



SOUTH EASTERN KENYA UNIVERSITY

STATUTES

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SOUTH EASTERN KENYA UNIVERSITY STATUTES

In exercise of the powers conferred under section 33 of the South Eastern Kenya University Charter the Council of the University hereby makes the following Statutes. These statutes shall be cited as the South Eastern Kenya University Statutes 2015.

PART I PRELIMINARY

1. Definitions

In these Statutes, unless the context otherwise requires:

"Administrative Staff" means a member of staff of the University in any of the Grades 5 - 14, who is appointed for general purposes of performing duties related to general management and administration of the University;

"Alumni Association" means the organization of all graduates, former students and staff of the University upon payment of the requisite membership fees;

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

"Centre" means a centre of the university established under the statutes;

"Chairman of Council" means the Chairman of Council of the University as defined in the Charter;

"Chancellor" means the Chancellor of the University;

"Charter" means the University Charter of South Eastern Kenya University.

"College" means (a) a College specified in the Schedule hereof; and (b) a College established within the University defined in the Charter; but does not include a Constituent College;

"Commencement Date" means the date as gazetted by the Cabinet Secretary;

"Constituent College" means a Constituent College of the University established under the Charter;

"Convocation" means the convocation of the University established as defined in the Charter;

"Council" means the council of the University established as defined in the Charter and the Universities Act No. 42 of 2012;

"Deputy Vice-Chancellor" means the Deputy Vice-Chancellor of the University appointed by the Cabinet Secretary on recommendation by the Council as provided for in the Charter and the Universities Act No. 42 of 2012;

"Director" means the person appointed by the Vice Chancellor to be designated as a director in the University as provided for in the Statutes;

"Fiscal Year" means the financial year of the University as provided for in the Charter;

"Graduate" means 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;

"Institute" means an institute of the University established by the Statutes;

"Lecturer" means a member of the staff of the University who is, in terms of appointment, a professor, an associate 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;

"Registrar" means a Registrar of the University appointed in accordance with the Charter and the Statutes;

"Senate" means the Senate of the University established as defined in the Charter;

"School" means a school of the University established under the Statutes;

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

"Statutes" means statutes of the University made by the Council under the Charter;

"Student" means a person registered by the University for the purposes of receiving instructions in a particular area of study with a view to obtaining a qualification of the University or any other person who is determined by the Senate to be a student;

"Students Association" means an association of the students recognized by the Council as being an organization representative of the students of the University and as provided for in the Charter;

"Support Staff" means a member of staff of the University in any of the Grades 1 to 4 who is appointed for purposes of providing support services for the general management and administration of the University;

"Teaching Staff" means a member of staff of the University who is in terms of appointment, a lecturer of the University;

"Technical Staff" means a member of staff of the University who is appointed to conduct general clerical, laboratory and field courses, and assist in the conduct of lectures, examinations and research of the University;

"University" means the South Eastern Kenya University established in the Charter;

"University Management Board" means the University Management Board of the University as provided for in the Charter and the Universities Act No. 42 of 2012;

"Vice-Chancellor" means the Vice-Chancellor of the University appointed as provided for in the Charter and the Universities Act No. 42 of 2012.

PART II ESTABLISHMENT AND GOVERNANCE

2. The Chancellor

(1) There shall be a Chancellor of the University who shall be appointed and hold office in accordance to the provisions of the Universities Act No. 42 of 2012 and the Charter.

(2) Procedure for the Appointment of the Chancellor

(a) Where a vacancy occurs in the office of the Chancellor of a public university, the Senate of that university shall, in consultation with key stake holders, identify suitable persons for appointment.

(b) Five names shall be proposed to the Senate and submitted to the Public Service Commission for shortlisting and identification of three suitable candidates, ranked in order of merit.

(c) The Public Service Commission shall forward the names of the top three candidates to the Cabinet Secretary for onward transmission to the President, who shall pick one of the persons for appointment as the Chancellor.

(d) The appointment of the Chancellor by the President shall be by notice published in the Gazette.

(3) The Chancellor shall notify the Council of the University of his/her intention to direct an inspection or visitation of the University.

(4) The Council shall tender to the Chancellor advice on any matters relevant to such an inspection or visitation.

(5) The functions of the Chancellor shall be to:

(a) Be the titular head of the University and shall, in the name of the University, confer degrees and grant diplomas, certificates and other awards of the University;

(b) Recommend to the Cabinet Secretary a visitation of the University;

(c) Give advice to the Council which he/she considers necessary for the betterment of the University.

(6) The Chancellor shall hold office for a term of 5 years.

3. The Vice-Chancellor

- (1) There shall be a Vice-Chancellor who shall be appointed by the Council in consultation with the Cabinet Secretary, after a competitive process conducted by the Public Service Commission.
- (2) The Vice-Chancellor shall hold office for five (5) years but upon the expiration of that period shall be eligible for re-appointment, provided that the Vice-Chancellor shall cease to hold office in the event of resigning office by giving six months' notice or the Council may terminate his/her services as Vice-Chancellor by giving six months' notice in writing or pay six (6) months' salary in lieu of notice.
- (3) The Vice-Chancellor shall be the chief executive of the University and shall be the academic and administrative head of the University and as such shall have overall responsibility of the direction, organization, administration and programmes of the University.
- (4) The Vice-Chancellor shall, by virtue of this office, be an ex-official of every School/Institute/Board within the University.
- (5) The Vice-Chancellor, by virtue of his/her office shall be a member of every committee constituted by the respective University Management and Senate, unless otherwise expressly provided.
- (6) The Vice-Chancellor shall be Secretary to the Council and Chairman of the Senate.
- (7) The Vice-Chancellor may assign or delegate any of his/her duties to a committee or to a member of staff of the University and may withdraw such assignment or delegation at any time.
- (8) In case of emergency, the Vice-Chancellor may in consultation with the Chairman of the Council take decisions that are in the best interest of the University provided that decisions are reported in the next Council meeting.
- (9) The Vice-Chancellor shall have such other duties as may be assigned or delegated by the Council.

4. The Deputy Vice-Chancellor (Academic, Research and Student Affairs)

- (1) The Deputy Vice-Chancellor (Academic, Research and Student Affairs) shall be appointed by the Council in consultation with the Cabinet Secretary, after a

competitive process conducted by the Public Service Commission as provided for in the Universities Act No. 42 of 2012 and shall hold office for five (5) years but upon the expiration of that period shall be eligible for re-appointment, provided that the Deputy Vice-Chancellor (Academic, Research and Student Affairs) shall cease to hold office in the event of resigning office by giving six months' notice or the Council may terminate his/her services as Deputy Vice-Chancellor (Academic, Research and Student Affairs) by giving six (6) months' notice in writing or pay six (6) months' salary in lieu of notice.

- (2) The duties and responsibilities of the Deputy Vice-Chancellor (Academic, Research and Student Affairs) shall be to assist the Vice-Chancellor in overseeing all academic, research, outreach and student welfare activities in the University and in particular to:
- (a) Formulate and implement policies and procedures on planning, development and management of academic activities, research and outreach programmes.
 - (b) Coordinate and ensure development and review of curricula in line with market demand, and regional and national regulatory bodies.
 - (c) Create and maintain an environment which promotes and secures good and quality teaching, effective learning and achievement of the highest possible academic standards, good behavior and discipline amongst the student body.
 - (d) Ensure that the University attains a high level of competitiveness in its academic programmes.
 - (e) Plan and advice on the recruitment and development of all teaching and technical staff.
 - (f) Oversee student welfare and ensure availability of adequate resources for students.
 - (g) Coordinate preparation and review of the University Academic Calendar, Prospectus and any other academic-oriented publications.
 - (h) Oversee the management of the University library.
 - (i) Ensure availability of suitable and adequate resources for proper delivery of training, research and outreach programmes.

- (j) Oversee the development of the University research agenda and coordinate research and outreach activities.
- (k) Coordinate collaboration with industry, other institutions of higher learning, research institutes, development partners, professional associations and other institutions with common interests.
- (l) Assist the Vice-Chancellor in the development of the University Statutes.
- (m) Ensure that staff in the Division meet performance contract targets.
- (n) Serve as Secretary to the Senate and in the event that the Deputy Vice-Chancellor (Academic, Research and Student Affairs) is the Acting Vice-Chancellor, the Registrar Academic and Student Affairs shall be the Secretary to Senate.
- (o) Undertake any other duties and responsibilities as may be determined by the Vice-Chancellor from time to time.

5. The Deputy Vice-Chancellor (Finance, Planning and Development)

- (1) The Deputy Vice-Chancellor (Finance, Planning and Development) shall be appointed by the Council in consultation with the Cabinet Secretary, after a competitive process conducted by the Public Service Commission as provided for in the Universities Act No. 42 of 2012 and shall hold office for five (5) years but upon the expiration of that period shall be eligible for re-appointment, provided that the Deputy Vice-Chancellor (Finance, Planning and Development) shall cease to hold office in the event of resigning office by giving six months' notice or the Council may terminate his/her services as Deputy Vice-Chancellor (Finance, Planning and Development) by giving six (6) months' notice in writing or pay six (6) months' salary in lieu of notice.
- (2) The duties and responsibilities of the Deputy Vice-Chancellor (Finance, Planning and Development) shall be to assist the Vice-Chancellor in overseeing all financial, planning and development activities in the University and in particular to:
 - (a) Establish and maintain workable systems for regular monitoring and evaluation of the performance, quality, relevance and efficiency of all finance, planning and development programmes.
 - (b) Ensure maintenance of proper books of accounts.

- (c) Coordinate physical infrastructure, planning and development.
- (d) Coordinate preparation of work plans and long and short term development plans.
- (e) Review existing and develop new financial and accounting systems programmes based on regulations, legal framework and international standards.
- (f) Coordinate the preparation of University budget, expenditure control, revenue collection and resources mobilization.
- (g) Coordinate and monitor physical infrastructure planning and development, maintenance and repair of existing facilities.
- (h) Ensure that all departments operate in the Division effectively and efficiently in line with the University and Government regulatory policies.
- (i) Coordinate development, review and implementation of the University Strategic Plan.
- (j) Assist the Vice-Chancellor in the development of the University Statutes.
- (k) Ensure collection of all types of fees.
- (l) Oversee catering and accommodation services.
- (m) Oversee all income generating activities in the University.
- (n) Oversee development of the Master Plan and implementation of procurement plans.
- (o) Ensure that staff in the Division meet performance contract targets.
- (p) Undertake any other duties and responsibilities as may be determined by the Vice-Chancellor from time to time.

