



## **GUIDELINES AND MODALITIES FOR ACCESSING ACADEMIC STAFF TRAINING & DEVELOPMENT, CONFERENCE ATTENDANCE AND TEACHING PRACTICE INTERVENTIONS**

A Presentation by Academic Staff Training and Development  
Department

# INTRODUCTION

- The Academic Staff Training & Development (AST&D) Department was created in year 2013 and is responsible for carrying out a core mandate of the Fund that enables Capacity Building and Teaching Skills Enhancement of Lecturers in the Public Tertiary Education Institutions through funding support. It is achieved through the provision of:
  1. Scholarship Grants to acquire higher degrees, necessary for productivity and quality of higher education – TETFund Scholarship for Academic Staff Intervention (TSAS);
  2. Funding Support for Conference Attendance (C.A); and
  3. Teaching Practice Supervision in the Colleges of Education

# FUNCTIONS OF THE DEPARTMENT

- The main function of the AST&D Department is to ensure effective co-ordination and delivery of Academic Staff Training & Development Programmes designed by the Fund in accordance with its mandate, other responsibilities include:
  - i. Ensuring the vetting of submissions on TETFund Scholarship for Academic Staff (TSAS), Conference Attendance and Teaching Practice received from all TETFund Beneficiaries as stipulated in the Fund's guidelines for these Programmes.
  - ii. Ensuring that allocated intervention Funds are accessed by beneficiaries and facilitating the processing of disbursements to beneficiaries of all intervention programmes domiciled in the department.

# FUNCTIONS OF THE DEPARTMENT

- iii. Ensuring prompt and quality delivery of all TETFund educational intervention programmes and projects domiciled in the department.
- iv. Ensuring cordial, effective and sustainable partnership building with beneficiaries of TETFund Academic Staff Training & Development (AST&D) programmes.
- v. Inspecting and Verifying the deployment of the fund's Academic Staff and Development Programmes by beneficiaries
- vi. Providing advice to the Management on issues relating to Intervention Programmes domiciled in the Department.

# **THE GUIDELINES FOR ACCESSING THE VARIOUS INTERVENTIONS**

# **TETFUND SCHOLARSHIP FOR ACADEMIC STAFF (TSAS)**

This intervention line was introduced in 2008 , to enable lecturers of Nigeria's Public Tertiary Institutions acquire additional Postgraduate qualifications.

- In response to the current excessive cost of training in Foreign institutions, coupled with the high rate of abscondment of scholars , the Board of Trustees of the Fund approved the suspension of the Foreign component of the TETFund Scholarship for Academic Staff (TSAS) Intervention.

# **TETFUND SCHOLARSHIP FOR ACADEMIC STAFF (TSAS)**

- Beneficiaries have been advised to prioritize their training needs for implementation locally with a view to conserving and reducing pressure on foreign exchange rate , boosting investments and local capacity in our indigenous institutions while significantly increasing the number of beneficiaries.
- A new implementation policy has been rolled out under the local component of the TSAS which includes streamlining of Training Institutions to 28 tenable Universities.

# TETFUND SCHOLARSHIP FOR ACADEMIC STAFF (TSAS)

- Beneficiary institutions should only recommend scholars for sponsorship to study for a Master Degree (MA, M.Ed, M.Sc etc.) or Doctorate Degree ;
- Online and part-time Masters, and Ph.D degree programmes are not permissible.
- All lecturers seeking sponsorship to study locally must note that:

Only the tenable Universities approved by the BOT and communicated to Beneficiary Institutions on 24<sup>th</sup> March, 2025 would be accepted as listed on slides 9–11.



