



SOUTH EASTERN KENYA UNIVERSITY

STUDENT WORK STUDY POLICY

Approved for submission to the University Council

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Date

Table of Contents

Vision	3
Mission	3
Core Values	3
(1) Preamble.....	4
(2) Justification for the student work-study Programme	4
(3) Purpose and Objectives	4
(4) Eligibility	4
(5) Remuneration	5
(6) Termination of work study	5
(7) Implementation	5
(8) Review of the Policy	6

Vision

The Vision of the University is to be a globally competitive centre of excellence in teaching, research and innovation for purpose of transforming human lives.

Mission

To achieve this, the University shall provide quality and transformative education through teaching, learning, research, extension, innovation, and entrepreneurship with emphasis on dry land Agriculture, natural resources and Environmental Management.

Core Values

In order to achieve the vision and mission, SEKU is guided by the following core values:

- a) **Professionalism:** In all our actions and interactions, we shall maintain ethical behavior, courtesy and professional etiquette
- b) **Innovation:** Innovativeness shall be the hallmark of our business activities through fostering pro-activeness, creativity, and adaptability to change
- c) **Integrity:** We shall be honest, transparent and accountable always
- d) **Freedom of thought:** We shall promote and defend academic freedom
- e) **Teamwork:** We shall maintain a sense of unity and of common interests and responsibilities
- f) **Respect and conservation of environment:** We shall strive to respect and protect the natural and working environment

(1) Preamble

The South Eastern Kenya University has experienced rapid growth in student numbers since its inception in 2008. 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.

(2) Justification for the student work-study Programme

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.

(3) Purpose and Objectives

This policy is intended to:

1. Facilitate efficient and timely identification of students with financial needs who are willing to participate in the work study programme.
2. 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.
3. To facilitate the development of a strong and dynamic resource mobilization function to support financial aid of students.

(4) Eligibility

The offices of the Dean of Students, Heads of Departments, Deans and Directors (where applicable) shall play an important role in identifying the needy students. Engagement of the students shall be on equal opportunity basis. Affirmative action to address the marginalized groups like persons with disability, regional and gender balance will be used. Available work

opportunities shall be advertised on the University website. A committee to determine the eligibility shall be appointed to identify the needy students.

To be eligible to be engaged in the work study programme one must:

- (1) Be a registered student at SEKU.
- (2) Be a full-time student.
- (3) Have satisfactory academic standing.
- (4) Demonstrate financial need.
- (5) Be without any case of indiscipline.
- (6) Have completed the first semester of the first year in the University. This shall enable the students to settle down and adjust to University life so that their academic performance is not affected adversely.

(5) Remuneration

- (1) At the very least, the students shall be paid at the prevailing government minimum wage for unskilled and skilled (where applicable) workers.
- (2) In assigning work hours, the University shall consider the student's total award and class schedule.
- (3) The average work schedules shall be from 10 to 16 hours a week (1.25 to 2 days/week).
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The work-study hours shall be flexible to enable the student to learn and work while ensuring that learning shall be the first priority.
- (4) Payment shall be made on monthly basis through the student's bank account.

(6) Termination of work study

The work study shall be terminated due to:

- (1) Unsatisfactory performance or indiscipline.
- (2) A student is found not to be registered or ceases to be a member of the University.
- (3) A student is found to have falsified information at the time of engagement.

(7) Implementation

- (1) University management shall appoint a committee that identifies students who qualify for the work study programme.

- (2) Staff in the work areas shall maintain registers to track the time that student have worked.
- (3) The Administration and Human Resource Management section shall develop work monitoring tools.

(8) Review of the Policy

This policy shall be reviewed as need arises in a period not exceeding two years.