



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 to apply for a university supervisor:
https://docs.google.com/forms/d/e/1FAIpQLSdSzpSNRpXkB1AqGUnI3lZ_W2eHV-DUZZ26z1gpqDm97pesBQ/viewform?usp=header

KINDLY FILL THE GOOGLE FORM ONCE AND ACCURATELY. IF YOU HAD A UNIVERSITY SUPERVISOR FROM PREVIOUS SEMESTERS PLEASE DO NOT FILL AGAIN, REACH OUT FOR US TO CONTACT THE SUPERVISOR.

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. Always use your student email
7. This is the link that captures: your attachment institution, location, your contacts among other details.
8. Currently enrollment on the virtual campus is still in progress, all communication will be on the whatsapp group via the link <https://chat.whatsapp.com/KaCLpre7c7eDDhSzwkaWDb> and student email
9. Supervisor allocation will be done **WITHIN 4 WEEKS** and it will be communicated via your student emails. Ensure you **STRICTLY** provide the student email, not any other.

10. Allocations are done **TWICE** 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) 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

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|-----------------------|--|
| i) Ann Dorcas | a.achieng@kcau.ac.ke |
| ii) Beatrice Rotich | beatrice@kcau.ac.ke |
| iii) Margaret Nyaboke | mnyaboke@kcau.ac.ke |

Town Campus

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| i) Nativity Mwima | nmwimah@kcau.ac.ke |
| ii) Evelyne Kanana | ekanana@kcau.ac.ke |

Kisumu Campus

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| i) Norah Okungu | okungu@kcau.ac.ke |
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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. This should be done after filling the google form. Use the link https://docs.google.com/forms/d/1bOj3O2T09W3tGOpNffEBt9mOo7dKZaMq61OC_eKvUdU/edit

N/B This is not a medical cover but a three month accidental cover

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

Regards,



DR. Rispah Khamonyi Omucheyi Ph.D

Undergraduate Attachment Coordinator, SOB