

**EGERTON**



**UNIVERSITY**

**THE EGERTON UNIVERSITY STATUTES 2023**

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# THE EGERTON UNIVERSITY STATUTES

## PREAMBLE

IN EXERCISE of the powers conferred under Section 23 of the Universities Act, 2012, and Section 14 of the Egerton University Charter (2013), the Council of Egerton University hereby makes the following Statutes:

- (1) These Statutes shall be cited as the Egerton University Statutes (2023) or “the Statutes”.
- (2) The Egerton University Statutes (2013) are hereby revoked.

## PART I: PRELIMINARY

### Statute 1: Definitions

In these Statutes, unless the context otherwise requires,

“Academic Staff” means a person with the relevant training and experience, appointed to teach, train or do research at the University and in accordance with the Egerton University Terms and Conditions of Service.

“Academic Year” means a period of two semesters or three terms of study and examination as designated by the Senate, provided that the Senate may designate different dates and different periods for such academic year.

“Act” means the Universities Act, 2012 (No. 42 of 2012) as may be amended from time to time.

“Administrative, Technical and Support staff” means a member of staff who performs duties related to the support functions in the University.

“Alumni Association” means the Alumni Association of the University established under Section 7(4) of the Charter and Statute 51.

“Annual Estimates” means the estimates prepared under Section 11 of the Charter and Statute 57(11) in respect of any financial year.

“Associate Dean” means a person elected by the Faculty Board members to assist the Dean of Faculty in carrying out the functions of the Faculty.

“Auditing a Course” means attending a course by a student beyond the prescribed courses in a programme to supplement his/her knowledge in a particular area of study.

“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 Faculties or Schools headed by a Principal pursuant to an order made under Section 3(7) of the Charter and Statute 2(4).

“Centre” means a structural unit within or outside the University established to carry out academic or outreach or research activities (Academic Centre, Outreach Centre, Research Centre).

“Certificate” means a level of training and the respective award as provided for in Statute 36.

“Chairperson of Council” means the Chairperson of Council of Egerton University under Section 6(3) of the Charter.

“Chancellor” means the Chancellor of Egerton University under Section 6(2) of the Charter and Statute 3.

“Charter” means the Egerton University Charter (2013).

“Chief Finance Officer” means the person appointed to administer the University department responsible for financial affairs in accordance with the Public Finance Management Act 2012 under Statute 15.

“Commencement Date” means the date when the Statutes are published in the Kenya Gazette as provided for by Section 35(1)(a)(ii) of the Universities Act.

“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 and certificates.

“Constituent College” means a college established under Section 3(7) 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 6(3) of the Charter, and Statute 4; and, where relevant, the Council of a Constituent College of the University.

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

“Credit Transfer” (CT) means the procedure of granting credit to a student for a course from a similar accredited programme at the same level undertaken within the University or at other recognised institutions.

“Cumulative Weighted Average” (CWA) means the average score attained by a student at a particular point of progression in his/her studies, calculated according to a formula which takes into consideration the marks scored in each course, the number of courses taken, and the relative weight of each course (based on the number of CFs).

“Dean” means an officer elected as head of a Faculty and appointed by the Vice-Chancellor under Statute 22(15).

“Dean of Students” means the person appointed to be in charge of Students’ welfare under Statute 17.

“Degree” means a level of training and the respective award as provided for in Statute 36.

“Department” means an academic unit which, for administrative purposes, has been designated by the Council as being constituted within a particular Faculty or School as provided for in Statute 22(2) also means an administrative unit carrying out auxiliary support functions in the University as provided for in Statute 56.

“Deputy Director” means a person appointed by the Vice-Chancellor to assist a Director in the University under Statute 22(18).

“Deputy Vice-Chancellor” means the Deputy Vice-Chancellor of the University appointed under Section 6(5) of the Charter and Statutes 8 and 9.

“Diploma” means a level of training and the respective award as provided for in Statutes 36, 37 and 39.

“Director” means the person appointed to head a School, Institute, Directorate, Campus or Centre under Statute 22(17).

“Director (Research and Extension)” means the person appointed to assist the Deputy Vice-Chancellor (Academics, Research and Extension) in all functions related to research and extension under Statute 14.

“Directorate” means a section of a Division or of the Vice-Chancellor’s Office in charge of a particular activity.

“Division” means the biggest structural unit of the University under which the core functions or the support functions of the University are carried out.

“Faculty” means an academic unit within the University organised administratively into several departments and concerned with a particular field of knowledge, established under Statute 22(1).

“Fiscal Year” means financial period for the University as provided in Section 8 of the Charter and Statute 57(3).

“Graduate” means a person upon whom a degree or other academic qualification has been conferred or awarded by the University as provided for in Section 2(1) of the Charter and Statute 42.

“Institute” means a unit within the University, organised for advanced instruction and research in a relatively narrow field of subject matter, established under Statute 22(1).

“Lecturer” means a member of the staff of the University who is a professor, associate professor, senior lecturer, lecturer or tutorial fellow, or a person who holds any other teaching or research post which the Council, on the recommendation of the Senate, has recognised as a post having academic status in the University under Statute 47(1)(j).

“Librarian” means a member of staff who has professional qualifications to offer information and library services, and is the Deputy University Librarian, a senior librarian, librarian or an assistant librarian.

“Library” means the main Library of the University and its branches.

“Programme Academic Leader” means a member of academic staff who coordinates and guides the development, implementation and review of a particular degree programme.

“Recognised Institution” means an institution recognised by the Commission for University Education and the Senate offering a Degree or a Diploma.

“Registrar” means an officer appointed to assist the Deputy Vice-Chancellor within a division under Statute 14.

“School” means an academic unit within the University which focuses on a particular mode of learning, established under Statute 22(1).

“Senate” means the Senate of the University established under Section 6(4) of the Charter and Statute 5.

“Staff Union”/ “Staff Association” means a union or an association of staff recognised by the Council as being representative of staff on matters of terms and conditions of employment under Statute 48.

“Statutes” means the Egerton University Statutes (2023) approved by the Council under Section 14 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 7(5) of the Charter and Statute 50.

“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 7(5) of the Charter and Statute 50(3).

“University” means Egerton University established under Section 3 of the Charter and Statute 2.

“University Common Core Course” means a course taken by undergraduate students in the University in order to broaden their academic background and facilitate an appreciation of the society and environment of which they are a part.

“University Librarian” means the person appointed to be the head of the Library under Statute 16.

“University Management Board” means a governance structure of the University under Section 6(5) of the Charter and Statute 6.

“Vice-Chancellor” means the Vice-Chancellor of the University appointed under Section 6(5) of the Charter and Statute 7.

## **PART II: ESTABLISHMENT AND GOVERNANCE**

### **Statute 2: Establishment of Egerton University**

- (1) There is hereby established a university to be known as Egerton University, as stipulated in Section 3 of the Charter.
- (2) The name Egerton University shall be abbreviated as EU.
- (3) Unless otherwise specified by the Statutes, the University shall be located in Njoro, Kenya [0° 23’S and 35°35’E; Land Reference: LR No. 525/2; LR No. 525/R (Tatton); LR No. 526/4 (Botanic Garden) and LR Nos. 527 and 528 (Ngongogeri Farm)].
- (4) The University may, in consultation with the Cabinet Secretary and the Commission for University Education, establish a Constituent College, headed by a Principal, as prescribed by Section 3(7) of the Charter and Statute 10.
- (5) The University may, as part of its expansion, establish a Campus College, headed by a Principal, as prescribed by Section 3(7) of the Charter and Statute 12.
- (6) The University may, in pursuance of its mandate to expand access to university education, establish campuses in various locations.
- (7) The University shall have a vision, mission, philosophy, and core values.

### **Statute 3: The Chancellor**

- (1) There shall be a Chancellor of the University as defined in Section 38 of the Act and Section 6(2) of the Charter.
- (2) Where a vacancy occurs in the Office of the Chancellor:
  - (a) The Senate shall, in consultation with key stakeholders, identify suitable persons for appointment;
  - (b) The Senate shall agree upon and submit to the Public Service Commission five candidates for short-listing and identification of three candidates, ranked in order of merit;

- (c) The Public Service Commission shall forward the names of the top three candidates to the Cabinet Secretary for onward transmission to the President, who shall pick one of the persons for appointment as the Chancellor;
  - (d) The appointment of the Chancellor by the President shall be by a notice published in the Kenya Gazette.
- (3) The Chancellor shall have such powers, functions and privileges as:
- (a) Shall be the titular head of the University;
  - (b) Shall, in the name of the University, confer degrees, award diplomas and other qualifications of the University;
  - (c) May from time to time recommend to the Cabinet Secretary a visitation of the University;
  - (d) May from time to time give advice to the Council which the Chancellor considers necessary for the betterment of the University;
  - (e) Shall assist in resource mobilisation for the University;
  - (f) Shall mentor, advise and support the University management;
  - (g) Shall act as an arbitrator in instances of disputes between the governing organs of the University;
  - (h) May represent the University at meetings, functions and ceremonies nationally and internationally;
  - (i) Shall be kept abreast of major developments in the University;
  - (j) May be invited as Chief Guest or Keynote Speaker at major functions of the University;
  - (k) Shall promote the corporate image of the University;
  - (l) Shall have a Chancellor's Chamber at the University.
- (4) The functions of the Chancellor may, in the absence or incapacity of the Chancellor, be performed by the Chairperson of Council for a period not exceeding three (3) months.
- (5) The Chancellor shall hold office for a period of five years and shall be eligible for reappointment for one other five-year term.
- (6) The Office of the Chancellor shall fall vacant if the Chancellor:
- (a) Resigns by written notice of six months addressed to the President through the Cabinet Secretary;
  - (b) Is unable to perform the functions of the Chancellor by reason of prolonged physical or mental incapacity;
  - (c) Is judged unfit to hold a public office by a court of law;

- (d) Fails to meet the requirements of Chapter 6 of the Constitution;
- (e) Dies in office.

#### **Statute 4: The Council**

- (1) There shall be a Council of the University established in accordance with Sections 35(1)(a) and 36 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) Five (5) other Members appointed by the Cabinet Secretary through an open process in such a manner as may be prescribed in guidelines issued by the Cabinet Secretary;
  - (e) The Vice-Chancellor as an *ex-officio* Member.
- (3) The Chairperson and Members of Council shall be appointed by the Cabinet Secretary in accordance with Section 36 of the Act.
- (4) The appointment of the Members of Council shall be by a notice in the Kenya Gazette.
- (5) The qualifications for the Chairperson and the Members of Council shall be:
  - (a) In the case of the Chairperson:
    - (i) Hold an earned doctorate degree from a recognised institution;
    - (ii) Have at least ten years' experience in leadership and management of public or private institutions;
    - (iii) Demonstrate integrity and moral values in accordance with Chapter 6 of the Constitution.
  - (b) In the case of each of the five other Members:
    - (i) Hold at least a Master's degree from a recognised institution;
    - (ii) Have at least five years' experience in leadership, management or academia;
    - (iii) Demonstrate integrity and moral values in accordance with Chapter 6 of the Constitution, professionalism, and have the capacity to make a contribution to university education.

- (6) The Chairperson and the Members of Council shall hold office for a term of three years and shall be eligible for reappointment for one further term.
- (7) The office of the Chairperson or of a Member of Council shall fall vacant if the Chairperson or Member:
- (a) Resigns by notice in writing addressed to the Cabinet Secretary and copied to the Vice-Chancellor;
  - (b) Is absent from three (3) consecutive meetings of the Council without the permission of the Chairperson, or, in the case of the Chairperson, the permission of the Cabinet Secretary;
  - (c) Is, by reasons of physical or mental infirmity, unable to exercise the functions of his/her office;
  - (d) Is judged unfit to hold a public office by a court of law;
  - (e) Fails to meet the requirements of Chapter 6 of the Constitution;
  - (f) Is convicted of an offence and sentenced to imprisonment for a term exceeding six months or a fine exceeding twenty thousand shillings;
  - (g) Dies in office.
- (8) Where the office of the Chairperson or a Member of Council falls vacant, the Vice-Chancellor shall notify the vacancy to the Cabinet Secretary, who shall, subject to the provisions of the Act, appoint another person to fill the vacancy for the remainder of the term of such Member.
- (9) 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 annual estimates of the University;
  - (e) Appoint staff at the rank of Professor and other staff in Grade 15;
  - (f) Appoint the Vice-Chancellor, the Deputy Vice-Chancellors, and the Principals and Deputy Principals of Constituent Colleges, in consultation with the Cabinet Secretary after a competitive process conducted by the Public Service Commission;
  - (g) Manage, supervise and administer the assets of the University in such a manner as best promotes the purpose for which the University is established;

- (h) Determine the provisions to be made for capital and recurrent expenditures and for reserves of the University;
  - (i) Receive any grants, donations, or endowments on behalf of the University and make legitimate disbursements therefrom;
  - (j) Enter into associations, collaboration or linkages with other bodies or organisations within or outside Kenya as the University may consider desirable or appropriate and in furtherance of the purpose for which the University is established;
  - (k) Open a banking account or accounts for the funds of the University;
  - (l) Approve University fees;
  - (m) Mobilise development resources for the University;
  - (n) Undertake other functions as described in the Fifth Schedule of the Statutes.
- (10) The Council shall operate under the following procedures:
- (a) The Council, in its full membership, shall hold meetings between four and six times in a calendar year.
  - (b) The Chairperson shall chair all Council meetings and in his/her absence or inability to chair for whatever reason, the Members present shall appoint one of their number to preside over the meeting.
  - (c) The quorum of all Council meetings shall be the nearest whole number above half the membership.
  - (d) Council documents shall be made available to the Members of Council not less than ten (10) days before the meeting.
  - (e) Decisions of the Council shall be by a simple majority vote of those present and voting, provided that in case of a tie the Chairperson shall have a casting vote.
  - (f) The Council may, subject to such limitation as it may deem fit, delegate any of its powers or duties to the Chairperson or to its Committees, provided that the Council shall not delegate to the Chairperson or to a Committee the power to approve the annual estimates without further reference to the Council.
  - (g) The Council shall set up such Committees as deemed necessary and as outlined in the Fifth Schedule of the Statutes to perform such functions and discharge such responsibilities as it may determine, provided that it shall not delegate its principal mandate to the committees.
  - (h) Each Committee of the Council shall hold meetings as determined by the Council.

- (i) The Council shall appoint the Chairperson of each of its Committees; in his/her absence or inability to chair for whatever reason, the Members present shall appoint one of their number to preside over the meeting.
- (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 Vice-Chancellor shall serve as the Secretary to the Council and to all Committees of the Council except the Audit, Governance and Risk Management Committee.
- (l) 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.

#### **Statute 5: The Senate**

- (1) There shall be a Senate established under Section 35(b) of the Act and Section 6(4) of the Charter.
- (2) The Senate shall have the powers and duties to:
  - (a) Satisfy itself regarding the content and academic standards of any programme of study in respect of any degree, diploma, certificate or other award of the University, and report its findings thereon to the Council;
  - (b) Set standards in research, extension, consultancy and innovation in the University;
  - (c) Propose regulations to be made by the Council regarding the eligibility of persons for admission to a programme of study;
  - (d) Propose regulations to be made by the Council regarding the standards of proficiency to be gained in each examination for a degree, diploma, certificate or other award of the University;
  - (e) 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;
  - (f) Set rules and regulations governing University examinations;
  - (g) Appoint Internal and External Examiners;
  - (h) Approve examination results;
  - (i) Approve the design of academic and graduation gowns and prescribe their use;

- (j) Initiate the review of the Charter and the Statutes from time to time, develop proposals relating to academic matters, and present them to Council for approval;
- (k) Determine the standards for staffing establishment in teaching, research, extension, and consultancy;
- (l) Regulate the granting of scholarships, fellowships, bursaries, and prizes;
- (m) Approve the discontinuation of students as well as the suspension, expulsion and other disciplinary measures with respect to students;
- (n) Receive reports of Academic Boards of Constituent Colleges, Campus Colleges, Faculties, Schools, Institutes, Directorates, and Centres on academic matters, and make appropriate recommendations/decisions;
- (o) Close the University if and when necessitated by special circumstances, and re-open the University;
- (p) Set rules and regulations for students' conduct, welfare, non-tuition fees, levies and charges;
- (q) Schedule the Academic Calendar of the University;
- (r) Initiate and propose to the Council the establishment, restructuring, or abolition, of Constituent Colleges, Divisions, Faculties, Schools, Institutes, Centres, and Departments;
- (s) Identify suitable persons for appointment as Chancellor of the University;
- (t) Make regulations governing such other matters as are within its powers in accordance with the Charter and 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 Constituent Colleges and Campus Colleges;
- (d) The Deputy Principals of Constituent Colleges and Campus Colleges;
- (e) The Directors of Campuses;
- (f) The Registrars, of whom the Registrar (Academic Affairs) shall be the Secretary;
- (g) The Chief Finance Officer;
- (h) The Dean of Students;
- (i) The Deans of Faculties and the Directors of Schools/Institutes/Directorates/Centres;

- (j) The Chairpersons of Departments;
  - (k) The Professors;
  - (l) Two (2) representatives elected by the Academic Board of each Constituent College from among the members of that Board;
  - (m) The University Librarian;
  - (n) The Information and Communication Technology (ICT) Manager;
  - (o) Two (2) representatives elected by the Students Governing Council, provided that the representatives of the Students' Governing Council shall not attend deliberations of the Senate on matters relating to examination results and to students' disciplinary matters;
  - (p) Co-opted members, provided that such members shall not have the right to vote and shall not constitute more than one-third of the membership of the Senate.
- (4) The Senate shall adopt the following procedures:
- (a) Unless the Senate otherwise determines, the Senate shall hold regular meetings at least once every quarter of a year at such time and place as the Chairperson of the Senate may appoint.
  - (b) The Chairperson of the Senate may call a special meeting when need arises or shall call such a meeting within ten (10) days of receiving a request for that purpose signed by not less than thirty percent (30%) of the members of the Senate.
  - (c) In the absence of the Chairperson of the Senate, the Deputy Vice-Chancellor (Academics, Research and Extension) shall preside over meetings of the Senate; in the absence of both the Chairperson of the Senate and the Deputy Vice-Chancellor (Academics, Research and Extension), the Deputy Vice-Chancellor (Administration, Finance and Planning) shall preside over meetings of the Senate.
  - (d) At any meeting of the Senate, a quorum shall be the nearest whole number above half the membership.
  - (e) Decisions of the Senate shall be by consensus or 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.
  - (f) Subject to such limitation as it may deem fit, the Senate may delegate any of its powers or duties to its Chairperson or to Committees consisting of such

members of the Senate and other persons as it may deem fit; the Senate may empower any such Committee to act jointly with any Committee of the Council.

- (g) The Senate shall set up Committees/Boards as follows:
  - (i) Deans Committee;
  - (ii) Students Welfare Committee;
  - (iii) Students Disciplinary Committee;
  - (iv) Library Advisory Committee;
  - (v) Graduation Committee;
  - (vi) Board of Undergraduate Studies and Career Services;
  - (vii) Board of Postgraduate Studies.
- (h) The Senate may set up other Committees as it may deem fit.
- (i) The membership and terms of reference of the Senate Committees are contained in the Fourth Schedule of the Statutes.
- (j) The Senate and its Committees shall cause minutes of their proceedings to be kept by the Secretary and such minutes shall be confirmed, subject to any necessary amendment, at a subsequent meeting.
- (k) Subject to the provisions of this Statute, the Senate shall have powers to modify its procedures in such a manner as it may deem fit.

#### **Statute 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 Constituent Colleges and Campus Colleges;
  - (d) The Registrars, and the Director (Research and Extension) of whom the Registrar (Human Capital and Administration) shall be the Secretary;
  - (e) The Chief Finance Officer;
  - (f) Such other member as may be determined by the Board from time to time as prescribed in the University Charter;
  - (g) Co-opted members, provided that such members shall not have the right to vote and shall not constitute more than one-third of the membership of the Board.
- (2) The University Management Board shall perform the following functions:
  - (a) Steer the development of the University guided by the University Strategic Plan;
  - (b) Implement and review the University Strategic Plan;

- (c) Oversee the Performance Contracting processes and the delivery of the Service Charter of the University;
  - (d) Set quality standards for the University;
  - (e) Mobilise development resources for the University;
  - (f) Manage the human, physical and financial resources of the University;
  - (g) Make proposals to the Senate and the Council on policy matters;
  - (h) Implement the University's policies according to mandatory and statutory requirements;
  - (i) Any other function related to the management and development of the University.
- (3) The University Management Board shall adopt the following procedures:
- (a) The Board shall hold meetings at least once every month at such time and place as the Chairperson may appoint.
  - (b) The Chairperson may call a special meeting of the Board as need arises.
  - (c) At all meetings of the Board, a quorum shall be the nearest whole number above half the membership.
  - (d) Decisions of the Board shall be by consensus or 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.
  - (e) In the absence of the Chairperson, the Deputy Vice-Chancellor (Administration, Finance and Planning) shall preside over meetings of the Board; in the absence of both the Chairperson and the Deputy Vice-Chancellor (Administration, Finance and Planning), the Deputy Vice-Chancellor (Academics, Research and Extension) shall preside over meetings of the Board.
  - (f) The Board may, subject to such limitation as it may deem fit, delegate any of its duties to the Chairperson or to committees consisting of such members of the Board or other persons as it may deem fit; the Board may empower any such committee to act jointly with any committee of the Senate or the Council.
  - (g) The Board shall have a Budget Implementation Committee and a Planning and Development Committee.
  - (h) The Board 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.

- (i) Subject to the provisions of this Statute, the Board shall have powers to modify its procedures in such a manner as it may deem fit.

### **Statute 7: The Vice-Chancellor**

- (1) There shall be a Vice-Chancellor, who, subject to the provisions of the Act and the Charter, shall be appointed by the Council in consultation with the Cabinet Secretary, after a competitive process conducted by the Public Service Commission.
- (2) A person to be considered for appointment as Vice-Chancellor shall be a holder of an earned doctorate degree from a recognised institution and shall be at the rank of a Professor.
- (3) The Vice-Chancellor shall hold office for a period of five years and shall be eligible for reappointment for one other five-year term.
- (4) The Vice-Chancellor shall be the executive academic, research, and administrative head of the University and as such shall be responsible to the Council for maintaining and promoting efficiency and good order in the University.
- (5) Subject to the provisions of the Statutes, the Vice-Chancellor may, under special circumstances, take intervention measures pending the Senate and the Council ratification.
- (6) The Vice-Chancellor shall be the accounting officer of the University.
- (7) The Vice-Chancellor shall be responsible for policy matters, planning, overall coordination of University functions, public relations, resource mobilisation, risk management, and the general development of the University.
- (8) The Vice-Chancellor shall be the disciplinary authority of the University in respect of staff and students.
- (9) 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;
  - (d) The Inaugural Lecture Series by Professors.
- (10) The Vice-Chancellor shall, by virtue of office, be an *ex-officio* member of every Committee of the University Management Board, the Senate, and the Council, unless otherwise explicitly provided for.

- (11) The Vice-Chancellor shall have such other powers and duties as may be conferred by the Council in accordance with the Act and the Charter.
- (12) The Vice-Chancellor may assign or delegate any duties to a committee or to a member of the University staff and may withdraw any such assignment or delegation at any time.
- (13) The Office of the Vice-Chancellor shall fall vacant if the holder:
- (a) Resigns by written notice of six months addressed to the Cabinet Secretary;
  - (b) Is unable to perform the functions of the Vice-Chancellor by reason of prolonged physical or mental incapacity;
  - (c) Is judged unfit to hold a public office by a court of law;
  - (d) Fails to meet the requirements of Chapter 6 of the Constitution;
  - (e) Dies in office.
- (14) The Cabinet Secretary may, on the recommendation of the Council, terminate the appointment of the Vice-Chancellor by giving six months' notice in writing or six months' pay in lieu of notice.

