

## Scholarship Policy for Staff Undertaking Studies at LUMS

### Contents

1. Introduction .....	2
2. Purpose .....	2
3. Scope of Scholarship Policy .....	2
4. Available Programs and Courses .....	3
5. Eligibility Criteria .....	3
6. Work Arrangement & Requirement .....	3
7. Waiver of Policy .....	3
8. Roles and Responsibilities of Policy Implementation .....	4
9. Consequence(s) of Non-Compliance with Policy .....	4
10. Forms .....	4
Appendix A.....	5
Suleman Dawood School of Business.....	5
Syed Babar Ali School of Science and Engineering .....	5
Syed Ahsan Ali and Syed Maratib Ali School of Education.....	5
Rausing Executive Development Centre.....	5
Centre for Continuing Education Studies.....	5

## 1. Introduction

This policy sets out the scholarship guidelines for the University staff undertaking degree bearing programs / study at the University. The policy confirms the eligibility criteria, decision making process and conditions that apply. As a people-oriented employer, the University is committed to support the professional development of staff, reduce their financial burden and help them to learn beyond borders.

## 2. Purpose

The purpose of this policy is to provide the following wide range benefits that include:

- Attracting and retaining new and existing staff; and
- Supporting staff to further the strategic aims and objectives of the University

Applications to study from staff should be made through the normal application procedures for the University programs. Decisions to accept staff into a program of study will be made using criteria applied to all applicants regarding required credentials and qualifications.

Interested applicants should discuss the proposed program of study with their line manager and ensure the line manager's support prior to submitting the application for admission.

## 3. Mission of the Scholarship Policy

This scholarship is a valuable contribution by LUMS as an employer, in order to:

- Assist staff in enhancing the service they can provide LUMS,
- Enable staff members to develop their careers within and outside LUMS (if they leave),
- Increase staff motivation and satisfaction, and
- Enhance LUMS's 'learning without borders' mission.

## 4. Funding

LUMS will pay 50% of the tuition fee towards the program, while the balance will be paid by the staff member enrolled in the program.

Please note that the 50% contribution by LUMS is treated as a taxable benefit to staff, and income tax on the benefit will be deducted from your salary in accordance with local tax laws and regulations.

For more information on how much tax you will be liable for, please contact the HR Helpdesk at [helpdeskhr@lums.edu.pk](mailto:helpdeskhr@lums.edu.pk) or ask the relevant HR person who is dealing with your scholarship application.

## **5. Available Programs and Courses**

Available programs and courses can be found in [Appendix A](#).

## **6. Eligibility Criteria**

To be considered for the scholarship, the following criteria will normally have to be met by the member of staff at the commencement of the period of study:

1. Holds full time permanent employment at the University;
2. Written confirmation from Head of Department that participation in the course will:
  - a. Provide development which will be of benefit to the employee and the University
  - b. Not negatively impact the employee's ability to undertake their normal work activities (discussions may take place regarding flexible working options)
3. The staff is judged a high performer by their HoD in their post at LUMS;
4. The staff member should have completed two years of employment with LUMS prior to the start of the intended program;
5. No other LUMS scholarship overlaps with the Staff Scholarship.

## **7. Work Arrangement & Requirement**

If the program is full time, the department head and HR will assess the job role of the staff member and ensure that the person role can be made flexible to adjust to the program needs and job role requirement. No replacement hiring will normally be made if flexible work arrangements are in place. If the role cannot be redesigned, employee can apply for leave without pay. The department will be eligible to hire the replacement on contract for the duration of the leave.

The staff member will be required to work at LUMS for at least two year after completion of the degree for both full time and part time degree programs or the award will have to be repaid by the candidate.

## **8. Waiver of Policy**

The Board of Trustees or Vice Chancellor may waive a part or whole of the policy subject to any conditions or restrictions as they may deem fit and appropriate.

## 9. Roles and Responsibilities of Policy Implementation

Human Resources will be responsible for the implementation and maintenance of the policy including its periodic review and approval of any subsequent modifications to the said policy.

## 10. Consequence(s) of Non-Compliance with Policy

Disciplinary process of the University shall be initiated in case non-compliance of policies & procedures is identified.

## 11. Forms

The following form(s) are to be used in the execution of this policy and would be readily available with HR:

Form Name	Purpose	Responsibility	Approved By
Application for 50% Scholarship Scheme	To notify the relevant department and HR	Employee	Department HOD & HR
Service Bond	To establish a surety bond that guarantees the two parties will meet the obligations	Human Resources	Director HR

## **Appendix A**

The following degree programs are currently available under this scheme:

### **Suleman Dawood School of Business**

All Master's Programs at SDSB:

- MBA
- Executive MBA
- All MS Programs including:
  - i. Accounting & Analytics
  - ii. Business & Public Policy
  - iii. Financial Management
  - iv. Healthcare Management & Innovation
  - v. Supply Chain & Retail Management
  - vi. Technology Management & Entrepreneurship

### **Syed Babar Ali School of Science and Engineering**

All Master's Programs at SBASSE:

- MS Biology
- MS Chemistry
- MS Computer Science
- MS Electrical Engineering
- MS Mathematics
- MS Physics

### **Syed Ahsan Ali and Syed Maratib Ali School of Education**

The following Programs at SOE:

- Executive MPhil ELM Program
- MPhil ELM Program

### **Rausing Executive Development Centre**

- All open enrolment courses; charged at the Centre's advertised staff concession rate

### **Centre for Continuing Education Studies**

- All courses offered; charged at the Centre's advertised staff concession rate