## **The list of approved Tenable Institutions for local sponsorship are as follows:**

1. University of Maiduguri
2. Modibbo Adama University of Technology, Yobe
3. Abubakar Tafawa Balewa University, Bauchi
4. Ahmadu Bello University, Zaria
5. Bayero University, Kano
6. Usman Danfodio University, Sokoto
7. University of Ilorin, Kwara State
8. University of Jos, Plateau State
9. Federal University of Technology, Minna
10. University of Nigeria Nsukka, Enugu State

## Approved Tenable Institutions for TSAS

11. Nnamdi Azikiwe University, Awka
12. Federal University of Technology, Owerri
13. University of Benin
14. University of Calabar
15. University of Port Harcourt
16. University of Lagos
15. University of Ibadan, Oyo State
17. Obafemi Awolowo University, Ile Ife
- **Specialized Universities**
  19. Federal University of Agriculture, Abeokuta
  20. Joseph Sarwuan Tarka University, Makurdi, Benue State

# Approved Tenable Institutions for TSAS

- **Private Universities**

21. Nile University of Nigeria
22. Afe Babalola University, Ado Ekiti
23. American University of Nigeria, Yola
24. Redeemers University, Ede, Osun State
25. Madonna University, Okija Anambra State
26. Baze University, Abuja
27. Landmark University, Omu-Aran, Kwara State
28. Covenant University , Ota Ogun State.

# **TETFUND SCHOLARSHIP FOR ACADEMIC STAFF (TSAS)**

- Scholars wishing to change institution or course of study after the award of scholarship shall be required to seek approval from the Fund.
- Scholars found to have changed their course of study or institution without prior approval from the Fund shall be asked to refund the money disbursed

## ELIGIBILITY

To be eligible for TETFund scholarship under its TSAS intervention, a nominee must:

- i. Be a full-time Academic Staff in a Beneficiary Institution, working at and nominated by their home institution.
- ii. Have secured admission to pursue a full-time programme of study in any university that satisfies the prescribed guidelines.
- iii. Not be applying to study for a second Master's degree or a second doctorate degree.

iv. A nominee for doctorate scholarship who has benefitted from the Fund's scholarship for Masters degree must have served out the bond period before applying to be sponsored for doctorate study.

v. Be bonded by the Institution.

vi. Not be in receipt of any other scholarship.

vi. Provide evidence of medical fitness from a Public Hospital (not Health Centres).

# The Process

All submissions from Beneficiary Institutions in respect of recommendations for the utilization of the TSAS intervention shall be inclusive of the Minutes of Meeting of the relevant selection Committee [TETFund Interventions Implementation Committee or Academic Board Committee or Committee of Deans & Directors]. In addition:

- i. Applications for scholarships shall be processed for payment twice yearly, i.e. the month of May for scholars commencing in September, and October for January commencement.
- ii. All submissions must be accompanied with supporting documents (Admission Letter, completed TETFund Nomination Form, Resume` of Applicant, Schedule of fees from the University, Bond Form, Medical Certificate & Bank Details).
- iii. Online submissions shall be made on the TETFund Beneficiary Institutions' portal currently deployed on the TERAS platform.
- iv. Approval shall be sought and obtained from the Fund before any scholar commences a programme. No request for reimbursement will be entertained on expenditure incurred by beneficiaries without prior approval by the Fund.



- v. Request for variation in the cost of sponsorship will not be entertained after approval has been granted and funds released to the Beneficiary Institutions.
- vi. Annual academic progress reports on each scholar shall be submitted to the Fund by all Beneficiary Institutions in accordance with the approved reporting template.
- vii. A soft copy of PhD thesis and Master's degree dissertation (pdf format) of successful scholars shall be submitted to the Fund by Beneficiary Institutions for consideration and possible publication by the Fund's Book Development Committee.

- viii. All Master's Degree programmes shall not exceed 2 years.
- ix. All prospective scholars commencing their study programmes by September are required to submit their applications to the Fund not later than 31<sup>st</sup> May, while those commencing in January shall be required to submit not later than 31<sup>st</sup> October of the preceding year.
- x. For TSAS sponsorship (Local), all submission must represent 60% for science and technology-based courses, while 40% to represent arts and social science courses.

# CHALLENGES

1. Non-compliance with TETFund guidelines by beneficiaries.

Non-compliance such as:

- (a) Recommendation of non-academic staff for TETFund AST&D Programme.
- (b) Wrong completion of the nomination form.
- (c) Piecemeal submission by beneficiary institutions.
- (d) Late submission of requests by Beneficiary Institutions. i.e submissions made close to resumption of studies.