**Statute 8: The Deputy Vice-Chancellor (Academics, Research and Extension)**

- (1) There shall be a Deputy Vice-Chancellor (Academics, Research and Extension) who, subject to the provisions of the Charter, shall be appointed by the Council in consultation with the Cabinet Secretary, after a competitive process conducted by the Public Service Commission.
- (2) A person to be considered for appointment as Deputy Vice-Chancellor (Academics, Research and Extension) shall be a holder of an earned doctorate degree from a recognised institution and shall be at the rank of a Professor or an Associate Professor.
- (3) The Deputy Vice-Chancellor (Academics, Research and Extension) shall hold office for a period of five years and shall be eligible for re-appointment for one other five-year term.
- (4) The Deputy Vice-Chancellor (Academics, Research and Extension) shall be the head of the Division of Academics, Research and Extension of the University, whose functions are:
- (a) Formulating and providing policy guidelines on planning, development and management of academic programmes;
  - (b) Coordinating the operations of Research Centres which the University may establish;

- (c) Preparing curricula and rules and regulations governing the implementation of academic programmes;
  - (d) Formulating guidelines for the management, implementation and evaluation of academic programmes;
  - (e) Overseeing the management of examinations;
  - (f) Guiding Chairpersons of Departments, Deans of Faculties, Directors of Schools/Institutes, and Managers of Academic Centres on the running of academic programmes;
  - (g) Steering research and innovation;
  - (h) Coordinating extension and outreach activities;
  - (i) Managing consultancy services;
  - (j) Documenting research activities and reports;
  - (k) Organising seminars, workshops, conferences and symposia;
  - (l) Appointing the Chairperson of the Research Ethics Committee, the Research and Extension Committee, the Intellectual Property Management and Publications Committee, the Advisory Consultancy Committee, and the Library Advisory Committee;
  - (m) Liaising with the Deputy Vice-Chancellor (Administration, Finance and Planning) on staff training and development.
- (5) The Deputy Vice-Chancellor (Academics, Research and Extension) shall be the Chairperson of:
- (a) Deans Committee;
  - (b) Students Welfare Committee;
  - (c) Students Disciplinary Committee;
  - (d) Library Advisory Committee;
  - (e) Graduation Committee;
  - (f) Staff Appointment Committee(s) for academic staff in Grade 10 to 12, for Research Fellows, and for Technologists in academic departments in Grade 5 to 12;
  - (g) Staff Appointment Committee chaired by the Deputy Vice-Chancellor (Administration, Finance and Planning), in his/her absence.
- (6) The Deputy Vice-Chancellor (Academics, Research and Extension) shall have such other duties as may be assigned or delegated by the Vice-Chancellor in accordance with Statute 7.

- (7) The Office of the Deputy Vice-Chancellor (Academics, Research and Extension) shall fall vacant if the holder:
- (a) Resigns by written notice of six months addressed to the Cabinet Secretary;
  - (b) Is unable to perform the functions of the Deputy Vice-Chancellor (Academics, Research and Extension) by reason of prolonged physical or mental incapacity;
  - (c) Is judged unfit to hold a public office by a court of law;
  - (d) Fails to meet the requirements of Chapter 6 of the Constitution;
  - (e) Dies in office.
- (8) The Cabinet Secretary may, on the recommendation of the Council, terminate the appointment of the Deputy Vice-Chancellor (Academics, Research and Extension) by giving six months' notice in writing or six months' pay in lieu of notice.

**Statute 9: The Deputy Vice-Chancellor (Administration, Finance and Planning)**

- (1) There shall be a Deputy Vice-Chancellor (Administration, Finance and Planning) who, subject to the provisions of the Charter, shall be appointed by the Council in consultation with the Cabinet Secretary, after a competitive process conducted by the Public Service Commission.
- (2) A person to be considered for appointment as Deputy Vice-Chancellor (Administration, Finance and Planning) shall be a holder of an earned doctorate degree from a recognised institution and shall be at the rank of a Professor or an Associate Professor.
- (3) The Deputy Vice-Chancellor (Administration, Finance and Planning) shall hold office for a period of five years and shall be eligible for re-appointment for one other five-year term.
- (4) The Deputy Vice-Chancellor (Administration, Finance and Planning) shall be the head of the Administration, Finance and Planning Division of the University, whose functions are:
- (a) Developing, implementing and monitoring the Strategic Plan of the University;
  - (b) Recruiting staff and managing the human resource capital;
  - (c) Coordinating the implementation of human resource policies and procedures;
  - (d) Planning and administering the physical resources of the University;
  - (e) Maintaining the assets of the University;
  - (f) Implementing the University Disability Mainstreaming Policy;

- (g) Fostering a healthy relationship between the University and the neighbouring communities;
  - (h) Planning for the University's financial resources;
  - (i) Preparing and implementing the University's annual estimates and operational budget;
  - (j) Preparing financial reports;
  - (k) Ensuring the University's compliance with statutory and legal requirements;
  - (l) Coordinating the Support Functions of the University in accordance with Statute 52;
  - (m) Liaising with the Deputy Vice-Chancellor (Academics, Research and Extension) on staff establishment, training and development.
- (5) The Deputy Vice-Chancellor (Administration, Finance and Planning) shall be the Chairperson of:
- (a) Staff Appointment Committee for administrative, technical and support staff in Grade 1 to 12;
  - (b) Staff Disciplinary Committee for Grade 1 to 12;
  - (c) Staff Appointment Committees chaired by the Deputy Vice-Chancellor (Academics, Research and Extension), in his/her absence;
  - (d) Occupational Safety and Health Committee;
  - (e) Information and Communication Technology (ICT) Committee;
  - (f) Bookshop Advisory Committee;
  - (g) Records Management and Archives Advisory Committee.
- (6) The Deputy Vice-Chancellor (Administration, Finance and Planning) shall have such other duties as may be assigned or delegated by the Vice-Chancellor in accordance with Statute 7.
- (7) The Office of the Deputy Vice-Chancellor (Administration, Finance and Planning) shall fall vacant if the holder:
- (a) Resigns by written notice of six months addressed to the Cabinet Secretary;
  - (b) Is unable to perform the functions of the Deputy Vice-Chancellor (Administration, Finance and Planning) by reason of prolonged physical or mental incapacity;
  - (c) Is judged unfit to hold a public office by a court of law;
  - (d) Fails to meet the requirements of Chapter 6 of the Constitution;
  - (e) Dies in office.

- (8) The Cabinet Secretary may, on the recommendation of the Council, terminate the appointment of the Deputy Vice-Chancellor (Administration, Finance and Planning) by giving six months' notice in writing or six months' pay in lieu of notice.

### **Statute 10: The Principal of a Constituent College**

- (1) There shall be a Principal of a Constituent College who, subject to the provisions of the Charter, shall be appointed by the Council in consultation with the Cabinet Secretary, after a competitive process conducted by the Public Service Commission.
- (2) A person to be considered for appointment as Principal of a Constituent College shall be a holder of an earned doctorate degree from a recognised institution and shall be at the rank of a Professor or an Associate Professor.
- (3) The Principal shall hold office for a period of five years and shall be eligible for reappointment for one other five-year term.
- (4) The Principal shall, by virtue of being the overall administrative head of the Constituent College, be the accounting officer of the Constituent College.
- (5) The Principal shall be the executive academic and administrative head of the Constituent College and as such shall report to the Constituent College Council.
- (6) The Principal shall be responsible for the overall direction, organisation, administration and programmes of the Constituent College.
- (7) Subject to the provisions of the Statutes, the Principal may, under special circumstances, make decisions pending ratification by the Senate and the Constituent College Council.
- (8) The Principal shall be responsible for policy matters, planning, overall coordination of all College functions, public relations, resource mobilisation, risk management, and development of the Constituent College.
- (9) The Principal shall be responsible for the discipline and order of the Constituent College in respect of staff and students.
- (10) The Principal shall by virtue of office be an *ex-officio* member of every committee of the Constituent College Council, unless otherwise explicitly provided for.
- (11) The Principal shall be the Chairperson of:
  - (a) The Constituent College Academic Board;
  - (b) The Constituent College Management Board;

- (c) Staff Appointments Committee for academic, and administrative, technical and support staff in Grade 1 to 13.
- (12) The Principal shall have such other powers and duties as may be conferred by the Constituent College Council.
- (13) 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.
- (14) The Office of the Principal shall fall vacant if the holder:
  - (a) Resigns by written notice of six months addressed to the Cabinet Secretary;
  - (b) Is unable to perform the functions of the Principal by reason of prolonged physical or mental incapacity;
  - (c) Is judged unfit to hold a public office by a court of law;
  - (d) Fails to meet the requirements of Chapter 6 of the Constitution;
  - (e) Dies in office.
- (15) The Cabinet Secretary may, on the recommendation of the Constituent College Council, terminate the appointment of the Principal by giving six months' notice in writing or six months' pay in lieu of notice.

**Statute 11: The Deputy Principal of a Constituent College**

- (1) There shall be two Deputy Principals of a Constituent College who, subject to the provisions of the Charter, shall be appointed by the Council in consultation with the Cabinet Secretary, after a competitive process conducted by the Public Service Commission.
- (2) A person to be considered for appointment as Deputy Principal of a Constituent College shall be a holder of an earned doctorate degree from a recognised institution and shall be at the rank of a Professor or an Associate Professor.
- (3) There shall be a Deputy Principal in charge of Academics, Research and Extension.
- (4) There shall be a Deputy Principal in charge of Administration, Finance and Planning.
- (5) The Deputy Principal shall hold office for a period of five years and shall be eligible for reappointment for one other five-year term.
- (6) The Deputy Principal shall exercise powers and perform duties under the direction of the Principal.
- (7) The Office of the Deputy Principal shall fall vacant if the holder:

- (a) Resigns by written notice of six months addressed to the Cabinet Secretary;
  - (b) Is unable to perform the functions of the Deputy Principal by reason of prolonged physical or mental incapacity;
  - (c) Is judged unfit to hold a public office by a court of law;
  - (d) Fails to meet the requirements of Chapter 6 of the Constitution;
  - (e) Dies in office.
- (8) The Cabinet Secretary may, on the recommendation of the Constituent College Council, terminate the appointment of the Deputy Principal by giving six months' notice in writing or six months' pay in lieu of notice.

### **Statute 12: The Principal of a Campus College**

- (1) There shall be a Principal of a Campus College who shall be appointed by the Council, after a competitive search.
- (2) A person to be considered for appointment as Principal of a Campus College shall be a holder of an earned doctorate degree from a recognised institution and shall be at the rank of a Professor or an Associate Professor.
- (3) The Principal shall hold office for a period of five years and shall be eligible for reappointment for one other five-year term.
- (4) The Principal shall be appointed based on the University Terms and Conditions of Service for Staff as outlined in the First Schedule of the Statutes.
- (5) The Principal shall be the academic and administrative head of the Campus College and shall report to the Vice-Chancellor.
- (6) In carrying out the functions of the Office, the Principal shall liaise with the respective Deputy Vice-Chancellors.
- (7) The Principal shall be responsible for maintaining and promoting the efficient management of the Campus College.
- (8) The Principal shall, by the virtue of the Office, be an *ex-officio* member of every Board of Faculty/School/Institute within the Campus College, and an *ex-officio* member of every committee appointed by the Campus College Academic Board and the Campus College Management Board.
- (9) 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.

- (10) The Principal shall have such other duties as may be assigned or delegated by the Vice-Chancellor in accordance with Statute 7.
- (11) The Office of the Principal shall fall vacant if the holder:
- (a) Resigns by written notice of six months addressed to the Chairperson of Council;
  - (b) Is unable to perform the functions of the Principal by reason of prolonged physical or mental incapacity;
  - (c) Is judged unfit to hold a public office by a court of law;
  - (d) Fails to meet the requirements of Chapter 6 of the Constitution;
  - (e) Dies in office.
- (12) The Council may terminate the appointment of the Principal by giving six months' notice in writing or six months' pay in lieu of notice.

### **Statute 13: The Deputy Principal of a Campus College**

- (1) There shall be a Deputy Principal of a Campus College who shall be appointed by the Council, after a competitive search.
- (2) A person to be considered for appointment as Deputy Principal of a Campus College shall be a holder of an earned doctorate degree from a recognised institution and shall be at the rank of a Professor or an Associate Professor.
- (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.
- (4) The Deputy Principal shall be appointed based on the University Terms and Conditions of Service for Staff as outlined in the First Schedule of the Statutes.
- (5) The Deputy Principal shall exercise powers and perform duties under the direction of the Principal.
- (6) The Office of the Deputy Principal shall fall vacant if the holder:
- (a) Resigns by written notice of six months addressed to the Chairperson of Council;
  - (b) Is unable to perform the functions of the Deputy Principal by reason of prolonged physical or mental incapacity;
  - (c) Is judged unfit to hold a public office by a court of law;
  - (d) Fails to meet the requirements of Chapter 6 of the Constitution;
  - (e) Dies in office.

- (7) The Council may terminate the appointment of the Deputy Principal by giving six months' notice in writing or six months' pay in lieu of notice.

**Statute 14: The Registrars and the Director (Research and Extension)**

- (1) There shall be a Registrar (Academic Affairs); a Director (Research and Extension); a Registrar (Human Capital and Administration), and a Registrar (Planning and Development).
- (2) The Registrars and the Director (Research and Extension) shall be appointed by the Council after a competitive search.
- (3) A person to be considered for appointment as Registrar (Academic Affairs) and Director (Research and Extension) shall be a holder of an earned doctorate degree from a recognised institution and shall be at the rank of a Professor or an Associate Professor.
- (4) A person to be considered for appointment as Registrar (Human Capital and Administration) shall be a holder of an earned doctorate degree in Human Resource Management or a related discipline from a recognised institution and shall be a Certified Human Resource Professional (CHRP) or possess an equivalent professional qualification.
- (5) A person to be considered for appointment as Registrar (Planning and Development) shall be a holder of at least Master's Degree in Economics or a related discipline from a recognised institution, and a minimum of five (5) years of relevant experience at Senior Management Level.
- (6) The Registrars and the Director (Research and Extension) shall hold office for a period of five years and shall be eligible for reappointment for one other five-year term.
- (7) The Registrar (Academic Affairs) shall report to the Deputy Vice-Chancellor (Academics, Research and Extension).
- (8) The Registrar (Academic Affairs) shall perform the following functions:
  - (a) Implementing policy guidelines on planning, development, and management of academic programmes;
  - (b) Coordinating all processes concerning the admission of students to the University and the maintenance of student records;
  - (c) Overseeing curricula implementation, as well as rules and regulations governing academic programmes;
  - (d) Coordinating continuous assessment and final examination;

- (e) Working in consultations with the Deputy Vice-Chancellors and other Registrars on staff development, training, and research programmes;
  - (f) Serving as the Secretary to the Senate and to the following Committees: Deans Committee, Students Welfare Committee, Students Disciplinary Committee, Graduation Committee, and Library Advisory Committee.
  - (g) Undertaking other responsibilities that may be assigned by the Vice-Chancellor and the Deputy Vice-Chancellor (Academics, Research and Extension) in accordance to Statutes 7 and 8.
- (9) The Director (Research and Extension) shall report to the Deputy Vice-Chancellor (Academics, Research and Extension).
- (10) The Director (Research and Extension) shall perform the following functions:
- (a) Steering research, innovation and intellectual property generation, protection and commercialisation of research outputs;
  - (b) Developing and formulating research related policies;
  - (c) Coordinating the sourcing and disbursement of research funds;
  - (d) Planning, coordinating and providing logistical support for research, consultancy, extension and outreach activities;
  - (e) Overseeing the dissemination of research outputs through seminars, workshops, symposia and conferences;
  - (f) Documenting research activities, innovations, and intellectual properties;
  - (g) Preparing Statutory Reports on Science, Technology and Innovations.
  - (h) Serving as the Secretary to the following Committees: Research and Extension Committee, Intellectual Property Management and Publications Committee, and the Research Ethics Committee.
  - (i) Undertaking other responsibilities that may be assigned by the Vice-Chancellor and the Deputy Vice-Chancellor (Academics, Research and Extension) in accordance to Statutes 7 and 8.
- (11) The Registrar (Human Capital and Administration) shall report to the Deputy Vice-Chancellor (Administration, Finance and Planning).
- (12) The Registrar (Human Capital and Administration) shall perform the following functions:
- (a) Providing services that are integrated and strategically aligned to the teaching, research and social responsibilities of the University;
  - (b) Attracting and retaining quality workforce;

- (c) Developing, reviewing, and implementing human resource management policies and procedures;
  - (d) Maintaining quality management and standards in University operations;
  - (e) Serving as the Secretary to University Management Board and to the Committees of the Board, as well as to the following Committees: Information and Communication Technology (ICT) Committee; Bookshop Advisory Committee; Records Management and Archives Advisory Committee;
  - (f) Undertaking other responsibilities that may be assigned by the Vice-Chancellor and the Deputy Vice-Chancellor (Administration, Finance and Planning) in accordance to Statutes 7 and 9.
- (13) The Registrar (Planning and Development) shall report to the Deputy Vice-Chancellor (Administration, Finance and Planning).
- (14) The Registrar (Planning and Development) shall perform the following functions:
- (a) Coordinating all activities related to the development and implementation of the Strategic Plan and the Master Plan of the University;
  - (b) Planning for the development and maintenance of the University's physical infrastructure;
  - (c) Preparing the Performance Contract of the University
  - (d) Coordinating the review of the Service Charter of the University;
  - (e) Undertaking other responsibilities that may be assigned by the Vice-Chancellor and the Deputy Vice-Chancellor (Administration, Finance and Planning) in accordance to Statutes 7 and 9.
- (15) The Office of the Registrar and the Director (Research and Extension) shall fall vacant if the holder:
- (a) Resigns by written notice of six months addressed to the Chairperson of Council;
  - (b) Is unable to perform the functions of the Registrar or the Director (Research and Extension) by reason of prolonged physical or mental incapacity;
  - (c) Is judged unfit to hold a public office by a court of law;
  - (d) Fails to meet the requirements of Chapter 6 of the Constitution;
  - (e) Dies in office.
- (13) The Council may terminate the appointment of the Registrars and the Director (Research and Extension) by giving six months' notice in writing or six months' pay in lieu of notice.

### **Statute 15: The Chief Finance Officer**

- (1) There shall be a Chief Finance Officer who shall be appointed by the Council after a competitive search.
- (2) A person to be considered for appointment as Chief Finance Officer shall be a holder of at least a Master's degree in Accounting/Finance or a related discipline from a recognised institution and registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or its equivalent.
- (3) The Chief Finance Officer shall hold office for a period of five years and shall be eligible for reappointment for one other five-year term.
- (4) The Chief Finance Officer shall report to the Deputy Vice-Chancellor (Administration, Finance and Planning).
- (5) The Chief Finance Officer shall have the responsibility of planning, administering and implementing the financial services and systems of the University.
- (8) The Office of the Chief Finance Officer shall fall vacant if the holder:
  - (a) Resigns by written notice of six months addressed to the Chairperson of Council;
  - (b) Is unable to perform the functions of the Chief Finance Officer by reason of prolonged physical or mental incapacity;
  - (c) Is judged unfit to hold a public office by a court of law;
  - (d) Fails to meet the requirements of Chapter 6 of the Constitution;
  - (e) Dies in office.
- (9) The Council may terminate the appointment of the Chief Finance Officer by giving six months' notice in writing or six months' pay in lieu of notice.

### **Statute 16: The University Librarian**

- (1) There shall be a University Librarian who shall be appointed by the Council after a competitive search.
- (2) A person to be considered for appointment as University Librarian shall be a holder of an earned doctorate degree in Library/Information Science or a related discipline from a recognised institution.
- (3) The University Librarian shall hold office for a period of five years and shall be eligible for reappointment for one other five-year term.

- (4) The University Librarian shall report to the Deputy Vice-Chancellor (Academics, Research and Extension) and shall be responsible for the planning, organisation and operation of the library services of the University.
- (5) The University Librarian shall liaise with Academic Departments, Faculties, Schools, and Institutes to develop discipline-specific resource centres.
- (6) The University Librarian shall set technical standards for the Library.
- (7) The University Librarian shall initiate, develop and sustain networks and partnerships with local and international libraries and organisations.
- (8) The Office of the University Librarian shall fall vacant if the holder:
  - (a) Resigns by written notice of six months addressed to the Chairperson of Council;
  - (b) Is unable to perform the functions of the University Librarian by reason of prolonged physical or mental incapacity;
  - (c) Is judged unfit to hold a public office by a court of law;
  - (d) Fails to meet the requirements of Chapter 6 of the Constitution;
  - (e) Dies in office.
- (9) The Council may terminate the appointment of the University Librarian by giving six months' notice in writing or six months' pay in lieu of notice.

#### **Statute 17: The Dean of Students**

- (1) There shall be a Dean of Students who shall be appointed by the Council after a competitive search.
- (2) A person to be considered for appointment as Dean of Students shall be a holder of an earned doctorate degree from a recognised institution.
- (3) The Dean of Students shall hold office for a period of five years and shall be eligible for reappointment for one other five-year term.
- (4) The Dean of Students shall report to the Deputy Vice-Chancellor (Academics, Research and Extension), and shall be responsible for:
  - (a) Facilitating communication between the organs of management of the University and the students;
  - (b) Managing student counselling and advisory services;
  - (c) Enforcing regulations governing the conduct and discipline of the students;
  - (d) Planning and organising student elections;

- (e) Coordinating student financial assistance programmes;
  - (f) Liaising with the Directorate of Undergraduate Studies and Career Services regarding career placement of students;
  - (g) Overseeing the management of students' property and facilities;
  - (h) Organising students' recreational and sporting activities;
  - (i) Undertaking such other assignments as may be assigned by the Deputy Vice-Chancellor (Academics, Research and Extension) from time to time.
- (5) The Office of the Dean of Students shall fall vacant if the holder:
- (a) Resigns by written notice of six months addressed to the Chairperson of Council;
  - (b) Is unable to perform the functions of the Dean of Students by reason of prolonged physical or mental incapacity;
  - (c) Is judged unfit to hold a public office by a court of law;
  - (d) Fails to meet the requirements of Chapter 6 of the Constitution;
  - (e) Dies in office.
- (6) The Council may terminate the appointment of the Dean of Students by giving six months' notice in writing or six months' pay in lieu of notice.

**Statute 18: 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;
  - (c) The Deans of Faculties;
  - (d) The Directors of Schools, Institutes, and Directorates;
  - (e) The Chairpersons of Departments;
  - (f) The Professors;
  - (g) One (1) representative of each Faculty/School/Institute Board selected by the respective Board from among their members;
  - (h) The Constituent College Registrars, of whom the Constituent College Registrar (Academics, Research and Extension) shall be the Secretary;
  - (i) The College Librarian;
  - (j) Two (2) representatives of the Student Governing Council, provided that the members of the Student Governing Council shall not attend deliberations of the

Academic Board on matters which relate to examination results and to student disciplinary matters;

(k) Co-opted members provided that such members shall not have the right to vote and shall not constitute more than one-third of the membership of the Board.

(2) The Constituent College Academic Board shall have the following powers and duties:

(a) Satisfy itself regarding the content and academic standards of any course of study in respect of any degree, diploma, certificate or other award of the Constituent College, and report its findings thereof to the Senate;

(b) Propose regulations for consideration by the Senate regarding the eligibility of persons for admission to a programme of study;

(c) Propose regulations for consideration by the Senate on the standards of proficiency to be gained in each examination for a degree, diploma, certificate or other awards of the Constituent College;

(d) Determine which persons have attained the prescribed standards of proficiency and are fit to be granted a degree, diploma, certificate or other awards of the Constituent College, and report its decision thereof to the Senate;

(e) Make regulations governing all matters 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 made by the Academic Board and upon receipt of a report or a 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 Constituent College Academic Board shall adopt the following procedures:

(a) The Board shall hold meetings at least once every quarter of a year at such time and place as the Chairperson of the Board may appoint.

(b) The Chairperson of the Board may call a special meeting when need arises or shall call such a meeting within ten (10) days of receiving a request for that purpose signed by not less than thirty percent (30%) of the members of the Board.

(c) In the absence of the Chairperson, the Deputy Principal in charge of Academics, Research and Extension shall preside over meetings of the Board, and in the event of the absence of the Principal and the Deputy Principal in charge of

Academics, Research and Extension, the Deputy Principal in charge of Administration, Finance and Planning shall preside over meetings of the Board.

- (d) At any meeting of the Board, a quorum shall be the nearest whole number above half the membership.
- (e) Decisions of the Board shall be by consensus or by a simple majority vote of those present and voting, provided that the Chairperson of the Board shall have a casting vote in the event of a tie.
- (f) The Board may, subject to such limitations as it may deem fit, delegate any of its duties to the Chairperson of the Board or to its committees; the Board may empower any such committee to act jointly with any committee of the Constituent College Management Board or the Senate or the Constituent College Council.
- (g) The Board 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.
- (h) Subject to the provisions of this Statute, the Board shall have powers to modify its procedures in such a manner as it may deem fit.

