

**SOKOINE UNIVERSITY OF AGRICULTURE**



**DIRECTORATE OF POSTGRADUATE STUDIES, RESEARCH, TECHNOLOGY TRANSFER AND  
CONSULTANCY**

**STAFF INDUSTRY PLACEMENT GUIDELINE**

**MARCH 2025**

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## **FOREWORD**

The Sokoine University of Agriculture (SUA) as a public institution with the mandate of conducting training, research and consultancy, is committed to offering high quality education, producing graduates, research outputs and innovation that will have an impact to the community. To achieve her mandate, SUA had a practice of allowing her employees to work with the industry in the country and outside Tanzania. However, this practice was not well guided to allow the university staff to connect with the industry and acquire new skills, knowledge and transform Tanzania's economy at large.

The University Management understand that in order to achieve her vision, mission and strategic goals, Tanzania Development Vision 2050 and education policy , one of the most valuable tools the university can possess is staff with the competence to combine practice and theory. Knowledgeable staff will help the university to produce graduates with skills and confidence to face world challenges at our time.

Therefore, SUA is ready to place her staff at a well-established firm or enterprise where they can acquire skills and engage in transforming the economy of the country. To guide this process, SUA has developed this guideline which is expected to enable the university to navigate through the process of connecting staff with the industry.

To maintain its competence, the university, provides this opportunity to staff and to the industry to share their expertise, skills and knowledge with SUA employees. The SUA staff is expected to play key roles in helping the industry to solve its challenges during his/her stay and acquire knowledge and skills in unique areas that will be used to train students or improve working practices at SUA thus leading to the transformation of the national economy. Through this guideline, our expectation this staff placement to be smooth and helpful to SUA community and Tanzania at large.

Prof R.T. Chibunda.

**Vice Chancellor**

Sokoine University of Agriculture, Morogoro

March 2025

## **Definition of Key Terms**

**'Agricultural manufacturing'** refers to a firm that deals in collecting, processing, production, compounding, formulating, filling, packaging, selling, distributing and labelling legal products as per the country laws and regulations

**'Agricultural related services'** refers to an organization that deals with processing, buying, promoting, preparation, evaluating, granting, lending, distribution, delivering, selling, provision of services to the agricultural sector for the development of the sector.

**'Host organization'** refers to an organization that has been approved by SUA to host as staff/ for a certain period for gaining or transferring the skills.

**'Placement period'** refers to a specified time that can be used by an employee at SUA to stay in a host organization.

**'Staff placement'** refers to the practical training undertaken by a SUA staff in an organisation within or outside the country for developing skills that will enable him/her to fulfil his/her responsibilities.

## **Abbreviations**

**DVC-ARC** – Deputy Vice Chancellor Academic, Research and Consultancy

**DVC-PFA** – Deputy Vice Chancellor of Planning, Finance and Administration

**DUS** - Director of Undergraduate Studies

**HEET** - Higher Education for Economic Transformation

**HOD** - Head of Department

**SUA** – Sokoine University of Agriculture

## **1. INTRODUCTION**

In today's dynamic and interconnected world, the synergy between academia and industry plays a pivotal role in driving innovation, fostering knowledge exchange, and advancing professional development. This University-Industry Staff Placement Guideline embodies the commitment of Sokoine University of Agriculture (SUA) to cultivate collaborative relationships with esteemed industry partners and harness the intellectual capital of our staff to contribute to the broader societal and economic change.

This guideline will serve as a compass, guiding SUA and its partnering industries toward a mutually beneficial journey of shared expertise, cross-pollinated insights, and transformative outcomes. It is our collective belief that through meaningful staff placements will bridge the gap between academic and real-world application. Further, the staff placement is expected to create a fertile ground for ground-breaking relevant research to industry, and nurture a pool of talent that embodies both academic rigour and industry acumen for participating in building the economy of the country.

The objectives of this guideline are multifaceted and designed to enrich the experiences of both our staff and industry partners by facilitating the seamless flow of knowledge, ideas, and best practices between academia and industry, thereby enhancing the collective knowledge ecosystem and fostering research partnerships that transcend the boundaries of traditional silos, encouraging interdisciplinary collaborations that drive innovation. The Guideline will eventually act as a catalyst for innovation, enabling the development of novel solutions, technologies, and products that address real-world challenges.

## **2. GUIDELINE OBJECTIVES**

### **The Guideline is intended to**

- i. Facilitate skills development.
- ii. Ensure continuity of knowledge exchange and transfer between the industry and SUA community.

- iii. Foster idea generation, innovation and product development that support economic transformation.
- iv. Enhance collaborative research between the industry and SUA community.
- v. Strengthen ties between academia and industry.
- vi. Facilitate facility sharing between the industry and SUA community.

### **3. RATIONALE**

The staff placement guideline is aimed to strengthen the academic-industry relationship and stimulate the dissemination of knowledge and skills for economic development. Sokoine University of Agriculture is committed to facilitate sharing of knowledge and imparting of skills to staff with a broader interest of stimulating country's economy. This, guideline will thus contribute to implementing Tanzania's 2025 Development Vision 2050 and SUA CSP through staff placement.

The guideline provides procedures of placing SUA staff at the industry for protecting the organisation interests. Furthermore, the document provides a means of monitoring and assessing the placement guideline to the awardee. Therefore, the guideline is meant to be user friendly and stimulate academia-industry linkage for economic transformation.

### **4. SELECTION CRITERIA**

The selection of the right staff members for the University-Industry Staff Placement Guideline is crucial for its success. The following comprehensive selection criteria will guide the process of identifying individuals who will benefit the most from and contribute effectively to the guideline.

These criteria ensure alignment with guideline objectives, expertise, adaptability, and commitment to the collaborative nature of the placement. Table 1 shows the criteria which will be used to select individuals for staff placement.

**Table 1. Selection Criteria for Staff Placement Guideline**

Criteria	Description
Expertise and Qualifications	<p>-Consider the staff member's academic qualifications and track record, including degrees, publications, and research projects relevant to the placement.</p> <p>-Assess the alignment of the staff member's expertise with goals and focus areas on the placement, ensuring that their background is conducive to the intended outcomes.</p>
Professional Experience	<p>-Evaluate the staff member's previous experience in the industry, if applicable. Prior exposure to the corporate environment can enhance their ability to contribute effectively.</p> <p>-For academic staff, assess their research experience and contributions, especially in areas relevant to the industry partner's needs.</p>
Interdisciplinary Skills	<p>-Consider the staff member's ability to apply interdisciplinary skills and knowledge, as the placement may require adapting to new challenges and domains.</p> <p>-Assess their problem-solving abilities and adaptability to address complex, real-world issues.</p>
Commitment and Motivation	<p>-Evaluate staff member's enthusiasm and alignment with the goals of the University-Industry Staff Placement Guideline, including their eagerness to engage in collaborative projects.</p> <p>-Assess their willingness to commit to the full duration of the placement, as early withdrawal can disrupt the guideline.</p>

<p>Communication and Collaboration Skills</p>	<p>-Evaluate their ability to work effectively in cross-functional teams, as collaboration is a cornerstone of successful industry-academic partnerships.</p> <p>-Assess their communication skills, including the capacity to convey complex ideas clearly to diverse audiences.</p>
<p>Adaptability and Learning Orientation</p>	<p>-Consider their willingness and ability to learn new skills and adapt to the industry partner's working environment, methods, and tools.</p> <p>-Assess their capacity to handle challenges and setbacks positively, as placements may involve tackling unfamiliar issues.</p>
<p>Ethical Considerations</p>	<ul style="list-style-type: none"> <li>- Ensure that staff members have a track record of ethical behaviour and professionalism, as they may have access to sensitive information during the placement.</li> <li>- Identify and mitigate any potential conflicts of interest that may arise during the placement.</li> </ul>
<p>Diversity and Inclusion</p>	<p>-Promote diversity and inclusion by considering candidates from various backgrounds and perspectives, enriching the collaborative experience.</p> <p>-Ensure that the selection process is fair and free from bias, promoting equal opportunities for all qualified staff members.</p>
<p>Support and Integration</p>	<p>-Assess the level of support and mentorship that the staff member will receive from the university, as well as their willingness to engage in knowledge sharing upon their return.</p> <p>-Consider the compatibility between the staff member's profile and the industry partner's working culture and expectations.</p>

Guideline Duration Commitment	- Verify the staff member's availability and commitment to fulfil the entire duration of the placement, ensuring continuity and reliability for the industry partner.
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## 5. SELECTION PROCESS

The selection process for the University-Industry Staff Placement Guideline is critical to identifying staff members who will thrive in the collaborative environment and contribute positively to the guideline's objectives. A systematic and transparent process ensures fairness and alignment with guideline goals. Here is a detailed guideline for the selection process:

- i. The call for application should be publicized internally within the University
- ii. Staff members interested in being placed in the industry shall apply to the Principal/Dean at the college or school by filling the form in Appendix 1
- iii. The Principal/Dean shall remit all applications to the College/School Selection Committee
- iv. The Selection Committee should review submitted applications to ensure they meet the eligibility criteria outlined in the guideline and recommend to the Principal/Dean the successful applicant who should be granted placement
- v. The Principal/Dean shall submit the recommended name to College/School Academic Committee for approval
- vi. The Principal/Dean shall notify them in writing and copied to DVC- PFA
- vii. The DVC-PFA Office will write an introduction letter to the host organization
- viii. The Principal/Dean shall notify the College/School Academic Board on the staff selected for industry placement

## 6. SELECTION COMMITTEE

The Selection Committee shall comprise the following members at the College/School:

- i. Senior Academic Member of staff from SUA, who shall be the Chairperson
- ii. One academic staff representing each department within colleges/schools

- iii. The Coordinator of Undergraduate Studies at the college/school
- iv. The Coordinator of Postgraduate Studies at the college/school
- v. Human Resource Officer at the College/School who will be the Secretary

The Committee shall be responsible for evaluating all applications on merit and recommend the successful applicants to the College/School Academic Board

