



MAASAI MARA UNIVERSITY

STUDENTS WORK STUDY POLICY

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1.0 PREAMBLE

The university recognizes the value of assisting bright but financially constrained students through assistantships. As a result, there shall be a Students' Work Study Program organized and financed by Maasai Mara University.

The Students' Work Study Program is designed to offer educational assistantship to bright but financially strapped students of Maasai Mara University, in an attempt to help them finance their education or meet their basic needs. In addition to ensuring a conducive learning environment and facilitating wholesome development for the students, the Dean of Students department is also mandated to coordinate the Students' Work Study Program, thus offering financial assistance to needy students.

2.0 DEFINITIONS OF SIGNIFICANT TERMS

1. **Needy student:** A needy student is one who is not able to pay university fees and or to sustain him/herself while at the University.
2. **Orphan:** Student who has no parents.
3. **Single parented:** Student who has only one parent.
4. **Poor background:** Students who come from very poor families
5. **Rejected Children:** Students who have been rejected by their families for various reasons.
6. **Abandoned Children;** Children abandoned by parents due to serious marital disagreements.
7. **Challenged Children:** Student with Physical or visual impairment.
8. **Gender:** Empowerment of the girl-child. Girls rescued from early marriage.
9. **Special cases:** Deserving cases not captured by any of the above

3.0 UNIVERSITY BACKGROUND

Maasai Mara University was established with a mission to provide quality University education through innovative teaching, research and consultancy service for development. The University's operations are geared towards realizing its core functions namely; Training, Research and Community Service. In terms of community service, the University has so far been able to provide job and business opportunities to community members. It has also been actively involved in environmental conservation and cultural activities among others. However, there is still need for more effort in the area of Community Service which entails development and provision of educational, cultural, professional, technical and vocational services to the community. An effective approach to achieve this goal would be increased access to university education by the community's youth and other age groups. This is due to the fact that by accessing university education, these groups, will in the long run be able to participate more effectively in promoting economic activities, locally or beyond.

MMU will also endeavor to increase equity in the provision of university education particularly for the Maasai Community in Narok County and other disadvantaged people in the country in general. This will be done through affirmative action programmes in admission of students, setting up of university campuses and mounting of bridging courses for school leavers who fail to attain the entry requirements for university admission. Maasai Mara University will aim at producing graduates who are socially responsible and have skills, attitudes and entrepreneurial spirit necessary in the development of this country as outlined in Vision 2030 and beyond

4.0 UNIVERSITY VISION

To be a world class University committed to academic excellence for development.

5.0 UNIVERSITY MISSION

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

6.0 JUSTIFICATION OF THE WORK STUDY

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.

7.0 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.

8.0 WORK STUDY PROGRAMME

The work study programme is designed to assist financially needy students to enable them meet their upkeep needs. With limited funds are 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 student's welfare committee for eligible students 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 Maasai Mara 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 suggestions to management through the Vice chancellors office for approval.

9.0 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 Maasai Mara 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

10.0 RULES AND REGULATIONS THAT GOVERN WORK STUDY PROGRAMME

1. Students who wish to apply should write to the Dean of Students and fill a form at the beginning of each semester. It is on first come first serve basis due to limited funds.
2. A student on work study programme should be acquainted with the rules which govern the job before he/she starts the work.
3. 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.

4. 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.
5. When a student intends to be absent from work He/she must notify his/her supervisor at least two days in advance.
6. 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.
7. A student is expected to record actual clock hours worked.
8. A student who damages equipment will be charged a replacement value if carelessness or negligence is established.
9. Students work during their free hours up to a maximum of 12 hours per week and are supervised by Heads of Department.
- 10.No overload will be offered
- 11.Only students in session are allowed to apply
- 12.Work study programme jobs end one week before examination to allow students to concentrate on their examination
- 13.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 programme.
- 14.Money worked for should be picked immediately it is ready at cash office failure to do so may lead to non-payment.

11.0 IMPLEMENTATION

Implementation of this policy shall be vested in the office of the Deputy Vice Chancellor (Academic and Student Affairs)

12.0 REVIEW OF THE POLICY

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

MAASAI MARA UNIVERSITY

WORK- STUDY APPLICATION FORM

A. PERSONAL DETAILS

NAME.....

SEX

.....

YEAR OF STUDY

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

b) Status of home (tick as appropriate)

i) Poor

ii) Fair

iii) Good

c) Occupation of parents

Father.....

Mother.....

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

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 by YES is 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. DEAN OF STUDENTS/COMMITTEE'S COMMENTS

Issued by the Dean of Students Office

**Issued by the Dean
of Students Office**

Appendix I

MAASAI MARA UNIVERSITY

STUDENTS JOB CARD

1. Full Names _____

2. 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				-

GRAND TOTAL

Student's signature:.....

Date.....

Supervised by:

Official Stamp

3. Payment **approved/not approved.**

DEAN OF STUDENTS

