

1. INTRODUCTION

The university recognizes that University students are at the core of our very existence and their well being-physically, mentally, emotionally, and otherwise is therefore a principal concern. Our primary responsibility is educational in the narrow sense of academics but also in the wider sense of the all rounded, holistic development of each individual. Students face many hurdles in their bid to achieve these goals and the institution has a duty to help the students deal with these hurdles in any way possible.

The University College further recognizes that the students can play a major role in the growth and development of the institution if given the chance to do so. This will create a sense of belonging that will help in creating a corporate identity that all stake holders will be proud to be associated with. There are many ways of achieving this and one of them is a well thought out, well managed work study program.

For this reason, Multi Media University College shall operate a work study program, hereafter referred to as the “WSP”

2. RATIONALE

- a. One of the major hurdles for many students is financial need. Students need a good level of financial resources both for their educational and subsistence needs in order to be optimally productive. Unfortunately a number of students are struggling due to inability of their sponsors to provide sufficient funds. This could lead to poor performance even among the very bright students. Need may also drive students to engage in illegal activities both in campus and outside.
- b. This will be the main focus of the Multi-Media University College Work Study Program, established and designed primarily to provide opportunities for students to work in order to meet their educational and subsistence costs while at the University College.

3. OBJECTIVES OF THE MULTI MEDIA WORK-STUDY PROGRAM

- a. Provide needy students with an opportunity to earn money for their use.
- b. Provide an opportunity for students to practice skills/talents
- c. Help to bridge the labor gap that the University College may experience from time-time

4. EXPECTED OUTCOMES

- a. Help to reduce need-based infringements of the University Code of Conduct.
- b. Help to improve the academic performance of needy students.

- c. Help students to develop a positive attitude towards work as part of the wider role of the institution to develop them holistically.

5. SELECTION CRITERIA/ELIGIBILITY

- i. **Financial Need:** As a financial assistance program, the first criterion is need. Students who are deemed to be needy in regard to meeting their financial obligations are therefore the target of the program. This will be assessed through the information provided in the application form as well as information at the finance office.
- ii. **Duly registered, Fulltime students.** Only a student who is duly registered during the semester in which work study is applied is eligible. In addition, students enrolled in any other mode of study such as distance learning, part-time students, pre-university, or any other course that takes less than two complete semesters are not eligible.
- iii. **Academic Performance:** Work must not interfere with the students' primary responsibility to satisfactorily fulfill the requirements of their academic programs and to graduate on time and with good grades. Academic performance is therefore a major consideration. This is not based on entry grades and therefore implies that students only become eligible after they have received at least one result of University College examinations. Students must have attained a minimum grade of C plain aggregate.
- iv. **Good character:** No student with pending criminal or disciplinary cases may be considered for WSP until such a case is fully determined. Where a student is convicted and punished, they will be required to wait for a minimum of one semester before they can apply. Department supervisors will also set the behavior standards for work study assignees including acceptable dress code.
- v. **Application:** A student must apply to be considered. Such an application will be done on the officially approved application form and mode, and within the time frame as it shall be communicated to the students by the appropriate University authority. Application shall be done on per semester basis and any assignments expire at the end of the semester.
- vi. **Availability of Suitable Work:** Students will be expected to provide labor like any other employees of the institution and will be assigned where there is a higher demand for labor. Students will only be deployed in "safe" areas where their presence may not jeopardize university functions in any way. Suitability will also be assessed in regard to one's capabilities as well.

6. WORK HOURS

- a. Students are not allowed to work more than 10 hours per week.
- b. Work hours should be scheduled at a mutually agreeable time between student and supervisor. Work cannot be scheduled during scheduled class periods or any other scheduled academic activity. Work done during a regularly scheduled class period because a class was cancelled, etc. must be noted on the time sheet.
- c. Under no circumstances can WSP wages be earned for hours worked while fulfilling course requirements such as practicum or internship.
- d. Work hours shall be recorded on the WSP work sheets and validated by the department supervisor on a daily basis.

7. APPLICATION AND DEPLOYMENT PROCEDURE

- a. Departments shall identify work opportunities from time to time and such opportunities shall be forwarded to the chair of the WSP Committee
- b. The Committee shall assess and select suitable jobs and advertise the same in the notice boards and any other media accessible to the students
- c. All applications must be received by the end of the second week of the semester. Successful applicants must be deployed by the end of the third week of the semester.
- d. Interested students will fill in application forms and return them as per instructions (either on the forms or on the advertisement)
- e. The Committee will interview the students and in liaison with the requesting departments shall process and post results on the university notice boards or any other media accessible to the students.
- f. Students will be expected to report immediately to their work stations. Anyone who has not reported within 7 days will be deemed to have forfeited the opportunity and it will be assigned to someone else.
- g. In all cases, gender equity and fairness shall be considered and emphasized.

