



## United Board Faculty Scholarship Program

### 2025 – 2026 Program Guidelines

#### **Introduction**

The United Board Faculty Scholarship Program supports institutions in the network by equipping their deserving faculty through postgraduate academic studies. Over the last three decades, more than a thousand faculty scholars have benefited from the program. Visit the 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 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 their potential host institutions' academic programs to ensure they have the 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, 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 have to secure additional funding from themselves, their home institutions, or other sources. Cost-sharing marks 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. The Program also does not support expenses for dependents, e.g., spouses or family members.

Scholars will be provided an annual medical subsidy of USD300 towards the purchase of a medical/health insurance plan for their onsite studies at the host institutions.

### **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.

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 or 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 transfer arrangement.

### **Attendance in Whole Person Education Training**

United Board Faculty Scholars are encouraged to attend a Whole Person Education (WPE) training in their home country or region. This is to ensure that in addition to their studies in their respective disciplines, they also get an orientation to whole person education.

### **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 of institutions);
- have a record of academic excellence, and show outstanding potential for professional advancement in teaching;
- have at least 15 years of service before retirement in 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 scores must be available by the time of application).

### **Application Procedure**

The deadline for online application and submission of supporting documents to the United Board is **October 20, 2024 (Sunday)**. Shortlisted candidates will be invited for an online interview.

Conditional offers of scholarship will be announced in late February 2025. Candidates should apply to their desired host institutions at least six months before such institutions' admission deadline.

A copy of the admission offer or acceptance letter should be submitted to the United Board no later than August 31, 2025. Only applicants with an admission offer by a host university and with assured sufficient funding will be granted the scholarship.

#### \*Important Notes

- i. Candidates should research the faculty list at their desired institutions and consult with them on their potential dissertation supervisors. Many academic programs 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, 2024. Those interested in applying to the universities in Hong Kong are asked to consult our staff at [ubscholars@unitedboard.org](mailto:ubscholars@unitedboard.org) for more guidance.

#### Application Timeline

Estimated Dates	
August – October 2024	Candidates should reach out to their desired host institutions to inquire on their intended programs and the application procedures before submitting their scholarship application to the United Board.
October 20, 2024	Deadline for application to the United Board Faculty Scholarship Program
November 2024 onwards	United Board's review and selection processes
late February 2025	Announcement of scholarship conditional offer by the United Board and potential referral to additional host universities.
August 31, 2025	Deadline for submission of admission offer letter from the host institution
July 1, 2025 onwards	Wire transfer of scholarships

#### Application Requirements

Only online applications will be accepted. The following are required for application:

1. [Online Application Form](#)\*
2. Curriculum vitae (CV)
3. Professional photo

4. Transcripts of post-secondary academic study (those 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. Offer letter by the host institution (upon application or not later than August 31, 2025)

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