



**STATUTES  
OF  
UNIVERSITY OF ELDORET, 2013**

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These Statutes were written and produced by University of Eldoret

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**Vision**

To be a premier university that is globally visible in knowledge generation and technological innovations

**Mission**

To provide high quality education and training, in Science, Agriculture and Technology that promotes networking, partnerships and linkages with other institutions and industry

**Core Values**

- (a) Leadership and responsibility;
- (b) Transparency and integrity;
- (c) Service delivery and customer satisfaction;
- (d) Visibility and competitiveness; and
- (e) Gender equity and responsiveness

## TABLE OF CONTENTS

© Copyright UoE 2013.....	i
Vision .....	ii
Mission .....	ii
Core Values.....	ii
UNIVERSITY OF ELDORET .....	3
STATUTE I: DEFINITIONS .....	3
STATUTE II: MEMBERSHIP OF THE UNIVERSITY .....	7
STATUTE III: THE CHANCELLOR.....	7
STATUTE IV: THE VICE-CHANCELLOR .....	7
STATUTE V: DEPUTY VICE-CHANCELLOR (ACADEMIC & STUDENTS' AFFAIRS).....	8
STATUTE VI: DEPUTY VICE-CHANCELLOR (ADMINISTRATION & FINANCE).....	9
STATUTE VII: DEPUTY VICE-CHANCELLOR (PLANNING, RESEARCH & INNOVATIONS).....	10
STATUTE VIII: PRINCIPAL OF COLLEGE/ CAMPUS.....	11
STATUTE IX: UNIVERSITY LIBRARIAN.....	11
STATUTE X: COLLEGE/CAMPUS LIBRARIAN.....	11
STATUTE XI: REGISTRARS.....	11
STATUTE XII: FINANCE OFFICER .....	12
STATUTE XIII: DEAN OF STUDENTS.....	12
STATUTE XIV: SENIOR LEGAL COUNSEL.....	12
STATUTE XV: STAFF APPOINTMENTS .....	13
STATUTE XVI: COUNCIL.....	13
STATUTE XVII: MEETINGS OF COUNCIL.....	15
STATUTE XVIII: COMMITTEES OF COUNCIL.....	16
STATUTE XIX: THE UNIVERSITY MANAGEMENT BOARD.....	16
STATUTE XX: UNIVERSITY SENATE .....	17
STATUTES XXI: MEETINGS OF UNIVERSITY SENATE .....	20
STATUTES XXII: COMMITTEES OF UNIVERSITY SENATE .....	20
STATUTE XXIII: TERMS AND CONDITIONS OF SERVICE OF STAFF .....	20
STATUTE XXIV: SCHOOLS, DIRECTORATES, INSTITUTES, CENTRES AND BOARDS .....	21
STATUTE XXV: BOARD OF POSTGRADUATE STUDIES.....	21
STATUTE XXVI: DIRECTORATE OF INFORMATION, COMMUNICATION & TECHNOLOGY.....	22
STATUTE XXVII: DIRECTORATE OF QUALITY ASSURANCE .....	23
STATUTE XXVIII: DIRECTORATE OF PERFORMANCE CONTRACTING & STRATEGIC PLANNING .....	23
STATUTE XXIX: INDUSTRIAL LINKAGES, PARTNERSHIPS & COLLABORATIONS .....	24
STATUTE XXX: DIRECTORATE OF RESEARCH AND INNOVATIONS .....	25
STATUTE XXXI: DEANS AND DIRECTORS .....	26
STATUTE XXXII: MEMBERSHIP, ROLES AND FUNCTIONS OF SCHOOL/ INSTITUTE/CENTRE .....	26
STATUTE XXXIII: MEMBERSHIP, DUTIES AND FUNCTIONS OF DEPARTMENTAL BOARDS .....	27
STATUTE XXXIV: HEAD OF ACADEMIC DEPARTMENT .....	28
STATUTE XXXV: ESTABLISHMENT OF CONSTITUENT COLLEGES.....	30
STATUTE XXXVI: ESTABLISHMENT OF COLLEGES AND CAMPUSES.....	30
STATUTES XXXVII: COLLABORATING INSTITUTIONS .....	30
STATUTE XXXVIII: UNIVERSITY ADMISSION REQUIREMENTS .....	30
STATUTE XXXIX: UNIVERSITY FEES .....	31
STATUTE XL: UNIVERSITY EXAMINATIONS .....	31
STATUTE XLI: CONFERMENT OF DEGREES AND AWARD OF DIPLOMAS AND CERTIFICATES .....	32
STATUTE XLII: CONGREGATION FOR THE CONFERMENT OF DEGREES AND AWARD OF DIPLOMAS AND CERTIFICATES.....	34
STATUTE XLIII: DESIGNATION OF DEGREES, DIPLOMAS AND CERTIFICATES.....	35
STATUTE XLIV: AWARD OF HONORARY DEGREES .....	40

<b>STATUTE XLV: FELLOWSHIPS, SCHOLARSHIPS, BURSARIES AND OTHER AWARDS.....</b>	<b>40</b>
<b>STATUTE XLVI: STAFF ASSOCIATION.....</b>	<b>41</b>
<b>STATUTE XLVII: STUDENTS' ASSOCIATION.....</b>	<b>41</b>
<b>STATUTE XLVIII: ALUMNI ASSOCIATION.....</b>	<b>41</b>
<b>STATUTE XLIX : FINANCIAL PROVISIONS .....</b>	<b>42</b>
<b>STATUTE L: UNIVERSITY PROPERTY .....</b>	<b>45</b>
<b>STATUTE LI: CONTRACTS IN THE UNIVERSITY.....</b>	<b>45</b>
<b>STATUTE LII: INTELLECTUAL PROPERTY RIGHTS.....</b>	<b>46</b>
<b>STATUTE LIII: SERVICE OF NOTICES AND DOCUMENTS.....</b>	<b>47</b>
<b>STATUTE LIV: MISCELLANEOUS.....</b>	<b>48</b>
<b>STATUTE LV: VARIATION AND REVOCATION OF THE STATUTES.....</b>	<b>48</b>
<b>SCHEDULES .....</b>	<b>49</b>

# UNIVERSITY OF ELDORET

## UNIVERSITIES ACT, 2012

In exercise of the powers conferred under Section 23 of the Universities Act 2012 and under Section 30 of the University of Eldoret Charter, the Council of the University hereby makes the following Statutes.

These Statutes shall be cited as the UNIVERSITY OF ELDORET Statutes, 2013 and shall come into operation on such date as the Cabinet Secretary may, by notice in the Gazette, appoint.

These Statutes shall at all times be subject to the provisions of the Constitution of Kenya, 2010, the Universities Act, 2012, other relevant National Laws and the University of Eldoret Charter.

### STATUTE I: DEFINITIONS

1. The terms in these Statutes shall be defined in the context of or in accordance with the definitions such terms have in the Act and the Charter.
2. These Statutes shall be read in conjunction with the Universities Act 2012 and the Charter. In the event of any contradictions, the interpretation in the Act and the Charter, in this order, shall prevail.
3. Words signifying the masculine shall include the feminine. Words used in the singular shall include the plural and words used in the plural shall include the singular unless the contrary intention appears.
4. For the purposes of these Statutes, unless the context otherwise requires, the following definitions shall apply:

***‘Academic Department’*** shall mean a Department which for administrative purposes has been designated by the Council as being constituted within a particular School, Institute or Centre;

***‘Academic Staff’*** shall mean any person appointed to teach, train or to do research at the University and any other employee designated as such by the University Council;

***‘Academic Year’*** shall mean a period of two (2) semesters of study and examinations as designated by the Senate. Provided, however that the Senate may designate different dates and different periods for such academic year;

***‘Act’*** shall mean The Universities Act, 2012;

***‘Administrative Staff’*** shall mean a member of staff in any of the grades, who is appointed for general purposes of performing duties related to general management and administration of the University;

***‘Alumni Association’*** shall mean the association of graduates and former students of the University established under Section 24 of the Charter;

***‘Associated Department’*** shall mean a department which, though a full teaching member of one

School, Institute, Centre or Directorate is administratively and academically a constituent department of another School/ Institute/ Centre or as designated by Council;

**‘Associate Member of Department’** shall mean 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;

**‘Cabinet Secretary’** shall mean the Cabinet Secretary for the time being responsible for matters related to University education;

**‘Centre’** in the academic context, shall mean a multidisciplinary entity concerned with either teaching or research or both for purposes of offering degrees, diplomas or certificates; or concerned with the promotion of cultural, social, scientific, economic and political values, without necessarily offering such studies for its own degrees;

**‘Chairman of the Council’** shall mean the Chairman of Council of the University as appointed under Section 15 of the Charter;

**‘Chancellor’** shall mean the Chancellor of the University appointed under section 14 of the Charter;

**‘Charter’** shall mean the Charter granted to the University under section 19 of the Act;

**‘College’** shall mean a college established under section 7 of the Charter;

**‘Commission’** shall mean the Commission for University Education established under section 4 of the Act;

**‘Constitution’** shall mean the Constitution of Kenya, 2010;

**‘Constituent College’** shall mean a constituent college of the University established under section 15 of the Charter;

**‘Council’** shall mean the Council of the University established under section 20 of the Charter;

**‘Dean’** shall mean the Dean of a School appointed under Statute XXXI;

**‘Dean of Students’** shall mean the person appointed to be the Dean of Students of the University in accordance with Statute XIII;

**‘Deputy Vice-Chancellor’** shall mean the Deputy Vice-Chancellor appointed under section 17 of the Charter;

**‘Director’** shall mean the person appointed under Statute XXXI to be the director of a School/ Institute/ Centre or Directorate of the University;

**‘Directorate’** shall mean a technical and or specialized functional entity 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’** shall mean 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;

**‘Emeritus Professor’** A Professor who has retired from active service in the University and has been considered for appointment as an Emeritus Professor of the University;

**‘Finance Officer’** shall mean the person appointed to be the Finance Officer of the University in accordance with Statute XII;

**‘Graduate’** shall mean a person upon whom a degree of the University has been conferred or to whom a qualification of the University has been awarded as determined by the Senate;

**‘Independent Examiner’** shall mean an internal or external examiner who though knowledgeable in the subject, has not taught or examined the candidate;

**‘Institute’** shall mean an administrative and academic entity, which may consist of centres engaged in specialized teaching and/or research in specific areas of academic enterprise;

**‘Lecturer’** shall mean a member of the staff of the University who is, in terms of appointment, a professor, an associate professor, adjunct professor, senior lecturer, lecturer, assistant lecturer, teaching assistant, or a person who holds any other teaching or research post which the Council has recognized as a post having academic status in the University;

**‘Member of the University’** shall mean a member of the University as defined under Statute II;

**‘Other Members of Staff’** shall mean administrative, technical and support staff of the University;

**‘Principal’** shall mean the Principal of a College or Constituent College of the University established under statute VIII of these Statutes;

**‘Professor’** shall mean a Professor of the University;

**‘Programme’** shall mean the curriculum prescribing the study to be taken by a student that will have satisfied all the requirements and or conditions leading to the conferment and or award made in accordance with statute XLII of these Statutes;



**‘Registrar’** shall mean the person appointed by Council to be the Registrar of the University under Statute XI;

**‘Regulations’** shall mean Regulations made by the University pursuant to the Act, the Charter and these Statutes;

**‘School’** shall mean an administrative and academic entity, bringing together, under its umbrella, distinctive disciplines, all contributing to common or closely related academic programmes;

**‘Semester’** shall mean a period of study normally consisting of sixteen weeks or its equivalent in contact hours as may be determined by Senate from time to time;

**‘Senior Legal Counsel’** shall mean an officer of the University who is for the time being in charge of the legal matters of the University;

**‘Senate’** shall mean the Senate of the University established under statute XX of these Statutes;

**‘Staff Association’** shall mean an association of the staff recognized by the Council under statute XLII of these Statutes;

**‘Statutes’** shall mean these Statutes made by the University Council;

**‘Student Association’** shall mean an association of students recognized by the Council as an organization representative of the students of the University;

**‘Student’** shall mean 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;

**‘Unit’** shall mean an administrative or academic entity 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 complete academic programme;

**‘University’** shall mean the University of Eldoret established under section 3 of the Charter;

**‘University Librarian’** shall mean a person appointed to be the Head of the University Library in accordance with Statute IX;

**‘University Management Board’** shall mean the University Management Board of as established in section 25 of the Charter;

**‘Vice-Chancellor’** shall mean the Vice-Chancellor of the University appointed under section 16 of the Charter;

## **STATUTE II: MEMBERSHIP OF THE UNIVERSITY**

1. Members of the University shall be as defined in Section 13 of the Charter.
2. The Council, on recommendation of the University Management Board and Senate, shall declare such other persons as members of the University as it may deem fit from time to time.
3. Membership of the University shall terminate when a designated member ceases to hold any of the offices or status designated under Section 13 of the Charter.
4. Members of the University shall carry out their obligations to the University and enjoy such rights and privileges as may be outlined by Council from time to time

## **STATUTE III: THE CHANCELLOR**

1. There shall be a Chancellor of the University who shall be appointed in accordance with provisions of the Second Schedule of the Act and Section 14 of the Charter.
2. Subject to these Statutes, the Chancellor shall preside over the Congregations of the University and shall in the name of the University and in a manner as may be prescribed from time to time, confer degrees and award diplomas, certificates and grant other awards of the University.
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) may from time to time, recommend to the Cabinet Secretary, a visitation of the University;
  - (b) may from time to time give advice to the Council which the Chancellor considers necessary for the betterment of the University;

## **STATUTE IV: THE VICE-CHANCELLOR**

The Vice-Chancellor:

1. Shall be appointed by the Cabinet Secretary, upon recommendation by the Council in accordance with section 39 (1) (a) of the Act.
2. Shall by virtue of being the Chief Executive Officer be the academic and administrative head of the University.
3. Subject to Statute 1 above of this Statute the Vice-Chancellor shall hold office for a period of five (5) years but shall be eligible for reappointment for a further one term in accordance with the terms and conditions of service of University Management Board as approved by the Council from time to time.
4. May resign his office by giving six (6) months written notice to the Chairman of Council or pay six month's basic salary in lieu thereof.
5. The Cabinet Secretary may on the recommendation of Council terminate the appointment of Vice-Chancellor by giving six (6) months notice in writing or payment of six (6) months basic salary in lieu thereof provided that nothing in this section shall preclude Council from summarily dismissing the Vice-Chancellor in accordance with section 44 of the Employment Act, 2007.
6. Shall have such powers and perform such duties as may be determined by Council in

accordance with the Section 39 (2) of the Act.

