



SCHOLARS' GUIDE



Scholars
Program



Mastercard Foundation Scholars Program at
Kwame Nkrumah University of Science and
Technology, Kumasi

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Technology, Kumasi

SCHOLARS' GUIDE

August, 2017

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Be a Law
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PREAMBLE AND PURPOSE OF THE SCHOLARS' GUIDE

PREAMBLE

The Mastercard Foundation Scholars Program at KNUST functions within the context of all the legal regulations, Act and Statutes establishing the University and the laws of Ghana. The Program therefore captures this Guide within the framework of available legal and moral practices and conduct deemed universally acceptable.

Scholars are motivated to live up to the sound principles on which basis the Mastercard Foundation initiated the Scholars Program to train leaders of transformation on three key programmatic pillars.

These programmatic pillars are:

- Provision of education to the academically talented young person;
- Comprehensive support to the economically disadvantaged young people in Ghana and Africa with access to quality and relevant University education;
- Identification of young talented individuals who have demonstrated leadership skills and are passionate about going-back and giving-back to their communities.

The Scholars Program at KNUST embodies an array of mentoring

and cultural transition activities to ensure student academic success, community engagement and transition to employment opportunities which will further social and economic change for Africa.

It is envisaged that Scholars selected to be on the Scholars Program at KNUST fully appreciate the context within which the Scholarship is provided and commit to abide to its tenets.

This Guide shall be a code that binds and sets the parameters within which Scholars are to operate and function during their period of engagement on the Scholars Program; as well as their expected conduct in the chain of the Life-long monitoring process.

PURPOSE OF THE SCHOLARS' GUIDE

- To ensure the safety and well-being of the Scholars Community, members of the University community and the preservation of University property as well as that of the Scholars Program at KNUST.
- To ensure the scholars' own physical and emotional safety and their wellbeing.
- To ensure that scholars understand activities and behaviours that promote and enable the normal and smooth running of the Scholars Program at KNUST.

CHAPTER ONE

ENFORCEMENT AND ACADEMIC COMMITMENT

ARTICLE 1: ENFORCEMENT OF CODE

- i) The Vice Chancellor and the Executive head, Chairman, of the Scholars Program at KNUST remain the Chief disciplinarians for the Scholars Program.
- ii) All other Officers acting to enforce this code draw their authority from the Vice Chancellor and the Chairman and shall follow laid down procedures in the exercise of their powers.
- iii) The Dean of Students, Lead for the Scholars Program at KNUST for the Vice Chancellor and the Program Manager shall act to enforce this code subject to the approval of the Vice Chancellor and the Chairman of the Executive Advisory Board.
- iv) The Secretariat shall act to maintain discipline and sanction misconduct on the part of any Scholar of the Scholars Program.

ARTICLE 2: ACADEMIC COMMITMENTS

All Scholars shall commit to the highest form of academic conduct.

1. PROBATION

- i) All Scholars are considered to be on probation for the entire period of their program of study and as such, may be withdrawn at any time for unsatisfactory academic work or misconduct. For the avoidance of doubt, continuous stay on the Scholars Program at KNUST is tied to strict academic performance.
- ii) Every Scholar must make the effort to attain a Cumulative Weighted Average (CWA) of **not less than 50.00%** for each semester.
- iii) **Every Scholar who fails to achieve this 50.00% mark, would have to go through a review and where necessary, provided with support and where it is the non-seriousness of the Scholar, then a decision would have to be taken relating to withdrawal from the Program or the appropriate sanction.**

2. MISCONDUCT

It shall be misconduct for any Scholar:

- i) To be absent from an event/activity organised for Scholars by the Scholars Program without **express** permission from the Secretariat.
- ii) To be absent from campus for **more than 24 hours without written permission** from the Secretariat.

- iii) To be absent from Lectures and other prescribed assignments without permission or reasonable excuse.
- iv) **To indulge in or to be involved in any anti-social activity while in residence or outside the University campus which tends to bring the name of the University and the Scholars Program into disrepute.**
- v) The University sanctions and/or penalties shall be applied /enforced to the Scholar of such misconduct behaviour (**Reference KNUST Students' Guide and Code of Conduct Chapter 16, Pages 52 – 54**).

3. SOCIAL COMMITMENT

- i) A Scholar shall engage in all legally sanctioned social grouping, by the Scholars Program definition, that seeks to enrich his or her holistic formation as a Scholar.
- ii) Where commitment to such social grouping conflicts with an activity scheduled by the Scholars Program, the latter's activity shall take precedence over the former; except in circumstances where verbal discussion has been consummated with express written permission from the Secretariat.
- iii) If a Scholar fails to attend lectures, seminars, workshop sessions and laboratory practicals prescribed in any one particular course for three (3) conservative times or more in any semester, without any expressed

permission or on medical grounds, the Scholar should be brought to the Secretariat. Per the University rules, he or she **shall not be allowed to write the end of semester examinations for that course (Reference KNUST Students' Guide and Code of Conduct Chapter 24, Page 109)**.

