

UGANDA MARTYRS UNIVERSITY



Community Engagement Policy

February 2025

Table of Contents

Definition of Key Terms.....	4
Acronyms/Abbreviations.....	7
1.0 Introduction	8
2.0 Purpose of the Policy	8
3.0 Rationale of the Policy	9
4.0 Objectives of the Policy	9
5.0 Scope of the policy	10
6.0 Policy Statement.....	10
7.0 Principles that guide Community Engagement Practice	10
7.1 Legal Framework for Community Engagement.....	11
7.2 Categories of Community Engagement.....	11
7.3 Ethical Standards in Community Engagement.....	12
7.4 Engagement with Local Government.....	12
7.5 Planning and Designing Community Engagement	13
7.6 Community Engagement Activities	13
7.7 Essential Guidelines for Initiating Community Engagement.....	14
7.8 The role of Staff in Community Engagement	14
7.9 The role of Students in Community Engagement	15
7.10 Training for Community Engagement.....	15
7.11 Documentation in Community Engagement	15
7.12 Financing of Community Engagement Activities	16
7.13 Recognition and Accreditation of Community Engagement Activities.....	17
7.14 Integrating Community Engagement into Research and Learning.....	17
7.15 Community Engagement Procedures	17
7.16 Organizational Structure for Community Engagement	18

7.17 Senate Community Engagement Committee	18
7.18 Community Engagement Monitoring and Evaluation	20
8.0 Accounting Officer	20
9.0 Responsible University Officer/Chair	20
10.0 Review Period	21
Appendix 1	22
Appendix 2	23

Definition of Key Terms

Community

Community is defined as a group of people external and/or internal to Uganda Martyrs University who are affiliated by geographic proximity, special interest, similar situation or shared values and opportunities.

Community includes, but not exhaustively, the following:

- i. University teaching and non-teaching staff, students, alumni
- ii. UMU administrators from the Council to the heads of units.
- iii. Associations and societies in the University
- iv. Professional bodies working with the University
- v. Funding bodies
- vi. Organized and informal groups in rural, peri-urban and urban areas (small holder farmers, women groups, youth groups) and enterprises in the neighborhoods surrounding UMU
- vii. Local, district and national government agencies engaging with UMU
- viii. Non-governmental organizations associated with UMU
- ix. Educational institutions that have connections with UMU
- x. Surrounding neighborhood such as: the trading centre, the parish, hospital, the prison, police station, and schools.
- xi. Village settlements and homesteads that surround and/or are associated with UMU
- xii. The wider community: UMU associates, partners, collaborators at national and international level.

Community Engagement

Community engagement shall be defined as the collaboration between Uganda Martyrs University and its larger communities (local, regional/state, national, global) for the mutual beneficial exchange of knowledge and resources in a context of partnership and reciprocity.

Community Service

Community service shall mean all those activities in which staff and students commit their time, effort, expertise, and skills to the benefit of the community'. The provision of

such a service shall establish the credibility of the University as participating in efforts to address some of the needs/ challenges confronted by society.

Engagement

An active and participative process by which people can influence and shape policy, services, and sharing of resources through different methods and techniques and for varied objectives (RLIM, 2013).

Internal Community Engagement

The Internal community includes the Students, Academic, Administrative and Support staff. Internal community engagement is the active and meaningful engagement in one or more activities, within the environment of the University premises that contribute to the well-being and growth of the University community in the spirit of self-giving and service. Examples of such activities shall include, among others:

- i. Preparing workshops
- ii. Organizing occasions like graduation ceremonies, open days, exhibitions
- iii. Working on different committees such as research, policy reviews, curriculum reviews etc.
- iv. Fundraising drives
- v. Environment conservation activities
- vi. Mentorship of staff and students
- vii. Guidance, promotion and management of staff and student's clubs and associations

External Community Engagement

The external community includes the greater community like professional and funding bodies, non-governmental organisations, educational institutions, village settlements, farmers groups and others.

Active and meaningful engagement in one or more activities, outside the environment of the University, that contributes to student learning and the well-being and growth of the University, its neighborhoods, and stakeholders, in the spirit of applied research self-giving and service. External engagements shall be seen to address the key sustainable development concerns in the communities; which may entail addressing, mitigating, alleviating numerous social, economic, and environmental issues that

abound. On the part of the University, external community engagement should enhance pedagogy and research, while providing opportunities for integrating learning with performance in real hands-on practice.