6. The Deputy Vice-Chancellor (Administration and Human Resource Management)

- (1) The Deputy Vice-Chancellor (Administration and Human Resource Management) shall be appointed by the Council in consultation with the

Cabinet Secretary, after a competitive process conducted by the Public Service Commission as provided for in the University Act 42 of 2012 and shall hold office for five (5) years but upon the expiration of that period shall be eligible for re-appointment, provided that the Deputy Vice-Chancellor (Administration and Human Resource Management) shall cease to hold office in the event of resigning office by giving six months' notice or the Council may terminate his/her services as Deputy Vice-Chancellor (Administration and Human Resource Management) by giving six (6) months' notice in writing or pay six (6) months' salary in lieu of notice.

- (2) The duties and responsibilities of the Deputy Vice-Chancellor (Administration and Human Resource Management) shall be to assist the Vice-Chancellor in overseeing all administrative activities in the University and in particular to:
- (a) Coordinate human resource management functions, recruitment and selection.
 - (b) Coordinate health services, registry administration and central services.
 - (c) Plan, direct, organize, monitor and advise on the recruitment, deployment and development of all administrative staff.
 - (d) Coordinate labour relations, promotions, discipline, employee services and general staff welfare.
 - (e) Oversee performance contracting, measurement, monitoring and reporting, staff performance appraisal and reward management.
 - (f) Oversee fleet planning and control transport services including vehicle allocation, maintenance and servicing.
 - (g) Oversee, coordinate and facilitate training workshops and seminars, staff training and development, placement, team building retreats and induction.
 - (h) Oversee the development, implementation and review of QMS administrative and operational procedures.

- (i) Oversee development processes and other activities on ISO certification and implementation.
- (j) Coordinate all legal matters.
- (k) Ensure that staff in the division meet performance contract targets.
- (l) Assist the Vice-Chancellor in the development of the University Statutes.
- (m) Formulate policies on standards and procedures governing terms and conditions of service and scheme of service for all cadres of staff and any other policy documents related to staff welfare.
- (n) Oversee general maintenance of the grounds.
- (o) Undertake any other duties and responsibilities as may be determined by the Vice-Chancellor from time to time.

7. Registrars

- (1) There shall be two (2) Registrars as follows:
 - (a) Registrar (Academic and Student Affairs)
 - (b) Registrar (Administration, Planning and Development)
- (2) The Registrars shall be appointed by Council and shall hold office on Permanent and Pensionable terms or for a period of five (5) years renewable, as may be determined by the Council, provided that the Council may terminate appointment by giving six (6) months' notice in writing or the Registrar may resign by giving six (6) months' notice in writing or the pay six (6) months' salary in lieu of notice.
- (3) The Registrars shall perform such duties as may be delegated or assigned by the respective Deputy Vice-Chancellors.
- (4) The duties of the Registrar (Academic and Student Affairs) shall be to:
 - (a) Assist the Deputy Vice-Chancellor (Academic, Research and Student Affairs) in the general administration in the division;

- (b) Coordinate programmes/syllabi, rules and regulations governing the implementation of academic and research programmes and students conduct in the University.
- (c) Coordinate continuous assessment, University and national examinations.
- (d) Coordinate the preparation of teaching and examination timetables.
- (e) Provide secretarial services to all Senate committees related to academics and student matters.
- (f) Guide Deans of Schools, Directors of Institutes and Chairmen of Departments in running of academic, research and outreach programmes at the respective levels.
- (g) Coordinate and collect evidence for performance targets and preparation of the division's performance contract quarterly reports.
- (h) Oversee the administration of student welfare services and integrity of the student data base.
- (i) Work closely with the Deputy Vice-Chancellor (Academic, Research and Student Affairs) on teaching and technical staff development, training needs and research collaboration programmes.
- (j) Coordinate teaching staff evaluation by students.
- (k) Work closely with academic departments to ensure success in Professional, Statutory and Regulatory Body interventions.
- (l) Develop and administer the division's budget.
- (m) Plan student's selection, admission and registration processes.
- (n) Coordinate the administration and processing of examinations, academic transcripts and certificates.
- (o) Communicate, follow-up and implement decisions of Management and Management Committees.
- (p) Plan the semester schedule of classes each semester.

- (q) Supervise the coordination, evaluation and certification of all graduation applications.
 - (r) Coordinate the allocation of resources for academic, research and outreach purposes.
 - (s) Perform any other duties that may be assigned to him by the Vice-Chancellor or the Deputy Vice-Chancellor (Academic, Research and Student Affairs).
- (5) The duties of the Registrar (Administration, Planning and Development) shall be to:
- (a) Assist the Deputy Vice-Chancellor (Administration and Human Resource Management) in the general administration in the University.
 - (b) Advise and coordinate the functions of all Heads of Departments/Sections within the Administration Division such as Human Resources, Central Services, Recruitment and Training, Legal Affairs, Health Services, Security Services.
 - (c) Provide secretariat to University committees related to administration function as defined by the University Statutes.
 - (d) Coordinate and collect evidence for performance targets and preparation of the division's performance contract quarterly reports.
 - (e) Identify training needs for administrative staff and make recommendations.
 - (f) Assist in the coordination, formulation and implementation of Human Resource Policies relating to Staff Training, Recruitment, Staff Evaluation, Staff Benefits, Labour Relations, Staff Conduct and Discipline, Job Descriptions, Scheme of Service, and Union matters in collaboration with Heads of Departments/Sections concerned.
 - (g) Coordinate fleet planning and control transport services including vehicle allocation, maintenance and servicing.
 - (h) Communicate, follow-up and implement decisions of Management and Management Committees.

- (i) Develop and administer the division's budget.
- (j) Coordinate the preparation of Departmental budgets and estimates for the Administration Division;
- (k) Coordinate staff performance appraisals and reward management systems.
- (l) Identify team building activities for all staff.
- (m) Serve as Secretary to the University Management Board.
- (n) Perform any other duties as may be assigned by the Vice-Chancellor and Deputy Vice-Chancellor (Administration and Human Resource Management) from time to time.
- (o) Assist the Deputy Vice-Chancellor (Finance, Planning and Development) in the general administration in the University.
- (p) Coordinate and monitor physical infrastructure planning and development, maintenance and repair of existing facilities.
- (q) Coordinate facility and infrastructure planning and development.
- (r) Work closely with the Deputy Vice-Chancellor (Finance, Planning and Development) in ensuring that the planning and development departments operate effectively and efficiently and are in line the University and government policies.
- (s) Coordinate the development of the Master Plan.
- (t) Coordinate and collect evidence for performance targets and preparation of the division's performance contract quarterly reports.
- (u) Design and conduct surveys to obtain feedback from key stakeholders such as students, staff, alumni, research partners, public and private sector on satisfaction levels, service standards and educational needs.
- (v) Generate comparative data on institutional performance in other Universities and Colleges within the region and globally for the purposes of facilitating benchmarking of performance.

- (w) Develop and administer the division's budget.
- (x) Coordinate the preparation, review and implementation of the strategic plan.
- (y) Communicate, follow-up and implement decisions of Management and Management Committees.
- (z) Coordinate and implement development project and prepare capital project plans and management reports.
- (aa) Perform any other duties as may be assigned by the Vice-Chancellor and Deputy Vice-Chancellor (Finance, Planning and Development) from time to time.

8. Finance Officer

- (1) The Finance Officer shall be appointed by the Council.
- (2) A person appointed as the Finance Officer shall hold office on Permanent and Pensionable terms or on Contractual terms as may be determined by the Council from time to time provided that the Finance Officer may resign by giving six (6) months' notice in writing or the Council may terminate appointment by giving six (6) months' notice in writing or by giving six (6) months' pay in lieu of notice.
- (3) The Finance Officer shall be responsible to the Vice-Chancellor through the Deputy Vice-Chancellor (Finance, Planning and Development) for the management of the finances of the University.

9. The University Librarian

- (1) The University Librarian shall be appointed by the Council.
- (2) Subject to this Statute, the University Librarian shall hold office upon such terms and conditions as shall be determined by the University Council.
- (3) The University Librarian shall be responsible to the Vice-Chancellor through Deputy Vice-Chancellor (Academic, Research and Student Affairs) for the organisation and operation of the Library services of the University.

- (4) The University Librarian shall also be responsible for setting technical standards for the Library providing certain centralized services and co-ordination.

10. Dean of Students

- (1) The Dean of Students shall be appointed by the Vice-Chancellor from among staff of the rank of Senior Lecturer and above.
- (2) The Dean of Students shall hold office for a period of two (2) years renewable subject to satisfactory performance. The conditions of appointment of the Dean of Students shall be set out in the University Terms of Service.
- (3) The Dean of Students shall report to the Deputy Vice-Chancellor (Academic, Research and Student 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 and job placement.
- (4) The specific duties of the Dean of Students shall be to:
 - (a) Be the Chief Liaison Officer on all matters relating to student's welfare.
 - (b) Consult with Higher Education Loans Board (HELB), Students' Counselor, the Officer In-Charge of Games and Sports, Halls Officer, the Medical Officer and other officers in order to advise students on matters relating to their welfare.
 - (c) Organize social functions such as film shows and other forms of entertainment for the students.
 - (d) Assist the students in establishing a student union.
 - (e) Organize religious functions for students.
 - (f) Organize for external speakers for students in the University.
 - (g) Liaise with the students union.
 - (h) Serve as the Returning Officer for the student union elections.
 - (i) Register and monitor student clubs and associations.

- (j) Identify disciplinary cases among students and forward them to the relevant committees.
- (k) Mentor students in their development of leadership, moral reasoning, social intelligence and other skills required in their lives.
- (l) Develop mechanisms to anticipate and promptly, efficiently and effectively respond to student needs.
- (m) Advise the Vice-Chancellor and/or the Deputy Vice-Chancellor (Academic, Research and Student Affairs) constantly on matters relating to students' welfare.
- (n) Attend to any other duties as may be assigned by the Deputy Vice-Chancellor (Academic, Research and Student Affairs).

