SCHOOL OF BUSINESS (SOB)
Industrial Attachment Orientation Memo

Applicable to: Diploma and Undergraduate Students in the SOB – Main Campus, Town Campus, Kitengela Campus, Kisumu Campus and Distance Learning Students.

1. It is a university requirement that all Diploma and Undergraduate students **MUST** undertake Industrial Attachment at the end of the course whether working or not. Any industrial work done **in between your studies WILL NOT** be considered as attachment.

2. **Diploma Students** should proceed for attachment **after the end of the 5th Semester**. The duration of attachment for Diploma Students is **3 Months i.e 12 Weeks.**

3. **Diploma Students:** Even when you are proceeding to pursue a degree, attachment is **COMPULSORY.**

4. **Undergraduate/Degree Students**, industrial attachment should be done **after completing coursework**, immediately after your final course work semester. The duration of attachment for Degree Students is **3 Months i.e 12 Weeks.**

   NB-This applies even to **Bachelor of Arts Economics and Business Studies Students**. Industrial attachment should be done AFTER COMPLETING all degree coursework, **NOT** after semester 3.1.

5. Kindly copy and paste this link to a browser in which you have logged in using your student email, then fill in your details. Don't click or open it from this pdf/memo.

   Compulsory SOB Attachment Google Form:
   https://docs.google.com/forms/d/e/1FAIpQLSdTpNAY8meidPZcSKYXdSrC79svLMIyAqG9bch9V3Fe4KuC_w/viewform?usp=header

6. If that's not working, consult ICT department on this link https://www.kcau.ac.ke/wp-content/uploads/2023/01/Email-LogIn-Instructions-.pdf The issue is usually your student email or your password.

7. This is the link that captures: your attachment institution, location, your contacts among other details. The link is also available on Virtual Campus under the unit Attachment 001.

8. Immediately upon securing an attachment, enroll on Virtual Campus. Log in to virtualcampus.kcau.ac.ke and enroll in **Attachment 001: All Campuses**: Enroll using the following enrollment key: **Enrollment Key: 0000**

9. Supervisor allocation will be done **WITHIN 4 WEEKS** and it will be done on Virtual Campus once you enroll. You can check out the supervisor allocated on virtual campus as well as in your student email. Ensure you **STRICTLY** provide the student email, not any other.

10. Allocations are done **THRICE** in a trimester. You **DO NOT** need to register for the unit on the student portal. Filling the attachment google form is adequate.

11. You will be required to fill daily duties in the attachment logbook. You will therefore need to fill 12 sheets of weekly duties done at the place of attachment.

12. Kindly **IGNORE** the instructions on the logbook requiring you to send **"Attachment Placement Form"** to the Chair/Dean or the Attachment Coordinator. **It's not required.**

13. All requisite attachment forms, sample attachment report and logbook are available from:
    a) Attachment 001: All Campuses unit's profile on Virtual Campus.
    b) Alternatively, from the KCA University website, click on school of business, then click on resources, then click on SOB notice board/notices.

14. Upon completion of attachment, send to info@kcau.ac.ke a copy of the following documents:
    a) **The Logbook**
    b) **The Attachment Report**
    c) **The Industry Supervisor Assessment Form** - **FILLED** and **STAMPED** by the Industry Supervisor

15. Make sure you get the email right; we will not issue any response on this submission. However, when clearing for graduation, you will need to show proof that you submitted the logbook and other documents in this mail before being cleared for graduation.

16. **We have two (2) types of supervisors:**
    a) The Industry Supervisor - The Boss/Superior, where you are attached
    b) The University Supervisor - The Lecturer

17. This Memo is **STRICTLY for School of Business** students. School of Technology (SOT) students kindly contact the SOT coordinator, Isaac Okola. His email is: okola@kcau.ac.ke

18. **Working Students and Self-Employed (Entrepreneurs)** students are allowed to undertake attachment at their present work stations/businesses. Have a senior or a colleague in your rank as the supervisor. In the case of entrepreneurs, the supervisor can be the co-director. Attachment period remains the same.

19. The University allows students to have attachment in an **online/remote based job** for any company/firm whether located/domiciled in the country (Kenya) or not. However, the duties or roles assigned to you must be in your line of study or related to the course you are pursuing.

20. **ATTACHMENT LETTERS** are issued physically at the School of Business (SOB) help desks in all campuses. Attachment letters are NOT issued during exam time. The following personnel will help with processing the letter through EMAIL:
    Main Campus
    i)   Ann Dorcas   a.achieng@kcau.ac.ke
    ii) Beatrice Rotich   beatrice@kcau.ac.ke
    iii) Jackline Shanga   shanga@kcau.ac.ke
    Town Campus
    i)   Nativity Mwima   nmwimah@kcau.ac.ke
    Kisumu Campus
    i)   Celestine Wandambusi   c.wandabusi@kcau.ac.ke
    ii) Tom Matwetwe   matwetwe@kcau.ac.ke

Kitengela Campus

     i)   Janet Chepkwony   j.chepkwony@kcau.ac.ke

21. The University now provides **INSURANCE COVER for attachment students**. Kindly write an email to supplychain@kcau.ac.ke making the request. In the email indicate your Name, Admission Number and your Program/Course. Alternatively, walk in to get it instantly.

22. Any issues or clarification needed on attachment matters should be raised through this email; sobattachment@kcau.ac.ke

Regards,

Rispah Khamonyi Omucheyi

Undergraduate Attachment Coordinator, SOB