

VALLEY UNIVERSITY OF SCIENCE AND TECHNOLOGY

WORK AND STUDY POLICY

MARCH 2023

This Work and Study Policy was approved and adopted by the University Council at its meeting held on

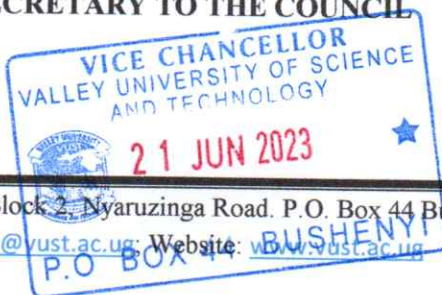
16th June 2023





SECRETARY TO THE COUNCIL

CHAIRPERSON OF COUNCIL



Plot 131, Block 2, Nyaruzinga Road. P.O. Box 44 Bushenyi District, Uganda
Email: info@vust.ac.ug; Website: www.vust.ac.ug

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Introduction

Working and studying full time can be a challenge. But it's possible and in fact, can bring many benefits. One of these is better financial control – you can pay for your tuition or bills while you study and save for the future. Another is that the skills you gain from working full time or part time may prove helpful as your career develops. It is possible to balance your time between work and study. It just requires organisation, planning and a bit of self-discipline. How you manage your time between work and study is ultimately up to you and your circumstances. It will depend on how much you work, what you are studying and what your end goal is. No single plan will work for every student. This is where a study plan can be a great help, as you can tailor it to your needs.

Three advantages of working and studying full time

1) Keeping your job and full-time salary

Continuing to work full time allows you to maintain your job and the salary and associated benefits while also progressing in your studies. You may rely on your job for your own or your family's health insurance or you may need the income from full-time work to support yourself and afford grad school. Your salary may also help you avoid taking on considerable debt. Additionally, you may enjoy your job and feel that staying involved there is part of your overall career trajectory in addition to your degree.

2) Applying your learning at your job and in the classroom

Going to grad school at the same time you are working can facilitate connections between theory and practice. As opposed to time in grad school feeling like a break from the professional world, you can bring your learning's from the classroom into your workplace and vice versa. This can also ground your experiences in graduate school and help you see the ability of your studies to advance your skills and thinking more immediately.

3) Completing your degree in less time

Studying full time enables you to complete your degree in less time than pursuing your degree part time. If you elect to work full time while pursuing your degree full time, you will also not add years by taking time off while you're in school. Given this, taking on on school full time alongside full-time work can be efficient if completing your degree quickly is a top priority for you.

The decision to pursue full-time study and work can be highly personal and subjective. While the prospect of working and studying full time may seem too much to some, it may suit your personal ambition and abilities much better than a part-time approach. We leave you with some important next steps to complete as you determine how to balance your studies and work life.

Corporate Mission and General Policy

The general policy of Valley University is to attract, recruit and retain well-qualified, motivated and competent employees and develop them further into efficient and effective performers in their current as well as further jobs/duties in the VUST. The University by initiating, encouraging and supporting appropriate employee training programs shall achieve the above mission.

Training Objectives

The general objective is to provide guidance to employee training activities in Valley University.

The specific objectives are:

1. To enable training of staff to be planned, organized, coordinated, implemented, properly.
2. To provide guidance on training relevant for personal and institutional growth.

Purpose

The purpose of this policy is to outline:

- Who is covered by the policy;
- Definitions of conduct and behavior that fall within the scope of this policy;
- How to raise any concerns of conduct or behavior that contravene this policy;
- Where to find additional related guidance and policies;

Policy Guidelines

The staff study Programs shall be implemented to:

1. Cater for the present and future human resource skills needs necessary for Valley University.
2. Improve and develop staff capacity to enable them execute their duties more efficiently and effectively in line with the needs of Valley University.
3. To enable Valley University to be self reliant in terms of local professional staff.
4. To provide personal advancement to enhance the employee's chances to develop in his/her career within VUST, subject to the priority being that this is for the mutual benefit of the employee and the university.

