



MUAST

MARONDERA UNIVERSITY
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

INTERNSHIP POLICY

POLICY NO. IP/12/25

1P/12/25



MUAST

MARONDERA UNIVERSITY
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

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| TITLE | MARONDERA UNIVERSITY OF AGRICULTURAL SCIENCES AND TECHNOLOGY INTERNSHIP POLICY |
| STANDARD OPERATING PROCEDURES NUMBER | |
| COMPILED BY | HUMAN RESOURCES DEPARTMENT |
| APPROVED BY | |
| DATE | |

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1.0 PREAMBLE

- 1.1** Marondera University of Agricultural Sciences and Technology herein after referred as “MUA​ST” is a State University established in terms of the Marondera University of Agricultural Sciences and Technology Act (Chapter 25:29).
- 1.2** In light of the above, MUA​ST has come up with this Code of Conduct herein after referred as the Code prepared in terms of the Labour Act (Chapter 28.01). Once registered, this Code shall be binding on all parties.
- 1.3** This policy outlines the guidelines and procedures for interns who are undertaking internship at Marondera University of Agricultural Sciences and Technology “MUA​ST”. MUA​ST recognizes the importance of providing practical work experience to students from various institutions to contribute to their professional development and enhance their skills within the sectors that the University/Polytechnic/Vocational Training Centre specialises in which include agricultural sciences and technology. This policy aims to ensure a mutually beneficial and productive internship experience for both the visiting students and MUA​ST. This policy shall also abide to the growth, prosperity and inclusive development of the country in promoting good governance buttressed by transparency, accountability, integrity, and rule of law. This code also acknowledges the responsibility to lead by example in the fight against corruption and to ethically render services with integrity

2.0 OBJECTIVES OF HOSTING INTERNSHIP STUDENTS

MUA​ST aims to:

- 2.1** Provide opportunities for students to gain practical experience within its various departments and units.
- 2.2** Contribute to the development of skilled professionals in fields that the University/Polytechnic/Vocational Training Centre specialises in.
- 2.3** Foster collaboration and build relationships with other higher tertiary education institutions.
- 2.4** Provide MUA​ST staff with opportunities for mentorship and supervision of emerging talent.
- 2.5** Enhance MUA​ST’s reputation as a leading institution in agricultural sciences and technology, and agribusiness.

3.0 SCOPE OF THE POLICY

This policy applies to all students from recognised universities/polytechnics/vocational training centres who are undertaking internship in any department, faculty, or unit of Marondera University of Agricultural Sciences and Technology (MUA​ST). It also applies to all MUA​ST staff members involved in the supervision and management of these interns.

4.0 LEGISLATIVE FRAMEWORK

- 4.1 Constitution of Zimbabwe
- 4.2 Labour Act (28:01)
- 4.3 Marondera University of Agricultural Sciences and Technology Act (25:29)
- 4.4 Marondera University of Agricultural Sciences and Technology Code of Conduct
- 4.5 Marondera University of Agricultural Sciences and Technology Code of Ethics

5.0 GUIDING PRINCIPLES

- 5.1 Fairness
- 5.2 Transparency
- 5.3 Equity
- 5.4 Ethics

6.0 DEFINITIONS

- 6.1 **MUAST:** Marondera University of Agricultural Sciences and Technology.
- 6.2 **Home University/Polytechnic/Vocational Training Centre:** The universities/polytechnics/vocational training centres from which the intern originates.
- 6.3 **Host Department/Unit:** The specific department or unit within MUAST where the intern is placed for internship.
- 6.4 **Internship Coordinator (MUAST):** A designated staff member within MUAST responsible for coordinating the placement and management of interns. This role may reside within a specific faculty, department, or a central administrative unit.
- 6.5 **Supervisor (MUAST):** A member of MUAST staff assigned to guide, mentor, and supervise the intern during their internship period.
- 6.6 **Intern:** A student enrolled at another universities/polytechnics/vocational training centres who is undertaking their internship at MUAST.
- 6.7 **Internship Agreement:** A formal agreement between MUAST, the Home University/Polytechnic/Vocational Training Centre (if applicable), and the intern outlining the terms and conditions of the internship.

7.0 RECRUITMENT AND SELECTION PROCESS

The recruitment and selection of students for internship at MUAST will be conducted through a transparent and merit-based process, considering the capacity and resources of the respective host departments/units. The process will generally involve the following steps:

- 7.1 **Expression of Interest from Home Universities/Students**
MUASt may receive expressions of interest from other universities seeking internship for their students, or individual students may apply directly.
- 7.2 **Communication of Internship Opportunities**
Available internship opportunities within different departments/units, including the area of focus, duration, and any specific requirements, will be communicated to relevant Home Universities/Polytechnics/Vocational Training centres or prospective students through established channels (e.g., university websites, memoranda of understanding).
- 7.3 **Student Application**
Interested students will be required to submit an application to MUASt, typically through the designated Internship Coordinator. The application may include a cover letter, curriculum vitae (academic transcripts from the Home University/Polytechnic/Vocational Training Centre, and a letter of introduction/support from their Home University/Polytechnic/Vocational Training Centre.
- 7.4 **Departmental Assessment of Capacity**
The receiving Host Department/Unit will assess its capacity to accommodate the intern, considering available resources, mentorship capacity, and the relevance of the student's background to the department's activities.
- 7.5 **Screening and Shortlisting**
The relevant Host Department/Unit, in collaboration with the MUASt Internship Coordinator, will screen the applications based on criteria such as academic performance, relevance of skills and interests, and availability of suitable internship tasks. A shortlist of suitable candidates may be created.
- 7.6 **Interviews**
Depending on the number of applicants and the requirements of the internship, MUASt may conduct interviews with shortlisted candidates.
- 7.7 **Placement Offer**
Successful candidates will be offered an internship placement at MUASt, indicating the Host Department/Unit, the duration of the internship, and the name of their designated MUASt Supervisor.
- 7.8 **Internship Agreement**
Upon acceptance of the offer, an Internship Agreement will be signed by MUASt, the student, and the Home University/Polytechnic/Vocational Training Centre. This agreement will outline the responsibilities of each party, the duration of the internship, the learning objectives, and any specific terms and conditions.

7.9 Induction and Orientation

Upon arrival, the intern will undergo an induction and orientation programme at MUASt. This will include introductions to their Host Department/Unit, MUASt policies and procedures, safety regulations, and available resources.

8.0 RESPONSIBILITIES

8.1 MUASt:

- 8.1.1 Providing a conducive learning environment and relevant tasks for the intern.
- 8.1.2 Assigning a qualified Supervisor to guide and mentor the intern.
- 8.1.3 Providing necessary resources and access to facilities as appropriate and agreed upon.
- 8.1.4 Ensuring the safety and well-being of the intern within the MUASt premises.
- 8.1.5 Providing feedback to the Home University/Polytechnic/Vocational Training Centre on the intern's performance.
- 8.1.6 Adhering to the terms and conditions outlined in the Internship Agreement.

8.2 Home University/Polytechnic/Vocational Training Centre:

- 8.2.1 Ensuring the intern meets the necessary academic requirements for internship.
- 8.2.2 Providing MUASt with relevant information about the intern's background and learning objectives
- 8.2.3 Maintaining communication with MUASt regarding the intern's progress and any concerns.
- 8.2.4 Acknowledging and recognizing the internship period as part of the intern's academic programme.

8.3 Intern:

- 8.3.1 Adhering to the policies, regulations, and Code of Conduct of MUASt.
- 8.3.2 Maintaining a high level of professionalism, ethical conduct, and diligence in their duties.
- 8.3.3 Attending work regularly and punctually as agreed upon with their MUASt Supervisor.
- 8.3.4 Completing assigned tasks to the best of their ability and meeting deadlines.
- 8.3.5 Seeking guidance and clarification from their MUASt Supervisor when needed.
- 8.3.6 Respecting the confidentiality of MUASt's information, data, and intellectual property.
- 8.3.7 Utilizing MUASt resources responsibly and ethically.

- 8.3.8 Representing their Home University/Polytechnic/Vocational Training Centre and themselves in a positive manner.
- 8.3.9 Submitting any required reports or documentation to their Home University/Polytechnic/Vocational Training Centre as per their institution's guidelines.

9.0 DISCIPLINARY PROCEDURES FOR BREACH OF CONTRACT/MISCONDUCT

MUAST is committed to providing a positive and productive internship experience. However, in the event of a breach of the Internship Agreement or any act of misconduct by an intern, the following procedures will be followed:

- 9.1 **Reporting of Breach/Misconduct:** Any alleged breach of contract or misconduct will be reported by the MUAST Supervisor to the Head of the Host Department/Unit and the relevant Faculty Dean (if applicable), and the MUAST Internship Coordinator.
- 9.2 **Preliminary Investigation:** The Head of the Host Department/Unit, in consultation with the MUAST Supervisor and the Internship Coordinator, will conduct a preliminary investigation to gather information and determine the validity of the allegations. This may involve discussions with the intern and other relevant parties.
- 9.3 **Notification to the Student:** The student will be formally notified in writing of the alleged breach of contract or misconduct, providing details of the allegations and an opportunity to respond.
- 9.4 **Communication with Home University/Polytechnic/Vocational Training Centre:** Depending on the severity of the alleged breach or misconduct, MUAST will inform the intern's Home University/Polytechnic/Vocational Training Centre about the situation and the ongoing investigation. Collaboration with the Home university/polytechnic/vocational training centre may be necessary in addressing the issue.
- 9.5 **Hearing:** For serious cases of misconduct, a formal hearing may be convened by a relevant disciplinary committee within MUAST. The intern will be given the opportunity to present their case, and representatives from the Home University/Polytechnic/Vocational Training Centre may be invited to observe or participate, as appropriate.
- 9.6 **Determination of Outcome:** Based on the investigation and any hearing conducted, MUAST will determine whether a breach of contract or misconduct has occurred and decide on the appropriate disciplinary action, in consultation with the Home University/Polytechnic/Vocational Training Centre where applicable.

