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EGERTON UNIVERSITY

EGERTON UNIVERSITY STATUTES

2013

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EGERTON UNIVERSITY

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EGERTON UNIVERSITY STATUTES

IN EXERCISE of the powers conferred under Section 33 of the Egerton University Charter 2013, the Council of Egerton University hereby makes the following Statutes:

These Statutes shall be cited as the Egerton University Statutes 2013 or "the Statutes". The Egerton University Statutes (1998) and (2008) are hereby repealed. The Statutes shall be subject to any amendments or additions as the relevant University organs may deem fit in compliance with the provisions of the Charter.

PART I: PRELIMINARY

1. Definitions

Terms used in the Statutes follow the interpretation given them in Part I of the Charter. Some terms which have been used only in the Statutes have been added.

"Academic year" means a period of two semesters of study and examinations as designated by the Senate. Provided, however, that the Senate may designate different dates and different periods for such academic year.

"Academic staff" means any person appointed to teach, train or to do research at the University and any other employee designated as such by the Council.

"Act" means the Universities Act, 2012 (No. 42 of 2012)

"Administrative and other staff" means a member of staff of the University

who are not engaged in teaching or research.

"Alumni Association" means the Alumni Association of the University established under Statute 49.

"Annual estimates" means the estimates prepared under Statute 52 in respect of any financial year.

"Associate Dean" means a person elected by the Faculty Board to act as an assistant to the Dean.

"Cabinet Secretary" means the Cabinet Secretary for the time being responsible for university education.

"Campus" means a satellite location where some of the University's programmes are offered to increase access to university education.

"Campus College" means an academic unit comprising of Faculties or Schools and Departments headed by a Principal pursuant to an order made under Section 7 of the Charter and Statute 2(4).

"Certificate" means a level of training or an award document as used in Statute 35.

"Chairperson of Council" means the Chairperson of Council of Egerton University as referred to in Section 13 of the Charter.

"Chancellor" means the Chancellor of the University referred to in Section 12 of the Charter and Statute 3.

"Charter" means Egerton University Charter, 2013.

"Commencement date" means the date when the Statutes become

operational through a Kenya Gazette notice.

"Congregation" means an assembly of the Chancellor, the Council, the University Management Board, the Senate, the staff and graduands for purposes of conferring degrees and awarding diplomas.

"Constituent College" means a college established under Section 6 of the Charter and Statute 2(3).

"Constitution" means the Constitution of Kenya 2010.

"Council" means the Council of the University, established under Section 35 of the Act, Section 18 of the Charter, and Statute 4; and, where relevant, the Council of a Constituent College,.

“Credit Factor” (CF) as used in course descriptions means and signifies contact hours between a lecturer and students where one Credit Factor is equivalent to 15 contact hours. Further one contact hour equates to one lecture hour or two hours of tutorials or practicals or three hours of clinical practice.

"Dean" means an officer elected or appointed as head of a Faculty or School under Statute 23(7).

"Degree" means a degree so designated in Statute 35.

“Department” means a Department which for administrative purposes has been designated by the Council as being constituted within a particular Faculty or School as used in Statute 23(12).

"Deputy Vice-Chancellors" means the Deputy Vice-Chancellors appointed under Section 15 of the Charter and Statutes 8, 9 and 10.

"Diploma" means a level of training and the respective award as used in Statutes 34, 36 and 37.

"Director" means the person appointed by the Vice-Chancellor to head a School, Institute or Directorate under Statute 23(8).

"Faculty" means an academic administrative unit within the University comprising several departments and concerned with a major division of knowledge, established under Statute 23(1).

"Fiscal year" means financial period for the University as provided under Section 27 of the Charter and Statute 55(3).

"Graduate" means a person upon whom a degree or other academic qualification has been conferred by the University as referred to in Statute 49(1).

"Institute" means a unit within the University, organised for advanced instruction and research in a relatively narrow field of subject matter, established under Statute 23(1).

"Lecturer" means a member of the staff of the University who is a professor, associate professor, senior lecturer, lecturer or assistant lecturer, or a person who holds any other teaching or research posts which the Council, on the recommendation of the Senate, has recognised as a post having academic status in the University under Statute 45(2).

"Librarian" means the person appointed to be the Librarian of the University as referred to in Statute 45(2).

"Library" means the main University Library and any branch thereof.

"Principal Officers of the University" means and includes the Chairperson of Council, the Vice-Chancellor, the Deputy Vice-Chancellors, the Principals of Constituent and Campus Colleges, the Registrars, and the Finance and Accounts Controller as duly appointed in accordance with the Charter and the Statutes.

"Recognised institution" means an institution recognised by the Commission for University Education (CUE) offering a Degree or a Diploma.

"Registrar" means a principal officer appointed as an assistant to the Deputy Vice-Chancellor within a division under Statute 15.

"School" means an academic administrative unit within the University comprising several departments, with a focus on a cluster of related disciplines under Statute 23(1);

"Staff Association" means an association or union of staff recognised by the Council as being representative of staff on matters of terms and conditions of employment under Statute 46.

"Senate" means the Senate of the University established under Statute 5.

"Statutes" means the Egerton University Statutes 2013 approved by the Senate and the Council under Section 33 of the Charter;

"Student" means a person registered by the University for the purposes of obtaining a qualification of the University or any other person who is determined by the Senate to be a student under Section 24 of the Charter and

Statute 48;

"Students' Association" means an association of the students recognised by the Council as being an organisation representative of the students of the University under Section 24 of the Charter and Statute 48.

"University" means Egerton University established under Section 3 of the Charter and Statute 2;

"University Management Board" means a management organisational structure of the University under Statute 6.

"Vice-Chancellor" means the Vice-Chancellor of the University appointed under Section 14 of the Charter and Statute 7.

PART II: ESTABLISHMENT AND GOVERNANCE

2. Constitution of Egerton University

- (1) There is hereby established a university to be known as Egerton University, under the Charter.
- (2) Unless otherwise specified by the Statutes, the main Campus of the University shall be located in Njoro, Kenya [$0^{\circ} 23' S$ and $35^{\circ} 35' E$; Land Reference: LR No. 525/2; LR No. 525/R (Tatton); and LR Nos. 527 and 528 (Ngongongeri Farm)].
- (3) The University may, in consultation with the Cabinet Secretary and CUE, establish a Constituent College, headed by a Principal, as prescribed by Section 16 of the Charter.

- (4) The University may, as part of its expansion, establish a Campus College, headed by a Principal, as prescribed by Section 17 of the Charter.
- (5) The University may, in pursuance of its mandate to expand access to university education, establish other campuses in various locations.

3. The Chancellor

- (1) The Chancellor shall be as defined in Section 12 of the Charter.
- (2) (a) Where vacancy occurs in the office of the Chancellor, the Senate shall solicit for replacement through:
 - (i) Advertising; or
 - (ii) Nomination by the Senate and the Alumni Association.
- (b) All applications or nominations received shall be vetted by the Senate who shall propose the top five names of the persons deemed to be qualified under the Section 38 of the Act and Section 12 of the Charter to the Alumni Association.
- (c) The names of the five applicants deemed by the Senate to be most suitable for appointment as Chancellor shall be circulated among the Alumni Association members who shall be requested to rank the applicants in order of preference.
- (d) The top three applicants ranked by the Alumni shall be forwarded by Senate through the Cabinet Secretary to the President for appointment.

- (e) The appointment of the Chancellor by the President shall be by notice published in the Kenya Gazette.
- (3) The Chancellor shall be the titular head of the University and in the name of the University shall confer degrees, grant diplomas and other awards of the University in consultation with the Senate and the Council.
- (4) In exercise of the powers conferred upon him/ her under Section 12 of the Charter, the Chancellor may direct an inspection or visitation of the University and the Council shall have the right to tender to the Chancellor any advice on any matter relevant to such inspection or visitation.
- (5) A person shall serve as Chancellor for a term of five years subject to reappointment for another five-year term once only. The Office of the Chancellor shall become vacant if the Chancellor:
- (a) Resigns by written notice of six months addressed to the President through the Cabinet
 - (b) Is unable to perform the functions of the Chancellor by reason of prolonged physical or mental incapacity.
 - (c) Is judged bankrupt by a court of competent jurisdiction.
 - (d) Is guilty of gross misconduct.
 - (e) Fails to meet the requirements of Chapter 6 of the Constitution.

4. The Council

- (1) There shall be a Council of the University appointed in accordance with Section 35 of the Act.
- (2) The Council shall have nine members comprising:
 - (a) The Chairperson;
 - (b) The Principal Secretary in the Ministry for the time being responsible for university education;
 - (c) The Principal Secretary in the Ministry for the time being responsible for finance;
 - (d) The Vice-Chancellor as an ex-officio member;
 - (e) Five other members.
- (3) The Chairperson and members of the Council shall be appointed by the Cabinet Secretary from a list consisting of:
 - (a) In the case of the Chairperson, three names, and
 - (b) In the case of other members, nine names, submitted by a selection panel appointed by the Cabinet Secretary in accordance with Section 6 of the Act.
- (4) The appointment of the Council members shall be by a notice in the Kenya Gazette.
- (5) The qualifications for the Chairperson and members of Council shall be:

- (a) In the case of the Chairperson,
 - (i) holds an earned doctorate degree from a recognised institution;
 - (ii) has ten years' experience in leadership and management of public or private institutions;
 - (iii) demonstrate integrity and moral values in accordance with Chapter Six of the Constitution.
- (b) In case of the five other members:
 - (i) have at least a Master's degree from a recognised institution and five years' experience in leadership, management or academia;
 - (ii) demonstrate integrity and moral values in accordance with Chapter Six of the Constitution, professionalism, and have the capacity to make a contribution to university education.
- (6) The Chairperson and members of Council shall hold office for a term not exceeding four years and shall be eligible for reappointment for one further term.
- (7) The members under Section 4(e) of this Statute shall at the first meeting of Council determine by lot which two of their number shall vacate office after a period of three and four years respectively to ensure continuity in the activities of the Council.

- (8) The office of a member of the Council shall become vacant:
- (a) if, not being an ex-officio member, the member resigns by notice in writing addressed to the Cabinet Secretary and copied to the Vice-Chancellor;
 - (b) if the Council is satisfied that the member is, by reasons of physical or mental infirmity, unable to exercise the functions of her/his office;
 - (c) upon death of the member.
- (9) Where the office of a member of the Council becomes vacant, the Vice-Chancellor shall forthwith notify the vacancy to the Cabinet Secretary, who may, subject to the provisions of the Act, appoint another person to fill the vacancy for the remainder of the term of such member.
- (10) The functions of the Council shall be to:
- (a) Employ staff;
 - (b) Approve the Statutes of the University and cause them to be published in the Kenya Gazette;
 - (c) Approve the policies of the University;
 - (d) Approve the budget;
 - (e) Mobilise resources for the University;
 - (f) Recommend to the Cabinet Secretary the appointment of the Vice-Chancellor through a competitive process;

- (g) Recommend to the Chancellor the appointment of the Deputy Vice-Chancellors through a competitive process;.
 - (f) Undertake other functions as may be set out in these Statutes.
- (11) The Council shall operate under the following procedures:
- (a) Unless the Council otherwise determines, a meeting of the Council shall be held at least four times in a calendar year at such time and place as the Chairperson may appoint.
 - (b) At all meetings of the Council a quorum shall be the nearest whole number above half the membership.
 - (c) Decisions of the Council shall be by a simple majority vote of those present and voting. Provided that the Chairperson of the Council shall have a casting vote in case of an equality of votes and that in the enactment of Statutes, the provisions of Section 33 of the Charter shall apply.
 - (d) The Chairperson may at any time call a meeting of the Council, shall call a meeting within twenty-eight (28) days of receiving a request for the purpose signed by at least one-third (1/3) of the membership of the Council.
 - (e) In the absence of Chairperson, the members present shall elect a temporary Chairperson from among themselves.
 - (f) The council may, at the discretion of the Chairperson, transact any business by the circulation of papers and any decision

thus taken shall be submitted for ratification at the next meeting of the Council.

- (g) The Council may, subject to such limitation as it may deem fit, delegate any of its powers or duties to the Chairperson or to committees consisting of such members of the Council and other persons as it may deem fit, and the Council may empower any such committee to act jointly with any committee of the Senate. Provided that the Council shall not delegate to the Chairperson or to a Committee the power to approve without further reference to the Council the annual estimates.
- (h) The committees of the Council shall be: Finance, Human Resource and General Purpose Committee; Audit, Governance and Risk Management Committee; Grievances Handling and Appeals Committee; Academic and Research Committee; Appointments Committee. Their membership and terms of reference are attached as the Third Schedule to the Statutes;
- (i) The Chairperson of Council shall be an ex-officio member of every Committee of the Council but shall not be Chairperson of any such Committee unless specifically so provided. The Council shall nominate the Chairperson of each such Committee. Provided that in the absence of the Chairperson of any such committee the members present and constituting a quorum may elect a temporary Chairperson from among

- themselves.
- (j) Unless the Council otherwise determines, a quorum of any Committee of the Council shall be the nearest whole number above half the membership of the Committee.
 - (k) The Council shall cause minutes of its proceedings to be kept by the Secretary and such minutes shall be confirmed subject to any necessary amendment, at a subsequent meeting.
 - (l) The Vice-Chancellor shall serve as the Secretary to the Council and all Council Committees.
 - (m) The Council shall have the discretion to alter its procedures as it may deem necessary.

5. The Senate

- (1) There shall be a Senate established under Section 35 of the Act and Section 19 of the Charter.
- (2) The Senate shall have the powers and duties to:
 - (a) Satisfy itself regarding the content and academic standard of any course of study in respect of any degree, diploma, certificate or other award of the University, and to report its findings thereon to the Council;
 - (b) Propose regulations to be made by the Council regarding the eligibility of persons for admission to a programme of study;
 - (c) Propose regulations to be made by the Council regarding

the standard of proficiency to be gained in each examination for a degree, diploma, certificate or other award of the University;

- (d) Decide which persons have attained the prescribed standard of proficiency and are otherwise fit to be granted a degree, diploma, certificate or other award of the University;
 - (e) Initiate the development of Statutes and proposals relating to the conduct of the University generally, discuss any matter relating to the University, and make representations thereon to the Council;
 - (f) Make regulations governing such other matters as are within its powers in accordance with the Charter or the Statutes.
 - (g) The Senate shall also perform any other duty conferred by the Charter or the Statutes.
- (3) The Membership of Senate shall be:
- (a) The Vice-Chancellor, who shall be the Chairperson;
 - (b) The Deputy Vice-Chancellors;
 - (c) The Principals of Colleges;
 - (d) The Deputy Principals of Colleges;
 - (e) The Registrars, of whom the Registrar (Academic

- Affairs) shall serve as Secretary;
- (f) The Finance and Accounts Controller;
 - (g) The Dean of Students;
 - (h) Deans of Faculties and Directors of Institutes and Schools;
 - (i) Directors of Directorates; Director of Time Tabling;
 - (j) Chairpersons of Departments;
 - (k) Professors;
 - (l) Two members elected by the Academic Board of each Constituent College from among the members of that Board;
 - (m) The Librarian;
 - (n) Associate Deans of Faculties;
 - (o) Two members elected by the Students' Union; except that the members of the Students' Association shall not be entitled to attend deliberations of the Senate on matters relating to examination results;
 - (p) Any other member as may be identified from time to time.
- (4) The Senate shall adopt the following procedures:
- (a) Unless the Senate otherwise determines, regular meetings of the Senate shall be held at least once every three months at

such time and place as the Chairperson of Senate may appoint.

- (b) The Chairperson of Senate shall call a special meeting:
 - (i) when need arises;
 - (ii) within ten (10) days of receiving a request for that purpose signed by not less than thirty per cent (30%) of the members of the Senate.
- (c) In the absence of the Chairperson of Senate, the Deputy Vice-Chancellor (Academic Affairs) shall preside at meetings of the Senate. In the absence of both the Chairperson of Senate and the Deputy Vice-Chancellor (Academic Affairs), the members present and constituting a quorum shall elect a temporary Chairperson from among their number.
- (d) At any meeting of the Senate a quorum shall be the nearest whole number above half the membership.
- (e) The Chairperson of the meeting shall have a casting vote.
- (f) Subject to such limitation as it may deem fit, the Senate may delegate any of its powers or duties to its Chairperson or its committees consisting of such members of the Senate and other persons as it may deem fit and the Senate may empower any such committee to act jointly with any committee of the Council.
- (g) The Committees of the Senate are:

- (I) Deans' Committee;
 - (ii) Students' Welfare Committee;
 - (iii) Students Disciplinary Committee;
 - (iv) Board of Postgraduate Studies;
 - (v) Board of Undergraduate Studies and Field Attachment;
 - (vi) Bookshop and Library Committee;
 - (vii) Any other committees as Senate may deem fit.
- (h) The membership and terms of reference of the Senate committees are attached as the Fourth Schedule to the Statutes.
- (i) Subject to the provisions of this Statute, the Senate shall have power to regulate by such means as it may deem fit its own procedure and that of its committees.
- (j) The Senate may at its own discretion invite other persons to attend its meetings in an advisory capacity. Provided that persons so invited shall neither acquire rights of membership to the Senate nor have voting rights.

6. The University Management Board

- (1) There shall be a University Management Board whose membership shall be:
- (a) The Vice-Chancellor – Chairperson;

- (b) The Deputy Vice-Chancellors;
 - (c) The Principals of Campus Colleges;
 - (d) The Registrar (Academic Affairs);
 - (e) The Finance and Accounts Controller;
 - (f) The Director (Research);
 - (g) The Director (Outreach and Extension);
 - (h) The Librarian;
 - (i) The Registrar (Administration) – Secretary;
 - (j) The University Management Board shall have power to co-opt any other members.
- (2) The University Management Board shall be responsible for:
- (a) The efficient management of University resources;
 - (b) Making proposals to the Senate and the Council on policy matters;
 - (c) Any other matters related to the management and development of the University;
 - (d) The University Management Board shall have such other powers and duties as may be assigned or delegated to it by the Council in accordance with the Statutes.
- (3) The University Management Board shall adopt the following procedures:

- (a) Unless the University Management Board otherwise determines, a meeting of the University Management Board shall be held at least every month at such time and place as the Chairperson may appoint. The Chairperson of the Board may at any time call a meeting within seven days.
- (b) At all meetings of the University Management Board, a quorum shall be the nearest whole number above half the membership.
- (c) Decisions of the University Management Board shall be by a simple majority vote of those present and voting; provided that the Chairperson shall have a casting vote in the event of a tie.
- (d) In the absence of the Chairperson, the Deputy Vice-Chancellor (Administration and Finance) shall preside at meetings of the University Management Board, and in the absence of both the Chairperson and the Deputy Vice-Chancellor (Administration and Finance) the members shall elect a temporary Chairperson from among themselves.
- (e) The University Management Board may, subject to such limitations as it may deem fit, delegate any of its duties to the Chairperson or to committees consisting of such members of the University Management Board and other persons as it may deem fit. The University Management Board may empower any such committee to act jointly with any

committee of the Senate or the Council.

- (f) The committees of the University Management Board shall include: Planning and Development; Staff Welfare and Development; Tender Committee; Quality Assurance; Budget; Institutional Advancement; Information, Communication and Technology.
- (g) Subject to the provisions of this Statute, the University Management Board shall have power to regulate by such means as it may deem fit its own procedure and that of its Committees.

7. The Vice-Chancellor

- (1) There shall be a Vice-Chancellor, who, subject to the provisions of the Charter, shall be appointed by the Cabinet Secretary after a competitive search and on the advice of the Council.
- (2) The Vice-Chancellor shall hold office for a period of five years and shall be eligible for reappointment for one other five-year term. Provided that the Vice-Chancellor may resign office or the Cabinet Secretary may on the recommendation of the Council terminate the appointment by giving six months' notice in writing or six months' pay in lieu of notice.
- (3) The Vice-Chancellor shall be the executive academic and administrative head of the University and as such shall be responsible to the Council for maintaining and promoting the efficiency and good order of the University. In this respect, the

Vice-Chancellor may take intervention measures pending Senate and Council action.