2. Delay in release of funds to scholars by some Beneficiary Institutions.

3. Surcharge/deduction on the amount released in favour of scholars by some Beneficiary Institutions.
4. Submission of proposals by some Institutions when their allocation has been exhausted.
5. Change of course of studies and institution of learning by scholars after approval and release of funds without the Fund's approval.
6. Frequent requests by scholars for variation in the cost of sponsorship after approval and release of funds to Beneficiary Institutions.

# CONFERENCE ATTENDANCE INTERVENTION

Sponsorship of both teaching and non-teaching staff of Beneficiary Institutions to attend Academic Conferences, Professional Conferences, and Workshops locally and internationally.

## Sponsorship Criteria

Teaching and Non-Teaching staff shall be considered for sponsorship to participate in a Conference that meets the underlisted criteria:

- i. It must be an Academic conference organized by Academic institutions, learned society, and/or recognized and reputable professional bodies.
- ii. The registration fee for the conference must not exceed N150,000.00 for local conferences, and \$500 (Five hundred US dollars) for foreign conferences.

- iii. The duration of the conference must not exceed five (5) days.
- iv. Participation in Conferences/Workshops arranged by local organizer(s) to be hosted in a foreign country shall not be considered for sponsorship.
- v. Participation in Conferences arranged by third party Predatory Conference Organizers (PCOs) must not be recommended for sponsorship.
- vi. Participation in online/virtual conferences/workshops shall not be eligible for sponsorship.

vii. Participation in group conferences/workshops by Teaching and Non-Teaching staff of Beneficiary Institutions shall be subject to the following criteria:

- The conferences/workshops must be relevant to their academic disciplines.
- Not more than 7 (seven) teaching staff from a department shall be eligible to participate in a group conference (not workshop) within a given intervention year.
- Non-teaching staff shall be eligible to participate in group workshops organized by recognized public institutions.

## The Process

All submissions for Conference Attendance shall be received at the Fund at least two (2) months before the conference commencement date and shall include the following:

- i. The minutes of meeting of the relevant selection committee.
- ii. Detailed list of proposed participants.
- iii. Conference flier showing detailed information on the organizer, registration fee, date and venue.
- iv. Evidence of acceptance of paper for presentation at the conference.
- v. Two (2) copies of financial returns with supporting documents to show evidence of release of funds to staff for previously sponsored conferences/workshops. Such documents include payment vouchers; approved memos; copy of certificate of attendance; e-payment schedule and bank statement; and Date page of International Passport, Visa page, Immigration Entry/Exit Stamps, Boarding pass.



- vi. Submission for Conference Attendance should indicate the present status and salary scale of attendees.
- vii. A maximum of three (3) submissions shall be made per allocation year and shall not be in piece-meal.
- viii. All submissions shall be in soft copy in a flash drive prepared in MS- Excel in accordance with the approved template.
- ix. Online submissions shall be made on the TETFund Beneficiary Institutions' portal currently deployed on <https://beneficiary.tetfund.gov.ng/beneficiary/login>.
- x. The Beneficiary Institutions must release approved funds to the concerned staff within two (2) weeks from the date of receipt of funds.

xi. Expenditure shall not be incurred on behalf of the Fund. Nominees MUST receive approval from the Fund before proceeding to conference/workshop, as request for reimbursement will not be entertained.

xii. Beneficiary Institutions shall notify the Fund of any change of conference/workshop and/or its venue/location and seek approval.

xiii. Any nominee who changes the approved conference/workshop and/or its venue/location without recourse to the Fund for approval shall be required to refund the total approved/released money to the Fund.

xiv. BIs shall not surcharge nominees or deduct any amount of money from funds approved in their favour to attend conferences/workshops

## Eligibility

To be eligible for sponsorship under the TETFund conference attendance intervention, a nominee:

- i. Must be a full-time Staff of a Beneficiary Institution.
- ii. Must complete the TETFund conference attendance nomination form.
- iii. Must have a paper accepted for presentation at the conference to be attended (both local and international). This is mandatory for all teaching staff, except for members of recognized professional bodies/learned societies such as COREN, NSE, NIQS, NIA, ICAN, ANAN, NIM, etc., who may attend Annual General Meeting where paper presentation is not necessary. Also, poster presentation is not allowed by the Fund.

