



## **Ambassador Self-selected/Assigned Voluntary Service Policy for Scholarship and Fellowship Recipients**

### **1. Introduction**

- 1.1 Recognizing that economic barriers should not hinder academic success, the University of Saint Joseph (USJ) is committed to providing merit-based, need-based, and special category scholarships and fellowships to support deserving students. These scholarships and fellowships aim to reduce financial burdens, enabling recipients to focus on their studies, personal growth, and institutional engagement. As part of this commitment, the university has established a policy that integrates voluntary not compensated service as a prerequisite for students seeking to receive scholarships and fellowships.
- 1.2 This policy outlines the procedures governing voluntary/assigned service, including selection, approval, responsibilities, documentation, and consequences for non-compliance.

### **2. Scope and Applicability**

- 2.1 This policy applies to all USJ scholarship and fellowship recipients where voluntary/assigned service is a stipulated condition in recognition of the financial support they receive.
- 2.2 A requirement of 20 hours per month is mandatory unless otherwise stated in the scholarship / fellowship agreement.
- 2.1 In exceptional cases (e.g., medical conditions, academic overload, or other extenuating circumstances), students may apply for a temporary reduction or exemption. Such requests must be submitted in writing to the Office for Student and Alumni Affairs (OSAA) to be reviewed on a case-by-case basis and endorsed by the Administrator.

### **3. Definitions**

- 3.1 Student Ambassadors: the term refers to enrolled USJ students who assist various university faculties/units, including administrative offices, academic departments, and special events.
- 3.2 Self-Selected Voluntary Service: Not compensated self-selected service performed by scholarship / fellowship recipients in recognition of the financial support they receive through university initiatives.
- 3.3 University-Assigned Voluntary Service: University-assigned voluntary service refers to not compensated service activities designated by the University of Saint Joseph to scholarship / fellowship recipients based on institutional priorities, operational needs, or community engagement objectives. Unlike self-selected voluntary service, these assignments are determined by the university to address specific projects, events, or initiatives requiring student support.
- 3.4 Scholarship / Fellowship Recipient: A student awarded a scholarship or fellowship based on academic merit, financial need, or other criteria established by the university.



#### 4. Policy Enforcement

- 4.1 The implementation, oversight, and administration of this policy fall under the jurisdiction of the Office for Student and Alumni Affairs (OSAA) accountable to the Administrator.

#### 5. Selection of Voluntary Service

- 5.1 Self-Selected Voluntary Service: Students are encouraged to choose voluntary service that aligns with their academic interests, career goals, and personal values. Proposed services may include:

- i. faculty support;
- ii. administrative support;
- iii. event coordination;
- iv. other relevant activities.

- 5.2 University-Assigned Voluntary Service: In special cases, the university may assign service based on institutional needs, such as:

- i. urgent campus projects;
- ii. community outreach programs;
- iii. short-term university initiatives requiring additional support.

#### 6. Approval Process

- 6.1 Before beginning any voluntary service, students must:
- i. submit a Voluntary Service Proposal Form (available through OSAA) at least two weeks before commencement;
  - ii. provide details of the faculty/unit, supervisor, and nature of service,
  - iii. obtain written approval from OSAA.
- 6.2 Students may not exceed 20 hours of self-selected/assigned service per month. Special approval from the Administrator is required in exceptional cases.
- 6.3 Student Ambassadors must be given at least 30 minutes of break time for every 5 hours of service. Consecutive hours of service without breaks (including lunch breaks) are not permitted.
- 6.4 Service will only be considered valid for scholarship/fellowship compliance if approved in advance. Retroactive approvals will not be granted.
- 6.5 Failure to obtain approval or complete self-selected/assigned service without justification may result in disciplinary action or ineligibility for future opportunities.

#### 7. Responsibilities of the Student

- 7.1 Scholarship / Fellowship recipients undertaking voluntary/assigned service must:
- i. fulfil the 20-hour monthly commitment consistently;
  - ii. adhere to the schedule and duties assigned;
  - iii. maintain professionalism and represent the university positively;
  - iv. maintain a logbook or timesheet signed by their supervisor;
  - v. submit a Semester Voluntary Service Report to OSAA;



- vi. provide a complete annual report from the supervising faculty/office at the end of the academic year to be approved by OSAA and endorsed by the Administrator;
- vii. submit all required documentation on time.

## 8. Responsibilities of OSAA

### 8.1 OSAA is responsible for:

- i. ensuring adherence to the 20-hour weekly requirement;
- ii. reviewing and approving voluntary service proposals for relevance, safety, and alignment with university values;
- iii. preparing documentation for approval by the Executive Council through the endorsement of the Administrator;
- iv. coordinating with faculties/units on institutional needs (e.g., campus events, research support, community outreach);
- v. ensuring assigned service aligns with institutional priorities and student development goals;
- vi. facilitating equitable distribution of assignments based on skills, academic focus, and availability;
- vii. maintaining records of student service hours, supervisor evaluations, and completion certificates;
- viii. verifying fulfillment of requirements for scholarship / fellowship renewal and issuing warnings for non-compliance;
- ix. providing guidance on selecting voluntary service opportunities;
- x. mediating disputes between students and supervising entities;
- xi. evaluating exemption requests for medical or academic conflicts.

## 9. Responsibilities of the Supervising Party

### 9.1 The Dean/Head of Office overseeing the student's voluntary/assigned service must:

- i. provide a safe and respectful service environment;
- ii. assign meaningful tasks relevant to the faculty/unit/university needs;
- iii. monitor attendance and performance;
- iv. sign the timesheets and provide a final evaluation.

## 10. Consequences of Non-Compliance

### 10.1 Failure to meet voluntary service obligations may result in:

- i. Warning Notice: For minor delays or incomplete documentation;
- ii. Probation: If hours are significantly lacking, with a required make-up plan;
- iii. Suspension or Revocation of Scholarship/Fellowship: For repeated non-compliance without justification.

## 11. Renewal of Scholarship / Fellowship

### 11.1 Scholarship/Fellowship renewal is contingent upon:

- i. full completion of voluntary/assigned service hours;
- ii. submission of all required documentation;



- iii. positive evaluations from supervisors;
- iv. students with outstanding voluntary/assigned service deficiencies will not be eligible for renewal until obligations are met.

## 12. Appeals Process

- 12.1 Students who believe they have been unfairly penalized may submit a written appeal to the Executive Council (through the Administrator) within 10 working days of notification. The Executive Council's decision will be final.

## 13. Policy Review and Amendments

- 13.1 This policy will be reviewed annually by the University administration. Amendments may be made to improve clarity, fairness, and effectiveness. Feedback from students and stakeholders will be considered.

**Author:** Administrator

**Approved by:** Executive Council

**Approved on:** 1 July 2025

**Operational Commencement Date:** 1 July 2025

**Access Rights:** Public

**Version Number:** 001

\*Ratified by General Council GC02/2024-2025, Meeting date: 3rd July 2025