- (4) The Vice-Chancellor shall by virtue of office be an *ex-officio* member of every committee of the Senate and the Council, unless otherwise explicitly provided.
- (5) The Vice-Chancellor shall by virtue of being the overall administrative head of the University be the accounting officer of the University.
- (6) The Vice-Chancellor shall be responsible for policy matters, planning and overall coordination of University functions, public relations, fund raising, risk management and general development of the University.
- (7) The Vice-Chancellor, acting on behalf of the Council, shall be the disciplinary authority of the University in respect to student conduct as stipulated in Statute 45.
- (8) The Vice-Chancellor shall be the Chairperson of:
 - (a) The Senate;
 - (b) The University Management Board;
 - (c) The Staff Appointment Committee for Associate Professors, Senior Lecturers, and equivalent posts.
- (9) The Vice-Chancellor shall have such other powers and duties as may be conferred by the Council in accordance with the Charter.

- (10) The Vice-Chancellor may assign or delegate any duties of office to a committee or to a member of the University staff and may withdraw any such assignment or delegation at any time.

8. The Deputy Vice-Chancellor (Academic Affairs)

- (1) There shall be a Deputy Vice-Chancellor (Academic Affairs) who shall be appointed after a competitive search by the Chancellor on the recommendation of the Council.
- (2) The Deputy Vice-Chancellor (Academic Affairs) shall hold office for a period of five years and shall be eligible for reappointment for one other five-year term. Provided that the Deputy Vice-Chancellor (Academic Affairs) shall cease to hold office upon resignation or the Council may terminate the appointment by giving six months' notice in writing or six months' pay in lieu of notice. The conditions of appointment shall be as set out in the First Schedule to the Statutes and subject to amendment thereto determined by the Council from time to time.
- (3) The Deputy Vice-Chancellor (Academic Affairs) shall be the head of the Academic Division of the University, whose functions are:
 - (a) Formulating and providing policy guidelines on planning, development and management of academic programmes;
 - (b) Preparing curricula/syllabuses, and rules and regulations governing the implementation of academic programmes;
 - (c) Formulating guidelines for the effective management,

- implementation and evaluation of academic programmes;
- (d) Coordinating both continuous assessment and final examinations;
 - (e) Guiding Chairpersons of Departments, Deans of Faculties, Directors of Schools or Institutes and Managers of Academic Centres on the running of academic programmes;
 - (f) Overseeing the administration of the students' welfare services;
 - (g) Working closely with the other Deputy Vice-Chancellors on staff development, training and research programmes.
- (4) The Deputy Vice-Chancellor (Academic Affairs) shall be the Chairperson of:
- (a) The Bookshop and Library Committee;
 - (b) The Deans Committee;
 - (c) The Staff Appointment Committee for Lectureship, Assistant Lectureship, and Technologists;
 - (d) The Students' Disciplinary Committee;
 - (e) The Student Welfare Committee;
 - (f) The Staff Appointment Committee in the absence of the Deputy Vice-Chancellor (Administration and Finance) and the Deputy Vice-Chancellor (Research and Extension), respectively.

- (5) The Deputy Vice-Chancellor (Academic Affairs) shall have such other duties as may be assigned or delegated by the Vice-Chancellor in accordance with Statute 7.

9. The Deputy Vice-Chancellor (Administration and Finance)

- (1) There shall be a Deputy Vice-Chancellor (Administration and Finance) who shall be appointed after a competitive search by the Chancellor on the recommendation of the Council.
- (2) The Deputy Vice-Chancellor (Administration and Finance) shall hold office for a period of five years and shall be eligible for reappointment for one other five-year term. Provided that the Deputy Vice-Chancellor (Administration and Finance) shall cease to hold office upon resignation or the Council may terminate the appointment by giving six months' notice in writing or six months' pay in lieu of notice. The conditions of appointment of the Deputy Vice-Chancellor (Administration and Finance) shall be as set out in the First Schedule to the Statutes and subject to amendment thereto as determined by the Council from time to time.
- (3) The Deputy Vice-Chancellor (Administration and Finance) shall be the head of the Administration and Finance Division of the University, whose functions are the management of human resource capital, planning, and finance and University assets.
- (4) The Deputy Vice-Chancellor (Administration and Finance) shall

be the Chairperson of:

- (a) The Planning and Development Board;
 - (b) Institutional Advancement Board;
 - (c) The Budget Committee;
 - (d) The Staff Establishment and Welfare Committee;
 - (e) Information, Communication and Technology Committee;
 - (f) The Tender Committee;
 - (g) The Staff Appointment Committee of the non-academic staff of the level of Assistant Registrar and below;
 - (h) The Staff Disciplinary Committee for grades 1 to 12;
 - (i) The Staff Appointment Committee in the absence of the Deputy Vice-Chancellor (Academic Affairs) and the Deputy Vice-Chancellor (Research and Extension), respectively.
- (5) The Deputy Vice-Chancellor (Administration and Finance) shall have such other duties as may be assigned or delegated by the Vice-Chancellor in accordance with Statute 7.

10. The Deputy Vice-Chancellor (Research and Extension)

- (1) There shall be a Deputy Vice-Chancellor (Research and Extension) who shall be appointed after a competitive search by the Chancellor on the recommendation of the Council.
- (2) The Deputy Vice-Chancellor (Research and Extension) shall hold

office for a period of five years and shall be eligible for reappointment for one other five-year term. Provided that the Deputy Vice-Chancellor (Research and Extension) shall cease to hold office upon resignation or the Council may terminate the appointment by giving six months' notice in writing or six months' pay in lieu of notice. The conditions of appointment of the Deputy Vice-Chancellor (Research and Extension) shall be as set out in the First Schedule to the Statutes and subject to amendment thereto as determined by the Council from time to time.

- (3) The Deputy Vice-Chancellor (Research and Extension) shall be the head of the Research and Extension Division of the University, whose functions are: research; extension and outreach; consultancy services; vocational training; documentation of research activities and reports; coordination of seminars, workshops, conferences and symposia; the development of the Lord Egerton Castle Museum.
- (4) The Deputy Vice-Chancellor (Research and Extension) shall be the Chairperson of:
 - a) The Extension Committee;
 - (b) The Publications Committee;
 - (c) The Research Committee;
 - (d) The Staff Appointment Committee for Research Fellows;
 - (e) The Staff Appointment Committee in the absence of the

Deputy Vice-Chancellor (Academic Affairs) and the Deputy Vice-Chancellor (Administration and Finance), respectively.

- (5) The Deputy Vice-Chancellor (Research and Extension) shall have such other duties as may be assigned or delegated by the Vice-Chancellor in accordance with Statute 7.

11. The Principal of a Constituent College

- (1) Subject to the provisions of the Charter, the Principal of a Constituent College shall be appointed by the Cabinet Secretary after a competitive search and on the advice of the Constituent College Council.
- (2) The Principal shall hold office for a period of five years and shall be eligible for reappointment for one other five-year term. Provided that the Principal may resign office or the Cabinet Secretary may on the recommendation of the Constituent College Council terminate the appointment by giving six months' notice in writing or six months' pay in lieu of notice.
- (3) The Principal shall be the executive academic and administrative head of the Constituent College and as such shall be responsible to the Constituent College Council for maintaining and promoting the efficiency and good order of the Constituent College. In this respect, the Principal may take intervention measures pending the Senate and the Constituent College Council.
- (4) The Principal shall by virtue of office be an ex-officio member of every committee of the Constituent College Council, unless

otherwise explicitly provided.

- (5) The Principal shall by virtue of being the overall administrative head of the Constituent College be the accounting officer of the Constituent College.
- (6) The Principal shall be responsible for policy matters, planning, and overall coordination of all College functions, public relations, fund raising, risk management, and general development of the Constituent College.
- (7) The Principal, acting on behalf of the Constituent College Council, shall be the disciplinary authority of the Constituent College in respect to student conduct as stipulated in Statute 48.
- (8) The Principal shall be the Chairperson of:
 - (a) The Constituent College Management Board;
 - (b) The Associate Professor, Senior Lectureship and equivalent staff Appointment Committee.
- (9) The Principal shall have such other powers and duties as may be conferred by the Constituent College Council.
- (10) The Principal may assign or delegate any duties of office to a committee or to a member of the Constituent College staff and may withdraw any such assignment or delegation at any time.

12. The Deputy Principal of a Constituent College

- (1) There shall be two or more Deputy Principals who shall be

appointed after a competitive search by the Chancellor on the recommendation of the Council.

- (2) Deputy Principals shall operate under the general authority of the Principal, exercise such powers and perform such duties as may be provided by the Statutes.
- (3) The Deputy Principal shall hold office for a period of five years and shall be eligible for reappointment for one other five-year term. Provided that the Deputy Principal shall cease to hold office upon resignation or the Council may terminate the appointment by giving six months' notice in writing or six months' pay in lieu of notice.

13. The Principal of a Campus College

- (1) There shall be a Principal of a Campus College who shall be appointed after a competitive search by the Council.
- (2) The Principal shall hold office for a period of five years and shall be eligible for reappointment for one other five-year term. Provided that the Principal may resign office by giving six months' notice in writing or the Council may terminate the appointment by giving six months notice in writing or giving six months' pay in lieu of notice. The conditions of appointment of the Principal shall be as set out in the University Terms and Conditions of Service for Staff and subject to amendment thereto determined by the Council.
- (3) (a) The Principal shall be the academic and administrative head

of the Campus College and as such shall be responsible to the Vice-Chancellor for maintaining and promoting the efficient management of the Campus College.

- (b) In carrying out his/ her duties, the Principal shall liaise with the respective Deputy Vice-Chancellors.
- (4) The Principal shall by virtue of office be an ex-officio member of every Faculty, School or Institute Board within the Campus College, and a member of every committee appointed by the College Management and Academic Boards.
- (5) In the absence of the Deputy Vice-Chancellor (Administration and Finance), the Principal shall be the Chairperson of the Staff Appointment Committee and the Staff Disciplinary Committee in grades 1 to 12.
- (6) The Principal may assign or delegate any duties to a committee or any other member of the Campus College staff and may withdraw any such assignment or delegation at any time.
- (7) The Principal shall have such other duties as may be assigned or delegated by the Vice-Chancellor in accordance with Statute 7.

14. The Deputy Principal of a Campus College

- (1) There shall be a Deputy Principal who shall be appointed after a competitive search by the Council.
- (2) The Deputy Principal shall operate under the general authority of

the Principal, exercise such powers and perform such duties as may be provided by the Statutes.

- (3) The Deputy Principal shall hold office for a period of five years and shall be eligible for reappointment for one other five-year term. Provided that the Deputy Principal shall cease to hold office upon resignation or the Council may terminate the appointment by giving six months' notice in writing or six months' pay in lieu of notice.

15. The Registrar, Director (Research, Outreach and Extension)

- (1) There shall be a Registrar for each Division of the University, except for the Division of Research and Extension where the equivalent positions shall be designated as Director (Research, Outreach and Extension).
- (2) The Registrar (Academic Affairs) shall be appointed by the Council from among staff of the rank of Associate Professor and above.
- (3) The Registrar (Administration) shall be appointed by the Council from staff of the rank of Deputy Registrar and above.
- (4) A person appointed Registrar (Administration) shall hold office on Permanent and Pensionable terms. Provided that the Registrar may resign by giving six months' notice in writing or the Council may terminate the appointment by giving six months' notice in writing or pay six months' salary in lieu of notice. The conditions of appointment of the Registrar shall be as set out in the

University Terms and Conditions of Service for Staff.

- (5) The Registrar (Academic Affairs) shall report to the Deputy Vice-Chancellor (Academic Affairs) and shall assist in all the functions under the Deputy Vice-Chancellor (Academic Affairs) stipulated in the Statutes, and shall be the Secretary to the Senate and the Senate Committees.
- (6) The Registrar (Administration) shall report to the Deputy Vice-Chancellor (Administration and Finance) and be responsible for the management of human resource matters, and assets of the University as stipulated in the Statutes.
- (7) The Registrar (Academic Affairs) and the Director (Research, Outreach and Extension) shall hold office on contract of five years renewable once only. Provided that the Registrar (Academic Affairs) and the Director may resign by giving six months' notice in writing or the Council may terminate the appointment by giving six months' notice in writing or pay six months' salary in lieu of notice. The conditions of appointment of The Registrar (Academic Affairs) and the Director shall be as set out in the University Terms and Conditions of Service for Staff.
- (8) The Director shall report to the Deputy Vice-Chancellor (Research and Extension) and shall be responsible for the management of research, outreach and extension matters as stipulated in the Statutes.

16. The Finance and Accounts Controller

- (1) There shall be a Finance and Accounts Controller who shall be appointed by the Council as permanent and pensionable staff at Grade 15 through a competitive process.
- (2) A person appointed Finance and Accounts Controller shall hold office as set out in the University Terms and Conditions of Service. Provided that the Finance and Accounts Controller may resign by giving six months' notice in writing or the Council may terminate the appointment by giving six months' notice in writing or giving six months' pay in lieu of notice.
- (3) The Finance and Accounts Controller shall be answerable to the Vice-Chancellor through the Deputy Vice-Chancellor (Administration and Finance).
- (4) The Finance and Accounts Controller shall have the overall responsibility for the direction, administration and implementation of the financial service and systems of the University.

17. The University Librarian

- (1) There shall be a University Librarian who shall be appointed by the Council as permanent and pensionable staff at grade 15 through a competitive process.
- (2) A person appointed University Librarian shall hold office as set out in the University Terms and Conditions of Service. Provided that the Librarian may resign by giving six months' notice in

writing or giving the Council may terminate the appointment by giving six months' notice in writing or give six months' salary in lieu of notice.

- (3) The University Librarian shall be responsible to the Vice-Chancellor through the Deputy Vice-Chancellor (Academic Affairs) for the organisation and operation of the Library services of the University.
- (4) In addition to running the main University Library, the Librarian shall also be responsible for setting technical standards for all branches of the library, providing the necessary centralised services and their coordination.

18. The Dean of Students

- (1) There shall be a Dean of Students who shall be appointed by the Council as permanent and pensionable staff at grade 15 through a competitive process.
- (2) A person appointed Dean of Students shall hold office as set out in the University Terms and Conditions of Service. Provided that the Dean of Students may resign by giving six months' notice in writing or the Council may terminate the appointment by giving six months' notice in writing or give six months' salary in lieu of notice.
- (3) The Dean of Students shall report to Deputy Vice-Chancellor (Academic Affairs), and shall exercise such powers and perform such duties in respect to the students, which shall include welfare

organisation, accommodation, recreation, sports, discipline, counselling, providing for chaplaincy services, and job placement.

19. The Constituent College Management Board

- (1) There shall be a Management Board of the Constituent College whose membership shall be:
 - (a) The Principal – Chairperson;
 - (b) The Deputy Principals, of whom the Deputy Principal in charge of Administration and Finance shall be Secretary;
 - (c) The Registrars;
 - (d) The College Officer in charge of Finance;
 - (e) One representative of the Senate;
 - (f) Such other member of the senior management as the Council may from time to time determine;
 - (g) The Management Board shall have power to co-opt any other members as it may deem fit.
 - (h) The Chairperson shall be an ex-officio member of every committee of the Management Board but shall not be the Chairperson of any such committee unless explicitly so provided.
- (2) Powers and duties of the Management Board: The Management Board shall assist the Principal in the day to day management of the Constituent College and shall, in this respect, be responsible

for:

- (a) The efficient management of human, physical and financial resources of the Constituent College;
 - (b) Making proposals to the Council and the Academic Board on policies that have application across the entire institution;
 - (c) Coordinating the Constituent College strategic and development plans;
 - (d) Preparing annual estimates of the funds required by the Constituent College and generation of revenue;
 - (e) Providing the welfare of the staff and students of the Constituent College;
 - (f) Implementing the Rules and Regulations Governing the Association, Conduct, and Discipline of the Students of the Constituent College in accordance with the Statutes.
 - (g) Any other matters related to the management of the Constituent College.
- (3) The Management Board shall adopt the following procedures:
- (a) Unless the Management Board otherwise determines, a meeting of the Management Board shall be held at least once every month at such time and place as the Chairperson may appoint.
 - (b) The Chairperson may at any time call a meeting of the

Management Board and shall call a meeting within seven days of receiving a request for that purpose signed by fifty per cent (50%) of the members of the Board.

- (c) At all meetings of the Management Board, a quorum shall be the nearest whole number above half the membership of the Management Board.
- (d) Decisions of the Management Board shall be by a simple majority vote of those present. Provided that the Chairperson shall have a casting vote in the event of an equality of votes.
- (e) In the absence of the Chairperson, the Deputy Principal (Administration and Finance) shall preside at meetings of the Management Board, and in the absence of both the chairperson and the Deputy Principal (Administration and Finance) the members shall elect a temporary Chairperson from among themselves.
- (f) The Management Board may, subject to such limitations as it may deem fit, delegate any of its powers or duties to the Chairperson or to a committee consisting of such members of the Management Board and of other persons as it may deem fit, and the Management Board may empower any such committee to act jointly with committees appointed by the University College Academic Board. Provided that the Constituent College Management Board shall not delegate to the Chairperson or to a committee the power to

approve without further reference to the Management Board the annual estimates.

- (g) Unless the Management Board otherwise determines, any committee of the Management Board shall cause a copy of its minutes to be sent to both the Chairperson and the Secretary of the University Management Board as soon as such minutes have been confirmed.
- (h) The Management Board shall cause a copy of its minutes to be sent to both the Chairperson and Secretary of the University Management Board as soon as such minutes have been confirmed.
- (i) Subject to the provisions of the Statutes, the Management Board shall have power to regulate by such means as it may deem fit its own procedure and that of its committees.

20. The Constituent College Academic Board

- (1) There shall be a Constituent College Academic Board whose membership shall be:
 - (a) The Principal – Chairperson;
 - (b) The Deputy Principals, of whom Deputy Principal in charge of Academic Affairs shall serve as Secretary;
 - (c) Deans of Faculties, and Directors of Schools, Institutes and Centres;
 - (d) Chairpersons of Departments of the Constituent College;

- (e) Professors;
 - (f) One representative of each of the Faculty or School or Institute boards elected by the respective boards from among its members;
 - (g) Registrars;
 - (h) The Constituent College Librarian;
 - (i) Two members elected by the students' organisation, who shall not be entitled to attend deliberations of the Academic Board on matters which relate to examinations and the general discipline of students;
 - (j) The Academic Board may, at its own discretion, invite other persons to attend its meetings in an advisory capacity. Provided that the persons so invited shall not acquire rights of membership to the Academic Board and shall have not voting rights.
- (2) The Academic Board shall have the following powers and duties:
- (a) Satisfy itself regarding the content and academic standard of any course of study in respect of any degree, diploma, certificate or other award of the Constituent College and to report its findings thereof to the Senate;
 - (b) Propose regulations for consideration by the Senate regarding the eligibility of persons for admission to a course of study;

- (c) Propose regulations for consideration by the Senate regarding the standard of proficiency to be gained in each examination for a degree, diploma, certificate or other award of the Constituent College;
 - (d) Decide which persons have attained the prescribed standard of proficiency and are otherwise fit to be granted a degree, diploma, certificate or other award of the Constituent College;
 - (e) Report its decision thereof to the Senate and make regulations governing such other matters as are within its powers in accordance with the Statutes.
 - (f) Notwithstanding any of the provisions of this Statute, the Senate shall not initiate any action in respect of the regulations and upon receipt of a report or proposal thereunder the Senate shall not reject any such report, or reject or amend any regulations as proposed without further reference to the Academic Board.
- (3) The Academic Board shall adopt the following procedures:
- (a) Unless the Academic Board otherwise determines, meetings of the Academic Board shall be held at least once a month at such time and place as the Chairperson of the Board may appoint.
 - (b) The Chairperson may at any time call a meeting of the Academic Board and shall call a meeting within seven days of receiving a request for that purpose signed by not less than

- fifty per cent (50%) of the members.
- (c) In the absence of the Chairperson, the Deputy Principal in charge of academic affairs shall preside over meetings of the Academic Board, and in the event of the absence of the Principal and the Deputy Principal in charge of academic affairs, the members present shall elect a temporary Chairperson from among themselves.
 - (d) At any meeting of the Academic Board, a quorum shall be the nearest whole number above half the membership.
 - (e) The Chairperson of the Academic Board shall have an original and a casting vote.
 - (f) The Academic Board may, subject to such limitations as it may deem fit, delegate any of its powers or duties to committees consisting of such members of the Academic Board and other persons as it may deem fit and the Academic Board may empower any such committee to act jointly with any committee appointed by the Constituent College Management Board.
 - (g) Subject to the provisions of the Statutes, the Academic Board shall have power to regulate by such means as it may deem fit its own procedure and that of its committees.

