



**INTERNATIONAL BUDDHIST  
EDUCATION FOUNDATION**  
3456 S. Glenmark Dr.,  
Hacienda Heights, CA 91745

## ***IBEF Monastic Fellowship Application Policy and Procedure***

### **1. Purpose:**

The International Buddhist Education Foundation (IBEF) established the IBEF Fellowship to encourage Buddhist monastic students in religious studies and Buddhist chaplaincy program who need financial aid to study Buddhism and complete their education.

### **2. Amount of Fellowship: For every Spring or Fall semester.**

- A. \$3,000 each semester for PhD degree students;
- B. \$3,000 each semester for DBMin degree students;
- C. \$2,000 each semester for MA or MDiv degree students;
- D. Not available for non-degree seeking students.

**Note:** This fellowship cannot be awarded in conjunction with other types of IBEF scholarship and fellowship in any circumstance.

### **3. Eligibility:**

#### **A. Students must fulfill the following eligibility requirements:**

- a) Applicant is a Buddhist monastic;
- b) Applicant is a new or current student in the Department of Religious Studies or the Department of Buddhist Chaplaincy at University of the West who recognizes the concept of Humanistic Buddhism and is not currently receiving any other form of full scholarship.
- c) PhD students and monastic DBMin students who advance to candidacy (meaning successful completion of the qualifying exam) and currently enroll in the doctoral research work, **ONLY** when:
  - 1. His/Her dissertation/project proposal is not approved yet; and
  - 2. All other related research applications (for example: Institutional Review Board, IRB) are not officially approved.

Note: PhD and DBMin monastic candidate whose proposal has been approved and received all required approval for conducting research work, are eligible for applying IBEF Graduate Student Research Grant and cannot receive this type of IBEF scholarship.

#### **B. Applicants must fulfill the following requirements:**

- a) Applicant must have a Term GPA and Cumulative GPA of 3.0 or above;
- b) Applicant must be a full-time student: graduate applicants must enroll in a minimum of 9 units per semester. Exceptions to this rule are only possible under the following circumstances:

- Buddhist monastic MA and MDiv students  
Buddhist monastic MA and MDiv students who are in the final semester of their degree studies and do not need to be enrolled full-time to fulfill graduation requirements. (**Important:** The student still need register for a minimum of 3 credit hours of course work to be eligible). **This petition must be in writing and can only be made once for that final semester.** Subsequent petitions will not be considered.
- Buddhist monastic PhD and DBMin students  
Buddhist monastic PhD and DBMin students who are not enrolled full-time may petition in writing to be considered for IBEF under the following circumstances:
  - a) The student is in the final semester of their required course work and does not need to be enrolled full-time to complete the course requirements. (**Important:** The student still need register for a minimum of 3 credit hours of course work to be eligible). **This petition must be in writing and can only be made once for that final semester.** Subsequent petitions will not be considered.
  - b) The student has completed all course requirements and is taking their qualify examination. (**Important:** The student must register for a minimum of 3 credit hours per semester for preparing qualifying exam to be eligible).

#### 4. Non-Eligibility:

The following students are **not** eligible for the IBEF Fellowship:

- A. A student once enrolled in the MA program who has already received the IBEF Scholarship four times, or the IBEF Fellowship four times, or a combination of Scholarship and Fellowship four times;
- B. A student once enrolled in the MDiv program who has already received the IBEF Scholarship six times, or the IBEF Fellowship six times, or a combination of Scholarship and Fellowship six times;
- C. A student once enrolled in a doctoral program who has already received the IBEF Scholarship six times, or the IBEF Fellowship six times, or a combination of Scholarship and Fellowship six times;
- D. A student who is only registered in a course/courses that extend/s beyond the most recent semester's grade deadline. In this case, the student will not have a term GPA for the most recent semester, making the student ineligible for the IBEF Fellowship.
- E. Student with an (I) "Incomplete" and/or (RD) "Report Delayed" on the official transcript may not receive the IBEF Fellowship. Exceptions to this rule may only be granted in extenuating circumstances (e.g. "I" was given due to illness). Students requesting an exception must explain their extenuating circumstance in writing, with supporting evidence, to IBEF. Exceptions will be granted on a case-by-case basis.

