



# **JARAMOGI OGINGA ODINGA JOOUST OF SCIENCE AND TECHNOLOGY**

## **AFRICA CENTRE OF EXCELLENCE IN SUSTAINABLE USE OF INSECTS AS FOOD AND FEEDS (INSEFOODS)**

---

### **Guidelines and Procedures for the Postgraduate Student Conference/Workshop Sponsorships**

#### **I. General Information**

##### **a) Definition of Terms**

**Conference:** A meeting of scientists and researchers from various countries for consultation or exchange of information or discussion where scientists present their research findings in their specific discipline. The event is organized by an academic or research institute.

**Seminar:** A formal academic meeting where scientists and experts discuss various topics in their respective discipline.

**Workshop:** A meeting of several persons for intensive discussion or a meeting that demonstrate methods of practical application of skills and training.

##### **b) Purpose**

- i. JOOUST deems it important to provide support to postgraduate students in academic activities, mainly conference and workshop attendance to nurture their academic and/or professional growth. Conference attendance is an important part of their educational experience and professional development. It may also be necessary for them to conduct exchange visits for their research studies.
- ii. The sponsorships are provided to support the major cost for students to participate in national or regional conferences inside and outside JOOUST and to go for exchange visits outside JOOUST.

- iii. Outstanding academic activities such as workshops, trainings and seminars may also be supported on condition that they are necessary for the study of the student. Approval is subject to strong recommendation from the supervisor(s) and the Head of Department concerned making a case that the activity in question is beneficial to the student's specific research programme.

**c) Eligibility and Priority**

- i. All MSc/PhD students enrolled in JOOUST program, either full-time or part-time, who are not taking leave of absence, not discontinued, or graduated are eligible to apply. The conference shall take place during the study period of the student.
- ii. For all students interested in participating in conferences, the sponsorships will only support students who have completed at least one full year of MSc/PhD study by the date of the conference. An application from a student applying at an earlier stage in his/her studies requires a strong statement demonstrating the link of the conference with his/her study and the benefits expected from attending the conference or presenting at the conference, apart from strong recommendations from Head of Department concerned.
- iii. Applicants may receive only one Conference Travel Sponsorship per academic year, and only one per conference.
- iv. Sponsorships will be granted on a competitive basis and the award of which is subject to availability of fund. Students should note that such funding is not an entitlement.

**d) Funding Limit**

All postgraduate students are eligible for a maximum of two sponsorships up to Kshs 80,000 (depending on conference location) over the entire course of their studies in JOOUST.

**e) Deadline to apply**

All applicants must submit their applications for conference participation 14 days prior to the first date of travel, but no more than 2 months in advance of the first date of travel. Under no circumstances will approval be granted if the application is initially submitted less than 14 days prior to the first date of travel.

Funds for travel in any academic year are available between July 1 and May 30 of the following year (or until all available funds have been awarded). Funds for travel after May 30 cannot be awarded until the next financial year (after July 1 the following year).

**II. Applications Procedure for Conference Sponsorship**

- a) Applicants should submit an application form with support of his/her Supervisor and the Head of Department and submitted to the Vice Chancellor three weeks before the start of the conference/exchange visit/academic activity. Late applications will not be considered.

- b) Award of the sponsorship is subject to the applicant's submission of a full paper and letter of acceptance of the paper. Any approval only applies to the specific conference/exchange visit/academic activity and cannot be used for other purposes.
- c) All successful applicants attending conferences should submit within 2 weeks from the end date of the conference/exchange visit the original copy of relevant receipts, and the report to finance department
- d) Priority will be given to applicants who will present a full paper or poster at a conference. The paper/poster to be presented should be related to his/her MSc/PhD research programme conducted at JOOUST by the applicant who may be the author or one of the authors. All other forms of participation including abstract presentation, discussantship, doctoral workshop, conference attendance, etc. will not be considered for support.
- e) For participation in national and regional conferences, the cost of travel, accommodation and conference registration fee are supported. However, approval will be granted based on the budget prepared by the applicant.
- f) Funding for joint authors of any presentation at a conference is provided on the basis of one-paper-one-sponsorship.
- g) Students should fill in an application form from BPS and send the completed application form together with the following supporting documents to his/her head of department.
  - i. A copy of the conference pamphlet or the call for papers
  - ii. A copy of invitation/letter of acceptance, if any
  - iii. Full paper submitted/to be submitted
- h) Selection of applications will be based on the following criteria:
  - i. The stature of the conference
  - ii. The recommendation of the Head of Department
  - iii. Relevance of the activity to the applicant's research programme
  - iv. The number of previous conference sponsorship.