21. The Campus College Management Board

- (1) There shall be a Campus College Management Board whose membership shall be:

- (a) The Principal – Chairperson;
 - (b) The Deputy Principal;
 - (c) Deans of Faculties of the Campus College;
 - (d) The Senior Assistant Registrar (Academic Affairs);
 - (e) The Senior Assistant Registrar (Administration) – Secretary;
 - (f) The Senior Accountant;
 - (g) The Senior Assistant Librarian;
 - (h) The Senior Assistant Dean of Students;
 - (i) The Campus College Management Board shall have power to co-opt any other members;
- (2) The Management Board shall be responsible for the administrative functions of the Campus College and to that end the functions shall include:
- (a) Management of the personnel, facilities and finances of the Campus College;
 - (b) Preparation of annual estimates of the funds required by the Campus College and generation of revenue;
 - (c) Provision of the welfare of the staff and students of the Campus College;
 - (d) Planning for the Campus College's needs and development;

- (e) Implementation of the Rules and Regulations Governing the Campus College;
 - (f) Conduct and Discipline of the Students of the Campus College in accordance with Statute 48.
- (3) The Management Board shall adopt the following procedures:
- (a) Unless the Management Board otherwise determines, a meeting of the Board shall be held at least once every month at such time and place as the Chairperson may appoint.
 - (b) The Chairperson may at any time call a meeting of the Campus College Management Board and shall call a meeting within seven days of receiving a request for that purpose signed by fifty per cent (50%) of the members of the Board.
 - (c) At all meetings of the Management Board, a quorum shall be the nearest whole number above half the membership of the Board.
 - (d) Decisions of the Management Board shall be by a simple majority vote of those present. Provided that the Chairperson shall have a casting vote in the event of an equality of votes.
 - (e) In the absence of the Chairperson, the Deputy Principal shall chair the meeting and in the event of the absence of the Principal and the Deputy Principal the members present shall elect a temporary Chairperson from among themselves.
 - (f) The Management Board may, subject to such limitations as it

may deem fit, delegate any of its powers or duties to the Chairperson or to a committee consisting of such members of the Management Board and of other persons as it may deem fit, and the Management Board may empower any such committee to act jointly with committees appointed by the Campus College Academic Board. Provided that the Management Board shall not delegate to the Chairperson or to a committee the power to approve without further reference to the Management Board the annual estimates.

- (g) The Chairperson shall be an ex-officio member of every committee of the Management Board but shall not be the Chairperson of any such committee unless explicitly so provided.
- (h) Unless the Management Board otherwise determines, a quorum of any committee of the Management Board shall cause a copy of its minutes to be sent to both the Chairperson and the Secretary of the University Management Board as soon as such minutes have been confirmed.
- (i) The Management Board shall cause a copy of its minutes to be sent to both the Chairperson and Secretary of the University Management Board as soon as such minutes have been confirmed.
- (j) Subject to the provisions of the Statutes, the Management Board shall have power to regulate by such means as it may

deem fit its own procedure and that of its committees.

22. The Campus College Academic Board

- (1) There shall be a Campus College Academic Board whose membership shall be:
 - (a) The Principal – Chairperson;
 - (b) The Deputy Principal;
 - (c) Deans of Faculties of the Campus College;
 - (d) Chairpersons of Departments;
 - (e) Professors of the Campus College, not being members of the Academic Board by virtue of any other provision of the Statute;
 - (f) One elected representative from each Faculty, School or Institute of the Campus College;
 - (g) The Campus College Librarian;
 - (h) The Campus College Dean of Students;
 - (i) The Campus College Registrar – Secretary;
 - (j) The Academic Board may, at its own discretion, invite other persons to attend its meetings in an advisory capacity. Provided that the persons so invited shall not acquire rights of membership to the Board and shall not have voting rights.
- (2) The Academic Board shall be responsible for the administration

and management of the academic programmes of the Campus College.

- (3) The Academic Board shall adopt the following procedures:
- (a) Unless the Academic Board otherwise determines, meetings of the Academic Board shall be held at least once a month at such time and place as the Chairperson of the Board may appoint.
 - (b) The Chairperson may at any time call a meeting of the Academic Board and shall call a meeting within seven days of receiving a request for that purpose signed by not less than fifty per cent (50%) of the members.
 - (c) In the absence of the Chairperson, the Deputy Principal of the Campus College shall preside over meetings of the Academic Board, and in the event of the absence of the Chairperson and the Deputy Principal the members present shall elect a temporary Chairperson from among themselves.
 - (d) At any meeting of the Academic Board, a quorum shall be the nearest whole number above half the membership of the Academic Board.
 - (e) The Chairperson of the Academic Board shall have an original and a casting vote.
 - (f) The Academic Board may, subject to such limitations as it may deem fit, delegate any of its powers or duties to committees consisting of such members of the Academic

Board and other persons as it may deem fit and the Academic Board may empower any such committee to act jointly with any committee appointed by the Campus College Management Board.

- (g) Subject to the provisions of the Statutes, the Academic Board shall have power to regulate by such means as it may deem fit its own procedure and that of its committees.

PART III: CORE FUNCTIONS

23. Governance Structures and Functions of Faculties, Schools, Institutes, Directorates and Centres

- (1) There shall be Faculties, Schools, Institutes, Directorates, and Centers of the University and its Colleges as the Council may from time to time determine.
- (2) Each Faculty, School or Institute shall consist of Departments as the Council may from time to time determine.
- (3) Each Department shall be regarded for administrative purposes as being a constituent department of one Faculty, School or Institute but may, in relation to other Faculties or Schools in which such a Department has teaching or other commitments, be regarded as an associated department.
- (4) Faculties, Schools, and Institutes shall make recommendations to the Senate with regard to the Departments which shall be associated with the particular Faculty or School.

- (5) Faculty, School, Institute, and Directorate Boards
- (a) Each Faculty, School, Institute, and Directorate shall be governed by a Board.
 - (b) The Faculty, School, and Institute Board shall have the following membership:
 - (i) The Dean of Faculty/ Director of School or Institute – Chairperson;
 - (ii) Academic staff of the constituent Departments;
 - (iii) Academic staff of the associated Departments;
 - (iv) Two student representatives;
 - (v) The Vice-Chancellor, the Deputy Vice-Chancellors and the Principals of Campus Colleges shall be ex-officio members of each Faculty Board;
 - (vi) Each Faculty, School and Institute Board may, at its own discretion, invite other persons to attend its meetings in an advisory capacity. Provided that persons so invited shall not acquire membership or the Board nor have voting rights.
 - (c) The membership and functions of Directorate Boards are provided in the respective Directorate Statutes.
 - (d) The Faculty, School and Institute Boards shall have the following functions and procedures:

- (i) Consider and make recommendations to the Senate regarding the progress of the students;
 - (ii) Make recommendations to the Senate concerning syllabuses and regulations for the courses of study for degree, diploma and other awards;
 - (iii) Regulate the conduct of examinations in the relevant disciplines and make recommendations thereof to the Senate;
 - (iv) Recommend to the Senate the names of examiners for appointment, and consider and make any other recommendations to the Senate in respect thereof;
 - (v) Formulate development plans for the Faculty, School or Institute;
 - (vi) Conduct income generating activities for the Faculty, School or Institute;
 - (vii) Deal with any matters referred to it by the Senate;
 - (viii) The quorum of the Faculty Board, which shall meet at least once per semester, shall be the nearest whole number above half the membership.
- (6) There shall be a Board of Examiners of each Faculty which shall consist of all internal and external examiners appointed by the Senate in accordance with Statutes. The functions of such boards shall be to receive examination results and deliberate thereon, and

approve them for forwarding to the Senate. Attendance in meetings of Boards of Examiners shall be mandatory for all internal examiners. Student representatives shall not attend meetings of the Board of Examiners.

(7) The Dean of Faculty

- (a) There shall be a Dean of Faculty who shall be the Chairperson of the Faculty Board. Provided that where the Dean is unable to be present at a meeting of the Board, the Associate Dean shall be Chairperson. In the absence of both the Dean and the Associate Dean the members present shall elect a Chairperson.
- (b) The Dean shall be nominated from among Professors and Senior Lecturers in the Faculty for election by members of the Faculty Board. The Vice-Chancellor shall appoint the elected Dean.
- (c) The Dean shall hold office for a period of two calendar years and, upon expiry of that period, shall be eligible for re-election once only. Where a person previously served but has already ceased to be Dean, that person shall not become eligible for election until two calendar years have elapsed since ceasing to be Dean.
- (d) The Vice-Chancellor shall appoint the Associate Dean as Acting Dean of Faculty on account of the elected Dean being unable to exercise the Dean's duties. Provided that the Acting

Dean shall not hold office for a period longer than ninety (90) days.

- (e) The Dean of Faculty shall be the academic and administrative head of the Faculty and as such shall be responsible to the Vice-Chancellor through the Deputy Vice-Chancellor (Academic Affairs) and the Principal in the case of a Campus College for maintaining and promoting the efficient management of the Faculty. The Dean's duties include:
- (i) Direction of the Faculty's mission and objectives;
 - (ii) Convening Faculty Board meetings;
 - (iii) Overall management of the Faculty's academic programmes as required by the Senate under various rules and regulations, including being Chief Examiner of the Faculty;
 - (iv) Implementation of the University's policy decisions and regulations in respect to the Faculty;
 - (v) Representation of the Faculty in the Senate and its committees;
 - (vi) Planning and coordination of the Faculty's budgetary estimates and inter-departmental activities;
 - (vii) Working in liaison with other University organs for the effective and efficient management of the University;
 - (viii) The promotion and maintenance of a conducive

working environment in the Faculty.

(ix) The preparation of annual work plans;

(x) The Dean shall have such other duties and responsibilities as may be assigned or delegated by the Vice-Chancellor in accordance with Statute 7.

(8) The Associate Dean

(a) There shall be an Associate Dean of Faculty who shall deputise and assist the Dean in the management of the Faculty.

(b) The Associate Dean shall be nominated from among Professors and Senior Lecturers in the Faculty for election by members of the Faculty Board. The Vice-Chancellor shall appoint the elected Associate Dean.

(c) The Associate Dean shall hold office for a period of two calendar years and, upon expiry of that period, shall be eligible for re-election once only. Where a person previously served but has already ceased to be Associate Dean, that person shall not become eligible for election until two calendar years have elapsed since ceasing to be Associate Dean.

(9) The Director of School, Institute or Directorate

(a) There shall be a Director of School, Institute, or Directorate who shall be appointed by the Vice-Chancellor from among

academic staff of the rank of Senior Lecturer or above for a period of three years renewable once only. The position of Director shall have and carry the status, responsibilities, duties and privileges as that of Dean of Faculty as stipulated in this Statute.

- (b) If a substantive Director cannot be appointed, an Acting Director shall be appointed. Provided that the person acting as Director shall not hold office for a period longer than six months.

(10) The Deputy Director of School, Institute or Directorate

- (a) There may be a Deputy Director of School, Institute, or Directorate who shall be appointed by the Vice-Chancellor from among academic staff of the rank of Senior Lecturer or above for a period of three years renewable once only. The position of Deputy Director shall have and carry the status, responsibilities, duties and privileges as that of Associate Dean of Faculty as stipulated in this Statute.

- (b) The Deputy Director shall deputise and assist the Director in the management of the respective administrative unit.

(11) The Chairperson of Department

- (a) There shall be a Chairperson of Department who shall be appointed through a competitive process by the Vice-Chancellor from the academic staff of the Department of the rank of Senior Lecturer or above for a period of three years

renewable once only.

- (b) If a substantive Chairperson cannot be appointed, an Acting Chairperson shall be appointed. Provided that a person qualified to be a substantive Chairperson shall not continue in acting capacity for a period exceeding one calendar year.
- (c) The Chairperson shall be the academic and administrative head of the Department and as such shall be responsible to the Vice-Chancellor through the Dean for maintaining and promoting the efficient management of the Department. The Chairperson's duties are:
 - (i) Articulation and implementation of the mission and objectives of the Department;
 - (ii) Convening departmental meetings;
 - (iii) Overall management of the department's academic programmes as required by the Senate under various rules and regulations, including being Chief Examiner of the Department;
 - (iv) Representation of the Department in the Senate and other organs of the University;
 - (v) Planning and budgeting for the Department;
 - (vi) Supervision of the academic and other staff of the Department;
 - (vii) Preparation of the annual work plans and an annual

departmental report;

(viii) Promotion and maintenance of a conducive working environment in the Department;

(ix) The Chairperson shall have other duties and responsibilities as may be assigned or delegated by the Vice-Chancellor in accordance with Statute 7.

(12) There shall be Coordinators of Academic Programmes who shall be appointed through a competitive process by the Vice-Chancellor from among academic staff of the rank of Senior Lecturer and above for a period of three years renewable once only.

(13) There shall be Managers of Academic Centres who shall be appointed through a competitive process by the Vice-Chancellor from among academic staff of the rank of Senior Lecturer and above for a period of three years renewable once only.

(14) The following are the University faculties, schools, institutes, and directorates, with their respective departments, and centres:

Njoro Campus

(a) Faculty of Agriculture

- (i) Animal Sciences
- (ii) Agricultural Economics and Agribusiness Management
- (iii) Crops, Horticulture and Soils
- (iv) Dairy, and Food Science and Technology

(b) Faculty of Arts And Social Sciences

- (I) Economics

- (ii) Literature, Languages and Linguistics
 - (iii) Peace, Security and Social Studies
 - (iv) Philosophy, History and Religion
- (c) Faculty of Education and Community Studies**
- (i) Agricultural Education and Extension
 - (ii) Applied Community Development Studies
 - (iii) Curriculum, Instruction and Educational Management
 - (iv) Psychology, Counselling and Educational Foundations
- (d) Faculty of Engineering and Technology**
- (i) Agricultural Engineering
 - (ii) Civil and Environmental Engineering
 - (iii) Electrical and Control Engineering
 - (iv) Industrial and Energy Engineering
- (e) Faculty of Environment and Resources Development**
- (i) Environmental Science
 - (ii) Geography
 - (iii) Natural Resources
- (f) Faculty of Science**
- (i) Biochemistry and Molecular Biology
 - (ii) Biological Sciences
 - (iii) Chemistry
 - (iv) Computer Science
 - (v) Mathematics
 - (vi) Physics
- (g) Faculty of Veterinary Medicine and Surgery**
- (i) Veterinary Anatomy and Physiology
 - (ii) Veterinary Clinical Studies
- (h) School of Open and Distance Learning (SODL)**
- (i) External Studies and Media
 - (ii) Instructional Material Development
 - (iii) Military Science
 - (iv) Teacher Education

- (i) Board of Undergraduate Studies and Filed Attachment (BUGS)**
- (j) Board of Postgraduate Studies (The Graduate School)**
- (k) Institute of Women, Gender and Development Studies (IWGDS)**
- (l) Institute of Crop Management Research and Training (CMRT)**
- (m) Directorate of Examinations and Timetabling (DET)**
- (n) Directorate of International Academic Linkages (DIAL)**
- (o) Directorate of University-Industry Linkages (DUIL)**
- (p) Directorate of Quality Assurance (QA)**

Kenyatta Campus

Nakuru Town Campus College

- (q) Faculty of Commerce**
 - (i) Finance and Accounting
 - (ii) Human Resource

- (r) Faculty of Health Science**
 - (i) Child Health
 - (ii) Community Health
 - (iii) Human Anatomy
 - (iv) Human Physiology
 - (v) Medicine
 - (vi) Pathology
 - (vii) Reproductive Health
 - (viii) Surgery

(s) Nakuru Town Centre

Nairobi City Campus

(t) Tegemeo Institute of Agricultural Policy and Development

(u) Faculties with programmes at Nairobi City Campus: Agriculture (Agricultural Economics and Business Management); Arts and Social Sciences (Economics; Peace, Security and Social Studies; Philosophy, History and Religion); Commerce (Accounting, Business and Management Science; Business Administration); Education and Community Studies (Curriculum, Instruction and Educational Management; Psychology, Counselling and Educational Foundations); Science (Computer Science; Mathematics); Institute of Women, Gender and Development Studies.

Chemeron Field Station

24. The Board of Undergraduate Studies and Field Attachment

- (1) There shall be a Board of Undergraduate Studies whose membership shall consist of:
 - (a) The Director of the Board (Chairperson) appointed by the Vice-Chancellor from among the academic staff of the level of Senior Lecturer or above who shall serve for a period of

- three years renewable once only;
- (b) One representative each from the faculties of Agriculture, Arts and Social Sciences, and Science at the rank of Senior Lecturer or above;
 - (c) Two rotating members to represent the faculties of Commerce, Education and Community Studies, Engineering and Technology, Health Sciences, Veterinary Medicine at the rank of Senior Lecturer or above; the rotation cycle shall be two years;
 - (d) The Director (Quality Assurance);
 - (e) One undergraduate student representative;
 - (f) The Registrar (BUGS) – Secretary;
 - (k) Co-opted members as may be decided by the Board, provided that such members shall have no voting powers.
- (2) The Board shall be answerable to the Deputy Vice-Chancellor (Academic Affairs) and the Senate in respect of the conduct of undergraduate studies and shall in particular have responsibility over the following matters:
- (a) The review of, and recommendation to the Senate on, the quality of undergraduate degree and diploma curricula;
 - (b) Promotion of interdisciplinary collaboration at undergraduate level with a view to facilitating coherence and resource use optimisation with regards to training;

- © Formulation and review of course scheduling policies for the purpose of enhancing coherence, flexibility and liberalisation of the respective curricula;
 - (d) Coordination of recommendations to the Senate on rules and regulations formulated by Departments and Faculties governing the undergraduate degree and diploma programmes;
 - (e) Coordination of the Award Scheme for academic excellence amongst undergraduate students and forwarding recommendations thereon to the Deans Committee;
 - (f) Coordination and facilitation of Field/Industrial Attachment programmes and Teaching Practice.
 - (g) The Board shall have such other powers and perform such other functions as may be assigned or delegated to it by the Senate in accordance with the Statutes.
- (3) Subject to the provisions of the Statutes, the Board shall regulate its own procedures in such manner as it may deem fit.

25. The Board of Postgraduate Studies

- (1) There shall be a Board of Postgraduate Studies whose membership shall consist of:
- (a) The Director of the Board (Chairperson) appointed by the Vice-Chancellor from amongst academic staff holding the

- rank of Senior Lecturer or above for a period of three years renewable once only;
- (b) The Director (BUGS), also as Senate representative;
 - (c) Two rotating members to represent Faculties, Schools, and Institutes; the rotation cycle shall be two years;
 - (d) The University Librarian;
 - (e) The Director (Research);
 - (f) The Director (Quality Assurance);
 - (g) One postgraduate student representative;
 - (h) The Registrar (Graduate School) – Secretary;
 - (i) Co-opted members as may be decided by the Board, provided that such members shall have no voting powers.
- (2) The Board shall be answerable to the Deputy Vice-Chancellor (Academic Affairs) and the Senate in respect of the conduct of postgraduate studies throughout the University and shall, in particular, have responsibility over the following matters:
- (a) Harmonisation of postgraduate curricula and regulations;
 - (b) Admission of postgraduate students on the recommendation of respective faculties;
 - (c) Administration of postgraduate scholarships and research grants;
 - (d) Coordination of postgraduate programmes, and

examinations;

- (e) General welfare and discipline of postgraduate students.
- (3) In respect of the harmonisation of postgraduate curricula and regulations, the Board shall:
- (a) Have primary responsibility for the enforcement of the common regulations for the Postgraduate Certificates, Postgraduate Diplomas, Master's Degrees and Doctorates in all Faculties, Schools, Institutes, and Campuses;
 - (b) Liaise with all Faculties, Schools, Institutes and Campuses; and make such recommendations as regards the content and organisation of postgraduate programmes available therein as are consistent with Senate-approved rules and regulations;
 - (c) Make available to Faculties, Schools, Institutes, Campuses and other relevant offices information relating to postgraduate studies throughout the University by publishing a prospectus and bibliographic records of postgraduate research done or to be done within the University.
 - (d) Publish and make available to Faculties, Schools, Institutes, Campuses and other relevant offices records of published work arising from postgraduate research undertaken within the University or within any other university as long as that work is, in the opinion of the Board, of particular relevance to postgraduate research in the University.