- iv) By virtue of their membership within the Scholars Community, Scholars at KNUST are **expected to build a strong digital identity** and fraternize with other Scholars through social media platforms and the Baobab platform mandated by the Mastercard Foundation.

4. INTERNSHIP PLACEMENT

- i) A Scholar at KNUST shall be requested to participate in a mandatory sanctioned Internship Program during the semester's break; especially those assigned by the Program of Study or Department. First years will be offered placements arranged by the Secretariat unless otherwise required by their respective Program (s) of Study.
- ii) A Scholar shall submit a written report to the Secretariat on experiences and suggestions to commend on internship or improve same.
- iii) Where a Scholar is unable to participate in the Internship Program, permission must be obtained from the Secretariat with reasonable explanation.

CHAPTER TWO

MORAL AND ETHICAL COMMITMENTS

All Scholars shall commit to the highest form of ethical and moral standards which do not bring the name of the Scholars Program into disrepute.

ARTICLE 1: MARITAL COMMITMENTS

Where a Scholar at KNUST is desirous of getting married, the following procedure shall apply *stricto sensu and subject to Management approval*:

- i) The scholar shall inform the Counsellor of the Program 12 months before the event.
- ii) The Counsellor, having been thoroughly satisfied with the necessity of the event and concluded it shall not interfere with the objectives of the Scholars Program, shall notify management of the Scholars Program through the Program Manager.
- iii) The Program Manager shall within seven days of receipt of such a report, forward it for management consideration and approval.
- iv) The Scholar can only proceed with his or her intended event after express written approval has been granted by Management of the scholars Program at KNUST.

For the avoidance of doubt, a Scholar, during the period he/she subsists under the Scholars Program at KNUST, shall not be married or deemed married (and hence all natural consequential activities flowing therefrom), until all the Provisions set out supra are adhered to.

ARTICLE 2: PREGNANCY

- i) A Scholar *shall truthfully declare to the Counsellor before signing the Guide*, his or her pregnancy status.
- ii) A scholar will be deemed to have forfeited the Scholarship if pregnancy occurs during the period of study *outside the provisions of this Guide*.
- iii) For the avoidance of doubt, the Scholars Program at KNUST shall not countenance pregnancies during Scholars period of study or course of stay on campus (except Scholars who got married with the permission of the Counsellor in Section 1 of Article ii on Marital Commitments).

ARTICLE 3: UNAPPROVED ACTIVITIES

In keeping with the tenets of the Students' Guide for all KNUST students, the following activities have been banned on campus and it shall be misconduct for any Scholar to indulge in them (*Reference KNUST Students' Guide and Code of Conduct Chapters 16 & 20; Pages 52-54 and 71 - 78*).

i) Possession of Fire Arms

It shall be a breach of the University and Scholars Program Rules and Regulation for any Scholar or group of Scholars to be found in possession of firearms on campus.

ii) Smoking

Smoking in all public or communal places of the University and in all offices on campus has been banned. It shall, therefore, be an offence for any Scholar to be found smoking, anywhere on campus; such as in and around Halls of Residence, Lecture Theatres, Classrooms, among others.

iii) Sale and Consumption of Cigarettes, Cannabis and Alcoholic Beverages

The sale and consumption of Cigarettes, Cannabis and Alcoholic Beverages on campus is banned.

iv) Narcotic and Illicit Drugs

It is an offence and a breach of the University's and Program's regulations to indulge in the sale and/or use of narcotic and all forms of illicit drugs.

v) Pondering

"Pondering" in any form is banned in the University and any student or group of students found guilty of breaching the ban shall be dismissed from the University.

vi) Indecent Exposure

The act of exposing a part of the body, especially the genitals, publicly as to make it offensive to modesty or propriety is prohibited. The practice of Scholars embarking on processions naked is deemed anti-social, reprehensible and is thus proscribed by the University and the Program.

vii) Sub-letting of Accommodation Facility

A Scholar shall be deemed to be in violation of the Program's regulation to sub-let a room and/or bed allocated to him or her. This practice is not only unauthorised but also illegal and shall attract severe sanctions.

viii) Fighting and stealing

Fighting and stealing, as well as any form of assault, is against the University rules and can result in the Scholar/ Student being dismissed from the University and the Scholars Program.

ARTICLE 4: CONDUCT WITHIN RESIDENTIAL FACILITY

i. Liberty of Movement within the Residential facility

Scholars have the liberty to movement within precincts of the University except as stated below;

The men's room shall be out of bounds to women of the University and women to men except during visiting hours, that is to say, 12 noon to mid-night daily. *Overnight sleep over in the opposite sex's room is thus proscribed.*

ii. Student's Cubicle

a. The Scholars Program accepts no responsibility for a Scholar's personal property at the place of residence.

b. **ALL SCHOLARS SHALL ABIDE BY THE REGULATIONS AND TENANCY AGREEMENT GOVERNING THEIR STAY AT THE GHANA UNIVERSITIES STAFF SUPERANNUNATION SCHEME (GUSSS) HOSTEL.**

ARTICLE 5: DAMAGE TO UNIVERSITY PROPERTY

A Scholar shall be liable to pay for any loss or damage caused to the University's property of any kind by him/her. This includes SRC property.

