



# UNIVERSITY OF KABIANGA

## **WORK STUDY POLICY**

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## **ABBREVIATION AND INSTITUTIONAL ACRONYMS**

UoK- University of Kabianga

UoKWS- University of Kabianga Work Study

## **EXECUTIVE SUMMARY**

The University of Kabianga Work-Study (UoKWS) program is a need-based, financial aid student employment program. UoKWS was established to provide opportunities for students to engage in part-time employment when the university is in session so as to meet part of the cost of their education. Also, UoKWS provides students with valuable experiences and training for future employment.

UoKWS policy is designed to provide students and supervisors with the requirements and procedures of UoKWS program and to help answer commonly asked questions. Students and supervisors are expected to acquaint themselves with this policy.

## **1.0 PREAMBLE**

University of Kabianga (UoK) was awarded a Charter on 1<sup>st</sup> March 2013 with a view of creating more learning opportunities. It was initially established as a Campus of Moi University. The Campus was officially decreed by His Excellency the third President of the Republic of Kenya, Hon. Mwai Kibaki at Kabianga High School grounds on 10<sup>th</sup> of May, 2007. The facility was officially handed over to Moi University by the Ministry of Agriculture on 8<sup>th</sup> November, 2007. The University Campus was elevated to a Constituent College of Moi University by Kabianga Order 2009, through the Legal Notice No 77 in the Kenya Gazette Supplement No. 36 of 29<sup>th</sup> May, 2009.

The University of Kabianga is situated in what was formerly Kabianga Agricultural Training Centre which has a long history dating back to 1925. Between 1925 and 1959, the facility was Kabianga Agricultural centre. Thereafter, in 1959, it transformed into Kabianga Agricultural Training Centre managed by the Ministry of Agriculture to provide short courses, workshops/seminars, and exhibition and extension services to the farming community, in the South Rift Region of Kenya.

### **1.1 The Vision of the University**

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

### **1.2 The Mission of the University**

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 Philosophy**

To foster intellectual development, excellence, creativity and innovation, academic freedom, equity, integrity, peace and sustainability through relentless search for truth.

### **1.4 The Core Values of the University**

- i) Promoting and defending intellectual and academic freedom, scholarship, innovation and relentless search for truth.

- ii) Fostering teamwork, collaboration, creativity and innovation, effective communication, tolerance and a culture of peace.
- iii) Valuing excellence, quality and service, openness, consultation, efficiency and effectiveness.
- iv) Recognizing competence, meritocracy, exemplary leadership, equality, integrity and national patriotism.
- v) Continually improving services in order to remain competitive and relevant.

## **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:-

1.5.1 Chancellor

1.5.2 Council

1.5.3 The University Management Board

[1.5.4 The Senate](#)

1.5.5 Schools, Institutes, Directorates, Centers and Departmental Boards

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

### **1.5.1 The Chancellor**

Chancellor is 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, and 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 in providing directives and guidelines to the University's subsystems for the enhancement of the efficient running of the University.

### **1.5.4 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 Charter](#) and Statutes and they assist the Deans and Heads of Department in the Management of their respective Schools and Departments respectively.

## **1.6 Functions of the University**

- i. 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 African region and the global community, in accordance with the national philosophy of mutual social responsibility and international conventions.
- ii. To provide education for national service, community outreach and development which reflect the national cultural heritage.
- iii. To develop and transmit knowledge and skills through research and training at undergraduate and postgraduate.
- iv. To preserve, produce, process, transmit and disseminate knowledge and stimulate the intellectual life and cultural development of Kenya.

- v. To conduct examinations for, and to grant degrees, diplomas and other awards of the university
- vi. To determine who may teach, what may be taught and how it may be taught in the university.
- vii. To play an effective role in the development and expansion of opportunities of Kenyans wishing to continue with their education.
- viii. To address emerging issues of national, regional and global importance.

## **2.0 THE POLICY**

### **2.1 OBJECTIVES**

The objectives of UoKWS are:

- i) To assist needy students meet their basic financial obligations.
- ii) To inculcate acceptable work-ethics in the students.
- iii) To provide students with valuable experience and training for future employment.
- iv) To give the beneficiaries the opportunity to appreciate the university administration for the financial gesture towards their needs.

### **2.2 ELIGIBILITY REQUIREMENTS**

- a) Evidence of financial need: UoKWS committee will carefully review applications so as to ensure that most deserving applicants benefit from the program. Applicants are, therefore, required to provide accurate information in the form. False information will not only result in disqualification from the program but also lead to disciplinary action.
- b) Bona-fide student of UoK. UoKWS applicants must have completed at least one semester at the University. A copy of student ID must be attached to the UoKWS application form.
- c) Satisfactory (50% or a mean grade of C plain and above) academic performance: The Schools' Deans or Heads of Departments will indicate the academic performance of every UoKWS applicant and make relevant comments on the application form.
- d) Good conduct: The Dean of Students Office will provide, to the UoKWS committee, information related to the character of all the applicants.



