



**Scholars
Program**



Kwame Nkrumah
University of Science
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**MASTERCARD FOUNDATION SCHOLARS PROGRAM AT
KWAME NKRUMAH UNIVERSITY OF SCIENCE AND
TECHNOLOGY, KUMASI**

-FINAL DRAFT-

SCHOLARS' GUIDE

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PREAMBLE AND PURPOSE OF THE SCHOLARS' GUIDE

PREAMBLE

The Mastercard Foundation Scholars Program (MCFSP) at KNUST is a partnership between Kwame Nkrumah University of Science and Technology (KNUST), Kumasi in Ghana and the Mastercard Foundation, Toronto in Canada. The focus of this partnership is to train a generation of ethical and transformative leaders to contribute significantly to societal change and the development agenda of Africa. Under the partnership, KNUST is mandated to provide comprehensive scholarships to train altogether 2,250 scholars over a 15-year period (750 scholars in Phase I - 2013-2023 and 1500 scholars in Phase II - 2019-2029). The Program selects young Africans who are academically talented, exhibit leadership potential yet are economically disadvantaged.

The current focus of the Program is to give priority to marginalized groups that fit the criteria for selection and the targets are;

- 70% Females
- 25% Officially documented Displaced Persons (both internally displaced persons-IDP's and Externally displaced Persons-Refugees)
- 10% Persons with Disability

Therefore, MCFSP at KNUST recruits economically deprived Ghanaian scholars from largely rural senior high schools with comparatively fewer learning resources and manpower; though a number of deprived scholars are also recruited from resourced senior high schools. The International scholars are similarly recruited from other African countries using the criteria set in the mandate either directly or through partner organizations.

Beyond the provision of quality education, the schedules of MCFSP at KNUST are designed to give the scholars useful hands-on exposure to the world of work (entrepreneurs, social advocates, public and civil service employees, professionals such as: architects, pharmacists, engineers, etc.) for a holistic training and shaping of their unique individual personalities.

Thus, these schedules are designed to provide scholars with holistic support including

- Summer Camp Training Programs
 - Skills Training
 - Short Courses
- Internships through the Industrial Mentorship Initiative (IMI)

- a Give-Back Component through the Community Engagement and Mentorship Program (CEMP)
- Ethical Leadership Training
- Transition Support
- an Alumni Network.

The Program at KNUST functions within the context of all the legal regulations, Act and Statutes establishing KNUST and the laws of Ghana. Consequentially, the Program crafts this MCFSP at KNUST Scholars' Guide 2nd edition within the framework of available legal documents including but not limited to the following

- i) the constitution of Ghana,
- ii) Act of Parliament establishing KNUST.
- iii) The statutes of KNUST

Additionally, the following documents are also utilized

- iv) KNUST Students' Guide and Code of Conduct
- v) MCFSP at KNUST Scholars' Guide 1st edition (2017)
- vi) the Scholar Guidebook from our benefactors, Mastercard Foundation, Toronto - Canada.

These additional documents iv) to vi) are deemed acceptable when not in contra version to the documents i) to iii).

In this 2nd edition of the guide, Scholars are motivated to live up to the sound principles on the basis of which the Mastercard Foundation premised the Scholars Program, that is ***to train ethical and transformative leaders who will lead the charge to retool Africa for the better.*** This ethical and transformative leadership rests on three key programmatic pillars, which are:

- ♣ Identification and provision of comprehensive support to the academically talented yet economically disadvantaged young person in Ghana and Africa with access to quality and relevant University education.
- ♣ These young talented individuals should demonstrate leadership skills, and
- ♣ Are passionate about going-back and giving-back to their communities.

These 3 pillars must find congruence in any scholar like a 3-legged pot which is not stable when one or more legs are broken off.

The MCFSP 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 applicants selected to be Scholars on the 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 leadership by example process”.