7. Shall be the chairperson of the following committees:
  - (a) The University Management Board;
  - (b) Senate;
  - (c) Appointments Committee from Grade 5-13;
  - (d) Staff Disciplinary Committee from Grade 5-13;
  - (e) Students Appeals Committee;
  - (f) Staff Appeal Committee Grade 1-4;
  - (g) Corruption Prevention Committee;
  - (h) Gender and Disability Mainstreaming Committee;
  - (i) Staff Appraisal Committee;
  - (j) ICT Committee; and
  - (k) Any other Committee assigned by Council from time to time.
7. May by virtue of his office be a member of every committee appointed by Council or Senate unless otherwise expressly provided.
8. Shall appoint Heads of Departments as provided under these Statutes.
9. Shall issue letters of appointment to staff on behalf of Council in accordance to recruitment procedures.
10. Shall have such other powers and duties as may be conferred by Council, in accordance with the Act.
11. The minimum qualification of a Vice-Chancellor shall be a Professor.
12. Where the Vice-Chancellor is appointed from outside the University, he 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 shall be expected to seek leave of absence from his department for the period he holds the office, and shall revert to his department at the end of the appointment.
13. Shall be Secretary to Council.

#### **STATUTE V: DEPUTY VICE-CHANCELLOR (ACADEMIC & STUDENTS' AFFAIRS)**

The Deputy Vice-Chancellor (Academic and Students' Affairs)

1. Shall be appointed by the Cabinet Secretary, upon recommendation by the Council in accordance with section 35(1) (v) of the Act and section 17 of the Charter.
2. Shall be the head of the Academic and Students' Affair Division of the University.
3. Shall hold office for a period of five (5) years but shall be eligible for reappointment for a further one term in accordance with the terms and conditions of service for University Management Board as approved by the Council from time to time.
4. The Deputy Vice-Chancellor may resign his office by giving six (6) months written notice to the Chairman of Council or pay six month's basic salary in lieu thereof.
5. The Cabinet Secretary may on the recommendation of Council terminate the appointment of Deputy Vice-Chancellor by giving six (6) months notice in writing or payment of six (6) months basic salary in lieu thereof.
6. Shall be the chairperson to the following Senate committees:
  - (a) Committee of Deans.
  - (b) Student Welfare Committee

- (c) Student Disciplinary Committee.
  - (d) Information, Learning and Resources Committee.
  - (e) Teaching Timetable and Examinations Committee.
  - (f) Scholarships, Bursaries and Other Awards Committee.
  - (g) Graduation and Ceremonies Committee.
  - (h) Committee of Professors.
  - (i) Any other Senate Committee that may be assigned from time to time by the Vice-Chancellor.
7. Shall be the secretary to Senate.
  8. Shall be responsible for the allocation and use of academic facilities.
  9. Shall be responsible for academic partnerships collaborations and linkages.
  10. Shall have such other duties as may be assigned or delegated by the Vice-Chancellor in accordance with these statutes.
  11. The minimum qualification of a Deputy Vice-Chancellor (Academic and Students' Affairs) shall be an Associate Professor.
  12. Where the Deputy Vice-Chancellor (Academic and Students' Affairs) is appointed from outside the University, he shall be an associate member of the appropriate department in the University. However, where the Deputy Vice-Chancellor (Academic and Students' Affairs) is appointed from among the University staff, he shall be expected to seek leave of absence from his department for the period he holds the office, and shall revert to his department at the end of the appointment.

#### **STATUTE VI: DEPUTY VICE-CHANCELLOR (ADMINISTRATION & FINANCE)**

The Deputy Vice-Chancellor (Administration and Finance)

1. Shall be appointed by the Cabinet Secretary, upon recommendation by the Council in accordance with section 35(1) (v) of the Act and section 17 of the Charter.
2. Shall hold office for a period of five (5) years but shall be eligible for reappointment for a further one term in accordance with the terms and conditions of service for University Management Board as approved by the Council from time to time.
3. May resign his office by giving six (6) months written notice to the Chairman of Council or pay six month's basic salary in lieu thereof.
4. The Cabinet Secretary may on the recommendation of Council terminate the appointment of Deputy Vice-Chancellor by giving six (6) months notice in writing or payment of six (6) months basic salary in lieu thereof.
5. Shall be the head of the administrative and finance division of the University.
6. Shall be Secretary to the University Management Board.
7. Shall be the chairperson of the following committee:
  - (a) Staff Appointment Committee Grade 1-4;
  - (b) Staff Disciplinary Committee Grade 1- 4;
  - (c) Staff Welfare Committee;
  - (d) Budget Committee;
  - (e) Tender Committee;
  - (f) Staff training and Development Committee; and

- (g) Any other Committee that may be assigned from time to time by the Vice-Chancellor.
- 8. Shall have such other duties as may be assigned or delegated by the Vice-Chancellor.
- 9. The minimum qualification of a Deputy Vice-Chancellor (Administration and Finance) shall be an Associate Professor.
- 10. Where the Deputy Vice-Chancellor (Administration and Finance) is appointed from outside the University, he shall be an associate member of the appropriate department in the University. However, where the Deputy Vice-Chancellor (Administration and Finance) is appointed from among the University staff, he shall be expected to seek leave of absence from his department for the period he holds the office, and shall revert to his department at the end of the appointment.

**STATUTE VII: DEPUTY VICE-CHANCELLOR (PLANNING, RESEARCH & INNOVATIONS)**

The Deputy Vice- Chancellor (Planning, Research and Innovations)

- 1. Shall be appointed by the Cabinet Secretary, upon recommendation by the Council in accordance with section 35(1) (v) of the Act and section 17 of the Charter.
- 2. Shall hold office for a period of five (5) years but shall be eligible for reappointment for a further one term in accordance with the terms and conditions of service for University Management Board as approved by the Council from time to time.
- 3. May resign his office by giving six (6) months written notice to the Chairman of Council or pay six month’s basic salary in lieu thereof.
- 4. The Cabinet Secretary may on the recommendation of Council terminate the appointment of Deputy Vice-Chancellor by giving six (6) months’ notice in writing or payment of six (6) months basic salary in lieu thereof.
- 5. Shall be the head of the Planning, Research and Innovations Division.
- 6. Shall be the Chairperson of the following University Management Board and Senate Committees:
  - (a) Research and Innovations Committee;
  - (b) Planning, Development and Establishment Committee.
  - (c) Research Funds Mobilization Committee;
  - (d) University Partnerships and Linkages Committee;
  - (e) Any other Committee that may be assigned from time to time by the Vice-Chancellor.
- 7. The Deputy Vice-Chancellor (Planning, Research and Innovations) shall have such other duties as may be assigned or delegated by the Vice-Chancellor.
- 8. The minimum qualification of a Deputy Vice-Chancellor (Planning, Research and Innovations) shall be an Associate Professor.
- 9. Where the Deputy Vice-Chancellor (Planning, Research and Innovations) is appointed from outside the University, he shall be an associate member of the appropriate department in the University. However, where the Deputy Vice-Chancellor (Planning, Research and Innovations) is appointed from among the University staff, he shall be expected to seek leave of absence from his department for the period he holds the office, and shall revert to his department at the end of the appointment.

#### **STATUTE VIII: PRINCIPAL OF COLLEGE/ CAMPUS**

1. The Council shall, through a competitive process, appoint for each campus or college a Principal.
2. A principal shall be the academic and administrative head of the campus or college and shall, under the general authority of the Vice-Chancellor, have such powers and duties as may be provided by the statutes.
3. A Principal shall hold office for a term of five years and shall be eligible for re-appointment for a further of five years.
4. The minimum qualification of a Principal of a College shall be an Associate Professor.
5. Where the Principal of a College is appointed from outside the University, he shall be an associate member of the appropriate department in the University. However, where the Principal of a College is appointed from among the University staff, he shall be expected to seek leave of absence from his department for the period he holds the office, and shall revert to his department at the end of the appointment.

#### **STATUTE IX: UNIVERSITY LIBRARIAN**

1. Subject to these Statutes, Council shall appoint the University Librarian who shall be a head of University Library and shall hold office upon such terms and conditions as may be determined by Council from time to time.
2. He shall be responsible to the Deputy Vice-Chancellor (Academic and Students' Affairs) for the management, organization, operation and utilization of University Library Resources and Services.
3. Subject to the Charter and these Statutes, the University Librarian shall strive to develop the library into a repository of materials of scholarly value.
4. The minimum qualification of a University Librarian shall be a PhD in a relevant field.

#### **STATUTE X: COLLEGE/CAMPUS LIBRARIAN**

1. There shall be established College/Campus Libraries in each of the Colleges/Campus.
2. Each College/Campus Library shall be headed by a College/Campus Librarian who, in regard to professional and technical matters, shall be responsible to the University Librarian, and in regard to general administrative matters, shall be responsible, to the College/Campus Principal.
3. The minimum qualification of a College/ Campus Librarian shall be a Masters degree in a relevant field.

#### **STATUTE XI: REGISTRARS**

1. Subject to the provisions of the Charter and these Statutes, Council shall competitively appoint three (3) or more Registrars who shall hold office upon such terms and conditions as may be determined by Council from time to time.

2. Registrars shall perform such duties as may be delegated or assigned to them by their respective Deputy Vice-Chancellors.
3. The minimum qualification of a Registrar shall be a PhD.

#### **STATUTE XII: FINANCE OFFICER**

1. Subject to the Charter and these Statutes, Council shall competitively appoint a Finance Officer who shall hold office on such terms and conditions as may be determined by Council from time to time.
2. The Finance Officer shall be responsible financially to the Vice-Chancellor and administratively to Deputy Vice-Chancellor (Administration and Finance)
3. The Finance Officer shall perform such other duties as may be delegated or assigned by the Deputy Vice-Chancellor (Administration and Finance).
4. The minimum qualification of a Finance Officer shall be Masters in the relevant field with professional qualifications.

#### **STATUTE XIII: DEAN OF STUDENTS**

1. Subject to the Charter and these Statutes, Council shall competitively appoint a Dean of Students who shall hold office upon such terms and conditions as may be determined by Council from time to time.
2. Shall be head of Student Affairs.
3. The Dean of Students shall report to the Deputy Vice-Chancellor (Academic and Students' Affairs) and shall exercise such powers and perform such duties in respect to the students, which shall include welfare organization, discipline, counselling, accommodation, recreation, sports, job placement, and any other duties, as directed by the Deputy Vice-Chancellor (Academic and Students' Affairs).
4. The minimum qualification of a Dean of Students shall be a PhD in the relevant field.

#### **STATUTE XIV: SENIOR LEGAL COUNSEL**

1. Subject to these Statutes, Council shall competitively appoint a senior legal Counsel who shall hold office on such terms and conditions as may be determined by Council from time to time.
2. Shall be head of University legal office.
3. The Senior Legal Counsel shall be responsible to the Vice-Chancellor.
4. The Senior Legal Counsel shall perform such other duties as may be delegated or assigned by the Vice-Chancellor.
5. The minimum qualification of a Senior Legal Counsel shall be Masters in law (LLM) and a practicing certificate.

#### **STATUTE XV: STAFF APPOINTMENTS**

1. Subject to these Statutes, 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 outlined in Schedule I, II & III.
2. Subject to these Statutes, the Council may make all such other appointments (whether paid or honorary) as it may deem fit.

#### **STATUTE XVI: COUNCIL**

1. There shall be a University Council as set out in Section 35(1)(a) of the Act and section 20(1) of the Charter.
2. The functions of Council shall be as set out in Section 21 of the Charter.
3. A meeting of Council shall be held at least four times in a calendar year.
4. At the meeting of Council, a quorum shall be the nearest whole number above half the membership.
5. Decisions of Council shall be by consensus or a simple majority vote of those present and voting, provided that the Chairman of Council shall have a casting vote in case of an equality of votes.
6. Pursuant to the provisions of the Act and the Charter and without derogating from the generality of its authority, Council shall have the following powers and duties:
  - (a) Subject to the provisions of section 30(1) of the Charter and on the recommendation of the University Management Board and Senate, to make new or additional Statutes and regulations, and alter, amend or revoke existing regulations and Statutes provided that no such regulations or Statutes shall be made until the University Management Board and Senate have had an opportunity of reporting thereon.
  - (b) To provide the land, buildings, premises, furniture and equipment including specialized scientific equipment, vehicles and machinery and other means and facilities required for carrying out the work of the University in accordance with the Act.
  - (c) Subject to the Act, Charter and these Statutes, to determine the method of recruitment, appointment and promotion of all staff of the University.
  - (d) To make the appointments authorized by the Act, Charter and these Statutes and to determine the terms and conditions of service for all staff of the University.
  - (e) To provide for the welfare of every person in the employment of the University, including former employees of the University on pension or similar arrangements, spouse, widow/ widower and dependants of such persons, including the payment of money, pension or other funds for the benefit of such persons in accordance with terms of service.
  - (f) To establish, confirm, abolish or hold in suspense any appointment to positions in the University.
  - (g) To confer after report from Senate the title of Emeritus Professor, Honorary Professor, or Honorary Fellow.
  - (h) To receive from the University Management Board estimates of expenditure



- required to carry out the work of the University and to provide the requisite money in so far as the estimates are approved and accepted by Council.
- (i) To provide, manage and regulate the finances of the University as it may provide in the Statutes from time to time.
  - (j) To create a business company and to provide, control and regulate the accounts, investments, property, and all the commercial or business affairs of the University and for that purpose appoint Bankers, Auditors, Lawyers or any agents as it may deem necessary from time to time.
  - (k) To promote and to make financial provisions and facilities for research within the University.
  - (l) To determine, after considering the recommendation of University Management Board and Senate, all fees payable to the University.
  - (m) To invest monies belonging to the University including any unapplied income, in such stocks, funds, fully paid shares or securities as it may from time to time deem fit, in accordance with the general law for the investment of trust money or in the purchase of freehold or leasehold properties, including rents and subject to the Act and the Charter with the powers of varying such investments from time to time by sale or re-investment or otherwise.
  - (n) To sell, buy, exchange, lease, grant or take on lease moveable and immovable property on behalf of the University.
  - (o) To borrow money on behalf of the University, and for the purpose and subject to the Act and the Charter, 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 it may deem fit.
  - (p) To enter into, carry out or terminate contracts on behalf of the University.
  - (q) To select a Seal, Logo and Mace for the University and to have the sole custody and use of the seal.
  - (r) On the recommendation of Senate, to provide Statutes for the creation of new Divisions, Faculties, Schools, Institutes, Departments, Centres, Directorates and units or other bodies for 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.
  - (s) To institute, on the recommendation of Senate (subject where appropriate, to any conditions acceptable to Council and to Senate which might be made by the donors) Fellowships, Scholarships, Studentship, Exhibitions, Bursaries, Prizes and other aids to study and research.
  - (t) To determine the terms and conditions upon which internal and external examiners shall be appointed by Senate.
  - (u) To take into consideration and, if it deems proper to do so, give effect to reports from the University Management Board and Senate.
  - (v) Subject to the Act, the Charter, these Statutes and any other written law, to exercise powers of removal from office and other disciplinary controls of all staff in the University. This power shall be exercised for the reasons, on the grounds

and in the manner pursuant to the procedures set out in the Statutes which procedures shall include the following rights for the member of staff:-

- i. To appear and be heard by Council, or any person or body to whom Council has delegated this function;
  - ii. To be represented by a person of his choice;
  - iii. To call and examine witnesses;
  - iv. To appeal to Council;
  - v. To be given adequate notice of the charges he faces; and
  - vi. To have access to any documents to be introduced in evidence against him.
- (w) To empower any of its committees to act jointly with any committees appointed by the University Management Board and Senate, provided that Council shall not delegate to the Chairman or to a committee the powers to approve without further reference to it.
- (x) Council shall appoint Staff from grade 14 and above in accordance to Schedule IV
7. Subject to the Charter and these Statutes, Council shall determine the method and conditions of appointment and promotion, terms of service and remuneration of all staff of the University.
  8. Subject to the University Act and these Statutes, Council may authorize, control and/ or harmonize the establishment, and abolition of academic, library, administrative, technical, secretarial, and all other positions in the University for the efficient functioning of the University.
  9. Council shall pay honoraria, fees and remuneration which it may determine from time to time.
  10. Recommend for a appointment of the Vice-Chancellor, Deputy Vice-Chancellors and Principals of Constituent College through a competitive process.
  11. Enter into association, collaboration or linkages with other bodies or organization within or outside Kenya as the University may consider desirable or appropriate and in furtherance of the purpose for which the University is established

#### **STATUTE XVII: MEETINGS OF COUNCIL**

1. Unless Council otherwise determines, a meeting of Council shall be held at least once in each University semester at such time and place as the Chairman in consultation with the Vice-Chancellor may determine.
2. At all meetings of Council a quorum shall be the nearest whole number above half the membership of Council.
3. 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.
4. The Chairperson may at any time call a meeting of Council.
5. The Chairperson shall call a meeting within 28 days of receiving request for that purpose addressed to him signed by at least half of the members of Council.
6. The Chairperson shall preside at all meetings of Council at which he is present. In the event of the absence of the Chairperson, members present shall appoint a temporary

Chairperson from amongst themselves to chair the meeting provided that internal members of the University shall not be appointed as temporary Chairpersons.

7. The Council may, at the discretion of the Chairperson, transact any business by circulation of papers and any decision so taken shall be submitted for record provided that two thirds of the membership of the Council agrees in writing with any decision so taken.
8. The Chairperson may be a member of specific Committees of Council to be determined by Council from time to time.
9. Unless Council otherwise determines, a quorum of any Committee of Council shall be the nearest whole number above half the membership of the Committee.
10. The Council shall cause minutes of its proceedings to be kept by the Secretary and such minutes shall be confirmed, subject to any necessary amendment by the Council at a subsequent meeting.
11. Subject to the provisions of these Statutes, Council shall have power to regulate by such means as it may deem fit its own procedure and the procedure of any Committee of Council.

#### **STATUTE XVIII: COMMITTEES OF COUNCIL**

1. In order to facilitate the smooth running of its affairs, the Council may establish such committees with the membership and on such terms of reference as it may deem fit.
2. The following are the University Council committees:
  - (a) Finance, Planning, Resources Mobilization and General Purpose Committee;
  - (b) Human Resource Committee;
  - (c) Academic, Research, Innovations and Students' Affairs Committee;
  - (d) Audit and Risk Management Committee; and
3. Any other Committee as shall be established by Council from time to time.
4. The membership and terms of reference for the Council Committees shall be as provided in Schedule V.

#### **STATUTE XIX: THE UNIVERSITY MANAGEMENT BOARD**

1. There shall be the University Management Board whose membership shall be the:
  - (a) Vice-Chancellor, who shall be the Chairperson;
  - (b) Deputy Vice-Chancellors;
  - (c) Principals of Colleges/Campuses of the University;
  - (d) Finance Officer;
  - (e) Registrars; and
  - (f) Senior Legal Counsel.
2. The Chairperson of the University Management Board may invite other officers of the University to attend management board meetings when specific matters pertaining to their departments or offices are being discussed and such officers shall be in attendance but not eligible to vote.
3. University Management Board shall:
  - (a) Be responsible for implementation of the policies of the University;

- (b) encourage the rationalization and efficiency of the University services;
  - (c) coordinate and control the development, planning, management and administration of the University and its resources in accordance with approved policies, rules and regulations;
  - (d) submit proposals to the University Council concerning annual budgets, development priorities, staff development plans, terms and conditions of service, fund raising strategies, student welfare, public relations policies, academic partnerships and linkages with other universities, collaborations with industry, as well as any policies and matters related to the development, management and administration of the University;
  - (e) authorize the initiation of legal proceedings or defend or compromise legal proceedings in the name of and on behalf of the University;
  - (f) advise the Council on the management, administration, and academic affairs of the University;
  - (g) propose to the University Council rules and regulations for the administration of the University and for the execution of its programs and plans;
  - (h) establish any University charges and fees; and
  - (i) Perform any other duties related to the management of the University.
4. The Deputy Vice-Chancellor for the time being in charge of Administration and Finance shall be the secretary to the University Management Board.

#### **STATUTE XX: UNIVERSITY SENATE**

1. The membership of the Senate shall be as prescribed in Section 22(1) of the Charter.
2. There shall be a University Senate whose membership shall be:-
  - (a) The Vice-Chancellor -Chairman;
  - (b) The Deputy Vice-Chancellor (Academic and Students' Affairs) -Secretary;
  - (c) The Deputy Vice-Chancellor (Administration and Finance) ;
  - (d) The Deputy Vice-Chancellor (Planning, Research and Extension) ;
  - (e) Principals of Constituent Colleges;
  - (f) Principals of Colleges and Campus;
  - (g) Registrars;
  - (h) All Deans of Schools and Directors of Institutes, Directorates, Boards and Centres;
  - (i) All Professors within the University;
  - (j) One representative of each School or Institute/Boards appointed by the respective Boards from amongst its members;
  - (k) Heads of Departments;
  - (l) One representative of each College/Campus appointed by the respective;
  - (m) University Librarian;
  - (n) Dean of Students;
  - (o) Two members elected by the Students' Association who shall not be entitled to attend deliberations of the Senate on matters which are considered by the Chairman of the Senate to be confidential and which relate to examinations, general Discipline of students, and other related matters;
  - (p) Finance Officer;

- (q) Senior Legal Counsel; and
  - (r) Chief Medical Officer.
3. In addition and in accordance with Section 22(1) (p) of the Charter, the membership of the Senate shall include such other persons as the Council may determine from time to time.
  4. The powers and functions of Senate shall be as prescribed in section 22 (4) of the Charter and in these Statutes.
  5. The Senate shall exercise full responsibility over the academic work of the University and shall, subject to the Charter and these Statutes, take appropriate measures to promote the academic work of the University both in teaching and research for the regulation and superintendence of education and discipline of the students of the University.
    - (a) Subject to the Act, the Charter and these Statutes, the Senate shall, in addition to all other powers vested in it, have the following functions:
    - (b) To recommend to Council the establishment, abolition, or harmonization of Colleges, Faculties, Schools, Institutes, Units, Departments, Centres and Directorates as it may from time to time deem necessary;
    - (c) To recommend to Council the establishment or abolition of certificate, diploma, degree and other academic programmes and their titles in the University;
    - (d) To set the dates of the academic calendar and to determine the schedule of academic programmes within the academic year;
    - (e) To approve academic programmes of the University;
    - (f) To promulgate rules and regulations governing methods of assessing and examining the academic performance of students;
    - (g) To evaluate academic records for both undergraduate and postgraduate candidates for the purpose of admission into the University;
    - (h) To regulate the conduct of examinations;
    - (i) To appoint internal and external examiners, and recommend to Council the terms and conditions for their appointment;
    - (j) To approve the examination results;
    - (k) To approve the conferment of degrees and award of diplomas and certificates, including the award of honorary degrees and other academic distinctions;
    - (l) To determine which qualification or credits from other universities or institution shall be acceptable as equivalent to particular qualifications of the University;
    - (m) To determine the procedure to be followed in the conferment of the degrees and other awards;

- (n) To determine the design of academic dress and prescribe its use;
  - (o) To evaluate research, teaching, staffing and general functioning of the University or section of the University and if it so wishes to report and make recommendations thereon to Council.
  - (p) To promote and administer the open learning, e-learning, research and extension work of the University;
  - (q) To promote co-operation and linkages with other institutions of higher learning and industry;
  - (r) To make regulations governing the award of fellowships, scholarships, bursaries, prizes and other awards;
  - (s) To promote the welfare of students and staff in the University;
  - (t) To propose rules, regulations and procedures for governing the conduct and discipline of students and make recommendations thereof to Council;
  - (u) To require any students to withdraw from the University on academic grounds;
  - (v) To receive records and reports of proceedings of various Boards of Schools, Institutes, Centres and to consider their recommendations and make appropriate decisions;
  - (w) To recommend to Council appropriate criteria for appointment and promotion of academic staff of the University;
  - (x) To review the Statutes from time to time and to present recommendations thereon to the University Management Board and Council.
  - (y) To determine general policy matters relating to the library services, 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.
6. Senate shall exercise such other powers as may be conferred to it by the Charter, these Statutes or by the Regulations and to do such other acts as Council shall authorize.
  7. Senate may, subject to the Charter, these Statutes and regulations, establish Committees consisting of such members of Senate or any other persons as it may deem fit and may delegate any of its powers or duties to the Chairman or any other of its Committees appointed by Council, Boards of Schools, Institutes, Centres, Units or Students Organization.
  8. Senate may recommend to Council the withdrawal from persons any degrees or other distinctions or titles conferred on them, revocation of any diplomas or certificates granted to them by the University and withdrawal of all privileges connected therewith in accordance with the regulations in Schedule VII

### **STATUTES XXI: MEETINGS OF UNIVERSITY SENATE**

1. Unless the Senate otherwise determines, ordinary meetings of the Senate shall be held at least once a month at such time and place as the Chairman of the Senate may determine.
2. The Chairman of the Senate may at any time call a special meeting of the Senate
3. The Chairman must call a meeting within ten days of receiving a request for that purpose addressed to him in writing and signed by not less than one third of the members of the Senate.
4. All matters of detail concerning staff appointments, promotion, discipline and other staff of the university and matters affecting the admission and academic assessment of students whether in general or in any particular case shall be discussed only at special meetings of Senate.
5. The quorum for the Senate meetings shall be the nearest whole number above half the membership of the Senate.
6. The Vice-Chancellor, or in his absence, the Deputy Vice-Chancellor (Academic and Students' Affairs) shall preside over all meetings of the Senate, and in the event of the absence of both the Vice-Chancellor and the Deputy Vice-Chancellor (Academic and Students' Affairs), any of the other Deputy Vice-Chancellors present shall chair the meeting. In the absence of the Vice-Chancellor and all the Deputy Vice-Chancellors, members present and constituting a quorum shall elect one among themselves to chair the meeting.
7. The Chairman of the Senate shall have an original and a casting vote in case of an equality of votes.

### **STATUTES XXII: COMMITTEES OF UNIVERSITY SENATE**

1. The Senate may constitute standing and Ad Hoc committees from time to time
2. The following are the committees of Senate for the time being:
  - (a) Committee of Deans;
  - (b) Student Welfare Committee;
  - (c) Students' Disciplinary Committee;
  - (d) Information, Learning and Resources Committee;
  - (e) Teaching Timetable and Examinations Committee;
  - (f) Scholarships, Bursaries and other awards Committee;
  - (g) Graduation and Ceremonies Committee; and
  - (h) Committee of Professors.
3. The membership and terms of reference of Senate Committees shall be as provided in Schedule VI.

### **STATUTE XXIII: TERMS AND CONDITIONS OF SERVICE OF STAFF**

1. The staff of the University shall be as described in Section 26 of the Charter.
2. Council shall determine the terms and conditions of appointment and promotion of all staff of the University.
3. Subject to the Act, Council shall appoint and promote such academic, technical and administrative staff as it may deem necessary for the efficient functioning of the

University with such duties and upon such terms and conditions as the Council may prescribe from time to time.

4. Subject to the Charter, Council may make such other appointments and promotions, whether earned or honorary, as it may deem fit.
5. Council may review the conditions of appointment and promotion of any staff categories from time to time.

#### **STATUTE XXIV: SCHOOLS, DIRECTORATES, INSTITUTES, CENTRES AND BOARDS**

1. Subject to the provisions of the Charter and these Statutes, Departments, Schools, Institutes, Centres and Directorates shall be established in the University.
2. The following shall constitute the Schools of the University for the time being:
  - (a) School of Science
  - (b) School of Natural Resources Management
  - (c) School of Agriculture and Biotechnology
  - (d) School of Education
  - (e) School of Business and Management Sciences
  - (f) School of Environmental Studies
  - (g) School of Engineering
  - (h) School of Human Resource Development
3. The following shall constitute the Directorates/Boards of the University for the time being:
  - (a) Board of Postgraduate Studies
  - (b) Directorate of Information Communication and Technology (ICT).
  - (c) Directorate of Quality Assurance.
  - (d) Directorate of Strategic Planning and Performance Contracting.
  - (e) Directorate of Industrial Linkages, Partnerships and Collaborations
  - (f) Directorate of Research and Innovations
4. In addition to the Schools, Institutes, Centres and Directorates listed above, Council on the recommendation of the Senate, from time to time, shall establish other Schools, Institutes, Centres and the Constituent elements thereof.
5. Schools, Institutes, Centres and Directorates shall make recommendations to Senate regarding establishment of new departments.
6. Each teaching department shall be regarded, for administrative purposes, as being a constituent part of a School, Centre, Institute but may, in relation to other Schools, Institutes, Centres, in which such a department has teaching or other commitment be regarded as an Associated Department.

