

AFRICA CENTRE OF EXCELLENCE

**REGIONAL TRANSPORT RESEARCH AND
EDUCATION CENTRE KUMASI (TRECK)**

STUDENT HANDBOOK

Table of Contents

1.0	INTRODUCTION	4
2.0	DIRECTOR'S MESSAGE.....	4
3.0	VISION	5
4.0	GOVERNANCE	5
5.0	GENDER AND REGIONAL EQUALITY	5
6.0	PARTNERS.....	6
7.0	ACADEMIC PROGRAMMES.....	6
7.1.1	Admission Requirements	7
7.1.2	Duration of Programmes	7
8.0	PROGRAMME STRUCTURE	8
8.1.	Detailed Course Description	9
8.1.1	CEH 531 Applied statistics (2, 2, 3).....	9
8.1.2	CEH 533: GIS for Transport (2, 2, 3).....	9
8.1.3.	CEH 535: Optimisation and Simulation (2, 2, 3).....	9
8.1.4.	CEH 541: Geometric Design and Drainage (3, 1, 4).....	9
8.1.5.	CEH 543: Pavement Engineering and Materials (3, 1, 4).....	10
8.1.6.	CEH 562: Traffic Demand Modelling (3, 1, 3).....	10
8.1.7.	CEH 564: Traffic Flow Modelling (3, 1, 3).....	10
8.1.8.	PLN 552: Public Transport Systems (3, 1, 3)	10
8.1.9.	CEH 572: Intelligent Transport Systems (3, 1, 3).....	10
8.1.10.	PLN 554 Research Methods (2, 0, 2)	11
8.1.11.	CEH 691 Applied Project (0, 8, 4)	11
8.1.12.	PLN 621Thesis (0, 24, 12).....	11
8.1.13.	PLN 555: Rural Transport and Development (3, 1, 3)	11
8.1.14.	CEH 547: Transport, Safety and Sustainability (3, 1, 3)	12
8.1.15.	PLN 557: Transport Economics (3, 1, 3).....	12
8.1.16.	CEH 554: Road Asset Management (3, 1, 3).....	12
8.1.17.	CEH 566: Traffic Estimation and Forecasting (3, 1, 3).....	12
8.1.18.	PLN 556: Transport Logistics (3, 1, 3).....	12
8.1.19.	PLN 558: Gender and Equity in Transportation (3, 1, 3)	13
8.1.20.	PLN 560: Governance of Transportation Systems (3, 1, 3).....	13
8.1.21.	CEH 548: Construction Management (3, 1, 3).....	13

9.0	PROGRAMMES UNDER DEVELOPMENT	13
10.0	REGISTRATION OF PROGRAMMES.....	14
11.0	EXAMINATIONS.....	14
11.1.	Pass Mark.....	15
12.0	SCHOLARSHIP POLICY.....	15
12.1.	Purpose	15
12.2.	Eligibility.....	15
12.3.	Scholarship Committee	15
12.4.	Procedure for the award Of Scholarship	16
12.4.1.	First Time Applicants	16
12.4.2.	For Continuing Students:	16
12.5.	Category of Scholarship	16
12.6.	Grant for Internship and Thesis Research	17
12.7.	Scholarship Disbursement	17
12.8.	Renewal of Award	17
12.9.	Withdrawal of Scholarship.....	18
12.10.	Cancellation of Scholarship.....	18
12.11.	Additional Information	18
13.0	SEXUAL HARASSMENT POLICY.....	18

1.0 INTRODUCTION

The Regional Transport Research and Training Centre, Kumasi (TRECK) of Kwame Nkrumah University of Science and Technology (KNUST), Kumasi is a World Bank Africa Centre of Excellence (ACE) established to promote, educate and conduct applied research and embed the knowledge on sustainable transport systems for the attainment of the sustainable goals.

TRECK is situated in the Civil Engineering Department of the College of Engineering at KNUST.

This handbook provides an overview of TRECK's academic programmes as well as the rules, regulations and procedures administered by the Centre. It is the responsibility of all students enrolled into TRECK academic programmes to understand the content in conjunction with the KNUST Graduate student's handbook and ensure its compliance.

