



KISII UNIVERSITY

S T A T U T E S

OCTOBER, 2013

Kisii University

Statutes, 2013

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KISII UNIVERSITY STATUTES, 2013

In exercise of the powers conferred under Section 35 (1) (a) (ii) of the Universities Act, 2012, and Section 29 (1) of the Kisii University Charter, 2013, the Council of Kisii University hereby makes the following Statutes. These statutes shall be cited as the Kisii University Statutes, 2013 or “the Statutes”. The Statutes shall be subject to any amendments or additions as the Council of Kisii University may deem fit in compliance with the provisions of the Kisii University Charter, 2013, and the Universities Act, 2012.

STATUTE I DEFINITIONS

Definitions used in the Statutes follow the interpretation as provided in Section 2 of the Universities Act, 2012 and Part I of the Kisii University Charter, 2013. For the purposes of the Statutes, unless the context otherwise requires, the following other definitions shall apply:

“Act” means the Universities Act, 2012;

“Academic staff” means a member of staff of the University appointed to teach, train or do research and any other employee designated as such by the Council;

“Academic year” means a period of two (2) semesters of study and examinations as designated by the Senate, provided, however, that the Senate may designate different dates and different periods for such academic year;

“Administrative staff” means a member of staff of the University who is in Grades V to XV and who is appointed to perform duties related to general management and administration of the University;

“Campus” means an extension campus (apart from the Main Campus) established under Section 8 of the Charter;

“Chancellor” means the Chancellor of the University appointed under Section 38 of the Act;

“Charter” means Kisii University Charter, 2013;

“Chairperson of Department” means a person appointed to head a teaching department under Statute XXVIII;

“Centre” means a research or professional unit, which, for administrative purposes, has been designated by the Council as being constituted within a particular Faculty, School or Institute;

“College” means a College established within the University pursuant to Section 8 of the Charter, but does not include a Constituent College. A College shall consist of two or more Campuses, Faculties, Schools, Institutes or both offering academic programmes which are closely related;

“Constituent Department” means a Department which for administrative purposes has been designated by the Council as being constituted within a particular Faculty, School or Institute for purposes of teaching and research;

“Council” means the Council of the University established under Section 19 of the Charter;

“Credit Factor” as used in course descriptions means and signifies fifteen (15) contact hours where one (1) contact hour equals to one (1) lecture hour or two (2) hours of tutorials or practical;

“Dean” means a person appointed to head a Faculty or School under Statute XXVII (1);

“Director” means a person appointed to head an Institute, Board, Centre or Unit as provided for in the Statutes;

“External Examiner” mean an external examiner appointed from outside the University who though knowledgeable in the subject, has not taught or examined the candidate;

“Faculty” means an academic unit, whose fundamental function is to teach and research and which, for administrative purposes, may be divided into constituent departments or centres;

“Institute” means an academic unit whose main function is to provide specialized education, training and do research, and whose status is similar to that of a Faculty or a School;

“Lecturer” means a member of the staff of the University who is, in terms of appointment, a Professor, an Associate Professor, Adjunct Professor, Senior Lecturer, Lecturer, Assistant Lecturer, Teaching Assistant, or a person who holds any other teaching or research post which the Council has recognized as a post having academic status in the University;

“School” means an academic unit whose primary function is to provide professional education, training and research, and whose status is similar to that of a faculty;

“Senate” means the Senate of the University established under Section 21 of the Charter;

“Statutes” means statutes of the University made by the Council under Section 29 of the Charter;

“Student” means a person validly registered by the University for the purposes of receiving instructions in a particular area of study with a view to obtaining a qualification of the University or any other person who is determined by the Senate to be a student;

“University” means Kisii University established according to Section 3 of the Charter; and

“Vice- Chancellor” means the Vice-Chancellor of the University appointed under Section 39 of the Act.

In these Statutes, the words and expressions importing masculine gender shall include, where applicable, the feminine gender.

**STATUTE II
FUNDAMENTAL STATEMENTS**

1. Philosophy

The Philosophy of the University is creative, scientific, technological, innovative and critical thinking responsive to societal needs and service to humanity.

2. Vision

The Vision of the University is to be a World Class University in the advancement of academic excellence, research and social welfare.

3. Mission

The Mission of the University is to train human resource that meets the development needs of the country and international labour market, sustain production of quality and relevant research, disseminate knowledge, skills, values and competencies for the advancement of humanity.

4. Core Values

The Core Values of the University are professionalism, teamwork, accountability, transparency, responsiveness and integrity.

**STATUTE III
MEMBERS OF THE UNIVERSITY**

1. The following are the members of the University as provided for under Section 12 of the Charter:
 - a) the Chancellor;
 - b) the Chairperson of Council;
 - c) the Vice-Chancellor;
 - d) the Deputy Vice-Chancellors;
 - e) the Principals of Constituent Colleges;
 - f) the Principals of Colleges and Campuses within the University;
 - g) the Registrars;
 - h) the University Librarian;
 - i) the Finance Officer;
 - j) the Chief Legal Officer;
 - k) the members of the Council;
 - l) the members of the Senate;
 - m) the Lecturers;
 - n) the students;
 - o) the non-teaching staff of the University;

- p) the members of the Alumni Association; and
 - q) such other members of staff of the University or any other body formally admitted into association with the University, as the Council may from time to time determine.
2. The Council on recommendation of the University Management Board shall have the powers to declare such other persons members of the University as it deems fit.
 3. Membership of the University shall terminate when a person designated as a member ceases to hold any of the offices or status designated under Section 12 of the Charter and these Statutes.

STATUTE IV THE CHANCELLOR

1. The Chancellor shall be appointed and shall hold office as stipulated in the Act.
2. A person shall only be appointed as a Chancellor where one is of high moral character and integrity in accordance with Chapter Six of the Constitution of Kenya.
3. The functions of the Chancellor and tenure of office shall be in accordance with the provisions of the Act.
4. The Chancellor shall be the titular head of the University and shall, in the name of the University confer degrees, award diplomas, certificates and other awards of the University in consultation with the Council and the Senate.
5. In exercise of the powers conferred under the Act, the Chancellor may recommend to the Cabinet Secretary a visitation of the University.
6. The Chancellor may from time to time give advice to the Council which the Chancellor considers necessary for the betterment of the University.
7. The Chancellor shall enjoy such other powers and privileges and perform other functions as may be determined by the Act and the Charter.

STATUTE V THE VICE-CHANCELLOR

1. There shall be a Vice-Chancellor of the University who shall be appointed by the Cabinet Secretary on the recommendation of the Council after a competitive recruitment process.
2. The person appointed to the position of the Vice-Chancellor shall be a University Professor with proven management capabilities and experience.
3. The Vice-Chancellor shall be the Chief Executive Officer of the University and shall:
 - a) be the academic and administrative head of the University;
 - b) have overall responsibility of the direction, organization and administration of programmes of the University; and
 - c) have such powers and duties as may be provided under the Charter.
4. The Vice-Chancellor shall hold office for a term of five (5) years and shall be eligible for re-appointment for a further term of five (5) years provided that the Vice-Chancellor may resign from office in writing addressed to the Chairperson of Council giving six (6) months notice or the Council may terminate the appointment of the Vice-Chancellor by giving six (6) months notice in writing or six (6) months pay in lieu of notice.

5. The Vice-Chancellor shall be responsible to the Council for maintaining and promoting efficiency and good order of the University. In cases of emergency, the Vice-Chancellor may take intervention measures pending the Council and Senate decision and action.
6. The Vice-Chancellor by virtue of his office shall be an *ex-officio* member of every Committee appointed by the Council, unless otherwise explicitly provided.
7. The Vice-Chancellor shall by virtue of being the overall administrative head of the University be the accounting officer of the University.
8. The Vice-Chancellor shall be responsible for implementing policy matters, planning, and co-ordination, public relations, fundraising and general development of the University.
9. The Vice-Chancellor, acting on behalf of the Council, shall be the disciplinary authority of the University in respect to the conduct of staff and students.
10. The Vice-Chancellor shall be the Secretary to the Council.
11. The Vice-Chancellor shall be the Chairperson of:
 - a) the Senate;
 - b) the University Management Board;
 - c) the Senior Lectureship Appointment Committee and equivalent posts;
 - d) the Ethics and Anti-Corruption Committee;
 - e) the Honorary Degree Award Committee;
 - f) the Performance Contracting Steering Committee; and
 - g) the University Strategic Planning Committee.
12. The Vice-Chancellor may assign or delegate any duties of his office to a Committee, Board or to a member of staff of the University and may withdraw any such assignment or delegation at any time.
13. The Vice-Chancellor shall have such other powers and duties as may be conferred by the Council in accordance with the Charter.

STATUTE VI

THE DEPUTY VICE-CHANCELLOR (ACADEMIC AND STUDENT AFFAIRS)

1. The Deputy Vice-Chancellor (Academic and Student Affairs) shall be appointed by the Cabinet Secretary on the recommendation of Council after a competitive recruitment process.
2. The Deputy Vice-Chancellor (Academic and Student Affairs) shall hold office for a term of five (5) years and shall be eligible for re-appointment for a further term of five (5) years provided that the Deputy Vice-Chancellor (Academic and Student Affairs) shall cease to hold office upon resignation in writing addressed to the Chairperson of Council through the Vice-Chancellor giving six (6) months notice or the Council may terminate the appointment of the Deputy Vice-Chancellor (Academic and Student Affairs) by giving six (6) months notice in writing or six (6) months pay in lieu of notice.
3. The terms and conditions of appointment of the Deputy Vice-Chancellor (Academic and Student Affairs) shall be determined by the Council.

4. The person appointed to the position of Deputy Vice-Chancellor (Academic and Student Affairs) shall be a University Professor or Associate Professor with proven management capabilities and experience.
5. The Deputy Vice-Chancellor (Academic and Student Affairs) shall be the head of the Academic and Student Affairs Division of the University, whose functions are:
 - a) formulating and providing policy guidelines on planning, development and management of academic programmes;
 - b) preparation of curricula and syllabi, and rules and regulations governing the implementation of academic programmes;
 - c) formulation of guidelines for the effective management, implementation and evaluation of academic programmes;
 - d) co-ordination of both continuous assessment and final examinations;
 - e) guiding Chairpersons of Departments, Deans of Faculties and Schools and Directors of Institutes on the running of academic programmes;
 - f) overseeing the administration of the student welfare services;
 - g) working closely with other Deputy Vice-chancellors on staff development, training, research and extension programmes;
 - h) guiding the University in research, extension, linkages and innovation; and
 - i) coordination of ICT and library services.
6. The Deputy Vice-Chancellor (Academic and Student Affairs) shall be the Chairperson of the following Committees and Boards:
 - a) Deans Committee;
 - b) Health, Safety, Recreation and Environment Committee;
 - c) Students Disciplinary Committee;
 - d) Library, Publishing and Printing Committee;
 - e) ICT Committee;
 - f) Scholarships and Bursaries Award Committee;
 - g) Linkages Committee;
 - h) Research, Extension and Innovation Board;
 - i) Students Welfare Management Board; and
 - j) Any other Committee or Board that may be assigned by the Vice-Chancellor.
7. The Deputy Vice-Chancellor (Academic and Student Affairs) shall be the Secretary to the Senate.
8. The Deputy Vice-Chancellor (Academic and Student Affairs) shall be responsible for academic facilities and programmes.
9. The Deputy Vice-Chancellor (Academic and Student Affairs) shall plan and oversee the preparation, implementation and review of the Academic Quality Assurance Policy.
10. The Deputy Vice-Chancellor (Academic and Student Affairs) shall be responsible to the Vice-Chancellor and have such other duties as may be assigned or delegated by the Vice-Chancellor in accordance with Statute V (12).

STATUTE VII
THE DEPUTY VICE-CHANCELLOR
(ADMINISTRATION, PLANNING AND FINANCE)

1. The Deputy Vice-Chancellor (Administration, Planning and Finance) shall be appointed by the Cabinet Secretary on the recommendation of Council after a competitive recruitment process.
2. The Deputy Vice-Chancellor (Administration, Planning and Finance) shall hold office for a term of five (5) years and shall be eligible for re-appointment, upon expiry of that period, for a further one term provided that the Deputy Vice-Chancellor (Administration Planning and Finance) shall cease to hold office upon resignation in writing addressed to the Chairperson of Council through the Vice-Chancellor giving six (6) months notice or the Council may terminate the appointment of the Deputy Vice-Chancellor (Administration, Planning and Finance) by giving six (6) months notice in writing or six months (6) pay in lieu of notice.
3. The terms and conditions of appointment of Deputy Vice-Chancellor (Administration, Planning and Finance) shall be determined by the Council.
4. The person appointed to the position of Deputy Vice-Chancellor (Administration, Planning and Finance) shall be a University Professor or Associate Professor with proven management capabilities and experience.
5. The Deputy Vice-chancellor (Administration, Planning and Finance) shall be the head of the Administration, Planning and Finance Division of the University, whose functions are:
 - a) human resource management;
 - b) financial and assets management;
 - c) planning and development;
 - d) supply chain management;
 - e) legal services;
 - f) medical services; and
 - g) central services (such as transport and estates, etc).
6. The Deputy Vice-Chancellor (Administration, Planning and Finance) shall be the Chairperson of:
 - a) Staff Welfare Committee;
 - b) Space Allocation Committee;
 - c) Budget and Resource Allocation Committee;
 - d) Tender Committee, whose membership shall be as outlined in the Second Schedule of the Public Procurement and Disposal Regulations, 2006;
 - e) Staff Appointment Committee of the non-academic staff of the level of Assistant Registrar and below;
 - f) Staff Disciplinary Committee for the unionizable Grades I-IV and the middle Grades V-X;
 - g) Staff Training and Development Committee; and
 - h) any other Committee or Board that may be assigned by the Vice-Chancellor.

7. The Deputy Vice-Chancellor (Administration, Planning and Finance) shall be the Secretary to the University Management Board.
8. The Deputy Vice-Chancellor (Administration, Planning and Finance) shall be responsible to the Vice-Chancellor and have such other duties as may be assigned or delegated by the Vice-Chancellor in accordance with Statute V (12).

STATUTE VIII
THE PRINCIPAL OF A COLLEGE OR CAMPUS

1. The Principal of a College or Campus shall be appointed competitively by the Council.
2. The person appointed to the position of Principal of a College or Campus shall be a University Professor or Associate Professor with proven management capabilities and experience.
3. The Principal of a College or Campus shall hold office for a term of five (5) years and shall be eligible for re-appointment upon expiry of that period for a further one term provided that the Principal may resign from office or the Council may on the recommendation of the Vice-Chancellor terminate the appointment of the Principal of a College or Campus by giving six (6) months notice in writing or six (6) months pay in lieu of notice.
4. The Principal of a College or Campus shall be the academic and administrative head of the College or Campus and as such, shall be responsible to the Vice-Chancellor for maintaining and promoting the efficient management of the College or Campus. In carrying out the duties, the Principal of a College or Campus shall liaise with the respective Deputy Vice-Chancellors.
5. The Principal of a College or Campus shall by virtue of office be an *ex officio* member of every Faculty, School or Institute Board within the College or Campus unless otherwise explicitly provided.
6. The terms and conditions of appointment of Principal of a College or Campus shall be determined by the Council.
7. The Principal of a College or Campus shall have such other duties as may be assigned or delegated by the Vice-Chancellor in accordance with Statute V (12).

STATUTE IX
THE DEPUTY PRINCIPAL OF A COLLEGE OR CAMPUS

1. The Deputy Principal of a College or Campus shall be appointed competitively by the Council.
2. The person appointed to the position of Deputy Principal of a College or Campus shall be a University Professor or Associate Professor with proven management capabilities and experience.
3. The Deputy Principal of a College or Campus shall hold office for a term of five (5) years and shall be eligible for re-appointment upon expiry of that period for a further one term provided that the Deputy Principal may resign from office or the Council may on the recommendation of the Vice-Chancellor terminate the appointment of the Deputy Principal of a College or Campus by giving six (6) months notice in writing or six (6) months pay in lieu of notice.
4. The terms and conditions of appointment of Deputy Principal of a College or Campus shall be determined by the Council.

**STATUTE X
THE REGISTRARS**

1. There shall be Registrars designated as follows:
 - a) Registrar (Academic Affairs);
 - b) Registrar (Administration); and
 - c) Registrar (Research and Extension), or by any other designation as the Council may determine from time to time.
2. Registrars shall be appointed through a competitive recruitment process by the Council.
3. Registrars shall hold office as set out in the University Terms and Conditions of Service provided that the Registrars may resign from office or the Council may on the recommendation of the Vice-Chancellor terminate the appointment of the Registrars by giving six (6) months notice in writing or six (6) months pay in lieu of notice.
4. Subject to this Statute, Registrars shall be responsible to and perform such duties as may be assigned or delegated by their respective Deputy Vice-Chancellors.

**STATUTE XI
THE UNIVERSITY LIBRARIAN**

1. The University Librarian shall be appointed by the Council through a competitive process.
2. A person appointed as the University Librarian shall hold office as set out in the University Terms and Conditions of Service provided that the University Librarian may resign from office or the Council may on the recommendation of the Vice-Chancellor terminate the appointment of the University Librarian by giving six (6) months notice in writing or six (6) months pay in lieu of notice.
3. The University Librarian shall be responsible to the Deputy Vice-Chancellor (Academic and Student Affairs) for the organization and operation of the Library services of the University.
4. The University Librarian shall be responsible for:
 - a) the day to day running of the University Library including, overseeing the acquisition, processing and circulation of library materials;
 - b) library planning and budgeting including, planning the growth of library resources, preparing the annual library budget and planning and implementing library staff training in conjunction with the Registrar (Administration);
 - c) identifying, developing and implementing Information and Communication Technology (ICT) policy in the library in conjunction with the Director of ICT;
 - d) developing and administering Library User Education programmes for members of staff and students;
 - e) promoting cooperation with other Libraries and Information Resource Centres and facilitating inter-library loans and the exchange of information; and
 - f) setting technical standards for all library services within the University.

5. The University Librarian shall ensure that all approved academic programmes of the University are well catered for in terms of books, journals, e-learning resources and other resource materials and equipment, and shall in addition hereto strive to develop the library into a viable repository of current academic materials and other reading materials of scholarly value.
6. Performing other tasks that may be delegated to him/her by the Deputy Vice-Chancellor (Academic and Student Affairs) in as much as such tasks relate to library services and the management of information resources.

**STATUTE XII
THE DEAN OF STUDENTS**

1. The Dean of Students shall be appointed through a competitive recruitment process by the Council.
2. A person appointed as the Dean of Students shall hold office as set out in the University Terms and Conditions of Service provided that the Dean of Students may resign from office or the Council may on the recommendation of the Vice-Chancellor terminate the appointment of the Dean of Students by giving six (6) months notice in writing or six (6) months pay in lieu of notice.
3. The Dean of Students shall be responsible to Deputy Vice-Chancellor (Academic and Student Affairs), and shall exercise such powers and perform such duties in respect to the students welfare and activities, which shall include:
 - a) accommodation;
 - b) counseling;
 - c) discipline;
 - d) mentorship;
 - e) spiritual nourishment;
 - f) sports and recreation;
 - g) job placement;
 - h) welfare organizations; and
 - i) catering services.
4. The Dean of Students shall perform any other duties as may be assigned by the Deputy Vice-Chancellor (Academic and Student Affairs).

**STATUTE XIII
THE FINANCE OFFICER**

1. The Finance Officer shall be appointed through a competitive recruitment process by the Council.
2. A person appointed as the Finance Officer shall hold office as set out in the University Terms and Conditions of Service provided that the Finance Officer may resign from office or the Council may on the recommendation of the Vice-Chancellor terminate the appointment of the Finance Officer by giving six (6) months notice in writing or six (6) months pay in lieu of notice.

3. The Finance Officer shall be responsible to the Deputy Vice-Chancellor (Administration, Planning and Finance) for the management of the finances of the University and shall also perform such other duties as may be delegated or assigned to him by the Deputy Vice-Chancellor (Administration, Planning and Finance).

STATUTE XIV
THE CHIEF PROCUREMENT OFFICER

1. The Chief Procurement Officer shall be appointed through a competitive recruitment process by the Council.
2. A person appointed as the Chief Procurement Officer shall hold office as set out in the University Terms and Conditions of Service provided that the Chief Procurement Officer may resign from office or the Council may on the recommendation of the Vice-Chancellor terminate the appointment of the Chief Procurement Officer by giving six (6) months notice in writing or six (6) months pay in lieu of notice.
3. The Chief Procurement Officer shall be responsible to the Deputy Vice-Chancellor (Administration, Planning and Finance) for the management of supply chain function of the University and, shall also perform such other duties as may be delegated or assigned to him by the Deputy Vice-Chancellor (Administration, Planning and Finance).

STATUTE XV
THE CHIEF INTERNAL AUDITOR

1. The Chief Internal Auditor shall be appointed through a competitive recruitment process by the Council.
2. A person appointed as the Chief Internal Auditor shall hold office as set out in the University Terms and Conditions of Service provided that the Chief Internal Auditor may resign from office or the Council may on the recommendation of the Vice-Chancellor terminate the appointment of the Chief Internal Auditor by giving six (6) months notice in writing or six (6) months pay in lieu of notice.
3. The Chief Internal Auditor shall be responsible to the Vice-Chancellor for the internal audit and control functions of the University and, shall also perform such duties as may be delegated or assigned to him by the Vice-Chancellor.

STATUTE XVI
THE CHIEF MEDICAL OFFICER

1. The Chief Medical Officer shall be appointed through a competitive recruitment process by the Council.
2. A person appointed as the Chief Medical Officer shall hold office as set out in the University Terms and Conditions of Service provided that the Chief Medical Officer may resign from office or the Council may on the recommendation of the Vice-Chancellor terminate the appointment of the Chief Medical Officer by giving six (6) months notice in writing or six (6) months pay in lieu of notice.
3. The Chief Medical Officer shall be responsible to the Deputy Vice-Chancellor (Administration, Planning and Finance) for the management of the medical services of the University and shall also perform such other duties as may be delegated or assigned to him by the Deputy Vice-Chancellor (Administration, Planning and Finance).

STATUTE XVII
THE CHIEF PLANNING OFFICER

1. The Chief Planning Officer shall be appointed through a competitive recruitment process by the Council.
2. A person appointed as the Chief Planning Officer shall hold office as set out in the University Terms and Conditions of Service provided that the Chief Planning Officer may resign from office or the Council may on the recommendation of the Vice-Chancellor terminate the appointment of the Chief Planning Officer by giving six (6) months notice in writing or six (6) months pay in lieu of notice.
3. The Chief Planning Officer shall be responsible to the Deputy Vice-Chancellor (Administration, Planning and Finance) for the management and coordination of planning and development functions of the University and, shall also perform such other duties as may be delegated or assigned to him by the Deputy Vice-Chancellor (Administration, Planning and Finance).

STATUTE XVIII
THE CHIEF LEGAL OFFICER

4. The Chief Legal Officer shall be appointed through a competitive recruitment process by the Council.
5. A person appointed as the Chief Legal Officer shall hold office as set out in the University Terms and Conditions of Service provided that the Chief Legal Officer may resign from office or the Council may on the recommendation of the Vice-Chancellor terminate the appointment of the Chief Legal Officer by giving six (6) months notice in writing or six (6) months pay in lieu of notice.
6. The Chief Legal Officer shall be responsible to the Deputy Vice-Chancellor (Administration, Planning and Finance) for handling of all legal matters on behalf of the University and shall also perform such other duties as may be delegated or assigned to him by the Deputy Vice-Chancellor (Administration, Planning and Finance).

STATUTE XIX
TERMS AND CONDITIONS OF SERVICE

1. The Council shall determine the terms and conditions of appointment and promotion of all staff of the University which shall be contained in the University Terms and Conditions of Service for Members of Staff as may be revised from time to time.
2. Subject to this Statute, the Council shall appoint and promote such academic and administrative staff as it may deem necessary for the efficient functioning of the University with such duties and upon such terms and conditions as the Council may prescribe from time to time.
3. Subject to this Statute, the Council may make such other appointments and promotions, whether paid or honorary, as it may deem fit.
4. The Council shall determine the categorization of staff for purposes of Terms and Conditions of Employment; these shall be but not limited to teaching, senior management, administrative, technical and support staff.

5. The Council may review the conditions of appointment and promotion of any staff categories from time to time, provided that in so doing any changes in such conditions shall apply in individual cases only to the extent that the changes are mutually acceptable to the member of staff and the Council.

STATUTE XX
THE COUNCIL

1. The membership, powers and functions of the Council shall be as prescribed in the Charter and the Act, provided that the Act shall take precedence over the Charter.
2. Unless the Council otherwise determines, a meeting of the Council shall be held at least four (4) times in a calendar year at such time and place as the Chairperson may appoint.
3. At all meetings of the Council, a quorum shall be two third of the membership.
4. Decisions of the Council shall be by a simple majority vote of those present and voting, provided that the Chairperson of the Council shall have a casting vote in case of an equality of votes and that in the enactment of the Statutes, the provisions of the Charter shall apply.
5. The Chairperson may at any time call a meeting of the Council, and shall call a meeting within twenty-eight (28) days of receiving a request for the purpose signed by at least one-half (1/2) of the membership of the Council.
6. In the absence of Chairperson, the members present and constituting quorum shall elect a temporary Chairperson from among themselves to preside at the meeting of the Council.
7.
 - a) The Council may, subject to such limitation as it may deem fit, delegate any of its powers or duties to the Chairperson or to Committees consisting of such members of the Council and other persons as it may deem fit, and the Council may empower any such Committee to act jointly with any Committee appointed by the Senate, provided that the Council shall not delegate to the Chairperson or to a Committee the power to approve without further reference to the Council the Annual Estimates of Expenditure Accounts.
 - b) The following are the Committees of the Council and their terms of reference are attached as **SCHEDULE I** of the Statutes:
 - i) Human Resources and Appointments Committee;
 - ii) Audit, Governance, Risk Management and Sealing Committee; and
 - iii) Planning, Finance, Building, Development and General Purposes Committee.
 - c) Unless the Council otherwise determines, a quorum of any Committee of the Council shall be the nearest whole number above half the membership of the Committee.
 - d) The Council may form any other Committee (s) as it deems fit.
8. The Chairperson of Council shall be an *ex-officio* member of every Committee of the Council but shall not be Chairperson of any such Committee unless specifically so provided. The Council shall nominate the Chairperson of each such Committee, provided that in the absence of the Chairperson of any such Committee the members present and constituting a quorum may elect a temporary Chairperson from among them for the purpose of the meeting.

9. The Vice-Chancellor shall be the Secretary to the Committees of Council.
10. The Council shall cause minutes of its proceedings to be kept by the Secretary and, such minutes shall be confirmed subject to any necessary amendment, at a subsequent meeting.
11. Subject to the provisions of the Charter, the Council shall have power to regulate by such means as it may deem fit its own procedures or that of any of its Committees.

STATUTE XXI
THE SENATE

1. There shall be a Senate of the University whose membership shall be:
 - a) the Vice-Chancellor, who shall be the Chairperson;
 - b) the Deputy Vice-Chancellors;
 - c) the Registrars;
 - d) the Principals of each Constituent College;
 - e) the Principals of each College and Campus within the University;
 - f) all the Deans of Faculties, Schools, the Directors of Institutes and Centres and other academic units;
 - g) the Chairpersons of Departments;
 - h) full Professors of the University;
 - i) two members elected by the Academic Board or equivalent body (if any) of each Constituent College from among the members of such board or body;
 - j) the University Librarian;
 - k) one representative of each of the College and Campus Academic Boards appointed by the respective boards from amongst its members;
 - l) one representative of each of the Faculty, School and Institute Academic Boards appointed by the respective boards from amongst its members;
 - m) the Dean of Students;
 - n) the Head of Information, Communication and Technology Services of the University;
 - o) the Director of Technical, Vocational Education and Training (TVET);
 - p) two members elected by the Students' Organization, who shall not be entitled to attend deliberations of the Senate on matters which are considered by the Chairperson of the Senate to relate to examinations, grades and such other issues that may pose a conflict of interest; and
 - q) such other member as the Senate may determine.
2. The Deputy Vice-Chancellor (Academic and Student Affairs) shall be the Secretary to the Senate.
3. The Senate shall have the following functions, powers and duties:
 - a) recommend to the Council the establishment, abolition or harmonization of Faculties, Schools, Institutes, Units, Departments and Centres as the Senate may from time to time deem necessary;
 - b) subject to the provisions of the Act, make recommendations to the Council for the establishment, abolition or supervision of degree and other academic programmes and their titles in the University;

- c) set the dates of the academic year and determine the schedule of academic programmes within the academic year;
 - d) approve all syllabi and curricula of the University;
 - e) make regulations governing methods of assessing and examining the academic performance of students;
 - f) evaluate academic records of applicants for both undergraduate and postgraduate programmes for purposes of admission into the University;
 - g) regulate the conduct of examinations;
 - h) appoint internal and external examiners and recommend to the Council the terms and conditions for their appointment;
 - i) approve the examination results;
 - j) subject to the provisions of the Act, approve the award of degrees including the award of honorary degrees and other academic distinctions;
 - k) determine which qualifications or credits from other Universities or institutions shall be acceptable as equivalent to particular qualifications of the University;
 - l) determine the procedure to be followed in the conferment of the degrees and other awards;
 - m) determine the design of academic dress and prescribe its use;
 - n) evaluate research, teaching, staffing and general work of academic bodies or sections of the University and if it so wishes to report and make recommendations thereon to the Council;
 - o) promote and administer the extra-mural, external and extension work of the University;
 - p) promote research, extension and innovation work in the University;
 - q) promote co-operation and linkages with other institutions of higher learning and industry;
 - r) make regulations governing the award of fellowships, scholarships, bursaries, prizes and other awards;
 - s) develop, implement and promote quality assurance systems and structures in all University operations;
 - t) promote the welfare of students and staff in the University;
 - u) propose regulations and procedures for the discipline of students and make recommendations thereof to the Council;
 - v) discontinue a student from a programme of study on academic and non-academic grounds;
 - w) receive proposals from various Boards and Faculties, Schools, Institutes, Centres, and consider their recommendations and make appropriate decision;
 - x) review the Statutes from time to time and present recommendations thereon to the Council provided that all Statutes shall be reviewed at least once every five years; and
 - y) determine general policy matters relating to the library, laboratory facilities, teaching aids, workshops and such other academic services which are in its view necessary for the furtherance of the academic objectives of the University.
4. Notwithstanding any of the provision of the Charter, the Council shall not initiate any action in respect of Sub-section three (3) above, except upon receipt of a report or proposal thereunder from the Senate, and the Council shall not reject any such report, or amend any regulations as proposed without further reference to the Senate.

5. The Senate shall exercise such other powers as may be conferred to it by the provisions of the Act or by the rules and regulations, and to do such other functions as the Council shall authorize.
6. Unless the Senate otherwise determines, regular meetings of the Senate shall be held at least once every three (3) months at such time and place as the Chairperson of Senate may appoint.
7. The Chairperson of Senate shall call a meeting within ten (10) days of receiving a request for that purpose signed by not less than thirty percent (30%) of the members of the Senate.
8. In the absence of the Chairperson of the Senate, the Deputy Vice-Chancellor (Academic and Student Affairs) shall preside at meetings of the Senate. In the absence of both the Chairperson of Senate and the Deputy Vice-Chancellor (Academic and Student Affairs), the members present and constituting a quorum shall elect a temporary Chairperson from among themselves for the purposes of the meeting. The Registrar (Academic Affairs) shall act as the Secretary to the Senate if the Chairperson of the Senate or the Deputy Vice-Chancellor (Academic and Students Affairs) is absent.
9. At any meeting of the Senate, a quorum shall be the nearest whole number above half the membership.
10. The Chairperson of the meeting shall have a casting vote.
11.
 - a) Subject to such limitation as it may deem fit, the Senate may delegate any of its powers or duties to its Chairperson or its Committees consisting of such members of the Senate and other persons as it may deem fit and the Senate may empower any such Committee to act jointly with any Committee appointed by the Council.
 - b) The following are the Committees of the Senate. Their membership and terms of reference are attached as **SCHEDULE II** to the Statutes:
 - i) Deans Committee;
 - ii) Library, Publishing and Printing Committee;
 - iii) Students' Disciplinary Committee;
 - iv) Linkages Committee;
 - v) Health, Safety, Recreation and Environment Committee;
 - vi) Space Allocation Committee;
 - vii) Examinations and Timetabling Committee;
 - viii) Scholarships and Bursaries Award Committee; and
 - ix) Honorary Degree Award Committee.
 - c) The Senate may form any other Committees as it deems fit.
12. Subject to the provisions of this Statute, the Senate shall have power to regulate by such means as it may deem fit its own procedures and that of its Committees.
13. The Senate may at its own discretion invite other scholars to attend its meetings in an advisory capacity, provided that persons so invited shall neither acquire rights of membership to the Senate, nor have voting rights.

STATUTE XXII
THE UNIVERSITY MANAGEMENT BOARD

1. There shall be a University Management Board whose membership shall consist of:
 - a) the Vice-Chancellor, who shall be the Chairperson;
 - b) the Deputy Vice-Chancellors;
 - c) the Principals of Colleges and Campuses within the University;
 - d) the Registrars; and
 - e) the Finance Officer.
2. The Deputy Vice-Chancellor (Administration, Planning and Finance) shall be the Secretary to the University Management Board.
3. The Chairperson of the University Management Board may invite other officers of the University to attend the University Management Board meetings when specific matters pertaining to their departments or offices are being discussed and such officers shall be in attendance but shall not be eligible to vote.
4. The University Management Board shall:
 - a) be responsible for the efficient management of the human, physical and financial resources of the University;
 - b) coordinate and control the development, planning, management and administration of the University and its resources in accordance with approved policies, rules and regulations;
 - c) submit proposals to the Council concerning annual financial estimates, development priorities, staff development plans, terms and conditions of service, fundraising strategies, student welfare, public relations policies as well as any policies and any matters related to the development, management and administration of the University;
 - d) authorize the initiation of legal proceedings or defend or compromise legal proceedings in the name of and on behalf of the University;
 - e) advise the Council on matters concerning management and administration of the University;
 - f) propose to the Council rules and regulations for the administration of the University and for the execution of its programmes and plans; and
 - g) perform any other duties delegated by the Council and related to the management of the University.
5. Unless the University Management Board otherwise determines, a meeting of the University Management Board shall be held at least once every month at such time and place as the Chairperson may appoint.
6. At all meetings of the University Management Board, a quorum shall be the nearest whole number above half the membership.
7. Decisions of the University Management Board shall be by a simple majority vote of those present and voting provided that the Chairperson shall have a casting vote in the event of an equality of votes.

8. In the absence of the Chairperson, the Deputy Vice-Chancellor (Administration, Planning and Finance) shall preside at meetings of the University Management Board, and in the absence of both the Chairperson and the Deputy Vice-Chancellor (Administration, Planning and Finance) the members of the University Management Board may elect a temporary Chairperson from among themselves for the purposes of the meeting. The Registrar (Administration) shall act as the Secretary to the University Management Board if the Chairperson of the University Management Board or the Deputy Vice-Chancellor (Administration, Planning and Finance) is absent.
9. The University Management Board may, subject to such limitations as it may deem fit, delegate any of its duties to the Chairperson or to Committees consisting of such members of the University Management Board and other persons as it may deem fit. The University Management Board may empower any such Committee to act jointly with any Committees appointed by either the Senate or the Council.
10. Subject to the provisions of this Statute, the University Management Board shall have powers to regulate by such means as it may deem fit its own procedures and that of its Committees.
11. The Chairperson of the University Management Board may invite other officers of the University to attend University Management Board meetings when specific matters pertaining to their departments or offices are being discussed and such officers shall be in attendance but shall not be eligible to vote.
12. The University Management Board shall have such other powers and duties as may be assigned to it by the Council.

STATUTE XXIII

THE COLLEGE OR CAMPUS MANAGEMENT BOARD

1. There shall be a College or Campus Management Board whose membership shall be:
 - a) the Principal – *Chairperson*;
 - b) the Deputy Principal;
 - c) the Deans of Faculties, Schools and the Directors of the Institutes;
 - d) the Senior Assistant Registrar (Academic Affairs);
 - e) the Senior Accountant;
 - f) the Senior Assistant Librarian;
 - g) the Senior Assistant Dean of Students; and
 - h) the Senior Assistant Registrar (Administration) - *Secretary*.
2. The College or Campus Management Board shall be responsible for the administrative functions of the College and for this purpose its functions shall include:
 - a) management of the personnel, facilities and finances of the College or Campus;
 - b) planning for College or Campus needs and development;
 - c) preparation of annual estimates of the funds required by the College or Campus;
 - d) generation of revenue and administration of all funds entrusted to it;
 - e) provision of the welfare of staff and students;

- f) implementation of rules and regulations governing the conduct, behaviour, discipline of staff and students of the College as approved by the Senate and the Council; and
 - g) overseeing repair and maintenance of College or Campus equipment and facilities.
3. Unless the College or Campus Management Board otherwise determines, a meeting of the College Management Board shall be held at least once in each semester at such time and place as the Chairperson may appoint.
 4. At all meetings of the College or Campus Management Board a quorum shall be the nearest whole number above half the membership of the College Management Board.
 5. Decisions of the College or Campus Management Board will be by a simple majority vote of those present and voting provided that the Chairperson of the College Management Board shall have a casting vote in the event of an equality of votes.
 6. The Chairperson may at any time call a meeting of the College or Campus Management Board and shall call a meeting within fourteen (14) days of receiving a request for that purpose addressed to him and signed by a half of the members of the College Management Board.
 7. The Chairperson, or in his absence the Deputy Principal, shall preside at all meetings of the College or Campus Management Board at which he is present and in the absence of both the Chairperson and the Deputy Principal, the members present shall elect a temporary Chairperson from among themselves.
 8. The College or Campus Management Board may subject to such limitations as it may deem fit, delegate any of its powers or duties to the Chairperson or a committee or committees consisting of such members of the College or Campus Management Board and other persons as it may deem fit, and the College Management Board may empower any such committee or committees to act jointly with committees appointed by the College or Campus Academic Board.
 9. Provided that the Campus or College Management Board shall not delegate to the Chairperson or to a committee the powers to approve, without further reference to the College Management Board the annual estimates of expenditure.
 10. The Chairperson shall be an *ex-officio* member of every committee of the College or Campus Management Board but shall not be Chairperson of any such committee unless expressly so provided.
 11. Unless the College or Campus Management Board otherwise determines, a quorum of any committee of the College Management Board shall be the nearest whole number above half the membership of the Committee.
 12. Subject to the provisions of these Statutes, the College or Campus Management Board shall have powers to regulate by such means as it deem think fit its own procedures of its own meetings and those of its committees.
 13. The College or Campus Management Board shall cause a copy of its minutes to be sent to both the Chairperson and Secretary of the University Management Board as soon as such minutes have been confirmed.

