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United States International University-Africa

Education to take you places

Scholars Program

SCHOLAR GUIDEBOOK

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INTRODUCTION

INTRODUCTION

The United States International University-Africa (USIU-Africa) founded in 1969, is the oldest, private, secular university in the region with dual accreditation in Kenya by the Commission for University Education (CUE) and the United States of America (USA) by WASC Senior College and University Commission (WSCUC).

The University boasts of a 55-year history of high quality, student-focused teaching, and learning that has ensured each student acquires an international education in a multicultural campus with global exposure that has distinguished them in the marketplace. USIU-Africa hosts over 70 different nationalities and offers 38 Undergraduate, Graduate, and Doctoral programs through its Chandaria School of Business, School of Communication, Cinematic & Creative Arts, School of Humanities and Social Sciences, School of Pharmacy & Health Sciences and School of Science and Technology.

The Mastercard Foundation Scholars Program is developing Africa's next generation of leaders. The Program allows students whose talent and promise exceed their financial resources to complete their education. With a vision that education is a catalyst for social and economic change, the Program focuses on developing leaders who are transformative, encouraging them to be active contributors in their communities.

USIU-Africa and the Mastercard Foundation are excited and proud to award you this great opportunity. The Program offers a balance of opportunities and expectations. In accepting this Scholarship, you are committing to the values, principles, and rules of the Program, as well as the code of conduct and policies upheld by USIU-Africa. All our interactions with you will be based on the values we pride ourselves in as an institution. All Scholars should strive to live by the core values of Life Long Learning, Innovativeness, Social Responsibility, and Academic Freedom in addition to the Mastercard Foundation core values of Humility, Listening, Kindness and Respect, Co-creation, and Impact.

WELCOME NOTE

WELCOME NOTE

Dear Scholars,

Congratulations and welcome aboard the Scholars Community! The Mastercard Foundation Scholars Program team warmly welcomes you to the United States International University-Africa (USIU-Africa) and the Mastercard Foundation Scholars Community worldwide. We hope that the duration of your study at USIU-Africa will be one of the most life-changing, filled with growth, exploration, and learning opportunities for you, but within parameters and guidelines that protect your rights as well as those of your fellow Scholars. As a Mastercard Foundation Scholar at USIU-Africa, you are going to enjoy many privileges and support services that will facilitate your seamless study.

We urge you to take full advantage of the opportunities and build yourself from it. Make the most of your time, ask questions, interact with fellow Scholars, make meaningful connections, network, and try out new things. We hope that your stay at USIU-Africa will be an enjoyable and inspiring experience for the rest of your life.

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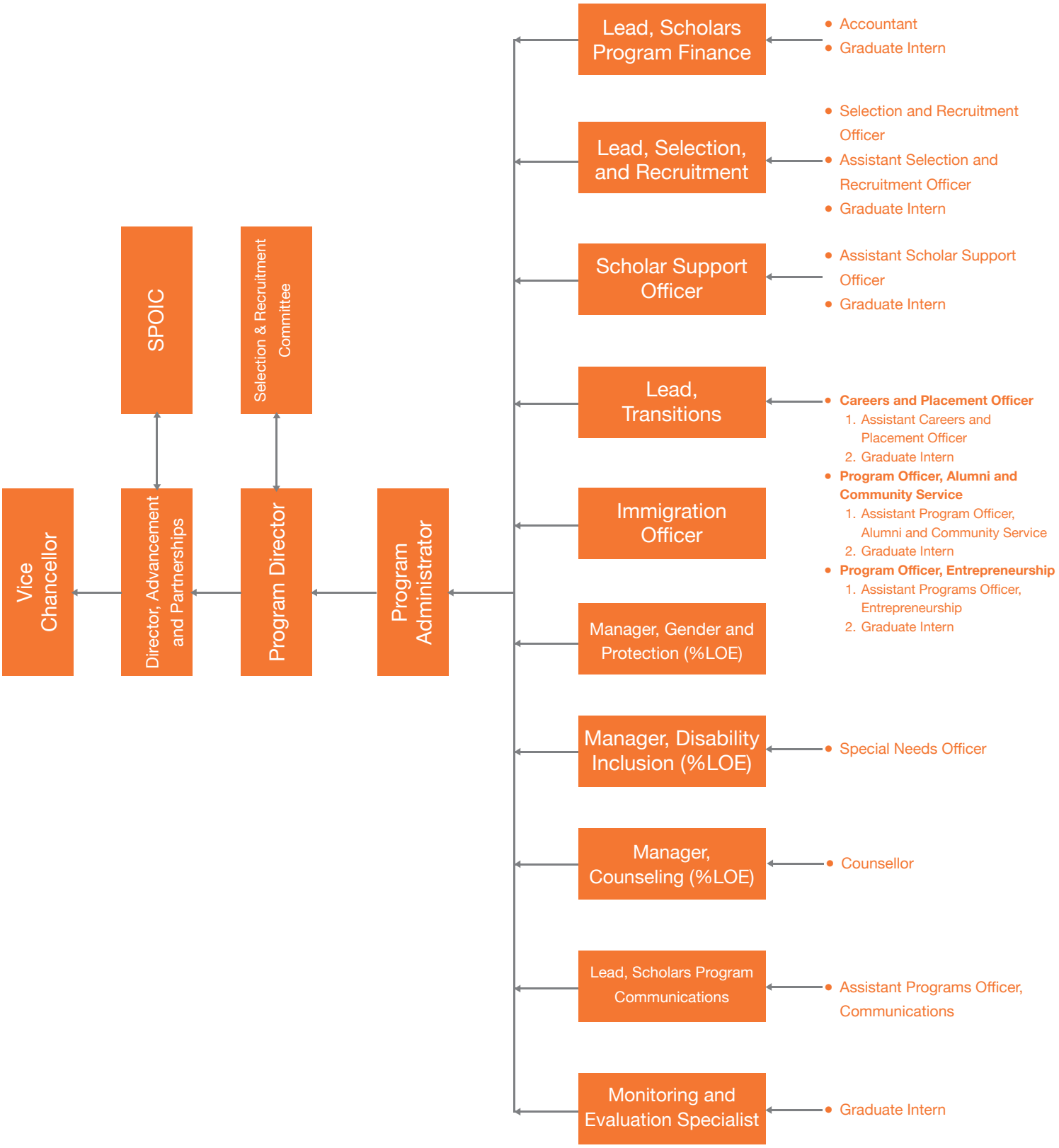
THE PROGRAM ORGANOGRAM



LINET AGUKO
PROGRAM DIRECTOR

MESSAGE FROM THE PROGRAM DIRECTOR

Dear Scholars,

On behalf of the Mastercard Foundation Scholars Program at USIU-Africa, I would like to extend a very warm welcome to all of you. Congratulations on making it through a very competitive and rigorous recruitment process. You have without a doubt joined a global network of Scholars who have benefited/ continued to benefit from the Mastercard Foundation Scholars Program. I congratulate you on this achievement!

The Program Team and the entire university are committed to ensuring at all times that you are provided with an enabling environment that will be a catalyst to your achievement of a world-class education. I encourage each one of you to reach out to us for support and learn to be independent and take responsibility for your decisions and actions every day during your studies at USIU-Africa. Take advantage of the many services offered on campus, which will help you achieve your full potential.

I believe that your enrollment in the Mastercard Foundation Scholars Program at USIU-Africa will be a worthwhile experience for you, as well as the Mastercard Foundation that is investing in your development. Please take time to familiarise yourself with the university policies and all relevant university important information as stipulated in the USIU-Africa Student Handbook.

RECRUITMENT AND SELECTION PROCESS

Recruitment Process

Recruitment for the Mastercard Foundation Scholars Program at USIU-Africa started in August 2020. The Program has 2 recruitment cycles in a year: May (Summer) intake and September (Fall) intake.

The recruitment process seeks to find suitable applicants who fit the eligibility criteria as per the contract. All applications received go through a rigorous and competitive process of reading, evaluation, and background checks until the final stage of awarding the scholarship. This ensures that all candidates selected are a good fit for the Program.

Recruitment Outreach

Recruitment outreaches are conducted virtually or in person. Virtual outreaches through organized information sessions are targeted at specific groups of potential applicants such as RDPs, youth with disabilities and young women. Additionally, a general information session targeting any potential applicant is conducted in every application cycle immediately a call for application is released. The Program team also shares insights on the frequently asked questions to help guide potential applicants through their applications.

Call for Applications

The Program has two (2) recruitment cycles in May (Summer) and September (Fall) with a call for applications published at least 6 months before the time the Scholars are expected to report to the university to allow enough time for thorough evaluation of all applications received. The application window is usually a month. The call for applications is posted on all USIU-Africa social media pages, on the website, and shared with the Program's recruitment partners.

The applications are either sent on email to **mfcsp-applications@usiu.ac.ke** or dropped physically at the Mastercard Foundation Scholars Program at USIU-Africa offices. General inquires can be sent to **mcfsp-enquiries@usiu.ac.ke**. The application forms contain detailed application information including the eligibility criteria, the required documents, and how to submit the application.

Recruitment of Refugee/Displaced Youth and Youth with Disability

The Program actively recruits these two groups during its regular call for applications. Additionally, it accepts their applications on a rolling basis as part of its affirmative action. This process remains open throughout the year, giving applicants ample time to obtain the necessary documents, including the Conventional Travel Document, which often requires a lengthy processing period.

Eligibility Criteria

- **Facing socioeconomic barriers:** Applicants must be facing financial, displacement, gender and disability constraints.
- **Academic talent:** Applicants must value learning and have a personal motivation to complete their education. They must meet the university admissions requirement as per the Kenya Commission for University Education or its equivalent.
- **Leadership potential:** Scholars must show commitment to becoming change makers, role models and mentors who embrace ethical leadership.
- **Commitment to giving back:** Applicants should demonstrate a commitment to improving their communities through previous and/or past engagements with community outreach activities.

Additionally, applicants to the Mastercard Foundation Scholars Program at USIU-Africa must:

- Be 29 years old at the time of application. The age limit for Refugees, Internally Displaced Persons and Persons with Disabilities is 32 years.
- Must be a first-time undergraduate degree-seeking applicant.
- Must be interested in any of the approved 13 undergraduate degree programs for the Mastercard Foundation Scholars Program at USIU-Africa. Details on the approved programs can be found here: **https://www.usiu.ac.ke/mastercard-foundation-scholars-program/**

The Mastercard Foundation Scholars Program is developing Africa's next generation of leaders. The Program allows students whose talent and promise exceed their financial resources to complete their education.

ONBOARDING

THE ONBOARDING PROCESS

Travel Logistics Support

After the final confirmation of the scholarship award, Scholars are supported throughout their travel preparations, especially international students who may need to process various travel documents. Support is provided on a case-by-case basis, tailored to individual needs, and includes but is not limited to:

- Financial support for passport processing;
- Support for the processing of Conventional Travel Documents (CTD) for refugees, in conjunction with our partners;
- Flight tickets;
- Ground transport support to facilitate movement from home to the airport;
- Financial support for bus transport for Kenyan based Scholars;
- Application of E-visa and referred visa for refugees;
- Airport pick up in Nairobi.