External community engagement includes student placements in internships (with farmers, cooperatives, commerce, industry, extension and research agencies, government regulatory and other service departments) that avail students with the opportunities to practice what they have achieved in the mainstream learning in lectures, helping them to become community minded graduates ready to compete in the job market and to make valid contributions to society. Examples of such activities shall include, but may not be limited to:

- i. Development projects such as: sanitation, health, food security, water provision, and habitation projects
- ii. Education provision: formal, informal, non-formal
- iii. Leadership trainings provided to communities through UMU
- iv. Consultancies offered as a free service to the community
- v. Peace and Justice advocacy and work
- vi. Environmental protection activities
- vii. Innovations and enterprises that go beyond the University and assist the surrounding community.
- viii. Charity and well-being engagements
- ix. The Regional Centre of expertise for Greater Masaka on Education for Sustainable Development and similar UMU commitments. The RCE is a multi-stakeholder network of existing formal, non-formal education organizations which are mobilized to deliver ESD and 17 sustainable goals to local and regional communities in a particular country.
- x. Internships
- xi. Applied research with communities

Learning and researching with the community

In this approach, students, teachers and community jointly learn and generate knowledge to improve the lives of the society. This is the basis for field attachment programmes for most of our university programmes.

Organization

An organization shall refer to a farm, firm, industry or incubation hub where UMU stakeholders engage and interface.

Outreach

This means an extension of services, programmes, and other forms of engagements to the community outside the University premises.

Service Learning

Service learning shall be taken to be the type of learning where service activities become integrated with academic coursework that is recognized and marked out to carry course credit. It is an interaction between service and learning that essentially recognizes that knowledge is not received from one side of the learning institution but can also come from the communities in which the students engage in projects and in any other forms of interactions with the community outside the academia. It is understood that there is a clear transfer of this knowledge to the learner and to the academia, and this learning can be made part of the learning curriculum and assessment of a student.

Stakeholders: Refer to all those that contribute to UMU's activities not limited to (Students, Staff, Management Committee, Council Members, contractors and partners)

Volunteerism

Volunteerism, this shall mean an engagement of students and staff in activities that in essence benefit the recipient communities and not the volunteer. It is noted that although a participant may gain from the service or project, it should not be the main intent of engagement.

Acronyms/Abbreviations

CE	Community Engagement
CEC	Community Engagement Coordinator
DVC	Deputy Vice Chancellor
ECEO	External Community Engagement Officer
ICEO	Internal Community Engagement Officer
ICT	Information Communication Technology
NCHE	National Council for Higher Education

RCE	Regional Centre of Expertise
RCEGM	Regional Centre of Expertise Greater Masaka
UMU	Uganda Martyrs University
UMUSU	Uganda Martyrs University Students Union
VC	Vice Chancellor

1.0 Introduction

National Council for Higher Education Framework for Quality Assurance provides that community engagement by universities could be measured among others by, the University's programmes and projects addressing the need and aspirations of the Society, Internship programmes, their number and effectiveness, the society/community involvement in the University activities and collaborations (NCHE, 2023). The Council for Community Engagement in Higher Education (2004) on the other hand identifies five thematic dimensions within which community engagement activities can take place namely, teaching & learning, research, service and knowledge exchange, student initiatives and University level engagements.

Uganda Martyrs University shall understand community engagement in two ways. Activities undertaken to deliver mutually beneficial services to UMU and the communities engaged. They are meant to promote social, cultural, spiritual, and economic welfare of the entire University and the communities engaged at a particular point. Community engagement in UMU shall be deemed to be into two separate categories, namely: Internal Community Engagement and External Community Engagement.

This community engagement policy of UMU provides guidance on how to build long-term relationships of mutual benefit with community stakeholders to achieve sustainable dialogue. The policy will guide the university actions to ensure that its engagement activities are consistently high quality and are at the core of the university's work.

2.0 Purpose of the Policy

To guide staff, students and other stakeholders of Uganda Martyrs University on how to enter into and manage Community Engagement activities within and outside the university.

3.0 Rationale of the Policy

There is a lack of applied and experiential learning opportunities at the university resulting in deficient knowledge and skills in the application of theory to real life situations among graduates of higher education institutions. Entrepreneurial application is limited, as is the ability to extend services to communities for enhanced production. Graduates also have a lack of understanding and empathy of the challenges faced by the community and how theory can be used to contribute to a positive development. Collaboration between the university and the community on the education of future agents of change, problem solving research, and the practical engagement is weak, hindering effective learning, and knowledge sharing between the university and the communities. The Community Engagement Policy is directed to provide guidelines for the university stakeholders to enhance the effective interaction between the University and the Communities to their mutual benefit. It is essential to cultivate work ethics and generate business opportunities that enable students of higher education to engage with the community as part of their learning experiences, to implement theory to real life problems, to develop their practical skills as students at UMU. This is aimed at the education of professionals that are capable to contribute to the sustainable development of the community, creating business and employment opportunities, to have the soft skills necessary to act as agents of change.

4.0 Objectives of the Policy

Uganda Martyrs University seeks to achieve a viable integration of systemic community engagement into the educational model of the university including its teaching and research. The objectives of the Community Engagement policy are to:

- i. ensure that the whole University community and its associates have the same and a clear understanding of community engagement. Set the tenets of community engagement in Uganda Martyrs University, specify procedural and practical ways of how community engagement may be fulfilled in line with the university's vision, mission, and values.
- ii. establish a well-coordinated and focused approach to community engagement in Uganda Martyrs University in accordance with the institution's philosophy, mission, vision, and objectives.