CHAPTER THREE

THE SCHOLARSHIP PACKAGE

A Scholar of the Scholars Program may receive the following package as part of his or her scholarship.

ARTICLE 1: FOR BOTH LOCAL AND INTERNATIONAL SCHOLARS

- i. Full payment of School fees for the entire period of study, subject to the Provisions of the Scholars Program.
- ii. Payment of residential facility user fees.
- iii. A Laptop to facilitate research work and studies as well as other course related works.
- iv. A daily meal (Supper).
- v. A monthly stipend as determined by the Scholars Program.
- vi. Accountable allowance for books, stationery and academic related costs. However, lack of proper accountability shall be grounds for the late payment of his/her respective allowances if not forfeiting them at all.
- vii. Medical insurance and medical allowance upon request whiles **on campus** and for the course of study when school is in session.
- viii. Accommodation on campus.

ARTICLE 2: FOR INTERNATIONAL SCHOLARS EXCLUSIVELY

- i) Return flight to home country during summer vacation only.
- ii) Processing of residence permit.
- iii) Processing of non-citizen Ghana Card.
- iv) A Scholar shall submit his or her passport to the Secretariat for his or her residence permit and non-citizen Ghana Card processed in due time. It shall be returned to the scholar upon completion.

For the avoidance of doubt and for the purpose of maintaining discipline on the Scholars Program, the package catalogued above may be reviewed to achieve Programmatic objectives in due course.

CHAPTER FOUR

GO-BACK GIVE-BACK COMMITMENT

As part of the Scholars Program tennets, scholars are required to Go-Back and Give-Back to their communities.

ARTICLE 1: SCHOLAR'S COMMITMENT WHILES IN SCHOOL

- i) A Scholar is expected to show commitment to his or her Society by continuously engaging in activities to seek to improve the lives of others collectively or individually. This expectation forms part of the basis for the Scholarship and to a desirable extent not meant to be legislated.
- ii) A Scholar shall therefore avail himself or herself to participate in and/or initiate programs, projects or activities that further this cause and shall report to the Secretariat on continuous basis in the form of a progressive report and a presentation at the debriefing session.
- iii) In the event that the Scholar does not take the Go-Back Give-Back commitment seriously, the Secretariat and the Counselling unit will summon the Scholar for

Review and Counselling. Failure to abide by it, the Scholar shall be brought to the Management Board for discussion or any necessary or befitting sanction.

ARTICLE 2: THE SCHOLAR'S COMMITMENT AFTER SCHOOL

- i) As a monitoring mechanism, a Scholar shall continue to avail himself or herself to the Scholars Program after the successful completion of his or her Program of Study.
- ii) He or she shall be requested to highlight challenges and successes for the purpose of Programmatic analysis and learning.

CHAPTER FIVE

APPENDIXES

APPENDIX A

- i. The Provisions contained in this Guide shall be binding on all Scholars of the Scholars Program at KNUST.
- ii. Where express content is not provided in the 2017 Edition of the Guide, the Scholars Program and MCFSP at KNUST Secretariat is at liberty to make further regulations to achieve programmatic objectives of the Scholars Program at KNUST.

APPENDIX B

POLICIES AND PROTOCOLS OF CONDUCT AND EMERGENCY CASES

The University's provisions on policies and protocols for conduct and emergency cases as outlined in the KNUST Students' Guide is binding on all Scholars of the Scholars Program (*Reference KNUST Students' Guide Chapter 25, pages 128-165*).

In addition to these University policies and protocols, the MCFSP Scholar should take note of these.

- i. A Scholar who has an issue or complaint, he or she shall speak with the Scholars Council who will then direct such grievances to the MCFSP at KNUST Secretariat. The Secretariat shall then address the issue and provide solutions to the Scholar(s).
- ii. In the instance the Scholars Council does not present such to the Secretariat, the Scholar can directly forward his or her complaints to the MCFSP at KNUST Secretariat.
- iii. Where a Scholar is dissatisfied with a decision by the Scholars Program, a verbal discussion, followed by written by appeal shall be addressed to the Program Manager within 12 hours for further explanation and deliberation.
- iv. The Counselling Team is available to provide emotional, mental and counselling support to all Scholars. Scholars should complete their assessment form and tender it to the MCFSP Counselling Team upon their admission onto the Scholars Program.
- v. The MCFSP at KNUST Secretariat is open to all Scholars to provide assistance and support.



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