



National Information and Communications Technology Authority

**GIRLS IN ICT
TERTIARY SCHOLARSHIP POLICY**

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NATIONAL INFORMATION AND COMMUNICATIONS TECHNOLOGY AUTHORITY
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1.0 Introduction

- (i) The proposal for a Scholarship Fund for Girls in ICT was announced by NICTA on the World Telecommunication and Information Society Day (May 17th) 2012. The proposal has taken a year to take effect but NICTA is committed to make this happen as it strongly aligns with the aspirations of International Telecommunication Union's (ITU) objectives of the International Girls in Information and Communications Technology (GICT) day event.
- (ii) A lot of work has also been carried out in PNG to empower women and girls. The government currently has the National Women Policy to guide its efforts. This Scholarship Policy by NICTA also seeks to fulfill the government policy.
- (iii) The following policy was put together by the NICTA Internal Policy Review Committee from research and personal observations and finalised through internal consultation with NICTA Management. It is expected to satisfy the purpose and objectives of the Policy.

2.0 Purpose of the Policy

- 2.1 To provide a mechanism in which NICTA can annually award financial support to a successful year 12 female student who will continue or enter tertiary education to undertake studies in an Information and Communications Technology related course subject at a NICTA recognized Institution.

3.0 Objectives

- 3.1 The policy objectives are to;
 - (i) Encourage more girls to make a career in ICT in PNG;
 - (ii) Minimize the gender imbalance in the ICT sector in PNG;
 - (iii) Promote and contribute to ITU's global initiatives on GICT;
 - (iv) Implement government policy on empowering women and girls; and
 - (v) Meet social obligations to have an educated ICT society.

4.0 Access to Scholarship

- 4.1 The scholarship may only be awarded through an open public application process and shall be assessed primarily on academic performance and the eligibility criteria. Sample of an application form is attached hereto in Attachment (A).



- 4.2 The application process may also require applicants to submit a short ICT related essay as to how they intend to contribute to the ICT sector after studies or some other requirement as determined by NICTA from time-to-time.
- 4.3 The successful applicant shall be contacted and or announced by NICTA before the next academic year commences.

5.0 Eligibility Criteria

- 5.1 An eligible applicant shall clearly satisfy all of the following;
- (i) Completing or has completed grade 12;
 - (ii) Achieve in her Higher School Certificate (HSC) "B" grade average and above in a science major stream;
 - (iii) Selected or accepted for a first degree program in Electrical & Communications Engineering, Computer Science, IT or a ICT related course at a NICTA recognized Institution in PNG;
 - (iv) Complies and completes all application requirements and processes;
 - (v) Currently not holding another Scholarship but if so shall be willing to forgo the other if successful for the NICTA scholarship;
 - (vi) Shall not be a dependent child of a NICTA employee; and
 - (vii) Provides additional requirements (if any).
- 5.2 The Eligibility criteria shall form the basis for the Selection criteria.

6.0 Establishment and Composition of the Selection Committee

- 6.1 A Selection Committee (the "Committee") shall be set up by the Chief Executive Officer (CEO) to assess applications for the scholarship.
- 6.2 The Committee shall be Chaired by the CEO or a nominee and shall have four (4) other members that comprises of;
- (i) Two (2) NICTA staff (or their alternates); and
 - (ii) Two (2) External representatives (or their alternates) where one is from the ICT industry and the other may be from the PNG Office of Higher Education or another relevant entity.



- 6.3 The Industry representatives shall be selected through a discussion and agreement of the NICTA Management team following a call for expression of interest (EOI).
- 6.4 Subject to sub-clause 6.5 the Industry representatives shall serve a four (4) year term after which sub-clause 6.3 shall be repeated.
- 6.5 Where an Industry representative decides to step down before the end of the term, the Chairman shall then invite a replacement.
- 6.6 The two (2) NICTA staff shall remain as members until determined by the CEO.
- 6.7 The Committee's decision of the Awardee shall be final.
- 6.8 The Committee shall be responsible for determining all other matters related to the scholarship that is not explicitly covered or addressed by this policy.

7.0 Selection Process and Criteria

- 7.1 Applications shall be received by the deadline as advertised. Late applications shall not be considered.
- 7.2 The selection process shall be completed within two (2) weeks from the deadline after which the successful applicant shall be informed in the following week.
- 7.3 Applicants shall be assessed against the Selection criteria. A sample of the Selection Criteria is attached hereto in Attachment (B). The Committee may from time to time amend the Selection Criteria.
- 7.4 The successful Applicant shall satisfactorily meet all the criteria in addition to other considerations that the Committee may deem appropriate.