- iii. ensure clear communication and a steady information flow about the plans, processes, procedures, implementation, and outcomes of community engagement in the University.
- iv. ensure timely evaluation of the effectiveness of community engagements and the concomitant activities in view of continuous improvement or termination where it is warranted.
- v. encourage and motivate the UMU community members to realize their full potential by tapping into their talents to enrich the University community.
- vi. promote community engagement as an integral part of the University roles, hence opening new doors for more engaged commitment to service learning in UMU.

5.0 Scope of the policy

The Uganda Martyrs University Community Engagement Policy applies to all UMU Staff, Students and Stakeholders.

6.0 Policy Statement

The University shall endeavor to provide sustainable human, financial and infrastructural resources to develop and sustain opportunities for its students and staff to cross social, cultural and other divides in the broader community in which they shall function as graduates and professionals through equitable and mutually beneficial partnerships with communities (including, among others, government, non-governmental organizations, corporations, the private sector, farmer and farm families, academia, industry, faith based organizations, the media and development partners). These partnerships shall be mutually beneficial and aimed at community development and empowerment.

7.0 Principles that guide Community Engagement Practice

To enhance impact, the University Community Engagement practice shall be guided by the following principles and policies including:

- i. Gender and Inclusivity, Experiential Education, Entrepreneurship and Environment policies.
- ii. Value and respect of the knowledge and expertise existing within communities.

- iii. Supporting collaborations and partnerships built on transparency, trust, communication and reciprocity.
- iv. Promoting value based adaptive, diverse all-inclusive perspectives and experiences that foster practical, innovative solutions to local, national, regional and global development challenges and needs.
- v. Promoting engagements that sustainably empower communities, improve their lives, livelihoods, skills and relationships.
- vi. Encouraging students to engage with the communities to gain greater understanding and capacity to become more productive members of the community as graduates and agents of change.

7.1 Legal Framework for Community Engagement

The UMU Community Engagement Policy shall take guidance and finds its intentions in the following and other vital documents of the University, Government of Uganda and applicable bilateral, multilateral policies at regional and international levels respectively. (Attached in Appendix 2)

7.2 Categories of Community Engagement

Uganda Martyrs University shall envisage among others, the following categories of community engagement:

- i. Capacity building, Personal and group skills development, teaching and learning related activities
- ii. Applied Research, Innovation and knowledge exchange
- iii. Social inclusion and community well-being
- iv. Community legal services
- v. Infrastructural improvement and construction
- vi. Campus resource mobilization category
- vii. Culture, arts, and sports related
- viii. Publishing and report writing
- ix. Celebrations and logistics category
- x. Students support system related
- xi. Design and review of curriculum with consultation with industry and other stakeholders.
- xii. Mobilization and advocacy

- xiii. Human rights sensitization
- xiv. Political involvement: campaigning and voting support.
- xv. Chaplaincies and pastoral desks
- xvi. Partnerships and collaborations

7.3 Ethical Standards in Community Engagement

Ethical standards shall be adhered to in every form and activity of community engagement in UMU. This shall encompass ethical issues relating to:

- i. Handling information: recognition of source of knowledge, confidentiality, and sharing of knowledge.
- ii. Joint research with the community
- iii. Dealing with resources and resource mobilization
- iv. Patents and issues of compensation
- v. Respect of all stakeholders
- vi. Processes of procurement and delivery
- vii. Quality standards
- viii. Implementation of directives
- ix. Handling of minors and special groups
- x. Accountability and honesty.
- xi. Gender equity and equality

7.4 Engagement with Local Government

UMU shall seek to work closely with the local governments in all its internal and external community engagements. The interface and partnership with the local government shall be based on, but not limited to:

- i. Exchange of expertise: from the University to the external community and vice versa.
- ii. Sharing of resources: finances received to improve community, infrastructure, systems, tools, and supplies.
- iii. Coordination of community engagement programmes and joint monitoring and evaluation of projects
- iv. Information sharing: research, documentation, and records dissemination
- v. Creating synergies and liaison with higher local government and central government officials.

- vi. Joint publications: Reports, articles, guidelines etc.
- vii. Trainings, conferences, and mobilizations.

7.5 Planning and Designing Community Engagement

Community engagement at Uganda Martyrs University shall be an on-going cumulative process, well thought out and planned. It shall put in place proper aims, objectives, and practicalities of the engagement as well as considering an enabling environment where relationships and trust with the stakeholders build and strengthen over time for efficiency and effectiveness of the engagement. At any of the levels where community engagement is planned and designed, the following shall be taken as guidelines:

- i. Aims, objectives, scope, outcomes of the community engagement
- ii. Level of participation to be achieved
- iii. Identification of stakeholders
- iv. Communication
- v. The engagement process
- vi. Resources required
- vii. Limitations of the engagement
- viii. Risks and mitigation plans
- ix. Feedback system and milestones during the project/programme/undertaking life
- x. Methodologies/methods
- xi. Quality of the engagement activities
- xii. Monitoring and evaluation of engagement
- xiii. Legal issues related to the engagement
- xiv. Awards and accreditation in relation to discretion and plan of the different UMU entities departments/schools/centers/etc.