Pre-University Orientation

The purpose of the pre-university orientation is to equip Scholars with the necessary skills to successfully transition into life at university and to meet as a cohort. This is a comprehensive two-week program specific to Scholars as part of their onboarding process. Pre-orientation happens two weeks before the University freshmen orientation. The Scholars are taken through various activities including trainings in specific focus areas such as;

ONBOARDING

- Transformative Leadership;
- Assessment of Numeracy and Support (Math);
- Assessment of Information Systems and Technology (IST);
- Life Skills Training (Trauma and Resilience Building);
- Language Assessment and Support (English);
- Strategies for University Success and Financial Literacy Training;
- Basic Kenya Sign Language (KSL).

The trainings help to boost the Scholars' competency in English, Mathematics and Information Systems and Technology (IST) necessary for them to pass placement examinations offered by the University before enrollment, and to prepare the Scholars for their academic journey at USIU-Africa.

During the pre-university orientation, the Scholars are introduced to the Scholar buddy system concept referred to as "families" named after great Pan-African leaders. The family members/ buddies share in the responsibility of new Scholars' orientation, safety and well-being throughout the Scholars' university journey.

USIU-Africa Orientation and Class Registration

All USIU-Africa Freshmen are taken through a one-week intensive orientation that includes a tour of Nairobi City for international Students and those from outside Nairobi. The orientation culminates with a Freshman's Bash that gives all freshmen students an opportunity to meet and interact with each other.

WHERE OUR SCHOLARS COME FROM

Our Scholars come from 27 African countries, namely Angola, Benin, Burundi, Cameroon, Democratic Republic of Congo, Eritrea, Eswatini, Ethiopia, Ghana, Kenya, Lesotho, Liberia, Malawi, Nigeria, Rwanda, Sierra Leone, Somalia, Somaliland, South Africa, South Sudan, Sudan, Tanzania, The Gambia, Togo, Uganda, Zambia, Zimbabwe.

PROGRAM FUNDING AND KEY ELEMENTS

Costs Covered:

1. Tuition and Functional Fees

All Scholars are expected to register only for the courses that count towards the degree for which the Scholarship was granted. Any changes in terms of change of majors, adding and dropping of courses must be done in consultation with the Program Officer, Scholar Support, and within the period during which no costs will be incurred. **(Check the academic calendar available on the university website for the stipulated dates).** Costs associated with any further changes will not be covered by the Scholarship, but rather by the Scholar.

All Scholars are thus advised not to drop or add courses from the 1st week of each new Semester. Scholars should write examinations for all courses registered for when the exams are scheduled by the university **(See exam timetables)**. Should the Scholars nevertheless add or drop courses without consultation with the Program Officer Scholars Support or after the date within which changes can be made without incurring costs, the relevant costs will be borne by the Scholar through available means, such as through deduction of their monthly stipends.

Scholars are also required to complete their degree programme within the minimum time frame, as funding is allocated based on the minimum years of study per degree program (5 years for Pharmacy and 4 years for other degree programs). Only the courses required for completion of your degree program will be paid for by the Program.

Any additional or optional courses will be taken at the Scholar's own cost. Scholars should also be aware that the scholarship only covers tuition costs associated with the award of an undergraduate degree at USIU-Africa. Any costs for additional qualifications, such as fees for board qualification exams outside the degree requirements or professional exams outside the degree requirements, will not be paid for by the Program.

Furthermore, any costs related to extra-curricular activities are not funded by the Scholarship. Moreover, should a Scholar fail a course, the cost for retaking the course will also be on the Scholar's account. Any fines or penalties from the library, lost ID's etc. will be borne by the Scholar.

2. Accommodation

Reasonable accommodation will be provided for each Scholar, either on campus in the student hostels or off-campus at university recommended off-campus hostels on sharing basis. Unless advised otherwise, a Scholar will retain the accommodation allocated to them when they join the Program until the time they graduate from the University.

NOTE: Accommodation is only funded for the Scholars, and not any immediate or extended family members. In a situation where there is a need to accommodate a family member (including spouses and or children), the Mastercard Foundation Scholars Program at USIU-Africa will not be liable for any expenses incurred.

Scholars must, at all times, abide by the University housing regulations and regulations of the various off campus housing they occupy. It is the Scholar's responsibility to keep the area/room that he or she occupies clean and tidy at all times and to abide by the rules and regulations. Failure to do so could result in the Scholar being asked to leave the residence. In this case, there will be no refund of the residence fees to the Scholars program and the Scholar will be responsible for funding his or her own accommodation for the duration of that academic year.

In addition, any acts of vandalism or damages to the room or premises will not be tolerated from any Scholar, including any problematic behavior, as it goes against the Program's values. The costs thereof will be borne by the Scholar. All Scholars are expected to remain in residence for the recess period, except in December, when all Scholars must return home.

Scholars are required to provide the Program Scholar Support Office with contact details should they be out of residence at any time, including during recess periods. Should anything undesirable happen to a Scholar who did not inform the Program Scholar Support Office in writing, the Program will not be able to intervene or help, and the Mastercard Foundation Scholars Program at USIU-Africa will not be accountable. Those who remain during the December recess must obtain approval from the Scholar Support Office during the December holidays.

3. Meals

Scholars will be provided with a 7-day meal plan. The meals will be provided at the designated kitchens/cafeterias/restaurants on or off campus. All first year Scholars (Freshmen) will be on a 100% meal plan. Their student ID cards shall be loaded with the full amount of the meal allowance of Kshs.675 per day. The ID cards shall be loaded monthly.

All Scholars in their second year onwards (Sophomores, Juniors and Seniors) will have 50% of their meal allowance loaded on their Student ID cards and 50% given in cash. This shall be done on a monthly basis, disbursed at the same time with monthly stipend. The money on the meal card should be used ONLY for meals at the designated eateries.

No Scholar will receive a refund for any unused amounts from the designated meal plan money or top ups for exhausting their meal plan money before the ends.

For more information on the meal plan, refer to the Meal Memo in **Appendix IV.**

4. Books and laptops

USIU-Africa provides the highest quality services and resources to the University community. Scholars will find all books, course texts and other relevant publications required for their learning in the University library that can be accessed both online and in person.

Scholars will be provided with functional laptops to facilitate their studies. The laptop will be under a one-year warranty. However, physical or software damages of any kind are not covered by the Program. It is the Scholar's responsibility to pay for these damages. The Program will also **NOT** replace lost laptops. Any Scholar who drops out of the Program before completion of their degree program will be required to return the laptop to the Program Office.

5. Stationery and printing

Printing credits are allocated per the student per semester. Scholars receive Kshs.330 (equivalent to 100 copies) worth of printing credits every Semester. It is expected that Scholars will use the credits prudently. Any Scholar who exhausts the allocated printing credits will be expected to cater for any top up. For more details on this, please contact the Scholar Support Office.

6. Stipend

Scholars will receive;

- A one-off pre-university stipend of Ksh. 30,000 paid during or before the start of Pre-University Orientation for the semester the Scholar is set to join the University.
- A monthly stipend of Ksh. 15,000 paid on or before the 10th of every month except for the month preceding the start of a new year (January) when payment of the stipend will be done after confirmation of return to school for all Scholars.

Stipends will be paid through the Scholars' bank accounts. The Program acknowledges that some Scholars may have challenges accessing either mobile or bank accounts, however, stipends will only be paid to mobile money accounts if the Scholar doesn't have a valid Pupil's Pass which is a requirement for opening bank accounts. Once the Pupil's Pass is issued, no stipend will be paid through mobile banking. As per the university's financial regulations, only registered Scholars will receive their stipend.

Note: ALL funds advanced to the Scholar for whatever reason **MUST** be accounted for.

Scholars will be expected to sign a stipend receipt form and submit it to the Scholar Support Office within **72 hours** on receipt of the funds. A grace period of 7 days will be given in case of any challenges beyond one's control.

Failure to sign and submit the form within the specified deadlines will lead to being automatically disqualified to receive next month's full stipend. The said amounts will not be payable at a later date. Scholars will however be required to submit the missing/late receipt to be eligible for the next stipend.

Stipends withheld as a result of not accounting for funds within the stipulated period of time will be channeled to the Scholar Community Building and Give Back Projects. In case of any clarifications on how to account for the money advanced, kindly contact the Program Accountant on receipt of the funds.

7. Medical Services

All Scholars are provided with a medical insurance cover and can be treated in some of the best hospitals in the country. The current provider for all university students' medical insurance is AAR Insurance. Scholars will be notified in case of change in insurance provider.

To access medical assistance, Scholars will be issued with medical insurance cards which should be produced at designated health care facilities in order to access treatment. It is worth noting that some health issues e.g. MRIs and CT Scans will require pre-authorization before treatment can be offered. Pre-authorization entails the hospital emailing the insurance with the request, the response from insurance company may take between 1-2 hours depending on the nature of the request.

At the beginning of each new financial year (USIU-Africa's financial year starts in September) the medical insurance smart card will be deactivated for about 2 weeks to allow for roll over to the new year. Should any Scholar require medical assistance during this time, they should contact the University's Insurance Officer, **Millicent Wanderi** on +**254780640963**. Any emergency medical needs during this period will be handled directly by the Program. The student medical cover is only accessible in Kenya.

The student's medical cover **DOES NOT** include maternity cover and **NO dependants** i.e. children or spouse are incorporated in it. Scholars are advised to read through the detailed list of medical service providers that has made available through the Insurance Office.

Optical and dental cover for students is capped at **Kshs. 10,000/-** per semester per student. Any Scholar who uses over and above the limit will be expected to top up from their own pocket.

Please contact the Insurance Officer, Scholars Support Officer or any member of the Program team in case you fall sick before receiving your medical insurance card.

Scholars must enquire, and fully understand, AAR Insurance's medical insurance provider policies on prescribed medications and specialist doctor visits. A list of hospitals, specialists and the limit for the cover is available to all Scholars.

8. Travel

Travel funds cover transport from a Scholar's home country to Kenya, and to the University at the beginning of the Program and once every year in December from Kenya to the Scholars' home countries. Kenyan-based Scholars will also be provided with travel funds from home to the University and back home during the break. In addition to the air ticket, international Scholars will receive a small standardized amount to cover for the cost of ground transport and any mandatory medical tests such as COVID-19 tests.

The cost of visas is covered for international Scholars throughout the Program. All international Scholars will be expected to apply for visa extensions once their initial visa issued expires as the Program works to apply for student passes. All queries regarding visas, student passes and other immigration concerns should be directed to the Program Officer in charge of Immigration.

USIU-Africa has 3 week breaks in an academic year (Fall, Spring and Summer breaks). Scholars will be facilitated to return home at least once a year during the Fall break (December holiday). Spring and Summer breaks will be used to participate in transition preparation activities.

9. Passports & Visas

A passport is a very essential document to an international student. Scholars should be vigilant about the validity of their visa once they enter Kenya. Do not leave your passport unattended or lying around in your room or flat. Always keep it in a safe place. Never surrender your passport to anyone, unless you are sure it's a valid request and it is given to a trusted person or authority. It is also your responsibility to retrieve your passport or documentation within reasonable time.

The Program will offer limited support upon request for the issue or reissue of passports. It is the Scholars' responsibility to let the Program team know in writing if they need support for passport issuance. Scholars are advised to apply for a re-issue of their passport within 6 months before the expiry date of the existing one. As per the Kenyan immigration law, students will not be allowed to enter the country if their passports have less than 6 months' validity period.

All international Scholars are advised not to involve themselves in any fraudulent processes to obtain a visa. Visas must be applied for in time. Returning Scholars ought to ensure that their visas are valid if their student passes have not been issued. Please take note of the protocols and timelines of the issuance of visas.

Once a student is issued with a student pass, they will not be required to renew or apply for visas. Scholars are also advised to notify the Program Officer - Records and Immigration at least 3 months before the expiry of their student passes and provide necessary documentation for renewal application. Scholars should take full responsibility for their immigration status in Kenya for the duration of their studies.

10. Bereavement travel

Losing a loved one is a painful experience, especially when one is far away from home. Each Scholar will be supported for two home visits during their degree program at USIU-Africa to go home for the funeral of a loved one. The support will include return air ticket, bus ticket and or ground transport to the Scholars' home country or county.

Scholars must inform the Scholar Support Officer about their travel plans prior to their departure from USIU-Africa and give at least 2-3 days for processing of funds and /air ticket. Travel arrangements will only be provided for immediate family. Immediate family is defined as your parents, brothers and sisters, and for those without parents, legal guardians are included.

11. Internship

Internships are foundational in preparing Scholars for the workforce and providing opportunities for them after graduation. Two internship programs have been built into the Mastercard Foundation Scholars Program at USIU-Africa and takes the form of a non-academic and academic requirement. The two internship programs shall serve the purpose of:

- Developing Scholars' exposure to, and insight into the work environment,
- Increasing awareness of personal and social skills required in the workplace.
- Providing hands-on experience in the Scholar's area of study.
- Developing students' ability to tackle and solve practical problems in organizations.

For more information about the internships offered in the Program, refer to the Internship guidelines in **Appendix I.**

12. Community Service and Give-Back Projects

Giving back to communities by the Scholars is an integral part of the Mastercard Foundation Scholars Program to achieving its goals. The Mastercard Foundation Scholars Program at USIU-Africa will have four components of community service and give back, which can be done in small groups (Scholar Families) as follows:

- The annual give back group project;
- The individual Scholar give back project;
- The academic community service program;
- Volunteering and participation in the university's Corporate Social Responsibility programs.

13. Scholar Connect Program

This will be a team building program designed to allow Scholars an opportunity to connect, learn, share experiences and support each other as a team or a small group. This will be done through team building exercises/activities, weekends out, Scholar retreats amongst others. The main goal of the Program will be to encourage Scholar community

building and affinity for sustainability of the Scholars Program. There will be flexibility in the Scholar Connect Program per cohort, degree program, country and as a USIU-Africa Scholar Community.

This will be built annually throughout the life of the Scholar at USIU-Africa. The Scholars will have an opportunity to reflect and practice what they will have learnt from the Transformative Leadership Training.

14. Annual Give Back Group Project

This is structured to be done in small groups where Scholars are expected to come together, identify and agree on a project(s) within the community, use the funds provided by the Program to action the identified project(s), report and monitor the impact of the implemented project. This can happen within the host country (Kenya) or identified country as long as it is within the budget. This will give the Scholars the opportunity to practice personal qualities enhanced through the Transformative Leadership Training and hence start changing and transforming communities. Any Scholar who will be reported to not have participated in the Annual Give Back Group Project will be expected to implement a similar project at their own cost.

15. Individual Scholar Give Back Project (Community Action Project)

This is a structured project that will take place between year 1 and 3 of the Scholars' studies. It is designed to create connections between the Scholars and the community where they come from in their country of origin. This is designed to be a 2-3-week project, in which the Scholar will identify the project, develop and prepare a proposal with a budget

with clear explanation of the impact and sustainability of the community project. This will give the Scholars the opportunity to transform their own communities. They will change from being the marginalized or disadvantaged in their communities to change agents or leaders. There will be flexibility for Scholars who would wish to work together on a Give Back Project as a group in Kenya or in their home country. Any Scholar who will be reported to not have participated in the Community Action Project will be expected to implement a similar project at their own cost.

16. Transition-readiness activities

These will include:

1. **Transformative Leadership Training:** The Transformative Leadership Training is a two-year Fellowship built to inspire deeper social consciousness among the youth, equip them with the tools and skills to make a positive difference in their communities and transform their mindset on the capacity to serve as change leaders in their communities. The Program supports the successful transition of Scholars into responsible and productive adults who can contribute to the development and sustainability of their communities.

2. **Career Readiness Activities:** At the time of admission, Scholars are required to complete a Career Preparedness Survey, which enables an understanding of the Scholars' preferred transition pathways, whether it's towards employment, entrepreneurship, or further studies. The survey enables the Program to put in place activities to support transitions into these four career tracks.

3. **Entrepreneurship Training:** The Mastercard Foundation Scholars Program at USIU-Africa seeks to form a network of transformative leaders who drive inclusive and equitable socio-economic transformation in Africa. One of the pathways towards achieving this ambitious goal is the cultivation of innovation and entrepreneurship among its Scholars. Our strategy for the Program is to integrate a culture of innovation and entrepreneurship amongst the Scholars and provide support services to enable them to form sustainable businesses with a multiplier effect on job creation.

4. **Alumni Engagement Sessions:** This will involve activities and discussions aimed at fostering connections and relationships between Alumni and their alma mater. This can include activities such as networking forums, career development sessions, information sessions, among other activities.

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All international Scholars are advised not to involve themselves in any fraudulent processes to obtain a visa. Visas must be applied for in time. Returning Scholars ought to ensure that their visas are valid if their student passes have not been issued.

CODE OF CONDUCT

THE SCHOLAR CODE OF CONDUCT

USIU-Africa has developed several policies to regulate the behavior of all students during their time at the University. In addition to these, the Mastercard Foundation Scholars Program at USIU-Africa has developed a code of conduct that will apply to Scholars during their time in the Program. The code of conduct is one of the measures to ensure that Scholars do not abuse their privileges or exploit each other. It specifies acceptable standards of behavior and the procedures the Program will undertake to resolve matters when behavior is deemed unacceptable. Scholars are expected to follow these basic rules, procedures, and expectations in addition to all other University Policies, regulations and guidelines:

Participation in Program Activities

Scholars must attend Program activities or events whenever called upon and ensure that they arrive at the expected time of the start of the activity. Scholars are expected to participate in all the give-back/ community service programs, transition and leadership programs and Scholar connect activities as organized by the Scholar leadership /Program team.

Should there be a genuine reason for non-compliance; an explanation should be made in writing to the Program Director at least three days before the event. Important Scholar events and meetings include:

Check in meetings

The Program, through the Scholar Support Office will conduct check-ins every semester with the Scholars as a group or individually. All Scholars must show up for the Semester check ins. The check ins are meant to assist the Program to know the general well-being of the Scholars and for them to raise any concerns they may have. A check in timetable will be shared with the Scholars by the third week of every new Semester.

CODE OF CONDUCT

Program meetings

The Program will from time to time organize for meetings for all the Scholars or per cohort to discuss matters pertaining to the Program as they arise. As much as possible, the Program team will try to plan the meetings per semester and inform the Scholars ahead of time.

However, every now and then as need arises the Program team will schedule impromptu meetings to handle such matters. Program meetings are mandatory for all Scholars unless permission to be absent had been granted prior to the meeting time.

Program events/trainings

As part of the Scholars' transition preparation, the Program will organize trainings and workshops for the Scholars that are either geared towards building entrepreneurship skills, leadership skills employability skills, peer mentorships amongst other as may be deemed necessary. The trainings and/or workshops schedules will be communicated to the Scholars once plans have been finalized. These will include:

Learning

Education is the priority of the Scholar at USIU-Africa. All Scholars must attend lectures and other academic engagements as required. All distractions and or activities that interfere with or do not support that mission should be avoided.

Should there be a justifiable reason not to attend lectures, such as illness or loss of family members or loved ones, the Scholar should take the responsibility of informing the Scholar Support Officer. The Scholar should provide evidence of sickness or loss. This also includes travel opportunities provided by the Program.

ACADEMIC CONDITIONS

Attendance of scheduled course programs for which the scholarship has been offered is mandatory. These include but not limited to lectures, seminars, examinations, tests, coursework, fieldwork, and internships. Non-attendance of scheduled courses due to illness or any other valid reason must be communicated to the relevant university officers and the Program Team.

All Scholars will be expected to:

1. Enroll immediately for the semester the award is given for and succeeding semesters, until he/she finishes the course within the period stipulated in the contract. Extensions and deferments may be allowed only in exceptional and special cases to be determined and approved by the Scholars Program Oversight and Implementation Committee.

   If a Scholar is unable to complete their degree within four and five years for reasons beyond their control, they must work with the academic advisors to identify an alternative option that can be completed within the period of the scholarship. Requests for a limited extension to complete coursework due to provable circumstances beyond the Scholar's control will be considered on a case by case basis.

2. Enroll in the 13 approved degree programs and continue with the same degree program until graduation.

   Changing of degree programs will be considered on a case by case basis within first 2 weeks of the first semester of enrollment. No change of degree program will be allowed after this time.

3. Maintain at all times a Grade Point Average (GPA) of 3.0 and above every semester and be in good academic standing as per the Student Handbook throughout the duration of the academic program.

   If a Scholar receives an incomplete or failing grade in a particular course in a semester, for reasons other than those beyond his/her control, such as serious illness, he/she shall pay for the cost of the failed or incomplete grade in the subsequent semester the course is registered.

   A Scholar who discontinues the studies or who fails to complete the course due to his/her own fault or willful neglect shall be dismissed from the Program.

A Scholar whose semester GPA drops below 3.0 must participate in an academic success plan for their improvement. As part of this, Scholars will reflect on challenges, identify academic goals, and collaboratively develop an accountability plan using additional peer tutoring and other support services available within the university. Scholars must demonstrate satisfactory effort and progress.

4. Submit your academic reports upon request to the Program Officer - Scholar Support. In addition, Scholars must sign an academic release form that allows the Program team to discuss their academic progress with the Mastercard Foundation team, University Academic Advisors and the University Registrar.

5. Participate in Transformative Leadership and Entrepreneurship trainings for the entire duration organized.

   A Scholar who willfully misses the trainings when organized, shall pay back in full the cost of training paid for him/her.

