

SIKAP GRANTS

SCHOLARSHIPS for INSTRUCTORS' KNOWLEDGE ADVANCEMENT PROGRAM

MEETING WITH POTENTIAL DELIVERING HIGHER EDUCATION INSTITUTIONS (DHEIs)

AGENDA

Context Setting
Key Program Enhancements
Highlights of Key Changes
Question and Answer

CONTEXT: RA 10533



HARMONIZE CURRICULA and ensure college readiness

(Rule II, Sec. 10-11)



ENSURE the rights of labor and **SUSTAINABILITY** of public & private HEIs

(Rule II, Sec. 10-11)



Mitigate impact

of K to 12 implementation
on higher education
personnel

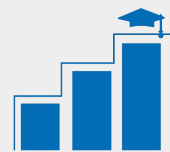


Increase sustainability

of higher education
institutions



**Strengthen Continuing
Professional Education and
Professional Advancement**
in view of curricular shifts



**Improve faculty
qualifications**

graduate degrees to increase
competitiveness

DISCUSSION OF POLICY

Eligibility Requirements
Qualifying and Selection Process
Financial Privileges
Special Requests

GRANT MECHANICS

- The grant provides opportunities for Higher Education Institution (HEI) teaching personnel, or former HEI teaching personnel who wish to go back to the academe, to acquire their advanced degrees.
- HEI teaching personnel may apply as SIKAP Grant Scholars, provided they qualify with the Eligibility Criteria and Qualifying and Selection Process.
- The SIKAP Grant shall be implemented through **two models**:
 - **Delivering HEI (DHEI) Model**, for graduate programs which are offered by partner HEIs with signed Memoranda of Agreement (MOA).
 - **Individual Model**, for graduate programs which are offered by HEIs duly recognized by the Commission, and have demonstrated a good track record.

GRANT MECHANICS: IMPLEMENTATION MODELS

	DHEI Model	Individual Model
Payment of Tuition and Other Fees	Through billing method	Reimbursement method, direct to the Scholar
Administrative Cost	w/ 5% Administrative Cost	N/A
Administration	w/ Grant Administrator OR Grant Management Officer for DHEIs with 50 scholars and above	N/A
Application	Through the DHEI, to undergo admissions process	Directly to the CHED RO (must have already been admitted to the program)
Mentor's Fee	w/ Mentor's Fee	N/A

**All allowances and fees are subject to government accounting and auditing rules.*

GRANT MECHANICS

- There shall be two (2) scholarship types:
 - **Full-time scholars**, who shall pursue the grant under full time study and shall take the full academic load per term.
 - **Part-time scholars**, who may undertake teaching or work load up to the maximum set under the eligibility criteria, and shall take the part-time academic load per term.
- SIKAP Grant Scholars shall be provided with financial support and incentives.
- To be eligible for a SIKAP Grant, the degree program being pursued must be offered by:
 - An autonomous or deregulated Private HEI;
 - At least a State University or College (SUC) Level III;
 - A program accredited by Center of Excellence (COE) or Center of Development (COD); and
 - A program whose equivalent undergraduate program is accredited as Program Level III or higher.
 - *Exceptions to these may be approved by the Commission on a case-to-case basis.*

GRANT MECHANICS: SCHOLARSHIP TYPES

	Full-Time Scholar	Part-Time Scholar
Teaching / Work Load	No teaching / work load	Maximum of twelve (12) units of teaching load, and twenty (20) hours of workload, any combination not exceeding either conditions
Return Service	1:1 ratio; one (1) year of service for one (1) year of scholarship, or fraction thereof to an HEI	
Allowances	Full living, transportation and book allowances	Half the living, transportation and book allowances