8.0 Conditions of Scholarship Acceptance

- 8.1 The Awardee shall accept the Scholarship offer by signing a Letter of Acceptance. Failure to accept the Offer within the specified period shall result in forfeiture of the Scholarship.
- 8.2 The Awardee after accepting the Offer shall undergo a Police and Medical clearance, the cost of which shall be borne by NICTA.
- 8.3 A Student Study Bond shall be executed between the Awardee and NICTA following acceptance of the Offer. Sample of the Bond is attached hereto in Attachment (C).



9.0 Terms and Conditions of the Scholarship

9.1 NICTA reserves the right to withdraw the Scholarship on the following grounds:

- (i) Discontinuation from a course of study for failing subjects;
- (ii) Serious illness impeding studies;
- (iii) Disciplinary action;
- (iv) Not meeting the requirements under sub-clause 9.5 below; and
- (v) Other conditions that NICTA may consider appropriate.

Each case shall be verified by the Selection Committee based upon proper documentation before a withdrawal is executed.

9.2 The scholarship shall not be transferrable.

9.3 The scholarship shall be taken up in the awarded year or shall be forfeited.

9.4 The scholarship shall apply for the duration of study and any extension is subject to a request being made to the Committee.

9.5 The continuation of the Scholarship shall be subject to attainment at performance "C" grade average or above.

10.0 Scholarship Entitlements

10.1 The value of the scholarship per Awardee per year shall be no more than K10,000.00 and shall be subject to ongoing increases by the Institution.

10.2 The Scholarship shall cover the following –

- (i) Tuition, boarding and lodging;
- (ii) Text book and stationery allowances;
- (iii) Fortnightly stipend; and
- (iv) Transport costs

11.0 Source of Funding

11.1 Funding shall be appropriated through the annual NICTA Operational Budget.



12.0 Recognized Institutions

Institutions that NICTA recognizes to provide sponsorship to an Awardee are –

- (i) PNG University of Technology;
- (ii) University of Papua New Guinea;
- (iii) Papua New Guinea University of Natural Resources and Environment;
- (iv) University Of Goroka;
- (v) Divine Word University;
- (vi) Pacific Adventist University;
- (vii) Institute of Business Studies;

and others recognised by the PNG Office of Higher Education (OHE) or the Education Department which have ICT related study activities.

13.0 Formal Notification of Scholarship

13.1 NICTA shall formally notify the respective Institutions of NICTA's sponsorship of the Awardee.

13.2 NICTA shall also formally notify the OHE of NICTA's sponsorship of the Awardee.

14.0 Implementation and Review

14.1 The Policy shall continue until such time NICTA is satisfied that the purpose of the scholarship is met or where NICTA's work priorities drastically change after which it may be further reviewed or terminated.

14.2 Where NICTA decides to terminate this policy, NICTA shall continue to maintain the Scholarship of current Awardees until completion of their studies.

14.3 Where there is a review of the Policy it shall take effect immediately and shall apply to all Awardees.

14.4 Being the first ever Scholarship Policy for NICTA, NICTA shall carry out on-going implementation reviews for the first two (2) years from the effective date. This is to achieve a stable, practically workable and comprehensive scholarship program going forward.

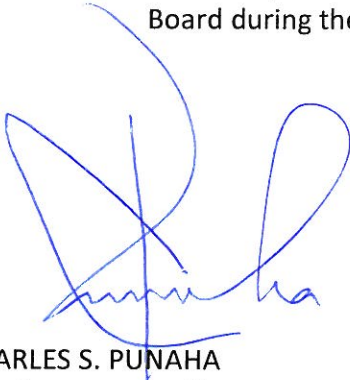


15.0 Administration of the Policy

- 15.1 The Human Resource Branch (“HR Branch”) shall be responsible for the administration of this Policy.
- 15.2 The HR Branch shall provide the Secretariat to the Committee.
- 15.3 The HR Branch shall provide periodic reports on the progress of each Awardee and other reports as requested by the Committee.

16.0 Effective date

- 16.1 This Policy shall be effective as from 16 August 2013 by a Resolution made by the Board during the Meeting No. 0017/2013.



