



SCHOOL OF BUSINESS (SOB)

Memo: Industrial Attachment Guidelines for Undergraduate Students

Applicable to: Undergraduate Students in the School of Business (SOB) – Main Campus, Town Campus, Kitengela Campus, Kisumu Campus and Distance Learning Students.

1. It is a university requirement that all undergraduate students **MUST** undertake Industrial Attachment at the end of their course, regardless of whether they are employed or not. Any industrial work undertaken during the course of study or in between semesters **WILL NOT** be considered as Industrial Attachment.
2. Industrial Attachment for undergraduate students **MUST** be undertaken after completing all coursework, immediately after the final coursework semester. The duration of Industrial Attachment for Degree students is **three (3) months, equivalent to twelve (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.

3. Kindly fill the **Compulsory SOB Attachment Google Form to apply for a university supervisor: [Apply Here](#)** and ensure that you have logged in using your student email, then fill in your details. The link captures your attachment institution, location, your contacts among other details.
4. If above is not working, consult ICT department on this link [Email Login Instruction](#). The issue is usually your student email or your password. Always use your student email
5. 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 your student email
6. 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.
7. 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.
8. 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.
9. 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**.
10. All requisite attachment forms, sample attachment report and logbook are available on the KCA University website, click on school of business, then click on resources/downloads, then click on SOB notice board/notices.

11. Upon completion of attachment, send to info@kcau.ac.ke a copy of the following documents: **The Logbook** and **The Attachment Report**. 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.
 12. **We have two (2) types of supervisors:**
 - a) The Industry Supervisor - The Boss/Superior, where you are attached
 - b) The University Supervisor - The Lecturer
 13. **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.
 14. 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.
 15. **ATTACHMENT LETTERS** are issued upon request via email at the School of Business (SOB) help desk. Attachment letters are NOT issued during exam time. The request should be made through the following emails:
 - a.achieng@kcau.ac.ke
 - beatrice@kcau.ac.ke
 - mnyaboke@kcau.ac.ke
 16. 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. An email should be sent 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
17. This Memo is **STRICTLY for School of Business** students undertaking bachelor's programs. If a diploma student contact pttiattachment@kcau.ac.ke.
 18. Any issues or clarification needed on attachment matters should be raised through this email; sobattachment@kcau.ac.ke

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