7.6 Community Engagement Activities

Community engagement activities to which staff and students are assigned shall be tailored according to the following:

- i. Observance of all administrative and statutory frameworks that govern UMU
- ii. A high level of ethical standards in line with the principles of fairness and justice
- iii. A cognizance of the demands of other mainstream activities that the concerned are engaged in.

- iv. The level of skills and knowledge required by the one who is asked to do a certain task or form part of a task force, committee, or partnership.
- v. Expertise of participants and leaders in community engagement.

7.7 Essential Guidelines for Initiating Community Engagement

The following considerations must be borne in mind when making a decision about the community engagement activity/tasks to undertake:

- i. The targeted stakeholders
- ii. A clear scope of the engagement.
- iii. The type of skills and expertise needed for achievement of the engagement goals.
- iv. Stipulating the level of participation is expected.
- v. The resources needed for the process.
- vi. The methods to be employed in the community engagement.
- vii. The tools to be used
- viii. The means of communication and a communication plan must be defined as needed at all points and stages of the engagement.
- ix. The timeline of the engagement.
- x. The identification of potential collaborators and/or supporters.
- xi. Limitations to be considered.

7.8 The role of Staff in Community Engagement

All staff members at UMU shall take part in at least two community engagement activities annually (at least one in each semester). Participation in community engagement shall be part of staff's appraisal at the end of the year and at the point of contract renewal. Staff shall:

- i. take part in the initiation and implementation of community engagement activities in their units of service.
- ii. participate in community engagement of other units to learn, network and create synergies.
- iii. be expected to spearhead various community engagements initiatives and to exercise their creativity and expertise in designing at least one each semester.
- iv. be expected to include students in community engagement programmes and to enrich the engagement with deep learning experiences for the students.

7.9 The role of Students in Community Engagement

In UMU student community engagement refers to the involvement of students in activities that address community needs and contribute to the betterment of society.

It is a form of experiential education that allows students to apply their knowledge and skills in real-world settings to enhance their learning and the development of many soft skills including leadership, creative problem solving, analytic skills, communication skills, personal relationships and teamwork among others. Students will develop a greater awareness of community challenges, problems and difficulties and develop a sense of responsibility to their community through community engagement projects. There are several ways to involve students, like participating in community-led research initiatives and volunteering for community service projects or involving them in community actions as part of their internships. Through UMUSU, associations and clubs, students shall initiate learning projects that have a social impact. Such projects initiated by students aiming at social impact can also be linked to the curriculum and courses.

Therefore:

- i. The students of Uganda Martyrs University shall be expected to engage with, for and in communities as part of their learning and research activities to give back to the community and to enhance their understanding of the community and to contribute to its well-being.
- ii. The students shall also participate in community engagement projects or initiatives to enhance their learning while earning marks as well as for community service.

7.10 Training for Community Engagement

The Community Engagement Coordinator shall organize workshops, exchanges, and trainings on community engagement for staff, students and stakeholders.

7.11 Documentation in Community Engagement

Proper documentation of the different engagements shall be done. These documents shall be kept at department/faculty level with a copy sent to the community engagement coordinator's office. Find the Sample of a Community Engagement Form as Appendix 1. Comprehensive monitoring and evaluation of community engagement

includes documenting and analyzing how well the community engagement plan is being implemented.

7.12 Financing of Community Engagement Activities

The Community Engagement Department shall consolidate a budget for community engagement activities in UMU. This shall be done in consultation with representatives from the Faculties, Schools, Centres and departments. Thus, each shall develop and submit annual plans for community engagement programmes and activities aligned to their budgets to the Community Engagement Department which shall amalgamate the budgets to form the consolidated Community Engagement Department Budget. This budget shall be submitted to the budget officer. Once approved, the community engagement budget shall be managed and controlled by the Community engagement department Coordinators in accordance with the submitted plans of the Faculty, School, Centre and Departments. Accordingly:

- i. The community engagement coordinator shall foresee and monitor expenditures and receive respective reports for which the expenditures shall be done.
- ii. Any surplus funds generated from community engagement activities through, for example, consultancy or contract research shall be declared part of the community engagement budget of the respective Faculty, School, Centre and Departments to fund further community engagement activities. However, subsidies generated from the publication of research findings stemming from being engaged in research such as participatory action research shall accrue to the University and the academics as is the case with all other publications in accredited journals.
- iii. Deans, Directors, and Heads of Department shall use discretionary funds to advance community engagement activities that were not budgeted.
- iv. All Faculties, Schools, Centres and Departments shall collaborate with the Community Engagement coordinator to develop fundable proposals for community engagement projects.
- v. UMU shall recognize the cost of community engagement and shall therefore make resources available in its annual budget to finance community engagement activities.