#### **STATUTE XXV: BOARD OF POSTGRADUATE STUDIES**

1. There shall be a Board of Postgraduate Studies. The Board shall be managed by a Director who shall be appointed in accordance with Statute XXXIII and a Board of Management.
2. The Directorate shall be answerable to the Deputy Vice-Chancellor (Academic and Students' Affairs).



3. Membership of Board of Postgraduate Studies shall include:
  - (a) Chairperson who shall be appointed by the Vice-Chancellor from among persons holding the rank of Senior Lecturer and above;
  - (b) Four Representatives from the Senate;
  - (c) The persons in charge of postgraduate studies in all Schools and Institutes;
  - (d) Registrar (Academic);
  - (e) Director -Secretary
4. The Board of Postgraduate Studies shall have responsibility over the following matters:-
  - (a) Co-ordination of postgraduate syllabi and regulations;
  - (b) Admission of postgraduate students;
  - (c) Administration of postgraduate scholarships;
  - (d) Administration of postgraduate research grants;
  - (e) Administration and processing of postgraduate theses, projects or research papers;
  - (f) Proper conduct and supervision of the postgraduate study programmes;
  - (g) Verification of final list of Postgraduate Degree awards;
  - (h) General welfare and discipline of postgraduate students;
  - (i) Any other business as may be determined by the Senate from time to time;

#### **STATUTE XXVI: DIRECTORATE OF INFORMATION, COMMUNICATION & TECHNOLOGY**

1. There shall be a Directorate of Information, Communication and Technology. The Directorate shall be managed by a Director who shall be appointed in accordance with Statute XXXIII and a Board of Management.
2. The Director shall be answerable to the Vice-Chancellor.
3. Members of the Board of Management shall be:
  - (a) Chairperson of the Board who shall be appointed by the Vice-Chancellor from among persons holding the rank of Senior Lecturer and above;
  - (b) All Deans and Directors of Schools/Institutes/Centres or their representatives;
  - (c) Registrar (Academic);
  - (d) Registrar (RPI)
  - (e) Finance Officer;
  - (f) Director -Secretary
4. The Board may at its discretion, co-opt other persons not exceeding three to attend meetings in an advisory capacity.
5. The Board shall have the powers to:
  - (a) Consider and recommend ICT policy, strategies and plans in line with the University priorities;
  - (b) Consider and recommend ICT budget and the allocation of ICT resources among users;
  - (c) Consider and consolidate ICT requirements for various University functions, staff and students;
  - (d) Facilitate (and monitor) implementation 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 University Management Board and Senate accordingly;
- (g) Address any other ICT strategic and policy matters as may be referred to it by the University Management Board and Senate.

#### **STATUTE XXVII: DIRECTORATE OF QUALITY ASSURANCE**

1. There shall be a Directorate for Quality Assurance. The Directorate shall be managed by a Director who shall be appointed in accordance with Statute XXXIII and a Board of Management.
2. The Director shall be answerable to the Vice-Chancellor.
3. Members of the Board of Management shall be:
  - (a) Chairperson of the Board who shall be appointed by the Vice-Chancellor from among persons holding the rank of Senior Lecturer and above;
  - (b) All Deans/Directors from Schools/Institutes;
  - (c) All Registrars;
  - (d) Eight Academic staff representatives
  - (e) Director -Secretary
4. The Directorate Board shall be answerable to the Vice-Chancellor and shall in conjunction with the relevant units be responsible for the following functions:-
  - (a) Establish quality standards for management and activities for the University
  - (b) Provide quality assurance and quality control of all academic programmes.

#### **STATUTE XXVIII: DIRECTORATE OF PERFORMANCE CONTRACTING & STRATEGIC PLANNING**

1. There shall be Directorate for Performance Contracting and Strategic Planning. The Directorate shall be managed by a Director who shall be appointed in accordance with Statute XXXII and a Board of Management.
2. The Director shall be answerable to the Vice-Chancellor.
3. Members of the Board of Management shall be:
  - (a) Chairperson of the Board who shall be appointed by the Vice-Chancellor from among persons holding the rank of Senior Lecturer and above;
  - (b) All Deans/Directors from Schools/Institutes;
  - (c) All Registrars;
  - (d) Eight academic staff representatives; and
  - (e) Director -Secretary
4. The Directorate Board shall be answerable to the Vice-Chancellor and shall in conjunction with the relevant units be responsible for the following functions:-
  - (a) Provide for objective performance contracting for staff and University Schools/institutes.
  - (b) Provide for a follow up and monitoring mechanisms for the realization of the performance contracts, including reasons for non-achievement.

## **STATUTE XXIX: INDUSTRIAL LINKAGES, PARTNERSHIPS & COLLABORATIONS**

1. There shall be a Directorate for Industrial Linkages, Partnerships and Collaborations. The Directorate shall be managed by a Director who shall be appointed in accordance with Statute XXXIII and a Board of Management.
2. The Director shall be answerable to the Deputy Vice-Chancellor (Planning, Research and Innovations).
3. Members of the Board of Management shall be:
  - (a) Chairperson of the Board who shall be appointed by the Vice-Chancellor from among persons holding the rank of Senior Lecturer and above;
  - (a) Three (3) Deans/Directors or their representatives;
  - (b) Registrars; and
  - (c) Director-Secretary.
4. The Board shall be answerable to the Deputy Vice-Chancellor (Planning, Research and Innovations) and shall, in conjunction with the units, be responsible for the following functions:
  - (a) Provision of a focal point for Research and Development as well as postgraduate studies with international, industry and external activities with the University of Eldoret;
  - (b) Coordinate and facilitate the local and international industrial attachments and extension;
  - (c) Responsible for welfare of external/international visiting staff and occasional/exchange staff/students while at the University of Eldoret;
  - (d) Assisting in travel arrangements for University of Eldoret academic staff/students as well as visiting scholars and occasional students;
  - (e) Coordinating of external activities by University of Eldoret staff/students visiting other institutions/universities locally and internationally;
  - (f) Involvement in the drafting 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 of Eldoret and Staff ;
  - (g) Scrutinizing draft MOU (Memoranda of Understanding (MOU) and agreements before they are execute;
  - (h) Receiving records of all correspondences between the benefiting departments and the collaborating partners;
  - (i) Receiving copies of progress reports periodically submitted to the donor under the terms of the MOU/agreement and recommending renewals otherwise;
  - (j) Ensuring compliance by the benefiting departments and their international counterparts within the terms of the MOU and agreements;
  - (k) Keeping records and updating of all links and agreements the University of Eldoret has with International Universities/Organizations;
  - (l) Process all Linkage and Cooperation MOU's for signing by the Vice-Chancellor after approval by the University Management Board;
  - (m) Inform academic staff and students of collaborative research opportunities available at the international, regional or local level.

### **STATUTE XXX: DIRECTORATE OF RESEARCH AND INNOVATIONS**

1. There shall be a Directorate of Research and Innovations. The Directorate shall be managed by a Director who shall be appointed in accordance with Statute XXXII and a Board of Management.
2. The Director shall be answerable to the Deputy Vice-Chancellor (Planning, Research and Innovations).
3. Members of the Board of Management shall be:
  - (a) Chairperson of the Board who shall be appointed by the Vice-Chancellor from among the Professors of the University;
  - (b) Director –Secretary;
  - (c) Registrars;
  - (d) Four Deans nominated by the University Management Board;
  - (e) Four Senate Representatives;
  - (f) Two co-opted members from outside the University; and
  - (g) Director of Industrial Linkages, Partnerships and Collaborations
1. The Board shall be answerable to the Deputy Vice-Chancellor (Planning, Research and Innovations) and shall in conjunction with the units, be responsible for the following functions:
  - (a) An intellectual and cultural Centre that draws upon the nation’s indigenous knowledge-base and promotes social and cultural heritage;
  - (b) To develop Indigenous Knowledge Systems (IKS) conscious scientists who recognize the important role of the resource-rich but economically disadvantaged communities;
  - (c) To 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) To pursue human-centered knowledge development that will promote people-to-people learning;
  - (e) To 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) To 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) To support educational initiatives aimed at ensuring that scientific teaching materials are developed in local languages;
  - (h) To contribute to the national economic development and poverty alleviation by aggressively exploring Kenya’s comparative advantage in natural resources and indigenous knowledge systems;
  - (i) To develop policies on Research, Consultancies and Intellectual Property Rights
  - (j) Liaise with the Outreach and Extension Unit in the University for dissemination of its products;
  - (k) Any other emerging issues in the Directorate.

### **STATUTE XXXI: DEANS AND DIRECTORS**

1. There shall be Deans/Directors of Schools/Centres/Institutes/Directorates as shall be determined by Council from time to time.
2. The Deans/Directors shall be competitively recruited by Council from amongst members of the Academic staff of the University or by any other procedure as may be determined by Council from time to time.
3. To be eligible for appointment as a Dean/Director, a person shall be at least a Senior Lecturer who has had an experience in management and shall have served as such at the University of Eldoret; provided that Council shall have the discretion to appoint a lecturer as a Dean/Director as circumstances shall determine from time to time.
4. A Dean/Director shall hold office for a period of four (4) years which shall not be renewed.
5. Any person who will have served as a Dean/Director shall not be eligible for re-appointment within four years immediately following the lapse of his last appointment
6. In the event of a vacancy in the office of a Dean/Director as a result of death, termination, infirmity or any other reason as shall be determined by Council, the Vice-Chancellor shall appoint an acting Dean/Director from among the academic staff of a relevant school and a Dean/Director so appointed shall serve for a maximum period of six months after which a Dean/Director shall be appointed in accordance with the provisions of paragraph (2) and (3) of this Statute.
7. A Dean/Director shall serve on such terms as may be determined by the Council from time to time.
8. Subject to the provisions of the Charter and these Statutes, the Vice-Chancellor shall determine the duties of a Dean/Director.
9. The Vice-Chancellor may in consultation with the Council terminate the appointment of a Dean/Director.
10. The Dean/Director may resign his appointment by giving the Vice-Chancellor one month notice in writing in accordance with terms and condition of service.

### **STATUTE XXXII: MEMBERSHIP, ROLES AND FUNCTIONS OF SCHOOL/ INSTITUTE/CENTRE**

1. Each, School, Institute or Centre shall be governed by a Board which shall have the following membership:
  - (a) Dean (School), Director (Institute/Centre) who shall be the Chairman;
  - (b) All academic staff in the School/ Institute/ Centre/Board ;
  - (c) Two students' representatives, where applicable, elected from among the students in the School/Institute/Centre/ Board provided that they will not attend deliberations on matters relating to examinations or any other matters considered by the chairman to be confidential;
  - (d) The Vice-Chancellor, Deputy Vice-Chancellors and Principals of Colleges shall be ex-officio members of each Board;
  - (e) The School/ Institute/ Centre/Board administrator shall be the Secretary of the Board; and each Board may at its own discretion invite other persons to attend its meetings in an advisory capacity.
2. The Boards shall:

- (a) consider and make recommendations to Senate on all matters relating to programmes and courses, teaching, research, examination, academic, planning and formulation of annual and other estimates of expenditure, student progress and research in the subject areas of the School, Institute, Centre, or Directorate;
  - (b) consider and recommend to Senate persons appointed as internal and external examiners in the School, Institute, or Centre;
  - (c) regulate the conduct of examinations in the relevant subject areas and to make recommendations thereon to Senate;
  - (d) submit proposals to Senate for academic development and income generating activities;
  - (e) consider and make recommendations to the Senate regarding the development plans for the School, Institute, or Centre;
  - (f) formulate and develop strategic plans and make recommendations in respect of annual and other estimates of expenditure in the School, Institute, or Centre; and
  - (g) Consider and report on any matters referred to it by Senate.
  - (h) School/ Institute/Centre Board shall have regular meetings at least twice a semester.
3. The Board shall transform itself into an Examiners Board which may include external examiners but shall exclude student representatives.
  4. The quorum of the Boards of Schools, Institutes, Campuses, or Centres shall be the nearest whole number above one-half of the membership of that particular Board.
  5. Decisions of the School/ Institute/ Centre shall be by a simple majority vote of those present and entitled to vote, provided that the Chairperson of the Board shall have a casting vote in the event of a tie on any issue.

### **STATUTE XXXIII: MEMBERSHIP, DUTIES AND FUNCTIONS OF DEPARTMENTAL BOARDS**

1. There shall be a Departmental Board which shall consist of:
  - (a) Head of Department who shall be the chair;
  - (b) All full-time members of academic staff in the Department and academic staff from other departments providing academic services; and
  - (c) At least two students in the Department elected annually by the students from amongst themselves, provided that they do not attend deliberations on matters concerning examinations and other matters deemed to be confidential.
2. The Vice-Chancellor, the Deputy Vice-Chancellor (Academic and Students' Affairs) and the Dean or Director of relevant School/ Institute/Centre shall be ex-officio members.
3. The Head of Department, in consultation with members of the Departmental Board, may invite other persons to attend the Departmental Board meetings.
4. Subject to the provisions of the Charter and these Statutes, the authority of Senate and such other Regulations as the School, Institute, Centre or Directorate may make, the Departmental Board shall:
  - (a) arrange for, conduct and control the teaching of students within the Department and the setting and marking of examination scripts in accordance with regulations approved by Senate;

- (b) make recommendations to the School, Institute, Centre and Board for the establishment of new courses and programmes and the review of existing ones in the Department;
  - (c) may delegate functions and responsibilities to individual or groups of individuals within the Department;
  - (d) may provide consultancy services or carry out income generating activities in accordance with the University Regulations and policies;
  - (e) Formulate and develop the strategic plan of the department
  - (f) propose and forward to the relevant authority a shortlist of candidates who are eligible for promotion and appointment;
  - (g) recommend candidates for staff development
  - (h) recommend the appointment of internal and external examiners in the Department to Senate through the School/Institute/Centre;
  - (i) plan and execute research activities within the department;
  - (j) exercise such other functions as may be conferred upon it by the Board of School, Institute or Centre, Senate or the Vice-chancellor;
5. There shall be a Departmental Board of examiners which shall consist of all internal and external examiners and shall receive, deliberate and approve examination results for forwarding to School, Institute or Centre Examiners Board. Student representatives shall not attend meetings of the Board of Examiners.
  6. A Departmental Board shall meet at least twice every semester and shall maintain a proper record of proceedings and resolutions for such meetings. Copies of confirmed minutes shall be sent to the Dean or the Director of the School/Institute/Centre, the Deputy Vice-Chancellor (Academic and Students' Affairs) and the Vice-Chancellor by the Head of Department.
  7. At all Departmental Board meetings shall have a quorum of the nearest whole number above half the membership of department.
  8. Decisions of the Departmental Board shall be by a simple majority vote of those present and entitled to vote, provided that the Chairperson of the Board shall have a casting vote in the event of a tie on any issue.

#### **STATUTE XXXIV: HEAD OF ACADEMIC DEPARTMENT**

Subject to the provisions of Section XV and XXIV of these Statutes:

1. There shall be a Head of each Department appointed by the Vice-Chancellor, on behalf of the University Council, from among the full-time members of the academic staff of the Department.
2. A Head of Department shall be at least a Senior Lecturer with earned Ph.D.
3. If a substantive Head cannot be appointed for some reason, an Acting Head shall be appointed by the Vice-Chancellor.
4. The Vice-Chancellor may in consultation with the Deputy Vice-Chancellor (Academic and Students' Affairs) terminate the appointment of a Head of Department.
5. The Head of Department may resign his appointment by giving the Vice-Chancellor at one month notice in writing.

6. Where the Head of Department is unable, either by reason of his absence from the University or for any other reason, to carry out his functions as head, the Vice-Chancellor may, subject to the provision of section 1 of this Statute and in consultation with Deputy Vice-Chancellor (Academic and Students' Affairs) , appoint an acting head of department who shall be at least a senior Lecturer for such period and under such conditions as may be determined, provided that the period of appointment does not exceed the balance of the period of office of the substantive head.
7. A Head of Department shall hold office for a period of two (2) years and shall be eligible for re-appointment for a further one term.
8. A Head of Department shall be paid a responsibility allowance or such other allowances at a rate determined from time to time by Council throughout his term of office, provided that no allowance shall be payable where the Head is absent or unable to perform his functions for a period exceeding thirty (30) days unless his absence from office is on account of leave or medical ground.
9. An Acting Head of Department who is appointed in that capacity for a period of more than thirty (30) days shall be paid a responsibility allowance at a rate determined from time to time by Council for the period of his term of office as acting Head.
10. A Head of Department shall be the academic and administrative head of the Department and shall be responsible to the Deputy Vice-Chancellor (Academic and Students' Affairs) through the Dean of School, Director of Centre or Institute for maintaining and promoting the efficient management of the Department.
11. Over and above teaching, research and other duties and responsibilities, the Head of Department shall:
  - (a) Articulate and implement the vision, mission and objectives of the Department;
  - (b) Convene and chair Departmental Board meetings;
  - (c) Represent the Department in the School/Institute/Centre/Board/Senate and any other bodies of the University as required;
  - (d) Promote and maintain a conducive working environment in the Department;
  - (e) Plan and budget for the Department;
  - (f) Prepare the Departmental Reports;
  - (g) Be the chief examiner of the Department;
  - (h) Manage the academic programmes in the Department as required by Senate under various rules and regulations to ensure that acceptable standards of teaching and research are maintained;
  - (i) Supervise academic and other staff of the Department; and
  - (j) Make recommendations with respect to discipline, probation, advancement and promotion of academic staff within the Department.
12. The Head of Department shall have other duties and responsibilities as may be assigned or delegated by the Vice-Chancellor or his designate



#### **STATUTE XXXV: ESTABLISHMENT OF CONSTITUENT COLLEGES**

1. The Cabinet Secretary may on the advice of Council and the recommendation of the Commission by order published in a gazette notice establish or declare a Constituent College of the University in accordance with provisions of Section 8 of the Charter.
2. The Vice-Chancellor shall be a member of the Council of Constituent Colleges of the University

#### **STATUTE XXXVI: ESTABLISHMENT OF COLLEGES AND CAMPUSES**

1. Colleges and campuses of the University shall be established in accordance with provisions of Section 7 of the Charter.
2. Subject to the provision of these Statutes, Colleges and campuses so established shall consist of Schools/Institutes/Centres and shall have such functions and powers as provided for in instruments that set them up.

#### **STATUTES XXXVII: COLLABORATING INSTITUTIONS**

The University shall collaborate with such other institutions and organizations in pursuance of its objects and functions in accordance with section 9 of the Charter and the University laid down procedures as may apply from time to time.

#### **STATUTE XXXVIII: UNIVERSITY ADMISSION REQUIREMENTS**

1. Subject to the provisions of the admission to the University as candidates for degrees, diplomas, certificates, or other awards shall be open to all persons accepted as being qualified by the Senate in accordance with these Statutes without distinction of race, ethnicity, place of origin or residence or other local connections, political opinion, color, creed, physical ability or gender; and no barrier based on any such distinction shall be imposed upon any person as a condition of their becoming, or continuing to be, a professor, lecturer, graduate or student of the University, or of their holding any office therein, nor shall any preference be given to, or advantage withheld from any person on the grounds of any such distinction.
2. University admission requirements shall be as follows:
  - (a) Undergraduate degree

A minimum mean grade of C+ (plus) at the Kenya Certificate of Secondary Education (KCSE) its equivalent (KACE; 2 Principals or EAACE; 2 Principals). In addition applicants must meet specific School/Institute/Centre and departmental programme requirements.
  - (b) Postgraduate degree
    - i. For Masters a minimum of second class lower division in the relevant field or its equivalent at undergraduate level. In addition, applicants must meet specific School/ Institute/Centre and departmental programme requirements
    - ii. For doctorate a minimum of Masters degree in the relevant field or its

equivalent. In addition, applicants must meet specific School/ Institute/ Centre and departmental programme requirements.

(c) Postgraduate Diploma

A minimum of Undergraduate degree. In addition, applicants must meet specific School/ Institute/Centre and departmental programme requirements.

(d) Diploma Programmes

A minimum grade of C (plain) in Kenya Certificate of Secondary Education (KCSE) or its equivalent (KACE; 1 Principal or EAACE; 1 Principal). In addition, applicants must meet specific School/Institute/Centre and departmental programme requirements.

(e) Certificate Programmes

Shall be determined by the required qualifications for the specific programme. Minimum of C- in Kenya Certificate of Secondary Education (KCSE) or its equivalent (KACE; 1 Subsidiary or EAACE; 1 Subsidiary). In addition, applicants must meet specific School/ Institute/Centre and departmental programme requirements.

#### **STATUTE XXXIX: UNIVERSITY FEES**

Subject to the provisions of the Charter and these Statutes University fees shall be charged as follows:

1. Every person invited for admission as a student for a degree, diploma certificate or other award of the University shall pay to the University such registration fees and such other fees as Council may from time to time determine.
2. The University shall have the right to preclude any student from attending classes, participating in any academic activity or enjoying any other University facilities unless such a student shall have paid to the University all fees and other dues provided that the University shall at its discretion exempt any student from this requirement.
3. The University shall have the right to withhold examination results from any student who is a debtor to the University until such debt is paid in full.
4. The University shall have the right to withhold the conferment of any degree, award of diploma, certificate or any award on any person until all outstanding fees and other dues are settled with the University.

#### **STATUTE XL: UNIVERSITY EXAMINATIONS**

Subject to the provisions of the Charter section 30 (1)(d) the conduct of the University examinations shall be as follows:

1. University examinations shall be conducted under the authority of Senate;
2. There shall be rules and regulations governing University examinations;
3. There shall be regular University examinations, special examinations and supplementary examinations to be held under such conditions, as Senate may prescribe;

4. Unless Senate otherwise determines, there shall be internal and external examiners of the University appointed by the Senate on terms to be prescribed by Council. The internal examiners shall prepare and evaluate the examinations;
5. External examiners shall be appointed for periods and on such terms as Council, on the recommendation of Senate may from time to time determine, provided that no external examiner shall hold appointment for a period of two consecutive terms;
6. In case of re-examination of script(s) of a candidate who has appealed for remarking, an independent examiner shall be appointed;
7. Every candidate for a University examination shall pay, to the University in respect of such examination, such fees as Council shall prescribe from time to time;
8. All regular University examinations shall normally be held at the end of the semester in which the courses have been taught unless otherwise approved by Senate;
9. In the event of any alleged examination irregularity involving either a student or a member of staff, the same shall be dealt with in accordance with respective regulations in force;
10. Departments shall establish moderating committees chaired by the Head of department and consisting of academic staff who shall moderate examinations internally;
11. There shall be a Board of Examiners of each Institute/School/Centre, which shall consist of all internal and external examiners appointed by Senate and with the Dean/Director as Chairperson. The functions of such Board of Examiners shall be to receive and process examination results and to recommend there on to Senate;
12. Publication of all University examination results shall be the responsibility of the Deputy Vice-Chancellor (Academic and Students' Affairs), and
13. Any queries regarding the published examination results shall be made to the Registrar (Academic).

## **STATUTE XLI: CONFERMENT OF DEGREES AND AWARD OF DIPLOMAS AND CERTIFICATES**

Subject to the provisions of the Section 10 of the Charter and these Statutes, the conferment of degrees and awarding of diplomas and certificates shall be as follows:

### **Bachelors Degree**

1. A candidate shall be awarded the Bachelors degree if he shall have undertaken approved courses and satisfied the requirements as a student of the University after admission and subsequent registration with the relevant Institute, School or Centre.
2. Senate may accept, as part of the attendance of a student of the University qualifying him for the award of the Bachelors degree, duration of attendance as a student at another university or institution recognized by Senate for this purpose.
3. Senate may accept academic transcripts/certificates issued in any subject by a university or institution it recognizes, exempting such a candidate from the examination of the University in a course or courses in such a subject.
4. Notwithstanding clauses 2 and 3 of this Statute, a candidate shall be awarded the Bachelor's degree if:
  - (a) he shall have undertaken approved courses of study at the University for at

- least two academic years, of which one shall have been the final year for the four-year degree programmes and the last three years for the five-year degree programmes;
- (b) his duration of attendance as a student at such a university or institution and at the University combined, shall not be less than the complete period prescribed for the award of the degree;
  - (c) he shall have passed the final examination and such other examinations of the University as Senate may determine;
  - (d) he shall have paid such fees to the University as may be determined by Council; and
  - (e) he shall have fulfilled all the requirements for the degree as set out in the Institute/ School/Centre regulations.
5. Subject to provisions of clause 4 of this Statute, Senate may accept periods of attendance and examination in any subject in any School/Institute/Centre of the University, or any other university recognized by Senate for this purpose, as exempting a candidate from attendance and examination in such a subject.

### **Masters Degree**

1. A candidate shall be awarded the degree of masters in any Institute, School or Centre if:
- (a) he shall have been registered for the degree of the University for a residential period of at least one academic year or equivalent hours depending on the mode of study;
  - (b) he has pursued such advanced study or research or both as may be approved by Senate;
  - (c) he has performed such other work and complied with such other conditions for the masters degree as set out in the common regulations for master's degrees. Worked under Supervisors approved by Senate;
  - (d) passed prescribed courses where applicable and submitted a thesis which makes a distinct contribution to the knowledge and understanding of the subject and affords evidence of the capacity of independent critical thinking and ability to conduct original research;
  - (e) Senate may adjust the duration of study by such duration as recommended by the School/Institute/Centre/Board on special circumstances as Senate may from time to time determine;

### **Doctoral Degree**

1. A Candidate shall be awarded the Doctoral degree in any School/Institute or Centre if he has:
- (a) been registered for the degree in the University for residential period of at least two academic years;
  - (b) pursued the subject of a special study or research or both as may be approved by Senate;
  - (c) worked under Supervisors approved by Senate;

- (d) passed prescribed courses where applicable and submitted a thesis which makes a distinct contribution to the knowledge and understanding of the subject and affords evidence of the capacity of independent critical thinking and ability to conduct original research;
- (e) performed such other work and complied with such other conditions as set out in the common regulations for doctoral degree.
- (f) There shall be an option of Doctoral degree by thesis only.

### **Postgraduate Diploma**

1. A candidate shall be awarded a postgraduate diploma in any School/ Institute/Centre if:
  - (a) he shall have been registered for postgraduate diploma for a minimum duration as prescribed in the programme;
  - (b) he has passed such advanced study or research or both as may be approved by Senate;
  - (c) he has performed such other work with such other conditions for the diploma or certificate as set out in the common regulations for postgraduate diplomas.
2. Senate may adjust the duration of study by such period as recommended by the School/ Institute/ Centre/Board on special circumstances as Senate may from time to time determine.

### **Diploma and Certificate**

A candidate shall be awarded a diploma or certificate in any School, Institute or Centre if;

- (a) he shall have been registered for diploma or certificate for a minimum duration as prescribed in the programme;
- (b) he has passed such study or research or both as may be approved by Senate; and
- (c) he has performed such other work with such other conditions for the diploma or certificate as set out in the regulations for diplomas and certificates.

## **STATUTE XLII: CONGREGATION FOR THE CONFERMENT OF DEGREES AND AWARD OF DIPLOMAS AND CERTIFICATES**

Subject to the provisions of Section 10 of the Charter and these Statutes, the conferment of degrees and award of diplomas and certificates shall be as follows:

1. For the purpose of conferring Degrees and award of Diplomas and Certificates of the University, there shall be held from time to time, a meeting of the University which shall be called a Congregation.
2. Unless Senate decides otherwise, a Congregation shall be held at least once a year at the University, and shall be presided over by the Chancellor or, in his absence by the Vice-Chancellor or in the absence of the Vice-Chancellor by some other person appointed by the Chancellor in writing.
3. A candidate shall not be admitted to a degree or awarded a diploma or certificate unless Senate has approved such a candidate as having satisfied all the conditions prescribed for such a degree, diploma or certificate.
4. The procedure for the conferment of the Degrees, Diplomas, Certificates and other awards,

the academic dress to be worn and all other matters not provided for in these Statutes shall be determined by Senate in the Regulations.

