

1. Overview of The Mastercard Foundation Scholars Program at UCT

The Mastercard Foundation has partnered with the University of Cape Town (UCT) to oversee the implementation of financial, academic, social and post-graduation support to awarded candidates under the scholarship titled The Mastercard Foundation Scholars Program at UCT. The vision of the Mastercard Foundation Scholars Program is to transition promising young people from beneficiaries to benefactors, preparing them with the necessary values, knowledge, skills and leadership to fuel economic and social progress across Africa.

2. Mentorship Goal and Objectives

The goal of this mentorship programme is to bring together students registered for full-time study at UCT, in any discipline, to establish a network of peer support and inspire a culture of interdisciplinary collaboration among the Mastercard Foundation Scholars i.e. mentees. This programme is therefore committed to promoting the following principles¹ in all its endeavours:

- Aid creative co-operation
- Encouraging prioritization and effective time management
- Engaging in the practice of active listening
- Facilitate reflection and discussion about self-worth and life balance
- Fostering a culture of interdependence
- Inspiring a visionary outlook on life
- Promotion of personal responsibility

To realise this goal, the mentorship programme seeks to achieve the following objectives²:

- Advise mentees, drawing from lessons learnt during University studies
- Create platforms for engagement to develop critical thinking and competencies for global citizenship among the mentees
- Orient mentees with the University-space
- Stimulate an interest in academic research among mentees
- Support mentees through their personal developmental journey

3. Eligibility and Selection Criteria

- Applicants must be registered for full-time study at UCT, in any discipline and not hold an award from this initiative
- Applicants must demonstrate leadership capability, personal-management, good communication, problem solving, adaptability and interpersonal capabilities
- Applicants must demonstrate an understanding of the University's student services
- Applicants must be in good academic and disciplinary standing at the University
- Applicants must be accessible and committed for the full duration of this programme, i.e. February – November
- Applicants must attend an interview if shortlisted

1 7 Habits of Highly Effective People by Stephan Covey

2 Building Effective Peer Mentor Programs by Frankie D. Minor

3 UCT General Rules and Policies Handbook 3, 2017

4. Tenure

The tenure of this Mastercard Foundation Scholars Program mentorship programme is ONE YEAR ONLY, i.e., February – November.

5. Roles and Responsibilities

5.1. The Mastercard Foundation Scholars Program at UCT shall:

- Allocate peer mentors adequate time to conduct their mentoring activities in terms of the timeframe specified in this Agreement
- Prepare an induction to introduce mentees to the mentorship programme
- Prepare a training programme that all peer mentors must complete before becoming an active mentor
- Ensure that mentees and peer mentors keep up to date records of meetings and of progress
- Require peer mentors and mentees to perform duties in terms of this Agreement
- Comply with the policies and regulations of the University
- Terminate the peer mentee-mentorship agreement subject to demonstration of good cause
- Facilitate periodic administrative and psychosocial support for all peer mentors
- Invite participation of all peer mentors to Program activities in writing, no less than five(5) days prior to the activity/event/programme etc.
- Provide support by appropriate means to peer mentor led projects
- Through the Recruitment and Peer Mentor Officer ensure that mentors are progressing satisfactorily
- Disburse peer mentor data allowances bi-annually (contingent on satisfactory performance) directly to the peer mentor for handling
- Issue certificates of participation to peer mentors
- Communicate data allowance amounts to be disbursed to peer mentors within ten(10) days of commencement of each academic semester of the UCT academic calendar
- Treat all peer mentors in a non-discriminatory manner as informed by the University's Values²

5.2. All Peer mentors shall:

- Be registered for studies at UCT and not hold an award from The Mastercard Foundation Scholars Program
- Participate in the peer mentor-mentee relationship in accordance this Agreement
- Conduct peer mentor responsibilities and interactions with mentees in strictest confidence
- Be provided with the opportunity to be the peer mentor to allocated mentees
- Solicit mentee's ideas whilst encouraging them to find their own solutions
- Assist mentees to be accountable for their decisions
- Present themselves as a role-model
- Enter into an agreement with allocated mentees as arranged by the Mastercard Foundation Scholars Program
- Be added to the official peer mentor Vula site
- Attend the mentorship induction and mentorship training as well as meetings arranged by the Mastercard Foundation Scholars Program
- Schedule 17 fortnightly online meetings between 1 March – 15 November with allocated mentees, at mutually convenient times, during which goals are set, activities are agreed to and timeously evaluated