7.13 Recognition and Accreditation of Community Engagement Activities

With due planning and foresight, Faculties, Schools, Departments and Centres shall choose to examine, award or recognize, where applicable, their staff, students and stakeholders for involvement in community engagement initiatives. The entity that intends to do this shall clearly and officially communicate to the DVC.

7.14 Integrating Community Engagement into Research and Learning

It is the duty of the Community Engagement Coordinator and the different heads of the University entities to encourage and plan for a proper integration of community engagement activities in the teaching, learning and research programmes of the University.

7.15 Community Engagement Procedures

Step One: Identification of Community Engagement Initiative

Discussing and identifying community engagement initiative/drive. Writing a community engagement proposal that captures the nature of engagement in line with the University's mission and vision. This shall specify:

- i. Life- long learning interactive and engaging lectures – service-learning engaged research
- ii. Theory to practice, practice to theory. Explanation of the role and responsibility of the student within the initiative and the expected learning objectives.
- iii. Knowledge- rich and research-based community engagement - giving to and receiving from the community.
- iv. Purpose of the community engagement initiative: aims and objectives
- v. Stakeholders and beneficiaries of the engagement
- vi. Responsibilities of the different actors
- vii. Time schedule
- viii. Work plan and Budget for the engagement

Step Two: Vetting stage

Submission of concept to the Community Engagement Committee for vetting and recording. The committee vets the engagement within two weeks and returns it to department/school/center for revisions and adjustments.

Step Three: Revision and forwarding of proposal to DVC

For particular community engagement activities, the faculty shall revise the engagement proposal according to the adjustments made by the committee and forward a copy to the DVC for recording and for accountability.

7.16 Organizational Structure for Community Engagement

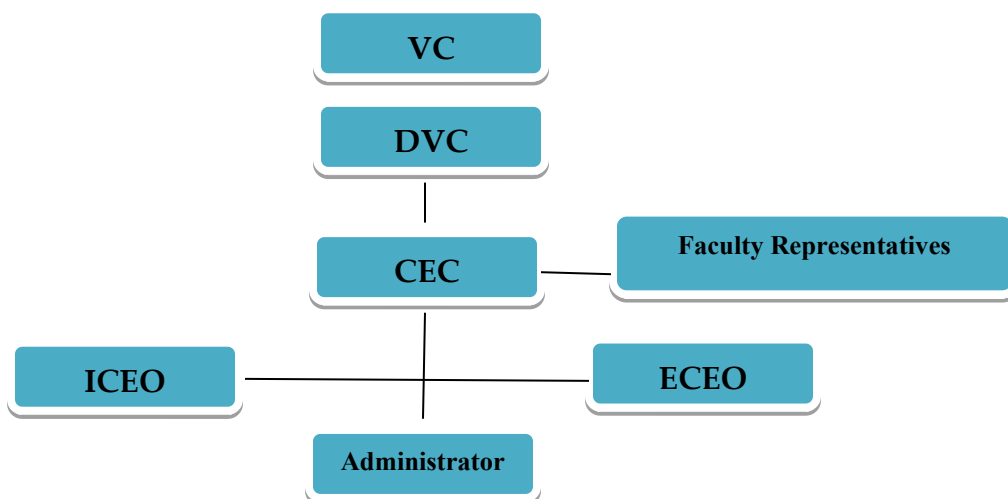


Fig 1: Community Engagement Management Structure

7.17 Senate Community Engagement Committee

The Senate shall appoint a Committee on community engagement and it shall be in charge of providing policy oversight to all community engagement initiatives of Uganda Martyrs University.

Community Engagement activities shall be under the office of the Deputy Vice Chancellor, but coordinated by the Community Engagement Coordinator (CEC), who shall be the link between the DVC and faculties, schools, centers and departments.

7.17.1 Community Engagement Committee Members

The community engagement committee shall consist of representatives from schools, centers, departments and faculties. The representative shall be chosen by each UMU entity (faculty/school/institutions/ boards).

The committee shall work with the community engagement coordinator to fulfill all mentioned duties and others as below:

- i. Meet once every semester to plan for and report on community engagement activities
- ii. Draw up planning, implementation, monitoring and evaluation tools to be used in community engagement projects and other undertakings.
- iii. To budget and manage the CE budget/budgets.
- iv. Help to produce all the required tools for CE activities:
- v. Develop Memorandum of Understanding templates relating to Community Engagement initiatives.