STATUTE XXIV
THE COLLEGE OR CAMPUS ACADEMIC BOARD

1. There shall be a College or Campus Academic Board whose membership shall be:
 - a) the Principal – *Chairperson*;
 - b) the Deputy Principal;
 - c) the Deans of Schools, Faculties and Directors of Institutes;
 - d) all Chairpersons of the Constituent Departments;
 - e) all Professors and Associate Professors of the College or Campus who are not being members of College or Campus Academic Board by virtue of any other provision of the Statutes;
 - f) one representative from each Faculty, School or Institute of the Campus or College;
 - g) the Senior Assistant Librarian;
 - h) the Senior Assistant Dean of Students; and
 - i) the Senior Assistant Registrar (Academic Affairs)- *Secretary*.
2. The College or Campus Academic Board may, at its own discretion, invite other persons to attend its meetings in an advisory capacity, provided that the persons so invited shall not acquire rights of membership to the Board and shall have no voting rights.
3. The College or Campus Academic Board shall be responsible for the administration and management of the academic programmes of the College or Campus.
4. Unless the College or Campus Academic Board otherwise determines, meetings of the College or Campus Academic Board shall be held at least once a month at such time and place as the Chairperson of the Board may appoint.
5. The Chairperson may at any time call a meeting of the College or Campus Academic Board and shall call a meeting within seven (7) days of receiving a request for that purpose signed by not less than thirty percent (30%) of the members.
6. In the absence of the Chairperson, the members present and forming quorum shall elect a temporary Chairperson from among its membership.
7. At any meeting of the College or Campus Academic Board, a quorum shall be the nearest whole number above half the membership of the College or Campus Academic Board.
8. The Chairperson of the College or Campus Academic Board shall have a casting vote.
9. The College or Campus Academic Board may, subject to such limitations as it may deem fit, delegate any of its powers or duties to Committees consisting of such members of the College or Campus Academic Board and other persons as it may deem fit and the College or Campus Academic Board may empower any such Committee to act jointly with any Committee appointed by the College or Campus Management Board.
10. Subject to the provisions of this Statute, the College or Campus Academic Board shall have power to regulate by such means as it may deem fit its own procedure and that of its Committees.
11. The College or Campus Academic Board shall cause a copy of its minutes to be sent to both the Chairperson and Secretary of the Senate as soon as such minutes have been confirmed.

STATUTE XXV
FACULTIES, SCHOOLS AND INSTITUTES

1. There shall be Faculties, Schools and Institutes of the University which shall consist of Departments as the Council on recommendation of the Senate may from time to time determine.
2. Each Department shall be regarded for administrative purposes as being a constituent part of a Faculty, School or Institute.
3. Faculties, Schools and Institutes shall make recommendations to the Senate with regard to the Departments which shall be associated with the particular Faculty, School or Institute.
4. The following are the Faculties, Schools and Institutes of the University:
 - a) Faculty of Agriculture;
 - b) Faculty of Arts and Social Sciences;
 - c) Faculty of Business and Management;
 - d) Faculty of Education;
 - e) Faculty of Engineering and Technology;
 - f) Faculty of Environment and Natural Resource Management;
 - g) Faculty of Information, Communication and Technology;
 - h) Faculty of Pure and Applied Sciences;
 - i) School of Health Sciences;
 - j) School of Law;
 - k) Institute of Gender and Development Studies; and
 - l) Institute of Peace and Security Studies.
5. Pursuant to Statute XX1 (3) (a), the Senate may recommend to the Council the establishment of any other Faculties, Schools, Institutes or Centres as it deems necessary.

STATUTE XXVI
MEMBERSHIP AND FUNCTIONS OF FACULTIES, SCHOOLS
AND INSTITUTES BOARDS

1. Each Faculty, School or Institute shall be governed by a Board which shall have the following membership:
 - a) the Dean of Faculty, School or the Director of Institute – *Chairperson*;
 - b) academic staff of the Constituent Departments;
 - c) two student representatives elected by students in the Faculty, School or Institute, who shall not be entitled to attend deliberations of the Faculty, School or Institute on matters which are considered by the Chairman of the meeting to relate to examinations, grades or any issues that may pose a conflict of interest; and
 - d) Faculty, School or Institute Administrator – *Secretary*.
2. The Deputy Vice-Chancellor (Academic and Student Affairs) and Principal of College or Campus shall be *ex-officio* members of each Faculty, School or Institute Board.

3. Each Faculty, School and Institute Board may, at its own discretion, invite other persons to attend its meetings in an advisory capacity, provided the persons so invited shall not acquire membership of the Board or have voting rights.
4. The functions of the Faculty, School or Institute Board are to:
 - a) consider and make recommendations to the Council concerning the progress of students within respective Faculty, School or Institute;
 - b) make recommendations to the Senate concerning syllabi and regulations dealing with courses of study for degrees and other awards;
 - c) regulate the conduct of examinations in the relevant disciplines and to make recommendations thereon to the Senate;
 - d) recommend to the Senate the names of external examiners for appointment;
 - e) formulate development plans for the Faculties, Schools and Institutes;
 - f) undertake income generating activities; and
 - g) deal with any matters referred to it by the Senate.
5. The Faculty, School or Institute Board shall meet at least once per semester.
6. Unless the Faculty, School or Institute Board otherwise determines, a quorum of any Board of the Faculty, School or Institute shall be the nearest whole number above half the membership of Board.
7. There shall be a Board of Examiners of each Faculty, School or Institute which shall consist of all Internal and External Examiners appointed by the Senate or Academic Board in accordance with these Statutes. The functions of such Board shall be to receive examination results and deliberate thereon, and approve them for forwarding to the Campus or College Academic Board or the Senate.
8. Attendance in meetings of Boards of Examiners shall be mandatory for all Internal Examiners.
9. Student representatives shall not be entitled to attend deliberations of the Board on matters which are considered by the Chairperson to be relating to examinations, grades and such other issues that may pose a conflict of interest.

STATUTE XXVII
THE DEAN OF FACULTY OR SCHOOL, AND DIRECTOR
OF INSTITUTE

1. DEAN OF FACULTY OR SCHOOL

- a) There shall be a Dean of Faculty or School who shall be the Chairperson of the Faculty or School Board. Where the Dean is unable to be present at a meeting of the Board, the members present shall elect a Chairperson from the Chairpersons of Departments present.
- b) The Deans of Faculties or Schools shall be appointed by the Vice-Chancellor in consultation with the University Management Board through a competitive internal process from among full-time academic staff of the Faculty or School at the rank of Senior Lecturer and above.
- c) The Dean shall hold office for a period of three (3) years and, upon expiry of that period, shall be eligible for re-appointment for one further term. Where a person previously served

but has already ceased to be Dean, that person shall not become eligible for reappointment until six (6) years have elapsed since ceasing to be Dean.

- d) The Vice-Chancellor shall appoint an Acting Dean of Faculty or School in consultation with the University Management Board from among the Chairpersons of Departments of the Faculty or School if the Dean is unable to exercise the Dean's duties, provided that the Acting Dean shall not hold office for a period longer than ninety (90) days.
- e) The Dean of Faculty or School shall be the academic and administrative head of the Faculty or School, and as such shall be responsible to the Deputy Vice-Chancellor (Academic and Student Affairs) and the College or Campus Principal in the case of a College or Campus for maintaining and promoting the efficient management of the Faculty or School.
- f) The duties of the Dean shall be to:
 - i) prepare, implement and review the Faculty or School Strategic Plan;
 - ii) convene the Faculty or School Board meetings;
 - iii) provide overall management of the Faculty or School academic programmes as required by the College or Campus Academic Board and Senate under various rules and regulations, including being Chief Examiner of the Faculty or School;
 - iv) implement the University policy decisions and regulations in respect to the Faculty or School;
 - v) represent the Faculty or School in the Senate and its committees;
 - vi) plan and coordinate the Faculty or School budgetary estimates and inter-departmental activities which shall include but not limited to internships ;
 - vii) oversee the work of Chairpersons of Departments;
 - viii) work in liaison with other University organs for the effective and efficient management of the Faculty or School;
 - ix) promote and maintain a conducive working environment in the Faculty or School;
 - x) prepare and implement the Faculty or School Annual Work Plan and Performance Contract; and
 - xi) Undertake annual staff performance appraisal in the Faculty or School.
- g) The Dean shall have such other duties and responsibilities as may be assigned or delegated by the Deputy Vice-Chancellor (Academic and Student Affairs).

2. DIRECTOR OF INSTITUTE

- i) There shall be a Director of Institute who shall be appointed by the Vice-Chancellor in consultation with the University Management Board through a competitive internal process from among full-time academic staff of the rank equivalent to Senior Lecturer or above for a period of three (3) years renewable once only.
- ii) The position of Director shall have and carry the status, responsibilities, duties and privileges of that of Dean of Faculty or School as stipulated under Statute XXVII (1).
- iii) In the absence of a substantive Director, an Acting Director shall be appointed by the Vice-Chancellor in consultation with the University Management Board from among the senior academic staff of the rank equivalent to Senior Lecturer or above provided that the person acting as Director shall not hold office for a period exceeding six (6) months.

STATUTE XXVIII
THE CHAIRPERSON OF DEPARTMENT

1. The department shall be the basic unit in academic functioning of the University.
2. There shall be a Chairperson of Department who shall be appointed by the Vice-Chancellor in consultation with the University Management Board through a competitive internal process from among full-time academic staff of the rank of Senior Lecturer and above for a period of three (3) years renewable once only.
3. If a substantive Chairperson cannot be appointed, an acting Chairperson shall be appointed by the Vice-Chancellor in consultation with the University Management Board provided that a person qualified to be a substantive Chairperson shall not continue in acting capacity for a period exceeding one (1) calendar year.
4. The Chairperson shall be the academic and administrative head of the Department and shall be answerable to the Dean or Director for maintaining and promoting the efficient management of the Department.
5. The duties of the Chairperson shall be to:
 - a) prepare, implement and review the Department Strategic Plan;
 - b) assign teaching duties to the teaching staff, and supervise teaching and administration of examinations on behalf of the Vice-Chancellor;
 - c) articulate and implement the mission and objectives of the Department;
 - d) convene Departmental meetings;
 - e) be in-charge of overall management of the department's academic programmes as required by the Senate under various rules and regulations including being Chief Examiner of the Department;
 - f) represent the Department in the Faculty, School or Institute Board, the Senate and other organs of the University;
 - g) propose and forward to the relevant authority a shortlist of candidates who are eligible for promotion and appointment;
 - h) recommend candidates for staff development to the Faculty, School or Institute Board;
 - i) plan and budget for the Department;
 - j) supervise academic and administrative staff of the Department;
 - k) make recommendations to the Faculty, School or Institute Board for the establishment of new courses and programmes and the review of existing ones in the Department;
 - l) prepare and implement the Department Annual Work Plans and Performance Contracts and;
 - m) undertake annual staff performance appraisal in the Department.
6. The Chairperson shall have other duties and responsibilities as may be assigned or delegated by the Dean of Faculty, School or Director of Institute.
7. Departmental meetings shall be held at least twice a semester and copies of confirmed minutes shall be sent to the Dean of Faculty, School or the Director of Institute.

STATUTE XXIX
THE BOARD OF UNDERGRADUATE STUDIES

1. There shall be a Board of Undergraduate Studies (hereinafter referred to as the “Board”)
2. The membership of the Boards shall consist:
 - a) the Director – *Chairperson*;
 - b) one representative from each Faculty, School or Institute holding the rank of Senior Lecturer and above elected by the respective Faculty, School or Institute Board;
 - c) two representatives of the Senate;
 - d) the University Librarian;
 - e) the Dean of Students;
 - f) the Director of Academic Quality Assurance;
 - g) the Registrar (Research and Extension);
 - h) two undergraduate Student Representatives elected by the Students Union; and
 - i) the Registrar (Academic Affairs) - *Secretary*
3. The Board may, at its discretion, invite other scholars of the University to attend its meetings in an advisory capacity only and without the right to vote at such meetings.
4. Each elected Board member shall serve for a period of two (2) years renewable once only.
5. The Director of the Board shall be appointed by the Vice-Chancellor in consultation with University Management Board through a competitive internal process from among academic staff holding the rank of Senior Lecturer and above for a period of three (3) years renewable once only.
6. Subject to the provisions of these Statutes, the Board shall regulate its own procedures in such manner as it may deem fit.
7. In consultation with Faculties, Schools, Institutes and Departments, the Board shall be answerable to the Senate in respect to the conduct of undergraduate studies and shall in particular have responsibility over the following matters:
 - a) co-ordination, development, review and implementation of undergraduate degree, diploma and certificate curricula;
 - b) preparation and review of Academic Catalogue;
 - c) ensuring delivery of quality undergraduate programmes;
 - d) promotion of interdisciplinary collaboration at undergraduate level with a view of facilitating coherence and optimal resource use with regards to training;
 - e) development of methods of evaluating the effectiveness of teaching and learning at the undergraduate level in liaison with the Registrar (Academic Affairs);
 - f) formulation and review of course scheduling and time-tabling policies for the purpose of enhancing coherence, flexibility and liberalization of the respective curricula;
 - g) making and co-ordination of recommendations to the Senate on rules and regulations formulated by the Departments, Faculties, Schools or Institutes governing the undergraduate degree and diploma programmes; and
 - h) co-ordination of the award scheme for academic excellence amongst undergraduate students and forwarding recommendations therein to the Deans Committee.

8. The Board shall have and carry the status of a Faculty, School or Institute and shall in that capacity enjoy all the rights, privileges and immunities, and exercise all the powers equivalent to those of a Faculty, Institute or School in so far as those rights, privileges, immunities and powers are consistent with the provisions of this Statute.
9. The Board shall have such other powers and perform such other functions as may be assigned or delegated to it by the Senate.
10. The Board shall meet at least once in every quarter.

STATUTE XXX
THE BOARD OF POSTGRADUATE STUDIES

1. There shall be a Board of Postgraduate Studies (hereinafter referred to as the “Board”)
2. The membership of the Board shall consist:
 - a) the Director – *Chairperson*;
 - b) one representative from each Faculty, School or Institute being of the rank of Senior Lecturer or above, elected by the respective Faculty, School or Institute Board;
 - c) two representatives of the Senate;
 - d) the University Librarian;
 - e) the Director of Academic Quality Assurance;
 - f) the Registrar (Research and Extension);
 - g) two Postgraduate Student Representatives; and
 - h) the Registrar (Academic Affairs) - *Secretary*.
3. Each elected Board member shall serve for a period of two (2) years renewable once only.
4. The Director of the Board shall be appointed by the Vice-Chancellor in consultation with the University Management Board through a competitive internal process from among full-time academic staff holding the rank of Senior Lecturer and above for a period of three (3) years renewable once only .
5. The Board may, at its own discretion invite other scholars to attend its meetings in an advisory capacity and without the right to vote at such meetings.
6. The Board shall have and carry the status of a Faculty or School and shall in that capacity enjoy all the rights, privileges and immunities of and exercise the entire powers equivalent to those of a Faculty, School or Institute, in so far as those rights, privileges, immunities and powers are consistent with the provisions of these Statutes.
7. Subject to the provisions of these Statutes, the Board shall have the powers to regulate itself in such manner as it may deem fit.
8. Notwithstanding the provisions of any other Statute, the Board shall be answerable to the Senate in respect to the conduct of postgraduate studies throughout the University and shall, in particular, have responsibility over the following matters:
 - a) the harmonization of postgraduate syllabi and regulations;
 - b) the admission of postgraduate students;
 - c) the administration of postgraduate scholarships and research grants;
 - d) the review and publication of all scholarly work and research results;

- e) the proper conduct and supervision of postgraduate programmes, and the administration and processing of post-graduate examinations, research projects and theses; and
 - f) the general welfare, discipline and progress of postgraduate students.
9. The Board shall exercise powers and perform duties set in paragraph eight (8) above.
10. In respect to the harmonization of postgraduate syllabi and regulations, the Board shall:
- a) have the primary responsibility for the enforcement of the common regulations for the Postgraduate, Masters and Doctoral Studies in all Faculties, Schools, Institutes and Campuses;
 - b) liaise with all Departments, Faculties, Schools, Institutes and Campuses; and make such recommendations as regards the content and organization of postgraduate programmes available therein as are consistent with Senate approved rules and regulations;
 - c) make available all information relating to postgraduate studies throughout the University by publishing a prospectus and bibliographic records on postgraduate research undertaken or to be done within the University;
 - d) publish and make available records of published work arising from postgraduate research undertaken within the University or within any other university as long as that work is, in the opinion of the Board, of particular relevance to postgraduate research in the University; and
 - e) cause to be published and disseminate any material it considers relevant to the general conduct of postgraduate studies within the University.
11. In respect to the admission of postgraduate students, the Board shall:
- a) receive from Departments through Faculties, Schools or Institutes details of all postgraduate programmes; and
 - b) advise the Registrar (Academic Affairs) on such programmes to be advertised for purposes of admissions of students, receive applications and admit students.
12. In respect to the administration of postgraduate scholarships and research grants, the Board shall:
- a) be responsible for receiving, advertising and allocating all scholarships and research funds for postgraduate studies to qualified applicants; and
 - b) have power to solicit scholarships and postgraduate research funds from prospective donors, and liaise with such other bodies within and outside the University.
13. In respect to the administration and processing of postgraduate examinations, Doctoral, Masters Research projects and theses, the Board shall be responsible for receiving and approving the nominations by Faculties, Schools or Institutes of supervisors for all postgraduate research or other similar work and acting always in that behalf, have the following responsibilities:

- a) keep records on the progress of postgraduate research, and in this connection receive from Faculties, Schools or Institutes recommendations for the deregistration of candidates whose work is unsatisfactory or for their discontinuation for sufficient cause, and make such recommendations to the Senate as it shall deem appropriate;
- b) process the appointment of Boards of Examiners for postgraduate, Masters and Doctoral research projects and theses or other related presentations;
- c) cause copies of submitted research projects and theses or similar presentations to be forwarded to the Examiners;
- d) cause meetings of Boards of Examiners to be convened in consultation with the Dean of the Faculty, School or Director of the Institute concerned;
- e) provide Secretariat for the Boards of Examiners meetings;
- f) forward the recommendations of the Board of Examiners to the Vice-Chancellor for approval on behalf of the Senate where the verdict of such Board is unanimous provided that in absence of unanimity, the recommendations of the Board of Examiners shall be deliberated upon by the Board of Postgraduate Studies and recommendations thereon made to the Senate; and
- g) cause the approved research projects and theses or similar presentations to be deposited in the Library.

14. In respect to the conduct and supervision of postgraduate programmes, the Board shall:

- a) be responsible for effective and regular management and proper conduct of all postgraduate programmes, and in this regard maintain close co-ordination with the Departments, Faculties, School, Institutes, Campuses and Colleges that conduct postgraduate studies;
- b) without prejudice to the generality of (a) above, ensure that effect is given to the following principles and requirements:
 - i) that postgraduate research supervisors are competent and specialized in the subject area(s) within which the proposed research falls;
 - ii) that supervisors keep regular contact with their students, as stipulated in the relevant regulations;
 - iii) that joint supervisors do maintain regular consultations with one another with regard to the progress of the student;
 - iv) that supervisors submit progress reports on their students work as stipulated in the relevant regulations;
 - v) that the students role as researcher is fully reflected in any joint publications by the supervisor;
 - vi) that the supervisor should ensure that he/she works efficiently and harmoniously with the student; and
 - vii) that appropriate disciplinary measure or other action is recommended to the relevant authority in relation to any supervisor who fails to perform the duties of supervision.

