

## List of undergraduate programmes participating in SWEP 2009

- BSc (Hons) Economics
- BSc (Hons) Economics and Finance
- BSc (Hons) Business Economics with Information Systems
- BSc (Hons) Economics with Accounting
- BSc (Hons) Economics with Management
- BSc (Hons) Statistics with Computer Science
- BSc (Hons) Statistics with Economics
- BA (Hons) English
- BA (Hons) French
- BA (Joint Hons) Humanities
- BA (Hons) History with Social Studies
- BA (Hons) History with International Relations
- BSc (Hons) Psychology
- BSc (Hons) Political Science
- BSc (Hons) Sociology

## Contacts

*Dean, Faculty of Social Studies and Humanities*

**Prof. S. K. Sobhee**

Tel 454 1041 Ext 1352

Fax: 465 6184

Email: [sksobhee@uom.ac.mu](mailto:sksobhee@uom.ac.mu)

*Faculty SWEP coordinator*

**Dr K. G. Daby**

Tel 454 1041 Ext 1387

Email: [kg.daby@uom.ac.mu](mailto:kg.daby@uom.ac.mu)

### *Departmental SWEP coordinators*

| Dept.                       | Coordinators    | Ext  | Email  |
|-----------------------------|-----------------|------|--|
| English Studies             | Mrs A. R-Mungur | 1358 | <a href="mailto:a.ramsoondurmungur@uom.ac.mu">a.ramsoondurmungur@uom.ac.mu</a> |
| French Studies              | Dr K. G. Daby   | 1387 | <a href="mailto:kg.daby@uom.ac.mu">kg.daby@uom.ac.mu</a>                       |
| Social Studies              | Ms D. Gokulsing | 1273 | <a href="mailto:d.gokulsing@uom.ac.mu">d.gokulsing@uom.ac.mu</a>               |
| History & Political Science | Mr M Joson      | 1318 | <a href="mailto:m.joson@uom.ac.mu">m.joson@uom.ac.mu</a>                       |
| Economics & Statistics      | Mrs V. Jaunky   | 1329 | <a href="mailto:v.jaunky@uom.ac.mu">v.jaunky@uom.ac.mu</a>                     |

*For further information, please visit:*  
<http://www.uom.ac.mu/Faculties/FSSH/SWEP/>

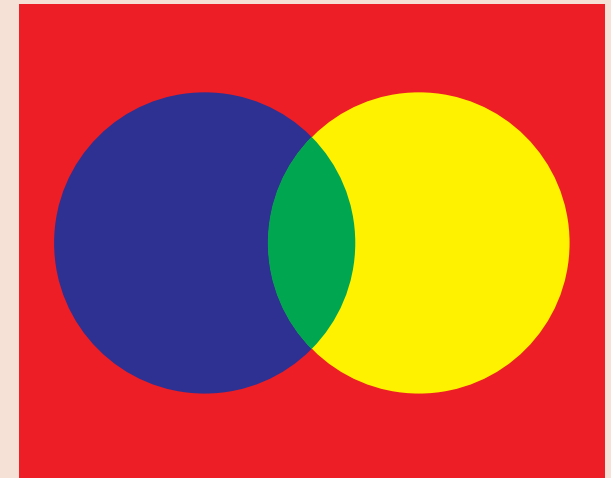
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**University of Mauritius**  
**Faculty of Social Studies**  
**&**  
**Humanities**

# SWEP 2009

**STUDENT WORK EXPERIENCE PROGRAMME**



## Foreword

The Student Work Experience Programme (SWEP) introduced in 1999, offers the undergraduate students a privileged opportunity to acquire work experience while pursuing full-time studies at the University. The contemporary employment sectors are characterised by change and dynamism, operating in response to global demands.



The SWEP enhances the students' profile and preparedness for the job market.

SWEP is highly recommended and is a constructive way to spend the University vacation. Our experience shows that the SWEP enables students to diversify their skills, develops team work and professionalism, and strengthens self-confidence.

Students from the Faculty and organisations are invited to participate in SWEP 2009 which will take place from 1<sup>st</sup> June to 17th July 2009. The Faculty is relying on your interest and participation for yet another successfully organised SWEP.



Prof. S. K. Sobhee

Dean, Faculty of Social Studies and Humanities

### 1.0 Rationale

The *Student Work Experience Programme* is designed to help University students bridge the gap between academic education and work skills. It is a three-way partnership between the University, the participating organisation, and the student. All parties in the relationship assume definite responsibilities, perform specific functions and achieve benefits as a result of this involvement.

**SWEP has the following objectives:**

- Provide opportunities for students to apply knowledge and skills acquired at the University
- Enable students to develop new skills in leadership, supervisory and administrative roles
- Expand students' opportunities for learning from mentors, represented by professionals in organisations
- Provide students with an opportunity for self-assessment in respect of their strengths, weaknesses and personal standards
- Develop the liaison between the three parties, namely the University, the organisations and the students

### 2.0 Role of Participating Organisations

The participation of organisations is crucial to the programme. By recruiting students and training them through suitable exposure to real-life tasks and activities, they will be playing an undeniable role in the building of the human resource capacity-base in Mauritius

Particular Responsibilities of the Organisations

- Fill up and return the *Participation Form* by 30th April 2009
- Be available or have agency personnel available to meet with the students as needed
- Make policy statement and other relevant documents available to the student and ensure that optimal conditions are met to offer him a suitable work environment for the successful completion of the assigned task
- Advise the Faculty SWEP coordinator of any issues regarding the student which may affect the three parties
- Complete, for each student, an *Employer Evaluation Questionnaire* that involves assessing the trainee on various criteria and return it to the Faculty by 27<sup>th</sup> July 2009.

Providing such information about the behavior of the trainee, will help the University in assessing the experience acquired by the student

### 3.0 Role of the Faculty

The Faculty will allocate the placement of the students under SWEP by trying as far as possible, to respond to the requirements of both the students and organisations.

#### 3.1 Selection of Students

On receipt of the Employer's Participation Forms, the Faculty will match students to employers on the basis of the requirements of placement organisations, students' preferences, academic performance, maturity and proximity of residence to the placement site.

The Faculty will communicate to the participating organisation the details of the selected students, one week before the start of the schedule placement.

#### 3.2 Particular Responsibilities of the Faculty

The Faculty will:

- Issue a certificate of participation to all students who successfully complete the programme
- Maintain a communication channel, through the SWEP coordinators, with the participating organisation before, during and after the programme

### 4.0 Role of Students

The students are expected to take maximum advantage of the training programme. They will be exposed to the work environment and will need to adapt accordingly.

#### Particular Responsibilities of the Students

Being a temporary staff of an organisation, the student will be required to:

- Understand that the placement is a professional experience and perform to the best of his/her abilities
- Confirm to the regulations and policies of the placement organisation and adapt to the placement organisation's culture, methods, leadership and programs
- Ensure the confidentiality of any sensitive information pertaining to the organisation
- Be well groomed and appropriately dressed
- Notify the supervisor of the placement organisation in advance when possible, of any absences or lateness from scheduled work hours
- Consult the supervisor in the event of any problems or concerns related to the work placement
- Submit a report to his/her Department SWEP Coordinator at the University by 27th July 2009, as per guidelines provided

### 5.0 Financing of SWEP

The cost of hosting a student on placement is low for your organisation. The University recommends a stipend of Rs 500 (non-compulsory) per week to cover the student's incidental expenses during the placement.