



icipe's CAPACITY BUILDING & INSTITUTIONAL DEVELOPMENT (CB&ID) PROGRAMME



The African Regional Postgraduate Programme in Insect Bio-Sciences

PROCEDURES FOR ADMISSION

Minimum qualifications for the PhD programme

- An undergraduate degree from an accredited university with a minimum pass level of second class upper division
- A masters degree from a reputable university, taken with both course work and research with evidence of successful completion of graduate-level courses in insect science disciplines.
- Candidates must be nationals of African or other tropical developing countries at most 35 years of age at their next birthday when they are admitted.

Application

Applicants must submit a written application, either in response to advertised scholarships tenable at ICIPE or as a general enquiry for graduate training opportunities.

The following documents must be submitted with the application.

- A full curriculum vitae which must show nationality, age, sex, educational background, work experience and scholarly works
- Certified copies of degree certificates and course transcripts for bachelor and master degrees
- An abstract of the masters' thesis
- Recommendations from two academic referees

- Letter from a university showing willingness to register the applicant for PhD studies.

Eligible applicants are sent formal application forms, which must be completed and returned, along with all the required supporting documents and endorsements, certifying academic qualifications and all other subsidiary conditions for admission.

Candidates who have already acquired part or full training scholarships are also eligible to join ARPPIS if they meet the academic and other requirements.

Award of training fellowships

Each scholar admitted to the ARPPIS PhD programme must have a training sponsorship to support the full period of study.

Candidates may secure scholarships from donor agencies, their employers and governments. They can also apply for *icipe's* research and training project grants.

Each scholarship should pay for all direct scholar support costs (travel, university fees, maintenance allowance, medical insurance, supervision costs and reference materials) and programme management. Current schedules may be obtained from the Capacity Building and Institutional Development (CB&ID) Programme.

The scholar's research project is an integral part of *icipe's* research programme and the project cost is normally covered from programme funds independently of the training scholarship, unless the donor has been requested to pay for it as part of the scholarship.

TRAINEE BENEFITS, PRIVILEGES AND OBLIGATIONS

University fees

The scholarship caters for the trainee's university. Fees vary depending on the university selected for registration and on the nationality of the scholar.

Research Costs

Research costs, including field travel, labour, equipment and research supplies for an ARPPIS trainee will be met by the host research project or the department hosting the scholar's project.

Preparation of Proposal, Reports and Thesis

The scholar is expected to type (or otherwise technologically produce) research proposals, progress reports, thesis and illustrations and undertake data analysis with minimal assistance from the host programme. Secretarial service is not provided for scholars. The cost of thesis binding is met from the scholarship, subject to the limit of the unit cost, and only if the thesis is finalized within *one year* after expiry of the formal training scholarship.

Maintenance Allowance

The scholarship provides funds to pay each scholar a monthly maintenance allowance to meet the costs of accommodation and meals, books, stationery and other domestic expenses.

International Travel

For all approved international travel, payable costs will include airfare, airport tax and subsistence allowance for accommodation, meals and incidental costs. The scholarship will provide funds for a one-way economy class air-ticket (home-Nairobi) at the beginning of the training programme and a one-way economy class air-ticket (Nairobi-home) at the end. Unaccompanied baggage by airfreight to a maximum of 50 kg for scholars who have completed training and are returning to their home countries will be paid for.

Home Leave

The scholarship provides for one home visit at mid-term of the programme for scholars whose training programmes exceed 24 months.

Consultation Visit

Each trainee's university supervisor is provided a single return economy class air-ticket once during the entire training period, to visit *icipe* to evaluate scholar research preferably in the *second year* of study. The visit will be for a maximum of 7 days for which *per-diem* and accommodation allowances will be paid at the rate stipulated for the country visited.

Trainees are issued with a single return economy class air-ticket once during the entire training period to visit the registering university to give a seminar and interact with faculty. The visit will be for a maximum of 7 days for which *per-diem* and accommodation allowances will be paid at the rate stipulated for the country visited.

Scholars registered in universities not in their home countries will be provided with a return economy/excursion air ticket (home-university-home) and *per-diem* for up to 7 days.

Special Circumstances

Under special circumstances not mentioned above, advice should be sought from the Head of the CB&ID Programme.