CHARLES S. PUNAHA
Chief Executive Officer

DATE: 24 / 04 / 2014

Enclosures:

- i. Attachment 'A' Sample of an Application Form
- ii. Attachment 'B' Sample of the Selection Sheet with Criteria
- iii. Attachment 'C' Sample of Student Study Bond

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Attachment 'A'



**SAMPLE OF THE GICT TERTIARY SCHOLARSHIP
APPLICATION FORM**

1. PERSONAL INFORMATION

NAME:
(Given Name(s) *(Surname)*

DATE OF BIRTH: GENDER: Female
(dd/mm/yyyy)

VILLAGE: DISTRICT: PROVINCE:

NO. OF SIBLINGS: YOUR BIRTH NO. IN YOUR FAMILY:

PARENTS' STATUS; FATHER: MOTHER:

EMPLOYMENT STATUS OF FAMILY MEMBERS:

.....
.....
.....
.....
.....

CONTACT DETAILS:
(Name of contact person)

Postal Address:
.....
.....

Telephone: Fax: Mobile: Email:

2. SCHOOL DETAILS

SCHOOL NAME: PRESENT GRADE:

SCHOOL POSTAL ADDRESS:
.....
.....

Telephone: Fax: Mobile: Email:

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Leadership Status:

(Please indicate any leadership roles that you hold at your school)

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.....

3. VERIFICATION DOCUMENTS

- Academic Results / Report Card ** required*
- Two (2) References (Principal and Class Teacher/Patron) ** required*
- Police Clearance:
- Medical Report:

*** Please provide copies of documents marked as required along with this application.**

4. SUITABILITY OF THE APPLICANT FOR THE SCHOLARSHIP

Please indicate your interest and passion of developing a career in ICT or related fields and why the scholarship should be awarded to you? *Please provide your essay on the separate page provided hereto.*

5. SIGNATURE

I solemnly declare that the information provided herein are true;

Signature: Date:
(dd/mm/yyyy)

Please Return To: National Information & Communication Technology Authority (NICTA), Frangipani Street Hohola, PO Box 8222, BOROKO, National Capital District.
e-mail: Fax: +675 300 4829



Attachment 'B'



SAMPLE OF SELECTION CRITERIA

PART (1): ELIGIBILITY CHECK

Item	Criterion	Yes / No
1	Completing Grade 12	
2	"B" grade average	
3	Selected for ICT course (Electrical Engineering, Computer Science, IT or ICT related) at a NICTA recognized institution	
4	Completed application Form	
5	Received before deadline	
6	Submitted/completed additional requirements	

If there is an answer (NO), the applicant shall not be Eligible and therefore Rejected.
(Please circle)

If all answers (YES), award 10 points and continue 10

PART (2): ACADEMIC RESULTS ASSESSMENT

- If the student is All 'A' Student, award 5 points 5
- If student is A/B student, award 4 points 4
- If student is A/B/C student, award 3 points 3
- If student is B/C student, award 2 points 2

PART (3): ASSESSMENT ON PROMOTING GIRLS IN ICT (Short Essay/Write up)

How best to help the cause of Girls in ICT?

- Outstanding award 5 points 5
- Good award 4 points 4
- Average award 3 points 3
- Poor award 2 points 2

TOTAL POINTS SCORED:

/ 20

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Attachment 'C'



SAMPLE OF STUDENT STUDY BOND

(Next page)

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STUDENT STUDY BOND

BETWEEN:

NATIONAL INFORMATION AND COMMUNICATIONS TECHNOLOGY AUTHORITY

(the "Sponsor")

AND:

[]

(the "Recipient")

OFFICE OF THE CHIEF EXECUTIVE OFFICER
NATIONAL INFORMATION AND COMMUNICATIONS TECHNOLOGY AUTHORITY
P O BOX 8444
BOROKO 111
NATIONAL CAPITAL DISTRICT

TELEPHONE: 303 3202

FACSIMILE: 325 6868

STUDENT STUDY BOND

This **STUDENT STUDY BOND** is made on the _____ day of _____ 2015.

BETWEEN: **NATIONAL INFORMATION AND COMMUNICATIONS TECHNOLOGY AUTHORITY**, P O Box 8444, **BOROKO 111**, National Capital District, Papua New Guinea ("**NICTA**" or the "**Sponsor**").

AND: [_____] of PO Box [_____], [_____], [_____], Papua New Guinea (the "**Recipient**").