11. The University Council

(1) There shall be a Council of the University appointed as provided under the Universities Act No. 42 of 2012 and the Charter.

(2) The Council shall have nine members comprising:

- (a) The Chairman;
- (b) The Principal Secretary in the Ministry for the time being responsible for university education;
- (c) The Principal Secretary in the Ministry for the time being responsible for finance;
- (d) The Vice-Chancellor as an ex-officio member;
- (e) Five other members.

(3) The functions of the Council shall be to:

- (a) Employ staff
- (b) Approve the Statutes of the University and cause them to be published in the Kenya Gazette;

- (c) Approve the policies of the University;
- (d) Approve the budget;
- (e) Mobilise resources for the University;
- (f) Appoint the Vice Chancellor in consultation with the Cabinet Secretary after a competitive process conducted by the Public Service Commission;
- (g) Appoint of the Deputy Vice-Chancellors in consultation with the Cabinet Secretary after a competitive process conducted by the Public Service Commission;
- (h) manage, supervise and administer the assets of the university in such a manner as best promotes the purpose for which the university is established;
- (i) determine the provisions to be made for capital and recurrent expenditure and for reserves of the university;
- (j) receive any grants, donations or endowments on behalf of the university and make legitimate disbursements therefrom;
- (k) enter into association, collaboration or linkages with other bodies or organizations within or outside Kenya as the university may consider desirable or appropriate and in furtherance of the purpose for which the university is established;
- (l) open a banking account or accounts for the funds of the university;
- (m) Undertake other functions as may be set out in these statutes.

(4) The Council shall operate under the following procedures;

- (a) Unless the Council otherwise determines, a meeting of the Council shall be held quarterly.
- (b) At all meetings of the Council a quorum shall be the nearest whole number above half of the membership of the Council.
- (c) Decisions of the Council shall be by a simple majority vote of those present and entitled to vote provided that the Chairman of the Council shall have a casting vote in the event of a tie.

- (d) The Chairman shall preside at all meetings of the Council at which he is present and in the absence of the Chairman, the members present shall elect a temporary Chairman from among themselves.
- (e) The Council may, at the discretion of the Chairman, transact any business by the circulation of papers and any decision so taken shall be submitted for ratification at the next meeting of the Council.
- (f) The Council may subject to such limitations as it may deem fit, delegate any of its powers or duties to the Chairman or to Committees consisting of members of the Council, provided that the Council shall not delegate to the Chairman or to a Committee the power to approve the annual Estimates of Expenditure and Accounts without further reference to the Council.
- (g) The Chairman of the Council may on request be an ex-officio member of every Committee of the Council but shall not be Chairman of any such Committee unless specifically so provided.
- (h) The Council shall cause minutes of its proceedings to be kept by the Secretary and such minutes shall be confirmed, subject to any necessary amendment, at a subsequent Council meeting.
- (i) Subject to the provisions of the Order and these Statutes, the Council shall have power to regulate by such means as it may think fit procedures at its own meetings and those of any of its Committees.

12. The University Management Board

(1) There shall be a University Management Board whose membership shall be:

- (b) the Vice-Chancellor, who shall be the Chairperson;
- (c) the Deputy Vice-Chancellors;
- (d) the Principals of Colleges within the University;
- (e) the Deputy Principals of Colleges within the University;
- (f) the Finance Officer
- (g) the Registrar (Academic and Student Affairs)
- (h) the Registrar (Planning and Development)

- (i) the Registrar (Administration and Human Resource Management) shall be the secretary to the board; and
 - (j) Such other member of senior management as the Council may determine in accordance with the Statutes.
- (1) The University Management Board shall assist the Vice-Chancellor in the day-to-day management of the University and shall, in this respect, be responsible for:
- (a) the efficient management of the human, physical, and financial resources of the University;
 - (b) making proposals to the Council and Senate on policies that have a University wide application;
 - (c) the coordination of the University strategic and development plans; and
 - (d) any other matters related to the management of the University.
- (3) The University Management Board shall adopt the following procedures:
- (a) Unless the University Management Board otherwise determines, a meeting of the University Management Board shall be held at least once every month at such time and place as the Chairman may determine.
 - (b) At all meetings of the University Management Board a quorum shall be the nearest whole number above half the membership of the University Management Board.
 - (c) The Chairman, or in his/her absence, the Deputy Vice-Chancellor (Administration and Human Resource Management) shall preside at meetings of the University Management Board at which he/she is present and in the absence of both the Chairman and the Deputy Vice-Chancellor (Administration and Human Resource Management) the members present shall elect a temporary Chairman from among themselves.
 - (d) The University Management Board may, subject to such limitations as it may deem fit, delegate any of its duties to the Chairman or to the Committee consisting of such members of the University Management Board and other persons as it may empower any such committee to act jointly with any committee appointed by either the Senate.

- (e) Subject to the provisions of this Statute, the University Management Board shall have power to regulate by such means as it may deem fit procedures of its own meetings or those of any of its committees.
- (f) The University Management Board shall have such other powers and duties as may be assigned or delegated to it by the Council.

13. The Senate

- (1) There shall be Senate of the University, as provided for in the Charter, whose membership shall be:-
 - (a) the Vice-Chancellor, who shall be the Chairperson;
 - (b) the Deputy Vice-Chancellors;
 - (c) the Principals of each constituent college;
 - (d) the Principals of each college within the University;
 - (e) the Deputy Principals of Colleges within the University;
 - (f) One (1) Full Professor from each of the schools;
 - (g) the Registrars;
 - (h) the Deans/Directors of Schools, institutes, centres and other academic units;
 - (i) the Chairpersons of Departments;
 - (j) the University Librarian;
 - (k) one representative of each of the college academic boards appointed by the respective boards from amongst its members;
 - (l) the Dean of Students or the equivalent;
 - (m) the head of information, communication and technology services of the University;
 - (n) two members elected by the students' organization, who shall not be entitled to attend deliberations of the Senate on matters which are considered by the Chairperson of the Senate to be confidential or which relate to examinations, the general discipline of students, and other related matters; and
 - (o) Two members elected by the academic board or equivalent body of each Constituent College from amongst the members of such board or body;

- (p) One representative of each of the School Academic Boards appointed by the respective boards from amongst its members
 - (q) such other member as Council may determine in accordance with these Statutes.
- (2) The Deputy Vice-Chancellor (Academic, Research and Student Affairs) shall serve as Secretary to the Senate.
- (3) In the event that the Deputy Vice-Chancellor (Academic, Research and Student Affairs) is the Acting Vice-Chancellor, the Registrar Academic and Student Affairs shall be the Secretary to Senate.
- (4) The Senate shall have the following powers and duties: -
- (a) to satisfy itself regarding the content and academic standard of any course of study in respect of any degree, diploma, certificate or other award of the University;
 - (b) to propose regulations to be made by the Council regarding the eligibility of persons for admission to degree, diploma and certificate programmes;
 - (c) to propose regulations to be made by the Council regarding the standard of proficiency to be gained in each examination for a degree, diploma, certificate or other awards of the University;
 - (d) to decide which persons have attained such standard of proficiency and are otherwise fit to be granted a degree, diploma, certificate or other awards of the University;
 - (e) to make recommendations to council on matters dealing with student conduct or behavior;
 - (f) to make regulations governing such other matters as are within its powers in accordance with the Charter or the statutes.
- (5) The Senate shall adopt the following procedures;
- (a) Unless the Senate otherwise determines, meetings of the Senate shall be held at least three times in each semester at such a time and place as the Chairman of the Senate may appoint.
 - (b) The Chairman of the Senate or, in his/her absence, the Deputy Vice-Chancellor (Academic, Research and Student Affairs) shall preside at all meetings of the Senate at which he/she is present and, in the event of

the absence of both the Chairman of Senate and the Deputy Vice-Chancellor (Academic, Research and Student Affairs) the members present and constituting a quorum shall elect a temporary Chairman from among their number.

- (c) At any meeting of the Senate a quorum shall be the nearest whole number above half the membership of the Senate.
- (d) The Chairman of the meeting shall have an original and a casting vote.
- (e) The Senate may, subject to such limitations as it may think fit, delegate any of its powers or duties to committees/boards consisting of such members of the Senate and other persons as it may think fit; and the Senate may empower, any such committees/board to act jointly with any committee/board appointed by the Council.

14. Board of Postgraduate Studies

- (1) There shall be a Board of Postgraduate Studies.
- (2) The Board shall be headed by a Director, who shall be appointed by the Vice-Chancellor from among persons holding the rank of Senior Lecturer and above for a period of two (2) years renewable once.
- (3) The membership of the Board shall constitute of:
 - (a) Chairman of the Board who shall be appointed by the Vice-Chancellor from among the Professors of the University.
 - (b) Director – Secretary.
 - (c) Four Representatives from the Senate.
 - (d) The person in charge of postgraduate studies in each School.
 - (e) Two (2) postgraduate students.
 - (f) Registrar (Academic and Student Affairs)
- (4) The Board shall have and carry the status of a School and shall in that capacity enjoy all the rights, privileges, immunities and powers that are consistent with the provisions of this Statute.