- c) The maximum number of students per supervisor shall be six (6) for Masters and three (3) for PhD (Under special circumstances, the Director may raise that threshold but in any case not more than 10 and 7, respectively).
15. In respect of the welfare and discipline of postgraduate students, the Board shall:
- a) be responsible for receiving any reports on the welfare and conduct of the students, and deliberate upon and make such recommendations thereon to the Senate as it deems appropriate; and
 - b) on its own motion, consider any matter affecting the welfare and conduct of post graduate students or their conditions of research, and make appropriate recommendations thereof to the Senate.
16. The Board may, in addition, exercise such other powers or perform such other functions as may be assigned or delegated to it by the Senate.
17. The Board shall meet at least once in every month.

STATUTE XXXI

THE BOARD OF THE INSTITUTE OF GENDER AND DEVELOPMENT STUDIES

1. There shall be a Board of the Institute of Gender and Development Studies (hereinafter referred to as the “Board”)
2. The membership of the Board shall consist:
 - a) the Director of the Institute – *Chairperson*;
 - b) the Registrar (Administration);
 - c) one representative from each Faculty, School or Institute being of the rank of Senior Lecturer or above, elected by the Faculty, School or Institute Board;
 - d) two representatives of the Senate;
 - e) the Registrar (Research and Extension);
 - f) the Dean of Students;
 - g) two students representatives; and
 - h) the Registrar (Academic Affairs) - *Secretary*.
3. Each elected Board members shall serve for a period of two (2) years renewable twice only.
4. The Director of the Institute shall be appointed by the Vice-Chancellor in consultation with the University Management Board through a competitive internal process from among full-time academic staff holding the rank of Senior Lecturer and above for a period of three (3) years renewable once only .
5. Subject to the provisions of this Statute, the Board shall have the powers to regulate its own procedures in such manner as it may deem fit.
6. The Board shall be responsible for:
 - a) co-ordination, implementation, evaluation and review of the University Gender Mainstreaming Policy;

- b) co-ordination, implementation, evaluation and review of the University Gender Based Violence Policy;
 - c) enhancing research on gender development studies at the University and other universities at national and international levels;
 - d) promoting the integration of gender studies at the University;
 - e) advocating for gender mainstreaming in development matters and influence of the University policies;
 - f) disseminating information on gender and development issues at all levels;
 - g) identifying gender concerns, needs, priorities, constraints and opportunities within the University on the promotion of gender equality and equity;
 - h) ensuring that gender needs, concerns and priorities are integrated in the design, implementation, and monitoring and evaluation of sector policies and programmes at all times;
 - i) conducting gender analyses to assess the developmental impact on male and female matters to design strategies to mitigate them;
 - j) submitting progress reports to the University Management Board regarding gender mainstreaming at the University;
 - k) linking with other universities that offer similar or relevant programmes that may help in the training of students, staff and the promotion of research; and
 - l) offering consultancy services on gender mainstreaming related fields including commissioned research, evaluation of projects and developing of curricula.
7. The Board shall possess such other powers or perform such other functions as may be delegated to it by the University Management Board or Senate.
8. The Board shall meet at least once in every quarter.

STATUTE XXXII
THE BOARD OF ACADEMIC QUALITY ASSURANCE

1. There shall be a Board of Academic Quality Assurance (hereinafter referred to as the "Board")
2. The membership of the Board shall consist:
 - a) the Deputy Vice-Chancellor (Academic and Students Affairs) – *Chairperson*;
 - b) the Deans of Faculties and Schools;
 - c) the Directors of Institutes;
 - d) the Director, Board of Postgraduate Studies;
 - e) the Director, Board of Undergraduate Studies;
 - f) the Registrar (Academic Affairs);
 - g) the University Librarian;
 - h) two representatives of the Senate;
 - i) two students representatives; and
 - j) the Director - *Secretary*.

3. The Director of the Board shall be appointed by the Vice-Chancellor in consultation with University Management Board through a competitive internal process from among full-time academic staff holding the rank of Senior Lecturer and above for a period of three (3) years renewable once only.
4. The Board shall be responsible to the Senate for the execution of the Academic Quality Assurance Policy in the University.
5. The Board shall have the powers to regulate its own procedures in such manner as it may deem fit.
6. The Board shall be responsible for:
 - a) developing and overseeing implementation and review of the University Academic Quality Assurance Policy and advising the Senate on matters of policy and practice in order to enhance teaching, learning and research;
 - b) overseeing, on behalf of the Senate, the conduct and development of pedagogic practice across the University;
 - c) providing guidance in the development and implementation of internal and external quality assurance procedures and practices in the University;
 - d) ensuring that academic programmes at the University meet the quality standards expected by stakeholders;
 - e) ensuring that graduates have attained skills, knowledge and competencies through the University academic programmes that are valued by stakeholders;
 - f) enabling the University to assure its stakeholders and the Commission for University Education that the University policies, systems and processes for the development, maintenance and enhancement of quality in all its academic provisions are functioning effectively;
 - g) providing guidance in identifying internal and external standards and criteria consistent with internationally recognized standards for quality assurance at the University;
 - h) assisting Faculties, Schools and Institutes in maintaining and developing quality academic programmes through enhanced support processes;
 - i) facilitating development of a culture of continuous quality improvement to achieve academic excellence;
 - j) harmonising various academic quality assurance aspects and activities within the University;
 - k) annually facilitating self assessment of all academic programmes as per schedule;
 - l) continuously monitoring the quality of teaching at delivery points;
 - m) facilitating review of all academic programmes after their full cycle;
 - n) validating new academic programmes as per academic quality assurance regulations;
 - o) advise the University Management Board and Senate on academic quality assurance; and
 - p) any other function as may be assigned by the Senate or Management Board.
7. The Board shall meet at least once every quarter.

STATUTE XXXIII
THE STUDENT AFFAIRS MANAGEMENT BOARD

1. There shall be a Student Affairs Management Board (hereinafter referred to as the “Board “), which shall be responsible to the Senate and through the University Management Board to the Council.
2. The membership of the Board shall consist:
 - a) the Deputy Vice-Chancellor (Academic and Student Affairs) –*Chairperson*;
 - b) the Registrar (Academic Affairs);
 - c) the Chief Planning Officer;
 - d) the Chief Games and Sports Officer;
 - e) the Finance Officer;
 - f) the Senior Students Counselor;
 - g) the Chaplain;
 - h) the Chief Catering Officer
 - i) the Chief Medical Officer;
 - j) the Estates Manager;
 - k) the Chief Security Officer;
 - l) the Chief Halls Officer;
 - m) three (3) Student Union representatives one of whom shall be the Congress Speaker; and
 - n) the Dean of Students – *Secretary*.
3. The Board shall in the performance of its functions and in the exercise of its powers be responsible to the Senate and through the University Management Board to the Council.
4. The Board Shall :
 - a) plan, organize and manage the provision of academic and social counselling, career, work study programmes and sports activities, (both within and outside the University), accommodation, catering, community service, linkages with industry, recreation, health, security, oversight of student elections, orientation and any other student welfare services;
 - b) develop and implement programmes (e.g., leadership training) that support students educational experience and wholesome life;
 - c) on a quarterly basis, submit progress reports to the University Management Board regarding the operations of the Board;
 - d) advise student organizations and mentor students in their development of leadership skills, moral reasoning, social intelligence and other skills required in their lives, and
 - e) develop mechanisms to anticipate and promptly, efficiently and effectively respond to students needs.
5. Without prejudice to the generality of the responsibilities under Section 4 of this Statute, the Board shall in respect of each of the matters specified in that Section, exercise the powers and perform the duties set out hereunder:
 - a) in compliance with the University financial guidelines, apply all monies made available to, or generated by the Board;

- b) ensuring proper management of student affairs and making appropriate recommendations on staff appointment, promotion, termination of service and any other related matters;
 - c) ensuring proper allocation or re-allocation of student accommodation, keeping control of rooms and ensuring their lawful and approved use;
 - d) ensuring student accommodation, sporting facilities and their environs are clean, safe and habitable;
 - e) establishing and maintaining an effective security system for the protection of persons and property in the premises occupied by students, as well as their precincts;
 - f) putting into effect any other matter as will enhance the quality and habitability of student accommodation, games, sporting and recreational services and facilities;
 - g) ensuring proper services, decent and hygienic conditions of all facilities and their maintenance including, times of preparation of food in the kitchens, dining areas and use of the sporting and games facilities;
 - h) ensuring proper discipline, (of both staff and students) in the entire management of student affairs;
 - i) ensuring proper procurement of goods in all units in compliance with legislative guidelines;
 - j) ensuring proper and professional maintenance of equipment and sporting facilities;
 - k) ensuring appropriate student registration with relevant sporting associations and clubs, and effective participation by the students including training;
 - l) ensuring that cases of breach of discipline within and outside the precincts of the halls, kitchens, games and recreational facilities by students are properly investigated and referred to the relevant disciplinary body of the University;
 - m) ensuring in liaison with other relevant units, appointment of appropriate staff for the provision of counselling (academic and social) and career guidance services;
 - n) facilitating the registration of student organizations, election of officials and their induction into the University system;
 - o) forging and maintaining an effective linkage with industry, facilitating work study programmes and placement of students;
 - p) putting in place and ensuring effective channels of communication between the Management and the student community;
 - q) facilitating any agreement, on behalf of the University, on matters relating to the provision of accommodation, catering, sports, games, recreational services and student placement; and
 - r) perform such other related functions or exercise such other related powers as may be assigned or delegated to it by the Vice-Chancellor, Senate or Council.
6. The Board may co-opt up to three members for such length of time as it deems fit for any assistance or advice it may require, but a person so co-opted shall neither be entitled to neither vote at a meeting of the Board nor be counted as a member for the purpose of forming a quorum.
7. The Board shall have powers to regulate its business and conduct of its meetings.
8. All departments shall deliberate on all matters falling within their competence and the minutes containing their deliberations shall be brought before the Board.
9. The Board shall meet at least once in every quarter.

STATUTE XXXIV
THE BOARD OF RESEARCH, EXTENSION AND INNOVATION

1. There shall be a Board for Research, Extension and Innovation (hereinafter referred to as “the Board”).
2. The Membership of the Board shall consist:
 - a) the Deputy Vice-Chancellor (Academic and Students Affairs) – *Chairperson*;
 - b) the Registrar (Academic Affairs);
 - c) the Finance Officer;
 - d) the Director ICT;
 - e) the Deans of Faculties and Schools;
 - f) the Directors of Institutes; and
 - g) the Registrar (Research and Extension) – *Secretary*.
3. The Board shall be answerable to the Senate and shall be responsible for:
 - a) developing, reviewing and monitoring implementation of the University Research, Extension and Innovation Policy;
 - b) giving advice and making recommendations to the Senate and Council on the University strategy on research, extension and innovation and the achievement of its research, extension and innovation objectives;
 - c) setting targets for research, extension and innovation performance which are consistent with those of individual Faculties, Schools or Institutes and monitor performance against those targets;
 - d) identifying new opportunities for funding for research, extension and innovation and stimulating responses to those opportunities;
 - e) promoting the development of research, extension and innovation partnerships and engagement with broader society;
 - f) identifying future patterns of research, extension and innovation activities in the University and to make recommendations concerning the infrastructure which will be necessary to support them;
 - g) encouraging diversity in the nature of research, extension and innovation being conducted within the University by formation of multidisciplinary Research Groups to positively embrace new developments and initiatives in the various disciplines;
 - h) promoting the writing of proposals and sourcing for research, extension and innovation grants, establishing research institutes, research laboratories and centers of excellence;
 - i) supporting educational initiatives aimed at ensuring that research, innovation and teaching materials are developed in local languages;
 - j) making recommendations to the Senate on the allocation of funds available for research, extension and innovation;
 - k) contributing to the national economic development through research, extension, innovation and scholarly publications;
 - l) guiding Faculties, Schools and Institutes to be selective in the areas of research, extension and innovation that they pursue by harnessing and developing their capacities;

- m) promoting, stimulating and encouraging research, extension and innovation ethos and culture within the University via the execution of the Research, Extension and Innovation Policy;
 - n) submitting quarterly progress reports to the Senate on the research, extension and innovation activities of the University;
 - o) disseminating of all relevant research, extension and innovation activities of the University;
 - p) developing collaborative and industrial linkages with industries in the field of research, extension and innovation; and
 - q) dealing with any other emerging issues in the field of research, extension and innovation as may be determined by the Senate.
4. The Board shall meet at least once in every quarter.

STATUTE XXXV

THE INFORMATION AND COMMUNICATION TECHNOLOGY DIRECTORATE

1. There shall be a University Information and Communications Technology (ICT) Directorate (hereinafter referred to as “ICT-Directorate”).
2. There shall be a Director of the ICT Directorate (hereinafter referred to as “Director of ICT”) who shall be competitively recruited by the Council.
3. The Director of ICT shall be responsible to the Deputy Vice-Chancellor (Academic and Student Affairs) in the day-to-day running of the Directorate.
4. There shall be an ICT Committee of the University whose membership shall consist of the following:
 - a) the Deputy Vice-Chancellor (Academic and Student Affairs) - *Chairperson*;
 - b) a representative of each Faculty, School and Institute;
 - c) the Registrar (Research and Extension);
 - d) the Registrar (Academic Affairs);
 - e) the University Librarian; and
 - f) the Director of ICT- *Secretary*.
5. The quorum of the ICT Committee shall be the nearest whole number above half the membership of the Committee, unless the University Management Board otherwise determines.
6. The ICT Committee may at its discretion, co-opt other persons not exceeding three to attend meetings in an advisory capacity provided such persons shall not have a right to vote.
7. The ICT Committee shall:
 - a) prepare, oversee implementation and review the University ICT Policy and align it with the University Strategic Plan;
 - b) integrate use of ICTs in teaching, learning and research;
 - c) ensure that the University ICT resources are aligned to its stated strategic aspirations;
 - d) oversee development and support of major ICT systems and functions;
 - e) develop and review practice to ensure management and application of University ICT resources is efficient and effective;

- f) assess and advise the University Management Board and Senate on any proposed changes to the current ICT technologies and practices;
 - g) ensure that e-learning and teaching is practiced in all Departments, Faculties, Schools and Institutes of the University;
 - h) consider and recommend ICT budget and the allocation of ICT resources among users;
 - i) facilitate implementation of ICT projects;
 - j) ensure regular update of the University website, and that the content is relevant;
 - k) ensure that ICT investment priorities are effectively aligned with University strategic plan; and
 - l) address any other ICT strategic and policy matters as may be referred to it by the University Management Board or Senate.
8. The ICT Committee shall have powers to regulate its business and conduct of its meetings.
9. The ICT Committee shall, on a quarterly basis, submit progress reports to the University Management Board and Senate on implementation of ICT strategies at the University;
10. The ICT Committee shall meet at least once in every quarter.

STATUTE XXXVI

THE DIRECTORATE OF MARKETING AND SELF SPONSORED PROGRAMMES

1. There shall be a Directorate of Marketing and Self Sponsored Programmes (SSP) (herein after referred to as the “Directorate”).
2. The Directorate shall be headed by Director of Marketing and SSP (hereinafter referred to as “Director – Marketing and SSP”) who shall be appointed by the Vice-Chancellor in consultation with the University Management Board through a competitive internal process from among full-time academic staff holding the rank of Senior Lecturer and above for a period of three (3) years renewable once only.
3. The Directorate shall be governed by a Board which shall consist of the following members:
 - a) the Deputy Vice-Chancellor (Academic and Student Affairs) – *Chairperson*;
 - b) the Deans of Faculties, Schools and Directors of Institutes;
 - c) the Dean of Students;
 - d) two Senate Representatives; and
 - e) the Director – Marketing and SSP – *Secretary*.
4. The Directorate shall have and carry the status of a Faculty, School or Institute and shall in that capacity enjoy all the rights, privileges and immunities, and exercise all powers equivalent to those of a Faculty, School or Institute in so far as those rights, privileges, immunities and powers are consistent with the provisions of this Statute.
5. The Board shall be answerable to the Senate and shall be responsible for the following functions:
 - a) promotion of the self-sponsored programmes of the University;
 - b) maintaining accurate records and statistics for self-sponsored students in conjunction with the respective Faculties or Schools or Institutes;
 - c) liaising with the academic units on matters relating to quality assurance and quality maintenance of the academic programmes;

- d) reviewing and making recommendations on appropriate fees and other charges for the self-sponsored programmes;
 - e) collecting fees from all self-sponsored students in conjunction with the various academic units;
 - f) disbursing funds to various units of the University in accordance with the existing University policy;
 - g) making payment to direct service providers in accordance with the prevailing University policy;
 - h) overseeing preparation, implementation and review of the University Marketing Policy;
 - i) considering and recommending marketing policies, strategies and plans in line with the University priorities;
 - j) considering and consolidating marketing requirements for various University units, Campuses, Faculties, Schools and Institutes;
 - k) submitting quarterly progress reports to the Senate on coordination of marketing and SSP;
 - l) enhancing continual and increased enrolment into the University programmes and courses; and
 - m) performing any other functions and undertaking any other activities as may from time to time be assigned or delegated to it by the Senate.
6. The Board shall have powers to regulate its business and conduct of its meetings.
7. The Board shall meet at least once in every quarter.

STATUTE XXXVII
THE AIDS CONTROL UNIT

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1. There shall be AIDS Control Unit (hereinafter referred to as “the Unit”) for the control and management of HIV and AIDS and other emerging diseases.
 2. There shall be a Director of the Unit who shall be appointed by the Vice-Chancellor in consultation with the University Management Board through a competitive internal process from among the full-time academic staff holding the rank equivalent to Senior Lecturer and above for a period of three (3) years renewable once only.
 3. The Director shall be responsible to the Vice-Chancellor for the execution of the University HIV and AIDS Policy and for the control and management of the Unit.
 4. The Unit shall be governed by a Board which shall consist of the following members:
 - a) the Registrar (Administration) – *Chairperson*;
 - b) the Registrar (Research and Extension);
 - c) the Finance Officer;
 - d) the Dean, School of Health Sciences;
 - e) the Dean of Students;
 - f) the Chief Medical Officer; and
 - g) the Director – *Secretary*.
 5. The Board shall be answerable to the Vice-Chancellor and shall in conjunction with the relevant units be responsible for the following functions:

- a) creating awareness of the effects of HIV and AIDS in the University and the general community and on the social and economic development of Kenya;
 - b) engaging in informative and formative research on methods of curbing the spread of HIV and AIDS and reducing its impact on the intellectual and economic development of the University and the surrounding environment;
 - c) offering proactive, informed consultancy and policy advice to relevant bodies and organizations in the County and National Government in the prevention of infections;
 - d) developing IEC material and offer outreach services in form of campaigns against HIV and AIDS;
 - e) devising a behaviour change and training model for high risk and vulnerable groups;
 - f) establishing Holistic Counseling and Testing (HCT) Centres in the University;
 - g) building partnerships with relevant stakeholders such as National AIDS Control Council;
 - h) soliciting funding for HIV and AIDS control, awareness and prevention; and
 - i) performing any other functions and undertaking any other activity activities as may from time to time be assigned or delegated to it by the Vice-Chancellor.
6. The Board shall on a quarterly basis, submit progress reports to the University Management Board on HIV and AIDS prevention initiatives at the University.
 7. The Board shall have powers to regulate its business and conduct of its meetings.
 8. The Board shall meet at least once in every quarter.

