



# JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

## STATUTES

APRIL 2013

# **Jaramogi Oginga Odinga University of Science and Technology**

## **Statutes**

## **2013**

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**Signed:**



\_\_\_\_\_  
**Vice-Chancellor, Secretary to Council**  
**Prof. Stephen G. Agong'**

12<sup>th</sup> July 2013

\_\_\_\_\_  
**Date**



\_\_\_\_\_  
**Chairman of Council**  
**Dr. Bonface J. Mwandotto**

12<sup>th</sup> July 2013

\_\_\_\_\_  
**Date**

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**PREAMBLE**

1. Subject to the Act and to the Charter the University Council or Senate may, and where required by the Act to do so shall, make such Statutes and regulations as it considers appropriate to regulate the affairs of the University.
  
2. The Council shall, as soon as practicable and in any event not later than three months after the making of a Statute or regulation under this section, submit it to the Cabinet Secretary for publication in the Gazette.
  
3. Subject to the provisions of the Act, the University shall be governed in accordance with the provisions of its Charter granted under the Act and Statutes made by the Council.

These Statutes shall be cited as the Jaramogi Oginga Odinga University of Science and Technology Statutes, 2013.

## STATUTE I

### DEFINITIONS

In these Statutes, unless the context otherwise requires-

**“Academic Department”** means an administrative academic entity associated with a particular discipline within a School, Faculty or Institute headed by a Chairperson;

**“Academic staff”** means the employees of the University who are appointed on academic terms of service;

**“Act”** means Universities Act No 42 of 2012;

**“Administrative Department”** means a segment of a division performing specialized professional functions so as to achieve strategic and operational objectives of the University. It co-ordinates the activities of related specialized sections and operates with limited freedom within a division;

**“Administrative staff”** means the employees of the University who are appointed on administrative terms of service and includes the Vice Chancellor, the Deputy Vice Chancellors, the Principals of Constituent Colleges, the Principals of Colleges, the Registrars, the Deans of Faculties/Schools, the Directors of Boards, Directorates, Centres and Institutes, the Heads of Departments, the Finance Officer and such other members of staff not being engaged in teaching and research as the Council may from time to time determine;

**“Alumni”** means a person who is a former student of the University who completed an approved programme of study and qualified for the award of a degree, diploma or certificate and staff of the University;

**“Alumni Association”** means the organization of the alumni established under section 23 of the Charter;

**“Associate member of Department”** means an academic seconded to the University on an administrative or research position and whose qualifications are considered by the University as qualifying him/her to be a member of staff of the said Department;

**“Associated Department”** means a department which though a full teaching member of one School /Institute, is administratively and academically a constituent of another School/ Institute, as designated by the Council;

**“Associate Professor”** means an Associate Professor of the University;

**“Cabinet Secretary”** means the Cabinet Secretary for the time being responsible for university education;

**“Chairman”** means the Chairman of Council of the University appointed under section 14 of the Charter;

**“Chancellor”** means the Chancellor of the University as appointed under section 13 of the Charter;

**“Charter”** means The Jaramogi Oginga Odinga University of Science and Technology Charter 2013;

**“Centre”**, means in the academic context, a multi-disciplinary entity concerned with either teaching or research or both; or concerned with the promotion of cultural, social, scientific, economic and political values, without necessarily offering such studies for its own degrees;

**“College”** means a College established by the University under section 8 of the Charter but does not include a Constituent College;

**“Commission”** means the Commission for University Education established under the Act;

**“Constituent College”** means a Constituent College of the University established under section 9 of the Charter;

**“Constituent Department”**, means a department which, for administrative purposes, has been designated by Council as being constituted within a particular School;

**“Convocation”**, means an assembly of members of the University for the purpose of conferment of degrees;

**“Council”** means the Council of the University established under the Act and section 19 of the Charter;

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

**“Deputy Vice -Chancellor”** means the Deputy Vice Chancellor appointed by Council under the Act and section 16 of the Charter;

**“Deputy Principal”** means Deputy Principal of College or Deputy Principal of Constituent College as appointed by the Council;

**“Directorate”** means a technical and or specialized functional entity, headed by a director, serving various categories of users, Departments, Schools, Institutes, Centres, Units and Divisions and charged with the responsibility of coordinating such technical or specialized activities so as to achieve a strategic objective or goal of the University;

**“Division”**, means an organizational compartment charged with full responsibility of coordinating various professional functions so as to achieve a strategic objective of the University. It coordinates the functions of various administrative departments.

**“Faculty”** means a Faculty of the University established under the Statutes;

**“Financial Year”** means the financial year of the University as provided for under section 27 of the Charter;

**“Governance”** means committees, divisions, schools, institutes, departments, centers, units and officers that make up the body of the University for the purpose of administration and management;

**“Graduate”** means a person who is awarded a degree or certificate of the University or the former Bondo University College;

**“Higher Degree”**, means a degree so designated in the statutes.;

**“Incapacity”** means inability to perform functions of the office concerned;

**“ICT Director”** means Director of the University’s Directorate of ICT;

**“Income Generating Unit (IGU)”** means any entity of the University involved in income generating activities;

**“Institute”**, means an academic entity, headed by a Director, consisting of centres engaged in specialized research in specific areas of academic enterprise. An Institute as defined here shall be the full administrative equivalent of a School, and could offer a common viable degree or several viable degrees within its umbrella;

**“Lecturer”** means a member of staff of the University who is, in terms of appointment, a professor, an associate professor, senior lecturer, lecturer, assistant lecturer/tutorial fellow, or teaching assistant, or a person who holds any other teaching or research post which the Council has recognized as a post having academic status in the University;

**“Management Board”** means the Management Board established under section 24 of the Charter;

**“Principal Secretary”** means the Principal Secretary for the time being responsible for matters related to University Education;

**“Professor”** means a professor of the University;

**“Principal”** means a Principal of College or a Principal of Constituent College as appointed by the Council;

**“Registrar”** means the Registrar appointed by the Council;

**“School”** means an administrative academic entity, consisting of closely knit academic disciplines or departments, which singly or jointly with other disciplines or departments, work for a common viable degree or several viable degrees under its umbrella, headed by a Dean;

**“Section”** means a distinct functional area within an administrative department ensuring proper implementation of policies and plans. It coordinates the responsibilities and activities of units;

**“Semester”** means a period of study consisting of sixteen weeks or its equivalent in contact hours or as may be prescribed by the Senate;

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

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

**“Statutes”** means the Statutes of the University as made by the Council under section 29 of the Charter;

**“Student”** means a person registered by the University for the purpose of obtaining a qualification through approved process of instruction of the University or any other person who is determined by the Senate to be a student;

**“Students’ Organization”** means an organization of the students established under section 22 of the Charter;

**“Unit”**, means a purely administrative or academic area rendering service to the teaching exercise, or to designate a point of growth within a discipline, which on its own, is not able to offer a full degree programme;

**“University”** means the Jaramogi Oginga Odinga University of Science and Technology (JOOUST) established under Section 3 of the Charter;

**“University Librarian”** means the person appointed by the Council to be the librarian of the University;

**“Vice-Chancellor”** means the Chief Executive Officer of the University appointed under section 35 of the Act and the Charter;

## STATUTE II

### **OBJECTIVES OF UNIVERSITY EDUCATION**

1. The objectives of University education shall include—

- (a) advancement of knowledge through teaching, scholarly research and scientific investigation;
- (b) promotion of learning in the student body and society generally;
- (c) promotion of cultural and social life of society;
- (d) support and contribution to the realization of national economic and social development;
- (e) transfer and commercialize technology from the University and other international institutions to the benefit of students, the University and the industry;
- (f) generate research and innovations outputs with impact on the national development goals;
- (g) promotion of the highest standards in, and quality of, teaching and research;
- (h) education, training and retraining higher level professional, technical and management personnel;
- (i) dissemination of the outcomes of the research conducted by the university to the general community;
- (j) facilitation of life-long learning through provision of adult and continuing education;

- (k) fostering of a capacity for independent critical thinking among its students;
- (l) promotion of gender balance and equality of opportunity among students and employees; and
- (m) promotion of equalization for persons with disabilities, minorities and other marginalized groups.

2. The functions of the University are to—

- (a) provide education directly, or in collaboration with other institutions, and in so doing provide for the integration of teaching, research and effective application of knowledge and skills to the life, work and welfare of the citizens of Kenya;
- (b) participate in scholarly work, the discovery, transmission, utilization, preservation and enhancement of knowledge and to stimulate the intellectual participation of students in the economical, social, cultural, scientific and technological development of Kenya;
- (c) offer continuing professional development courses;
- (d) determine the curriculum and its mode of delivery and to specify the admission criteria;
- (e) conduct examinations for and to grant and confer such academic awards as may be provided for in the Act and the Statutes;
- (f) establish new colleges, faculties, schools, institutes, departments, other resource and administrative units and centres; and
- (g) promote the general welfare of staff and students;

3. In the discharge of its functions and the exercise of its powers under this Act, the University shall be guided by the national values and principles of governance set out under Article 10 of the Constitution, and shall in that regard—

- (a) promote quality and relevance of its programmes;
- (b) enhance equity and accessibility of its services;
- (c) promote inclusive, efficient, effective and transparent governance systems and practices and maintenance of public trust;
- (d) ensure sustainability and adoption of best practices in management and institutionalization of systems of checks and balances;
- (e) promote private-public partnership in university education and development; and
- (f) institutionalize non-discriminatory practices against any person with regards to admission to the University or appointment and promotion of staff on the basis of race, ethnicity,



place of origin or residence or other local connections, economic and social standing, colour, creed, physical ability or gender; pregnancy, marital status, religion, conscience, belief, culture, dress, language or birth.

4. The University, in performing its functions shall—
  - (a) have the right and responsibility to preserve and promote the traditional principles of academic freedom in the conduct of its internal and external affairs;
  - (b) have power to regulate its affairs in accordance with its independent ethos and traditions and in doing so it shall have regard to—
    - (i) the promotion and preservation of equality of opportunity and access;
    - (ii) effective and efficient use of resources; and
    - (iii) its obligations as to public accountability.
5. A member of the academic staff of the University shall have the freedom, within the law, in the member's teaching, research and any other activities either in or outside the University, to question and test received wisdom, to put forward new ideas and to state opinions, and shall not be disadvantaged, or subject to less favourable treatment by the university, for the exercise of that freedom.

### **STATUTE III**

#### **EFFECT OF A CHARTER**

- 1 In accordance with section 20 of the Act, the University —
  - (a) shall be a body corporate, and as such shall continue the activities of the University as undertaken under Charter, including the employment of staff, except where activity is expressly altered under the Charter;
  - (b) shall mobilize academic resources;
  - (c) may develop and mount its new academic programmes subject to review by the Commission in accordance with the provisions of the Act;
  - (d) may establish campuses and constituent colleges which must conform to standards established by regulations made under this Act, and
  - (e) may award degrees, including honorary degrees.
2. Notwithstanding the generality of subsection 1, Constituent Colleges and Campuses of the University shall not share premises with incompatible businesses.

**STATUTE IV**

**MEMBERSHIP OF THE UNIVERSITY**

1. The members of the University are—
  - (a) the Chancellor;
  - (b) the Chairman of Council;
  - (c) the members of Council;
  - (d) the Vice-Chancellor;
  - (e) the Deputy Vice-Chancellors;
  - (f) the Principals of Constituent Colleges;
  - (g) the Principals of Colleges within the University;
  - (h) the Registrars;
  - (i) the University Librarian;
  - (j) the Finance Officer;
  - (k) the Chief Legal Officer;
  - (l) the members of Senate;
  - (m) the academic staff;
  - (n) non-teaching members of staff of the university;
  - (o) the students;
  - (p) the members of the Alumni Association; and
  - (q) such other persons declared members of the University by the University Council on the recommendation of Senate.
2. The members of the University shall enjoy such rights and privileges as may be outlined in the Statutes.

**STATUTE V**

**THE CHANCELLOR**

1. The Chancellor of the Jaramogi Oginga Odinga University of Science and Technology shall be appointed by the President in accordance with section 38 (1) of the Act, see Schedule I of the Statutes.
2. The procedure to be followed in such an appointment shall be as set out in the Schedule I of these Statutes.
3. The Chancellor shall hold office for a term of five years and shall be eligible for re-appointment for one further term.
4. The Chancellor—
  - (a) shall be the titular head of the university and shall, in the name of the University, confer degrees and grant diplomas, certificates and other awards of the University;
  - (b) may from time to time, recommend to the Cabinet Secretary a visitation of the University;
  - (c) may from time to time give advice to the Council which the Chancellor considers necessary for the betterment of the University; and
  - (d) shall enjoy such powers and privileges and perform such other functions as may be provided in the Charter.
5. A person shall only be appointed as a Chancellor where the person is a person of high moral character and integrity in accordance with Chapter Six of the Constitution.
6. The Chancellor shall enjoy such powers and privileges to perform such other functions as may be provided for in the Statutes.

**STATUTE VI**

**GOVERNANCE**

1. Introduction

The University being a body corporate with perpetual succession and a common seal as enshrined under Section 3 of the Charter shall adopt these Statutes as approved by Council to give effect to legislation on governance of the University.
2. These Statutes shall provide for operationalization of University policies.
3. The University shall comply with all laws, Government circulars, adopt and apply reforms in the public sector as recommended from time to time.

4. Organs of Governance
  - (a) The governance structure of the University shall be as established under this Statute.
  - (b) There shall be a Council which shall govern, control and administer the University as set out in Statute XXIV, assisted by respective committees as in Schedule VI .
  - (c) There shall be a Senate which shall be vested with the responsibility for academic matters as set out in Statute XXVI and shall be assisted by committees established under Schedule VII of the Statutes.
  - (d) There shall be a Management Board which shall be responsible for the day to day running of the University as set out in Statute XXV, assisted by Committees that shall be appointed by the Vice-Chancellor from time to time as in Schedule VIII.
5. The governance and administrative structure for implementation of these statutes are as provided for in:
  - Appendix I:** Governance (Functional Structure)
  - Appendix II:** Governance (Committee Structure)
  - Appendix III:** Governance (Administrative Structure)

#### **STATUTE VII**

##### **THE CHAIRMAN OF COUNCIL**

1. There shall be a Chairman of the Council of the University who shall be appointed in accordance with the Act.
2. The Chairman of the Council shall hold office for a period of three years, provided that the person so appointed shall be eligible for re-appointment for a further one term.

#### **STATUTE VIII**

##### **THE VICE-CHANCELLOR**

1. The Vice-Chancellor shall be appointed competitively by the Cabinet Secretary on the recommendation of Council.
2. Subject to the provision of the Charter and this Statute, the conditions of appointment of the Vice-Chancellor shall be as set out in Schedule II of these Statutes and subject to amendments thereto determined by the Council from time to time.

3. The Vice-Chancellor shall hold office for five (5) years, renewable once provided that he or she may resign the office by giving six months notice, in writing, or six months salary in lieu of notice.
4. The Council may also terminate the appointment by giving six months notice in writing or six months salary in lieu of notice.
5. Where the Vice-Chancellor is appointed from outside the University, he/she shall be an associate member of the appropriate department in the University. However, where the Vice-Chancellor is appointed from among the University staff, he/she shall be expected to seek leave of absence from his/her department for the period he/she holds the office, and shall revert to his /her department at the end of the appointment.
6. The Vice-Chancellor shall be the chief executive officer and accounting officer of the University and shall—
  - (a) be the academic and administrative head of the University;
  - (b) have the overall responsibility for the direction, organization, administration, maintaining and promoting good order and programmes of the University; and
  - (c) have such responsibilities and duties as may be provided for in these Statutes.
7. A person shall only be appointed as a Vice-Chancellor where the person is of high moral character and integrity in accordance with Chapter Six of the Constitution.
8. The Vice-Chancellor shall be responsible for the day-to-day management of the University assisted by the Management Board of the University in accordance with the provisions of section 43 of the Act and section 24 of the Charter.
9. The Vice-Chancellor shall be responsible for policy matters, planning, public relations, fund-raising and general development of the University.
10. The Vice-Chancellor shall be Chairperson of -
  - (a) Senate
  - (b) Management Board
11. The Vice-Chancellor shall be the Secretary to the University Council.
12. The Vice-Chancellor may from time to time assign or delegate any of the duties to a committee or to a member of staff of the University and may withdraw such assignment or delegation.

13. The Vice-Chancellor shall, by virtue of this office, be a member of every School/Faculty/Institute Board within the University and a member of every committee appointed by the respective University Management Board and Senate, unless otherwise expressly provided.
14. The Vice-Chancellor shall exercise such other powers and perform such other duties as may be assigned or delegated to him/her by the Council.

### **STATUTE IX**

#### **THE DEPUTY VICE-CHANCELLOR -ACADEMIC AFFAIRS (AA)**

- 1 Subject to the provision of the Charter and this Statute, the conditions of appointment of the Deputy Vice-Chancellor (AA) shall be as set out in Schedule II of these statutes. Schedule II will be subject to amendments thereto determined by the Council from time to time.
- 2 A person shall only be appointed as a Deputy Vice-Chancellor (AA) where the person is a person of high moral character and integrity in accordance with Chapter Six of the Constitution.
- 3 The Deputy Vice-Chancellor (AA) shall hold office for five (5) years, renewable once provided that he or she may resign the office by giving six months notice, in writing, or six months salary in lieu of notice.
- 4 The Council may also terminate the appointment by giving six months notice in writing or six months salary in lieu of notice.
- 5 Where the Deputy Vice-Chancellor (AA) is appointed from outside the University, he/she shall be an associate member of the appropriate department in the University. However, where the Deputy Vice-Chancellor (AA) is appointed from among the University staff , he/she shall be expected to seek leave of absence from his/her department for the period he/she holds the office, and shall revert to his /her department at the end of the appointment.
- 6 The Deputy Vice-Chancellor (AA) shall be under the general authority of the Vice-Chancellor and shall exercise such other powers and perform such other duties as may be assigned or delegated to him/her by the Vice-Chancellor or in accordance with Statute VIII.
- 7 The Deputy Vice-Chancellor (AA) shall be the Chairperson of:
  - (a) the Deans Committee
  - (b) any other Committee as directed by the Vice-Chancellor.

**STATUTE X**

**THE DEPUTY VICE-CHANCELLOR –PLANNING, ADMINISTRATION & FINANCE (PAF)**

- 1 Subject to the provision of the Charter and this Statute, the conditions of appointment of the Deputy Vice-Chancellor (PAF) shall be as set out in Schedule II of these statutes. Schedule I will be subject to amendments thereto determined by the Council from time to time.
- 2 A person shall only be appointed as a Deputy Vice-Chancellor (PAF) where the person is a person of high moral character and integrity in accordance with Chapter Six of the Constitution.
- 3 The Deputy Vice-Chancellor (PAF) shall hold office for five (5) years, renewable once provided that he or she may resign the office by giving six months notice, in writing, or six months salary in lieu of notice.
- 4 The Council may also terminate the appointment by giving six months notice in writing or six months salary in lieu of notice.
- 5 Where the Deputy Vice-Chancellor (PAF) is appointed from outside the University, he/she shall be an associate member of the appropriate department in the University. However, where the Deputy Vice-Chancellor (PAF) is appointed from among the University staff, he/she shall be expected to seek leave of absence from his/her department for the period he/she holds the office, and shall revert to his /her department at the end of the appointment.
- 6 The Deputy Vice-Chancellor (PAF) shall be under the general authority of the Vice-Chancellor and shall exercise such other powers and perform such other duties as may be assigned or delegated to him/her by the Vice-Chancellor or in accordance with Statute VIII.
- 7 The Deputy Vice-Chancellor (PAF) shall be the Chairperson of:
  - (a) the Planning, Development and Establishment Committee
  - (b) any other Committee as directed by the Vice-Chancellor.

**STATUTE XI**

**THE DEPUTY VICE-CHANCELLOR – RESEARCH, INNOVATION & OUTREACH (RIO)**

- 1 Subject to the provision of the Charter and this Statute, the conditions of appointment of the Deputy Vice-Chancellor (RIO) shall be as set out in Schedule II of these statutes.

Schedule II will be subject to amendments thereto determined by the Council from time to time.

- 2 A person shall only be appointed as a Deputy Vice-Chancellor (RIO) where the person is a person of high moral character and integrity in accordance with Chapter Six of the Constitution.
- 3 The Deputy Vice-Chancellor (RIO) shall hold office for five (5) years, renewable once provided that he or she may resign the office by giving six months notice, in writing, or six months salary in lieu of notice.
- 4 The Council may also terminate the appointment by giving six months notice in writing or six months salary in lieu of notice.
- 5 Where the Deputy Vice-Chancellor (RIO) is appointed from outside the University, he/she shall be an associate member of the appropriate department in the University. However, where the Deputy Vice-Chancellor (RIO) is appointed from among the University staff , he/she shall be expected to seek leave of absence from his/her department for the period he/she holds the office, and shall revert to his /her department at the end of the appointment.
- 6 The Deputy Vice-Chancellor (RIO) shall be under the general authority of the Vice-Chancellor and shall exercise such other powers and perform such other duties as may be assigned or delegated to him/her by the Vice-Chancellor or in accordance with Statute VIII.
- 7 The Deputy Vice-Chancellor (RIO) shall be the Chairperson of:
  - (a) the Research , Publications & Press Committee
  - (b) any other Committee as directed by the Vice-Chancellor.



**STATUTE XII**

**PRINCIPAL OF COLLEGE**

- 1 The Council shall through a competitive process appoint a Principal for each College of the University from amongst the senior academic staff.
- 2 A person shall only be appointed as a Principal where the person is of high moral character and integrity in accordance with Chapter Six of the Constitution.
- 3 The Principal shall hold office for five (5) years, renewable once provided that he or she may resign the office by giving six months notice, in writing, or six months salary in lieu of notice.
- 4 The Council may also terminate the appointment by giving six months notice in writing or six months salary in lieu of notice.
- 5 The Principal shall be the academic and administrative head of the College.
- 6 The Principal shall be expected to seek leave of absence from his/her department for the period he/she holds the office, and shall revert to his /her department at the end of the appointment.
- 7 The Principal shall be under the general authority of the Vice-Chancellor and shall exercise such other powers and perform such other duties as may be assigned or delegated to him/her by the Vice-Chancellor or in accordance with Statute VIII.
- 8 The Principal shall be the Chairperson of the College Management Board, the College Academic Board and any other Committee as directed by the Vice-Chancellor.
- 9 The Principal may from time to time assign or delegate any of the duties to a committee or to a member of staff of the University and may withdraw such assignment or delegation.

