



# The Catholic University of Eastern Africa

TITLE	AUTHOR
<b>PROCEDURE FOR WORK STUDY (CUEA/DVCACAD/DOS/03)</b>	<b>DEAN OF STUDENTS</b>
	NO. OF APPENDICES:
	<b>SIX (6) 7.1 – 7.6</b>
<b>AUTHORIZATION</b> This Standard Operating Procedure is issued under the authority of:	
<b>TITLE</b>	<b>DVC ADMINISTRATION</b>
<b>SIGNATURE</b>	
<b>DATE</b>	<b>21 November 2018</b>
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<b>STAMP CONTROLLED / UNCONTROLLED</b>	<b>CONTROLLED</b>
<b>NOTE:</b> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the DVC Academic Affairs and the Dean of Students Office	

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### 0.2 Record of Changes

No.	Date	Details of Changes		Authorization
	(dd-mm-yy)	Page	Clause/sub clause	Title
<b>1.</b>	<b>19.05.2011</b>	<b>3</b>	<b>6.1</b>	<b>Dean of Students</b>
<b>2.</b>	<b>19.05.2011</b>	<b>6</b>	<b>Appendix B</b>	<b>Dean of Students</b>
<b>3.</b>	<b>21-11-2018</b>	<b>2</b>	<b>Review of Procedure</b>	<b>Dean of Students</b>

### 0.3 Distribution / Circulation

This Standard Operating Procedure is available on CUEA servers for authorized users.

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### 1.0 PURPOSE

This procedure aims to ensure that there is fairness in the selection of students for the Work-study programme and that jobs are fairly distributed.

### 2.0 SCOPE

This procedure applies to applications for work study jobs by all regular students in CUEA.

### 3.0 REFERENCES

- 3.1 CUEA Work Study Policy
- 3.2 CUEA Quality Management Manual

### 4.0 DEFINITION OF TERMS


- 4.1 Work Study: A programme under the Dean of Students' office that supports needy student to pay part of their tuition fees in exchange for work in various University Departments for a defined number of hours.
- 4.2 Regular students: these are students enrolled for full time study.
- 4.3 Needy students: these are regular students from economically disadvantaged backgrounds and so are not able to fully pay for their tuition fee.
- 4.4 Work Study Committee: a body that selects and places needy students on Work Study Programme. It comprises of the Dean of Students, Deputy Dean of Students and Administrative Assistant

### 5.0 PRINCIPAL RESPONSIBILITIES

The Dean of Students has the overall responsibility of ensuring that this procedure remains adequate for its intended purpose and it is effectively applied.

### 6.0 METHOD

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- 6.1 The student shall pick Work-Study application form (**CUEA/DVCACAD/DOS/03/fm1**) from the Secretary to the Dean of Students, fill it, attach two recommendations and submit it to the Administrative Assistant in the same office.
- 6.2 The Administrative Assistant shall compile the list of applicants and select those that merit consideration.
  - 6.2.1 If an applicant does not merit Work-Study placement, the Administrative Assistant shall file his/her form and indicate reasons for rejection.
- 6.3 The Administrative Assistant shall present the list of selected applications to the Work-Study Committee.
- 6.4 The Work-Study Committee shall select the students who qualify for Work-Study placement.
  - 6.4.1 If the Work-Study Committee finds an applicant not worthy for consideration, it shall ask the Administrative Assistant to file his/her form for future consideration.
- 6.5 The Dean of Students shall forward the names of successful applicants to the respective departments with copies to the DVC Administration, Financial Administrator and Human Resources Manager.
- 6.6 The Dean of Students shall put up a notice to inform the successful applicants of their appointments and reporting dates.
- 6.7 The successful applicants shall report on duty.

## 7.0 APPENDICES

- 7.1 Context
- 7.2 Risk Analysis and Control
- 7.3 Required Organizational Knowledge
- 7.4 Process Flow Chart

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7.5 Work-Study Application Form

7.6 Student Handbook (<http://ww3.cuea.edu/studentportal/>)

## 7.1 CONTEXT


### 7.1.1 External / Internal Factors

(a)	External Factors	Identified Risk / Opportunity
(i)	Stakeholders Sensitization	Risk & Opportunity to support
(ii)	Community / University uptake	Main providers of work study
(iii)	Finding Partners	Risk & Opportunity to support
(b)	Internal Factors	Identified Risk / Opportunity
(i)	Work Study policy	Risk of non-compliance
(ii)	Students benefit	Opportunity for needy students
(iii)		

### 7.1.2 Relevant Interested Parties

	Party	Needs and Expectations
(i)	Needy Students	Needy students to get financial support
(ii)	Students	Work study experience
(iii)	University	Increase student population Mitigate issues of fee non-payment University Matriculation

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## 7.2 RISK ANALYSIS AND CONTROL

No	Risk	Cause	Risk Assessment			Risk Level	Control / Treatment
			Likelihood	Impact	Likelihood / Impact		
1	Not finding placements	Availability	2	3	6	Medium	Educate stakeholders
2	Community/university uptake	Awareness & Policy	2	3	6	Medium	Educate stakeholders
3	University Policy	Accomodation of new placements	1	3	3	Low	University Management Board
4	Applications surpass placements	Student needs	3	3	9	High	Policy
5	Awareness workshop	Financial allocation from university	3	2	6	Medium	Budget / Finances
			1	3	3	Low	