Field travel

Field travel to research sites within Kenya or where the scholar is studying should be spelt out in the research project plans.

The scholar will be entitled to *icipe* transport for the fieldwork, or reimbursement of transport costs on public transport (not taxi). Per Diem will be paid at the local rate, but only for field visits not exceeding 14 days.

A special package will be arranged for visits exceeding 14 days but less than 3 months. For visits lasting 3 months and more, the scholar will be temporarily relocated to the research site at no extra allowance for the duration of the visit.

Leave of absence

ARPPIS scholars will be entitled to annual leave, compassionate leave and sick leave.

Annual Leave

Scholars will be entitled to 14 calendar days of leave per year. Foreign scholars may accumulate their leave for the mid-term home visit.

Compassionate Leave

Compassionate leave will be approved in case of death of a close member of the family (parent, wife, child, parent in-law, sibling) at the discretion of the programme coordinator and the *icipe* supervisor.

Sick Leave

Sick leave will be approved with full stipend up to a maximum of 2 months. Beyond 2 months, the scholar may remain on sick leave but without payment of stipend. After 6 months of sick leave, *icipe's* Board of Post-Graduate Studies will review the scholar's scholarship.

Group medical and life insurances

The scholarship provides medical and life insurance covers to the trainee only, under *icipe's* group insurance schemes.

Travel allowances for trainees, visiting lecturers and supervisors

icipe will pay subsistence allowance to scholars and their visiting supervisors, and to ARPPIS lecturers at levels set and reviewed by management.

Progress report

Trainees are required to submit to the Head of the CB&ID Programme annual reports on their progress in a prescribed format and enclosing a draft thesis, which must be endorsed by supervisors at *icipe* and at the university.

Duration of training programme

The PhD degree programme last 3 years, and this **will not be extended**. Scholars who have not completed their training within the specified period will do so on their own time, without payment of any allowances.

Termination of scholarship

TERMINATION BY NOTICE

Either party may terminate the scholarship contract by giving a one-month written notice. Stipend will not be payable during the notice period if termination is initiated by the scholar.

TERMINATION ON ACADEMIC GROUNDS

The scholarship will be terminated after one month's notice if the trainee's annual progress report reveals unsatisfactory performance.

DISCIPLINARY TERMINATION

The scholarship will be terminated without the benefit of notice when the trainee is involved in serious misconduct, such as unauthorized travel abroad, unauthorized leave, fraudulent manipulation of data and any other misdemeanors, and on the recommendation of the *icipe's* Board of Training and Postgraduate Studies (IBTPS).

WITHDRAWAL OF SCHOLARSHIP

The scholarship will also be terminated without notice if the sponsor withdraws the scholarship and no other funds are available to support the trainee's programme.

Departure clearance

All trainees who are departing from *icipe* on completion or termination of their training programmes must obtain clearance from all departments of the Centre on the Departure Clearance Form before they are formally released.

All terminal provisions for departing trainees—including final stipend, air tickets, assistance with hotel accommodation, etc.—are subject to satisfactory clearance from the Centre.

Assistance with accommodation on arrival and before departure

Trainees based away from their home countries are eligible for assistance with hotel accommodation for a period not exceeding 14 days on arrival at training base; and scholars stationed outside Nairobi for the duration of their research will be provided 14 days accommodation at the end of fellowship depending on availability of funds.

Where possible, scholars will be accommodated at the Duduville International Guest Centre (DIGC) as a priority. In both cases, the scholars will pay for their meals from their stipend allowances, while the cost of room will be paid directly by the programme.

Where scholars have to be accommodated outside the DIGC, an allowance not exceeding the approved rate for scholars will be paid. There will be no provision for families.

Certificate of completion

An ARPPIS Certificate of Completion will be issued only to scholars who will have completed their theses and submitted final drafts to the university for examination. A copy of the draft thesis must be deposited with the Capacity Building Programme and with members of the supervisory committee before the certificate is released to the scholar.

Issuing of the certificate is also subject to the scholar obtaining clearance from all *icipe* departments.

General Policies and Regulations of *icipe*'s training programmes

All general and specific policies regulating scholar supervision and responsibilities of departments, supervisors and scholars apply to this programme without exception.