**STATUTE XIII**

**DEPUTY PRINCIPAL OF A COLLEGE**

- 1 The Council shall through a competitive process appoint a Deputy Principal for each College of the University from amongst the senior academic staff.
- 2 A person shall only be appointed as a Deputy Principal where the person is of high moral character and integrity in accordance with Chapter Six of the Constitution.
- 3 The Deputy Principal shall hold office for five (5) years, renewable once provided that he or she may resign the office by giving six months notice, in writing, or six months salary in lieu of notice.

- 4 The Council may also terminate the appointment by giving six months notice in writing or six months salary in lieu of notice.
- 5 The Deputy Principal shall be expected to seek leave of absence from his/her department for the period he/she holds the office, and shall revert to his /her department at the end of the appointment.
- 6 The Deputy Principal shall be under the general authority of the Principal and shall exercise such other powers and perform such other duties as may be assigned or delegated to him/her by the Principal or Vice-Chancellor in accordance with Statute XII or VIII respectively.

#### **STATUTE XIV**

##### **PRINCIPAL OF CONSTITUENT COLLEGE**

1. The Principal of a Constituent College shall be appointed competitively by the Cabinet Secretary on the recommendation of the Council.
2. The Principal shall be a member of Senate.

#### **STATUTE XV**

##### **REGISTRARS**

1. There shall be three (3) Registrars as follows -
  - (a) Academic Affairs
  - (b) Planning and Administration
  - (c) Research, Innovation and Outreach
2. The Registrars shall be appointed by Council
- 3 Subject to this Statute, the Registrars shall hold office upon such terms and conditions as shall be determined by the Council.
- 4 The Registrars shall perform such duties as may be delegated or assigned by the respective Deputy Vice-Chancellors.

#### **STATUTE XVI**

##### **THE UNIVERSITY LIBRARIAN**

- 1 The University Librarian shall be appointed by the Council.

- 2 Subject to this Statute, the University Librarian shall hold office upon such terms and conditions as shall be determined by the Council.
- 3 The University Librarian shall be responsible to the Vice-Chancellor for the organisation and operation of the Library services of the University.
- 4 The University Librarian shall also be responsible for setting up and maintaining professional standards for all University libraries.
- 5 The University Librarian shall also be responsible for setting up technical standards, collection, development and maintenance of archives.
- 6 The University Librarian shall also be responsible for the administration and development of user education programs.

#### **STATUTE XVII**

##### **CHIEF LEGAL OFFICER**

- 1 The Chief Legal Officer shall be appointed by the Council.
- 2 Subject to this Statute, the Chief Legal Officer shall hold office upon such terms and conditions as shall be determined by the Council.
- 3 The Chief Legal Officer shall report to the Vice-Chancellor on all legal matters pertaining to the University.

#### **STATUTE XVIII**

##### **CHIEF MEDICAL OFFICER**

The Chief Medical Officer shall be appointed by the Council.

- 1 Subject to this Statute, the Chief Medical Officer shall hold office upon such terms and conditions as shall be determined by the Council.
- 2 The Chief Medical Officer shall report to the Vice-Chancellor through the Deputy Vice Chancellor (PAF) on the University health services, environmental and safety issues.

**STATUTE XIX**

**CHIEF INTERNAL AUDITOR**

- 1 The Chief Internal Auditor shall be appointed by the Council.
- 2 Subject to this Statute, the Chief Internal Auditor shall hold office upon such terms and conditions as shall be determined by the Council.
- 3 The Chief Internal Auditor shall be responsible to the Vice-Chancellor administratively and report functionally to the Audit, Governance and Risk Management Committee of the Council.

**STATUTE XX**

**DEAN OF STUDENTS**

- 1 The Dean of Students shall be appointed by the Council.
- 2 Subject to this Statute, the Dean of Students shall hold office upon such terms and conditions as shall be determined by the Council.
- 3 The Dean of Students shall report to the Deputy Vice-Chancellor (AA) and shall exercise such powers and perform such duties in respect to the students, which shall include issues pertaining to welfare organization, discipline, counselling, accommodation, job placement, chaplaincy services and any other duties as directed by the Deputy Vice-Chancellor (AA).

**STATUTE XXI**

**FINANCE OFFICER**

- 1 The Finance Officer shall be appointed by the Council.
- 2 Subject to this Statute, the Finance Officer shall hold office upon such terms and conditions as shall be determined by the Council.
- 3 The Finance Officer shall be responsible to the Vice-Chancellor through the Deputy Vice-Chancellor (PAF) for the management of the finances of the University.

**STATUTE XXII**

**TERMS AND CONDITIONS OF SERVICE FOR UNIVERSITY STAFF**

- 1 The Council shall determine the Terms and Conditions of service of all the staff of the University.

- 2 Subject to this Statute the Council shall appoint such academic and administrative staff as it may deem necessary for the efficient functioning of the University with such duties and upon such terms and conditions as the Council may prescribe.
- 3 Subject to this Statute, the Council may make all such other appointments (whether paid or honorary) as it may deem fit.
- 4 The Terms and Conditions of Service for Senior Management Staff shall be set out in Schedule II of these Statutes; for Senior Academic, Library and Administrative Staff, shall be set out in Schedule III of these Statutes; and for staff in Senior Clerical, and Administrative grades shall be as set out in Schedule IV of these Statutes; while for those in grades I-IV shall be as set out in Schedule V of these Statutes.

#### **STATUTE XXIII**

##### **PERFORMANCE OF FUNCTIONS IN ABSENCE OR INCAPACITATION OF AN OFFICE HOLDER**

1. In the event of the incapacity of the Chancellor, the President may appoint a person to perform the functions of the Chancellor for a period of three months.
2. In the event of the incapacity of the Vice-Chancellor, the Cabinet Secretary on the recommendation of the Council may appoint one of the Deputy Vice-Chancellors to carry out the functions of the Vice-Chancellor for a period of three months.
3. In the event of the simultaneous incapacity of the Vice-Chancellor and the Deputy Vice-Chancellors, the Chairperson of Council, in consultation with the Chancellor, may appoint a member of the academic staff of the University to perform the functions of the Vice-Chancellor for a maximum period of three months.
4. In the event of the incapacity of any member of staff of the University other than the Vice-Chancellor, the Vice-Chancellor may appoint a suitable person to perform the functions of the said office for a period of up to three months.
5. In this section, “incapacity” means absence from Kenya or inability for any other reason to perform the functions of the office concerned or as may be provided for in the Statutes.
6. Subject to the provisions of this Statute, at expiry of the above prescribed period, the position shall fall vacant and the process of filling up the position as provided for in the Act, Statutes, and or regulations shall commence.

STATUTE XXIV**THE COUNCIL**

- 1 The Council is established in accordance with the provisions of section 36 of the Act and section 19 of the Charter.
- 2 The membership, powers and functions of the University Council shall be as prescribed in the Act and section 19 of the Charter.
- 3 The Council of the University or Constituent College of the University shall consist of nine persons appointed by the Cabinet Secretary as follows —
  - (a) Chairperson;
  - (b) the Principal Secretary in the Ministry for the time being responsible for the university education;
  - (c) the Principal Secretary in the Ministry for the time being responsible for Finance;
  - (d) five members appointed by the Cabinet Secretary through an open process; and
  - (e) the Vice-Chancellor who shall be an ex-officio member of the Council.
- 4 The Vice-Chancellor shall be the secretary to the Council.
- 5 The qualifications of the Chairperson and five members appointed under subsection 3 (a) and (d) are in accordance with Section 7 of the Act -
  - (a) in the case of the Chairperson, holds a doctorate degree from a university recognized in Kenya;
  - (b) in the case of a member, referred to under Section 3(d), holds at least a masters degree from a university recognized in Kenya, and at least five years experience in leadership, management or academia.
- 6 The members of the Council, other than the ex-officio member shall hold office for a period of three years and shall be eligible for re-appointment.
- 7 The office of a member of the Council shall become vacant—
  - (a) if, not being an *ex-officio* member, the member resigns from office in writing addressed to the Vice-Chancellor;
  - (b) if the Council is satisfied that the member is, by reasons of physical or mental infirmity, unable to exercise the functions of the office; and
  - (c) upon death of the member.

- 8 Where the office of a member of the Council becomes vacant, the Vice-Chancellor shall forthwith notify the appointing authority.
- 9 The Council shall exercise prudent leadership, innovative enterprise, and good judgment in directing the University and shall always act in the best interest of the University.
- 10 The Council shall perform the following functions:
  - (a) subject to the provisions of the Act and after consultation with the Senate, make regulations;
  - (b) make and approve Statutes for gazettelement in accordance with the Act and the Charter;
  - (c) determine the method of recruitment, appointment and promotion of all staff of the University;
  - (d) advise the Board of Trustees of the Universities Fund on the Maximum differentiated unit cost for the programmes offered;
  - (e) recommend for appointment, the Vice Chancellor, Deputy Vice-Chancellors and Principals through a competitive process;
  - (f) appoint and determine the terms and conditions of service for all staff of the University;
  - (g) confer after receiving a report from the Senate, the title of Emeritus Professor, Visiting Professors, Honorary Professor, Honorary Lecturer or Honorary Fellow;
  - (h) approve the budget;
  - (i) promote and make financial provisions and facilities for execution of the functions of the University;
  - (j) determine, after considering the recommendations of the Senate, all fees payable to the University;
  - (k) approve the investment of any money belonging to the University including any unutilized income, in such stocks, funds, fully paid shares or securities as Council may from time to time deem fit, in accordance with the general law for the investment of trust moneys or in the purchase of freehold or leasehold properties, including rents and subject to the Act with the powers of varying such investment from time to time by sale or re-investment or otherwise;
  - (l) subject to the laid down government procedures to approve sale, purchase, exchange, lease, or take on, lease movable and immovable property on behalf of the University;

- (m) subject to the laid down government procedures, to approve the borrowing of money on behalf of the university; and for that purpose and subject to the Act, to mortgage or charge all or any part of the property unless the conditions of the property so held provide otherwise, and to give such other security whether upon movable and immovable property or otherwise as the Council may deem fit;
- (n) on the recommendation of the Senate provide in accordance with the Statutes, for the creation of new divisions, faculties, schools, institutes, departments, centers or other bodies of learning, research and production in the University, whether formed by the sub-division of any one or more than one of any such new body or otherwise, and for the abolition from time to time of any such body, and to approve the establishment, abolition or subdivision of any such body however so described;
- (o) institute on the recommendation of the Senate fellowships, scholarships, studentships, exhibitions, bursaries, prizes and other aids to study and research;
- (p) approve the terms and conditions upon which internal and external examiners shall be appointed by the Senate;
- (q) empower committees to act jointly with any Committees appointed by the Senate, provided that the Council shall not delegate to the Chairman or to a Committee the powers to approve without further reference to the Council the annual estimates of expenditure;
- (r) approve regulations governing the conduct and discipline of the students of the University;
- (s) receive, on behalf of the University, donations, endowments, gifts, grants or other moneys and make legitimate disbursements wherefrom;
- (t) approve the constitution of the Students Organization and so far as is reasonably practicable, to ensure that the Students' Organization operates in a fair and democratic manner and is accountable for its finances;
- (u) provide for the welfare of the staff and students of the University;
- (v) approve regulations governing the recruitment, conduct and discipline of the staff of the University;
- (w) approve strategies, policies, the management criteria and plans of the University as well as monitor and evaluate their implementation;



- (x) constantly review the viability and financial sustainability of the University at least once every year;
  - (y) ensure that the University complies with all the relevant laws, regulations, governance practices, accounting and auditing standards; and
  - (z) perform such other duties as may be contained in the Statutes and may have such other powers as contained in the Act.
- 11 Conduct of Council meetings:
- (a) Unless the Council otherwise determines, a meeting of the Council shall be held quarterly at such time and place as the Chairperson may decide.
  - (b) At all meetings of the Council a quorum shall be the nearest whole number above half of the membership of the Council.
  - (c) The Council shall not make, amend or revoke any Statutes relating to the functions and privileges of the Chancellor, Vice-Chancellor or Senate without the opinion of Senate.
  - (d) Decisions of the Council shall be by a simple majority vote of those present and entitled to vote, provided that the Chairperson of the Council shall have a casting vote in the event of a tie on any issue and provided that in enactment and amendment of Statutes, the resolutions shall be supported by a majority of not less than three quarters (3/4) of the members present and voting being not less than half of the total members of the Council.
  - (e) The Chairperson may at any time call a meeting of the Council and shall call a meeting within 28 days of receiving a request for that purpose addressed to him/her and signed by at least a third of the members of the Council.
  - (f) The Chairperson, or in his absence, the Vice-Chairperson, shall preside at all meetings of the Council at which he/she is present and in the absence of both the Chairperson and Vice-Chairperson, the members present shall elect a temporary Chairperson from among themselves.
  - (g) The Council may, at the discretion of the Chairperson, transact any business by the circulation of papers and any decision so taken shall be submitted for ratification at the next meeting of the Council.
  - (h) The Council may subject to such limitations as it may deem fit, delegate any of its powers or duties to the Chairperson or to Committees consisting of members of the

- Council and any co-opted members, provided that Council shall not delegate to the Chairperson or to a Committee the power to approve the annual estimates of expenditure and accounts without further reference to the Council.
- (i) 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 Council meeting.
- 12 The following are the Committees of the Council. Their Terms of References (TORs) are attached as Schedule VI to these Statutes:
- (a) Finance, Administration and Human Resources Committee;
  - (b) Audit, Risk and Governance Committee;
  - (c) Technical, Academics, Research and Projects Committee;
  - (d) Ad Hoc Committee on Appointment, Terms and Conditions of Services Committee;
  - (e) Ad Hoc on Staff Disciplinary, Grievances Handling and Appeals Committee.
- 13 The Chairperson of the Council shall not be a member of every committee of the Council except the Ad Hoc on Appointment Committee.
- 14 Subject to the provisions of the Charter and these Statutes, the Council shall have power to regulate, by such means as it may deem fit, procedures at its own meetings and those of any of its committees.

#### **STATUTE XXV**

##### **THE MANAGEMENT BOARD**

- 1 There shall be a Management Board whose membership shall consist of:
- (a) the Vice-Chancellor, who shall be the Chairperson;
  - (b) the Deputy Vice-Chancellors;
  - (c) the Principals of Colleges within the University;
  - (d) the Registrars;
  - (e) the Finance Officer; and
  - (f) such other members.
- 2 The Chairperson of the Management Board may invite other officers of the University to attend Management Board meetings where specific matters pertaining to their

departments or offices are being discussed and such officers shall be in attendance but not be eligible to vote.

- 3 The Management Board shall assist the Vice-Chancellor in the day-to-day management of the University and shall–
- (a) encourage the rationalization and efficiency of the University services;
  - (b) coordinate and control the development, planning, management and administration of the University and its resources in accordance with approved policies, rules and regulations;
  - (c) submit proposals to the University Council concerning annual budgets, development priorities, staff development plans, terms and conditions of service, fund raising strategies, student welfare, public relations policies, academic partnerships and linkages with other universities, collaborations with industry, as well as any policies and any matters related to the development, management and administration of the University;
  - (d) authorize the initiation of legal proceedings or defend or compromise legal proceedings in the name of and on behalf of the University;
  - (e) advise the Council on the management, administration, and academic affairs of the University;
  - (f) propose to the University Council, rules and regulations for the administration of the University and for the execution of its programmes and plans;
  - (g) establish any University charges and fees;
  - (h) manage, supervise and administer the assets of the University in such a manner as best promotes the purpose for which the University is established;
  - (i) enter into association, collaboration or linkages with other bodies or organizations within or outside Kenya as the University may consider desirable or appropriate and in furtherance of the purpose for which the University is established;
  - (j) open a banking account or accounts for the funds of the University; and
  - (k) perform any other duties related to the management of the University.
- 4 The Management Board may subject to such limitations as it may deem fit, delegate any of its powers or duties to the Chairman or committees consisting of such members of the Management Board and other persons as it may deem fit, and the Management Board

- may empower any such committee or committees to act jointly with committees appointed by the Senate.
- 5 The following are the Committees of the Management Board. Their Terms of Reference are attached as Schedule VII of these Statutes:
- (a) Housing & Space Allocation Committee;
  - (b) Tender Committee;
  - (c) Budget Preparation & Allocation Committee; and
  - (d) Quality Management System (QMS) Review committee.
- 6 The Chairman shall be an *ex-officio* member of every committee of the Management Board but shall not be chairman of any such committee unless expressly so provided.

#### STATUTE XXVI

##### THE SENATE

- 1 There shall be a Senate of the University.
- 2 The Senate, shall be in charge of all academic matters of the University and shall undertake the functions assigned to it in the Charter of the University.
- 3 The Senate shall consist of–
- (a) the Vice-Chancellor, who shall be the Chairperson;
  - (b) the Deputy Vice-Chancellors;
  - (c) the Principals of each Constituent College;
  - (d) the Principals of each College within the University;
  - (e) the Registrars;
  - (f) all the Deans of Schools /Faculties, the Directors of Institutes/Centres/Directorates, Director of the Board of Postgraduate Studies and other academic units;
  - (g) the Associate Deans and Deputy Directors;
  - (h) the Chairpersons of Departments;
  - (i) the Professors of the University;
  - (j) the University Librarian;
  - (k) one representative of each of the College Academic Board appointed by the respective boards from amongst its members;

- (l) one representative of each of the School Academic Board appointed by the respective boards from amongst its members;
  - (m) the Dean of Students;
  - (n) subject to these Statutes, two members elected by the Students' Association; and
  - (o) such other member as Council may determine in accordance with these Statutes;
- 4 The members of Students' Association shall not participate in the deliberations of the Senate on matters which are considered by the Chairperson of the Senate to be confidential, related to examinations, grades and such other issues that may pose a conflict of interest.
- 5 The Deputy Vice-Chancellor (Academic Affairs) shall be the secretary to the Senate.
- 6 The functions of the Senate shall be to –
- (a) recommend to the Council for the establishment, or abolition or harmonization of Faculties, Schools, Institutes, Units, Departments, and Centres as the Senate may from time to time deem necessary;
  - (b) subject to the Act, make recommendations to the Council for the establishment or abolition/supervision, of degree and other academic programmes and their titles in the University;
  - (c) set the dates of the academic year and determine the schedule of academic programmes within the academic year;
  - (d) approve all syllabi of the University;
  - (e) make regulations governing methods of assessing and examining the academic performance of students;
  - (f) admit independent of the Placement Board, non-Government sponsored students to its programmes in accordance with its approved admission criteria.
  - (g) evaluate academic records of both undergraduate and postgraduate candidates for the purpose of admission into the University;
  - (h) regulate the conduct of examinations;
  - (i) appoint internal and external examiners and recommend to the Council the terms and conditions for their appointment;
  - (j) approve the examination results;

- (k) subject to the Act, approve the award of degrees including the award of honorary degrees and other academic distinctions;
- (l) determine which qualifications or credits from other Universities or institutions shall be acceptable as equivalent to particular qualifications of the University;
- (m) determine the procedure to be followed in the conferment of the degrees and other awards;
- (n) withdraw or cancel such certificates, diplomas, degrees, including honorary degrees, or any other awards in accordance with **Statute XXVI**;
- (o) determine the design of academic dress and prescribe its use;
- (p) evaluate research, teaching, staffing and general work of any body or section of the University and if it so wishes to report and make recommendations thereon to the Council;
- (q) promote and administer the extra-mural, external and extension work of the University;
- (r) promote research and innovation work in the University;
- (s) promote co-operation and linkages with other institutions of higher learning and industry;
- (t) propose regulations governing the award of fellowships, scholarships, bursaries, prizes and other awards;
- (u) develop, implement and promote quality assurance systems and structures in all University operations;
- (v) promote the welfare of students and staff in the University;
- (w) propose regulations and procedures for the discipline of students and make recommendations thereof to the Council;
- (x) discontinue a student from a programme of study on academic grounds;
- (y) receive proposals from various Boards and Faculties, Institutes, Schools, Centers and to consider their recommendations and make appropriate decision;
- (z) recommend to the Council appropriate criteria for appointment and promotion of all staff of the university;

- (aa) review these Statutes from time to time and present recommendations thereon to the Council provided that all Statutes shall be reviewed at least once every five years; and
  - (bb) determine general policy matters relating to the library, laboratory facilities, teaching aids, workshops and such other academic services which are in its view necessary for the furtherance of the academic objectives of the University.
- 7 The Senate shall exercise such other powers as may be conferred to the Senate by the Act, these Statutes or by the regulations and to do such other acts as the Council shall authorize.
- 8 The following are the Committees of the Senate. Their Terms of References (TORs) are attached as Schedule VII to these Statutes:
- (a) Deans Committee;
  - (b) Students Welfare, Catering and Accommodation Services Committee;
  - (c) Students Disciplinary Committee;
  - (d) Research, Publications and Press Committee;
  - (e) Planning, Development and Establishment Committee;
  - (f) Library and Bookshop Committee;
  - (g) Staff Training and Development Committee;
  - (h) Community Outreach Committee;
  - (i) Industrial Training and Linkages Committee;
  - (j) Farms and Field Stations Committee;
  - (k) Health, Recreation and Environment Committee; and
  - (l) Teaching and Examination Time Tabling Committee.

#### **STATUTE XXVII**

##### **WITHDRAWAL OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER AWARDS**

Subject to the approval of the Senate, the University shall have the power to withdraw any degree, diploma, certificate or other academic qualifications conferred or granted under the following conditions:

- (a) when it is established that the award was obtained by means of fraud, misrepresentation and or other corrupt practices;

- (b) the award was granted or conferred inadvertently by the University;
- (c) the award was not deserved;
- (d) receipt of pertinent information compromising the grant or conferment hitherto unknown as at the time of the award.

### **STATUTE XXVIII**

#### **GENERAL FINANCIAL PROVISIONS AND REGULATIONS**

##### **General Provisions**

1. The University:
  - (a) shall prepare and submit its annual estimates of revenue and expenditure to the Cabinet Secretary for approval in such form and at such times as the Cabinet Secretary shall from time to time prescribe.
  - (b) may incur expenditure for purposes of the institution in accordance with estimates approved by the Cabinet Secretary, and any approved expenditure under any head of the estimates may not be exceeded without the prior approval of the Council.
  - (c) may, subject to any other written law, regulations and guidelines, appeal to the general public for subscriptions, donations or bequests for the benefit of the University.
2. (a) The funds of the University shall comprise of—
  - (i) such sums as may be provided by Parliament;
  - (ii) such monies or assets as may accrue to or vest in the University in the course of the exercise of its powers or the performance of its functions under the Act or under any other written law; and
  - (iii) all monies from any other source provided for or donated or lent to the University.