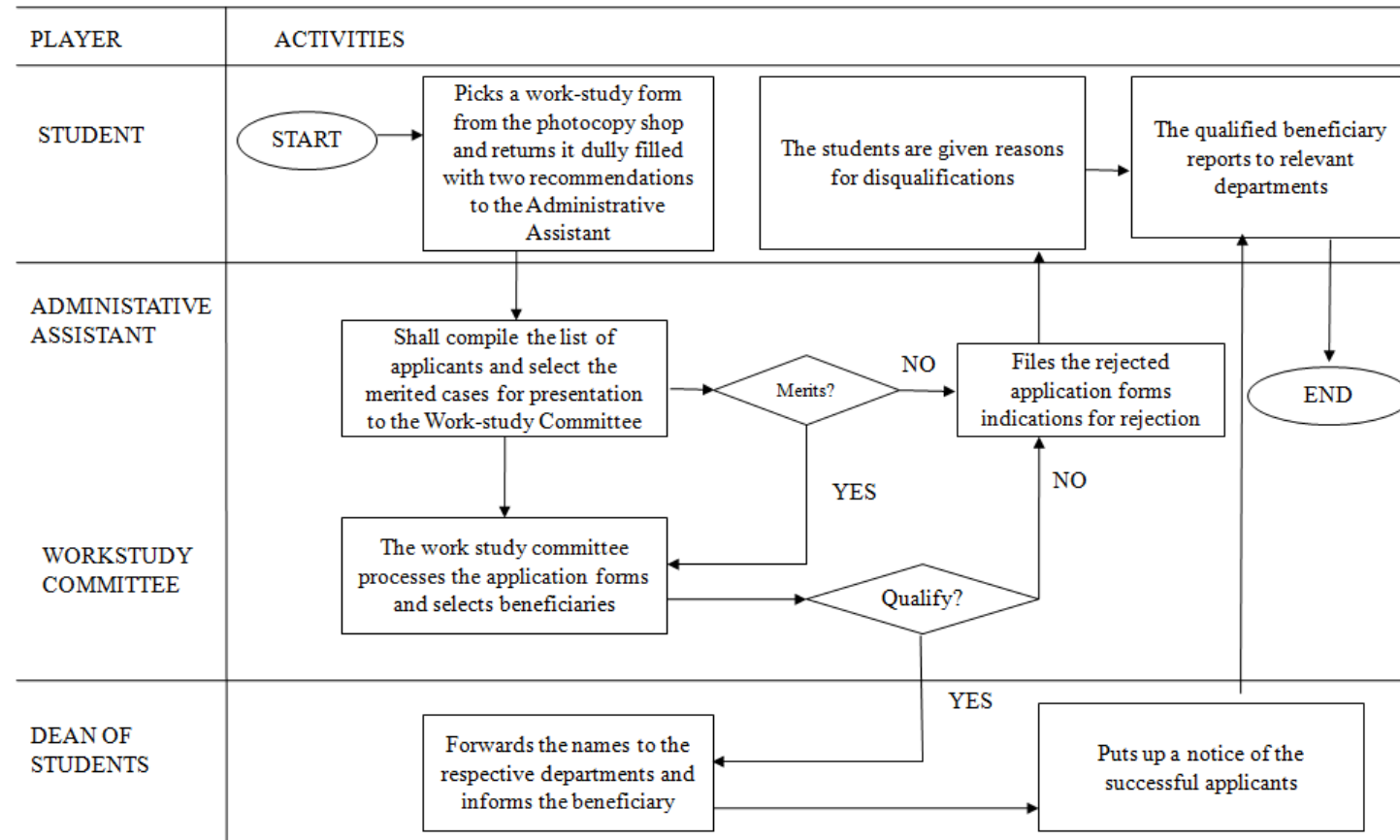
## 7.3 REQUIRED ORGANIZATIONAL KNOWLEDGE

Staff should be conversant with Student handbook and work study policy

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### 7.4 PROCESS FLOW MAP



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## 7.5 SAMPLES

### WORK-STUDY APPLICATION FORM

#### *Work-Study Application Form*

*Instructions:* Use a Tick except where write-up is required

#### **SECTION A: Applicant's Personal Information**

**NAME:** .....

**REG. NO:** .....

**DATES:**.....

**FACULTY:**.....

**PROG. Of STUDY:**.....

**YEAR of STUDY:**.....

**Tel. No:**.....

Are you on study-leave? Yes.....NO.....If yes (attach leave note from the registrar)

Are you applying for a) First.....Or b) An Extension.....?

Explain in section D below. If Seeking and Extension, How many semesters have you worked?.....

Where do you live? a) Hostel..... b) Rental..... c) others.....

Cost charged.....

Are your parents alive? a) Yes..... b) No..... If deceased, who?

Father ( ) Mother ( )Both ( ) (attach death certificate(s).

In this case, who has been paying your fees and subsistence?

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- a) Sponsor..... b) Single parent.....c) Guardian (s).....
- b) Do you have other sibling(s) in CUEA? a) Yes..... b) No.....  
If yes, how many.....

Last semester's grade.....

Member of Club(s).....

### **SECTION B: Nature of work Applied for and Preferred Season**

What kind of work would you prefer? a) Compound.....

- b) Library..... c) Any.....

When would you like to work?

- a) In the semester..... b) Long holiday..... c) Either.....

### **SECTION C: Financial Status and other sources of assistance (Indicate amounts)**

Required tuition fees annually.....

- a) Paid amount..... b) HELB loan.....
- c) MOE bursary..... d) CUEA scholarship.....
- e) CDF.....
- f) Outstanding fees balance..... (Attach current statement of account)

### **SECTION D: Briefly explain why you need to be considered in this program**

.....

.....

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.....

*Do not attach separate write-up*

## **SECTION E: (For Official use only)**

Received Date:.....

### *Applicant's level of need:*

a) Extremely deserving.....b) needy.....


c) Average.....d) Not needy.....

Considered..... Periods.....

Not Considered.....

**NOTE:** You may attach recommendations from those conversant with your status

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7.6 Student Handbook (<http://ww3.cuea.edu/studentportal/>)

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