

BISHOP STUART UNIVERSITY

P.O Box 09

MBARARA

PROPOSED POLICY ON WORK AND STUDY PROGRAMME

The Institution

Bishop Stuart University is a Private University established under the Anglican Church of Uganda Ankole Diocese chartered by the government of the Republic of Uganda to offer higher education services and registered with the National Council for Higher Education.

Vision: To be a University for recreating the society with Academic excellence, Human Values and Entrepreneurship.

Mission: Producing multi- sectoral leaders, who know the way, show the way and go the way.

Motto: Our God Reigns

Work and Study Programme Overview:

Work and Study is a University programme aimed at widening lifelong human values and practical skills amongst its beneficiaries. The scheme responds to the economic realities of the communities around the University, where economically handicapped parents recognize the importance of higher education, but are unable to meet the necessary expenses. The Work and Study Program offers students with financial need access to clerical, research, technical, library, estates or other jobs on campus. The program not only helps students financially but can develop career-related skills and experience.

At the start of each academic year during orientation week, the office of the Vice Chancellor will run adverts on all University students' noticeboards asking legible students to apply for the Work and Study Scheme. All students selected on the Work and Study program must serve same

number of hours i.e. 18 hours a week for 15 weeks during semester time and 25 hours a week during holidays.

Work and Study students will be allocated various tasks in the University. These include maintenance of the compound, cleaning lecturer rooms, roads, offices, University farm, computer laboratories, Health Centre Clinic, the library and any activity the committee may decide.

All Work and Study Programme students will be preferred to take on weekend Programme where it is possible except Education and Law students. The coordinator Work and Study Program will from time to time organize meetings to check progress of the scheme with students and other relevant stake holders.

Objectives of the Work and Study Program

The objectives of Work and Study Programme include:

- a) Making work part of the Education program
- b) Encouraging students to respect and value labor
- c) Helping the financially needy, yet capable and qualified students to raise money for tuition through working in the University
- d) Promoting equity through aiding disadvantaged and vulnerable potential students.

Student evaluation:

- a) Supervisors of the program shall review students' work using designed evaluation forms by the office of the Dean of Students
- b) Each Academic year, a maximum of 10 (ten) students, 5 Bachelors and 4 (four) Diploma shall be admitted into the work and study programme.

- c) Supervisors shall use the evaluation forms to solicit for feedback information from the units where the student on the program is placed.

Scope of Financial Support

- a) The Financial Support will cover Tuition only for undergraduate degree students and Diploma Students.

Criteria for Selection

Candidates for the Work and Study program shall meet the following criterion:

- a) Shall show proof of Admission in to the University
- b) Shall have at least completed one semester of the program admitted for (for example must have completed first year first semester) proven by a certified financial statement, registration card and examination card
- c) Capable of paying all functional fees for each semester remaining to complete his or her program of study
- d) A clearly demonstrated track record of high moral integrity evidenced by a recommendation from a home church minister, local council one chairperson, and University Chaplain
- e) Shall exhibit neediness demonstrated through a written statement of need and interest in the Work and Study program.
- f) An agreement shall be signed between the student and University before commencement of duties. The University Secretary shall sign on behalf of the University

Financial Report

The following financial reports will be required by University Senate from the University Finance Officer to monitor Work and Study program performance:

- i. Financial report on each Work and Study student
- ii. Financial report on all Work and Study students
- iii. Report on money donated to the Work and Study Program

Selection Committee

- a) There shall be a Work and Study Program committee composed of the University Secretary Chairperson), Academic Registrar, Dean of students, Senior Public Relations Officer, Quality Assurance Officer, University Finance Officer, Faculty Deans and the Guild President.
- b) There shall be the following sub – committees appointed by the Work and Study Program Committee; Finance Committee and Evaluation and Planning Committee.
- c) The Work and Study Committee can co- opt any person who is not a committee member for technical advice.
- d) The Dean of Students shall be the overall coordinator of the Work and Study program.
- e) Each year a list of selected applicants for Work and Study program shall be sent to the committee before these students are notified of their acceptance into the program, the select committee’s recommendation shall be submitted to Senate for approval.
- f) At the beginning of each semester a list of Work and Study students shall be submitted to finance department for inclusion in the financial system.

- g) Change of Status Form- this shall be completed by the student who withdraws or requests for a dead semester or year.

Cancellation of the award

Dismissal from the Work and Study program will be authorized by the University Senior Management Team on the recommendation of the Work and Study committee basing on:

- a) Indiscipline during the students' University years.
- b) Students with poor academic performance (Work and Study students should be encouraged not to have retakes).
- c) Waiver of privilege – if the student does not perform his / her duties under the scheme to the required expectations then he / she forfeits his/ her benefits under the program.
- d) In event that it is discovered that information provided by the student was false/ untrue.

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Date:

Dear Mr. / Mrs. / Miss. /

_____ Reg. No: _____

I am pleased to inform you that following your application for work and study scheme you were considered for program under the following terms;

1. You will pay all functional fees of the university and the university will pay tuition fees for the semesters you will be enrolled for the work and study program directly to your university account
2. You will work for a minimum of 18 hours a week for 15 weeks for every semester during your study duration also you will work for 25 hours a week during the recess term (holiday) of the semester
3. The university relevant authority will freely deploy you to offer services in any work department / section of the university
4. You will be making reports to and being accountable to the supervisor assigned to you by the university
5. You will be expected to attend meetings to check progress of the scheme from time to time
6. You will be expected to demonstrate and maintain a high Christian moral integrity in all your dealings as dissent to this would cause cancellation of your offer.
7. In case you don't meet the above conditions the university retains the mandate to terminate this contract without any prior warning to you.

Once again I congratulate you upon this appointment and wish you God' blessings

If you agree with the terms please consent to them by signing this agreement in the space provided;

I _____ hereby freely consent to the terms and conditions of this agreement on this day the _____

Sign _____

University Secretary