2.0 DIRECTOR'S MESSAGE

The foremost priority of the Regional Transport Research and Education Centre Kumasi (TRECK) is to ensure that each and every student receives an outstanding education within the University environment filled with opportunity-the opportunity to learn, to practice and to serve.

We are the premier Africa Centre of Excellence in transport and Logistics for Sub Saharan Africa and the only one of its kind in West Africa. With the help of our partners, stakeholders and collaborators in Ghana, West Africa and globally, and the outstanding university of which we are a part, we are continually expanding our facilities and technological capacity, strengthen our academic, research and outreach programs and implement a cutting-edge curriculum.

Our faculty members are drawn from excellent teachers and researchers who strive to publish their new-found knowledge in high impact journals and participate in academic and professional communities. Their satisfaction comes from knowing that our students are high achievers with deep ambitions, who go on to make many important contributions to the Transport profession.

I truly believe that the essence of the Regional Transport Research and Education Centre Kumasi lies within the people who work and learn here. The diversity of our students, faculty and staff is an immense strength and resource as we stand at the forefront of transport and logistics education in Africa.

As this handbook attests, our educational and research programs are outstanding. But we especially value the supportive and encouraging spirit of our academic, industrial, global stakeholders and partners. We work hard to ensure that everyone who encounters our Centre from the first-time short-term course attendees, to our hard-working students, partners and researcher collaborators, staff and faculty, feels welcome.

I wish you a bright, happy and productive future here at Regional Transport Research and Education Centre Kumasi.

Prof Charles Adams, FGhIE,

3.0 VISION

To be the leading hub for advancing applied research knowledge, developing and adapting innovative technologies to the transport sector, providing high quality education, training, leadership and sustained partnerships for technology transfer in transport, mobility and integrated logistics for the sustainable development of Ghana and West Africa

4.0 GOVERNANCE

TRECK is situated within the College of Engineering at KNUST. The College operates within the established structures of KNUST. The Governance of the Centre shall be the responsibility of the joint boards consisting of the Sectoral Advisory Board and International Scientific Advisory Board. The Sectoral and Scientific Advisory Boards are responsible for the strategic direction of the Centre.

The Administration of the Centre is under the leadership of the Director, who is assisted by the Deputy Director. Membership of the core team are:

- Centre Director
- Deputy Centre Director
- Monitoring and Evaluations Officer
- Academic Coordinator
- Industrial Liaison Coordinator
- Project Manager
- Finance Manager
- Student Representative
- Gender and Anti Sexual Harassment Officer
- Thematic Leads
- Communications Officer

5.0 GENDER AND REGIONAL EQUALITY

The Africa Centre of Excellence recognizes the strategic importance of diversity in promoting, educating and conducting applied research and embedding the knowledge on sustainable transport systems for the attainment of the sustainable goals (Goals 3, 9 and 11). To this end, the Centre seeks to create a conducive environment devoid of discrimination that will enable us to attract and train students from diverse background. Access to mentorship, internship, research and scholarship opportunities are based on merit and need without favouritism.

6.0 PARTNERS

In pursuance of its vision, the Centre has established partnership with the several national academic and sectoral/industry partners, regional academic and sectoral partners and maintains partnership with global researchers/institutions such as:

1. Ecole Polytechnique Federale De Lausanne (EPFL), Switzerland
2. Texas Transportation Institute (TTI-TAMU), USA
3. University of Delaware (UD), USA
4. Technical University of Munich (TUM), Germany
5. Fourah Bay College, Sierra Leone (FBC), Sierra Leone
6. University of Liberia (UoL), Liberia
7. Takoradi Technical University (TTU), Ghana
8. Sunyani Technical University (STU), Ghana
9. Building and Road Research Institute (BRRI), Ghana
10. Regional Maritime University (RMU)

The following national and regional stakeholder and sector partners have also indicated their commitment to support the strategic vision of the Centre and provide support to steer the applied research and internship programmes:

- Ministry of Roads and Highways, Ghana
- Ministry of Transport, Ghana
- Building and Road Research Institute, Ghana
- Nigeria Building and Road Research Institute (NBRI)
- PTV Group Africa, Nairobi Kenya
- Accra Metropolitan Assembly
- Kumasi Metropolitan Assembly

7.0 ACADEMIC PROGRAMMES

In order to address the skills needs in education and training, the Centre provides MSc degree programmes in:

- MSc Road and Transport Engineering
- MSc Transport Planning
- MSc Air Transport Management

Also, the Centre will conduct applied research involving evidence-based learning programmes for PhD that will include:

- PhD Road and Transport Engineering
- PhD in Transport Systems
- PhD in Transport Logistics and Finance
- PhD in Transport Leadership

7.1.1 Admission Requirements

Master's programme

Admission requirements for prospective Masters students include;

- A minimum of Second Class (Upper Division) degree or its equivalent in Engineering, Sciences (Mathematics, Statistics, Physics), Geography, Planning, Architecture, Building Technology and Construction and any field of specialization relevant to the programme from a recognized University;
- Candidates with BTech with at least 2 years' experience in the relevant disciplines may be admitted after passing an interview.
- Applicants whose working language is not English must show that they have good command of both spoken and written English. Wherever necessary, arrangements will be made with the Department of Languages for the acquisition of the necessary English language skills prior to embarking on the course.
- Relevant field experience will be an advantage.

PhD programmes

- Good Master's degree in Transport Engineering, Transport systems, Highway Engineering, Road and Transport engineering, Applied Mathematics with transport or operations research specialisation, transport Economics, or any other relevant discipline from a recognised institution, with an average of at least 60%.
- Proficiency in English:
 - Must have first or second degree with English language as the medium of instruction, **OR**
 - Must have an internationally recognised Certificate of Proficiency in English Language (TOEFL or IELTS) with above average score.
 - Otherwise they will undertake a three-month intensive English course at KNUST.

In all cases, applicants must pass a selection interview.

7.1.2 Duration of Programmes

The duration for all MSc programmes offered by TRECK is 18 months. Students are expected to use 12 months to complete all course work and 6 months for their thesis.

For PhD programmes, the duration is 3 years. Students are expected to take taught courses in the first year. The remaining years shall be used for their research work.

There is a grace period of 1 year for MSc students who are unable to complete within the mandated 18 months. For PhD, the grace period is 2 years.

In all situations, the student is expected to apply for the extension through the Centre to the Dean of Graduate School.

8.0 PROGRAMME STRUCTURE

SESSION ONE					
	Course Code	Course Name	Credits		
			T	P	C
	CEH 531	Applied statistics	2	2	3
	CEH 533	GIS for Transport	2	2	3
	CEH 535	Optimization and simulation	2	2	3
	CEH 541	Geometric design and drainage	3	1	3
	CEH 564	Traffic flow Modeling	3	1	3
		Elective I	3	1	3
		Elective II	3	1	3
Total			18	10	21
SESSION TWO					
	Course Code	Course Name	Credits		
			T	P	C
	CEH562	Transport Demand Modeling	3	1	3
	CEH 572	Intelligent Transport Systems	3	1	3
	CEH 543	Pavement engineering and materials	3	1	3
	CEH 554	Road Asset management	3	1	3
	PLN 554	Research Methods	2	0	2
		Elective III	3	1	3
		Elective IV	3	1	3
Total			19	6	20
SESSION THREE					
	Course Code	Course Name	Credits		
			T	P	C
	CEH 691	Applied project	0	8	4
	PLN 691	Thesis	0	24	12
Total			0	20	16

List of Elective Courses

SESSION ONE					
	Course Code	Course Name	Credits		
			T	P	C
	CEH547	Transport Safety and sustainability	3	1	3
	PLN 553	Transport Project management	3	1	3
	*PLN 555	Rural Transport and development	3	1	3
	PLN 557	Transport Economics	3	1	3

*May not be available during the session					
SESSION TWO					
	Course Code	Course Name	Credits		
			T	P	C
	CEH 548	Construction management	3	1	3
	PLN 552	Public Transport Systems	3	1	3
	*PLN 556	Transport Logistics	3	1	3
	*PLN 558	Gender and equity in Transportation	3	1	3
	*PLN 560	Governance of Transportation Systems	3	1	3
*May not be available during the session					

8.1.Detailed Course Description

8.1.1 CEH 531 Applied statistics (2, 2, 3)

Sampling and Probability, descriptive Statistics, probability distributions, combining variables, precision of estimates, making predictions from one variable, making predictions from several explanatory variables, goodness of fit tests, statistical design of experiments, transport case studies.