6. Participate in evaluations, surveys, and focus groups discussions and other data collection activities during the period of study as defined by the Program.

Academic advising and support services

Scholars are encouraged to direct all academic questions relating to your choice of program, course, subjects, major, minor and electives in a particular course to your academic advisors in your particular department. Scholars should also regularly (at least once a year) visit the University Registrar for a course audit to check their academic progress and talk to the academic advisors before every new semester course registration.

Psychosocial support

To ensure that the Scholars are adjusting themselves well to the new environment, psychosocial support services will be available for every Scholar. Psychosocial support services will promote emotional and psychosocial well-being and ultimately leads to the positive development of overall mental health well-being.

All Scholars should be able to ensure that they seek the psychosocial support services that includes individual therapy and group therapy, peer support, and also involvement in activities that increases mental health well-being. Issues addressed include depression, relationships, anxiety, alcohol and drug use, suicidality, among others. In addition, Scholars can get to know more about themselves through taking personality tests, intelligence tests and other psychological assessments in a bid to improve self-awareness. Life skills trainings will also be provided to enable the Scholars to navigate through life in campus in a healthy manner.

Support will be available using different modes of communication that includes face to face sessions, telephone calls, Zoom, and WhatsApp in

order to reach as many Scholars as possible. All psychological services will uphold confidentiality in line with the practicing code of ethics. In case of any issue the Senior Counselor can be reached on +**254723402822**.

Student Course Load

All Scholars are expected to take the FULL course load every semester as per their degree program. The Scholars should consult with the academic advisors in their respective schools to make sure they are doing the right courses as per their programs of study.

USIU-Africa Grading System

90%-100%	Grade A	4.0 quality points
87%-89%	Grade A-	3.7 quality points
84%-86%	Grade B+	3.3 quality points
80%-83%	Grade B	3.0 quality points
77%-79%	Grade B-	2.7 quality points
74%-76%	Grade C+	2.3 quality points
70%-73%	Grade C	2.0 quality points
67%-69%	Grade C-	1.7 quality points
64%-66%	Grade D+	1.3 quality points
62%-63%	Grade D	1.0 quality points
60%-61%	Grade D-	0.7 quality points
0%-59%	Grade F	0.0 quality point

Violation of Academic Integrity

A Scholar is expected to know, understand and abide by the ethical standards of the University. Matters related to academic dishonesty (i.e. plagiarism, cheating in a test or an exam, and falsified documents) are between the Scholar and the University. The Program cannot interfere with legal processes at any level or stage. The outcome of the legal process as conducted by the University is final. If found guilty, the Scholar will forfeit the Scholarship.

Activities that violate academic integrity include but not limited to;

- Cheating in exams;
- Plagiarism;
- Falsifying academic records or impersonation;
- Providing false and or incomplete information or misrepresenting facts;
- Participating in unnecessary strikes or demonstrations.

Respect, Diversity, Inclusion and Equity

All forms of discrimination are prohibited. Be polite and treat every person with courtesy, and respect regardless of gender, age, ethnicity, social background, disability religious beliefs and customs, or political affiliation.

Respect each other's property and entitlements such as personal space in the hostel. Do not inconvenience or become a distraction for others. Where Scholars share a room in the hostel, consent should be sought to make use of the space by third parties. Should they disagree, a Scholar should engage the leaders or the managers of the area of residence or may seek help from other relevant authorities depending on the magnitude of the issue.

Abuse

Any form/kind of abuse including physical abuse, sexual abuse, emotional abuse, and exploitation is prohibited.

Physical abuse is the deliberate application of force by any person to any part of the body of another person, which results or may result in non-accidental harm or injury. Physical abuse may include shaking, choking, biting, kicking, burning, poisoning, holding another person underwater, or any other harmful or dangerous use of force or restraint.

Sexual abuse occurs when a person (including children, youth, or other persons) uses another person for sexual purposes, without the consent of the person in question. Sexual abuse includes fondling, intercourse, incest, sodomy, exhibitionism, and commercial exploitation through prostitution or the production of pornographic materials. Sexual abuse may include but is not limited to, permitting, encouraging, or requiring a person to engage in any of the following activities if they occur between a person (including children, youth, or other persons) and another person.

Emotional abuse involves actions toward a person that causes or could cause serious behavioral, cognitive, emotional, or mental disorders in the youth. Emotional abuse also occurs when a person (including children, youth, or other persons) makes verbal threats, socially isolates persons, intimidates, exploits, terrorizes, or routinely makes unreasonable demands.

Exploitation refers to situations whereby an abuser makes an unfair profit and/or takes advantage of the unequal power and/or economic status of another person. Please contact the Gender and Protection Office for associate policies and more details on this. Training will be offered to Scholars regularly.

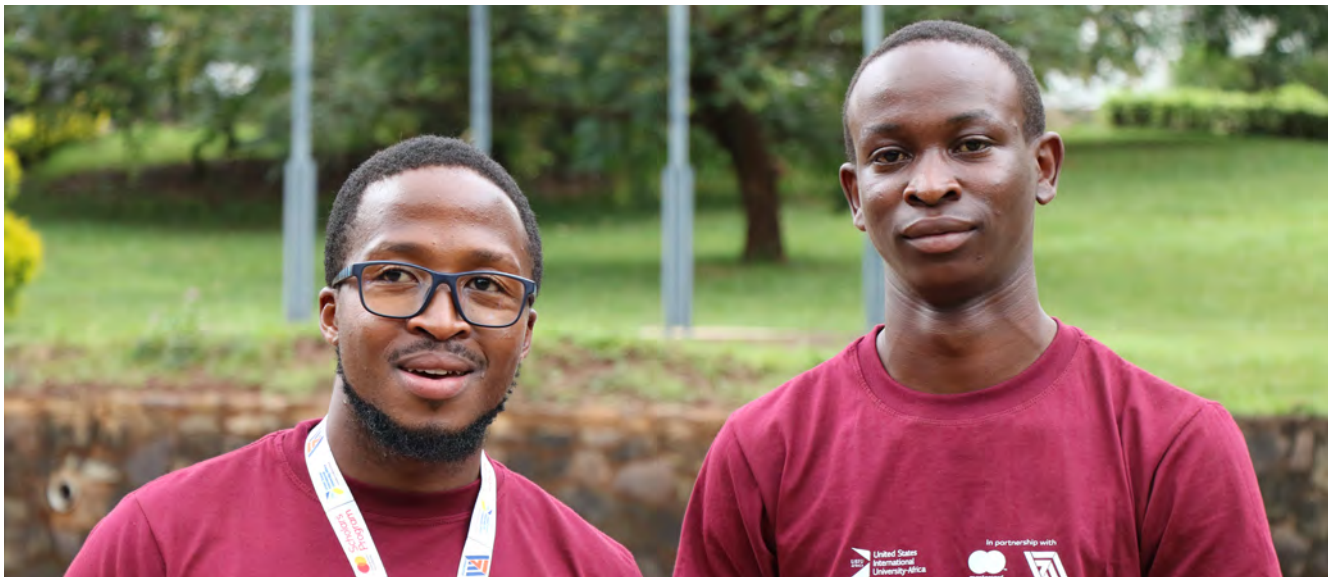
Theft

Theft by a Scholar is a very serious offence in USIU-Africa that will lead to dismissal from the University. As Scholars, there are some entitlements like laptops you will receive that may attract thieves to your rooms. This is to caution you to take care of your property especially the laptops whether in your residence, lecture room or as you walk along the street to

your residence because once you lose the laptop, it will not be replaced by the Program.

Compliance with other regulations

Scholars must conduct themselves per the rules and regulations of the University, and other Mastercard Foundation rules and procedures. Encouraging, aiding, or conspiring in any prohibited conduct is unacceptable. Scholars are expected to respect and comply with hostel/ rules and regulations.



General rules and responsibilities of the Scholar

As a Mastercard Foundation Scholar at USIU-Africa, there are expectations you will be required to fulfil. These will include but not limited to the following:

- Undertake academic study in the program for which the scholarship has been awarded.
- Maintain good academic standing equivalent to but not limited to a grade point average of 3.0 or grade B.
- Participate in give-back and community service activities during the period of study as defined by the Program.
- Participate in trainings and or conferences organized to support your transition process.
- Submit academic progress reports at the end of each semester, and other activity plans during the period of your study.
- Adhere to approved study plans for better academic performance.
- Adhere to the University policies, procedures, regulations and guidelines as outlined in the student handbook during your stay in the University.
- Adhere to the University's ethical code of conduct at all times.

Note:

Being a Mastercard Foundation Scholar does not insulate you or negate your responsibility to familiarize yourself and comply with University policies and regulations.

THE SCHOLAR COMMUNITY

The Mastercard Foundation Scholars Program at USIU-Africa will connect Scholars studying at USIU-Africa with other Scholars studying around the world at other partner institutions. The connection facilitates a strong community of leaders. A major means of the connection is via the Baobab Online Platform, which will provide Scholars with information, support, tools and resources.

The Baobab Online Platform is a place to learn, find opportunities and connect with the broader community of Scholars. We strongly encourage Scholars to take advantage of this network and contribute to it by adding their own voices. Baobab has online courses provided free of charge and Scholars are encouraged to participate and take advantage of opportunities provided on this platform.

Scholar Buddy System (Scholar Families)

The family system framework is designed to enhance the experience and foster a sense of community among Mastercard Foundation Scholars at USIU-Africa by providing a structured and supportive peer mentorship system. With a focus on Pan-Africanism and positive values, family leaders play a vital role in cultivating an environment that encourages strong relationships, personal growth, cultural pride peer support, and knowledge exchange.

The principle of Pan-Africanism serves as the guiding force behind this framework. By instilling a sense of belonging and unity beyond individual identities, it aims to create a collective consciousness among Scholars that transcends borders and fosters a shared commitment to the ideals of Pan-Africanism and a sense of community among Scholars. For more information on how the Scholar Family system works, refer to **Appendix II on the Guidelines and Principles for The Scholar Buddy System (Family System).**

Scholar Leadership

The Scholar Council

The Mastercard Foundation Scholar Council was created for the purpose of fostering individual and program success through active student participation, relationship-building, and the maintenance of strong links with alumni. Sustained engagement among the Scholars and alumni will ensure the building of a multi-faceted collaborative platform through which will help prepare future leaders for the challenging roles of economically and socially transforming Africa and the other participating regions of the world.

The Scholar Council provides strategic direction and leadership to ensure sustained communication and connectedness among all levels of the Scholar community for purposes of promoting service to the wider Scholar community, fostering leadership skills and professional growth, and supporting synergistic collaboration among Scholars and alumni across geographical boundaries. The Scholar Council sets out to produce an active body of Scholars who put into practice the ideals of giving back to society, effective leadership and outstanding personal and professional accomplishments that positively impact communities in tangible and quantifiable ways.