### **Statute 19: The Constituent College Management Board**

- (1) There shall be a Constituent College Management Board, whose membership shall be:
  - (a) The Principal – Chairperson;
  - (b) The Deputy Principals;
  - (c) The Registrars, of whom the Registrar (Human Capital and Administration) shall be the Secretary;
  - (d) The Constituent College Officer in charge of Finance;
  - (e) One (1) representative of the Senate;
  - (h) Such other member as may be determined by the Board from time to time as prescribed in the University Charter;
  - (f) Co-opted members, provided that such members shall not have the right to vote and shall not constitute more than one-third of the membership of the Board.
- (2) The Constituent College Management Board shall have the following powers and duties:
  - (a) Manage the human, physical and financial resources of the Constituent College;

- (b) Make proposals to the Senate and the Constituent College Council on policies for the Constituent College;
  - (c) Implement the Constituent College Strategic Plan and development plan;
  - (d) Prepare the annual estimates for the Constituent College;
  - (e) Promote the welfare of the staff and the students of the Constituent College;
  - (f) Implement the rules and regulations governing the Students Association, and the conduct and discipline of the students of the Constituent College in accordance with the Statutes.
- (3) The Constituent College Management Board shall adopt the following procedures:
- (a) The Board shall hold meetings at least once a month at such time and place as the Chairperson of the Board may appoint.
  - (b) The Chairperson of the Board may call a special meeting when need arises or shall call such a meeting within ten (10) days of receiving a request for that purpose signed by not less than thirty percent (30%) of the members of the Board.
  - (c) In the absence of the Chairperson, the Deputy Principal (Administration, Finance and Planning) shall preside over meetings of the Board, and in the absence of both the Chairperson and the Deputy Principal (Administration, Finance and Planning) the Deputy Principal (Academics, Research and Extension) shall preside over meetings of the Board.
  - (d) The Chairperson of the Board shall be an *ex-officio* member of every committee of the Board but shall not be the Chairperson of any such committee unless explicitly provided for.
  - (e) At any meeting of the Board, a quorum shall be the nearest whole number above half the membership.
  - (f) Decisions of the Board shall be by consensus or by a simple majority vote of those present and voting, provided that the Chairperson of the Board shall have a casting vote in the event of a tie.
  - (g) The Board may, subject to such limitations as it may deem fit, delegate any of its duties to the Chairperson of the Board or to its committees; the Board may empower any of its committees to act jointly with any committee of the Management Board or the Senate or the Constituent College Council.

- (h) The Board 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.
- (i) The 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.
- (j) Subject to the provisions of this Statute, the Board shall have powers to modify its procedures in such a manner as it may deem fit.

### **Statute 20: 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) The Deans of Faculties of the Campus College;
  - (d) The Chairpersons of Departments of the Campus College;
  - (e) The Professors of the Campus College;
  - (f) One (1) elected representative from each Faculty, School or Institute of the University;
  - (g) The College Librarian;
  - (h) The Assistant Dean of Students;
  - (i) The Campus College Registrar – Secretary;
  - (j) Co-opted members, provided that such members shall not have the right to vote and shall not constitute more than one-third of the membership of the Board.
- (2) The Campus College Academic Board shall have the following powers and duties:
  - (a) Satisfy itself regarding the content and academic standards of any course of study in respect of any degree, diploma, certificate or other award of the Campus College, and report its findings thereof to the Senate;
  - (b) Propose regulations for consideration by the Senate regarding the eligibility of persons for admission to a programme of study;
  - (c) Propose regulations for consideration by the Senate regarding the standards of proficiency to be gained in each examination for a degree, diploma, certificate or other awards of the Campus College.
- (3) The Campus College Academic Board shall adopt the following procedures:

- (a) The Board shall hold meetings at least once every quarter of a year at such time and place as the Chairperson of the Board may appoint.
- (b) The Chairperson of the Board may call a special meeting when need arises or shall call such a meeting within ten (10) days of receiving a request for that purpose signed by not less than thirty percent (30%) of the members of the Board.
- (c) In the absence of the Principal of the Campus College, the Deputy Principal shall preside over meetings of the Board, 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.
- (d) At any meeting of the Board, a quorum shall be the nearest whole number above half the membership.
- (e) Decisions of the Board shall be by consensus or by a simple majority vote of those present and voting, provided that the Chairperson of the Board shall have a casting vote in the event of a tie.
- (f) The Board may, subject to such limitations as it may deem fit, delegate any of its duties to the Chairperson of the Board or to its committees.
- (g) The Board may empower any of its committees to act jointly with any committee of the Campus College Management Board or the Senate or the Council.
- (h) The Board 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.
- (i) Subject to the provisions of this Statute, the Board shall have powers to modify its procedures in such a manner as it may deem fit.

**Statute 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) The Deans of Faculties of the Campus College;
  - (d) The Campus College Accountant;
  - (e) The Assistant Dean of Students;

- (f) Such other member as may be determined by the Board from time to time as prescribed in the University Charter;
  - (g) The Campus College Registrar – Secretary;
  - (h) Co-opted members, provided that such members shall not have the right to vote and shall not constitute more than one-third of the membership of the Board.
- (2) The Campus College Management Board shall have the following powers and duties:
- (a) Manage the human, physical and financial resources of the Campus College;
  - (b) Make proposals to the Senate on policies for the Campus College;
  - (c) Implement the Campus College Strategic Plan and development plan;
  - (d) Prepare the annual estimates for the Campus College;
  - (e) Promote the welfare of the staff and the students of the Campus College;
  - (f) Enforce the rules and regulations governing the Students Association, and conduct and discipline of the students of the Campus College in accordance with the Statutes.
- (3) The Campus College Management Board shall adopt the following procedures:
- (a) The Board shall hold meetings at least once a month at such time and place as the Chairperson of the Board may appoint.
  - (b) The Chairperson of the Board may call a special meeting when need arises or shall call such a meeting within ten (10) days of receiving a request for that purpose signed by not less than thirty percent (30%) of the members of the Board.
  - (c) In the absence of the Principal of the Campus College, the Deputy Principal shall preside over meetings of the Board, 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.
  - (d) At any meeting of the Board, a quorum shall be the nearest whole number above half the membership.
  - (e) Decisions of the Board shall be by consensus or by a simple majority vote of those present and voting, provided that the Chairperson of the Board shall have a casting vote in the event of a tie.
  - (f) The Management Board may, subject to such limitations as it may deem fit, delegate any of its duties to the Chairperson of the Board or to its committees.
  - (g) The Board may empower any of its committees to act jointly with any committee of the Management Board or the Senate or the Council.

- (h) The Board 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.
- (i) Subject to the provisions of this Statute, the Board shall have powers to modify its procedures in such a manner as it may deem fit.

### **PART III: CORE FUNCTIONS**

#### **Statute 22: Governance Structure and Functions of the Units under the Division of Academics, Research and Extension**

- (1) There shall be Faculties, Schools, Institutes, Directorates, and Centres of the University, and of its Constituent Colleges, Campus Colleges, and Campuses as the Council may determine from time to time.
- (2) Each Faculty/School/Institute shall consist of Departments as the Council may determine from time to time.
- (3) Each Department shall be regarded, for administrative purposes, as a constituent Department of a Faculty/School/Institute.
- (4) Each Department which has teaching or other commitments in a Faculty/School/Institute in which it is not a constituent Department shall be regarded as an associate Department of that Faculty/School/Institute.
- (5) Each Faculty shall be governed by a Board.
- (6) The membership of the Board shall be:
  - (a) The Dean of Faculty – Chairperson;
  - (b) The Associate Dean;
  - (c) The Chairpersons of the constituent Departments;
  - (d) The Chairpersons of the associate Departments;
  - (e) The Academic staff in Grade 11 and above of the constituent Departments;
  - (f) The Librarian in charge of the library in the Faculty;
  - (g) Two (2) Faculty Student Congress representatives, provided that these representatives shall not attend deliberations of the Board on matters relating to student discipline;
  - (h) The Vice-Chancellor, the Deputy Vice-Chancellors, and the Principals of Campus Colleges as *ex-officio* members of the Board;
  - (i) Secretary – Shall be provided by the Dean’s Office;
  - (j) Co-opted members, provided that such members shall not have the right to vote and shall not constitute more than one-third of the membership of the Board.
- (7) The Faculty, through its Departments, shall perform the functions of teaching, examination, the conduct of field attachment and/or teaching practice where relevant, as well as research and community service.
- (8) The Faculty Board shall perform the following functions:

- (a) Making recommendations to the Senate concerning curricula and regulations for the programmes of study for degree, diploma and other awards;
  - (b) Regulating the conduct of examinations in the relevant disciplines and making recommendations thereof to the Senate in accordance with Statutes 37, 38, 39, 40 and 41;
  - (c) Recommending to the Senate Examiners for appointment;
  - (d) Initiating academic and research policies based on University rules and regulations;
  - (e) Implementing University policies, projects and programmes;
  - (f) Mobilising development resources for the Faculty;
  - (g) Considering the progress of the students and making appropriate recommendations to the Senate;
  - (h) Marketing Faculty programmes;
  - (i) Dealing with any matters referred to it by the Senate and other organs of the University.
- (9) The functions of a School/Institute/Directorate/Centre are provided in the respective Statute for each one of them.
- (10) Each School/Institute/Directorate/Centre shall have a Board to oversee its performance.
- (11) The membership of the Board of a School/Institute/Directorate/Centre is provided in the respective Statute for each one of them.
- (12) The Board of the Faculty/School/Institute/Directorate/Centre shall adopt the following procedures:
- (a) The Board shall hold meetings at least once every semester (for Faculty) or once in a quarter of a year (for School/Institute/Directorate/Centre) at such time and place as the Chairperson of the Board may appoint.
  - (b) The Chairperson of the Board may call a special meeting when need arises or shall call such a meeting within ten (10) days of receiving a request for that purpose signed by not less than thirty percent (30%) of the members of the Board.
  - (c) In the absence of the Dean/Director, the Associate Dean/Deputy Director (where the position exists) shall preside over meetings of the Board; in the absence of both the Dean/Director and the Associate Dean/Deputy Director the members present shall elect a Chairperson from among themselves.

- (d) At any meeting of the Board, a quorum shall be the nearest whole number above half the membership.
  - (e) Decisions of the Board shall be by consensus or by a simple majority vote of those present and voting, provided that the Chairperson of the Board shall have a casting vote in the event of a tie.
  - (f) The Board may, subject to such limitations as it may deem fit, delegate any of its duties to the Chairperson of the Board or to its committees; the Board may empower any of its committees to act jointly with any committee of another Faculty, School, Institute, Directorate or Centre Board or the Senate.
  - (g) The Board 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.
  - (h) Subject to the provisions of this Statute, the Board shall have powers to modify its procedures in such a manner as it may deem fit.
- (13) A Faculty/School/Institute with academic programmes shall have a Board of Examiners, with the following membership:
- (a) The Dean of Faculty/Director of School/Institute – Chairperson;
  - (b) The Chairpersons of the constituent Departments;
  - (c) The Chairpersons of the associate Departments;
  - (d) The Internal and External Examiners appointed by the Senate;
  - (e) The Vice-Chancellor, the Deputy Vice-Chancellors and the Principals of Campus Colleges as *ex-officio* members;
  - (f) Secretary – shall be provided by the Office of the Dean of Faculty/Director of School/Institute;
  - (g) Co-opted members, provided that such members shall not have the right to vote and shall not constitute more than one-third of the membership of the Board.
- (14) The Board of Examiners shall perform the following functions:
- (a) Receiving, discussing and approving examination results;
  - (b) Making recommendations and forwarding examination results to the Senate;
  - (c) Causing minutes of its proceedings to be kept by the Secretary; such minutes shall be confirmed, subject to any necessary amendment, at a subsequent meeting.

(15) The Dean of Faculty

- (a) There shall be a Dean of Faculty appointed by the Vice-Chancellor following election by the Faculty members.
- (b) The candidates to be nominated for election as Dean shall be Faculty members at the rank of Senior Lecturer and above.
- (c) In case of a tie between the leading contestants in the election for Dean, a re-run shall be conducted within one (1) week.
- (d) In case of a tie in an election re-run, the Vice-Chancellor shall appoint the Dean.
- (e) The Dean shall hold office for a period of two (2) calendar years and, upon expiry of that period, shall be eligible for re-election once.
- (f) Where a person previously served but has ceased to be Dean, that person shall not become eligible for election as Dean until four (4) calendar years have elapsed since s/he ceased to be Dean.
- (g) The Vice-Chancellor shall appoint the Associate Dean as Acting Dean of Faculty if the elected Dean is unable to exercise the Dean's duties.
- (h) The Acting Dean shall serve in that capacity until the office of the Dean is declared vacant and elections for Dean are held.
- (i) For newly established Faculties, the Vice-Chancellor shall appoint a Founding Dean at the rank of Senior Lecturer and above in the Faculty.
- (j) The Founding Dean of a newly established Faculty shall hold office for a period of three (3) years, renewable once.
- (k) After a newly established Faculty has been in existence for six (6) years, the Dean of Faculty shall be elected in accordance with the relevant sections of this Statute.
- (l) The Dean shall be the academic, research and administrative head of the Faculty and shall report to the Deputy Vice-Chancellor (Academics, Research and Extension), or the Principal in the case of a Constituent College or Campus College, for maintaining and promoting the efficient management of the Faculty.
- (m) The Dean shall perform the following functions:
  - (i) Convening and chairing Faculty Board and Faculty Board of Examiners meetings;
  - (ii) Providing leadership as the Chief Examiner in the management of examinations in the Faculty;

- (iii) Chairing postgraduate theses defences in the Faculty;
- (iv) Managing the Faculty's academic, research, consultancy, innovation and outreach programmes;
- (v) Marketing the Faculty's academic and research programmes;
- (vi) Implementing the University policy decisions and regulations in respect of the Faculty;
- (vii) Representing the Faculty in the Senate and its Committees;
- (viii) Preparing the Faculty's annual estimates;
- (ix) Managing inter-departmental and inter-faculty activities;
- (x) Working in liaison with the Deputy Vice-Chancellor (Administration, Finance and Planning) and other organs of the University for the effective and efficient management of the University;
- (xi) Promoting and maintaining a conducive working environment in the Faculty;
- (xii) Preparing annual work plans and annual reports for the Faculty;
- (xiii) Identifying and managing risks in the Faculty;
- (xiv) Overseeing student academic advising in the Faculty;
- (xv) Monitoring the implementation of the curricula through provision of data on lectures, practicals and field trips;
- (xvi) Undertaking such other assignments as may from time to time be assigned by the Vice-Chancellor and Deputy Vice-Chancellor (Academics, Research and Extension) in accordance to Statutes 7(12) and 8, respectively.

(16) The Associate Dean

- (a) There shall be an Associate Dean of Faculty appointed by the Vice-Chancellor following election by the Faculty members.
- (b) The candidates to be nominated for election as Associate Dean shall be Faculty members at the rank of Senior Lecturer and above.
- (c) In case of a tie between the leading contestants in the election for an Associate Dean, a re-run shall be conducted within one (1) week.
- (d) In case of a tie in an election re-run, the Vice-Chancellor shall appoint the Associate Dean.
- (e) The Associate Dean shall hold office for a period of two (2) calendar years and, upon expiry of that period, shall be eligible for re-election once.

- (f) Where a person previously served but has ceased to be Associate Dean, that person shall not become eligible for election as Associate Dean until four (4) calendar years have elapsed since s/he ceased to be an Associate Dean.
- (g) The Associate Dean shall perform the following functions:
  - (i) Compiling students' academic data;
  - (ii) Coordinating international student affairs in the Faculty;
  - (iii) Chairing the Faculty Quality Assurance Committee and representing the Faculty in the Board of Quality Assurance;
  - (iv) Coordinating student academic advising in the Faculty;
  - (v) Chairing the postgraduate proposal defences in the Faculty;
  - (vi) Coordinating Faculty project/grant proposal preparation teams;
  - (vii) Assisting the Dean in the implementation of the Faculty's Strategic Plan and quality management systems;
  - (viii) Conducting graduate placement surveys and tracer studies for programme improvement;
  - (ix) Undertaking such other assignments as may from time to time be assigned by the Vice-Chancellor, the Deputy Vice-Chancellor (Academics, Research and Extension), and the Dean in accordance with Statute 7(12), 8 and 22, respectively;
  - (x) In the absence of the Dean, the Associate Dean, shall perform the functions of the Dean as provided in Statute 22(15).

(17) The Director of School/Institute/Directorate/Centre

- (a) There shall be a Director of School/Institute/Directorate/Centre who shall be appointed by the Vice-Chancellor from among academic staff of the rank of Senior Lecturer and above with expertise in the relevant area of scholarship and research.
- (b) The Director shall hold office for a period of three (3) calendar years and, upon expiry of that period, shall be eligible for re-appointment once.
- (c) The Director shall be the technical and administrative head of the School/Institute/Directorate/Centre and shall report to the respective Deputy Vice-Chancellor for maintaining and promoting the efficient management of the School/Institute/Directorate/Centre.
- (d) The Director shall perform the following functions:

- (i) Convening and chairing the Board of the School/Institute/Directorate/Centre;
- (ii) Managing the School's/Institute's/Directorate's/Centre's academic or research or consultancy or innovation or outreach programmes;
- (iii) Implementing the University policy decisions and regulations in respect of the School/Institute/Directorate/Centre;
- (iv) Representing the School/Institute/Directorate/Centre in the Senate and its committees;
- (v) Preparing the School's/Institute's/Directorate's/Centre's annual estimates;
- (vi) Managing inter-unit collaborative activities in the University;
- (vii) Working in liaison with other University organs for the effective and efficient management of the University;
- (viii) Promoting and maintaining a conducive working environment in the School/Institute/Directorate/Centre;
- (ix) Preparing annual work plans and annual reports for the School/Institute/Directorate/Centre;
- (x) Identifying and managing risks in the School/Institute/Directorate/Centre;
- (xi) Undertaking such other assignments as may from time to time be assigned by the Vice-Chancellor and the Deputy Vice-Chancellors in accordance with Statutes 7, 8 and 9.

(18) The Deputy Director of School/Institute/Directorate/Centre

- (a) There may be a Deputy Director appointed by the Vice-Chancellor where deemed necessary for each School/Institute/Directorate/Centre from among academic staff of the rank of Senior Lecturer and above with expertise in the relevant area of scholarship and research.
- (b) The Deputy Director shall hold office for a period of three (3) calendar years and, upon expiry of that period, shall be eligible for re-appointment once.
- (c) The Deputy Director shall assist in the functions under the Director of School/Institute/Directorate/Centre as provided in Statute 22(17).

(19) The Chairperson of Department

- (a) There shall be a Chairperson of Department who shall be appointed by the Vice-Chancellor from the academic staff of the Department of the rank of Senior Lecturer and above for a period of three (3) years, renewable once.
- (b) If a Department does not have a staff of the rank of Senior Lecturer and above, an Acting Chairperson shall be appointed from among the rest of the academic staff.
- (c) The Chairperson shall be the academic, research and administrative head of the Department and as such shall report to the Dean of Faculty for maintaining and promoting the efficient management of the Department.
- (d) The Chairperson of Department shall perform the following functions:
  - (i) Convening and chairing Departmental and Departmental Board of Examiners meetings;
  - (ii) Managing examinations in the Department as the Chief Examiner;
  - (iii) Chairing postgraduate proposal defences in the Department;
  - (iv) Managing the Department's academic, research, consultancy, innovation and outreach programmes;
  - (v) Implementing University policy decisions and regulations in respect of the Department;
  - (vi) Representing the Department in the Senate and its committees;
  - (vii) Preparing the Department's annual estimates;
  - (viii) Managing inter-unit collaborative activities in the University;
  - (ix) Working in liaison with other University organs for the effective and efficient management of the Department;
  - (x) Monitoring the implementation of the curricula through provision of data on lectures, practicals and field trips;
  - (xi) Promoting and maintaining a conducive working environment in the Department;
  - (xii) Preparing annual work plans and annual reports for the Department;
  - (xiii) Identifying and managing risks in the Department;
  - (xiv) Overseeing student academic advising in the Department;
  - (xv) Undertaking such other assignments as may from time to time be assigned by the Vice-Chancellor, the Deputy Vice-Chancellors and the Dean of Faculty in accordance with Statutes 7(12), 8, 9, and 22, respectively.

(20) Programme Academic Leader

- (a) There shall be a Programme Academic Leader for each academic programme who shall be appointed by the Deputy Vice-Chancellor (Academics, Research and Extension) from among academic staff of the rank of Senior Lecturer and above.
- (b) The Programme Academic Leader shall possess an earned doctorate degree in a relevant field of study and shall have at least five (5) years university teaching experience, show evidence of engagement in research, and have at least three (3) peer reviewed publications in areas related to the programme.
- (c) The Programme Academic Leader shall perform the following functions:
  - (i) Providing leadership and guidance in programme curriculum development and review;
  - (ii) Promoting Quality Assurance in the programme development, implementation and review;
  - (iii) Identifying quality learning resources including books, e-books and e-journals;
  - (iv) Coordinating students' academic advising;
  - (v) Mentoring junior academic staff and students in the programme;
  - (vi) Mobilising resources to sustain the programme;
  - (vii) Preparing proposals and offering leadership in research projects management in the programme area;
  - (viii) Offering leadership in the management of consultancies relating to the programme;
  - (ix) Engaging in monitoring and evaluation of the programme;
  - (x) Undertaking such other assignments as may from time to time be assigned by the Chairperson of Department.

(21) Campus Programme Coordinator

- (a) There shall be a Campus Programme Coordinator in a Campus who shall be appointed by the Dean of Faculty from among academic staff of the rank of Lecturer and above for a period of three (3) years, renewable once.
- (b) The Coordinator shall perform the following functions:
  - (i) Heading and coordinating the respective academic programme(s);
  - (ii) Achieving the objectives of the academic programme(s);
  - (iii) Preparing annual estimates, annual work plans and reports for the academic programme(s);

- (iv) Providing a conducive working environment for staff of the academic programme(s);
- (v) Performing such other assignments as may from time to time be assigned by the Dean of Faculty and the Director of Campus.

(22) Management of a Campus and an Academic Centre

- (a) There shall be a Director of a Campus who shall be appointed by the Vice-Chancellor from among academic staff of the rank of Senior Lecturer and above for a period of three (3) years, renewable once.
- (b) There shall be a Manager of an Academic Centre who shall be appointed by the Vice-Chancellor from among academic staff of the rank of Senior Lecturer and above for a period of three (3) years, renewable once.

(23) The following are the University Faculties, Schools, Institutes, Directorates, Centres, Campus Colleges, and Campuses, with their respective departments where relevant:

(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 Religious Studies

(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) Mechanical and Manufacturing Engineering

- (e) Faculty of Environment and Resources Development**
  - (i) Environmental Science
  - (ii) Geography
  - (iii) Natural Resources
- (f) Faculty of Law**
  - (i) Public Law
- (g) Faculty of Science**
  - (i) Biochemistry and Molecular Biology
  - (ii) Biological Sciences
  - (iii) Chemistry
  - (iv) Computer Science
  - (v) Mathematics
  - (vi) Physics
- (h) Faculty of Veterinary Medicine and Surgery**
  - (i) Veterinary Anatomy and Physiology
  - (ii) Veterinary Pathology, Microbiology and Parasitology
  - (iii) Veterinary Public Health, Pharmacology and Toxicology
  - (iv) Veterinary Surgery, Theriogeniology and Medicine
- (i) School of Distance Learning**
  - (i) Military Science
  - (ii) Teacher Education
  - (iii) E-Learning
- (j) The Confucius Institute**
- (k) The Institute of Crop Management Research Training**
- (l) The Tegemeo Institute of Agricultural Policy and Development**
- (m) The Institute of Women, Gender and Development Studies**
- (n) The Directorate of Undergraduate Studies and Career Services**
- (o) The Directorate of Postgraduate Studies**
- (p) The Directorate of Examination and Timetabling**
- (q) The Directorate of Quality Assurance**
- (r) The Directorate of Linkages and Collaborations**
- (s) The Agro-Science Park and Innovation Centre**
- (t) The Dryland Research, Training and Ecotourism Centre, Chemeron**

## **Nakuru City Campus College**

### **(u) Faculty of Commerce**

- (i) Accounting, Finance and Management Science
- (ii) Business Administration

### **(v) Faculty of Health Sciences**

- (i) Foods, Nutrition and Dietetics
- (ii) Community Health
- (iii) Human Anatomy
- (iv) Human Physiology
- (v) Internal Medicine
- (vi) Pathology
- (vii) Reproductive Health
- (viii) Surgery
- (ix) Paediatrics and Child Health
- (x) Nursing
- (xi) Clinical Medicine

## **Kenyatta Campus**

### **(w) The Centre for Capacity Building**

## **Statute 23: The School of Distance Learning (SoDL)**

- (1) There shall be a School of Distance Learning whose mandate shall be to provide and coordinate Distance Learning in-country and across the border.
- (2) The School shall perform the following functions:
  - (a) Developing and implementing strategies for education and training through Distance Learning;
  - (b) Coordinating the production of e-learning resources;
  - (c) Promoting the e-learning mode of delivery of the University programmes;
  - (d) Developing, implementing and managing learning support systems and services, including community-based learning centres;
  - (e) Facilitating and promoting research in Distance Learning;
  - (f) Providing leadership in the management of examinations in the School;
  - (g) Developing collaborations and partnerships with local, regional and international Distance Learning institutions, organisations and stakeholders.

- (3) The School shall perform such other functions as may be delegated to it by the Deputy Vice-Chancellor (Academics, Research and Extension) in accordance with Statute 8.
- (4) There shall be a Director of the School in accordance with Statute 22(17).
- (5) The Director of the School shall report to the Deputy Vice-Chancellor (Academics, Research and Extension).
- (6) The School shall have a Board in accordance with Statute 22(10).
- (7) The membership of the Board shall be:
  - (a) The Director of the School – Chairperson;
  - (b) The Chairpersons of the associate Departments;
  - (c) One (1) student representative;
  - (d) The Vice-Chancellor, the Deputy Vice-Chancellors, and the Principals of Campus Colleges shall be *ex-officio* members;
  - (e) Secretary – Shall be provided by the Office of the Director;
  - (f) Co-opted members; provided that such members shall not have the right to vote and shall not constitute more than one-third of the membership of the Board.
- (8) The Board shall adopt procedures in accordance with Statute 22(12).
- (9) The School shall have a Board of Examiners with membership in accordance with Statute 22(13).
- (10) The School’s Board of Examiners shall perform functions in accordance with Statute 22(14).

**Statute 24: The Confucius Institute (CI)**

- (1) There shall be a Confucius Institute whose mandate shall be to teach Chinese language and culture, and to transfer appropriate agricultural technology from China to Kenya.
- (2) The CI shall perform the following functions:
  - (a) Teaching Chinese language and culture;
  - (b) Providing Chinese language teaching resources;
  - (c) Holding the HSK examination (Chinese Language Proficiency Test) and the test for the certification of Chinese language teachers;
  - (d) Providing information and consultative services concerning China’s education and culture;
  - (e) Conducting Chinese language, cultural and educational exchange activities;

- (f) Developing national and regional capacity for transfer of appropriate agricultural technology from China with the aim of increasing agricultural production and rural incomes;
  - (g) Conducting research activities and training in the Crop Molecular Biology and Biotechnology Laboratory that are deemed necessary within the framework of the Institute;
  - (h) Supporting the development and activities of the Agro-Science Park and Innovation Centre at Egerton University;
  - (i) Performing any other function in pursuit of its mandate.
- (3) The Confucius Institute shall have a Board which shall oversee its performance.
- (4) The Membership of the Board shall be:
- (a) The Vice-Chancellor, Egerton University – Chairperson;
  - (b) The Deputy Vice-Chancellor (Academics, Research and Extension), Egerton University;
  - (c) The Co-Director of the Confucius Institute, Egerton University;
  - (d) The members of the Board from Nanjing Agricultural University shall be as per the Memorandum of Understanding signed between Egerton University, Nanjing Agricultural University and China International Education Foundation (CIEF), Confucius Institute Headquarters, China.
- (5) The Board shall have the power to regulate its own procedure in such a manner as it may deem fit.
- (6) The operations of the Confucius Institute shall be guided by the Memorandum of Understanding signed between Egerton University, Nanjing Agricultural University and China International Education Foundation (CIEF), Confucius Institute Headquarters, China.

**Statute 25: The Institute of Crop Management Research Training (CMRT)**

- (1) There shall be an Institute of Crop Management Research Training whose mandate shall be to enhance the capacity of National Agricultural Research Systems (NARS) in sub-Saharan Africa to effectively conduct training, research and outreach in crop, livestock and related natural sciences.
- (2) The Institute shall perform the following functions:
- (a) Developing national and regional capacity for crop management and research training;

- (b) Collaborating with the National Agricultural Research Station of Eastern and Southern Africa to increase agricultural production and rural incomes;
  - (c) Developing training materials for extension trainers;
  - (d) Soliciting training materials for extension trainers from Faculties in the University;
  - (e) Assisting in funding and research supervision of postgraduate students.
- (3) The Institute shall perform such other functions as may be delegated to it by the Deputy Vice-Chancellor (Academics, Research and Extension) in accordance with Statute 8.
- (4) There shall be a Director of the Institute in accordance with Statute 22(17).
- (5) The Director of the Institute shall report to the Deputy Vice-Chancellor (Academics, Research and Extension).
- (6) The Institute shall have a Board in accordance with Statute 22(10).
- (7) The membership of the Board shall be:
- (a) The Director of the Institute – Chairperson;
  - (b) The Dean, Faculty of Agriculture;
  - (c) The Dean, Faculty of Veterinary Medicine and Surgery;
  - (d) The Director, Directorate of Postgraduate Studies, also serving as Senate representative;
  - (e) The Chairperson, Department of Crops, Horticulture and Soils;
  - (f) The Chairperson, Department of Agricultural Economics and Agribusiness Management;
  - (g) The Chairperson, Department of Agricultural Education and Extension;
  - (h) One (1) representative of the Director, Kenya Agricultural and Livestock Research Organisation (KALRO);
  - (i) One (1) representative of the Regional Director, International Maize and Wheat Improvement Centre (CIMMYT);
  - (j) Secretary – Shall be provided by the Office of the Director;
  - (k) Co-opted members, provided that such members shall not have the right to vote and shall not constitute more than one-third of the membership of the Board.
- (8) The Board shall adopt procedures in accordance with Statute 22(12).

**Statute 26: The Tegemeo Institute of Agricultural Policy and Development (TIAPD)**

- (1) There shall be a Tegemeo Institute of Agricultural Policy and Development whose mandate shall be to provide viable policy alternatives that contribute to improved agricultural productivity and reduced poverty in Kenya.
- (2) The Institute shall perform the following functions:
  - (a) Conducting research and analysis on policy in the domain of agriculture, rural development, natural resources and environment;
  - (b) Providing research based evidence to inform the national and county government policies bearing on micro- and macro-economic issues, including agricultural production, value addition and processing, trade and marketing, sustainability of agricultural systems, climate change, natural resource management, nutrition, household welfare and food security;
  - (c) Engaging with policy makers, stakeholders in agriculture and rural development and disseminating data and evidence generated from research;
  - (d) Collaborating and partnering with other institutions and organisations in pursuit of the objectives provided and the mandate given to the Institute.
  - (e) Mobilising resources to fund the work of the Institute.
- (3) The Institute shall perform such other functions as may be delegated to it by the Deputy Vice-Chancellor (Academics, Research and Extension) in accordance with Statute 8.
- (4) There shall be a Director of the Institute in accordance with Statute 22(17).
- (5) The Director of the Institute shall be a member of staff from the Department of Agricultural Economics and Agribusiness Management.
- (6) The Director of the Institute shall report to the Deputy Vice-Chancellor (Academics, Research and Extension).
- (7) The Institute shall have a Board in accordance with Statute 22(10).
- (8) The membership of the Board shall be:
  - (a) The Deputy Vice-Chancellor (Academics, Research and Extension) – Chairperson;
  - (b) The Dean, Faculty of Agriculture;
  - (c) The Chairperson of the Department of Agricultural Economics and Agribusiness Management;
  - (d) One (1) representative of donor agencies;

- (e) One (1) representative from the Ministry in-charge of Agriculture and related industries;
  - (f) One (1) representative from the Kenya National Farmers Federation (KENAF);
  - (g) One (1) representative from the Kenya Private Sector Alliance (KEPSA);
  - (h) One (1) representative from the National Economic and Social Council (NESC);
  - (i) The Director of the Institute – Secretary;
  - (j) Co-opted members, provided that such members shall not have the right to vote and shall not constitute more than one-third of the membership of the Board.
- (9) The Board shall adopt procedures in accordance with Statute 22(12).

**Statute 27: The Institute of Women, Gender and Development Studies (IWGDS)**

- (1) There shall be an Institute of Women, Gender, and Development Studies whose mandate shall be to undertake teaching, research, and community outreach to advance knowledge on gender and development.
- (2) The Institute shall perform the following functions:
  - (a) Developing and offering certificate, diploma, undergraduate and postgraduate courses in gender and related fields;
  - (b) Making recommendations to the Senate concerning curricula and regulations for the programmes of study for degree, diploma and other awards;
  - (c) Regulating the conduct of examinations in the different programmes and making recommendations thereof to the Senate;
  - (d) Considering the progress of the students and making appropriate recommendations to the Senate;
  - (e) Recommending to the Senate Examiners for appointment;
  - (f) Formulating the Institute’s academic and research policies based on University rules and regulations;
  - (g) Planning for and implementing University and Institute’s policies, projects and programmes;
  - (h) Providing guidelines and mechanisms for fundraising for the activities of the Institute;
  - (i) Formulating and organising research, training, extension and outreach programmes that address issues related to women and gender mainstreaming in and outside the University;

- (j) Providing counselling and guidance to students who may have gender related challenges and needs in partnership with the Office of the Dean of Students;
  - (k) Providing counselling and guidance to staff and community members who may have gender related challenges and needs;
  - (l) Planning and organising student activities that are deemed necessary within the framework of the Institute;
  - (m) Developing, producing, and soliciting for resource materials for strengthening activities and information services in the Institute;
  - (n) Reporting on the University's status of gender and disability mainstreaming to the National Gender and Equality Commission (NGEC).
- (3) The Institute shall perform such other functions as may be delegated to it by the Deputy Vice-Chancellor (Academics, Research and Extension) in accordance with Statute 8.
- (4) There shall be a Director of the Institute in accordance with Statute 22(17).
- (5) The Director of the Institute shall report to the Deputy Vice-Chancellor (Academics, Research and Extension).
- (6) The Institute shall have a Board in accordance with Statute 22(10).
- (7) The membership of the Board shall be:
- (a) The Director of the Institute – Chairperson;
  - (b) The Academic Staff of the Institute in Grade 11 and above;
  - (c) The Chairpersons of the associate Departments;
  - (d) Two (2) student representatives;
  - (e) The Vice-Chancellor, the Deputy Vice-Chancellors, and the Principals of Campus Colleges shall be *ex-officio* members;
  - (f) The Registrar (Academic Affairs) – Secretary;
  - (g) Co-opted members, provided that such members shall not have the right to vote and shall not constitute more than one-third of the membership of the Board.
- (8) The Board shall adopt procedures in accordance with Statute 22(12).
- (9) The Institute shall have a Board of Examiners with membership in accordance with Statute 22(13).
- (10) The Institute's Board of Examiners shall perform functions in accordance with Statute 22(14).

**Statute 28: The Directorate of Undergraduate Studies and Career Services (DUGS&CS)**

- (1) There shall be a Directorate of Undergraduate Studies and Career Services whose mandate shall be to coordinate the conduct of undergraduate studies, and to facilitate students' career development and employability.
- (2) The Directorate shall perform the following functions:
  - (a) Recommending to the Senate the rules and regulations governing the diploma and undergraduate degree programmes;
  - (b) Ensuring the conformity of diploma and undergraduate degree programmes to the approved rules and regulations;
  - (c) Scrutinising diploma and undergraduate degree curricula to avoid duplication of content;
  - (d) Revising and producing the University Academic Catalogue;
  - (e) Promoting interdisciplinary collaboration at undergraduate level to facilitate coherence and resource use optimisation with regard to training;
  - (f) Formulating and reviewing course scheduling guidelines and policies to enhance coherence and flexibility of the respective curricula;
  - (g) Coordinating the Award Scheme for academic excellence amongst undergraduate students and forwarding recommendations thereon to the Deans Committee;
  - (h) Assisting students to acquire information, knowledge and competences that enhance individual career development, academic success and employability;
  - (i) Developing relationships with employers for the purposes of securing internships for students and employment for graduates;
  - (j) Using students' and employers' feedback to inform the development and review of academic programmes.
- (3) The Directorate shall perform such other functions as may be lawfully delegated to it.
- (4) There shall be a Director of the Directorate in accordance with Statute 22(17).
- (5) The Director of the Directorate shall report to the Deputy Vice-Chancellor (Academics, Research and Extension).
- (6) The Directorate shall have a Board in accordance with Statute 22(10).
- (7) The membership of the Board shall be:
  - (a) The Director of the Directorate – Chairperson;
  - (b) The Director, Directorate of Linkages and Collaborations;

- (c) The Director, Directorate of Marketing and Resource Mobilisation;
  - (d) One (1) representative from each Faculty/School/Institute at the rank of Senior Lecturer and above as recommended by the Faculty/School/Institute Board for a period of three years non-renewable;
  - (e) The Director, Academics, Egerton University Students Association;
  - (f) Secretary – Shall be provided by the Office of the Director;
  - (g) Co-opted members, provided that such members shall not have the right to vote and shall not constitute more than one-third of the membership of the Board.
- (8) The Board shall adopt procedures in accordance with Statute 22(12).

**Statute 29: The Directorate of Postgraduate Studies (DPGS)**

- (1) There shall be a Directorate of Postgraduate Studies whose mandate shall be to make recommendations to the Senate on the conduct and quality of postgraduate studies.
- (2) The Directorate shall perform the following functions:
  - (a) Harmonising postgraduate curricula and regulations;
  - (b) Admitting postgraduate students on the recommendation of Faculties/Schools/Institutes;
  - (c) Assuring quality and enforcing standards of postgraduate programmes;
  - (d) Soliciting and administering postgraduate scholarships and research grants;
  - (e) Making available to Faculties/Schools/Institutes/Campus Colleges/ Campuses and relevant offices information relating to postgraduate studies throughout the University by publishing a prospectus and bibliographic records of postgraduate research done and being done within the University;
  - (f) Maintaining a database of ongoing and published work arising from postgraduate research in the University;
  - (g) Maintaining records of all past and present postgraduate students;
  - (h) Ensuring that the approved research projects, theses, or similar presentations are deposited in the Library both as electronic and hard copies;
  - (i) Coordinating the Award Scheme for academic excellence amongst postgraduate students and forwarding recommendations thereon to the Deans Committee;
  - (j) Revising the Postgraduate Students Handbook;
  - (k) Coordinating postgraduate students' supervision according to the following principles and requirements:

- (i) That supervisors are appointed immediately after the students have commenced their studies;
  - (ii) That postgraduate research supervisors are competent and specialised in the subject area within which the proposed research falls;
  - (iii) That supervisors keep regular contact with their students (at least once in three (3) months);
  - (iv) That supervisors ensure that students defend their Research Proposals and have them approved by the Board of Postgraduate Studies within six (6) months of completion of coursework;
  - (v) That joint supervisors maintain regular consultations with one another regarding the progress of students;
  - (vi) That supervisors submit progress reports on their students' research work on a quarterly basis;
  - (vii) That progress reports on students are evaluated by the Board on a quarterly basis;
  - (viii) That the student's role as a researcher is fully reflected in any joint publications with the supervisor;
  - (ix) That the supervisor ensures that s/he works efficiently and harmoniously with the student;
  - (x) That students' complaints regarding supervision are addressed in a timely manner and objectively;
  - (xi) 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;
  - (xii) That the maximum number of students per supervisor at any one time shall be five (5) for the Master's and three (3) for the Doctor of Philosophy degree.
- (l) Coordinating the administration and processing of Master's Research Projects, Master's Theses, and Doctoral Theses, which shall include:
- (i) Appointing nominated Supervisors;
  - (ii) Appointing Examiners;
  - (iii) Coordinating the forwarding of submitted Master's Research Projects, Master's Theses, and Doctoral Theses to Examiners;
  - (iv) Coordinating defences;

- (v) Overseeing all defences;
  - (vi) Forwarding the recommendations of the Board of Examiners to the Chairperson of the Senate for approval on behalf of the Senate.
  - (m) Receiving reports on the welfare and conduct of students, deliberating upon and making such recommendations thereon to the Senate.
- (3) The Directorate shall perform such other functions as may be lawfully delegated to it.
  - (4) There shall be a Director of the Directorate in accordance with Statute 22(17).
  - (5) The Director of the Directorate shall report to the Deputy Vice-Chancellor (Academics, Research and Extension).
  - (6) The Directorate shall have a Board in accordance with Statute 22(10).
  - (7) The membership of the Board shall be:
    - (a) The Director of the Directorate– Chairperson;
    - (b) The Director (Research and Extension);
    - (c) The Director, Directorate of Undergraduate Studies and Career Services;
    - (d) The University Librarian;
    - (e) One (1) representative of each Faculty, School, and Institute at the rank of Senior Lecturer and above as recommended by the Faculty/School/Institute Board for a period of three years non-renewable;
    - (f) One (1) postgraduate student representative, Egerton University Students Association;
    - (g) Secretary – Shall be provided by the Office of the Director;
    - (h) Co-opted members, provided that such members shall not have the right to vote and shall not constitute more than one-third of the membership of the Board.
  - (8) The Board shall adopt procedures in accordance with Statute 22(12).

**Statute 30: The Directorate of Examination and Timetabling (DET)**

- (1) There shall be a Directorate of Examination and Timetabling whose mandate shall be to coordinate the setting and administration of examinations, and generate the teaching timetable in the University.
- (2) The Directorate shall perform the following functions:
  - (a) Preparing the University Academic Calendar;
  - (b) Preparing the University teaching and examination timetables;
  - (c) Coordinating the setting of quality examination papers by lecturers;

- (d) Processing all University examinations and ensuring secure and safe custody of examination materials;
  - (e) Monitoring the security of examination materials in transit to and from examination centres;
  - (f) Monitoring the invigilation of examinations;
  - (g) Coordinating the moderation of examinations by External Examiners.
- (3) The Directorate shall perform such other functions as may be lawfully delegated to it.
- (4) There shall be a Director of the Directorate in accordance with Statute 22(17).
- (5) The Director of the Directorate shall report to the Deputy Vice-Chancellor (Academics, Research and Extension).
- (6) The Directorate shall have a Board in accordance with Statute 22(10).
- (7) The membership of the Board shall be:
- (a) The Director of the Directorate – Chairperson;
  - (b) The Registrar (Planning and Development);
  - (c) The Director, Directorate of Undergraduate Studies and Career Services;
  - (d) The Director, Directorate of Postgraduate Studies;
  - (e) One (1) rotating representative of Faculties, Schools, and Institutes; the rotation cycle shall be two years;
  - (f) One (1) Dean from Nakuru City Campus College;
  - (g) Secretary – Shall be provided by the Office of the Director;
  - (h) Co-opted members, provided that such members shall not have the right to vote and shall not constitute more than one-third of the membership of the Board.
- (8) The Board shall adopt procedures in accordance with Statute 22(12).

**Statute 31: The Directorate of Quality Assurance (DQA)**

- (1) There shall be a Directorate of Quality Assurance whose mandate shall be to ensure the quality of academic programmes and research activities in the University.
- (2) The Directorate shall perform the following functions:
- (a) Planning and implementing University quality assurance standards;
  - (b) Developing and reviewing policies, operational manuals and instruments for internal quality evaluations;
  - (c) Conducting University-wide quality systems audits;
  - (d) Organising training programmes on quality standards in the University;
  - (e) Coordinating the self-assessment of academic programmes;

- (f) Evaluating teaching effectiveness;
  - (g) Analysing External Examiners' reports, making recommendations and monitoring their implementation;
  - (h) Monitoring the implementation of recommendations by internal and external evaluators of academic programmes;
  - (i) Monitoring and evaluating quality of teaching and research facilities;
  - (j) Conducting surveys on stakeholders' perceptions of the quality of academic programmes, products and services;
  - (k) Evaluating the efficiency and effectiveness of human and time resources utilisation in the delivery of academic programmes and conduct of research;
  - (l) Establishing linkages, partnerships, and networks with various institutions to enhance quality of delivery of academic, research, and extension services.
- (3) The Directorate shall perform such other functions as may be lawfully delegated to it.
- (4) There shall be a Director of the Directorate in accordance with Statute 22(17).
- (5) The Director of the Directorate shall report to the Vice-Chancellor.
- (6) The Directorate shall have a Board in accordance with Statute 22(10).
- (7) The membership of the Board shall be:
- (a) The Director of the Directorate – Chairperson;
  - (b) The University Librarian;
  - (c) The Director, Directorate of Undergraduate Studies and Career Services;
  - (d) The Director, Directorate of Postgraduate Studies;
  - (e) One (1) rotating representative of Faculties, Schools, and Institutes, at the rank of Senior Lecturer and above; the rotation cycle shall be two years;
  - (f) The Director, Academics, Egerton University Students Association;
  - (g) Secretary – Shall be provided by the Office of the Director;
  - (h) Co-opted members, provided that such members shall not have the right to vote and shall not constitute more than one-third of the membership of the Board.
- (8) The Board shall adopt procedures in accordance with Statute 22(12).

**Statute 32: The Directorate of Linkages and Collaborations (DLC)**

- (1) There shall be a Directorate of Linkages and Collaborations whose mandate shall be to promote local and international linkages and collaborations in education, and to create synergy between the University and the Industry.
- (2) The Directorate shall perform the following functions:

- (a) Initiating, facilitating and sustaining linkages between the University and other universities or similar institutions within and outside Kenya;
  - (b) Promoting the University's academic programmes globally;
  - (c) Receiving and facilitating the processing of international students' applications and enrollment;
  - (d) Providing consultation to international students and staff;
  - (e) Facilitating access to welfare services to international students and staff;
  - (f) Linking the University to the Industry for innovations development and commercialisation of research outputs;
  - (g) Soliciting support from the Industry and the Private Sector for the implementation of University programmes and projects;
  - (h) Establishing partnerships with community-based programmes and organisations;
  - (i) Coordinating opportunities for direct industrial experience for students and staff.
- (3) The Directorate shall perform such other functions as may be lawfully delegated to it.
- (4) There shall be a Director of the Directorate in accordance with Statute 22(17).
- (5) The Director of the Directorate shall report to the Deputy Vice-Chancellor (Academics, Research and Extension).
- (6) The Directorate shall have a Board in accordance with Statute 22(10).
- (7) The membership of the Board shall be:
- (a) The Director of the Directorate – Chairperson;
  - (b) The Director (Research and Extension);
  - (c) The Director, Directorate of Undergraduate Studies and Career Services;
  - (d) The Director, Directorate of Postgraduate Studies;
  - (e) The Dean of Students;
  - (f) The Director, Directorate of Marketing and Resource Mobilisation;
  - (g) One (1) rotating representative of Faculties/Schools/Institutes; the rotation cycle shall be two years;
  - (h) One (1) international student representative;
  - (i) Secretary – Shall be provided by the Office of the Director;
  - (j) Co-opted members, provided that such members shall not have the right to vote and shall not constitute more than one-third of the membership of the Board.
- (8) The Board shall adopt procedures in accordance with Statute 22(12).

### **Statute 33: The Agro-Science Park and Innovation Centre (ASPIC)**

- (1) There shall be an Agro-Science Park and Innovation Centre whose mandate shall be to promote commercially viable innovations, products and services and link the University with the Industry for their uptake.
- (2) The Centre shall perform the following functions:
  - (a) Establishing and upscaling registrable innovations, incubation and start-ups in the agro-processing value chain in the University in collaboration with the Industry;
  - (b) Developing programmes, projects, policies and initiatives in innovation, incubation and commercialisation to enhance innovation competence and agri-entrepreneurship skills;
  - (c) Mobilising resources for the Centre's development and for its infrastructure;
  - (d) Offering opportunities for internship and experience for students and staff.
- (3) The Centre shall perform such other functions as may be lawfully delegated to it.
- (4) There shall be a Director of the Centre in accordance with Statute 22(17).
- (5) The Director of the Centre shall report to the Deputy Vice-Chancellor (Academics, Research and Extension).
- (6) The Centre shall have a Board in accordance with Statute 22(10).
- (7) The membership of the Board shall be:
  - (a) The Director of the Centre – Chairperson;
  - (b) The Director (Research and Extension);
  - (c) The Dean, Faculty of Agriculture;
  - (d) The Dean, Faculty of Engineering and Technology;
  - (e) The Director, Directorate of Linkages and Collaborations;
  - (f) The Director, Confucius Institute;
  - (g) The Chairperson, Department of Business Administration;
  - (h) Secretary – Shall be provided by the Office of the Director;
  - (i) Co-opted members, provided that such members shall not have the right to vote and shall not constitute more than one-third of the membership of the Board.
- (8) The Board shall adopt procedures in accordance with Statute 22(12).

### **Statute 34: The Dryland Research, Training and Ecotourism Centre, Chemeron (DRTC&EC)**

- (1) There shall be the Dryland Research Training and Ecotourism Centre, Chemeron, whose mandate shall be to coordinate the implementation and scientific steering of

dryland research projects related to agriculture, horticulture, soil and water conservation, livestock keeping, bee keeping, rangeland management, climate change and ecotourism.

- (2) The Centre shall perform the following functions:
  - (a) Soliciting for and managing research funds for proposed and on-going research and development projects;
  - (b) Cooperating closely with other research and academic institutions in Kenya and worldwide on dryland research and development initiatives;
  - (c) Establishing networks and collaborations with institutions that share similar goals and objectives regarding dryland resources utilisation and management;
  - (d) Providing scientific advice for projects carried out in the ASALs of Kenya;
  - (e) Organising events such as training workshops, seminars and conferences to discuss current issues in dryland research, climate change, and ecotourism;
  - (f) Mainstreaming dryland issues in academic curricula review of tertiary-level academic programmes;
  - (g) Developing short courses for people working on dryland issues in Kenya and beyond.
- (3) The Centre shall perform such other functions as may be lawfully delegated to it.
- (4) There shall be a Director of the Centre in accordance with Statute 22(17).
- (5) The Director of the Centre shall report to the Deputy Vice-Chancellor (Academics, Research and Extension).
- (6) The Centre shall have a Board in accordance with Statute 22(10).
- (7) The membership of the Board shall be:
  - (a) The Director of the Centre – Chairperson;
  - (b) The Director (Research and Extension);
  - (c) The Dean, Faculty of Environment and Resources Development;
  - (d) The Dean, Faculty of Agriculture;
  - (e) The Dean, Veterinary Medicine and Surgery;
  - (f) The Dean, Faculty of Engineering and Technology;
  - (g) Secretary – Shall be provided by the Office of the Director;
  - (h) Co-opted members, provided that such members shall not have the right to vote and shall not constitute more than one-third of the membership of the Board.
- (8) The Board shall adopt procedures in accordance with Statute 22(12).

### **Statute 35: The Centre for Capacity Building (CCB)**

- (1) There shall be a Centre for Capacity Building whose mandate shall be to build capacities required by individuals and organisations.
- (2) The Centre shall perform the following functions:
  - (a) Planning and conducting short courses which improve the economic, social and institutional capacities of individuals, producers, communities and organisations;
  - (b) Establishing and coordinating systems for supporting individual, community and national development initiatives;
  - (c) Collecting information and producing knowledge on technology and innovations, and disseminating this information and knowledge to producers;
  - (d) Planning and conducting professional and business leadership development programmes;
  - (e) Collaborating with Departments, Faculties, Schools and Institutes in the design and preparation of courses and course materials.
- (3) The Centre shall perform such other functions as may be lawfully delegated to it.
- (4) There shall be a Director of the Centre in accordance with Statute 22(17).
- (5) The Director of the Centre shall report to the Deputy Vice-Chancellor (Academics, Research and Extension).
- (6) The Centre shall have a Board in accordance with Statute 22(10).
- (7) The membership of the Board shall be:
  - (a) The Director of the Centre – Chairperson;
  - (b) The Registrar (Planning and Development);
  - (c) The Director, School of Distance Learning;
  - (d) The Dean, Faculty of Agriculture;
  - (e) The Dean, Faculty of Commerce;
  - (f) The Dean, Faculty of Education and Community Studies;
  - (g) The Dean, Faculty of Engineering and Technology;
  - (h) The Dean, Faculty of Veterinary Medicine and Surgery;
  - (i) Secretary – Shall be provided by the Office of the Director;
  - (j) Co-opted members, provided that such members shall not have the right to vote and shall not constitute more than one-third of the membership of the Board.
- (8) The Board shall adopt procedures in accordance with Statute 22(12).

### **Statute 36: Programmes Offered**

The University shall offer the following programmes and may offer any other programmes approved by the Senate, leading to the conferment of degrees and the award of diplomas:

#### **(1) Faculty of Agriculture**

##### **(a) Diplomas**

- (i) Diploma in Horticulture
- (ii) Diploma in Livestock Resources Management
- (iii) Diploma in Dairy Technology
- (iv) Diploma in Farm Resource Management

##### **(b) Bachelor's Degrees**

- (i) Bachelor of Science in Agriculture
- (ii) Bachelor of Science in Dairy Technology and Management
- (iii) Bachelor of Science in Food Science and Technology
- (iv) Bachelor of Science in Horticulture
- (v) Bachelor of Agribusiness Management
- (vi) Bachelor of Science in Agricultural Economics
- (vii) Bachelor of Science in Animal Science and Technology
- (viii) Bachelor of Science in Soil Environment and Land Use Management

##### **(c) Master's Degrees**

- (i) Master of Science in Agribusiness Management
- (ii) Master of Science in Agricultural Information and Communication Management
- (iii) Master of Science in Agricultural and Applied Economics
- (iv) Master of Science in Agricultural Economics
- (v) Master of Science in Agronomy
- (vi) Master of Science in Crop Protection
- (vii) Master of Science in Animal Breeding and Genetics
- (viii) Master of Science in Animal Nutrition
- (ix) Master of Science in Horticulture
- (x) Master of Science in Dryland Agro-Pastoral Systems
- (xi) Master of Science in Dryland Integrated Land Management Systems
- (xii) Master of Science in Dryland Farming
- (xiii) Master of Science in Food Science

- (xiv) Master of Science in Livestock Production Systems
- (xv) Master of Science in Plant Biotechnology
- (xvi) Master of Science in Plant Breeding
- (xvii) Master of Science in Soil Science
- (xviii) Master of Science in Agri-enterprise Development
- (d) Doctorate Degrees
  - (i) Doctor of Philosophy in Agribusiness Management
  - (ii) Doctor of Philosophy in Agricultural Economics
  - (iii) Doctor of Philosophy in Agronomy
  - (iv) Doctor of Philosophy in Animal Science
  - (v) Doctor of Philosophy in Crop Protection
  - (vi) Doctor of Philosophy in Dryland Agriculture and Resource Management
  - (vii) Doctor of Philosophy in Food Science
  - (viii) Doctor of Philosophy in Horticulture
  - (ix) Doctor of Philosophy in Plant Biotechnology
  - (x) Doctor of Philosophy in Plant Breeding
  - (xi) Doctor of Philosophy in Soil Science

**(2) Faculty of Arts and Social Sciences**

- (a) Diplomas
  - (i) Diploma in Library and Information Science
  - (ii) Diploma in Criminology and Security Studies
  - (iii) Diploma in Journalism and Mass Communication
  - (iv) Diploma in Communication and Public Relations
- (b) Bachelor's Degrees
  - (i) Bachelor of Arts
  - (ii) Bachelor of Arts in History and International Studies
  - (iii) Bachelor of Arts in Communication and Media
  - (iv) Bachelor of Science in Library and Information Science
  - (v) Bachelor of Science in Economics and Statistics
  - (vi) Bachelor of Science in Criminology and Security Studies
  - (vii) Bachelor of Arts in Economics and History
  - (viii) Bachelor of Arts in Economics and Sociology
  - (ix) Bachelor of Arts in Sociology and Religious Studies

- (x) Bachelor of Arts in Peace Education
- (xi) Bachelor of Arts in Kiswahili and Communication
- (xii) Bachelor of Arts in English and Communication
- (c) Postgraduate Diplomas
  - Postgraduate Diploma in Probation Practice and Correctional Studies
- (d) Master's Degrees
  - (i) Master of Arts in History
  - (ii) Master of Arts in Religious Studies
  - (iii) Master of Arts in Philosophy
  - (iv) Master of Arts in Sociology
  - (v) Master of Arts in Criminology and Criminal Justice
  - (vi) Master of Arts in Security Management
  - (vii) Master of Arts in Applied Linguistics
  - (viii) Master of Arts in English Language and Linguistics
  - (ix) Master of Arts in Kiswahili
  - (x) Master of Arts in Literature
  - (xi) Master of Arts in Journalism and Communication
  - (xii) Master of Library and Information Science
  - (xiii) Master of Arts in Economics
- (e) Doctorate Degrees
  - (i) Doctor of Philosophy in History
  - (ii) Doctor of Philosophy in English Language and Linguistics
  - (iii) Doctor of Philosophy in Kiswahili
  - (iv) Doctor of Philosophy in Literature
  - (v) Doctor of Philosophy in Economics
  - (vi) Doctor of Philosophy in Religious Studies
  - (vii) Doctor of Philosophy in Sociology
  - (viii) Doctor of Philosophy in Philosophy

### **(3) Faculty of Commerce**

- (a) Certificates
  - (i) Certificate in Business Administration
  - (ii) Certificate in Procurement and Supply Chain Management
- (b) Diplomas
  - (i) Diploma in Human Resources Management

(ii) Diploma in Procurement and Supplies Management

(iii) Diploma in Business Management

(c) Bachelor's Degrees

(i) Bachelor of Commerce

(ii) Bachelor of Business Management

(iii) Bachelor of Procurement and Supply Chain Management

(iv) Bachelor of Cooperative Management

(v) Bachelor of Entrepreneurship and Small Business Management

(vi) Bachelor of Business Information and Management

(d) Master's Degrees

(i) Master of Business Administration

(ii) Master of Human Resource Management

(e) Doctorate Degrees

Doctor of Philosophy in Business and Management

#### **(4) Faculty of Education and Community Studies**

(a) Diplomas

(i) Diploma in Agricultural Education and Extension

(ii) Diploma in Education (Primary Option)

(iii) Diploma in Education (Arts)

(b) Bachelor's Degrees

(i) Bachelor of Education (Arts)

(ii) Bachelor of Early Childhood Development Education

(iii) Bachelor of Education (Primary)

(iv) Bachelor of Education (Science)

(v) Bachelor of Psychology

(vi) Bachelor of Science in Agricultural Education and Extension

(vii) Bachelor of Science in Agriculture and Human Ecology Extension

(viii) Bachelor of Science in Clothing, Textiles and Interior Design

(ix) Bachelor of Science in Community Development

(c) Postgraduate Diplomas

(i) Postgraduate Diploma in Education

(d) Master's Degrees

(i) Master of Arts in Guidance and Counselling

(ii) Master of Education in Curriculum and Instruction

- (iii) Master of Education in Educational Foundations
- (iv) Master of Education in Educational Management
- (v) Master of Education in Guidance and Counselling
- (vi) Master of Education in Science Education
- (vii) Master of Science in Agricultural Education
- (viii) Master of Science in Agricultural Extension
- (ix) Master of Science in Community Studies and Extension
- (x) Master of Measurement and Evaluation
- (xi) Master of Research and Public Policy

(e) Doctorate Degrees

- (i) Doctor of Philosophy in Agricultural Education
- (ii) Doctor of Philosophy in Agricultural and Rural Innovation Studies
- (iii) Doctor of Philosophy in Agricultural Extension
- (iv) Doctor of Philosophy in Community Studies and Extension
- (v) Doctor of Philosophy in Counselling Psychology
- (vi) Doctor of Philosophy in Curriculum and Instruction
- (vii) Doctor of Philosophy in Educational Foundations
- (viii) Doctor of Philosophy in Educational Management
- (ix) Doctor of Philosophy in Educational Psychology
- (x) Doctor of Philosophy in Science Education
- (xi) Doctor of Philosophy in Guidance and Counselling

**(5) Faculty of Engineering and Technology**

(a) Bachelor's Degrees

- (i) Bachelor of Science in Agricultural Engineering
- (ii) Bachelor of Science in Water and Environmental Engineering
- (iii) Bachelor of Industrial Technology
- (iv) Bachelor of Science in Instrumentation and Control Engineering
- (v) Bachelor of Technology in Civil Engineering
- (vi) Bachelor of Science in Manufacturing Engineering and Technology

(b) Master's Degrees

- (i) Master of Science in Agricultural Engineering
- (ii) Master of Science in Water Resources and Environmental Management
- (iii) Master of Science in Soil and Water Engineering
- (iv) Master of Science in Engineering Systems and Management

(c) Doctorate Degrees

Doctor of Philosophy 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

- (i) Diploma in Eco-tourism and Hospitality Management
- (ii) Diploma in Dryland Resources Management

(c) Bachelor's Degrees

- (i) Bachelor of Science in Environmental Science
- (ii) Bachelor of Science in Geography
- (iii) Bachelor of Science in Ecotourism and Hospitality Management
- (iv) Bachelor of Catering and Hotel Management
- (v) Bachelor of Science in Natural Resources Management
- (vi) Bachelor of Science in Integrated Forest Resources Management
- (vii) Bachelor of Science in Wildlife Enterprise and Management
- (viii) Bachelor of Science in Dryland Resources Management

(d) Postgraduate Diplomas

- (ii) Postgraduate Diploma in Environmental and Sustainable Development
- (iii) Postgraduate Diploma in Environmental and Social Sciences Research Methods

(e) Master's Degrees

- (i) Master of Science in Environmental Science
- (ii) Master of Science in Environmental and Occupational Health
- (iii) Master of Arts in Geography
- (iv) Master Science in Geography
- (v) Master of Arts in Urban Management
- (vi) Master of Science in Natural Resources Management
- (vii) Master of Science in Natural Resources and Peace
- (viii) Master of Science in Dryland Resources Management

- (f) Doctorate Degrees
  - (i) Doctor of Philosophy in Environmental Science
  - (ii) Doctor of Philosophy in Environmental and Occupational Health
  - (iii) Doctor of Philosophy in Geography
  - (iv) Doctor of Philosophy in Urban Management
  - (v) Doctor of Philosophy in Natural Resources Management
  - (vi) Doctor of Philosophy in Natural Resources and Peace
  - (vii) Doctor of Philosophy in Dryland Resources Management

**(7) Faculty of Health Sciences**

- (a) Diplomas
  - (i) Diploma in Clinical Medicine and Surgery
  - (ii) Diploma in Kenya Registered Community Health Nursing
- (b) Bachelor's Degrees
  - (i) Bachelor of Medicine and Bachelor of Surgery
  - (ii) Bachelor of Science in Clinical Medicine
  - (iii) Bachelor of Science in Nursing
  - (iv) Bachelor of Science in Foods, Nutrition and Dietetics
- (g) Master's Degrees
  - Master Science in Nutritional Sciences
- (h) Doctorate Degrees
  - Doctor of Philosophy in Nutritional Sciences

**(8) Faculty of Science**

- (a) Diplomas
  - (i) Diploma in Computer Science
  - (ii) Diploma in Modern Chemistry Laboratory Technology
- (b) Bachelor's Degrees
  - (i) Bachelor of Science
  - (ii) Bachelor of Science in Applied Aquatic Sciences
  - (iii) Bachelor of Science in Computer Science
  - (iv) Bachelor of Science in Applied Computer Science
  - (v) Bachelor of Science in Biochemistry
  - (vi) Bachelor of Science in Biomedical Science and Technology
  - (vii) Bachelor of Science in Statistics

(viii) Bachelor of Science in Actuarial Science

(c) Master's Degrees

(i) Master of Science in Animal Physiology

(ii) Master of Science in Limnology

(iii) Joint degree master programme in Limnology and Wetland Management

(iv) Master of Science in Physics

(v) Master of Science in Plant Pathology

(vi) Master of Science in Medical Parasitology

(vii) Master of Science in Biochemistry

(viii) Master of Science in Chemistry

(ix) Master of Science in Statistics

(x) Master of Science in Pure Mathematics

(xi) Master of Science in Applied Mathematics

(xii) Master of Information Systems

(xiii) Master of Science in Mycology

(d) Doctorate Programmes

(i) Doctor of Philosophy in Limnology

(ii) Doctor of Philosophy in Physics

(iii) Doctor of Philosophy in Plant Pathology

(iv) Doctor of Philosophy in Medical Parasitology

(v) Doctor of Philosophy in Biochemistry

(vi) Doctor of Philosophy in Chemistry

(vii) Doctor of Philosophy in Statistics

(viii) Doctor of Philosophy in Pure Mathematics

(ix) Doctor of Philosophy in Applied Mathematics

**(9) Faculty of Veterinary Medicine and Surgery**

(a) Certificates

Certificate in Artificial Insemination

(b) Diplomas

Diploma in Animal Health

(c) Bachelor's Degrees

(i) Bachelor of Science in Animal Health Management

(ii) Bachelor of Veterinary Medicine and Surgery

**(10) Faculty of Law**

Bachelor's Degree

Bachelor of Laws

**(11) Institute of Women, Gender and Development Studies**

(a) Diplomas

Diploma in Gender, Women and Development Studies

(b) Bachelor's Degrees

Bachelor of Arts in Gender, Women and Development Studies

(c) Postgraduate Diplomas

Postgraduate Diploma in Gender, Poverty and Development

(d) Master's Degrees

Master of Arts in Gender, Women and Development Studies

(e) Doctorate Degrees

Doctor of Philosophy in Gender, Women and Development Studies

**(12) School of Distance Learning**

(a) Diplomas

Diploma in Military Science

(b) Bachelor's Degrees

Bachelor of Military Science

**Statute 37: Rules and Regulations for the Diploma and the Undergraduate Degree Programmes**

(1) Admission Procedures

(a) Enquiries for all diploma and undergraduate degree programmes offered at Egerton University shall be made to the Registrar (Academic Affairs), Egerton University, P. O. Box 536-20115, EGERTON, KENYA, or by email: [admissions@egerton.ac.ke](mailto:admissions@egerton.ac.ke).

(b) For self-sponsored students, the application forms shall be downloaded from the University's website at: <https://www.egerton.ac.ke/undergraduate-forms>. Application forms may also be filled online at: <https://application.egerton.ac.ke>.

(c) Duly completed application forms shall be submitted to the Registrar (Academic Affairs) on or before the due date upon payment of a prescribed non-refundable fee as indicated on the application form.

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

(2) Entry Requirements

- (a) Entry requirements as spelt out in Statute 37(2)(b) and (c) are only the minimum, and they in no way entitle an applicant to a place in the University.
- (b) Diploma applicants must meet the following entry requirements:
  - (i) Have the Kenya Certificate of Secondary Education (KCSE) with a mean grade C- (C minus) having passed at least seven subjects drawn from subject groupings as specified by the Kenya National Examinations Council (KNEC) or its equivalent. Candidates with disabilities shall 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 with a minimum of a “Credit”, or equivalent from a recognised institution. AND
  - (iv) Meet additional or specific entry requirements as may be specified by the respective diploma programme.
- (c) Undergraduate/Bachelor’s Degree applicants must meet the following entry requirements:
  - (i) Have the Kenya Certificate of Secondary Education (KCSE) with a 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:
    - a. Two Principal passes obtained at the same sitting. OR
    - b. Two Principal passes obtained at different sittings, provided that the passes are of grade C or higher. OR

- (iii) 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 shall be considered if they have at least two years’ relevant experience after graduation. AND
- (iv) Meet additional entry requirements as may be specified by the respective degree programme.

(3) Duration of Study and Course Loading

- (a) The duration of study for a Diploma and a Bachelor’s Degree shall be as prescribed under the respective academic programmes and approved by the Senate.
- (b) For award of a Diploma or conferment of a Bachelor’s Degree of Egerton University, a student shall take and pass a minimum of total Credit Factors (CFs) as shown below:

<b>Level of training /Duration</b>	<b>Minimum Credit Factor Requirement</b>
Diploma	90
Bachelor’s (4 years)	120
Bachelor’s (5 years)	150
Bachelor’s (6 years)	180

- (c) A full-time student shall 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/Institute.
- (d) The Senate may accept a Credit Transfer (CT) up to a maximum of forty percent (40%) of the required Diploma or Bachelor’s Degree programme CFs.
- (e) The eligibility of courses for CT shall be determined by the relevant Department based on the student’s performance in the course and the content covered in the same course.
- (f) CTs shall attract a fee per CF transferred. The fee shall be determined by the Council from time to time.

- (g) A student shall be required to obtain a CT certificate from the Dean of Faculty as proof of authorised CT.
- (h) Transferred courses shall not contribute towards the calculation of the Cumulative Weighted Average (CWA).
- (i) Students benefiting from CT shall start their programmes from the first year of study and shall fulfil other conditions as may be stipulated by the respective Department and Faculty/School/Institute from which the Diploma or Bachelor's Degree is sought.

(4) Deferment of Studies

- (a) A student may defer studies for one or more academic years for up to a maximum of four (4) academic years (or five [5] or six [6] academic years in the case of a five-year or six-year Bachelor's programme) with the authority of the Senate, provided that the student shall apply to the Registrar (Academic Affairs) through the Chairperson of Department and Dean of Faculty/Director of School or Institute for such deferment within the first five (5) weeks of the Semester.
- (b) No more than two consecutive deferments shall be allowed at any given year of study, except in special cases approved by the Senate.

(5) Deregistration: A student who does not complete his/her academic programme within twice the stated duration of the academic programme shall be deregistered from the programme unless under special circumstances approved by the Senate.

(6) 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 fulfil graduation requirements shall be drawn from those specified by the respective Department and Faculty/School/Institute and from the University Common Core Courses.
- (c) All students shall take and pass at least nine (9) CFs of University Common Core Courses selected from outside the student's area of specialisation.

(7) 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) A student, to be eligible to take University examinations, shall pay all fees due to the University.

- (c) Only students who have registered for scheduled courses within the first five (5) weeks of the semester and have participated in all learning processes shall be eligible to take examinations.
  - (d) There shall be Internal and External Examiners of the University appointed by the Senate upon the recommendation of the Board of Faculty/School/Institute, who shall prepare examinations and examine students in papers assigned to them by the Faculty/School/Institute.
  - (e) Examination marks shall be agreed upon between the Internal and External Examiners, provided that where no such agreement can be reached, the Chairperson of Department as the Chief Examiner shall make the final decision.
  - (f) In the case of re-marking of an examination, an independent examiner shall be appointed from within or outside the University who had no part in the teaching and assessment of the student(s) in the subject or paper under re-marking.
  - (g) In the absence of an External Examiner, departments shall, with the permission of the Senate, constitute Moderating Committee(s) chaired by the Chairperson of Department and consisting of at least three academic staff at the rank of Senior Lecturer and above who shall moderate draft examination papers and examination results.
  - (h) No student shall be permitted to proceed to the next academic year of study without having passed all courses in the previous academic year.
- (8) Assessment Criteria and Procedures for Regular Examinations
- (a) University examinations shall be graded on the basis of percentage marks consisting of thirty per cent (30%) Continuous Assessment Tests and seventy per cent (70%) final examinations, except for Medical and Veterinary programmes.
  - (b) For Medical and Veterinary programmes, the grading shall be as follows:
    - (i) Continuous Assessment Tests shall comprise forty per cent (40%) and end-of-semester and end-of-year final examinations shall contribute sixty per cent (60%) of the total mark.
    - (ii) A student who fails the clinical examination shall have failed to satisfy the examiners in the overall examination for the course even if the mark of the final examinations is fifty per cent (50%) or higher.

- (c) The duration of the final examinations shall be as follows:
- (i) A course which has three CFs or less ( $CF \leq 3.0$ ) shall be examined by a paper of two (2) hours only.
  - (ii) A course which has more than three CFs ( $CF > 3.0$ ) shall be examined by a paper of three (3) 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

<b>Total Marks (%) Bracket</b>	<b>Grade</b>	<b>Attribute</b>
100-70	A	Excellent
69-60	B	Good
59-50	C	Average
49-40	D	Below average
39-0	F	Fail

- (ii) For Medical and Veterinary programmes

<b>Total Marks (%) Bracket</b>	<b>Grade</b>	<b>Attribute</b>
100-75	A	Distinction
74-65	B	Credit
64-50	C	Pass
49-0	F	Fail

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

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

- (g) A student auditing a course shall officially register for the course and shall pay a fee as may be determined by the Council from time to time. The marks of the audited course(s) shall not be included in the calculation of the CWA.
- (9) Compensation of Marks: A student who fails up to two courses in the regular examinations of an academic year shall be allowed to pass on compensation grounds by the Faculty Board of Examiners under the following conditions:
- (i) A student shall be compensated if s/he obtains between thirty-nine percent (39%) and thirty-six percent (36%) marks in a course.
  - (ii) Marks for compensation for a particular course shall be obtained from a discipline area within a subject or a course passed during regular examinations in the same academic year.
  - (iii) Marks taken for compensation shall be subtracted from the compensating course, whereby for every one (1) mark compensation, two (2) marks shall be subtracted from the compensating course.
  - (iv) In the Medical and Veterinary courses, a student shall be compensated if s/he obtains between forty-nine percent (49%) and forty-five percent (45%) marks in a course.
  - (v) A grade of the compensating course shall not be changed due to the subtraction of the marks.
- (10) Special Examinations
- (a) 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.
  - (b) Special examinations shall be graded on the same basis as regular examinations.
  - (c) Special examinations shall be taken and processed only once in an academic year on dates prescribed by the Senate before the commencement of the next academic year except for students on part-time and modular mode of study.
  - (d) A student taking special examination(s) shall be required to pay a special examination registration fee at a rate to be determined by the Council from time to time.
  - (e) A student who fails special examination(s) shall take a resit examination on dates prescribed by the Senate.

(11) Resit Examinations and Repeat of Academic Year

- (a) A student who fails up to twenty-five percent or less ( $\leq 25\%$ ) of the total CFs taken in an academic year shall be required to take resits in all the failed examination(s).
- (b) Resit examinations shall be taken and processed only once in an academic year on dates prescribed by the Senate before the commencement of the next academic year except for students on part-time and modular mode of study.
- (c) Resit examinations for students on part-time or modular mode of study shall be taken and processed only once at the end of each session on dates prescribed by the Senate.
- (d) The maximum marks awarded in a resit examination shall be forty percent (40%) only, which shall earn the letter grade "D".
- (e) A student shall repeat the academic year if s/he fails a resit examination(s), provided that the student shall be allowed to repeat the academic year once only.
- (f) A student who fails more than twenty-five ( $> 25\%$ ) but up to fifty percent (50%) of the total CFs taken in an academic year shall be required to repeat the academic year, provided that the student shall be allowed to repeat the academic year once only.
- (g) A student who fails an examination(s) during a repeated academic year shall be allowed to resit the failed examination(s) in accordance with this Statute.
- (h) A student taking resit examination(s) shall be required to pay a resit examination registration fee and a fee for the CFs taken at a rate to be determined by the Council from time to time.

(12) Discontinuation: A student shall be discontinued if s/he:

- (a) Fails more than fifty percent ( $>50\%$ ) of all CFs taken in an academic year;
- (b) Fails a resit examination(s) in a repeated academic year;
- (c) Fails to attend scheduled classes for two (2) weeks or longer consecutively or cumulatively without the consent of the Senate;
- (d) Fails to meet any other condition stipulated by the Faculty for the conferment of a Degree or award of a Diploma.

(13) Remarking of Examinations

- (a) A student who is dissatisfied with the mark awarded in an examination may appeal for remarking of the examination to the Dean of the Faculty through the

Chairperson of Department on payment of a non-refundable fee to be determined from time to time by the Council.

- (b) A student who has taken an examination in a Faculty other than the one in which s/he is registered may appeal for remarking of the examination to the Dean of that Faculty through the Chairperson of Department and the Dean of Faculty where s/he is registered.
- (c) An appeal for remarking shall be done before the commencement of the next academic year.
- (d) Remarking shall be done by an Examiner (or Examiners) other than the original Examiner who examined the student and shall be moderated by the Moderating Committee of the Department which offered the examined course.

(14) Assessment Criteria for Medical and Veterinary Programmes

- (a) Resit of failed examinations/ Repeat of academic year/ level:
  - (i) A student who fails up to fifty percent ( $\leq 50\%$ ) of the total CFs taken in an academic year shall be required to take resit(s) in all the failed examination(s).
  - (ii) Resit examinations shall be taken and processed only once in an academic year on dates prescribed by the Senate before the commencement of the next academic year.
  - (iii) The maximum marks awarded in a resit examination where the pass mark is fifty percent (50%) shall be graded fifty percent (50%) only, which shall earn the letter grade "C", otherwise the forty percent (40%) pass mark shall apply.
  - (iv) A student taking a Medical programme who fails a final examination shall be required to resit the failed examination.
  - (v) A student shall be allowed to repeat the academic year/ level if s/he failed the resit examination(s), provided that such a student shall be allowed to repeat an academic year once only.
  - (vi) A student who fails an examination(s) during a repeated academic year/level shall be allowed to resit the failed examination(s) in accordance with this Statute.
- (b) Discontinuation: A student shall be discontinued if s/he:
  - (i) Fails a resit examination(s) in a repeated year;

- (ii) Fails to attend scheduled classes for two(2) weeks, whether continuous or intermittent, without the consent of the Senate;
- (iii) Fails to meet any other condition stipulated by the Faculty for the conferment of a Degree or award of a Diploma.

(15) Examination Irregularities and Penalties

- (a) The following examination malpractices, if committed by a student, shall lead to his/her expulsion from the University:
  - (i) Taking an examination script out of the examination room instead of handing it over to the Examiner at the end of examination time;
  - (ii) Impersonation in an examination room;
  - (iii) Forging an examination card.
- (b) The following examination malpractices, if committed by a student, shall lead to his/her suspension from the University for two academic years:
  - (i) Copying or reading from another student's script or from any other unauthorised source;
  - (ii) Bringing into the examination room any unauthorised materials or gadgets;
  - (iii) Abetting, aiding or covering up an examination malpractice;
  - (iv) Seeking or obtaining a deferment of examination on false pretence;
  - (v) Engaging in research malpractice, including plagiarism, fabrication and falsification of data;
  - (vi) Contravening the University guidelines on teaching practice and industrial/field attachment

(16) Examination Related Disciplinary Procedures

- (a) Any examination malpractice shall immediately be reported in writing by the examiner(s)/invigilator(s) through the Chairperson of the Department to the Dean of Faculty/Director of School or Institute where the course was taught.
- (b) The report of the malpractice shall include statements by the student(s) involved, and examiner(s)/invigilator(s), who witnessed the incident.
- (c) On receiving the report of examination malpractice, the Dean shall convene, not later than two (2) weeks after the examination session, a Faculty Student Disciplinary Committee to deliberate on the case.
- (d) The membership of the Faculty Students Disciplinary Committee shall be:

- (i) The Dean of Faculty/Director of School or Institute where the course was 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 (2) representatives from the Faculty/School/Institute where the course was offered;
  - (iv) The Registrar (Academic Affairs) – Secretary.
- (e) The Faculty/School/Institute Students Disciplinary Committee shall conduct its procedures, unless otherwise stated, in accordance with protocols stipulated by the Faculty/School/Institute Students Disciplinary Committee.
- (f) The recommendations of the Faculty/School/Institute Students Disciplinary Committee shall be reported to the Faculty/School/Institute Board of Examiners and the Senate within one (1) month and before the Senate deliberates on the relevant examination results.
- (g) The recommendations of the Faculty/School/Institute Students Disciplinary Committee shall be communicated to the student within one (1) week.
- (h) The Senate shall receive, discuss and determine the case(s) in the report.
- (17) Surcharge: A student shall be surcharged for damage of University property and the property of Staff within the University at a rate to be determined by the Senate in each particular case.
- (18) Suspension from the University: A student shall be suspended from the University for a period of time to be determined by the Senate in each particular case if s/he:
- (a) Has committed an examination malpractice in accordance with Statute 37(15)(b);
  - (b) Is suspected of having committed an offence, pending investigations and determination of the case by the Students Disciplinary Committee;
  - (c) Has engaged in alcohol and drug abuse, has caused disturbance of the peace, has vandalised University property, and related offences.
- (19) Expulsion from the University
- (a) A student shall be expelled from the University if s/he:
    - (i) Has committed an examination malpractice in accordance to Statute 37(15)(a);

(ii) Has demonstrated gross misconduct, such as theft, fraud, physical violence, drug trafficking, and bribery;

(iii) Has been discovered to have been admitted irregularly.

(b) A student expelled from the University for irregular admission shall not be entitled to any previous academic records.

(20) Appeal

(a) A student who has been suspended or discontinued or expelled from the University may appeal to the Chairperson, Planning, Development and Grievances Committee of the Council through the Vice-Chancellor within a period of ninety (90) days from the date of notification of the suspension or discontinuation or expulsion.

(b) The Planning, Development and Grievances Committee of the Council shall make a recommendation on each appeal to the Council.

(c) The Council shall make a decision on each appeal.

(d) The decision of the Council shall be final.

(e) The Vice-Chancellor shall communicate the final decision to the Senate.

(21) Classification of Diplomas and Bachelor's Degrees

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

<b>CWA (%) Bracket</b>	<b>Diploma Classification</b>
100-70	Distinction
69-56	Credit
55-40	Pass
39-0	Fail

<b>CWA (%) Bracket</b>	<b>Bachelor's Degree Classification</b>
100-70	First Class Honours
69-60	Upper Second Class Honours
59-50	Lower Second Class Honours
49-40	Pass
39-0	Fail

(b) After satisfying the general requirements for Medical and Veterinary programmes, a student shall be required to pass the Qualifying Professional Examination(s) set by the Faculty in collaboration with relevant professional bodies.

(c) Unless otherwise stated, medical certificates shall not be classified.

**(22) 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;
- (iii) The CWA for the current academic year;
- (iv) The CWA for all academic years covered.

(b) The formula for calculating the CWA is: Cumulative Weighted Average (CWA) for the current academic year = Total Quality Marks ÷ Total CFs, where Total Quality Marks = Marks scored in each course multiplied by respective Course CFs.

(c) The provisional academic transcript shall be issued and signed by the Dean of Faculty/Director of School or Institute offering the Degree or Diploma.

The official academic transcript shall be signed and issued by the Registrar (Academic Affairs) after the student's graduation.

**Statute 38: Rules and Regulations for the Postgraduate Certificate Programme**

**(1) Application Procedures**

- (a) Enquiries for all Postgraduate Certificate programmes shall be made to the Director, Directorate of Postgraduate Studies, Egerton University, P. O. Box 536-20115, EGERTON, Kenya, or via email: [bpgs@egerton.ac.ke](mailto:bpgs@egerton.ac.ke).
- (b) Application forms may be obtained from the Director, Directorate of Postgraduate Studies or downloaded from the University's website at: [www.egerton.ac.kehttps://www.egerton.ac.ke/postgraduate-forms](https://www.egerton.ac.ke/postgraduate-forms). Applications may also be filled online at: <https://application.egerton.ac.ke>.
- (c) Duly completed application forms shall be returned or submitted to the Director, Directorate of Postgraduate Studies, on or before the due date upon payment of a prescribed non-refundable fee.

## (2) Admission Requirements

- (a) Applicants shall fulfil the following minimum requirements:
  - (i) Hold at least a Bachelor's Degree or 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 Certificate programme at a time.
- (c) Admission shall be done through a letter from the Director, Directorate of Postgraduate Studies.

## (3) Duration of Study and Course Loading

- (a) A Postgraduate Certificate programme shall last for a minimum of nine (9) months for full-time students and a maximum of eighteen (18) months for part-time students.
- (b) Students shall register for a minimum of twenty-four (24) Credit Factors (CFs) for the whole programme.
- (c) A student shall pass at least twenty-four (24) CFs of prescribed courses to qualify for the award of a Postgraduate Certificate.

## (4) Regular Examinations

- (a) All examinations shall be conducted under the authority of the Senate as specified under various Rules and Regulations.
- (b) Only a student who has registered and has fulfilled all the requirements shall be eligible to take examinations.

- (c) Subject to approval by the Senate, Departments shall establish a Moderating Committee comprising the Chairperson of Department and three academic staff at the rank of Senior Lecturer and above who shall internally moderate the examinations.
- (d) A 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 Continuous Assessment Tests, which shall constitute forty per cent (40%) of the total marks for each course, and 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) Marks obtained in examinations shall be converted into letter grades as follows:

<b>Total Marks (%) Bracket</b>	<b>Grade</b>	<b>Attribute</b>
100-70	A	Excellent
69-60	B	Good
59-50	C	Average
49-0	F	Fail

- (h) The Postgraduate Certificate shall be classified as follows:

<b>Total Marks (%) Bracket</b>	<b>Classification</b>
100-70	Distinction
69-60	Credit
59-50	Pass

(5) Special Examinations

- (a) Special examinations shall be offered to students who, due to circumstances acceptable to the Senate, were unable to sit for the regular final examinations.
- (b) Special examinations shall be graded on the same basis as the regular examinations.

- (c) A student taking special examination(s) shall be required to pay a special examination registration fee at a rate to be determined by the Council from time to time.
  - (d) Special examinations shall be taken and processed on dates prescribed by the Senate.
- (6) Resit Examinations
- (a) A candidate who fails in twenty-five per cent or less ( $\leq 25\%$ ) of the total CFs in the programme but has a Cumulative Weighted Average (CWA) mark of fifty percent (50%) or more ( $\geq 50\%$ ) shall be required to resit the failed examination(s).
  - (b) Resit examinations shall be taken and processed on dates prescribed by the Senate.
  - (c) The maximum marks awarded in a resit examination shall be fifty percent (50%) only and shall earn the letter grade “C”.
  - (d) A student taking resit examination(s) shall be required to pay a resit examination registration fee and a fee for the CFs taken at a rate to be determined by the Council from time to time.
- (7) Discontinuation: A student shall be discontinued if s/he:
- (a) Fails more than twenty-five percent ( $>25\%$ ) of all CFs taken in the programme;
  - (b) Obtains a CWA of less than fifty percent ( $<50\%$ ), grade “C” in the programme;
  - (c) Fails a resit examination;
  - (d) Fails to register for and attend scheduled lectures for two (2) weeks or longer without the consent of the Senate;
  - (e) Fails to meet any other condition stipulated by the Faculty for the award of the Postgraduate Certificate.
- (8) Remarking of Examinations: A student shall be allowed to appeal for remarking of an examination as per Statute 37(13).
- (9) Examination Irregularities and Penalties: A student who commits Examination Irregularities shall be penalised in accordance with Statute 37(15)(a) and 37(15)(b).
- (10) Suspension from the University: A student shall be suspended from the University in accordance with Statute 37(18).
- (11) Expulsion from the University: A student shall be expelled from the University in accordance with Statute 37(19).

- (12) Appeal: A student who has been discontinued or suspended or expelled from the University may appeal in accordance with Statute 37(20).

### **Statute 39: Rules and Regulations for the Postgraduate Diploma Programme**

#### (1) Application Procedures

- (a) Enquiries for all Postgraduate Diploma programmes shall be made to the Director, Directorate of Postgraduate Studies, Egerton University, P. O. Box 536-20115, EGERTON, Kenya, or via email: [bpgs@egerton.ac.ke](mailto:bpgs@egerton.ac.ke).
- (b) Application forms may be obtained from the Director, Directorate of Postgraduate Studies, or downloaded from the University's website at: [www.egerton.ac.ke](http://www.egerton.ac.ke). Applications may also be filled online at: <https://application.egerton.ac.ke>.
- (c) Duly completed application forms shall be returned or submitted to the Director, Directorate of Postgraduate Studies, on or before the due date upon payment of a prescribed non-refundable fee.

#### (2) Admission Requirements

- (a) Applicants must fulfil the following minimum requirements:
  - (i) Hold at least a Bachelor's Degree or its 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 done through a letter from the Director, Directorate of Postgraduate Studies.

#### (3) Duration of Study and Course Loading

- (a) A Postgraduate Diploma programme shall take a minimum of nine (9) months for full-time students and a maximum of eighteen (18) months for part-time students.
- (b) Students shall register for a minimum of thirty (30) Credit Factors (CFs) for the programme.
- (c) A student shall take and pass at least thirty (30) CFs of prescribed courses to qualify for the award of a Postgraduate Diploma.

(4) Regular Examinations

- (a) All examinations shall be conducted under the authority of the Senate.
- (b) Only students who have registered and have fulfilled all the requirements shall be eligible for examination.
- (c) Subject to approval by the Senate, Departments shall establish a Moderating Committee comprising the Chairperson of Department and three academic staff of the rank of Senior Lecturer and above who shall internally moderate the examinations.
- (d) A student 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 Continuous Assessment Tests, which shall constitute forty per cent (40%) of the total marks for each course, and 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) Marks obtained in examinations shall be converted into letter grades as follows:

<b>Total Marks (%) Bracket</b>	<b>Grade</b>	<b>Attribute</b>
100-70	A	Excellent
69-60	B	Good
59-50	C	Average
49-0	F	Fail

- (h) The Postgraduate Diploma shall be classified as follows

<b>Total Marks (%) Bracket</b>	<b>Classification</b>
100-70	Distinction
69-60	Credit
59-50	Pass

(5) Special Examinations

- (a) Special examinations shall be offered to students who, due to circumstances acceptable to the Senate, were unable to sit for the regular final examinations.

- (b) Special examinations shall be graded on the same basis as the regular examinations.
  - (c) A student taking special examination(s) shall be required to pay a special examination registration fee at a rate to be determined by the Council from time to time.
  - (d) Special examinations shall be taken and processed on dates prescribed by the Senate.
- (6) Resit Examinations
- (a) A student who fails in twenty-five per cent or less ( $\leq 25\%$ ) of the total CFs in the programme but has a CWA of fifty (50%) or more ( $\geq 50\%$ ) shall be required to resit the failed examination(s).
  - (b) Resit examinations shall be taken and processed on dates prescribed by the Senate.
  - (c) The maximum marks awarded in a resit examination shall be fifty percent (50%) only and shall earn the letter grade “C”.
  - (d) A student taking resit examination(s) shall be required to pay a resit examination registration fee and a fee for the CFs taken at a rate to be determined by the Council from time to time.
- (7) Remarking of Examinations: A student shall be allowed to appeal for remarking of an examination as per Statute 37(13).
- (8) Discontinuation: A student shall be discontinued if s/he:
- (a) Fails more than twenty-five percent ( $> 25\%$ ) of all CFs taken in the programme;
  - (b) Obtains a CWA of less than fifty percent ( $< 50\%$ ), grade “C”, for the programme;
  - (c) Fails a resit examination;
  - (d) Fails to register for, and/or attend scheduled classes for two (2) weeks or longer consecutively or cumulatively without the consent of the Senate;
  - (e) Fails to meet any other condition stipulated by the Faculty for the award of the Postgraduate Diploma.
- (9) Examination Irregularities and Penalties: A student who commits Examination Irregularities shall be penalised in accordance with Statutes 37(15)(a) and 37(15)(b).
- (10) Suspension from the University: A student shall be suspended from the University in accordance with Statute 37(18).

- (11) Expulsion from the University: A student shall be expelled from the University in accordance with Statute 37(19).
- (12) Appeal: A student who has been discontinued or suspended or expelled from the University may appeal in accordance with Statute 37(20).

#### **Statute 40: Rules and Regulations for the Master's Degree Programme**

##### (1) Application Procedures

- (a) Enquiries for all Postgraduate Master's programmes shall be made to the Director, Directorate of Postgraduate Studies, Egerton University, P. O. Box 536-20115, EGERTON, Kenya, or via email: [bpgs@egerton.ac.ke](mailto:bpgs@egerton.ac.ke).
- (b) Application forms may be obtained from the Director, Directorate of Postgraduate Studies, or downloaded from the University's website at: <https://www.egerton.ac.ke/postgraduate-forms> Application forms may also be filled online at: <https://application.egerton.ac.ke>.
- (c) Duly completed application forms shall be returned or submitted to the Director, Directorate of Postgraduate Studies, 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 Bachelor's Degree with an Upper Second Class Honours or above, or equivalent qualification from recognised institutions.
- (b) Holders of Lower Second Class Honours may be admitted if they have at least two years of relevant work experience.
- (c) In exceptional cases, admission may be offered to non-holders of Upper Second Class Honours degree provided that such candidates can, on the basis of the research and other scholarly work done, demonstrate to the satisfaction of the Senate, qualification to undertake postgraduate studies.
- (d) 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.
- (e) Applicants shall be admitted to only one degree programme at a time.

(f) Admission shall be through a letter from the Director, Directorate of Postgraduate Studies.

(3) Duration of Study and Course Loading:

(a) For non-medical programmes:

- (i) Full-time students 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/School/Institute shall guide the Senate.
- (ii) Part-time students 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/School/Institute shall guide the Senate.
- (iii) Students must successfully complete at least thirty (30) Credit Factors (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 (9) CFs to qualify for the award of the Master's Degree.

(b) For Medical programmes:

- (i) Full-time students shall be registered for a minimum of twenty (24) months and a maximum of sixty (60) months except for special cases where the relevant Faculty shall guide the Senate.
- (ii) Part-time students shall be registered for a minimum of thirty-six (36) months and a maximum of seventy-two (72) months except for special cases where the relevant Faculty shall guide the Senate.
- (iii) Students must successfully complete the mandatory 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 Research Project of nine (9) CFs to qualify for the award of the degree.

(4) Credit Transfer

- (a) CFs may be considered for Credit Transfer (CT) to a Master's Degree programme provided that they have been obtained from the same level of study and from a recognised institution.
- (b) No more than forty per cent (40%) of the total required CFs shall be accepted for CT.
- (c) All CFs transferred must be of grade "B" and above and must 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 students shall be required to do coursework (amounting to a minimum of 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 Research Project: Under this track, the students shall have a third semester of coursework of at least six (6) CFs before embarking on the Research Project.
- (6) Conduct of Study and Supervision
- (a) Students 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 shall be one (1) supervisor appointed for students under the Coursework, Examination and Thesis track, who must be a qualified member(s) of academic staff in the relevant field of the research study in the Department offering the Master's programme, provided that in cases where diverse expertise is required or when inter-country collaboration is involved two (2) supervisors shall be appointed.
  - (c) There shall be one (1) supervisor appointed for students under the Coursework, Examination and Research Project track. The supervisor must be a qualified member of academic staff in a relevant field of the research study.
  - (d) The student shall consult with his/her supervisor(s) at least once in three (3) months.
  - (e) The student shall submit progress reports authenticated by the supervisor(s) to the Director, Directorate of Postgraduate Studies, through the Chairperson of Department and Dean of Faculty in a prescribed form once every three months.
  - (f) Where the progress of the student is unsatisfactory, the student shall be warned in writing by the Director, Directorate of Postgraduate Studies, through the Dean of Faculty and Chairperson of the Department concerned.

(g) If a student does not show improvement within six months after a warning about unsatisfactory progress, the Director, Directorate of Postgraduate Studies, shall recommend to the Senate the student's deregistration.

(h) Where in the judgment of the Board of Postgraduate Studies, a student is not being properly supervised, the Board shall, in consultation with the respective Chairperson of the Department, change the Supervisor(s).

(7) General Examination Procedures and Ranking

(a) All examinations shall be conducted under the authority of the Senate.

(b) Examinations shall consist of Continuous Assessment Tests, which shall constitute forty per cent (40%) of the total marks for each course, and the final examinations, which 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) Marks and letter grades

<b>Total Marks (%) Bracket</b>	<b>Grade</b>	<b>Attribute</b>
100-70	A	Excellent
69-60	B	Good
59-50	C	Average
49-0	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 fulfil the following requirements before making a formal application to sit the final qualifying examinations:
  - a. Complete all the courses of Part I and Part II;
  - b. Attain a minimum score of 50% in every examination in Part I;
  - c. Attain a PASS grade in the logbook assessment;
  - d. Attain a PASS grade in the dissertation.
- (ii) Marks obtained in examinations shall be converted into letter grades as follows:

<b>Total Marks (%) Bracket</b>	<b>Grade</b>	<b>Attribute</b>
100-75	A	Distinction
74-65	B	Credit
64-50	C	Pass
49-0	F	Fail

- (f) A student shall not proceed with research work without having satisfied all examination requirements.
- (g) 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.

(8) Special Examinations

- (a) Special examinations shall be offered to a student who, due to circumstances acceptable to the Senate, was unable to sit for regular final examinations.
- (b) Special examinations shall be taken and processed only once in an academic year on dates prescribed by the Senate before the commencement of the next academic year.
- (c) A student taking special examination(s) shall be required to pay a special examination registration fee at a rate to be determined by the Council from time to time.
- (d) Special examinations shall be graded on the same basis as regular examinations.
- (e) A student who fails a special examination shall reset the failed examination.

(9) Resit Examinations

- (a) A student who fails in twenty-five per cent or less ( $\leq 25\%$ ) of the total CFs in the programme but has a CWA of 50% or more ( $\geq 50\%$ ) shall be required to resit the failed examination(s).
- (b) Resit examinations shall be taken and processed only once in an academic year on dates prescribed by the Senate before the commencement of the next academic year.
- (c) The maximum marks awarded in a resit examination shall be fifty percent (50%) only, which shall earn the letter grade “C”.
- (d) A student taking resit examination(s) shall be required to pay a resit examination registration fee and a fee for the CFs taken at a rate to be determined by the Council from time to time.

(10) Remarking of Examinations: A student shall be allowed to appeal for remarking of an examination as per Statute 37(13).

