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THE UNIVERSITIES ACT

(No. 42 of 2012)

THE UNIVERSITY OF EMBU STATUTES, 2020

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THE UNIVERSITIES ACT

(No. 42 of 2012)

IN EXERCISE of the powers conferred by section 23 of the Universities Act and sections 11(k) (vi) of the Embu University Charter, 2019, the Embu University Council Makes the following Statutes—

THE UNIVERSITY OF EMBU STATUTES

Citation

1. These Statutes shall be cited as University of Embu Statutes, 2020.

Interpretations

2. In these Statutes, unless the context otherwise requires—

“Academic Year” means a period of study consisting of two semesters, not necessarily consecutive, and any other additional period of study or research as may be prescribed in the regulations for a particular programme of study;

“Act” means the Universities Act, 2012 (Revised 2016);

“Alumni Association” means the Alumni Association of the University established under the Act;

“Cabinet Secretary” means the Cabinet Secretary for the time being in charge of University Education

“Campus” means campus established under the Act;

“Chairperson” means a person appointed by the Vice-Chancellor as Chairperson of Department;

“Chancellor” means the Chancellor of the University of Embu appointed under the Act;

“Charter” means the Charter of the University of Embu granted under the provisions of the Act;

“Council” means the Council of the University of Embu established under the Act;

“Dean of Students” means the person appointed by the Vice-Chancellor of the University of Embu to be the Dean of Students under these Statutes;

“Dean” means the Dean of a School as appointed under these Statutes;

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

“Deputy Vice-Chancellor” means a Deputy Vice-Chancellor of the University of Embu as appointed under the Act;

“Director” means a person appointed by the Vice-Chancellor of the University of Embu as Director of a Directorate or Institute;

“Finance Officer” means the person appointed by the Council of the University of Embu under Statute XI;

“Financial Year” means the financial year of the University of Embu as provided for under the Act;

“Graduate” means a person upon whom a degree or any other academic qualification has been conferred in accordance with these Statutes;

“Internal Auditor” means the person appointed to be the Internal Auditor of the University of Embu under these Statutes;

“Institute” means an Institute of the University of Embu established under these Statutes;

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

“Legal Officer” means the person appointed to be the Legal Officer of the University of Embu under these Statutes;

“Librarian” means the person appointed to be the University Librarian under these Statutes;

“Principal of a Constituent College” means the person appointed to be the Principal of a Constituent College under the Act

“Registrar” means a Registrar of the University of Embu appointed under these Statutes;

“School” means a School of the University of Embu established under these Statutes;

“Senate” means the Senate of the University of Embu established under the Act, the Charter and these Statutes;

“Staff Association” means an association of the staff recognized by the Council as being an association representative of the staff of the University of Embu;

“Statutes” means Statutes of the University of Embu made by the Council under the Act;

“Student” means a person registered by the University of Embu for the purposes of obtaining education and training towards the acquisition of a particular qualification or any other person who is determined by the Senate to be a student within a similar context;

“Students’ Association” means an association of students recognized by the Council as being an organization representative of the students of the University of Embu;

“Unit” means a body, which for administrative purposes has been designated by the Council as being constituted within a particular department or other bodies of equivalent status within the University of Embu;

“University” means the University of Embu established under the Act;

“University Management Board” means the Management Board of the University of Embu established under the Act, the Charter and these Statutes;

“Vice-Chancellor” means the Vice-Chancellor of the University of Embu appointed under the Act;

“Warden” means a Warden of Students’ Halls of Residence in the University of Embu established under Statute IX;

Other terms in these statutes shall be defined in accordance with the Act and the Charter;

Members of the University

3. (1) The members of the University shall be as defined in the Act or the Charter.

(2) The Council, on the recommendation of the Management, shall have the power to declare such other persons, members of the University as it may deem 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 the Act, the Charter or these Statutes.

The Chancellor

4. (1) There shall be a Chancellor appointed pursuant to provisions of the Act and the Charter following procedures set out in the Act and the Charter.

(2) The Chancellor shall hold office for a term of five years and be eligible for reappointment in accordance with the Act and Charter.

(3) The Chancellor shall hold office and exercise the powers and functions provided in the Act and Charter.

(4) The Chancellor may, in exercise of the powers conferred under the Act and Charter, recommend to the Cabinet Secretary a visitation of the University.

(5) The Chancellor shall recommend to the Cabinet Secretary and or advise Council on the course of action to taken following a visitation.

(6) The Chancellor shall enjoy such other powers and privileges as may be determined by the Council from time to time.

(7) The Chancellor may from time to time give advice to the University Council that the Chancellor considers necessary for the betterment of the University.

The Vice-Chancellor

5. (1) The recruitment of the Vice-Chancellor shall be as per the provisions of the Act and the Charter and the conditions of appointment of the Vice-Chancellor shall be as set out in the contract of service as may be determined by the Council from time to time.

(2) The Vice-Chancellor shall hold office for a period of five years and may, subject to satisfactory performance, be eligible for re-appointment for a further term of five years.

(3) At least seven months to the expiry of the five year contract, the Vice-Chancellor shall, if interested in a second term, submit an application to the Chairperson of the Council to consider renewing his or her contract.

(4) The Council shall within two months of receipt of the application, evaluate the performance of the Vice-Chancellor and, if satisfied, recommend to the Cabinet Secretary his or her re-appointment for a final term of five years.

- (5) The office of the Vice-Chancellor shall become vacant—
- (a) if the Vice-Chancellor resigns by giving notice in writing, in accordance with his or her Contract of Appointment, addressed to the Cabinet Secretary and copied to the Chairperson of the Council;
 - (b) if the Cabinet Secretary, on the recommendation of the Council, terminates the appointment by giving notice in accordance with his or her Contract of Appointment;
 - (c) if the Cabinet Secretary, on recommendation of the Council, is satisfied that the Vice-Chancellor is—
 - (i) by reason of physical or mental infirmity after confirmation by a registered medical practitioner, is unable to exercise the functions of his or her office;
 - (ii) adjudged bankrupt by a court of competent jurisdiction;
 - (iii) convicted of a felony;
 - (d) upon the death of the Vice-Chancellor.
- (6) 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 the overall responsibility for the direction, organization, administration and programmes of the University; and
 - (c) be responsible to the Council for implementation of policies, maintaining and promoting the efficiency and good order of the University.
- (7) The Vice-Chancellor shall ensure efficient operations and implementation of the organizational structure of the University.
- (8) The Vice-Chancellor may assign or delegate any of his duties to a Committee or to a member of staff and may at his or her discretion, withdraw any such assignment or delegation at any time.
- (9) The Vice-Chancellor shall, by the virtue of his or her office, be a member of every Committee appointed by the Council, unless otherwise explicitly provided.
- (10) The Vice-Chancellor shall be the Chairperson of the University Management Board, Senate and any other University Committee as may be provided in these Statutes.
- (11) The Vice-Chancellor shall appoint Deans of Schools, Chairmen of Departments, and Directors of Directorates or Institutes, as provided for under these Statutes.
- (12) The Vice-Chancellor shall have such other powers and duties as may be conferred upon him or her by the Council in accordance with the Act, Charter and these Statutes.

Deputy Vice-Chancellors

6. (1) There shall be such a number of Deputy Vice-Chancellors as shall be determined and designated by Council from time to time and who shall, under the general authority of the Vice-Chancellor, be in charge of the following functions—

- (a) Academics, Research and Extension;
- (b) Administration;
- (c) Finance, Planning and Development;

Deputy Vice-Chancellor (Academics, Research and Extension)

(2) The recruitment of the Deputy Vice-Chancellor for the time being in charge of Academics, Research and Extension shall be as per the provisions of the Act and the Charter.

(3) The Deputy Vice-Chancellor shall hold office for a period of five years and may, subject to satisfactory performance, be eligible for re-appointment for a further term of five years.

(4) At least seven months to the expiry of the five year contract, the Deputy Vice-Chancellor shall, if interested in a second term, submit an application to the Chairperson of the Council, copied to the Secretary of the Council, to consider renewing his or her contract.

(5) The Council shall within two months of receipt of the application, evaluate the performance of the Deputy Vice-Chancellor and, if satisfied, recommend to the Cabinet Secretary his or her re-appointment for a final term of five years.

(6) The conditions of appointment of the Deputy Vice-Chancellor (ARE) shall be as set out in the Terms of Service and as may be amended by the Council from time to time.

(7) The office of the Deputy Vice-Chancellor shall become vacant—

- (a) if the Deputy Vice-Chancellor resigns by giving notice in writing, in accordance with his or her Contract of Appointment, addressed to the Cabinet Secretary and copied to the Secretary of Council and the Chairperson of the Council;
- (b) if the Cabinet Secretary, on the recommendation of the Council, terminates the appointment by giving notice in accordance with his or her Contract of Appointment;
- (c) if the Cabinet Secretary, on recommendation of the Council, is satisfied that the Deputy Vice-Chancellor is;
 - (i) by reason of physical or mental infirmity after confirmation by a registered medical practitioner, is unable to exercise the functions of his or her office,
 - (ii) adjudged bankrupt by a court of competent jurisdiction,
 - (iii) convicted of a felony;
- (d) upon the death of the Deputy Vice-Chancellor.

(8) The Deputy Vice-Chancellor shall be the head of the Academics, Research and Extension Division of the University which has the following responsibilities—

- (a) teaching and training, which include; planning for academic programmes, preparation of syllabi and their regulations, timetables, examinations, certificates and transcripts and graduation, library services, and students attachment and training of academic staff;

- (b) students affairs, which include; admissions and records, students' welfare (recreational, sports and games), counselling and discipline;
 - (c) academic support services, which include; library services, co-ordination of the allocation of resources for academic purposes and safety in teaching areas;
 - (d) academic quality assurance, which include; issues such as academic staff and programme appraisals;
 - (e) research and extensions services, which include; co-ordination of research activities, planning of research workshops and seminars, promoting innovations and patents, planning of linkages, planning extensions services, and soliciting for funds for research and innovations;
 - (f) research support services, which include; co-ordination of the allocation of resources for research and extension purposes and safety in research areas;
 - (g) incubation of research ideas and innovations;
 - (h) overseeing the implementation of all research related agreements and MoU's of the University;
 - (i) research quality assurance, which include; issues such as adherence to research ethics and other regulatory provisions as well as regular appraisal of research outputs and outcomes.
- (9) The Deputy Vice-Chancellor shall be the secretary to the Senate and chair the following committees—
- (a) Deans';
 - (b) Library;
 - (c) Students' Disciplinary;
 - (d) Students' Welfare;
 - (e) Board of Postgraduate Studies;
 - (f) Research and Extension;
 - (g) Collaboration and Linkages;
 - (h) Innovation and Intellectual Property;
 - (i) Any other committee as may be established by the Senate or the Management from time to time.
- (10) The Deputy Vice-Chancellor shall be the returning officer for the election of Deans of Schools.
- (11) The Deputy Vice-Chancellor shall be responsible for the allocation of academic and research facilities and resources such as laboratories and lecture halls.
- (12) The Deputy Vice-Chancellor shall have such other duties as may be assigned or delegated to him or her by the Vice-Chancellor in accordance with the Act, the Charter and these Statutes.

Deputy Vice-Chancellor (Administration)

7. (1) The recruitment of the Deputy Vice-Chancellor for the time being in charge of Administration shall be as per the provisions of the Act and the Charter.

(2) The Deputy Vice-Chancellor (Administration) shall hold office for a period of five years and may, subject to satisfactory performance, be eligible for re-appointment for a further term of five years.