Selection of Scholar Council leaders

Scholars at USIU-Africa take part in the election of the Scholar Council leaders for their community who work with the Program Team and the entire Mastercard Foundation community to support and improve the lives of Scholars. The Scholar Council is made up of the following officials:

- Scholar Council President
- Scholar Council Vice President
- Finance Advisor
- Scholar Support Representative.
- Community Engagement Representative
- Inclusion Representative

To be eligible for election to the Scholar Council, a Scholar must have achieved a cumulative GPA of at least 3.0. The Scholars' Representatives are chosen by the Scholars through a democratic selection process as follows:

- Must be a Mastercard Foundation Scholar enrolled at USIU-Africa.
- Individual Scholars should signify their intention to be a Scholar Representative. Scholars can also nominate fellow Scholars who they would want to be their leaders.
- Interested Scholars provide information on their vision for the proposed period of office to their fellow Scholars.
- Candidates must embody the core values of the University and the Mastercard Foundation and demonstrate leadership qualities.
- Scholars elect four Scholar Representatives (President, who will be the overall Scholar representative, the Vice President, Secretary and Treasurer) to act as their Representatives.
- New Scholars cannot be Representatives in their first 2 Semesters of being on the Scholarship.
- Representatives should have the majority votes during Scholar elections.

These Representatives will represent the Scholars in activities as required by the Mastercard Foundation Scholars Program at USIU-Africa or the Foundation. The Scholar Representatives are elected every year for a term of office that stretches from March 1 of each academic year to February 28 of the following academic year. The rules and processes for the election are set out in the election guidelines for the Scholar Council.

GRADUATION

Scholars are expected to periodically seek degree audit support from the register to ensure that they are on track to graduate as per the academic schedule.

Scholars who complete they course work one or two semesters before their commencement/ graduation ceremony will be supported to attend the graduation ceremony. Funding will be limited to return flight ticket or bus ticket, accommodation and meals for a maximum of 3 days. Funding will not be available for parents or relatives of Scholars who wish to attend the graduation ceremony.

RETURNING HOME AFTER GRADUATION

It is the Program's hope and expectation that all Scholars will return home after completing their education in order to put into practice their knowledge and skills and to pursue their Give Back aspirations. The Program has been designed to assist Scholars to make this transition home, through activities such as annual return trips to home, community give back projects at home country and internships in their home country.

Scholars Program
Scholars Program
CONSULTING

GENERAL INFORMATION

Emergencies

In case of an emergency at night or during the weekend, such as an accident, illness, threat or any other form of challenge with yourself or fellow Scholar, please contact any of the following:

- The security personnel and caretaker in your hostel residence.
- Hostel receptionist if you are in the University hostel
- The Program Scholar Support Officer on +254727247927
- University Security Offices on +254730116461
- Student Handbook and General Policies in USIU-Africa

The Scholars are encouraged to access the university's Students Handbook, Academic Catalog and other relevant policies available at the Student Affairs Office to familiarize themselves with the systems, processes and procedures in the university. Any activities that violate university policies will be subjected to disciplinary action as per the code of conduct and may lead to cancellation of the Scholarship.

Scholar Communication

The Mastercard Foundation Scholars Program at USIU-Africa is governed by a five-tier management structure:

- Management Board headed by the Vice-Chancellor;
- The Scholars Program Oversight and Implementation Committee;
- The Recruitment and Selection Committee headed by the Chief Manager, Admissions;
- The Program Team headed by the Program Director;
- Scholar Council Representative.

The Program has also put in place Program Advisers and Program Mentors comprising of faculty and staff. Should any Scholar not be in a position to reach out to the Program team for whatever reason, they are encouraged to engage the Program Mentors and Advisers. Communication with the Scholars will be done through the Program team.

Grievance/Complaint Handling

The Program reckons that as Scholars go through their studies, issues may arise. Scholars are encouraged to report any grievances/ issues or complaints they may have that are directly related to the Program to the Program team through the Scholar Support Office which will record formally the complaints received and walk the Scholar through the complaint handling procedures.

The Program will review, evaluate, and investigate all complaints without any prejudice or victimization of the Scholar or any persons concerned. Once all due process has been followed, feedback/response will be given to the Scholar either in writing or in person.

Upon receiving a deliberation response to the written complaint, the Scholar has the right of appeal. This appeal must be made in writing within five working days of receiving the response. Other complaints and grievances not related to the Scholars Program should be reported to the relevant university authorities as guided by the student handbook.

Complaint/Grievance Escalation

Scholars who may feel that the procedures put in place or the response given by the Program team have not satisfactorily addressed their complaint or grievance can escalate the complaint to the Director, Advancement and Partnerships, who will handle the complaint or grievance at their level or constitute an ad-hoc committee drawn from the Scholars Program Oversight and Implementation Committee to address the complaint/ grievance. Should the Scholars still feel that the Director Advancement's office has not addressed their concern, they can escalate the matter to the Vice Chancellor. USIU-Africa practices an open-door policy and therefore, Scholars are free to walk into any office within the university. Email contacts of the VC and Director Advancement are also provided in the Student Handbook.

Should a Scholar not feel comfortable reporting a complaint/ grievance to the Program Team or if the complaint is against a Program Team member, they are free to report directly to the Director, Advancement and Partnerships.

Members of the Disciplinary Committee

The Disciplinary Committee shall comprise three members from the Scholars Program Oversight and Implementation Committee, one Program team member, one member of the Student Affairs Council, and the Scholar Council representative.

Violation of the code of conduct

Should Scholars violate the code of conduct, the concerned Scholar shall be summoned for disciplinary action. The procedure will include a fair hearing by the disciplinary committee as constituted by the Program and penalties given as appropriate. Penalties for misconduct or inappropriate behavior under this code of conduct include:

- A maximum of two written warnings.
- Payment of costs or compensation for any loss or damage.
- Mandatory therapy sessions with the Psychosocial Support team where mental instability is suspected.
- Withdrawal of scholarship or disqualification from the Program.

It is at the discretion of the Disciplinary Committee to determine what penalty fits the violation of this code of conduct after a fair hearing before the same Committee.

To ensure that the Scholars are adjusting themselves well with the new environment, Psychosocial Support Services will be available for every Scholar. Psychosocial support services seek to promote emotional and psychosocial well-being and ultimately leads to the positive development of overall mental health well- being.

APPENDICES

APPENDIX I: POLICY AND PROCEDURE MANUAL FOR THE INTERNSHIPS OFFERED IN THE PROGRAM

Introduction

Internships are foundational in preparing students for the work place and providing opportunities for them after graduation. Two Internship programs have been incorporated in The Mastercard Foundation Scholars Program at USIU-Africa. These internship programs take the form of a non-academic and academic Internships.

The purpose of the policy is to enhance the existing framework to continue to guide and give direction to all parties directly or indirectly involved in the implementation of the prepare level (non-academic) internships for the Scholars.

Key objectives of the internship

- To develop Scholars' exposure to, and insight into the work environment,
- To increase awareness of personal and social skills required in the workplace.
- To provide hands-on experience in the Scholar's area of study.
- To develop students' ability to tackle and solve practical problems in organizations.

The non-academic internship is a non-credited internship taken by Scholars in early stages of their university career. This Internship serves as a great way to start clarifying a Scholar's interests, building networks, and developing some basic workplace skills.

The non-academic internship should be taken at the country of origin (home country) or other countries within the African continent. Those who find an internship outside African continent may be considered if there is additional funding/support to meet expenses outside what is allocated per Scholar for this opportunity.

The academic internship is a credited course taken in the final year, final semester of a degree program. Some undergraduate degree programs offer a "Senior Project" as an alternative course to the academic internship. A Scholar is not mandated to undertake the academic internship if it is optional in their degree program.

Scope of application

This policy is applicable to all Scholars in the Program undertaking their prepare-level internship. This Internship will take the form of an in-person internship. Virtual internships will be considered on a case-by-case basis. The policies stated herein might not apply in the academic internship, which forms part of the academic requirements.

Eligibility criteria

Under the Internship Program, applicants will be considered based on the criteria below. Scholars must:

1. Be in their second year of study. The prepare-level internship should be taken from semester 4 and not beyond semester 6 for all programs except for the Bachelor of Pharmacy which may not go beyond semester 9. Upon the lapse of this period, a Scholar will be considered to have forfeited this Internship.

2. Internships will be taken in the Fall or Spring Semester except for special circumstances where Scholars will be allowed to take the internship in the summer semester.

3. Have the right to work in the country where they intend to take the internship for the full duration of the Internship. It is the responsibility of the Scholar to ensure that they have the necessary work documents e.g., NSSF, NHIF registration, Student/internship pass etc. before commencing their internship. The Scholars Program Immigration Office will support Refugee Scholars in acquiring some of the necessary documents required for Internships.

Internship conditions

1. Internships will be for a period of three months. In cases of extensions, Scholars will still be expected to resume their classes after the three months and register for a full course load. This however will be considered on a case-by-case basis.

2. Scholars pursuing a Bachelor of Pharmacy will take their internship in three phases during the semester holidays. Theses phases include a Pharmaceutical industrial attachment (3weeks), community Pharmacy (3 weeks), and hospital attachment in home country (3 weeks).

3. Scholars will be expected to apply for a Leave of Absence during the three months of the internship period. A copy of an approved Leave of Absence form should be submitted to the Transitions Office. The one semester break taken for the sake of the non-academic internship will not affect the Scholars' completion and graduation date. Scholars are therefore advised to observe the normal full-time course load in all semesters.

Students who attempt less than the normal load risk a delay in the completion of their degree requirements.

4. Scholars undertaking their internship within Kenya will be insured under the personal accident insurance and student medical insurance covers provided by the university. Scholars interning outside Kenya will use the internship stipend to take care of their medical needs.

5. Scholars will have an option to keep or vacate their hostels during the internship period. All Scholars are required to fill a Personal, Internship, and Accommodation Details Form (PIA Details Form) by;

   - July 30 for Scholars taking Fall Internships
   - November 31 for Scholars taking Spring Internships.

   I. *Scholars who fail to communicate their intention to either vacate or retain their hostel will only receive part of their internship stipend, as it will be presumed that the Scholar intends to keep their hostel.*

   II. *Upon completion of the three-month internship, Scholars will return to the approved Program accommodation plan. Scholars are however not guaranteed of their former hostels upon return. Scholars may begin their internships only after they have agreed to the terms and conditions of the Internship Program by signing the PIA Details Form.*

Benefits

1. Scholars will be facilitated in terms of travel, accommodation, meals, medical cover, and upkeep during the three months of their internship program as specified below;

	Internship location/ description	Support package
1	Internship outside Kenya	Equivalent of USD 1000 to cater for; general upkeep, accommodation, medical support, transport among others
2	Internship within Kenya	Kshs. 70,000 to cater for accommodation, transport, meals etc. This condition applies solely in cases where the internship accommodation differs from the Scholar's approved accommodation plan, provided that the communication is made within the specified timelines. Kshs. 30,000 if accommodation during internship is within the Program-approved accommodation.
3	Internship outside Africa	Equivalent of USD 1000 (Same support as outside Kenya)
4	Internship for refugees and PWD Scholars	Extra support will be offered as needed

Note: The internship stipend will be disbursed in the Program's prevailing exchange rate.

