

# The Mico University College



## APPLICATION FOR THE STUDENT STUDY-WORK PROGRAMME

[Please read the instructions overleaf before completing this Form.

Submit the completed Form to the Offices of (i) Student Services, (ii) Human Relation and the (iii) Dean]

### SECTION I – STUDENT DATA

STUDENT'S FULL NAME \_\_\_\_\_  
*First Name* *Last Name* *Middle Name*

ID NUMBER (When assigned) \_\_\_\_\_

CURRENT STANDING  DEGREE STUDENT  POST DIPLOMA STUDENT

MAILING ADDRESS \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

CONTACT NUMBERS: \_\_\_\_\_  
*Telephone No. (Home)* *Telephone No. (Cell)*

### SECTION II – PROGRAMME DATA & STUDY – WORK INFORMATION

FACULTY / DEPARTMENT \_\_\_\_\_  
*Faculty* *Department*

PROGRAMME / SPECIALIZATION \_\_\_\_\_  
*Programme* *Specialization*

INDICATE TYPE OF STUDY-WORK PROGRAMME IN WHICH YOU ARE INTERESTED.

[Give a brief description of the area in which you are interested (Include any relevant project(s), in which you are involved and may wish to continue. You may use additional paper if required]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INDICATE TIME SCHEDULING PREFERENCE FOR STUDY-WORK.

(Note the semester and hours assigned shall be based on availability) \_\_\_\_\_  
*Semester (Sem.I / Sem.II / Summer)* *No. of hours/week*

INDICATE PREFERENCE FOR COMPENSATION – EITHER (i) TOWARDS (CREDIT HOURS) OR (ii) TOWARDS TUITION

- i) TIME (CREDIT HOURS)  Towards fulfilling community service hours  
 <sup>1</sup>Towards fulfilling general course requirements  
 <sup>2</sup>Towards fulfilling Practicum/Field work requirements
- ii) REMUNERATION (NON-CASH)  Towards tuition

I confirm that the information given above is factual to the best of my knowledge and belief.

\_\_\_\_\_  
*Student's signature* *Date*

### SECTION III – FOR OFFICIAL USE ONLY (AUTHORIZATIONS)

AUTHORIZATION FROM HOD – IF COMPENSATION IS IN TERMS OF TIME (CR. HRS.) \_\_\_\_\_  
*Name of HOD* *Signature of HOD* *Date*

AUTHORIZATION FROM THE HR DIRECTOR \_\_\_\_\_  
*Name of HR Director* *Signature of HR Director* *Date*

AUTHORIZATION FROM THE DIRECTOR ALUMNI AFFAIRS \_\_\_\_\_  
*Name of Director Student Services* *Signature of Director Student Services* *Date*

AUTHORIZATION FROM THE DEAN \_\_\_\_\_  
*Name of Dean* *Signature of Dean* *Date*

## APPLICATION FOR THE STUDENT STUDY-WORK PROGRAMME

Instructions to complete the form "***Application for the Student Study-Work Programme***"

This form shall be completed by the student, who shall seek the relevant authorizations. Authorizations shall be sought from

- The Director of Student Services (who has responsibility for Financial Aid and Scholarships),
- The Director of Human Resources (who has responsibility for placement in the work-study programme),
- The Dean of your Faculty and
- The Head of Department, where the student has indicated a preference for compensation in terms of time (i.e. credit hours).

The form shall be completed in triplicate and a copy of the fully executed form shall be deposited at the offices of (i) Student Services, (ii) Human Resources and (iii) the Dean, for their files.

A copy of the completed form shall also be submitted to:

- The HOD, where compensation is in terms of credit hours or
- The Bursar where compensation is non-cash remuneration

The Form will be assessed and the student advised of the Semester in which the work has been assigned and the weekly number of hours assigned. (The scheduling of a student will be dependent on the nature of the job assigned, the number of hours a student is permitted to work and the availability of time slots). The permission for the study-work programme may be extended past a single semester up to a second semester and the summer session (if applicable). However, the application must be made annually to remain on the programme.

### Information regarding the study-work programme

#### Eligibility

To be eligible to be on the study-work programme, a student must –

- a) Be a full-time registered student,
- b) Satisfy the requisite academic requirements as follows:
  - For Year I: The student must have excellent programme entry qualifications including any
    - Special relevance to area of interest
    - Experience in area of interest.
  - For Years 2 – 4: Students must have at least a B average or GPA of 3.0

To remain on the programme, the student is required to maintain a B average or GPA of 3.0 and is also required to maintain a satisfactory job performance assessment.

#### Responsibility

A student on the programme is expected to act responsibly and shall therefore be punctual at work and attend regularly. The student is also expected to be efficient in the performance of his/her job duties. If the student is unable to attend to his/her job duties, the supervisor must be informed. Therefore the student shall notify the supervisor in advance of any absence, or of any withdrawals from the programme, be it temporary or permanent.

#### Time

The time allotted for a student's work load on the study-work programme shall be between 10 – 15 hours per week, but shall not exceed 20 hours per week during the semester and 35 hours per week during the summer. The student is expected to remain in the job for the entire semester, i.e. between September to December (Semester I) or January to May (Semester II) and will not be allowed to start in any position mid-semester. Summer work opportunities will only be available depending on the financial status of the institution. The summer session is from June to August. The student is expected to work at the times assigned by the HR Department which were agreed by the Faculty or any other relevant Administrative Department.

#### Compensation

A student will only be compensated for actual hours worked. Therefore a student who is absent due to illness, holidays, or other reasons shall NOT be paid or given credit for the time missed. A student shall NOT be compensated for time taken for meals. The student will be required to prepare a time sheet, providing an accurate record of the hours worked and authorized by the supervisor at the end of each week. If the student is to be compensated in terms of credit hours, the completed and authorised time sheet shall be submitted to the HOD. If the student is to be compensated by payment towards tuition, the completed and authorized time sheet shall be submitted to the Accounts Department. Compensation will be awarded monthly either in terms of time i.e. credit hours – towards (a) community service hours, (b) general coursework requirements or (c) practicum/field requirements; or be allotted to the student's tuition. **A student will not receive cash.**

#### Assessment

The student's performance on the job shall be assessed by the supervisor at the end of each semester (or the summer session where applicable) and a recommendation made to the Dean for termination or continuation as the case may be. The student will have to re-apply annually to continue on the programme.