STATUTE XXXVIII
THE ALUMNI ASSOCIATION

1. There shall be an Alumni Association of the University (hereinafter referred to as “the Association”) that will serve and represent the alumni of the University as provided in the Charter.
2. The functions of the Association shall be to:
 - a) bring together graduates and former students of the University;
 - b) engage in fundraising activities for the University; and
 - c) promote the University’s welfare and corporate image.
3. Membership of Association shall be:
 - a) graduates of Kisii University;
 - b) former students of Egerton University - Kisii University College;
 - c) former students of Egerton University - Kisii Campus; and
 - d) former students of Kisii Teachers Training College.
4. Past and present academic staff of the University may be admitted into the alumni association as associate members.
5. The Association shall meet and discuss any matters relating to the University and shall transmit its resolutions and recommendations thereon to the University Management Board.
6. The operations of the Association shall be governed by a constitution whose articles shall be approved by the Council.

STATUTE XXXIX
FELLOWSHIPS, SCHOLARSHIPS, BURSARIES AND OTHER AWARDS

The award of fellowships, scholarships, bursaries and other awards shall be undertaken as follows:

1. The Senate may award fellowships, scholarships, bursaries, prizes and other awards which it may consider necessary or desirable from time to time.
2.
 - a) A proposal to make awards may be made by a member of the University and shall be made in writing to the Vice-Chancellor; and
 - b) Every proposal shall be accompanied by a statement setting forth the award recommended and detailed grounds on which the recommendation is based.
3. The Vice-Chancellor shall refer such proposal to the Scholarships and Bursaries Award Committee for deliberation.
4. Any recommendation made by the Scholarships and Bursaries Award Committee shall be forwarded to both the Senate and Council for approval.

STATUTE XL
THE STUDENTS UNION

1. There shall be a Union of Students of the University (hereinafter referred to as “the Union”).
2. Membership of the Union shall consist of all students and any other person as provided for in the Student Union Constitution.
3. The functions of the said Union shall be for the promotion of student welfare.
4. The governance structure and rules of operation of the Union shall be as presented in the constitution approved by the Council.
5. The governance of the Union shall be in line with University policies and guided by the Dean of Students.
6. Subject to the provision of the Statutes, the Union shall have a right of representation in the Senate, University Student Disciplinary Committee, Student Affairs Management Board, Faculties, Schools or Institutes Board and any other Committee or Board as determined by the University Management Board from time to time.

STATUTE XLI
DESIGNATION OF DEGREES

1. The University shall have powers to:
 - a) award diplomas or certificates or other awards;
 - b) confer the degrees of Bachelor, Masters and Doctor and such other degrees as may be approved by senate; and
 - c) confer honorary degrees or any other academic distinction to a person who has rendered distinguished service to the advancement of any branch of learning or who has otherwise rendered service in any field of human endeavour worthy of such a degree or academic distinction.

2. The Council on the recommendation of the Senate may cancel or withdraw such certificates, diplomas, degrees, or any other such awards as provided for under Statute XLVII.
3. The Senate shall have powers to offer and recommend for conferment of the following degrees in the respective Faculties, Schools and Institutes:

a) Faculty of Agriculture

Bachelor of Science	BSc
Master of Science	MSc
Doctor of Philosophy	PhD

b) Faculty of Arts and Social Sciences

Bachelor of Arts	BA
Master of Arts	MA
Doctor of Philosophy	PhD

c) Faculty of Business and Management

Bachelor of Business and Management	BBM
Bachelor of Business Information Technology	BBIT
Master of Business Administration	MBA
Doctor of Philosophy	PhD

d) Faculty of Education

Bachelor of Education	BEd
Master of Education	MEd
Doctor of Philosophy	PhD

e) Faculty of Engineering and Technology

Bachelor of Technology	BTech
Bachelor of Science	BSc
Master of Technology	MTech
Master of Science	MSc
Doctor of Philosophy	PhD

f) Faculty of Environment and Natural Resource Management

Bachelor of Environmental Studies	BEnvS
Bachelor of Science	BSc
Master of Environmental Studies	MEnvS
Master of Science	MSc
Doctor of Philosophy	PhD

g) Faculty of Information, Communication and Technology

Bachelor of Science	BSc
Master of Science	MSc
Doctor of Philosophy	PhD

h) Faculty of Pure and Applied Sciences

Bachelor of Science	BSc
Master of Science	MSc
Doctor of Philosophy	PhD

i) School of Health Sciences

Bachelor of Science	BSc
Bachelor of Pharmacy	BPharm
Bachelor of Medicine and Bachelor of Surgery	MChB
Master of Medicine	MMed
Master of Science	MSc
Master of Public Health	MPH
Doctor of Philosophy	PhD

j) School of Law

Bachelor of Laws	LLB
Master of Laws	LLM
Doctor of Philosophy	PhD

k) Institute of Gender and Development Studies

Bachelor of Arts	BA
Master of Arts	MA
Doctor of Philosophy	PhD

l) Institute of Peace and Security Studies

Bachelor of Arts	BA
Master of Arts	MA
Doctor of Philosophy	PhD

4. The Senate shall have the powers to offer and recommend for conferment of any other degree as it may deem fit.

**STATUTE XLII
STUDENT MATTERS**

1. The Council reserves the right to determine the types and level of fees to be paid by students and the right to withhold a degree, diploma, certificate or any other award until any outstanding debts are settled with the University.
2. The Senate shall exclude any student from participating in any academic activity or enjoying any other University facilities unless such a student shall have paid all the requisite fees. The Senate reserves the right to exempt any student from this requirement.
3. The Senate shall have the right to withhold the conferment of any degree, award of diploma, certificate or any award on any person until all outstanding fees and other dues are settled with the University.
4. All matters affecting the education and discipline of students including, their academic and general conduct, unless otherwise stipulated in the Statute, shall be governed by the “Rules and Regulations Governing the Students Association, Conduct and Discipline” as approved by the Senate and the Council.
5. A student who fails to register or attend classes for a period exceeding two (2) weeks in any one Semester shall not be eligible to take Examinations, and shall be subject to deregistration unless he/she submits a request for deferment.
6. A student may defer studies for one (1) or more academic years for up to a maximum of four (4) academic years or five (5) academic years in the case of a five (5) year programme or six years in the case of a six year programme with the authority of the Senate, provided that the student applies to the Registrar (Academic Affairs) through the Dean of Faculty, School or Director of Institute for such deferment within the first two (2) weeks of the semester.
7. However no more than two consecutive deferments shall be allowed. Consequently, a student who does not complete his or her academic programme within a period not exceeding twice the stated length of the academic programme will automatically be deregistered unless under very special circumstances approved by the Senate.

**STATUTE XLIII
UNIVERSITY EXAMINATIONS**

The conduct of the University examinations shall be as follows:

1. University examinations shall be conducted under the authority of the Senate.
2. There shall be rules and regulations governing University examinations as set out in Statutes XLIV and XLV.
3. There shall be regular University examinations, special examinations, supplementary examinations and resit to be held under such conditions as Senate may prescribe.
4. Unless Senate otherwise determines, there shall be internal and external examiners of the University appointed by the Senate on terms to be prescribed by the Council. The internal examiners shall prepare and evaluate the examinations.
5. External Examiners shall be appointed for periods and on such terms as the Council, on the recommendation of the Senate, may from time to time determine, provided that no external examiner shall hold appointment for a period of two consecutive terms.

6. In case of re-examination of script(s) of a candidate who has appealed for a remark, an independent examiner who did not teach the candidate in the course or the paper under examination shall be appointed.
7. Every candidate for a University examination shall pay, to the University in respect of such examination, such fees as the Council shall prescribe from time to time.
8. All regular University examinations shall normally be held at the end of the semester in which the courses have been taught unless otherwise approved by the Senate.
9. In the event of any alleged examination irregularity involving either a student or a member of staff, the same shall be dealt with in accordance with respective regulations in force.
10. Departments shall establish moderating committees chaired by the Chairperson of Department and consisting members of academic staff who shall moderate examinations internally.
11. There shall be a Board of Examiners of each Faculty, Institute and School, which shall consist of all internal and external examiners appointed by Senate and with the Dean or Director as Chairperson. The functions of such Board of Examiners shall be to receive and process examination results and to recommend thereon to the Senate.
12. Publication of all University examination results shall be the responsibility of the Deputy Vice-Chancellor (Academic and Student Affairs).
13. Any queries regarding the published examination results shall be made to the Registrar (Academic Affairs).

**STATUTE XLIV
RULES AND REGULATIONS FOR UNDERGRADUATE AND DIPLOMA
PROGRAMMES**

1.0 BACHELORS DEGREE AND DIPLOMA

1.1 Minimum Entry Requirements for Bachelors Degree

The entry requirements set out below are only minimum, and they in no way entitle an applicant to a place in the University.

Applicants must:

- a) meet the minimum requirements as set out in the Faculties, Schools and Institutes provided that the applicant has a KCSE grade of not lower than grade C+ (C plus). Candidates with disabilities may be given special consideration with regard to the minimum requirement at KCSE;

OR

- b) have two (2) relevant Principal passes obtained in the Kenya Advanced Certificate of Education Examination at the same sitting or different sittings;

OR

- c) hold a diploma of Kisii University with a “Credit” pass or higher or an equivalent qualification from a recognized institution in the relevant field of specialization acceptable to Senate. Those with a “Pass” Diploma will be considered if they have at least two years relevant experience after graduation;

AND

- d) meet additional entry requirements as may be specified by the respective Department, Faculty, School or Institute.

1.2 Minimum Entry Requirements for Diploma Programmes

The entry requirements set out below are only minimum, and they do not in any way, entitle an applicant to a place in the University.

Applicants must:

- a) meet the minimum requirements as set out in the Faculties, Schools or Institutes provided that the applicant has a KCSE grade of not lower than “C” . Candidates with disabilities may be given special consideration with regard to the minimum requirement at KCSE;

OR

- b) hold a certificate from a recognized institution with a “Credit” pass or higher or equivalent qualification from a recognized institution in the relevant field of specialization, acceptable to Senate;

AND

- c) meet additional or specific entry requirements as may be specified by the respective Department, Faculty, School or Institute offering the diploma programme.

1.3 Duration of Study and Course Loading

- a) The duration of study for a degree or diploma shall be as prescribed under the respective academic programmes and approved by the Senate.
- b) A candidate must take and pass at least one hundred and twenty (120) Credit Factors of the prescribed courses to qualify for the award of a degree or at least sixty (60) Credit Factors for the award of a Diploma. The number of Credit Factors required for the award of diploma or degree will vary from one programme to another or from Faculty, School and Institute to another.
- c) A full-time student shall normally register for and take fifteen (15) to twenty one (21) Credit Factors of courses per semester, while part-time students may take half that number of Credit Factors in consultation with the respective Department, Faculty, School or Institute.
- d) The Senate may accept a Credit Transfer up to a maximum of forty percent (40%) of the required degree or diploma programme Credits. Such Credits must have been acquired from recognized institutions and taken within a period acceptable to the Senate provided that such credits have been obtained by passing the courses at the grade of “B” and above.
- e) Candidates shall fulfil other conditions as may be stipulated by the respective Departments, Faculties, Schools or Institutes from which the degree is sought.

1.4. Degree and Diploma Structure and Course Requirements

- a) The Bachelors degrees and diplomas are structured as specified under individual academic programmes and approved by the Senate.
- b) Courses taken to fulfil graduation requirements shall be drawn from those specified by the respective Department, Faculty, School or Institute and from the University common core courses.
- c) University common core courses:
 - i) The common core courses are intended to broaden the academic background of the students consistent with their respective professional training and, thus facilitate a more profound appreciation of the society and environment of which they are a part.
 - ii) All candidates must take and pass at least nine (9) Credit Factors of common core courses selected from outside the candidate's area of specialization.

1.5 Examination Regulations for the Bachelors Degree and Diploma

1.5.1 Examination Processing and General Requirements

- a) All examinations shall be conducted under the authority of the Senate as specified under various rules and regulations.
- b) Every candidate, to be eligible to take University examinations, shall pay to the University in respect of the examinations such fees as the Council shall prescribe from time to time.
- c) Only students who have registered for scheduled courses within the first two (2) weeks of the semester and fulfilled all other requirements shall be eligible for taking examinations.
- d) There shall be Internal and External Examiners of the University appointed by the Senate upon the recommendation of the Boards of Faculty, School or Institute, who shall prepare examinations and examine students in papers assigned to them by the Faculty, School or Institute.
- e) Final examination marks shall be agreed upon between the Internal and External Examiner, provided that where no such agreement can be reached the Chief Examiner concerned shall make the final decision.
- f) In the case of re-examination, a Moderator may be appointed from within or outside the University who had no part in teaching the candidate(s) in the subject for the paper under examination.
- g) Subject to approval by the Senate, Departments may establish Moderating Committees chaired by the Chairperson of Department and consisting of senior academic staff that shall moderate the examinations.
- h) No student shall be permitted to proceed to the subsequent year of study without having satisfied all the previous examinations requirements.
- i) A student shall be permitted to proceed to the subsequent year of study, provided he/she re-sits the courses failed when next offered

1.5.2 Invigilation of Examinations

- a) On examination day, the Chairperson of Department shall be the Chief Examiner of all papers in his/her Department. The course lecturer shall be the Chief Invigilator and shall be assisted by at least one other invigilator.
- b) All candidates shall assemble in the exam hall 10 minutes before the start of the examination. No candidate will be allowed into the examination room after 30 minutes of start of the examination.
- c) No candidate will be allowed to leave the examination room until 30 minutes before the end of the examination, and once a candidate leaves they shall not be permitted to return to the examination hall.
- d) All candidates must show Student Identity Card or National Identity Card and examination card for verification and identification.
- e) Before the lecturer administers an examination, examination regulations shall be read to all candidates.
- f) The Chief Invigilator shall record the registration number of all candidates taking the said examination in the prescribed attendance sheet.
- g) All candidates shall write their registration numbers on the answer booklets provided and no names shall be written on the answer booklet.
- h) After examinations, the Chief Invigilator shall collect all examination materials (answer booklets, extension sheets, question papers and attendance sheets) and take them back to the examinations office for entry of returns.
- i) The Chief Examiner shall then submit the used scripts to the course lecturer for marking.

1.5.3 Assessment Criteria and Procedures

a) Ordinary Examinations

- i) The ordinary examinations shall be graded on the basis of percentage marks consisting of thirty percent (30%) as Continuous Assessment Tests (CAT) and seventy percent (70%) as final examinations.
- ii) The duration of the final examinations shall be as follows :
A course having three (3.0) Credit Factors or less shall be examined by a paper of two (2) hours only.
- iii) Where a course is mainly practical in nature, it may be examined wholly or substantially by continuous and/or practical assessment.
- iii) The total marks scored for each course shall be translated into Letter Grades as follows:

70 percent and above	A (Excellent)
60 -69 percent	B (Good)
50-59 percent	C (Average)
40-49 percent	D (Below average)
Below 40 percent	F (Fail)

iv) Other designations related to examinations shall be as follows:

P	Pass
I	Incomplete
K	Course in progress
CT	Credit Transfer
AU	Audit

b) Special Examinations

A student who completes the coursework but due to unavoidable circumstances, acceptable to the Senate, is unable to sit for end-of-semester examinations, shall, on written request, be allowed to take special examinations when next offered.

c) Retaking of Failed Courses

- i) A student who fails a course in an end-of-semester examination shall be allowed to retake the course when next offered.
- ii) A full grade shall be awarded for a retaken course provided that the “D” grade shall be recorded on the student transcripts.
- iii) A student shall be allowed to retake a failed course twice only.
- iv) When retaking a course a student shall be required to maintain the required semester Credit Factors (Generally within 15-21 C.Fs.).
- v) If by including the course being retaken, the number of Credit Factors rises beyond the stipulated maximum, priority will be given to the course to be retaken and deferment to other scheduled courses.
- vi) A student who wishes to retake a course when his/her group is out of session, will be permitted to do so on condition that:
 - (a) the course is being offered to other students; and
 - (b) He/she registers as a student during that session.

1.5.4 Discontinuation

A Student shall be discontinued on academic grounds if he/she:

- a) fails more than fifty percent (50%) of all Credit Factors taken in an academic year;
- b) fails the second retake of a course;
- c) fails to register for, and/or attend scheduled classes for two weeks or longer without the consent of the Senate;
- d) commits an examination malpractice; and
- e) fails to meet any other condition stipulated by the Faculty, School or Institute for the award of degree or diploma.

1.5.5 Remarking of Examinations

- a) A candidate shall be allowed to appeal to the Dean of Faculty, School, or the Director of Institute through the Chairperson of Department for remarking of an examination, on payment of a non-refundable fee to be determined from time to time by the Council.
- b) Remarking shall be done by an Examiner (or Examiners) other than the original one and shall be moderated by a Moderating Committee as established under Sub-section 1.5.1 (g) of this Statute.

1.5.6 Assessment Criteria for Medical Programmes

- a) Resist of failed courses/ repeat of academic year/level:
 - i) A student who fails an end-of-semester examination shall be required to resit the failed course(s)
 - ii) A student shall be allowed to repeat the academic year/level if he/she failed the resit course(s) provided such student shall be allowed to repeat once only during the duration of the programme.
 - iii) A student who fails a course(s) during a repeated academic year/level shall be allowed to resit the failed courses(s).
- b) Discontinuation:

A student shall be discontinued on academic grounds if he/she:

- i) fails more than fifty percent (50%) of all Credit Factors taken in an academic year/level.
- ii) fails resit course(s) in a repeat year/level;
- iii) fails to register for, and/or attend scheduled classes for two weeks or longer without the consent of the Senate;
- iv) commits an academic/examination malpractice; and
- v) fails to meet any other condition stipulated by the School for the award of degree or diploma.

1.5.7 Procedure for Processing Examinations Results

- a) After administration of examinations, marked examination scripts, mark sheets, examination papers, attendance sheets and marking schemes for every course shall be received by Chairperson of Department from respective lecturers within three weeks.
- b) Within two weeks of receipt of the marked scripts, the Chairperson of Department shall forward them to the external examiner for moderation.
- c) Final examination marks shall be agreed upon between the Internal and External Examiner and where no such agreement can be reached, the Chairperson of Department shall arbitrate and determine the final mark.
- d) The Chairperson of Department shall receive moderated results and the Dean or Director shall convene the Faculty, School or Institute Board meeting within one (1) week to discuss the results.

- e) Following the Faculty, School or Institute Board meeting, the Dean or Director shall issue provisional results to the students.
- f) The provisional results are forwarded to the Senate for approval.

1.5.8 Course Evaluation

- a) Evaluations of the programmes and courses will be conducted by students, lecturers, and Chairperson of Departments, and on a periodic basis by the peers.
- b) At the end of every academic semester, students will be given an opportunity to rate the course offered and taken, and the results forwarded to the Directorate of Academic Quality Assurance for analysis. The final result after analysis will be submitted to the Chairperson of Department through the Dean of the Faculty, School or the Director of Institute for reference and/or action.
- c) The Faculty, School or Institute alumni and the various industries will be called upon to interrogate the courses and assess their market viability.
- d) The Commission for University Education standards will be upheld in the design and implementation of every new programme.

