



MACHAKOS UNIVERSITY

GRADUATE ASSISTANTSHIP POLICY

SEPTEMBER, 2023

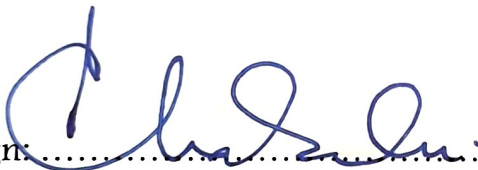
APPROVAL

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Policy Title: Graduate Assistantship Policy
Reference No.: MksU/APF/

Approved by the University Council:

Sign: Date:

PROF. JOYCE AGALO, PhD
VICE-CHANCELLOR AND SECRETARY TO THE COUNCIL

Sign:  Date: 15/09/2023
DR. CHRISTOPHER GATAMA GAKAHU, PhD
CHAIRMAN OF COUNCIL

FOREWORD

This policy provides a reference guide for the process of recruiting outstanding students into the Graduate Assistantship Programme at Machakos University. Graduate Assistantship is a contractual position meant to facilitate identification of outstanding Bachelor's degree graduates to be trained to eventually assume academic staff positions. The Graduate Assistantship Programme has a vital role to play in the development of academic staff in the University and the sustainability of postgraduate programmes. The policy outlines the requirements for students wishing to become graduate assistants and shall guide the process of engaging prospective candidates to the Programme at MksU. Graduate Assistants are individuals pursuing degree programmes as well as serving as employees of the University. The primary goal of an Assistantship is to facilitate progress towards successful completion in a timely manner of a graduate degree program. The secondary goal is to provide a meaningful work experience in the academic community under the supervision or guidance of the senior faculty staff and/or administrator. In general, the Graduate Assistantship Programme is intended to offer outstanding students an opportunity to:

- a) Gain further supervision in their field of study,
- b) Gain leadership experience,
- c) Sharpen their research skills,
- d) Acquire pedagogical experience necessary for an academic career and
- e) Develop professional skills.

PROF. JOYCE J. AGALO, PhD

VICE-CHANCELLOR & SECRETARY TO THE COUNCIL

UNIVERSITY FUNDAMENTAL STATEMENTS

VISION

Excellence in transformative scholarship and community service.

MISSION

To provide scholarship through teaching, training, research and innovation; and community service for sustainable industrial and socioeconomic transformation.

QUALITY POLICY STATEMENT

Machakos University is ISO 9001:2015 certified. The University Management shall ensure continuous review of quality objectives at all levels for continual improvement.

CORE VALUES

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|------|-------------------------|--|
| i. | Creativity: | Using imagination and original ideas to create value for our customers. |
| ii. | Agility: | Embracing urgency and flexibility in responding to customer demands. |
| iii. | Meritocracy: | Promoting of merit-based services. |
| iv. | Professionalism: | Commitment to high standards of training, research and service delivery. |
| v. | Integrity: | Upholding honesty and high moral standards. |
| vi. | Inclusivity: | Offering equitable access to opportunities and resources. |

ABBREVIATIONS AND ACRONYMS

CoD:	Chairman of Department
DVC (APF):	Deputy Vice-Chancellor (Administration, Planning and Finance)
DVC (ASA):	Deputy Vice-Chancellor (Academic and Student Affairs)
DVC (RIL):	Deputy Vice-Chancellor (Research, Innovation & Linkages)
GA:	Graduate Assistant
HR:	Human Resource
MksU:	Machakos University
VC:	Vice-Chancellor

DEFINITIONS

- Assistantship:** An arrangement in which financial support is given to a graduate student who engages in teaching and/or research in furtherance of the University's academic mission, as well as his or her graduate education.
- Graduate Assistant:** Any individual who serves in a support role at the University while completing his/her graduate studies.
- Graduate Assistantship:** Means an appointment of a graduate student, enrolled on a full-time basis, who is employed to assist with teaching and/or research and other related duties.

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1.0 INTRODUCTION

1.1 Preamble

This policy provides guidelines and regulations on the process of recruiting and administering graduate assistants at MksU. In addition to contributing to staff development, the Graduate Assistant (GA) Programme at MksU will enhance graduate academic programmes and also benefit the individual student. The policy shall be implemented in compliance with the relevant legal documents and policy frameworks. It provides the requirements for eligibility, application procedures and considerations for appointment. The GA appointment may be terminated before expiry of the contract period in line with the MksU Human Resource Policy. The duties and responsibilities of the GA as well as the renewal procedure for the subsequent academic year are outlined in this policy. The policy addresses issues of faculty and staff members responsible for oversight of the GA Programme. The award of a graduate assistantship is contingent to availability of funds. Priority will be given to areas with shortage of academic staff and with postgraduate programmes. The graduate assistantship is a training position.

1.2 Justification of the Policy

The Policy is anchored on the realization that graduate assistantship plays a key role in faculty development. The Graduate Assistantship Programme in MksU will contribute to staff development and enhancement of graduate programmes in addition to benefiting the individual student. This policy provides procedures and standards for the management of the Graduate Assistantship Programme in MksU.

1.3 Goal

The goal of this policy is to provide guidelines and regulations on recruitment and administration of Graduate Assistantship at MksU.

1.4 Objectives of the Policy

The Graduate Assistantship Policy is designed to:

- a) Provide a framework for recruiting outstanding students to undertake post-graduate studies, with special attention to access and equal opportunity policies;
- b) Provide guidance on financial support and tuition assistance to students appointed as graduate assistants in line with the University policies;

- c) Provide guidance on the conduct of the graduate assistant as well as the role of the supervisor/mentor.
- d) To promote MksU's academic programmes through recruitment of academically talented graduate students to support teaching, research and community service.

1.5 Scope

This Policy applies to all the schools in MksU with postgraduate programmes.

1.6 Guiding Principles

The policy guided by the MksU Core values in its application and interpretation as well as:

- a) Impartiality
- b) Objectivity and
- c) Transparency

2.0 LEGAL AND REGULATORY FRAMEWORK

This policy shall be implemented in compliance with the relevant legal documents and policy frameworks including but not limited to the following:

- i. The Constitution of Kenya, 2010.
- ii. Employment Act as revised, 2012.
- iii. Leadership and Integrity Act, 2012.
- iv. The Public Officer Ethics Act, 2003.
- v. Leadership and Integrity Act, 2012
- vi. The Universities Act, No. 42, 2012.
- vii. Machakos University Statutes, 2019.
- viii. MksU Staff Welfare Policy, 2018.
- ix. Universities CBA 2017-2021
- x. Machakos University Human Resource Procedures Manual.
- xi. Career progression guidelines for Machakos University Academic Staff, 2022
- xii. Handbook for Postgraduate students, 2018
- xiii. Research policy, 2022

3.0 ADMINISTRATION OF THE POLICY

The DVC (APF) is responsible for monitoring the implementation, outcomes and scheduled review of the Graduate Assistantship Policy.

4.0 ELIGIBILITY

For one to qualify as a Graduate Assistant he/she must:

- a) Be outstanding with at least a Second Class Honours (Upper division) Bachelor's degree from Machakos University in the relevant field.
- b) Be registered for a relevant Master's degree programme.
- c) Be recommended by the relevant department.
- d) Should demonstrate potential for university teaching and research.
- e) Be registered or registrable with the relevant professional body (where applicable).
- f) Satisfy the selection criteria for a graduate programme or department where he/she will be placed.

5.0 APPLICATION PROCEDURES AND CONSIDERATION FOR APPOINTMENT

Applications will be addressed to DVC (APF) and shall be forwarded through the departmental chairpersons, Dean of the School and DVC (ASA). The MksU Human Resource Policy shall apply in the process of recruiting candidates for the Graduate Assistantship position. Successful applicants appointed to the GA position shall have their tuition fees waived. Any other benefits shall be guided by the Human Resources policies.

6.0 RULES GOVERNING THE GRADUATE ASSISTANTSHIP

- a) The GA shall be expected to complete the master's degree and transition to tutorial fellow by enrolling for a PhD programme,
- b) The GA will be required to sign a bond commensurate with cost of training for the programme enrolled and
- c) A GA who abandons the graduate assistantship shall refund the university the total cost spend on sponsorship.

7.0 DUTIES AND RESPONSIBILITIES OF THE GRADUATE ASSISTANT

- a) Assist in teaching activities,

- b) Undertake research under the guidance of a senior member of staff,
- c) Ensure satisfactory progress in the programme of study,
- d) Adhere to the general academic procedures in the University, the Student Code of Conduct, student rules and regulations,
- e) Adhere to the relevant policies and regulations of the University.

8.0 DUTIES AND RESPONSIBILITIES OF THE SUPERVISOR/MENTOR

- a) To guide the GA through the assigned tasks
- b) To guide the GA through the requirements of the academic programme to which they are enrolled.
- c) To assist the GA in meeting and completing in a timely manner the tasks that are part of the degree programme
- d) To evaluate and assess the GA work as well as submit annual reports to the Chairperson of the Department to which the GA is attached.

9.0 RENEWAL OF CONTRACT

Re-appointment to graduate assistantship positions is not automatic. Graduate Assistantship is a contractual position of one (1) year renewable up to a maximum of three (3) years. Students must apply for reappointment to DVC (APF) through the CoD, Dean of respective school and DVC (ASA). Renewal of graduate assistantship will take into consideration academic progress, performance evaluation reports, departmental needs and the University's financial resources among other factors. Decision on renewal will be communicated in writing by the DVC (APF).

10.0 TERMINATION OF GRADUATE ASSISTANTSHIP

The GA appointment may be terminated before the expiry of the end of the contract period. The MksU Human Resource Policy shall apply in the process of termination of the contract. In case a Graduate Assistant chooses to resign from employment, the tuition support will be withdrawn and he/she will be required to pay full tuition fees from the point of resignation if he/she wishes to continue with studies. The GA shall also be required to refund the total amount spent by the University on the scholarship.

11.0 IMPLEMENTATION OF THE POLICY

- a) This policy shall be implemented in harmony with other MksU policies.
- b) The Registrar (Administration and Planning) shall put in place plans and efforts in creating awareness of this policy to all the interested parties and stakeholders.

12.0 MONITORING AND EVALUATION OF THE POLICY

The Registrar (Administration and Planning) shall monitor and evaluate the implementation of this Policy and file annual reports.

13.0 REVIEW OF THE POLICY

This policy shall be reviewed after every five (5) years or as need may arise.