



**UNIVERSITY OF KABIANGA**

***ISO 9001:2008 CERTIFIED***

**MENTORSHIP PROGRAMME POLICY**

**P.O. Box 2030-20200, Kericho**

**Tel: +254202172665**

**Fax: +25451-8003970**

**E-mail: [info@kabianga.ac.ke](mailto:info@kabianga.ac.ke)**

**[www.kabianga.ac.ke](http://www.kabianga.ac.ke)**

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## DEFINITION OF TERMS

Define

**Mentorship**

**Mentor:**

**Mentee :.**

**Outreach:**

**Pillar:**

**EXECUTIVE SUMMARY**

This policy guideline on mentorship programme underscores the role of University of Kabianga in supporting students as they pursue their academic

goals. Mentorship programme has emerged as a strong response to the plight of youths who are faced with myriad challenges as they go through university education. In Kenya today, institutions of learning at various levels embrace mentorship programme creating one on one interaction for both students and staff to create an enabling environment for career growth and academic excellence.

The mentors and mentees have nurtured a focused relationship that encourages academic and personal growth through the programme. This has equipped mentees with skills that have enabled them to complete their academic journey successfully.

This policy outlines four major pillars that the University shall apply in implementing mentorship programme. The programme will focus on academic, social, spiritual and career issues. The activities that mentors and mentees shall be engaged in shall be based on the above four cited pillars.

Mentorship programme operating under the Office of the Deputy Vice Chancellor (Academic and Student Affairs) will be strengthened to guide the implementation of this policy. Funding to implement, monitor and evaluate this policy shall come from University of Kabianga central budget.

**Signed.....Date:.....**  
**Vice-Chancellor**

**PREAMBLE**

The Kabianga Complex which comprised of the High School, Primary School and the Farmers Training Centre has a long history dating back to 1925. It is therefore, one of the oldest education centers in Kenya in particular and the Eastern part of Africa in general. The Farmers Training Centre was started in 1959 as a result of the SWYNERTON plan in the mid 1950's which advocated inter-alia the improvement of agricultural and livestock production. The training centre remained under the management of the Ministry of Agriculture and Livestock Development for a period of 48 years providing training and extension services to the small scale farmers in South Rift Region of the country and beyond. Due to the demand for higher education in Kenya the government handed over the former ATC to Moi University on 8<sup>th</sup> November, 2007. The first cohort of students to be enrolled reported on the 26<sup>th</sup> November, 2007 for the 2007/2008 Academic Year.

Kenya Government through a Legal Notice No. 77 gazetted in the Kenya Gazette Supplement No. 36 of 29<sup>th</sup> May, 2009 established Kabianga University College as a Constituent College of Moi University. On 1<sup>st</sup> March 2013 the University College was awarded a charter by His Excellency the 3<sup>rd</sup> President of Kenya, Hon Mwai Kibaki making it a fully-fledged University.

### **1.1 Vision**

To be a leading University in scientific innovation for the betterment of humanity

### **1.2 Mission**

The Mission of University of Kabianga is to create, preserve and transfer knowledge and Technology through quality and entrepreneurial education, research, extension and partnership with government, industry and non-state actors whilst ensuring a sustainable environment.

### **1.3 THE CORE VALUES**

- a) Promoting and defending intellectual and academic freedom, scholarship, innovation and relentless search for truth.
- b) Fostering teamwork, collaboration, creativity and innovation, effective communication, tolerance and a culture of peace.
- c) Valuing excellence, quality and service, openness, consultation, efficiency and effectiveness.
- d) Recognizing competence, meritocracy, exemplary leadership, equality, integrity and national patriotism.
- e) Continually improving services in order to remain competitive and relevant.

### **1.4 PHILOSOPHY**

The philosophy of the University of Kabianga is to foster intellectual development, excellence, creativity and innovation, academic freedom, equity, integrity, peace and sustainability through relentless search for truth.

### **1.5 THE UNIVERSITY ORGANIZATIONAL STRUCTURE**

University of Kabianga is a corporate organization established by the Universities Act (2012) and it has various bodies for its effective management. These include:-

- a) Chancellor
- b) Council
- c) The University Management Board

d) The University Senate

e) Schools, Institutes, Directorates, Centers and Departmental Boards.