- (5) The Board shall meet at least once in every month.
- (6) The Board shall have the power to regulate in such manner as it may deem fit, its own procedures.
- (7) Notwithstanding the provisions of any other statute, the Board shall be answerable to the Senate in respect to the conduct of postgraduate studies throughout the University and shall, in particular, 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 studies programmes;
 - (g) Any other business as may be determined by the Senate from time to time.
- (8) The Board shall exercise the powers and perform the duties set out as follows:
 - (a) Have primary responsibility for the enforcement of the common regulations for the Masters, Doctorate and Higher Doctorate Degrees in all Schools;
 - (b) Liaise with all Schools and Departments and make such recommendations as regards the content and organization of postgraduate programmes available therein as it may deem fit;
 - (c) Make available all information relating to postgraduate studies throughout the University by publishing a prospectus, and bibliographies of records of postgraduate research done or to be done within the University;

- (d) Publish and make available records of published work arising from postgraduate research undertaken within the University, or within any other University as long as such work is, in the opinion of the Board, of particular relevance to postgraduate research in the University; and
 - (e) Cause to be published and disseminate any material it considers of relevance to the general conduct of postgraduate studies within the University
- (9) In respect of admissions of postgraduate students, the Board shall:
- (a) Receive from Departments through Schools details of all postgraduates programmes;
 - (b) Advertise all such programmes and receive in such format as may be specified by Senate, applications in respect thereof;
 - (c) Send letters of admission to successful candidates and also notify the Schools and Departments;
 - (d) Send all relevant information to the successful and unsuccessful candidates;
 - (e) Register all postgraduate students and thereafter refer them to their respective schools and departments;
 - (f) Publish the postgraduate nominal roll;
 - (g) Keep under review (in coordination with relevant school and department), the progress of each postgraduate student and make such recommendations thereon to the Senate as may be appropriate; and
 - (h) Remove from the nominal roll the name of any postgraduate student whose discontinuation or de-registration is approved by the Senate.
- (10) In respect of the administration of postgraduate scholarships, the Board shall:-
- (a) Be responsible for receiving from the University all scholarships for postgraduate studies which shall, on that behalf, be dealt with in the manners specified thereafter;
 - (b) Advertise all such scholarships;

- (c) Allocate such scholarships to those applicants who fulfill the applicable academic requirements as well as any specific terms that may be attached to the scholarships in question; and
 - (d) Have powers to solicit scholarships from prospective donors, and to liaise with other bodies within or outside University that are recipients of scholarships tenable at the University.
- (11) In respect of the administration of postgraduate research grants, the Board shall;-
- (a) Be responsible for receiving application for postgraduate research funds through schools;
 - (b) Allocate postgraduate research funds from prospective donors, and to liaise with other bodies within or outside the University that are recipients of such funds; and
 - (c) Have power to solicit postgraduate research funds from prospective donors, and to liaise with other bodies within or outside the University that are recipients or such funds.
- (12) In respect of the administration and processing of postgraduate thesis, projects and research papers, the Board shall:-
- (a) Be responsible for receiving and approving the nominations by Schools, of supervisors for all postgraduate research leading to the preparation of thesis, projects or other similar work, and acting always on that behalf, hold the responsibility specified hereinafter;
 - (b) Keep records on the progress of postgraduate research and in this connection receive from schools recommendations for the deregistration of candidates whose work is unsatisfactory, or for discontinuation for sufficient cause and make such recommendation of the Senate as it shall deem appropriate;
 - (c) Process the appointment of boards of examiners for postgraduate thesis, projects and other related presentations;
 - (d) Send out invitations to examiners for postgraduate research presentations, on the recommendations of the relevant schools;
 - (e) Cause copies of submitted thesis, projects or similar presentations to be forwarded to the examiners;

- (f) Receive the written assessment of such thesis, projects or similar presentation from the examiners;
- (g) Convene board of examiner's meeting in consultation with the Dean concerned;
- (h) Cause secretarial services to be provided for the board of examiners' meetings; and
- (i) Forward recommendations of the board of examiners to the Vice-Chancellor for approval on behalf of the Senate where the verdict of such board is.

(13) In respect of the conduct and supervision of postgraduate studies programmes, the Board shall:

- (a) Be responsible for the effective and regular management and conduct of that entire postgraduate studies programme, and on this behalf maintain close coordination with various schools and departments that conduct postgraduate courses without prejudice to the generality to the following regulations and requirements:-
 - (i) That postgraduate research supervisors are competent and specialized in the subject area within which the proposed research falls;
 - (ii) That supervisors keep regular contact with their students as it is stipulated in the relevant regulations;
 - (iii) That joint supervisors do maintain regular consultations with one another, with regard to the progress of the student;
 - (iv) That supervisors submit progress report on their students, as it is stipulated in the relevant regulations;
 - (v) That students submit quarterly reports regarding their own research work in the manner stipulated in the relevant regulations;
 - (vi) That students are afforded a forum at Departmental or School seminars for presenting any aspect of their research work, for discussion, and that a report on such proceedings is submitted by or on behalf of the Dean or School to the Board;

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

(14) In respect of the welfare and discipline of post-graduate students, the Board shall:-

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

(15) The board may, in addition, exercise such other powers, or perform such other functions as may be assigned or delegated to it by the Senate.

PART III: CORE FUNCTIONS

15. Schools, Institutes and Departments of the South Eastern Kenya University

- (1) There shall be Schools, Institutes and Departments within the University approved by the Council following recommendations from the Senate
- (2) The following constitute the current Schools and respective departments of the University:
 - (a) School of Agriculture and Veterinary Sciences
 - (i) Department of Agriculture
 - (ii) Department of Agricultural Economics and Agribusiness
 - (iii) Department of Range and Wildlife Sciences
 - (iv) Department of Food Science and Technology
 - (v) Department of Horticultural Sciences
 - (b) School of Water Resources, Science and Technology
 - (i) Department of Hydrology and Water Resources Management
 - (ii) Department of Fisheries and Aquaculture Technology
 - (iii) Department of Applied Limnology and Marine Science
 - (c) School of Environment and Natural Resources Management
 - (i) Department of Environmental Sciences and Technology
 - (ii) Department of Environmental Conservation and Management
 - (iii) Department of Forestry Resources Management
 - (d) Institute of Mining and Mineral Processing
 - (i) Department of Geological Sciences
 - (ii) Department of Meteorology
 - (e) School of Humanities and Social Sciences
 - (i) Department of Sociology and Anthropology
 - (ii) Department of Community and Development Studies
 - (iii) Department of History and Political Science
 - (iv) Department of Philosophy and Religious Studies
 - (v) Department of Geography
 - (vii) Department of Linguistics, Media and Communication Studies
 - (viii) Department of Literature, Creative and Performing Arts
 - (ix) Department of Kiswahili and Other African Language
 - (f) School of Pure and Applied Sciences

- (i) Department of Physics and Electronics
 - (ii) Department of Biological Sciences
 - (iii) Department of Mathematics and Actuarial Sciences
 - (iv) Department of Chemistry
- (g) School of Engineering and Technology
- (i) Department of Mechanical Engineering
 - (ii) Department of Civil Engineering
 - (iii) Department of Agricultural Engineering
 - (iv) Department of Architecture
 - (v) Department of Land Management
 - (vi) Department of Electrical and Electronics Engineering
- (h) School of Business and Economics
- (i) Department of Business and Entrepreneurship
 - (ii) Department of Management Science
 - (iii) Department of Economics
- (i) School of Information and Communication Technology
- (i) Department of Computer Science and Software Engineering
 - (ii) Department of Information Communication Technology
- (j) School of Education
- (i) Department of Educational Administration and Planning
 - (ii) Department of Educational Foundation
 - (iii) Department of Educational Communication and Technology
 - (iv) Department of Educational Psychology
- (k) School of Continuing Education and External Studies
- (i) Department of Open and Distance Learning
- (l) School of Law
- (i) Department of Commercial Law
 - (ii) Department of Private Law
 - (iii) Department of Public Law
- (m) School of Governance and Leadership
- (i) Department of Governance and Public Administration

- (ii) Department of Ethics and Leadership
 - (n) School of Health Sciences
 - (i) Department of Human Anatomy
 - (ii) Department of Medical Physiology
 - (iii) Department of Clinical Medicine
 - (iv) Department of Medicine
 - (v) Department of Medical Lab Science
 - (vi) Department of Medical Microbiology
 - (vii) Department of Surgery
 - (viii) Department of Nursing
 - (ix) Department of Obstetrics and Gynecology
 - (x) Department of Pediatrics and Child Health
 - (xi) Department of Human Pathology
 - (xii) Department of Public Health
 - (xiii) Department of Biochemistry
 - (xiv) Department of Psychiatry
 - (xv) Department of Pharmacy
 - (o) School of Arts and Industrial Design
 - (i) Department of Arts
 - (ii) Department of Industrial Design
 - (p) School of Nursing
 - i) Department of Midwifery
 - ii) Department of Medical and Surgical Nursing
 - iii) Department of Community Health Nursing
 - iv) Department of Nursing Education and Leadership
- (3) Each School shall be headed by a Dean who shall be elected by members of the School Board for a period of two (2) years renewable once. In the absence of an elected Dean, the Vice-Chancellor shall have powers to appoint a Dean from amongst the cadres as shown below.
- (a) Deans shall be elected from qualified permanent academic staff members, holding the position of at least Senior Lecturer in the respective School.
 - (b) The election for the position of the Dean shall be subject to confirmation by Senate and Council, and the Dean-elect shall not assume office before such confirmation.

- (c) No person shall be eligible for election if such person is serving a second of two continuous terms as Deans. Where a person previously served but has already ceased to be Dean, such a person shall not become eligible for election until two consecutive years have elapsed since such a person last ceases to be Dean.
 - (d) Where the School fails or is unable for whatever reason to elect a Dean, or where no person from within the School is eligible for election for election as is provided in paragraph (a) of this clause, the person who is current or outgoing Dean shall continue to hold office and perform all the functions and duties of the Dean until such time as the Council is able to appoint a new Dean.
 - (e) Where a School has failed or is unable to elect a Dean due to circumstances mentioned under paragraph (c) of this clause, the Council shall appoint a Senior Academic member of staff and such person shall assume office of Dean on such terms and conditions as the Council may deem fit.
 - (f) The Office of the Dean of a school shall be declared vacant three (3) weeks prior to expiry of the term.
 - (g) There shall be a Returning Officer who shall be appointed by the Vice-Chancellor, and the Returning Officer shall have the power, under this Statute, to conduct elections of Dean and thereafter report to the Vice-Chancellor the outcome thereof.
- (4) Each school shall be governed by a Board whose membership shall consist of the following:
- (a) Dean of School - Chairman to the Board.
 - (b) All Professors, Associate Professors, Senior Lecturers, Lecturers and Assistant Lecturers/Tutorial Fellows within the School.
 - (c) Professors from teaching staff of Schools and Institutes associated with the academic business of the School and who are currently teaching in the Departments within the School.
 - (d) One student representative elected by secret ballot, from each year of study, from among full-time students of the School provided that the student representative will not attend when sensitive issues like examinations are being discussed.