8.1.2 CEH 533: GIS for Transport (2, 2, 3)

Basic geographic perspectives on accessibility and transportation, topics covered in the course include GIS-based visualization of transport networks and flows, network data set construction and different methods for network analysis of relevance for transport planning.

8.1.3 CEH 535: Optimisation and Simulation (2, 2, 3)

General introduction to deterministic and stochastic models of decision problems that arise in the development and operation of civil infrastructure systems: modeling and analysis of linear, network, integer, and nonlinear optimization models; inventory models, queuing systems and regression analysis; elements of Monte Carlo and discrete event system simulation; use of software for modeling and solving problems.

8.1.4 CEH 541: Geometric Design and Drainage (3, 1, 4)

Highway design process; route location, collection and interpretation of data (photogrammetry, aerial survey etc.) geometric link design of highways/railways; computer application in link design, design of intersections and interchanges.

Drainage: discharge estimation, flow calculation for hydraulic structures, sub surface drainage, erosion, and structural design of culverts.

8.1.5. CEH 543: Pavement Engineering and Materials (3, 1, 4)

Pavement structure, pavement design principles, serviceability, empirical and analytical methods of pavement design. Factors affecting pavement deterioration; deterioration models, pavement performance indicators, evaluation and rehabilitation in tropical climates, defects and remedial treatments. Pavement deflection measurements (FWD), Benkelman Deflection Measurement, Resilient Moduli measurement.

8.1.6. CEH 562: Traffic Demand Modelling (3, 1, 3)

Overview of transport modeling, Travel demand modeling, Transport modeling process Demand elasticities, Activity-based modeling.

8.1.7. CEH 564: Traffic Flow Modelling (3, 1, 3)

Introduction (variables, speed averaging, headway distributions). Shockwave theory, Relations between properties of traffic streams. Models describing how congestion changes over time and space at different levels of scale, Micro-modeling (Car following), Meso-modeling (Cell Transmission Model), Macro- (city level), Macroscopic fundamental diagram.

8.1.8. PLN 552: Public Transport Systems (3, 1, 3)

Trends in car ownership and public transport patronage and factors influencing modal choice. Urban public transport – comparative performance of bus and rail systems. Public transport policy in urban areas, light rail systems, intercity transport – characteristics of different modes,; characteristics of users of rural transport; effect of legislation for public transport bus – bus deregulation and taxi licensing; infrastructure terminal design, park and ride, role of passenger information, design for disabled. Introduction to public transport management, cost allocation models and fare policy, information technology in bus management, performance measurement, public transport policy in urban areas, infrastructure terminal design, role of passenger information.

8.1.9. CEH 572: Intelligent Transport Systems (3, 1, 3)

Fundamentals of urban traffic engineering, performance measures of freeways and urban streets, network analysis and simulation, optimization of network signal settings, capacity of urban roads, design of control

strategies, ramp metering, practical application of traffic operations, transportation data analysis and performance evaluation, estimation of queue lengths, travel times.

8.1.10. PLN 554 Research Methods (2, 0, 2)

The areas to be covered in this course include types of research, research design framework, research organization and management, information search (in library and internet), producing good literature review and clear objectives, forms of thesis, writing and effective reading skills, how to appraise and draw sound conclusions, and the guidelines and structure of a thesis. Also included are planning and setting up experiments, data collection, and data preparation and analyses.

8.1.11. CEH 691 Applied Project (0, 8, 4)

Students will be required to plan and to design transportation systems to satisfy technical, social, environmental and economic requirements and to make both written and oral presentations. This shall be done by group of appropriate size Preparation of Technical report.

8.1.12. PLN 621 Thesis (0, 24, 12)

This is where students conduct individual research work and come out with an examinable thesis. The thesis work will consist of various combinations of activities including clearly formulating, specifying, defining and justifying a geophysical related research topic, carrying out a comprehensive literature review on the topic selected, applying basic scientific procedures and tools to conduct the research, and demonstrating ability for critical analyses of research outputs and writing.