5. The Vice-Chancellor shall declare a meeting convened for the purpose of conferring Degrees and awarding Diplomas Certificates and other awards, a Congregation of the University and shall pronounce such Congregation dissolved at the end of the ceremony.

### **STATUTE XLIII: DESIGNATION OF DEGREES, DIPLOMAS AND CERTIFICATES**

1. Subject to the provisions of the Charter and these Statutes, the designation of degrees to be conferred and diplomas and certificates to be awarded by the University shall for time being be as follows:

#### **A). SCHOOL OF AGRICULTURE & BIOTECHNOLOGY**

##### **Undergraduate Programmes**

- (a) B.Sc in Agriculture
- (b) B.Sc Agricultural Biotechnology
- (c) B.Sc Agricultural Economics
- (d) B.Sc Agricultural Extension Education
- (e) B.Sc Animal Science
- (f) B.Sc in Apparel and Fashion Design
- (g) B.Sc Food Operations & Management
- (h) B.Sc Food Science & Nutrition
- (i) B.Sc Horticulture
- (j) B.Sc Seed Science & Technology
- (k) B.Sc Soil Science & Land Use Management

##### **Postgraduate Diploma Programmes**

- (a) PGD Seed Science & Technology

##### **Masters Degree Programmes**

- (a) M.Sc, Agronomy
- (b) M.Sc, Animal Production
- (c) M.Sc, Apparel and Fashion Design
- (d) M.Sc, Community Nutrition
- (e) M.Sc, Dairy Production
- (f) M.Sc, Meat Production
- (g) M.Sc, Plant Protection
- (h) M.Sc, Soil Science
- (i) M.Sc, Plant Breeding and Biotechnology
- (j) M.Sc, Animal Nutrition
- (k) M.Sc, Horticulture
- (l) M.Sc, Seed Science & Technology
- (m) M.Sc, Home Science Education

##### **Doctorate Degree Programmes**

- (a) Ph.D, Agriculture Entomology
- (b) Ph.D, Crop Eco-Physiology
- (c) Ph.D, Plant Pathology

- (d) Ph.D, Seed Science
- (e) Ph.D, Soil Science
- (f) Ph.D, Weed Science
- (g) Ph.D, Plant Breeding
- (h) Ph.D, Horticulture

#### **Diploma Programmes**

- (a) Dip., Organic Agriculture
- (b) Dip., Agriculture
- (c) Dip., Horticulture
- (d) Dip., Sustainable Agriculture
- (e) Dip., Food Science & Nutrition
- (f) Dip., Apparel and Fashion Technology
- (g) Dip., Community Development

### **B). SCHOOL OF ENGINEERING**

#### **Undergraduate Programmes**

- (a) B.Eng., Agricultural and Biosystems Engineering
- (b) B.Eng., Civil and Structural Engineering
- (c) B.Eng., Mechanical and Production Engineering
- (d) B.Eng., Electrical Engineering
- (e) B.Eng., Computer Engineering

#### **Masters Degree Programmes**

- (a) M.Sc., Agricultural and Biosystems Engineering

### **C). SCHOOL OF NATURAL RESOURCE MANAGEMENT**

#### **Undergraduate Programmes**

- (a) B.Sc., Fisheries and Aquatic Sciences
- (b) B.Sc., Agro forestry and Rural Development
- (c) B.Sc., Forestry
- (d) B.Sc., Wildlife Management
- (e) B.Sc., Wood Science and Industrial Processes
- (f) B.Sc., Natural Resource Management
- (g) B.Sc., Sustainable Energy and Climate Change
- (h) B.Sc., Water Resource Management

#### **Masters Degree Programmes**

- (a) M.Sc., Fisheries and Aquatic Sciences
- (b) M.Sc., Wildlife Management
- (c) M.Sc., Forestry
- (d) M.Sc., Wood Science and Technology

#### **Doctorate Degree Programmes**

- (a) Ph.D, Fisheries Management
- (b) Ph.D, Forestry

#### **Diploma Programmes**

- (a) Dip., Aquaculture and Fisheries Management
- (b) Dip., Tourism and Wildlife Management
- (c) Dip., Wildlife Management

## **D). SCHOOL OF ENVIRONMENTAL STUDIES**

### **Undergraduate Programmes**

- (a) BES (Arts), Environmental Studies (Arts)
- (b) BES (Science) Environmental Studies (Science)

### **Masters Degree Programmes**

- (a) M.Sc., Environmental Biology
- (b) M.Sc., Environmental Health
- (c) M.Sc., Environmental Earth Sciences
- (d) M.Sc., Human Ecology
- (e) M.Sc., Environmental Law
- (f) M.Sc., Environmental Economics
- (g) M.Sc., Environmental Planning and Management
- (h) M.Sc., Environmental Information Systems

### **Doctorate Degree Programmes**

- (a) Ph.D, Environmental Biology
- (b) Ph.D, Environmental Health
- (c) Ph.D, Environmental Earth Sciences
- (d) Ph.D, Human Ecology
- (e) Ph.D, Environmental Law
- (f) Ph.D, Environmental Economics
- (g) Ph.D, Environmental Planning and Management
- (h) Ph.D, Environmental Information Systems

### **Diploma Programmes**

- (a) Dip., Environmental Community Management of Natural Resources
- (b) Dip., NGO and Environmental Project Management
- (c) Dip., Management of Shared Resources and Dispute Resolution
- (d) Dip., Environmental Disaster Management and Mitigation
- (e) Dip., Environmental Disaster Preparedness and Risk Management
- (f) Dip., Internal Conflict and Environmental Management
- (g) Dip., ASAL Management
- (h) Dip., Environmental Education
- (i) Dip., Environmental Law
- (j) Dip., Environmental Economics
- (k) Dip., International Humanitarian Law and Environment
- (l) Dip., Integrated Watershed Management (IWM)
- (m) Dip., Water, Sanitation Management (WASM)
- (n) Dip., Environmental Policy, Advocacy and Governance (EPAG)
- (o) Dip., Intellectual Property Rights Legislation and Enforcement
- (p)



## **E). SCHOOL OF SCIENCE**

### **Undergraduate Programmes**

- (a) B.Sc.
- (b) B.Sc. Actuarial Science
- (c) B.Sc. Applied Statistics with Computing
- (d) B.Sc. Biochemistry
- (e) B.Sc. Computer Science
- (f) B.Sc. Microbiology
- (g) B.Sc. Information Technology
- (h) B.Sc. Analytical Chemistry with Computing
- (i) B.Sc. Applied Animal Laboratory Science
- (j) B.Sc. Biotechnology and Biosafety
- (k) B.Sc. Entomology and Parasitology
- (l) B.Sc. Ethnobotany
- (m) B.Sc. with Education
- (n) B.Sc. Informatics

### **Masters Degree Programmes**

- (a) M.Sc., Chemistry
- (b) M.Sc., Mathematics
- (c) M.Sc., Microbiology
- (d) M.Sc., Zoology
- (e) M.Sc., Physics
- (f) M.Sc., Mycology
- (g) M.Sc., Botany
- (h) M.Sc., Biochemistry

### **Doctorate Degree Programmes**

- (a) Ph.D., Chemistry
- (b) Ph.D., Mathematics
- (c) Ph.D., Zoology
- (d) Ph.D., Physics
- (e) Ph.D., Botany

## **F). SCHOOL OF EDUCATION**

### **Undergraduate Programmes**

- (a) B.Ed., Science
- (b) B.Ed., Arts
- (c) B.Ed., Technology Education
- (d) B.Ed., Home Science & Technology
- (e) B.Ed., Early Childhood & Primary Education
- (f) B.Ed., Physical Education & Recreation
- (g) B.Ed., Agricultural Education Science
- (h) B.Ed., Special Needs Education

### **Diploma Programmes**

- (a) Dip.Ed., (Early Childhood & Primary Education)

### **Postgraduate Diploma**

- (a) PGD., Education

### **Masters Degree Programmes**

- (a) M.Ed., Technology Education
- (b) M.Ed., Educational Psychology
- (c) M.Ed., Educational Administration
- (d) M.Ed., Economics of Education
- (e) M.Ed., Educational Planning
- (f) M.Ed., Educational Technology
- (g) M.Ed., Sociology of Education
- (h) M.Ed., History of Education
- (i) M.Ed., Philosophy of education
- (j) M.Ed., Comparative Education
- (k) M.Ed., Curriculum Development
- (l) M.Ed., Early Childhood Development & Primary Education

### **Doctorate Degree Programmes**

- (a) Ph.D., Educational Psychology
- (b) Ph.D., Educational Management
- (c) Ph.D., Social Education and Ethics
- (d) Ph.D., Education and Technology
- (e) Ph.D., Curriculum Studies
- (f) Ph.D., Language Education (English)
- (g) Ph.D., Technology Education

## **G). SCHOOL OF BUSINESS AND MANAGEMENT SCIENCES**

### **Undergraduate Programmes**

- (a) BTM., Tourism Management
- (b) BHM., Hotel and Hospitality Management
- (c) BTTM., Travel and Tour Operations Management
- (d) BBM., Business Management
- (e) B.Sc., Management in Entrepreneurship
- (f) B.A., Economics

### **Diploma Programmes**

- (a) DTM., Tourism Management
- (b) DHRM., Hotel and Restaurant Management
- (c) DTTM., Travel and Tours Operations Management
- (d) DBM., Business Management

### **Masters Degree Programmes**

- (a) MBM., Business Management
- (b) MHM., Hospitality Management

## **H). SCHOOL OF HUMAN RESOURCE DEVELOPMENT**

The school houses two departments namely Quantitative Skills and Development Studies; and Communication Studies. It also houses universal courses taken by all students in the

university which include Qualitative Skills, Communication Skills, State and Society, Development concepts and Application, Project Appraisal and Entrepreneurship for Small Business.

2. Every degree certificate shall incorporate a brief description of the course or subject in which the award is made.
3. The University shall offer degrees, diplomas and certificates approved by Senate.
4. Other degrees, may be awarded as Senate shall determine from time to time with the approval of Council.

#### **STATUTE XLIV: AWARD OF HONORARY DEGREES**

Subject to the provisions of the Section 10(1) (c) of the Charter and these Statutes, the award of Honorary Degrees shall be as follows:

1. The University may confer an Honorary Degree upon a person who has rendered distinguished service in the advancement of any branch of knowledge or who otherwise rendered service worthy of such an award;
2. A proposal to award an Honorary Degree may be made by a member of the University, and shall be communicated in writing addressed to the Vice-Chancellor;
3. Every proposal shall be accompanied by a statement setting forth the degree recommended and the detailed grounds on which the recommendation is based;
4. The Vice-Chancellor shall refer such proposal to the Graduations and Ceremonies Committee of Senate;
5. In each case, the Board of the School, Institute or Centre in which the degree is proposed to be conferred shall be consulted;
6. The Deputy Vice-Chancellor (Academic & Students' Affairs) shall be the Chairman of the Graduations and Ceremonies Committee and in his absence, the Committee shall appoint a Chairman from among its members provided the members present form a quorum;
7. Any recommendation made by this Committee for the conferment of any degree shall be reported to the University Management Board, Senate and Council for approval; and
8. An Honorary Degree shall be awarded by the Chancellor presiding at the Congregation which the honorary degree is being awarded and where the recipient is the presiding Chancellor, by the Vice-Chancellor.

#### **STATUTE XLV: FELLOWSHIPS, SCHOLARSHIPS, BURSARIES AND OTHER AWARDS**

Subject to the provisions of Section 11 of the Charter and these Statutes the award of fellowships, scholarships, bursaries and other awards shall be done as follows:

1. The University may award fellowships, scholarships, bursaries, prizes and other awards which it may consider necessary or desirable from time to time.
2. A proposal to make awards may be made by a member of the University and shall be communicated in writing addressed to the Vice-Chancellor.
3. Every proposal shall be accompanied by a statement setting forth the award recommended and the detailed grounds on which the recommendation is based.

4. The Vice-Chancellor shall refer such proposal to the Prizes and Awards Committee of Senate.
5. Any recommendation made by this Committee for any award shall be reported to the University Management Board, Senate and Council for approval.

#### **STATUTE XLVI: STAFF ASSOCIATION**

1. Subject to the provisions of the Constitution, the Act, the Charter, these Statutes and any other applicable law, staff of the University shall have the right to join a staff association of their choice as recognized by the University.
2. The conduct and affairs of the staff association shall be as provided in the constitutions of the said associations in accordance with applicable laws.

#### **STATUTE XLVII: STUDENTS' ASSOCIATION**

1. There shall be a students' Association of the University in accordance with Section 23 of the Charter.
2. All students of the University shall belong to the Students Association.
3. The Students' Association constitution shall be subject to the approval of the Council upon the recommendation of the Senate and the University Management Board.
4. The members of Students' Association shall elect Students Governing Council as in accordance with their constitution which shall ensure representation from Undergraduates and Postgraduates.
5. The Students Governing Council shall have a right to meet and discuss any student matters relating to the University and to transmit any resolutions to the Vice-Chancellor through Deputy Vice-Chancellor (Academic and Students' Affairs).
6. The Students Governing Council shall exercise their powers and functions as may be provided for in the association constitution while representing students on welfare, social and academic issues.
7. The standing committees of this association shall be established in accordance with the relevant provisions of the existing constitutions. The Students Governing Council shall be represented in, Senate, Disciplinary Committee, Welfare Committee, School Boards and any other committees as stipulated in these Statutes.

#### **STATUTE XLVIII: ALUMNI ASSOCIATION**

1. Subject to section 24 of the Charter, there shall be an Alumni Association established in accordance with the provision of its constitution.
2. The following shall be entitled to have their names entered on the Alumni Association Roll:
  - (a) All graduates, honorary graduates and staff of the University;
  - (b) The graduates of the precursor of the University who hold Certificates and Diplomas; and
  - (c) Ex-Officio members of the Alumni Association shall include former and current Chancellor, Vice-Chancellor, Deputy Vice-Chancellors, the former and the current

Principals, Deputy Principals, Members of Council, Emeritus Professors, Professors, Lecturers, Research Fellows, Librarians, Registrars, Dean of Students, Finance Officer and affiliated members.