GRANT MECHANICS

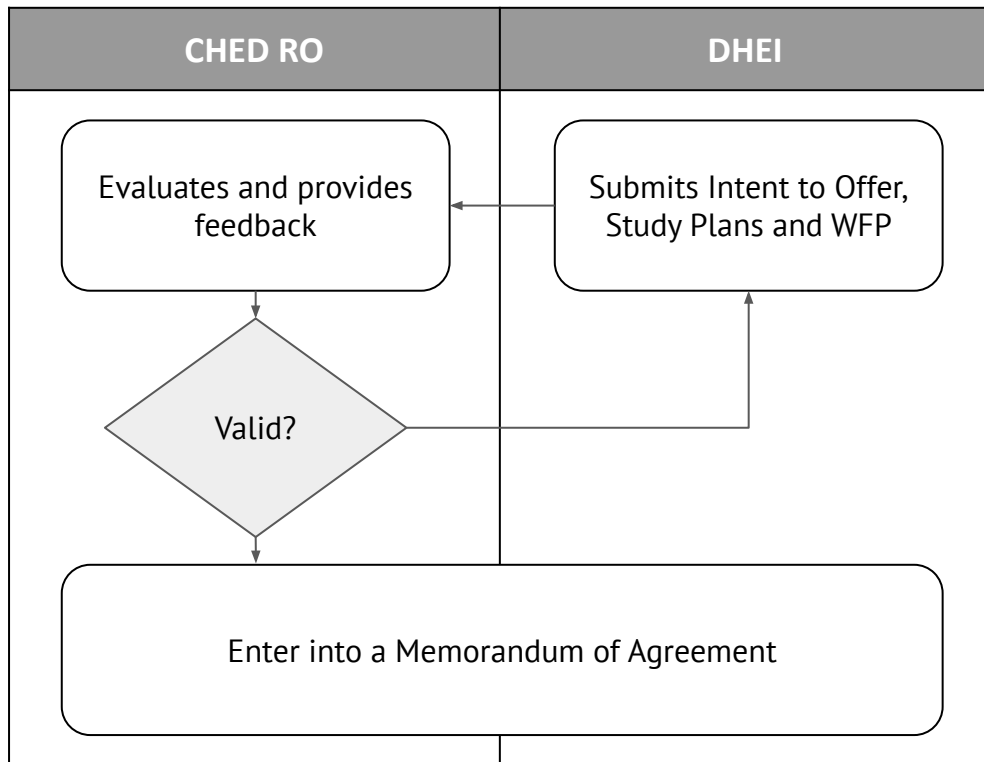
- For the DHEI Model, the Commission may enter into agreements with DHEIs with eligible programs, provided that the DHEI shall agree with the roles and obligations, as described in this policy.

PROPOSED PROCESS:

- The approval of the study plans of approved DHEIs and individual scholars shall be delegated to the Regional Directors (RDs) and the Director-in-Charge of the SIKAP Grant.
- The CHED CO implementing team may seek to establish partnerships, in coordination with the CHED RO.
- For purposes of the execution of the DHEI Memorandum of Agreement (MOA), the Grant Contract, the recognition of appointed Grants Management Officers, and the approval of the special requests as provided in the succeeding sections, the RDs shall be designated as authorized signatories on behalf of the Chairperson and the Commission.

GRANT MECHANICS

ENTERING INTO A MOA WITH A DHEI



The HEI-Applicant shall ensure that:

- ❑ The schedule of Comprehensive Exams and/or other required program examinations and practicum are offered in the terms reflected in the Study Plans.
- ❑ The course requirements as stated in the Study Plans are offered accordingly.
- ❑ The study plans are based on the rules and regulations of existing CHED issuances.
- ❑ The length of study for a full-time/part-time Grantee is considered.
- ❑ The bridging courses in the submission of study plans is considered.

HIGHLIGHTS OF KEY CHANGES

- **Expansion of 'supply' of graduate degrees**, while simultaneously ensuring quality through maximization of existing systems (e.g. autonomous, deregulated, COE / COD, accreditation)

For the DHEI Models:

- Standard study plan and work and financial plan for administrative ease.
 - CHED ROs and DHEIs are enjoined to ensure the balance between full support for the accomplishment of the degree, and adherence to government accounting and auditing rules (i.e. not excessive, or extraneous)

ELIGIBILITY REQUIREMENTS

HIGHLIGHTS

- Coverage of **current or former Teaching Personnel**
- More explicit prohibitions regarding applicants with administrative or management position(s), and those with full employment outside of the HEI.