(3) At least seven months to the expiry of the five year contract, the Deputy Vice-Chancellor (Administration) shall, if interested in a second term, submit an application to the Chairperson of the Council, copied to the Secretary of the Council, to consider renewing his or her contract.

(4) The Council shall within two months of receipt of the application, evaluate the performance of the Deputy Vice-Chancellor (Administration) and, if satisfied, recommend to the Cabinet Secretary his or her re-appointment for a final term of five years.

(5) The conditions of appointment of the Deputy Vice-Chancellor (Administration) shall be as set out in the Terms of Service and as may be amended by the Council from time to time.

(6) The office of the Deputy Vice-Chancellor (Administration) shall become vacant—

- (a) if the Deputy Vice-Chancellor (Administration) resigns by giving notice in writing, in accordance with his or her Contract of Appointment, addressed to the Cabinet Secretary and copied to the Secretary of Council and the Chairperson of Council;
- (b) if the Cabinet Secretary, on the recommendation of the Council, terminates the appointment by giving notice in accordance with his or her Contract of Appointment;
- (c) if the Cabinet Secretary, on recommendation of the Council, is satisfied that the Deputy Vice-Chancellor (Administration) is;
 - (i) by reason of physical or mental infirmity after confirmation by a registered medical practitioner, is unable to exercise the functions of his or her office,
 - (ii) adjudged bankrupt by a court of competent jurisdiction,
 - (iii) convicted of a felony;
- (d) upon the death of the Deputy Vice-Chancellor (Administration).

(7) The Deputy Vice-Chancellor (Administration) shall be the head of the Administration Division of the University which has the following responsibilities:

- (a) staff recruitment;
- (b) staff training;
- (c) payroll administration;
- (d) staff appraisal and promotions;
- (e) staff discipline;
- (f) staff welfare;
- (g) health care services;
- (h) central services;

(i) staff registry administration.

(8) The Deputy Vice-Chancellor (Administration) shall be secretary to the University Management Board and provide the secretariat for the following Committees:

- (a) Staff Appraisal, Appointments and Promotion;
- (b) Staff Welfare;
- (c) Health;
- (d) Recreation, Environmental Protection and Safety
- (e) Any other committee as may be established by Management from time to time.

(9) The Deputy Vice-Chancellor (Administration) shall have such other duties as may be assigned or delegated to him or her by the Vice-Chancellor in accordance with the Act, Charter and these Statutes.

Deputy Vice-Chancellor (Finance, Planning & Development)

8. (1) The recruitment of the Deputy Vice-Chancellor for the time being in charge of Finance, Planning and Development (FPD) shall be as per the provisions of the Act and the Charter.

(2) The Deputy Vice-Chancellor (FPD) shall hold office for a period of five years and may, subject to satisfactory performance, be eligible for re-appointment for a further term of five years.

(3) At least seven months to the expiry of the five year contract, the Deputy Vice-Chancellor (FPD) shall, if interested in a second term, submit an application to the Chairperson of Council, copied to the Secretary of the Council, to consider renewing his or her contract.

(4) The Council shall within two months of receipt of the application, evaluate the performance of the Deputy Vice-Chancellor (FPD) and, if satisfied, recommend to the Cabinet Secretary his or her re-appointment for a final term of five years.

(5) The conditions of appointment of the Deputy Vice-Chancellor (FPD) shall be as set out in the Terms of Service and as may be amended by the Council from time to time.

(6) The office of the Deputy Vice-Chancellor (FPD) shall become vacant—

- (a) if the Deputy Vice-Chancellor (FPD) resigns by giving notice in writing, in accordance with his or her Contract of Appointment, addressed to the Cabinet Secretary and copied to the Secretary of Council and the Chairperson of Council;
- (b) if the Cabinet Secretary, on the recommendation of the Council, terminates the appointment by giving notice in accordance with his/or her Contract of Appointment;
- (c) if the Cabinet Secretary, on recommendation of the Council, is satisfied that the Deputy Vice-Chancellor (FPD) is;
 - (i) by reason of physical or mental infirmity after confirmation by a registered medical practitioner, is unable to exercise the functions of his or her office,
 - (ii) adjudged bankrupt by a court of competent jurisdiction,

(iii) convicted of a felony;

(d) upon the death of the Deputy Vice-Chancellor (FPD).

(7) The Deputy Vice-Chancellor (FPD) shall be the head of the Finance, Planning and Development Division of the University, which has the following responsibilities:

- (a) corporate planning;
- (b) financial administration;
- (c) catering and accommodation services;
- (d) procurement planning;
- (e) estates management;

(8) The Deputy Vice-Chancellor (FPD) shall provide the secretariat for the following Committees:

- (a) Planning, Establishment and Development;
- (b) Income Generation;
- (c) Budget;
- (d) Any other committee as may be established by management from time to time.

(9) The Deputy Vice-Chancellor (FPD) shall have such other duties as may be assigned or delegated to him or her by the Vice-Chancellor in accordance with the Act, the Charter and these Statutes.

University Librarian

9. (1) Subject to the provisions of the Act, the Charter and Statutes, the Council shall appoint a University Librarian who shall hold office upon such terms and conditions as may be determined by the Council from time to time.

(2) The University Librarian shall be responsible to the Deputy Vice-Chancellor (ARE) for the management, organization, operation and utilization of University Library services and to advise on the establishment of library services.

(3) The University Librarian shall be a member of the Senate and will be responsible for the development and administration of Library User Education Programme for all students.

(4) Subject to the provisions of the Act, the Charter and these Statutes, the University Librarian shall cause development, organization and operation of the Library, advise Schools, Institutes and Directorates on appropriate steps to take to ensure that all courses of study approved by the Senate are well catered for in terms of books and other resource materials and equipment and shall in addition thereto strive to develop the Library into a viable repository of Kenyan and other materials of scholarly value.

Dean of Students

10. (1) Subject to the provisions of the Act, the Charter and Statutes, the Vice-Chancellor shall appoint a Dean of Students from the Academic and Senior Administrative staff of the university who shall hold office upon such terms and conditions as may be determined by the Vice-Chancellor from time to time.

(2) The Dean of Students shall be answerable to the Deputy Vice-Chancellor (Academics Research and Extension) for the co-ordination of students' activities and

welfare and in this connection, shall also co-ordinate the work of the Chaplaincy, Wardens and Counselors, Entertainment Services, and working closely with Heads of Catering and Accommodation Services.

(3) The Dean of Students shall serve as the Chairperson of the Wardens Committee, and a member of the Students' Welfare Committee.

(4) The Dean of Students shall be the Returning Officer for the Students' Association elections.

(5) The Dean of Students shall guide and encourage the students to form and develop professional and social clubs and societies and shall in that regard provide the necessary administrative support to such clubs and societies.

(6) The Dean of Students shall coordinate the provision of services to address the needs of students living with disability.

(7) The Dean of Students shall perform such other duties as may be assigned to him or her by the Vice-Chancellor or any other authorized officer of the University from time to time.

Wardens

11. (1) The Vice-Chancellor shall appoint Hostel Wardens from among Academic and Senior Administrative staff under such terms and conditions as may be determined by the University Management Board from time to time to assist in the administration of students' welfare and counseling.

(2) A warden shall hold office for a period of two years and shall be eligible for re-appointment once for a further term of two years.

(3) A Warden shall perform such duties as shall be assigned to him or her from time to time by the Vice-Chancellor or any other authorized officer of the University from time to time.

(4) A Warden, in the performance of his or her duties shall work closely with the Dean of Students.

(5) Persons appointed as Wardens shall not be holders of other management positions in the University.

Registrars

12. (1) Subject to the provisions of the Act, the Charter and these Statutes, the Council shall appoint Registrars through competitive hiring who shall hold office upon such terms and conditions as may be determined by the Council from time to time.

(2) The Registrars shall perform such duties as may be delegated or assigned to them by the Vice-Chancellor or their respective Deputy Vice-Chancellors.

Finance Officer

13. (1) Subject to the provisions of the Act, the Charter and these Statutes, the Council shall appoint a Finance Officer through a competitive process who shall hold office upon such terms and conditions as may be determined by the Council from time to time.

(2) The Finance Officer shall be responsible to the Deputy Vice-Chancellor for the time being in charge of Finance in the discharge of the functions of his/her office.

(3) The Finance Officer shall perform such other duties as may be assigned to him/her by the Vice-Chancellor or any other authorized officer of the University from time to time.

Chief Legal Officer

14. (1) Subject to the provisions of the Charter and these Statutes, the Council shall appoint through competitive hiring a Chief Legal Officer who shall hold office upon such terms and conditions as may be determined by the Council from time to time.

(2) The Chief Legal Officer shall be responsible to the Deputy Vice-Chancellor (Administration) in the discharge of the functions of his or her office.

(3) The Chief Legal Officer shall be responsible for the legal matters of the University.

(4) The Chief Legal Officer shall perform such other duties as may be assigned to him or her by the Vice-Chancellor or any other authorized officer of the University from time to time.

Medical Officer

15. (1) Subject to the provisions of Charter and these Statutes, the Council shall appoint through competitive hiring a Medical Officer who shall hold office upon such terms and conditions as may be determined by the Council from time to time.

(2) The Medical Officer shall be responsible to the Deputy Vice-Chancellor in charge of administration in the discharge of the functions of his or her office.

(3) The Medical Officer shall perform such other duties as may be assigned to him/her by the Vice-Chancellor or any other authorized officer of the University from time to time.

Internal Auditor

16. (1) Subject to the provisions of Charter and these Statutes, Council shall competitively recruit an Internal Auditor who shall hold office upon such terms and conditions as may be determined by the Council from time to time.

(2) The Internal Auditor shall be responsible to the Council and shall have the overall responsibility for the internal controls and risk management within the University.

(3) The Internal Auditor shall administratively report to the Vice-Chancellor and shall perform such other duties as may be assigned to him by the Council or Vice-Chancellor from time to time.

Council

17. (1) The membership, powers and functions of the Council shall be as prescribed in the Act and the Charter.

(2) Pursuant to the provisions of the Act, the Council shall in addition to the functions set out in the Charter have the following powers and duties—

- (a) acquire land, buildings, premises, furniture and equipment, vehicles and machinery and other means and facilities required for carrying out work of the University in accordance with the Charter;
- (b) employ and approve the terms and conditions of service for all staff of the University;
- (c) make new or additional Statutes, and alter, amend or revoke existing Statutes on recommendation of the Senate and cause them to be gazetted;

- (d) provide for the welfare of employees of the University;
- (e) approve Staff establishment for the proper functioning of the University;
- (f) to receive and approve budgets and estimates of expenditure required to carry out the operations of the University;
- (g) mobilize resources for infrastructure development;
- (h) approve investment of any money belonging to the University as Council may from time to time deem fit;
- (i) approve University charges and fees;
- (j) approve a Seal, Coat of Arms and Mace for the University;
- (k) subject to the Act, these Statutes and any other written law, approve the removal from office and any other disciplinary action over staff appointed by Council in the University;
- (l) manage, supervise and administer the assets of the university in such a manner as best promotes the purpose for which the university is established;
- (m) determine the provisions to be made for capital and recurrent expenditure and for reserves of the university;
- (n) receive any grants, donations or endowments on behalf of the university and make legitimate disbursements therefrom;
- (o) enter into association, collaboration or linkages with other bodies or organizations within or outside Kenya as the university may consider desirable or appropriate and in furtherance of the purpose for which the university is established;
- (p) open a banking account or accounts for the funds of the university; and
- (q) carry out any other function necessary for the smooth operations of the University.

Meetings of the Council

18. (1) The Council shall meet as often as necessary for the transaction of business, but not more than four months shall elapse between the date of one meeting and that of the next meeting.

(2) The Chairperson may at any time, and shall upon written request by a majority of the members, call a special meeting of the Council.

(3) The Chairperson shall preside at every meeting of the Council at which he is present, but in the absence of the Chairperson the members present may elect one from among their number to preside.

(4) The quorum for a meeting of the Council shall be five members.

(5) Unless a unanimous decision is reached, a decision on any matter before the Council shall be by a majority of the members present, and in the case of an equality of votes the Chairperson or person presiding shall have a casting vote.

(6) A member who has a direct or indirect interest in a matter being considered or to be considered by the Council shall, as soon as the relevant facts regarding the matter

come to knowledge of the member, disclose the nature of such interest, and shall not be present during any deliberations on the matter.

(7) The Council shall cause the minutes of all proceedings of its meetings to be recorded and kept, and shall be signed by the Chairperson or the person presiding at the meeting;

(8) The Council may, at the discretion of the Chairperson, transact any business by electronic consultation and any decision so taken shall be submitted for ratification at the next meeting of the Council.

(9) The Chairperson, in emergency cases, upon notification of members, may approve on behalf of the Council, a request from the University Management provided that the decision so taken shall be submitted for ratification at the next meeting of the Council.

(10) The Council may regulate its own procedure.

Committees of the Council

19. (1) The Council may establish such committees with the membership and with such terms of reference as it may deem fit and shall at the next full council meeting consider reports from the Committees and any other agenda.

(2) The Council may delegate any of its functions or duties to a committee consisting of such members of the Council and other persons as the Council may determine. The Council may empower any such committees to act jointly with any committees appointed by the Senate.

(3) Where the Council has delegated functions to a Committee, such a committee shall not in turn delegate such functions.

(4) The Council shall appoint the Chairperson of each Council Committee, guided by competence of the members, provided that in the absence of the Chairperson of any Committee, the members present and constituting a quorum may elect one person from among themselves to chair that meeting.

(5) Unless the Council otherwise determines, the quorum of any Committee of Council shall be the nearest whole number above half the membership of the Committee.

(6) Council Committees shall cause minutes of their proceedings to be kept by the Council Secretary and such minutes shall be confirmed, subject to any necessary amendment at a subsequent meeting.

(7) The Committees, where it deems necessary, may invite senior members of staff to offer technical expertise from time to time.

University Management Board

20 . (1) There shall be a Management Board (MB) of the University whose membership shall be—

- (a) the Vice-Chancellor, who shall be the Chairperson;
- (b) the Deputy Vice-Chancellors;
- (c) the Principals of Colleges within the University;
- (d) the Registrars of the University;
- (e) The Finance Officer of the University;

(f) such other member of senior management as the University Council may determine in accordance with the Charter and Statutes.

(2) The Chairperson of the Management Board may invite other officers of the University to attend MB 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.

(3) The University Management Board shall assist the Vice-Chancellor in the day-to-day management of the University and shall—

- (a) encourage the rationalization and efficiency of University services;
- (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) set the terms and conditions for the appointment of internal and external examiners;
- (d) submit proposals to the University Council concerning annual budgets, development priorities, staff development plans, terms and conditions of service, fund raising strategies, student welfare, public relations policies, academic partnerships and linkages with other universities, collaborations with industry, as well as any policies and any matters related to the development, management and administration of the University;
- (e) authorize the initiation of legal proceedings or defend or compromise legal proceedings in the name of and on behalf of the university;
- (f) advise the University Council on the management and administration affairs of the University;
- (g) propose to the University Council rules and regulations for the administration of the University and for the execution of its programmes and plans;
- (h) establish any University charges and fees; and
- (i) perform any other duties related to the management of the University as may be assigned by the University Council from time to time.

(4) The Chairperson of the Management Board shall be the Vice-Chancellor.

(5) The Deputy Vice-Chancellor for the time being in charge of Administration shall be the secretary to the Management Board.

(6) The Vice-Chancellor may appoint one of the Deputy Vice-Chancellors, or in their absence, any other member of management to chair the MB meeting in his or her absence.

(7) Unless Management Board otherwise determines, a meeting of the Management Board shall be held at least once every month.

(8) At all meetings of Management Board, a quorum shall be the nearest whole number above half of the membership of the Management Board.

(9) Decisions of Management Board shall be by consensus and, in the event that consensus is not reached, a simple majority vote of those present and voting provided that the Chairperson of the Management Board shall have a casting vote in case of an equality of votes.

(10) The Vice-Chancellor may at any time call a meeting of Management Board and shall call a meeting within 7 days of receiving a request for that purpose addressed to him and signed by at least a third of membership of the Management Board.

Appointment of committees

21. (1) The Council, the Management Board, Senate, schools, departments, institutes, directorates and the Alumni Association may appoint standing, special, ad-hoc or advisory committees as they may deem fit and any such Committee may include students and persons who are not members of the body appointing the Committee.

(2) The functions and duties of the committees shall be such as the body appointing it may from time to time direct and shall include the power to appoint sub-committees as it deems fit.

(3) The body appointing a committee may make rules or procedures for the committee, but subject thereto every committee may determine its own procedure of conduct of its business.

Proceedings

22. (1) The Council, Senate, schools, departments, institutes, directorates and the Alumni Association, may from time to time make standing orders to govern their respective proceedings, subject to the provisions of these Statutes.

(2) Unless otherwise provided by the Act, Statutes and Regulations when any matter or question is put to a vote, it shall be determined by the majority of the members of the body concerned present and voting on the matter or question, and in case of equality of votes, the Chairperson shall have a casting vote whether or not he/she has voted before on the matter in question.

(3) Unless otherwise provided by the Act or the Statutes, the quorum for all committees of the Council, Management Board, Senate, schools, institutes or departments and their committees shall be the nearest whole number above half of the total membership.

Powers of Delegation

23. (1) Subject to the provisions of the Statutes, the Council, the Senate, schools, departments, institutes, directorates, centres and the Alumni Association may, subject to such conditions as deemed fit to impose, delegate any of the functions or duties conferred or imposed under or by virtue of the Statutes to the Chairperson or any other of their members or to committees consisting of such members and other persons as they may determine.

(2) Subject to these Statutes, any such delegation shall be revocable at will and shall not preclude the person or body making the delegation from exercising any of the powers or duties conferred upon or imposed under or by virtue of these Statutes.

(3) Council shall not delegate its powers to approve alteration, amendment, addition to or revocation of the provisions of the Statutes.

Terms and Conditions of Service of University Staff

24. (1) The Council shall approve the terms and conditions of appointment and promotion of all staff of the University.

(2) Subject to the provisions of the Act, the Charter and these Statutes, the Council shall approve the appointment and promotion of staff as it may deem necessary for the efficient functioning of the University.

(3) Subject to the provisions of the Act, the Charter and these Statutes, the Council may approve such other appointments and promotions, whether paid or honorary, as it may deem fit.

Senate

25. (1) Subject to the provisions of the Charter, Senate which shall be in charge of all academic matters of the university and shall undertake the functions assigned to it in the Act, Charter and Statutes.

(2) Senate membership shall consist of—

- (a) the Vice-Chancellor, who shall be the Chairperson;
- (b) Deputy Vice-Chancellors;
- (c) Principals of constituent colleges;
- (d) Principals of colleges of the University;
- (e) Deans of the schools in the University;
- (f) Director, Directorate of Postgraduate Studies;
- (g) Director, Directorate of Academic Quality Assurance;
- (h) Director, Directorate of Research and Extension;
- (i) Directors of institutes and programmes;
- (j) Registrars of the University;
- (k) Chairmen of departments;
- (l) Professors of the University;
- (m) one member of the Academic Board or equivalent body (if any) of each Constituent College from among the members of such board or body;
- (n) the University Librarian;
- (o) the Dean of Students;
- (p) two members elected by the Students' Association, who shall not be entitled to attend deliberations of the Senate on matters which are considered by the Chairperson of the Senate to be confidential or which relate to examinations, the general discipline of students, and other related matters; and
- (q) such other member as the University Council may determine.

(3) The Deputy Vice-Chancellor for the time being in-charge of academics shall be the secretary to the Senate.

(4) Persons who are members of Senate by virtue of their office shall cease to be members when they cease to be in office.

(5) Subject to the provisions of the University Charter, Senate shall in addition to the functions set out in the Charter have the powers and duties to—

- (a) identify, in consultation with the Alumni Association, suitable persons to be appointed as Chancellor of the University;
- (b) approve programmes of study, regulate admission of persons to the University and determine their continuance or discontinuation in such programmes and condition for qualifying for conferment of degrees, award of various titles, distinction and other awards offered by the university;
- (c) advise the University Council on all academic affairs of the University;
- (d) recommend chargeable tuition fees;
- (e) make regulations regarding the standard of proficiency to be gained in each examination for a Degree, Diploma, Certificate or other award of the University;
- (f) decide which persons have attained the prescribed standard of proficiency and are otherwise fit to be granted a diploma, certificate or other award of the University;
- (g) decide which persons have attained the prescribed standard of proficiency and are otherwise fit to be granted degrees and prescribed postgraduate awards;
- (h) appoint internal and external examiners upon request from Schools;
- (i) withdraw any degree, diploma, certificate or other academic qualification conferred or granted contrary to any requirements or other University regulations or where the qualifications obtained was through fraudulent or other improper means;
- (j) consider requests for the establishment of colleges and campuses, divisions, schools, institutes, directorates, departments or other units of learning and research in accordance with the Charter and these Statutes and, if found suitable, recommend with or without amendments to Council for their establishment;
- (k) approve, review, amend or control any action of any school, institute, department, division, centre or other unit of learning and research and to give appropriate direction to any such body;
- (l) recommend, subject to any conditions made by the donors thereof which are accepted by Council, the time, mode and conditions, of competition for fellowship, scholarship, studentship, exhibitions, bursaries, prizes and other aids to study and research and to award the same. Where it is satisfied that on academic or other legitimate grounds it is necessary so to do, Senate may withdraw or direct the withdrawal of any fellowship, scholarship, studentship, exhibition, bursary, prize or other aid to study and research;
- (m) prescribe the ceremonial academic attire to be worn by graduands and members of the University;
- (n) exercise general responsibility for the resource and services of the University library;
- (o) promote and administer the extra-mural, external and extension work of the University;
- (p) recommend to Council on all Statutes, regulations or proposed changes thereof;

- (q) consider and report to Council on any matters referred to it by Council;
- (r) discuss and declare an opinion on any matters whatsoever relating to the University;
- (s) formulate policies, rules and regulations for the discipline of the students of the University;
- (t) prescribe which units of learning or research and which subjects of study shall form part, or be the responsibility of each of the Schools. A unit of learning or research or a subject of study may, if Senate so directs, form part or be the responsibility of more than one school;
- (u) establish committees consisting of such members of Senate and any other persons as it may deem fit. The Senate may delegate any of its functions or duties to committees and may also empower such committees to act jointly with any committee appointed by Council, Boards of Institutes or Schools;
- (v) make regulations governing such other matters as are within its powers in accordance with the Act, the Charter or Statutes.
- (w) exercise all such powers as are or may be conferred on Senate by the Act, Charter, Statutes and regulations and do such other acts as Council may authorize;

Meetings of the Senate

26. (a) Unless the Senate otherwise determines, ordinary meetings of the Senate shall be held at least once a semester.
- (b) Special meetings of the Senate may be held from time to time as determined by the Vice-Chancellor or upon a receipt of a written request from not less than one-third of the members of Senate, provided that the written request shall state the purpose of the meeting. Such meetings shall be convened within two weeks of the date of the written request.
- (c) All academic matters in the University whether in general, or in any particular case shall be discussed at Senate meetings.
- (d) The quorum for Senate meetings shall be the nearest whole number above half the membership of the Senate.
- (e) The Vice-Chancellor, or in his absence, the Deputy Vice-Chancellor (Academics, Research and Extension) shall preside over all meetings of the Senate, and in the event of the absence of both the Vice-Chancellor and the Deputy Vice-Chancellor (Academics, Research and Extension), any of the other Deputy Vice-Chancellors present shall chair the meeting. In the absence of the Vice-Chancellor and all the Deputy Vice-Chancellors, members present and constituting a quorum shall elect one among them to chair the meeting.
- (f) Decisions of the Senate shall be by consensus or by a simple majority vote of those present and entitled to vote provided that the Chairperson of the Senate shall have an original and a casting vote in case of an equality of votes.
- (g) Senate shall meet at Senate Chambers or at such other University premises as the Chairperson shall determine from time to time.

