



United Board Faculty Scholarship Program

2024 - 2025 Program Guidelines

Introduction

The United Board Faculty Scholarship Program aims at helping colleges and universities in the [United Board network](#) by supporting junior faculty to pursue postgraduate degrees at master's or doctoral level. Over the last three decades, more than a thousand young faculty scholars have benefited from the program. Visit United Board [website](#) for more information.

Study-Abroad Scholarship

The United Board provides up to US\$17,000 of Study-Abroad Scholarship per scholar per year for full-time degree programs, taught in English, within the Asia-Pacific region but located outside of one's home country. The United Board reserves the right to adjust the scholarship amount if the scholar does online studies from his/her home country.

Scholarship applicants may seek admission at institutions within and beyond the United Board network, provided they are in the Asia-Pacific and are recognized by their respective governments' regulating agencies. Scholarship applicants are expected to research thoroughly their potential host institutions' academic programs to ensure that these have their particular fields to address the academic needs of their home institutions.

Scholarship Coverage

The annual scholarship is normally up to US\$17,000. It generally covers tuition, room and board, health insurance and a modest monthly allowance. Many host universities share costs with the United Board to signify their partnership through full or partial tuition waivers. If the required annual study budget exceeds the maximum scholarship grant from the United Board, the scholars would need to secure additional funding from themselves, their home institutions, or other sources. This cost-sharing signifies their partnership with the United Board.

Scholars may request one-time additional support of up to US\$800 for field research and/or up to US\$500 for conference attendance related to their doctoral dissertation. The request must be endorsed by the scholar's supervisor/advisor.

The United Board does not provide additional funding for international tickets and visa related expenses. If possible, scholars can use part of the scholarship to cover these

expenses, or seek support from their home institutions, families, or other sources. Scholars are strongly encouraged to purchase a medical/health insurance plan for their onsite studies at the host institutions as the medical expenses in the host city can be high. However, the insurance cost will be shouldered by the scholars.

The United Board Faculty Scholarship Program does not support expenses for spouses or family members. Unless otherwise specified, fees related to conducting research will not be covered.

Length and Renewal of Scholarship

The length of the scholarship is based on the actual length of the full-time academic program as indicated by the host university's program description and calendar. For example, the United Board only offers three years of scholarship for a three-year doctoral program; four years of scholarship for a four-year doctoral program. Similarly, the United Board offers a one-year scholarship for a one-year master's program; a two-year scholarship for a two-year master's program.

Scholars with satisfactory progress in their programs must request scholarship renewal annually by submitting to the United Board complete scholarship renewal documents, including the latest transcript and their advisor's report on their academic progress.

Transfer of Scholarship Funds

The United Board will normally transfer scholarship funds to the host universities. In the case that the host universities are unable to accept external funds, the United Board will discuss with the home institutions and the scholars regarding the scholarship arrangement.

Attendance in Whole Person Education Training

United Board Faculty Scholars are expected to attend a Whole Person Education (WPE) training in their home country or region some time during or after their studies. This is to ensure that in addition to their studies in their respective disciplines, they also get an orientation to whole person education. The WPE training is a professional development program for faculty members in the art and science of teaching, which also serves as a platform for networking across disciplines, institutions and countries.

Eligibility

The Faculty Scholarship Program is open to candidates from all academic disciplines. Each eligible institution can recommend up to **three** candidates every year.

Applicants should:

- be currently employed as a full-time lecturer of an eligible institution in the United Board network (please see the list on pages 6-8);
- have a record of academic excellence, and show outstanding potential for professional advancement in teaching;
- have at least 15 years of service before retirement at their home institutions;
- be committed to a return service as required by their home institutions after completion of the degree;
- have at least 2-3 years of teaching experience and service at their home institutions; and
- be proficient in English (TOEFL/IELTS/GRE results would be required by host institutions, and candidates must have their scores ready by the time of application).

Application Procedure

Candidates should apply to the desired host institutions at least six months before such institutions' admission deadline. Candidates who are unsure about the programs and host institutions may ask the United Board staff for guidance as early as possible.

The deadline for submission of the online application and supporting documents to the United Board is **October 15, 2023**. Shortlisted candidates will be invited for an online interview.

A copy of the admissions offer or acceptance letter should be submitted to the United Board no later than August 31, 2024. Only applicants with an admission offer by a host university and with assured sufficient funding will be granted the scholarship.

***Important Notes**

i. Candidates planning to apply to universities in Hong Kong, Macau, Singapore, Australia or New Zealand should research the list of faculty at their desired institutions and consult with them on their potential dissertation supervisors. Many academic programs would require a research proposal for review, so candidates should prepare for this in advance.

ii. The application deadline for the Hong Kong PhD Fellowship Scheme (HKPFS) is on December 1, 2023. If you are interested in applying to the universities in Hong Kong, please consult our staff at ubscholars@unitedboard.org for more guidance.

Application Timeline

Estimated Dates	
August – October, 2023	Candidates should proactively reach out to their desired host institutions to inquire on the application procedures and their intended programs before submitting their scholarship application to the United Board.
October 15, 2023	Deadline for submission of application to the United Board Faculty Scholarship Program
October 16, 2023 onwards	United Board's review and selection processes
February 29, 2024	Announcement of scholarship conditional offer by the United Board and potential referral to additional host universities.
August 31, 2024	Deadline for submission of admission offer letter from the host institution
July 1, 2024 onwards	Wire transfer of scholarships

Application Requirements

It is strongly recommended that candidates apply online. Only if there are issues with the online application should they opt for the Word application, which is downloadable from the United Board website. The following are the requirements:

1. [Online Application Form](#)*
2. Curriculum Vitae (CV)
3. A Professional Photo
4. Transcripts of Prior Post-Secondary Academic Study (Candidates applying for Partial Scholarship Support should submit their current/latest transcripts)
5. Scholarship Budget Form (attached with the call for application)
6. Two Reference Letters[^] (attached with the call for application)
7. Confirmation letter of participation in a Whole Person Education training in the home country or region some time during or after the studies (please refer to the section on Whole Person Education Academy on page 2. The sample letter is attached with the call for application)
8. Offer letter by the time of application (or not later than August 31, 2024)

**The United Board does not charge an application or service fee. The prospective host universities, however, may charge an application fee. Applicants should be responsible for these fees related to their own application to the prospective host universities.*

[^]Applicants should submit two reference letters: (a) from the Head of Institution indicating that, if the scholarship is approved by the United Board and admission at the host university is secured, the home university will grant the scholar a leave of absence for the period of study and hold a position upon their return (with a clear plan of return service); and (b) from the Dean of the faculty who knows the applicant's work.

Contact Information

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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.