



2019

INDUSTRIAL ATTACHMENT POLICY

MACHAKOS UNIVERSITY



APPROVAL

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Policy Contact: Deputy Vice Chancellor (Research, Innovation and Linkages)


Approval Authority: The University Council

Category: Division of Research, Innovation and Linkages

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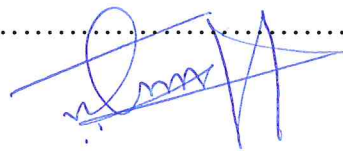
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Approved by the University council:

Sign: 
Date: 22/8/19

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VICE-CHANCELLOR & SECRETARY TO THE COUNCIL

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Date: 6th Sept. 2019

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FOREWORD

This policy provides a framework for engagement and management of internship / Attachment/Practicum programmes in the University. It outlines the various procedures and requirements of the programme, selection procedures and roles and responsibilities of various stakeholders.

The development of this policy underscores the University commitment to provide a framework to ensure that internship/Attachment/Practicum programmes are handled on the basis of set standards, values and principles. Implementation of this policy will therefore contribute to effective management of internship/Attachment/Practicum programmes and enhance skills transfer to the interns/attachees undergoing such programmes in the University.


Prof. Lucy Irungu, Ph.D.

Vice-Chancellor & Professor of Entomology

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FUNDAMENTAL STATEMENTS

VISION STATEMENT

A Preferred University of Excellence in Scholarship and Service Delivery

MISSION STATEMENT

Provide Scholarly Education through Training, Research and Innovation for Industrial and Socio-economic Transformation of our Communities

CORE VALUES

- Integrity** - To honestly deliver on our promises to our stakeholders
- Accountability** - To always be accountable in the assigned duties
- Professionalism** - To be committed to high standards of training and service delivery

Inclusivity

- Respect for diversity

Creativity

- Determination to continually improve

Teamwork

- To actively work together to achieve common goals

Equity

- To strive to be an equal university where meritocracy is practiced in all areas

MKSU IDENTITY STATEMENT

Machakos University is an academic institution committed in generating and transmitting knowledge, skills and attitude through Science, Technology, Research and Innovation for the benefit of humanity.

MKSU PHILOSOPHY STATEMENT

The Philosophy of Machakos University is: "Education for Industrial and Economic Transformation."

DEFINITION OF TERMS

The terms in subsequent sub-paragraphs shall have meanings specifically assigned to them as follows:

Programmes: A plan or schedule of activities, procedures, etc, to be followed.

Internship: A programme established to provide unemployed graduates with opportunities for hands-on training for skills acquisition to enhance future employability and fulfill the legal requirement for professional registration.

Intern: Unemployed person with relevant qualifications who has entered into a contract with a government organization for a period of between three and twelve months with the intent of acquiring relevant work experience for registration with respective professional bodies and/or to increase chances of employability.

Attachment: Is a “work-based experience programme” providing a real-life organisational context for students to develop

Practicum: A course of study for teachers, doctors, nurses, etc., that involves actually working in the area of study.

Supervisor: An employee under whom an intern is placed for purposes of allocating work to them and overseeing their work performance.

ABBREVIATIONS /ACRONYMS

The following acronyms have the following meaning as used in this manual.

1. **IA & LC** – Industrial attachment and Linkages Coordinator
2. **IA** – Industrial Attachment
3. **DVC RIL** – Deputy Vice Chancellor Research, Innovation and Linkages
4. **DVC – ASA** - Deputy Vice Chancellor Academic and Students affairs.
5. **DVC APF** – Deputy Vice Chancellor Administration planning and Finance
6. **DIAC** – Departmental Industrial attachment Coordinator
7. **MKSU** – Machakos University
8. **SF** – Assessment Form
9. **CF** – Control Form
10. **COD** – Chairman of Department
11. **PF-number** - Personal file number

CHAPTER ONE

INTRODUCTION TO MACHAKOS UNIVERSITY INDUSTRIAL

ATTACHMENT POLICY

1.1 Background Information about MkSU

Machakos University (MksU) was Chartered on 7th October, 2016. It is the successor to Machakos University College which was established through a Legal Notice No. 130 of 5th September, 2011.

