

**THARAKA**  
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 MARIMANTI, KENYA



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**COLLEGE**  
*(A Constituent College of Chuka University)*

**APPLICATION FOR SSP/SBP EXTERNAL PART-TIME TEACHING**

**PART A**

1. Full Name of Applicant .....
2. Highest Academic Qualification (e.g. M.Sc./MA/Ph.D.).....
3. Programme (e.g. B.ED, MBA, CBM).....Year/Level.....Semester.....
4. Session begins on.....and ends on ..... Wks.....CAMPUS.....

Course(s) the lecturer is currently applying to teach on part-time basis

SN	Course Code	Course Title	CF	Lecture Hrs	Practical Hrs	Tutorial Hrs	Number of Students	Is the class: PURE SSP, PURE GSS, SSP+GSS
1.								
2.								
3.								
4.								
5.								
6.								

**NOTE: SSP = Self-Sponsored Student. GSS = Government-Sponsored Student**

**APPLICANT NOTE: Application MUST reach DP (ARSA)'s Office Latest One-Month from Beginning of Respective Semester. If belated, Write reason here and attach evidence**

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**PART B**

5. I certify that the above information is correct and recommend/not recommend the staff to teach the courses requested as per the University Policy guidelines.

COD..... Signature .....Date.....

**PART C**

6. The above is Recommended/Not Recommended by Faculty of .....

Dean .....Signature.....Date.....

Reason \_\_\_\_\_

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**PART D. FOR OFFICIAL USE ONLY**

Checked by .....Signature .....Date.....

8. The above request is Approved/Not Approved

DP (ARSA)..... Signature .....Date.....

Reasons: \_\_\_\_\_

9. Authority to Issue Appointment Letter

Registrar (A & P).....Signature .....Date .....