

UNIVERSITY OF NAIROBI

GUIDELINES FOR STUDENTS WORK-STUDY-PROGRAM

1. INTRODUCTION

These guidelines provide a structured way of managing the issue of students work-study program (WSP); in the context of student mentorship; leadership and talent development; opportunity for experiential learning; and support for needy students. They supplement the guidelines for student mentorship and are consistent with the provisions of the University Act 2012; University of Nairobi Charter, 2013; and University of Nairobi Statutes relevant for student welfare.

1.1. BACKGROUND

A WSP is a formal arrangement organized by the University in which registered students while studying, are attached to a University Department or collaborating Industry/Government/Private Sector/Civil Society partner. The program allows the students to acquire deep work-relevant skills, which help students' better transit to the workplace. It also provides an opportunity for part-time employment for full-time students and enables needy students to earn some income for their upkeep.

1.2. RATIONALE

The WSPs are a recognized way of utilizing student skills; talents; entrenching experiential learning, and supporting needy students. It is also consistent with the People Pillar of the Vice-Chancellor's Reform Agenda, 2020. There is need, therefore, for a guideline to constitute a framework that ensures institutionalization, consistency, objectivity and equity in the implementation of the program.

1.3. PURPOSE AND OBJECTIVES

The purpose of the WSP is to incorporate students in service provision at the university; network them with external partners to enrich their educational experience and transform them into holistic graduates.

These objectives are to:

- a) Offer students the opportunity of experiential learning;
- b) Facilitate professional mentorship for students;
- c) Provide support for faculty and staff;
- d) Foster partnerships and collaboration, for students, with government, private sector and civil society organizations;
- e) Assist financially needy students.

1.4. SCOPE AND APPLICATION

The WSP will be open to all undergraduate and postgraduate students, including international ones but priority will be given to the deserving interested students; and will be available in all Departments, Units, Sites and Projects in the University except those handling critical, sensitive and confidential information.

2. THE GUIDELINES

This framework covers the following components of WSP: eligibility, engagement and hosting of beneficiaries, grade and level of engagement; terms of engagement; declaration of opportunity; application and selection; supervision and reporting; certification; records and coordination.

2.1. ELIGIBILITY

The WSP will be open to all students registered for study at the University; but priority will be given to the students with good conduct, the highest level of integrity and demonstrable capacity to work; academic merit; those living with disabilities and those who are disadvantaged.

2.2. ENGAGEMENT AND HOSTING OF BENEFICIARIES

Students on WSP will be hosted in Academic and Central Departments; Construction sites in the University; ongoing Research and Consultancy projects; Income Generation Units and in collaborating External Institutions.

2.2.1 Academic Units

Students will be engaged in Faculties and Departments as Demonstrators, Teaching Assistants, Laboratory Assistants, Research Assistants, Administrative Assistants, Records clerks, Assistant Technicians and casual workers on manual tasks.

2.2.2 Central Departments

Students will be offered WSP in Central Departments as Administrative assistants, Records clerks; skilled or unskilled workers and other appropriate tasks. The Central Departments include the Divisions and their sections; SWA, UHS, Sports and Games; Construction and Maintenance; Transport and Garage; Planning; Security and Safety; Library; IGUs; Caretaker and Maintenance of Grounds.

2.2.3 Construction sites

Where the external body has been awarded the contract for construction or repair and maintenance; students may be engaged as skilled, semi-skilled or manual workers.

2.2.4 Research and Consultancy Projects:

Students shall be engaged in Research and Consultancy projects being undertaken by Faculty and Staff, to work in positions consistent with their capacity and skills.

2.2.5 Income Generating Units:

Students shall be engaged in every income generating unit in the University, to perform tasks consistent with their capacity and skills. They will also be trained and mentored during their WSP.

2.2.6 External Institutions:

Students shall be placed in collaborating Government, Private Sector; Industry or Civil Society Organizations to undertake tasks relevant to their training or manual tasks, based on agreed terms of engagement.

2.3 GRADE/LEVEL OF ENGAGEMENT

2.3.1 Skilled students

Students who already have the training, experience/expertise in specific fields shall be engaged to undertake tasks related to those fields.

2.3.2 Trainees

Students in professional/technical courses will be engaged in technical work going on in the university, such as construction; Repair and maintenance.