1.2 The MkSU Organization Structure

The MkSU Organization Structure shall provide clear reporting relationships of the various envisioned positions in the University. The Structure shall be as approved by the University Council.

1.3 Industrial Attachment/Practicum

As a national training policy, all students of Machakos University whose training Curriculum requires them to undergo industrial work experience attachment/s before taking their final examinations. For Certificates/Diploma/Degree courses a minimum 660 hours is required. It is recommended that the attachment should be taken in two equal phase but this is just an ideal situation. Even though courses examined by different bodies may not provide for industrial attachment, for effective training, all students now require attachment. The cardinal rule is that students proceeding on attachment **must** have acquired sufficient skills to make them productive. About 990 hours of training prior to attachment is necessary to satisfy this condition.

- i. Ensure a well-structured and coordinated internship/Attachment/Practicum programme;
- ii. Provide a framework and standards applicable to all interns/Attachees;
- iii. Ensure effectiveness and efficiency in implementation and management of internship/Attachment/Practicum programme; and
- iv. Provide a framework for monitoring, evaluating and reporting for improvement and sustainability of Internship/Attachment/Practicum programmes.

University are to:

The objectives of the internship/Attachment/Practicum Policy for the Machakos

1.5 Objectives of the Policy

The internship/Attachment/Practicum policy aims at enabling students acquire practical workplace experience. The Policy will establish a mechanism for managing an effective and efficient internship/Attachment/Practicum programme that aims to bridge the gap between graduates of Machakos University and the world of work.

Kenya Vision 2030.

Graduates are faced with the challenge of high rate of unemployment. The challenge is exacerbated by the lack of practical work experience that is demanded by the job market. The high unemployment level especially among the youth, has led to increased dependency levels, slow economic growth, increasing poverty levels and rising national security challenges that negatively impacts on the realization of the

1.4 Rationale

1.6 Scope

This Policy shall apply to the Machakos University students and students from other training institutions.

1.7 Policy Statement

The University is committed to providing and availing information and opportunities to students who have partially/completed their courses to acquire workplace experience to enhance their employability.

1.8 National Industrial Training Authority

It links industry and institutions for placement of students at the work place for acquisition of practical skills and appropriate work-ethics.

1.9 The Constitution of Kenya

Article 55 requiring the state to take measures to ensure the youth have access to education, training and employment opportunities.

CHAPTER TWO

TERMS OF REFERENCE FOR INDUSTRIAL ATTACHMENT

The Industrial Attachment and Linkages office was established for coordinating University Practicum/ Industrial Attachment Programmes and Linkages. The office assists students and departments in securing opportunities for attachments and in the field supervision of students. IA & LC terms of reference in this regard, include:

- a. In consultation with council and the academic division of University Management. IA & LC will oversee the operationalization of the University organizational framework and policy on attachment and practicum programmes.
- b. Work with department/school boards of undergraduate studies in preparing industrial attachment proposal/curricular for consideration by council.
- c. Provide regular advice/information to students and departments regarding industrial attachment.

- d. Establish a database of organizations and firms that offer attachment/practicum opportunities to our students. Assist students and staff to access and use this database.
- e. Assist students and departments in securing places for attachments, and post to the students.
- f. Coordinate field supervision and assessment of students on attachment/practicum
- g. Prepare, store and distribute attachment material (logbooks and explain to students regarding use of such materials.

2.1 Structure of Industrial Attachment

- a. Industrial Attachment office will coordinate attachment for approved council Programmes. Typically, attachment/practicum programmes are 3 months of practical/field/real work situations for continuing students prior to graduating.