- Be a Filipino citizen;
- Be employed as a Teaching Personnel in an HEI, or have been employed as a Teaching Personnel within the last twelve (12) months, at the time of application;
 - Does not hold an administrative or management position;
 - Does not hold full-time employment in any government agency, or private company, which are not HEIs (e.g. State and Local Universities and Colleges, Private HEIs, etc.);

ELIGIBILITY REQUIREMENTS

HIGHLIGHTS

- For full-time scholars, must pursue **full-time study with no teaching or workload**
 - Allows part time scholars, provides limits for the same
- For full-time scholars, must commit to pursue the program on full time study;
 - If the scholar is employed, with commitment / proof from the employer to release the applicant for full time study and will be released from all teaching and/or administrative duties for the duration of the scholarship.
 - For part-time scholars, must commit to have a maximum of twelve (12) units of teaching load, or twenty (20) hours of work per week, in no case greater than any of the two conditions;

ELIGIBILITY REQUIREMENTS

HIGHLIGHTS

- Requires vertical articulation (based on the PSGs)
- Prohibits 'double degrees'
- Has been admitted to an **eligible** graduate program;
 - Must be pursuing a program vertically articulated to her/his teaching discipline;
 - Must not hold a degree in the degree level being pursued (i.e. applicants for a scholarship for doctorate degree, must not already possess a doctorate degree);
 - *In the event where the teaching personnel was not able to pursue a degree vertically articulated to his/her teaching discipline is still eligible provided (program being pursued is an emerging or niche program) that a strong justification is provided, subject to the approval of the Commission En Banc. For scholars who are employed, the justification must be from the head of the institution.*

ELIGIBILITY REQUIREMENTS

HIGHLIGHTS

- Age requirements are defined against return service
- Be of age that will allow her/him to render sufficient return service after obtaining her/his graduate degree. This will be guided by the following rules:
 - If admitted in a Master's degree program, the applicant must not be more than 52 years old at the time of application.
 - If admitted in a Doctorate degree program, s/he must not be more than 50 years old at the time of application.
 - Exceptions may be considered as may be provided for by the Commission En Banc.

ELIGIBILITY REQUIREMENTS

- Must not be enjoying any other government-funded scholarship or grant at the time of application;
- Committed to complete the degree program requirements within the study duration; and
- Must not have a relative, up to the fourth (4th) degree of consanguinity or affinity, to any CHED employee in the CHED Regional Office (CHED RO) where the application is being processed.
- *Exceptions to these criteria may be considered by the Commission En Banc on a case-to-case basis.*

