



United Board – CHED Faculty Scholarship Program

2018-2019 Program Guidelines for Philippine Institutions

Introduction

The United Board – CHED Faculty Scholarship Program supports junior faculty to pursue postgraduate degree studies at the master’s or doctoral levels. United Board scholarships are designed as opportunities for faculty enrichment for developing colleges and universities in Asia that need to upgrade their teaching faculty, have a plan for faculty development, and are committed to providing whole person education for their students. Over the last two decades, hundreds of young scholars have benefited from the program.

Candidates are required to study full-time in English-medium graduate degree programs based at universities within Asia but located outside of the Philippines. A list of our network institutions and their English–medium degree programs can be found on the Faculty Scholarship Program webpage. Grantees showing satisfactory progress in their doctoral programs generally may renew their scholarships for a maximum of four years, and master’s level students may receive up to two years of support, subject to the actual program duration.

The scholarship is co-funded by the United Board and the Commission on Higher Education (CHED) in the Philippines, to enable the pursuit of advanced studies. In some cases, the host university will cost-share with the United Board to waive the tuition cost. The scholarship covers tuition, nonacademic fees required by the host institutions (e.g. health insurance, student services dues), accommodation and living allowance, one round-trip international ticket (round-trip local transportation, if applicable), and visa fees.

The United Board and CHED will each fund 50 percent/ year/scholar if the total cost is US\$20,000 or less. If the total annual cost exceeds US\$20,000, the United Board will fund up to US\$10,000, and CHED will fund the remaining cost up to its established limit. In some high-cost cities, it may be necessary for the scholar and/or the home institution to supplement the financial assistance, and we encourage scholars and/or the home institution to cost-share.

The United Board will transfer scholarship funds to the **host university**, to be made available for disbursement to the scholars upon enrollment. The United Board – CHED Faculty Scholarship Program does not support expenses for spouses or family members.

Eligibility

United Board – CHED Faculty Scholarship candidates should:

- be Filipino citizens, and currently employed full-time at a college or university in the Philippines;
- be under 42 years old for applicants to master's degree programs, and under 40 years old for applicants to doctoral degree programs;
- hold at least a bachelor's degree (for applicants to master's degree programs) or a master's degree (for applicants to doctoral degree programs) relevant to the graduate degree being sought;
- have a record of academic excellence, and show evidence of outstanding potential for professional advancement in teaching and/or administration;
- be in good health and of good moral character;
- have no pending criminal charges, and not have been convicted for violation of any Philippine law;
- be committed to return to their home institutions after completion of the degree;
- have at least 2-3 years of teaching experience and service at their home institutions;
- be proficient in English (TOEFL/IELTS/GRE results may be required by some host institutions, and candidates must have their scores ready by the time of application).

Please note that this scholarship is open to candidates from all academic disciplines. Each institution can recommend up to three candidates for the scholarship every year.

Application Summary

The deadline for the scholarship application is **October 1, 2017** for candidates seeking admissions for July/ August/September 2018 entry.

Applicants should research university websites for the programs, admission requirements; TOEFL, IELTS, or GRE exams if required; and information on tuition and living costs, prior to applying for the United Board – CHED Faculty Scholarship. A list of United Board network institutions and approved institutions with English-medium degree programs can be found on the Faculty Scholarship Program webpage. Candidates should refer to the list when declaring choices of institutions and degree programs.

Applicants should first apply to the United Board with the completed online application dossier listed below. After evaluation, the United Board will refer eligible candidates to potential host universities. Candidates who have been referred to a university by the United Board should immediately follow the standard process to complete their application for admission. The United Board will share a copy of the candidate's United Board Faculty Scholarship Program Application dossier with the potential host university.

Based on the academic interests of the candidate and the needs of the home institution, the United Board may suggest degree programs or host institutions to the candidates. Scholarship recipients at the master's level may return for doctoral study at a later date.

Field study components of the degree may be completed in the Philippines if approved by the host institution and CHED.

Applications sent directly to the university without, or prior to, United Board referral will not be considered for the scholarships. Applicants may indicate up to three choices of programs and institutions where they wish to study. If admission to the preferred program is not forthcoming, the United Board may suggest an alternative academic program. Only applicants who are offered admission by a host university will be awarded the United Board – CHED Faculty Scholarship.

Timeline:

- October 1, 2017 – application deadline
- November 30, 2017 – evaluation by the United Board and CHED, referral to potential host universities
- April 15, 2018 – admission decision by host universities (candidates will notify the United Board of their admission status and choice of university by this date)
- May 1, 2018 – announcement of scholarships
- May 15 – 29, 2018 – selected scholars submit additional documents to CHED to process the scholarships

Application Requirements:

Candidates can choose to fill out the online application (strongly recommended), and email all the supporting documents in electronic copy format. Alternatively, they can opt for the paper application, which can be downloaded from the United Board website.

1. Application Form
2. Curriculum Vitae (CV)
3. Transcript of Prior Post-Secondary Academic Study
4. Personal Statement
5. Three Letters of Reference
6. Re-entry Plan
7. Return Service Agreement

Please use the CHED template for curriculum Vitae, and the notarized return service agreement. Notarized Return Service Agreement should be signed by the University President. CHED may require additional documents from candidates after the scholarships are announced in May 2018.

Letters of Reference:

1. A Letter of Reference should be signed by the Dean of the College or Department Head and noted by the University President or Chancellor (please use the CHED template for this reference letter);
2. An academic reference from a faculty member who knows the applicant's work;
3. A professional reference from a supervisor or colleague at the home institution regarding the applicant's teaching and/or administrative performance.

The United Board and CHED will arrange interviews via phone or electronic video format with shortlisted candidates to assess their English level, their experience in teaching or administration, and their general readiness for advanced academic study.

Scholarship Renewal

Scholars are responsible for submitting complete scholarship renewal documents, including their latest transcript and a report from their advisor on academic progress, to the United Board after each academic year. Satisfactory progress will entitle the scholar to continue receiving the United Board – CHED scholarship. There is no need to submit an additional application each year.

More information can be found at:

<https://unitedboard.org/programs/faculty-development/faculty-scholarship-program/>

Contact Information:

Applications should be submitted to the United Board, at:

*Ms. Vivica Xiong, Program Officer
United Board – CHED Faculty Scholarship Program
United Board for Christian Higher Education in Asia
1/F Chung Chi College Administration Building
The Chinese University of Hong Kong, Shatin, Hong Kong
www.unitedboard.org / ubscholars@unitedboard.org / +852 – 3943 4213*

Inquiries related to CHED can be directed to:

*Mr. Dhen Mark Valera, Scholarships for Graduate Studies Abroad Officer
K to 12 Transition Program Management Unit (PMU)
Commission on Higher Education (CHED)
4/F Higher Education Development Center (HEDC) Building
CP Garcia Ave., UP Diliman, Quezon City, Philippines
k12international@ched.gov.ph / +63 – 2 - 441 1143*

About the United Board

The United Board is committed to education that develops the whole person – intellectually, spiritually, and ethically.

We draw strength from our Christian identity and values and our collaboration with Asian colleges and universities. Together we prepare individuals for lives of professional and personal fulfillment and meaningful service in community with others.

The United Board is a nongovernmental organization. We are registered as a tax-exempt, nonprofit organization in the United States and as a public charity in Hong Kong.