Students are hosted by organizations/firms/institutions offering activities and opportunities relevant to, and geared towards enhancing the students University Degree/Diploma/Certificate training. Attachments have provisions for clear objectives and expected outputs, close supervision of student by an assigned host supervisor and visits of university staff to assess the students.

b. Departments should define their programmes clearly to avoid confusion to whether the attachments are fourth terms/internal attachments or field based courses, which may not fall within IA mandate. In developing an attachment curriculum, departments should define clear objectives and expected outputs that are specific and unique to their programmes. The curriculum should specify the activities that the student will be engaged in and methodology and instruments of assessment.

2.2 Funding and Budget for Industrial Attachment

Industrial attachment programmes are funded through a University vote under the office of the Deputy Vice Chancellor RIL. Departments are expected to make annual budget estimates three months prior to the start of financial year. The budget estimates should be submitted to IA&LC where a University practicum/Attachment budget will be drawn for submission to the DVC APF.

IA&LC has developed guidelines on the costing for attachments. Estimates take into consideration the number of students expected to go for attachment in a given year, travel costs and allowances for lecturers, materials, and administrative costs of attachment. Departments are urged to use these guidelines in preparing their budget. IA&LC has recommended to University Management for an attachment levy to be borne by students

Departments should be aware and make timely presentations of students seeking loans for attachment from Higher Education Loans Board. The list should reach Registrar academic office at least three months prior to commencement of practicum/attachment. The minimum number of firms a supervisor may visit per day is three.

2.3 Organizational Structure

Industrial attachment and linkages office is a coordinating office for attachment/practicum programmes as per its terms of reference, sanctioned from the office of the DVC RIL.

In its service to the University, industrial attachment operations are supported by nine-member departmental coordinators, carefully selected to the representative of all the departments/programmes offered in the University.

The operations of Industrial Attachment are supervised by the coordinator. Department/School practicum/attachment coordinators (DIAC) and academic advisors provide the critical link between students and IA&LC.

Level at which students are released for attachment/practicum varies across programmes, the ideal level is end of 2nd, 3rd and 4th year of study for degree, 1st and 2nd year of study for Diploma and 1st year of study for certificate, which will apply depending on the attachment schedule during the course of study.

Number of times attachments are scheduled: this will vary across programmes. Most programmes have a single 3 months practicum/attachment component

Students will be visited by University staff at least once. Each department/school should develop its own methodology and instruments of assessing the students on attachment.

CHAPTER THREE

ROLES AND RESPONSIBILITIES OF VARIOUS STAKEHOLDERS

3.1 Roles of employer

- a. To provide meaningful hands-on experience to students in their area of specialization.
- b. To provide a much possible and diversified experience to students.
- c. To assist the students to learn as much as it is practically possible about their industry and industrial organization.
- d. To inform MKSU of any problems experienced or caused by the students immediately, so that a solution can be found before it develops into a serious disciplinary case.
- e. To give students the same treatment as any other employee except as provided elsewhere.
- f. To evaluate the performance of the attached student and submit evaluation reports to the liaison department.
- g. To provide safe working conditions.

3.2 Roles of Departmental Industrial Attachment Coordinator

- a. Forwarding the courses/classes due for attachment to the IAC, Finance and Registrar (ASA)
- b. Convening a session to brief students
- c. Receiving reports on reporting of students
- d. Filing of student attachment forms
- e. Preparation of assessment schedule and estimate budget
- f. Identification of assessors in consultation with the CoD

3.3 Roles of students

- a. To report and leave work at the appointed times (working hours for all employees)
- b. To cooperate with employers and take instructions like any other employee.
- c. To work diligently and avoid all activities that may be detrimental to the wellbeing of the organization.
- d. To learn about his trade and about the industry through meaningful work and co-operate with fellow employees.
- e. To obtain permission for all leaves of absence.
- f. To complete all assignments given by the supervisor in time. These assignments will be evaluated and graded to form the academic report of the attachment term.
- g. To report to the attachment and linkages office of details and location of the attaching industry immediately (by filling the form [mksu/ia&lc/f/02](#)).
- h. Ensure their insurance are valid for the period of attachment.