## 5. Required Service Hours:

Recipients of the Fellowship are required to work 150 hours per semester at University of the West or Hsi Lai Temple. Details will be announced at the beginning of each funding semester.

## 6. Application Deadline:

- 1) November 15 and May 1 of every year.
- 2) New students can submit the Fellowship application when applying for admissions.

### **Please note:**

**Since the IBEF is administratively separate from UWest, it is not possible to transfer documents in UWest files to students' IBEF Fellowship packages. Consequently, it is imperative that applicants submit all the required documents in their application.**

- 3) **Current students** can submit the new application or renewal form, with required documents specified below, for scholarship to the **IBEF Liaison Officer**, Grace Hsiao at [graceh@uwest.edu](mailto:graceh@uwest.edu) before the deadline.

## 7. Required Documents:

### 1) **New students, first-time IBEF applicants and newly admitted students to the MA, MDiv, DBMin and PhD program:**

- A. Completed IBEF Fellowship application form;
- B. Official transcript (in English) of the highest level of education attained;
- C. Two letters of recommendation;
- D. IBEF essay to indicate –
  - 1) Statement of Purpose (Why did you decide to study Religion?)
  - 2) The reason why you are applying for the Fellowship.
  - 3) After you graduate, what do you hope to contribute to Buddhism?
- E. Completed IBEF Monastic verification letter.

### 2) **Continued IBEF award recipients:**

- A. Completed IBEF Fellowship renewal application form;
- B. A recommendation form filled out by Academic Advisor and Department Chair;
- C. Completed IBEF Monastic verification letter annually submitted in every fall semester;
- D. Completed 150 Service Hours in UWest each semester.

### Please note:

UWest GPA is one of the important requirements. However, you do not need to fill out the transcript request form. The IBEF Liaison Officer will request the UWest transcripts for you. The official transcripts will be sent directly to the IBEF Committee by the Registrar's Office, once grades are available.

**Please submit above documents to [graceh@uwest.edu](mailto:graceh@uwest.edu) before deadline.**

Please note:

- Incomplete application package will not be considered.
- Students are responsible for ensuring that all documents are submitted.

**8. Evaluation Process:**

The IBEF Committee will review, evaluate, and select the recipients based on the submitted documents and their Term GPA and Cumulative GPA.

**9. Granting of Fellowship:**

- 1) The IBEF Liaison Officer will inform the Fellowship recipients individually.
- 2) The Fellowship awarded will be wired directly into the recipient's registration account at University of the West to cover their tuition, registration fees, and related expenses. If these expenses do not exhaust the financial value of the Fellowship, the awardees may request a check containing the remaining difference near the end of the semester. However, awardees can only make this request by completing the IBEF Petition Form and submitting it to the Accounting Office beginning two weeks before the end of instruction. (Students may use the IBEF Petition Form to request the remaining difference sooner. These earlier petitions must include supporting documentation. Such petitions will be considered on a case-by-case basis).

**Remark:**

- Students enrolled in double majors/degree programs may only use their IBEF Fellowship to finance majors/degree programs relevant to Religious Studies and/or Buddhism (e.g. the IBEF Fellowship can not be used to finance a second major in Business Administration).
- The IBEF Fellowship is awarded for the same number of semesters whether the student is in a single or double major degree program (e.g. a student doing one MA and a student doing two MAs simultaneously may both only receive the IBEF Scholarship a total of four times).
- Students enrolled in the PhD program who transfer to the DBMin program, or vice versa, may only receive the IBEF Fellowship up to six times.
- **Students who take a Leave of Absence or withdraw from the program during a semester must return the scholarship funds received for that semester.**
- All petitions relating to the IBEF Fellowship must be made on the IBEF Petition Form.

**IBEF reserves the right to make changes to these policies and procedures at any time.**