1.5.9 Examination Irregularities and Disciplinary Procedures and Penalties

1.5.9.1 Examination Malpractices

- a) In order to protect the integrity of the University, and the degrees and awards conferred, the following academic malpractices are considered serious and any student or member of staff guilty of committing any of them shall be liable for expulsion or dismissal from the University:
 - i) copying or reading from another candidate's script or from any other unauthorized source;
 - ii) bringing into the examination room any unauthorized materials relevant to the examination (e.g., books, notes, electronic devices with pre-set formulae, mobile phones, tablet computers, pre-written answers, etc);
 - iii) abetting, aiding or covering up an examination malpractice;
 - iv) seeking or obtaining a deferment of examination on false pretence; and
 - v) plagiarism.
- b) Being engaged in any other misconduct relating to examinations such as, taking an examination script out of the examination room instead of handing it over to the examiner at the end of examination time.

1.5.9.2 Evidence Collection

- a)
 - i) A student found cheating shall first record a statement and be allowed to continue sitting for the examination.
 - ii) A student found cheating who refuses to record a statement shall not be allowed to continue sitting for the examination and the examination scripts shall be confiscated.

- b) The Chief Examiner and Invigilators shall write and sign the statements about the incident.
- c) The Chief Invigilator shall report immediately in writing to the Chairperson of Department about the examination malpractice as stipulated in the Statutes.
- d) The Chairperson of Department shall immediately report in writing to the Dean of Faculty, School or Director of Institute, attaching the evidence.

1.5.9.3 Disciplinary Procedures and Penalties

- a) Any examination malpractice shall immediately be reported in writing by the Invigilators through the Chief Examiner of the Department to the Dean of Faculty, School or Director of Institute where the course is taught. The report shall include statements by the student involved (if any), Invigilators and Examiners.
- b) On receiving the report of examination malpractice, the Dean or Director shall convene, not later than two (2) weeks after the end-of-semester examinations, a Faculty, School or Institute Students' Disciplinary Committee to deliberate on the case.
- c) The membership of the Faculty, School or Institute Students Disciplinary Committee shall be as follows:
 - i) the Dean of Faculty or School, or the Director of the Institute where the course is offered – *Chairperson*;
 - ii) two (2) Chairpersons of Department where the course was taught and, if different, where the student was registered;
 - iii) two (2) Faculty, School or Institute representatives from within the Faculty, School or Institute where the course was offered; and
 - iv) the Registrar (Academic Affairs), who shall serve as *Secretary* to the Committee.
- d) The Faculty, School or Institute Students Disciplinary Committee shall conduct its procedures, unless otherwise stated, in accordance with protocols stipulated by the School Students disciplinary Committee. Faculty, School or Institute Students Disciplinary Committee findings shall be reported to the Faculty, School or Institute Board of Examiners and the Senate as soon as possible, but before the Senate deliberates on the relevant examination results.

1.5.9.4 Appeal

Discontinued or suspended students may appeal in writing to the Chairperson, Human Resources and Appointments Committee of the Council through the Vice-Chancellor within a period of ninety (90) days from the date of notification of the discontinuation. An appeal not submitted within the ninety (90) days shall not be considered.

1.5.9.5 Expulsion from University

A student may be expelled from the University under the following conditions:

- a) being involved in an examination malpractice;

- b) declared by the Students Disciplinary Committee to have demonstrated gross misconduct; and
- c) discovered to have been admitted irregularly.

A student expelled from the University for irregular admission will not be entitled to any previous academic records.

1.5.10 Classification of Degree and Diploma

- a) Except for the medical degree and diploma, the Bachelors degree and diploma shall be classified on weighted average percentage marks of all the courses taken in all the years of study at the University as follows:

Percent (%)	Degree Classification
70 and above	First Class Honours
60-69	Upper Second Class Honours
50-59	Lower Second Class Honours
40-49	Pass
Below 40	Fail

Percent (%)	Diploma Classification
70 and above	Distinction
55-69	Credit
40-54	Pass
Below 40	Fail

- b) The student Academic Transcript shall show all the courses taken, including:
 - i) Credit Factors for each course;
 - ii) score for each course and the respective letter grade, including the “F” grade(s);
 - iii) the Weighted Average Score for the current academic year;
 - iv) the Cumulative Weighted Average Score; and
 - v) courses and respective Credit Factor-Transfers, in case of in-service students.
- c) The Official Provisional Transcript shall be issued and signed by the Dean of Faculty, School or Director of the Institute offering the degree or diploma.
- d) The Official Final Transcript shall be signed and issued by the Registrar (Academic Affairs).
- e) Classification of the degree and diploma in medical programmes: After passing normal requirements for the programmes(s), a student shall be required to pass the Qualifying Professional Examination(s) set by the School in collaboration with relevant professional bodies. Unless otherwise stated, medical certificates shall not be classified.

STATUTE XLV
RULES AND REGULATIONS FOR POSTGRADUATE PROGRAMMES

1.0 MASTERS DEGREE

1.1 Application and Admission Procedures

- a) Application forms may be obtained from the Director, Board of Postgraduate Studies upon payment of a prescribed non-refundable fee and returned duly completed and signed.
- b) All applicants for registration shall be processed in the first instance through the relevant Department in which registration is sought.
- c) The Department shall then forward all such applications with appropriate recommendation to the Faculty, School or Institute Board concerned for approval and onward transmission to the Board of Postgraduate studies for admission on behalf of the Senate.
- d) Applicants shall be admitted to only one degree programme at a time.
- e) Admission shall be confirmed by letter from the Director, Board of Postgraduate Studies
- f) Admission shall be offered to holders of a Bachelors degree with an Upper Second Class Honours or above or equivalent qualification from recognized institutions.
- g) In exceptional cases, the Senate may also admit to the Masters programme a non-holder of Upper Second Class Honours provided that such candidate can, on the basis of the research and other scholarly work done, demonstrate to the satisfaction of the Senate qualification to undertake postgraduate studies.
- h) Subject to approval by the Senate, Departments may formulate regulations requiring applicants to have attained other academic qualifications as may be consistent with the goals of their Masters programmes or to appear for interview to determine their suitability for admission.
- i) In exceptional cases, holder of lower second class honours may be admitted if they have two (2) years of relevant experience.

1.2 Duration of Study and Course Loading

- a) Full-time candidates for the Masters degree shall be registered for a minimum of eighteen (18) months and a maximum of thirty-six (36) months except in the case of special cases where the Faculty, School or Institute will guide the Senate.
- b) Part-time candidates for the Masters degree by coursework, examination and thesis must successfully complete thirty (30) Credit Factors of coursework and in addition successfully complete a Masters thesis of fifteen (15) C.Fs and/or a Masters Project of 9 C.Fs to qualify for the award of the Masters degree.

1.3 Transfer of Credit

- a) Course Credits may be considered for transfer to a Masters degree programme provided they have been obtained from a recognized institution.
- b) No more than thirty percent (30%) of the total required course Credits will be accepted from other institutions.

- c) All course credits transferred should be of grade B and above and should be indicated in the transcript.
- d) The relevant Department shall guide the Board of Postgraduate Studies on transferable courses through their Faculty, School, or Institute or Campus.

1.4 Masters Degree Options

There shall be two (2) options for the Masters degree:

a) Masters Degree by Coursework, Examination and Thesis

Under this option, the candidates shall be required to do coursework, take examinations, conduct research, and submit a thesis at the end of their study programme.

b) Masters Degree by Coursework, Examination and Project

Under this option, the candidates shall devote the entire period of study to taking prescribed courses and examinations and a project equivalent to three courses (9 C.Fs).

1.5 Conduct of Study and Supervision

- a) Candidates registered in accordance with these regulations shall be required to pursue their programmes of study under the guidance of Supervisors approved in that capacity by the Senate on the recommendation of the Department, Faculty, School or Institute Board concerned through the Board of Postgraduate Studies.
- b) There will normally be one (1) or two (2) Supervisors appointed for each candidate. At least one Supervisor must be a member of the academic staff in relevant field of the Department offering the degree programme.
- c) Candidates shall be required to consult with their Supervisor(s) at least twice per month.
- d) Supervisors shall submit progress reports on the candidate to the Board of Postgraduate Studies through the Chairperson of Department and Dean of Faculty, School, or the Director of Institute on a prescribed form once every four (4) months.
- e) Where the progress of the candidate is unsatisfactory, the candidate shall be warned in writing by the Director, Board of Postgraduate Studies through the Dean of Faculty, School or the Director of the Institute and the Chairperson of Department concerned. If the candidate shows no improvement after the warning within four (4) months, the Director, Board of Postgraduate Studies shall recommend to the Senate for the candidate's deregistration.
- f) Where in the judgment of the Board of Postgraduate Studies, a candidate is not receiving proper supervision from the Supervisor(s); the Board shall order change of the Supervisor(s).

1.6 Examinations

- a) Masters degree examinations shall be conducted under the authority of the Senate as specified under various rules and regulations.

- b) Examinations shall consist of:
- i) continuous Assessment based on Assignments, Laboratory Practicals and such other tests as the regulations of the Department may prescribe, which shall constitute forty percent (40%) of the total marks for each course;
 - ii) the final examinations which shall constitute sixty percent (60%) of the total marks for each course; and
 - iii) continuous assessment for programmes conducted by research or thesis only shall be reflected in the candidate's progress reports submitted by the Supervisor(s).
- c) Courses which are purely of practical nature and/or seminars may be assessed entirely by Continuous Assessment.
- d) Marks obtained in examinations shall be converted into letter grades as follows (except for the School of Health Sciences that shall inform the Senate accordingly for approval):

70% and above	A (Excellent)
60-69%	B (Good)
50-59%	C (Average)
0-49%	F (Fail)

- e) Other designations related to examinations shall be as follows:

P	Pass
I	Incomplete
K	Course in Progress
CT	Credit Transfer
Au	Audit

- f) Resit of Examinations
- i) A candidate who fails in twenty five percent (25%) or less of the total Credit Factors (C.Fs) in an academic year but has Cumulated Weighted Average (CWA) marks of fifty percent (50%) or more shall be required to resit examination once only.
 - ii) Candidates shall be awarded grade "C" fifty percent (50%) in all courses passed in resit examination.

- g) Discontinuation

A student shall be discontinued for:

- i) failing more than twenty five percent (25%) of the total Credit Factors (C.Fs) taken in an academic year;
- ii) obtaining a Cumulative Weighted Average marks of less than fifty percent (50%) (i.e. average grade "C" for the academic year);

- iii) failing a resit examination;
- iv) committing serious examination malpractice as defined under Section 3.1 of this Statute;
- v) failing to register for and attend scheduled lectures for two (2) weeks or longer without the consent of the Senate; and
- vi) abscondment from research work for a maximum of sixty (60) days or more.

h) Special Examinations

- i) Special examinations shall be offered to a candidate who, due to circumstances acceptable to the Senate was unable to sit for ordinary examinations.
- ii) Special Examinations shall be graded like ordinary examinations.
- iii) No student shall be permitted to proceed to the next year of study without having satisfied all examination requirements.
- iv) Examination results shall be processed and approved by the Faculty, School or Institute Board of Examiners and submitted to the Board of Postgraduate Studies for ratification before being presented to the Senate by relevant Dean of Faculty, School, or Director of Institute.

1.7 Submission and Examination of Thesis or Project

- a) At least two (2) months before a thesis or project is submitted, a candidate shall with the consent of the Supervisor(s) give notice in writing to the Director, Board of Postgraduate Studies indicating intention to submit thesis or project.
- b) The thesis or project shall be loosely bound and submitted in quadruplicate and shall be accompanied by a signed declaration by the candidate confirming that the thesis or project has not been previously submitted for a degree in any other University and that the thesis or project is the original work of the candidate.
- c) The thesis or project shall bear the signature(s) of the Supervisor(s) indicating approval to submit.
- d) Upon receipt of the thesis or project, the Board of Postgraduate Studies shall forward the same to the Examiners within two (2) weeks.
- e) The Senate, on the recommendation of the Board of Postgraduate Studies, shall appoint in respect of each candidate presenting a thesis or project a Board of Examiners consisting of:
 - i) the Dean of Faculty, School or the Director of Institute – *Chairperson*;
 - ii) the Director, Board of Post Graduate Studies;
 - iii) the Chairperson of the Department;
 - iv) the Supervisor(s), acting as Internal Examiner(s);
 - v) one Internal Examiner who has not supervised the candidate, but is competent in the candidate's area of study;
 - vi) the External Examiner (to be present if available), this is not required for the Masters projects;
 - vii) a Senate representative; and
 - viii) a representative of the Board of Postgraduate Studies.

- f) The External and Internal Examiners shall submit within two (2) months independent written assessments of the thesis or project to the Director, Board of Postgraduate Studies indicating:
 - i) whether or not the thesis or project is adequate in form and content;
 - ii) whether or not the thesis or project reflects an adequate understanding of the subject and, in consequence;
 - iii) whether or not the degree should be awarded; and
 - iv) the thesis or project shall be graded as per Section 1.6 (d) of this Statute.
- g) As soon as all the examiners reports are received, the Director, Board of Postgraduate Studies shall convene a meeting of the Board of Examiners at which the reports and other academic matters arising from the thesis or project shall be considered. The Board of Examiners shall subject the candidate to an oral examination to enable it to arrive at a satisfactory recommendation on the merit of the thesis or project. The passing of the candidate shall be based on the decision of the majority of the Board of Examiners by voting.
- h) If the Board will require the candidate to resubmit and defend the thesis or project, this shall be done once only.
- i) If the Board of Examiners will judge the candidate to have failed in both the quality of the thesis or project and the defence, the decision of the Board shall be final.
- j) The decision of the Board of Examiners shall be communicated verbally to the candidate immediately following the defence and in writing by the Director, Board of Postgraduate Studies within two (2) weeks after the defence.
- k) Where required, a signed certificate of corrections shall be issued by the Supervisor(s)
- l) A consolidated report and appropriate recommendation shall be submitted to the Chairperson of Senate through the Director, Board of Postgraduate Studies.
- m) The designation related to examination shall be as follows:
 - i) Pass;
 - ii) Pass with correction;
 - iii) Re-submission; and
 - iv) Deferred.

2.0 DOCTOR OF PHILOSOPHY

2.1 Eligibility for Registration

Candidates wishing to pursue Doctor of Philosophy (PhD) programme at Kisii University must meet the following requirements:

- a) Have appropriate preparatory academic training as evidenced by at least one of the following:
 - i) the PhD degree being sought must be relevant to the Masters degree; and
 - ii) be a holder of a relevant Masters degree of Kisii University or an equivalent academic qualification of any other recognized institution.

- b) Fulfil specific requirements as may be stipulated by respective Department, Faculty, School or Institute with regard to the field of study.

2.2 Application and Admission Procedures

- a) Application forms may be obtained from the Director, Board of Postgraduate Studies upon payment of a prescribed non-refundable fee and returned duly completed and signed.
- b) Where a candidate is to pursue the programme by dissertation or research only, the candidate will be required to present a research proposal together with the application for registration.
- c) Where the candidate is to pursue the programme by coursework, examination and dissertation, the candidate shall be required to submit a brief summary of the intended area of study together with the application forms. A full research proposal shall be submitted within four (4) months of registration.
- d) All applications for registration shall be processed in the first instance through the relevant Department in which registration is sought. The Department shall then forward all such applications with appropriate recommendations to the Faculty, School, Institute or Campus Board concerned for approval and onward transmission to the Board of Postgraduate Studies.
- e) Before recommending a candidate for registration, the Department and Faculty, School, Institute or Campus Board concerned shall ensure that:
 - i) the proposed field of study is academically sound and can successfully be pursued and supervised;
 - ii) there exist adequate facilities and resources for effective research; and
 - iii) the appropriate fees has been paid.

2.3 Duration of Study

- a) The programme shall take a minimum of three (3) and a maximum of five (5) calendar years for fulltime candidates, and seven (7) calendar years for those studying on a part-time basis except by special permission of the Senate.
- b) Continuance of registration shall be dependent on evidence of satisfactory progress report and seminar papers as approved by the Senate.
- c) On recommendation of the Faculty, School, Institute or Campus Board concerned, the Senate may permit a candidate to change registration status from full-time to part-time or *vice versa*.

2.4 Conduct of Study and Supervision

- a) The PhD programme shall be conducted by coursework, examination and dissertation or by research and dissertation only. In respect to programmes by coursework, examination and dissertation, individual Faculty, School, Institute or Campus will specify the duration of the coursework, examination and dissertation components.
- b) There will normally be at least two (2) Supervisors appointed for each candidate. At least one Supervisor must be a member of the academic staff in relevant field of the Department offering the degree programme.

- c) Each candidate shall be required to attend and participate in seminars at the relevant Department and Faculty, School, Institute or Campus.
- d) A candidate shall be required to pursue the programme of study under the supervision of academic staff appointed in that capacity by the Vice-Chancellor and the Senate on the recommendation of the Department, Faculty, School, Institute or Campus Board through the Board of Postgraduate Studies.
- e) A candidate shall be required to consult the Supervisors at least once every three (3) months.
- f) The Supervisors shall be required to submit individually or jointly progress reports on the candidate to the Director, Board of Postgraduate Studies through the Chairperson of Department and Dean of Faculty, School, or the Director of Institute twice a year.
- g) Where the performance of the candidate is unsatisfactory, the candidate shall be given a written warning by the Director, Board of Postgraduate Studies through the Dean of Faculty, School, or the Director of Institute and the Chairperson of Department.
- h) A recommendation for de-registration shall be made to the Senate by the Director, Board of Postgraduate Studies after receipt of two (2) consecutive negative reports following the warning.

2.5 Examinations

- a) Examinations for the PhD degree shall be conducted under the authority of the Senate as specified under various rules and regulations.
- b) Continuous assessment of programmes conducted by research or dissertation only shall be reflected in the candidate's progress reports submitted by the Supervisors.
- c) Continuous assessment for programmes conducted by coursework, seminars and dissertations shall be examined entirely by continuous assessment.
- d) For course work, marks obtained shall be converted into letter grades as follows (except for the School of Health Sciences that shall inform the Senate accordingly for approval):

70% and Above	A	(Excellent)
60-69%	B	(Good)
50-59%	C	(Average)
Below 50%	F	(Fail)

The pass grade shall be 50% "(C)"

- e) A candidate will be required to maintain a minimum average "B" Grade in the courses taken equivalent to sixty percent (60%) in order to continue with the programme.
- f) A candidate who fails a course shall be required to do a resit examination once only at his or her own expense. The maximum grade to be obtained for a resit examination shall be "B" equivalent to sixty percent (60%).

2.6 Resit Examinations

- a) A candidate who fails in twenty five percent (25%) or less of the total Credit Factors (C.Fs) in an academic year but has Cumulative Weighted Average (CWA) marks of sixty percent (60%) or more shall be required to take resit examination once only in the course failed.

- b) Candidates shall be awarded grade “C” equivalent to fifty percent (50%) in all courses passed in resit examinations.

2.7 Discontinuation

A student shall be discontinued for:

- a) Failing more than twenty five percent (25%) of the total Credit Factors (C.Fs) taken in an academic year;
- b) Obtaining a Cumulative Weighted Average (CWA) marks of less than sixty percent (60%) (i.e. average grade B for the academic year);
- c) Failing a resit examination;
- d) Committing serious examination malpractice as defined under Section 3.1 this Statute; and
- e) Failing to register for and attend scheduled lectures for two (2) weeks or longer without the consent of the Senate.