3.4 Roles of Machakos University

- a. To provide up to date information on attachment/teaching practice requirements and achievements
- b. To facilitate staff members to visit industries for supervision and assessment of students.
- c. To arrange for insurance cover for students proceeding on attachment/teaching practice
- d. To liaise with industries on matters related to placement supervision and assessment of students.

- a. Securing places for attachment is a shared responsibility of industrial attachment & linkages coordinator, departments/schools and students themselves.
- b. Industrial Attachment & linkages office will coordinate formal University funded activities of searching for places e.g. facilitating members of staff to visit establishments to seek for attachment establishment through which opportunities can be secured.
- c. Departments/schools through their academic staff are expected to use their networks and knowledge of such opportunities to secure places for their students. Heads of departments, DIAC and staff members are also responsible for preparing letters of recommendation from their departments to secure attachment places.
- d. Departments should provide timely information and advice to students regarding registration of practicum/attachment as course unit.
- e. Prior to posting/placement/schools should hold briefing meetings with students to discuss the objectives, activities and expected outcomes of the attachment, as well as the methodology and instrument of evaluating the students work. Departments should communicate this to the students through memos,
- f. Students will be provided with “thank you” letters to organizations for accepting to host our students. The letter should be accompanied with the department/school practicum/attachment curriculum.
- g. Students will be expected to fill two copies of “practicum/ attachment industrial placement Form “immediately they arrive at their stations of attachment. The forms provide for information about the station and location, as well the host supervisor. This information will assist the department and IA&LC in arranging for the students supervision. The forms should be returned to the relevant department with one copy to IA&LC.

SECURING PLACEMENT AND PREPARATORY ACTIVITIES

CHAPTER FOUR

CHAPTER FIVE

STUDENTS FIELD SUPERVISION AND ASSESSMENT

IA&LC will coordinate the field supervision of students through facilitation of staff members in travel, board and subsistence allowance. IA will receive budgetary requests from departments at least two weeks prior to the scheduled supervision. The request will be verified and forwarded/recommended to the Vice Chancellor. Requests for supervision funds will include the following information and procedures of application:

5.1 A Comprehensive list of students on Attachment (see FORM “MksU/IA&LC/SF/01”)

This information will be derived and verified from the industrial placement form that the student will have sent on the commencement of the attachment. Information required includes:

- a. The students full names and registration number,
- b. Organization, exact location and contacts
- c. Dates and duration of attachment
- d. Host/cooperating officers name and designation

5.2 Individual staff supervision itinerary (FORM “MksU/IA&LC/SF/02”)

- a. University staff on assignment, Department, PF number, Academic grade and Zone/Area of supervision
- b. Schedule of supervision: Days (s) Specific Destinations, Number of students, Mileage (number of kilometers covered)
- c. Means of transport to be used

- (i) Private vehicle (providing information on cc approved university rates)
- (ii) Public transport (realistic cost estimates of public means to be used)
- d. Estimate of the mileage cost as per the above
- e. Estimates of the per diem (board and subsistence) as the above

5.3 Control form: FORM 'MksU/IA&LC/SCF/03'

Supervisors to ensure that assessed students appends their signatures on the date of assessment

5.4 Summary of request (see FORM 'MksU/IA&LC/SF/04'

This summarizes the request of all staff members, which will include:
 University staff member on assignment

- a. PF-number
- b. Academic Grade
- c. Zone/Area of Assignment
- d. Total number of students
- e. Total number of days
- f. Total mileage
- g. Total per diem
- h. Total imprest applied for
- i. Grand totals

5.5 Supervision Report (see FORM 'MKSU/IA&LC/SF/05')

- a. University Supervisors will be expected to visit and assess the students, meet and discuss with host/cooperating supervisors the students progress.
- b. Discuss with the cooperating officer the relevance and adequateness of the heads of departments of the university curriculum and ways of improvement
- c. Make a report /an evaluation of the student progress to the satisfaction of the heads of departments

5.6 Acknowledgement and Appreciation to Organizations

Departments /schools should ensure that a letter of appreciation is sent to organization for attaching our student. A single copy should be sent to IA&LC with a list of these organizations for further follow up.