- (h) In exceptional circumstances, Senate may meet at any other premise upon approval by the Chairperson of Council.

Senate Committees

27. The University Senate may establish the following committees with membership and with such Terms of Reference as it may deem fit:

- (a) Deans'
- (b) Library;
- (c) Students' Disciplinary;
- (d) Students' Welfare;
- (e) Board of Postgraduate Studies;
- (f) Research and Extension;
- (g) Collaboration and Linkages;
- (h) Innovation and Intellectual Property;
- (i) Other committees as it may deem appropriate from time to time.

Constituent Colleges

28. (1) The Council may establish a Constituent College as provided for in the Act and the Charter.

(2) The Constituent Colleges shall comprise Schools, Departments, Centres and any other units as shall be established from time to time and shall be headed by a Principal.

COLLEGES WITHIN THE UNIVERSITY

Establishment and Functions

29. (1) Pursuant to the Charter, Council shall on recommendations of the Senate establish Colleges within the University.

(2) The College shall be headed by a Principal, appointed by the Council on the recommendation of the Vice-Chancellor, who shall hold office upon such terms and conditions as may be determined by the Council from time to time.

(3) The Principal shall have the overall responsibility for the academic and administrative direction, organization and administration of the College, and shall be responsible to the Vice-Chancellor.

(4) The Principal shall prepare periodic reports that shall be tabled at the University Management Board meeting.

- (5) Colleges within the University shall have the following functions and duties—
- (a) promote responsible management at the College;
 - (b) carry out teaching and training;
 - (c) conduct research, extension and development;
 - (d) provide professional services and consultancy;

- (e) promote the welfare of students and staff within the constituent college;
- (f) promote the corporate image of the University.
- (6) The following criteria shall apply in establishment of a College—
 - (a) presence of Schools with related disciplines which are complementary to each other;
 - (b) availability of adequate facilities and sufficient human resource to accommodate all its constituent Schools;
 - (c) a student population of at least 1,000 individuals.
- (7) The procedure for establishment of a college shall be as follows:
 - (a) a written request addressed to the Chairperson of Senate by a School, Deans' Committee, University Management or other members of the University provided that Senate may on its own motion propose the establishment of a College.
 - (b) upon receipt of the request, Senate shall constitute a Committee made up of the following members to consider the request based on the criteria in paragraph 6 above as appropriate—
 - (i) a Deputy Vice-Chancellor, who shall be the Chairperson;
 - (ii) one Professor nominated by the Senate;
 - (iii) the Finance Officer;
 - (iv) the Dean of Students;
 - (v) the Librarian;
 - (vi) two persons nominated by the Deans' Committee;
 - (vii) any other person(s) as the Committee may, for good reason, co-opt from time to time.
 - (c) The Committee shall present an evaluation report to the Senate for consideration.
 - (d) The Senate shall forward its recommendation to University Management for onward transmission to Council.
 - (e) Council shall consider the report from the the Senate and give effect.

College Management Boards

30. (1) There shall be a College Management Board for each college whose membership shall be as follows:
- (a) the Principal, who shall be the Chairperson of the Board;
 - (b) the Deans of the Schools within the College;
 - (c) the Academic Registrar or his or her representative;
 - (d) the Administrative Registrar or his or her representative;
 - (e) the Dean of Students or his or her representative;
 - (f) the University Librarian or his or her representative; and

- (g) the Finance Officer or his or her representative.
- (2) The College Management Board shall have the following functions—
 - (a) management of the personnel, facilities and finances of the College;
 - (b) planning for College needs and development;
 - (c) implementing administrative policies, operations and activities of the College;
 - (d) considering and recommending budget proposals of the College;
 - (e) implementing decisions of Senate and University Management Board; and
 - (f) ensuring compliance with administrative rules and regulations of the University and relevant laws.

Meetings of College Management Boards

31. (1) Unless the College Management Board otherwise determines, a meeting of the Board shall be held at least once every month in the college or any other University premise.

(2) In exceptional circumstances, the College Management Board may meet at any other premise upon approval by the Vice-Chancellor.

(3) At all meetings of the Board, the quorum shall be the nearest whole number above half the membership of the Board.

(4) Decisions of the Board shall be by consensus or by a simple majority vote of those present and entitled to vote, provided that the Chairperson shall have an original and casting vote.

(5) The Principal shall preside at meetings of the Board at which he or she is present and in the absence of the Principal, the members present may elect one from among their number to preside.

(6) The Board may delegate any of its duties to the Principal or to a committee consisting of such members of the Board and any other persons as it may appoint and it may empower any such committee to act jointly with any committee appointed by the Senate.

(7) The Principal shall be an ex-officio member of every committee of the Board but shall not be a Chairperson of any such committee unless expressly provided.

(8) Subject to the provisions of these Statutes, the Board shall determine the procedure of its own meetings or those of any committees.

College Academic Board

32. (1) There shall be College Academic Boards whose membership shall be as follows—

- (a) the Principal, who shall be the Chairperson;
- (b) Deans and Chairmen of Academic Departments,
- (c) the Academic Registrar or his/her representative who shall provide the secretariat;
- (d) the Dean of Students or his or her representative;

- (e) the Librarian or his or her representative;
 - (f) the Finance Officer or his/her representative; and
 - (g) one student representative nominated by the Students' Association of the College who shall not be entitled to attend deliberations of the College Academic Board on matters which are considered by the Chairperson of the College Academic Board to be confidential or which relate to examinations, the general discipline of students, and other related matters.
- (2) The College Academic Board shall have the following functions:
- (a) overseeing development and review of academic programmes;
 - (b) overseeing implementation of academic programme and activities;
 - (c) considering and approving matters related to examinations;
 - (d) ensuring compliance with academic rules and regulations of the University;
 - (e) implementing decisions of the College Management Board; and
 - (f) sourcing, receiving and awarding scholarships, grants, and fellowships in accordance with the University policy on award of scholarships, grants and fellowships.

CAMPUSES

Establishment

33. (1) The Council shall create Campuses in accordance with the provisions of the Act, the Charter and Statutes.

(2) The Campus shall be headed by a Campus Director, who shall be responsible for the academic programmes and administration of the Campus.

Campus Management Boards

34. There shall be, for each Campus, a Campus Management Board whose membership shall be:

- (a) the Campus Director- Chairperson
- (b) Deans of Schools, Directors of Schools, Institutes and Centres
- (c) Campus Accountant
- (d) Campus Registrar – Secretary
- (e) the Librarian

(3) The Campus Management Board shall be responsible for the administrative functions of the campus and for this purpose its functions shall include—

- (a) management of the personnel, facilities and finances of the Campus;
- (b) planning for campus needs and development;
- (c) preparation of annual estimates of the funds required by the 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 and discipline of staff and students of the campus as approved by the Management Board and Council;
 - (g) repair and maintenance of campus equipment and facilities;
- (4) The Campus Directors shall functionally report to the Vice-Chancellor and administratively to the respective Deputy Vice-Chancellors. They shall prepare periodic reports that shall be tabled in the University Management Board meeting at which they shall be in-attendance.
- (5) Unless the Campus Management Board otherwise determines, a meeting of the campus Management Board shall be held at least once in each semester.
- (6) At all meetings of the Campus Management Board, a quorum shall be the nearest whole number above half the membership of the Campus Management.
- (7) Decisions of the Campus Management Board will be by consensus or a simple majority vote of those present and voting provided that the Chairperson of the Campus Management Board shall have a casting vote in the event of an equality of votes.
- (8) The Chairperson of the Campus Board shall chair the meetings of the Board and in his/her absence the Vice-Chancellor shall appoint an acting Campus Director who shall chair the Board meetings
- (9) The Campus Management Board shall cause a copy of its minutes to be sent to the Secretary, University Management Board as soon as such minutes have been confirmed and duly signed.
- (10) Subject to the provisions of these statutes, the Campus Management Board shall have power to regulate by such means as it may think fit its own procedures of its own meetings.

Schools or Institutes

35. There shall be Schools/Institutes of the University with such structures as the Council may determine from time to time determine.

School or Institute Board

36. There shall be Schools/Institutes Boards whose membership shall consist of—
- (a) Dean/Director of the School/Institute who shall be the Chairperson;
 - (b) all Professors, Associate Professors, Senior Lecturers, Assistant Lecturers and full-time academic staff of equivalent grades engaged in teaching students within the School/Institute;
 - (c) two student representatives elected from among the full-time students of the relevant School/ Institute, except that such students shall not be entitled to attend deliberations of the School/Institute Board on matters which are considered by the Chairperson of the Board to be confidential or which relate to the general discipline of students, examination results, the academic performance of students and other related matters;
 - (d) part-time teaching members of staff and teaching assistants may attend School/Institute Board meetings, but shall not have voting rights;
 - (e) the Vice-Chancellor and the Deputy Vice-Chancellors shall be ex-officio members of the Boards of Schools/Institutes;

(f) the office of the Dean/Director shall provide a Secretariat to the School/Institute Boards.

(2) Each Board of School/Institute, 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 quorum of the Board of School/Institute shall be the nearest whole number above half the substantive membership of members of School/Institute.

(4) The Board of each School/Institute shall have the following powers—

- (a) to consider and make recommendations to the Senate upon all matters relating to syllabi, teaching, examinations, academic planning and formulation of annual and other estimates of expenditure, student progress and research in the subjects of the School/Institute;
- (b) to recommend to the Senate, persons for appointment as internal and external examiners in the School/Institute;
- (c) to submit proposals to the Senate for academic development;
- (d) to determine the rules governing the procedure to be followed at meetings of respective Boards;
- (e) to deal with and report on any matters referred to it by the Senate;
- (f) to consider and make recommendations to the Senate on policy issues and other matters;
- (g) to consider and make recommendations to Senate on staff welfare matters.

The Dean or Director of School or Institute

37. (1) There shall be a Dean/Director of each School/Institute who shall be the Chairperson of the School/Institute Board and who shall also be responsible to the Board for all matters related to the School/Institute provided that in the absence of the Dean/Director, the Board shall elect a Chairperson from amongst its members present and forming a quorum.

(2) The Dean/Director shall formulate the development plan and make recommendations in respect of annual and other estimates of expenditure in the School/Institute.

(3) The Dean of a School shall be elected as per the Statutes and issued with an appointment letter by the Vice-Chancellor to serve for a period of two years and shall be eligible for re-election for a further period of two years. Any person who has previously served but has already ceased to be a Dean shall not become eligible for election until two complete years have elapsed since he/she ceased to be a Dean.

