



# MUASt

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MARONDERA UNIVERSITY  
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

## **WORK STUDY POLICY**

**POLICY NO. WSP/13/25**

WSP 13/25



# MUAST

MARONDERA UNIVERSITY  
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

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| <b>TITLE</b>         | <b>MARONDERA UNIVERSITY OF AGRICULTURAL SCIENCES AND TECHNOLOGY WORK STUDY POLICY</b> |
| <b>POLICY NUMBER</b> |   |
| <b>COMPILED BY</b>   | <b>STUDENT AFFAIRS DEPARTMENT</b>   |
| <b>APPROVED BY</b>   |   |
| <b>DATE</b>          |   |

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## 1.0 PREAMBLE

Marondera University of Agricultural Sciences and Technology (MUASt) is a modern and unique institution of higher learning established through the MUASt Act 25:29. The University is driven by the vision, “To be a leading global centre of excellence in the provision of technology driven sustainable green agricultural solutions”. Underpinned by its unique Core Values: Excellence, Diversity, Innovation, Ethics, Ubuntu, Sustainability and Integrity. The University aims at producing globally acceptable and competent graduates grounded in agricultural, entrepreneurial and technological skills in recognition of the Education 5.0 pillars; teaching, research, community service, innovation and industrialization.

MUASt acknowledges that education is a tool for development. The University recognizes the value of education and also the need to provide assistance to financially constrained students, who in a conducive environment, are likely to excel and contribute in building their communities and also to national development. In its endeavour to support a conducive learning environment and help needy students to finance their studies as well as their stay at university, MUASt has embraced the Work for fees initiative and has developed this policy to regulate the implementation of the programme.

This policy adheres to anti-corruption circulars, policies and measures as directed to the attention of the University by other agencies of the State. The policy shall also abide by growth, prosperity and inclusive development to the country in prompting good governance buttressed by transparency, accountability, integrity and rule of law. This policy also acknowledges the responsibility to lead by example in the fight against corruption and to ethically render services with integrity.

## 2.0 DEFINITION OF TERMS

- 2.1 **Eligible Student:** any registered/accepted student who is prepared to work for fees.
- 2.2 **Needy Student:** any student who is financially constrained and does not have any other financial support through full/partial scholarships and exemptions for his/her studies.
- 2.3 **Semester Work Study:** duties carried out by students at different work stations during semester session.
- 2.4 **Supervisor:** staff member in charge of a work station to login hours worked by students on daily basis and does the monthly computation.
- 2.5 **Vacation Work Study:** duties carried out by students at different work stations during vacation period.

- 2.6 **Work Station:** place or department of deployment for work study duties.
- 2.7 **Work Study Committee:** duly selected student and staff members led by an appointed Chairperson to coordinate the Work Study operations.
- 2.8 **Work Study Programme:** is a university programme that enables financially constrained students to work part-time while attending lectures.
- 2.9 **Work Study:** a part-time job for students with financial needs, allowing them to earn money to supplement education expenses.

### **3.0 PURPOSE**

The policy provides a framework for identifying needy students, recruitment and placement of such students into the work study programme. The Student Work Study programme acts as an internal scholarship to supplement tuition fees for needy and eligible students. It should, however, be noted that it is not possible for the selected students to totally rely on the work study programme to meet all their financial obligations to the University. Time allocated for the programme is limited to afford a balance in academic work.

### **4.0 SCOPE**

This policy shall be applicable to all students and University departments/units involved in the Work Study programme. The policy shall also comply with government labour laws and all other MUASt related policies.

### **5.0 REGULATORY FRAMEWORKS**

- 5.1 MUASt Act 25:29
- 5.2 MUASt Student Conduct Ordinance 5
- 5.3 MUASt Student Charter
- 5.4 MUASt Integrity Policy
- 5.5 MUASt Risk and Safety Policy
- 5.6 MUASt Code of Conduct
- 5.7 Zimbabwe Labour Act 28:01

### **6.0 POLICY OBJECTIVES**

The policy exists to:

- 6.1 Regulate and standardise the operations of the work study programme.
- 6.2 Offer guidance in the process of identifying eligible students for the work study programme.
- 6.3 Promote standard work ethics among students and staff.
- 6.4 Direct coordination of departments/units in the implementation of the programme.

## **7.0 POLICY APPLICATION**

### **7.1 Eligibility**

- 7.1.1 The work study programme shall be eligible to registered/accepted students of MUASt during the period it is applied for.
- 7.1.2 The students should have proven financial need and potential to pass. The Work Study Committee shall use the criteria developed in identifying the needy and eligible students so that the most deserving students are considered for the programme.
- 7.1.3 The students shall not have violated any rules and regulations governing conduct of students at the university, or any other national laws.
- 7.1.4 MUASt students engaged in the Work study programme shall be made aware that the claimed hours would not suffice the registration threshold amount, and therefore, students shall be expected to make upfront payments to be eligible to register and sit for examinations.

### **7.2 Work Study Registration**

- 7.2.1 At the beginning of each semester or vacation period a call for expression of interest for the programme shall be shared through the SRC Secretary for Gender and Social Affairs who shall compile a list to submit to the Dean's office for onward submission to the Work Study Committee.
- 7.2.2 Registration shall not discriminate in terms of gender, level, student academic status or any other condition.
- 7.2.3 If need arises for a student to transfer from one work station to the other, it shall be done through the Dean of Students office.

## **8.0 PLACEMENT, SUPERVISION AND TERMINATION**

### **8.1 Placement**

- 8.1.1 Students registered for the work study programme shall be notified of their work stations and date of commencement.
- 8.1.2 Work study shall not compromise academic work of the selected students; hence, students shall not exceed 26 working hours per week during semester period.
- 8.1.3 Work conditions and required paperwork shall be handled and communicated to the students by the work station supervisors.

## **8.2 Supervision**

- 8.2.1 Students engaged in the programme shall work under the supervision of staff members in the department or unit.
- 8.2.2 Students shall not handle sensitive or decision-making matters, work with dangerous equipment or chemicals in the offices or laboratory they are posted to.
- 8.2.3 Departments/Units shall be expected to ensure compliance with all statutory requirements regarding treatment of students in places of work including provision of protective gear where necessary.

## **8.3 Termination**

- 8.3.1 Termination of a student's appointment from the work study programme may be possible if there is evidence of unsatisfactory academic performance, or when the student would no longer be financially constrained.
- 8.3.2 Any grievances related to termination that cannot be resolved at the Departmental/Unit level shall be reported to the Dean of Students Office.

## **9.0 IMPLEMENTATION**

- 9.1 This policy shall be implemented through Standard Operating Procedures generated from it.
- 9.2 The University shall set aside funds in the annual budget to finance this programme.
- 9.3 Students on the programme shall be remunerated at an hourly rate as approved by the University Management.
- 9.4 Monitoring and evaluation of the programme shall be done by the Work Study Committee.

## **10.0 WORK STUDY PAYMENT**

- 10.1 The University Management has the responsibility to approve payment of the work study claims basing on the submitted paperwork.
- 10.2 Payment for Work study shall be done at the end of every month/semester or vacation period depending on the prevailing circumstances.

**11.0 EFFECTIVE DATE**

The policy shall be effective from the date of its approval by the relevant Committee.

**12.0 MONITORING AND REVIEW OF THE POLICY**

This policy shall be reviewed after 4 years.

Approved: .....  .....  
(Vice Chancellor)

Date: 15/07/2025