QUALIFYING AND SELECTION PROCESS

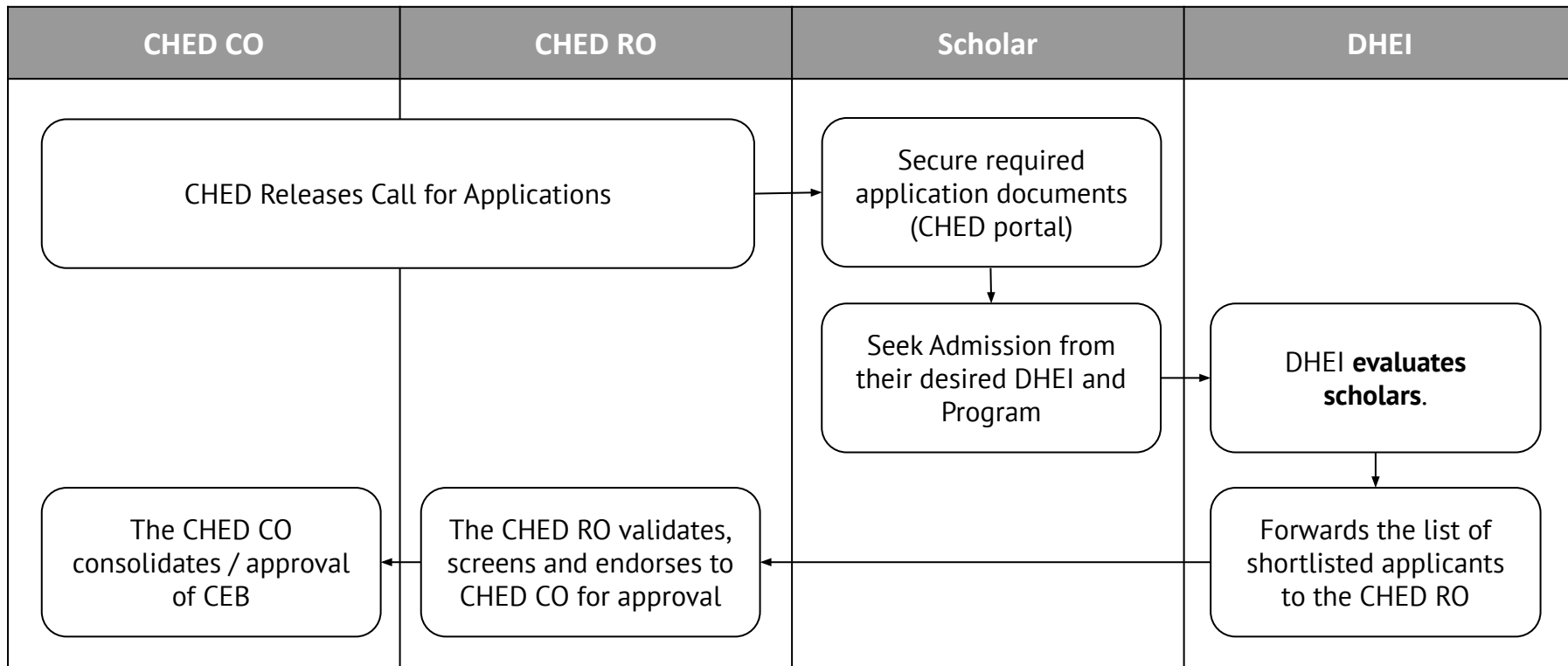
QUALIFYING AND SELECTION

- Admission as a requirement to the scholarship to avoid withdrawals from the scholarship due to non-admission.
- Stricter post-approval process in line with the thrusts of **cash-based budgeting**.

- For the DHEI Model:
 - Applicants must submit their documentary requirements to the DHEIs.
 - DHEIs shall process and forward the application package of all qualified individuals to the CHED RO. The application package shall include the documents as listed in ***Appendix A***.
- For the Individual Model, applicants must submit their documentary requirements to the CHED ROs

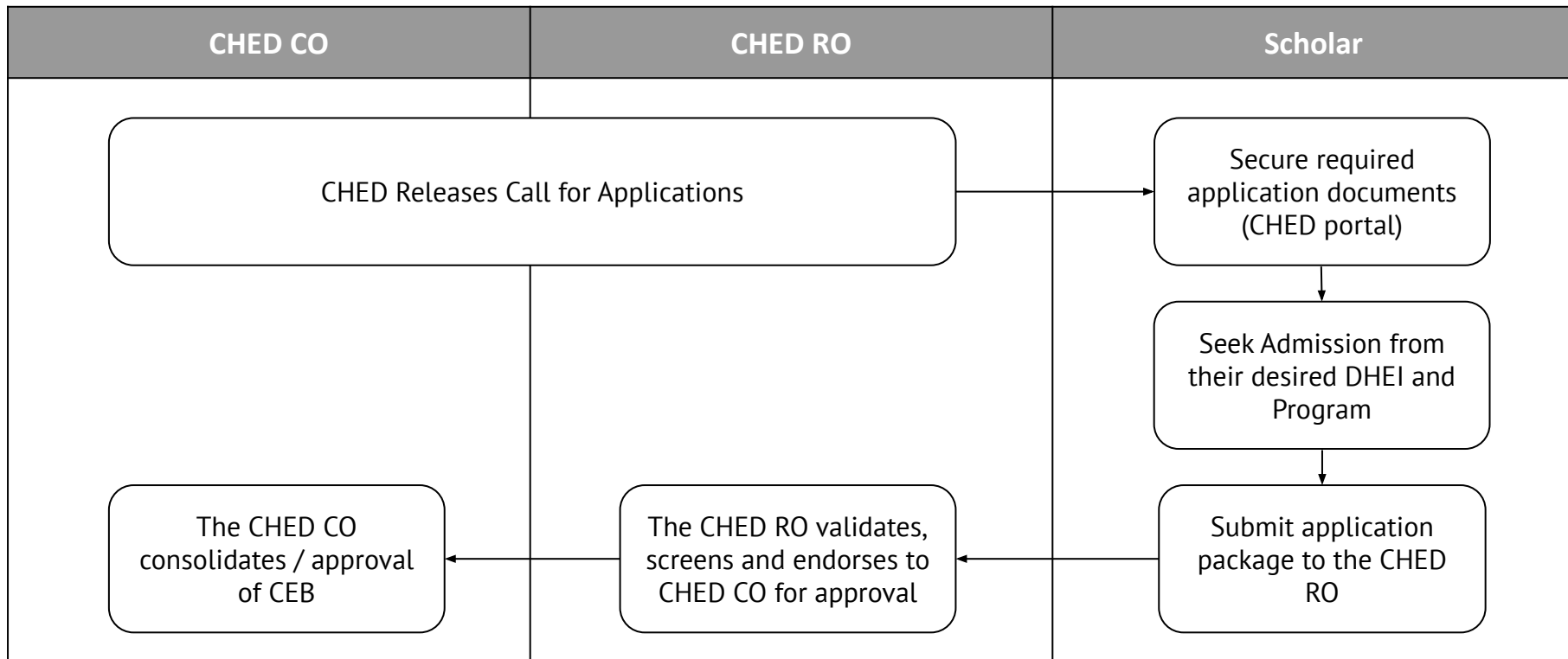
QUALIFYING AND SELECTION PROCESS

PHASE 1: APPLICATION AND APPROVAL (DHEI MODEL)



QUALIFYING AND SELECTION PROCESS

PHASE 1: APPLICATION AND APPROVAL (INDIVIDUAL MODEL)



FINANCIAL PRIVILEGES

FINANCIAL PRIVILEGES

- The inclusion of provisions that provide guidelines for the payment of scholars that are approved while the term is already ongoing
- In cases where scholars are approved while the term is already ongoing, the Commission shall cover the costs of tuition and other fees, transportation allowances, and book allowances for the term, however, the living allowances shall be based on the month of approval.
 - In the event that the remaining number of days in the month of approval is less than seven (7) days, the living allowances shall commence the next month.

FINANCIAL PRIVILEGES

HIGHLIGHTS

- Expansion of incentives to include the following, benchmarked against the DOST SEI Scholarships:
 - Publication Incentive
 - Research Support Fund
 - Mentor's Fee (to be included in the DHEI tuition and other fees)
- Inclusion of a provision which will allow scholars to go on sandwich programs, with adjusted benefits, subject to the approval of the Commission.

FINANCIAL PRIVILEGES

	Type of Scholar	Masters	Doctorate
Tuition and Other Fees		Actual tuition and other fees	
Living Allowance	Full-time scholars	Php 25,000 / month	Php 33,000 / month
	Part-time scholars	Php 12,500 / month	Php 16,500 / month
Book Allowance	Full-time scholars	Php 12,000 / academic year to be released evenly across terms	
	Part-time scholars	Php 6,000 / academic year to be released evenly across terms	
Transportation Assistance (for scholars studying outside their province)	Full-time scholars	Php 12,000 / academic year to be released evenly across terms	
	Part-time scholars	Php 6,000 / academic year to be released evenly across terms	
Thesis / Dissertation / Capstone project allowance (if applicable)		Php 50,000	Php 100,000

FINANCIAL PRIVILEGES

		Masters	Doctorate
STUDENT RESEARCH SUPPORT FUND	Research Support Grant	Php 50,000	100,000
	Research Publication Incentive up to two (2) publications <ul style="list-style-type: none"> • ISI-Indexed, Scopus, or Web-of Science Publication • Peer-reviewed Journal 	<div>Php 50,000</div> <div>Php 30,000</div>	
	Mentor's Fee	Php 36,000	Php 72,000
Early Completion Incentive		The remaining allotment for living allowances up to the end of the approved program	

TERMS AND CONDITIONS

HIGHLIGHTS

- **Definition** of scholars on **probationary status or as non-compliant status**.
- **Stricter retention policies of the scholarship** in the interest of efficient utilization of funds. Scholars:
 - Must submit documents for the claims of allowances regularly and in a timely manner.
 - Must not attain three (3) or more failing or no-credit grades
 - May only request for the a Leave of Absence to complete requirements for one (1) term, and must finish within the time frame provided.
 - Must ensure that they meet the required General Weighted Average (GWA) or the minimum maintaining grade for their programs

SPECIAL REQUESTS

HIGHLIGHTS

- In the interest of administrative ease and full utilization of budget, **no longer allows for deferment** of the grant.
- **Stricter conditions for the extension** of the grant: Must have an approved thesis proposal by the end of the grant duration, maximum of one (1) year extension with no additional privileges, but may claim thesis / dissertation assistance and unclaimed tuition / other school fees.
- **Adoption of the “deferred repayment” policy of the DOST**, wherein, if the scholar does not finish after the one (1) year extension, the scholar is given up to one (1) more year with no financial privileges.

SPECIAL REQUESTS

Type of Request	Acceptable Reasons	Maximum Duration
Leave of Absence	<ul style="list-style-type: none">● Poor health or rehabilitation, as certified by a licensed physician;● Availing maternity/paternity leave, as certified by a licensed physician or health institution;● Other similar health and wellness reasons, as certified by the DHEI health services unit or Student Affairs unit.	1 Academic Year
Leave of Absence	<ul style="list-style-type: none">● Completion of academic requirements	1 Academic Term

SPECIAL REQUESTS

Type of Request	Acceptable Reasons	Maximum Duration
Additional Funding from Other Institutions or Organizations	<ul style="list-style-type: none">• The benefits of the additional funding must not duplicate the funding provided by the scholarship.	N/A
Sandwich Component	<ul style="list-style-type: none">• The sandwich component must be undertaken in a reputable foreign institution.• The sandwich component must not create any changes in the duration or the expected completion of the degree program.	One (1) Academic Year

SPECIAL REQUESTS

Type of Request	Justification / Conditions	Maximum Duration
Extension without Additional Privileges	<ul style="list-style-type: none">• For the completion of the thesis / dissertation writing or the completion of other terminal requirements of the degree, or analogous reasons.• The scholar must have an approved thesis proposal before the end of the Prescribed Duration of Study;• The scholar shall no longer be entitled to any financial assistance during this period, except for the unreleased thesis / dissertation allowance.• The allowance of one (1) academic year includes the adjustment for requests of LOA for the completion of academic requirements, under Section 7.2.3.• The scholar may teach up to twelve (12) units or work up to twenty (20) hours during the extension period, provided that the DHEI and the scholar shall certify that the teaching load or work load shall not result in any further extension.	One (1) Academic Year

SPECIAL REQUESTS

Type of Request	Justification / Conditions	Maximum Duration
Extension with Additional Privileges	<ul style="list-style-type: none">Natural calamities or force majeure that hindered the timely completion of the program requirements.	One (1) Academic Year

HIGHLIGHTS OF KEY CHANGES

IN LIGHT OF THE “NEW NORMAL”

- In the event of the declaration of a State of Calamity, State of Emergency, or similar proclamations, which shall impede the mobility of stakeholders, the Commission shall allow the submission of electronically signed, generated, validated and/or submitted documents relating to the (1) application process, (2) claims of allowances, (3) thesis / dissertation / capstone assistance, (4) special requests, and (5) other time-sensitive or urgent matters.
 - The Commission shall issue the advisories and complete procedures separately. Any deviation from such issuances may result in delays in the release of financial privileges.
 - Integrity of the Document. The documentary submissions of the Grantee must not have been altered or modified electronically or otherwise. The Commission reserves the right to hold the processing of documents which may be suspected to have been altered or modified, subject to further validation.
 - The documents required for the processing of allowances and other financial privileges shall follow the regular standards for completeness of documents, except for the need for original signatures and/or original documents. This shall follow the checklist of documents to be provided by the Commission.

RETURN SERVICE

HIGHLIGHTS

- The obligation to the Commission shall be to render the return service to any HEI.
 - The return service obligation shall be for one year of service for every year of scholarship.
 - Provides conditions for the deferment of return service.
- A scholar who has successfully completed all degree and program requirements shall **render return service** starting on the academic term immediately following the completion of her/his graduate program requirements **to any HEI.**
 - Scholars shall be obliged to render return service on a **ratio of one year of service for every year of scholarship**, including any extension period, or a fraction thereof.

PAYMENT OF OBLIGATIONS

HIGHLIGHTS

- More nuanced policy on payment of obligations
- Provides for a prorated computation for the payment of obligations in cases of unfinished return service benchmarked on the DOST model.
- Should the Commission approve the termination of the scholarship grant of a scholar, s/he shall be obliged to return the equivalent value of financial privileges received by the scholar.
 - Settlement of obligations to the Commission shall be the sole responsibility of the scholar.
 - The payment of obligations shall be outright and made in full, unless otherwise approved, for meritorious cases, to be decided on a case to case basis.

FOR DELIVERING HEIs

GRANT ADMINISTRATION

- The DHEI must **create a Work and Financial Plan (WFP)** detailing the total funding support required from the Commission for each degree program proposed, including **administrative costs no greater than five (5) percent** of total cost of tuition and other fees.