2.8 Special Examinations

- a) Special examinations shall be offered to a candidate who, due to circumstances acceptable to the senate was unable to sit for ordinary examinations.
- b) Special examinations shall be graded like ordinary examinations
- c) No student shall be permitted to proceed to the next year of study without having satisfied all examination requirements.
- d) Examination results shall be processed and approved by the Faculty, School or Institute Board of Examiners and submitted to the Board of Postgraduate Studies for ratification before being presented to the Senate by the relevant Dean of Faculty, School, or Director of Institute.

2.9 Submission and Examination of Dissertation

- a) To complete PhD programme, a candidate will be required to submit a dissertation embodying the results of original research. The dissertation shall be written according to the format and specifications stipulated by Departments, Faculties, Schools, Institutes and Campuses and approved by the Board of Postgraduate Studies.
- b) The dissertation shall be submitted in quadruplicate and in loose binding and must include a declaration by the candidate that the:

“Dissertation has not been submitted for a degree in any other university and that it is the original work of the candidate”

- c) The dissertation shall bear the signature of the Supervisors indicating approval to submit.
- d) A candidate shall with consent of the Supervisors give notice of intention to submit the dissertation at least one (1) month before the date of submission.

- e) Upon receiving the notice to submit dissertation, the Chairperson of the Department shall identify the External Examiner and two Internal Examiners to the Board of Postgraduate Studies through the Dean of Faculty, School, or Director of Institute.
- f) On recommendation of the Board of Postgraduate Studies, the Senate shall appoint at once Internal Examiner who did not supervise the student but in related discipline to examine and submit written reports on the dissertation.
- g) The examiners shall be required to submit to the Director, Board of Postgraduate Studies within two (2) months independent written reports on the thesis indicating:
 - i) whether or not the dissertation is adequate in form and content;
 - ii) whether or not the dissertation reflects an adequate understanding of the subject; and displays original thought and significant contribution to knowledge; and therefore,
 - iii) whether or not the degree should be awarded.
- h) The dissertation shall be graded as per Section 2.5 (d) of this Statute.
- i) The dissertation shall be defended before a Board of Examiners appointed by the Senate and constituted as follows:
 - i) the Dean of Faculty, School, or Director of Institute – *Chairperson*;
 - ii) the Director, Board of Postgraduate Studies;
 - iii) the Chairperson of the Department;
 - iv) the Supervisor(s), acting as Internal Examiner(s);
 - v) one Internal Examiner who has not supervised the candidate, but is competent in the candidate’s area of study;
 - vi) the External Examiner;
 - vii) a Senate representative; and
 - viii) a representative of the Board of Postgraduate Studies.
- j) The dissertation defence shall be held within one (1) month of the submission.
- k) The decision of the Board of Examiners which shall be unanimous shall be communicated verbally to the candidate immediately following the defence and in writing by the Director, Board of Postgraduate Studies within two (2) weeks after defence. In the event of lack of unanimity, the matter will be referred to the Director, Board of Postgraduate Studies, who in consultation with the Vice-Chancellor will give the final determination.
- l) The Director, Board of Postgraduate Studies shall subsequently communicate the decision of the Board of Examiners to the Chairperson of Senate.
- m) The Senate may require a candidate to resubmit a dissertation for re-examination in a revised form once only within six (6) months.
- n) Where corrections to the dissertation are required, the Supervisors shall submit a signed certificate of corrections to the Director, Board of Postgraduate Studies.
- o) A dissertation accepted by the University and subsequently published in part or whole and in whatever form shall bear the inscription: ***“Work forming part of the requirements for the Degree of Doctor of Philosophy of Kisii University”***

3.0 EXAMINATION IRREGULARITIES, DISCIPLINARY PROCEDURES AND PENALTIES FOR POSTGRADUATE STUDENTS

3.1 Examination and Research Malpractices

The following academic malpractices are considered serious and any student guilty of committing any of them shall be liable to discontinuation or expulsion from the University:

3.1.1 Examination

- a) Copying or reading from another candidate's script or from any other unauthorized source.
- b) Bringing into the examination room any unauthorized materials relevant to the examination (e.g., books, notes, electronic devices with pre-set formulae, mobile phones, tablet computers, pre-written answers, etc).
- c) Abetting, aiding or covering up an examination malpractice.
- d) Seeking or obtaining a deferment of examination on false pretence.
- e) Any other misconduct relating to examination.

3.1.2 Research

- a) Plagiarism.
- b) Giving of false or forged research data and/or results and purporting them to be true.
- c) Any deviation from the research or project procedures as prescribed in the approved research project proposal without consent of the designated Supervisors.
- d) Any other misconduct relating to research.

3.2 Disciplinary Procedures and Penalties

- a) Any examination malpractice shall immediately be reported within twenty four (24) hours or the next day in writing by the Invigilators through the Chief Examiner of the Department to the Dean of Faculty, School or the Director of Institute where the course is taught. The report shall include statements by the student involved, Invigilators and Examiners.
- b) On receiving the report of examination malpractice, the Dean or Director shall convene, not later than two (2) weeks after the examinations period or after the malpractice was reported, a Faculty, School, Institute or Campus Students Disciplinary Committee to deliberate on the case.
- c) The membership of the sub-committee of the Students Disciplinary Committee shall be as follows:
 - i) the Dean of Faculty, School or the Director of Institute where the course is offered – *Chairperson*;
 - ii) two (2) Chairmen of Department (the Department where the course was taught and the student was registered or another Chairperson from the same Faculty, School, Institute or Campus if the student is registered in the same Department);
 - iii) two (2) Faculty, School, Institute or Campus representatives of the rank of Senior Lecturer and above within the Faculty, School or Institute where the course was offered; and
 - iv) one (1) representative from the Board of Postgraduate Studies.

- d) The Sub-committee for the Faculty, School or Institute Students Disciplinary Committee shall conduct its procedures, unless otherwise stated, in accordance with protocols stipulated by the Faculty, School and Institute Students Disciplinary Committee.
- e) The recommendations of the sub-committee of the Faculty, School or Institute Students Disciplinary Committee shall be reported to the Faculty, School, or Institute Board of Examiners and the Senate as soon as possible, but before the Senate deliberates on the relevant examination results.
- f) Discontinued or suspended students may appeal to the Senate through its Chairperson within a period of thirty (30) days from the date of the letter discontinuing or suspending him/ her. An appeal not submitted within the period shall not be considered.
- g) The University may rescind any degree, diploma or certificate awarded to a graduate who, while registered in a particular programme, committed an academic offence which if it had been detected before graduation, would have resulted in expulsion. Notification of a rescinded degree, diploma or certificate shall be communicated to all relevant parties.

4.0 POST DOCTORAL DEGREE

A candidate shall be awarded a Post-Doctoral degree in any Faculty, School or Institute if he/she has fulfilled requirements prescribed by the Senate.

STATUTE XLVI HONORARY DEGREE

1. An honorary degree shall be the highest recognition conferred to an individual who has attained outstanding achievements in the society and distinguished contribution to scholarship, creativity, leadership, humanitarian or public service nationally or internationally.
2. The nominations for consideration for honorary degree may originate from a member of the Council or the Senate and shall be communicated in writing to the Vice-Chancellor.
3. The nominations shall be accompanied by a statement setting forth the degree recommended and detailed grounds on which the recommendation is based.
4. The Vice-Chancellor shall refer such nominations to the Honorary Degree Award Committee as provided for under Schedule II of these Statutes for selection and vetting, provided that the Committee shall have the power to co-opt any person or persons to assist in the due assessment of the credentials of the nominees.
5. The Vice-Chancellor shall be Chairperson of the Honorary Degree Award Committee, and in the absence of the Vice-Chancellor, the Committee shall appoint a Chairperson from among its members.
6. Recommendation (s) made by the Honorary Degree Award Committee shall be forwarded to the Senate for deliberation and thereafter to the Council for approval.
7. Upon approval by the Council, the University shall award the honorary degree.
8. A citation of the cause to award of the honorary degree shall be prepared by the University and an announcement made in at least one local daily newspaper with a wide circulation in Kenya.

9. Prior to conferment of an honorary degree, a public citation including the name and outstanding achievement (s) of the recipient shall be made to the Congregation by an Orator nominated by the Honorary Degree Award Committee from among the Professors of the University.
10. The University shall consider for conferment of honorary degrees from the following categories:
 - a) *Honoris Causa* Doctor of Science;
 - b) *Honoris Causa* Doctor of Laws;
 - c) *Honoris Causa* Doctor of Humane Letters; and
 - d) *Honoris Causa* Doctor of Fine Arts.
11. The honorary degree shall not be awarded to individuals who have close working relationship with the University such as members of staff and the Council.

STATUTE XLVII

CANCELLATION AND WITHDRAWAL OF DEGREES AND OTHER AWARDS

1. Power to Cancel or Withdraw Awards

Pursuant to Section 10(2) of the Charter, the circumstances in which a degree (including an honorary degree) or an award (including a diploma or certificate) may be cancelled or withdrawn and the manner in which it is to be cancelled or withdrawn, are prescribed by this Statute.

2. Circumstances for Cancellation or Withdrawal of Awards

- a) If the Council is satisfied in accordance with Section 3 of this Statute that a degree (other than an honorary degree), diploma or certificate conferred or granted by the University has been obtained by a person as a result of fraud, it may cancel or withdraw the degree, diploma or certificate.
- b) Fraud includes, but is not limited to:
 - i) an untrue or misleading certification by a candidate under the Board of Postgraduate Studies rules in respect to certification of originality of a thesis or work submitted in full or partial satisfaction of the requirements for the higher degree;
 - ii) the use of material in any thesis or work which was knowingly false or fabricated; and
 - iii) appropriating the ideas or work of another person and passing them off as one's own.
- c) Subject to Section 3, the Council may revoke an honorary degree if it is satisfied that:
 - i) the details provided in support of a nomination for the award of an honorary degree are subsequently found to be incorrect or incomplete;
 - ii) a recipient of an honorary degree is convicted of a criminal offence, the maximum penalty for which is at least twelve (12) months imprisonment; and
 - iii) the accuracy or completeness of the information which was the basis for the award of the honorary degree is or is alleged to be, materially deficient.

3. Manner of Cancellation or Withdrawal of Awards

- a) Where the Council determines that a *prima facie* case exists for cancelling or withdrawing of a person's degree, diploma or certificate, the Council shall establish a Committee to investigate the facts.
- b) The Committee, which shall be chaired by the Vice-Chancellor, shall give the person against whom the *prima facie* case exists an opportunity to be heard.
- c) The Committee shall report its findings to the Senate which will make recommendation for the consideration by the Council.
- d) The Council shall require a person whose degree, diploma or certificate is cancelled or withdrawn under this statute to return to the University the degree, diploma or certificate awarded in respect thereof.
- e) This statute applies to degrees, diplomas and certificates conferred or granted whether before or after its date of commencement.

STATUTE XLVIII EMERITUS PROFESSORSHIP

1. A Professor who has retired from active service in the University may be considered for appointment as Emeritus Professor of the University.
2. For a person to be considered for appointment as an Emeritus Professor such a person shall satisfy the following conditions:
 - a) shall have demonstrated academic excellence through scholarship, as evidenced by research publications and innovation;
 - b) shall have taught with distinction at the University for at least ten years, five of which has been a Professor; and
 - c) shall have achieved international reputation as a scholar.
3. Nominations for designations as Emeritus Professor shall originate from Faculties, Schools or Institutes and shall thereafter be forwarded to the Senate and once approved by the Senate, forwarded to the Human Resources and Appointments Committee of the Council for further consideration and then to the Council for appointment.
4. The terms of appointment as an Emeritus Professor shall be as follows:
 - a) an Emeritus Professor shall for all purposes be regarded as Professor of the University;
 - b) the position of Emeritus Professor shall be personal;
 - c) the Council, taking into account all relevant matters, shall make provision for compensation for services rendered and for housing, healthcare and any other matters for the benefit and welfare of the Professor and family;
 - d) an Emeritus Professor shall be provided with such facilities as may be required for the discharge of academic responsibilities; and
 - e) an Emeritus Professor shall be a full member of the Senate.

**STATUTE XLIX
CONGREGATION OF THE UNIVERSITY**

1. For the purpose of conferring degrees and awarding diplomas of the University, there shall be held from time to time a meeting of the University, which shall be called a Congregation. If the Senate so decides, other academic distinctions may be conferred and certificates awarded at a Congregation.
2. The Congregation shall be constituted of the members of the University as defined under Section 12 of the Charter.
3. The Congregation shall be presided over by the Chancellor.
4. The procedure for the conferment of the degrees in a Congregation and all other matters not provided for in this Statute shall be determined by the Senate and approved by the Council.
5. The Vice-Chancellor shall declare a meeting convened for the purpose of conferring degrees and awarding diplomas at the Congregation of the University, and shall pronounce such Congregation dissolved at the end of the meeting.

**STATUTE L
CONFERRING OF DEGREES**

1. Congregations of the University shall be at least once a year and shall be presided over by the Chancellor or, in his/her absence, by the Vice-Chancellor or any other person nominated by the Chancellor.
2. Degrees shall be conferred at a Congregation of the University.
3. A candidate shall not be admitted to a degree other than an honorary degree, unless the candidate has paid such fees as may be prescribed by the Council, and unless the Deputy Vice-Chancellor (Academic and Student Affairs) has certified that such candidate has satisfied all the conditions prescribed for the award of such a degree.
4. The procedure as to the conferring of degrees, the academic dress to be worn and all other matters regarding Congregation not provided for in this Statute shall be determined by the Senate.

**STATUTE LI
FINANCIAL REGULATIONS**

1. All the funds, assets and property, movable and immovable, of the University shall be managed and utilized by the Council in accordance with the provisions of this Statute and the Charter in such manner and for such purposes as in the opinion of the Council would promote the best interest of the University, provided that the Council shall not charge or dispose of any immovable property except in accordance with the procedures laid down by the Government of Kenya.
2. All the monies of the University shall be paid into one or other of the following accounts:
 - a) The Endowment Fund;
 - b) The Deposit Account;
 - c) The Capital Account;
 - d) The Revenue Account;
 - e) The Research Grant Account; and
 - f) any other Account approved by the Council.

a) The Endowment Fund

- i) There shall be paid into the Endowment Fund all such monies as received by the University and declared specifically to be payable into that Fund.
- ii) The Council shall not expend any capital monies of the Endowment Fund but shall pay to the Revenue Account all interest received from the investment of the monies of the Endowment Fund.

b) The Deposit Account

- i) There shall be paid into the Deposit Account all such monies as are received by the University for special purposes and as are not payable into the Endowment Fund.
- ii) The capital monies and the interest there from of the Deposit Account shall be used and applied for purposes for which such monies were received.

c) The Capital Account

- i) There shall be paid into the Capital Account all such monies as are received by the University for the purposes of capital expenditure and the construction and improvement of the University.
- ii) The capital monies and the interest there from of the Capital Account shall be used and applied on capital expenditure for the construction and improvement of the University.

d) The Revenue Account

- i) There shall be paid into the Revenue Account the interest received from the investment of the monies in the Endowment Fund; all fees and dues payable by or in respect of students; all revenue grants by the Kenya Government or by any other Government or person.
- ii) The monies standing to the credit of the Revenue Account shall be used and applied for the management and working for the University in such manner and for such purpose as, in the opinion of the Council, are best suited to promote the interest of the University.

e) The Research Grants Account

- i) There shall be paid into the Research Grants Account all monies as are received by the University for research purposes.
- ii) Such monies shall not be paid into any other Account. Monies in the Research Grants Account shall be used and applied by the Council for specific purposes in accordance with the agreements made between the donors and the Council.

3. Subject to the provisions of the Charter, the Council may borrow, either by way of overdraft from a Banker or otherwise, such sums as may from time to time be required for the administration of the University.
4. Subject to the provisions of the Charter, the monies standing to the credit of the Endowment Fund shall be invested by the Council in such securities as trustees are authorized to invest in

under the provisions of any law in Kenya, provided that where any sums are received by the Council for any payment into the Endowment Fund are in the form of stocks or shares without converting them into such securities.

5. The monies or any portion thereof standing to the credit of any of the accounts other than the Endowment Fund of the University may be invested by the Council in such securities as the Council may deem fit.
6. Notwithstanding the provisions of the Charter, any monies standing to the credit of any accounts of the University, including the Endowment Fund, may be temporarily invested for a period not exceeding twelve (12) months pending utilization and in accordance with such policy as the Council may from time to time determine.
7. The Council shall cause to prepare annually estimates of the revenue and expenditure (both Recurrent and Capital) of the University and such estimates shall be approved by the Council in accordance with the provisions of the Charter.

STATUTE LII

CONTRACTS AND PECUNIARY INTERESTS

1. Contracts

Contracts on behalf of the University may, in addition, to any other manner effectual in law, made as follows:

- a) A contract which if made between private persons would be by law required to be in writing and to be under Seal, may be made on behalf of the University in writing under the Common Seal.
- b) A contract which if made between private persons would be by law required to be in writing and signed by the parties to be charged therewith may be made on behalf of the University in writing signed by a duly authorized officer.
- c) A contract made according to Paragraph (a) and (b) above may in addition to any other person effectual at law be varied or discharged in the same manner in which it is authorized to be made.
- d) The Council may by regulations give to classes of persons or individuals the authority to sign contracts for the University to the extent and in respect of the subject matter specified in the regulations.
- e) The authority given under paragraph (d) above may itself be delegated in writing, but no such delegation shall be operative until a copy of the instrument recording the delegation has been delivered to the Vice- Chancellor.
- f) The Common Seal of the University shall be kept in such custody as the Council directs and shall not be used except upon the order of the Council.
- g) The Common Seal of the University shall be authenticated by the signature of the Vice-Chancellor and other members of the Council duly authorized by the Council in that behalf.
- h) The Common Seal of the University when affixed to any document and duly authenticated under this Statute shall be judicially and officially noticed and, unless and until the contrary is

proved any necessary order or authorization of the Council under this Section shall be presumed to have been duly given.

- i) All documents other than those required by law to be under Seal, made on behalf of Council and all decisions of the Council may be signed under the hand of the Chairperson, the Vice-Chancellor or the Deputy Vice-Chancellor (Administration, Planning and Finance) or any other member of the Council duly authorized by the Council in that behalf.
- j) Except where specified in regulations, no officer of the University, or any other person employed by the University or working in or in connection with a Department or body within or under the control of the University shall have authority to make any representations on behalf of the University or to enter into any contract on behalf of the University, except with the express consent of the Council.
- k) No such consent given by the Council shall be operative until a copy of the resolution of the Council, certified by the Vice-Chancellor has been delivered to such officer or other person.
- l) The Vice-Chancellor shall keep a register of all delegations under this part; and all documents to which the Seal has been affixed.
- m) The Vice-Chancellor shall, on request from any member of the Council, open the register for inspection by that member.

2. Pecuniary Interest

- a) No member of the University shall take or hold any interest in any property belonging to the University.
- b) If a member of the University has any pecuniary interest, direct or indirect, in any contract or proposed contract for the purpose, sale or other disposition of the land, or for the supply of work or goods to or for the purpose of the University and is present at a meeting of one of the said members of a Committee or Sub-Committee thereof at which the contract is the subject of consideration, he/she shall at the meeting, and as soon as practicable after the commencement thereof, disclose the fact and shall withdraw from the meeting during the consideration or discussion of or vote on any question with respect to the contract or proposed contract.
- c) The Council may prescribe in the regulations the rules for determining whether any member of the University has any pecuniary interest in such a contract.