(4) The Director of an Institute shall be appointed by the Vice-Chancellor from among full-time members of the academic staff of the rank of a senior lecturer and above for a period of two years and shall be eligible for re-appointment for a further period of two years. Any person who has previously served but has already ceased to be a Director shall not become eligible for appointment until two complete years have elapsed since he/she ceased to be a Director.

(5) The Dean/Director may at any time call a meeting of the Board but must call a meeting within seven days of receiving a request for that purpose addressed to him and signed by not less than one-third of the substantive members of the Board.

(6) The Board of School/Institute shall hold at least two meetings every semester. Copies of confirmed Minutes shall be sent to the Vice-Chancellor and the Deputy Vice-Chancellor in charge of academics within which the School/Institute falls under.

(7) The newly elected Deans/appointed Directors shall assume office within two weeks of receipt of a formal appointment letter issued by the Vice-Chancellor.

Election Process and Eligibility

38. (1) Elections for the Dean of a School shall be by secret ballot and the Deputy Vice-Chancellor (Academics, Research and Extension) shall be the Returning Officer.

(2) Only full-time academic staff of the ranks of Professor, Associate Professor, Senior Lecturers, Lecturers, Assistant Lecturers, Tutorial Fellows and full time technical staff of Lecturer level and above in the constituent departments of the School/Institute concerned shall be entitled to nominate candidates for deanship and vote in the election of the Dean.

(3) The election of the Dean shall be held at a venue determined by the Deputy Vice-Chancellor (Academics, Research and Extension) at least two weeks before the expiry of the term of the incumbent Dean.

(4) No member shall be eligible for election if he/she is serving the second of two consecutive terms as Dean.

(5) Any person who has previously served but has already ceased to be Dean shall not become eligible for election until two complete years have elapsed since his/her last election as Dean.

(6) Nominations shall be done at least one month before the expiry of the term of the outgoing Dean.

(7) Nomination shall be from among persons eligible for the election to the position of a Dean.

(8) The person eligible shall—

- (a) have served for at least one term as a Chairperson of Department within the School or Dean of the School and be at the level of a Senior Lecturer and above, or;
- (b) be at the level of an Associate Professor and above.

Duties and Functions of Deans/Directors of Schools/Institutes

39. (1) The Deans/Directors of Schools/Institutes shall be the Administrative and Academic heads of their respective Boards.

(2) The Deans/Directors of Schools/Institutes shall be *ex-officio* members of Departmental Boards within their respective School/Institutes.

(3) The Deans/Directors of Schools/Institutes shall constitute a Postgraduate Studies Committee for their respective Schools/Institutes.

(4) The Deans/Directors of Schools/Institutes shall be the Chairmen of all Postgraduate Examination Boards for their respective boards.

(5) Deans/Directors of Schools/Institutes shall from time to time give advice to their respective boards on matters concerning the development of the respective Schools/Institute.

(6) Make recommendations with respect to probation, renewal of contracts, advancement, promotion and disciplinary issues of academic and non-academic staff in the School/Institute including Chairmen of Departments.

(7) Where the Dean/Director of a School/Institute is unable, either by reason of his/her absence from the University or any other reasons, to carry out his functions as Dean/Director, the Vice-Chancellor may, subject to the provisions of Paragraphs 3 (d) (for Director) and 4 (h) (for Dean) of this Statute, appoint an Acting Dean/Director of the School/Institute for such period and under such conditions as he/she may determine, provided that the period of acting appointment does not exceed one hundred and eighty (180) calendar days.

(8) The Dean/Director of a School/Institute may resign his appointment by giving the Vice-Chancellor three months' notice in writing.

Departments

40. Each teaching Department shall be regarded, for administrative purposes, as being a constituent part of one School/Institute, but may in relation to other Schools/Institutes in which such a Department has teaching or other commitments be regarded as being associated with such Schools/Institutes

Chairmen of Departments

41. (1) There shall be a Chairperson of each Department appointed by the Vice-Chancellor from among the full-time members of the academic staff of the rank of a lecturer and above in the Department.

(2) Before appointing a Departmental Chairperson, the Vice-Chancellor—

- (a) shall consult and take note of the views of the members of the academic staff in the Department about the appointment;
- (b) shall consult and take note of the views of the Deputy Vice-Chancellor (Academics, Research and Extension) and the Dean of the School;
- (c) may with the Deputy Vice-Chancellors interview the prospective candidate.

(2) The Chairperson of a Department shall hold office for a period of up to two years and shall be eligible for re-appointment for a further two-year period. Re-appointment shall be based on performance in the previous two years.

(3) After consultation with the Deputy Vice-Chancellor (Academics, Research and Extension), the Dean of the School and the Chairperson concerned, the Vice-Chancellor may terminate the appointment of a Chairperson of Department.

(4) The Chairperson of a department may resign his/her appointment as such by giving the Vice-Chancellor at least one month notice in writing.

(5) Where the Chairperson of a Department is unable, either by reason of his/her absence from the University or any other reasons, to carry out his functions as Chairperson, the Vice-Chancellor may, subject to the provisions of Paragraph 7(a) of these Statutes, appoint an Acting Chairperson of the Department for such period and under such conditions as he/she may determine, provided that the period of acting appointment does not exceed 180 days.

Duties and Powers of the Chairperson of Department

(9) addition to his/her teaching, research and other duties and responsibilities, the Chairperson of Department shall—

- (a) act as the representative of the Vice-Chancellor in the Department and administer the University policies at the departmental level;
- (b) act as the academic and administrative head of the department;
- (c) hold regular departmental meetings and ensure that the members of staff attend such meetings where the Chairperson and the entire staff have an opportunity to exchange ideas on policy matters;
- (d) represent the Department on the appropriate University Committees and other bodies as required;
- (e) at all times, ensure that proper and acceptable standards of teaching and research are maintained in the Department;
- (f) be required to publish annual reports on their department's performance;
- (g) submit the departmental budget, procurement plans, annual reports and performance contracts;
- (h) attend to any such duties as may be specified by the Dean of the School, Deputy Vice-Chancellors or the Vice-Chancellor;
- (i) make recommendations with respect to probation, renewal of contracts, advancement, promotion and disciplinary issues of academic and non-academic staff in the departments.

The Department Board

42. (1) There shall be a Departmental Board for each Department, which shall consist of—

- (a) the Chairperson of Department;
- (b) all full-time members of the academic staff of the Department;
- (c) honorary, visiting, adjunct and part-time lecturers in the department may be in attendance but will have no voting rights;
- (d) full-time technical staff of equivalent grades of lecturer and above;
- (e) two students in the Department elected annually by the students from amongst themselves, provided that the students so elected shall not be entitled to attend deliberations on matters concerning examinations and other matters considered by the Chairperson to be confidential;

(2) The Vice-Chancellor, the Deputy Vice-Chancellor (Academics, Research and Extension) and the appropriate Dean shall be entitled to attend Departmental Board meetings in an *ex-officio* capacity.

(3) From time to time, the Chairperson of Department, after consultation with members of the Departmental Board, may invite other persons to attend.

(4) Each Departmental Board shall meet at least twice every semester and shall maintain a proper system of Agenda and Minutes for such meetings. Copies of confirmed

Minutes shall be sent to the Vice-Chancellor, the Deputy Vice-Chancellor (Academics, Research and Extension), and the Dean of the School by the Chairperson of Department.

(5) The Chairperson may at any time convene a meeting of the Department and must call a meeting within ten days of receiving a request for that purpose addressed to him and signed by not less than one-third of the members of the Departmental Board.

Duties and Powers of the Departmental Board

43. Subject to the provisions of these Statutes, the authority of the Senate, and such other regulations of the School to which the Department is part of, the Departmental Board:

- (a) shall arrange for, conduct and control the teaching and instruction of students within the Department and the setting and marking of examination papers in accordance with regulations approved by Senate, the general academic policy agreed upon by the School/Institute's Board and the approved administrative procedures of the University;
- (b) shall make recommendations to the School Board for the establishment of new courses and the amendment of existing regulations and syllabi relating to studies within the Department;
- (c) may delegate functions and responsibilities to individuals or groups of individuals within the Department;
- (d) shall exercise such other powers as may be conferred upon it by the School Board, the Deputy Vice-Chancellor in charge Academic Affairs, the Senate or the Vice-Chancellor;
- (e) may provide consultancy services on matters concerning the subject assigned to the Department within the limitation of its capabilities and subject to the general University policy on consultancy services;
- (f) shall formulate the development plan and make recommendations in respect of annual and other estimates of expenditure in the Departmental Budget Committee;
- (g) shall suggest a preliminary short-list of candidates for appointment to academic and non-academic posts within the Department, taking into account the need to maintain strict confidentiality in handling applications, and shall forward such short-lists to the relevant School/Institute short-listing Committee for consideration;
- (h) shall recommend candidates for Staff Development Programmes to the University Staff Training Committee through the relevant School training committee;
- (i) shall formulate general guidelines on research and innovations and suggest means of funding research programmes in the Department;
- (j) shall submit recommendations to the Senate through the School/Institute in respect of the appointment of Internal and External Examiners and any other consultants in the Department.

Centres

44. (1) The Council may establish learning Centres as recommended by the Senate.

(2) Centres shall be headed by a Coordinator who shall be responsible to the Deputy Vice-Chancellor for the time being responsible for academic affairs.

(3) Centres shall be headed by a Coordinator appointed by the Vice-Chancellor, in consultation with the Deputy Vice-Chancellor in charge of Academic Affairs from amongst members of the academic staff at the level of Senior Lecturer and above for a three year term renewable once based on performance.

(4) The Coordinator of a Centre may resign his appointment as such by giving the Vice-Chancellor one months' notice in writing.

(5) Duties and Responsibilities of the Centre Co-ordinator

- (a) Be in charge of all academic matters in the Centre;
- (b) Be responsible for prudent management of resources;
- (c) Make proposals on viable programmes for enhanced performance of the Centre;
- (d) Conduct teaching and research;
- (e) Serve as Chairperson of Centre Board meetings;
- (f) Represent the Centre on university committees and other bodies as required;
- (g) Ensure quality standards are maintained;
- (h) Make recommendations on human resource matters of staff within the Centre;
- (i) Prepare and submit progress reports on status of the centre.

Centre Board

45. (1) There shall be a Centre Board whose membership shall consist of—

- (a) the Co-ordinator of the Centre who shall be the Chairperson;
- (b) all full-time members of the academic staff of the Centre;
- (c) where relevant, at least one representative of the technical staff in the Centre
- (d) other persons duly invited.

(2) Roles and Responsibilities of the Centre Board—

- (a) provide advisory support to the Coordinator;
- (b) exercise such powers as may be conferred upon it by the School/Institute Board, the Senate or the Vice-Chancellor;
- (c) make recommendations in respect to procurement plans and estimates of expenditure for the Centre;
- (d) recommend candidates for Staff Development Programmes;
- (e) submit recommendations to the Senate in respect to academic matters.
- (f) undertake such other responsibility as may be assigned.

School/Institute Board of Examiners

46. (1) There shall be a Board of Examiners of each teaching School/Institute, which shall consist of all internal and external examiners appointed by the Senate.

(2) The Dean/Director of School/Institute shall be the Chairperson of the Board of Examiners of his/her respective School/Institute.

(3) The functions of the Board of Examiners shall be to consider examination results and to recommend them to the Senate.

(4) The quorum of the Board of Examiners shall be the nearest whole number above half of the substantive members of the Board.