HIGHLIGHTS

- The work and financial plan (WFP) allows the Commission to ensure accuracy of budget allotment required (to be requested every year through the GAA)

GRANT ADMINISTRATION

- The total funding support **shall only include regular tuition and other fees** charges of scholarship agrees and the payment of the same shall be settled pursuant to a **Send Bill arrangement**. Further, the DHEI must ensure that there will be **no downpayment, as a condition to enrolment**, required to be paid by the scholar, as the full cost of the tuition and other fees for said scholars shall be shouldered by the Commission.

HIGHLIGHTS

- Ensure the regularity of charges.
- Shall be paid through Send Bill Arrangement.
- No downpayment policy, as a condition to enrolment

Under Financial Privileges:

Generally, the Commission shall not cover costs that are borne from re-enrollment or retaken subjects, or extra subjects outside of the approved study plan (e.g. penalty courses), borne from the negligence of the scholar (e.g. late enrollment fees, lost ID fees, etc.) or may be considered as excessive based on government rules.

GRANT ADMINISTRATION

- The DHEIs shall **ensure that the classes required by the grantees for a particular term shall be offered**, in order to minimize the risk of the delay of the completion of the grant. In the event that a class in a given semester or term does not meet the minimum number of students as set by the DHEI, **the DHEI shall practice discretion** whether to offer the class or not. The risks of offering a course (i.e. constitution of a class that does not meet the minimum class requirements of the institution) shall be borne by the DHEI.

HIGHLIGHTS

- Importance of planning -- Ensure that the classes required by the grantees are offered to avoid delays in completion.
- The risks of offering a course shall (i.e. constitution of a class that does not meet the minimum) shall be borne by the DHEI.
- **Encouraging the consideration of the viability of the class size when accepting scholars.**

GRANT ADMINISTRATION

- Designation of one (1) Grant Administrator, provided that if the DHEI admits fifty (50) or more grantees, it must constitute a Grant Management Office (GMO), composed of a Grant Administrator, Admissions Officer and Technical Staff.
- One (1) technical staff shall be added per additional one hundred (100) grantees funded by the Commission.

HIGHLIGHTS

- Creation of the grants management office (GMO) to ensure the necessary support to scholars:
 - Facilitating enrollment
 - Timely submission of information and documentary requirements
 - Timely completion of the program
- Funding for the office shall be sourced from the administrative cost
- GMO personnel shall receive a lump sum of monthly honorarium at the end of the term upon submission of the monitoring report/s.

KEY PROGRAM ENHANCEMENTS

Program Enhancements	Concerns Addressed
<ul style="list-style-type: none">• Early orientation and strong and direct CHED RO collaboration with DHEIs, GMOs, and scholars.• The decentralization of the processing of financial privileges (including GMO honoraria) in order to ensure timeliness of disbursement.	<ul style="list-style-type: none">• Students are unable to produce the correct documents required for the disbursement of living allowances and other supports
<ul style="list-style-type: none">• Strengthening of the monitoring and evaluation through the year• Full decentralization of the payments• Scholars to be handled are those <u>studying in the region</u>	<ul style="list-style-type: none">• Disconnected process between Tuition and Fees and Living Allowances• Slow processing of Tuition and Other Fees in the CHED Central Office

KEY TAKEAWAYS

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CATEGORY	PARTICULARS
MODE OF IMPLEMENTATION	<ul style="list-style-type: none">● Delivering HEI (DHEI) Model, for graduate programs which are offered by partner HEIs with signed Memoranda of Agreement (MOA).● Individual Model, for graduate programs which are offered by HEIs duly recognized by the Commission, and have demonstrated a good track record.
SCHOLARSHIP TYPES	<ul style="list-style-type: none">○ Full-time scholars, who shall pursue the grant under full time study and shall take the full academic load per term.○ Part-time scholars, who may undertake teaching or work load up to the maximum set under the eligibility criteria, and shall take the part-time academic load per term.

KEY TAKEAWAYS

CATEGORY	PARTICULARS
ELIGIBLE PROGRAMS / HEIs	<ul style="list-style-type: none">• An autonomous or deregulated Private HEI;• At least a State University or College (SUC) Level III;• A program accredited by Center of Excellence (COE) or Center of Development (COD); and• A program whose equivalent undergraduate program is accredited as Program Level III or higher.• <i>Exceptions to these may be approved by the Commission on a case-to-case basis.</i>

OPEN FORUM