



TROPICAL BIOLOGY ASSOCIATION

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The TBA Postgraduate Scholarship Programme

Guidelines to applicants

The **TBA Postgraduate Scholarships** are annually offered by the Tropical Biology Association to its **African alumni**. The scholarships are to help African alumni undertake postgraduate studies after they have attended TBA courses. They are part of the TBA alumni follow up support designed to promote human resource development and strengthen professional expertise among African biologists in biodiversity conservation and research.

Objectives

Every year, the TBA Postgraduate Scholarship Programme will provide financial support to at least one alumnus wishing to pursue a master's degree. Priority is given to alumni who are actively involved in conservation activities and research or those whose proposed fields of study enhance their contribution to conservation needs in their home country. Specifically, the programme will help the recipient to:

1. Acquire an advanced master's degree focusing on current concepts and techniques in biodiversity conservation and research.
2. Specialise in their selected fields of conservation and research interest.
3. Contribute more effectively to the human resource capacity of their home institutions.
4. Expand their collaborative network with other scientists and research institutions and promote exchange of scientific knowledge.

Application requirements

To be eligible, applicants must:

- Be nationals from Africa who have attended a TBA course preferably since 2001.
- Demonstrate a commitment to biodiversity conservation and research in the Africa region.
- Have been accepted or be applying for a postgraduate degree that will directly enhance their research and conservation skills of relevance to their own country.

General guidelines

- **Study institution.** The TBA Postgraduate scholarship programme is designed so that fellows may study in any country or institution that best meets their academic needs. However, applications to study at an African institution providing suitable study programmes will be given priority.
- **Proof of admission.** Proof of acceptance to a study programme will be required before funds are disbursed to successful applicants. Beneficiary's letter of Admission will form Appendix 2 of the contract document.
- **Areas of study.** The programme is for people wishing to pursue careers in the fields of ecology, biodiversity conservation and research, environment, wildlife and natural resource management. The programme strongly encourages applicants to pursue Masters studies that focus on important conservation issues in their own countries.
- **Scholarship duration.** The scholarship is for a taught full-time master's programme (Masters by coursework that may include a short thesis usually lasting up to 18 months). Support for appropriate field research projects for those undertaking Masters by thesis may also be considered.
- **Additional financial support.** This programme will not duplicate any other source of financial support. Applicants must inform TBA of other grants, fellowships, and financial support received or applied for at any time before and during their studies. Failure to provide this information may lead to cancellation or withdrawal of funding during the scholarship period.
- **Deferment.** Applicants must be ready to take up their study in the academic year immediately following offer of award. Deferment of funding will NOT be accepted.

- **Academic progress.** Recipients of scholarship are expected to show a high degree of success in their course work, research, and fieldwork. Fellows will submit progress reports every six months of their scholarship period and one detailed, final report on completion of the degree (or thesis). The reports should summarise both academic and non-academic achievements as a result of the scholarship. A copy of beneficiaries' transcripts and research project write up should form part of the final report. The final report **MUST** be received at TBA Nairobi office within two months after completion of the studies. Failure to submit report will lead to automatic withholding of funds until TBA receives such reports.
- **Disbursement of funds.** Scholarship funds (tuition, medical insurance and living allowance) will be disbursed through the study university or as agreed between the TBA and the fellow.
- **Letters of reference.** Application **MUST** be supported by two confidential letters of reference. Referees should send the references directly to the TBA Nairobi Office or give them back to the applicant in a sealed envelope (and they should have signed their name across the seal) to be sent together with the application. Please note; if the envelope seal is broken, or the signature missing, we will not accept the references. References **MUST** have arrived by the closing date for application.
- **Deadline.** All applications must be submitted to TBA Nairobi office by the **30 April** of the year of application. Late or incomplete applications will not be considered.

Grant Information

- **What the Scholarship provides:**

Amounts awarded vary depending on the study country and the study institution, but will include:

1. Full tuition fees payable to the university.
 2. Basic medical and accident insurance required by the university or in the country of study. This will be paid directly to the university or insurer.
 3. A moderate book allowance that will cover books and other basic study materials.
 4. Transport to and from country of study.
 5. Visas, study permits, and (in some cases) repatriation fees. TBA will assist fellows with logistics (visas, study permits and travel arrangements) where possible.
 6. Moderate monthly living allowance to cover living expenses. This will not exceed levels set by the study institution and/or amounts given to other students undertaking the same study programme through the proposed institution.
 7. Basic research support. Beneficiaries are encouraged to seek additional funding to supplement their research funds requirements.
- **The programme will not cover** equipment such as computers or courses in computer or related disciplines or fees on excess baggage not covered by recipients travel allowance.
 - **Budget for the proposed study programme**
Applicants should provide a budget outline for each of the proposed study programme in as much detail as possible (see section VII of the application form). All budgets in local currency **must** be converted to UK Sterling Pound using one exchange rate. Also university fees structures **must** be transferred (and not attached) to section VII of the application form.

All proposed budgets are subject to review in consultation with the applicant. Final awards are made at the discretion of the TBA and may cover full or part of the amount detailed in the proposed budget.

Checklist: All applicants must submit the following supporting documents

1. TBA Postgraduate Scholarship Application form duly filled and signed.
2. Official University transcripts (photocopies will be acceptable).
3. Evidence of admission to or application for admission to a post-graduate university programme.
4. 2 confidential letters of reference.
5. Letter of Intent /statement of interest.
6. Letter from employer, where applicable, confirming current status of applicant and that you will be allowed time off during the duration of study.
7. A budget plan form duly filled in **UK Sterling Pounds** for each study programme proposed.