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- Invite participation of all mentees to peer mentor activities in writing, no less than three(3) days prior to the activity/event etc.
- Comply with policies and procedures (le mentorship)
- Treat all mentees respectful for cultural, religious, political, and other differences and acknowledge of the value of diversity in society as informed by the University's Values
- Engage in a relationship with mentees which is based on a developmental approach to capacity and skills development that is rooted in aiding creative co-operation
- Be available for and participate in the activities as set out in the yearly calendar of events
- Complete any timesheets or written reports as required by the Program to record progress in the mentee-mentor relationship, i.e., portfolio of evidence
- Provide unbiased feedback
- Mobilise the mentee's ability to deal with situations/solve problems and assist them in establishing their authority
- Maintain a South African bank account registered in their own name for payment of data allowances
- Be issued with a certificate of participation

5.3 Mentees shall:

- Be registered for studies at UCT, funded by The Mastercard Foundation Scholars Program
- Be provided with the opportunity to be the mentee of a peer mentor
- Enter into an agreement with the allocated peer mentor as arranged by the Mastercard Foundation Scholars Program
- Engage in a relationship with a mentor which is based on a developmental approach to capacity and skills development and is rooted in a non-authoritarian participative mode of interaction
- Be added to the official Vula site
- Comply with Program policies and procedures
- Participate in the e-mentorship³ programme which is based on minimum contact time over a specified period at which goals are set, activities are agreed to and timeously evaluated, i.e., 17 fortnightly peer mentor led meetings between 1 March – 15 November
- Be available for and participate in activities as set out in the yearly calendar of events
- Tender apologies for peer mentor activities in writing, no less than three(3) days prior to the activity/event etc.
- Complete any timesheets or written reports as required by the Mastercard Foundation Scholars Program to record progress in the mentee-mentor relationship, i.e., portfolio of evidence
- Treat all mentors respectful for cultural, religious, political, and other differences and acknowledge of the value of diversity in society as informed by the University's Values
- Be willing to learn from the peer mentor and be an active learner who believes in the concept of lifelong learning
- Take responsibility for their own self-development and co-operate creativity in suggesting development areas to the peer mentor
- Take the initiative and become oriented to problem solving and solution-oriented that are based on win-win principles
- Make an effort to become a competent communicator with the ability to communicate their ideas, concerns and problems with the peer mentor

6. Application Procedure

- Applications will be accepted up to and including 11:59PM (GMT+2) on the 25th of January.

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- To access the e-application for a mentor position, applicants will need to complete the eligibility quiz of The Mastercard Foundation Scholars Program at the online mentorship application e-form available at this link: <https://forms.gle/SKyvLndY2747Th5H9>.
- Complete the peer mentor application e-form, in full, online.
- The following required supporting documents must be submitted to be considered for a peer mentor position:
 - A letter of motivation of no more than one(1) A4 page (Times New Roman, 12 point and single spaced) using the following points as context:
 - Explain your reasons for applying to be a mentor in this Program
 - List the qualities that, for you, define impactful mentorship and that you possess, to enable you to be an effective Program mentor
 - The importance for any student to have a good role model
 - Proof of registration for the degree the applicant has last registered for
 - A character reference, from someone with whom unpaid work took place (only while at University), with signature, stamp and date in support of this application
- All required supporting documentation must be submitted on Vula no later than the 25th of January 2022.
 - While logged into Vula, click on the 'Membership' button image to the left of the screen.
 - Select 'Join site' to become a site participant. Only site participants can submit supporting documents for a Program mentor position.
- As a participant on the Apply to be a MCF Mentor site, a restricted folder in the applicant's name and student number will appear in the 'Dropbox' section.
 - Click 'Actions' and upload the supporting documentation by selecting the 'Upload Files' option. *Once the supporting documentation is uploaded it can be amended by the applicant up to and including the closing date.*
- Only complete applications for a MastercardFoundation peer mentor position will be considered.

Let the leadership opportunity begin!

The Mastercard Foundation Scholars Program at UCT reserves the right to cancel incomplete and/ or late applications, to effect changes to the conditions of the mentors or to make no appointments at all.