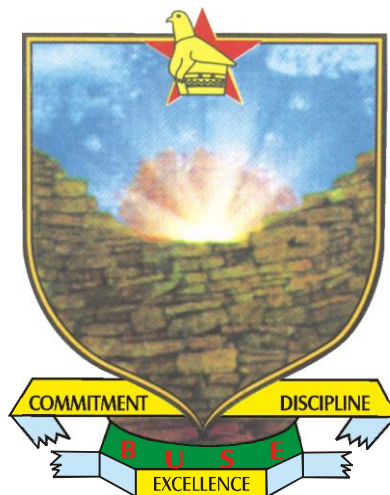


# **BINDURA UNIVERSITY OF SCIENCE EDUCATION**



## **STUDENT INDUSTRIAL ATTACHMENT POLICY**

## **1. PREAMBLE**

As a University driven by the pursuit of knowledge and innovation which seeks to produce highly acclaimed graduates equipped with research, entrepreneurial, social and technical skills based upon the values the University espouses, adopts this Student Industrial Attachment Policy, for its students, staff members, and stakeholders.

## **2. POLICY OBJECTIVE**

To set out principles and guidelines for Industrial Attachment of students at the workplace.

## **3. SCOPE OF APPLICATION**

The policy applies to BUSE students and staff members, and Companies or Organizations that provide attachment places for BUSE students (hereafter referred to as Host Organizations).

## **4. DEFINITION OF TERMS**

Industrial Attachment is defined here as structured, work experience in a professional work setting during which a student applies and acquires knowledge and skills. It involves the application of learned skills in an organization related to the students' specialisation. Industrial Attachment should challenge the student to examine the values of the Host Organization and to assess the student's education.

## **5. STRATEGIC OBJECTIVE OF INDUSTRIAL ATTACHMENT**

The main objective of Industrial Attachment is to enable students to acquire knowledge, skills and positive attitudes in a real work environment. In order for a student to proceed on Industrial Attachment he/she must have passed the prerequisites for Industrial Attachment as stipulated in regulations of respective programmes.

## **6. SPECIFIC OBJECTIVES**

- 6.1 By the end of the Industrial Attachment period a student should be able to:
  - 6.1.1 apply theoretical concepts and skills to practice;
  - 6.1.2 develop work attitudes like inquisitiveness, self-confidence, maturity and self-reliance;
  - 6.1.3 demonstrate an appreciation of the importance of human relationships and work attitudes including the importance of being member of a hierarchy and teamwork;
  - 6.1.4 demonstrate an understanding of the strengths, constraints and challenges of working life and functional relationships within and between organisations;
  - 6.1.5 orient himself or herself to work processes and the relationship of work to the rest of the society;
  - 6.1.6 explore potential careers and develop new areas of interest;

- 6.1.7 develop entrepreneurial skills and knowledge; and .
- 6.1.8 demonstrate an understanding of organisational behaviour (i.e. both internal and external environments).
- 6.2 By the end of the Industrial Attachment period the University should be able to:
  - 6.2.1 identify skills gap and improve quality of training;
  - 6.2.3. obtain materials for teaching including case studies; and
  - 6.2.4 establish partnerships with public and private sector organisations;
- 6.3 By the end of the Industrial Attachment period organisations should be able to:
  - 6.3.1 gain information on future skills availability; and
  - 6.3.2 improve training delivered at the university through inputs on industrial relevance.

## **7. RESPONSIBILITIES OF THE PARTIES**

### 7.1 The University

The University shall:

- 7.1.1 liaise with industry on opportunities and numbers of students to go on Industrial Attachment;
- 7.1.2 sensitise organisations on the importance of Industrial Attachment and the responsibilities of the host organisations e.g. provide a work plan and adequate supervision for the student and reporting procedures;
- 7.1.3 provide Industrial Attachment guidelines to students prior to their deployment on Industrial Attachment;
- 7.1.4 monitor and supervise students on Industrial Attachment; and
- 7.1.5 normally conduct at least two visits to each student during the Industrial Attachment period.

### 7.2 The Student

The student shall:

- 7.2.1 read and comply with the Industrial Attachment Policy requirements in conjunction with University regulations;
- 7.2.2 familiarise himself or herself with the host organisation's rules and regulations (including aspects related to confidentiality);
- 7.2.3 report to the University challenges that may hinder them from having proper exposure during Industrial Attachment;

- 7.2.4 compile and submit the Student Industrial Attachment Report endorsed by the Host Organisation Supervisor; and
- 7.2.5 conduct him-/herself in a professional manner while on Industrial Attachment
- 7.3 The Host Organisation  
The Host Organisation shall be expected to:
  - 7.3.1 expose students to relevant activities and training opportunities;
  - 7.3.2 supervise and assess the performance of students; and
  - 7.3.3. complete and submit to University the logbook of the student on Industrial Attachment; and
  - 7.3.4 complete and submit in confidence the Host Organisation Supervisor's Evaluation at the end of the attachment period..

## **8. PERIOD OF INDUSTRIAL ATTACHMENT AND REGISTRATION**

- 8.1 The period of Industrial Attachment shall normally be as stipulated in the respective regulations for each programme.
- 8.2 Students who intend to proceed on Industrial Attachment shall register for each Semester during the registration period as stipulated by the Registrar.
- 8.3 A student who fails to secure Industrial Attachment within the Semester in which they have registered for Industrial Attachment shall defer the Industrial Attachment.
- 8.4 A student who defers Industrial Attachment carries over the fees to the next Semester or when he/she intends to proceed on Industrial Attachment which ever comes first.
- 8.5 Every student proceeding on Industrial Attachment shall complete an Industrial Attachment Placement Form. The Industrial Attachment Placement Form shall be returned to the Chairman of the Department within 30 days after the student's assumption of duty.

## **9. ATTACHMENT OUTSIDE ZIMBABWE**

For Industrial Attachment outside Zimbabwe the student shall be required to make prior arrangements with the University.

## **10. CODE OF CONDUCT AND GUIDELINES**

Whilst on Industrial Attachment, student shall be required to abide by the University Regulations/Ordinance as well as the Host Organisation's Code of Conduct. (Refer to Section 17 of the General Academic Regulations.)

**11. CONTACT DETAILS**

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