7.17.2 Community Engagement Coordinator (CEC)

The Community Engagement Coordinator shall perform the following duties:

- a. Chair the Community Engagement Committee
- b. Promoting community engagement within and outside the University
- c. Planning and budgeting for community engagement
- d. Develop proposals for funding community engagement activities
- e. Spearhead the development of the monitoring and evaluation framework for community engagement activities
- f. Build strong relationships, consolidate networks and collaborations, form platforms for documenting and sharing of best practices.
- g. Reporting on community engagement activities to Senate

7.17.3 Community Engagement Officer(s)

The Community Engagement Officers (Internal and External) shall be charged with Projects, Partnerships and Collaborations:

- i. In charge of implementation of community engagement programs, projects, and activities, under the supervision of the community engagement coordinator.
- ii. Facilitate periodic formative and diagnostic assessments and to help and guide University entities in the development of community engagement action plans.
- iii. The community engagement officers shall report to the community engagement coordinator on the state of each project, partnership, and collaboration.

7.17.4 Community Engagement Administrator

The Community Engagement Administrator shall be charged with the following responsibilities:

- i. Working closely with the coordinator, to plan and establish realistic and specific needs of the UMU community(ies) that require services by the different members of the community outside their mainstream engagements of their assigned and prescribed jobs.
- ii. Keeping a good record of staff, students, and stakeholders' involvement in community engagement activities to give information on participation and quality work where recognition and other administrative decisions require such vital information. A database of participation and achievement shall be maintained and continually updated by the coordinator through:
- iii. Managing, garnishing, and updating the community engagement website on a regular basis.
- iv. Keeping and taking minutes of the community engagement committee meetings.
- v. Helping the coordinator to communicate with the various groups and to record and file all documentation related to CE.
- vi. Helping to establish community engagement plans and schedules.
- vii. Tracking, list, and managing all incoming and outgoing paperwork.

7.18 Community Engagement Monitoring and Evaluation

The Community Engagement Committee shall annually develop a monitoring and evaluation framework. Key indicators of this framework shall include the following; learning and research outcomes, social outcomes, University benefits, faculty benefits, career development for the staff, networking and partnerships, community benefits and others. Monitoring and evaluation of the Community Engagement activities shall be a joint activity of stakeholders involved.

8.0 Accounting Officer

The Vice Chancellor shall be the Accounting Officer.

9.0 Responsible University Officer/Chair

The Deputy Vice Chancellor shall be the responsible University Officer and Chair for Community Engagement Committee.

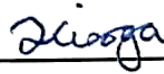
10.0 Review Period

This policy was approved by the **101st University Council meeting** that sat on **8th February 2025**.

This shall be reviewed after every five years.



Most Rev. Raphael p'Mony Wokorach, MCCJ
Chairperson, UMU Council



Rev. Dr. Josef Buchana Kisoga
Secretary, UMU Council

Appendix 1

Sample of a Community Engagement Form

Name..... Telephone:

E-mail.....

Faculty/School/Institution/Department/.....

Place of Engagement:

Nature of Community Engagement:

.....

Activity:

.....

.....

Team Involved: 1.....

Period of Engagement:

Brief Description of the Community Engagement Activity (Problem statement,
Objectives and expected results):

.....

.....

Budget Estimate (attach detailed budget):

.....

.....

Approval:

.....

.....

.....

Dean/Director/Head of Department

.....

.....

.....

Community Engagement Coordinator

Appendix 2

FIELD ATTACHMENT/INTERNSHIP AND COMMUNITY ENGAGEMENT PROGRAMME FOR STUDENTS

1.0 INTRODUCTION

Community Engagement and Field Attachment shall be a pre requisite for every graduating student at UMU. The programme forms the milestone for field based practical training experience, community engagement, technical guidance and field evaluation of the student. Each student shall primarily be required to produce a field attachment report at the end of the exercise as an output. The completed report is a mirror of the practical experiences by the student in the field.

2.0 JUSTIFICATION

3.0 Currently, there is a gap between theory and practice and also between UMU communities and other organizations, especially the employers. This results in insufficient application of learning theory in practical settings. Limitation in entrepreneurial application as well as collaboration between education, research and practical involvement is weak. Therefore, the Community Engagement and Field Attachment programme shall give students the opportunity to apply academic theory in handling practical organizational arrangements and challenges, and also to ensure relevance of Uganda Martyrs University in the constantly changing global world.

4.0 AIMS AND OBJECTIVES

The aims and objectives are to:

- i. Equip students with knowledge and skills to enable them to identify, manage and solve real life problems.
- ii. Enable students to bridge the gap between theory and practice (real life situations)
- iii. Enable students to pursue future placements and career development (networking)
- iv. Bridge the gap between the University and other stakeholders especially the employers.
- v. Facilitate students to carry out both quantitative and qualitative analysis of the performance of various organizations.

- vi. Enable students to apply information and communication technology (ICT) skills to real life situations
- vii. Provide an opportunity for the students and the academic staff to interact with the stakeholders and potential employers and generate information for curricula review and improvement in response to the changing demands of society.
- viii. Enhance and strengthen partnerships between Uganda Martyrs University and other stakeholders.

5.0 LEARNING OUTCOMES

- i. On completion of the programme, students should be able to:
- ii. Reason logically and work analytically
- iii. Communicate and report findings effectively
- iv. Select and apply appropriate techniques to solve real life problem situations
- v. Perform tasks with high levels of accuracy
- vi. Work well with others to handle organizational challenges
- vii. Plan and manage their time effectively in relation to deadlines
- viii. Conduct individual assignments and perform effectively in a group environment by demonstrating leadership and team building qualities.

6.0 INTELLECTUAL, PRACTICAL AND TRANSFERABLE SKILLS

By the completion of the programme, students are expected to have developed some of the following soft skills:

- i. Communication and report writing
- ii. Teamwork
- iii. Problem solving
- iv. Ethics and personal responsibility
- v. Information competency
- vi. Critical thinking
- vii. Self-awareness and interpersonal relationships
- viii. Global awareness and valuing diversity
- ix. Appropriate technology development
- x. Leadership and decision-making skills
- xi. Time planning and management
- xii. Career development and networking skills
- xiii. Community engagement

7.0 PROGRAMME ASSESSMENT

Assessment shall be based on three instruments, the field-based assessment form managed by the Field Supervisor, the University assessment form managed by the Academic Supervisor and the final student's field attachment report. The assessment forms include the details of the areas of supervision and skills required.

The University assessment form includes marks allocations. The evaluation and effectiveness of the whole field attachment programme shall be evaluated by the field attachment coordinator who shall write a final report basing on the student's evaluation form. This report shall be submitted to the Faculty Board, discussed and recommendations forwarded to Senate.

8.0 PROGRAMME DURATION

The programme shall be conducted as an internship for Second Year undergraduate students in their second semester holidays for at least six (6) weeks. However, based on the needs of the organization the student may voluntarily continue working with the organization for more than the stipulated period where the situation demands.

9.0 SUPERVISION

Each Student shall be supervised at least two (2) times by the academic supervisor. Supervision by the field supervisor is expected to be a continuous process throughout the internship period. During the visit, the academic supervisor shall interact with the student on the field attachment, field supervisor and other relevant officials especially in the Human Resources department and also visit the attachment site to acquaint himself/herself with the activities of the student in the case of a student working on research project, or production related activity that has a specific site.

10.0 REGULATIONS

Schools and Faculties follow the general rules and regulations of UMU. Students shall be given an Introduction Letter from the University to introduce them to their Internship Institution.

11.0 RESOURCE PERSONS

The programme shall primarily be managed by the existing staff of the School or Faculty, more qualified and experienced staff can be sought from within and outside

the University depending on the prevailing demands following the Human Resource Guidelines.

12.0 THE KEY STAKEHOLDERS IN THE FIELD ATTACHMENT

The field attachment is implemented through partnership between the University and other partners who consume the University products and services. The partnership involves three key stakeholders, namely:

- a) The University
- b) The University Partner/ or Host Organization
- c) The Student

In order to achieve the objectives of field attachments, the stakeholders have to fulfill their specific roles and responsibilities as follows:

a) The University

- i. Provides overall institutional management of the programme
- ii. Integrate field attachment into the University curricula and have it reviewed periodically
- iii. Responsible for development of code of conduct for students and staff involved in the field attachment programme
- iv. Responsible for the development of monitoring, assessment and evaluation of the field attachment program
- v. Initiate partnership or field attachment placement with the relevant organizations which may be formalized by a memoranda of understanding
- vi. Responsible for funding students field attachment expenses using the council approved rates
- vii. Responsible for creating platforms and mechanisms for sharing experiences arising out of the field attachment program by the stakeholder.

b) The University Partner/ or Host Organization

- i. Participate in the planning, supervision and evaluation of the students on the field attachment using the University provided guidelines
- ii. Provide the workplace technical and professional guidance to the students on field attachment throughout the field attachment period
- iii. Provide feedback to the University on the experience of the field attachment program

- iv. Commit organizational facilities and/or resources for effective implementation of the field attachment program
- v. Engage in a mutual learning exercise with the students and the University Staff
- vi. Provide students on field attachment with wide range of relevant experiences that go beyond technical skills
- vii. Participate in curricula review and improvement so that the curricula are continuously adapted to community demand.

c) The Student

- i. Take field attachment as part and parcel of the training program at UMU.
- ii. Take positive attitude towards learning by practice.
- iii. Respect all field supervisors and any other person they interact with throughout their field attachment period without discrimination.
- iv. Adhere to the University student's rules and regulations and code of conduct of the host organization during the field attachment period.
- v. Work willingly wherever they are posted or attached.
- vi. Develop the day-to-day work plans with their field supervisors and present them to the academic supervisor either prior to or during supervision visit.
- vii. Provide reports and other forms of feedback to the University and the host organization.

13.0 PROGRAMME STRUCTURE

Students shall be required to write a report at the end of the programme. The report shall be checked and signed by both the Field and Academic Supervisor. It should be written in good English and systematically organized following the format below that is provided to the student prior to reporting for the field attachment.