The Directorate of Postgraduate Studies (DPS)

47. (1) There shall be a Directorate of Postgraduate Studies whose Board shall consist of—

- (a) the Deputy Vice-Chancellor (ARE) who shall serve as Chairperson;
- (b) the Director (DPS) who shall be appointed by the Vice-Chancellor from amongst persons holding the rank of Senior Lecturer or above for a period of two (2) years renewable for an equivalent period and shall serve as the Secretary to the DPS Board;
- (c) Deans of Schools;
- (d) two representatives of the Senate;
- (e) the librarian;
- (f) the Registrar (Academics, Research and Extension);
- (g) other scholars of the University that have been invited at the discretion of the DPS Board to attend its meetings in advisory capacity only and without the right to vote at such meetings.

(2) Notwithstanding the provisions of any other regulation, the DPS Board shall be answerable to the University Senate in respect of the conduct of Postgraduate studies throughout the University and shall in particular, have responsibility over the following matters—

- (a) formulation and implementation of postgraduate study regulations;
- (b) administration of postgraduate scholarships and research grants;
- (c) administration and processing of postgraduate theses and projects;
- (d) proper conduct and supervision of the postgraduate studies programmes;
- (e) appointment of supervisors, internal and external examiners, and constituting of the DPS Board of Examiners for the postgraduate studies students;
- (f) general welfare and discipline of postgraduate students.

(3) The DPS Board shall carry the status of a School/Institute and shall in that capacity enjoy all the rights, privileges and immunities of, and exercise all powers equivalent to those of School/Institute in so far as those rights, privileges, immunities and powers are consistent with the provision of this Statute.

(4) In respect of the co-ordination of postgraduate regulations, the DPS Board shall

- (a) have primary responsibility of the enforcement of the common regulations for the Postgraduate Diplomas, Masters, Doctoral and Higher Doctoral degrees in the Schools/Institutes;

- (b) make available all information related to postgraduate studies throughout the University;
 - (c) publish and make available records of published work arising from postgraduate research undertaken within the University, or within any other University as long as such work is, in the opinion of the DPS Board, of particular relevance to postgraduate research in the University;
 - (d) cause to be published and disseminated any material it considers of relevance to the general conduct of the postgraduate studies within the University.
- (5) In respect of admission of postgraduate students the DPS Board shall:
- (a) receive from departments through Schools/Institutes, details of all postgraduate programmes;
 - (b) advertise all such programmes and receive in such format as may be specified by Senate, applications in respect thereof;
 - (c) send all relevant information to the successful and unsuccessful candidates.
 - (d) publish the postgraduate nominal roll;
 - (e) keep under review, the progress of each postgraduate student and make such recommendations thereon to the Senate as may be appropriate;
 - (f) remove from the nominal roll the name of any postgraduate student whose discontinuation or de-registration is approved by the Senate through the recommendations of the Senate.
- (6) In respect of the administration of postgraduate scholarships, the DPS Board shall—
- (a) be responsible for receiving from the University all scholarships for postgraduate studies, which shall, on their behalf be dealt with in the manner specified thereafter;
 - (b) advertise all such scholarships;
 - (c) allocate such scholarships to those applicants who fulfil the applicable academic requirements as well as any specific terms that may be attached to the scholarships tenable at the University;
 - (d) have powers to solicit scholarships from prospective donors, and to liaise with other bodies within or outside the University that are recipients of scholarships tenable at the University; monitor the progress of all scholarship recipients.
- (7) In respect of the administration and processing of postgraduate theses and projects the DPS Board shall—
- (a) be responsible for receiving and approving the nominations by Schools/Institutes, of supervisors for all postgraduate research leading to the preparation of theses and projects and acting always in that behalf, hold the responsibility specified hereinafter;
 - (b) keep records on the progress of postgraduate research, and in this connection, receive from Schools/Institutes recommendations for the de-registration 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;

- (c) process the appointment of DPS Board of Examiners for Postgraduate theses, projects or other related presentations;
- (d) send out invitations to examiners for postgraduate research presentations, on the recommendation of the relevant Schools/Institutes;
- (e) forward copies of submitted theses and projects to examiners;
- (f) receive the written assessment of such theses and projects from the examiners;
- (g) convene Board of Examiners meetings in consultation with the Deans/Directors of Schools/Institutes or Centres concerned;
- (h) provide secretarial services to the Boards of Examiners meetings;
- (i) forward recommendations of the Board of Examiners to the Vice-Chancellor for approval on behalf of the Senate where the verdict of the Board of Examiners is unanimous; provided that in the absence of unanimity of the examiners recommendations shall be deliberated upon by the DPS Board and recommendations thereon made to the Senate;
- (j) inform all candidates of the results of the examinations after approval by Senate;
- (k) Ensure that the approved theses and projects are deposited in libraries determined on the basis of need, convenience or suitable arrangement.

(8) In respect of the conduct and supervision of postgraduate studies programmes, the DPS Board shall—

- (a) be responsible for the effective and regular management and conduct of that entire postgraduate studies programme, and on this behalf maintain close coordination with various Departments, Faculties, Institutes and Schools;
- (b) without prejudice to the generality of the foregoing paragraph ensure that effect is given to the following regulations and requirements—
 - (i) that postgraduate research supervisors are competent and specialized in the subject area within which the proposed research falls;
 - (ii) that supervisors keep regular contact with their students as it is 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 report on their students, as it is stipulated in the relevant regulations;
 - (v) that students submit up to date reports regarding their own research work in the manner stipulated in the relevant regulations;
 - (vi) that students are afforded that forum of Departmental, Institute or School seminars for presenting any aspect of their research work, for discussion, and that a report on such proceedings is submitted by or on behalf of the Dean or Director of the relevant Institute or School to the DPS Board;
 - (vii) that the students are encouraged to publish their work, or any part thereof, in scholarly or professional journals or other works and that they are given instructions in the techniques of publishing such work;

- (viii) that the student's role as a researcher is fully reflected in any joint publication with the supervisor or any publication by the supervisor that rests on the student's work;
- (ix) that the supervisor shows dedication to the student's research as a basis of avoiding delay in communication, or unnecessary misunderstanding, between student and supervisor;
- (x) that appropriate disciplinary or other action is recommended to the relevant authority, in relation to any supervisor who fails to perform his/her duties of supervision.

(9) In respect of the welfare and discipline of postgraduate students, the DPS Board shall—

- (a) be responsible for receiving any reports on the welfare and conduct of postgraduate students and deliberate upon and make such recommendations thereon to the Senate as it deems appropriate;
- (b) out of its own motion, consider any matter affecting the welfare and conduct of postgraduate students, or their conditions of research, and make appropriate recommendations thereon to the Senate.

(10) The DPS Board may, in addition, exercise such other powers, or perform such other functions as may be assigned or delegated to it by the Senate

Open, Distance and E-Learning

48. (1) There shall be a Directorate of Open, Distance and E-Learning (ODEL) whose Board shall consist of the following membership—

- (a) the Deputy Vice-Chancellor (ARE) shall serve as Chairperson;
- (b) the Director appointed by the Vice-Chancellor from amongst persons holding the rank of Senior Lecturer or above for a period of two (2) years renewable for a further one term of two years; who shall serve as its Secretary to the Board;
- (c) the Deans/Directors of School/Institutes;
- (d) two representatives of the Senate;
- (e) the Registrar (Academics, Research and Extension);
- (f) the Directorate may, at its discretion, invite other scholars of the University to attend its meetings in advisory capacity only, and without the right to vote at such meetings.

(2) Notwithstanding the provisions of any other regulation, the School shall be answerable to the University Senate in respect of the conduct of the ODEL programs of the University and shall in particular, have responsibility over the following matters—

- (a) advising on the establishment of regional learning centres and the appropriate basic services and facilities necessary to bring services closer to the learners;
- (b) proposing possible collaborative arrangements for delivery of open, distance and e-learning;
- (c) developing a clear process of preparing course materials and orientation to ensure availability of quality material that is "fit for purpose";
- (d) co-ordinating ODEL programmes syllabi and regulations;

- (e) admission of ODEL programme students;
- (f) administration and processing of ODEL programme examinations;
- (g) proper conduct and supervision of the ODEL programmes;
- (h) general welfare and discipline of ODEL programmes students and provide guidance to the University on other matters pertaining to students' affairs in the approved centres;
- (i) maintenance of education standards and implementation of quality assurance mechanisms that will ensure that the quality of the academic programmes offered under ODEL are comparable to those offered through face-to-face.

(3) The Directorate shall carry the status of a School and shall in that capacity enjoy all the rights, privileges and immunities of and exercise the entire powers equivalent to those of School/Institute in so far as those rights, privileges, immunities and powers are consistent with the provision of this regulation.

(4) In respect of the co-ordination of ODEL programmes syllabi and regulations, the School shall—

- (a) have primary responsibility of the enforcement of the common regulations for the ODEL programmes in all approved centres;
- (b) make available all information related to ODEL programmes studies by publishing a prospectus of programmes offered in the approved centres;
- (c) publish and disseminate any material it considers of relevance to the general conduct of the ODEL programmes;
- (d) ensure availability of self-learning materials to suit learners' needs.

(5) In respect of admission of ODEL programme students, the School shall—

- (a) advertise all such programmes and receive in such format as may be specified by Senate, applications in respect thereof;
- (b) send letters of admission to successful candidates and also notify the Schools/Institutes and Departments;
- (c) send all relevant information to the successful and unsuccessful candidates;
- (d) publish the ODEL programmes nominal roll;
- (e) organize for the orientation of lecturers and non-academic staff responsible for the ODEL programme by expert trainers on the ODEL system;
- (f) register all ODEL programmes students, and thereafter refer them to their respective approved centres;
- (g) keep under review, the progress of each ODEL programmes students and make such recommendations thereon to the Senate as may be appropriate;
- (h) remove from the nominal roll the name of any ODEL programme student whose discontinuation or de-registration is approved by Senate through the recommendation of the Senate.

(6) In respect of the administration and processing of ODEL programmes the School shall—

- (a) process the appointment of Board of Examiners for ODEL programmes examinations;
- (b) send out invitations to examiners for ODEL programmes on the request of the respective approved centres;
- (c) convene Board of Examiners meetings in consultation with the approved centres concerned;
- (d) provide secretarial services for the Boards of Examiners meetings;
- (e) forward recommendations of the Board of Examiners to the Senate;
- (f) recommend appropriate policies that will ensure the recruitment of adequate number of academically and professionally qualified staff to administer and manage the programme;
- (g) ensure that learners support services are constantly assessed for effectiveness of the mode and medium of delivery;
- (h) organize for the orientation of lecturers and non-academic staff responsible for the ODEL programme by expert trainers on the ODEL system;
- (i) organize for the orientation for learners to prepare them to undertake ODEL programmes;
- (j) organize residential sessions for learners for effective administration of the ODEL programmes.

Directorate of Research and Extension

49. There shall be established a Directorate of Research and Extension whose Board shall consist of the following members—

- (a) the Deputy Vice-Chancellor (ARE), who shall serve as Chairperson;
- (b) the Director appointed by the Vice-Chancellor from amongst persons holding the rank of Senior Lecturer or above for a period of two (2) years renewable for a further one term of two years; who shall serve as the Secretary to the Board;
- (c) the Finance Officer;
- (d) Deans/Directors of Schools/Institutes;
- (e) the Registrar (ARE);
- (f) the Director, DPS;
- (g) the Chairperson, Innovation and IP Rights Committee;
- (h) the Chairperson, Publications Committee;
- (i) the Directorate may, at its discretion, invite other scholars of the University to attend its meetings and without the right to vote at such meetings;
- (j) any other person co-opted by the Board.