- (e) Cause to be published and disseminated any material it considers of relevance to the general conduct of postgraduate studies within the University.
- (4) In respect of the admission of postgraduate students, the Board shall:
 - (5) Receive from the Registrar (Academic Affairs) notification of all postgraduate programmes advertised;
 - (a) Receive applications from the Registrar (Academic Affairs) and forward to Faculties, Schools, and Institutes for processing;
 - (b) Receive back the applications, together with recommendations, from Faculties, Schools, and Institutes;
 - (c) Admit students to various programmes.
 - (6) In respect of the administration of postgraduate scholarships and research grants, the Board shall in liaison with other organisations:
 - (a) Solicit scholarships and postgraduate research funds from prospective donors within and outside the University;
 - (b) Receive, advertise and allocate scholarships and research funds for postgraduate studies to qualified applicants;
 - (7) In respect of the coordination of postgraduate programmes, the Board shall:

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

- (viii) that the maximum number of students per supervisor at any one time shall be six for Master's or three for Ph.D.
- (8) In respect of the administration and processing of postgraduate examinations, Master's and Doctoral research projects, theses, and dissertations, the Board shall:
- (a) Be responsible for appointment of nominated supervisors;
 - (b) Keep records on the progress of postgraduate students, and in this connection update Faculties, Schools or Institutes on progress made;
 - (c) Process the appointment of examiners;
 - (d) Coordinate the forwarding of submitted research projects, theses, and dissertations to Examiners;
 - (e) After receiving reports from examiners, coordinate oral examinations/ defences;
 - (f) Be represented in all oral examinations/ defences by the Director or his/ her appointee;
 - (g) Forward the recommendations of the Board of Examiners to the Chairperson of Senate for approval on behalf of the Senate.;
 - (h) Cause the approved research projects, theses, dissertations or similar presentations to be deposited in the Library.
- (9) In respect of the welfare and discipline of postgraduate students,

the Board shall:

- (a) Be responsible for receiving any reports on the welfare and conduct of students, and deliberate upon and make such recommendations thereon to the Senate as it deems appropriate;
 - (b) 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) Subject to the provisions of the Statutes, the Board shall have the power to regulate in such manner as it may deem fit its own procedure.
- (11) The Board may, in addition, exercise such other powers or perform such other functions as may be assigned or delegated to it by the Senate in accordance with Statute 5.

26. The Board of the Institute of Women, Gender and Development Studies

- (1) There shall be a Board of the Institute of Women, Gender and Development Studies whose membership shall be:
- (a) The Director of the Board (Chairperson) appointed by the Vice-Chancellor from amongst academic staff holding the rank of Senior Lecturer or above for a period of three years renewable once only;

- (b) The Director (International Academic Linkages);
 - (c) The Dean, Faculty of Health Sciences, also as Senate representative;
 - (d) The Director (Student Welfare Services);
 - (e) Two rotating members to represent Faculties, Schools, and Institutes; the rotation cycle shall be two years;
 - (f) Two student representatives;
 - (g) The Registrar (IWGDS) – Secretary;
 - (h) Co-opted members as may be decided by the Board, provided that such members shall have no voting powers.
- (2) The Board shall be answerable to the Deputy Vice-Chancellor (Academic Affairs) and the Senate and in this respect be responsible for:
- (a) Providing guidelines and mechanisms for fundraising for the activities of the Institute;
 - (b) Formulating and organising research, training, extension and outreach programmes that address issues related to women and gender mainstreaming in and outside the University;
 - (c) Providing counselling and guidance to students in partnership with the Office of the Dean of Students;
 - (d) Providing counselling and guidance to staff and community members who may have general as well as gender related

- challenges and needs;
- (e) Planning and organising student activities that are deemed necessary within the framework of the Institute;
 - (f) Developing, producing, and soliciting for resource materials for strengthening activities and information services in the Institute;
 - (g) Providing demand-driven certificate, diploma, undergraduate and postgraduate courses.
- (3) Subject to the provisions of the Statutes, the Board shall have the power to regulate its own procedure in such manner as it may deem fit.
- (4) The Board shall possess such other powers or perform such other functions as may be delegated to it by the Senate in accordance with Statute 5.

27. The Board of the School of Open and Distance Learning

- (1) There shall be a Board of the School of Open and Distance Learning whose membership shall be:
- (a) The Director of the Board (Chairperson) appointed by the Vice-Chancellor from amongst academic staff holding the rank of Senior Lecturer or above for a period of three years renewable once only;
 - (b) Director (BUGS), also as Senate representative;

- (c) Two rotating members to represent Faculties, Schools, and Institutes; the rotation cycle shall be two years;
 - (d) The University Librarian;
 - (e) Director (Quality Assurance);
 - (f) One student representative;
 - (g) The Registrar (SODL) – Secretary;
 - (h) Co-opted members as may be decided by the Board, provided that such members shall have no voting powers.
- (2) The Board shall be answerable to the Deputy Vice-Chancellor (Academic Affairs) and the Senate and in this respect be responsible for:
- (a) Development of programmes and delivery of strategies for education and training through Open and Distance Learning (ODL);
 - (b) Development, implementation and management of learning support systems and services, including community-based learning centres;
 - (c) Facilitating and promoting research in ODL;
 - (d) Promoting the dissemination of research findings;
 - (e) Developing collaborations and partnerships with local, regional and international ODL institutions, organisations and stakeholders.

- (3) Subject to the provisions of Statutes, the Board shall have the power to regulate its own procedure in such manner as it may deem fit.
- (4) The Board shall possess such other powers or perform such other functions as may be delegated to it by the Senate in accordance with Statute 5.

28. The Board of the Directorate of University-Industry Linkages

- (1) There shall be a Board of the Directorate University-Industry Linkages whose membership shall be:
 - (a) The Director of the Board (Chairperson) appointed by the Vice-Chancellor from amongst academic staff holding the rank of Senior Lecturer or above for a period of three years renewable once only;
 - (b) Director (International Academic Linkages);
 - (c) The Dean, Faculty of Engineering and Technology, also as Senate representative;
 - (d) The Dean, Faculty of Science;
 - (e) The Dean of Students;
 - (f) The Director (BUGS);
 - (g) One rotating member to represent other Faculties, Schools, and Institutes; the rotation cycle shall be two years;

- (h) One student representative;
 - (i) One Registrar (Research and Extension Division) – Secretary;
 - (j) Co-opted members as may be decided by the Board, provided that such members shall have no voting powers.
- (2) The Board shall be answerable to the Deputy Vice-Chancellor (Research and Extension) and the Senate and in this respect shall be responsible for:
- (a) Linking the University to Industry for mutual benefit;
 - (b) Obtaining support from Industry and the Private Sector for University programmes and projects;
 - (c) Establishing partnerships with community-based projects and organisations;
 - (d) Organising the participation of the University in fairs and exhibitions to enhance its visibility.
- (3) Subject to the provisions of Statutes, the Board shall have the power to regulate its own procedure in such manner as it may deem fit.
- (4) The Board shall possess such other powers or perform such other functions as may be delegated to it by the Senate in accordance with Statute 5.

29. The Board of the Directorate of Academic Linkages

- (1) There shall be a Board of the Directorate of Academic Linkages whose membership shall be:
 - (a) The Director of the Board (Chairperson) appointed by the Vice-Chancellor from amongst academic staff holding the rank of Senior Lecturer or above for a period of three years renewable once only;
 - (b) The Dean of Students;
 - (c) The Director (BUGS);
 - (d) The Director (Graduate School);
 - (e) Two rotating members to represent Faculties, Schools, and Institutes; the rotation cycle shall be two years;
 - (f) One student representative;
 - (g) The Registrar (DIAL) – Secretary;
 - (h) Co-opted members as may be decided by the Board, provided that such members shall have no voting powers.
- (2) The Board shall be answerable to the Deputy Vice-Chancellor (Academic Affairs) and the Senate and in this respect shall be responsible for:
 - (a) Initiating, facilitating and sustaining linkages between the University and other universities or similar institutions outside Kenya;
 - (b) Providing advisory services to International Students at the

University;

- (c) Receiving and facilitating the processing of International Students' applications and enrollments;
 - (d) Globally promoting and marketing academic programmes of the University;
 - (e) Facilitating access to welfare services to International Students and Staff.
- (3) Subject to the provisions of the Statutes, the Board shall have the power to regulate its own procedure in such manner as it may deem fit.
- (4) The Board shall possess such other powers or perform such other functions as may be delegated to it by the Senate in accordance with Statute 5.

30. The Board of the Institute Crop Management Research and Training

- (1) There shall be a Board of the Institute of Crop Management Research and Training whose membership shall be:
- (a) The Deputy Vice-Chancellor (Research and Extension) – Chairperson;
 - (b) The Director (CMRT) appointed by the Vice-Chancellor from amongst academic staff holding the rank of Senior Lecturer or above for a period of three years renewable once – Secretary;

- (c) The Director (Research);
 - (d) The Dean, Faculty of Agriculture;
 - (e) The Director (Graduate School), also as Senate representative;
 - (f) The Chairperson, Department of Crops, Horticulture and Soils;
 - (g) One representative of the Director, Kenya Agricultural Research Institute (KARI);
 - (h) One representative of the Regional Director, CIMMYT.
- (2) The Board shall be answerable to the Deputy Vice-Chancellor (Research and Extension) and the Senate and in this respect shall be responsible for:
- (a) Development of national and regional capacity for crop management and research training;
 - (b) Collaborating with the National Agricultural Research Station of Eastern and Southern Africa in their effort to increase agricultural production and rural income;
 - (c) Development of training materials for extension trainers;
 - (d) Assisting in funding and research supervision of postgraduate students.
- (3) Subject to the provisions of Statutes, the Board shall have the power to regulate its own procedure in such manner as it may

deem fit.

- (4) The Board shall possess such other powers or perform such other functions as may be delegated to it by the Senate in accordance with Statute 5.

31. The Board of Tegemeo Institute of Agricultural Policy and Development

- (1) Broad Mandate: As a leading centre in agricultural policy and analysis in Kenya, Tegemeo Institute is mandated to provide viable policy alternatives that contribute to improved agricultural productivity and reduced poverty in Kenya. Through its mission, the Institute strives to improve the quality of life of Kenyans by influencing policy formulation and preparation of policies that enhance food security and reduce poverty. It has promoted policy dialogue and advocacy via dissemination of research findings to a large number of stakeholders including the government and the private sector. Using an extensive database from past and ongoing studies, the Institute has played a role in raising the analytical content and thus the level of debate on issues affecting Kenya's agriculture and rural livelihoods.
- (2) There shall be a Board of Tegemeo Institute whose membership shall be:
 - (a) The Deputy Vice-Chancellor (Research and Extension) – Chairperson;
 - (b) The Director of the Institute appointed by the Vice-Chancellor

from amongst academic staff holding the rank of Senior Lecturer or above for a period of three years – ex-officio member and Secretary;

- (c) The Dean, Faculty of Agriculture, also as Senate representative;
 - (d) One Council representative;
 - (e) One representative of donor agencies (USAID);
 - (f) One representative of the Cabinet Secretary for the time being responsible for agriculture;
 - (g) One representative of the Cabinet Secretary for the time being responsible for finance and planning;
 - (h) Two representative of the private sector (KENAP/ KEPSA/ NESC).
- (3) The Board shall be answerable to the Deputy Vice-Chancellor (Research and Extension) and the Senate and in this respect its responsibilities shall be:
- (a) To provide stewardship and ensure alignment of the Institute's objectives with those of the University;
 - (b) To implement and review annually the Institute's Strategic Plan;
 - (c) To approve the Institute's annual budget, business plans and policies;

- (d) To ensure good management and identify risks and internal controls in the Institute;
 - (e) To monitor and evaluate management performance against approved plans and programmes;
 - (f) To approve organisational structures and staffing levels;
 - (g) To promote and integrate good corporate governance at the leadership, management and in all levels of the organisation;
 - (h) To advocate on behalf of and enhance the visibility of the Institute locally and internationally;
 - (i) To assist in mobilising resources for the Institute.
- (3) Subject to the provisions of Statutes, the Board shall have the power to regulate its own procedure in such manner as it may deem fit.
- (4) The Board shall possess such other powers or perform such other functions as may be delegated to it by the Senate in accordance with Statute 5.

32. The Board of Quality Assurance

- (1) There shall be a Board of Quality Assurance whose membership shall be:
- (a) The Director of the Board (Chairperson) appointed by the Vice-Chancellor from amongst academic staff holding the rank of Senior Lecturer or above for a period of three years

- renewable once;
- (b) The Deputy Director appointed by the Vice-Chancellor from amongst academic staff holding the rank of Senior Lecturer or above for a period of three years renewable once;
 - (c) The Registrar (QA) – Secretary;
 - (d) The Dean of Students;
 - (e) The Director (Graduate School);
 - (f) The Director (BUGS);
 - (g) Two rotating representatives from Faculties, Schools, and Institutes, who should be a Senior Lecturer or above; the rotation cycle shall be two years;
 - (h) One student representative;
 - (i) Co-opted members as may be decided by the Board.
- (2) The Board shall be answerable to the Vice-Chancellor and the Senate and in this respect shall be responsible for:
- (a) Working with relevant University organs in defining and setting quality standards/benchmarks;
 - (b) Coordinating the development and review of policies and operational manuals as well as instruments for use in internal evaluations, to guide the University's academic and research Quality Assurance operations;
 - (c) Working with academic departments in assuring the quality of

- academic programmes, including coordinating assessment of programmes, sensitising, advising and guiding departments on the execution of Quality Assurance activities;
- (d) Coordinating and analysing student evaluation of teaching effectiveness, analyse external examiners' reports, and recommend strategies for implementation of feedback;
 - (e) Monitoring the implementation of recommendations by internal and external evaluators of academic programmes;
 - (f) Monitoring and evaluating quality of teaching and research facilities, including classrooms, lecture theatres, laboratory equipment, ICT, and library services;
 - (g) Coordinating the acquisition and evaluation of stakeholders' perception on the quality of academic programmes, products and services;
 - (h) Evaluating the efficiency of utilising human and time resources in the delivery of academic programmes;
 - (i) Establishing linkages, partnerships, and networks with various institutions to enhance quality of delivery of academic and research services;
 - (j) Providing recommendations, advice and guidance to the Council, the Senate, the Management, Faculties, Directorates, Institutes, Schools and Departments on Quality Assurance matters;

- (k) Monitoring the delivery of Quality Management Services (QMS) to students and staff.
 - (l) Implementing any other academic Quality Assurance issues as may be recommended by stakeholders and/or assigned by the Vice-Chancellor.
- (3) Subject to the provisions of Statutes, the Board shall have the power to regulate its own procedure in such manner as it may deem fit.
- (4) The Board shall possess such other powers or perform such other functions as may be delegated to it by the Senate in accordance with the Statute 5.

33. Directorate of Examinations and Timetabling

- (1) There shall be a Board of the Directorate of Examinations and Timetabling whose membership shall be:
- (a) The Director of the Board (Chairperson) appointed by the Vice-Chancellor from amongst academic staff holding the rank of Senior Lecturer or above for a period of three years renewable once only;
 - (b) The Deputy Director;
 - (c) The Director (BUGS);
 - (d) The Director (Graduate School);
 - (e) One rotating member to represent Faculties, Schools, and Institutes; the rotation cycle shall be two years;

- (f) The Dean, Faculty of Commerce, also as Senate representative;
 - (g) The Deputy Director (QA);
 - (h) The Director (Nairobi City Campus);
 - (i) The Registrar (DET) – Secretary;
 - (j) Co-opted members as may be decided by the Board, provided that such members shall have no voting powers.
- (2) The Board shall be answerable to the Deputy Vice-Chancellor (Academic Affairs) and the Senate and in this respect shall be responsible for:
- (a) Coordinating the scheduling of examinations;
 - (b) Monitoring examination processing and security of examination papers in transit to examination centres;
 - (c) Sensitising lecturers on setting of quality examination papers;
 - (d) Monitoring the process of invigilation of examination papers at all Campuses and Centres;
 - (e) Coordinating of the moderation of examinations by external examiners;
 - (f) Coordinating the implementation of the curricula through harmonised teaching timetables and field trip schedules.
- (3) Subject to the provisions of the Statutes, the Board shall have the

power to regulate its own procedure in such manner as it may deem fit.

- (4) The Board shall possess such other powers or perform such other functions as may be delegated to it by the Senate in accordance with Statute 5.

34. The Board of the Nairobi City Campus Programmes

- (1) There shall be a Board of the Nairobi City Campus programmes whose membership shall be:
 - (a) The Director of the Board (Chairperson) appointed by the Vice-Chancellor from amongst academic staff holding the rank of Senior Lecturer or above for a period of three years renewable once only;
 - (b) The Director (BUGS);
 - (c) The Director (Graduate School);
 - (d) The Dean of Students;
 - (e) Two rotating members to represent Faculties, Schools, and Institutes with programmes at the Campus; the rotation cycle shall be two years;
 - (f) The Senior Library Assistant at the Campus;
 - (g) The Registrar at the Campus – Secretary;
 - (h) Co-opted members as may be decided by the Board, provided that such members shall have no voting powers.

- (2) The Board shall be answerable to the Deputy Vice-Chancellor (Academic Affairs) and the Senate and in this respect shall be responsible for the administration and management of the academic programmes of the Campus.
- (3) Subject to the provisions of the Statutes, the Board shall have the power to regulate its own procedure in such manner as it may deem fit.
- (4) The Board shall possess such other powers or perform such other functions as may be delegated to it by the Senate in accordance with Statute 5.

35. Programmes Offered and Certificates Granted

The University offers the following programmes, leading to the conferment of degrees or the award of diplomas and certificates: (Dip. stands for Diploma; B.A. for Bachelor of Arts; B.AM. for Bachelor of Agribusiness Management; B.COM. for Bachelor of Commerce; B.Sc. for Bachelor of Science; B. Ed. for Bachelor of Education; M.B.Ch.B. for Bachelor of Medicine and Bachelor of Surgery; BVM&S. for Bachelor of Veterinary Medicine and Surgery; M.A. for Master of Arts; MBA for Master of Business Administration; MHRM for Master of Human Resource Management; M.Sc. for Master of Science; M.Ed. for Master of Education; Ph.D. for Doctor of Philosophy. (A complete set of designations and acronyms are provided in the respective curricula).