2.3.3 Unskilled workers

Students will be engaged as casual workers for all assignments which so require in the University.

2.4 TERMS OF ENGAGEMENT

2.4.1 Period and duration

Students may be engaged as full-time short term workers in the University during vacation, or daily during weekends, or timed shifts when they are not in class.

2.4.2 Compensation:

The students shall be paid at terms consistent with prevailing Government/ University rates depending on the grade and task. There shall be provision for conversion of pay into University charges such as tuition fees, accommodation and catering.

2.5 DECLARATION OF OPPORTUNITY

At the end of each semester, Faculties and Departments, service points and income generating units (IGUs) shall declare a number of jobs which will be categorized and coded. These will be advertised at the beginning of the following semester for students to apply. Each job shall indicate the code, number of positions available, venue and duration of service and whether skilled, semi-skilled or non-skilled.

2.6 APPLICATION AND SELECTION

2.6.1 The students will apply and will be selected online through Work-Study Management Information System (WSMIS).

2.6.2 A committee comprising appropriate Chairpersons of Departments; Dean of Students and Director ICTC shall be constituted to oversee appointment, implementation and monitor and evaluate the WSP.

2.6.3 Upon the receipt of all the applications, the committee indicated will vet all the applications and recommend the students who meet the criteria for appointment. In cases where there are more applicants than places, there will be a process of competitive selection.

2.6.4 The list will then be forwarded to the DVC (Academic Affairs) and to the Vice-Chancellor for approval to deploy. Once approved, the Chairperson of Department/Dean of

Students shall formally appoint the eligible candidates through an automated service indicating the daily rate, number of hours and duration of service.

2.7 SUPERVISION AND REPORTING

2.7.1 Assignments and Job Descriptions

The Chairperson of Department/Supervisor and the Dean of Students shall develop a job description and specifications for each assignment before the student applies. The Job description shall indicate the activities, venue and rate of pay.

2.7.2 The students on WSP will report to and be supervised as shown in Table 1.

Table 1: Supervision of WSP

| SN | WORK STATION/DEPARTMENT | SUPERVISOR |
|-----------|---|---|
| 1. | Academic Department-(Teaching, Research and Administrative Assistant) | Chairperson/Dean of Faculty |
| 2. | Academic Department- Technical repairs/fixtures and fittings | Dean of Faculty, Chairperson/Dean; Director, Facilities Management |
| 3. | Central Department-(Professional and Administrative) | Chairperson of Department |
| 4. | Central Department-Repairs, fixtures and fittings | Chairperson of Department, Director, Facilities |
| 5. | For experiential learning at technical sites | Head of Professional Thematic area; mentor/supervisor |
| 6. | External partner- Government/Industry/Civil society | Chairperson of Department; Dean of Students; (MOA; SLA shall apply) |

2.7.3 Contract of Engagement

At the time of engagement, the students shall sign a binding contract of engagement. This will be filed as part of the student record for the WSP.

2.8 CERTIFICATION

Those undertaking defined projects, or for a specific period exceeding eighty (80) days will be issued with a certificate of completion or achievement/attachment. Technical Units may award credit, where the achievement so merits according to the formally appointed supervisor.

2.9 RECORDS

2.9.1 Skills Set

The Office of the Dean of Students in consultation with the students' organization, will develop and continually update records of the various skills sets among the students, including their contacts. This will form the reference point for engagement.

2.9.2 Work allocated and done

An online WSP system referred to as work-study management information system (WSMIS) shall be developed and linked to SMIS. It will be able to indicate the students in a session, the number of hours worked and the rate applicable. The Chairpersons of Department shall be responsible for accurate records of the students involved; work allocated/done during the year.

2.10 COORDINATION

The implementation of the WSP shall be coordinated by the office of Dean of Students, which will maintain the records, and report to Senate. The coordinator shall, for this purpose liaise with all the Departments and External Institutions where students are engaged on WSP.

3. MONITORING, EVALUATION AND REPORTING

The implementation of these guidelines will be monitored continually, evaluated and reported monthly to UEB by the Dean of Students; and through the performance contract system.

REVIEW

These guidelines will be reviewed periodically for continuity and relevance.

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