3. The objectives of the Alumni Association shall be to promote the reputation and well being of the University, including fund raising for the development of the University.
4. Subject to the provisions of these Statues, the Alumni Association shall be empowered:
  - (a) To discuss and state its opinion on any matters within the sphere of competence of the University;
  - (b) To elect from among its members, an executive committee consisting of the Chairman, Treasurer, Secretary and any other official as prescribed by the Constitution of the Alumni Association; and
  - (c) The persons appearing in the Alumni Association Roll shall be eligible to vote.
5. It shall be the duty of the Secretariat to take steps for the holding of an Annual General meeting of the Alumni Association.
6. Notice of every such meeting shall be given not less than two months before the date of the meeting.
7. The agenda of every meeting shall be published in the press at least fourteen days before the day appointed for holding such a meeting. The quorum and procedure of the Alumni Association shall be prescribed in the rules made by the Alumni Association and approved by Council.
8. A copy of all resolutions of the Alumni Association and a statement of such other matters as the Alumni Association may from time to time decide shall be duly certified by the Chairman and sent to the Chairman of Council, University Management Board and Senate for information.

#### **STATUTE XLIX : FINANCIAL PROVISIONS**

1. All the funds, assets and property, movable and immovable, of the University shall be managed and utilized by Council, in accordance with the relevant provisions of the Constitution of Kenya 2010, Part VI of sections 44, 45, 46, 47, 48, 49 and 50 of the Act and this Statute in such manner and for such purposes as in the opinion of Council would promote the best interest of the University, provided that the Council shall not charge or dispose of any immovable property vested in it without the prior approval of the Chancellor
2. Pursuant to section 3(2) of the charter the Council may borrow funds for such purposes from such sources and under such arrangement as may be approved by Council from time to time
3. All the monies of the University shall be paid into one or other of the following accounts:
  - (a) The Revenue Account;
  - (b) The Capital Account;
  - (c) The Research Account;
  - (d) The Special Account; andProvided that Council may cause to open any other account as it may deem fit.
4. There shall be an Endowment Fund.

5. In accordance with section 28 of the Charter, the financial year of the University shall commence on the first day of July of each year.
6. The Revenue Account
  - (a) There shall be paid into the Revenue Account:
    - i. The interest received from the investment of monies in the Endowment Fund for the specified purpose;
    - 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 organization or person;
    - iv. All sums transferred from the Endowment Fund or any other amount to the Revenue Account; and
    - v. All sums received by the University and not payable into the Endowment Fund or any other account.
  - (b) All 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 Council, are best suited to promote the interest of the University.
7. The Capital Account
  - (a) 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.
  - (b) 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.
8. The Research Account
  - (a)
    - i. There shall be paid into the Research Account all such monies as are received by the University for Research Purposes. Balance of such funds shall not be surrendered at the end of the financial year. Money allocated for research shall be used for research only.
    - ii. Monies in the Research Account shall be used and applied by Council for specific purposes in accordance with the Research Innovation policy and the agreement made between donors and Council.
  - (b)
    - i. Subject to the provisions of section 3 (2) (c) of the Charter, Council may borrow, either by way of overdraft from a banker or otherwise, such sums as it may from time to time require for the administration of the University.
    - ii. Subject to the provisions of the charter, monies standing to the credit of the Endowment Fund shall be invested by 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 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 stocks or shares

without converting them into such securities

- iii. 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 Council in securities as Council may deem fit in accordance to Section 49 (1) of the Act.
  - iv. Notwithstanding the provisions of Part VI of the Charter, any money standing to the credit of any of the accounts of the University including Endowment Fund may be temporarily invested for a period not exceeding twelve (12) months pending utilization.
- (c) Council shall cause to be prepared annually, estimates of the revenue and expenditure (both recurrent and capital) of the University and such estimates shall be approved by Council in accordance with the relevant provisions of the Constitution of Kenya and Section 44(1) of the Act .
  - (d) In accordance with relevant provision of the Constitution of Kenya and Section 47 of the Act, Council shall cause to be prepared audited accounts of the University annually.
  - (e) The Auditor-General may carry out a special audit or inspection of any aspect of the University financial management provided that he shall, unless directed to the contrary by the Cabinet Secretary, for the time being responsible for Public Universities, notify Council of his intention and purpose of carrying out such special audit or inspection.
  - (f) The Vice-Chancellor shall make available to the Auditor-General facilities and all the information necessary for carrying out his audit functions.

#### 9. The Endowment Fund

- (a) 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.
- (b) Subject to section 49(1) of the Act, the monies standing to the credit of the Endowment Fund shall be invested by Council in such securities as Trustees are authorized to invest in under the provisions of the Laws of Kenya; provided that where any sums received by Council for payment into the Endowment Fund are in the form of stocks and shares of any kind other than securities, then Council may at its discretion retain such stocks and shares without converting them into such securities.
- (c) Council shall 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.

#### 10. The Special Account

- (a) There shall be paid into the Special Account all such monies as are received by the University for special purposes and is not payable into the Endowment Fund.
- (b) Revenue generated by any unit of the University shall be paid into the Special Account and shall be used for the furtherance of the interests of the Unit.
- (c) 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 Council may, nevertheless expend such capital monies or any portion thereof, if in the opinion of Council it is in the best interest of the University to do so.

#### **STATUTE L: UNIVERSITY PROPERTY**

Subject to the provisions of Section 48 of the Universities Act, 2012 and Section 3 (2) (b) of the Charter:

##### 1. Property

- (a) The University, as a body corporate with perpetual succession and a seal shall:
  - i. Hold all property belonging to it not on charitable trusts but as beneficial owner;
  - ii. Have all powers to manage, deal with, and dispose of its property including the power to invest, borrow and charge its property as security as it deems fit subject to the provision of Statute L(1).
- (b) Council shall arrange for the investment of all funds, endowments and capital money of the University which are not required for immediate use upon such securities, share stocks, funds, or other investments (including land) and whether involving liability or not as in its discretion, it shall deem fit.

##### 2. Pecuniary Interest

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

#### **STATUTE LI: CONTRACTS IN THE UNIVERSITY**

- 1. Subject to provisions of the Act and section 3 (2) (d) of the Charter, Contracts on behalf of the University may, in addition, to any other manner effectual in law, be made as follows:
  - (a) A contract which if made between private persons would be by law required to be in writing and to be under seal, may be made on behalf of the University in writing under the common seal.
  - (b) A contract which if made between private persons would be by law required to be in writing and signed by the parties to be charged therewith may be made on behalf of the University in writing signed by a duly authorized officer.



2. A contract made according to sub-section 1 (a) and (b) above may in addition to any other manner effectual at law be varied or discharged in the same manner in which it is authorized to be made.
3. (a) Council may by regulations give to classes of persons or individuals the authority to sign Contracts for the University to the extent and in respect of the subject matter specified in the regulations.  
(b) The authority given under sub section (a) above may itself be delegated in writing, but no such delegation shall be operative until a copy of the instrument recording the delegation has been delivered to the Vice-Chancellor.
4. The common seal of the University shall be kept in such custody as Council directs and shall not be used except upon the order of Council.
5. The common seal of the University shall be authenticated by the signature of the Vice-Chancellor and any other member of the University Management Board duly authorized by the Council.
6. The common seal of the University when affixed to any document and duly authenticate under this section shall be judicially and officially noticed and, unless and until the contrary is proved any necessary order or authorization of Council under this section shall be presumed to have been duly given.
7. All documents other than those required by law to be under seal, made on behalf of Council and all decisions of the Council may be signed under the hand of the chairperson, the Vice-Chancellor or any other member of University Management Board duly authorized by Council in that behalf.
8. (a) Except where specified in Regulations, no officer of the University, or any other person employed by the University or working in or in connection with a department or body within or under the control of the University shall have authority to make any representations on behalf of the University or to enter into any contract on behalf of the University, except with the express consent of Council.  
(b) No such consent given by Council shall operate until a copy of the resolution of Council, certified by Vice-Chancellor has been delivered to such officer or other person.
9. (a) The Vice-Chancellor shall keep a register of all delegations under this part; and all documents to which the seal has been affixed.  
(b) The Vice-Chancellor shall, on request from any member of Council, open the register for inspection by that member

## **STATUTE LII: INTELLECTUAL PROPERTY RIGHTS**

Pursuant to the provisions of the Charter:

1. The University shall claim ownership of all intellectual property which is devised, made or created by:
  - (a) Persons employed by the University in the course of their employment or incidental to their employment;
  - (b) Students in the course of studies or incidental to their studies;
  - (c) other persons engaged in study or research in the University who, as a condition of their being granted access to the University premises, or facilities, have

agreed in writing that this part shall apply to them; and

- (d) Persons engaged by the University under contracts for services during the course of or incidental to the engagement.

The University's rights under sub-section (a) above in relation to any particular piece of intellectual property may be waived or modified by agreement in writing with the person concerned.

2. The intellectual property of which ownership is claimed under section 1 of this Statute comprises:
  - (a) works generated by computer hardware, or software owned, or operated by the University;
  - (b) patentable and non-patentable inventions;
  - (c) registered and unregistered designs, plant varieties and topographies;
  - (d) University's commissioned works not within (a), (b) or (c) above;
  - (e) databases, computer software, filmware, courseware and related materials not within (a), (b), (c), or (d) above but only if they may reasonably be considered to possess commercial value; and
  - (f) Know-how and information associated with the above.
3. Notwithstanding sub-section 2 of this Statute, the University will not assert any claim to the ownership of copyright in:
  - (a) artistic works; articles, plays, lyrics, scoring or lectures;
  - (b) audio or visual aids used for giving of lectures; and
  - (c) computer related works other than those specified in section 2 of this Statute.
4. For the purpose of sections 2 and 3 of this Statute, "Commissioned works" are works which the University has specifically employed or requested the person concerned to produce.
5. Council may make regulations:
  - (a) defining the classes of persons or naming individuals to whom section 1 (c) of this statute shall apply;
  - (b) On how inventors may be compensated or rewarded.
  - (c) requiring students and such other persons as may be specified in regulations to sign an documents necessary in order to give effect to the claim made by the University in this par and to waive any rights in respect of the subject matter of the claim which may be conferred on them by regulations or Copyright, Designs and Patent Act.
6. The sharing of royalties shall be outlined in Intellectual Property Rights Policy.

### **STATUTE LIII: SERVICE OF NOTICES AND DOCUMENTS.**

1. Except where otherwise expressly provided by the Charter, any notice or document required by or for the purpose of the Charter, these Statutes, or the Regulations to be given or sent to any person, may be given or sent either Physically or by email, or posting on the University website, or print media or by post to him at his last known postal address.
2. Where a notice or other documents is sent by post, service thereof shall be deemed to have been properly effected by correctly addressing and posting a letter containing the

notice or other documents, and to have been effected in the case of a notice of a meeting at the expiration of seven days after the letter is put in the post and in any other case in the normal course of post.

3. Where a notice or other document is sent by email or print media , , or posted on the University website service thereof shall be deemed to have been properly effected upon expiry of two business days following the date of dispatch.
4. The omission to give notice to or send a document to any person entitled to receive the same shall invalidate the proceedings consequent upon such notice or document.

#### **STATUTE LIV: MISCELLANEOUS**

1. These Statutes and the Regulations referred to hereunder shall commence on the date of gazettment as is required in Section 23(2) of the Act except that where it is provided otherwise in any Statute or Regulation, such other date shall be deemed to be the commencing date for the particular Statute or Regulations.
2. The Regulations appended hereto will come into force in accordance with provisions of paragraph 1 of this Statute and are to be read subject to the Act, the Charter and these Statutes.
3. The University Council may amend, add to, or alter these Statutes as it deems fit from time to time. Provided that, Council shall not amend, alter or add to the Regulations governing courses of study and other academic matters without the receipt of a proposal or report thereon by the Senate and provided further that Council shall not reject any such report or request or amend any Regulations so proposed without further reference to the Senate.
4. The Rules and Regulations in force on the day prior to the commencement of these Statutes and Regulations shall, unless superseded by these Statutes and Regulations referred to in paragraph 2 of this Statute continue to apply as though they had been incorporated into these Statutes and Regulations and in so far as they are not inconsistent with these Statutes and Regulations. Provided that these Statutes or Regulations, in force prior to the commencement date aforesaid, shall be subject to the provisions of the Charter.
5. No person may, except with the written consent of Council, use the word “University” together with the words “Eldoret” in furtherance of, or as, or in connection with any advertisement for any trade, business, calling or profession. Provided nothing in this clause shall be construed as preventing the bona fide use by any person or any title in pursuance of the grant to him or her of a degree, diploma, certificate or other award by the University.

#### **STATUTE LV: VARIATION AND REVOCATION OF THE STATUTES**

1. The Council on the recommendation of the University Management Board and Senate may revoke or in any other way amend the provisions of these Statutes if of the opinion that the revocation, variation or amendment is in the best interest of the University.

2. These Statutes may be revoked, varied or amended by a resolution passed at a meeting of the Council supported by a majority of not less than three quarter (3/4) of the members present and voting, being not less than half of the total membership of the Council.
3. The Council shall recommend the actions taken in 1 above to the Cabinet Secretary for gazettelement.

## **SCHEDULES**

### **SCHEDULE I**

Terms and Conditions of Service for members of the University Management Board

### **SCHEDULE II**

Terms and Conditions of Service for Academic and Senior Administrative Staff of the University

### **SCHEDULE III**

Terms and Conditions of Service for Staff of the University in Grades 1-4

### **SCHEDULE IV**

Academic Staff Appointment & Promotion Policy

### **SCHEDULE V**

Council Committees' Membership and Terms of Reference

#### **1. Finance, Planning, Resource Mobilization and General Purpose Committee**

##### **Members**

- (a) 4 Members of Council
- (b) Vice-Chancellor

##### **In attendance**

- (a) Deputy Vice-Chancellor (AF)
- (b) Finance Officer

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

- (a) To provide oversight on the preparation and reviewing of University's financial management and control systems, annual estimates and expenditure.
- (b) To act on behalf of Council on all issues concerning Finance, Planning, Resource Mobilization and General Purpose.
- (c) To oversee and advise Council on overall university planning (short, medium and long term) including University's Master Plan and Strategic Plan.
- (d) To consider financial resources available to the University and make recommendations to the Council on its utilization.
- (e) To review and approve the University's financial strategy, financial regulations, annual financial statements, investment policy and annual procurement plans.
- (f) To consider ways of raising funds for the University, both internally and externally
- (g) To develop policies on mobilization and utilization of resources for the development of the University.
- (h) To recommend to Council on acquisition of new fixed assets including land and to advise Council on the utilization of such assets.
- (i) To submit annual progress and financial reports to council on all Planning and Resource Mobilization matters.
- (j) To provide oversight on the procurement function.
- (k) To provide oversight on the performance contracting function.

- (l) To undertake such other function as may be referred to it by Council from time to time.

## **2. Academic, Research, Innovation and Students' Affairs Committee**

### **Members**

- (a) 4 Members of Council
- (b) Vice-Chancellor

### **In attendance**

- (a) Deputy Vice-Chancellor (ASA)
- (b) Registrar (Academic)

### **Terms of Reference**

- (a) To develop and review the University's Mission, Vision, Education Philosophy, Aims, Policies and Standards;
- (b) To advise Council on students' access and admissions, curriculum design, course and fees structure, academic and mentoring support, provision and use of learning resources and students welfare.
- (c) To establish and review structures and mechanisms for assuring the implementation of academic policies, the maintenance of standards and enhancement of good practice;
- (d) To oversee and co-ordinate activities associated with national and external agencies involved in quality assurance;
- (e) To consider the overall balance of academic activities and provision of resources;
- (f) To develop, amend, repeal and approve regulations concerning academic programmes;
- (g) To receive and consider proposals and nominations for the award of honorary degrees and recommend to Council award of honorary degrees;
- (h) To consider and advice Council on all matters related to research and innovation in the University.
- (i) To authorize on behalf of Council the application of the University Seal on documents.
- (j) To consider students' disciplinary appeal cases.
- (k) To deal with any other matter that may be referred

## **3. Human Resource Committee**

### **Members**

- (a) 5 Members of Council
- (b) Vice-Chancellor

### **In attendance**

- (a) Deputy Vice-Chancellor (AF)
- (b) Registrar (Administration)

### **Terms of Reference**

- (a) To develop and review policies of employment including recruitment and selection, staff development and training, performance management, remuneration and other terms and conditions of service.
- (b) To monitor the implementation and effectiveness of employment policies and ensure alignment to public service guidelines.
- (c) To oversee relations between the University and employees.
- (d) To recruit and promote staff in Grades 14 and above.
- (e) To consider and advise Council on disciplinary matters of staff from Grade 14 and above.
- (f) To consider disciplinary appeal cases of staff in Grade 12 and below.
- (g) To deal with any other matter that may be referred to it by Council from time to time.

## **4. Audit and Risk Management Committee**

### **Members**

4 Members of Council

### **In attendance**

Internal Auditor

### **Terms of Reference**

- (a) The mandate of the audit committee shall include:-
  - i. Assisting the Vice-Chancellor in enhancing internal controls in order to improve efficiency, transparency and accountability.
  - ii. Reviewing audit issues raised by both internal and external auditors.
  - iii. Resolving unsettled and unimplemented Public Accounts and Public Investment Committees' (PAC/PIC) recommendations.
  - iv. Enhancing communication between management, internal and external audit and fostering an effective internal audit function.
  - v. The mandate of the audit committee shall not be limited in any way, so as to prevent it from properly performing its duties and responsibilities.
- (b) Duties and responsibilities covering three broad areas relating to compliance with internal controls, financial reporting, and governance shall include:-
  - i. Evaluating adequacy of management procedures with regard to issues relating to risk management, control and governance.
  - ii. Reviewing and approving the audit charter where applicable and the internal audit annual work plans.
  - iii. Reviewing the internal and external audit findings and recommendations and proposing corrective and preventive action where necessary.

- iv. Reviewing the systems established to ensure sound public financial management and internal controls, as well as compliance with policies, laws, regulations, procedures, plans, and ethics.
- v. Initiating special audit/investigation on any allegations, concerns and complaints regarding corruption, lack of accountability and transparency in consultation with the Vice-Chancellor.
- vi. Carrying out any other tasks, which are within its mandate.

## **SCHEDULE VI:**

### Senate and Senate Committees, Membership and Terms of Reference

#### **1. SENATE**

##### Membership and Terms of Reference

- (a) The Vice-Chancellor -Chairman;
- (b) The Deputy Vice-Chancellor (Academic and Students' Affairs) -Secretary;
- (c) The Deputy Vice-Chancellor (Administration and Finance) ;
- (d) The Deputy Vice-Chancellor (Planning, Research and Extension) ;
- (e) Principals of Constituent Colleges;
- (f) Principals of Colleges and Campus;
- (g) Registrars;
- (h) All Deans of Schools and Directors of Institutes, Directorates, Boards and Centres;
- (i) All Professors within the University;
- (j) One representative of each School or Institute/Boards appointed by the respective Boards from amongst its members;
- (k) Heads of Departments;
- (l) One representative of each College/Campus appointed by the respective;
- (m) University Librarian;
- (n) Dean of Students;
- (o) Two members elected by the Students' Association who shall not be entitled to attend deliberations of the Senate on matters which are considered by the Chairman of the Senate to be confidential and which relate to examinations, general Discipline of students, and other related matters;
- (p) Finance Officer;
- (q) Senior Legal Counsel; and
- (r) Chief Medical Officer.

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

- (a) To recommend the content and academic standard of any course of study in respect of any degree, diploma, certificate or other award of the University to Council.
- (b) To propose regulations to be made by Council regarding the eligibility of persons for admission to a course of study.
- (c) To propose regulations to be made by Council regarding the standard of proficiency to be gained in each examination for a degree, diploma, certificate or other award of the University.



- (d) To decide which persons have attained the prescribed standard of proficiency and are otherwise fit to be granted a degree, diploma, certificate or other award of the University.
- (e) To initiate proposals relating to the conduct of the University generally and to discuss any matters relating to the University and to make representations thereon to Council.
- (f) To make regulations governing such other matters as are within its powers in accordance with the Act and Statutes.

## **2. TIMETABLE AND EXAMINATIONS COMMITTEE**

### **Membership**

- (a) Deputy Vice-Chancellor (Academic & Students' Affairs) - Chair;
- (b) Registrar (Academic);
- (c) Dean of Schools or their representatives;
- (d) Dean of Students
- (e) Assistant Registrar (Admissions);
- (f) Assistant Registrar (Examinations);
- (g) Head, Central Services;
- (h) Students' Representative;

### **Terms of Reference**

- (a) To liaise with all Schools and learning units to harmonize the examination and teaching timetable.
- (b) To liaise with academic division to ensure that learning resources are optimally and effectively utilized.
- (c) To advise the senate on the expansion of teaching facilities.
- (d) Advice on any other matter that may be referred to it by the Senate.

## **3. INFORMATION AND LEARNING RESOURCE COMMITTEE**

### **Membership**

- (a) Deputy Vice-Chancellor (Academic & Students' Affairs) - Chair
- (b) University Librarian
- (c) Deputy University Librarians
- (d) Heads of departments within the library and in-charge of College/Campus libraries
- (e) One Representative from each School, Institute, Directorate from within the main University, Colleges and Campuses.
- (f) Two Senate representatives
- (g) Two students representatives
- (h) Registrar Academic
- (i) Registrar Administration
- (j) Registrar Research & Extension
- (k) Registrar Planning
- (l) Finance Officer
- (m) Procurement Officer

- (n) Legal Officer
- (o) ICT Director
- (p) Bookshop Manager
- (q) Dean of students
- (r) Alumni
- (s) Administrator

**Terms of reference**

- (a) To assist and advice the University Librarian on all matters relating to the Library.
- (b) To make recommendations to Senate on Library policy and the allocation to Departments of the Library book funds
- (c) To make recommendations to the Development, Planning and Establishment Committee on matters affecting the development of the Library.
- (d) To prepare and submit to Senate an annual report on the functioning of the University Libraries and the Bookshop.
- (e) To deal with any other matters referred to it by Senate, the Vice-Chancellor or Committees of Senate.

**4. DEANS COMMITTEE**

**Membership:**

- (a) Deputy Vice-Chancellor (Academic & Students' Affairs) - **Chairman**
- (b) Deans of Schools
- (c) Directors
- (d) University Librarian

**In Attendance:**

- (a) Registrar (Academic) - **Secretary**
- (b) Dean of Students
- (c) Finance Officer

**Terms of Reference**

- (a) To deal with matters that may properly be referred to the Committee by the Vice-Chancellor or the Senate
- (b) To function as the University Research Committee and in this area:
  - i. To review University Research Policy and make recommendations to Senate
  - ii. To make recommendations to Senate on the allocation of funds available for research and publication, travel in connection with research and for travelling to conferences
  - iii. To receive reports from recipients of grants through the Heads of Department on the use of research funds received from all sources
  - iv. To allocate research funds to individual applicants out of the funds voted by Council for this purpose
  - v. To formulate proposals for applications for research funds from external donors and to prepare annually a submission for the allocation of such funds from the University resources
- (c) To function as the University Admissions Board in order:

- i. To approve all applications for admission to the University for Undergraduate courses and to make recommendations to Senate from time to time on the University's admission policy including the admission requirements and procedures
  - ii. To review applications for admission from PSSP students
  - iii. To approve as appropriate applications for inter-faculty and Inter-course transfer of students
  - iv. To receive and allocate all scholarships received by the University for either undergraduate or postgraduate students.
- (d) To make recommendations to Senate on regulations governing research, admission, levels of fees and any matter relevant to the foregoing Terms of Reference
  - (e) To examine the format and contents of the University Statutes, Rules and Regulation, and make appropriate recommendations to Senate
  - (f) To co-ordinate teaching and examination timetables
  - (g) To Initiate and co-ordinate public and inaugural lectures

## **5. PLANNING, DEVELOPMENT AND ESTABLISHMENT COMMITTEE**

### **Membership:**

- (a) Vice-Chancellor - **Chairman**
- (b) Deputy Vice-chancellors
- (c) Deans of Schools
- (d) Directors
- (e) Two senate representatives
- (f) University Librarian

### **In Attendance**

- (a) DVC (ASA) - **Secretary**
- (b) Finance Officer
- (c) Dean of Students

### **Terms of Reference**

- (a) To advice Senate on the development and planning of the University
- (b) To recommend to Senate the level of Staffing and expenditure for the various departments o f the University
- (c) To review criteria of promotion of academic and non-academic members of staff
- (d) To recommend to Senate Terms of Service applicable to all grades of employment in the University
- (e) To perform such other duties as may be referred to it by Senate, the Vice-Chancellor or other Committees of the Senate.

## **6. STUDENTS WELFARE COMMITTEE**

### **Membership:**

- (a) Deputy Vice-Chancellor (ASA) - **Chairman**
- (b) Four Senate Members (including the University Librarian)
- (c) Four Students' Representatives
- (d) Dean of Students

- (e) Warden's Representative

**In Attendance:**

- (a) Registrar Academic - **Secretary**
- (b) Registrar Administration
- (c) Finance Officer
- (d) Students Counsellor
- (e) University Medical Officer
- (f) Games Tutor
- (g) Catering Manager
- (h) Estates Officer

**Terms of Reference**

- (a) To deal with all matters related to student welfare
- (b) To deal with catering, health, games, accommodation and recreation matters as they affect the students welfare
- (c) To advice on matters related to students career placement

## **7. STUDENTS DISCIPLINARY COMMITTEE**

**Membership:**

- (a) Deputy Vice-Chancellor (ASA) - **Chairman**
- (b) Three Senate Representatives
- (c) Two student representatives nominated by the students' organization

**In Attendance**

- (a) Registrar Academic - **Secretary**
- (b) Registrar Administration
- (c) Dean of Students
- (d) Dean of Faculty or Warden reporting a case,
- (e) Students Counselor

**Terms of Reference:**

- (a) To receive and consider matters of disciplinary nature affecting students on behalf of Senate, and to report to senate on the appropriate action to be taken, provided that the disciplined student may appeal to the Vice-chancellor.
- (b) To investigate issues surrounding misconduct by students which may have adverse effect on the students and to recommend to senate appropriate corrective measures.
- (c) To recommend to senate serious disciplinary cases that may require suspension or expulsion.
- (d) To formulate and review, from time to time, the regulations governing the conduct and discipline of University students.

## **8. GRADUATION AND CEREMONIES COMMITTEE**

**Membership:**

- (a) Vice-Chancellor - **Chairman**
- (b) Deputy Vice-chancellor
- (c) Deans of Schools
- (d) Directors

- (e) Dean of students
- (f) Two Senate Representatives
- (g) Two Student Representatives

**In Attendance**

- (a) Registrar Academic - **Secretary**
- (b) Registrar Administration
- (c) Catering Superintendent
- (d) Finance Officer
- (e) Estates Manager

**Terms of Reference:**

To deal with policy issues related to the ceremonial functions of the University e.g. Graduation Ceremony, Open Days, National days, Cultural Days activities, etc.

**9. PROFESSORS COMMITTEE**

**Membership:**

All Professors of the University of Eldoret

**In Attendance**

- (a) All Registrars
- (b) Registrar Academic - **Secretary**

**Terms of Reference:**

- (a) To consider and make recommendations to the senate, concerning new academic programmes at the level of degree or postgraduate studies.
- (b) Discuss and make recommendations to the Senate concerning criteria for appointment and promotions and amendments thereof for all academic staff at the University.
- (c) Be the clearing house of all matters of research and extension at the University including policies, and University Research Grants excepts grants obtained by individuals or consortium of researchers from external sources.
- (d) Be in-charge of Conferences, Workshops, Seminars, Inaugural lectures and Professorial lectures.
- (e) Consider and make recommendations to Senate concerning new policies or ammendments to the existing ones.
- (f) Any other tasks that may be assigned to it from time to time by Senate
- (g) To formulate and review, from time to time, the regulations governing the conduct and discipline of University students.

**SCHEDULE VII**

Regulations on Withdrawal/Revocation of Degrees, Diplomas, Certificates and Other Titles Conferred or Granted by the University.