The roles, functions and membership of these Boards are stipulated in the Act.

#### **1.5.1 The Chancellor**

Chancellor is the titular head of University of Kabianga.

#### **1.5.2 The Council**

The Council is the governing body of the University through which it can act, administer property and funds, receive monies, plant and equipment materials, gifts and grants for its use. The Council is also responsible for the welfare of staff and students and can enter into association with other universities and institutions within Kenya or otherwise as it may deem necessary and appropriate. The other function of the Council is to appoint staff and conduct disciplinary action against staff and students in consultation with relevant University organs.

#### **1.5.3 The University Management Board**

The Management Board is responsible for implementing Council and Senate decisions. It is also responsible for providing directives and guidelines to the University's sub-systems for the enhancement of the efficient running of the University.

#### **1.5.4 The Senate**

The Senate is the body responsible for academic matters in the University and the final authority on all such matters.

### **1.5.5 Schools, Institutes, Directorates, Centers and Departmental Boards**

The schools and Departmental Boards play a major role in academic and administrative functions of the University. The functions of these Boards are clearly stipulated in the University of Kabianga Charter and Statutes and they assist the Deans and Heads of Department in the Management of their Schools and Departments respectively.

## **1.6 FUNCTIONS OF THE UNIVERSITY**

- a) To provide University education aimed at producing mature, competent and conscientious graduates with appropriate skills, ability and desire to contribute to the well-being and development of the people of Kenya, East Africa region and the global community, in accordance with the national philosophy of mutual social responsibility and international conventions.
- b) To provide education for national service, community outreach and development which reflect the national and cultural heritage.
- c) To develop and transmit knowledge and skills through research training at undergraduate and postgraduate levels
- d) To preserve, produce, process, transmit and disseminate knowledge and stimulate the intellectual life and cultural development of Kenya.
- e) To conduct examinations for, and to grant degrees, diplomas and other awards of the university.
- f) To determine who may teach, what may be taught and how it may be taught in the university.



- g) To play an effective role in the development and expansion of opportunities of Kenyans wishing to continue with their education.
- h) To address emerging issues of national, regional and global importance.

## **THE POLICY**

There are many emerging issues that pose a severe threat to the Kenyan youths and young professionals that must to be addressed. Every year, Universities in Kenya graduates students to the job market only to realize that not many of them make it through due to inadequate preparation in any of the following area; spiritual, social, career or academic. These four areas if not adequately addressed in the Education sector as the students pursue their education, they can be a major hindrance to their general growth and wellbeing thus inefficiency in service delivery in the job market.

Universities and Institutions of Higher learning in general consists mainly of young people in the 17-24 age bracket which is highly vulnerable to many things that mentorship programme ought to handle. Education is supposed to equip students with all rounded life skills that will enable them deal with various issues as they come their way whether social, spiritual, career or academic.

University of Kabianga has grown in terms of students and employee population hence require an adequate mentorship programme that will enhance performance among staff and well nurtured students in their career paths and other aspects of their lives.

### **1.7 SCOPE**

The Policy outlines why mentorship program, the pillars of the mentorship programme, the mode of the programme, planning, implementation, monitoring and evaluation. The policy covers staff, students and members of the community neighbouring the University.

### **1.8 Vision of mentorship programme policy**

Envisions a university in which each student shall be attached to a mentee on one on one relationship which in turn will allow each student to develop their full potential capable of making informed and responsible decision.

### **1.9 Mission of mentorship policy**

To empower students at the university to make positive life choices that will enable them maximize their personal potential.

### **1.10 Policy Principles and Values**

This policy document guides University of Kabianga in empowering students to deal with life emerging issues that might affect their academic and career goals.

### **1.11 Core Values**

The University in relation to mentorship programme is committed to:

- i) Establishing a supportive and a genuine mentorship relationship
- ii) Ensuring high professionalism and non-judgmental mentorship relationship
- iii) Promoting respect for mentor and mentee individual space
- iv) Ensuring equality and equity in the provision of mentorship services
- v) Embracing the virtues of ethics and integrity

## **GOAL AND OBJECTIVES**

### **1.12 Goal**

To reduce incidences where emerging issues among university students affects their academic and career paths.

