UNIVERSITY OF ZULULAND

COMMUNITY ENTRY GUIDELINES AND PROCEDURES

This protocol should be read in line with WIL/SL policy; CE policy and Teaching and learning policy as well as Research and Innovation Policy; including other related University of Zululand policies. The following points are aimed at assisting smooth entry into communities. Communities may mean special interest groups i.e. community of NGOs, municipalities, Industries etc.

Name of applicant		
Project Title		
Brief summary of the project		
Ethical risk assessment	Tick	Provide explanation to justify your characterisation:
Low		
Medium		
High		

COMMUNITY ENGAGEMENT COMMUNITY ENTRY CONSIDERATIONS	TICK		COMMENT/S
	Y	N	
1. is there a signed MoU/ a learning agreement between the University and the placing stakeholder/ industry?			
2. If University academic/ support department within the university is a place of work; are the responsibilities clearly outlined for the students?			
3. Is there a learning agreement signed between the placing academic/ support department and the academic department within the University?			
4. Is there a risk assessment done prior placement of student/ community engagement activity?			
5. Does all parties understand their responsibilities of the placement?			
6. Did the student undergo a work readiness workshop/ community entry workshop? if not arrange with CE office for training support (this will be unrelated to curriculum but general conduct related e.g. soft skills including culturally related matters) NB: It is the responsibility of the Department to ensure students are well prepared prior to placement			

7. Did students sign indemnity forms?			
8. Do students know who to contact in-case of emergency or need? Emergency numbers for SSD; CLINIC; PSD and SAPS should be provided to students by the Department before students leave for placement a. **SSD**: b. **PSD**: To support in cases of emergency and for the safety of staff and students during placement c. Local **SAPS** office should be notified			
9. Was SSD, PSD and local SAPS offices aware of the engagement activities in their area? Get contact persons in each office for easy access during need			
10. If students are doing service learning, do local authorities know about the students being in the community? Liaise with CE office to support the entry			
11. In-case of International students: Did the Department identify and facilitate their placement?			
12. Are the international students paired with students who understand and know the local language and culture?			

13. In case of students with disabilities. Did the Department ensure they are placed in a place safe for their completion of the WIL / SL activity?			
14. In the case of students from other institutions who are placed at UNIZULU as place of placement. were they inducted on demands and requirements of the university? Contact CE office for support			
15. Is there an arrangement for dissemination of results as a result of the WIL/SL placement or engagement research project back to communities? contact CE office for support			
16. In case of academic staff undertaking community engagement: Is the Community Engagement activity registered with the university?			
17. Was the project reported at the local traditional leadership structures? From Council to Ward level/ Isigodi levels?			
18. Did you report yourself to the local SAPS?			
19. Do you have contact number list, in case of emergency?			
20.			

GENERAL COMMENTS & RECOMMENDATION: