

# TANZANIA MENTORS ACTION



## FIELD STUDY POLICY

*Revised Version 2023*



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## Our Vision

To have a society that is healthy and capable of contributing fully to the development of individuals, communities, and the nation at large.

## Our mission

To empower leaders, service providers and citizens across all levels of governance to deliver demand driven quality services by promoting both downward and upward accountability through various methods including mentorship.

## TMA Core values

Excellence	We are committed to providing services that are distinctive and of high quality.
Innovation	We are innovative in our designs and operations, using technology and modern ways of doing business to further satisfy the needs and expectations of the customer.
Integrity	We value responsible character with impeccable levels of integrity for all individual members, office bearers and staff of TMA, in and outside TMA programming.
Commitment	We are fully committed to all our pledges and engagements.
Respect	We accord due regard to the feelings, wishes, and rights of others.
Transparency	We are transparent to our members, staff and stakeholders in all we do.
Accountability	We are guided by the highest possible standards of internal and external accountability to all our stakeholders, and we comply with all statutory requirements.
Equality	We believe that all human beings are equal in dignity and before the law.
Gender Sensitive	We are sensitive to gender needs and understand that equality is not the same as equity.
Diversity	We cherish and respect diversity in terms of culture, religion, political opinion, social origin and style of doing things provided the said diversity does not infringe the law.



## **1. Purpose**

- 1.1. The purpose of the policy is to enhance the existing framework to continue to guide and give direction to the management of all field student placements within the TMA.

## **2. Scope of application**

- 2.1. This policy is applicable for all students who are in the semantic areas of the TMA which is Cooperatives, Education, Health, Agriculture and Environment.

## **3. Policy Statement**

- 3.1. Through this policy, the TMA will be committed to providing field study with a quality experience that involves meaningful activities and the opportunity to learn and gain practical work experience in their chosen field of study.
- 3.2. Field student will be provided with a clearly defined framework of participation, learning, and will be supervised by a suitable TMA's staff member, who will monitor progress to ensure effective contribution and resolve any concerns of the Intern

## **4. Field Student Eligibility Criteria**

Under the field study Programme, applicants will be considered based on the criteria below. All student must:

- 4.1. Must be enrolled as a full-time student in a university, collage, or institution
- 4.2. Be between the ages of 18 and 35 years of age
- 4.3. Must provide proof of full-time enrollment upon hire and throughout field study on a recurring schedule for the regular school year (e.g., quarterly or on a semester basis) in advance of the commencement of the next period of enrollment.
- 4.4. Priority may be given to field student who are both within the country and outside the country
- 4.5. The student must provide proof of enrollment upon hire
- 4.6. Students enrolled on first degree programmes should have completed two years of full-time study. Students pursuing post-graduate studies should be in the process of completing their degrees and wish to gain experience at the organization in the field in which they are enrolled.

## **5. Application Procedure**

- 5.1. All Field Study application will be sent to TMA website and being approved or rejected by the Human Resources Officer.
- 5.2. Applicants must complete the online application form and, provide a letter from the sponsoring institution (University or College. This letter must be on the institution's official letterhead) with stamp.



- 5.3. Unless specified/ instructed, applicants should forward copies of their diplomas and other important documents.
- 5.4. Prospective filed study submitting applications must state clearly and precisely on the application the specific Field Study for which they are applying, the skills and experience they expect to gain or develop during the period of field study and the contributions they will make to the work with TMA
- 5.5. Shortlisted or rejected candidates will be contacted for their information.
- 5.6. On exceptional basis, the Human Resources Officer may approve field study that are not in accordance with this policy or procedures.

## 6. Filed study conditions

- 6.1. Each Department/ Units will be accepting Field study student as per available space to enable efficient and effective management of the programme.
- 6.2. Filed Study will be for a period of not less than one month but not more than two years. The working hours would be as advertised although it is anticipated that field study would be available for a minimum period of 30 hours per week, all days in the week. Field student may work for more or less than this minimum period, subject to the agreement of the line Field study Supervisor.
- 6.3. Filed study student may begin their field study only after they have agreed to the terms of reference and terms and conditions of the field study Programme. A field study agreement will be issued by Human Resource Officer on or before their commencement date.
- 6.4. A filed study student is not considered to be a member of staff of TMA and therefore any privileges agreed between TMA and its staff will not apply to Field study student.
- 6.5. No reports or papers may be published based on information obtained by the Field study student during the field study period without the prior written consent of TMA

## 7. Benefits

- 7.1. During the period of Field study, full-time field study student will be allowed rest periods of Two hours every day (in addition to Saturdays, Sundays, Public holidays, and Privilege days) which can be accrued but must be utilized before the end of the field study period. Any unused accrued rest hours will not be compensated financially.
- 7.2. TMA will write a recommendation letter to after a completion of his/her field study

## 8. Obligations of the Intern

- 8.1. A field study student will demonstrate willingness to participate fully and actively in the learning experience by planning their programme of work with their Internship Supervisor.



- 8.2. A field study student will participate in the introduction and orientation programme of the organization
  - 8.3. A field study student is required to conduct themselves at all times in a manner that will not be detrimental to the image and standing of TMA
  - 8.4. TMA will terminate a field study student without notice if the required standards of behavior and code of conduct are not met.
  - 8.5. A field study student is required to keep confidential all information including unpublished information made known to him/her during the period of Internship and must sign a confidentiality agreement prior to commencing Internship.
  - 8.6. At the end of the Internship programme, with the assistance of his/her line Internship Supervisor, the Intern will complete an evaluation and a report on his/her assignment which would feed into the final Internship evaluation report.
  - 8.7. An Intern will complete an end of Internship Leaver Form. The form must be signed off his/her line Internship Supervisor and will cover the settlement of all outstanding financial obligations (if applicable), the surrender of the TMA security and access pass, and any TMA properties in his/her custody. The Intern's line Internship Supervisor will forward the completed form to the Human Resource Officer
  - 8.8. An Intern is required to discuss his/her progress regularly with his/her line Internship Supervisor.
  - 8.9. The Intern is required to work within the rules and regulations of TMA.
  - 8.10. Interns will not be paid during his/her stay at TMA.
9. TMA Obligations to Interns
- 9.1. TMA will provide the Intern with a conducive working environment and working space.
  - 9.2. The TMA will provide requisite tools for the term of the Internship if available.
  - 9.3. The Department/ Unit will review progress on performance and learning regularly, record such meeting and feed findings into the final Internship evaluation report. The Intern's line Internship Supervisor will forward the completed form to the Human Resources Officer.