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

- (a) Failing more than twenty-five percent ( $> 25\%$ ) of the total CFs taken in the programme;
- (b) Failing a resit examination(s);
- (c) Obtaining a CWA of less than fifty percent ( $< 50\%$ ) for the programme;
- (d) Failing to register for, and/ or attend scheduled classes for two (2) weeks or longer consecutively or cumulatively without the consent of the Senate;
- (e) Absconding from research work for a period of sixty (60) days;
- (f) Failing to meet any other condition stipulated by the Faculty/School/Institute for the award of the Master’s degree.

(12) Submission and Examination of the Thesis or the Research Project

- (a) To complete the Master’s programme, a student shall:
  - (i) Submit a Thesis or Research Project of a number of words as guided by the Commission of University Education Standards and Guidelines (2014), except for special cases approved by the University Senate, written according to the format and specifications stipulated by Departments and Faculty/School, Institute or Campus and approved by the Board of Postgraduate Studies.
  - (ii) Show proof of acceptance for publication of one (1) paper in a refereed journal.

- (b) At least three (3) months before a Thesis or a Research Project is submitted, a student shall, with the consent of the supervisor(s), give notice in writing to the Director, Directorate of Postgraduate Studies, indicating intention to submit the Thesis or the Research Project, accompanied by an Abstract of the Thesis or the Research Project.
- (c) The Thesis or the Research Project shall be submitted as per the rules prescribed by the Directorate of Postgraduate Studies.
- (d) The Thesis or the Research Project shall bear the signature of the supervisor(s) indicating approval to submit.
- (e) Upon receipt of the Thesis or the Research Project, the Directorate of Postgraduate Studies shall forward the same to the Examiners within two (2) weeks.
- (f) The Senate, on the recommendation of the Board of Postgraduate Studies, shall appoint in respect of each student presenting a Thesis or a Research Project, a Board of Examiners consisting of:
  - (i) In the case of the Research Project: the Dean of Faculty – Chairperson; the Chairperson of the Department; one (1) Internal Examiner who supervised the student; one(1) Independent Internal Examiner; one (1) Senate representative; and the 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; Internal Examiner(s) who supervised the student; one (1) Independent Internal Examiner who is competent in the student’s area of study; one (1) External Examiner; one (1) Senate representative; and the Faculty representative to the Board of Postgraduate Studies.
- (g) The External and Internal Examiners shall be required to submit within two months, an independent written assessment of the Thesis or the Research Project to the Director, Directorate of Postgraduate Studies, indicating:
  - (i) Whether or not the Thesis or the Research Project is adequate in form and content;
  - (ii) Whether or not the Thesis or the Research Project reflects an adequate understanding of the subject, and, in consequence;
  - (iii) Whether or not the Degree should be awarded.

- (h) The Thesis or the Research Project shall be graded as Pass or Fail.
- (i) The Director, Directorate of Postgraduate Studies, shall notify the Dean of the relevant Faculty to set a date for the defence 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 or the Research Project and subject the candidate to an oral examination to enable it arrive at a satisfactory recommendation on the merit of the Thesis or the Research Project.
- (j) The Board of Examiners shall arrive at a decision as to whether the candidate passes, fails, or re-writes, re-submits and re-defends the Thesis or the Research Project, by consensus or, in the absence of consensus, by a majority vote of the Board of Examiners.
- (k) In the event that the Board of Examiners requires the candidate to re-write, re-submit and re-defend the Thesis or the Research Project, this shall be done once only.
- (l) If the Board of Examiners judges the candidate to have failed in both the quality of the Thesis or the Research Project and the defence, the decision of the Board of Examiners shall be final.
- (m) The decision of the Board of Examiners shall be communicated verbally to the candidate immediately following the defence and in writing by the Director, Directorate of Postgraduate Studies, within two weeks of the defence.
- (n) Where corrections to the Thesis or the Research Project are required, a signed Certificate of Corrections shall be issued by the supervisor(s) before the Thesis or the Research Project is submitted to the Director, Directorate of Postgraduate Studies.
- (o) The Director, Directorate of Postgraduate Studies, shall submit the result of the examination of the Thesis or the Research Project to the Dean of Faculty who shall present the same to the Faculty Board of Examiners to ratify and recommend to the Senate.

(13) Examination and Research Irregularities, Disciplinary Procedures and Penalties

- (a) The following academic and research malpractices, if committed by a student, shall lead to his/her expulsion from the University:
  - (i) Engaging in research misconduct including plagiarism, fabrication and falsification of data;

- (ii) Any deviation from the research procedures as prescribed in the approved research proposal without consent of the designated supervisor(s) and the Board of Postgraduate Studies;
  - (iii) Taking an examination script out of the examination room instead of handing it over to the Examiner at the end of examination time;
  - (iv) Impersonation in the examination room.
- (b) The following academic and research malpractices, if committed by a student, shall lead to his/her suspension from the University for two (2) academic years:
- (i) Copying or reading from another student's script or from any other unauthorised source;
  - (ii) Bringing into the examination room any unauthorised materials relevant to the examination, for example, books, notes, electronic devices with pre-set formulae, Kindle, mobile phones, and pre-written answers;
  - (iii) Abetting, aiding or covering up an examination malpractice;
  - (iv) Seeking or obtaining a deferment of examination on false pretence.
- (c) Disciplinary procedures and penalties
- (i) Any examination malpractice shall be reported within twenty-four (24) hours in the case of written examinations and as soon as it is detected in the case of research study to the Chairperson of Department, who shall subsequently make a report to the Dean of Faculty/Director of School/Institute. The report shall include statements by the student involved, Invigilators, and Examiners in the case of written examination and a statement by the Supervisor and Examiners in the case of research.
  - (ii) On receiving the report of examination malpractice, the Dean/Director shall convene, not later than two (2) weeks after the examinations period or after the malpractice was reported, a Faculty/School/Institute Students Disciplinary Committee to deliberate on the case.
  - (iii) The membership of the Disciplinary Committee shall be as follows: The Dean of Faculty/Director of School/Institute where the course was offered/the research was carried out – Chairperson; the Chairperson of Department where the course was taught/the research was carried out; two (2) representatives of the rank of Senior Lecturer and above of the

Faculty/School/Institute where the course was offered/the research was carried out; one (1) representative from the Board of Postgraduate Studies.

- (iv) The recommendations of the Disciplinary Committee shall be reported to the Faculty/School/Institute Board of Examiners and the Senate as soon as possible, but before the Senate deliberates on the relevant examination results.

(14) Suspension from the University: A student shall be suspended from the University if s/he:

- (a) Has committed an examination malpractice in accordance with Section (13)(b) of this Statute;
- (b) Is suspected of having committed an offence, pending investigations and determination of the case by the Students Disciplinary Committee;
- (c) Has engaged in alcohol and drug abuse, has caused disturbance of the peace, has vandalised University property, and related offences.

(15) Expulsion from the University

- (a) A student shall be expelled from the University if s/he:
  - (i) Has committed an examination malpractice in accordance with Section (13)(a) of this Statute;
  - (ii) Has demonstrated gross misconduct, such as theft, fraud, physical violence, drug trafficking, and bribery;
  - (iii) Has been discovered to have been admitted irregularly.
- (b) A student expelled from the University for Irregular Admission shall not be entitled to any previous academic records.

(16) Appeal: A student who has been discontinued or suspended or expelled from the University may appeal in accordance with Statute 37(19).

#### **Statute 41: Rules and Regulations for the Doctor of Philosophy Programme**

(1) Application Procedures

- (a) Enquiries for all Doctor of Philosophy (PhD) programmes shall be made to the Director, Directorate of Postgraduate Studies, Egerton University, P. O. Box 536-20115, EGERTON, Kenya, or via email: [bpgs@egerton.ac.ke](mailto:bpgs@egerton.ac.ke).

- (b) Application forms may be obtained from the Director, Directorate of Postgraduate Studies, or downloaded from the University's website at: <https://www.egerton.ac.ke/postgraduate-forms-phd>. Application forms may also be filled online at: <https://application.egerton.ac.ke>
- (c) Duly completed application forms shall be returned or submitted to the Director, Directorate of Postgraduate Studies, upon payment of a prescribed non-refundable fee.
- (2) The Doctor of Philosophy programme shall be by course work, examination, research, and thesis.
- (3) Admission Requirements and Procedures:
- Candidates wishing to pursue a Doctor of Philosophy programme must meet the following requirements:
- (a) Be a holder of a Master's Degree or an equivalent academic qualification in a relevant field from a recognised institution;
  - (b) Fulfil specific requirements as may be stipulated by the respective Department, Faculty/School/Institute with regard to the field of study;
  - (c) Submit a Concept Note together with the Application Form for admission;
  - (d) Applications for registration shall first be processed through the relevant Department in which registration is sought; the Department shall then forward such applications with appropriate comments to the Faculty/School/Institute or Campus Board concerned for approval and onward transmission to the Directorate of Postgraduate Studies;
  - (e) Before recommending a candidate for admission, the Department and the Faculty/School/Institute or Campus Board concerned shall ensure that:
    - (i) The proposed field of study is academically sound;
    - (ii) There exist adequate facilities and resources to support the proposed research.
- (4) Duration of Study and Course Loading
- (a) The Doctor of Philosophy programme shall take a minimum of thirty-six (36) months and a maximum of forty-eight (48) months for full-time students, and seventy-two (72) months for those studying on part-time basis except by special permission of the Senate.

- (b) Research shall form an integral part of the Doctor of Philosophy programme and shall constitute not less than two thirds ( $\frac{2}{3}$ ) of the entire programme duration.
- (c) Continuance of registration as a student shall depend on evidence of satisfactory progress as approved by the Senate.
- (d) On expiry of the study period an extension of the duration of study may be granted by the Senate subject to satisfactory reasons being presented by the student.
- (e) On the recommendation of the Faculty/School/Institute or Campus Board concerned, the Senate may permit a student to change registration status from full-time to part-time or *vice versa*.
- (f) A student must successfully complete eighteen (18) CFs of coursework and thirty six (36) CFs of Thesis, giving a total of fifty four (54) CFs, in addition to other existing requirements, to qualify for the award of the Degree.

(5) Conduct of Study and Supervision

- (a) A student shall attend and participate in seminars at the relevant Department and Faculty/School/Institute or Campus.
- (b) A student shall pursue the programme of study under the guidance of at least two (2) supervisors approved in that capacity by the Senate on the recommendation of the Department and the Faculty/School/Institute or Campus Board through the Board of Postgraduate Studies, provided that one (1) of the supervisors shall be a member of academic staff of Egerton University in the relevant field of the research study in the Department offering the programme.
- (c) The student shall submit progress reports authenticated by the supervisor(s) to the Board of Postgraduate Studies through the Chairperson of Department and the Dean of Faculty/Director of School/Institute in a prescribed form once every three (3) months.
- (d) Where the progress of the student is unsatisfactory, the student shall be warned in writing by the Director, Directorate of Postgraduate Studies, through the Dean of Faculty and the Chairperson of Department concerned.
- (e) If a student does not show improvement within six (6) months after a warning of unsatisfactory progress, the Director, Directorate of Postgraduate Studies, shall recommend to the Senate the student's deregistration.

- (f) Where in the judgment of the Board of Postgraduate Studies, a student is not being properly supervised, the Board shall, in consultation with the respective Chairperson of the Department, change the Supervisor(s).

(6) General Examinations Procedures and Ranking

- (a) Examinations for the Doctor of Philosophy Degree shall be conducted under the authority of the Senate.
- (b) Coursework Examinations shall consist of Continuous Assessment Tests, which shall constitute forty per cent (40%) of the total marks for each course, and the final examinations, which 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 maybe examined entirely by continuous assessment.
- (d) Marks obtained in examinations shall be converted into letter grades as follows:

<b>Total Marks (%) Bracket</b>	<b>Grade</b>	<b>Attribute</b>
100-70	A	Excellent
69-60	B	Good
59-50	C	Average
49-0	F	Fail

- (e) The pass mark shall be 50%, grade “C”.
- (f) A student shall be required to attain a minimum average of fifty percent (50%) in the courses taken in order to continue with the programme.
- (g) A student who fails a course shall be required to take a resit examination once only.
- (h) No student shall be permitted to proceed with research work without having satisfied all examination requirements.
- (i) Examination results shall be processed by the Faculty Board of Examiners and submitted to the Board of Postgraduate Studies for ratification before being presented to the Senate by the Dean of the Faculty.

(7) Special Examinations

- (a) Special examinations shall be offered to a student who, due to circumstances acceptable to the Senate, was unable to sit for regular final examinations.

- (b) Special examinations shall be taken and processed only once in an academic year on dates prescribed by the Senate before the commencement of the next academic year.
- (c) A student taking special examination(s) shall be required to pay a special examination registration fee at a rate to be determined by the Council from time to time.
- (d) Special examinations shall be graded on the same basis as regular examinations.
- (e) A student who fails a special examination shall resit the failed examination(s).

(8) Resit Examinations

- (a) A student who fails in twenty-five per cent or less ( $\leq 25\%$ ) of the total CFs in the programme but has Cumulative Weighted Average (CWA) of 50% or more ( $\geq 50\%$ ) shall be required to resit the failed examination(s).
- (b) Resit examinations shall be taken and processed only once in an academic year on dates prescribed by the Senate before the commencement of the next academic year.
- (c) The maximum marks awarded in a resit examination shall be fifty percent (50%) only, which shall earn the letter grade “C”.
- (d) A student taking resit examination(s) shall be required to pay a resit examination registration fee and a fee for the CFs taken at a rate to be determined by the Council from time to time.

(9) Remarkings of Examinations: A student shall be allowed to appeal for remarkings of an examination in accordance with Statute 37(13).

(10) Discontinuation: A student shall be discontinued in accordance with Statute 40(11).

(11) Submission and Examination of Thesis

- (a) To complete the Doctor of Philosophy programme, a student shall:
  - (i) Submit a Thesis embodying the results of original research of a number of words as guided by the Commission for University Education Standards and Guidelines (2014), except for special cases approved by the University Senate. The Thesis shall be written according to the format and specifications stipulated by Departments and Faculty/School, Institute or Campus and approved by the Board of Postgraduate Studies;
  - (ii) Publish at least two (2) papers from his/ her thesis in refereed journals.

- (b) The Thesis shall be submitted as per the rules prescribed by the Directorate of Postgraduate Studies.
- (c) A student shall, with the consent of the supervisors, give notice of intention to submit the Thesis at least three (3) months before the date of submission. The notice shall be accompanied by an Abstract of the Thesis.
- (d) Upon receiving the notice to submit a Thesis, the Chairperson of the Department shall identify one (1) External Examiner and one (1) Independent Internal Examiner, who did not supervise the student but is an expert in a related area of academic study, and submit the names of the proposed Examiners to the Board of Postgraduate Studies through the Dean of Faculty/Director of School/Institute or Campus.
- (e) On recommendation of the Board of Postgraduate Studies, the Senate shall appoint the Internal and External Examiners.
- (f) The Senate, on the recommendation of the Board of Postgraduate Studies, shall appoint in respect of each student a Board of Examiners consisting of:
  - (i) The Dean of Faculty/Director of School/Institute – Chairperson;
  - (ii) The Chairperson of the Department;
  - (iii) One (1) External Examiner;
  - (iv) The Internal Examiner(s)/Supervisor(s);
  - (v) One (1) Independent Internal Examiner;
  - (vi) One (1) Senate representative;
  - (vii) The Faculty representative to the Board of Postgraduate Studies;
  - (viii) The Director, Directorate of Postgraduate Studies – Secretary.
- (g) The External and Internal Examiners shall be required to submit within two months, an independent written assessment of the Thesis to the Director, Directorate of Postgraduate Studies, indicating:
  - (i) Whether or not the Thesis is adequate in form and content;
  - (ii) Whether or not the Thesis reflects an adequate understanding of the subject, and, in consequence;
  - (iii) Whether or not the Degree should be awarded.
- (h) The Thesis shall be graded as Pass or Fail.
- (i) The Director, Directorate of Postgraduate Studies, shall notify the Dean of the relevant Faculty to set a date for the defence 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 and subject the candidate to an oral examination to enable it arrive at a satisfactory recommendation on the merit of the Thesis.

- (j) The Board of Examiners shall arrive at a decision as to whether the candidate passes, fails, or re-writes, re-submits and re-defends the Thesis, by consensus or, in the absence of consensus, by a majority vote of the Board of Examiners.
- (k) In the event that the Board of Examiners require the candidate to re-write, re-submit and re-defend the Thesis, this shall be done once only.
- (l) If the Board of Examiners judges the candidate to have failed in both the quality of the Thesis and the defence, the decision of the Board of Examiners shall be final.
- (m) The decision of the Board of Examiners shall be communicated verbally to the candidate immediately following the defence and in writing by the Director, Directorate of Postgraduate Studies, within two weeks of the defence.
- (n) Where corrections to the Thesis are required, a signed Certificate of Corrections shall be issued by the supervisor(s) before the Thesis is submitted to the Director, Directorate of Postgraduate Studies.
- (o) The Director, Directorate of Postgraduate Studies, shall submit the result of the examination of the Thesis to the Dean of Faculty who shall present the same to the Faculty Board of Examiners to ratify and recommend to the Senate.
- (p) A Thesis accepted by the University and subsequently published in part or whole and in whatever form shall acknowledge that the Thesis formed part of the requirements for the degree of Doctor of Philosophy of Egerton University.

(12) Examination and Research Irregularities, Disciplinary Procedures and Penalties

- (a) The following academic and research malpractices, if committed by a student, shall lead to his/her expulsion from the University:
  - (i) Engaging in research misconduct including plagiarism, fabrication and falsification of data;
  - (ii) Any deviation from the research procedures as prescribed in the approved research proposal without consent of the designated supervisor(s) and the Board of Postgraduate Studies;
  - (iii) Taking an examination script out of the examination room instead of handing it over to the Examiner at the end of examination time;
  - (iv) Impersonation in the examination room.

- (b) The following academic and research malpractices, if committed by a student, shall lead to his/her suspension from the University for two (2) academic years:
- (i) Copying or reading from another student's script or from any other unauthorised source;
  - (ii) Bringing into the examination room any unauthorised materials relevant to the examination, for example, books, notes, electronic devices with pre-set formulae, Kindle, mobile phones, and pre-written answers;
  - (iii) Abetting, aiding or covering up an examination malpractice;
  - (iv) Seeking or obtaining a deferment of examination on false pretence.
- (c) Disciplinary procedures and penalties
- (i) Any examination malpractice shall be reported within twenty-four (24) hours in the case of written examinations and as soon as it is detected in the case of research study to the Chairperson of Department, who shall subsequently make a report to the Dean of Faculty/Director of School/Institute. The report shall include statements by the student involved, Invigilators, and Examiners in the case of written examination and a statement by the Supervisors and Examiners in the case of research.
  - (ii) On receiving the report of examination malpractice, the Dean/Director shall convene, not later than two (2) weeks after the examinations period or after the malpractice was reported, a Faculty/School/Institute Students Disciplinary Committee to deliberate on the case.
  - (iii) The membership of the Disciplinary Committee shall be as follows: The Dean of Faculty/Director of School/Institute where the course was offered/the research was carried out – Chairperson; the Chairperson of Department where the course was taught/the research was carried out; two (2) representatives of the rank of Senior Lecturer and above of the Faculty/School/Institute where the course was offered/the research was carried out; one (1) representative from the Board of Postgraduate Studies.
  - (iv) The recommendations of the Disciplinary Committee shall be reported to the Faculty/School/Institute Board of Examiners and the Senate as soon as possible, but before the Senate deliberates on the relevant examination results.

- (13) Suspension from the University: A student shall be suspended from the University if s/he:
- (a) Has committed an examination malpractice in accordance with Statute 41(12)(b);
  - (b) Is suspected of having committed an offence, pending investigations and determination of the case by the Students Disciplinary Committee;
  - (c) Has engaged in alcohol and drug abuse, has caused disturbance of the peace, has vandalised University property, and related offences.
- (14) Expulsion from the University
- (a) A student shall be expelled from the University if s/he:
    - (i) Has committed an examination malpractice in accordance with Statute 41(12)(a).
    - (ii) Has demonstrated gross misconduct, such as theft, fraud, physical violence, drug trafficking, and bribery.
    - (iii) Has been discovered to have been admitted irregularly.
  - (b) A student expelled from the University for Irregular Admission shall not be entitled to any previous academic records.
- (15) Appeal: A student who has been discontinued or suspended or expelled from the University may appeal in accordance with Statute 37(19).

#### **Statute 42: Conferment of Degrees and Award of Diplomas and Certificates**

- (1) Diploma: A student shall be awarded the Diploma of Egerton University if s/he has undertaken a programme of study approved by the Senate and satisfied all the requirements as a Diploma student in accordance with Statute 37.
- (2) Bachelor's Degree:
- (a) A student shall be conferred the Bachelor's Degree of Egerton University if s/he has undertaken a programme of study approved by the Senate and satisfied all the requirements as an undergraduate student in accordance with Statute 37.
  - (b) The Senate may accept, as part of the attendance of a student of the University, a period of attendance by the student of another university or recognised institution. This shall permit the student exemption from some examinations of the University. Provided that no student shall be conferred the Bachelor's 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 combined period of attendance as a student of the University and of another recognised institution constitutes 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 the conferment of the Degree;
  - (v) The student shall have paid fees and where applicable, penalties, as determined by the Council from time to time.
- (3) Postgraduate Certificate: A student shall be awarded the Postgraduate Certificate of Egerton University if s/he has undertaken a programme of study approved by the Senate and satisfied all the requirements as a Postgraduate Certificate student in accordance with Statute 38.
- (4) Postgraduate Diploma: A student shall be awarded the Postgraduate Diploma of Egerton University if s/he has undertaken a programme of study approved by the Senate and satisfied all the requirements as a Postgraduate Diploma student in accordance with Statute 39.
- (5) Master's Degree: A student shall be conferred the Master's Degree of Egerton University if s/he has undertaken a programme of study approved by the Senate and satisfied all the requirements as a Master's student in accordance with Statute 40.
- (6) Doctor of Philosophy: A student shall be conferred the Doctor of Philosophy Degree of Egerton University if s/he has undertaken a programme of study approved by the Senate and satisfied all the requirements as a Doctor of Philosophy student in accordance with Statute 41.
- (7) The University shall allow a grace period of six (6) months from the date of Graduation of the student for correction of names, correction of diploma and degree classifications, correction of transcripts and any other adjustments to the certificate as is approved by the Senate, beyond which period there shall be a penalty for such corrections as determined by the Council from time to time.
- (8) A student who dies before s/he was due for graduation shall be awarded the respective degree posthumously.

### **Statute 43: Honorary Degree**

- (1) An honorary degree (*honoris causa*) shall be the highest recognition conferred to an individual for outstanding achievements in the society and distinguished contribution to scholarship, creativity, leadership, humanitarian or public service nationally or internationally.
- (2) Proposals to grant an Honorary Degree may originate from the Faculty or Senate and shall be communicated in writing to the Vice-Chancellor.
- (3) The University shall consider conferment of *honorary* degrees from the following categories, *inter alia*:
  - (i) *Honoris Causa* of Doctor of Sciences;
  - (ii) *Honoris Causa* of Laws;
  - (iii) *Honoris Causa* of Humane Letters;
  - (iv) *Honoris Causa* of Fine Arts.
- (4) Every proposal shall be accompanied by a statement setting forth the degree recommended and the detailed grounds on which the recommendation is based.
- (5) The Vice-Chancellor shall table the proposed nominee(s) in Senate for discussions and recommendation.
- (6) The candidate(s) for Honorary Degree as recommended by the Senate shall be forwarded to the Academic and Research Committee of the Council for approval.
- (7) The University shall prepare a citation of the cause to award the honorary degree and shall make an announcement of the intention to award the degree in at least two daily papers with a wide circulation in Kenya.

### **Statute 44: Withholding and Rescinding of a Diploma or a Degree**

- (1) A Certificate for a Diploma, a Bachelor's Degree, a Postgraduate Certificate, a Postgraduate Diploma, a Master's Degree and a PhD Degree shall be withheld from the prospective holder until s/he has paid any outstanding fees.
- (2) The University shall rescind any Diploma, Postgraduate Certificate and Postgraduate Diploma awarded, and any Bachelor's, Master's and PhD Degree conferred to a person 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.

- (3) An Honorary Degree may be rescinded if an act is discovered to have been committed by the holder of the degree prior to the awarding of the Honorary Degree which is in violation of the essence and spirit of an Honorary Degree, or if such an act is committed subsequent to the awarding of the Honorary Degree.
- (4) Notification of a rescinded Diploma, a Bachelor's Degree, a Postgraduate Certificate, a Postgraduate Diploma, a Master's Degree, a PhD Degree, or an Honorary Degree shall be made public and shall be communicated to all relevant parties.