5.7 Imprest Accounting Form

University funds applied for and received for university business must be accounted for immediately assignment is completed. As a coordinating office the IA&LC will receive and forward surrendered imprests to the chief finance officer.

CHAPTER SIX
PROCEDURES AND REGULATIONS FOR ATTACHMENT FOR
EXTERNAL STUDENTS

Because of the great need to make students familiar with real work situations, attachments have become mandatory for almost all courses in many institutions. To enable faster and well-postulated process, the coordination of attachment for external students at Machakos University will take the following process.

a. DVC RIL will coordinate all attachments for continuing students in other recognized institution of learning. The applicant/attaché must be a continuing student who plans to return to an institution of learning upon completion of attachment. The institution is responsible for their students conduct and performance as attaches at Machakos University.

b. DVC RIL will receive and process all attachment applications. The applicant must be recommended by an institution, and thus verifiable evidence on the status of the applicant must be presented (e.g. students registration number, letter of recommendation, Transcripts etc).

c. On verification of the status of the applicant and the good conduct and academic standing of the applicant, DVC RIL will recommend and forward the application to the Machakos University establishment /office or department most suitable for the application.

d. The relevant University establishment /offices or department will assess the application and advise the DVC RIL whether or not an opportunity for attachment

is available. The officers may need to call the applicant for oral presentation or interview.

e. Upon the department recommending acceptance of the application, DVC RIL will communicate to the applicant, and sign relevant contractual/regulation forms before commencement of attachment.

f. Copies of duty completed contract will be copied to the Vice chancellor, Deputy Vice chancellor APF and ASA Registrar (Administration), Registrar (Academic) for noting and respective head of department/section.

g. Upon completion of attachment, a Machakos University supervisor or head of a department to which the student was attached will complete two copies of an evaluating/report form. The department will forward one copy to DVC RIL for noting and preparation of recommendation letter.

6.0. POLICY IMPLEMENTATION

Machakos University IA& LC shall be responsible for managing the implementation of the policy and procedures.

7.0 POLICY REVIEW

The Policy shall be due for review three (3) years from the date posted at the end of the document, when need arises.



MACHAKOS UNIVERSITY

INDUSTRIAL ATTACHMENT - Individual Supervision Budget and Itinerary

Staff Name: Pf number: Grade: Department:

Town/City of Supervision: Total Number of Students: Total Number of days:

Total Number of KMs:

Total per Diem Requested: Total Travel Allowance Requested: Total Imprest Requested.....

Sno	Date of Visit	List of Students	Course Level	Destination (Town/City /Location)	Total kilometres	Total Mileage (Ksh)	Total per Diem/Lunch allow (Ksh)	Total Imprest (Ksh)

1. Signed

Diac Sign: Date.....

2. Signed and Stamped

Head of Department: Sign: Date.....

Stamped

Forwarded to Chief Finance Officer by:

3. IA&LC: Sign: Date.....



MACHAKOS UNIVERSITY

INDUSTRIAL ATTACHMENT - Practicum/Attachment Supervision Report and Accounting Form

Name: Pf number: Grade:

Department:..... Zone of Supervision:

Total Number of Students..... Total Number of Days: Total Number of KMs.....

Total Imprest Advanced: Total per Diem Expended: Total Travel Allowance Expended.....

Over/under expenditure:...

Sno	Date	Students Name	Admission Number	Organization	Destination Traveled	Total Miles	Total Mileage	Total per Diem	Remarks

Signed by Supervisor:Date:

Signed by DIAC:Date:

Signed and Stamped by:

Head of Department: Date:

Signed, Stamped and Forwarded to

Chief Finance Officer by:

IA&LC: Date: