



UNIVERSITY of
WESTERN CAPE

UNIVERSITY OF WESTERN CAPE (UWC)

POLICY:
WORK-STUDY PROGRAMME POLICY

DATE OF LAST APPROVAL: C2011/04

Amended by Council, 24 November 2011 (C2011/04)
Approval by Council C2007/04
(SDSSC Annex 2007/02/01)



UNIVERSITY of*
WESTERN CAPE

UNIVERSITY OF THE WESTERN CAPE (UWC)

WORK-STUDY POLICY AMENDMENT (2010)

OCTOBER 2010

A place of quality,
a place to grow, from hope
to action through knowledge

TABLE OF CONTENTS

1. **PREAMBLE**
2. THE WORKSTUDY PROGRAMME
3. SCOPE OF POLICY
4. RECRUITMENT OF STUDENT ASSISTANTS
 - 4.1 ADVERTISING
 - 4.2 SELECTION CRITERIA
 - 4.3 SELECTION PROCEDURES
 - 4.4 DEVELOPMENT FUND
 - 4.5 MONITORING AND EVALUATION
 - 4.6 EXCLUSION CRITERIA
 - 4.7 APPOINTMENT PROCEDURES
5. **SUBMISSION** OF THE DETAILS OF APPOINTED STUDENT ASSISTANTS TO THE WORK-STUDY OFFICE
6. CATEGORIES OF WORK-STUDY OPPORTUNITIES
 - a. General Administrative Assistantship
 - b. Graduate Assistantship
7. SERVICE AGREEMENT
8. EVALUATION AND ASSESSMENT
 - 8.1 Mid-year evaluations
 - 8.2 Year-end evaluations

(
L

1. PREAMBLE

A significant number of students at UWC are coming from families who cannot or hardly afford higher education, but the extent of resilience and dedication is phenomenal. Informed by the well known history of the institution, and the sacrifices it had to make, and the resultant financial difficulties that ensued, the university, over few years, received generous funding from Desmond Tutu Trust as part recognising the inherent strengths of students in offering academic and other forms support to other students. After some time, the funding ceased to exist and the university had to provide resources within its available funding to finance this important programme. The Workstudy Programme, therefore, instilled a significant departure from the bursary handout system to the benefit of both the institution and the individual student/s, through a mutually beneficial exercise.

One of the principles that underpin the policy change is to depart from a one-dimensional approach that only focuses on academic excellence. The policy as revised, seeks to address a second dimension, namely, a Development Fund.

A Development Fund is defined as a fund aimed at supporting registered students who are not guaranteed financial support but have the potential to achieve academic excellence.

2. THE WORK-STUDY PROGRAMME

The Work-Study Programme is located in the Financial Aid Office. The Work-Study Programme Coordinator is responsible for the daily administration and implementation of the policy relating to the Programme. The Salaries Office/Payroll Office located in the Human Resources Department is responsible for the monthly payment of stipends to student assistants.

Responsibility for policy relating to the Work-Study Programme is vested in the Financial Aid Sub-committee with approval for submission from the SDSSC (Student Development Support Services Committee) to Senate for ratification. The Committee meets quarterly to discuss important Work-Study matters.

3. SCOPE OF POLICY

The policy applies to funding allocated to departments participating and were allocated funds budgeted from the Work-Study Programme. It does not apply to any other funding outside the work study allocation, including funding earmarked for a similar purpose.

4. RECRUITMENT OF STUDENT ASSISTANTS

Each department must assess its needs for student assistants and make its own provisional appointments, contingent upon the confirmation of the budget.

- All Work-Study opportunities/vacancies must be advertised.
- All appointments made by departments are provisional and subject to:

4.1 ADVERTISING

- (a) Advertising work-study positions is the responsibility of the Departments;
- (b) Advertisements should be placed on the Departments' notice boards and where and when possible, in the On-Campus bulletin; and
- (c) The Work-Study Office must be given a copy of the adverts

4.2 SELECTION CRITERIA

The following applies to the appointment of students In the Work-Study Programme:

- (a) The recruitment and selection of students should be competitive (the most suitable, qualified students should be selected)
- (b) All qualifying UWC registered students are eligible for selection, although financial need still remains one of the main criteria.
- (c) Financial need: A fundamental aim of the programme is to assist students with financial difficulties but who show academic potential. Every attempt must be made to offer financially needy students jobs, which do not necessarily require a high level of academic expertise (administrative duties). Academic development positions would ideally be offered to academically stronger students even though it might mean that these positions would be offered to full cost bursary holders. Exemptions to this effect must be submitted to the Work-study Office in writing for consideration.
- (d) Students qualifying for 100% rebates shall be eligible for administrative assistantships. Conditions for approving this must be submitted in writing to the Work-Study Office

4.3 SELECTION PROCEDURES

- (a) Departments must interview applicants before making final decisions with regards to appointments.
- (b) Until funding has been confirmed all applications are provisional and subject to funding being available. Departments should not notify

prospective student assistants about appointments until the Work-Study Office has approved the recommendation.

- (c) A list of recommended student assistants as well as assessment forms must be returned to the Work-Study Office, where the information will be verified before appointments are made. Appointment forms should only be handed to the successful candidates.

4.4 DEVELOPMENT FUND

Create a development fund that will make it possible to identify students who are registered but are not guaranteed financial support. These students will be identified through various means including the SCM clearance process. This is aimed at providing support that will enable them to succeed in their academic commitments. The cases will be assessed by the Financial Aid subcommittee.

L

4.5 MONITORING AND EVALUATION

Upon the recommendations from various units of the University, the Financial Aid subcommittee will approve the recommendations and the outcome will be communicated to the appropriate units.

The work-study programme focuses on experiential learning, which is linked to skills and knowledge transfer. In this regard, all programmes in the units that use work-study funds will be monitored in terms of implementation and impacts will be evaluated. Unit reports will inform the work-study report which will be tabled at a Financial Aid subcommittee meeting. The comprehensive report from Financial Aid subcommittee serves at the SOS committee.

4.6 EXCLUSION CRITERIA

- (a) Staff members' dependants who are students, in receipt of staff rebates at UWC, may not qualify for work study student assistant programme.

4.7 APPOINTMENT PROCEDURES

- (a) All successful applicants should complete the Service Agreement (SA)
- (b) All final appointments must be approved by the Work-Study Office.
- (c) The rate of pay should be in accordance with the Programme payment guidelines. No deviation is allowed.

5. SUBMISSION OF DETAILS OF APPOINTED STUDENT ASSISTANTS TO THE WORK-STUDY OFFICE

(a) The following forms should be submitted to the Work-Study Office within one week after the department has made the recommendation for the appointment of a student assistant.

- Fully completed original Appointment DetaU Form
- Bank Details form

(b) The Department concerned will be notified within three days about the outcome of an application for a Work-study application appointment.

(c) The Work-Study Office will adjust the rates of pay or withhold payment if the payment for a student assistant is not in accordance with the recommended work-study rates and/or guidelines

(d) If a Department omits any information, the forms will be returned to the department for rectification. This could result in a student assistant not being paid in the first month of employment.

(e) Student assistants are required to submit their bank account details when the appointment is made.

6. CATEGORIES OF WORK-STUDY OPPORTUNITIES

6.1 General Administrative Assistants (Level I)

THE SCHEDULE OF STIPENDS WILL BE REFLECTED AS PART OF AN ADDENDUM IN THIS DOCUMENT.

6.1.1 Administrative Assistant (AA)

This category applies to undergraduate students with financial difficulties whose services are required in academic, administrative and service departments to undertake a range of administrative duties.

6.1.2 Academic (level II)

(a) Laboratory/Practical Demonstrators (LA)

Senior undergraduate students i.e. third/fourth year and graduate students employed mainly in laboratories to assist with practicals.

(b) Junior Tutors (TAJ/Technical Assistants)

Undergraduate and graduate students engaged in faculties and/or departments in tutorial work. The computer laboratories and Audiovisual

Services also employ technical assistants similar to the description of Junior tutors.

(c) Research Assistants (RA)

Graduate and senior undergraduate students employed in different faculties/departments to do field and laboratory research and work in libraries.

(d) Community Assistants (CA)

Undergraduate and graduate students mainly from the Faculties of Dentistry and Community and Health Sciences engaging in community outreach work.

6.1.3 Graduate Assistantships/Postgraduate Tutorship

As part of its strategic plan for the next five years (2010-2014) the University seeks to grow its postgraduate student population from 20% to 33%. In addition to this all units within the university are tasked with embedding graduate attributes into the curricula and co-curricula at all levels including postgraduate level. Graduate attributes are the values, skills, understanding and qualities we expect students to develop by the end of their programme of study. In this regard a graduate should demonstrate a critical attitude toward knowledge; she/he should be engaged, committed and accountable socially; she/he should be a life-long learner. They should be critically and relevantly literate; skilled communicators and collaborative.

We need to ensure that the graduate attributes are developed among our graduates and that we produce graduates who are able to contribute to the knowledge economy. In this regard the University needs to tap into its pool of talented Masters and Doctoral candidates to support the development of the undergraduate programmes and to improve the throughput and graduation rates as well as the time to degree. To this end the University has introduced an award, the Graduate Assistantship (GA). It is envisaged that the GA programme will provide the support to the undergraduate programme that is needed to allow us to face the challenges as identified through, among others, institutional research, reports on University pass rates especially in gatekeeper courses and other means (e.g. NBT results). Masters and Doctoral students are eligible for the award.

Eligibility

Masters and Doctoral students may apply for the Graduate Assistantships. A task team will meet to look at the suitability of the applicant for the GA position. Only students who are in good academic standing should apply. A student who does not have the support of his/her supervisor will not be able to take up the award.

Requirements

Masters students should be able to lead two tutorials in their disciplinary area per week. Doctoral students should be able to lead three tutorials per week. Students should progress in their own studies.

6.1.4 Coordinators

Tutoring Coordinators (COOR) level (III) /Lab Managers

Post-graduate students employed to supervise tutorial programmes /manage labs in different faculties/departments, to assist with training of junior tutors, to undertake assessments of tutorials, etc. Tutoring Coordinators/Lab Managers are only employed when the department employs 10 and more tutors.

7. SERVICE AGREEMENTS

(a) The Departments and student assistants will be expected to jointly outline expectations once they have been offered and accepted service agreements. The agreement will stipulate conditions and a code of conduct.

This service agreement is included in the Appointment Form.

(b) Flexible working hours may be arranged between the departments and student assistants subject to a maximum average of 10 hours per week for undergraduate students and 15 hours but not more than 20 hours per week for graduate students.

(c) Any claims of more than 40 hours (for undergraduates) and 80 hours (for post-graduates) per month will be regarded as an excessive claim and departments responsible will be liable for extra payment. It is the responsibility of departments to ensure that the students can be supervised and that they will not be overloaded with work. The Work-Study Office therefore recommends that if money is available, more students be employed instead of allowing one student assistant to exceed the number of maximum hours worked.

An exception is also made for the registration/peak period. Students will be allowed to exceed the maximum amount of hours they are allowed to work. This however, holds only for the period January-March and the December peak period. However, It is advisable to appoint more students to alleviate the escalation of hours. (Awaiting HR's feedback).

(d) Record should be kept of the daily hours worked and should be signed by both the student assistant and the supervisor/coordinator.

(e) Students may not sign contracts with more than one department concurrently.

(f) The students' service agreement is for 1 academic year renewable, depending on academic progress.

8. EVALUATION AND ASSESSMENT

All academic and non-academic departments, Centres and Institutes receiving support from the Work-Study Programme are required to submit semi-annual reports to the Work-Study Office within 15 days of the end of term.

8.1 Mid-year evaluations

The reports cover all participants in the Work-Study Programme, i.e. student assistants, project coordinators/ leaders, departmental chairpersons, etc. Project coordinators are required to evaluate student assistants individually, as well as each Individual project. In addition to this, the Department Chairperson may be required to submit a substantive report of not more than 2 pages on the impact of the programme/ project on departments' deliverables.

8.2 Year-end evaluations

Each project coordinator may be required to submit a progress report for each individual project; or the departmental Chairperson may be required to submit a comprehensive progress report. The format of the evaluation reports may change from time to time. The Work-Study Office will inform departments of the format which will be required at least 4 months before the due date. If the Work-Study Office does not request evaluation reports, or does not specify the format, the Project Coordinators with the Department Chairperson are required to submit joint departmental progress reports to the Work-Study Office by the stipulated due dates.