- iv. Must submit evidence of attendance to a previous conference sponsored by the Fund (certificate of attendance, conference proceedings, e.t.c
- v. Must submit evidence of publishing at least one (1) article in a reputable Journal.
- vi. Shall be sponsored to attend and present paper(s) at an international or local conference once every two (2) years.
- vii. Principal Officers may be recommended to attend local or international conference once in three (3) years.

# CHALLENGES

1. Non-compliance with TETFund guidelines by beneficiaries.

Non-compliance such as:

- (a) recommendation of teaching staff to attend workshops rather than academic conferences.
- (b) Non-inclusion of evidence of acceptance of Abstract by some teaching staff nominated for Conference Attendance.
- (c) Wrong completion of the nomination form.
- (d) Piecemeal submission.
- (e) Late submission of requests by Beneficiary Institutions. i.e submissions made close to commencement of Conference/workshop.

2. Delay in release of funds to Conferee(s) by some Beneficiary Institutions.
3. Surcharge/deduction on the amount released in favour of Conferee(s) attendees by some Beneficiary Institution.
4. Submission of proposals by some Institutions when their allocation has been exhausted.
5. Submission of belated conferences/workshops for consideration by some Beneficiary Institutions.

6. Request for sponsorship to conferences/workshops being arranged by third party predatory and unrecognized organizers.
7. Refusal to attend conference/workshop by some nominees after approval and release of funds.
9. Falsification of conference certificate of attendance and other documents by some conference attendees.
10. Frequent change of desk officers.

# TEACHING PRACTICE INTERVENTION

- The core objective of the Teaching Practice intervention is to support Beneficiary Institutions to conduct the supervision of Teaching Practice effectively and efficiently.
- Trainee-teachers that are sent to Basic Education schools for practical teaching experience need to be supervised by the lecturers to complete their professional teacher-training programme and as part of the requirements for the award of the National Certificate in Education (NCE).

## Criteria for Accessing Teaching Practice Intervention:

To access the Teaching Practice intervention, a Beneficiary Institution must fulfill the following:



- i. Provide names and addresses of all the schools where the trainee-teachers to be supervised would be posted during the intervention year.
- ii. Provide names and contact details of the Head Teachers and Principals of the schools where the trainee-teachers to be supervised would be posted during the intervention year.
- iii. Notify the Fund at least three (3) months before commencement of the teaching practice supervision exercise.

- iv. All submissions on Teaching Practice supervision shall be made twice within a given intervention year and not in piece-meal.
- v. Only academic staff on permanent appointment with the Beneficiary Institution shall be considered for Teaching Practice supervision.
- vii. All submissions must be made on the Fund's template for Teaching Practice and must be in both hard and soft copies on a flash drive. An advance copy may be emailed to [es@tetfund.gov.ng](mailto:es@tetfund.gov.ng) and [ast&ddept@tetfund.gov.ng](mailto:ast&ddept@tetfund.gov.ng).
- viii. Online submissions shall be made on the TETFund Beneficiary Institutions' portal currently deployed on:  
<https://beneficiary.tetfund.gov.ng/beneficiary/login>.

- vii. Annual Teaching Practice report should be submitted to the Fund in accordance with the approved template.

# Way Forward

- Beneficiary Institutions are advised to always adhere strictly to the Guidelines for accessing TETFund Intervention funds as the Fund will not be liable for any misinformation or misappropriation of funds under any of its interventions.
- Strict adherence to the Guidelines will reduce the processing time of submissions received from Beneficiary Institutions thereby resulting in prompt release of funds to beneficiaries.
- Always visit the funds website: [www.tetfund.gov.ng](http://www.tetfund.gov.ng) for current informations and updates.

## Way forward

- All beneficiary institutions are enjoined to communicate through official channels in the event of enquiries.

THANK YOU