

# LUPANE STATE UNIVERSITY

## DIVISION OF STUDENT AFFAIRS

### STUDENT WORK STUDY PROGRAMME POLICY

#### 1. PREAMBLE

In terms of the Zimbabwean Constitution, Education is a human right. The government has made a lot of strides in making education as accessible as possible. Lupane State University has also viewed education as a tool for development, hence its moto, “Building communities through Education”. LSU recognizes the value of education and also the need to provide assistance to financially constrained students, who in a conducive environment, can excel and contribute in building their communities and also to national development. The University, in its endeavor to support a conducive learning environment and help needy students to finance their studies as well as their stay at university, has developed the Work Study Policy. The policy provides a framework for identifying needy students, recruitment and placement of such students into the work study the programme. The Student Work Study Programme acts as a scholarship to support tuition and other fees for needy and worthy students. It should, however, be noted that it is not possible for the selected students to wholly rely on the work study programme to meet all their financial obligations to the University as the assistance is limited due to the University’s own financial constraints and also the need to spread available resources to support as many such students as possible.

#### 2. DEFINITION OF TERMS

<b>Term</b>	<b>Definition</b>
Needy student	: A student facing financial difficulties during his/her studies and upkeep while undertaking academic programmes.
Worthy student	: A bright student who is financially constrained.
Policy	: A deliberate guiding principle designed to guide decisions and achieve rational outcomes.
Work study	: A part-time job for undergraduate and postgraduate students

with financial needs, allowing them to earn money to help pay education expenses.

Work Study Programme: This is a University programme that enables students to work part-time while attending lectures.

### **3. POLICY APPLICATION**

#### **3.1 Eligibility**

3.1.1 The work study shall cover only registered students of Lupane State University during the period applied for.

3.1.2 The students should have demonstrated financial need and potential to pass. The Dean of Students shall use the criteria developed in identifying the needy and worthy students so that the most deserving students are considered for work study.

3.1.3 The students shall not have violated rules and regulations governing conduct of students at the university, or any other national laws.

3.1.4 The student should demonstrate and maintain satisfactory academic performance.

#### **3.2 Application and Selection Criteria**

3.2.1 Departments in the University shall declare their number of positions as per their needs to the Human Resources office.

3.2.2 The Human Resources office shall write to the Dean of Students about approved positions and specifications. The Dean of Students shall advertise the available positions on notice boards and the university website at the end of every academic year.

3.2.3 The advertisement shall give a specific time frame of twenty-one days for applications to be delivered to the Dean of Students.

3.2.4 Interested students shall apply for the work study by filling work study application forms.

- 3.2.5 The Dean of Students shall constitute a work study panel to shortlist and interview the applicants. The panel shall include staff from the Division of Student Affairs and two student leaders.
- 3.2.6 The Dean of Students shall send the list of successful applicants to the Human Resource Office for issuance of appointment letters.
- 3.2.7 Special cases identified during the semester may be considered depending on availability of work positions.
- 3.2.8 The policy shall not discriminate in terms of gender, ethnicity or any other condition.
- 3.2.9 Work study shall not compromise academic work of selected students.
- 3.2.10 The final list of successful candidates shall be made and put on the notice boards before posting them to various departments.
- 3.2.11 Transfer of a student on Work Study Programme between Departments shall be done through the Dean of Students.

#### **4. PLACEMENT, SUPERVISION AND TERMINATION**

- 4.1 Successful applicants shall be issued with appointment letters to specific departments that had declared positions, by Human Resources office.
- 4.2 Students on work study may be posted to any department with declared vacancies except in those dealing with University Examinations and other offices holding confidential documents.
- 4.3 Heads of Departments shall be notified and given guidelines on how to handle and induct the students posted to their departments. Respective heads of departments shall upon being notified prepare specific job descriptions for students posted.
- 4.4 Departments where students are posted should prepare a work schedule appropriate to the students. No student shall miss lectures due to work study commitments. Students shall not handle sensitive matters/equipment or chemicals in the offices or laboratory they are posted to.

- 4.5 Departments shall be expected to ensure compliance with all statutory requirements regarding treatment of staff in places of work including provision of protective gear where necessary, and equal treatment of all staff.
- 4.6 Students rights shall not be violated while performing their duties at work stations.
- 4.7 Students on work study shall work under the supervision of a member of staff recommended by the Head of Department where the student is posted.
- 4.8 The maximum number of hours students shall work is 4 hours per day and a maximum of 20 hours a week.
- 4.9 Upon completion, departments should make a report to the Dean of Students to guide the office in writing recommendation letters for the student(s).
- 4.10 Termination of a student's appointment on the work study programme shall be done under the following circumstances:
- poor performance of duties in the work station
  - indiscipline
  - medial problem
  - voluntary withdrawal
  - and evidence of unsatisfactory academic performance.
- 4.11 The student must understand and obey the conditions of work in each and every Department engaged. Lateness and irregularities shall not be accepted.
- 4.12 Any grievances or work related issues that cannot be resolved at the Departmental level should be channeled to the Dean of Students.
- 4.13 A student will be allowed to work under the Work Study Programme for a maximum of three academic years.

## **5. IMPLEMENTATION**

- 5.1 This policy shall be implemented in line with established legal and constitutional frameworks at the university.
- 5.2 The University shall set aside funds in the annual budget to finance this programme.

5.3 Students on the programme shall be paid per every hour worked at a rate to be revised as need arises and approved by the University Management, provided that the rates compare favourably with what is applicable to the Government guidelines.

5.4 Monitoring and evaluation will be done by the Division of Student Affairs.

**6. PAYMENT PROCEDURES**

Students shall fill work study worksheets on a daily basis.

Work sheets shall be signed by the supervisor and Head of Department to confirm work done.

Duly signed worksheets shall be submitted to the Dean of Students Office on a monthly basis for compilation and computation of amounts due to each student.

**7. EFFECTIVE DATE**

The policy shall be effective from the date it is approved by the Chairperson of Senate.

**8. REVIEW OF THE POLICY**

Ordinarily, the Policy shall be reviewed every 3 years. However, reviews can be made as and when the need arises.

Recommended..... Date .....  
Chairperson, Student Affairs Committee

Approved ..... Date .....  
Chairperson, Senate