



**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

DOCUMENT : PROCEDURE FOR INDUSTRIAL ATTACHMENT
DOC. NO : JOOUST/AA/OP 18
AUTHORIZED BY : DEPUTY VICE-CHANCELLOR

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1.0 Purpose:

This procedure ensures that Industrial Attachment is effectively carried out within Schools.

2.0 Scope: This procedure covers all aspects of Industrial Attachment.

3.0 Reference:

- i. ISO 9001:2015 Standard
- ii. JOOUST Quality Manual and Quality Policy
- iii. JOOUST Statutes
- iv. JOOUST Strategic Plan
- v. JOOUST Student Rules and Regulations
- vi. JOOUST Work procedures

4.0 Abbreviations and Acronyms

- i. **JOOUST:** Jaramogi Oginga Odinga University of Science and Technology
- ii. **QMR:** Quality Management Representative
- iii. **CoD:** Chairperson of Department

Responsibility: The Dean and the CoDs shall be responsible for the implementation and effective supervision of this procedure.

5.0 Method**5.1.0 Industrial Attachment**

5.1.1 The Dean/CoD of the concerned School/Department shall appoint a coordinator/team to coordinate the industrial attachment.

5.1.2 The coordinator/team shall prepare a list of relevant institutions for industrial attachment and circulate to students.

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- 5.1.3 The coordinator/team shall issue recommendation letters to students for attachment at least two months before commencement.
- 5.1.4 The coordinator/team shall receive communication from the student on their placement before commencement of the industrial attachment.
- 5.1.5 The coordinator/team shall appoint an assessor/(s) for each student.
- 5.1.6 The assessor(s) shall submit a written report to the coordinator/team within 3 weeks upon completion of the assessment.
- 5.1.7 The coordinator/team shall receive a written report and duly signed log from the student 3 weeks into the next semester.
- 5.1.8 Assigned lecturer(s) shall mark and grade the report.

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