

STUDENTS' WORK-STUDY POLICY

Version	Rev. 0.0
Short description	Students' Work-Study Policy
Relevant to	Students and Staff
Approved by	University Council
Responsible officer	Deputy Principal (Academic & Students' Affairs)
Responsible office	Dean of Students Office
Date introduced	September, 2026
Related University Documents	University Charter, Statutes and other relevant University policies
Related legislation	Constitution of Kenya (2010), Public Finance Management Act (2012), Public Audit Act (2003), Corporations Act, Cap 446, Universities Act (2012), KVUC Students Rules and Regulations, Occupational Safety and Health Act (2007)
State	
Key words	Work-Study, Panel, Advertisement, Shortlisting, Interview, Recruitment, Placement and Supervision

September, 2026

APPROVAL

The Kerio Valley University College having been awarded its Charter on 18th June 2026 set itself on a growth path guided by its vision of "To be a university of excellence in knowledge generation, innovation and environmental sustainability for socio-economic transformation". At its foundation, the University is being guided by the 2024 to 2029 strategic plan. The University has developed and approved several policies which will guide decisions of the different organs of the University in order to achieve rational outcomes geared towards the growth of the University. Some of the initial policies developed are under review. This Work study policy is one of the many policies that the University requires to improve its functions.

My special thanks go to all those who put in their time, effort and skills to develop this Policy. By virtue of the authority vested in me as the Chairman of Council of the Kerio Valley University College, I hereby sign this work study policy this--------day of ------, 2020.

CHAIRMAN OF COUNCIL

FOREWORD

Rapid expansion in Kenya's higher education has been witnessed in the form of increased number of private and Public Universities as well as rapid student enrollments in specific institutions. As a policy, the government of Kenya endeavors to guarantee equal access to education. As such funding agencies, such as the Higher Education Loans Board (HELB) were created with the mandate of financially supporting qualified Kenyans to pursue higher education. Other agencies, charitable organizations as well as County Governments have also set aside funds to support needy but qualified students. Yet despite of all these efforts, a good number of students still experience serious challenges in financing their education as funds allocated are inadequate. Currently, many students still drop out of University or defer studies for long periods.

As a means of assisting students confront these challenges, the Kerio Valley University College, whose students experience these hardships, has developed the Work-study Programme. The purpose of the programme is to help the needy students provide service at various sections and departments of the University for a moderate pay. This Policy has therefore been developed in order to provide a framework for running the work-study programme. It provides guidelines of establishing available positions, identifying and placing needy cases, modalities for payment as well as sourcing of funding to finance the programmes.

While the work-study programme may not offer a permanent solution to financial challenges faced by students, it is a statement that we are aware and appreciate the difficulties our students go through and this Policy will be a guide in ensuring that the programme is not abused but only the most deserving cases benefit.

Prof. Paul K. Tarus

Ph.D, M.Sc, B.Ed (Kenyatta)

PRINCIPAL

PREAMBLE

The University in its endeavor to support a conducive learning environment and help needy students to finance their studies as well as their stay has developed the work-study Policy. This Policy provides a framework for identifying needy students, recruitment, placement into the programme as well as payment. It also gives guidelines on how to solicit for funding to support the programme. This is done in compliance with other statutory and legal provisions such as the Universities Act (2012), the Kerio Valley University College Statutes (2013), the Occupational safety and Health Act 2007 as well as the Rules and Regulations Governing the Conduct and the Discipline of the students of the Kerio Valley University College, among others.

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PURPOSE

The aim of the work-study policy is to provide guidelines on how to assist needy students by providing opportunities to raise money to subsidize their fees and for their upkeep. This in line with what is enshrined in the Constitution of Kenya, 2010 Chapter Four Article 4 and the Philosophy enshrined in the University Charter that every University student can learn and succeed in a supportive environment.

POLICY STATEMENT

The University recognizes the need for students to continue with their studies with minimum interruptions. The Work-Study Policy provides guidelines that will be used to select needy students for placement in various University departments to help them get financial support to pay fees and for their up-keep.

SCOPE

This policy applies to bona fide undergraduate students of the Kerio Valley University College excluding international students. The Dean of Students Office, schools, directorates and other departments will contribute and participate in the work-study programme by offering opportunities to the identified needy students.

DEFINITION OF TERMS

Term	Definition
Needy student:	A student facing financial difficulties during his/her studies and upkeep while undertaking academic programmes
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 need, 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 school/lectures.

LIST OF ACRONYMS AND ABBREVIATIONS

WSP	Work-Study Programme
KVUC	Kerio Valley University College
DoS	Dean of Students
DPRINCIPAL (ASA)	Deputy Principal Academic and Students Affairs
UMB	University Management Board
PRINCIPAL	Principal

1.0. BACKGROUND

The Kerio Valley University College is one of the public universities in Kenya. This policy aims at guiding the operations of the work study programme, and enhancing all aspects of its management. It will put in place an efficient and effective system that envisages the student as a client and motivates all service providers. All the structures related to the implementation of the programme guarantee transparency.

2.0. VISION, MISSION AND CORE VALUES

2.1. Vision

To be a university of excellence in knowledge generation, innovation and environmental sustainability for socio-economic transformation.

2.2. Mission

To provide quality education, training and research in Education, Science, Agriculture, Arts and Technology and inculcate holistic values for societal development.

2.3. Core Values

At Kerio Valley University College, we are committed to:

a) Customer focus

b) Professionalism

c) Innovation

d) Integrity

e) Inclusiveness

f) Accountability

3.0. POLICY GOALS/OBJECTIVES

3.1 To provide guidelines on how to offer financial assistance to needy students of Kerio Valley University College.

3.2 To guide the policy implementers on how to source for funds to complement the financial support from parents, sponsors, government and other well-wishers in assisting needy students.