8.1.13. PLN 555: Rural Transport and Development (3, 1, 3)

Indicators of poverty, indicators of economic performance; Economic performance and poverty reduction empirical evidence, gender and development, policy for IMT'S; Assessment of roads, Overview of rural access prioritization methodologies; Labour availability surveys; choice of appropriate design standards, appropriate technology for construction works execution; resource choices; Tools and equipment, costing and economic comparisons; construction methodologies; quality control, contract and direct labour approaches, characteristics of IMT and NMT's; case studies. Technology choice: Resource choices, social and manpower considerations costing and economic comparisons, cost control systems of equipment and labour based operations, design standards, techniques and design of equipment, quality control, contract and direct labour approaches, training.

8.1.14. CEH 547: Transport, Safety and Sustainability (3, 1, 3)

Philosophy of road traffic crash causation, data needs and strategic safety management; different road users' special training and needs; analytical tools for traffic safety evaluation; different stakeholders' role in the traffic safety sector; concept and evaluation of road safety audit; the role and effective of legislation, traffic safety schemes, enforcement, road user training .engineering measures, emergency funding of safety work; pedestrian and vehicle conflicts, community severance and the estimation of pedestrian delay. The perception and measurement of pollution from transport sources and visual intrusion. Implications of environmental standards and the assessment of environmental impact.

8.1.15. PLN 557: Transport Economics (3, 1, 3)

Purpose of evaluation; procedure for comparing and ranking alternatives; viewpoint, scale and boundary setting; concepts employed in evaluation; techniques of plan and policy evaluation. Economic, theory applied to scheme appraisal; techniques of cost benefit analysis; selection of evaluation method; problems of ranking under budget constraints. Estimation of user-benefits; valuation of travel-time savings; valuation of accidents, damage and subjective costs; valuation and shadow-pricing of resource costs; principles of compensation and welfare loss. Investment appraisal.

8.1.16. CEH 554: Road Asset Management (3, 1, 3)

The maintenance problem, global issues, institutional development, policies and concepts, distinctiveness of maintenance, planning and management, project and network level maintenance; Application of highway management software e.g., HDM-4, PMMP. Systems: types, standards, data requirements and collection, pavement assessment treatment selection, prioritization, implementation of systems. Types of maintenance; maintenance practices and options; organizational structures, resource estimation, works execution and monitoring.

8.1.17. CEH 566: Traffic Estimation and Forecasting (3, 1, 3)

Introduction to simple estimation methods (ARMA, ARIMA, etc.), Bayesian estimation for traffic, Kalman filter for estimation of dynamical systems, Particle filtering, Machine learning and simple forecasting algorithms, Case studies for transport data sets.

8.1.18. PLN 556: Transport Logistics (3, 1, 3)

Demand management and order fulfilment, Procurement – sourcing and buying, Inventory management and warehousing, Transport and freight logistics, Supply chain management.

8.1.19. PLN 558: Gender and Equity in Transportation (3, 1, 3)

A Gendered Perspective of the Transport Sector in Ghana: Understanding the prevailing transport system in the country, Are the gender dimension considered: Gender mainstreaming in transportation policy in Ghana. Transport policy and gender equity: Changing Demographics, Women's travel patterns, and transportation policy; Gender, transportation connections, mobility and accessibility. Production centres, Location of Markets, Access to social facilities, Access to transport resource, Gender sensitive modes of transport: Gender and transport sector Governance, Employment, Ownership, Membership of Associations, Stakeholder consultation in transportation, Management of gender related conflicts. Road safety and gender, Gender and environmental sustainability, Designing gender sensitive modes of transport, terminals and infrastructure, Gender-balanced public signage: re-gendered traffic signs and signals, Gendered perspectives on land use and transport planning, Inculcating Gender issues in transportation planning. Women in urban transport, Effects of Gender on Mobility, Transport and gender dimensions of the SDGs/ The sustainable development goals and gender equity in transportation. Towards Gender-Sensitive Urban Transport Policies, Plans and Projects

8.1.20. PLN 560: Governance of Transportation Systems (3, 1, 3)

The course covers: Governance and Transport, Transport Governance Indicators, Regulatory Environment for Transport Systems, Governance of Urban Public Transport Systems, Transport Policies in Ghana, Institutional Framework for Transport Governance, Politics and Transport, Stakeholders Analysis, Land Ownership and Transport Investment, Conflict management in Transport, Transport Governance and Spatial Connectivity, Planning for Sustainable Transport, Procurement and Budgeting.

8.1.21. CEH 548: Construction Management (3, 1, 3)

Contracts and law: Basics of the legal system and the creation of a contract, conditions of contract, types of contract, contract documentation, dealing with changes, avoidance and resolution of disputes.

Construction planning: programming methods, resourcing and work-study.

Project estimating and cost control: stages, techniques, tendering competition.

9.0 PROGRAMMES UNDER DEVELOPMENT

- MSc Transport Leadership
- MSc Transport Planning
- PhD Transport Leadership
- PhD Transport Systems

10.0 REGISTRATION OF PROGRAMMES

Every student is expected to be properly registered at the beginning of the semester. To this end, students are expected to:

- I. Settle all indebtedness to the university.
- II. Register courses by following the University's course registration procedure. Students who have commenced the theses research are obliged to register on semester basis just like those registering for courses
- III. Carry out a BIOMETRIC REGISTRATION at a designated office.
- IV. Print out the registration slips at the end of the registration for the Head of Department to sign.

Students are to note the following:

- I. Registration of students is regulated by strict deadlines beyond which fines will be imposed. The fine imposed will be determined by the university periodically.
- II. A student who does not register during the period shall be precluded from commencing the semester's courses for the programme of study.
- III. Registration for the appropriate courses shall qualify a student to participate in both continuous assessments and end of semester examinations. Where a student registers for a course(s), but fails to write the end of semester examinations, he/she shall be deemed to have failed the course(s) unless reasons acceptable to the Departmental/Faculty Examiners Board can be advanced. In this case, the student shall be graded (I) or (Df) and in the case of IDL students, (I) or (Df*) and be expected to take part in the next available formal examination in which the course(s) is /are written.
- IV. A student is required to attend all lectures, seminars, workshop, sessions, laboratory practical's and industrial/practical attachments etc., prescribed for the courses for which he/she has registered, as a pre-condition for writing an examination.

11.0 EXAMINATIONS

- I. There shall be formal examinations to be conducted in accordance with the KNUST examination rules.
- II. In addition, there shall be continuous assessment of courses based on any or a combination of the following: mid-semester examination, class tests, quizzes, essays, tutorials, assignments, etc. Mid-semester examinations shall not be less than one (1) hour duration.
- III. The end of semester examination shall be weighted 60% and continuous assessment 40% of the total marks in any course.
- IV. Examinations in all courses shall be credited with marks to the nearest whole number and later converted into letter grades as follows:

Marks	Grade	Remarks
70-100	A	Excellent
60-69	B	Very Good

50-50	C	Pass
0-49	F	Fail

This is consistent with KNUST Examination Grading

11.1.Pass Mark

The pass mark for any course shall be 50%. However, a Weighted Average (CWA) of 55.00 shall be obtained at the end of the taught courses to be able to proceed with the thesis. However, for programmes whose taught courses extend into the second year and run concurrently with the theses, a CWA of 55.00 shall be required before students are permitted to take the oral examinations/Viva Voce. Where a student does not maintain the minimum CWA of 55.00 and/or trails one or more courses, he/she shall be required to write supplementary examinations to be in good academic standing before proceeding to start the research work or take the oral examinations/Viva Voce as the case may be.

12.0 SCHOLARSHIP POLICY

12.1. Purpose

The purpose of this policy is to provide guidelines in the selection and disbursement of scholarships for MSc and PhD students enrolled in the ACE project under the Regional Transport Research and Education Centre, Kumasi (TRECK).

12.2.Eligibility

Prospective applicants are eligible to apply for scholarship awards provided they meet the following criteria:

- Must be Ghanaian or nationals of other Regional African countries.
- Must have applied for one of TRECK's advertised postgraduate programmes.

12.3.Scholarship Committee

The scholarship Committee comprising the following will assess and award scholarship to students of TRECK:

- Centre Leader (Chair)
- Deputy Centre Leader
- Dean of the Faculty of Civil and Geo Engineering
- Dean, KNUST School of Business
- Dean, Faculty of Built Environment
- Representative of the Centre for Disability and Rehabilitation Studies
- Monitoring and Evaluation Officer
- Project Manager
- Project Finance Manager

- Students Representative

12.4.Procedure for the award Of Scholarship

Applicants must complete an application for scholarship form at the beginning of each academic year. The Scholarship Committee will then interview all shortlisted applicants to assess their financial needs and eligibility for ward.