- (e) Such other members not exceeding two in number and not being members of the full time academic staff of the University appointed by Council on the recommendations of the School.
- (f) Each Board of School may at its own discretion, invite/co-opt five other persons to attend its meetings in an advisory capacity; provided that persons so invited shall not acquire right of membership to the Board and shall have no voting rights.
- (g) The Vice-Chancellor, the Deputy Vice-Chancellor (Administration and Human Resource Management), the Deputy Vice-Chancellor (Academic, Research and Student Affairs), and the Deputy Vice-Chancellor (Finance, Planning and Development) shall be ex-official members.

(5) The Board of each School shall have the following powers: -

- (a) To consider and make recommendations to Council through the Senate concerning the progress of students within the School;
- (b) To make recommendations to Senate through the Deans Committee concerning syllabi and regulations dealing with courses of study for Degrees and other awards;
- (c) To regulate and conduct examinations in courses assigned to the School and make recommendations thereon to the Senate;
- (d) To recommend to the Senate through the Senate the names of examiners for appointment;
- (e) To consider and make recommendations in any question relating to the School;
- (f) To regulate in such manner as it may deem fit, its own procedures; and
- (g) To deal with any matters referred to it by the Senate or the Deans Committee.

(6) Academic Departments

- (a) Each School shall consist of such constituent departments or units as the Council may from time to time determine;
- (b) Each academic department shall be regarded for administrative purposes as being a constituent part of one School. Departments/units may be involved in other Schools in the provision of service course teaching;

- (c) Each Department shall be headed by a Chairman who shall be appointed by the Vice-Chancellor in consultation with the Deputy Vice-Chancellor (ARSA) and the Dean of the School. A Chairman shall serve for a term of two (2) years, renewable once;
- (d) A Departmental Board shall consist of all Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers, Tutorial Fellows and Chief and Principal Technologists in the Department;
- (e) The Vice-Chancellor, the Deputy Vice-Chancellor (Administration and Human Resource Management), the Deputy Vice-Chancellor (Academic, Research and Student Affairs), the Deputy Vice-Chancellor (Finance, Planning and Development), and Dean shall be ex-official members.
- (f) There shall be Departmental Board meetings called by the Chairman of the Department at least once a semester. Such meetings shall constitute all members of academic staff of the Department and members of associated departments who are currently teaching in the department. The quorum shall be fifty percent plus one person of the full time members of the Departmental Board;
- (g) The department shall be the basic unit in the academic functioning of the University and shall be responsible for the following functions:-
 - (i) To make recommendations to the School concerning students' academic progress;
 - (ii) To make recommendations to the School on teaching, syllabi and examinations;
 - (iii) To recommend to the management on matters pertaining to personnel and resources for the conduct of academic programmes; and
 - (iv) To deal with other matters referred to it by the School or the Senate.

16. University Entry Requirements

- (1) The entrance requirements set out below must be regarded as minimum requirements, which in no way entitle the applicant to a place in the

University. In addition, candidates will be required to fulfill specific admission requirements of the schools to which they seek admission.

(2) A Kenya Certificate of Secondary Education (KCSE) with an aggregate minimum grade of C+ from at least 7 approved subjects obtained at the same sitting; and

(3) For the purposes of this regulation approved subjects shall be such subjects as Senate shall from time to time determine.

(4) The list of such approved subjects include: -

Group I		
ENG	English)
KIS	Kiswahili) Compulsory 3
MAT	Mathematics)
Group II		
BIO	Biology)
PHY	Physics) At Least 2
CHE	Chemistry)
Group III		
HAG	History and Government)
GEO	Geography)
CRE	Christian Religious Education) At Least 1
IRE	Islamic Religious Education)
HRE	Hindu Religious Education)
Group IV		
HSC	Home Science)
ARD	Art and Design)
AGR	Agriculture) At Least 1
AVT	Aviation Technology)
CMP	Computer Studies)
Group IV		
FRE	French)
GER	German)
ARB	Arabic) At Least 1
MUS	Music)
BST	Business Studies)

(5) There shall be a mature age qualifying scheme for admission to the University, the condition for which shall be as follows:-

- (a) Candidates must be 25 years of age, or older on 1st July of the Year in which admission is sought.
 - (b) Candidates should have completed their full-time school at high school or college education at least five years before the date they are seeking admission.
- (6) Candidates should be able to show: -
- (a) That they have attended Extra-Mural classes or Residential courses in which case a recommendation from the Extra-Mural Class Tutor(s) or Residential Tutor will be necessary
- or
- (b) That they have attended a residential course at an Adult Education center or post-secondary institution in which cases a recommendation from the Principal of the College attended will be necessary;
- or
- (c) That they can obtain, from a person acceptable to the University a recommendation that they are qualified to profit from a University education.
- (7) Candidates must give the name and full address of a referee who is a person conversant with University Standards- preferably a graduate and who is well placed to assess the candidate's potential as a University student. Candidates are requested to see to it that the referee has consented to report on them, and that their addresses are correct.
- (8) No candidate who has previously attended any University shall be admitted to a degree course, under these regulations, for which they failed to qualify during their previous attendance, unless they produce evidence of further study satisfactory to the University.

17. Designation of Degrees

- (1) The University shall have power to confer the following degrees: -

(a) School of Agriculture and Veterinary Sciences

(i)	Bachelor of Science	B.Sc.
(ii)	Bachelor of Veterinary Medicine	BVM
(iii)	Master of Science	M.Sc.
(iv)	Doctor of Philosophy	Ph.D.
(v)	Doctor of Science	D.Sc.

(b) School of Environment & Natural Resources Management

(i)	Bachelor of Science	B.Sc.
(ii)	Master of Science	M.Sc.
(iii)	Doctor of Philosophy	Ph.D.
(iv)	Doctor of Science	D.Sc.

(c) School of Earth Sciences

(i)	Bachelor of Science	B.Sc.
(ii)	Master of Science	M.Sc.
(iii)	Doctor of Philosophy	Ph.D.
(iv)	Doctor of Science	D.Sc.

(d) School of Humanities and Social Sciences

(i)	Bachelor of Arts	B.A.
(ii)	Master of Arts	M.A.
(iii)	Doctor of Philosophy	Ph.D.
(iv)	Doctor of Letters	D.Litt.

(e) School of Pure and Applied Sciences

(i)	Bachelor of Science	B.Sc.
(ii)	Master of Science	M.Sc.
(iii)	Doctor of Philosophy	Ph.D.
(iv)	Doctor of Science	D.Sc.

(f) School of Engineering and Technology

(i)	Bachelor of Science	B.Sc.
(ii)	Bachelor of Architecture	B.Arch.
(iii)	Master of Science	M.Sc.
(iv)	Doctor of Philosophy	Ph.D.

(v) Doctor of Science D.Sc.

(g) School of Business and Economics

(i) Bachelor of Commerce B.Com.
(ii) Bachelor of Economics B.Econ.
(iii) Bachelor of Economics & Statistics B.Econ. Stat.
(iv) Bachelor of Procurement and Supply Chain Management BPSCM
(v) Master of Business Administration MBA
(vi) Doctor of Philosophy Ph.D.
(vii) Doctor of Letters D.Litt.

(h) School of Information & Communication Technology

(i) Bachelor of Information Technology BIT
(ii) Bachelor of Science B.Sc.
(iii) Master of Science M.Sc.
(iv) Doctor of Philosophy Ph.D.
(v) Doctor of Science D.Sc.

(i) School of Water Resources Science & Technology

(i) Bachelor of Science B.Sc.
(ii) Master of Science M.Sc.
(iii) Doctor of Philosophy Ph.D.
(iv) Doctor of Science D.Sc.

(j) School of Education

(i) Bachelor of Education B.Ed.
(ii) Master of Education M.Ed.
(iii) Doctor of Philosophy Ph.D.
(iv) Doctor of Letters D.Litt.

(k) School of Law

(i) Bachelor of Laws LL.B
(ii) Master of Laws LL.M
(iii) Doctor of Philosophy Ph.D.

(l) School of Health Sciences

(i)	Bachelor of Science	B.Sc.
(ii)	Bachelor of Public Health	BPH.
(iii)	Bachelor of Medicine and Bachelor of Surgery	MB.Ch.B.
(iv)	Bachelor of Dental Surgery	
(v)	Bachelor of Pharmacy	BDS
(vi)	Master of Medicine	B.Pharm.
(vii)	Master of Pharmacy	M.Med. M.Pharm.
(viii)	Master of Public Health	MPH
(ix)	Master of Science	M.Sc.
(x)	Doctor of Philosophy	Ph.D.

(m) School of Nursing

(i)	Bachelor of Nursing	B.ScN
(ii)	Master of Nursing	M.SN
(iii)	Doctor of Philosophy	Ph.D. N

18. Rules and Regulations for the Awarding of Bachelor's Degree

- (1) Save as otherwise provided by this Statute, a candidate shall not be awarded the Bachelor's degree unless he/she shall have undertaken approved courses and satisfied the requirements of the University as a student of the University after admission and subsequent registration with the School as follows:
- (a) For the degree of Bachelor of Arts, Bachelor of Laws, Bachelor of Commerce, Bachelor of Science and Bachelor of Science in Nursing for at least four academic years;
 - (b) For the degree of Bachelor of Veterinary Medicine, Bachelor of Dental Surgery, Bachelor of Pharmacy and Bachelor of Science (Engineering) for at least five academic years; and
 - (c) For the degrees of Bachelor of Architecture, Bachelor of Medicine and Bachelor of Surgery, for at least six academic years.
- (2) The School may accept, as part of the attendance of a student of the University qualifying him for the award of Bachelor's degree, a period of attendance as a student of another University or Institution specially recognized by the Senate for this

purpose; the School may accept certificates of proficiency in any subject by a University aforesaid, exempting from the examination of the University in a course or courses in such subject; provided that no student shall be awarded the Bachelor's degree unless

(a) they shall have undertaken an approved course of the University as follows:

(i) For the degree of Bachelor of Arts, Bachelor of Commerce, Bachelor of Laws, Bachelor of Science in Nursing, Bachelor of Science for at least three academic years, of which one shall be the final year;

(ii) For the degrees of Bachelor of Architecture, Bachelor of Veterinary Medicine, Bachelor of Dental Surgery, Bachelor of Pharmacy, Bachelor of Science (Engineering) for at least the final three academic years;

(iii) The degree of Bachelor of Medicine and Bachelor of Surgery, for at least the final four years.