(b) There shall be made to the University, out of monies provided by Parliament for that purpose, grants towards the expenditure incurred in the exercise of its powers or in performance of its functions under the Act.
3. Any unexpended balance of the grant made under section 45 of the Act may be carried forward in the account of the University from one year to the next and be expended as the University may determine.



4. (a) The University shall cause to be kept all proper books of records of accounts of the income, expenditure and the assets of the University.  
(b) Within three months from the end of each financial year, the University shall submit to the Auditor General Corporations the accounts of the University together with -
  - (i) a statement of the income and expenditure of the University during the financial year; and
  - (ii) a balance sheet of the University on the last day of the year.  
(c) The accounts of the University shall be audited and reported upon in accordance with the provisions of the Prevailing Public Audit Act.
5. All immovable property, shares, funds and securities as may from time to time become the property of the University shall be in the name of the University and shall be dealt with in such manner as the institution may from time to time determine, subject to the conditions upon which any grants are made from public funds for capital or recurrent purposes ,and the conditions upon which any endowment, bequest or donation is made . for any purposes connected with the institution.
6. The University may:-
  - (a) invest any of its funds in securities in which for the time being trustees may by law invest in trust funds, or in any other securities which the Treasury or any other authorized body may, from time to time, approve for that purpose.
  - (b) subject to the approval of the Treasury or any other authorized body, place on deposit with such bank or banks as the University may determine, any monies not immediately required for the purposes of the University.
7. The financial year of the University shall be the period of twelve months ending on the thirtieth day of June in each year.

#### **Regulations**

- 1 All the funds, assets and property, movable and immovable, of the University shall be managed and utilized by the Council, in accordance with the provisions of this Statute, the Charter, Government Financial Regulations and Procedures issued from time to time and the University Financial Regulations in such manner and for such purposes as in the opinion of

the Council, would promote the best interests of the University. The Financial year of the University shall run from July 1<sup>st</sup> to June 30<sup>th</sup>.

- 2 (a) All the monies of the University shall be paid into one or other of the following accounts:
  - i) The Endowment Fund
  - ii) The Special Account
  - iii) The Capital Account
  - iv) The Revenue Account
  - v) Research Grants Account
  - vi) Investment Account
  - vii) Any other Account as may approved by the Council with the concurrence with the National Treasury
- (b)
  - i) There shall be paid into the Endowment Fund all such monies as are received by the University and declared specifically to be payable into that Fund.
  - ii) The Vice-Chancellor shall not, save with the prior approval of the Council, expend any capital monies of the Endowment Fund and shall pay into the Revenue Account all interest received from investment of the monies of the Endowment Fund.
- (c)
  - i) There shall be paid into the Special Account all such moneys as are received by the University for special purposes and as are not payable into the Endowment Fund.
  - ii) The Capital monies and the interest therefrom, of the Special Account shall be used and applied for special purposes of which such monies were donated in accordance with conditions of the donation. Provided that if the conditions of the donation do not permit capital monies thereof to be expended the Council may, nevertheless with prior approval of the Chancellor, expend such capital monies, or any portion thereof, if in the opinion of the Council, it is in the best interest of the University to do so.
- (d)
  - i) There shall be paid into the Capital Account all such monies as are received by the University for the purpose of capital expenditure for the construction and improvement of the University.

- ii) The capital monies and the interest there from, of the Capital Account shall be used and applied on Capital expenditure for the construction and improvement of the University.
- (e) There shall be paid into the Revenue Account:
  - i) The Interest received from the investment of monies in the Endowment Fund;
  - ii) All fees, dues and other amounts payable by or in respect of students;
  - iii) All revenue grants by the Kenya Government or by any other Government or person;
  - iv) All sums transferred under this Act from the Endowment or any other amount to the Revenue Account;
  - v) All sums received by the University and not payable into the Endowment or any other account;
  - vi) The monies standing to the credit of the Revenue Account shall be used and applied for the management and working of the University in such manner and for such purposes as, in the opinion of the Council, are best suited to promote the interests of the University.
- (f)
  - i) There shall be paid into the Research Grants Account all such monies as are received by the University for research purposes;
  - ii) Such monies shall not be paid into any other account; and
  - iii) Monies in the Research Grants Account shall be used and applied by the Council for specific purposes in accordance with the agreements made between donors and the Council;
- (g) The Council may borrow, either by way of overdraft from a bank or otherwise, such sums as it may from time to time require for the administration of the University.
- 3 (a) Stocks or the monies standing to the credit of the Endowment Fund shall be invested by the Council in such securities as trustees are authorized to invest in under the provisions of the laws of Kenya. Provided that where any sums are received by the Council for any payment into the Endowment Fund in the form of stocks and shares of any kind other than securities, then the Council may in its discretion retain such shares without converting them into such securities.

- (b) The monies or any portion thereof standing to the credit of any of the accounts other than the Endowment Fund of the University may be invested by the Council in securities as the Council may think fit.
- (c) Notwithstanding the provision of sub-sections 1 and 2 of this section, any monies standing to the credit of any of the accounts of the University including the Endowment Fund, may be temporarily invested for a period not exceeding 12 months pending utilization and in accordance with these Statutes.

### **STATUTE XXIX**

#### **ESTABLISHMENT OF COLLEGES WITHIN THE UNIVERSITY**

The Council may, on the advice of the Senate, establish Colleges within the University. The functions and powers shall be provided for in these Statutes.

#### **College Management Board**

1. There shall be, for each College, a College Management Board whose membership shall be:

- (a) The Principal - Chairman;
- (b) The Deputy Principal;
- (c) Deans of Schools/Faculties;
- (d) Directors of Centres;
- (e) Directors of Institutes;
- (f) The College Accountant; and
- (g) The College Registrar - Secretary.

2. The College Management Board shall be responsible for the administrative functions of the College and for this purpose its functions shall include:

- (a) Management of the personnel, facilities and finances of the College;
- (b) Planning for College needs and development;
- (c) Preparation of annual estimates of the funds required by the College; generation of revenue and administration of all funds entrusted to it;
- (d) Provision of the welfare of staff and students;

- (e) Implementation of rules and regulations governing the conduct, behaviour and discipline of staff and students of the college as approved by the Senate and Council; and
  - (f) Repair and maintenance of College equipment and facilities.
3. Unless the College Management Board otherwise determines, a meeting of the College Management Board shall be held at least once in each semester at such time and place as the Chairman may appoint.
  4. At all meetings of the College Management Board a quorum shall be the nearest whole number above half the membership of the College Management Board.
  5. Decisions of the College Management Board will be by a simple majority vote of those present and voting provided that the Chairman of the College Management Board shall have a casting vote in the event of an equality of votes.
  6. The Chairman may at any time call a meeting of the College Management Board and shall call a meeting within 14 days of receiving a request for that purpose addressed to him and signed by a 50% of the members of the College Management Board.
  7. The Chairman, or in his absence the Deputy Principal, shall preside at all meetings of the College Management Board at which he is present and in the absence of both the Chairman and the Deputy Principal, the members present shall elect a temporary Chairman from among themselves.
  8. The College Management Board may subject to such limitations as it may think fit, delegate any of its powers or duties to the Chairman or a committee or committees consisting of such members of the College Management Board and other persons as it may think fit, and the College Management Board may empower any such committee or committees to act jointly with committees appointed by the College Academic Board. Provided that the College Management Board shall not delegate to the Chairman or to a committee the power to approve, without further reference to the College Management Board the annual estimates of expenditure.
  9. The Chairman shall be an *ex-officio* member of every committee of the College Management Board but shall not be Chairman of any such committee unless expressly so provided.

10. Unless the College Management Board otherwise determines, a quorum of any committee of the College Management Board shall be the nearest whole number above half the membership of the Committee.
11. The College Management Board shall cause a copy of its minutes to be sent to the Secretary, University Management Board as soon as such minutes have been confirmed and duly signed.
12. Subject to the provisions of these Statutes, the College Management Board shall have power to regulate by such means as it may think fit its own procedures of its own meetings and those of its committees.

### **College Academic Board**

1. There shall be a College Academic Board for each College whose membership shall be:
  - (a) The Principal - Chairman;
  - (b) Deputy Principal;
  - (c) All Deans of Schools/Faculties, Directors of Schools, and Directors of Institutes within the College;
  - (d) All Chairpersons of Teaching Departments within the College;
  - (e) All Professors and Associate Professors within the College not being members of the Board by virtue of any other provision of this Statute;
  - (f) One representative from each Faculty, Teaching school or Institute in the College;
  - (g) The College Librarian;
  - (h) One Postgraduate Student;
  - (i) One student representative from each Faculty and/or teaching School/Institute, elected by secret ballot from the College Students' Organization;
  - (j) Such other full-time academic members of the University, not exceeding three, appointed by Senate on the recommendation of the College Academic Board;
  - (k) Such other co-opted members not exceeding three, and not being full-time academic members of the University, appointed by Senate on the recommendation of the College Academic Board; and
  - (l) College Registrar - Secretary.

2. The College Academic Board shall be responsible for the administration and management of the academic programmes of the College, and to that end its function shall include:
  - (a) to propose regulations to the Senate for the admission of students to the courses in the college and their continuance with such courses;
  - (b) to consider and select, and to recommend to the University Admissions Board for approval, the undergraduate students who apply to the University of Nairobi for admission for the courses at the college;
  - (c) to consider and select postgraduate students, to approve admissions, courses and appoint supervisors and examiners;
  - (d) to grant scholarships, fellowships and awards and to revoke any such grants in accordance with Statutes and regulations;
  - (e) to direct and make regulations on the teaching and research within the College in accordance with University rules and statutes; and
  - (f) to recommend names of examiners for appointment by Senate.
3. Unless the College Academic Board otherwise determines, its meetings shall be held at least three times in each semester at such time and place as the Chairman of the College Academic Board may appoint.
4. The Chairman of the College Academic Board may at any time call a meeting of the Board and shall call a meeting within ten days of receiving a request for that purpose addressed to him and signed by not less than 30% of the members of the College Academic Board.
5. The Chairman of the College Academic Board or in his absence, the Deputy Principal, shall preside at meetings of the Board at which he is present, and in the event of absence of both the Chairman of the Board and the Deputy Principal the members present and constituting a quorum shall elect a temporary chairman from among their number.
6. At any meeting of the College Academic Board a quorum shall be the nearest whole number above half the membership of the Board, for the time being.
7. The Chairman of the meeting shall have an original and a casting vote.
8. The College Academic Board may, subject to such limitations as it may think fit, delegate any of its powers or duties to a committee consisting of such members of the Board and other persons as it may think fit and the Board may empower any such committee to act jointly with any committee appointed by the College Management Board.

9. Subject to the provisions of this Statute, the College Academic Board shall have power to regulate, by such means as it may think fit, procedures of its own meetings and those of its committees.

**STATUTE XXX**

**ESTABLISHMENT OF CONSTITUENT COLLEGES**

The Cabinet Secretary may, on the advice of the Council and the recommendation of the Commission, by order published in the Gazette, establish or declare an institution of learning or higher education or any other training establishment to be a Constituent College of the University.

**STATUTE XXXI**

**DIRECTORATE FOR PARTNERSHIPS AND INTERNATIONAL AFFAIRS**

- 1 There shall be a Directorate for Partnerships and International Affairs.
- 2 The Director shall be appointed by the Vice-Chancellor from amongst persons holding the rank of Senior Lecturer and above;
- 3 The Director will report to the DVC (RIO)
- 4 Members of the Board:
  - (a) Deputy Vice-Chancellor (RIO) - Chairperson;
  - (b) Four (4) Deans/Directors nominated by Senate;
  - (c) Director - Secretary; and
  - (d) Registrar (RIO).
- 5 The Board shall:
  - (a) be answerable to the Vice-Chancellor;
  - (b) receive regular progress reports for consideration and approval; and
  - (c) monitor and evaluate the general performance of the Directorate.
- 6 The Director and shall perform the following functions:
  - (a) Provide a focal point for Research and Development as well as postgraduate studies with international, industry and external agencies and the University;
  - (b) Coordinate and facilitate the local and international industrial attachments and extension;
  - (c) Take responsibility for the welfare of external/international visiting staff and occasional/exchange staff/students while at the University;



- (d) Assist in travel arrangements for JOOUST academic staff/students as well as visiting scholars and occasional students;
- (e) Coordinate external activities by JOOUST staff/students visiting other institutions/universities locally and internationally;
- (f) Draft negotiations leading to the signing of Memoranda of Understanding (MOU) links and/or aid/research agreements including protection of Intellectual Property Rights of the University and Staff ;
- (g) Scrutinize draft Memoranda of Understanding (MOU) and agreements before they are executed;
- (h) Receive records of all correspondences between the benefiting departments and the collaborating partners;
- (i) Receive copies of progress reports periodically submitted to the donor under the terms of the MOU/agreement and recommend renewals or otherwise;
- (j) Ensure compliance by the benefiting departments and their international counterparts within the terms of the MOU and agreements;
- (k) Keep records and updating of all links and agreements the University has with International Universities/Organizations;
- (l) Process all Linkage and Cooperation MOU's for signing by the Vice-Chancellor after approval by the University Senate;
- (m) Inform academic staff and students of collaborative research opportunities available at the international, regional or local level; and
- (n) Mobilize resources to support partnerships and linkages .

#### **STATUTE XXXII**

##### **BOARD OF POSTGRADUATE STUDIES**

1. There shall be a Board of Postgraduate Studies.
2. The Director Postgraduate Studies shall be appointed by the Vice-Chancellor from amongst persons holding the rank of Associate Professor and above.
3. The Director shall report to the DVC (AA).
4. The Board of Postgraduate Studies shall perform the following functions:
  - (a) Co-ordinate postgraduate syllabi and regulations;

- (b) Consider and recommend post graduate syllabi and programs to Senate;
  - (c) Admit postgraduate students;
  - (d) Administer postgraduate scholarships;
  - (e) Administer postgraduate research grants;
  - (f) Administer and process postgraduate theses, projects or research papers;
  - (g) Conduct and supervise postgraduate studies programmes;
  - (h) Verify final list of Postgraduate Degree awards;
  - (i) General welfare and discipline of postgraduate students; and
  - (j) Any other business as may be determined by the Senate from time to time.
5. Membership of Board of Postgraduate Studies:
- (a) Director Postgraduate studies - Chairperson;
  - (b) Six (6) Representatives nominated by Senate from amongst persons holding the rank of at least Associate Professor;
  - (c) The person, preferably a PhD holder, in charge of postgraduate studies in the relevant School/Faculty/Institute under consideration; and
  - (d) Registrar (AA) - Secretary.
6. The Board shall report to Senate.

### **STATUTE XXXIII**

#### **DIRECTORATE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)**

- 1 There shall be an Information and Communications Technology Directorate hereinafter referred to as "ICT-Directorate".
- 2 The Director shall be appointed by the Vice-Chancellor.
- 3 The Director of ICT shall report to the Vice-Chancellor.
- 4 There shall be an ICT Board whose membership shall consist of:
  - (a) DVC(PAF) - Chairperson;
  - (b) Director ICT - Secretary;
  - (c) Four (4) Deans/Directors nominated by Senate;
  - (d) Registrar (PA);
  - (e) Registrar (RIO);
  - (f) Registrar (AA);

- (g) Finance Officer; and
  - (h) Not more than three (3) co-opted members from outside the University.
- 5 The Board shall:
- (a) be answerable to the Vice-Chancellor;
  - (b) receive regular progress reports for consideration and approval; and
  - (c) monitor and evaluate the general performance of the Directorate.
- 6 The Director shall perform the following functions:
- (a) Review ICT policy, strategies and plans in line with the University automation priorities;
  - (b) Recommend University wide ICT budget and the allocation of ICT resources among users departments;
  - (c) Consider and consolidate ICT requirements for various University functions, staff and students;
  - (d) Monitor and evaluate the performance of large ICT projects;
  - (e) Consider and recommend quality of service measures to enhance service delivery to various cadres of end users;
  - (f) Scrutinize any hardware and software license agreements with vendors and service level agreements with Internet Service Providers and advise Management Board and Senate accordingly; and
  - (g) Address any other ICT strategic and policy matters as may be referred by the Management Board and Senate.

#### **STATUTE XXXIV**

##### **CENTRE FOR OUTREACH AND EXTENSION SERVICES**

1. There shall be a Centre for Outreach and Extension Services.
2. The Director of the Centre shall be appointed by the Vice-Chancellor.
3. The Director will report to the DVC (RIO).
4. The Centre shall host the following Special Programmes *inter alia*:
  - (a) Outreach and Transfer of Technology;
  - (b) Community Service and Mentorship;
  - (c) Social Corporate Responsibility;
  - (d) Special Aquaculture Farming Program;

- (e) Poverty Alleviation Programmes;
  - (f) Environmental Management & Climate change; and
  - (g) Cultural Diversity.
5. The Centre shall be governed by a Board which shall consist of the following members:
- (a) Deputy Vice-Chancellor (RIO) - Chairperson;
  - (b) Director, Centre for Outreach and Extension Services;
  - (c) Registrar (RIO) - Secretary;
  - (b) Extension and Outreach Coordinator(s);
  - (c) One Dean/Director nominated by Senate;
  - (d) One Senate Representative;
  - (e) Director of Partnerships and International Affairs; and
  - (f) Two co-opted members from outside the University.
6. The Board shall:
- (a) be answerable to the Vice-Chancellor;
  - (b) receive regular progress reports for consideration and approval;
  - (c) monitor and evaluate the general performance of the Directorate.
7. The Director shall perform the following functions:
- (a) Promote of the outreach and extension services;
  - (b) Constantly liaise with the academic units on matters relating to the outreach and extension services;
  - (c) Review and make recommendations on appropriate outreach and extension programmes and services;
  - (d) Develop a technology transfer policy;
  - (e) Liaise with devolved County Governments on outreach projects; and
  - (f) Perform any other functions and undertake any other business activities as may be assigned or delegated by the Management Board and Senate;

**STATUTE XXXV**

**CENTRE FOR RESEARCH, INNOVATION AND TECHNOLOGY**

1. There shall be a Centre for Research, Innovation and Technology (CRIT).
2. The Director shall be appointed by the Vice-Chancellor.
3. The Director will report to the DVC (RIO)
4. The Centre shall be governed by a Board which shall consist of the following members:-
  - (a) Deputy Vice-Chancellor (RIO) - Chairperson;
  - (b) Director, Centre for Research, Innovation and Technology (CRIT) - Secretary;
  - (c) Director , Centre for Outreach and Extension Services;
  - (d) Four (4) Deans/Directors nominated by Senate;
  - (e) Two Student representatives;
  - (f) Two co-opted members from outside the University;
  - (g) Director of Partnerships and International Affairs; and
  - (h) Registrar (RIO).
5. The Board shall:
  - (a) be answerable to the Vice-Chancellor;
  - (b) receive regular progress reports for consideration and approval; and
  - (c) monitor and evaluate the general performance of the Directorate;
6. The Director shall perform the following functions:
  - (a) develop an intellectual and cultural Centre that draws upon the nation's indigenous knowledge base and promotes social and cultural heritage;
  - (b) develop Indigenous Knowledge Systems (IKS) conscious scientists who recognize the important role of the resource-rich but economically disadvantaged communities;
  - (c) share indigenous knowledge with communities, enrich, develop and add value to that knowledge in a language of the community and to facilitate the sharing of discoveries and innovation by scientists;
  - (d) pursue human centered knowledge development that will promote people-to-people learning;
  - (e) seek and transform the scientific ethos and change ethics and practices to ensure a genuinely reciprocal relationship between the rural communities and those in formal sector;

- (f) support a paradigm shift in pedagogical approaches to ensure that the local communities endowed with natural and cultural resources use them sustainably for posterity;
- (g) support educational initiatives aimed at ensuring that scientific teaching materials are developed in local languages;
- (h) contribute to the national economic development and poverty alleviation by aggressively exploring Kenya's comparative advantage in natural resources and indigenous knowledge systems;
- (i) develop policies on Research, Consultancies and Intellectual Property Rights
- (j) liaise with the Centre for Outreach and Extension Services for dissemination of its products; and
- (k) deal with any other emerging issues in the Centre.

#### **STATUTE XXXVI**

##### **CENTRE FOR GENDER MAINSTREAMING AND DEVELOPMENT**

1. There shall be a Centre for Gender Mainstreaming and Development.
2. The Director shall be appointed by the Vice-Chancellor.
3. The Director will report to the DVC (PAF).
4. The Centre shall be governed by a Board whose members comprise:
  - (a) Chairperson of the Board who shall be appointed by the Vice-Chancellor from among the senior academic staff;
  - (b) Director, Secretary;
  - (c) Registrar (RIO);
  - (d) Registrar (AA);
  - (e) Registrar (PA); and
  - (f) Four Academic staff representatives, balanced by gender.
5. The Board shall:
  - (a) be answerable to the Vice-Chancellor;
  - (b) receive regular progress reports for consideration and approval; and
  - (c) monitor and evaluate the general performance of the Directorate.

6. The Director shall perform the following functions:
  - (a) Promote equity in gender staff appointment and promotion;
  - (b) Enhance gender equity in student admissions and management;
  - (c) Sexual harassment based on gender;
  - (d) Mainstreaming gender equity among staff and students;
  - (e) Incorporate gender equity in research, innovation and outreach initiatives;
  - (f) Incorporate gender equity issues in curriculum; and
  - (g) Promote research in gender issues.

#### STATUTE XXXVII

##### **AIDS CONTROL UNIT**

1. There shall be an Aids Control Unit.
2. The Director shall be appointed by the Vice-Chancellor from among the persons holding the rank of senior lecturer and above.
3. The Director will report to the DVC (PAF).
4. The Centre shall be governed by a Board with the following members:
  - (a) Chairperson of the Board who shall be appointed by the Vice-Chancellor from among the senior academic staff;
  - (b) Director, Aids Control Unit;
  - (c) Dean of Students;
  - (d) Chief Medical Officer;
  - (e) Registrar (AA);
  - (f) Registrar (PA);
  - (g) Registrar (RIO) - Secretary; and
  - (h) Four Academic staff representatives, balanced by gender.
5. The Board shall:
  - (a) be answerable to the Vice-Chancellor;
  - (b) receive regular progress reports for consideration and approval; and
  - (c) monitor and evaluate the general performance of the Directorate.
6. The Director shall perform the following functions:
  - (a) Create awareness of the effects of HIV/AIDs in campus and general (community);

- (b) Create awareness of the impact of HIV/AIDs on social and economic development of Kenya;
- (c) Establish VCT Centres in the University;
- (d) Build partnerships with relevant stakeholders such as National HIV/AIDs Control Council;
- (e) Solicit funding for HIV/Aids control, awareness and prevention e.g. ARVs, circumcision, condoms, etc;
- (f) Create awareness of the effects of other diseases in the campus and general community; and
- (g) Create awareness of the impact of other such diseases on social and economic development.

#### **STATUTE XXXVIII**

##### **DIRECTORATE FOR QUALITY ASSURANCE AND PERFORMANCE CONTRACTING**

1. There shall be a Directorate for Quality Assurance and Performance Contracting.
2. The Director shall be appointed by the Vice-Chancellor.
3. The Director will report to the Vice-Chancellor.
4. The Directorate shall be governed by a Board which shall consist of the following members:
  - (a) Chairperson of the Board who shall be appointed by the Vice-Chancellor from among the senior academic staff;
  - (b) Director, Quality Assurance and Performance Contracting - Secretary;
  - (c) Four (4) Deans/Directors nominated by Senate;
  - (d) Registrar (AA);
  - (e) Registrar (PA);
  - (f) Registrar (RIO); and
  - (g) Four Academic staff representatives.
5. The Board shall:
  - (a) be answerable to the Vice-Chancellor;
  - (b) receive regular progress reports for consideration and approval; and
  - (c) monitor and evaluate the general performance of the Directorate.



6. The Director shall perform the following functions:
  - (a) Establish quality standards for management and activities for the University;
  - (b) Provide for objective performance contracting for staff and University Schools/Institutes;
  - (c) Provide for a follow up and monitoring mechanisms for the realisation of the performance contracts, including reasons for non-achievement; and
  - (d) Provide quality assurance and quality control of all academic programmes.

#### **STATUTE XXXIX**

##### **CENTRE FOR E-LEARNING**

1. There shall be a Centre for E-Learning.
2. The Director shall be appointed by the Vice-Chancellor.
3. The Director of e-Learning shall report to the DVC (Academic Affairs).
4. There shall be an E-Learning Board whose membership shall consist of the following:
  - (a) DVC (Academic Affairs) - Chairperson;
  - (b) Director of e-Learning - Secretary;
  - (c) Four (4) Deans/Directors nominated by Senate;
  - (d) Registrar ( AA);
  - (e) Director ICT;
  - (f) University Librarian;
  - (g) Director, Quality Assurance and Performance Contracting;
  - (h) Director, Board of Post Graduate Studies;
  - (i) Finance Officer; and
  - (j) Not more than three co-opted members.
5. The Board shall:
  - (a) be answerable to the Vice-Chancellor;
  - (b) receive regular progress reports for consideration and approval; and
  - (c) monitor and evaluate the general performance of the Directorate.
6. The Director shall perform the following functions :
  - (a) formulate, review and mainstream University e-learning policy;
  - (b) establish the standards for the e-Learning platform;

- (c) establish the infrastructural resources required for efficient service delivery;
- (d) consider and recommend e-Learning budget;
- (e) co-ordinate and develop effective e-Learning content;
- (f) identify potential e-Learning resources;
- (g) determine the bandwidth and connectivity requirements for various e-Learning service delivery modes;
- (h) develop appropriate business model for e-Learning services;
- (i) scrutinize any relevant hardware and software license agreements with vendors and service level agreements and advise Management Board and Senate accordingly; and
- (j) Address any other e-Learning strategic and policy matters as may be referred by the Management Board and Senate.

#### **STATUTE XL**

##### **DIRECTORATE FOR ENTERPRISE SERVICES**

- 1 There shall be a Directorate for Enterprise Services.
- 2 The Director shall be appointed by the Vice-Chancellor.
- 3 The Director will report to the Vice-Chancellor.
- 4 The Directorate shall be governed by a Board which shall consist of the following members:
  - (a) Deputy Vice –Chancellor (RIO) - Chairperson;
  - (b) Deputy Vice –Chancellor (AA);
  - (c) Deputy Vice –Chancellor (PAF);
  - (d) Director for Enterprise Services - Secretary;
  - (e) Finance Officer;
  - (f) Registrar (AA);
  - (g) Registrar (PA);
  - (h) Registrar (RIO);
  - (i) Six (6) Deans/Directors nominated by Senate;
  - (a) Legal Officer;
  - (b) University Librarian;
  - (c) Managers of IGUs; and
  - (d) Such other members as may be required from time to time.

- 5 The Board shall:
  - (a) be answerable to the Vice-Chancellor;
  - (b) receive regular progress reports for consideration and approval; and
  - (c) monitor and evaluate the general performance of the Directorate.
- 6 The Director shall perform the following functions:
  - (a) Review the IGU policy of the University from time to time;
  - (b) Identify income generating opportunities and categorise these for ease of administration;
  - (c) Provide guidelines on the establishment of IGUs;
  - (d) Promote the marketing of the University's IGUs;
  - (e) Communicate detailed schedules for the distribution of income by percentage amongst various stakeholders within the University;
  - (f) Recommend to Management Board, the distribution of income earned by each IGU in accordance with the schedules in (e);
  - (g) Coordinate and monitor all IGUs in the University;
  - (h) Commercialize research and development products;
  - (i) Recommend to Management Board, appropriate action on IGUs that do not conform to the IGU policy; and
  - (j) Deal with any other matters referred to it by the Management Board, the Vice-Chancellor, or any other University Committee.

#### **STATUTE XLI**

##### **DIRECTOR OF SPORTS**

- 1 The Director of Sports shall be appointed by the Vice-Chancellor
- 2 The Director of Sports will report to the DVC (AA).
- 3 The Director shall deal with all matters regarding the development of games and sporting facilities.

#### **STATUTE XLII**

##### **DIRECTOR ACCOMMODATION AND CATERING SERVICES**

1. The Director shall be appointed by the Vice-Chancellor.
2. The Director will report to the DVC(PAF).

3. The Director shall deal with all matters regarding accommodation and catering services and facilities.

#### **STATUTE XLIII**

##### **SCHOOLS, FACULTIES, INSTITUTES AND DEPARTMENTS OF THE UNIVERSITY**

1. There shall be Schools, Faculties, Institutes and Departments within the University approved by the Council following recommendation from the Senate.
2. The Senate will advise Council on the establishment of Schools/Institutes/Departments/Centres from time to time.
3. The following constitute the current Schools/Institutes:
  - (a) School of Agricultural and Food Sciences;
  - (b) School of Biological & Physical Sciences;
  - (c) School of Built Environment;
  - (d) School of Business& Economics;
  - (e) School of Education;
  - (f) School of Engineering and Technology;
  - (g) School of Environment & Natural Resource Management;
  - (h) School of Health Sciences;
  - (i) School of Humanities & Social Sciences;
  - (j) School of Informatics & Innovative Systems;
  - (k) School of Law;
  - (l) School of Mathematics & Actuarial Sciences;
  - (m) School of Tourism and Hospitality Management; and
  - (n) Institute of Cultural Heritage.

##### **Governance of Schools, Faculties and Institutes**

- 1 Each School/Faculty/ Institute shall be headed by a Dean who shall be competitively elected by members of the School/Faculty/Institute Board for a period of two (2) years renewable once. In the absence of an elected Dean, the Vice-Chancellor shall have powers to appoint an Acting/Associate Dean from amongst the senior academic staff in the School for not more than two years.

2. Deans shall be elected by academic staff from amongst qualified fulltime academic staff members, holding the position of at least Senior Lecturer in the respective Schools/Faculties. Senior Lecturers shall be eligible for election only if they have served for at least two years as a substantive Chairperson of the Department or a Director of an Institute or School.
- 3 Each School shall be governed by a Board whose membership shall consist of:
  - (a) Dean of School/Faculty - Chairperson;
  - (b) All Professors, Associate Professors, Senior Lecturers, Lecturers and Assistant Lecturers/Tutorial Fellows within the School;
  - (c) Teaching staff of Schools and Institutes associated with the academic business of the School and who are currently teaching in the Departments within the School;
  - (d) Two student representatives one undergraduate, one postgraduate, elected by secret ballot, from amongst full- time undergraduate and postgraduate students respectively of the School;
  - (e) Representatives from other Schools serviced by the Schools;
  - (f) School's Administrator - Secretary; and
  - (g) Such five other members as the School may deem fit to attend its meetings in an advisory capacity; provided that persons so invited shall not acquire right of membership to the Board and shall have no voting rights.
4. The Board of each School/Faculty shall have the following powers:
  - (a) To consider and make recommendations to Council through the Senate concerning the progress of students within respective Schools;
  - (b) To make recommendations to Senate concerning syllabi and regulations dealing with courses of study for Degrees and other awards;
  - (c) To regulate and conduct examinations in courses assigned to the School and make recommendations thereon to the Senate;
  - (d) To recommend to Senate the names of external examiners for appointment;
  - (e) To make recommendations to Senate on quality assurance and quality control;
  - (f) To consider and make recommendations on any question relating to the School;
  - (g) To deal with any matters referred to it by the Senate; and
  - (h) To regulate in such manner as it may deem fit, its own procedures;

5. There shall be a Board of Examiners of each School appointed by Senate with the Dean as Chairperson.
6. The quorum for the Schools Board shall be at least 50% of the total membership.
7. The Dean shall:
  - (a) be the academic and administrative head of the School/Faculty;
  - (b) chair all School Board meetings;
  - (c) monitor and evaluate students' academic progress within the School/Faculty;
  - (d) be the Chief Examination officer;
  - (e) be the quality assurance and quality control officer of the School/Faculty; and
  - (f) carry out any other duties that may be assigned by the Vice-Chancellor.

### **Academic Departments**

1. Each School/Faculty shall consist of such constituent departments or units as the Council may from time to time determine.
2. Each academic department shall be regarded for administrative purposes as being a constituent part of one School. Departments/units may be involved in other Schools in the provision of service course teaching. Such a Department/unit will be an associate department of the School.
3. Each Department shall be headed by a Chairperson who shall be appointed by the Vice-Chancellor from amongst senior academic staff members in consultation with Dean of the School.
4. A Chairperson, who shall be the chief examiner of the department, shall serve for a term of three years, renewable once.
5. A Departmental Board shall consist of all Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers, Tutorial Fellows and Chief and Principal Technologists in the Department.
6. There shall be Departmental Board meetings called by the Chairperson at least once a semester. Such meetings shall constitute all members of academic staff of the Department and members of associated departments who are currently teaching in the Department. The quorum shall be at least fifty per cent of the full time members.
7. The Department shall be the basic unit in academic functioning of the University and shall be responsible for the following functions;

- (a) To make recommendations to the School concerning students' academic progress;
- (b) To make recommendations to the School on teaching, syllabi and examinations;
- (c) To recommend to the management on matters pertaining to personnel and resources for the conduct of academic programmes;
- (d) To make recommendations to the School on quality assurance and quality control; and
- (e) To deal with any other matters referred to it by the School, Senate and Council

### **Academic Programmes and Designation of Degrees**

The University shall have power to offer and recommend for conferment, but not limited to the following degrees:

#### **1. School of Agricultural and Food Sciences**

##### **Undergraduate Programmes**

- (a) Bachelor of Science in Agribusiness Management
- (b) Bachelor of Science in Agricultural Education and Extensions
- (c) Bachelor of Science in Horticulture
- (d) Bachelor of Science in Animal Science
- (e) Bachelor of Science in Food Security
- (f) Bachelor of Science in Soil Science
- (g) Bachelor of Science (Agricultural Biotechnology)

##### **Postgraduate Programmes**

- a) Masters of Science in Food Security and Sustainable Agriculture
- b) Doctor of Philosophy (PhD) in Food Security and Sustainable Agriculture

#### **2. School of Biological & Physical Sciences**

##### **Undergraduate Programmes**

- (a) Bachelor of Science in Biological Sciences

##### **Postgraduate Programmes**

- c) Masters of Science in Botany, Zoology, Chemistry or Physics
- d) Doctor of Philosophy (PhD) in Botany, Zoology, Chemistry or Physics

#### **3. School of Built Environment**

##### **Postgraduate Programmes**

- (a) Doctor of Philosophy ( PhD) in Planning (Urban, Regional, Urban Design, Environmental & Water Resources, Project Planning,& Management)
- (b) Master of Arts in Project Planning and Management
- (c) Postgraduate Diploma in Project Planning & Management

**Undergraduate Programmes**

- (a) Bachelor of Arts in Spatial Planning

**4. School of Business & Economics**

**Postgraduate Programmes**

- (a) Master of Logistics and Supply Chain Management
- (b) Executive MBA
- (c) Master of Business Administration
- (d) Doctor of Philosophy (PhD) in Finance, Accounting, Human Resource, Entrepreneurship, Economics or Business Administration

**Undergraduate Programmes**

- (a) Bachelor of Business Administration with IT
- (b) Bachelor of Logistics and Supply Chain Management

**Diploma Programmes**

- (a) Diploma in Business Administration
- (b) Diploma in Entrepreneurship
- (c) Diploma in Tourism Administration

**Certificate Programmes**

- (a) Certificate in Business Administration
- (b) Certificate in Tourism Administration
- (c) Certificate in Entrepreneurship

**5. School of Education**

**Postgraduate Programmes**

- (a) Master of Education Guidance and Counseling
- (b) Master of Education in Curriculum Studies
- (c) Master of Education in Special Needs Education
- (d) Master of Education in Early Childhood Development & Education
- (e) Master of Education in Educational Administration & Management



- (f) Master of Education in Planning and Economics of Education
- (g) Master of Education in Pedagogy
- (h) Master of Education in Educational Technology
- (i) Doctor of Philosophy (PhD) in Education

**Undergraduate Programmes**

- (a) Bachelor of Education (Early Childhood Development)
- (b) Bachelor of Education (Arts) with IT
- (c) Bachelor of Education (Science) with IT
- (d) Bachelor of Education (Special Needs Education) with IT

**6. School of Engineering and Technology**

**Undergraduate Programmes**

- (a) Bachelor of Science in Renewable Energy Technology Management
- (b) Bachelor of Science in Construction Management

**Diploma Programmes**

- (a) Diploma in Building and Civil Engineering

**Postgraduate Programmes**

- a) Masters of Science in Engineering Technology
- b) Doctor of Philosophy (PhD) Engineering Technology

**7. School of Environment & Natural Resources Management**

**Postgraduate Programmes**

- (a) Master of Science in Urban Environmental Planning and Management
- (b) Doctor of Philosophy in Urban Environmental Planning and Management

**Undergraduate Programmes**

- (a) Bachelor of Science in Water Resource and Environmental Management

**8. School of Health Sciences**

**Postgraduate Programmes**

- (a) Master of Science in Epidemiology and Biostatistics
- (b) Master of Science in Public Health
- (c) Master of Science in Community Health & Development
- (d) Doctor of Philosophy (PhD) in Public Health

**Undergraduate Programmes**

(a) Bachelor of Science in Community Health and Development

(b) Bachelor of Science in Public Health

**Diploma Programmes**

(a) Diploma in Community Health and Development

**Certificate Programmes**

(a) Certificate in Community Health and Development

**9. School of Humanities & Social Sciences**

**Postgraduate Programmes**

(a) Master of Arts in History

(b) Master of Arts in Geography

(c) Master of Arts in Linguistics

(d) Master of Arts in Literature

(e) Master of Arts in Religious Studies

(f) Doctor of Philosophy (PhD) in History, Geography, Linguistics, Literature or Religious Studies

**Undergraduate Programmes**

(a) Bachelor of Arts in Religious Studies

(b) Bachelor of Arts in Developmental Policy Studies

**Diploma Programme**

(a) Diploma in Community Development

**Certificate Programme**

(a) Certificate in County Governance

**10. School of Informatics & Innovative Systems**

**Postgraduate Programmes**

(a) Doctor of Philosophy (PhD) in Business Information Systems

(b) Doctor of Philosophy (PhD) in Information Security & Audit

(c) Master of Science in Information Technology Security and Audit

(d) Master of Science in Information Technology Management

(e) Master of Science in Health Informatics

(f) Master of Science in Information Systems

**Undergraduate Programmes**

- (a) Bachelor of Science in Computer Security and Forensics
- (b) Bachelor of Science in Information Communication Technology
- (c) Bachelor of Science in Business Information Systems
- (d) Bachelor of Science in Computer Science & Technology
- (e) Bachelor of Science in Library & Knowledge Management

**Postgraduate Diploma Programmes**

- (a) Postgraduate Diploma in Information Technology Security
- (b) Postgraduate Diploma in Computer Science

**Diploma Programmes**

- (a) Diploma in Computer Studies
- (b) Diploma in Computer Technology and Applications Studies
- (c) Diploma in Linux for Engineering and IT Professionals

**Certificate Programmes**

- (a) Certificate in Computer Technology and Applications
- (b) Executive Certificate in Computer Forensics and Cybercrime Investigation

**11. School of Mathematics & Actuarial Sciences**

**Postgraduate Programmes**

- (a) Master of Science in Applied Statistics
- (b) Master of Science in Actuarial Science
- (c) Master of Science in Pure Mathematics
- (d) Master of Science in Applied Mathematics
- (e) Doctor of Philosophy (PhD) in Applied/Pure Mathematics, Statistics or Actuarial Science

**Undergraduate Programmes**

- (a) Bachelor of Science in Mathematics
- (b) Bachelor of Science in Actuarial Science with IT
- (c) Bachelor of Science in Applied Statistics

**Bridging Course**

- (a) Bridging in Mathematics

**12. School of Tourism and Hospitality Management**

**Undergraduate Programme**

- (a) Bachelor of International Tourism Management

**STATUTE XLIV**

**RULES AND REGULATIONS FOR THE UNDERGRADUATE DEGREE AND DIPLOMA PROGRAMMES**

**Admission Requirements**

**1 Admission Procedures and Requirements for the Bachelor's Degree**

**1.1 Admission Procedures:**

- (a) Enquiries for all Bachelor's Degree programmes offered should be made to the Registrar (Academic Affairs), Jaramogi Oginga Odinga University of Science and Technology, P. O. Box 210-40601, Bondo, Kenya.
- (b) The closing date for receiving applications for the Bachelor's degree programmes shall be as determined by the Senate from time to time.

**1.2 Minimum Entry Requirements for Bachelor's Degree:**

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

Applicants must:

- (a) Have the Kenya Certificate of Secondary Education with a mean grade of C+ (C plus) passed at one sitting from at least seven subjects drawn from subject groupings as specified by the Kenya National Examinations Council or its equivalent.

**OR**

- (b) Have one of the following combinations of passes in the Kenya Advanced Certificate of Education examination:

- i) Two (2) Principal passes obtained at the same sitting.

**OR**

- ii) Two (2) Principal passes obtained at different sittings provided the passes are of grade C or higher.

**OR**

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

**OR**

- (d) Hold a certificate from a recognized institution with a “credit” pass or higher or equivalent qualification from a recognized institution in the relevant field of specialization, acceptable to Senate

**OR**

- (e) Have exceptional experiential knowledge and information

**AND**

- (f) Meet additional or specific entry requirements as may be specified by the respective Department, School/Faculty offering the programme.

## **2 Admission Procedures and Requirements for the Diploma**

### **2.1 Admission Procedures**

- (a) Enquiries for all diploma programmes offered should be made to the Registrar (AA), Jaramogi Oginga Odinga University of Science and Technology, P. O. Box 210-40601, Bondo, Kenya.
- (b) The closing date for receiving applications for the Diploma programmes shall be as determined by the Senate from time to time.
- (c) Minimum Entry Requirements for Diploma Programmes:  
The entry requirements set out below are only *minimum*, and they do not in any way, entitle an applicant to a place in the University.

Applicants must:

- i) Have the Kenya Certificate of Secondary Education with a mean grade “C” passed at one sitting from at least seven subjects drawn from subject groupings as specified by the Kenya National Examinations Council or equivalent. Candidates with disabilities will be given special consideration with regard to the number of subjects taken at KCSE.

**OR**

- ii) Hold a certificate from a recognized institution with a “credit” pass or higher or equivalent qualification from a recognized institution in the relevant field of specialization, acceptable to University Senate.

**OR**

- iii) Have exceptional experiential knowledge and information

**AND**

- iv) Meet additional or specific entry requirements as may be specified by the respective Department, School/Faculty offering the diploma programme.

## **2.2 Mature Entry**

There shall be a mature age qualifying scheme for admission to the University, the conditions for which shall be as follows:

- i) Candidates must be 25 years of age, or older on 1<sup>st</sup> July of the year in which admission is sought
- ii) Candidates should have completed their full-time school at high school or University education at least five years before the date they are seeking admission.

iii) Candidates should be able to show:

- 1) That they have attended extra-mural classes or residential courses in which case a recommendation from the extra-mural class tutor (s) or residential tutor will be necessary.

**OR**

- 2) That they have attended a residential course at an adult education centre or post-secondary institution in which case a recommendation from the Principal of the institution attended will be necessary.

**OR**

- 3) That they can obtain, from a person acceptable to the University, a recommendation that they are qualified to benefit from a university education.

iv) Candidates must give the name and full address of a referee who is a person conversant with university standards, preferably a graduate, and who is well placed to assess the candidate's potential as a university student. Candidates should ensure that they obtain the consent of the individual to act as a referee.

v) No candidate who has previously attended any university shall be admitted to a degree course, under these regulations, for which they failed to qualify during their previous attendance, unless they produce evidence of further study satisfactory to the University.

### **3 Duration of Study and Course Loading**

- (a) The duration of study for a diploma and bachelor's degree shall be as prescribed under the respective academic programmes and approved by the Senate.
- (b) Candidates shall fulfill other conditions as may be stipulated by the respective Schools/Institutes and Departments from which the diploma or the degree is sought.

### **4 Degree Structure and Course Requirements**

- (a) The Bachelor's Degrees are structured as specified under individual academic programmes and approved by the Senate.
- (b) Courses taken to fulfill graduation requirements shall be drawn from those specified by the respective School and Department.

## **5 Undergraduate Credit Transfer**

The respective Schools may stipulate guidelines on credit transfer and present them at the Senate for approval.

### **STATUTE XLV**

#### **EXAMINATION REGULATIONS FOR THE BACHELOR'S DEGREE AND DIPLOMA**

##### **1 Examination Processing and General Requirements**

- (a) All examinations shall be conducted under the authority of the Senate as specified under various rules and regulations.
- (b) To be eligible to take University examinations every candidate shall pay to the University in respect of the examinations such fees as the Council shall prescribe from time to time.
- (c) Only students who have registered for scheduled courses within the first two (2) weeks of the semester and fulfilled all other requirements shall be eligible for taking examinations.
- (d) To be eligible to sit for end of semester examinations, candidates must be registered in the course being examined, obtain clearance from the Finance Officer and must have attended 70% of the unit teaching time in a semester
- (e) There shall be internal and external examiners of the University appointed by the Senate upon the recommendation of the Boards of Schools/Institute, who shall prepare examinations and examine students in papers assigned to them by the School/Institute.
- (f) Final examination marks shall be agreed upon between the internal and external examiners.
- (g) Provided that where no such agreement can be reached the chief examiner concerned shall make the final decision.
- (h) In the case of re-marking, a moderator may be appointed from within or outside the University who had no part in teaching the candidate(s) in the subject for the paper under examination.
- (i) Subject to approval by the Senate, departments may establish Moderating Committees chaired by the Chairperson of department and consisting of senior academic staff who shall moderate the examinations.



- (j) A student shall be permitted to proceed to the next year of study, provided he/she re-sits the courses failed when next offered.
- (k) In the event of any alleged examination irregularity, the Senate shall appoint a committee which shall investigate the alleged irregularity. Any person involved in the alleged irregularity shall be required to appear before the Committee. The Chairperson of the Examination Irregularity Committee shall then report the findings of the Committee to the Vice-Chancellor who on behalf of the Senate shall decide what further action may be necessary. The Committee's report and the action of the Vice-Chancellor shall be presented to the Senate.

**2 Assessment Criteria and Procedures**

**(a) Ordinary Examinations**

- i) The ordinary Examinations shall be graded on the basis of percentage marks consisting of thirty percent (30%) as continuous assessment and seventy percent (70%) as final examinations.
- ii) Where a course is mainly practical in nature, it may be examined wholly or substantially by continuous and/or practical assessment. This also applies to Industrial Attachment which is regulated by general University Industrial Attachment Guidelines and specific School Industrial Attachment Guidelines respectively.
- iii) The total marks scored for each course shall be translated into letter grades as follows:

70 % and above	A (Excellent)
60-69 %	B (Good)
50-59 %	C (Average)
40-49%	D (Below average)
Below 40%	F (Fail)
- iv) Other designations related to examinations shall be as follows:

P:	Pass
I:	Incomplete
K:	Course in progress

CT: Credit Transfer

Au: Audit

**(b) Special Examinations**

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

**(c) Re-sit Examinations**

- i) A candidate who fails twenty-five per cent (25%) or less of the total of all courses in an academic year shall be required to do re sit examinations in each paper failed.
- ii) Candidates shall be awarded grade "C" (50%) in all courses passed at re sit examination.
- iii) Re-sit examination in any particular course shall be taken once only.

**(d) Discontinuation**

A student shall be discontinued for:

- i) Failing more than twenty five percent (25%) of the total courses taken in an academic year.
- ii) Failing a re-sit examination.
- iii) Committing serious examination malpractice as defined under, Section (f) of these regulations.
- iv) Failing to register for and attend scheduled lectures for two (2) weeks or longer without the consent of the University Senate.

**(e) Remarking of Examinations**

- i) A candidate shall be allowed to appeal to the Registrar (AA) through the Dean of School/through the Chairperson of department for remarking of an examination, on payment of a non-refundable fee to be determined from time to time by the Council.
- ii) Remarking shall be done by an examiner (or examiners) other than the original one and shall be moderated by a moderating committee as established under Clause 1 (h) of this Statute.

- iii) A candidate must appeal within seven (7) days after results are published by the Registrar (AA).
- iv) Marking of the appealed cases must be done within seven (7) days after the student submits the request on official School forms.

**(f) Examination Irregularities and Malpractices**

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

1. Copying or reading from another candidate's script or from any other unauthorized source.
2. Bringing into the examination room any unauthorized materials relevant to the examination, e.g., books, notes, electronic devices with pre-set formulae, mobile phones, pre-written answers, etc.
3. Abetting, aiding or covering up an examination malpractice.
4. Seeking or obtaining a deferment of examination on false pretense.
5. Plagiarism.
6. Exchange of examination material in the examination room.
7. Taking examination by proxy.
  - i) Being engaged in any other misconduct relating to examinations such as taking an examination script out of the examination room instead of handing it over to the examiner at the end of examination time.
  - ii) Refusal to stop writing after the invigilator has declared time out.

**(g) Disciplinary Procedures and Penalties:**

- i) Any examination malpractice shall immediately be reported in writing by the invigilators through the chief examiner of the Department to the Dean of School where the course is taught. The report shall include statements by the student involved, invigilators and examiners.
- ii) On receiving the report of examination malpractice, the Dean shall convene, not later than two (2) weeks after the end-of-Semester Examinations, a School Disciplinary Committee shall be constituted to deliberate on the case.

- iii) The membership of the Disciplinary Committee shall be as follows:
  - 1. The Dean of School where the Course is offered who shall also be the Chairperson;
  - 2. Two (2) Chairpersons of Departments, including the department where the course was taught and the department in which the student was registered;
  - 3. Two (2) School representatives from within the school where the course was offered; and
  - 4. School Administrative Assistant, who shall serve as Secretary to the Committee.
- iv) The Disciplinary Committee shall conduct its procedures, unless otherwise stated, in accordance with protocols stipulated.
- v) The recommendations of the Disciplinary Committee shall be reported to the School Board of Examiners and the University Senate as soon as possible, but before the University Senate deliberates on the relevant examination results.

**(h) Appeal:**

- i) An expelled or suspended student may appeal to the Vice-Chancellor who will constitute an Appeals Committee to determine the case within a period of ninety (90) days from the date of notification of the discontinuation. An appeal not submitted within the ninety days shall not be considered.
- ii) The decision of the appeal case shall be communicated to the student within a period of ninety (90) days from the date of notification of the appeal.

**(i) Rescinding of a Degree or Diploma**

The University may rescind any degree or diploma awarded to a graduate who, while registered in a particular programme, committed an academic offence which if it had been detected before graduation, would have resulted in expulsion. Notification of a rescinded degree or diploma shall be communicated to all relevant parties.

**(j) Expulsion from the University**

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

- i) Being involved in an examination malpractice.
- ii) Declared by the Students Disciplinary Committee to have demonstrated gross misconduct.
- iii) Discovered to have been admitted irregularly, e.g. forging of admission documents.
- iv) A student expelled from the University for Irregular Admission will not be entitled to previous academic records.

**(k) Classification of the Degree and Diploma**

- i) Bachelor’s Degree and Diploma shall be classified on weighted average percentage marks of all courses, except audited courses, undertaken in all the years of study at the University as follows:

Degree

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

Diploma

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

- ii) The student’s academic transcript shall show all the courses taken, including scores for each course and the respective letter grade, including the “F” grade(s).
- iii) The Provisional transcript shall be issued and signed by the Dean of School/Institute offering the degree or diploma.

- iv) The final official Transcript shall be signed and issued by the Registrar (AA)

### **STATUTE XLVI**

#### **RULES AND REGULATIONS FOR THE POSTGRADUATE DEGREE, DIPLOMA AND CERTIFICATE PROGRAMMES**

##### **1.0 Rules and Regulations for Postgraduate Certificate Programmes**

##### **1.1 Application and Admission Requirement Procedures**

- (a) Applicants shall fulfill the following minimum requirements:
- i) Hold at least a first Degree or the equivalent from JOOUST or any other institution recognized by JOOUST.
  - ii) Meet special requirements as may be prescribed by the Department, School/Faculty/Institute.
- (b) Applicants shall be admitted to only one postgraduate certificate programme at a time.
- (c) Application forms may be obtained from the Director, Board of Postgraduate Studies upon payment of a prescribed non-refundable fee.
- (d) Admission shall be confirmed by a letter from the Director, Board of Postgraduate Studies.

##### **1.2 Duration of Study and Course Requirements**

- (a) A Postgraduate certificate programme shall last a minimum of four (4) months and a maximum of twelve (12) months for full-time students for the whole programme.
- (b) Part-time students shall be registered for a maximum of twenty-four (24) months.
- (c) A student must take and pass all prescribed courses to qualify for the award of postgraduate certificate.

**1.3 Examinations**

- (a) All examinations shall be conducted under the authority of the University Senate as specified under various rules and regulations.
- (b) Only candidates who have registered and have fulfilled all the requirements shall be eligible for taking examinations.
- (c) Subject to approval by the University Senate, Departments may establish moderating committees chaired by the Chairperson of Department and consisting of senior academic staff who shall moderate the examinations.
- (d) Every candidate shall pay to the University in respect of examinations such fees as the Council shall from time to time prescribe.

**(e) Examinations shall consist of:**

- i) Assignments, laboratory practical, fieldwork, industrial attachment and such other continuous assessment as required by the Department, School, and Institute concerned which shall constitute forty per cent (40%) of the total marks for each course.
- ii) The final examinations shall constitute sixty per cent (60%) of the total marks for each course.
- iii) Seminars and courses which are of a practical nature shall be assessed entirely by continuous assessment.

**(f) Marks obtained in examinations shall be converted into Letter Grades as follows:**

75 %and above	A (Distinction)
65-74%	B (Credit)
50-64%	C (Pass)
Below 50 %	F (Fail)

**(g) Special Examinations:**

- i) Special examinations will be offered to candidates who, due to circumstances acceptable to the University Senate, were unable to sit for the ordinary examinations.
- ii) Special examinations shall be graded on the same guidelines as those for the ordinary examinations

- iii) Special examinations shall be held concurrently with the supplementary examinations unless otherwise specified by the University Senate.

**(h) Re-sit Examinations**

- (i) A candidate who fails twenty-five per cent (25%) or less of the total of all courses in an academic year shall be required to do re sit examinations in each paper failed.
- (ii) Candidates shall be awarded grade "C" (50%) in all courses passed at re sit examination.
- (iii) Re-sit examination in any particular course shall be taken once only.

**(i) Discontinuation**

A student shall be discontinued for:

- (i) Failing more than twenty five percent (25%) of the total courses taken in an academic year.
- (ii) Failing a re-sit examination.
- (iii) Committing serious examination malpractice as defined under, Section 6.1 of these regulations.
- (iv) Failing to register for and attend scheduled lectures for two (2) weeks or longer without the consent of the University Senate.
- (v) Absconding for a maximum period of sixty (60) days or more.

**2.0 Rules and Regulations for Postgraduate Diploma Programmes**

**2.1 Application and Admission Requirement Procedures**

- (a) Applicants shall fulfill the following minimum requirements:
  - i) Hold at least a first degree or the equivalent from a recognized institution
  - ii) Meet special requirements as may be prescribed by the Department, School and Institute.
- (b) Applicants shall be admitted to only one Postgraduate diploma programme at a time.
- (c) Application forms shall be obtained from the Director, Board of Postgraduate studies upon payment of a prescribed non-refundable fee. Admission shall be confirmed by letter from the Director, board of Postgraduate Studies



## 2.2 Duration of Study and Course Requirements

- (a) A Postgraduate diploma programme shall last a minimum of nine (9) months for a full time student and a maximum of twenty four (24) months for a part-time student for the whole programme.
- (b) A student must take and pass all prescribed courses to qualify for the award of postgraduate diploma.

## 2.3 Examinations

- (a) All examinations shall be conducted under the authority of the University Senate as specified under various rules and regulations.
- (b) Only candidates who have registered and have fulfilled all the requirements shall be eligible for taking examinations.
- (c) Subject to approval by the University Senate, Departments may establish Moderating Committees chaired by the Head of Department and consisting of senior academic staff who shall moderate the examinations.
- (d) Every candidate shall pay to the University in respect of examinations such fees as the Council shall from time to time prescribe.
- (e) Examinations shall consist of:
  - i) Assignments, laboratory practical, fieldwork, industrial attachment and such other continuous assessment as required by the Department, School, and Institute concerned which shall constitute forty per cent (40%) of the total marks for each course.
  - ii) The final examinations, which shall constitute sixty per cent (60%) of the total marks for each course.
  - iii) Seminars and courses which are of a practical nature shall be assessed entirely by continuous assessment.
- (f) Marks obtained in examinations shall be converted into letter grades as follows:

75 %and above	A (Excellent)
65-74%	B (Good)
50-64%	C (Average)
Below 50 %	F (Fail)

(g) **Special Examinations:**

- i) Special examinations will be offered to candidates who, due to circumstances acceptable to the University Senate, were unable to sit for the ordinary examinations.
- ii) Special examinations shall be graded on the same guidelines as those for the ordinary examinations
- iii) Special examinations shall be held concurrently with the examinations unless otherwise specified by the University Senate.

(h) **Re-sit Examinations**

- i) A candidate who fails twenty-five per cent (25%) or less of the total all courses in an academic year shall be required to do resit examinations in each paper failed.
- ii) Candidates shall be awarded grade "C" (50%) in all courses passed at re-sit examination.
- iii) Re-sit examination shall be taken once only.

(i) **Discontinuation**

A student shall be discontinued for:

- i) Failing more than twenty five percent (25%) of the total courses taken in an academic year.
- ii) Failing a re-sit examination.
- iii) Committing serious examination malpractice.
- iv) Failing to register for and attend scheduled lectures for two (2) weeks or longer without the consent of the University Senate.
- v) Absconding research work for a maximum period of sixty (60) days or more.

### **3.0 Rules and Regulations for Postgraduate Master's Programmes**

#### **3.1 Application and Admission Requirement Procedures**

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

#### **3.2 Duration of Study and Course Loading**

- (a) Full-time candidates for the Masters degree shall be registered for a minimum of eighteen (18) months and a maximum of thirty-six (36) months except in special cases where the School will guide the University Senate.

- (b) Part-time candidates for the Masters degree by coursework, examination and thesis must successfully complete all coursework and thesis to qualify for the award of the Master's degree.

### **3.3 Transfer of Credits**

- (a) Course credits may be considered for transfer to a Masters degree programme provided they have been obtained from an institution recognized by Senate.
- (b) No more than thirty per cent (30%) of the total required course credits will be accepted from other institutions.
- (c) All credits transferred should be of grade B and above and should be indicated in the transcript.
- (d) The relevant department shall guide the Board of Postgraduate studies on transferable courses through their School or Institute.

### **3.4 Masters Degree Options**

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

- (a) Master's degree by coursework, examination and thesis  
Under this option, the candidates shall be required to do coursework, take Examinations, conduct research, and submit a thesis at the end of their study programme.
- (b) Master's degree by coursework, examination and project  
Under this option, the candidates shall take prescribed courses and examinations and a project equivalent to three courses.

### **3.5 Conduct of Study and Supervision**

- (a) Candidates registered in accordance with these regulations shall be required to pursue their programmes of study under the guidance of supervisors approved by the University Senate on the recommendation of the Department and School Board concerned through the Board of Postgraduate Studies.
- (b) There shall be one (1) or two (2) supervisors appointed for each candidate. Both supervisors must be members of the academic staff in the relevant field of study of the department offering the degree programme. Where there are more than one supervisor, there will be first/main and second supervisors.

- (c) Candidates shall be required to consult with their supervisor(s) at least once per month.
- (d) Supervisors shall submit progress reports on the candidate to the Board of Postgraduate studies through the Chairperson of the Department and Dean/Director of School on a prescribed form once every three (3) months.
- (e) Where the progress of the candidate is unsatisfactory, the candidate shall be warned in writing by the Director, Board of Postgraduate Studies through the Dean of School and Chairperson of Department concerned. If the candidate shows no improvement after the warning within three (3) months, the Director, Board of Postgraduate Studies shall recommend to the University Senate for the candidate's deregistration.
- (f) Where in the judgment of the Board of Postgraduate Studies, a candidate is not receiving proper supervision from the supervisor(s), the Board shall order change of the supervisor(s).

### **3.6 Examinations**

- (a) Masters degree examinations shall be conducted under the authority of the University Senate as specified under various rules and regulations.
- (b) Examinations shall consist of:
  - i) Continuous assessment based on assignments, laboratory practical and such other tests as the regulations of the department may prescribe, which shall constitute forty per cent (40%) of the total marks for each course.
  - ii) The final examinations shall constitute sixty per cent (60%) of the total marks for each course.
  - iii) Continuous assessment for programmes conducted by research/thesis only shall be reflected in the candidate's progress reports submitted by the supervisor(s).
- (c) Courses which are purely of a practical nature and/or seminars may be assessed entirely by continuous assessment.
- (d) Marks obtained in examinations shall be converted into letter grades as follows:

75 %and above	A (Distinction)
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65-74%	B (Credit)
50-64%	C (Pass)
Below 50 %	F (Fail)

- (e) Re-sit Examinations
- i) A candidate who fails in twenty five per cent (25%) or less of the total courses taken in an academic year shall be required to re-sit examination once only.
  - ii) Candidates shall be awarded grade "C" (50%) in all courses passed in re-sit examination.
- (f) Discontinuation
- A student shall be discontinued for:
- i) Failing more than twenty five percent (25%) of the total courses taken in an academic year.
  - ii) Failing a re-sit examination
  - iii) Committing serious examination malpractice as defined under, Section 6.1 of these regulations.
  - iv) Failing to register for and attend scheduled lectures for two (2) weeks or longer without the consent of the University Senate.
  - v) Absconding research work for a maximum period of sixty (60) days or more.
- (g) Special Examinations
- i) Special examinations will be offered to candidates who, due to circumstances acceptable to the University Senate, were unable to sit for the ordinary examinations.
  - ii) Special examinations shall be graded on the same guidelines as those for the ordinary examinations
  - iii) No student shall be permitted to proceed to the next year of study without having satisfied all examination requirements.
  - iv) Examination results shall be processed and approved by the School Board of Examiners and submitted to the Board of Postgraduate Studies for

ratification before being presented to University Senate by the relevant School/ Dean.

**3.7 Submission and Examination of Thesis or Project**

- (a) At least three (3) months before a thesis/project is submitted, a candidate shall with the consent of the supervisor(s) give notice in writing to the Director, Board of Postgraduate Studies indicating intention to submit thesis/project. The notice must be accompanied with an abstract of the thesis/project.
- (b) Upon receiving the notice to submit thesis, the Chairperson of the Department shall identify the external examiner and two internal examiners to the Board of Postgraduate Studies through the Dean of the School or Director of the Institute.
- (c) The thesis/project shall be loosely bound (six copies) and shall be accompanied by a signed declaration by the candidate confirming that the “Thesis/Project has not been previously submitted for a Degree in any other University and that the Thesis/Project is the original work of the candidate.”  
The thesis/project shall bear the signature(s) of the supervisor(s) indicating approval to submit.
- (d) Upon receiving the thesis/project, the Board of Postgraduate Studies shall forward the same to the examiners within two (2) weeks. The University Senate, on the recommendation of the Board of Postgraduate Studies, shall appoint a Board of Examiners consisting of:
  - i) The Dean of the School-Chairperson;
  - ii) The Director, Board of Postgraduate Studies;
  - iii) Departmental representative;
  - iv) The supervisor(s), acting as internal examiner(s);
  - v) Two School representatives;
  - vi) The External Examiner, to be present if available (This is not required for the Master’s projects); and
  - vii) One (1) Senate representative
- (e) The external and internal examiners shall be required to submit within two (2) months independent written assessments of the thesis/project to the Director, Board of Postgraduate Studies indicating:

- i) Whether or not the thesis/project is adequate in form and content;
  - ii) Whether or not the thesis/project reflects an adequate understanding of the subject, and, in consequence;
  - iii) Whether or not the degree should be awarded
- (f) As soon as all the examiners' reports are received, the Director, Board of Postgraduate Studies shall convene a meeting of the Board of examiners at which the reports and other academic matters arising from the thesis/project shall be considered. The Board of Examiners shall subject the candidate to an oral examination to enable it to arrive at a satisfactory recommendation on the merit of the thesis/project. The passing of the candidate shall be based on the decision of the majority of the Board of Examiners.
- (g) If the Board will require the candidate to resubmit and defend the Thesis/Project, this shall be done once only.
- (h) If the Board of Examiners will judge the candidate to have failed in both the quality of the Thesis/Project and the defense, the decision of the Board shall be final.
- (i) The decision of the Board of Examiners shall be communicated verbally to the candidate immediately following the defence and in writing by the Director, Board of Postgraduate Studies within two (2) weeks after the defence.
- (j) Where required, a signed certificate of corrections shall be issued by the supervisor(s)
- (k) A consolidated report and appropriate recommendation shall be submitted to the Chairperson of University Senate through the Director, Board of Postgraduate Studies.



#### **4.0 Rules and Regulations for the Degree of Doctor of Philosophy**

##### **4.1 Eligibility for Registration**

Candidates wishing to pursue a Doctor of Philosophy (PhD) programme at Jaramogi Oginga Odinga University of Science and Technology must meet the following requirements;

- (a) Have appropriate preparatory academic training as evidenced by at least one of the following:
  - i) Be a holder of a Masters Degree of Jaramogi Oginga Odinga University of Science and Technology
  - ii) Be a holder of a Masters Degree or an equivalent academic qualification from any other recognized institution.
  - iii) Is a candidate enrolled for a Masters degree in Jaramogi Oginga Odinga University of Science and Technology for at least one year who has, to the satisfaction of the University Senate, shown exceptional progress in the research work to merit upgrading, after satisfying a panel of experts in the area of study.
  - iv) Be a holder of a Bachelor's Degree whom the University Senate has specially exempted from the Masters programme, after satisfying a panel of experts in the area of study.
- (b) Fulfill specific requirements as maybe stipulated by the respective Department, School /Institute with regard to the field of study.

##### **4.2 Application and Admission Procedures**

- (a) Application forms may be obtained from the Director, Board of Postgraduate Studies upon payment of a prescribed non-refundable fees and returned duly completed
- (b) Where a candidate is to pursue the programme by research/thesis only, the candidate will be required to present a research proposal at a seminar
- (c) All applications for registration shall be processed in the first instance through the relevant Department in which registration is sought. The Department shall then forward all such applications with appropriate comments to the School/Institute Board concerned for approval and onward transmission to the Board of Postgraduate Studies.

- (d) Before recommending a candidate for registration, the Department and School/Faculty/Institute Board concerned shall ensure that:
- i) The proposed field of study is academically sound and can successfully be pursued and supervised;
  - ii) There exist adequate facilities and resources for effective research; and
  - iii) The appropriate fees have been paid.

#### **4.3 Duration of study**

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

#### **4.4 Doctor of Philosophy Degree Options**

There shall be two (2) options:

- (a) Doctor of Philosophy degree by coursework, examination, research and thesis  
Under this option, the candidates shall be required to do coursework, take examinations, conduct research, and submit a thesis at the end of their study programme.
- (b) Doctor of Philosophy degree by research and thesis  
Under this option, the candidates shall conduct research, and submit a thesis at the end of their study programme.

#### **4.5 Conduct of Study and Supervision**

- (a) The PhD programme shall be conducted either by Coursework, Examination, Research and Thesis or by Research and Thesis only.
- (b) Each candidate shall be required to attend and participate in seminars at the relevant Department and School/Institute.
- (c) A candidate shall be required to pursue the programme of study under the supervision of academic staff appointed in that capacity by the University Senate

on the recommendation of the Department and School/Faculty/Institute Board through the Board of Postgraduate Studies.

- (d) There will normally be one (1) or two (2) supervisors appointed for each candidate. Both supervisors must be members of the academic staff in the relevant field of study of the department offering the degree programme. Where there are more than one supervisor, there will be first/main and second supervisors.
- (e) A candidate shall be required to consult the supervisors at least once every month.
- (f) The supervisors shall be required to submit individually or jointly progress reports on the candidate to the Director, Board of Postgraduate studies through the Chairperson of Department and Dean of the School/Faculty/Director of the Institute once every six (6) months.
- (g) Where the performance of the candidate is unsatisfactory, the candidate shall be given a written warning by the Director, Board of Postgraduate Studies through the Dean/Director of Faculty/ School/Institute and Head of Department.
- (h) A recommendation for de-registration shall be made to the University Senate by the Director, Board of Postgraduate Studies after receipt of two (2) consecutive unsatisfactory reports following the warning.

#### **4.6 Examinations**

- (a) Examinations for the PhD Degree shall be conducted under the authority of the University Senate as specified under various rules and regulations.
- (b) Examinations shall consist of:
  - i) Continuous assessment based on assignments, laboratory practicals and such other tests as the regulations of the department may prescribe, which shall constitute forty per cent (40%) of the total marks for each course.
  - ii) The final examinations shall constitute sixty per cent (60%) of the total marks for each course.

- iii) Continuous assessment for programmes conducted by research/thesis only shall be reflected in the candidate's progress reports submitted by the supervisor(s).
- (c) Courses which are purely of a practical nature and/or seminars may be assessed entirely by continuous assessment.
- (d) Marks obtained in examinations shall be converted into letter grades as follows:

75 %and above	A (Distinction)
65-74%	B (Credit)
50-64%	C (Pass)
Below 50 %	F (Fail)
- (e) Re-sit Examinations
  - i) A candidate who fails in twenty five per cent (25%) or less of the total courses taken in an academic year shall be required to re-sit examination once only.
  - ii) Candidates shall be awarded grade "C" (50%) in all courses passed in re-sit examination.
- (f) Discontinuation

A student shall be discontinued for:

  - i) Failing more than twenty five percent (25%) of the total courses taken in an academic year.
  - ii) Failing a re-sit examination
  - iii) Committing serious examination malpractice as defined under Section 6.1 of these regulations
  - iv) Failing to register for and attend scheduled lectures for two (2) weeks or longer without the consent of the University Senate.
  - v) Absconding research work for a maximum period of sixty (60) days or more.

- (g) Special Examinations
  - i) Special examinations will be offered to candidates who, due to circumstances acceptable to the University Senate, were unable to sit for the ordinary examinations.
  - ii) Special examinations shall be graded on the same guidelines as those for the ordinary examinations
  - iii) No student shall be permitted to proceed to the next year of study without having satisfied all examination requirements.
  - iv) Examination results shall be processed and approved by the School Board of Examiners and submitted to the Board of Postgraduate Studies for ratification before being presented to University Senate by the relevant School/ Dean.
- (h) Continuous assessment of programmes conducted by research/thesis only shall be reflected in the candidate's Progress Reports submitted by the Supervisors.

#### **4.7 Submission and Examination of Thesis**

- (a) To complete the PhD programme, a candidate will be required to submit a thesis embodying the results of original research. The thesis shall be written according to the format and specifications stipulated by Departments Schools, Institutes and Faculties and approved by the Board of Postgraduate Studies.
- (b) The thesis shall be submitted (six copies) and in loose binding and must include a declaration by the candidate that the "Thesis has not been submitted for a degree in any other University and that it is the original work of the candidate". The thesis shall bear the signature of the supervisors indicating approval to submit.
- (c) A candidate shall with consent of the supervisors give notice of intention to submit the thesis at least three (3) months before the date of submission. The notice shall be accompanied with an abstract of the thesis.
- (d) Upon receiving the notice to submit thesis, the Chairperson of the Department shall identify the external examiner and two internal examiners to the Board of Postgraduate Studies through the Dean of School/Faculty/Institute.

- (e) On recommendation of the Board of Postgraduate Studies, the University Senate shall appoint at once an internal examiner who did not supervise the student but in a related discipline, to examine and submit written reports on the thesis.
- (f) The examiners shall be required to submit to the Director, Board of Postgraduate Studies within two (2) months independent written Reports on the thesis indicating:
  - i) Whether or not the thesis is adequate in form and content;
  - ii) Whether or not the thesis reflects an adequate understanding of the subject and displays original thought and significant contribution to knowledge and therefore; and
  - iii) Whether or not the degree should be awarded.
- (g) The thesis shall be defended before a Board of Examiners appointed by the University Senate Constituted as follows:
  - i) The Dean/ Director of the School- Chairperson;
  - ii) The Director, Board of Post Graduate Studies;
  - iii) One Departmental representative;
  - iv) The Supervisor(s), acting as internal examiner(s);
  - v) Two School representatives;
  - vi) The External Examiner (to be present if available); and
  - vii) One (1) Senate representative
- (h) The defense of the thesis shall be within three (3) months of the submission
  - i) The decision of the Board of Examiners which shall be unanimous shall be communicated verbally to the candidate immediately following the defense, and in writing by Director, Board of Postgraduate Studies within two (2) weeks after defense.
  - ii) The Director, Board of Postgraduate Studies shall subsequently communicate the decision of the Board of Examiners to the Chairperson of University Senate
  - iii) The University Senate may require a candidate to re-submit a thesis for re-examination in a revised form once only within six (6) months.

- iv) Where corrections to the thesis are required, the supervisors shall submit a signed certificate of corrections to the Director Board of Postgraduate Studies.
- v) A thesis accepted by the University and subsequently published in part or whole and in whatever form shall bear the inscription: 'Work forming part of the requirements for the Degree of Doctor of Philosophy of Jaramogi Oginga Odinga University of Science and Technology'.

## **5. Rules and Regulations for Higher Doctorates other than Honorary Degrees**

### **2.1 Eligibility for Consideration**

The following shall be eligible for consideration of a higher Doctorate of Jaramogi Oginga Odinga University of Science and Technology

- (a) A holder of the Doctor of Philosophy degree of JOOUST.
- (b) A holder of the Doctor of Philosophy degree from any other recognized University of at least five years' standing, provided that at the time of application, the candidate will have been either:
  - i) A full-time or part-time member of the academic staff of JOOUST or
  - ii) In research association with JOOUST and provided that in both cases i) and ii) respectively in this section, the association with Jaramogi Oginga Odinga University of Science and Technology shall have been for at least five years, such that a part of the work submitted shall have been contributed at JOOUST during the said period
- (c) A holder of a degree of another University equivalent to the Ph.D degree of JOOUST, or a person whose attainment in qualification and scholarship is approved by the University Senate as equivalent to the Ph.D degree of JOOUST; provide that in either case the applicant shall in addition fulfill the conditions specified in paragraph b) i) ii) above

### **2.2 Award criteria**

The higher Doctorate shall be awarded only for the original published work such as would give a candidate authoritative international standing in his/ her particular field of research. The application must be based wholly or substantially on original work of

distinction carried out by the candidate. The term 'published "shall mean printed in a refereed journal, book or monograph which shall have been made available to the public.

### **2.3 Application Procedures**

- (a) A candidate for a higher Doctorate shall apply to the Board of Postgraduate Studies, indicating the discipline in respect of which he/she wishes to be considered. However, the University Senate, on the recommendation of the Board of Postgraduate Studies may approve the consideration of the application under a different discipline.
- (b) In his/her application the applicant shall include the following:
  - i) His/her full curriculum vitae
  - ii) A concise statement (not exceeding 2000 words) of the focus of the scholastic contribution of the work intended for submission.

### **2.4 Submission and Examination of Theses**

- (a) Upon receiving the application, the Board of Postgraduate Studies shall make consultations with the School/Institute wherein the discipline in question falls, and if satisfied with the merits of the intended application, shall invite the applicant to place together the published contributions which must strongly support the application, and to submit copies of the same in three sets.
- (b) The sets of publications specified in (a) above shall be accompanied by a theses of no more than 50,000 words, typed or printed double-space on A4 paper. The theses shall be a unifying account of the works submitted indicating their significance to the advancement of knowledge.
- (c) Where a part of the work submitted has been published jointly with other collaborators, the candidate shall specify in the theses his/her contribution.
- (d) The theses shall include a declaration by the candidate confirming that it has not been submitted for the degree in any other institution and that its contents are the original work of the candidate.
- (e) The theses shall comply with the Rules and Regulations for submission of theses for a higher degree of Jaramogi Oginga Odinga University of Science and Technology see section 4.7 of this Rules and Regulations.
- (f) The submission of the applicant's works, as specified in (a) to (e) above shall be accompanied by evidence of payment of a non-refundable fee.



- (g) Upon receipt of the documents specified in (a) to (f) above the Board of Postgraduate Studies shall in consultation with the relevant School/Faculty/Institute propose to the University Senate the names of three examiners, at least two of whom shall be external examiners. The examiners will be requested to submit their signed confidential reports within two months from the date of their letter of invitation.
- (h) The external examiners' reports shall include an evaluation of the importance and originality of the candidate's contribution to the field of knowledge and the scholarly distinction which would entitle him/her to be regarded as an authority in his/her field. of knowledge.. The reports shall state whether or not, in the examiner's opinion, the degree should be awarded.
- (i) Upon receipt of the reports of the three examiners, the Board of Postgraduate Studies shall, within one month, arrange all the documents in a discussible form and forward them to the Chairman of the University Senate, who shall then convene a meeting of the Evaluation Panel to review the examiners' reports and determine the outcome.
- (j) The Evaluation Panel shall comprise
  - i) Vice-Chancellor - Chairperson;
  - ii) Deputy Vice-Chancellors;
  - iii) Dean/Director of the relevant School/Institute;
  - iv) Director of the Board of Postgraduate Studies;
  - v) Three Senior University Scholars one of whom shall be from the relevant discipline and appointed by the Senate;
  - vi) Not more than three members may be co-opted by the Senate as appropriate; and
  - vii) Registrar (AA) - Secretary;
- (k) A theses for the Higher Doctorate degree shall be defended before a public audience provided that while members of the public shall be free to ask the candidates questions relevant to the subject of his/her theses, only the Panel examiners shall participate in the final assessment of the theses and the candidate's performance in the defense of the same.
- (l) The decision of the Evaluation Panel shall be subject to approval by the University Senate.

- (m) The examiners' reports and the report of the Evaluation Panel shall be held in the strict confidence
- (n) An unsuccessful candidate for the award of the Higher doctorate would be permitted to re-apply only once after the expiration of a period of three years.

**6.0 Examination Irregularities, Disciplinary Procedures and Penalties for Postgraduate Students**

**6.1 Examination and Research Malpractices**

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

- (a) Copying or reading from another candidate's script or from any other unauthorized source;
- (b) Bringing into the examination room any unauthorized materials relevant to the examination, e.g., books, notes, electronic devices with pre-set formulae, mobile phones, pre-written answers, etc;
- (c) Abetting, aiding or covering up an examination malpractice;
- (d) Seeking or obtaining a deferment of examination on false pretense;
- (e) Plagiarism;
- (f) Giving of false or forged research data and/or results and purporting them to be true;
- (g) Any deviation from the research/project procedures as prescribed in the approved research project proposal without consent of the designated supervisors; and
- (h) Any other misconduct relating to research/examination.

**STATUTE XLVII**

**CONFERMENT OF DEGREES AND AWARD OF DIPLOMAS AND CERTIFICATES**

**1 Certificates**

A candidate shall be awarded the certificate if he/she has been registered in the University and has successfully completed all the courses in a programme approved by Senate.

**2 Diploma**

A candidate shall be awarded the Diploma if he/she has been registered in the University and has successfully completed all the courses in a programme approved by Senate.

**3 Bachelor's Degrees**

- (a) Except where otherwise provided by the Statutes, a candidate shall be conferred the Bachelor's degree who has undertaken an approved course of study and satisfied all the requirements as an undergraduate after admission and subsequent registration for the prescribed period.
- (b) The University Senate may accept, as part of the attendance of a student of the University qualifying the student for the conferment of the Bachelor's Degree, a period of attendance as a student of another University or Institution recognized by the University Senate. This would 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 course of study of the University for at least two (2) academic years, of which one shall be the final year;
  - ii) The period of attendance as a student at such other University or Institution and at Jaramogi Oginga Odinga University of Science and Technology are together not less than the complete period prescribed for the conferment of the degree;
  - iii) The student shall have passed such examinations of the University as shall be prescribed by the University Senate;
  - iv) The student shall have complied in all other respects with the requirements for conferment of the degree; and,

- v) The student shall have paid fees as determined by the Council.
- (c) Subject to the provisions of clauses (a) to (c) of paragraph 3 of this Statute, the University Senate may accept periods of attendance and examinations of a candidate in any other School of the University as exempting the candidate from attendance in such subject prescribed for a degree.
- (d) A person who has graduated in another University, or is able to give satisfactory evidence of his qualifications, may be admitted as a student to courses of study and research in the University and may proceed to a higher degree under special conditions as Senate may prescribe.

#### **4 Masters Degrees**

A candidate shall be conferred a Masters degree if he/she has been registered in the University and has pursued such advanced programme of study or research, or both, as may be approved by the Senate, and has successfully completed.

#### **5 Doctor of Philosophy**

A candidate shall be conferred the Degree of Doctor of Philosophy if he/she:

- (a) Has been registered for the degree as a student of the University for a period of not less than thirty-six (36) months and after satisfying the requirements for the award concerned, or after admission to the status of that degree, or after admission as a research student;
- (b) Has worked in consultation with a supervisor or supervisors as the University Senate may direct; and
- (c) Has submitted a thesis which makes a distinct contribution to the knowledge and understanding of the subject and affords evidence of the exercise of independent critical thinking.

#### **6 Higher Doctorate**

Subject to the provisions of paragraph 3(d) of this Statute, a candidate shall not be awarded a higher Doctorate in any School/Institute, until at least five years after he/she has been awarded the degree of Doctor of Philosophy

**STATUTE XLVIII**

**HONORARY DEGREE**

- 1 (a) A proposal to grant an Honorary Degree may be made by a member of the Academic staff from a particular Department through the School to the Senate.  
(b) Every such proposal shall be accompanied by a written statement setting forth the Degree recommended and the detailed grounds on which the recommendation is based.
- 2 (a) Such proposal shall be referred to the Honorary Degree Committee of the Council as provided for in schedule VI of the Statutes.  
(b) In each case, the Dean/Director of the School in which the Degree is proposed to be conferred shall be consulted.
- 3 Any recommendations made by the Honorary Degree Committee for the conferring of any Degree shall be reported to both the Council and the Senate for confirmation

**STATUTE XLIX**

**EMERITUS PROFESSORSHIP**

1. A Professor who has retired from active service in the University may be considered for appointment as an Emeritus Professor of the University
2. For a person to be considered for appointment as an Emeritus Professor such a person shall satisfy the following conditions:
  - i) Shall have demonstrated academic excellence through scholarship, as evidenced by research and publications;
  - ii) Shall have taught with distinction at the university for at least ten years , five of which as a Professor;
  - iii) Shall have achieved an international reputation as a scholar
3. Nominations for designations as Emeritus Professor shall originate from Schools, Institutes, Departments and shall thereafter be forwarded to the Emeritus Professors Appointments Committee of Council
4. The terms of appointment as an Emeritus Professor shall be as follows:
  - i) An Emeritus Professor shall for all purposes be regarded as Professor of the University;

- ii) The position of Emeritus Professor shall be personal;
- iii) The Council, taking into account all relevant matters, shall make provision for compensation for services rendered and for housing, health care and any other matters for the benefit and welfare of the professor and family;
- iv) An Emeritus Professor shall be provided with such facilities as may be required for the discharge of academic responsibilities; and
- v) An Emeritus Professor shall be a full member of the Senate.

#### **STATUTE L**

##### **CONVOCATION OF THE UNIVERSITY**

- 1 For the purpose of conferring degrees and awarding Diplomas of the University, there shall be held from time to time a meeting of the University, which shall be called Convocation. If the University Senate so decides, other academic distinctions may be conferred and Certificates awarded at a Convocation.
- 2 The Convocation shall be constituted by members of the University as defined in Statute IV.
- 3 The Convocation shall be presided over by the Chancellor. Provided that, in the absence of the Chancellor, the Vice-Chancellor or some other person nominated by the Chancellor shall preside over the Convocation.
- 4 The procedure for summoning Convocation, for the presentation of graduands and all other such matters regarding the Convocation, shall be as determined by the University Senate and approved by the Council.
- 5 The Vice-Chancellor shall declare a meeting convened for the purpose of conferring degrees and awarding diplomas at the Convocation of the University, and shall pronounce such Convocation dissolved at the end of the meeting.

#### **STATUTE LI**

##### **INTELLECTUAL PROPERTY RIGHTS**

- 1 The term "Intellectual Property" shall be used broadly to include inventions, copyrightable works, tangible research property and intangible cultural property.
- 2 For internally funded research, the Principal Investigator and the University shall be co-owners of the patent in case of an invention.

- 3 For externally funded research the Principal Investigator and the University, and if the donor so wishes, shall be co-owners of the patent.
- 4 All inventions shall be vetted by the patenting office.
- 5 Royalties shall be shared between Jaramogi Oginga Odinga University of Science and Technology and the Inventor(s) respectively on a sliding scale between 90%:10% and 60%:40% respectively as may be decided by the Council from time to time.

### **STATUTE LIII**

#### **STAFF OF THE UNIVERSITY**

- 1 The members of staff of the University shall, be appointed either–
  - (a) in the manner and upon the terms and conditions of service prescribed by the Act and Statutes; or
  - (b) in the case of a person seconded to the service of the University from the service of another institution, the Government or any other public service, on terms and conditions agreed upon between the Council and the seconding body.
- 2 The Council may, subject to such restrictions as it may impose, delegate, either generally or specially, to any person, committee, or body, the power to appoint any member of the staff of the University.
- 3 All members of staff of the University shall be –
  - (a) subject to the general authority of the Council and of the Vice-Chancellor; and
  - (b) deemed to be employed in accordance with the Statutes or as otherwise specifically provided by the Statutes or by the terms of a particular appointment.
- 4 The teaching staff of the University shall consist of the Vice-Chancellor, the Deputy Vice-Chancellors, the Principals of Colleges within the University, the Librarian and all members of staff who are engaged in teaching and research.
- 5 The senior management staff of the University shall consist of the Vice-Chancellor, the Deputy Vice-Chancellors, the Principals of Colleges of the University, the executive directors and such other members of staff as the Council may from time to time determine.

- 6 The administrative staff of the University shall consist of the Registrars, the Directors and such other members of staff engaged in general administration as the Council may, from time to time determine.
- 7 The technical staff of the University shall consist of those staff engaged in laboratory, field instruction, workshops and such similar environs in the teaching departments under the general direction of the heads of the teaching departments, and as the Council may from time to time determine.
- 8 The support staff of the University shall consist of those staff engaged in general duties and as the Council may from time to time determine.

### **STATUTE LIII**

#### **ALUMNI ASSOCIATION**

- 1 (a) The Alumni Association shall consist of all persons whose names appear on the alumni association roll to be compiled and kept by the Deputy Vice-Chancellor (AA).  
(b) All graduates of Jaramogi Oginga Odinga University of Science and Technology shall be entitled to have their names entered on the Alumni Association Roll.  
(c) The Vice-Chancellor, Deputy Vice-Chancellors, Academic staff, including for this purpose, Honorary Professors and Lecturers, the University Librarian, the Registrars and the Finance Officer shall be *ex-officio* members of the alumni association and shall be entitled to have their names entered on the Alumni Association Roll.
- 2 Subject to the provisions of the Statutes, the Alumni Association shall:
  - (a) Participate in the appointment of the Chancellor in accordance with **Schedule I**
  - (b) Discuss and state its opinion upon any matter within the sphere of competence of the University;
  - (c) Elect from amongst its members an Executive Committee and develop a constitution, functions and duties which shall be prescribed by regulations promulgated by the Council after consultation with the Alumni Association.
- 3 The Deputy Vice-Chancellor (Academic Affairs) shall provide the Secretariat for the Alumni Association and shall keep the Roll thereof. The Roll shall be conclusive evidence



that any person whose name appears therein and claiming to vote as a member of the Alumni Association is entitled. The names of new graduates shall be considered to be automatically included in the roll on conferment of the Degrees and award of Diplomas. Such automatic enrollment shall not, however, relieve the graduate of the duty of registering and updating address with the Secretariat.

- 4 There shall be a Chairperson of the Alumni Association who shall be elected by the convocation from amongst members during the annual meeting of the Alumni Association. The Chairperson shall hold office for a period of two (2) years. In the case of incapacity or resignation of the chairperson, the Secretariat shall take necessary steps to initiate the election of a successor to fill the vacancy for the unexpired period. No member shall be eligible to be elected Chairperson unless normally resident in Kenya.
- 5 It shall be the duty of the Secretariat to take steps for the holding annually of a meeting of the Alumni Association. Notices of such meetings shall be given two (2) months before the date of the meeting. Any member desiring to bring forward any business at such meeting shall forward to the secretariat setting forth in the form of motions the subject or subjects proposed for consideration thereafter. Such motions must be lodged with the secretariat at least four (4) weeks before the date of the meeting.
- 6 Notice of every meeting of the convocation, with a statement of the business to be brought before the meeting, shall be sent to each member at the last registered address at least fourteen (14) days before the date of the meeting.
- 7 The quorum and procedure of the Alumni Association shall be as prescribed in the rules made by the Alumni Association and approved by the Council.
- 8 A copy of all resolutions made by the Alumni Association meetings shall be duly certified by the Chairperson and sent to the Chairperson of Council and Chairperson of the Senate.