12.4.1.First Time Applicants

In order to be awarded a scholarship, the Committee shall evaluate the application and additionally conduct interviews. The scholarship Committee shall evaluate each application using the following criteria:

1. Applicants' prior academic performance;
2. Academic performance of each applicants at the end of year of study;
3. Scholarship are not transferrable and cannot be transferred to other students and or other programme of the University.
4. Preference will be given to females and students from the region.
5. Additional biographical information on an applicant's career, academic and other relevant experiences and
6. Financial need demonstrated during the interview.

12.4.2.For Continuing Students:

In order to keep and maintain a scholarship:

1. Students should maintain a CWA of 65% minimum to continue enjoying the scholarship;
2. Students should record 90% attendance to classes and seminars organized by the Centre;
3. In addition to the class attendance, students should also record 90% participation in laboratory work at the Centre.

Please note that:

- Scholarships awarded are not transferrable to other students.
- Preference shall be given to females' students and students from the region.
- Scholarships are reviewed annually.
- Students who defer their programme of study will be made to refund any amount spent on them.

12.5.Category of Scholarship

Scholarship to be awarded by TRECK will be categorized into full and partial scholarship awards.

Full Scholarship.

This will cover:

1. monthly subsistence allowance
2. hostel accommodation
3. tuition fees and other charges

Partial Scholarship

This will cover:

1. tuition fees and other charges
2. hostel accommodation

12.6. Grant for Internship and Thesis Research

All students are eligible to apply for a research grant after their proposal has been assessed by a Committee.

TRECK students or staff who undertake mandatory internship or outreach respectively for a period of at least four (4) weeks in an approved industry and verified will be paid an internship grant upon submission of the required reports.

12.7. Scholarship Disbursement

All scholarship and monthly subsistence allowances shall be paid on a monthly basis to a designated student account. Upon approval of the research proposal and budget, 50% of the approved amount will be disbursed; the remaining amount will be disbursed based on the progress made in the research.

12.8. Renewal of Award

All scholarships are renewable in order to achieve the intended goal of assisting students complete their postgraduate programmes under TRECK. Each scholarship holder will be required to complete a renewal of scholarship application form to be endorsed by their Academic Mentor.

A renewable scholarship recipient must satisfy the requirements of the fund guidelines and procedures plus the following:

- That the scholarship award is being intended to be used to pursue postgraduate studies in a subject for which the students was originally admitted.
- That the recipient follows the procedures and guidelines of TRECK available to all students and published on the website.
- All students will be required to make application for scholarship or renewal at the appropriate dates for consideration of the scholarship committee

12.9. Withdrawal of Scholarship

- If for any reason the scholarship award is withdrawn, the student may continue his/her studies if the appropriate fees are paid from other sources.
- Students may not hold multiple or concurrent scholarships to finance the same items. Upon receipt of any other scholarship, the student shall notify the management of TRECK and disclose the details of the award.

12.10. Cancellation of Scholarship

- Students who are recipients of TRECK scholarships who obtain other awards without notifying the TRECK management may risk a cancellation of their scholarship award.
- Students who breach university regulations and therefore sanctioned by the university may have their awards cancelled.

12.11. Additional Information

For further enquires on TRECK scholarships, kindly contact the Project Manager via treck@knust.edu.gh.

13.0 SEXUAL HARASSMENT POLICY

TRECK is committed to providing a serene and safe environment for effective teaching and learning. The safety of our faculty, staff and student are therefore paramount to the Centre. In line with our policy of providing training to people from diverse background without discrimination, TRECK seeks to provide an environment free from sexual and other forms of harassment for its staff, faculty and students.

The Kwame Nkrumah University of Science and Technology also frowns on all forms of sexual harassment. The University has provided the needed guidelines and procedure by through which staff and students can complain of any form of sexual harassment. Content of KNUST's sexual harassment policy is available online at <https://treck.knust.edu.gh/sites/default/files/2019-07/ANTI-SEXUAL%20HARASSMENT%20POLICY%202019%281%29.pdf>