8. TERMS AND CONDITIONS OF WSP

A student shall be permitted to take up an assignment if he/she:

- a. Satisfies all the necessary criteria.
- b. Has proof that the work applied for shall not affect his/her learning process
- c. Shall allow the university to credit income into his/her fees account as appropriate
- d. Acknowledges that the decision of the placement committee shall be final and that, the university reserves the right to withdraw the assignment if, and when it deems necessary without notice.
- e. Agrees not to hold the university accountable for any negative outcome arising from the students' participation in the assignment including injury, except that which is covered under the applicable student's medical scheme/insurance cover.

- f. Agrees that the opportunity for Work Study shall remain valid as long as proven students financial need still exists.
- g. Is willing to comply with all other requirements of the program as outlined in the various sections of this document

Please note: The work-study assignments are not employment and are given on semester basis. All assignments therefore lapse at the end of any semester.

9. THE WORKSTUDY COMMITTEE (WSC)

- a. There shall be a work study committee ordinarily chaired by the dean of student or his/her designate, or any other officers appointed by the University.
- b. The committee shall be answerable to the Deputy Principle, Academic Affairs
- c. The committee shall include officers from the following departments
 - i. Dean of Students as Chair.
 - ii. Office of registrar academic
 - iii. Human resources
 - iv. Finance Office
 - v. Special needs and Social Welfare Secretary of Multimedia University College Students Association (MUCSA)
 - vi. Any other appointees
- d. The Committee shall receive and vet all applications for work study from students
- e. The committee shall receive requests for student workers from different departments. Where insufficient positions are offered, the committee shall solicit the same from the departments as necessary and appropriate.
- f. Shall allocate students work study assignments
- g. Shall receive and deliberate any complaints either from the students or their supervisors and issue directions on all matters including taking disciplinary action among other recommendations.
- h. The office of the Dean of Students shall be the secretariat for the committee.

10. PAYMENT

- a. Students will be paid at the rate of Kshs. 100 per hour.
- b. Payment shall be made every two weeks on the basis of fully filled and duly validated work sheets. Worksheets are to be presented for payment every 5th day of the following month and those that are not presented on time will be paid the following month in arrears. However, worksheets will “*expire*” if not presented for payment two months from their due date. Such worksheets will not be honored unless under special circumstances such as sickness or explained absence from campus.
- c. Where students have fee balances, 75% of the earnings shall be credited to the student’s account as fees. The remaining 25% will be paid to the student for

subsistence purposes. Where there are no fee balances, 50% will be credited to the students account and 50% paid directly to the students.

- d. Where a student does not want to be paid any money directly, they can request that all the income be credited to their account. Such funds cannot be given to the student under any circumstances after that.

11. SUPERVISION OF THE WORKSTUDY PROGRAM

- a. The students will be primarily supervised by the heads (or their designate) of the departments where they are deployed. Such officers will be expected to supervise as well as provide guidance to the students during the course of their work.
- b. Supervisors are responsible to assign duties to the students and ensure the duties are completed satisfactorily and in a timely manner. They will sign the worksheets on a daily basis for the correct number of hours worked. They will further prepare and sign the dockets for payment at the end of the month.
- c. The Supervisors will report to the chair of the WSC any disciplinary issue concerning the assigned students

12. TERMINATION OF THE WORK STUDY PROGRAM

a. Termination by the University

Participation in the Work Study Program is a privilege, not a right. It may be terminated by the University for reasons including but not limited to:

- i. Poor performance of work given
- ii. Absentism from work during agreed hours without proper explanation
- iii. Non compliance with the University College code of conduct
- iv. Poor performance in a student's academic work may indicate that the work is interfering with the student's ability to study and could lead to termination of the assignment.

b. Termination by the student

- i. Abscondement: A student who does not report to his/her assignment within 7 working days will be considered to have absconded. Furthermore, a student who absents him/herself from work for 3 working days without prior permission from the supervisor will also be considered to have absconded.
- ii. A student who wishes to terminate his/her work study assignment should give a notice in writing to the supervisor at least 14 working days prior to the day of termination. Failure to do will be considered that the student has absconded.
- iii. A student who for any reason does not wish to take up the work study assignment must inform the chair of the WSC at least 3 working days before the expected start of the assignment. Failure to do will be considered that the student has absconded.

13. APPROVALS

D/PRINCIPAL, ACADEMIC AFFAIRS, MMUC-K

Name	Signature	Date
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PRINCIPAL, MMUC-K

Name	Signature	Date
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CHAIRMAN OF COUNCIL, MMUC-K

Name	Signature	Date
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