculty Training Development Committee;

22. USM Scholarship Grant/USM Financial Grant shall only be awarded to applicants who have no existing scholarship within or from any other scholarship granting agencies/institutions;

23. USM Scholarship Grant/USM Financial Grant is only intended for degree programs;

24. Benefits afforded to the grantee are outlined as follows:

a. Twenty Five Thousand Pesos (Php 25000.00) stipend per semester for both masteral and doctoral programs, lump sum payment is released upon presentation of the proof of enrolment;
b. Thirty Thousand Pesos (30000.00) Dissertation Support for Masteral program;
c. Fifty Thousand Pesos (50000.00) for Doctoral program;
d. Fifty percent of the dissertation support is released only upon presentation of proof of successful outline defense (start), and the remaining fifty percent shall be released only after presentation of the proof of successful final manuscript defense or hardbound/project (completion). These conditions apply for both masteral and doctoral programs. Programs that require projects, in lieu of thesis or dissertation may still avail the same support provided that sufficient proof required in the start and completion of such course or program is presented thereof.
e. One time or lump sum processing of thesis/ dissertation support is strictly prohibited, for purposes of academic completion monitoring. Failure to present and avail of the approved outline financial support, and subsequently proceeded to the presentation of the hardbound would lead to only avail 50% of the thesis/dissertation support or project.

25. Upon completion of the degree program, the Grantee shall submit his/her bound manuscript, TOR, Diploma, Re-entry Action Plan to the

Human Resource Management and Development Office (HRMDO) as the basis to confirm reinstatement.

26. This policy does not have a retroactive effect.

7.1.3 Other Privileges

7.1.3.1 Study Privileges for Eligible Dependent

Eligible dependents (children and spouses) of faculty members shall be granted the privilege of priority allocation in a maximum of 10% of available slots per academic program after prospective enrollees qualifying under Republic Act 7277 and Republic Act 8371 have been given priority. This allocation is contingent upon eligible dependents meeting the minimum cut-off score required in the academic program. In the event that the number of qualified dependents exceeds available slots, ranking will be conducted according to the existing admission policies of the respective programs (USM Code, Article 21, Section 103 as amended through BOR Resolution No. 54, s 2023).

7.1.3.2 Housing and Land Use Privileges

The University shall, as far as practicable, provide and maintain adequate and convenient housing facilities for its teaching and non-teaching personnel at very low and affordable rental charges, exclusive of light and water charges. The administration shall implement this provision by tapping both public and private sources of funding (USM Code, Article 104, Section 1).

The University shall formulate and implement policies, rules and regulations on housing and land use privileges for its personnel. In granting the privilege, priority shall be afforded to permanent employees of the University (USM Code, Article 104, Section 3).