- All Scholars are required to acknowledge receipt of the Internship stipend by signing an online form sent by the Program Finance Office.
- Scholars with disabilities will be granted additional funds to support their unique needs.
- Interns within Kenya will be insured under the personal accident insurance cover provided by the university while, interns outside Kenya will be facilitated with funds within the $1000 to support any medical fees.

2. Due to the Pharmacy Program's need for cohort progression, Scholars enrolled in the program will not have the option to take a semester break for their internship. Instead, the internship for this specific group will be structured into three segments. First will be the Community Pharmacy attachment in the Spring break (April), the Pharmaceutical Manufacturing Industry attachment will occur during the Summer break (August), while the Hospital Attachment will take place during the Fall break (December). The first two phases of the internship will be conducted in Kenya, while the third phase will be carried out in the Scholar's home country.

   During the April and August Internship periods, Bachelor of Pharmacy Scholars will be eligible for the Program's meal plan, accommodation, and a monthly stipend. However, for the December Internship, B. Pharm Scholars will receive an internship stipend of Kshs. 30,000 and ground transport support ONLY regardless of the location of the internship (whether in or outside of Kenya).

Terms of Disbursement of the Internship Stipend

A Scholar will receive their stipend upon filling the PIA Details Form and submission of the internship acceptance letter.

The internship stipend disbursement process takes around 10 working days. Scholars are advised to share their acceptance letters with the Transitions Office at least two weeks prior to commencing their internship to avoid any inconvenience.

Obligations of an Intern

- An Intern is required to conduct themselves at all times in a manner that will not be detrimental to the image of the Program and the University.
- An Intern is required to discuss his/her progress regularly with their supervisor.
- Notify the Transitions Department of any changes of Internship placements.
- Keep a daily record of the roles and activities done during the internship period.
- Abide to the rules and policies of the host organization.
- Execute duties given by the supervisor.
- The Intern will demonstrate willingness to participate fully and actively in the learning experience by planning their programme of work with their supervisor.
- Write a report at the end of the internship to share their experience of the internship program.

Obligations of the Program

1. Prepare the Scholars for the internship program through resume development, interview preparations, and other capacity building trainings to enable them face the challenges of the professional world.

2. Undertake the capacity-building with the host organizations to make the internship process more effective through co-designing an internship program where necessary, training workshops for mentors and providing tools to monitor the internship.

3. Monitoring the performance of the Scholars during the internship period through visitations and other monitoring tools.

4. Offer basic financial support/stipend to support the Scholars during their internships.

Post-internship Support

Post-internship support will play a vital role in helping Scholars transition from the internship experience to their future career endeavors. After the completion of their first internship, Scholars can expect to receive various forms of support, including;

1. **Feedback and Evaluation:** A detailed feedback on the intern's performance during the internship will be shared through meetings to help Scholars understand their strengths and areas for improvement.

2. **Career Guidance:** This is to enable Scholars explore career options and gain clarity about their professionals' aspirations. This post-internship support includes career guidance sessions to help Scholars reflect on their experiences, identify their interests and strengths, and make informed decisions about their career paths.

3. **Resume and Interview Preparation:** These sessions are to enable Scholars in updating their resumes and preparing for job interviews. Additionally, this will provide guidance on how to highlight the internship experiences, skills acquired, and projects undertaken during the internship.

4. **Mentorship Programs:** Scholars who successfully finish their initial internship are urged to seek out seasoned mentors who can provide valuable guidance and support. These mentors possess the knowledge and expertise to offer advice, share their own professional experiences, and provide valuable insights into career development.

5. **Continued Learning Opportunities:** Scholars who successfully finish their first internship are encouraged to continue learning and upgrading their skills through workshops and trainings to stay competitive in their chosen field. The Scholars Program will support in providing resources and recommendations for further educational opportunities.

Grievances

The Program is committed to fostering a supportive and inclusive environment for all Scholars even during their internship period. We recognize that grievances may arise during the course of an internship, and we have established a procedure to address and resolve these concerns promptly and fairly. This section outlines the procedure observed by the Program to handle internship grievances from students.

Reporting a Grievance

If you have a grievance, please follow these steps:

1. Contact your designated point of contact: Reach out to the Program Coordinator, Transitions Office or Assistant Careers Officer.

2. Provide necessary information: Please provide a clear description of the grievance, including pertinent dates, individuals involved, and any supporting documentation or evidence you may possess. We strongly recommend reporting these grievances via email to ensure proper record keeping.

We respect the confidentiality and privacy of all parties involved in a grievance. All information shared during the grievance process will be treated with the utmost confidentiality. Information will only be disclosed on a need-to-know basis to individuals directly involved in the resolution process.

Investigation Process

Upon receiving your grievance, the Program will initiate an investigation process:

1. **Gathering information:** The Program will gather all relevant facts and information related to the grievance. This may include interviewing parties involved, reviewing documentation, or seeking additional evidence.
2. **Objective assessment:** The investigation will be conducted in an unbiased and objective manner to ensure a fair evaluation of the grievance.
3. **Timely response:** We will strive to address and resolve the grievance in a timely manner, considering the complexity of each case.

Resolution Options

Based on the investigation findings, the Program will consider various resolution options:

1. **Mediation:** If appropriate, we may offer mediation as a means of resolving the grievance through facilitated discussions involving all parties concerned.
2. **Conflict resolution techniques:** We may employ conflict resolution techniques to help parties find common ground and reach a mutually acceptable resolution.
3. **Corrective measures:** In cases where misconduct or policy violations are identified, appropriate corrective measures will be taken, which may include disciplinary actions.

Timelines and Updates

We understand the importance of timely communication throughout the grievance process:

1. **Timelines:** While each grievance may vary in complexity, we will endeavor to handle the process as efficiently as possible. The specific timelines will be communicated to you on a case-by-case basis.
2. **Updates:** We will provide regular updates on the progress of the grievance process, ensuring you are informed about the status and any significant developments.

Documentation and Records

To ensure transparency and accountability, we maintain comprehensive records of the grievance process. All discussions, actions, and outcomes related to the grievance will be documented in a secure and confidential manner.

Follow-Up and Support

Once a resolution is reached, we remain committed to providing ongoing support:

1. **Well-being and satisfaction:** We will follow up with you to ensure your well- being and satisfaction following the resolution of the grievance.
2. **Feedback:** We encourage you to provide feedback on your experience with the grievance process, which will help us improve our procedures and support mechanisms.

Frequently asked questions

1. **Are Scholars required to account for the internship stipend?** Scholars will acknowledge receipt of their internship stipend by filling a form shared by the Accounts Office.

2. **Will the Program offer any support in renting a separate room to house extra items?** Scholars have the option to collaborate with peers from different cohorts to store their additional belongings or approach their hostel supervisors to inquire about storage facilities.

3. **Will the Program provide meal money for the August holiday as Scholars await to begin the Fall Internship?** The Program will pay meals for all Scholars not on Internship in the Summer semester, including the month of August. Scholars will still be able to access meals in August as they await to commence their internships in September.

4. **What support will be offered to Scholars who commence their internships a month into the semester e.g. what support will be given to a Scholar for the month of September should they start their internship in October?** A Scholar who begins their internship one month into the semester will be required to participate in an internship either within Nairobi or through a virtual arrangement, while still retaining their hostel. In the month preceding the internship, the Scholar will qualify for a stipend and meal plan.

5. **Can a Scholar take additional courses after their internship to compensate for the semester break taken during the internship?** The Scholars will take normal course load as per their program, no extra courses will be allowed. Scholars are advised to register for a full course load in all semester they are in session to avoid risking a delay in the completion date.

6. **Some programs practice course rotation where certain courses are not offered every semester. In such instances, can a Scholar register for these courses concurrently with their internship?** Scholars will not register for any courses during their internship. Courses on rotation will be taken in the next semester when the course is made available. All Scholars on internship will take a semester break. The Program has proper plan in place to ensure that Scholars still graduate on time. Internship will not affect the Scholars' course completion.

7. **Can a Scholar continue staying in their newly acquired accommodation even after completing their internship?** All Scholars in session will stay in the Scholars Program approved and University recommended hostels. Therefore, Scholars will return to allocated hostels after internship.

8. **Will there be provision for December stipend and transport money?** All Scholars will be provided with normal travel allowances during the annual holiday. This includes flight tickets where it applies and ground transport allowance.

9. **Will the Program pay for any additional costs that come with this internship?** All costs associated with the internship will be covered within the Scholars internship allowance, except for Persons with Disabilities and Refugee Scholars who may receive additional financial support where necessary.

10. **What Support is given by the Program for the one-month prior or post internship?** Scholars are expected to take the internship from September – November, and proceed for December holidays. Those taking internship within Nairobi or outside their home area will be supported with transport money to go home. Any Scholar within Nairobi whose internship start date delays beyond the expected date, will receive some support.

11. **Are Scholars expected to write a report once done with the internship?** Yes. All Scholars are required to write a report once done with the internship. The internship report will summarize your internship experience while focusing on the specific roles held while interning. The feedback shared in this report will not only inform the Program team on how to improve the internship program but also give the Scholar an opportunity to evaluate their performance and experience in order to make the best career choices going forward. This report should be shared with the Transitions team a week upon completion of the internship.

12. **Can the Internship stipend be disbursed in dollars instead of Kenyan shillings?** The Internship stipend will be disbursed in Kenyan Shillings, at the prevailing Program exchange rate or in USD-to-USD bank accounts

13. **Is it the role of the Transitions Office to find internships for Scholars/ Will the Program help Scholars secure an internship?** While it is ultimately the responsibility of the Scholars to actively search and apply for internships, the Program is designed to help facilitate and support their efforts in securing a suitable internship opportunity.

14. **What is the arrangement in place for Scholars pursuing B. Pharm?** It is not tenable for the B. Pharm students to take an internship for a period of 3-4 months, in their country of origin. This is due to the cohort model of the course delivery. A practical option would be that the students go for the internships during semester holidays as follows. This means that the Pharmacy Internship will be in three phases as follows;

    - Fall semester holiday (December) – Hospital (in home country);
    - Spring semester holiday (April) – Community Pharmacy (in Kenya);
    - Summer holiday (August) – Pharmaceutical manufacturing Industry (in Kenya).

15. **What happens if a Scholar does not get an internship at all?** The prepare-level internship should be taken from semester 3 and not beyond semester 6 for all programs except Pharmacy which may not go beyond semester 9. Upon the lapse of this period, a Scholar will be considered to have forfeited this internship.

16. **Are Scholars expected to vacate with all their belongings?** Yes, Scholars are expected to vacate their hostels with all their belongings before commencing their internships. Scholars who may need a place to store their personal belongings while they are away on their internships are advised to make arrangements with their friends to provide secure storage options within their residences.

17. **Can a Scholar take this internship together with other courses especially if the internship offers flexible working hours?** While some internships offer flexible working hours, it is not recommended for Scholars to register for courses while undertaking their internship. This is to enable you to focus on the internship and get the most out of it.

18. **Should the reports done during or after this internship be in English?** Every document submitted to the Scholars Program that is written in a language other than the English language must be translated into English. These include acceptance letters as well. You would need to submit the document in the original language version along with a certified English translation. Translated documents must include a certificate from the translator or certified translation service to verify the document's accuracy.

19. **Can International Scholars take this internship during the Spring semester of 2024 especially in cases where an internship has already been secured for that period?** Here's a proposed program for internship uptake by the six cohorts:

Cohort 1:	Internship period: Spring 2023
Cohort 2:	Internship period: Fall 2023
Cohort 3:	Internship period: Fall 2023
Cohort 4:	Internship period: Spring 2024
Cohort 5:	Internship period: Fall 2024
Cohort 6:	Internship period: Spring 2025
Cohort 7:	Internship period: Fall 2025
Cohort 8:	Internship period: Spring 2026
Cohort 9:	Internship period: Fall 2026

Please note that the specific dates of each internship period will depend on the policies and schedules set by the Program.

Scholars are advised to actively seek out and apply for internships well in advance to secure positions that align with their interests and goals. Scholars who do not complete the first internship during the designated period must undertake it in the subsequent internship period. Summer internships will be permitted for Sholars unable to secure internships within their designated time frames, provided that the internships are located in Nairobi and the scholars retain their hostel accommodations.

20. **Can a Scholar take an exchange program in Spring 2024?** Should you wish to pursue an exchange program, you will be expected to cover all associated costs through other sources of funding. You will also be expected to be in good academic standing and on schedule to graduate on time. Should participating in an exchange program extend your time to graduation, you will be expected to cover the associated costs yourself. Also note that a Scholar will still be expected to take the prepare level internship; an exchange program will not necessarily suffice.

21. **What about insurance for international Scholars?** International Scholars taking internship in their home country are given $1000 stipend. This stipend has been allocated to assist with various aspects related to your internship experience, including accommodation, meals, ground transportation, medical fees, and general upkeep.

Key contacts

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APPENDIX II: GUIDELINES AND PRINCIPLES FOR THE SCHOLAR BUDDY SYSTEM (FAMILY SYSTEM)

BACKGROUND OF THE FAMILY SYSTEM

The family system framework is designed to enhance the experience and foster a sense of community among Mastercard Foundation Scholars at USIU-Africa by providing a structured and supportive peer mentorship system. With a focus on Pan-Africanism and positive values, family leaders play a vital role in cultivating an environment that encourages strong relationships, personal growth, cultural pride peer support, and knowledge exchange.

The principle of Pan-Africanism serves as the guiding force behind this framework. By instilling a sense of belonging and unity beyond individual identities, it aims to create a collective consciousness among Scholars that transcends borders and fosters a shared commitment to the ideals of Pan-Africanism and a sense of community among Scholars.

PURPOSE

Pan-Africanism: The family system aims to instill the spirit of Pan-Africanism, fostering a sense of belonging and unity among Mastercard Foundation Scholars at USIU-Africa beyond their identities.

Positive Values: Family leaders and members are expected to uphold and live by the positive values that the specific Pan-Africanist figures symbolize, such as leadership, resilience, social justice, and cultural pride.

PLACEMENT/COMPOSITION:

To ensure fairness and inclusivity, the placement of Scholars within their respective families at the Mastercard Foundation Scholars Program at USIU-Africa is carried out through a random selection process. This approach is designed to eliminate bias and create a diverse and vibrant community where Scholars can interact with peers from diverse backgrounds, fostering cross-cultural exchanges, and promoting a spirit of inclusiveness. This random placement not only reflects the Program's commitment to equity but also encourages Scholars to build connections with individuals they might not have otherwise encountered/interacted with, enriching their overall experience and contributing to the Program's goal of nurturing well-rounded, globally-minded leaders for Africa's future.

EXPECTATIONS FROM FAMILY MEMBERS

As part of the family system, Scholars can expect to embrace a set of shared values and responsibilities that contribute to the growth and well-being of the community:

1. **Active Participation:** Scholars are expected to actively engage in every family activity. This includes attending monthly meetings, participating in any activities, and actively contributing to the Scholars' Day of Service.

2. **Respect:** Scholars are expected to treat fellow family members with respect, embracing inclusivity and celebrating differences.

3. **Community Engagement:** Giving back to the community is a core value of the Scholars program. Scholars are expected to actively participate in the Scholar Day of Service, Scholars Connect and any other community projects that address local and global challenges, embodying the spirit of social responsibility.

4. **Mentorship and Support:** Scholars are encouraged to seek mentorship and provide support to their peers within the family. This includes sharing knowledge and useful information, offering peer tutorship/mentorship, and fostering an environment where everyone can learn and grow.

5. **Leadership Development:** Scholars are expected to take initiative and develop leadership skills. They are encouraged to aspire to leadership roles within the family and beyond, actively working towards positive change in their communities and the African continent.

These expectations not only contribute to the success of individual Scholars but also strengthen the sense of community and collective impact.

RULES OF ENGAGEMENT

The family leaders strive to create a supportive and nurturing environment where strong and lasting relationships can be built among family members.

1. **Respect, Honesty, and Integrity:** Every family member should treat each other with respect, be honest, and have integrity to create a supportive and inclusive environment where Scholars can thrive academically and personally. Regardless of cultural backgrounds, beliefs, or experiences, everyone's voice should be heard and valued.

2. **Active Participation:** Each family member is encouraged to actively engage in family activities, meetings, welcoming of new family members during orientation, and other related initiatives. Sharing ideas, and experiences, and supporting one another's goals and aspirations strengthens the family bond.

3. **Confidentiality and Trust:** Members should maintain a high level of trust within the family system. Confidential matters shared during discussions or interactions should remain private, fostering an environment where Scholars feel safe to express themselves.

4. **Responsibility and Accountability:** Family leaders and members alike should take responsibility for their roles, and commitments within the family and should be accountable to each other. Accountability ensures the smooth functioning of the family system and the achievement of its goals.

5. **Open Communication:** Effective communication is essential. Scholars should openly express their concerns, suggestions, and feedback, while family leaders should actively listen and address issues constructively. This fosters a supportive and harmonious family environment.

LEADERSHIP AT THE FAMILY LEVEL

Family leaders consist of male and female Scholars who are elected or appointed by family members and hold a one-year tenure in office, directly connected to the office of the Scholar Council Vice President. This one-year term allows for the rotation of leadership positions within the family system, ensuring that different Scholars have the opportunity to take on leadership roles and contribute to the community's growth and development. The direct linkage to the Scholars Council Vice President fosters coordination and collaboration between family leaders and the broader leadership structure, enabling effective communication and alignment of goals and initiatives within the program. Also, family members have the right to elect other leaders within the family to serve as a support system to the main family leaders.

QUALITIES OF FAMILY LEADERS

Family leaders play a crucial role in fostering a sense of community and support among Scholars. Here are the qualities that family leaders within this system should possess:

1. **Spirit of Inclusion:** Family leaders should be inclusive and welcoming, ensuring that all Scholars, regardless of their backgrounds or experiences, feel like valued members of the family. They should actively promote diversity and create an environment where every voice is heard and respected.

2. **Empathy:** Empathetic family leaders understand the unique challenges and aspirations of their fellow Scholars. They listen actively, show understanding, and offer support to those who may be facing personal or academic difficulties.

3. **Communication Skills:** Effective communication is key to maintaining strong family bonds. Leaders should be skilled communicators, fostering an open and transparent dialogue among family members. They should encourage discussions, share information, and facilitate constructive feedback.

4. **Conflict Resolution Skills:** Family leaders should be adept at resolving conflicts within the family. They should promote peaceful and constructive conflict resolution strategies, helping Scholars find common ground and maintain harmonious relationships.

5. **Peer Mentorship/Counselling Skills:** Leaders within the family system should serve as mentors and guides to younger or less experienced Scholars. They can provide valuable insights, share their own experiences, and offer advice on academic, personal, and career development.

6. **Honesty and High-Level Integrity:** Family leaders must serve as role models, setting examples of ethical behavior for other family members to follow should demonstrate integrity by upholding the family's values and principles, even in challenging situations.

By embodying these qualities, family leaders can contribute to a supportive and nurturing community that empowers Scholars to thrive academically and personally.

RESPONSIBILITIES OF FAMILY LEADERS

Family leaders have several important responsibilities to nurture a supportive and inclusive community:

1. **Facilitate Regular Family Meetings:** Family leaders are responsible for organizing and leading regular family meetings where Scholars can come together to discuss academic progress, personal challenges, and community initiatives. These meetings serve as a platform for open communication and the exchange of ideas.

2. **Mentorship and Support:** Family leaders should provide mentorship and support to fellow Scholars, especially to newer or younger members. They can offer guidance on academic matters, share their experiences, and provide emotional support when needed.

3. **Conflict Resolution:** Family leaders play a crucial role in mediating conflicts within the family system. They should address disputes in a fair and unbiased manner, promoting peaceful resolution and maintaining a harmonious environment.

4. **Coordinate Family Activities:** Organizing social, academic, and community service activities is another responsibility of family leaders. They should collaborate with family members to plan events that promote bonding and personal growth.

5. **Advocate for Family Needs:** Family leaders act as advocates for their family's needs and concerns within the broader Scholar Council and the university community.

They should convey the family's feedback, suggestions, and challenges to relevant authorities for consideration and support.

By fulfilling these responsibilities, family leaders contribute to the overall well-being and success of Scholars within the Mastercard Foundation Scholars Program at USIU-Africa, creating a strong sense of belonging and community among its members.

SUPPORT

APPENDIX III: POLICY ON EXTRA ACADEMIC SUPPORT FOR MASTERCARD FOUNDATION SCHOLARS AT USIU-AFRICA

The Mastercard Foundation Scholars Program at United States International University USIU–Africa recognizes that in the course of their academics, Scholars may require additional/ extra support to take care of the following support areas:

- Bridging courses/programs in English (Comprehension and Composition/writing), Information Systems & Technology (IST), and Mathematics for those Scholars who fail these courses during placement exams undertaken at university undergraduate orientation week.
- Participation in academic programs relevant to their degree program of study and adding to their knowledge and mastery of the course of study.
- Taking professional courses/exams to boost their employability and industry relevance (Particularly those Scholars taking IT, Accounting, and Finance related Majors/ concentrations).
- Field trips for International Relations Majors.
- Support towards repeat of course(s) by the Scholar due to unavoidable reasons/ circumstances.

Scope of the Policy

This policy covers any registered Mastercard Foundation Scholar at USIU-Africa who fits in any of the areas described above once during their studies at USIU-Africa. Support shall be subject to the availability of funds and limited to not more than $2500 per Scholar once during their academic stay at USIU-Africa.