## **7. STAFF INDUSTRY PLACEMENT DURATION**

- i. Industry placement shall be for a duration of not less than 2 months and not more than 12 months
- ii. Industry placement can be undertaken any time in the academic year

## **8. ROLES AND RESPONSIBILITIES**

### **A. University Responsibilities**

- i. Establish guidelines, policies, and procedures
- ii. Identify eligible staff and provide orientation
- iii. Match staff with industry partners based on their skills and interests
- iv. Appoint faculty advisors to monitor staffs' progress
- v. Evaluate and assess internship projects for academic credit
- vi. Provide necessary resources and support for staff

### **B. Industry Responsibilities**

- i. Define placement objectives and expectations clearly
- ii. Assign a mentor or supervisor to guide the awardee
- iii. Offer a safe and conducive work environment
- iv. Provide access to necessary resources and tools
- v. Offer stipends or compensation when possible
- vi. Evaluate awardee performance and provide feedback

### **C. SUA Staff Responsibility**

- i. The staff shall be entitled to payment as per internship arrangement
- ii. Notwithstanding the monthly payment stipulated in paragraph (i) above, the staff status, benefits, and job security during the internship period shall continue in effect as usual
- iii. The staff shall be entitled to participate in the activities and operations of the recipient organisation as far as they are relevant for attaining the objectives and goals of the placement subject to approval and guidance of the recipient organisation
- iv. The staff shall comply with the SUA's policies, rules and regulations and the hosting organisation as applicable during the placement period
- v. If a staff wants to change from one from host organization to another, he/she shall be required to request in writing to the Head of Department

### **9. PARTNERSHIP AGREEMENT**

The formal agreement between SUA and Industry Partner that outlines the terms and conditions of the placement guideline should be developed and will include:

- i. Duration of the placement
- ii. Roles and responsibilities of each party
- iii. Intellectual property rights and confidentiality
- iv. Financial arrangements, if applicable
- v. Dispute resolution mechanisms

### **10. PRE-PLACEMENT PREPARATION**

Staff members should be provided with comprehensive pre-placement preparation, including:

- i. Orientation to Industry Partner's operations, culture, and expectations
- ii. Training on relevant industry tools and practices
- iii. Familiarization with safety protocols and workplace regulations

## **11. MENTORSHIP**

Mentors from both SUA and Industry Partner should be assigned to guide staff members throughout the placement. Mentors should facilitate learning, provide feedback, and support the achievement of guideline goals.

## **12. MONITORING AND REPORTING**

- i. The Principal/Dean will designate an Academic Supervisor responsible for overseeing the placement at SUA. This supervisor will offer guidance, track progress, and facilitate the ongoing support for staff member during placement
- ii. The receiving organization will assign a supervisor to mentor and oversee the learning and development of the placed awardee
- iii. Upon completing the placement period, the placed staff member must submit a report to the Head of Department through academic supervisor and fill Appendix II form
- iv. The Head of Department will submit a consolidated report to the Principal/Dean
- v. The Principal/Dean will review the submitted report and notify College/School Academic Committee and University Management on the mater

### **Appendix I: Staff-Industry Placement Application Form**

#### **A: Background Information**

1	Full Names	
2	Check Number	
3	Position /Tittle	
4	Department	
5	Contact (Mobile & Email)	

**B: Education Background**

1	Education Qualification	
2	Working Experience	
3	Research Interest	
4	At Most Four Recent Publications	
5	Relevant Professional Experience	
6	Area of Specialisation	
7	Membership to Professional Bodies	

**C: Mention Two Areas That You Intend to Develop Skills On:**

1. ....
2. ....

**D: Describe how University community will benefit from the skills you will have attained?**

What will you do differently when you will be at SUA? *(Include purpose, objective and motivation but not more than 250 words)*.....

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.....

**E: Propose at most two organisations that will host you.**

1. ....
2. ....

**F: Describe how your placement will be relevant to the host organisation functions, objectives and their mandates.**

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G: Describe Placement Duration and Work Plan (*Not more than 250 words*).

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H: Please Briefly Explain How You Will Finance Your Placement Guideline?

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Signature..... Date .....

**Appendix II: Placement Evaluation Form**

Name of the staff: .....

Name of the host organisation .....



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6. How satisfied were you with the workload over the course of your placement?

1 = Extremely dissatisfied	2= Dissatisfied	3= Not sure	4 = Satisfied	5= Extremely satisfied

**Please comments:**

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.....

7. What are your work plans (for work/Career/Development) after your placement?

8. If you are planning to move on to resuming your responsibility to your organisation after your placement, will you be staying in the same professional area?

a. If not, what area are you planning to move into and why?

9. Overall, how useful do you feel your placement has been?

1 = Not useful at all	2= Not useful	3= Not sure	4 = Useful	5= Extremely useful

**10. Any other comments:** .....

.....  
.....

### References

Pharmacy Council of Tanzania (2018). Guidelines for Pharmacist Internship Training, Dodoma

Mzumbe University (2023). Staff-Industry Placement Guideline, Morogoro.

The United Republic of Tanzania (2017). National Internship Guidelines, Dodoma