#### **Statute 45: The Congregation of the University**

- (1) For the purpose of conferring degrees and awarding diplomas and certificates 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. In the absence of the Chancellor, the Chairperson of Council shall preside over the Congregation as provided for in section 38(5) of the Act.
- (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 constitute a Congregation as need arises and shall declare such Congregation dissolved at the end of the function.

#### **Statute 46: Intellectual Property Rights**

- (1) Students and staff who undertake research shall have intellectual property rights.
- (2) The term Intellectual Property shall refer to inventions, copyrightable works, tangible research products, innovation and entrepreneurship ideas which have been applied in the industry, and patents.
- (3) For internally funded research, the Principal Investigator, the Collaborators, and the University shall be co-owners of the patent in case of an invention.
- (4) For externally funded research the Principal Investigator, the Collaborators, the University, and the donor, if the donor so wishes, shall be co-owners of the patent.
- (5) All inventions shall be processed by the Kenya Industrial Property Institute.
- (6) Details of objectives and practices of Intellectual Property Rights are provided in the University *Intellectual Property Rights Policy*.

## **PART IV: MEMBERSHIP OF THE UNIVERSITY AND TERMS AND CONDITIONS OF SERVICE FOR STAFF**

### **Statute 47: The Members of the University**

(1) The University shall consist of the following members:

- (a) The Chancellor;
- (b) The Chairperson of Council;
- (c) The Vice-Chancellor;
- (d) The Deputy Vice-Chancellors;
- (e) The Members of Council;
- (f) The Principals of Constituent Colleges;
- (g) The Principals of Campus Colleges and Colleges within the University;
- (h) The Registrars;
- (i) The Chief Finance Officer;
- (j) The Academic Staff: The Academic Staff comprises a Professor, Associate Professor, Senior Lecturer, Lecturer, Tutorial Fellow, or a person who holds any other teaching or research position which the Council, on the recommendation of the Senate, has recognised as a position having academic status.
- (k) The Administrative, Technical and Support Staff: The Administrative Staff comprises such cadre of employees in Grade 5 to 14 who perform administrative duties in all divisions of the University, and Librarians. The Technical Staff comprises Technical Assistants and corresponding positions in Grade 3 and 4, Technologists and corresponding positions in Grade 5 to 11, Chief Technologists, and Principal Technologists. The Support Staff comprises staff in Grade 1 to 4.
- (l) The Students;
- (m) The Alumni;
- (n) Such other members of staff or any other body formally admitted into association with the University or with any of its Constituent Colleges, as the Council may from time to time determine.

(2) All members of the Academic and of the Administrative, Technical and Support staff of the University shall, subject to the provisions of the Charter, be appointed by the Council and shall be so appointed either:

- (a) On Terms and Conditions of Service prescribed under the First Schedule to 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.

**Statute 48: The Staff Union and the Staff Association**

- (1) The University shall recognise the Unions representing the Academic, and the Administrative, Technical and Support staff respectively, and the Staff Associations.
- (2) Staff Unions shall represent staff on matters related to Staff Terms and Conditions of Service, and may offer advice on the governance of the University.
- (3) Staff Associations shall promote the welfare of their members.
- (4) Staff Unions and Staff Associations shall regulate their own procedures as per relevant government laws and regulations.

**Statute 49: Terms and Conditions of Service for Staff and Scheme of Service for Staff**

- (1) The Council shall determine the Terms and Conditions of Service for all staff, which Terms and Conditions of Service are referred to in the First Schedule to the Statutes.
- (2) The Council shall appoint such staff as it may deem necessary for the efficient functioning of the University under a Scheme of Service for Staff, which is referred to in the Second Schedule to the Statutes.
- (3) Subject to this Statute, the Council may make other appointments as it may deem fit.
- (4) The Council may review the Terms and Conditions of Service for Staff and the Scheme of Service for any staff category.

**Statute 50: The Students**

- (1) To be a student of Egerton University one must be registered as provided for in Statutes 37, 38, 39, 40, and 41.
- (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 students of the University shall form an association called the Egerton University Students Association (EUSA) whose governance structure and operations are described in the EUSA Constitution as approved by the Council.

#### **Statute 51: The Alumni Association**

- (1) The Alumni Association shall consist of persons who have fulfilled the following eligibility conditions:
  - (a) All graduates of Egerton University or persons who graduated from Egerton Agricultural College;
  - (b) Members of Staff of the University;
  - (c) Persons 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.
- (3) The Alumni Association shall be formally linked to the University through the Vice-Chancellor who shall provide the secretariat.
- (4) The Alumni Association shall determine its governance structures and regulate its procedures.

### **PART V: SUPPORT FUNCTIONS**

#### **Statute 52: Coordination of Support Functions**

- (1) There shall be Directorates, Departments, and Offices to carry out the support functions in the University as the Council may determine from time to time.
- (2) The Directorates, Departments, and Offices which perform support functions shall be coordinated by the Division of Administration, Finance and Planning, provided that some of them shall operate under the Office of the Vice-Chancellor.

#### **Statute 53: The Directorate of Marketing and Resource Mobilisation (DMRM)**

- (1) There shall be a Directorate of Marketing and Resource Mobilisation whose mandate shall be to undertake marketing and communication; enhance alumni relations; and to mobilise resources for the University.

- (2) The Directorate shall perform the following functions:
  - (a) Enhancing internal and external communication in the University;
  - (b) Marketing the University;
  - (c) Overseeing and coordinating the development of the University website for visibility, communication, marketing, and resource mobilisation;
  - (d) Organising the participation of the University in fairs and exhibitions;
  - (e) Managing access to information enquiries, requests, feedback and complaints;
  - (f) Updating the Alumni database;
  - (g) Engaging with Alumni for University development;
  - (h) Working closely with the Egerton University Alumni Association;
  - (i) Championing the Alumni Module (in ARMS) information system;
  - (j) Fostering linkages with Alumni and the Industry for partnerships and collaborations;
  - (k) Lobbying for increased funding from the Government;
  - (l) Promoting student enrolment;
  - (m) Developing capacity for raising revenue through research projects, consultancies, and the Alumni Association;
  - (n) Maximising returns from investments and land resources;
  - (o) Promoting and monitoring the growth of the University Endowment Fund;
  - (p) Soliciting funds from individuals, corporate bodies, and foundations;
  - (q) Expanding funding from strategic development partners;
- (3) The Directorate shall perform such other functions as may be lawfully delegated to it.
- (4) The Directorate shall be headed by a Director.
- (5) The Director of the Directorate shall report to the Vice-Chancellor.
- (6) The Directorate shall have a Board which shall oversee its performance.
- (7) The membership of the Board shall be:
  - (a) The Director of the Directorate – Chairperson;
  - (b) The Director, Directorate of Linkages and Collaborations;
  - (c) The Director, Directorate of Undergraduate Studies and Career Services;
  - (d) The Registrar (Academic Affairs);
  - (e) One (1) Alumni Association representative;
  - (f) The Dean, Faculty of Commerce;
  - (g) The Registrar (Human Capital and Administration);
  - (h) Secretary – Shall be provided by the Office of the Director;

- (i) Co-opted members, provided that such members shall not have the right to vote and shall not constitute more than one-third of the membership of the Board.
- (8) The Board shall adopt the following procedures:
- (a) The Board shall hold meetings once in a quarter of a year at such time and place as the Chairperson of the Board may appoint.
  - (b) In the absence of the Director, the members present shall elect a Chairperson from among their number.
  - (c) At any meeting of the Board, a quorum shall be the nearest whole number above half the membership.
  - (d) Decisions of the Board shall be by consensus or by a simple majority vote of those present and voting, provided that the Chairperson of the Board shall have a casting vote in the event of a tie.
  - (e) The Board 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.
  - (f) Subject to the provisions of this Statute, the Board shall have powers to modify its procedures in such a manner as it may deem fit.

**Statute 54: The Directorate of Integrity Assurance (DIA)**

- (1) There shall be a Directorate of Integrity Assurance whose mandate shall be to guard against corruption, and promote ethics and integrity in the University.
- (2) The Directorate shall perform the following functions:
  - (a) Developing ethics and integrity standards for the University;
  - (b) Planning University ethics and integrity promotion programmes and initiatives;
  - (c) Promoting ethics and integrity in the University;
  - (d) Receiving and evaluating complaints on integrity and ethics in the University;
  - (e) Taking action on public complaints on injustices, maladministration, unethical conduct, breach of integrity, discourtesy, misbehaviour, inefficiency or ineptitude of staff;
  - (f) Preparing and submitting University corruption prevention and integrity promotion reports to the Ethics and Anti-Corruption Commission (EACC);
  - (g) Coordinating the activities of the Corruption Prevention Committee of the University;

- (g) Undertaking preventive measures against unethical and corrupt practices;
  - (h) Organising training on integrity and ethics for students and staff in the University.
- (3) The Directorate shall perform such other functions as may be lawfully delegated to it.
  - (4) The Directorate shall be headed by a Director.
  - (5) The Director of the Directorate shall report to the Vice-Chancellor.
  - (6) The Directorate shall have a Board which shall oversee its performance.
  - (7) The membership of the Board shall be:
    - (a) The Director of the Directorate – Chairperson;
    - (b) One (1) Integrity Assurance Officer (IAO) representing gender, disability and other special interests;
    - (c) One (1) IAO representing the Academic staff;
    - (d) One (1) IAO representing the Administrative, Technical and Support staff;
    - (e) One (1) IAO who is the Secretary to the University Corruption Prevention Committee;
    - (f) The Legal Officer;
    - (g) Secretary – Shall be provided by the Office of the Director;
    - (h) Co-opted members, provided that such members shall not have the right to vote and shall not constitute more than one-third of the membership of the Board.
  - (8) The Board shall adopt the following procedures:
    - (a) The Board shall hold meetings once in a quarter of a year at such time and place as the Chairperson of the Board may appoint.
    - (b) In the absence of the Director, the members present shall elect a Chairperson from among their number.
    - (c) At any meeting of the Board, a quorum shall be the nearest whole number above half the membership.
    - (d) Decisions of the Board shall be by consensus or by a simple majority vote of those present and voting, provided that the Chairperson of the Board shall have a casting vote in the event of a tie.
    - (e) The Board 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.
    - (f) Subject to the provisions of this Statute, the Board shall have powers to modify its procedures in such a manner as it may deem fit.

### **Statute 55: The Directorate of Income Generating Units (DIGU)**

- (1) There shall be a Directorate of Income Generating Units whose mandate shall be to devise and implement a novel strategy to expand the University's financial base and ensure the University's financial sustainability.
- (2) The Directorate shall perform the following functions:
  - (a) Receiving, evaluating, and recommending proposals for the establishment of Income Generating Units (IGUs) in the University;
  - (b) Coordinating all IGUs in the University;
  - (c) Recommending budgetary support to IGUs;
  - (d) Operationalising the business plans for IGUs;
  - (e) Coordinating capacity building programmes to enhance IGUs;
  - (f) Receiving and making recommendations from Departments regarding the optimum utilisation of production units based in Departments for training, research and production activities;
  - (g) Evaluating the quarterly reports from all IGUs and production units and, based upon this evaluation, making recommendations regarding the operations of units;
- (3) The Directorate shall perform such other functions as may be lawfully delegated to it.
- (4) The Directorate shall be headed by a Director in accordance with Statute 22(17).
- (5) The Director of the Directorate shall report to the Deputy Vice-Chancellor (Administration, Finance and Planning).

### **Statute 56: Auxiliary Functions**

**There shall be auxiliary services of the University coordinated and structured in accordance with Statute 52.**

- (1) *Internal Audit Department*: Administratively under the Office of the Vice-Chancellor and functionally reporting to the Audit, Governance and the Risk Management Committee of the Council, shall prepare annual risk based audit work plan and monitor its implementation; monitor the utilisation of financial resources; evaluate risk management processes to ensure that risk identification, assessment, response, mitigation and monitoring are efficient and effective; and conduct audits and investigations of University operations.

- (2) *Public Relations Office (PRO)*: Under the Office of the Vice-Chancellor shall promote the image and marketing of the University; and shall ensure communication with internal and external stakeholders as well as the general public.
- (3) *Procurement Department*: Under the Office of the Vice-Chancellor shall coordinate the purchase of goods and services for the University and the disposal of assets in accordance to the Public Procurement and Asset Disposal Act 2015, and Regulations 2020.
- (4) *Finance Department*: Shall develop, maintain and promote financial management processes; establish controls that facilitate and enhance the efficient and effective resource management as well as minimise financial risks in the University.
- (5) *Human Capital and Administration Department*: Shall implement the Terms and Conditions of Service for staff; be responsible for staff recruitment, training and development, review of staff, staff performance and appraisal, and industrial relations.
- (6) *Medical Department*: Shall provide, in conjunction with the Faculty of Health Sciences, preventive and curative health care for the staff and students of the University. The Public Health Unit within the Department shall provide, in conjunction with the Faculties of Health Sciences, and Veterinary Medicine and Surgery, preventive, quarantine, and intervention services on all public health matters affecting staff and students of the University.
- (7) *Information and Communication Technology (ICT) Department*: Shall develop and maintain e-based services for management and learning.
- (8) *Records Management and Archives Centre*: Shall collect and be responsible for University records of enduring historical or permanent value.
- (9) *Legal Services Department*: Shall provide legal advice to the University; shall coordinate the structuring and review of University legal documents and shall ensure adherence to fair administrative justice in all matters affecting staff and students.
- (10) *Security Department*: Shall ensure the safety and security of the staff, students, and property of the University.
- (11) *Estates Department*: Shall undertake minor works, repair and maintain the University physical premises, grounds and staff houses.
- (12) *Water and Sanitation Department*: Shall coordinate the development and maintenance of adequate water supply to staff and students and ensure a functional waste disposal system.

- (13) *Transport Department*: Shall coordinate and maintain an efficient vehicle fleet for staff and students.
- (14) *Catering Department*: Shall provide catering services to students, staff and the general public.
- (15) *Students Halls of Residence*: Shall provide accommodation to the University students.

## **PART VI: FINANCIAL PROVISIONS AND MISCELLANEOUS PROVISIONS**

### **Statute 57: Financial Regulations and Management**

- (1) The Financial Rules and Regulations shall be made in accordance with the provisions of the Act, and the Public Financial Management Act of 2012.
- (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 Government of Kenya.
- (3) The fiscal year of the University shall be the period of twelve months commencing on the 1<sup>st</sup> of July of each year and ending on the 30<sup>th</sup> of June of the following year.
- (4) 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.
- (5) The University shall acquire funds from a variety of sources, including:
- (a) Sums provided by Parliament in tandem with the Universities Funding Board;
  - (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.
- (6) 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.
- (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 shall include government or corporate Treasury Bills or Bonds.
- (9) The Council may deposit monies in a bank or banks accredited by the Central Bank of Kenya.
- (10) Some of the monies received by the University shall be earmarked for and paid into the University 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 for finance, respectively.
- (12) An expenditure under any head of estimates shall not be exceeded without prior approval by the Council.
- (13) All revenue and expenditure transactions shall be kept in proper record of accounts.
- (14) Within a period of three months from the end of each financial year the Council shall cause to be submitted to the office of the Auditor General the University's annual report and financial statements for the year.

**Statute 58: Audit and Risk Management**

- (1) The Internal Audit Department shall maintain continuous examination and review of internal controls and recommend improvements thereon.
- (2) The Internal Audit Department shall audit accounts, financial records and transactions, stores and inventories.
- (3) The Internal Audit Department shall continuously assess the effectiveness of internal controls as well as evaluate and report the efficiency of the implementation of management policies.
- (4) The Head of the Internal Audit Department shall be answerable administratively to the Vice-Chancellor and functionally to the Audit, Governance and Risk Management Committee of the Council.
- (5) The Internal Audit Department shall have unlimited access to all the information, records and documents from all University departments/units that they may require for their audit functions.

- (6) The Head of the Internal Audit Department shall have authority to inspect any sections, departments, faculties, Income Generating Units maintained in the University and shall have access to such reports and documents as she/he requires.
- (7) The Head of the Internal Audit Department may require the production of cash, stores and other property for inspection, and shall be entitled to receive such explanations and information considered necessary to enable production of appropriate reports.

**Statute 59: Protection of Name**

- (1) No person may, except with the written consent of the Council, use the word “University” together with the word “Egerton” in any order or use the University logo, the University seal, and the University brand elements in furtherance of, or as, or in connection with any advertisement for any trade, business, calling or profession.
- (2) Notwithstanding (1) in this Statute, 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 Degree, Diploma, Certificate, or other awards by the University.

**Statute 60: Commencement Date, Amendments, Transition and Interpretation of Statutes**

- (1) The Statutes and the associated rules and regulations commence on the date they are published in the Kenya Gazette, except where it is otherwise provided in any rule or regulation such other date that shall be deemed to be the commencing date for that particular rule or regulation.
- (2) Rules and regulations, and Schedules shall come into force in accordance with the provisions of the Act and the Charter.
- (3) The Council may amend, add to or alter the rules and 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 rules and 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 rule or regulation so proposed without further reference to the Senate.
- (4) The amendments to the Statutes shall be published as an addendum to the Statutes.
- (5) The rules and regulations in force on the day prior to the commencement of the Statutes shall, unless superseded by the Statutes or the rules and regulations referred to in

Section (2) of this Statute, continue in force as though they were incorporated in the rules and regulations set out above.

(6) Where there is a conflict in the interpretation of the Statutes, the interpretation given thereof by the Council shall prevail.

## **PART VII: SCHEDULES**

### **First Schedule: Terms and Conditions of Service for Staff**

(Available as Annex 1)

### **Second Schedule: Scheme of Service for Staff**

(Available as Annex 2)

### **Third Schedule: Staff Appointment Committees**

(Available as part of Annex 1)

### **Fourth Schedule: Staff Disciplinary Committees**

(Available as part of Annex 1)

### **Fifth Schedule: Committees of the Council**

The committees of the Council shall be:

#### **(1) Audit, Governance and Risk Management Committee**

In line with its Terms of Reference, the Committee shall:

- (a) Ensure compliance to internal control processes;
- (b) Oversee the preparation of financial reporting of results, operations and statements in compliance with legal and statutory requirements and standards;
- (c) Ensure the University complies with internal and external audits' recommendations;
- (d) Monitor the implementation of risk management strategies;
- (e) Monitor institutional governance;
- (f) Monitor compliance with the performance contract;
- (g) Monitor compliance with quality standards.

## **(2) Finance, Human Resources and General Purposes Committee**

In line with its Terms of Reference, the Committee shall:

- (a) Recommend to the Council for its approval the Annual Estimates and Expenditure;
- (b) Recommend policies on Finance and Human Resource to the Council for approval;
- (c) Decide on disciplinary matters for staff in Grade 13–15;
- (d) Act on behalf of the Council except so far as the Council may wish to limit the powers of the Committee in any respect.

## **(3) Academic and Research Committee**

In line with its Terms of Reference, the Committee shall:

- (a) Advise on the development and implementation of academic and research programmes and policies of the University;
- (b) Make recommendations for the sourcing, administration and distribution of scholarships of the University;
- (c) Oversee a reward scheme for excellence in teaching, research and extension of the University;
- (d) Receive regular reports from, and provide advice to the Deputy Vice-Chancellor (Academics, Research and Extension) on the development of policy and procedures relating to academic and research;
- (e) Approve the annual estimates, business plans, and policies of all institutes with independent budgets;
- (f) Oversee management, risk and internal controls in all institutes with independent budgets;
- (g) Promote and integrate good corporate governance in the management and in all levels of all institutes with independent budgets;
- (h) Strategise on the development and sustainability of all institutes with independent budgets;
- (i) Authorise the affixation of the University seal to appropriate documents on behalf of the Council;
- (j) Authorise the conferment of honorary degrees of the University;
- (k) Consider and report any matter referred to it by the Council and the Senate.

#### **(4) Planning, Development and Grievances Committee**

In line with its Terms of Reference, the Committee shall:

- (a) Mobilise financial resources for the development of the University;
- (b) Take charge of all arrangements for planning and development of the University and the construction of new buildings;
- (c) Advocate on behalf of the University and enhance the marketing of the University locally and internationally;
- (d) Provide advice and assistance to the Vice-Chancellor with respect to corporate sponsorship and private source fundraising activities;
- (e) Determine Staff, Students and other stakeholders' grievances;
- (f) Determine staff and student appeals against disciplinary action;
- (g) Refer matters of major importance to the Council for final approval.

#### **Sixth Schedule: Committees of the Senate**

The Committees of the Senate shall be:

##### **(1) Deans Committee**

Membership:

- (a) The Deputy Vice-Chancellor (Academics, Research and Extension) – Chairperson;
- (b) The Deans of Faculty;
- (c) The Dean of Students;
- (d) The Director, Directorate of Undergraduate Studies and Career Services;
- (e) The Director, Directorate of Postgraduate Studies;
- (f) The Director, Institute of Women, Gender and Development Studies;
- (g) The Director, School of Distance Learning;
- (h) The Director, Directorate of Examination and Timetabling;
- (i) The University Librarian;
- (j) The Director, Directorate of Linkages and Collaborations;
- (k) The Director, Directorate of Quality Assurance;
- (l) The Director, Directorate of Marketing and Resource Mobilisation;
- (m) The Director, Confucius Institute;
- (n) The Coordinator, ISO Secretariat;

(o) The Registrar (Academic Affairs) –Secretary.

In line with its Terms of Reference, the Committee shall:

- (a) Oversee the development of academic programmes, policies and initiatives of the University;
- (b) Plan and implement the academic programmes, policies and initiatives;
- (c) Monitor and evaluate the academic programmes, policies and initiatives;
- (d) Identify and manage risks of the academic programmes, policies and initiatives;
- (e) Market the academic programmes locally and internationally;
- (f) Deal with matters that may be referred to it by the Vice-Chancellor or the Senate.

## **(2) Students Welfare Committee**

Membership:

- (a) The Deputy Vice-Chancellor (Academics, Research and Extension) – Chairperson;
- (b) The Dean of Students;
- (c) Three (3) Senate Representatives;
- (d) Two (2) Student Representatives;
- (e) The Registrar (Academic Affairs) – Secretary.

In line with its Terms of Reference, the Committee shall:

- (a) Deal with such matters on students' affairs as the Committee may deem appropriate;
- (b) Deal with matters referred to the Committee by the Chief Security Officer, Chief Halls Officer and Chief Catering Officer affecting students' security, accommodation and catering services, respectively;
- (c) Deal with matters regarding the development of games and sporting facilities;
- (d) Make recommendations to the appropriate University committees on the above subjects.

## **(3) Students Disciplinary Committee**

Membership:

- (a) The Deputy Vice-Chancellor (Academics, Research and Extension) – Chairperson;

- (b) The Deputy Vice-Chancellor (Administration, Finance and Planning);
- (c) The Dean of Students;
- (d) Two (2) Senate Representatives;
- (e) The Chief Security Officer;
- (f) The Director, Directorate of Postgraduate Studies;
- (g) The Director, Directorate of Undergraduate Studies and Career Services;
- (h) The Dean of the Faculty concerned;
- (i) The Chairperson of the Department concerned;
- (j) The Chairperson of Egerton University Students Association;
- (k) Two (2) Student Representatives;
- (l) The Legal Officer (In attendance);
- (m) The Registrar (Academic Affairs) – Secretary.

In line with its Terms of Reference, the Committee shall:

- (a) Deal with matters of student discipline referred to it by the Vice-Chancellor and other University units;
- (b) Promote ethical conduct among students as defined by the Student Code of Conduct and Student Handbook.

#### **(4) Library Advisory Committee**

Membership:

- (a) The Deputy Vice-Chancellor (Academics, Research and Extension) – Chairperson;
- (b) The University Librarian;
- (c) The Director, Directorate of Postgraduate Studies;
- (d) The Director, Directorate of Undergraduate Studies and Career Services;
- (e) One (1) Dean of Faculty/Director of Institute or School appointed on a rotational basis;
- (f) One (1) undergraduate student representative;
- (g) One (1) postgraduate student representative;
- (h) The Registrar (Academic Affairs) – Secretary.

In line with its Terms of Reference, the Committee shall:

- (a) Provide advice to the University Librarian on all matters relating to the Library;

- (b) Make recommendations to the Senate on Library Policies;
- (c) Monitor and evaluate the Library's performances, and report to the Senate;
- (d) Make recommendations to the Senate with regard to matters concerning the operations of the Library.

**(5) Board of Undergraduate Studies and Career Services (Statute 28)**

**(6) Board of Postgraduate Studies (Statute 29)**