(b) His/her periods of attendance as a student at such University or institution and at the University are together not less than the complete period prescribed for the award of the degree;

(c) He/she shall have passed the final examination and such other examinations of the University as the School may determine;

(d) He shall have paid such fees to the University as may be determined by the Council; and

(e) He shall have complied in other respects with the requirements for the degree;

(f) No candidate who has already applied twice without success for admission under the Mature-Age Entry Scheme can be considered for this form of entry;

(3) Candidates who have complied with conditions 2 (a) to (f) above, shall be required to take special Entrance Examination. These examinations will consist of papers of general character for which specific preparation is not possible;

(4) Candidates who, in the opinion of the examiners, merit further consideration will be called for interview before the final selection of candidates is made, except that

candidates who obtain at least 60% in the Special Entrance Examination may, at the discretion of the University be exempted from the interviews.

- (5) Candidates who comply with conditions 2 (a) (i) to (iii) above may be admitted to degree courses for which Mature – Age students would normally be eligible viz: Bachelor of Arts; Bachelor of Science, Bachelor of Education; Bachelor of Commerce and Bachelor of Laws; or such other degree courses as the University may approve.
- (6) Subject to the provisions of clauses 2 (a) to (c), the School may accept period of attendance and examinations in any subject of a candidate in any School of the University, or any other University recognized by the Senate for this purpose, as exempting from attendance in such subject prescribed for a degree in another School.
- (7) A person who has graduated in another University, or who is able to give satisfactory evidence of his/her qualifications, may be admitted as a student to courses of study and research in the University and may proceed to a higher degree under such special conditions as Senate may prescribe.

19. Rules and Regulations for the awarding of Master's Degree

- (1) A candidate shall not be awarded the Master degree in any School/Institute, unless he has been registered for the degree as a student of the University, for a period of at least eighteen months and has pursued such advanced study of research, or both, as may be approved by the Senate, and has performed such other work and complied with other requirements for the award of the Bachelor's degree in the School concerned, or after admission by the Senate to that degree in the School concerned, or after admission by the Senate to that degree, subject to such decisions as may from time to time be made by the Senate.
- (2) The following shall be eligible for registration for the Masters degrees in the University:
 - (a) Holder of a Bachelor's degree of the South Eastern Kenya University;
 - (b) A candidate who has obtained a degree or an equivalent qualification from other institutions recognized by Senate as of comparable academic status;
 - (c) Relevant academic Bachelor's degree holders from institutions recognized by SEKU Senate:
 - i) Upper second class honours or a cumulative Grade Point Average (GPA) of 3.00 on scale of 4.00;

- ii) Lower second class honours or a cumulative Grade Point Average (GPA) of 2.50 on scale of 4.00 with additional evidence of research capability either through research, paper presentation or peer reviewed publications and relevant two (2) years working experience.
 - (d) Relevant postgraduate diploma.
- (3) In addition to producing evidence of eligibility for registration, candidates for the Masters degree may be required to appear for interview by the School concerned to determine their suitability for registration.
- (4) Subject to the approval of Senate, Schools may formulate regulations requiring applicants to have attained such academic or equivalent qualifications as may be consistent with the goals of their masters programmes.
- (5) The masters' programmes in all Schools shall extend over a period of at least eighteen months from the date of registration.
- (6) The masters' programme in any School shall consist of:-
- (a) Either coursework and examination involving full-time attendance at the University; or
 - (b) Coursework, examination and thesis also involving full-time attendance at the University, and where the entire second year of the programme is devoted to the thesis.
- (7) No candidate for the masters degree shall be registered as a full-time student for more than three years without the permission of Senate.
- (8) Applications shall be submitted to the Director (Board of postgraduate Studies) on the prescribed forms.
- (9) In submitting an application, an intending candidate for the degree shall submit for approval of the School Board concerned and the Senate, a statement on the proposed field of study and the place at which he intends to carry out the study.
- (10) All applications for registration shall be processed in the first instance through the relevant School Postgraduate Studies Committee (SPSC) in consultation with the department in which registration is sought. The SPSC shall then forward all such applications with appropriate comments to their respective School Boards for approval and onward transmission to the Board of Postgraduate Studies (BPS).

- (11) If satisfied with an applicants' registrability, the BPS shall recommend to Senate that the applicant be registered.
- (12) Before recommending a candidate for registration, the School concerned shall satisfy itself that:-
 - (a) The proposed field of study is academically sound and can profitably be pursued under the supervision of the South Eastern Kenya University.
 - (b) The candidate has adequate opportunities for consulting his/her supervisor (s) at least once a month.
 - (c) The candidate can obtain access to material relevant to his/her study or research.
 - (d) The candidate has adequate facilities for practical work, where this is applicable.
- (13) A candidate registered in accordance with these regulations shall be required to pursue his/her programme of study under instruction or supervision by academic staff appointed in that capacity by the Senate on the recommendation of the School Board concerned.
- (14) Candidates shall be required to consult their supervisor(s) at least once a month and to submit every term/semester a written progress report to the Dean of the School through the supervisor and the chairman of the Department with a copy to the Board of Postgraduate Studies.
- (15) Recommendations on the appointment of supervisors shall be processed in the first instance by the Department through the relevant SPSC. The recommendation shall then be forwarded to the School Board concerned for approval and onward transmission to the Senate through the BPS.
- (16) Before recommending the appointment of any supervisor, the School Board concerned shall satisfy that the proposed supervisor is competent in the subject area and field of research in which the candidate proposes to work.
- (17) Normally, only one supervisor will be appointed for each candidate from among the academic staff of the School concerned. However, School Boards may appoint additional supervisor(s) as they may deem necessary in individual cases.
- (18) Where an additional supervisor is appointed from outside the University, such a supervisor should show evidence of competence in the area of study through publications produced since obtaining his/her higher degree.

- (19) It shall be the duty of the supervisor to direct and supervise the work of the student in so far as it relates to his/her programme of study. In particular, a supervisor shall be required to: -
- (a) Maintain constant and effective contact with candidates assigned to him.
 - (b) Submit individually or jointly academic reports through the relevant School Boards to the BPS on the progress of each candidate at the end of every term/semester.
 - (c) Certify at the end of every term/semester that the candidate has received supervision. The candidate should also certify that he has received adequate supervision.
 - (d) To inform the BPS through the relevant FPSC and School Board at once if in his/her opinion a given candidate is unlikely to reach the standard for the award of a master's degree.
- (20) Where the progress of a given candidate is unsatisfactory as to result in his/her being de-registered, such a candidate shall be given written warning by the Dean of the School to the effect that unless he shows signs of improvement within three months, he would have to be de-registered.
- (21) A recommendation for deregistration shall be made to Senate through the BPS after two consecutive negative reports after the warning.
- (22) Candidates by coursework and examination shall be examined in all the courses for which they have registered during the particular year of study.
- (23) Candidates by coursework, examination and thesis shall have the coursework examined at the end of the first year of study while the second year of study shall be devoted to research, seminars, and the preparation of a thesis.
- (24) Assessment at the end of the first year of study shall consist of:-
- (a) A written examination which shall constitute 70% of the total marks in each subject, and
 - (b) Continuous coursework assessment based on essays, laboratory assignments and such other tests as the regulations of the School concerned may prescribe, constituting 30% of the overall end year assessment.

- (25) For programmes involving coursework and examination assessment at the second year of study shall be the same as in (24) (a) and (b) above. The pass-mark in all schools shall be 50%. Candidates taking the first year examinations shall be required to pass in all the courses for which they are registered, before they can proceed to the second year. Supplementary examinations if any, shall be governed by School regulations approved by Senate.
- (26) The first year examination results shall be processed through the School Board concerned and reported directly to the Senate.
- (27) A candidate shall give a notice in writing together with an abstract of the work to the Director, Board of Postgraduate Studies at least three months before the intended date of submission with copies to the Dean and Chairman of Department.
- (28) Every thesis submitted for examination shall be 4 spiral bound copies, and must include a declaration by the candidate confirming that the thesis has not been submitted for a degree in any other Institution, and that the contents of the thesis are the original work of the candidate. Every thesis shall bear the signature of the supervisor(s) indicating that the thesis shall bear the signature of the supervisor(s) indicating that the thesis has been submitted "with the knowledge of the supervisor".
- (29) The final version of the thesis, 6 bound copies, after examination shall remain the property of the University.
- (30) A soft copy shall be submitted to be included in the repository of the University.
- (31) A thesis submitted for the degree must be adequate in form and content. It must also include full bibliography of the materials used in its preparation whether published or otherwise, and it must also conform with the regulations for the submission of thesis of the South Eastern Kenya University.
- (32) The Senate shall on the recommendation of the Board of the School concerned in respect of each candidate presenting a thesis, appoint a Board of Examiners consisting of: -
- a) Dean of the School as Chairman or his/her representative.
 - b) An External Examiner.
 - c) Two Internal Examiners competent in the discipline related to the candidates area of research, who must not have supervised the candidate.