- 9.7 **Communication of Decision:** The intern and their Home University/Polytechnic/Vocational Training Centre will be formally informed in writing of MUASt's decision and any disciplinary action to be taken.

10.0 PUNISHABLE MISCONDUCTS AND PUNISHMENTS

- 10.1 The following list provides examples of misconducts that may lead to disciplinary action. This list is not exhaustive, and other acts of misconduct may be considered depending on the specific circumstances and MUASt's general regulations.

| CATEGORY | MISCONDUCT | POTENTIAL PUNISHMENTS |
|--|---|--|
| <u>Category 1</u> Breach of Internship Agreement Terms. | Failure to adhere to agreed-upon duties and responsibilities. | Formal written warning, suspension from internship, termination of internship. |
| | Unauthorized absence from work or lateness without valid reason. | Formal written warning, deduction of internship credit, suspension from internship, termination of internship. |
| | Failure to submit required reports or assignments within deadlines. | Deduction of marks, formal written warning, failure of the internship component. |
| <u>Category 2</u> Unprofessional Behaviour. | Disrespectful towards colleagues, or insubordinate behaviour towards supervisors. | Formal written warning, counselling, suspension from internship, termination of internship. |
| | Poor work ethic, negligence, or lack of diligence in performing duties. | Formal written warning, remedial tasks, failure of the internship, termination of internship. |
| | Inappropriate dressing or grooming contrary to the host organization's policy. | Formal verbal warning, formal written warning. |
| <u>Category 3</u> Ethical Violations. | Dishonesty, including falsification of records or reports. | Formal written warning, failure of the internship component. |
| | Theft, fraud, or embezzlement. | Termination of internship, immediate referral to the University Disciplinary Committee for severe disciplinary action, potential reporting to law enforcement. |
| <u>Category 4</u> | Breach of confidentiality or disclosure of sensitive information. | Termination of internship, action by MUASt, referral to the University/Polytechnic/Vocational Training Centre Disciplinary Committee for further action. |

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| <u>Category 5</u> | Violation of Host Organization Policies; Code of Conduct, Code of Ethics. | Punishments as per MUAŠT’s policies, in addition to potential disciplinary action by the University/Polytechnic/Vocational Training Centre, including formal written warning, suspension from internship, termination of internship. |
| <u>Category 6</u> | Damage to Property or Misuse of Resources. | Requirement to compensate for damages, formal written warning, termination of internship. |
| <u>Category 7</u> | Substance Abuse or Intoxication at the Workplace. | Immediate termination of internship, referral to the University/Polytechnic/Vocational Training Centre Disciplinary Committee for severe disciplinary action, potential reporting to law enforcement. |
| <u>Category 8</u> | Sexual harassment or Discrimination. | Immediate termination of internship, referral to the University/Polytechnic/Vocational Training Centre Disciplinary Committee for severe disciplinary action. |

10.2 The severity of the punishment will depend on the nature and gravity of the misconduct, the intent of the intern, and any mitigating or aggravating circumstances. MUAŠT reserves the right to take any action deemed necessary to maintain order, protect its interests, and ensure a safe and productive environment for all.

11.0 GRIEVANCE PROCEDURES

Students who have grievances related to their internship at MUAŠT should first attempt to resolve the issue informally with their MUAŠT Supervisor. If the issue remains unresolved, the student should then escalate the matter to the Head of the Host Department/Unit and the MUAŠT Internship Coordinator. MUAŠT will investigate all legitimate grievances and take appropriate action to address them, in communication with the Home University/Polytechnic/Vocational Training Centre as necessary.

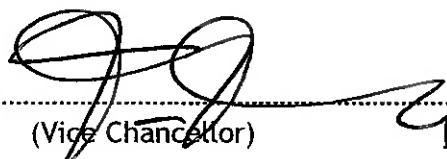
12.0 POLICY REVIEW

This policy will be reviewed every four (4) years.

13.0 EFFECTIVE DATE

13.1 This policy shall come into effect from 1 July 2025.

Approved:



(Vice Chancellor)

Date:

15/07/2025