



MAASAI MARA UNIVERSITY

WORK STUDY POLICY

Policy No.	MMU/DOS/P01
Version	01
Principal Responsibility	Dean of Students
Effective Date	15 th January 2018

Policy Approval

This policy shall be known as the Work Study Policy of Maasai Mara University (herein after referred to as “the Policy which shall take effect on the date by the University approval by Council.

In exercise of the powers conferred by Statute 17 (2d) of Maasai Mara University, section 35(1) (a) (iii) of the Universities Act No. 42 of 2012 and section 19 of the Charter for Maasai Mara University 2013, Maasai Mara University Council affirms that this Policy has been made in accordance with all relevant legislations.

Dated the day of2018

Signed:

Dr. Samuel Agonda Ochola, PhD

Chairman of Council

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Foreword

The University has made significant strides in putting in place the requisite infrastructure to mount quality degree, diploma and certificate programmes. Currently, the University has a student population of about 12,000 students. This has been made possible through the support of the Government of Kenya. The University aims to increase access to university education in Kenya. It also aims to serve as a motivator to the youth, and as a catalyst for economic growth in Narok County and the Country as a whole. Research conducted in the institution is expected to help to provide solutions to environmental, social, economic and cultural resource utilization challenges facing the Country. The University has experienced rapid growth in student numbers since its inception. With growth in student population, the number of financially needy students has also increased. Many students are not financially able to cover the entire cost of their education and the basic cost of living on campus. This affects their academic performance negatively. Most of them are bright students with the potential of making a difference in their societies once they graduate.

The changes that have occurred in the world including international terrorism and radicalization, it's very easy for the needy students or those unable to meet their bills to be enticed to enter into illegal dealings without much thought. The only way through which to dissuade them into not engaging in illegal and dangerous endeavours is by providing for their financial needs even if on a lower scale. This is the basis upon which work study was mooted by the university

Prof Mary K. Walingo, PhD, MKNAS, EBS

Vice-Chancellor

Definition of Terms

“Abandoned Children” means an abandoned child by parents due to serious marital disagreements.

“Challenged Children” means a student with physical or visual impairment.

“Needy student” means a student who is not able to pay university fees and or to sustain him/herself while at the University.

“Orphan” means a student who has no parents.

“Poor background” means students who come from very poor families

“Rejected Children” means students who have been rejected by their families for various reasons.

“Single parented” means a student who has only one parent.

“Special cases” means deserving cases not captured by any of the above

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1. Introduction

Maasai Mara University is a successor of the then Narok University College which was established as a University College of Moi University in 2008. The university is located within Narok County. It attained full University status following the enactment of the University's Act, 2012 and the award of the charter on 12th February 2013 from which it draws its mandate. The University now operates five Schools namely: School of Science and Information Sciences, School of Education, School of Business and Economics, School of Tourism and Natural Resource Management and the School of Arts and Social Sciences.

The changes that have occurred in the world including international terrorism and radicalization, it's very easy for the needy students or those unable to meet the bills to be enticed to enter into illegal dealings without much thought. The only way through which to dissuade them into not engaging in illegal and dangerous endeavours is by providing for the financial needs even if on a lower scale. This is the basis upon which work study was mooted by the university

Through the Student Affairs Directorate or Dean of Students Office, the University provides opportunities to the students to earn some income while studying. This is accomplished through a work-study programme which is to be administered by the Directorate. Work-study is a financial aid programme that is designed to promote part-time employment for financially needy students.

1.1 Vision, Mission and the Core Values

Vision

To be a world class university committed to academic excellence for development

Mission

To provide Quality University education through innovative teaching, research and consultancy services for development

Core Values

Excellence

Team Work

Professionalism

Equity and Social Justice

Creativity and Innovativeness

Transparency and Accountability

2. Purpose

The University seeks to offer needy students opportunities to work within departments and units to raise funds for subsistence during the course of their study. The programme is to assist needy students to raise part of their tuition fee/upkeep by providing service to the University. The services will be coordinated by the Dean of Students Office and is available to all bonafide students who are in session

3. Policy Statement

One way of dealing with the students who are in dire financial need includes establishing a fund to support the needy students through a work study program where they do part-time work while enrolled in the University. Studies have shown that students, including first-year, who work on campus persist in their studies at a higher rate than those who do not work. Working on or off campus provides students both the personal satisfaction of investing in their education and an income to help cover personal expenses. Hence the work-study is a form of financial aid awarded to students who demonstrate financial need and meet certain eligibility requirements

4. Policy Objectives

The objectives of this policy include:

- i. To help the needy students to meet their basic needs
- ii. Facilitate efficient and timely identification of students with financial needs who are willing to participate in the work study programme.
- iii. Promote equitable, transparent and fair distribution of opportunities for needy students to earn money and subsequently improve their welfare in a dignified way. This will enhance the completion rates of the needy students.
- iv. To facilitate the development of a strong and dynamic resource mobilization function to support financial aid of students.

5. Work Study Programme

The work study programme is designed to assist financially needy students to enable them meet their upkeep needs. With limited funds obtained from the University, it will not be possible to give everybody who needs it. Students who wish to apply will be expected to pick and fill an application form from the Dean of Students office. Interviews will then be conducted by the Work Study Committee for job placement in various Departments. Students work during their free hours of two (2) hours per day up to a maximum of twelve (12) hours per week. They are supervised by the respective heads of departments and must follow rules and regulations laid down.

The Students' Work Study Program is designed to offer educational assistantship to bright but financially strapped students of the University, in an attempt to help them finance their education. Payments will be made at the cash office after every two weeks. Their rate of payment per hour is to be determined by the University Senate. The nature of work varies from one department to another. Due to the high number of applicants, those selected work for one (1) semester only. Committee will review payments of students in the programme from time to time and present their recommendation to management through the Vice-Chancellor for approval. The Payment rate per hour is kshs.60 subject to review from time to time by work study committee and Senate.

6. Criteria for Consideration

- a) A successful applicant shall be a student:
- b) With a proven need for financial support
- c) Who has completed at least one semester at the University
- d) Who has a very good performance academically, at least 60% and above
- e) Of good character (no criminal or pending disciplinary cases).
- f) Who plays an active role in community service (within and outside the university).
- g) Must be in session unless recess starts immediately after the semester where he/she on a work study programme
- h) Who will voluntarily submit an application (using the prescribed form).
- i) Other factors may include those who are orphans and any other needy student groups

7. Rules and Regulations that Govern Work Study Programme

- i. Students who wish to apply should fill a form picked at the Dean of Students at the

beginning of each semester. It is on first come first serve basis due to limited funds.

- ii. A student on work study programme should be acquainted with the rules which govern the job before he/she starts the work.
- iii. After initial assignment, a student will be expected to work for two weeks in one department and change to a different department for another two weeks; therefore, there will be rotation until the end of semester.
- iv. In case a student has to withdraw, he/she must communicate in writing to the supervisor with a copy to Dean of Students a week prior to withdrawal. Failure to follow this procedure may jeopardize the student future work opportunities.
- v. When a student intends to be absent from work He/she must notify his/her supervisor at least two days in advance.
- vi. In-case a student is sick and she/he cannot attend to his/her duty, he/she should inform his/her supervisor without fail. The days absent during sickness will not be recorded.
- vii. A student is expected to record actual clock hours worked.
- viii. A student who damages equipment will be charged a replacement value if carelessness or negligence is established.
- ix. Students work during their free hours up to a maximum of 12 hours per week and are supervised by Heads of Department.
- x. No overload will be offered
- xi. Only students in session are allowed to apply
- xii. Work study program jobs end one week before examination to allow students to concentrate on their examination
- xiii. If realized that the work study programme is misused, by a student it is the prerogative of the Dean of Students to terminate his/her program.
- xiv. Money worked for should be picked immediately it is ready at cash office failure to do so may lead to non-payment.

8. Areas of Deployment

The students will work in any of the following areas: Central Services, the Farm, the Health

Unit, Estates and Development, the Library, Hostels and the Catering units or other areas as may be identified. However, they should not be deployed to departments/sections that handle confidential information such as examinations, financial records, students and staff records.

9. Scope of the Policy

The policy will cover all matters relating to the work study: areas of deployment and the guidelines and criteria for selection

10. Application Procedures

Interested applicants for the work study 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.

11. Membership to Work Study Committee

The work study policy will be managed by the work study committee which is constitted by the members.

- | | | |
|-------|--|---------------|
| i. | Dean of Students | Chairman |
| ii. | Student Governing Council Representative | Vice Chairman |
| iii. | Finance Representative | |
| iv. | In-Charge Health Unit | |
| v. | Librarian | |
| vi. | In-Charge Catering | |
| vii. | Hostels Officer | |
| viii. | Chaplain | Secretary |

The work of the Committee will include:

- i. Vetting of students' applications
- ii. Facilitating work placements for students
- iii. Assigning of duties or workplaces for students
- iv. Recommending hourly rates
- v. Determining rewards for exceptional performance
- vi. Recommending and/or determining penalties for underperformance

12. Termination of Work Study

The work study shall be terminated due to:

- i. Unsatisfactory performance or indiscipline.
- ii. A student is found not to be registered or ceases to be a member of the University.
- iii. A student is found to have falsified information at the time of engagement

13. Implementation

Implementation of this policy shall be vested in the office of the Dean of Students

14. Review of the Policy

This policy shall be reviewed from time to time as shall be necessary.

Appendix I

MAASAI MARA UNIVERSITY

WORK- STUDY APPLICATION FORM

A. PERSONAL DETAILS

NAME.....

GENDER.....

YEAR OF STUDYADM NO.....

PROGRAMME.....

HOME COUNTY

MOBILE NUMBER

B. FAMILY BACKGROUND

a) Status of parent (tick as appropriate)

- i) Both parents alive
- ii) One parent alive
- iii) No parent
- iv) Single parent
- v) Other (specify).....

b) Status of home (tick as appropriate)

- i) Poor
- ii) Fair
- iii) Good

c) Occupation of parents

Father.....

Mother.....

Gurdian.....

Tel. No: Father:Mother..... Gurdian.....

d) Number of Siblings

- i) In Primary School
- ii) In High School
- iii) In College/University
- iv) In Employment

C. FINANCIAL AID

1. Higher Education Loans Board (HELB) loan

State the loans and bursaries received from HELB since joining University

Year 1: Kshs.

Year 2: Kshs.

Year 3: Kshs.

Year 4: Kshs.

2. Rattansi Bursary Fund

(Indicate how much received)

Year 1: Kshs.

Year 2: Kshs.

Year 3: Kshs.

Year 4: Kshs.

3. Constituency Development Fund

(Indicate how much received)

Year 1: Kshs.

Year 2: Kshs.

Year 3: Kshs.

Year 4: Kshs.

4. Work Study Programme

Indicate YES if you have participated in the programme

5. Current outstanding Fee balance

Kshs.

(NB Student Finance Officer to Certify the above information)

Name..... Signature.....

Date and rubber stamp.....

D. ACADEMIC PERFORMANCE/QUALIFICATION

i. KSCE SCORE.....

Previous year/semester performance in the University

(indicate all units done)

.....
.....
.....
.....
.....

E. DEAN OF STUDENTS/COMMITTEE'S COMMENTS

.....
.....

Provide a current fee statement stamped by student finance

F. What in your view, makes you qualified for a work study programme

.....
.....

Have you ever been presented for disciplinary since joining the University? If YES,
Explain

.....

.....

.....

*Issued by the Dean of Students
Office*

Appendix II

MAASAI MARA UNIVERSITY

STUDENTS JOB CARD

1. Full Names

2. Admission number.....Mob no.....

3. Dates worked from To.....

DAYS	WEEK 1: HRS WORKED	COMMENTS	WEEK 2: HRS WORKED	COMMENTS
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
TOTAL HRS WORKED				

Student's signature:

Date.....

Supervised by:.....

Official Stamp

4. Payment **Approved/not Approved.**