### **1.13 Objectives**

The policy will address mentorship programme amongst employees, students and community through the following:-

- a) Help to identify career paths and personal growth for students.
- b) To equip students with understanding and tools to make ethical and informed decisions.
- c) To provide an opportunity for students to learn and practice professional networking
- d) Model an appropriate behavior among students.
- e) To assist students transitioning to the university and from the university with relevant skills to support them in major social, personal, academic, spiritual and career exploration.
- f) To provide support to students and develop relationships and networks on campus.

## **POLICY IMPLEMENTATION**

The overall responsibility for implementing Mentorship Programme policy lies with the Vice Chancellor, Deputy Vice Chancellor (Academic & Students Affairs), University of Kabianga mentorship committee, the mentors and mentees . The University of Kabianga Mentorship Committee working under the direction of the Deputy Vice Chancellor (Academics and Students Affairs) shall coordinate the implementation, monitoring and evaluation process of the Mentorship Programme.

### **1.14 The Mentorship Office**

The Mentorship office will be established under the Deputy Vice-Chancellor (Academics and Students Affairs) and headed by a person appointed at the level of lecturer and above. The director shall have relevant knowledge on mentorship programme. The functions of this office will be to:

- a) Coordinate operationalization of the mentorship policy
- b) Coordinate all mentorship activities and act as the secretariat for the implementation of the policy across the University.
- c) Establish task teams to support implementation of specific aspects of the policy within Schools and sections.
- d) Source external expertise and materials that can assist and extension services
- e) Convene regular meetings of mentorship committee members to assess and support implementation of the policy
- f) Establish and implement a monitoring and evaluation process for all mentorship activities.
- g) Be in charge of the implementation committee, comprising of employees and students and report to the Deputy Vice-Chancellor (Academics & Student Affairs)
- h) Forge collaboration and linkages with respect to other organizations that are passionate about mentorship
- i) Set programmes goals and objectives
- j) Oversee the matching of mentees to the mentor

### **1.15 Mentorship Committee**

There shall be mentorship Committee appointed by the Vice-Chancellor whose membership shall be as follows:

- i) Deputy Vice-Chancellor (Academics & Students Affairs), Chairman
- ii) The Dean of students
- iii) Registrar Academic
- iv) Representatives from schools

- v) Representative of Student Association,
- vi) In charge of Admissions office
- vii) University Chaplain
- viii) Careers and Placement Officer
- ix) Student Counselor -Secretariat

The committee shall have the following functions:

- a) Develop guidelines to operationalize the mentorship policy
- b) Coordinating activities of mentorship programme throughout the University
- c) Oversee the matching of mentees and mentors
- d) Organizing regular consultative meetings with the University community regarding matters related to mentorship.
- e) Establishing and implementing a system of policy monitoring and evaluation.
- f) Collaborating and networking with the community and other educational institutions among other stakeholders.
- g) Organize training for the mentors
- h) Sensitizing staff and students on mentorship programme
- i) Organizing workshops for behavior change communication for vulnerable groups

## **1.16 POLICY COMPONENTS**

This policy has four components:

- Why mentorship programme,
- The pillars of mentorship programme,
- The mode of mentorship programme.
- Structures and processes for implementation, monitoring and evaluation.

### **1.16.1 Why Mentorship Programme**

The overall objective of mentorship programme is to empower the students will relevant skills as they pursue their career paths and for their personal growth as they deal with the emerging issues amongst them.

### **1.16.2 Pillars of mentorship programme**

The programme shall have four pillars mainly:-

- a) Academic Pillar. This being the core business of the University, the programme will be managed in away that will enhance academic performance of the students.
- b) Social Pillar. This pillar will focus on empowering students will relevant skills enabling them to deal with emerging issues like drugs and substance abuse, relationships, bereavements, financial management among others. It will also have an aspect of nurturing good citizenry among the students.
- c) Spiritual Pillar. This pillar will focus on the aspect of integration of faith and learning.
- d) Career Pillar. This pillar will focus on career paths and networking with corporate world.