(A) Preliminary Pages

- i. Cover Page: This should be neatly laid down and formatted taking the

Uganda Martyrs University

Faculty/ School

A REPORT ON INTERNSHIP AT

(Name/ Place of Attachment)

Field Attachment period (eg. July – September 2023)

Name of Student

Registration Number

Field Attachment Report submitted to the Faculty/School

In partial fulfillment of the requirements for the award of the degree

Uganda Martyrs University – (Campus eg. Nkozi)

Name and Signature of the Student

.....

Name and Signature of the Field Supervisor

Stamp and Date

Name and Signature of University Supervisor

.....

Date:

ii. Declaration Page

The student should confirm the authenticity / originality of the report and own it as his/hers, with the indication that due acknowledgement was accordingly done in form of citations, quotations and references to other people's ideas/work where used. After the precise and concise declaration, the student's name, signature and date provision must be given for consent purpose.

iii. Approval

Approval statements accompanied by the academic supervisor's name, signature and date should characterize the approval page.

iv. Dedication

Must be as brief as possible.

v. Acknowledgement Page

The student should acknowledge those who contributed to the successful completion of his/her internship. It must not exceed one page.

vi. Table of Contents

Should show content the report, Chapters, Sections and sub-sections with the page numbers on which such content is found in the report. It must be properly formatted and sub-titled.

vii. List of Figures

Every figure in the report should have its caption at its bottom, and such captions should be listed herewith page numbers on which the respective figures are found/indicated. Such figures shall be numbered indicating their titles, and the numbering should follow the chapter numbers. For example, Figure 2.1 meaning figure 1 in Chapter 2.

viii. List of Tables

All Tables where applicable should be numbered and headed just like figures and listed on the tables' page reflecting the respective page number

ix. List of Acronyms/Abbreviations

These should be listed and their full meaning reflected / given. They must be presented alphabetically.

x. Abstract/Executive Summary

This is a synopsis outlook of the internship report it provides the key issues of the students work and experiences, lessons learnt, challenges, conclusions and recommendations. It should be brief and to the point, but with the ability to highlight to the reader the picture of the main report. The first paragraph should talk about the purpose and place of internship. The second paragraph should explore in a descriptive manner the approaches, methods and techniques used in the internship exercise for information gathering. The third paragraph should explicitly detail the experiences, outcomes or findings and conclusions and recommendations of the internship engagement. It should not exceed one page.

NB: All the page numbers of preliminary pages must be in roman numerals.

(B) The Main Report

This should be arranged in chapters and presented coherently with maturity in the way and style of writing. The different chapters should include:

Chapter One: Introduction

- 1.1 Introduction Give a brief description of your field report indicating what it is about, name of the institution of attachment and period, and what the report covers in order to give direction to the reader.
- 1.2 Background of the field attachment. Try to give the meaning to field attachment, its intention and thus your involvement.
- 1.3 Objectives of the field attachment.
- 1.4 Background of the Organization: Describe the organization, its location, origin, the nature of the business (service/products offered), ownership and governance profile, its vision and mission statements, goal and objectives. Also describe the operations of the organization/company.
- 1.5 Organizational Culture: Describe the organization's values, beliefs and practices members cherish and which define and give identity to the organization.
- 1.6 Gender in the Organization (Employee characterization) Analyze the position of men and women in the organization.
- 1.7 The Structure of the Organization (Organogram)

1.8 The main activities of the Organization

Chapter Two: Student's Experiences

2.1 Title or position occupied in the organization

2.2 Duties and responsibilities

2.3 Supervision levels and relationship with the supervisor

2.4 Work team and its composition by positions and not individual names

2.5 Working relationship among team members and other staff

2.6 Authority levels to the student.

Chapter Three: Evaluation of Field Attachment

3.1 Level of accomplishment of duties and responsibilities assigned

3.2 New knowledge and skills gained in each of the duties and responsibilities

3.3 Most interesting experiences

3.4 Relatedness of University's taught programmes to the field work

3.5 Challenges faced and how they were managed (both work related and organizational factors and from an individual perspective)

3.6 Benefits derived from the field attachment

3.7 Adequacy of the University's preparing the student for field attachment

3.8 Preparedness of the organization to receive and manage the student for field attachment.

Chapter Four: Conclusions and Recommendations

4.1 Conclusions Emphasize your important points in the report including strengths and weaknesses.

4.2 Recommendations. This part should include recommendations to strengthen the internship programme as part of the curriculum at the University as well as for improvement of service delivery at the place of attachment. Recommendations can also focus on advising other students for future internship.

References

All cited sources of information or material used in the internship report should be listed using academically acceptable style (Harvard Style of referencing)

Appendices

Any other additional material providing further information should be appended and labeled accordingly. These could be tables, photographs, charts etc.

NOTE:

- (i) Page limit is 15 – 20 pages
- (ii) Report must be handed in by the second week of semester one of third year.