1.0 Sponsor's Covenants and Obligations

- 1.1 NICTA as the Sponsor shall at all times observe and adhere to the terms and conditions of this Study Bond.
- 1.2 In administering the Study Bond pursuant to its governing Policy, the Sponsor shall also observe the rules, regulations and or by-laws of the institution to ensure that the Study Bond and or its governing Policy are not inconsistent.
- 1.3 Pursuant to its governing Policy and the Study Bond, the Sponsor shall ensure and or undertake to assist the Recipient where possible to complete the course of study.
- 1.4 The Sponsor shall, prior to any material changes or amendments to the Study Bond, inform the Recipient accordingly and afford the Recipient the opportunity to discuss the same.

2.0 The Recipient's Covenants and Obligations

- 2.1 The Recipient shall at all times observe and adhere to the terms and conditions of this Study Bond.
- 2.2 In observing the terms and conditions of the Study Bond, the Recipient shall duly observe and adhere to the rules, regulations and or by-laws of the institution.
- 2.3 The Recipient shall not, either by commission or omission, do anything under the terms and conditions of the Study Bond or the rules, regulations and or by-laws of the institution that shall or is likely to render this Study Bond void.

- 2.4 The Recipient undertakes to earnestly and consciously apply their efforts in the course of study with the aim of achieving average, above average or high academic results.
- 2.5 The Recipient shall submit to the Sponsor all relevant semester results and academic records for the purpose of ensuring the continuity of the Study Bond.
- 2.6 If the Recipient wishes to be released from the Study Bond for another reason other than the grounds stipulated in Clause 3.1 below, the Recipient shall compensate NICTA for the period already served in the course of study.

3.0 Terms and Conditions of the Study Bond

3.1 NICTA reserves the right to terminate the Study Bond based on any one or more of the following grounds –

- (i) Discontinuation from a course of study for failing subjects;
- (ii) Serious illness impeding studies;
- (iii) Disciplinary action;
- (iv) Not meeting the requirements under sub-clause 3.5 below; and
- (v) Any other conditions NICTA may consider appropriate.

Each case shall be considered on its merits and a proposal to terminate shall be verified by the Selection Committee based upon proper documentation before a withdrawal is executed.

- 3.2 The benefits under the Study Bond are not transferrable.
- 3.3 The validity and applicability of the Study Bond cannot be deferred and only applies for the year, term or period of study for which it has been awarded.
- 3.4 Any extension of the validity and applicability of the Study Bond shall be subject to a request being made to the Sponsor.
- 3.5 The continuation of the Study Bond shall be subject to attainment at performance “C” grade average or above.

4.0 Study Bond Entitlements

- 4.1 The value of the Scholarship secured by this Study Bond year shall be no more than K10,000.00 and shall be subject to ongoing increases by the Institution.
- 4.2 The Scholarship shall cover the following –

- (i) Tuition, boarding and lodging;
 - (ii) Text book and stationery allowances;
 - (iii) Fortnightly stipend; and
 - (iv) Transport Costs
- 4.3 NICTA shall set up a transparent and effective payment procedure for the disbursement of funds.

5.0 Implementation and Review

- 5.1 Where a review of this Study Bond is to be undertaken, NICTA shall inform the Recipient of the review and the nature of such a review.
- 5.2 Where NICTA decides to terminate this policy, NICTA shall continue to maintain the Scholarship of the current Awardees until completion of their studies.
- 5.3 Where there is a review of the Policy it will take effect immediately and will apply to all Awardees.

6.0 Administration of the Study Bond

- 6.1 This Study Bond shall be administered by NICTA and shall be subject to its governing policy.
- 6.2 At the request of NICTA, the Recipient shall provide periodic reports of their progress during the course of the study.

NOW THIS BOND WITNESSETH that –

- (i) This Student Study Bond now contains the entire agreement between the parties about its subject matter. Any previous understanding, agreement, representation or warranty relating to the subject matter is replaced by this Study Bond and has no further effect.
- (ii) Any provision of this Study Bond which is legally void, inconsistent and/or ambiguous or, partly legally void, inconsistent and/or ambiguous is, where possible, to be severed to the extent necessary to make this Study Bond valid, consistent and/or unambiguous, unless this would materially change the intended effect of this Study Bond.

IN WITNESS WHEREOF the parties have executed this Study Bond on the date set out above.

SIGNED by the National Information and)

Communications Technology Authority in)

the presence of;)

)

)

_____))

Signature

CHARLES S. PUNAHA

Chief Executive Officer

Print Name

SIGNED by the [])

[])

in the presence of;)

)

)

_____))

Signature

[]

Recipient

Print Name