STATUTE LIII INTELLECTUAL PROPERTY

1. Guiding Principles

- a) This Statute and the associated intellectual property policy specify the manner in which intellectual property lawfully able to be regulated by the University is to be developed, protected, managed and commercialized.
- b) As a matter of general principle, the University asserts ownership of intellectual property, other than scholarly works, created by its members of academic staff. This is congruent with International law and reflects the prevailing expectation of national granting bodies. This approach provides clarity and security of ownership rights, thereby promoting the

commercialization of research and the transfer of knowledge to the wider community. In relation to students, honorary appointees and visitors, the University asserts ownership only of intellectual property which is teaching material or the subject of specified agreements.

- c) In pursuit of its aims and functions, the University strives to deal expeditiously, expertly and thoroughly with opportunities to commercialise the intellectual property in which it asserts rights, and in so doing, seeks to realize its full value for itself, creators, and the wider community.
- d) The University will administer this statute and the intellectual property principles in a manner that ensures that proper regard is given to the interests of creators including, by their sharing in the financial and other benefits of what is created, and that any assignment of intellectual property owned by the University is not inconsistent with these guiding principles.

2. Ownership of Intellectual Property

- a) All rights (other than moral rights) to intellectual property created by members of staff in the course of or incidental to their employment are owned by the University, except in the case of scholarly works. Rights to scholarly works are owned by the member or members of academic staff who created such works.
- b) Except where Section 3 applies, the University has no rights to intellectual property solely developed by students, honorary appointees or visitors.
- c) The University has the power to enter into any specified agreement on such terms as it deems fit, whether or not it is or may become the owner of any intellectual property otherwise identified or referred to in the specified agreement.

3. Ownership of Intellectual Property Created by Students, Honorary Appointees or Visitors

- a) All rights (other than moral rights) to intellectual property created by any student, honorary appointee or visitor whilst engaged in an activity which is the subject of a specified agreement are owned by the University.
- b) All rights in relation to teaching material created by a student, honorary appointee or visitor are owned by the University.
- c) All other rights to intellectual property, in relation to scholarly works, are owned by the student, honorary appointee or visitor to the extent to which that person created such works.

4. Scholarly Works

- a) The author of scholarly works created whilst the author is a member of academic staff or a student, honorary appointee or visitor of the University, is deemed to have been granted to the University, and unless otherwise agreed by the University, a non-exclusive, royalty-free, worldwide and irrevocable licence to use those scholarly works for educational, teaching and research purposes only, for the duration in which the intellectual property rights subsist in the scholarly works, is granted whether or not the relevant member of academic staff,

honorary appointee or visitor is still employed or engaged by the University, or the student is still enrolled at the University.

- b) In exercising its rights under the licence granted to the University pursuant to Section 4(a), the University recognizes the moral rights of the author, including the rights of attribution and integrity of authorship, and that any use is for the University's benefit only and not for the personal exploitation or gain of any third parties including, other members of staff or students.

5. Vice-Chancellor as Attorney

A creator will, as required by the University, execute all documents and do all acts that may be necessary or desirable to give full effect to the provisions of this statute and the intellectual property principles. If a creator fails to execute any document or do any act for that purpose, the Vice-Chancellor may execute all such documents and do all such acts as his/her or her attorney under power in accordance with the terms of any enrolment declaration signed by a student or any terms of employment or engagement of a member of staff, honorary appointee or visitor. The Vice-Chancellor may exercise such power of attorney even if the University benefits from such power.

6. Assignment of Intellectual Property

- a) The University may assign any intellectual property owned by the University to third parties, including creators, on such terms as it deems fit or as otherwise provided in any specified agreement to which the University is a party.
- b) The University may also acquire any intellectual property from third parties, including creators, on such terms as it deems fit or as otherwise provided in any specified agreement to which the University is a party.
- c) Unless intellectual property has already been assigned or is otherwise the subject of an existing dealing by the University including, under the terms of a specified agreement, a creator may by notice in writing apply to the University for the Intellectual Property created by that creator to be assigned to that person or a designated third party. Any assignment by the University will only take place if an agreement is reached between the University and the applicant and as the case may be, the applicant or the designated third party acquires any rights to the intellectual property only by these means.

7. General Provisions

- a) The Council may establish an intellectual property policy which is to be used for the purposes of administering this Statute, including dealing with the interests of creators and giving effect to the guiding principles set out in the recitals to this statute. In the event of any inconsistency, the terms of this statute shall prevail.
- b) A creator must comply with the terms of the invention disclosure policy. The University will take into account, along with other relevant factors, any wishes of the creator made known to the University in reaching its own decision as to whether any intellectual property so disclosed to the University or any University owned company is either:

- i) to be protected at law and, if applicable, later commercialized for the benefit of the University and other stakeholders; or
 - ii) otherwise to be made available for the general purposes of the creator.
- c) Where the University deals with intellectual property for the purposes of profit or gain, it will share any net proceeds of commercialization with the creators of that intellectual property in accordance with the intellectual property policy.
- d) Any power or right to be exercised by the University under this statute may be exercised by the Vice-Chancellor or his/her nominee, except that the power of attorney referred to in Section 5 must be exercised personally.
- e) All intellectual property created by members of staff, honorary appointees, visitors or students prior to the date of coming into effect of this statute is intellectual property governed by the terms of the University's intellectual property statute in force at that time. The obligation to show that the intellectual property was created prior to the date of coming into effect of this statute rests with the creator. All other intellectual property created by members of staff, honorary appointees, visitors or students is governed by the terms of this Statute.

STATUTE LIV
SERVICE OF NOTICES AND DOCUMENTS

1. Except where otherwise expressly provided by the Act, or any other written law, any notice or document required by or for the purposes of the Act, or the Statutes, to be given or sent to any other person, may be given or sent either personally, or by registered post to him/her at his last known physical or postal address.
2. Where a notice or other document is sent by registered post, service thereof shall be deemed to have been properly effected by properly addressing and posting a letter containing the notice or other document, and shall be deemed to have been effected seven (7) days after posting.
3. The accidental omission to give a notice to or to send a document to any person entitled to receive the same shall invalidate the proceedings consequent upon such notice or document.

STATUTE LV
EQUAL OPPORTUNITY POLICY

1. Kisii University is an equal opportunity employer.
2. The University endeavours to admit qualified students into its programmes irrespective of their ethnicity, nationality, race, religion or socio-economic status.
3. As an employer, the University shall fully adhere to the Constitutional demand on gender equity and shall from time to time as need arises, deliberately appoint either gender to enhance affirmative action.
4. The University shall not discriminate on disability or religious affiliation in its staff appointment, promotion or appraisals.

**STATUTE LVI
MISCELLANEOUS**

1. Whereas the University recognizes the constitutional guarantee for freedom of association and assembly and fully subscribes to that guarantee, the University shall not permit its premises and other facilities to be used as offices or for the purpose of the management or promotion of the management or promotion of any political party.
2. No political rallies, fetes or other activities shall be allowed on the University grounds or premises without the prior written approval of the Vice-Chancellor provided that in, granting or refusing such approval, the Vice-Chancellor shall take into account the interests of the University including safety of its property.
3. Unless specifically authorized to do so by the Vice-Chancellor, no member of staff shall make public, political or policy statements on behalf of the University and if made contrary to this Statute, such statements shall be of no effect to the University and the University shall not take any responsibility for such statements.
4. Subject to the Act and any written law, any member of staff interested in contesting a senate, parliamentary or county assembly seat shall be required to resign from the service of the University before presenting himself/herself for nomination for such election.
5. A member of staff nominated to a senate, parliamentary or county assembly seat or appointed to public service shall be required to obtain unpaid leave of absence from the University on such terms and conditions as the Council on the recommendation of the Senate shall determine.
6. The Council may amend, add or alter these Statutes as it deems fit from time to time, provided that the Council shall not amend, alter or add to the Statutes governing courses of study and other academic matters without the receipt of a proposal or report thereon by the Senate and provided further that the Council shall not reject any such report or request or amend any Statutes so proposed without further reference to the Senate
7. No person may, except with the written consent of the Council, use the word “University” together with the word “Kisii” in furtherance of, or as, or in connection with any advertisement for any trade, business, calling or profession provided nothing in this Statute shall be construed as preventing the bona fide use by any person of any title in pursuance of the grant to him/her of a degree, diploma, certificate or other award by the University.
8. Where there is a conflict in the interpretation of these Statutes, the interpretation given thereof by the Council shall prevail.
9. These Statutes shall take effect upon gazetement by the Cabinet Secretary pursuant to Section 23 (2) of the Act.

**SCHEDULE I
COMMITTEES OF THE COUNCIL**

1. Human Resources and Appointments Committee

Terms of Reference

- a) Monitor implementation and effectiveness of University Recruitment Policy;
- b) Oversee staff development and training;
- c) Handle staff recruitment, review, performance appraisal, promotion and discipline (from Assistant Lecturer level to Grade XV or equivalent);
- d) Oversee industrial relations;
- e) Handle disciplinary matters for Deputy Vice-Chancellors, Principals, Deputy Principals, Registrars and Finance Officer and make recommendation to the Council;
- f) Handle grievances and appeals arising from discontinuation and suspension relating to examinations malpractice;
- g) Recommend to the Council award of honorary degrees;
- h) Consider qualified candidates for filling vacant posts in the University in accordance with the job description for the post to be filled;
- i) Recommend to the Council improvements in the job grading classifications as the Committee may consider appropriate;
- j) Review and make recommendations to the Council on Terms and Conditions of Service as and when necessary or when directed to do so by the Council from time to time;
- k) Examine and make recommendations to the Council on Salaries, Terms and Conditions of Service for all University employees;
- l) Advise the Council on matters related to the Pension Scheme; and
- m) Undertake any other responsibility assigned by the Council from time to time.

2. Audit, Governance, Risk Management and Sealing Committee

Terms of Reference

- a) Enhancing operation of adequate systems and control processes;
- b) Reviewing audit issues raised by both internal and external audits;
- c) Enhancing institutional governance;
- d) Monitoring of the Performance Contract and adherence to quality assurance standards;
- e) Reviewing risk management strategies;
- f) Authorize on behalf of the Council the application of the University Seal on documents; and
- g) Undertake any other responsibility assigned by the Council from time to time.

3. Planning, Finance, Building, Development and General Purposes Committee

Terms of Reference

- a) Oversee the overall University planning (short, medium, and long-term) including University Master Plan and Strategic Plan;

- b) Oversee all arrangements for development of new buildings once the finance have been made available;
- c) Oversee implementation of the Council Performance Contract;
- d) Oversight of University financial management and financial control systems;
- e) Receive and consider the report on the performance of various contractors for the proceeding tender or contract period;
- f) Recommend to the Council for its approval the annual estimates and expenditure;
- g) Recommend to the Council on acquisition of new fixed assets including land;
- h) Responsible for authorizing expenditure for all maintenance work with the provision that the Committee will have the authority to delegate the minor maintenance work to the University Management Board;
- i) Explore ways of raising funds for the University, both internally and externally;
- j) Develop appropriate and conducive policies to guide and promote resource mobilization and income generation activities in the University;
- k) Develop policies on utilization of resources for the development of the core business of the University;
- l) Recommend to the Council the provision of initial capital for potential income generating activities;
- m) Monitor and evaluate resource mobilization and income generation activities in the University; and
- n) Undertake any other responsibility assigned by the Council from time to time.

SCHEDULE II COMMITTEES OF THE SENATE

1. Deans Committee

Membership

- a) The Deputy Vice-Chancellor (Academic and Student Affairs) – *Chairperson*;
- b) The Deans of Faculties and Schools;
- c) The Dean of Students;
- d) The Directors of Institutes; and
- e) The Registrar (Academic Affairs) – *Secretary*.

Terms of Reference

- a) Make recommendations to the Senate on proposals from Faculty, Schools or Institute Boards that may have implications for other Faculty, Schools or Institutes, or for the systems in the University as a whole;
- b) Make recommendations to the Senate on regulations governing levels of fees and other regulations governing academic programmes;
- c) Consider and approve as appropriate applications for interfaculty, school or institute transfer of students;
- d) Administer all scholarship received by the University for undergraduate students;

- f) Make recommendations to the Senate on regulations governing levels of fees and other regulations governing academic programmes; and
- g) Deal with any relevant matter referred to it by the Vice-Chancellor or Senate.

2. Library, Publishing and Printing Committee

Membership

- a) The Deputy Vice-Chancellor (Academic and Student Affairs) – *Chairperson*;
- b) The Registrar (Academic Affairs);
- c) The Registrar (Research and Extension);
- d) The Deans of Faculties and Schools;
- e) The Directors of Institutes;
- f) The Director of ICT; and
- g) The University Librarian– *Secretary*.

Terms of Reference

- a) Prepare and submit to the Senate annual report on the functioning of the University Library.
- b) Make recommendations to the Senate on library policy regarding establishment of specialized libraries such as departmental, research or textbook collections;
- c) Assist and advise the Librarian on all matters relating to the Library;
- d) Formulate upto date rules and regulations governing the use of University libraries;
- e) Advise the Senate on the planning of major additions to the Library building and services;
- f) Ensure that all books, journals, and other materials acquired by the library comply with the ethical standards desired by the University;
- g) Make recommendations to the Senate on the stocking, staffing and equipping of the Library;
- h) Consider the facilities and resources needed and advise the University Librarian on all matters relating to the development of Library as a resource centre for learning and research; and
- i) Deal with any relevant matter referred to it by the Vice-Chancellor or the Senate.

3. Students Disciplinary Committee

Membership

- a) The Deputy Vice-Chancellor (Academic and Student Affairs) – *Chairperson*;
- b) The Dean of Students;
- c) Two Students representatives one of whom is the Chairperson of the Students Union;
- d) Relevant Dean of the Faculty or School, of Director of Institute;
- e) The Chairperson of relevant Department;
- f) The Chief Legal Officer;
- g) The Chief Security Officer; and
- h) The Registrar (Academic Affairs) – *Secretary*.

Terms of Reference

- a) Investigate issues of misconduct and indiscipline by students and recommend to the Senate appropriate corrective measures;
- b) Recommend to senate serious disciplinary cases that may require suspension or expulsion;
- c) Formulate and review the code of conduct for University students and recommend to the Senate amendments to the rule “*rules and regulations governing the Conduct and discipline of students*” if the need arises; and
- d) Deal with any relevant matter referred to it by the Vice-Chancellor or Senate.

4. Linkages Committee

Membership

- a) The Deputy Vice-Chancellor (Academic and Students Affairs) – *Chairperson*;
- b) The Registrar (Academic Affairs);
- c) The Deans of Faculties and Schools;
- d) The Directors of Institutes;
- e) The Director, Board of Postgraduate Studies;
- f) The Director, Board of Undergraduate Studies; and
- g) The Registrar (Research and Extension) – *Secretary*.

Terms of Reference

- a) Develop and recommend to the Senate the Linkage Policy for the University and linkage priorities;
- b) Receive and approve linkage proposals;
- c) Identify and make recommendations on ways of raising funds to support linkage activities;
- d) Encourage activities with Faculties, Institutes, Schools and Departments on matters pertaining to institutional linkages and continuing education;
- e) make appropriate arrangements for open days at the University;
- f) Make recommendations to the Senate on various ways in which the University will reach out to offer community services to the public;
- g) Liaise with the Agricultural Society of Kenya and other organizations that the University can exhibit at agricultural shows at various levels;
- h) Promote a closer linkage of research and training through staff and student involvement in outreach programmes including public sector interaction;
- i) Encourage, initiate and promote consultancy services by staff to clients; and
- j) Deal with any relevant matter referred to it by the Vice-Chancellor or the Senate.

5. Health, Safety and Environment Committee

Membership

- a) The Deputy Vice-Chancellor (Academic and Student Affairs) - *Chairperson*;
- b) The Chief Medical Officer;

- c) The Chief Security Officer;
- d) The Chief Halls Officer;
- e) The Estates Manager;
- f) The Dean, Faculty of Environmental and Natural Resource Management;
- g) The Dean of Students; and
- h) The Registrar (Academic Affairs) - *Secretary*.

Terms of Reference

- a) Initiate annual infrastructural, occupational, environmental, health and safety audits to enhance compliance and maintain high standards;
- b) Prepare, oversee implementation and review of Health, Safety and Environment Policies;
- c) Deal with matters relating to health of students, staff and medical services that may be referred to the Committee;
- d) Recommend to the Senate on environmental and safety measures and policies to be adopted by the University;
- e) Develop and recommend internal standards and policies related to health, recreation and safety;
- f) Convey information and developments relative to these standards and policies to the University community;
- g) Monitor, evaluate, and prepare reports concerning University health, recreation and safety programmes;
- h) Ensure mechanisms are in place for systematic hazard identification and risk assessment;
- i) Submit an annual report of its activities to the Senate; and
- j) Deal with any relevant matter referred to it by the Vice-Chancellor or the Senate.

6. Space Allocation Committee

Membership

- a) The Deputy Vice-Chancellor (Administration, Planning and Finance) - *Chairperson*;
- b) The Chief Halls Officer;
- c) The Estates Manager;
- d) The Finance Officer;
- e) The Coordinator of Examinations and Timetabling;
- f) The Registrar (Academic Affairs); and
- g) The Chief Planning Officer - *Secretary*.

Terms of Reference

- a) Assess current and projected University space needs for teaching, learning and administrative purpose;
- b) Allocate University offices to entitled staff;

- c) Review the University space needs policy as the need arises and make appropriate recommendations to the University Management Board; and
- d) Deal with any relevant matter referred to it by the Vice-Chancellor or the Senate.

7. Examinations and Timetabling Committee

Membership

- a) The Registrar (Academic Affairs) - *Chairperson*;
- b) The Deans of Faculties and Schools;
- c) The Directors of Institutes;
- d) The Dean of Students; and
- e) The Time-Tabling and Examinations Coordinator - *Secretary*.

Terms of Reference

- a) Liaise with all Faculties, Schools and Institutes to harmonize the examination and teaching timetables;
- b) Liaise with the Academic and Student Affairs Division to ensure that learning resources are optimally and effectively utilized;
- c) Advise the Senate on the expansion of teaching facilities; and
- d) Deal with any relevant matter referred to it by the Vice-Chancellor and the Senate.

8. Scholarships and Bursaries Award Committee

Membership

- a) The Deputy Vice-Chancellor (Academic and Student Affairs) - *Chairperson*;
- b) The Four members of Senate appointed by the Vice-Chancellor;
- c) The Finance Officer; and
- d) The Registrar (Academic Affairs) - *Secretary*.

Terms of Reference

- a) Review and make recommendations to the Senate on criteria for scholarships and bursary awards;
- b) Receive applications for scholarships and bursaries, evaluate and award scholarships and bursaries on behalf of the Senate;
- c) Recommend policy operation guidelines relating to scholarships and bursaries;
- d) Solicit for scholarships and bursaries on behalf of the University; and
- e) Deal with any relevant matter referred to it by the Vice-Chancellor or Senate.

9. Honorary Degree Award Committee

Membership

- a) The Vice-Chancellor – *Chairperson*;
- b) The Deputy Vice-Chancellor (Academic and Student Affairs);
- c) The Deputy Vice-Chancellor (Administration, Planning and Finance);
- d) Three other members of the Senate appointed by the Senate;
- e) Two members of the Council appointed by the Council (other than the Chairperson of the Council);
- f) The Registrar (Research and Extension); and
- g) The Registrar (Academic Affairs) - *Secretary*.

Terms of Reference

- a) Receive and consider proposals and nominations for the award of honorary degrees; and
- b) Recommend to the Senate and the Council award of honorary degrees.