(1) Faculty of Agriculture

(a) Certificates

- (b) Diplomas
 - (i) Diploma in Horticulture
 - (ii) Diploma in Animal Science and Technology
 - (iii) Diploma in Dairy Technology
 - (iv) Diploma in Farm Resource Management

- (c) Bachelor's Degrees
 - (v) B.Sc. in Agriculture
 - (vi) B.Sc. in Dairy Technology and Management
 - (vii) B.Sc. in Food Science and Technology
 - (viii) B.Sc. in Horticulture
 - (ix) Bachelor of Agribusiness Management
 - (x) B.Sc. in Agricultural Economics
 - (xi) B.Sc. in Animal Sciences
 - (xii) B.Sc. in Soil Environment and Land Use Management

- (d) Postgraduate Certificates

- (e) Postgraduate Diplomas

- (f) Master's Degrees
 - (xiii) M.Sc. in Agribusiness Management
 - (xiv) M.Sc. in Agricultural Information and
Communication Management
 - (xv) M.Sc. in Agricultural and Applied Economics
 - (xvi) M.Sc. in Agricultural Economics
 - (xvii) M.Sc. in Agronomy
 - (xviii) M.Sc. in Crop Protection
 - (xix) M.Sc. in Animal Breeding and Genetics
 - (xx) M.Sc. in Animal Nutrition
 - (xxi) M.Sc. in Horticulture
 - (xxii) M.Sc. in Dryland Agro-Pastoral Systems
 - (xxiii) M.Sc. in Dryland Integrated Land Management
Systems
 - (xxiv) M.Sc. in Dryland Farming
 - (xxv) M.Sc. in Food Science

- (xxvi) M.Sc. in Livestock Production Systems
- (xxvii) M.Sc. in Plant Biotechnology
- (xxviii) M.Sc. in Plant Breeding
- (xxix) M. Sc. in Soil Sciences
- (xxx) M.Sc. in Agroenterprise Development

(g) Doctorate Degrees

- (xxxi) Ph.D. in Agribusiness Management
- (xxxii) Ph.D. in Agricultural Economics
- (xxxiii) Ph.D. in Agronomy
- (xxxiv) Ph.D. in Animal Science
- (xxxv) Ph.D. in Crop Protection
- (xxxvi) Ph.D. in Dryland Agriculture and Resource Management
- (xxxvii) Ph.D. in Food Science
- (xxxviii) Ph.D. in Horticulture
- (xxxix) Ph.D. in Plant Biotechnology
- (xl) Ph.D. in Plant Breeding
- (xli) Ph.D. in Soil Science

(2) Faculty of Arts and Social Sciences

(a) Certificates

(b) Diplomas

- (i) Diploma in Library and Information Science

(c) Bachelor's Degrees

- (ii) Bachelor of Arts
- (iii) B.A. in History
- (iv) B.A. in History and International Studies
- (v) B.A. in Communication and Media
- (vi) Bachelor of Library and Information Studies
- (vii) B.Sc. in Economics and Statistics
- (viii) B.Sc. in Criminology and Security Studies
- (ix) B.A. in Economics and History
- (x) B.A. in Economics and Sociology
- (xi) B.A. in Sociology and Religious Studies

- (xii) Bachelor of Laws
- (xiii) B.A. in Peace Education
- (xiv) B.A. in Kiswahili and Communication
- (xv) B.A. in English and Communication

(d) Postgraduate Certificates

(e) Postgraduate Diplomas

- (xvi) Postgraduate Diploma in Probation Practice and Correctional Studies

(f) Master's Degrees

- (xvii) M.A. in History
- (xviii) M.A. in Sociology
- (xix) M.A. Criminology and Criminal Justice
- (xx) M.A. Security Management
- (xxi) M.A. in Applied Linguistics
- (xxii) M.A. in English Language and Linguistics
- (xxiii) M.A. in Kiswahili
- (xxiv) M.A. in Literature
- (xxv) M.A. in Economics
- (xxvi) Master of Journalism and Mass Communication

(g) Doctorate Degrees

- (xxvii) Ph.D. in History
- (xxviii) Ph.D. in English Language and Linguistics
- (xxix) Ph.D. in Kiswahili
- (xxx) Ph.D. in Literature
- (xxxi) Ph.D. in Economics
- (xxxii) Ph.D. in Religious Studies
- (xxxiii) Ph.D. in Sociology

(3) Faculty of Commerce

(a) Certificates

(b) Diplomas

- (i) Diploma in Human Resources Management
- (ii) Diploma in Procurement and Supplies Management

- (iii) Diploma in Business Management
- (c) Bachelor's Degrees
 - (iv) Bachelor of Commerce
 - (v) Bachelor of Business Management
 - (vi) Bachelor of Purchasing and Supplies Management
 - (vii) Bachelor of Cooperative Management
 - (viii) Bachelor of Entrepreneurship and Small Business Management
 - (ix) Bachelor of Business Information and Management
- (d) Postgraduate Certificates
- (e) Postgraduate Diplomas
- (f) Master's Degrees
 - (xx) Master of Business Administration
 - (xxi) Master of Human Resource Management
- (g) Doctorate Degrees
 - (xxii) Ph.D. in Business and Management

(4) Faculty of Education and Community Studies

- (a) Certificates
- (b) Diplomas
 - (i) Diploma in Agricultural Education & Extension
 - (ii) Diploma in Education (Primary)
 - (iii) Diploma in Education (Arts)
- (c) Bachelor's Degrees
 - (iv) B.Ed. (Arts)
 - (v) B.Ed. in Early Childhood Development and Education
 - (vi) B.Ed. (Primary)
 - (vii) B.Ed. (Science)
 - (viii) Bachelor of Psychology
 - (ix) B.Sc. in Agricultural Education and Extension

- (x) B.Sc. in Agriculture and Human Ecology Extension
 - (xi) B.Sc. in Clothing, Textiles and Interior Design
 - (xii) B.Sc. in Community Development
- (d) Postgraduate Certificates
- (e) Postgraduate Diplomas
- (xiii) Postgraduate Diploma in Education
- (f) Master's Degrees
- (xiv) M.A. in Guidance and Counseling
 - (xv) M.Ed. in Curriculum and Instruction
 - (xvi) M.Ed. in Educational Foundations
 - (xvii) M.Ed. in Educational Management
 - (xviii) M.Ed. in Guidance and Counseling
 - (xix) M.Ed. in Science Education
 - (xx) M.Sc. in Agricultural Education
 - (xxi) M.Sc. in Agricultural Extension
 - (xxii) M.Sc. in Community Studies and Extension
 - (xxiii) Master's in Measurement and Evaluation
 - (xxiv) Master of Research and Public Policy
- (g) Doctorate Degrees
- (xxv) Ph.D. in Agricultural Education
 - (xxvi) Ph.D. in Agricultural and Rural Innovation
 - (xxvii) Ph.D. in Agricultural Extension
 - (xxviii) Ph.D. in Community Studies and Extension
 - (xxix) Ph.D. in Counseling Psychology
 - (xxx) Ph.D. in Curriculum and Instruction
 - (xxxi) Ph.D. in Educational Foundations
 - (xxxii) Ph.D. in Educational Management
 - (xxxiii) Ph.D. in Educational Psychology
 - (xxxiv) Ph.D. in Science Education
 - (xxxv) Ph.D. in Mathematics Education
 - (xxxvi) Ph.D. in Guidance and Counseling

(5) Faculty of Engineering and Technology

- (a) Certificates

- (b) Diplomas
- (c) Bachelor's Degrees
 - (i) B.Sc. in Agricultural Engineering
 - (ii) B. Sc. in Water and Environmental Engineering
 - (iii) B.Sc. in Manufacturing Engineering and Technology
 - (iv) B.Sc. in Instrumentation and Control Engineering
 - (v) Bachelor of Industrial Technology
 - (vi) Bachelor of Technology in Civil Engineering
- (d) Postgraduate Certificates
- (e) Postgraduate Diplomas
- (f) Master's Degrees
 - (vii) M.Sc. in Agricultural Engineering
 - (viii) Masters of Agricultural Engineering
 - (ix) M.Sc. in Water Resources and Environmental Management
 - (x) M.Sc. in Soil and Water Engineering
 - (xi) M.Sc. in Engineering Systems and Management
- (g) Doctorate Degrees
 - (xii) Ph.D. in Agricultural Engineering

(6) Faculty of Environment and Resources Development

- (a) Certificates
 - (i) Certificate in Ecotourism and Hospitality Management
 - (ii) Certificate in Geographical Information Systems
 - (iii) Certificate in project Monitoring and Evaluation
 - (iv) Certificate in Environmental Impact Assessment
- (b) Diplomas
 - (v) Diploma in Eco-tourism and Hospitality Management
 - (vi) Diploma in Dryland Resources Management

- (c) Bachelor's Degrees
 - (vii) B.Sc. in Environmental Science
 - (viii) B.Sc. in Geography
 - (ix) B.Sc. in Ecotourism and Hospitality management
 - (x) Bachelor of Catering and Hotel Management
 - (xi) B. Sc. in Natural Resources Management
 - (xii) B.Sc. in Integrated Forest Resources Management
 - (xiii) B. Sc. in Wildlife Enterprise and Management
 - (xiv) B.Sc. in Dryland Resources Management

- (d) Postgraduate Certificates

- (e) Postgraduate Diplomas
 - (xv) Postgraduate Diploma in Environmental and Sustainable Development
 - (xvi) Postgraduate Diploma in Environmental and Social Sciences Research Method

- (f) Master's Degrees
 - (xvii) M.Sc. in Environmental Science
 - (xviii) M.Sc. in Environmental and Occupational Health
 - (xix) M.A./M.Sc. in Geography
 - (xx) M. A. in Urban Management
 - (xxi) M.Sc. in Natural Resources Management
 - (xxii) M.Sc. in Natural Resources and Peace
 - (xxiii) M.Sc. in Dryland Resources Management

- (g) Doctorate Degrees
 - (xxiv) Ph.D. in Environmental Science
 - (xxv) Ph.D. in Environmental and Occupational Health
 - (xxvi) Ph.D. in Geography
 - (xxvii) Ph.D. in Urban Management
 - (xxviii) Ph.D. in Natural Resources Management
 - (xxix) Ph.D. in Natural Resources and Peace
 - (xxx) Ph.D. in Dryland Resources Management

(7) Faculty of Health Sciences

- (a) Certificates
- (b) Diplomas
 - (i) Diploma in Clinical Medicine and Surgery
 - (ii) Nursing Diploma – Kenya Registered Community Health
(In-service)
- (c) Bachelor's Degrees
 - (iii) Bachelor of Medicine and Bachelor of Surgery
 - (iv) Bachelor of Science in Clinical Medicine
 - (v) B.Sc. in Nursing
 - (vi) B.Sc. in Foods, Nutrition and Dietetics
- (d) Postgraduate Certificates
- (e) Postgraduate Diplomas
- (f) Master's Degrees
 - (vii) M.Sc. in Nutritional Sciences
- (g) Doctorate Degrees
 - (viii) Ph.D. in Nutritional Sciences

(8) Faculty of Science

- (a) Certificates
- (b) Diplomas
 - (i) Diploma in Computer Science
 - (ii) Diploma in Modern Chemistry Laboratory Technology
- (c) Bachelor's Degrees
 - (iii) Bachelor of Science
 - (iv) B.Sc. in Applied Aquatic Sciences
 - (v) B.Sc. in Computer Science
 - (vi) B.Sc. in Applied Computer Science
 - (vii) B.Sc. in Software Engineering

- (viii) B.Sc. in Biochemistry
 - (ix) B.Sc. in Biomedical Science and Technology
 - (x) B.Sc. in Statistics
 - (xi) B.Sc. in Actuarial Science
- (d) Postgraduate Certificates
- (e) Postgraduate Diplomas
- (f) Master's Degrees
- (xii) M.Sc. in Animal Physiology
 - (xiii) M.Sc. in Limnology
 - (xiv) M.Sc. in Limnology and Wetland Management
- (Regional)
- (xv) M.Sc. in Physics
 - (xvi) M.Sc. in Plant Pathology
 - (xvii) M.Sc. in Medical Parasitology
 - (xviii) M.Sc. in Biochemistry
 - (xix) M.Sc. in Chemistry
 - (xx) M.Sc. in Statistics
 - (xxi) M.Sc. in Pure Mathematics
 - (xxii) M.Sc. in Applied Mathematics
 - (xxiii) Master of Information Systems
 - (xxiv) Master of information Science
 - (xxv) Master of Knowledge Management
- (g) Doctorate Programmes
- (xxvi) Ph.D. in Limnology
 - (xxvii) Ph.D. in Physics
 - (xxviii) Ph.D. in Plant Pathology
 - (xxix) Ph.D. in Medical Parasitology
 - (xxx) Ph.D. in Biochemistry
 - (xxxi) Ph.D. in Chemistry
 - (xxxii) Ph.D. in Statistics
 - (xxxiii) Ph.D. in Pure Mathematics
 - (xxxiv) Ph.D. in Applied Mathematics

(9) Faculty of Veterinary Medicine and Surgery

- (a) Certificates
- (b) Diplomas
 - (I) Diploma in Animal Health
- (c) Bachelor's Degrees
 - (ii) B.Sc. in Animal Health Management
 - (iii) Bachelor of Veterinary Medicine and Surgery
- (d) Postgraduate Certificates
- (e) Postgraduate Diplomas
- (f) Master's Degrees
- (g) Doctorate Degrees
- (h) Institute of Women, Gender and Development Studies**
 - (a) Certificates
 - (b) Diplomas
 - (i) Diploma in Gender, Women and Development Studies
 - (c) Bachelor's Degrees
 - (ii) B.A. in Gender, Women and Development Studies
 - (d) Postgraduate Certificates
 - (e) Postgraduate Diplomas
 - (iii) Postgraduate Diploma in Gender, Poverty and Development
 - (f) Master's Degrees
 - (iv) M.A. in Gender, Women and Development Studies
 - (g) Doctorate Degrees
 - (v) Ph.D. in Gender, Women and Development Studies
- (i) School of Open and Distance Learning**
 - (a) Certificates

- (b) Diplomas
 - (I) Diploma in Military Science
- (c) Bachelor's Degrees
 - (ii) Bachelor of Military Science
- (d) Postgraduate Certificates
- (e) Postgraduate Diplomas
- (f) Master's Degrees
- (g) Doctorate degrees

36. Rules and Regulations for the Undergraduate Degree and Diploma Programmes

- (1) Admission Procedures
 - (a) Enquiries for all programmes offered at Njoro Campus should be made to the Registrar (Academic Affairs), Egerton University, P. O. Box 536-20115, EGERTON, Kenya.
 - (b) Enquiries for all programmes offered at other campuses shall be made to the Principal/ Director of the Campus.
 - (c) Application forms may be obtained from the Registrar (Academic Affairs) or downloaded from the University's website.
 - (d) Duly completed application forms shall be returned to the Registrar (Academic Affairs) on or before the due date upon payment of a prescribed non-refundable fee.

- (e) The closing date for receiving applications shall be as determined by the Senate from time to time.
- (f) The Kenya Universities and Colleges Central Placement Service in consultation with the University may describe alternative procedures.

(2) Entry Requirements

- (a) Entry requirements set out below are only minimum, and they in no way entitle an applicant to a place in the University.
- (b) Entry Requirements for the Bachelor's Degree that applicants must meet:
 - (i) Have the Kenya Certificate of Secondary Education (KCSE) with a final mean grade C+ (C plus) from at least seven subjects drawn from subject groupings as specified by the Kenya National Examinations Council (KNEC) or its equivalent. OR
 - (ii) Have one of the following combinations of passes in the Kenya Advanced Certificate of Education (KACE) examination or its equivalent:
 - (iii) Two Principal passes obtained at the same sitting. OR
 - (iv) Two Principal passes obtained at different sittings provided the passes are of Grade C or higher. OR
 - (v) Hold a Diploma of Egerton University with a "Credit" or higher or an equivalent qualification from a recognised

institution in the relevant field of specialisation acceptable to the Senate. Those with a "Pass" Diploma will be considered if they have at least two years relevant experience after graduation. AND

- (vi) Meet additional entry requirements as may be specified by the respective Department, Faculty, School or Institute.
- (c) Entry requirements for the Diploma that applicants must meet:
 - (i) Have the KCSE with a final mean grade "C" having passed at least seven subjects drawn from subject groupings as specified by the KNEC or equivalent. Provided that candidates with disabilities will be given special consideration with regard to the number of subjects taken at KCSE. OR
 - (ii) Have the Kenya Certificate of Education (KCE) or its equivalent with a minimum of Division Three. OR
 - (iii) Hold a certificate from a recognised institution with a "Credit", or equivalent qualification from a recognized institution in the relevant field of specialization, acceptable to Senate. AND
 - (iv) Meet additional or specific entry requirements as may be specified by the respective Department, Faculty, School or Institute offering the Diploma programme.

(3) Duration of Study and Course Loading

- (a) The duration of study for a Bachelor's Degree and Diploma shall be as prescribed under the respective academic programmes and approved by the Senate.
- (b) A candidate must take and pass at least one hundred and twenty (120) CFs of prescribed courses to qualify for the award of a Degree or at least sixty (60) CFs for the award of a Diploma. The number of CFs required for the award of Diploma or Degree may vary from one programme to another.
- (c) A full-time student shall normally register for and take fifteen to thirty (15-30) CFs of courses per semester while part-time students may take half that number of CFs in consultation with the respective Department and Faculty, School or Institute.
- (d) The Senate may accept a Credit Transfer up to a maximum of forty percent (40%) of the required Degree or Diploma programme CFs. Such CFs must have been acquired from recognised institutions and taken within a period acceptable to the Senate. Provided that such CFs have been obtained by passing the courses at the grade of B and above.
- (e) Credit Transfers will attract a fee per CF transferred. The fee shall be determined by Council from time to time
- (f) Candidates shall fulfill other conditions as may be stipulated by the respective Departments and Faculties, Schools or

Institutes from which the Degree is sought.

- (4) Degree Structure and Course Requirements
 - (a) The Bachelor's Degrees are structured as specified under individual academic programmes as approved by the Senate.
 - (b) Courses taken to fulfill graduation requirements shall be drawn from those specified by the respective Department, Faculty, School or Institute and from the University Common Core Courses.
 - (c) University Common Core Course: These are intended to broaden the academic background of the students consistent with their respective professional training and thus facilitate a more profound appreciation of the society and environment of which they are a part. All candidates must take and pass at least nine Cfs of Common Core Courses selected from outside the candidate's area of specialisation.
- (5) Examination Processing and General Requirements
 - (a) All examinations shall be conducted under the authority of the Senate as specified under various Rules and Regulations.
 - (b) Every candidate, to be eligible to take university examinations, shall pay to the University in respect of the examinations, such fees as the Council shall prescribe.
 - (c) Only students who have registered for scheduled courses within the first two weeks of the semester and fulfilled all other requirements shall be eligible for taking examinations.

- (d) There shall be Internal and External Examiners of the University appointed by the Senate upon the recommendation of the Boards of Faculty, School or Institute, who shall prepare examinations and examine students in papers assigned to them by the Faculty, School or Institute.
 - (e) Final examination marks shall be agreed upon between the Internal and External Examiners. Provided that where no such agreement can be reached the Chief Examiner concerned shall make the final decision.
 - (f) In the case of re-examination, a Moderator may be appointed from within or outside the University who had no part in teaching the candidate(s) in the subject for the paper under examination.
 - (g) Departments shall establish Moderating Committees chaired by the Chairperson of Department and consisting of at least three senior academic staff who shall moderate draft examination papers; in the absence of an External Examiner, examination results; in cases of appeals for remarking, the examination results.
 - (h) No student shall be permitted to proceed to the next year of study without having satisfied all the examination requirements except when required to retake failed courses.
- (6) Assessment criteria and procedures for regular examinations

- (a) Examinations shall be graded on the basis of percentage marks consisting of thirty per cent (30%) as continuous assessment and seventy per cent (70%) as final examinations.
- (b) For medical programmes the grading shall be as follows:
 - (i) Continuous assessment tests will comprise forty per cent (40%) and end-of-semester/ end-of-year final examinations – sixty per cent (60%);
 - (ii) Any candidate who fails the clinical examination will have failed to satisfy the examiners in the overall examination for the course even if the final mark is fifty per cent (50%) or higher.
- (c) The duration of the final examinations shall be as follows:
 - (i) A course having three CFs or less shall be examined by a paper of two hours only.
 - (ii) A course having more than three CFs shall be examined by a paper of three hours only.
- (d) Where a course is mainly practical in nature, it may be examined wholly or substantially by continuous and/ or practical assessment.
- (e) The total marks scored for each course shall be translated into letter grades as follows:
 - (i) For non-medical programmes

100-70 per cent	A (Excellent)
69-60 per cent	B (Good)
59-50 per cent	C (Average)
49-40 per cent	D (Below average)
39-0	F (Fail)

(ii) For medical programmes

100-75 per cent	A (Distinction)
74-65 per cent	B (Credit)
64-50 per cent	C (Pass)
49-0 per cent	D (Fail)

(f) Other designations related to examinations shall be as follows:

P:	Pass
I:	Incomplete
CP:	Course in progress
CT:	Credit Transfer
Au:	Audit (regulations/ guidelines for auditing courses)

(g) Auditing a Course(s): Auditing a course means allowing a student to take a class to fulfill requirements for a programme. A student who audits a course should officially register for the course. The marks of the audited course(s) will not be used to calculate the cumulative average. In certain cases, the student may be required to have passed the audited course. A student may also audit a course on a voluntary basis. In this case, he may or may not sit for an examination.

(7) Compensation of marks: A candidate who fails up to two courses in the regular examinations of an academic year will be allowed to pass on compensation grounds by the Faculty Board of Examiners

under the following conditions:

- (a) A candidate shall be compensated if he/ she obtains between 39 -36 marks in a course.
- (b) Marks for compensation for a particular course shall be obtained from a related course passed during regular examinations in the same academic year.
- (c) A grade of the compensating course shall not be changed due to the borrowing of the marks.
- (d) Marks taken for compensation shall be subtracted from the compensating course. For every one mark compensation, two marks will be required from the compensating course. In the medical courses a candidate shall be compensated if he/ she obtains between 45- 49 marks in a course.

(8) Special Examinations

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

(9) Retaking of Failed Courses

- (a) A student who fails a course in a final examination shall be allowed to retake the course when next offered.
- (b) A full grade shall be awarded for a retaken course provided that the original F grade shall be recorded on the student's

transcript.