Scope

- This Policy applies to VUST staff in the context of their University work or study, or which otherwise affects the working, learning or social environment of the University and/or its reputation.
- This can include the way in which staff and students behave towards colleagues and peers outside University premises on University-related social occasions, and online through social media networks.
- This Policy should be read in conjunction with other VUST Policies, Procedures and Guidance documents such as:

Continuing Education

Staff may undertake education with a view to attaining professional certification or an academic qualification by formal examination. This may be done on a correspondence basis or physical with a recognized professional body or institution of higher learning provided such undertaking does not interfere with performance of their duties.

On attainment of professional certification or academic qualification, staff may be considered for promotion provided a vacancy exists.

Bondement

Where a member of staff has been fully or partially supported by the University for Further Studies, the staff beneficiary shall be bonded for a period of time decided by the University Management or Council.

Criteria for Selection

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

- a) Shall show proof of Admission into the University
- b) Shall have been working for the institution for at least 2 years.
- c) Capable of paying all university fees for his or her program of study

In, return, the staff shall be given a letter of no objection by the university in regard to his/her application to study while working with the university. The Vice Chancellor / University Secretary shall sign on behalf of the University

Staff who combining work and study at university are required to take note of the following.

Plan Ahead: Try to plan ahead if you know a busy time is coming up on your course or where you work. Schedule in advance as much as possible and try to re-organise events and work around deadlines to create a balance.

Communicate with your employer: Employers will be more sympathetic if you tell them as soon as you can that you can't work on a certain day for academic reasons. If you are able to suggest practical solutions and take responsibility for the change in the rota then this will demonstrate using your initiative.

Structure: Try to keep to structured work patterns to help focus your time.

Go To Your Lectures: Don't miss lectures to undertake work. If you miss classes and submit work late or of poor quality will seriously damage your chances of getting a good degree.

Speak To Your Course Tutor: If you are struggling to balance both work and study seek advice and support as early as possible from your course tutor or equivalent. In exceptional circumstances deadlines may be extended.

Make Time For Relaxation: Don't forget to find time in your schedule to unwind and relax after work or study.

Evaluate Your Time: Evaluate what you are spending your time on to identify areas where you can make changes.

Internship exercise

I've not got where they talk about internship but what happens when a work is away for internship

Eligibility of breaks, sick days, vacation days, holidays, or leaves.

RESPONSIBILITY FOR IMPLEMENTATION

Vice Chancellor, University Secretary, Academic Registrar, and Faculty Deans.

VUST Vice-Chancellor has responsibility to ensure that the policy is applied effectively and will devolve authority for the application of the policy, and any supporting guidance, to the

Deputy/Pro-Vice Chancellors, Deans, and Directors/Heads of Subject and Heads of Professional Services.

It is the responsibility of all persons in authority (including Deans, heads of departments, managers, supervisors, lecturers and all staff working directly with students or members of the public) to:

- **Ensure that this Policy is implemented effectively and effort is made to ensure that all staff are aware of this policy**
- **Be alert to potential problems and act promptly without unnecessarily waiting for a complaint, by directly challenging behavior when it is observed and promoting an inclusive working and study culture**
- **Treat informal and formal complaints seriously, with sensitivity to the feelings and perceptions of all those involved, and in a timely fashion**
- **Deal with any issues raised fairly and in line with duties of care to staff**

FINANCIAL IMPLICATIONS

Implementation of the policy will require some actions that may involve changing existing procedures, while others will require financial support that would come from reallocating existing budgets or increasing them.

MONITORING AND EVALUATION

Monitoring will be cardinal to the effective and efficient implementation of this Policy. This entails the collection, analysis and use of the data and information to determine the progress of implementation.

REVIEW OF POLICY

This work and study Policy will be reviewed every (3) three years to take into account any emerging issues and trends. It shall be the responsibility of the Human Resource Office to review this procedure as appropriate and avail the same for approval to the responsible authorities.

NOTE: Any part or whole of this policy that violates the National laws is null and void. National Laws take precedence.

Relevant legislation

This policy complies with relevant legislation including

- Uganda Human Rights Act of 1997.
- Data protection act 2019
- The occupational safety and health act, 2006
- Laws of Uganda 2000,
- the Employment Act No 6, 2006
- The National Environment Act Cap 153,
- The Constitution of Republic of Uganda Article 21,(prohibits gender discrimination)