3.3 To assist the policy implementers on how to involve students in improving service delivery in areas where there is need.

3.4 To provide guidelines on how to inculcate work ethics and experience in students who participate in the work study programme.

3.5 To assist the policy implementers in reducing psychological, emotional and academic stress resulting from lack of financial sustenance on the part of needy students.

4.0. POLICY APPLICATION

4.1. Eligibility

4.1.1 The work study shall cover only bona fide students of the Kerio Valley University College on session for the period applied for.

4.1.2 The students should have demonstrated financial need. The Dean of Students office shall use the criteria developed identifying the needy students so that the most deserving students are considered for the work study.

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

4.1.4 The student should demonstrate and maintain satisfactory academic performance.

4.2. Application and Selection Criteria

4.2.1 Departments in the University shall declare their number of spaces as per their need.

4.2.2 The Dean of Students shall in consultation with various departments advertise the available positions on notice boards and the university website at the end of every academic year.

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

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

4.2.5 The Dean of Students shall constitute a work study panel to shortlist and Interview the applicants. The panel shall include staff from the Dean of Students namely: the student's counselors, administrators, work study coordinator and two student leaders.

4.2.6 The Dean of Students shall send the list of successful applicants to the DPRINCIPAL-ASA for issuance of appointment letters.

4.2.7 Special cases identified during the semester may be considered depending on availability of work positions/spaces.

4.2.8 The policy shall not discriminate in terms of gender, ethnicity or any other.

4.2.9 Work study shall not compromise academic work of selected students.

4.2.10 The final list of successful candidates shall be made and put on the notice boards before posting them to various departments.

4.3. Placement, Supervision and Termination

4.3.1 Successful applicants shall be issued with appointment letters to specific departments that had declared positions by the Dean of Students.

4.3.2 Students on work study may be posted to any Department with declared vacancies except in the those dealing with University Examinations and other offices holding confidential documents.

4.3.3 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. However, duties shall be limited mainly to cleaning and related services.

4.3.4 Departments where students are posted should prepare a work schedule appropriate to the students. Students shall not handle sensitive matters/ equipment or chemicals in the offices or laboratory they are posted to.

4.3.5 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.

4.3.6 Students rights shall not be violated while performing their duties at work stations.

4.3.7 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.

4.3.8 The maximum number of hours students shall work is 4 hours per day and a maximum of 20 hours a week.

4.3.9 Upon completion, departments should make a report to the Dean of Students to guide the office in writing recommendation letters for the student(s).

4.3.10 Termination of a student's appointment on the work study program shall be done under the following circumstances: poor performance of duties in the work station, indiscipline, medical problem, voluntary withdrawal, and evidence of unsatisfactory academic performance.

5.0. IMPLEMENTATION

5.1 This policy will be implemented in line with established legal and institutional frameworks at the university.

5.2 The University shall set aside funds in the annual budgets 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 UMB provided that the rates compare favorably with what is applicable to the Government guidelines (The current lowest paid unskilled labourer is KShs. 571.45 per day which translates to KShs. 71.43 per hour).

5.4 Monitoring and evaluation will be done by the Kerio Valley University College Bursaries and Awards Committee (KVUCBAC).

6.0. EFFECTIVE DATE

The policy shall be effective from the date it is approved by the University Council.

7.0. REVIEW

This policy shall be reviewed after a full-cycle of the longest academic programme which, for the time being, is five (5) years.

8.0. APPENDIX

Appendix 1: Payment Procedures

Students shall fill work-study worksheets on a daily basis.

Worksheets 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.

APPENDIX 2: RISK MATRIX FOR STUDENTS' WORK-STUDY PROGRAMME

No	Risk Event	Risk Factor (cause)	Effects	I	V	IV	Mitigation	Performance Indicator	Responsibility	Timeframe
1.	Inadequate work-study vacancies	Large number of needy students surpassing available vacancies; Inadequate funds	Many needy cases left out from the programme; Increase of students dropping out from the University; Reduced completion rate	3	3	9(L)	Advocate for increased funding for the programme; To enhance other support funding programmes	Number of students in the programme	DPRINCIPAL-ASA DoS	Annual
2.	Poor academic performance by students in work-study programme	Inadequate time for studies	Increased supplementary/repeat cases	2	2	4(L)	Maintain a manageable work schedule	Work schedule	DPRINCIPAL-ASA DoS	Semester
3.	Placement of undeserving students	Wrong information provided by applicants; Information not reaching all students	Deserving/Needy students left out of the programme	3	4	12(M)	Applicants to attach supporting documents; Appropriate sensitization	Placement of needy/deserving cases	DPRINCIPAL-ASA DoS	Semester
4	Poor service delivery in Depts. with students on work-	Lack of requisite skill by students; Indiscipline; Failure	Dissatisfied clientele; Strained relations with stake-holders	2	2	4(L)	Appropriate induction of students on work-study;	Appropriate work ethics/practices	DPRINCIPAL-ASA DoS Section heads	Semester

	study	to observe professional etiquette					Close supervision of students on work-study			
5	Delay in the payment of students on work-study	Delays in the filing of work-study claim forms/work sheets	Students on work-study become demotivated	2	3	6(L)	Prompt and daily filing of worksheets	Prompt payments of work-study earnings	DPRINCIPAL-ASA DoS Section heads	Semester

I = IMPACT, V= VULNERABILITY, IV = IMPACT × VULNERABILITY

Key:

I = Impact

V = Vulnerability or likelihood

IV = Risk level (product of impact x vulnerability): L=Low, M=Medium