(2) Notwithstanding the provisions of any other regulation, the Directorate of Research and Extension shall be answerable to the University Senate in respect of the conduct of Research and Extension programmes of the University and shall in particular, have the following powers and duties—

- (a) coordinate all research activities in the University;
- (b) identify needs and appropriate facilities for research in the University;
- (c) implement the university research and advise Senate on the general research issues affecting the university;
- (d) ensure that the university research is aligned to the IP policy;
- (e) establish research priorities for the University;
- (f) ensure that the research carried out in the university is in line with the requirements of the relevant regulatory agencies;
- (g) recommend allocation of funds to Schools/Institutes for use in promotion of research activities in the University;
- (h) receive and evaluate reports from the recipients of research grants through their respective departments and Schools/Institutes;
- (i) publish the annual report on research in the University;
- (j) organize special seminars for presentation of research findings and cause the publication of the research findings;
- (k) monitor use of research funds;
- (l) disseminate research findings to the intended end users;
- (m) liaise with Innovations and IP Rights Committee to identify patentable research output;
- (n) liaise with Innovations and Intellectual Property Rights Committee to pave way for the incubation of developed research products;
- (o) liaise with the relevant committee to cause the publicity of ground breaking research findings;
- (p) deal with any other matter that may be referred to it from time to time.

Directorate of Performance Management

50. (1) There shall be established a Directorate of Performance Management whose Board shall consist of the following—

- (a) the Vice-Chancellor who shall serve as the Chairperson;
- (b) the Deputy Vice-Chancellors;
- (c) the Director appointed by the Vice-Chancellor from amongst persons holding the rank of Lecturer or above for a period of two (2) years renewable for a further one term of two years; who shall serve as the Secretary to the Board;
- (d) Campus Directors
- (e) the Deans/Directors of School/Institutes;
- (f) two representatives of the Senate;
- (g) the Registrars;
- (h) the Finance Officer;
- (i) Human Resource Manager;

- (j) ICT Director;
- (k) Any other person co-opted by the Board.

(2) The Directorate of Performance Management shall have the following powers and duties—

- (a) ensure the timely preparation of Performance Contracts in accordance to the guidelines provided by the relevant government agencies and submit the same for consideration by the Management Board and Council;
- (b) ensure the University is ranked favorably in the web-based, regional and international ranking systems;
- (c) ensure that the university adopts and meets the requirements of relevant quality management systems for its diverse operations;
- (d) liaise with various stakeholders on quality management matters as found appropriate;
- (e) deal with any other matter that may be referred to it from time to time.

Directorate of Academic Quality Assurance (DAQA)

51. (1) There shall be established a Directorate of Academic Quality Assurance whose Board shall consist of the following

- (a) the Deputy Vice-Chancellor (ARE) who shall serve as Chairperson;
- (b) the Director appointed by the Vice-Chancellor from amongst persons holding the rank of Senior Lecturer or above for a period of two (2) years renewable for a further one term of two years; who shall serve as Secretary to the Board;
- (c) Deans of Schools;
- (d) two representatives of the Senate;
- (e) the Registrar (Academics, Research and Extension);
- (f) the Directorate may, at its discretion, invite other scholars of the University to attend its meetings and without the right to vote at such meetings.

(2) The Board shall meet at least once a semester.

(3) The Board shall be responsible for the development and maintenance of the quality and standards of the University's academic programmes.

(4) The recommendations of the Board shall be submitted to the Senate for necessary action.

UNIVERSITY ADMISSION REQUIREMENTS

Minimum admission requirements

52. (1) For degree courses, it shall be Grade C+ at the Kenya Certificate of Secondary Education, or its equivalent; or a C- (Minus) at the Kenya Certificate of Secondary Education, or its equivalent with a KNEC Diploma or its equivalent.

(1) For Diploma courses, it shall be Grade C- (Minus) at the Kenya Certificate of Secondary Education or its equivalent; or a D+ (Plus) at the Kenya Certificate of Secondary Education with a Certificate from an institution recognized by the Senate with a credit and above or its equivalent.

(2) For Certificate courses, it shall be Grade D+ at the Kenya Certificate of Secondary Education or its equivalent;

(3) For Postgraduate courses, it shall be a minimum of Second Class, Upper Division in the Bachelors degree from an institution recognized by the Senate or its equivalent. Those with Second Class, Lower Division may be considered subject to meeting such conditions as shall be set by the School and approved by Senate.

(4) For professional courses, entry requirements shall be pegged at the minimum entry requirements as spelt out by the relevant professional body provided that the professional body is duly registered and that the minimum entry requirements are not lower than those prescribed above.

(5) In line with the existing qualification frameworks, credit transfers shall be accepted from accredited institutions and programmes and may be permitted up to a maximum of 49 % of the core course units for similar programmes at the same level.

(6) In line with the existing qualification frameworks, credit waivers shall be granted as per the specific programme curriculum.

(7) In addition, all applicants must meet specific School/Institute or Departmental requirements.

Fees

53. (1) Every person wishing to be registered as a student for a degree, diploma, certificate or other award of the University shall pay to the University such registration fees and such other fees as the University may from time to time determine.

(1) The University shall have the right to preclude any student from attending classes, participating in any academic activity or enjoying any other University facilities, unless such a student shall have paid to the University all fees and other dues provided that the University shall at its discretion exempt any student from this requirement.

(2) The University shall have the right to stop a student who is a debtor to the University from registering or sitting for examinations.

(3) The University shall have the right to withhold examination results from any student who is a debtor to the University until such debt is paid in full.

(4) The University shall have the right to withhold the conferment of any degree, diploma, certificate or any award on any person until all outstanding fees and other dues are settled with the University.

University Examinations

54. (1) University examinations shall be conducted under the control of the Senate.

(2) Unless the Senate otherwise determines, there shall be internal and external examiners of the University appointed by the Senate. The internal examiners shall prepare examination papers assigned to them. The external examiners shall moderate the examination papers and evaluate the examinations scripts and prepare a report to the Senate.

(3) External examiners shall be appointed from outside the University for such periods and on such terms as the Senate may from time to time determine.

(4) There shall be ordinary University examinations, special examinations and supplementary examinations to be held under such conditions as the Senate may prescribe.

(5) In case of re-examination of a candidate who has failed in the ordinary University examinations, or who is sitting special examinations, an internal examiner who did not teach the course being examined, shall act as an external examiner.

(6) Every candidate for a University examination shall pay to the University in respect of such examination such fees as the University shall prescribe from time to time.

(7) All ordinary Examinations shall normally be held at the end of the semester in which the courses have been taught.

(8) In the event of any alleged examination irregularity, involving either a student or member of staff, the same shall be dealt with in accordance with the regulations governing disciplinary matters.

(9) Publication of all University examination results shall be the responsibility of the Deputy Vice-Chancellor (Academics, Research and Extension). Any queries regarding the published examination results shall be made to the Registrar (Academics, Research and Extension).

Designation of Degrees and Other Awards

55. (1) The University shall have power to award, confer and grant the following degrees—

- (a) Bachelor's Degrees
- (b) Postgraduate Diplomas
- (c) Masters Degrees
- (d) Doctorate Degrees
- (e) Honorary Degrees

(2) The University shall have power to award/grant the following—

- (a) Certificates
- (b) Diplomas
- (c) Any other academic award as may be approved by the University Senate.

(3) The University shall have the power to denote the awards as it deems fit.

AWARD OF DEGREES

Bachelor's Degree

56. (1) Except as otherwise provided by these Statutes, a candidate shall not be awarded the Bachelor's degree unless he/she shall have undertaken approved courses and satisfied the requirements as a student of the University after admission and subsequent registration with the relevant School/Institute.

(2) The Senate may accept, as part of the attendance of a student of the University qualifying him/her for the award of the Bachelor's degree, periods of attendance as a student of another university or institution recognized by the Senate for this purpose.

(3) The Senate may accept certificate of proficiency issued in any subject by a university or institution recognized by the Senate and exempt such a candidate from the examination of the University in a course or courses in such a subject.

(4) Notwithstanding clauses (b) and (c) of this Statutes, no student shall be awarded the Bachelors degree unless—

- (a) he/she shall have undertaken approved courses of study at the University for at least two academic years, of which one shall be the final year for the four-year degree programme and three final years for the five and six-year degree programmes provided that in special circumstances the Senate can use its own discretion;
- (b) his/her period of attendance as a student at such a university or institution and at the University are together not less than the complete period prescribed for the award of the degree;
- (c) he/she shall have passed the final examination and such other examinations of the University as the Senate may determine;
- (d) he/she shall have paid such fees to the University as may be determined by the University;
- (e) he/she shall have complied in other respects with the requirements for the degree as set out in the School/Institute's regulations.

(5) Subject to the provisions of clause 1(d) of this Statute, the Senate may accept periods of attendance and examination in any subject in any School/Institute of the University, or of any other university recognized by the Senate for this purpose, as exempting a candidate from attendance and examination in such a subject.

Masters Degree

57. (1) A candidate shall not be awarded the degree of Masters in any school/institute unless he/she has—

- (a) been registered for the degree for the University for a period of at least two academic years;
- (b) pursued such advanced study or research or both as may be approved by the Senate;
- (c) performed such other work and complied with such other conditions for the Masters degree as set out in the common regulations for Masters degree;
- (d) notwithstanding the provisions of Paragraph 2(a) of this Statute, the Senate may accept periods of attendance and examination in any subject in any School/Institute of the University, or of any other university recognized by the Senate for this purpose, as exempting a candidate from attendance and examination in such a subject.

Doctor of Philosophy Degree

58. A candidate shall not be awarded the degree of Doctor of Philosophy in any School/Institute unless he/she has—

- (a) registered for the degree in the University for a period of not less than three academic years as set out in the common regulations for Doctor of Philosophy degree;

- (b) pursued the subject of a special study or research or both as may be approved by the Senate;
- (c) worked under Supervisor(s) approved by the Senate;
- (d) passed prescribed courses where applicable, and has submitted a thesis/dissertation which makes a distinct contribution to the knowledge and understanding of the subject and affords evidence of the exercise of independent critical thinking;
- (e) notwithstanding the provisions of clause 3(a) of this Statute, the Senate may accept periods of attendance and examination in any subject in any School/Institute of the University, or of any other university recognized by the Senate for this purpose, as exempting a candidate from attendance and examination in such a subject.

Honorary Degrees

59. (1) The University may confer an honorary degree upon a person who has rendered distinguished service in the advancement of any branch of learning or who has otherwise rendered himself worthy of such an award.

(2) A proposal to award an honorary degree may be made by a member of the Council, the Senate or the Alumni Association, and:

- (a) shall be communicated in writing to the Vice-Chancellor;
- (b) every proposal shall be accompanied by a statement setting forth the degree recommended and the detailed grounds on which the recommendation is based.
- (c) The Vice-Chancellor shall—
 - (i) refer such proposal to Honorary Degrees Committee consisting of the Vice-Chancellor, Deputy Vice-Chancellors, the Chairperson of Council, two Senate Members appointed by Senate, two Council Members appointed by Council. Provided that the Committee shall have the power to Co-opt any other person or persons to assist in the due assessment of the credentials of the nominee;
 - (ii) in each case, the Board of the School/Institute in which the degree is proposed to be conferred shall be consulted.
- (d) The Vice-Chancellor shall be the Chairperson of the Honorary Degrees Committee and in his/her absence; the Committee shall appoint a Chairperson from among its members.
- (e) Any recommendations made by this Committee for the conferment of any degree shall be reported to both the Senate and the University Council for confirmation.
- (f) The conferment of an honorary degree upon a person shall be preceded by a proclamation of such a persons' Citation by the Vice-Chancellor or a Professor of the University nominated by the Honorary Degrees Committee.