- d) Two other persons competent in the disciplines related to the candidate's area of research, at least one of whom should be external to the Department, and
 - e) One of the student's supervisors in attendance.
- (33) The examiners shall be required to submit within two months, an independent written assessment of the thesis direct to the Director (BPS) indicating:-
- (a) Whether or not the thesis is adequate in form and content.
 - (b) Whether or not the thesis reflects an adequate understanding of the subject, and in consequence.
 - (c) Whether or not the degree should be awarded.
- (34) As soon as all the examiners' reports are received, the Director (BPS) in consultation with the Dean of the School concerned shall convene a meeting of the Board of Examiners at which the examiners' reports and other academic matters arising from the thesis shall be considered. A consolidated report and appropriate recommendation shall be prepared for submission to Senate through the Board of Postgraduate Studies within two weeks. Provisional results shall be released to the candidates after the meeting only where the recommendation of the Board of Examiners is unanimous.
- (35) Where the recommendation of the Board of Examiners is unanimous for or against the award of the degree and where such unanimous recommendation is consistent in all respects with the reports of the examiners, and the results of an oral examination, the Director BPS shall forward such recommendation to the Vice-Chancellor for approval on behalf of the Senate.
- (36) Where the recommendation of the Board of Examiners is not unanimous or where in the opinion of the Director of the BPS the recommendation is not consistent in material respects with the matters referred to in clause 33, it shall be referred to the full Board of BPS for an appropriate recommendation to Senate.
- (37) The Senate may on the advice of the Board of Examiners and the BPS invite a candidate to re-submit a thesis in revised or extended form only once. Provided that a candidate re-submits within a period of twelve months.
- (38) A thesis accepted by the University and subsequently published in part or in whole and in whatever form, shall bear the inscription, "work forming part of the requirements for the degree of Master of the South Eastern Kenya University".

- (39) In addition candidates shall be required to publish one (1) manuscript in a peer reviewed journal before award of Masters Degree.

20. Rules and Regulations for the awarding of Doctor of Philosophy Degree

- (1) A candidate shall not be awarded the degree of Doctor of Philosophy in any School/Institute unless;
- (a) He/she has been registered for the degree, as a student of the University for a period of not less than 36 months after satisfying the requirements for the award of Doctor of Philosophy degree in the School concerned, or other admission to the status of that degree, or after admission as a research student, subject to such decisions as may from time to time be made by the Senate.
 - (b) He/she has pursued a subject of special study approved by the Senate;
 - (c) He/she has worked in such association with a supervisor of supervisors as the Senate may direct; and
- (2) He/she has submitted a thesis which makes a distinct contribution to the knowledge and understanding of the subject and affords evidence of the exercise of independent critical thinking.
- (3) The following shall be eligible to apply for registration for the degree of Doctor of Philosophy in the university:- either
- (a) a holder of a Master's degree from the South Eastern Kenya University
 - or
 - (b) a holder of a Master's degree or equivalent academic qualifications of another institution recognized by the South Eastern Kenya University Senate as of comparable status. In either case, the applicant should be able to produce evidence, to the satisfaction of Senate, of his/her capacity to carry out original research.
- (4) Subject to the approval of Senate, Schools may formulate regulations requiring applicants to have obtained such academic or equivalent qualifications as are considered necessary for registration within the academic area of interest of the School and may require applicants to submit to such tests or interviews as the School regulations permit.

- (5) For schools with Masters programmes, the Ph.D. programme can either be by coursework, examination and thesis or by thesis only.
- (6) Applications shall be submitted to the appropriate University postgraduate studies authority of Senate on the prescribed forms.
- (7) In submitting an application, an intending candidate shall submit for approval of the School Board concerned and the Senate, a study or research proposal not exceeding 40 typed pages, and the place at which he intends to carry out the study or research.
- (8) All applications for registration shall be processed in the first instance through the relevant School Board of Postgraduate Studies (SPSC) in consultation with the Department in which registration is sought. The (SPSC) shall then forward all such applications with appropriate comments to their respective School Boards for approval and onward transmission to the Board of Postgraduate Studies.
- (9) Before recommending a candidate for registration, the School concerned shall satisfy itself that:-
 - (a) The proposed field of study is academically sound and can successfully be pursued under the supervision of the South Eastern Kenya University.
 - (b) There exist adequate opportunities for consulting his/her supervisor(s);
 - (c) There exist adequate academic facilities and resources for effective research.
- (10) A candidate registered for the degree of Doctor of Philosophy shall carry out a programme of original study or research over a minimum period of 36 months after the date of registration or after completion of any required coursework examination, shall submit a thesis based on the study or research done.
- (11) No candidate for the degree of Doctor of Philosophy shall be registered as a full-time student for more than four years or as a part-time student for more than five years without submitting his/her thesis, except by permission of Senate.
- (12) Subject to the approval of Senate, Schools may require the candidate to attend such a course or course as may be considered appropriate to remedy deficiencies in the candidate's academic background or to endow the candidate with specialized skills or knowledge to assist him in his/her study or research. Performance in courses offered may be assessed.

- (13) On the recommendation of the School Board concerned the Senate may permit a candidate to change his/her registration status from part-time student or vice versa once only, in which case regulation 9(b) above shall apply to such a candidate as if he had initially been admitted to the status he now seeks.
- (14) A candidate registered in accordance with these regulations shall be required to pursue his/her programme of study under the supervision of an academic staff appointed in that capacity by Senate on the recommendation of the School Board concerned and the Board of postgraduate studies.
- (15) Candidates shall be required to consult their supervisor(s) at least once every month, and to submit a termly written progress report to the Dean of the School through the supervisor(s) and Chairman of the Department with the copy to the Board of postgraduate studies.
- (16) Each candidate shall be required to attend and participate in seminars organized at the relevant School/department once a month to enable the schools and the supervisors to assess the candidate's progress more effectively and to keep candidates in constant touch with their respective schools.
- (17) Recommendations of the appointment of supervisors shall be processed in the first instance by departments through the School postgraduate studies committee. The recommendation shall then be forwarded to the School board for approval and onward transmission to the Senate through the board of postgraduate studies.
- (18) Before recommending the appointment of any supervisor, the School board shall satisfy itself that the proposed supervisor is competent in the subject area and field of research in which the candidate proposes to work.
- (19) Where a supervisor is appointed from outside the University, such a supervisor should show evidence of competence in the area of study through publications produced since obtaining his/her higher degree, and as indicated in a curriculum vitae. Such evidence should be requested only once from respective external supervisor.
- (20) Normally two supervisors will be appointed for each candidate, one of whom must be among the academic staff in the department. However, School boards may appoint additional supervisor(s) as they may deem necessary in individual cases.
- (21) It shall be the duty of each of the supervisors to direct and supervise the work of the student in so far as it relates to the programme of study. In particular, the supervisor shall be required to:-

- (a) Maintain constant and effective contact with candidates(s) assigned to him.
- (b) Submit individually or jointly with other supervisor(s) academic reports through the chairman of department to the Dean on the progress of each candidate at the end of every term.
- (c) Certify at the end of every term that the candidate has received adequate supervision.
- (d) Inform the Dean through the department and School PSC at one if in his/her opinion a given candidate's work is unsatisfactory and unlikely to reach the standard required for the award of a degree of Ph.D.

(22) Where the performance of a candidate is considered unsatisfactory as shown by:-
either

- (a) Failure to consult the supervisor as required under (b) or
- (b) The receipt of an unsatisfactory report from the supervisor(s) under clause 16 Then the candidate shall be given a written warning by the Dean, to the effect that unless he shows signs of improvement within three months he would be considered for deregistration. A recommendation for de-registration shall be made to the Senate through the BPS only after receipt of two consecutive negative reports following the warning.

(23) At least three months before a thesis is submitted, a candidate shall give notice in writing to the Director of the Board of postgraduate studies with copies to the Dean of the School and Chairman of the Department and an abstract outlining the general scope of work.

- (a) Every thesis submitted for examination shall be in quadruplicate and in loose form, and must include a declaration by the candidate confirming that the thesis has not been submitted for a degree in any other institution of higher learning and that the contents of the thesis are the original work of the candidate. Every thesis shall bear the signature of the supervisor(s) indicating that the thesis has been submitted with his/her knowledge.
- (b) The final version of the thesis (6 spiral bound copies) after examination and approval for the award of the degree. All six copies shall remain the property of the South Eastern Kenya University.

- (24) A thesis submitted for the degree of Doctor of Philosophy must make a distinct contribution to the knowledge and show an understanding of the subject and display originality of thought. It must also include a complete bibliography or references to the materials used in its preparation, whether published or otherwise; and it must also conform to the regulations for the submission of thesis of the South Eastern Kenya University.
- (25) The Senate shall, on the recommendation of the Board of the School concerned in respect of each candidate presenting a thesis, appoint a Board of Examiners consisting of:-
- a) Dean of the School as Chairman
 - b) An External Examiner
 - c) Two Internal Examiners competent in the discipline related to the candidate's area of research, who must not have supervised the candidate.
 - d) Two other persons competent in the disciplines related to the candidate's area of research, at least one of whom should be external to the Department, and
 - e) A representative of the Board of Postgraduate Studies, and
 - f) One of the student's supervisors in attendance.
- (26) The external examiner and the internal examiners shall each be required to submit to Board of postgraduate studies within two months, an independent written assessment of the thesis indicating: -
- (a) whether or not the thesis is adequate in form and content;
 - (b) whether or not the thesis reflects an adequate understanding of the subject and show display for original thought and significant contribution to knowledge and in consequence;
 - (c) whether or not the degree should be awarded;
 - (d) whether or not the thesis makes significant contribution to the existing knowledge.
- (27) Within a month of the receipt of all examiner's report, the Board of postgraduates studies in consultation with the Dean of the School concerned shall convene a meeting of the Board of Examiners at which the Examiners; reports, other

academic matters arising from the thesis, and the candidates defense shall be considered. A consolidated report and appropriate recommendation shall be prepared for submission to Senate through the BPS within two weeks. Provisional results shall be released to the candidate after the meeting only where the recommendation of the Board of Examiners is unanimous.

- (28) Candidates shall be required to present themselves for oral examinations and the Dean shall inform them of the time and place of the meeting of the Board of Examiners.
- (29) Where the recommendation of the Board of Examiners is unanimous for or against the award of the degree, and where such unanimous recommendation is consistent in all respects with the report of the external examiner and the results of an oral examination, the Director of Board of postgraduate studies shall forward such recommendation to the Vice-Chancellor for approval on behalf of the Senate.
- (30) Where the recommendation of the Board of Examiners is not unanimous, or the recommendation is not consistent in material respects with the matters referred to in regulation 22 it shall be referred to the full Board of Board of postgraduate studies or an appropriate recommendation to Senate.
- (31) The Senate may, on advice of the Board of Examiners and BPS permit a candidate to re-submit a thesis for re-examination in a revised form once only. *Provided that a candidate whose thesis referred under this sub-section shall be required to re-submit it within twelve months.*
- (32) A thesis accepted by the South Eastern Kenya University and subsequently published in part of, in whole and in whatever form, shall be the inscription "work forming part of the requirements of the degree of Doctor of Philosophy of the South Eastern Kenya University.
- (33) In addition, candidates shall be required to publish two (2) manuscripts in a peer reviewed journal before award of Doctor of Philosophy degree.