- (c) A student shall be allowed to retake a failed course TWICE only.
 - (d) When retaking a course a student shall be required to maintain the required semester CFs (generally within 15-30). If by including the course being retaken, the number of CFs raises beyond the stipulated maximum, priority shall be given to the course to be retaken and some of the required courses for that semester shall be deferred.
 - (e) A student who wishes to retake a course when his/ her group is out of session shall be permitted to do so on condition that:
 - i) the course is being offered to other students;
 - ii) he /she registers as a student during that session.
 - f) A student retaking a course shall be required to pay for the CFs taken.
- (10) Discontinuation: A student shall be discontinued if he/ she:
- (a) Fails more than fifty per cent (50%) of all CFs taken in an academic year;
 - (b) Fails the second retake of a course;
 - (c) Fails to register for, and/ or attend scheduled classes for two weeks or longer consecutively or cumulatively without the consent of the Senate;
 - (d) Commits an examination malpractice;

- (e) Fails to meet any other condition stipulated by the Faculty for the award of Degree or Diploma.
- (11) Remarking of examinations
- (a) A candidate shall be allowed to appeal to the Dean of the Faculty offering the course through the Chairperson of Department and the Dean where the student is registered, on payment of a non-refundable fee to be determined from time to time by the Council.
 - (b) Remarking shall be done by an Examiner (or Examiners) other than the original one and shall be moderated by the Moderating Committee.
- (12) Assessment criteria for medical programmes
- (a) Resit of failed courses/ Repeat of academic year/ level
 - (i) A student who fails a final examination shall be required to resit the failed course(s).
 - (ii) A student shall be allowed to repeat the academic year/ level if he/ she failed the resit course(s). Provided such student shall be allowed to repeat once only during the duration of the programme.
 - (iii) A student who fails a course(s) during a repeated academic year/ level shall be allowed to resit the failed courses(s).
 - (b) Discontinuation: A student shall be discontinued if he/ she:

- (i) Fails more than fifty percent (50%) of all CFs taken in an academic year/ level;
- (ii) Fails retaken course(s);
- (iii) Fails a resit course after repeating the year;
- (iv) Fails to register for, and/ or attend scheduled classes for two weeks, whether continuous or intermittent, without the consent of the Senate;
- (v) Commits a serious examination malpractice;
- (vi) Fails to meet any other condition stipulated by the Faculty the award of Degree or Diploma.

(13) Examination irregularities and penalties

- (a) The following examination malpractices are considered serious and any student guilty of committing any of them shall be liable to discontinuation from the University:
 - (i) Copying or reading from another candidate's script or from any other unauthorised source;
 - (ii) Bringing into the examination room any unauthorised materials to the examination, e.g. books, notes, electronic devices with pre-set formulae, mobile phones, Kindle, pre- written answers, etc.;
 - (iii) Abetting, aiding or covering up an examination malpractice;

- (iv) Seeking or obtaining a deferment of examination on false pretense;
 - (v) Plagiarism;
 - (vi) Taking an examination script out of the examination room instead of handing it over to the Examiner at the end of examination time.
- (b) Examination misdemeanors shall attract lighter penalties.
- (14) Examination related disciplinary procedures
- (a) Any examination malpractice shall immediately be reported in writing by the invigilators through the Chief Examiner of the Department to the Dean of Faculty where the course is taught. The report shall include statements by the student involved, invigilators and examiners.
 - (b) On receiving the report of examination malpractice, the Dean shall convene, not later than two weeks after the final examinations, a Faculty Students' Disciplinary Committee to deliberate on the case.
 - (c) The membership of the Faculty Students' Disciplinary Committee shall be as follows:
 - (i) The Dean of Faculty where the course is offered – Chairperson;
 - (ii) The Chairperson of the Department where the Course was

offered and the Chairperson of Department where the student was registered;

(iii) Two Faculty representatives from within the Faculty where the course was offered;

(iv) The Faculty Registrar or Administrative Assistant – Secretary.

(d) The Faculty Students' Disciplinary Committee shall conduct its procedures, unless otherwise stated, in accordance with protocols stipulated by the Faculty Students' Disciplinary Committee.

(e) The recommendations of the Faculty Students' Disciplinary Committee shall be reported to the Faculty Board of Examiners and the Senate as soon as possible, but before the Senate deliberates on the relevant examination results.

(15) Expulsion from the University: A student shall be expelled from the University under the following conditions:

(a) Declared by the Students Disciplinary Committee to have demonstrated gross misconduct;

(b) Discovered to have been admitted irregularly, e.g. forging of admission documents, holding two admissions at the same time, etc. A student expelled from the University for irregular admission shall not be entitled to any previous academic records.

(16) Appeal: Discontinued or suspended students may appeal to the Chairperson, Grievances Handling and Appeals Committee of the Council through the Vice-Chancellor within a period of ninety (90) days from the date of notification of the discontinuation. An appeal not submitted within the ninety (90) days shall not be considered.

(17) Classification of Degrees and Diplomas

(a) For non-medical programmes, the Bachelor's degree and the Diploma shall be classified on weighted average percentage marks of all the courses taken in all the years of study at the University as follows:

Per Cent (%) Bracket	Degree Classification
100 - 70	First Class Honours
69 - 60	Upper Second Class Honours
59 - 50	Lower Second Class Honours
49 - 40	Pass
40 - 40	Fail

Per Cent (%) Bracket	Diploma Classification
100 - 70	Distinction
69 - 60	Credit
59 - 40	Pass
40 - 0	Fail

(b) For medical programmes, after satisfying the general

requirements, a student shall be required to pass the Qualifying Professional Examination(s) set by the Faculty in collaboration with relevant professional bodies. Unless otherwise stated, medical certificates shall not be classified.

(18) Processing of Transcripts

- (a) The student's Academic Transcript shall show all the courses taken, including:
 - (i) CFs for each course;
 - (ii) Letter grade for each course, including the original F grade(s) for subsequently retaken courses;
 - (iii) The Weighted Average Score (WAS) for the current academic year;
 - (iv) The Cumulative Weighted Average Score (CWAS), and courses and respective CFs, in case of in-service students.
- (b) The provisional academic transcript shall be issued and signed by the Dean of Faculty or Director of School or Institute offering the Degree or Diploma.
- (c) The official academic transcript shall be signed and issued by the Registrar (Academic Affairs).

(19) Rescinding of a Degree or Diploma: The University may rescind any Degree or Diploma awarded to a graduate who, while registered in a particular programme, committed an academic offence, or an error was otherwise committed, which if it had been detected before graduation, would have resulted in

expulsion. Notification of a rescinded Degree or Diploma shall be communicated to all relevant parties and gazetted.

37. Rules and Regulations for the Postgraduate Certificate Programmes

- (1) Application procedures
 - (a) Enquiries for all Postgraduate Certificate programmes should be made to the Director (Graduate School), Egerton University, P. O. Box 536-20115, EGERTON, Kenya.
 - (b) Application forms may be obtained from the Director (Graduate School) or downloaded from the University's website.
 - (c) Duly completed application forms shall be returned to the Director (Graduate School) on or before the due date upon payment of a prescribed non-refundable fee.
- (2) Admission Requirements
 - (a) Applicants shall fulfill the following minimum requirements:
 - (i) Hold at least a first Degree or the equivalent from a recognised institution;
 - (ii) Meet special requirements as may be prescribed by the Department, Faculty, School, Institute and Campuses.
 - (b) Applicants shall be admitted to only one Postgraduate Certificate programme at a time;

- (c) Admission shall be confirmed by a letter from the Director, Board of Postgraduate Studies.

(3) Duration of study and course loading

- (a) A Postgraduate Certificate programme shall last: for full-time students a minimum of four months and a maximum of twelve (12) months; for part-time students a maximum of twenty-four (24) months.
- (b) Students be required to register for between fifteen and eighteen (15-18) CFs for the whole programme.
- (c) A student must take and pass at least fifteen (15) CFs of prescribed courses to qualify for the award of Postgraduate Certificate.

(4) Examinations

- (a) All examinations shall be conducted under the authority of the Senate as specified under various Rules and Regulations.
- (b) Only candidates who have registered and have fulfilled all the requirements shall be eligible for taking examinations.
- (c) Subject to approval by the Senate, Departments may establish a Moderating Committee chaired by the Chairman of Department and consisting of three senior academic staff who shall moderate the examinations.
- (d) Every candidate shall pay to the University in respect of

examinations such fees as the Council shall from time to time prescribe.

- (e) Examinations shall consist of:
 - (i) Assignments, laboratory practicals, fieldwork, industrial attachment and such other continuous assessment as required by the Department, Faculty, School, Institute or Campus concerned which shall constitute forty per cent (40%) of the total marks for each course;
 - (ii) The final examinations, which shall constitute sixty per cent (60%) of the total marks for each course.
- (f) Seminars and courses which are of a practical nature shall be assessed entirely by continuous assessment.
- (g) Marks obtained in examinations shall be converted into letter grades as follows: (but may differ for the Faculty of Health Sciences that shall inform the Senate accordingly for approval).

100-70 per cent	A (Excellent)
69-60 per cent	B (Good)
59-50 per cent	C (Average)
49-0 per cent	F (Fail)

- (h) Special Examinations
 - (i) Special examinations will be offered to candidates who, due to circumstances acceptable to the Senate, were unable to sit for the regular final examinations.

- (ii) Special examinations shall be graded using the same guidelines as those for the regular examinations.
 - (iii) Special examinations shall be held concurrently with the regular examinations unless otherwise specified by the Senate.
- (i) Resit examinations
- (i) A candidate who fails twenty-five per cent (25%) or less of the total CFs in an academic year shall be required to do resit examinations in each paper failed before commencement of the (semester).
 - (ii) Candidates shall be awarded grade "C" (50%) in all courses passed at resit examination.
 - (iii) Resit examination shall be taken once only.
- (j) Discontinuation: A student shall be discontinued for:
- (i) Failing more than twenty five percent (25%) of the total Cfs taken in an academic year;
 - (ii) Obtaining a WAS of less than sixty percent (60%), grade "B" for the academic year;
 - (iii) Failing a resit examination;
 - (iv) Committing an examination malpractice as defined under Statute 36(13);
 - (v) Failing to register for and attend scheduled lectures for

two weeks or longer without the consent of the Senate.

- (vi) Abscondment from research work for a maximum period of sixty (60) days.

38. Rules and Regulations for the Postgraduate Diploma Programmes

(1) Application Procedures

- (a) Enquiries for all Postgraduate Diploma programmes should be made to the Director (Graduate School), Egerton University, P. O. Box 536-20115, EGERTON, Kenya.
- (b) Application forms may be obtained from the Director (Graduate School) or downloaded from the University's website.
- (c) Duly completed application forms shall be returned to the Director (Graduate School) on or before the due date upon payment of a prescribed non-refundable fee.

(2) Admission Requirements

- (a) Applicants shall fulfill the following minimum requirements:
 - i) Hold at least a first degree or the equivalent from a recognised institution.
 - ii) Meet special requirements as may be prescribed by the Department, Faculty, School, Institute or Campus.
- (b) Applicants shall be admitted to only one Postgraduate Diploma programme at a time.
- (c) Admission shall be confirmed by letter from the Director,

Board of Postgraduate Studies

- (3) Duration of study and course loading
 - (a) A Postgraduate Diploma programme shall take: for full-time students a minimum of nine months and a maximum of twelve (12) months; for part-time students a maximum of eighteen (18) months.
 - (b) Students shall be required to register for between eighteen and twenty-four (18-24) CFs for the programme.
 - (c) A student must take and pass at least eighteen (18) CFs of prescribed courses to qualify for the award of Postgraduate Diploma.
- (4) Regular Examinations
 - (a) All examinations shall be conducted under the authority of the Senate.
 - (b) Only candidates who have registered and have fulfilled all the requirements shall be eligible for examination.
 - (c) Subject to approval by the Senate, Departments may establish Examination Moderating Committees chaired by the Chairperson of Department and consisting of at least three senior academic staff.
 - (d) Every candidate shall pay to the University in respect of examinations such fees as the Council shall from time to time prescribe.

- (e) Examinations shall consist of:
- (i) Assignments, laboratory practicals, field work, industrial attachment and such other continuous assessment as required by the Department, Faculty, School or Institute concerned.
 - (ii) Continuous assessment shall constitute forty per cent (40%) of the total marks for each course.
 - (iii) The final examinations, which shall constitute sixty per cent (60%) of the total marks for each course.
- (f) Seminars and courses which are of a practical nature may be assessed entirely by continuous assessment.
- (g) For non-medical programmes, marks obtained in examinations shall be converted into letter grades and the Diploma ranked as follows:
- | | |
|-----------------------------|-----------------|
| (i) Marks and letter grades | |
| 100-70 per cent | A (Excellent) |
| 69-60 per cent | B (Good) |
| 59-50 per cent | C (Average) |
| 49-0 | F (Fail) |
| | |
| (ii) Ranking | |
| 100-70 per cent | A (Distinction) |
| 69-60 per cent | B (Credit) |
| 59-50 | C (Pass) |

(5) Special Examinations

- (a) Special examinations shall be offered to candidates who, due

to circumstances acceptable to the Senate, were unable to sit for the regular final examinations.

- (b) Special examinations shall be graded using the same guidelines as those for the regular examinations.
- (c) Special examinations shall be held concurrently with the regular examinations unless otherwise specified by the Senate.

(6) Resit Examinations

- (a) A candidate who fails twenty-five per cent (25%) or less of the total CFs in an academic year shall be required to take resit examinations in each course failed before commencement of the next academic year
- (b) Candidates shall be awarded Grade "C" (50%) in all courses passed at a resit examination.

(7) Discontinuation: A student shall be discontinued for:

- (a) Failing more than twenty five percent (25%) of the total CFs taken in an academic year;
- (b) Obtaining a WAS of less than sixty percent (60%), grade "B", for the academic year;
- (c) Failing a resit examination;
- (d) Committing an examination malpractice as defined in Statute 36(13);
- (e) Failing to register for and attend scheduled lectures for two

weeks or longer without the consent of Senate;

- (f) Abscondment from research work for a maximum period of sixty (60) days.

39. Rules and Regulations for the Master's Degree Programmes

(1) Application Procedures

- (a) Enquiries for all Postgraduate Master's programmes should be made to the Director (Graduate School), Egerton University, P. O. Box 536-20115, EGERTON, Kenya.
- (b) Application forms may be obtained from the Director (Graduate School) or downloaded from the University's website.
- (c) Duly completed application forms shall be returned to the Director (Graduate School) on or before the due date upon payment of a prescribed non-refundable fee.

(2) Admission Requirements

- (a) Admission shall be offered to holders of a Bachelors Degree with an upper second class honours or above, or equivalent qualification from recognised institutions.
- (b) In exceptional cases, the Senate may also admit to the Master's programme a non-holder of Upper Second Class Honours provided that such candidate can, on the basis of the research and other scholarly work done, demonstrate to the satisfaction of the Senate, qualification to undertake

postgraduate studies.

- (c) Subject to approval by the Senate, Departments may formulate regulations requiring applicants to have attained other academic qualifications as may be consistent with the goals of their Master's programmes or to appear for interview to determine their suitability for admission.
- (d) In exceptional cases, holder of lower second class honour may be admitted if they have two years of relevant experience.
- (e) Applicants shall be admitted to only one Degree programme at a time.
- (f) Admission shall be confirmed by letter from the Director, Board of Postgraduate Studies.

(3) Duration of study and course loading

- (a) For non-medical programmes
 - (i) Full-time candidates shall be registered for a minimum of eighteen (18) months and a maximum of thirty-six (36) months except for special cases where the relevant Faculty will guide the Senate.
 - (ii) Part-time candidates shall be registered for a minimum of eighteen (18) months and a maximum of forty-eight (48) months except for special cases where the relevant Faculty will guide the Senate.
 - (iii) Candidates must successfully complete at least thirty (30)

CFs of coursework and a Master's Thesis of fifteen (15) CFs. OR successfully complete thirty-six (36) CFs of coursework and a Master's Project of nine CFs to qualify for the award of the Master's Degree.

(b) For medical programmes

- (i) Full-time candidates shall be registered for a minimum of eighteen (18) months and a maximum of thirty-six (36) months except for special cases where the relevant Faculty will guide the Senate.
- (ii) Part-time candidates shall be registered for a minimum of twenty-four (24) months and a maximum of forty-eight (48) months except for special cases where the relevant Faculty will guide the Senate.
- (iii) Candidates must successfully complete the mandatory Cfs of coursework and a Master's Thesis of fifteen (15) CFs. OR successfully complete all CFs of coursework and a Masters Project of nine CFs to qualify for the award of the degree.

(4) Credit Transfer

- (a) CFs may be considered for transfer to a Master's Degree programme provided they have been obtained from recognised institutions.
- (b) No more than thirty per cent (30%) of the total required CFs

will be accepted from other institutions.

(c) All CFs transferred should be of grade "B" and above and should be indicated in the applicant's transcript.

(d) The relevant Department shall guide the Board of Postgraduate Studies on transferable courses through the relevant Faculty, School, Institute or Campus.

(5) Master's Degree Tracks:

There shall be two tracks for the Master's degree:

(a) Master's Degree by Coursework, Examination and Thesis:
Under this track, the candidates shall be required to do coursework (amounting to 30 CFs), take examinations, conduct research, and submit a Thesis at the end of their study programme.

(b) Master's Degree by Coursework, Examination and Project:
Under this track, the candidates shall have a third semester of coursework of six CFs before embarking on the Research Project.

(6) Conduct of study and supervision

(a) Candidates registered in accordance with these regulations shall be required to pursue their programmes of study under the guidance of supervisors approved in that capacity by the Senate on the recommendation of the relevant Department and Faculty Board through the Board of Postgraduate Studies.

- (b) There will be one supervisor appointed for candidates under the Coursework, Examination and Project track. The supervisor must be a qualified member of academic staff in a relevant field.
- (c) There shall be two supervisors appointed for candidates under the Coursework, Examination and Thesis track, one of whom must be a qualified member of academic staff in a relevant field in the Department offering the Degree programme.
- (d) Candidates shall be required to consult with their supervisor(s) at least once in three month.
- (e) Supervisors shall submit progress reports on the candidate to the Board of Postgraduate Studies through the Chairperson of Department and Dean of Faculty on a prescribed form once every three months.
- (f) Where the progress of the candidate is unsatisfactory, the candidate shall be warned in writing by the Director, Board of Postgraduate Studies through the Dean of Faculty and Chairperson of Department concerned. If a candidate does not show improvement within six months after a warning, the Director, Board of Postgraduate Studies, shall recommend to the Senate for the candidate's deregistration.
- (g) Where in the judgment of the Board of Postgraduate Studies, a candidate is not being properly supervised, the Board shall order change of the Supervisor(s).

(7) General Examination Procedures and Ranking

- (a) Examinations shall be conducted under the authority of the Senate.
- (b) Examinations shall consist of:
- (i) Continuous assessment based on assignments, laboratory practicals and such other tests as the regulations of the Department may prescribe, which shall constitute forty percent (40%) of the total marks for each course.
 - (ii) The final examinations shall constitute sixty per cent (60%) of the total marks for each course.
- (c) Courses which are purely of a practical nature and/or seminars may be assessed entirely by continuous assessment.
- (d) For non-medical programmes, marks obtained in examinations shall be converted into letter grades as follows:
- (i) Main designations
 - 100-70 per cent A (Excellent)
 - 69-60 per cent B (Good)
 - 59-50 per cent C (Average)
 - 49-0 per cent F (Fail)
 - (ii) Other designations related to examinations shall be as follows:

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

(e) For medical programmes

- (i) A student shall be required to fulfill the following requirements before making a formal application to sit the final qualifying examinations: Completion of all the courses of Part I and Part II; Attain a minimum score of 50% in every examination in Part I; Attain a PASS grade in the logbook assessment; Attain a PASS grade in the dissertation
- (ii) For medical programmes, marks obtained in examinations shall be converted into letter grades as follows:

100-75 per cent	A (Distinction)
74-64 per cent	B (Credit)
64-50 per cent	C (Pass)
49-0 per cent	D (Fail)

(8) Resit Examinations

(a) For non-medical programmes

- (i) A candidate who fails in twenty five per cent (25%) or less of the total CFs in an academic year but has CWA marks 60% or more shall be required to resit an examination once only.
- (ii) Candidates shall be awarded grade "C" (50%) in all courses passed in resit examination.

(b) For medical programmes

- (i) A candidate who fails in twenty five per cent (25%) or less of the total CFs in an academic year but has CWA marks of 50% or more shall be required to retake an examination once only.
- (ii) A student should retake any course when it is offered again in order to: Pass it if he/she had failed it before; ;Improve the grade if the first pass grade was low.
- (iii) Whenever a course has been retaken, the academic transcript shall indicate so accordingly.