### **1.16.3 Mode of mentorship programme.**

This component spells out on how the mentorship programme shall be executed. The programme will be based in schools and student affairs department. The schools shall focus on the academic pillar while student affairs will handle the other three pillars of the programme in collaboration with schools.

#### **1.16.4 Structures and processes for implementation, monitoring and evaluation**

This components defines structures, the implementation, monitoring and evaluation process on the effectiveness of the programme

#### **1.17 Policy Processes**

The mentorship policy requires support of the top management of the University to be supported by Senate, Deans of Schools, Heads of Department and Sections, Student Governing Council and entire student body under the direction of the Deputy Vice-Chancellor (Academics and Students Affairs) who will ensure that Deans, Heads of Departments and Sections are briefed on the policy, its content and its implementation. It will further guarantee that mentorship programme will be a standing item on meetings of the Senior Management, Senate, School Boards and other University governance structures.

#### **1.18 Resources**

The recourses to run the programme shall include both human and finances. The human recourse person shall posses the following qualities:-  
a. supportive b. Genuine c. Non-judgmental d. knowledgeable e. empathetic f. ethical g. accessible h. resourceful i. insightful j. patient k. integrity l. good listener

Sources of financial support will include internal and external:

- Internal sources: The University of Kabianga. The University shall ensure the establishment of an appropriate budget for the implementation of this policy in accordance with the UOK Strategic Plan.
- (ii) External sources: These will include donor funding, proposal writing, and fundraising.

### **AMENDMENT OF THE POLICY**

This policy shall be revised after every three (3) years and/or when need arises.

### **APPENDIX OF THE POLICY**

This shall have the tools that shall be used for monitoring and evaluation of the programme

### **MENTORS EVALUATION TOOL**



1. How would you rate the mentorship programme?  
 Excellent    very good    good    poor
2. How would you describe the quality of your experience as a participant in the programme?  
 Excellent    very good    good    poor
3. Would you serve as a mentor again in the next cycle or in the future?  
 Yes    possibly    not sure    no
4. Did the mentorship training help to prepare you for the mentorship experience?  
 Yes    somehow    not sure  
 no
5. Would you liked additional training for mentors?  
 Yes    maybe    probably not no
6. How clearly were your roles defined as a mentor?  
 Very clear    moderately clear    a little unclear    very unclear
7. Was the mentorship programme coordinator accessible and easy to talk to and seek advice where necessary?  
 Always    somewhat    not much    never
8. How would you describe your relationship with your mentee?  
 Very good    good    fair    poor
9. Do you think the time you spent with your mentee was sufficient?  
 Yes    almost    not really  
 no
10. Do you think the time you spent with your mentee was helpful to your mentee?  
 Yes    somewhat    not much    no
11. Did you gain personally from this mentorship relationship?  
 Yes    somewhat    not much    no
12. What was most satisfying about the mentorship programme?
13. What would you want to be improved about the programme

#### MENTEES EVALUATION TOOL

1. How would you rate the mentorship programme?  
 Excellent    very good    good  
 poor
2. Did you enjoy being part of this programme?  
 Yes    somehow    not much    no
3. Would you want a mentor next year?  
 Yes                          somewhat                          not much                          No
4. Did you like your mentor?  
 Yes                          somehow                          not much                          No
5. Did you think meeting with a mentor was good?  
 Yes                          somehow                          not really                          No
6. Did having a mentor make a difference in your life?  
 Yes                          somehow                          not much                          No
7. Did you learn new things from your mentor?  
 Yes                          somewhat                          not really                          No
8. Did you feel comfortable talking to your mentor about things either bad or good?      Yes      somehow      not really      No
9. List some of the activities you did with your mentor  
 i.  
 ii.  
 iii.
10. What are somethings you learnt from your mentor?  
 i.  
 ii.  
 iii.
11. What did you like about mentorship programme?
12. What do you think should be changed to make the programme even better?
13. Would you like to be attached to the same mentor given?  
 If yes why?
  
- If no why not?
14. Given a chance, what do you think should be changed or be done differently to make the programme effective?