#### **STATUTE LIV**

##### **STAFF ASSOCIATIONS**

There shall be associations of the academic and non-academic staff respectively, the functions of which shall be the promotion of staff welfare. The Terms of Reference of the associations shall be subject to approval by the Council in accordance with the Act, the Charter and this Statute.

**STATUTE LV**

**STUDENTS' ASSOCIATION**

- 1 The University shall have a students' association.
- 2 The functions of the Students' Council shall be to —
  - (a) oversee and plan, in consultation with the Senate, students' activities for the promotion of academic, spiritual, moral, harmonious communal life and social well-being of all students;
  - (b) draw to the attention of the appropriate authority, where necessary, special needs from particular students;
  - (c) offer suggestions to the Senate on matters affecting the well being of students; and
  - (d) undertake such other functions as provided in its governance instrument as approved by the Council.
- 3 The University shall have a Students' Council elected by the Students Association, and not more than one-third of the Council shall be of the same gender where applicable.

**STATUTE LVI**

**MISCELLANEOUS**

- 1 The Statutes and the Regulations referred to hereunder commence on the date approved by the Council, excepting that where it is provided otherwise in any regulation such other date shall be deemed to be the commencing date for that particular regulation.
- 2 The Regulations appended hereto will come into force in accordance with the provisions of paragraph 1 of this Statute, and are to be read subject to the Charter and the Universities Act 2012.
- 3 The Council may amend, add to or alter the Regulations as it deems fit from time to time. Provided that in accordance with section 35 (1) (b) of the Act, the Council shall not amend, alter or add to the Regulations governing courses of study and other academic matters without receipt of a proposal or report thereon by the Senate and provided further that the Council shall not reject any such report or request or amend any regulations so proposed without further reference to the Senate.
- 4 **Delegation of functions**

The Council may delegate to any committee or to any of its members, officers or employees the exercise of its functions or duties under this Act of any other written law.

**5 Fair administrative action**

- (a) In the performance of its functions, the Council shall uphold the rights of any person who is likely to be affected, and shall —
  - i) inform the person concerned of the nature of the allegations made against that person;
  - ii) afford that person adequate time to prepare and present a defense; and
  - iii) afford the person the opportunity of being heard in person.
- (b) The Council may act on general evidence the character or conduct of the person concerned and shall not be bound by the rules of evidence as set out in the Evidence Act. Cap. 80
- (c) The Council shall expeditiously dispose of all matters before it and in any event, within six months.
- (d) No person having a personal interest or outcome in any matter before the Council shall sit as a member of the University committee hearing the matter.

**6 Disclosure of interest**

- (a) Where a member directly or indirectly interested in any contract or other matter before the Council or a committee and is present at a meeting at which the contract or other matter is the subject of consideration, the person shall, at the meeting and as soon as reasonably practicable after the commencement, disclose the interest and shall not take part in the consideration or discussion of, or vote on any questions with respect to the contract or other matter, or be counted in the quorum of the meeting during consideration of the matter.
- (b) A disclosure of interest made under this section shall be recorded in the minutes of the meeting at which it is made.

**7 Instruments of authority**

- (a) Subject to the Act, the University shall possess a Mace, Seal and Logo as its instruments of Authority.
- (b) The common seal of the University shall be kept in such custody as the University may in its Charter direct and shall not be used except in the manner authorized by the Council.
- (c) All deeds, instruments, contracts and other documents shall be deemed to be duly executed by or on behalf of the University-
  - i) where they are required to be under seal, if sealed with the common seal of the University and authenticated by the signatures of the Vice-Chancellor and any other officer of the University so authorized by the Council;
  - ii) where they are not required to be under seal, if executed in that behalf by a member authorized by the Council in the provisions of the Charter for that purpose.
- (d) A deed, instrument, contract or other documents executed in accordance with subsection (3) shall be effective in law to bind the University and its successors and may be varied or discharged in the same manner as that in which it was executed.
- (e) The general documents to be affixed with seal include:
  - i) Contracts
  - ii) Leases
  - iii) Memorandum of Understanding (MOU)
  - iv) Certificates

**8 Protection from personal liability**

No matter or thing done by a member of the University or any officer, employee or agent of the University shall, if the matter or thing is done bona fide for executing the functions, powers or duties of the University, render the member, officer, employee or agent or any person acting the directions personally liable to any action, claim or demand whatsoever.

**9 Liability for damages**

The provisions of section 8 shall not relieve the University of the liability to pay lawful compensation or damages to any person for injury to the person or property.

**10 Offences by the University**

If an offence under the Act is committed by the University with connivance of or attributable to any officer of the university or any other person who was purporting to act in any such capacity, that the officer or other person shall be guilty of that offence.

**11 Preservation of proceedings and rights of appeal**

Any proceedings, instruments and any right of appeal subsisting immediately before the commencement of the Act shall be treated as subsisting by virtue of the corresponding enactment in the Act.

12 Where a period of time specified in any of the repealed Acts and Legal Order 2009 is current at the commencement of the Act, the Act shall have effect as if the corresponding provisions had been in force when that period began to run.

**13 Preservation of licenses, certificates and registration**

- (a) Any register kept, registration effected, certificate issued, notice or information given, return made or other thing done under the repealed Act and Legal Order 2009 which, immediately before the date of commencement of the Act, was in force or effect shall continue in force and have effect as if kept, effected, issued, given, made or done under the corresponding provision of the Act unless expressly repealed.
- (b) Any form used and any requirement as to the particulars to be entered in any form used for the purposes of the repealed Act and Legal Order 2009 which was in force or effect immediately before the date of commencement of the Act shall continue in force and have effect as though prescribed under the Act until new forms or particulars are prescribed.

**14 Transfer of property, assets, liabilities and staff**

- (a) All immovable and movable property and assets which immediately before the commencement of the Act and Legal Order 2009 were vested in, or possessed by the institutions established under the repealed Acts and Legal Order 2009 shall, by virtue of this Statute vest in the respective institutions established under the Act without further conveyance transfer or assignment.
- (b) All rights, obligations and liabilities which immediately before the commencement of the Act and Legal Order 2009 were vested in or imposed on the Bondo University

College established under the repealed Acts and Legal Order 2009 are deemed to be the rights, obligations and liabilities of the University established under the Act.

- (c) All references to the Bondo University College established under the repealed Acts and Legal Order 2009 in any agreement or instrument relating to any property, assets, rights, obligations or liabilities transferred under subsection (1) and (2) and subsisting immediately before the commencement of the Act, shall, unless the context otherwise requires, be read as references to the University established under the Act.
- (d) Except as Bondo University College established under the repealed Acts otherwise direct, all persons who were members of the staff of the institutions established under the repealed Acts and Legal Order 2009 shall be members of the staff of the University established under the Act and shall be deemed to have been appointed under the Act on the terms and conditions of service applicable to them immediately before the commencement of the Act.

**15 General savings**

- (a) All acts, directions, orders, appointments, requirements, authorizations or other things given, taken or done under, and all funds, assets and other property acquired by virtue of the repealed Acts and Legal Order 56 of 2009 shall, so far as they are not inconsistent with the Act, be deemed to have been given, taken, done or acquired under the Charter.
- (b) All rules and regulations made under the repealed Acts and Legal Order 56 of 2009 and in force immediately before the commencement of the Act as long as they are not inconsistent with the Act shall continue to be in force but may be amended or revoked by rules and regulations made under the Act.
- (c) All pending disciplinary matters shall be determined as if they were commenced under the Act.
- (d) All instruments issued by the institutions established under the repealed Acts and Legal Order 56 of 2009 and in force immediately before the commencement of the Act shall be deemed to have been issued under the Act.

**16 Protection of Name**

- (a) Notwithstanding the provisions of any other written law, no public officer performing functions relating to the registration of companies, business or societies shall accept for such registration any name which includes the words “University” “Science” “Technology” or “Jaramogi Oginga Odinga” together in any order, unless the application for the registration is accompanied by the written consent of the Council.
- (b) Any person who except with the written consent of the Council, uses the word “University” or “Jaramogi Oginga Odinga” together in any order and in furtherance of, or as, or in connection with, any advertisement for any trade, business, calling, or profession, commits an offence and shall be liable on conviction to a fine not exceeding one million shillings, or to imprisonment for a term not exceeding three years, or both.
- (c) Notwithstanding the foregoing, nothing in this section shall be construed as preventing the bona-fide use by any person of any title in pursuance of the grant to her/him a degree, diploma or certificate by the University subject to the Act.

**17 Revocation of Order**

- (a) The Bondo University College Legal Order No. 56 of 2009 is hereby revoked.
- (b) Notwithstanding the provisions of the subsection (1), all agreements, directions, orders, appointments, requirements, authorizations, other things given, taken or done under, and all funds, assets and other property acquired in virtue of, that Order, shall, so far as not inconsistent with this Charter, be deemed to have been given, taken, done or acquired under this Charter.

**18 Transition**

- (a) The students of the former Bondo University College pursuing Diploma and Certificate programmes as at the grant of the Charter shall be allowed to complete their courses and shall be awarded Diplomas and Certificates by the University.
- (b) The students of former Bondo University College pursuing Degree programmes under the auspices of Maseno University as at the grant of the Charter shall be allowed to complete their courses and shall be awarded Degrees by the University.

**19 Variation and Revocation of the Charter**

This Charter may be varied or revoked in accordance with the provisions of the Universities Act, 2012.

- 20 Where there is a conflict in the interpretation of the Statutes, the interpretation given thereof by the Council shall prevail.

**SCHEDULES**

**SCHEDULE I**

**Procedure For The Appointment-Of The Chancellor**

1. Where a vacancy occurs in the office of Chancellor, the Senate shall, in consultation with the alumni association, identify suitable persons for appointment.
2. All names submitted under paragraph 1 shall be vetted by the Senate in accordance with the procedure set out in the Charter, and the Senate shall propose five names of persons deemed to be qualified under the provisions of the Act for purposes of ranking by the alumni association.
3. The names of the five applicants deemed by the Senate to be most suitable for ranking as Chancellor shall be circulated among the alumni of the University, who shall be requested to rank the applicants in order of preference.
4. The Senate shall forward the names of the top three applicants respectively ranked by the alumni association to the Cabinet Secretary for onward transmission to the President, who shall pick one of the persons so ranked for appointment as Chancellor.
5. The appointment of the Chancellor by the President shall be by notice published in the Gazette.
6. Where the University is of recent establishment and has no alumni the President shall, from three names recommended by the Cabinet Secretary, appoint the person to be the Chancellor of the University.

**SCHEDULE II**

**Terms and Conditions of Service for Senior Management Staff**

This schedule is as provided in the Terms and Conditions of Service for Senior Management Staff of the University



**SCHEDULE III**

**Terms and Conditions of Service for Senior Academic and Administrative Staff**

This schedule is as provided for in the Terms and Conditions of Service for Senior Academic and Administrative Staff of the University.

**SCHEDULE IV**

**Terms and Conditions of Service for Senior Clerical and Administrative Staff**

This schedule is as provided for in the Terms and Conditions of Service for Senior Clerical and Administrative Staff of the University.

**SCHEDULE V**

**Terms and Conditions of Service for Staff in grades I-IV.**

This schedule is as provided for in the Terms and Conditions of Service for Staff of the University in grades I-IV.

**SCHEDULE VI**

**COMMITTEES OF THE COUNCIL**

**1 Finance, Administration and Human Resources Committee**

**Membership**

- (a) Chairperson - to be nominated by Council;
- (b) Three (3) Council Members;
- (c) Principal Secretary, Ministry for the time being responsible for University Education;
- (d) Principal Secretary, Ministry for the time being responsible for Finance; and
- (e) Vice-Chancellor - Secretary.

**Terms of Reference:**

This Committee shall:

- (a) Explore ways of raising funds for the University, both internally and externally;
  - i. Liaise with external sources, that is:
    - (i) Development Partners/linkages;
    - (ii) Local entrepreneurs/resources;
    - (iii) Staff/students and parents;
    - (iv) Alumni;
    - (v) Endowment fund; and
    - (vi) Commercial loans providers.
  - ii. Liaise with internal sources i.e.
    - (i) Expansion of School based programme;
    - (ii) Consultancies;
    - (iii) Commercialization of Research and Development; and
    - (iv) Starting and expanding income generating activities of the University.
  - iii. Oversee on behalf of Jaramogi Oginga Odinga University of Science and Technology Council issues concerning Resource Mobilization and Income Generation Activities.
  - iv. Review all Resource Mobilization and Income Generation Activities in the University and periodically report to the Council on their contribution to finance University's business.
  - v. Recommend to Council on those Income Generation Activities which could be commercialized or outsourced by University Management.
  - vi. Ensure that University's facilities and assets used for Resource mobilization and Income Generation are properly maintained; and
- (b) Provide linkages and synergy amongst all Income Generating Activities;
- (c) Develop appropriate and conducive policies to guide and promote Resource Mobilization and Income Generation activities in the University;
- (d) Develop policies on utilization of resources for the development of the core business of the University;
- (e) Recommend to Council the provision of initial capital for potential income generating activities;

- (f) Monitor and evaluate resource mobilization and income generation activities in the University;
- (g) To review and make recommendation on any other business related to Resource Mobilization and Income Generation Activities as assigned by Council from time to time;
- (h) To review and make recommendations to Council on Salaries, Terms and Conditions of Service for all University Employees;
- (i) To advise the Council on matters related to the Pension Scheme;
- (j) To recommend to Council improvements in the job grading classifications as the Committee may consider appropriate;
- (k) To review and make recommendations to Council on Terms and Conditions of Service as and when necessary or when directed to do so by Council from time to time;
- (l) Act on behalf of Council except so far as the Council may wish to limit the powers of Finance, Administration and Human Resources Committee in any respect;
- (m) Pay due regard to the necessity to refer matters of major importance to the Council for final consideration and approval; and
- (n) Not have the power to approve the Annual Estimates and Expenditure.

## **2 Audit, Risk and Governance Committee**

### **3.1 Membership**

- (a) Chairperson - to be nominated by Council
- (b) Two (2) Council Members - to be nominated by Council;
- (c) Principal Secretary, Ministry for the time being responsible for University Education;
- (d) Principal Secretary, Ministry of Finance; and
- (e) Chief Internal Auditor - Secretary.

#### **Terms of Reference:**

The mandate of the Audit, Governance and Risk Management Committee shall include:

- (a) Safeguarding of assets;
- (b) Enhancing operation of adequate systems and control processes;
- (c) Oversee the preparation of accurate financial reporting of results, operations and statements in compliance with Legal and Statutory requirements and standards;

- (d) Reviewing audit issues raised by both internal and external audits;
- (e) Reviewing Risk management strategies;
- (f) Enhancing Institutional Governance;
- (g) Monitoring of the performance and adherence to Quality Assurance Standards; and
- (h) Reviewing unsettled and outstanding Public Investment Committee's (PIC) recommendations

### **3 Technical, Academics, Research and Projects Committee**

#### **Membership**

- (a) Chairperson - to be nominated by Council;
- (b) Two (2) Council Members - to be nominated by Council;
- (c) Principal Secretary, Ministry for the time being responsible for University Education;
- (d) Principal Secretary, Ministry of Finance; and
- (e) Vice-Chancellor - Secretary.

#### **Terms of Reference**

- (a) To review and make recommendation to Council on the overall University Planning (short, medium, and long term) including University Master Plan and Strategic Plan;
- (b) To review and make recommendations on the arrangements for development of new buildings once the finance have been made available;
- (c) To receive and consider the report on the performance of various projects.
- (d) To be responsible for considering and making recommendations on the expenditure for major maintenance work save for the minor maintenance work that is delegated to the University Management;
- (e) To act on behalf of the Council in receiving management policies of the Farm and advice the Council or the Finance, Administration and Human Resources Committee on matters related to the efficient running of the Farm;
- (f) To be responsible for making recommendations on the development of the Farm;
- (g) To receive progress reports on the Farm's management and activities;
- (h) To review the Farm policies regarding procurement of goods, machineries and services and to approve procedures related thereto;

- (i) To review and make recommendation on the capacity required for the farm employees from time to time and recommend to the Finance, Administration and Human Resources Committee;
- (j) To report progress to Council;
- (k) To recommend and to effect as appropriate any modifications in physical facilities as may be necessary; and
- (l) To recommend to Council acquisition of new fixed assets including land and to advise the Council on utilization of such assets and land.

**4 Ad Hoc Committee on Appointments, Promotions, Terms and Conditions Of Services**

**(i) Senior Management Staff: Vice-Chancellor, Deputy Vice-Chancellors, Principals and Deputy Principals**

**Membership:**

- (a) Chairman of Council - Chairperson;
- (b) Five (5) Council Members;
- (c) Principal Secretary, Ministry for the time being responsible for University Education;
- (d) Principal Secretary, Ministry of Finance; and
- (e) Vice-Chancellor (unless a candidate) - Secretary.

**(ii) Emeritus Professor**

**Membership:**

- (a) Chairman of Council - Chairperson;
- (b) Two (2) Council Members - to be nominated by Council;
- (c) Principal Secretary, Ministry for the time being responsible for University Education;
- (d) Vice-Chancellor;
- (e) Deputy Vice-Chancellors
- (f) Two (2) Senate representatives nominated by the Vice-Chancellor;
- (g) Dean of School/Faculty/Institute concerned;
- (h) Head of Department concerned; and

- (i) One (1) Professor whose area of specialization is related to that of the nominee appointed by the Vice-Chancellor;

**In attendance:**

Registrar (PA).

**(iii) Professors, Librarian, Finance Officer, Registrars, Staff in Grade 15**

**Membership:**

- (a) Chairman of Council - Chairperson;
- (b) Two (2) Council Members - to be nominated by Council;
- (c) Principal Secretary, Ministry for the time being responsible for University Education;
- (d) Vice-Chancellor;
- (e) Deputy Vice-Chancellors
- (f) Two (2) Senate representatives nominated by the Vice-Chancellor;
- (g) Dean of School/Faculty/Institute/Centre concerned; and
- (h) Head of Department concerned.

**(iv) Associate Professors, Senior Lecturers, Lecturers and Assistant Lecturers and Tutorial Fellows; and Equivalent Administrative, Middle Level and Junior Staff in Grade 14 and below**

**Membership:**

- (a) Vice-Chancellor - Chairperson;
- (b) Deputy Vice-Chancellors
- (c) Two (2) Senate representatives;
- (d) Dean of School/Faculty/ Institute/Centre concerned;
- (e) Head of Department Concerned;
- (f) Registrars and
- (g) Finance Officer.

**Terms of Reference:**

- (a) To consider qualified candidates for filling vacant posts in the University in accordance with the job description for the post to be filled;

- (b) To interview, whenever possible in person, candidates who are considered to have met the job requirements in accordance with the job description for the post to be filled;
- (c) To consider candidates in absentia in case any candidate is unable to appear before the committee in person for reasons the Committee considers acceptable;
- (d) To recommend to Council the appointment of suitable candidate(s) after considering all the requirements for the post or in case of there being no suitable candidates to recommend re-advertisement of the position;

## **5 Ad Hoc Committee on Staff Disciplinary**

**Membership is as provided in sections 7.1 to 7.3 below except where an officer is conflicted:**

### **7.1 Grade Sixteen (16) and above**

#### **Membership**

- (a) Chairman of Council - Chairperson;
- (b) Three (3) Council Members - nominated by the Chairperson of Council;
- (c) Principal Secretary, Ministry for the time being responsible for University Education;
- (d) Principal Secretary, Ministry of Finance; and
- (e) Vice-Chancellor - Secretary.

#### **Terms of Reference:**

To consider and advise Council of action to be taken in regard to disciplinary matters for staff on Senior Management Terms of Service.

### **7.2 Grade: Thirteen (13) to Fifteen (15)**

#### **Membership**

- (a) Chairperson - to be nominated by Council;
- (b) Two (2) Council Members - nominated by Council;
- (c) Vice-Chancellor;
- (d) Deputy Vice-Chancellors
- (e) One (1) Senate Representative;
- (f) One (1) Non-Senate Representative;

- (g) Head of Department;
- (h) Registrars and
- (i) Chief Legal Officer.

**Terms of Reference:**

To consider and advise Council of action to be taken in regard to disciplinary matters for staff on Senior Academic and Senior non-Academic Terms of Service.

**7.3 Grade: Twelve (12) and below:**

**Membership**

- (a) Chairperson - to be appointed by the Vice-Chancellor;
- (b) Deputy Vice-Chancellors
- (c) Dean School concerned or Registrar from the division concerned;
- (d) Head of Department concerned;
- (e) One (1) Senate Representative;
- (f) One (1) Non-Senate Representative;
- (g) Registrars and
- (h) Chief Legal Officer.

**Terms of Reference:**

- (a) To consider and advise Council of action to be taken in regard to disciplinary matters for staff on Academic and non-Academic Terms of Service;
- (b) To deal with any matters referred to it by the Vice-Chancellor and the Senate or other committee and make recommendations to the Senate; and
- (c) To deal with any other disciplinary cases of staff under these grades and advise Council of action to be taken in regard to the specific disciplinary matter.

**6 Ad Hoc Committee on Grievances Handling and Appeals**

**Membership**

Members to be nominated by Council, not exceeding Seven (7) in number.

**Terms of Reference:**

This committee will oversee:



- (a) Staff, students and other stakeholders grievances; and
- (b) Staff and students appeal against disciplinary action.

## SCHEDULE VII

### COMMITTEES OF THE SENATE

#### 1 Deans Committee

##### Membership

- (a) Deputy Vice-Chancellor (AA) – Chairperson;
- (b) Deans of Schools/Faculties;
- (c) Directors of Institutes/Centres/Directorates;
- (d) Director, Board of Postgraduate Studies;
- (e) University Librarian;
- (f) Dean of Students; and
- (g) Registrar (AA) - Secretary.

##### Terms of Reference

- (a) To deal with matters that may properly be referred to it by the Vice-Chancellor or the Senate;
- (b) To function as the University's Admission Board in order to:
  - i) Approve all applications for admission to the University for Undergraduate Courses and to make recommendations to University Senate from time to time on the University's admission policy including the admission requirements and procedures;
  - ii) Review applications for admission from occasional students;
  - iii) Consider and approve as appropriate applications for inter/intra-School transfer of students;
  - iv) Administer all scholarship received by the University for undergraduate students; and
  - v) To make recommendations to University Senate on regulations governing levels of fees and other regulations governing the Academic Programs.