(9) Discontinuation: A student shall be discontinued for:

(c) For non-medical programmes

- (i) Failing more than twenty five percent (25%) of the total Cfs taken in an academic year;
- (ii) Obtaining a WAS of less than sixty percent (60%), grade "B", for the academic year;
- (iii) Failing a resit examination;
- (iv) Committing an examination malpractice as defined under Statute 40(10);
- (v) Failing to register for and attend scheduled lectures for two weeks or longer without the consent of Senate;
- (vi) Abscondment from research work for a maximum of

sixty (60) days.

(d) For medical programmes

- (i) Obtaining a WAS of less than fifty percent (50%);
- (ii) Failing a resit examination;
- (iii) Committing an examination malpractice as defined in Statute 36(13);
- (iv) Failing to register for and attend scheduled lectures for two weeks or longer without the consent of Senate;
- (v) Overstaying by more than two years in either Part I or Part II of the programme;
- (vi) Abscondment from research work for a maximum of sixty (60) days.

(10) Special examinations

- (a) Special examinations shall be offered to a candidate who, due to circumstances acceptable to the Senate was unable to sit for regular final examinations;
- (b) Special examinations shall be graded like regular examinations;
- (c) No student shall be permitted to proceed to the next year of study without having satisfied all examination requirements;
- (d) Examination results shall be processed and approved by the Faculty Board of Examiners and submitted to the Board of

Postgraduate Studies for ratification before being presented to the Senate by the relevant Dean of the Faculty.

(11) Submission and examination of Thesis or Project

- (a) At least three months before a Thesis/ Project is submitted, a candidate shall with the consent of the supervisor(s) give notice in writing to the Director, Board of Postgraduate Studies, indicating intention to submit Thesis/ Project. The notice must be accompanied by an Abstract of the Thesis/ Project.
- (b) The Thesis/ Project shall be loosely bound and submitted in quadruplicate and shall be accompanied by a signed declaration by the candidate confirming that the Thesis/ Project has not been previously submitted for a Degree in any other university and that the Thesis/ Project is the original work of the candidate.
- (c) The Thesis/ Project shall bear the signature(s) of the supervisor(s) indicating approval to submit.
- (d) Upon receipt of the Thesis/ Project, the Board of Postgraduate Studies shall forward the same to the Examiners within two weeks.
- (e) The Senate, on the recommendation of the Board of Postgraduate Studies, shall appoint in respect of each candidate presenting a Thesis/ Project a Board of Examiners consisting of:

- (i) In the case of Project: The Dean of Faculty – Chairperson; The Chairperson of the Department; One Internal Examiner who supervised the candidate; One Independent Internal Examiner; a Senate representative; a Faculty representative to the Board of Postgraduate Studies.
 - (ii) In the case of the Thesis: The Dean of Faculty – Chairperson; The Chairperson of the Department; Two Internal Examiners who supervised the candidate; One Independent Internal Examiner who is competent in the candidate's area of study; One External Examiner; a Senate representative; and the Faculty representative to the Board of Postgraduate Studies.
- (f) The External and Internal Examiners shall be required to submit within two months an independent written assessments of the Thesis/ Project to the Director, Board of Postgraduate Studies, indicating:
- (i) Whether or not the Thesis/ Project is adequate in form and content;
 - (ii) Whether or not the Thesis/ Project reflects an adequate understanding of the subject, and, in consequence;
 - (iii) Whether or not the Degree should be awarded.
- (g) The Thesis/ Project shall be graded as Pass or Fail.

- (h) The Director, Board of Postgraduate Studies, shall notify the Dean of the relevant Faculty to set a date for the oral examination/defense which shall be fourteen (14) days from the day of the notice. On this date, The Faculty Board of Examiners shall consider the reports and other academic matters arising from the Thesis/ Project and subject the candidate to an oral examination to enable it arrive at a satisfactory recommendation on the merit of the Thesis/ Project.
- (i) The passing of the candidate shall be based on consensus, or failing to arrive at a consensus, on the decision of the majority of the Board of Examiners.
- (j) In the event that the Board of Examiners requires that the candidate re-submit and defend the Thesis/ Project, this shall be done once only.
- (k) If the Board of Examiners will judge the candidate to have failed in both the quality of the Thesis/ Project and the defense, the decision of the Board of Examiners shall be final.
- (l) The decision of the Board of Examiners shall be communicated verbally to the candidate immediately following the defense and in writing by the Director, Board of Postgraduate Studies, within two weeks of the defense.
- (m) Where correction to the Thesis/ Project are required, a signed

certificate of corrections shall be issued by the supervisor(s) before the Thesis/ Project is submitted to the Director, Board of Postgraduate Studies.

- (n) The Director, Board of Postgraduate Studies, shall submit the results to the Dean of Faculty who shall present the same to the Faculty Board of Examiners to ratify and recommend to the Senate.

40. Rules and Regulations for the Degree of Doctor of Philosophy

(1) Application Procedures

- (a) Enquiries for all Doctor of Philosophy programmes should be made to the Director (Graduate School), Egerton University, P. O. Box 536-20115, EGERTON, Kenya.
- (b) Application forms may be obtained from the Director (Graduate School) or downloaded from the University's website.
- (c) Duly completed application forms and a Concept Note on the research in the intended area of study shall be returned to the Director, Board of Postgraduate Studies, upon payment of a prescribed non-refundable fee.

(2) There shall be two tracks for the Ph.D.:

- (a) Research and Dissertation;
- (b) Course work, Examination, Research, and Dissertation

- (3) Admission requirements: Candidates wishing to pursue a Doctor of Philosophy (Ph.D.) programme must meet the following requirements:
- (a) Have appropriate preparatory academic training as evidenced by at least one of the following:
 - (i) Be a holder of a Master's Degree of Egerton University;
 - (ii) Be a holder of a Master's Degree or an equivalent academic qualification of another recognised institution.
 - (iii) Be a candidate enrolled for a Master's Degree in Egerton University for at least one year who has to the satisfaction of the Senate shown exceptional progress in the research work to merit upgrading.
 - (iv) Be a holder of a Bachelor's Degree whom the Senate has specially exempted from the Master's programme.
 - (b) Fulfill specific requirements as may be stipulated by respective Department, Faculty /School/Institute/Campus with regard to the field of study.
 - (c) Successful applicants on the Research and Dissertation track shall be admitted provisionally for a period of six months; full admission shall be subject to successful defence of a Research Proposal at the end of this six-month period.
 - (d) Where the candidate is to pursue the programme by Coursework, Examination, Research, and Dissertation, the full admission shall be granted after the completion of the

Course Work and the subsequent successful defence of a Research Proposal within the first academic year.

- (e) All applications for registration shall first be processed through the relevant Department in which registration is sought. The Department shall then forward all such applications with appropriate comments to the Faculty/School/Institute/Campus Board concerned for approval and onward transmission to the Board of Postgraduate Studies.
 - (f) Before recommending a candidate for admission, the Department and Faculty/School/Institute/Campus Board concerned shall ensure that:
 - (i) The proposed field of study is academically sound and can successfully be pursued and supervised;
 - (ii) There exist adequate facilities and resources for effective research
- (4) Duration of study
- (a) The programme shall take a minimum of three and a maximum of four academic years for full time candidates, and six academic years for those studying on a part-time basis except by special permission of the Senate.
 - (b) Continuance of registration shall be dependent on evidence of satisfactory progress report as approved by the Senate.

- (c) On expiry of the study period an extension of registration made be granted by the Senate subject to satisfactory reasons being presented by the candidate.
 - (d) On recommendation of the Faculty/School/Institute/Campus Board concerned, the Senate may permit a candidate to change registration status from full-time to part-time or vice versa.
- (5) Conduct of study and supervision
- (a) Each candidate shall be required to attend and participate in seminars at the relevant Department and Faculty/School/Institute/Campus.
 - (b) A candidate shall be required to pursue the programme of study under the supervision of academic staff appointed in that capacity by the Vice-Chancellor and the Senate on the recommendation of the Department and Faculty/School/Institute/Campus Board through the Board of Postgraduate Studies.
 - (c) A candidate shall be required to regularly consult with the supervisors, and the supervisors shall be required to submit individually or jointly progress reports on the candidate to the Director, Board of Postgraduate Studies, through the Chairperson of Department and Dean of Faculty/School/Institute/Campus once every three months.
 - (d) Where the performance of the candidate is unsatisfactory, the

candidate shall be given a written warning by the Director, Board of Postgraduate Studies, through the Chairperson of Department, Dean of Faculty/School/Institute/Campus.

(e) A recommendation for de-registration shall be made to Senate by the Director, Board of Postgraduate Studies, after receipt of two consecutive negative reports following the warning.

(6) General examinations procedures

(a) Examinations for the Ph.D. Degree shall be conducted under the authority of the Senate as specified under various rules and regulations.

(b) Continuous assessment for programmes conducted by coursework, examination and Dissertation shall consist of:

(i) Assignments, laboratory practicals and such other tests as the regulations of the Department may prescribe, which shall constitute forty per cent (40%) of the total marks for each course.

(ii) The final examinations shall constitute sixty per cent (60%) of the total marks for each course.

(c) Seminars and/or courses which are purely of a practical nature shall be examined entirely by continuous assessment.

(d) Marks obtained in examinations shall be converted into letter grades as follows:

100-70 per cent

A (Excellent)

69-60 per cent
59-50
49-0

B (Good)
C (Average)
F (Fail)

- (e) The pass grade shall be 50%, "C".
 - (f) A candidate shall be required to maintain a minimum average "B" grade in the courses taken equivalent to 60% in order to continue with the programme.
 - (g) A candidate who fails a course shall be required to take a resit examination once only at own expense. The maximum grade to be obtained for a resit examination shall be "C", equivalent to fifty per cent (50%).
- (7) Resit/ supplementary examinations
- (a) A candidate who fails in twenty five per cent (25%) or less of the total CFs in an academic year but has WAS of sixty per cent (60%) or more shall be required to take resit examination once only in the course failed.
 - (b) Candidates shall be awarded grade "C", equivalent to fifty per cent (50%), in all courses passed in resit examinations.
- (8) Special examinations
- (a) Special examinations shall be offered to a candidate who, due to circumstances acceptable to the Senate was unable to sit for regular final examinations.
 - (b) Special examinations shall be graded like regular

examinations.

- (c) No student shall be permitted to proceed to the next year of study without having satisfied all examination requirements.
 - (d) Examination results shall be processed and approved by the Faculty Board of Examiners and submitted to the Board of Postgraduate Studies for ratification before being presented to the Senate by the relevant Faculty Dean.
- (9) Discontinuation: A student shall be discontinued for:
- (a) Failing more than twenty five percent (25%) of the total CFs taken in an academic year;
 - (b) Obtaining a WAS of less than sixty percent (60%), i.e. grade "B" for the academic year;
 - (c) Failing a resit examination;
 - (d) Committing an examination malpractice as defined under Statute 36(13);
 - (e) Failing to register for and attend scheduled lectures for two weeks or longer without the consent of the Senate;
 - (f) Abscondment from research work for a maximum of sixty (60) days.
- (10) Submission and examination of Dissertation
- (a) To complete the Ph.D. programme, a candidate shall be required to:

- (i) Publish at least two papers from his/ her Dissertation in refereed journals;
 - (ii) Submit a Dissertation embodying the results of original research. The Dissertation shall be written according to the format and specifications stipulated by Departments and Faculty, Schools, Institutes/ Campuses and approved by the Board of Postgraduate Studies.
- (b) The Dissertation shall be submitted in quadruplicate and in loose binding and must include a declaration by the candidate that the "Dissertation has not been submitted for a Degree in any other University and that it is the original work of the candidate". The Dissertation shall bear the signature of the supervisors indicating approval to submit.
- (c) A candidate shall with consent of the supervisors give notice of intention to submit the Dissertation at least three months before the date of submission. The notice shall be accompanied by an Abstract of the Dissertation.
- (d) Upon receiving the notice to submit a Dissertation, the Chairperson of the Department shall identify one External Examiner and one Independent Internal Examiner, who did not supervise the student but in related discipline, to the Board of Postgraduate Studies through the Dean of Faculty/ School/ Institute/ Campus.
- (e) On recommendation of the Board of Postgraduate Studies, the

Senate shall appoint the External Examiner and the Internal Examiner.

- (f) The Examiners shall be required to submit written reports on the Dissertation to the Director, Board of Postgraduate Studies, within two months indicating:
 - (i) whether or not the Dissertation is adequate in form and content;
 - (ii) whether or not the Dissertation reflects an adequate understanding of the subject and displays original thought and significant contribution to knowledge; and therefore,
 - (iii) whether or not the degree should be awarded
 - (iv) The Dissertation shall be graded as Pass or Fail.
- (g) The Dissertation shall be orally examined/ defended before a Board of Examiners appointed by the Senate and constituted as follows:
 - (i) The Dean of Faculty – Chairperson;
 - (ii) The Director, Board of Postgraduate Studies;
 - (iii) The Chairperson of the Department;
 - (iv) Two Internal Examiners (Supervisor(s));
 - (v) One Independent Internal Examiner;
 - (vi) One External Examiner;

- (vii) One Senate representative;
 - (viii) The Faculty representative to the Board of Postgraduate Studies;
- (d) The oral examination/ defense of the Dissertation shall be held within four months of the submission. The decision of the Board of Examiners, which shall be by majority, shall be communicated verbally to the candidate immediately following the defense and in writing by Director, Board of Postgraduate Studies, within two weeks after defense.
- (e) The Director, Board of Postgraduate Studies, shall subsequently communicate the decision of the Board of Examiners to the Chairperson of Senate.
- (f) The Senate may require a candidate to resubmit a Dissertation for re-examination in a revised form once only within six months.
- (g) Where corrections to the Dissertation are required, the supervisors shall submit a signed certificate of corrections to the Director Board of Postgraduate Studies.
- (h) A Dissertation accepted by the University and subsequently published in part or whole and in whatever form shall bear the inscription: "Work forming part of the requirements for the Degree of Doctor of Philosophy of Egerton University".

- (11) Examination irregularities, disciplinary procedures and penalties
- (a) Examination and research malpractices: The following academic malpractices are considered serious and any student guilty of committing any of them shall be liable to discontinuation:
- (i) Copying or reading from another candidate's script or from any other unauthorized source.
 - (ii) Bringing into the examination room any unauthorised materials relevant to the examination, e.g., books, notes, electronic devices with pre-set formulae, Kindle, mobile phones, pre-written answers, etc.;
 - (iii) Abetting, aiding or covering up an examination malpractice;
 - (iv) Seeking or obtaining a deferment of examination on false pretence;
 - (v) Plagiarism;
 - (vi) Giving of false or gorged research data and/or results and purporting them to be true;
 - (vii) Any deviation from the research procedures as prescribed in the approved research proposal without consent of the designated supervisors;
- (b) Disciplinary procedures and penalties
- (i) Any examination malpractice shall immediately be

reported within twenty-four (24) hours or the next day in writing by the invigilators through the Chief Examiner (the Chairperson of Department) to the Dean of Faculty/School/Institute/ Campus where the course is taught. The report shall include statements by the student involved, invigilators, and examiners.

(ii) On receiving the report of examination malpractice, the Dean shall convene, not later than two weeks after the examinations period or after the malpractice was reported, a Faculty/School/Institute/Campus Students' Disciplinary Committee to deliberate on the case.

(iii) The membership of the committee shall be as follows: The Dean of Faculty/School/Institute/Campus where the course was offered – Chairperson; The Chairperson of Department where the course was taught; Two Faculty / School /Institute / Campus representatives of the rank of Senior Lecturer and above within the Faculty where the course was offered; One Representative from the Graduate School.

(c) The committee shall determine its own procedures.

(d) The recommendations of the committee shall be reported to the Faculty Board of Examiners and the Senate as soon as possible, but before the Senate deliberates on the relevant examination results.

- (e) Discontinued or suspended students may appeal to the Senate through its Chairperson within a period of thirty (30) days from the date of the letter discontinuing/ suspending him/ her. An appeal not submitted within the period shall not be considered.
- (f) The University may rescind any Degree awarded to a graduate who, while registered in a particular programme, committed an academic offence, or an error was otherwise committed, which if it had been detected before graduation, would have resulted in expulsion. Notification of a rescinded Degree shall be communicated to all relevant parties.

41. Intellectual Property Rights

- (1) The term "Intellectual Property" shall be used broadly to include inventions, copyrightable works, and tangible research property.
- (2) For internally funded research, the Principal Investigator, the Collaborators and the University shall be co-owners of the patent in case of an invention.
- (3) For externally funded research the Principal Investigator, the Collaborators and the University, and if the donor so wishes, shall be co-owners of the patent.
- (4) All inventions shall be vetted by the state Patenting Office.
- (5) Details of objectives and practices of Intellectual Property Rights are provided in the University Intellectual Property Rights Policy (2010).

42. Conferment of Degrees and Award of Diplomas

- (1) Diploma: A candidate shall be awarded the Diploma if he/ she has been registered in the University and has successfully completed at least sixty (60) CFs in a programme approved by Senate.
- (2) Bachelor's Degree
 - (a) Except where otherwise provided by the Statutes, a candidate shall be conferred the Bachelors Degree who has undertaken an approved programme of study and satisfied all the requirements as an undergraduate.
 - (b) The Senate may accept, as part of the attendance of a student of the University, a period of attendance as a student of another university or institution recognised by the Senate. This would permit the student exemption from some examinations of the University. Provided that no student shall be conferred the Bachelors Degree unless:
 - (i) The student shall have undertaken an approved programme of study of the University for at least two academic years, of which one shall be the final year;
 - (ii) The period of attendance as a student at such other university or institution and at the University are together not less than the complete period prescribed for the conferment of the Degree;
 - (iii) The student shall have passed such examinations of the University as shall be prescribed by the Senate;

- (iv) The student shall have complied in all other respects with the requirements for conferment of the Degree;
 - (v) The student shall have paid fees as determined by the Council.
- (c) Subject to the provisions of clauses (a) and (b) of sub-Statute, the Senate may accept periods of attendance and examinations of a candidate in any other Faculty of the University as exempting the candidate from attendance in such subject prescribed for a Degree.
- (3) Postgraduate Diploma: A candidate shall be awarded a Postgraduate Diploma if he/she has been registered in the University for at least nine months and successfully completed at least eighteen (18).
 - (4) Master's Degree: A candidate shall be conferred a Master's Degree if he/ she has been registered in the University and has pursued such advanced programme of study and research as may be approved by the Senate, and has successfully completed at least forty-five (45) Cfs.
 - (5) Doctor of Philosophy: A candidate shall be conferred the Degree of Doctor of Philosophy when he/ she: has been registered for the degree as a student of the University for a period of not less than thirty-six (36) months and after satisfying the requirements for the degree.

43. Honorary Degree

- (1) A proposal to grant an Honorary Degree may be made by a member of the Council or a member of the Senate, and shall be communicated in writing to the Vice-Chancellor.
- (2) Every such proposal shall be accompanied by a statement setting forth the degree recommended and the detailed grounds on which the recommendation is based.
- (3) The Vice-Chancellor shall refer such proposal to the Academic and Research Committee of the Council as provided for in Third Schedule the Statutes.
- (4) In each case, the Dean of the Faculty in which the Degree is proposed to be conferred shall be consulted.
- (5) Any recommendations made by the Academic and Research Committee shall be reported to both the Senate and the Council.

44. Congregation of the University

- (1) For the purpose of conferring degrees and awarding diplomas of the University, there shall be held from time to time a Congregation. If the Senate so decides, other academic distinctions may be conferred and certificates awarded at a Congregation.
- (2) The Congregation shall be presided over by the Chancellor. Provided that, in the absence of the Chancellor, the Chairperson

of Council or some other person nominated by the Chancellor shall preside over the Congregation.

- (3) The procedure for summoning a Congregation for the presentation of graduands and all other such matters regarding the Congregation, shall be as determined by the Senate.
- (4) The Vice-Chancellor shall convene a Congregation as need arises and shall declare such Congregation dissolved at the end of the function.

PART IV: MEMBERSHIP AND TERMS AND CONDITIONS OF SERVICE FOR STAFF

45. Staff of the University

- (1) The University shall consist of the following categories of members of staff:
 - (a) The Chancellor, the Council, and members of the University Management Board
 - (b) Academic staff, and administrative and other staff
 - (i) Lecturers and the Librarian constitute the academic staff. A lecturer is understood to be a professor, associate professor, senior lecturer, lecturer, assistant lecturer, or a person who holds any other teaching or research position which the Council, on the recommendation of the Senate, has recognised as apposition having academic status.
 - (ii) The administrative and other staff consist of members of

the administrative units of the University who are not engaged in teaching, research and outreach.