- e) *Willingness to do the work as assigned.* All UoKWS applicants are expected to be ready to work in any place as assigned. Anything that would suggest reluctance from any applicant will result in immediate disqualification from the program.

## **2.3 APPLICATION PROCEDURES**

Interested applicants for UoKWS program are required to:

- a) Collect the Application Forms from the Dean of Students Office and fill them (*in duplicate*).
- b) Sign the Contract Form in the Dean of Students Office.
- c) Upon receipt of the Letter of Offer, collect the Job Cards from the Dean of Students Office and take them to their respective supervisors who will keep and fill them until the end of the assignment.

## **2.4 WORK HOURS**

- i) Students can work up to a ***maximum of 3 hours per day*** and ***not more than 18 hours per week***.
- ii) Scheduling work hours during class periods is prohibited.
- iii) Under no circumstances can work-study hours be earned while fulfilling course requirements.
- iv) Work study programme ends three weeks to the end of every semester.

## **2.5 WORK PLACES**

UoKWS students may work in any place as determined by the committee except the following areas:

- i) Exams Room.
- ii) Academic Records office.

## **2.6 PERFORMANCE**

UoKWS students are required to:

- i) Be punctual, dependable and efficient in their assigned duties.
- ii) Provide their supervisors with work schedules (hours) for the entire semester before beginning to work.

- iii) Notify the supervisors at least one day in advance if unable to attend to duties.
- iv) Give at least two weeks' notice to the supervisors if quitting work.

### **3.0 SUPERVISION**

UoKWS supervisors will:

- i) Be responsible for keeping and signing the Job Cards.
- ii) Hold work briefings with students before assigning them duties.
- iii) Inspect students during work hours.
- iv) Frequently update the Dean of Students Office on the performances of students.

### **3.1 UNDER-PERFORMANCE**

UoKWS expects value for the money paid out to the beneficiaries. In the event that there is sufficient evidence of below par performance by a student in the program, the following corrective measures will be taken:

- a) Warning (verbal and/or written) by the supervisor and the same to be communicated or (copied) to the Dean of Students.
- b) Recommendation letter for termination by the supervisor to the Dean of Students and copied to the student.
- c) Termination letter to the student from the Dean of Students, copied to the supervisor.

Should the offence committed require investigation and/or disciplinary action beyond UoKWS program, the Dean of Students Office will follow up the matter according to UoK student rules and regulations.

### **3.2 PAYMENTS**

UoKWS payments will be made:-

- i) Based on the current hourly rates.
- ii) Within seven working days from the time the Job Cards are received at the Dean of Students Office.

## **4.0 UoKWS STUDENTS' RIGHTS**

UoKWS students have the right to:

1. Expect UoK to provide equal opportunity in employment without regard to gender, race, creed, national origin or physical condition.
2. Work free of the threat or actual incidence of either racism or sexual harassment.
3. Work in an atmosphere consistent with the core values of UoK.
4. Be provided with adequate instructions, instruments and the necessary working conditions for the performance of their duties.

In case of any reason to believe that the rights of a student in UoKWS are being infringed upon, or that there are any questions or concerns, the individual is free to contact the Dean of Students Office. Also if a student has questions or concerns regarding the guidelines, assigned position, or a conflict in the work place, he/she should first of all discuss the matter with the supervisor; but should there be need for further clarification or persistence of a conflict, then an appointment can be made with the Dean of Students.

## **5.0 UoKWS COMMITTEE**

### **5.1 MEMBERS**

1. Dean of Students - Chair
2. Chaplain - Secretariat
3. Finance Representative
4. Central Service Representative
5. Librarian
6. In-Charge catering
7. Hostels Officer
8. Student Governing Council Representative – Vice Chair

### **5.2 Terms of Reference for UoKWS Committee**

1. Vetting of students' applications
2. Facilitating work placements for students
3. Assigning of duties or workplaces for students
4. Recommending hourly rates
5. Determining rewards for exceptional performance
6. Recommending and/or determining penalties for underperformance

## **APPENDIX**

In the 2010/11 academic year the number of needy students is estimated at 50. This would require at least Kshs.540,000 in one semester towards program – that is, assuming that each student works up to a maximum of 18 hours per week x Kshs.50 per hour x 50 students x 12 weeks = 540,000.