PURPOSE OF THE SCHOLARS’ GUIDE

The purpose of the Scholars’ Guide is to ensure the following:

- ♣ each scholar’s own physical and emotional safety and their wellbeing.
- ♣ that each scholar understands activities and behaviours that promote and enable the normal and smooth running of the Scholars Program at KNUST.
- ♣ safeguard the safety and well-being of the Scholars Community and invariably and consequentially members of the wider University community.
- ♣ the preservation of University property as well as that of the Scholars Program at KNUST.

CHAPTER ONE

ENFORCEMENT AND ACADEMIC COMMITMENT

ARTICLE 1: ENFORCEMENT OF CODE

- i) The Vice Chancellor and/or her delegated authority - the Chairman of the Executive Advisory Board 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 or the Chairman of the Executive Advisory Board.
- iv) The Secretariat, through the Program Manager, shall act to maintain discipline and sanction immediately for minor breaches; but defer through the Lead to EAB for sanctions on major breaches of the code on the part of any Scholar of the Scholars Program.

ARTICLE 2: ACADEMIC PERFORMANCE & CONDUCT

1. PROBATION

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 for misconduct. For the avoidance of doubt, continuous stay on the Scholars Program at KNUST is tied to both good academic performance and excellent conduct.

2. POOR ACADEMIC STANDING

- i) Every Scholar must make the effort to attain a Cumulative Weighted Average (CWA) of not less than 50.00% for each semester.
- ii) Every Scholar who fails to achieve this minimum 50.00% mark, would have to go through a review and where necessary, provided with support. Where the poor performance is due to deliberate slacking by the Scholar, in spite of support, then a decision would have to be taken relating to withdrawal from the Program.

3. 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/or fail to turn in prescribed assignments without permission or reasonable excuse as required by KNUST.
- 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 KNUST and the Scholars Program into disrepute.** *Scholars are mandated to be ethical and transformative leaders wherever they find themselves.* Whereas the University sanctions and/or penalties may or may not be applied /enforced by the University on major breaches of the code of conduct (**Reference KNUST Students' Guide and Code of Conduct Chapter 16, Pages 52 – 54**); *nonetheless, any Scholar caught in any major misconduct shall be dismissed immediately from the program and replaced.*

4. 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) consecutive 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 including the Baobab platform mandated by the Mastercard Foundation.

5. INTERNSHIP PLACEMENT

- i) A Scholar at KNUST shall be requested to participate in a mandatory sanctioned Internship Program during a semester's break; especially those assigned by the Program of Study or Department. *First years, however, will be offered placements of internships for a corporate experience arranged by the Secretariat through the Career Development Centre unless otherwise required by their respective Program (s) of Study to undertake academic-related internship.*
- ii) For the rest of the senior years at KNUST, a scholar will be given the necessary letters of support to find their own internships.
- iii) A Scholar shall submit a written report to the Secretariat on experiences and suggestions to commend on internship or improve same.
- iv) Where a Scholar is unable to participate in mandatory Internship Programs, permission must be obtained from the Secretariat and their academic units if so related, with **reasonable explanation**. A scholar who fails to participate in such internship program and neglects to present reasonable explanation shall be sanctioned by the Program.

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 specifically and KNUST generally into disrepute.

ARTICLE 3: MARITAL COMMITMENTS

Unless a scholar is already married at the time of enrolment, (admission into the program is given on the basis of need and holds no bias against married applicants) experience has shown us that getting pregnant while in school makes issues complicated for the scholar. Thus if a scholar desires to get married or inadvertently gets pregnant, you are advised to immediately contact the head of the counselling unit for advice.

Where a Scholar at KNUST is desirous of getting married, the following procedure shall apply *senso stricto*.

- i) The scholar shall inform the Chief Counsellor of the Program 12 months before the event.
- ii) The Counsellor shall within six weeks, after having discoursed **CONFIDENTIALLY** with the would-be couple and satisfied himself the event would not unduly interfere with the studies of the Scholar, 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 shall receive a written approval from Management soon thereafter.
- v) Being a personal issue, a scholar can still go ahead against advice and marry and/or have a child as a matter of personal choice.