- (2) All members of the academic and administrative and other staff of the University shall, subject to the Charter, be appointed by the Council and shall be so appointed either:
- (a) on Terms and Conditions of Service prescribed by the Statutes; or
 - (b) in the case of a person seconded to the service of the University from the service of another university or similar institution, the Government or any other public service, on terms and conditions agreed between the Council and the seconding body.

46. Staff Unions and Staff Association: There shall be Unions of the Academic and Non-Academic staff respectively, and Staff Associations as provided for in Section 23 of the Charter. Such organisations are established to promote staff welfare and where necessary contribute to the management of the University. These organisations shall regulate their own procedures.

47. Terms and Conditions of Service of Academic, and Administrative and Other Staff; Scheme of Service for Staff

- (1) The Council shall determine the Terms and Conditions of Service of all the academic, administrative and other staff. These are described in Terms and Conditions of Service, provided as First Schedule to the Statutes.

- (2) The Council shall appoint such academic and administrative staff as it may deem necessary for the efficient functioning of the University under a Scheme of Service for Staff, which is provided as Second Schedule to the Statutes.
- (3) Subject to this Statute, the Council may make all such other appointments (whether paid or honorary) as it may deem fit.
- (4) The Council may review the terms and conditions of appointment and service of any staff categories.

48. Students

- (1) To be a student of Egerton University one must be registered as provided for in Statutes 36, 37, 38, 39 or 40.
- (2) All matters affecting the education and discipline of students, including their academic and general conduct, unless otherwise stipulated in the Statutes, shall be governed by the "Rules and Regulations Governing the Conduct and Discipline of Students" as approved by the Senate and the Council.
- (3) The Council shall determine the types and level of fees to be paid by students and shall have the right to withhold a Certificate, Diploma, Degree or any other award until any outstanding debts or issues are settled with the University.
- (4) A student may defer studies for one or more academic years for up to a maximum of four academic years (or five academic years in the case of a five-year programme) with the authority of the

Senate. Provided that the student applies to the Registrar (Academic Affairs) through the Dean of Faculty for such deferment within the first two weeks the Semester. However, no more than two consecutive deferments shall be allowed. Consequently, a student who does not complete his/ her academic programme within twice the stated length of the academic programme will automatically be deregistered unless under very special circumstances approved by the Senate.

- (5) The students of the University shall form an association called the Students Union of Egerton University (SUEU) whose governance structure and operations are described in the *Student's Handbook* approved by the Senate and the Council.

49. The Alumni Association

- (1) The Alumni Association shall consist of persons who have fulfilled eligibility conditions, and these include:
 - (a) All graduates of Egerton University or persons graduated from the then Egerton University College or Egerton College;
 - (b) Staff of the University;
 - (c) Other person who have contributed significantly to the development of the University.
- (2) The Alumni Association shall have the responsibility to:
 - (a) Mobilise resources for the development of the University;
 - (b) Participate in the development and quality sustenance of

- academic programmes;
- (c) Promote the career development of its members;
 - (d) Participate in the search and appointment of the Chancellor.
- (3) The Alumni Association shall be formally linked to the University through the Deputy Vice-Chancellor (Academic Affairs), who shall provide the secretariat.
- (4) The Alumni Association shall organise its own governance structures and regulate its procedures.

PART V: SUPPORT FUNCTIONS

50. Auxiliary Services: Except where indicated, auxiliary services of the University shall be coordinated under the Division of Administration and Finance and shall fall under the following directorates and departments:

- (1) Directorate of Planning and Development (DPD): Coordinates the development of the University's physical resources, and formulates and ensures the implementation of the Strategic Plan and the Performance Contract of the University .
- (2) Directorate of Institutional Advancement: Mobilises resources for the University's capital development and promotes the growth of the Endowment Fund.
- (3) Directorate of Students Welfare Services (DSW): Coordinates the provision of catering and accommodation services for the students.

- (4) Directorate of Integrity Assurance (DIAs): Promotes, under the direction of the Vice-Chancellor, ethics and integrity in all operations of the University.
- (5) Internal Audit Department: Under the guidance of the Vice-Chancellor, monitors the utilisation of financial resources, including assessment of effectiveness of internal controls.
- (6) Public Relations Office (PRO): Under the direct jurisdiction of the Vice-Chancellor, promotes the image and marketing of the University; and ensures efficient communication with internal and external stakeholders as well as the general public.
- (7) Human Resource Department: Coordinates proposals for staff terms and conditions of service, staff recruitment, performance and appraisal.
- (8) Medical Department: Provides, in conjunction with the Faculty of Health Sciences, preventive and curative health care for the staff and students of the University.
- (9) Information and Communication Technology (ICT) Directorate: Develops and maintains e-based services for management and learning.
- (10) Procurement Department: Coordinates, under the direction of the Vice-Chancellor, the purchase of goods and services for the University and the disposal of assets.
- (11) Legal Services: Represents and defends the University in

litigation cases; coordinates the structuring and review of University documents that are legal in nature, including the Charter, the Statutes, Rules and Regulations, and Contracts; ensured the adherence to fair hearing in matters involving staff and students.

- (12) Security Department: Ensures the safety and security of the Staff, Students, and property of the University.
- (13) Estates Department: Develops, constructs and maintains the University physical premises and grounds.
- (14) Water and Sewerage Department: Coordinates the development and maintenance of adequate water supply to staff and students and sustains a functional waste disposal system.
- (15) Transport Department: Develops, coordinates and maintains an efficient vehicle fleet for staff and students.

51. Directorate of Planning and Development

- (1) There shall be a Directorate of Planning and Development governed by the Board of the Directorate of Planning and Development, whose membership shall be:
 - (a) The Director of the Board (Chairperson), appointed by the Vice-Chancellor among members of academic staff from the rank of Senior Lecturer and above for a period of three years renewable once;
 - (b) The Deputy Director appointed by the Vice-Chancellor

among members of academic staff from the rank of Senior Lecturer and above for a period of three years renewable once;

- (c) The Dean of Students;
 - (d) The Finance and Accounts Controller;
 - (e) The Estates Manager;
 - (f) The Director (Research), also as Senate representative;
 - (g) The Planning Officer;
 - (h) The Registrar (DPD) – Secretary.
- (2) The Board shall be answerable to the Deputy Vice-Chancellor (Administration and Finance) and in this respect shall be responsible for:
- (a) Coordination and development of the University's Strategic Plan and Master Plan;
 - (b) Coordination of the development and maintenance of the University's physical infrastructure;
 - (c) Coordination of the performance contracting processes and the delivery of the Service Charter of the University.
- (3) Subject to the provisions of Statutes, the Board shall have the power to regulate its own procedure in such manner as it may deem fit.
- (4) The Board shall possess such other powers or perform such other functions as may be delegated to it by the Senate in accordance

with the Statutes.

52. Directorate of Institutional Advancement

- (1) There shall be a Directorate of Institutional Advancement governed by the Board of the Directorate of Institutional Advancement, whose membership shall be:
 - (a) The Director of the Board (Chairperson), appointed by the Vice-Chancellor among members of academic staff from the rank of Senior Lecturer and above for a period of three years renewable once;
 - (b) The Director (University-Industry Linkages), also as Senate representative;
 - (c) The Director (Planning and Development);
 - (d) Alumni Association representative;
 - (e) The Manager (Egerton University Investment Company);
 - (f) The Public Relations Officer;
 - (g) The Registrar (DIA) – Secretary.
- (2) The Board shall be answerable to the Deputy Vice-Chancellor (Administration and Finance) and in this respect shall be responsible for:
 - (a) Mobilising resources for capital development of the University;
 - (b) Growth of the Endowment Fund;

- (c) Fostering strong linkages with the Alumni Association.
- (3) Subject to the provisions of Statutes, the Board shall have the power to regulate its own procedure in such manner as it may deem fit.
- (4) The Board shall possess such other powers or perform such other functions as may be delegated to it by the Senate in accordance with the Statutes.

53. Directorate of Students Welfare Services

- (1) There shall be a Directorate of Students Welfare Services governed by the Board of the Directorate of Students Welfare Services, whose membership shall be:
 - (a) The Director of the Board (Chairperson), appointed by the Vice-Chancellor among members of academic staff from the rank of Senior Lecturer and above for a period of three years renewable once;
 - (b) Dean of Students, also as Senate representative;
 - (c) Estates Manager;
 - (d) The Chief Security Officer;
 - (e) The Halls Officer;
 - (f) The Catering Officer;
 - (g) Two student representatives;
 - (h) The Registrar (DSW) – Secretary.

- (2) The Board shall be answerable to the Deputy Vice-Chancellor (Administration and Finance) and in this respect shall be responsible for:
 - (a) Provision of quality and affordable food and accommodation for the Students of the University;
 - (b) Provision of social amenities for students' wellbeing;
 - (c) Handling and resolving students' grievances related to catering and accommodation;
 - (d) Undertaking any other duties as prescribed by the University Management Board.
- (3) Subject to the provisions of Statutes, the Board shall have the power to regulate its own procedure in such manner as it may deem fit.
- (4) The Board shall possess such other powers or perform such other functions as may be delegated to it by the Senate in accordance with the Statutes.

54. Directorate of Integrity Assurance

- (1) There shall be a Directorate of Integrity Assurance governed by the Board of the Directorate of Integrity Assurance, whose membership shall be:
 - (a) The Director of the Board (Chairperson), appointed by the Vice-Chancellor among members of academic staff from the

rank of Senior Lecturer and above for a period of three years renewable once;

- (b) The Deputy Registrar (Human Resource);
 - (c) The Deputy Registrar (Academic Affairs);
 - (d) The Dean (Faculty of Arts and Social Sciences);
 - (e) Chief Internal Auditor;
 - (f) The Legal Officer;
 - (g) The Chief Security Officer;
 - (h) The Registrar (DIAs) – Secretary.
- (2) The Board shall be answerable to the Vice-Chancellor and in this respect shall have the responsibility to:
- (a) Promote high ethical standards at all levels of University operations;
 - (b) Mainstream corruption prevention practices in all University activities;
 - (c) Coordinate the preparation and submission of reports on corruption prevention initiatives;
 - (d) Receive and evaluate complaints and information on alleged corrupt activities in the University;
 - (e) Recommend appropriate actions to prevent corruption;
 - (f) Monitor the impact of corruption prevention initiatives and

suggest further improvement in reducing corruption;

- (g) Organise training on the integrity promotion for staff in the University.
- (3) Subject to the provisions of Statutes, the Board shall have the power to regulate its own procedure in such manner as it may deem fit.
- (4) The Board shall possess such other powers or perform such other functions as may be delegated to it by the Senate in accordance with the Statutes.

PART VI: FINANCIAL PROVISIONS

55. Financial Regulations

- (1) The financial rules and regulations are made in accordance with the provisions of the Charter.
- (2) The Council shall be the ultimate authority on the acquisition and expenditure of the University finances; the Council shall administer the property and funds of the University in a manner and for purposes that promote the best interests of the University, but the Council shall not charge or dispose of immovable property of the University without prior approval of the Chancellor.
- (3) The fiscal year of the University shall be the period of twelve months commencing on the 1st of July of each year and ending on the 30th of June of the following year. In the event of any change

in the fiscal year and for purposes of transition from the old financial year to a new financial year consequent upon the change the transition period, whether more or less of twelve months, shall be deemed to be a fiscal year.

- (4) The University shall acquire funds from a variety of sources, including:
 - (a) Sums provided by Parliament in tandem with the Universities Fund;
 - (b) Such monies as may accrue from investments made in the course of the performance of its functions;
 - (c) Monies from any other source, such as donations, fees or enterprise.
- (5) The University shall generate funds through activities of the Egerton University Investment Company whose operations are specified in the Memorandum of Agreement and Articles of Association.
- (6) Funds acquired from a variety of sources shall be expended on University functions on the authority of the Council.
- (7) Any unexpended balance of the funds may be carried forward in the account of the University from one fiscal year to the next and be expended as the Council may determine.
- (8) The Council may invest any of the funds of the University in securities as provided in the Charter. Such securities include

government or corporate Treasury Bills or Bonds.

- (9) The Council may also deposit monies not immediately required in a bank or banks accredited by the Central Bank.
- (10) Some of the monies received by the University shall be declared to be specifically payable into the Endowment Fund, and the expenditure from which shall be guided by a Council approved policy.
- (11) The Council shall cause to be prepared annual estimates of the revenue and expenditure of the University and such estimates shall be approved by the Council in consultation with the Cabinet Secretaries for the time being responsible for university education and finance. An expenditure under any head of estimates may not be exceeded without prior approval by the Council.
- (12) The Internal Audit Department shall continuously assess the effectiveness of internal controls as well as evaluate and report the efficiency of implementation of management policies.
- (13) All revenue and expenditure transactions shall be kept in proper record of accounts and audited in accordance with approved procedures as follows:
 - (a) Within a period of three months from the end of each financial year the Council shall submit for audit to the Auditor General the accounts of the University; these shall include statements of income expenditure and balance sheets.

- (b) The accounts shall be audited in accordance with the provisions of the Public Audits Act 2003 (No. 12 of 2003), revised in 2009.
- (c) The Auditor General shall submit the results of the audit to the Cabinet Secretaries responsible for finance and university education, and the Council, in accordance with the Public Audits Act 2003 (No. 12 of 2003), revised in 2009.

PART VII: MISCELLANEOUS

- 56.** The Statutes and the associated Regulations commence on (date of approval), excepting that where it is provided otherwise in any Regulation such other date shall be deemed to be the commencing date for that particular Regulation.
- 57.** Regulations and Schedules appended hereto shall come into force in accordance with the provisions of the Act and Section 33 of the Charter.
- 58.** The Council may amend, add to or alter the Regulations as it deems fit from time to time. Provided that in accordance with the Charter the Council shall not amend, alter or add to the Regulations governing courses of study and other academic matters without receipt of a proposal or report thereon by the Senate and provided further that the Council shall not reject any such report or request or amend any Regulations so proposed without further reference to the Senate.
- 59.** The Rules and Regulations in force on the day prior to the

commencement of the Statutes shall, unless superseded by the Statutes or the Regulations referred to in Statute 56, continue in force as though they were incorporated in the Rules and Regulations set out above.

60. No person may, except with the written consent of the Council, use the word "University" together with the word "Egerton" or the University logo in furtherance of, or as, or in connection with any advertisement for any trade, business, calling or profession. Provided nothing in this Statute shall be construed as preventing the bona fide use by any person of any title in pursuance of the grant to him or her of a Certificate, Diploma, Degree or other award by the University.
61. Where there is a conflict in the interpretation of the Statutes, the interpretation given thereof by the Council shall prevail.

PART VIII: SCHEDULES

First Schedule: Terms and Conditions of Service for Staff

Second Schedule: Scheme of Service for Staff for Staff

Third Schedule: Committees of the Council

Fourth Schedule: Committees of the Senate

Fifth Schedule: Committees of the University Management Board

First Schedule: Terms and Conditions of Service for Staff

(Available as Appendix 1)

Second Schedule: Scheme of Service for Staff

(Available as Appendix 2)

Third Schedule: Committees of the Council

(1) Finance, Human Resource and General Purposes

- (a) Membership:
- (b) Terms of Reference:
 - (i) To recommend to the Council for its approval the annual estimates and expenditure;
 - (ii) To oversee endowment funds;
 - (iii) To oversee the recruitment, performance, review, appraisal, promotion and discipline of staff (from Grade 11 to Grade 14) and disciplinary matters for staff in Grade 15;
 - (iv) To oversee the development of capital projects;
 - (v) To pay due regard to the necessity to refer matters of major importance to the Council for final approval;
 - (vi) To act on behalf of the University Council except so far as the Council may wish to limit the powers of the Committee in any respect.

(2) Audit, Governance and Risk Management Committee

- (a) Membership:
- (b) Terms of Reference:
 - (i) To safeguard assets;
 - (ii) To oversee the operation of efficient systems;

- (iii) To ensure the existence of viable control processes;
- (iv) To cause the preparation of accurate financial reports;
- (v) To ensure the implementation of internal and external audits;
- (vi) To oversee the implementation of risk management strategies;
- (vii) To ensure institutional governance practices are in place;
- (viii) To evaluate performance contract reports;
- (ix) To oversee the sustenance of quality in the delivery of services.

(3) Grievances Handling and Appeals Committee

- (a) Membership:
- (b) Terms of Reference:
 - (i) To moderate the resolution of staff, students' and other stakeholders' grievances;
 - (ii) To arbitrate staff and students' appeal against disciplinary action.

(4) Academic and Research Committee

- (a) Membership:
- (b) Terms of Reference:
 - (i) To monitor and evaluate the quality of academic programmes;

- (ii) To promote and evaluate quality research and publications;
- (iii) To assist in mobilising resources for the Institute;
- (iv) To authorise the affixing of the University seal to appropriate documents on behalf of the Council;
- (v) To consider and approve nominations for the conferment of Honorary Degree of the University.

(5) Appointments Committee

For Professors and Staff in Grade 15

- (a) Membership:
- (b) Terms of Reference: To appoint Professors and Staff in Grade 15.

For Principals, Deputy Vice-Chancellors and Vice-Chancellor

- (a) Membership:
- (b) Terms of Reference:
 - (i) To search candidates for the position of Principals, Deputy Vice-Chancellors and Vice-Chancellor and make recommendation to the Council;
 - (ii) To consider disciplinary matters for Principals and Deputy Vice-Chancellors and recommend to Council.

Fourth Schedule: Committees of the Senate

(1) Deans Committee

- (a) Membership:
 - (i) Deputy Vice-Chancellor(AA) – Chairperson;
 - (ii) Deans of Faculties;
 - (iii) Directors of Institutes and Schools;
 - (iv) The librarian;
 - (v) Registrar (Academic Affairs) – Secretary.
- (b) Terms of Reference
 - (i) To deal with matters that may properly be referred to it by the Vice-Chancellor or the Senate;
 - (ii) To function as the University's Admission Board;
 - (iii) To make recommendations to the Senate on regulations governing levels of fees and any matter relevant to the foregoing terms of reference.

(2) Students' Welfare Committee

- (a) Membership:
 - (i) Deputy Vice-Chancellor (AA) – Chairperson;
 - (ii) Dean of Students;
 - (iii) Director, Students' Welfare;
 - (iv) Three Senate Representatives;
 - (v) Two Student Representatives;

(vi) Registrar (Academic Affairs) – Secretary.

(b) Terms of Reference:

(i) To deal with such matters on students affairs as the Committee may deem appropriate;

(ii) To deal with matters referred to the Committee by the General Manager on questions affecting the functions of the University EUSACS Department;

(iii) To deal with matters regarding the development of games and sporting facilities;

(iv) To make recommendations to the appropriate University committees on the above subjects.

(3) Students' Disciplinary Committee

(a) Membership:

(i) Deputy Vice-Chancellor (AA) – Chairperson;

(ii) Deputy Vice-Chancellor (A&F);

(iii) Dean of Students;

(iv) Two Senate Representatives;

(v) Chairperson of Students Organisation;

(vi) Two Students representatives;

(vii) Registrar (Academic Affairs) – Secretary.

(b) Terms of Reference:

(a) Deal with any matters of student discipline referred to it by the Vice-Chancellor and other University management units;

(b) Promote ethical conduct among students.

(4) The Bookshop and Library Advisory Committee

(a) Membership

(i) The Deputy Vice Chancellor (Academic Affairs)
Chairperson

(ii) University Librarian

(iii) Bookshop Manager

(iv) Directors of Institutes and Schools

(v) Two Senate Representatives

(vi) Two Students representatives

(vii) Registrar (Academic Affairs) – Secretary

(b) Terms of Reference

(i) To assist and advise the Librarian on all matters relating to the Library

(ii) To make recommendations to the senate on Library Policies

(iii) To prepare and submit to Senate an annual report on the functioning of the Libraries and the University Bookshop

(iv) To make recommendations to Senate with regard to matters concerning the running of the Bookshop.

(5) Board of Undergraduate Studies and Field Attachment Programmes (See Statute 24)

(6) Board of Postgraduate Studies (See Statute 25)

Fifth Schedule: Committees of the University Management Board

(1) Planning and Development

(2) Staff Welfare and Development

(3) Tender Committee

(4) Quality Assurance

(5) Budget

Council Approval and Signature

(1) The Vice-Chancellor

Name

Signature.....

Date.....

(2) The Chairperson of Council

Name.....

Signature.....

Date.....

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