- (c) To consider and advise the Senate on regulations and guidelines on the curriculum in the Schools;
- (d) To advise the Senate from time to time on broad matters of policy and principle regarding curricular; and
- (e) To make recommendations to the Senate on proposals from Boards of Schools that may have implications for other Schools or for the systems in the University as a whole.

## 2 Students' Welfare, Catering and Accommodation Services Committee

### Membership

- (a) Deputy Vice-Chancellor (AA) – Chairperson;
- (b) Dean of Students;
- (c) Chief Medical Officer;
- (d) Catering and Accommodation Manager;
- (e) Two (2) Senate Representatives;
- (f) Registrar (AA) – Secretary;
- (g) Estates Manager;
- (h) Finance Officer;
- (i) Director of Sports; and
- (j) Two (2) Students' Representatives.

### Terms of Reference:

- (a) To deal with such matters on students affairs as the Committee may deem appropriate;
- (b) To deal with matters regarding the development of games and sporting facilities
- (c) To make recommendations to the appropriate University committees on the above subjects;
- (d) To allocate University Hostels bed space to *bonafide* students in accordance with pre-specified guidelines approved by University Senate from time to time;
- (e) To advise Senate on Catering and Accommodation services;
- (f) To advise Management Board on issues related to Menus, Pricing Structure and relative value for money of meals provided by the cafeteria viz a viz market prices; and
- (g) To advise Senate on the expansion of Hostel Accommodation facilities.

### **3 Students' Disciplinary Committee**

#### **Membership**

- (a) Deputy Vice-Chancellor (AA) – Chairperson;
- (b) Dean of Students;
- (c) Two (2) Senate Representatives;
- (d) Two (2) Students representatives;
- (e) Registrar (AA) – Secretary; and
- (f) Dean/Director/Chairperson of respective School/Faculty/Institute/Department.

#### **In attendance**

Legal Officer

#### **Terms of Reference**

- (a) To deal with any matters referred to it by the Vice-Chancellor and the Senate or other committee and make recommendations to the Senate; and
- (b) To deal with any other disciplinary cases of students and make recommendations to the Senate.

### **4 Research, Publications and Press Committee**

#### **Membership**

- (a) Deputy Vice-Chancellor (RIO) – Chairperson;
- (b) Four (4) Deans/Directors nominated by Senate;
- (c) Director, Board of Post Graduate Studies;
- (d) Two (2) Senate representatives;
- (e) University Librarian;
- (f) Public Relations Officer;
- (g) Two (2) Students' representatives;
- (h)** Director CRIT;
- (i) Patents Officer; and
- (j) Director Enterprise Services.

#### **In Attendance**

Registrar (RIO) - Secretary.

#### **Terms of Reference**

- (a) To develop and recommend to the Senate the research policy of the University;
- (b) To review University research policy and make recommendation to Senate;
- (c) To establish research priorities for the University;
- (d) To receive and approve all research proposals and co-ordinate collaborative research projects;
- (e) To make recommendations to Senate on the allocation of funds available for research and travel in connection with research and for traveling to conferences;
- (f) To receive reports from recipients of grants on the use of research funds received from all sources;
- (g) To allocate research funds to individual applicants out of the funds voted by Senate for this purpose;
- (h) To formulate proposals for applications for research funds from external donors;
- (i) To develop and recommend to the Senate an Intellectual Property Rights Policy;
- (j) To advise the Senate on relative merits and weighting of patents and publications with regard to promotional criteria for academic staff;
- (k) To prepare annual budget estimates or a submission for all allocation of funds from the University resources;
- (l) To identify and recommend to the University the establishment of research facilities or laboratories;
- (m) To act as a clearing house for Publications/articles authored by members of Departments, Institutes, Schools, etc;
- (n) To advise and bring about campus newsletters, University magazines and research journals and other formal University documents;
- (o) To receive and consider manuscripts for publication;
- (p) To direct the affairs of University Press;
- (q) To recommend to Senate publication opportunities or matters that would complement education materials availability;
- (r) To seek ways of making University Press a self-supporting institution;
- (s) To cause to be conducted courses to University staff on education materials preparation for publication and related aspects;
- (t) To encourage staff to produce instructional materials; and

- (u) To recommend to Senate relevant regulation, guidelines, policies and directives with regard to ethical and safe practice in research.

## **5 Planning, Development and Establishment Committee**

### **Membership**

- (a) Deputy Vice-Chancellor (PAF) - Chairperson;
- (b) Four (4) Deans/Directors nominated by Senate;
- (c) Two (2) Senate Representatives;
- (d) Dean of Students;
- (e) University Librarian;
- (f) Chief Medical Officer;
- (g) Planning Officer;
- (h) Legal Officer;
- (i) Finance Officer;
- (j) Estates Manager; and
- (k) Registrar (PA) – Secretary.

(Committee may Co-opt members as deemed necessary)

### **Terms of Reference**

- (a) To make recommendations to the Senate on the planning and development of the University;
- (b) To recommend to the Senate the level of staffing and expenditure for various departments of the University; and
- (c) To perform other duties as may be referred to it by the Senate and/ or the Vice-Chancellor from time to time.

## **6 Library and Bookshop Committee**

### **Membership**

- (a) Deputy Vice-Chancellor (AA) – Chairperson;
- (b) University Librarian;
- (c) Bookshop Manager;
- (d) Four (4) Deans/Directors nominated by Senate;

- (e) Public Relations Officer;
- (f) Two (2) Senate representatives;
- (g) Two (2) Students' Representatives; and
- (h) Registrar (AA) – Secretary.

**Terms of Reference**

- (a) To assist and advise the Librarian on all matters relating to the Library;
- (b) To make recommendations to the Senate on Library policy;
- (c) To prepare and submit to Senate an annual report on the functioning of the University Libraries and the University Bookshop; and
- (d) To make recommendations to the Senate with regard to the matters concerning the running of the Bookshop.

**7 Staff Training and Development Committee**

**Membership**

- (a) Deputy Vice-Chancellor (PAF) - Chairperson;
- (b) Four (4) Deans/Directors nominated by Senate;
- (c) Two (2) Senate Representatives;
- (d) One (1) Non – Academic staff member;
- (e) University Librarian;
- (f) Medical Officer; and
- (g) Registrar (PA) - Secretary.

Committee may Co-opt members as they deem necessary.

**Terms of Reference:**

- (a) To formulate and review the training policy in the University;
- (b) To plan for staff training;
- (c) To serve as a clearing house for all training programmes;
- (d) To award scholarships received by the University;
- (e) To receive and process applications for training;
- (f) To draw up policies and criteria pertaining to appointments, appraisals, and promotions in the University and make recommendations to the Senate;

- (g) To recommend rewarding of meritorious performance and recommend deserving cases to the promotion committee of the Council; and
- (h) To deal with any other matters referred to it by Senate, the Vice-Chancellor or any other University committees.

## **8 Community Outreach Committee**

### **Membership**

- (a) Deputy Vice-Chancellor (RIO) – Chairperson;
- (b) Four (4) School representatives;
- (c) Two (2) Senate representatives;
- (d) Public Relations Officer;
- (e) Director of Partnerships and International Affairs;
- (f) Director (Centre for Outreach and Extension Services);
- (g) One representative of Alumni Association; and
- (h) Registrar (RIO) - Secretary.

### **Terms of Reference**

- (a) To develop and recommend to the Senate the Outreach policy of the University;
- (b) To establish outreach priorities;
- (c) To receive and approve outreach proposals, including outreach activities;
- (d) To identify and make recommendations on ways of raising funds to support outreach activities;
- (e) To encourage activities with Schools/Faculties and Departments on matters pertaining to institutional linkage, continuing education and extension programmes;
- (f) To cause to promote a closer linkage of research, training and extension through staff and student involvement in outreach activities including public sector interaction; and
- (g) To encourage and promote consultancy services by staff to clients/farmers on request.

## **9 Industrial Training and Linkages Committee**

### **Membership**

- (a) Deputy Vice-Chancellor (AA) - Chairperson;
- (b) Four (4) Deans/Directors nominated by Senate;

- (c) Two (2) Students' Representatives;
- (d) Director of Partnerships and International Affairs; and
- (e) Registrar (AA) - Secretary.

**In attendance**

Public Relations Officer

**Terms of Reference**

- (a) To act as a clearing house for links initiated by Departments, Institutes, Schools, Centers;
- (b) To solicit and administer funds for linkages and Industrial attachments;
- (c) Formulate and review regulations governing industrial attachment;
- (d) To promote interchange, contact and co-operate with other universities, institutions, and industry;
- (e) To study and make known the needs of the University and as far as possible, co-ordinate the means of meeting those needs with industry;
- (f) Co-ordinate student exchange programmes;
- (g) Formulate guidelines for Departments and Schools/Faculties on procedures to be followed in formulating links;
- (h) Monitor, appraise, evaluate and review links periodically upon a set criteria;
- (i) To protect Intellectual Property Rights of Jaramogi Oginga Odinga University of Science and Technology and its Staff;
- (j) Make recommendations to the Senate concerning policies to govern linkages; and
- (k) To deal with any other matters referred to it by the Senate, the Vice-Chancellor, or any other University Committee.

**10 Farms and Field Stations Committee**

**Membership**

- (a) Deputy Vice-Chancellor (RIO) - Chairperson;
- (b) Four (4) School/Faculty/Institute Representatives;
- (c) Two (2) Senate Representatives;
- (d) Director (Centre for Outreach and Extension Services);
- (e) Dean School of Agriculture and Food Security;



- (f) Director CRIT;
- (g) Registrar (RIO) - Secretary;
- (h) Estates Manager;
- (i) Farm Manager; and
- (j) Finance Officer.

**Terms of Reference**

- (a) To advise the Vice-Chancellor and the Senate on matters affecting the University Farms and the Field Stations;
- (b) To develop and sustain the University Farms and Field Stations as viable research, training and demonstration entities;
- (c) To consider the needs for special facilities for research and training in the farms;
- (d) To allocate plots for experiments to research groups;
- (e) To receive and consider Farms and Field Stations reports including financial income and expenditure statements; and
- (f) To consider ways of attracting financial assistance from sources outside the University;

**11 Health, Recreation and Environment Committee**

**Membership**

- (a) Deputy Vice-Chancellor (PAF) - Chairperson;
- (b) Two (2) Senate Representatives;
- (c) Chief Medical Officer;
- (d) Finance Officer;
- (e) Dean of Students;
- (f) Registrar (PA) – Secretary; and
- (g) Director of Sports.

Committee may Co-opt members as they deem necessary.

**Terms of Reference**

- (a) To deal with matters relating to health of students, staff and medical services that may be referred to the Committee;
- (b) To recommend to the Senate on environmental and safety measures and policies to be adopted by the University;

- (c) To develop and recommend internal standards and policies related to health, recreation and safety;
- (d) To convey information and developments relative to these standards and policies to the University community;
- (e) To monitor, evaluate, and prepare reports concerning University health, recreation and safety programmes;
- (f) To ensure mechanisms are in place for systematic hazard identification and risk assessment;
- (g) To submit an annual report of its activities to the Senate; and
- (h) To deal with such other matters as the Senate may refer to the Committee from time to time.

## **12 Teaching and Examination Time Tabling Committee**

### **Membership**

- (a) Deputy Vice-Chancellor (AA) - Chairperson;
- (b) Deans of Schools or their representatives;
- (c) Dean of Students;
- (d) Students' representative;
- (e) Registrar (AA) - Secretary; and
- (f) Time Tabling Coordinator.

### **Terms of Reference**

- (a) To liaise with all Schools and learning units to harmonize the examination and teaching time tables;
- (b) To liaise with the Academic Division to ensure that learning resources are optimally and effectively utilized;
- (c) To advise the Senate on the expansion of teaching facilities; and
- (d) Advise on any matter that maybe referred to it by the Senate.

## **SCHEDULE VIII**

### **COMMITTEES OF THE MANAGEMENT BOARD**

## **1 Housing and Space Allocation Committee**

### **Membership**

- (a) Deputy Vice-Chancellor-(PAF) - Chairperson;
- (b) Registrar (PA) - Secretary;
- (c) Registrar (AA);
- (d) Registrar (RIO);
- (e) Estate Manager; and
- (f) Finance Officer.

### **Terms of Reference**

- (a) To allocate University Houses to entitled staff on the basis of the Housing Regulations approved by University Council from time to time;
- (b) To review the University Housing Policy as the need arises and to make appropriate recommendations to the Management Board;
- (c) To review the University Office Space Policy as the need arises and to make appropriate recommendations to the Management Board;
- (d) To allocate space for office and other non-academic utilities; and
- (e) To deal with such other matters as the Management Board may refer to the Committee from time to time.

## **2. Tender Committee**

The Tender Committee is established in accordance with the prevailing Procurement and Disposal Act.

## **3 Budget Preparation & Allocation Committee**

### **Membership**

- (a) Deputy Vice-Chancellor (PAF) - Chairperson;
- (b) Deputy Vice-Chancellor (AA);
- (c) Deputy Vice-Chancellor (RIO);
- (d) Deans of Schools/Faculties;
- (e) Directors of Directorates/Institutes/Centers;

- (f) Dean of Students;
- (g) University Librarian;
- (h) Chief Medical Officer;
- (i) Planning Officer;
- (j) Legal Officer;
- (k) Finance Officer – Secretary;
- (l) Chief Internal Auditor;
- (m) Procurement Officer;
- (n) Estates Manager;
- (o) Registrar (AA);
- (p) Registrar (RIO); and
- (q) Registrar (PA).

(Committee may Co-opt members as deemed necessary)

**Terms of Reference**

- (a) To make recommendations to the Management on the annual procurement plan;
- (b) To plan and recommend allocation of resources and maintenance of Academic Facilities; and
- (c) To deal with such other matters as the Management Board may refer to the Committee from time to time.

**4 Quality Management System Review Committee**

**Membership**

- (a) Vice-Chancellor – Chairperson;
- (b) Deputy Vice-Chancellor (PAF);
- (c) Deputy Vice-Chancellor (AA);
- (d) Deputy Vice-Chancellor (RIO);
- (e) Deans/Director of Schools/Institutes/Centers;
- (f) Dean of Students;
- (g) University Librarian;
- (h) Chief Medical Officer;
- (i) Planning Officer;

- (j) Legal Officer;
- (k) Finance Officer;
- (l) Chief Internal Auditor;
- (m) Registrar (AA);
- (n) Registrar (RIO); and
- (o) Registrar (PA).

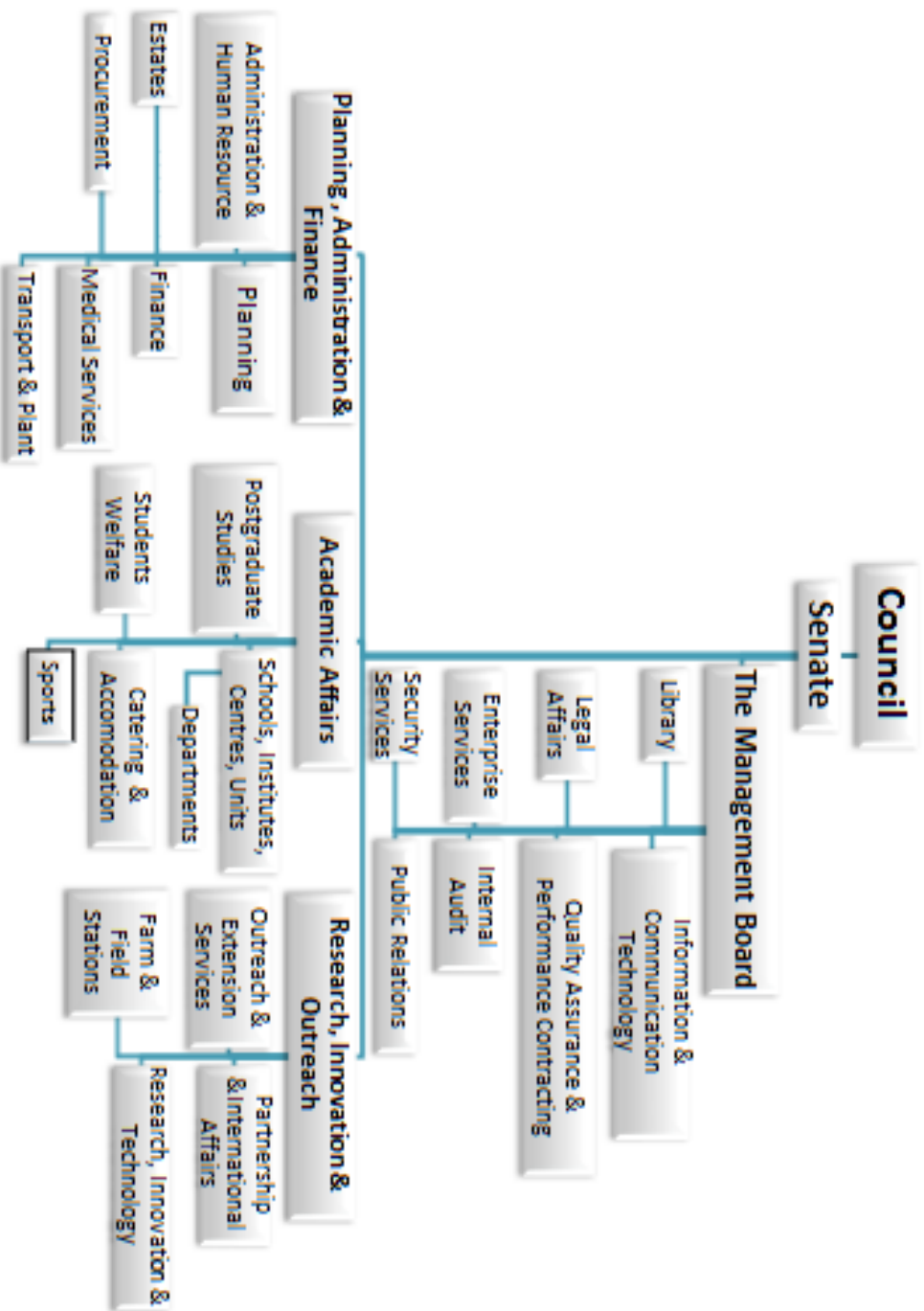
Committee may Co-opt members as deemed necessary.

**Terms of Reference**

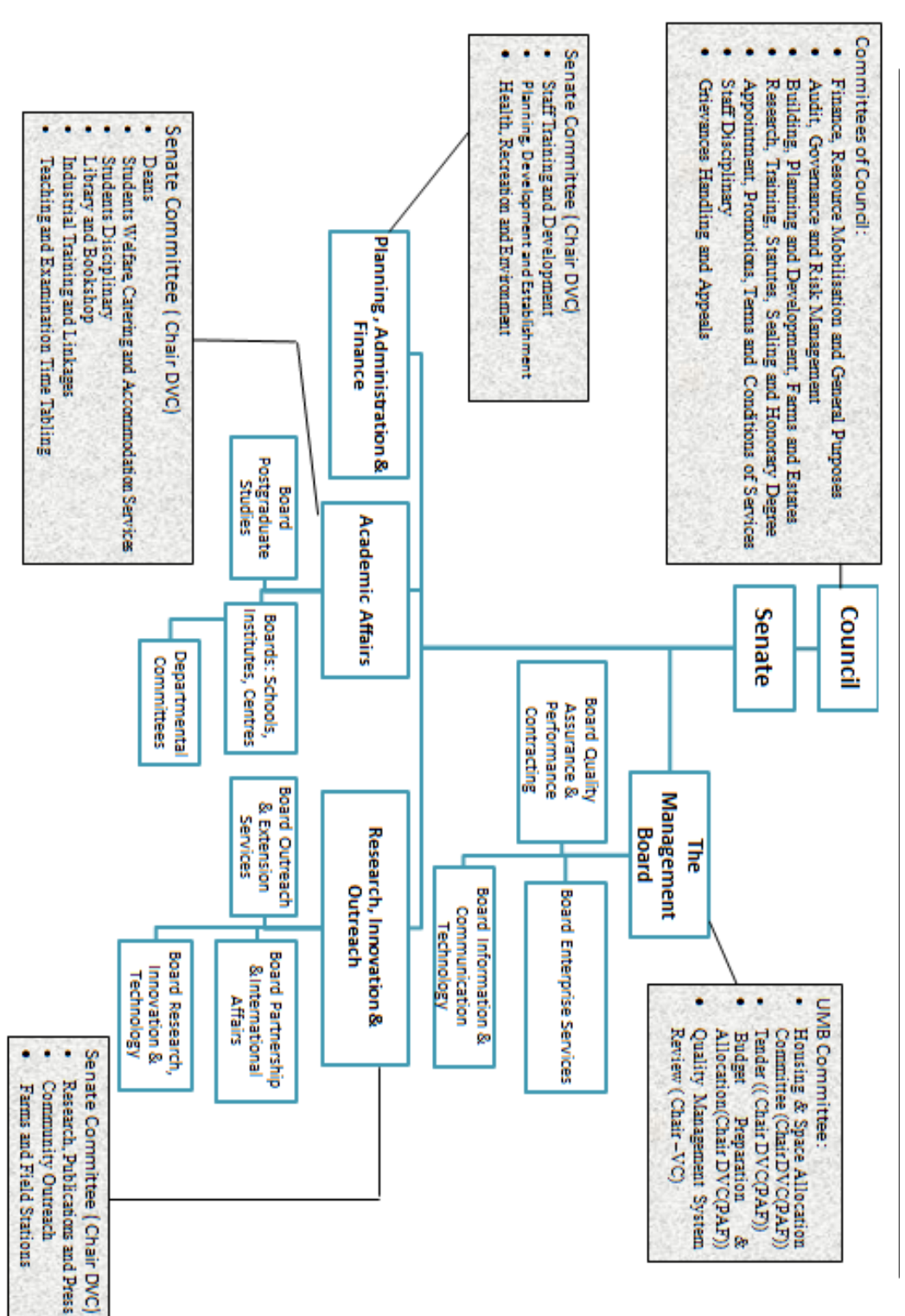
- (a) To ensure that Quality Management System (QMS) is established, implemented and maintained at all functional levels of the University;
- (b) To ensure that the University is ISO Certified and the Certification maintained;
- (c) To ensure provision of adequate resources for effective implementation of Quality Management System (QMS) in the University; and
- (d) To regularly review Quality Management System (QMS) to ensure conformity to ISO Certification requirements.

APPENDICES

APPENDIX I: Governance (Functional Structure)



APPENDIX II: Governance (Committee Structure)



APPENDIX III: Governance (Administrative Structure)