For the avoidance of any doubt, a Scholar during the period he/she subsists under the Scholars Program at KNUST, shall entirely be responsible for any marriage he/she enters into or a child she bears (and hence all natural consequential activities flowing therefrom) and therefore no excuses will be countenanced if one's program is derailed. The program's one year extra provision for emergencies shall apply in this case; during which the scholar would receive the monthly stipend for the year of absence. Before leaving, it is the scholar's responsibility with support of the secretariat, to defer within 4 weeks of reopening of a new semester.

ARTICLE 4: SEXUAL REPRODUCTIVE HEALTH AND PREGNANCY

- i) A scholar should be keen in keeping his or her sexual reproductive health at an optimum level. Sexual Reproductive Health mishaps such as STIs and pregnancies can complicate one's academic outputs. Therefore, scholars who are sexually active need to always stay healthy.
- ii) A freshman scholar **shall truthfully declare to the Counsellor before signing the Scholars Agreement** if she is pregnant so that appropriate support can be provided immediately.
- iii) In the unlikely event that a scholar in school gets pregnant during the period of study, the following provisions shall be made for her;
 - *Her scholarship shall be suspended for a year until she gives birth, wean the child and gets ready to continue with her education. During her stay at home, her monthly stipends shall be paid in full until she returns to school. Note that the scholar has this one year maximum period of stay at home; inclusive of the period she gives birth.*
 - *Due to this, she cannot afford to repeat her class as she would have exhausted the one-year grace period reserved for discretionary emergency situations to complete her program of study.*
 - *The Program does not have provisions to support baby care nor is the university accommodation equipped to cater for the baby and mother. It means if the scholar is returning to school she shall be responsible for the arrangement for the care of her baby.*

ARTICLE 5: UNAPPROVED ACTIVITIES

In keeping with the tenets of the KNUST Students' Guide & Code of Conduct for all *bona fide* students of the University, Scholars are reminded that the following activities have been banned on campus and therefore it shall be misconduct for any Scholar to indulge in any of 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 Rules and Regulation for any student 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) Ponging/Hazing/Initiation

"Ponging" 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

ARTICLE 6: CONDUCT WITHIN RESIDENTIAL FACILITY

i. Liberty of Movement within the Residential facility

This directive is also in keeping with **KNUST Students' Guide and Code of Conduct** that *Scholars have the liberty to movement within precincts of the University except:*

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

Furthermore,

- a. The Scholars Program accepts no responsibility for the loss of Scholar's personal property at the place of residence; therefore scholars need to be extra vigilant at all times.
- b. All Scholars shall abide by the Regulations and Tenancy Agreement governing their place of residence.

ARTICLE 7: DAMAGE TO UNIVERSITY PROPERTY

A Scholar shall be liable to pay for any wilful loss or damage caused to the University's property.

CHAPTER THREE

THE SCHOLARSHIP PACKAGE

A Scholar of the MCFSP shall receive the following package as part of his or her scholarship.

ARTICLE 8: 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 fees for campus accommodation.
- iii. A monthly stipend as determined and adjusted as need be by the Scholars Program
- iv. A supplementary daily evening meal served at the scholar's residence
- v. A one-off provision of a personal laptop to facilitate studies as well as other course related works.
- vi. Accountable allowance for books, stationery, some modest equipment and academic related costs. However, lack of proper accountability shall be grounds for the late payment of a scholar's allowances or perhaps **forfeiting** them altogether, depending on the circumstances.
- vii. Medical insurance shall cover all scholars while **on campus**, and school is in session, for the entire duration of one's program of study; and receipted medical bills will be paid for.
- viii. All investigation for a medical procedure shall start from KNUST hospital and moved on recommendation to other specialist facilities. This means scholars cannot suddenly show up with medical bills from private facilities.
- ix. Counselling Support Services (including academic, educational, and short-term psychosocial and emotional problems)
- x. Career Development Services (including Industrial Mentorship, Career Guidance, Enterprise Development as well as uniquely sourced internships with industry for Professional development)
- xi. Continued academic support through academic mentoring, virtual learning, and tutoring.
- xii. Opportunities to participate in leadership congresses, community services and mentoring (**Go-back Give- Back**)

ARTICLE 9: FOR INTERNATIONAL SCHOLARS EXCLUSIVELY

- i) The Office of MCFSP at KNUST shall purchase an annual return flight from and to home country and pay for any ancillary charges as COVID fees, for the entire duration of a scholar's programme.
- ii) The Office shall undertake the processing of each international scholar's residence permit.
- iii) The Office shall undertake Processing of non-citizen Ghana Card.