Conferring of Degrees and award of Diplomas and Certificates

60. (1) For the purpose of conferring Degrees of the University, there shall be held from time to time, a meeting of the whole University which shall be called a Congregation. If the Senate so decides, diplomas, certificates and other distinctions may be awarded at a Congregation.

(2) The Congregation shall constitute of the Chancellor, the Officers of the University, the Academic Staff, the Alumni Association, the graduands and the students of the University.

(3) Unless the Senate decides otherwise, a Congregation shall be held at least once a year at the university, and shall be presided-over by the Chancellor or in his/her absence by the Vice-Chancellor or in the absence of the Vice-Chancellor by some other person appointed by the Chancellor.

(4) A candidate shall not be admitted to a degree, other than an Honorary Degree, unless the Deputy Vice-Chancellor (Academics, Research and Extension) has certified such a candidate as having satisfied all the conditions prescribed for such a degree. Such a candidate shall be admitted to that degree at a subsequent Congregation, provided that he shall have satisfied all conditions for the conferment of the degree.

(5) The procedure for the conferment of the degrees, the academic dress to be worn and all other matters not provided for in this Statute shall be determined by the Senate.

(6) The Vice-Chancellor shall declare a Congregation of the University a meeting convened for the purpose of conferring degrees and other awards and shall pronounce such congregation dissolved at the end of the ceremony.

(7) The University Senate may withdraw any degree, diploma, certificate or other academic qualification conferred or granted where the conferment or grant was contrary to any requirements other than the approved University Regulations or where the qualifications obtained was through fraudulent or other improper means.

Alumni Association

61. (1) There shall be an Alumni Association, which shall consist of all persons whose names appear on the Alumni Association Roll, to be compiled and kept by the Registrar (Academics, Research and Extension) who shall be the Secretary.

(2) The following shall be entitled to have their names entered on the Alumni Association Roll—

- (a) all persons who become graduates of the University, including honorary graduates;
- (b) all former students of the University who are holders of degrees, diplomas or certificates;
- (c) members of the Alumni Association who shall include the former and the current Vice-Chancellor, Deputy Vice-Chancellors, Members of the Council, Emeritus Professors, Professors, Lecturers, Research Fellows, Librarian, Registrars, Dean of Students, Finance Officer and administrative officers who are graduates from recognised universities;
- (d) any other member as may be provided for by Senate and the Alumni Association.

(3) The objectives of the Alumni Association shall be to promote the reputation and well-being of the University, including fund-raising for the development of the University.

(4) Subject to the provisions of these Statutes, the Alumni Association shall be empowered to:

- (a) discuss and state its opinion on any matters within the sphere of competence of the University;

(b) elect from among its members, an executive committee consisting of the Chairperson, Treasurer, and any other official as prescribed by the regulations of the Alumni Association.

(5) The Alumni Association Roll shall be conclusive evidence that any person whose name appears therein at the time of claiming to vote as a member of the Alumni Association is entitled to vote, and that any person whose name does not appear therein is not so entitled.

(6) The names of the graduates of the University shall be automatically included in the Roll immediately after conferment of the degrees and award of diplomas or certificates and upon payment of necessary fees. Such automatic enrolment shall not, however, relieve the new graduates of the duty of registering their addresses with the Secretariat and keeping it informed of any subsequent changes of address.

(7) It shall be the duty of the Secretariat to take steps for the holding of an Annual General Meeting for the Alumni Association.

(8) Notice of such meetings shall be given not less than two months before the date of the meeting. Any member desiring to bring forward any business at such a meeting shall forward a statement in writing to the Secretariat setting forth in the form of motions the subject(s) proposed for consideration thereat. Such motions must be lodged with the Secretariat at least four weeks before the date of the meeting.

(9) The agenda for every meeting shall be published in the press at least fourteen (14) days before the day appointed for holding such a meeting. The quorum and procedure of the Alumni Association shall be prescribed in the rules made by the Alumni Association and approved by the University.

(10) A copy of all resolutions of the Alumni Association and a statement of such other matters as the Alumni Association may from time to time decide, shall be duly certified by the Chairperson and sent to the Vice-Chancellor for information.

Students' Association

62. (1) There shall be a Students' Association established as per the Act, the Charter and Statutes.

(2) The Student's Association shall elect a Students' Council, and not more than one-third of the Council shall be of the same gender where applicable.

(3) The functions of the Students' Council shall be to—

- (a) oversee and plan, in consultation with the Senate, students' activities for the promotion of academic, spiritual, moral, harmonious communal life and social well-being of all students;
- (b) draw to the attention of the appropriate authority, where necessary, special needs from particular students;
- (c) offer suggestions to the Senate or its equivalent on matters affecting the well-being of students; and
- (d) undertake such other functions as provided in its governance instrument as approved by the University Council.

Financial Provisions

63. (1) All the funds, movable and immovable assets and property of the University shall be managed and utilized by the Council in accordance with the Act, the Charter and these Statutes and in such manner and for such purposes as, in the opinion of the Council shall promote the best interests of the University, provided that the Council shall not charge or dispose of any immovable property vested in it without the prior approval of the Chancellor.

(2) Pursuant to provisions under these Statutes, the Council may borrow funds for such purposes from such sources and under such arrangements as may be approved by a resolution of Council from time to time.

(3) All the monies of the University shall be paid into any of the bank accounts approved by the Council from time to time.

(4) The University may invest any of its funds in securities, treasury bonds, trust funds or in any other securities, which the Treasury through the University Council may, from time to time, approve.

(5) The University may also place on deposit with such banks as may be approved by my Council, from time to time, any monies not immediately required for the purpose of the University.

(6) In accordance with the Act, the financial year of the University shall commence on the first day of July and end on 30th June in the following year.

(7) Before commencement of a financial year, Management shall prepare estimates of revenue and expenditure of the University for that year, for consideration and approval by Council.

(8) The annual estimates shall make provisions for all the estimated expenditure of the University for the financial year concerned, and in particular shall provide for:

- (a) the payment of the salaries, allowances and other charges in respect of the staff of the University;
- (b) the payment of the pensions, gratuities and other charges in respect of retirement benefits which are payable out of the funds of the University;
- (c) proper maintenance of the buildings and grounds of the University;
- (d) the funding of the cost of teaching, research and outreach activities of the University;
- (e) development; and
- (f) the creation of such funds to meet future or contingent liabilities in respect of retiring benefits, insurance or replacement of buildings or equipment and in respect of such other matters as the Council may deem fit.

(9) In drawing its annual estimates and development plans, the University shall consult with the Government agency responsible for university grants.

(10) Annual estimates shall be approved by the Council before the commencement of the financial year to which they relate, and shall be submitted to the Cabinet Secretary responsible for University Education.

(11) In accordance with the Act and these Statutes, the University shall maintain all proper books of accounts of the income, expenditure and assets of the University.

(12) Within a period of three months from end of each financial year, the Management, through the Council, shall submit to the Controller and Auditor General, the accounts of the University together with:

- (a) a statement of income and expenditure during that year; and
- (b) a statement of the assets and liabilities of the University on the last day of that year.

(13) The accounts of the University shall be audited by the Controller and Auditor General in accordance with the Public Audit Act.

(14) The Controller and Auditor General may transmit to the Cabinet Secretary a special report on any matters incidental to his/her powers under the Act, and Part IV, Section 24(3) and (4) of the Public Audit Act shall apply to any report made under this paragraph.

(15) The auditor appointed under the Act may carry out a special audit or inspection of any aspect of the University financial management provided that he/she shall, unless directed to the contrary by the Cabinet Secretary in Charge of the National Treasury, notify both the Vice-Chancellor and the Chairperson of Council of his/her intention and purpose of carrying out such special audit or inspection.

(16) The Vice-Chancellor shall make available to the auditor facilities and all the information necessary for carrying out his/her audit function.

Procurement

64. (1) The University shall undertake procurement in accordance with the provisions of the Public Procurement and Disposal Act (2015).

(2) The Vice-Chancellor shall be responsible for preparation and submission of the Annual Procurement Plan to the Council for approval.

(3) The Vice-Chancellor shall be responsible for the implementation of procurement regulations.

(4) The Council shall provide oversight on procurement activities and in this respect receive regular reports on the implementation of the annual procurement plan.

Public Private Partnership

65. The University may enter into a Public Private Partnership agreement with a private party in accordance with provisions of the Public Private Partnership Act (2013), Public Procurement and Disposal Act (2015) and any other relevant legislation in the interests of the functions of the University and in accordance with the Charter provided that the private party shall:

- (a) undertake to perform a function or provide a service on behalf of the University;
- (b) receive a benefit for the performance of a defined function on behalf of the university;
- (c) be generally liable for risks arising from the performance of the function in accordance with the terms of the project agreement

Service of Notices and Documents

66. (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 these Statutes

to be given or sent to any person, may be given or sent either personally or by post to him at his last known physical or postal address.

(2) Where a notice or other document is sent by 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 at the time of posting.

CONTRACT AND PECUNIARY INTERESTS

Contracts

67. (1) Contracts on behalf of the University may in addition to any other manner effectual in law be made as follows—

- (a) a contract which, if made between private persons would by law, be 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 by law, be 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 any person acting under the express or implied authority of the Council.

(2) A contract, made according to sub-clauses (a) and (b), hereof may in addition to any other manner effectual in law be varied or discharged in the same manner in which it is authorized to be made

Pecuniary Interest

68. (1) No member of an authority of the University shall take or hold any interest in any property belonging to the University other than as a Trustee for the purposes thereof.

(2) If a member of an authority of the University has any pecuniary interest, direct or indirect, in any contract or proposed contract for the purchase, sale or other disposition of land and other University property or for the provision of goods or services or for the purposes of the University is present at a meeting of one of the said authorities or a committee or sub-committee thereof at which the contract is the subject of consideration, he/she shall at the meeting, 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.

(3) The Council may prescribe in the Statutes or the rules for determining whether any member has any pecuniary interest in such a contract.

Memoranda of Understanding or Agreement

69. (1) The University may enter into Memorandum of Understanding (MoU) or Agreement (MoA) with other institutions, private parties, Government agents and departments in accordance with provisions of the applicable legislation in the interests of the functions of the University.

(2) Any such agreements made between the University and other institutions, Government agents and departments shall be executed on the mutual understanding agreed upon in the agreements provided that they shall not contravene relevant laws, the Act, the Charter or these Statutes.

Miscellaneous

70. (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 any political party.

(2) No political rallies, fetes or other activities shall be allowed on 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 clause, such statements shall be of no effect to the University and the University shall not take any responsibility for such statements. Such persons shall, however, face disciplinary action.

(4) Subject to the Act and any other written Law, any member of staff interested in contesting a parliamentary or civic seat shall be required to resign from the service of the University before presenting himself/herself for nomination for such election. The employee must make full disclosure to the University of his/her intention to vie for parliamentary or civic seat, failing which becomes a disciplinary case.

(5) In the event that the employee is not successful in contesting a parliamentary or civic seat, and such an employee wishes to come back to the University service, such an employee may be considered for employment.

(6) A member of staff nominated to a parliamentary or civic 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 Management Board shall determine. However, under special circumstances, a member may be granted leave of absence if the reason(s) given is/are acceptable to the Management Board.

(7) The Position of an Assistant Lecturer shall cease to exist as a post having academic status in the University on 26th September 2019.

Amendment and Review of the Statutes

71. (1) These Statutes may be amended or reviewed by the Council in Consultation with University Management and the Senate.

(2) The amendment or review of these Statutes shall be in accordance with the provisions of the Charter.

Made on the 25th March, 2020.

MARGARET MUMBI GIKUHI,
Chairperson, Embu University Council.