Terms/guidelines of the policy

- A Scholar must meet the Program's good academic standing to qualify for extra academic support except for support with English, Math, IT, and repeat of failed courses as described above.
- The program/professional exam the Scholar intends to take must be related to their degree program of study and contribute towards their transition. Professional courses/ exams are limited to the degree programs listed above.
- Scholars will only be supported ONCE throughout their academic study duration at USIU-Africa, with support limited to the amount stipulated above and subject to the availability of funds.
- The Scholars Program will evaluate the requests for extra academic support and determine the validity of the same.

MEAL MEMO

APPENDIX IV: MEAL MEMO

The Scholars Oversight and Implementation Committee (SPOIC) and Management Board approved the following changes in your meal plan:

- All first-year Scholars (Freshmen) will be on a 100% meal Plan. Their student ID cards shall be loaded with the full amount of the meal allowance of Kshs. 675 per day. The card shall be loaded monthly.
- All Scholars in their second year onwards (Sophomores, Juniors, and Seniors) will have 50% of their meal allowance loaded on their Student ID cards and 50% given in cash. This shall be done every month and disbursed at the same time with the monthly stipend.
- The money on the meal card should be used ONLY for meals at the designated eateries.

Accounting for the meal allowance given in cash will be done as follows:

A separate link (separate from the stipend accounting link) will be shared and should be filled within 96 hours (4 days) of receipt of the meal allowance funds. Failure to account for the funds within the stipulated time will automatically disqualify one from receiving the following month's meal allowance.

In case of any challenges with the accounting, please reach out to the Program Accountant at rmwasi@usiu.ac.ke before the accounting period lapses.

APPENDIX V: GUIDELINES ON IMPLEMENTATION OF SCHOLAR-LED COMMUNITY GIVE BACK PROJECTS

Mastercard Foundation Scholars Program Community Action Project Implementation Policy

This document outlines the effective planning, implementation, and impact assessment of community service projects by Mastercard Foundation Scholars at USIU-Africa. The goal is to facilitate meaningful community engagement, encourage innovation, and ensure positive impact through Scholar-led give back initiatives.

Introduction

The Mastercard Foundation Scholars Program at USIU-Africa places a strong emphasis on developing transformative leadership skills and a sense of service among its Scholars. Scholars are encouraged to actively engage in community give back initiatives that address social challenges.

Scholar-led community projects serve a vital role in fostering personal and collective development, addressing societal needs, and creating positive change. The purpose and significance of these projects extend beyond academic achievement and contribute to the holistic growth of both Scholars and the communities they serve. The purpose and significance of Scholar-led community projects includes hands-on Learning, Transformative Leadership Development, Community Impact, Empowerment and Collaboration, Personal Growth and Skill Development, Global Citizenship, Networking and Career Development, Long-Term Sustainable Change.

The objectives of the Scholar-led community projects include;

- Community connection and engagement;
- Development of leadership and project management skills;
- Promotion of sustainable community development;
- Collaboration and teamwork;
- Enhanced cultural and social awareness.

Scope of the Policy

The guidelines outlined in this document apply to the two Scholar give back programs at USIU-Africa. The Academic community service program will adhere to the policies established within the broader framework of USIU-Africa guidelines.

Forms of Scholar Community Service and Give Back Programs USIU-Africa

1. **Scholar Annual Give Back Group Project-Scholar Day of Service (to be done in host Country)** – This is structured to be done in small groups where Scholars come together, identify and agree on a project (s) within the community, fund the project (s) from the Scholar contribution built in the The Mastercard Foundation Scholars Program at USIU-Africa, report and monitor the impact of the implemented project. This can happen within the host country (Kenya) or other identified country within Africa as long as it is within the budget.

2. **Give Back Individual Project (Community Action Project-CAP)** - This is structured to take place between year 1 and 3 of the Scholar's studies. It is designed to create connections between the Scholars and the community where they come from (country of origin). This is designed to be a 2-3 weeks' project, the Scholar will identify the project, develop and prepare a proposal with a budget with clear explanation of the impact and sustainability of the community project. There will be flexibility on Scholars who would wish to work together on a Give Back Project as a group in Kenya or one of their home countries.

Eligibility

The Scholar Day of Service and the Community action projects are exclusively for Scholars.

To participate in the community action projects, Scholars must successfully complete the first fellowship of the Transformative Leadership Training (TLT) program and show proof of having actively participated in the planning and implementation of the TLT Community Development Projects.

Submission procedures and Deadlines for project proposals.

Individual Give Back Project Timeline:

The proposal submission and review process will span from January to September of each year.

Key milestones include:

- Training and Topic selection, January 30th
- Initial proposal draft submission-March 15th
- First Reviews and feedback/pitching by April 30th
- Revised/Final proposal submission, May 15th
- Second reviews by June 15th
- Reporting by June 30th
- Oversight committee engagements in July
- Awards by July

Scholar Annual Give Back group Projects Timeline:

- Initial draft submission-January 15th
- First Reviews and feedback/pitching by January 30th
- Revised/Final proposal submission, February 7th
- Second reviews by February 14th
- Reporting by February 21st
- Oversight committee engagements from 26th February – March 15th
- Awards, by March 30th.

Adhere to the deadlines for each stage to ensure a structured and timely proposal submission process. Late submissions will not be considered, and early submissions are encouraged!

Submission Channels

Proposals should be submitted via cgbprojects@usiu.ac.ke . Submissions should adhere to the specified guidelines.

Use the subject line: "CAP Proposal Submission/Scholar Annual Give Back project: [Project Title]."

Upon receipt of the proposal, a confirmation email will be sent within one week.

Submission Guidelines

Review and follow the detailed submission guidelines provided in the proposal guideline template. This includes document format, naming conventions, and any specific requirements.

Proposal Review

Proposals will be evaluated based on the eligibility criteria and the quality of the proposal components. Criteria for evaluation will include alignment with the CAP goals, feasibility, community impact, and adherence to guidelines.

Initial review shall be done by the Transitions team to ensure that each proposal meets basic eligibility criteria to verify if the proposals are complete, well-organized, and address the specified objectives. Here Scholars may be expected to pitch their project ideas to the Mastercard Foundation Scholars Program staff committee before the proposals are presented to the oversight committee. Other roles of the reviewing committee will include;

- Evaluating and assessing proposals submitted for community service projects.
- Scoring proposals based on predetermined criteria such as feasibility, potential impact, and alignment with community objectives.
- Providing constructive feedback to proposers to enhance the quality of their proposals.
- Selecting projects that best serve the community and align with institutional goals.
- Facilitating the implementation of approved projects by guiding and supporting proposers.

- Reporting to the oversight committee on the review process and outcomes.

Oversight Committee: A member of the Transitions committee will present the proposals to the Community give back oversight committee comprised of;

- Director of the Mastercard Foundation Scholars Program at USIU-Africa;
- Advancement and Partnership representative;
- Transitions representative;
- E-learning representative;
- Recruitment/Admissions representative.

Chaired by a representative from the department of partnership and external linkages, the oversight committee is tasked with;

- Monitoring the progress and outcomes of community service projects.
- Ensuring compliance with regulations, guidelines, and ethical standards during project execution.
- Reviewing and addressing any challenges or issues encountered during project implementation.
- Evaluating the effectiveness and impact of proposed and completed projects on the broader community.
- Making recommendations for improvements or adjustments to proposals and projects based on evaluations and feedback report.

Final Approval

The final list of recommended projects is presented to the Program Director to obtain a final approval and authorization to move forward with the selected projects.

Notification Process

Applicants will be notified of the proposal outcomes by email. Feedback sessions will be available upon request.

Post-Approval Support

Support will be provided to project teams during the implementation phase, including training, monitoring, and troubleshooting.

Award Process

Every Scholar is entitled to USD 55 for the Scholar Annual Give Back Group Project (Scholar Day of Service) to be given to an appointed team leader who will be required to submit a budget and proposal for the amounts to be released upon approval by the committee.

A maximum of USD 1,000 is available for every Mastercard Foundation Scholar to conduct their individual CAP.

Projects requiring more than two months for implementation will receive 50% of the funding for the initial phase, with the remaining balance disbursed upon submission and approval of a progress report.

Cash Disbursements and Accounting

Each Scholar will be awarded amounts based on the proposal budget after review by the committee.

Projects that will take less than a month to implement will be awarded all the funds as per the approved budget. Projects that will take more than a month to implement the disbursements will be made as below:

> **1st Disbursement:** After approval of both the proposal and budget, 50% of the total project cost will be granted to initiate implementation.
>
> **2nd Disbursement:** Upon review and approval of the progress report by the evaluation committee, the last 50% will be disbursed to finalize on the project implementation.

The accounting of the Scholar Annual Give Back Group Project funds will involve completing the accounting form, providing receipts, and filling out the cash payment form when applicable. Additionally, a spiral-bound project report must be submitted.

Project implementation timelines

The Scholar Day of Service projects should be carried out during the April holiday, while the Community Action projects are to be implemented over the December holiday. However, community Action projects that require more than a month to complete must start earlier and be finished before the university's December holiday recess.

Accounting Timelines:

All requisitions will be subject to the universities accounting policies and procedures.

The monies advanced for the purpose of the project should strictly be used for the project as per the approved budget.

Scholars will be required to fully account for all the funds advanced with valid receipts within 14 days after implementation of the Individual Community Action Project and Scholar Annual Give Back Group Project. Scholars who will be away from School will be required to scan the original copies of receipts and any other relevant accounting documents to the accountant.

Any unaccounted funds should be returned or will be recovered from the monthly stipend of the Scholar.

NB: It is the Scholars' responsibility to produce valid and verifiable accounting receipts.

Implementation and Monitoring:

Scholars must carry out projects that have received approval. In the event that a Scholar deems it necessary to modify their project after the approval of proposals and the disbursement of funds, the Scholar must submit a new proposal and reimburse the Mastercard Foundation Scholars Program the entire disbursed amount. The revised proposal will undergo the established review process, and feedback will be provided to the Scholar.

Projects implemented during the holiday period should be completed within the designated holiday timeframe. If a project necessitates an extended implementation period, it is essential to commence the implementation early in the semester and ensure its completion by the conclusion of the semester holiday.

Community action projects must provide benefits to a broader community. Consequently, Scholars are advised against executing projects solely within their homes or those that exclusively benefit their family members.

Project supervision will take place both during the implementation phases and upon the project's completion. Following the supervisory activities, a report summarizing the supervision findings will be provided to the committee members.

Reporting and Documentation

Scholars are required to submit a report as per the provided reporting templates within 2 weeks of completion of the projects (CAP and the annual giveback project). The report should also include a detailed financial report with verifiable receipts.

For the report to be considered final, it should have the approval of a Transitions officer. After the approval one is required to submit two copies of the report (1 physical copy and 1 soft copy). The physical report should be spiral bound.

Scholars are required to continuously monitor the impact and submit a progressive report annually. This report, demonstrating the impact of their projects, must be submitted by January 10th each year.

For any inquiries, kindly contact:

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