A Scholar shall submit his or her passport to the Secretariat within the first week of arrival for his or her residence permit and non-citizen Ghana Card processed in due time. It shall be returned to the scholar upon completion.

CHAPTER FOUR

GO-BACK GIVE-BACK COMMITMENT

As part of the Scholars Program tenets, scholars are required to *Go-Back and Give-Back to their communities as a MANDATORY rather than an OPTIONAL commitment to the MCFSP@KNUST*

ARTICLE 10: SCHOLAR'S COMMITMENT WHILE IN SCHOOL

- i) A Scholar is expected to show commitment to his or her Society by continuously engaging in activities that seeks 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 debriefing sessions.
- 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 11: 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.

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

CHAPTER FIVE

APPENDICES

APPENDIX A:

- i. The Provisions contained in this Scholars’ Guide shall be binding on all Scholars of the MCFSP at KNUST.
- ii. Where express content is not provided in the 2022 Edition of the Guide, the management of MCFSP may introduce *ad hoc* 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 shall be binding on all Scholars of MCFSP at KNUST (**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 committed to providing the requisite support to all Scholars during their stay on the Program.

APPENDIX C:

WITHDRAWAL AND RESIGNATION FROM THE SCHOLARS PROGRAM

For the continuity of the Scholars Program at KNUST, a scholar who is either withdrawn from KNUST or leaves the Program on one's own volition shall submit to the following provisions stated in the Guide.

a. WITHDRAWAL

- **CONDITIONS FOR WITHDRAWAL:**

- A scholar shall be withdrawn from the MCFSP at KNUST if he or she faces any disciplinary sanctions from the University. Such disciplinary sanctions may include warning, reprimand, rustication and dismissal.
- A scholar who fails to follow his or her education plan to complete his or her program of study on time (following discussions with the Executive Advisory Board) shall be withdrawn from the Program. This may include a one-year grace period for emergencies.

- **EXCLUSION CRITERIA FOR WITHDRAWAL:**

- A scholar, like all students, is entitled for a voluntary one-year deferment without adducing any reason.
- A scholar is exempted from withdrawal if he or she is on medical leave.

- **PROTOCOL FOR WITHDRAWAL:**

- A scholar who is withdrawn from the Program shall receive a signed letter from the Executive Advisory Board.
- He or she shall be required to return the Program issued laptop to the MCFSP at KNUST Secretariat.
- A scholar who is withdrawn shall be replaced by another student with a similar background for the remainder of his or her year(s) of studies.

b. RESIGNATION

If a scholar wishes to voluntarily leave the Program, he or she should follow the following protocol:

- i. The scholar must submit a written documentation, with reasons, to the MCFSP at KNUST Secretariat.
- ii. Upon the receipt of this document, the Secretariat would quickly conduct some background verification and allow the Program's Counselling Unit to call the scholar for an in-person meeting or e-meeting to advice.
- iii. The scholar shall then be served a response letter from the Secretariat and would be required to return the Program issued laptop to the MCFSP at KNUST Secretariat.

The scholarship is for the **NEEDIEST OF THE NEEDY** and therefore, it is a shame if a scholar takes the scholarship and abandons the Program. If in the opinion of the Program the reason adduced for the abandonment is found not to be tangible, the scholar may be required to refund **ALL MONIES** expended on him or her during his or her stay on the Scholars Program at KNUST. This final judgement would be at the discretion of the Executive Advisory Board.