

**MOI UNIVERSITY**  
**UNDERGRADUATE PART-TIME PAYMENTS (To be completed in triplicate)**

Name: \_\_\_\_\_

School: \_\_\_\_\_ Department: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Semester: \_\_\_\_\_

(A) Teaching Allowances

Teaching @ 1000/= per Hour. Period \_\_\_\_\_

Course Title	No. of Hours	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signed: \_\_\_\_\_

HEAD OF DEPARTMENT

DATE

(B) Setting and Marking

(i) Setting @ 1000/= per paper

Course Title	No. of Students	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(ii) Marking @ 20/= per script

Course Titles	No. of Scripts
(a) _____	_____
(b) _____	_____
(c) _____	_____

(C) Transport and Accommodation (Flat rate 15,000/= per month for External Part-times and 4,000/= per semester for Internal Part-timers)

Dates/Month:	Amount	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Total Amount \_\_\_\_\_

Signed \_\_\_\_\_  
HEAD OF DEPARTMENT DATE

- (D) Totals  
(i) Teaching Allowances \_\_\_\_\_  
(ii) Setting & Marking \_\_\_\_\_  
(iii) Transportation & Accommodation \_\_\_\_\_  
(iv) Others (Please specify) \_\_\_\_\_  
Grand Total \_\_\_\_\_

(a) Signed \_\_\_\_\_  
HEAD OF DEPARTMENT DATE

(b) \_\_\_\_\_  
DEAN OF SCHOOL DATE

(c) \_\_\_\_\_  
DEPUTY VICE CHANCELLOR (A, R & E) DATE

(d) \_\_\_\_\_  
DEPUTY VICE CHANCELLOR (A, P & D) DATE