

Financial Services coordinates the payment.

Time and Attendance

Students are expected to exhibit a high sense of discipline in the discharge of their duties. Reporting time and attendance are strictly adhered to. Attendance register is kept and signed under the supervision of the reporting officer.

Orientation Programme

Each participating student is mandated to undergo an orientation programme in the Department he/she is posted to, before embarking on the Work-Study Programme.

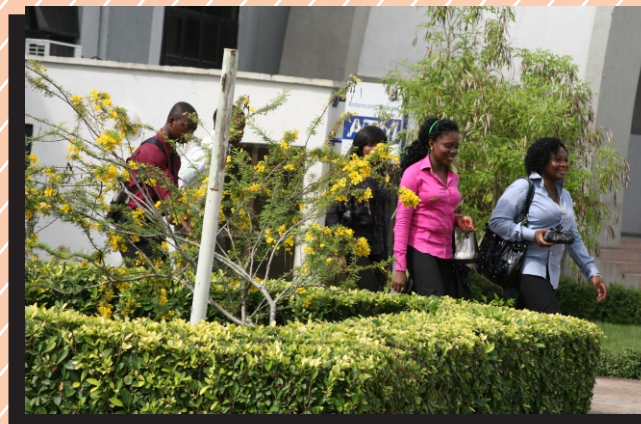
Performance Evaluation/Appraisal

The performances of the participants are evaluated and appraised every Semester before any further engagement.

Academic Evaluation

The academic performances of participants are evaluated every Semester before further engagement in the programme. Students who show declining

academic performances are excused from the programme.



Covenant University

Work-study Information Bulletin



The Work-Study Programme is instituted to give Covenant University students the opportunity to work while still maintaining their

studentship. Every student is given the opportunity to participate in the programme. The programme helps the students to appreciate the dignity of labour. It provides students with work experiences for future reference and engagement, and also assists them to earn income to meet their personal needs.

Letters of Engagement

The participants are given Letters of Engagement/Placement after due interviews and consideration of budgetary provisions. The letters are also used for identification purposes.

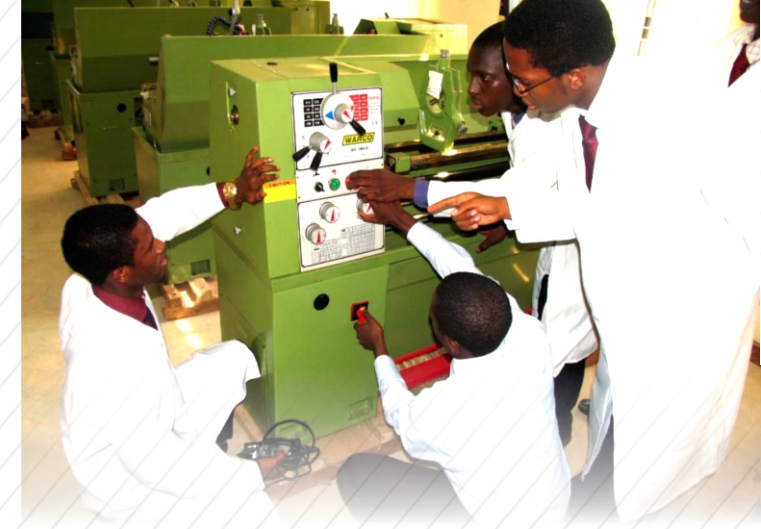
Participating Directorates/Departments

The following Directorates and

Departments are currently involved in the programme: Student Affairs, Centre for Learning Resources (CLR), Centre for Systems and Information Services (CSIS), Physical Planning and Development (PPD), Strategic Business Unit (SBU), Media and Corporate Affairs and Centre for Entrepreneurial Studies (CEDS). The Work-Study Programme has a Chairman and Secretary. The Advisory Committee comprises the Dean of Students, Director, Academic Planning and Director, Financial Services. Reports are submitted to the Chairman and routed through the Deputy Vice-Chancellor for the attention of the Vice-Chancellor.

Work Schedules

The duties and work schedules of participating students are given by the supervising Departments. The schedule is



drawn in such a way that it does not interfere with students' lecture time table or any other statutory activities of the University. The programme usually commences a week into each Semester and terminates a week before the start of Semester Examination.

Working Hours

In order not to affect the academic performances of the students, the maximum number of hours for a participant is 10 hours per week.

Payment of Stipends

A sum of two hundred and fifty naira (₦250.00) is currently paid per hour of verified work. A Department may pay on commission basis, but not less than the stipulated amount. The Directorate of