

APPENDIX III

TERTIARY EDUCATION TRUST FUND

ACADEMIC STAFF TRAINING AND DEVELOPMENT DEPARTMENT

CHECKLIST FOR AST&D INTERVENTION PROGRAMMES 1

ACADEMIC STAFF TRAINING AND DEVELOPMENT

CHECK BOX

A.

All submissions which should represent 60% Science and Technology based courses as against 40% Arts and Social Sciences must contain the following:

- i. Current Admission letter;
- ii. Duly signed and stamped TETFund Nomination Form;
- iii. Curriculum Vitae of Applicant;
- iv. Schedule of fees from the University, in case of Foreign Admission;
- v. A copy of signed Bond Form with Beneficiary Institution;
- vi. Medical Certificate;
- vii. Bank Details of Nominees.

B.

All submissions must:

- i. Be accompanied by soft copies in memory sticks (not CD- ROM) prepared in MS-Excel format in accordance with the approved template of the Fund;
- ii. Be made at least 3 Months to the deadline of registration and at the beginning of each quarter of every given year and not in piece meal.

2

CONFERENCE ATTENDANCE

All submissions should be made at least two (2) Months before the conference date and must contain the following:

- i. Duly completed TETFund Nomination form;
- ii. Conference flyer indicating conference fees, venue and date of conference;
- iii. Evidence of paper accepted for presentation at the conference to be attended by applicants for foreign

conference sponsorship;

- iv. Minutes of meeting of the relevant selection committee (TETFund interventions implementation committee or academic board or committee of Deans and Directors);
- v. Soft copy of submissions in memory sticks (not CD-ROMs)

prepared in MS Excel format in accordance with the approved template of the Fund.

3

TEACHING PRACTICE

All submissions should be made at least three (3) Months before commencement of Teaching Practice Supervision and must contain the following:

- i. Names and Grade levels of the supervisors nominated for the Teaching Practice Supervision;
- ii. Completed TETFund personnel nomination forms;
- iii. Names and Addresses of all the primary schools where the trainee-teachers to be supervised would be posted during the intervention year;
- iv. Names and contact details of the Head Teachers (Headmasters, Principals, e.t.c) of the Basic Education schools where the trainee-teachers to be supervised would be posted during the intervention year;
- v. Soft copies of submissions in memory sticks (not CD- ROM) prepared in MS-EXEL format in accordance with the Fund's approved template.