21. Rules and Regulations for the awarding of Higher Doctorate

- (1) The following regulations shall apply to all Schools, Institutes and Schools of the South Eastern Kenya University and its constituent colleges (if any).
- (2) Subject to provisions of paragraph 4 of this Statute, a candidate shall not be awarded a higher doctorate in any School, until at least five years after he/she has

been awarded the degree of Doctor of Philosophy/Doctor of Medicine of the University.

- (3) The following shall be eligible for the award of a higher Doctorate of the South Eastern Kenya University.
 - (a) a holder of the Doctor of Philosophy or Doctor of Medicine degree of the South Eastern Kenya University.
 - (b) a holder of the Doctor of Philosophy degree from any other recognized University of at least five year's standing, provided that at the time of application, the candidate will have been either; A full-time or part-time member of the academic staff or In research association with the South Eastern Kenya University and provided further that in both case (1) and (2) specified above, the association with the South Eastern Kenya University shall have been for at least five years, such that a part of the work submitted shall have been contributed at the University during the said period. A holder of a degree of another University equivalent to the Ph.D. Degree of the South Eastern Kenya University, or a person whose attainment in qualification and scholarship is approved by the Senate as equivalent to the Ph.D. Degree of the South Eastern Kenya University; provided that in either case the applicant shall in addition fulfill the conditions specified in paragraph 2 above.
- (4) The Higher Doctorate shall be awarded only for the original published works such as would give a candidate authoritative international standing in his/her particular field of research. The application must be abased wholly or substantially on original work of distinction carried out by the candidate. The term "published" shall mean printed in a referred journal, book or monograph which shall have been made available to the public.
- (5) A candidate for a higher Doctorate shall apply to the Board of postgraduate studies, indicating the discipline in respect of which he/she wishes to be considered. However, the Senate, on the recommendation of the board, may approve the consideration of the application under a different discipline.
- (6) In his/her application the applicant shall include the following:
 - (a) his/her full curriculum vitae
 - (b) a concise statement (not exceeding 2,000 words) of the focus of the scholastic contribution of the work intended for submission.

- (7) Upon receiving the application, the Board shall make consultations with the School/Institute wherein the discipline in question falls, and if satisfied with the merits of the intended application, shall invite the applicant to place together the published contributions which must strongly support the application and to submit copies of the same in three sets.
- (8) The sets of publication specified in paragraph 6 above, shall be accompanied by a thesis of not more than 50,000 words, typed or printed double-space on A4 paper. The thesis shall be a unifying account of the works submitted, indicating their significance to the advancement of knowledge. Where a part of the work submitted has been published jointly with other collaborators, the candidate shall specify in the thesis his/her contribution. The thesis shall include a declaration by the candidate confirming that it has been submitted for the degree in any other institution and that its content is the original work of the candidate. The thesis shall comply with the "Regulations for Submission of Thesis for a Higher Degree of the South Eastern Kenya University" all three sets of the published works and the thesis shall remain the property of the University.
- (9) The submission of the applicant's works, as specified in paragraph 6 above, shall be accompanied by evidence of payment of a non-refundable fee.
- (10) Upon receipt of the documents specified in paragraphs 6 and 7 above, the Board of postgraduate studies shall, in consultation with the relevant School/Institute, propose to the Senate the names of three examiners, at least two of whom shall be external examiners. The examiners will be requested to submit their signed confidential reports within two months from the date of their letters of invitation. The report shall include an evaluation of the importance and originality of the candidate's contribution to the advancement of knowledge and the scholarly distinction which would entitle him/her to be regarded as an authority in his/her field of knowledge. The reports shall state whether or not, in the examiner's opinion, the degree should be awarded.
- (11) Upon receipt of the reports of the three examiners, the Board of postgraduate studies shall, within one month, arrange all the relevant documents in a discussible form and forward them to the Chairman of the Senate, who shall then convene a meeting of the evaluation panel to review the examiner's reports and determine the outcome.
- (12) The Evaluation panel shall comprise:
- | | | |
|---------------------------------------|---|----------|
| (a) Chairman of the Senate | - | Chairman |
| (b) Deputy Vice –Chancellors | - | Member |
| (c) Principal of the relevant College | - | Member |

- | | | |
|---|---|-----------|
| (d) Dean of the relevant School | - | Member |
| (e) Three Senior University Scholar one of whom shall be from the relevant discipline and appointed by the Senate | - | Members |
| (f) Director, Board of Postgraduate Studies | - | Member |
| (g) Not more than three members may be co-opted by the Senate where appropriate | - | Members |
| (h) Registrar (ASA) | - | Secretary |
- (13) A thesis for the Higher Doctorate degree shall be defended before a public audience provided that while members of the public shall be free to ask the candidate questions relevant to the subject of his/her thesis, only the panel examiners, shall participate in the final assessment of the thesis and the candidate's performance in defense of the same.
- (14) The decision of the Evaluation panel shall be subject to approval by Senate.
- (15) The examiners' reports and the report of the evaluation panel shall be held in strict confidence.
- (16) An unsuccessful candidate for the award of the Higher Doctorate would be permitted to re-apply only once after the expiration of a period of three years.

22. Rules and Regulations for the awarding of Honorary Degrees

(1) An honorary degree shall be the highest recognition conferred to an individual who has attained outstanding achievements in the society and distinguished contribution to scholarship, creativity, leadership, humanitarian or public service nationally or internationally;

(2) The University shall demonstrate objectivity and fairness in selecting an individual to be conferred an honorary degree;

(3) The nominations for the *honoris causa* degree shall originate from the Faculty, Senate and approved by the Council;

(4) An *honoris causa* degree shall not be awarded to individuals who have close working relations with the University such as members of staff, Council members and Trustees;

(5) The University shall call for nominations for consideration for *honoris, causa* degrees who shall be vetted, selected and nominated for conferment;

(6) Prior to conferment a public citation including the name of the recipient, *honoris causa* award and the outstanding achievement(s) shall be made;

(7) The University shall prepare a citation of the cause to award of the honorary degree and make an announcement in at least two daily papers with a wide circulation in Kenya and on the University website;

(8) The University shall consider for conferment of *honoris causa* degrees from the following categories *inter alia*:

- i) *Honoris Causa* of Doctor of Sciences;
- ii) *Honoris Causa* of Laws;
- iii) *Honoris Causa* of Humane Letters; and
- iv) *Honoris Causa* of Fine Arts.

23. Emeritus Professorship

(1) A Professor who has retired from active service in the University may be considered for appointment as an Emeritus Professor of the University.

(2) For a person to be considered for appointment as an Emeritus Professor such a person shall satisfy the following conditions;

(a) Shall have demonstrated academic excellence through scholarship, as evidenced by research and publications;

(b) Shall have taught with distinction at the University for at least ten years, five of which as a Professor; and

(c) Shall have achieved international reputation as a scholar. Nominations for designation as Emeritus Professor shall originate from Departments, Schools/Institutes and shall thereafter be forwarded to the Emeritus Professors Appointments Committee set up under paragraph 4 hereof. The recommendations of the Committee shall be forwarded to the Council for confirmation.

(3) The terms of appointment as an Emeritus Professor shall be as follows:-

- (a) An emeritus Professor shall for all purposes be regarded as Professor of the University;
 - (b) The position of Emeritus Professor shall be personal;
 - (c) The Council, taking into account all relevant matters, shall make provision for compensation for services rendered and for housing, health care and any other matters for the benefit and welfare of the Professor and family;
 - (d) An Emeritus Professor shall be provided with such facilities as may be required for the discharge of academic responsibilities; and
 - (e) An Emeritus Professor shall be a full member of the Senate.
- (4) There shall be a Staff Appointments Committee of the Council called " The Emeritus Professors' Appointments Committee" whose membership shall be:
- (a) Chairman of the Council - Chairman
 - (b) Vice-Chancellor
 - (c) Deputy Vice-Chancellors
 - (d) One Council Representative
 - (e) Principal of the relevant College
 - (f) Dean/Director of the relevant School/Institute
 - (g) One Professor, whose area of specialization is related to that of the nominee, appointed by the Vice-Chancellor
 - (h) Two Senate representatives
 - (i) Chairman of the relevant Department
 - (j) Registrar (ASA) - Secretary

24. Rules and Regulations governing Conferring of Degrees

- (1) Congregations of the University shall be at least once a year at the University Main campus and shall be presided over by the Chancellor or, in his/her absence, by the Vice-Chancellor or some other person nominated by the Chancellor.
- (2) Degrees shall be conferred at a congregation of the University.
- (3) A candidate shall not be admitted to a degree other than an honorary degree unless the candidate has paid such fees as may be prescribed by the Council, and unless the Deputy Vice-Chancellor (Academic, Research and Student Affairs) has certified that such candidate has satisfied all the conditions prescribed for such a degree.

- (4) The procedure as to the conferring of degrees, the academic dress to be worn and all other matters regarding congregation not provided for in this Statute shall be determined by the Senate.

25. Rules and Regulations for University Examinations

- (1) University Examinations shall be conducted under the control of the Senate.
- (2) There shall be internal and external examiners for the University Examinations appointed by the Senate upon the recommendations of the School Boards, who shall prepare examinations papers where appropriate and examine students in the papers assigned to them by the School or Institute.
- (3) External examiners shall be appointed from outside the University.
- (4) In the case of reexamination, at a special examination of candidates who have failed in the ordinary University examination, a moderator may be appointed from within or outside the University provided he has had no part in teaching the candidate in the subject of the paper under examination.
- (5) Every candidate for a University Examination shall pay to the University in respect of such examination, such fees as the Council shall from time to time, prescribe.
- (6) In the event of alleged examination irregularity, Senate shall appoint a committee which shall investigate the alleged irregularity. Any person involved in the alleged irregularity shall be required to appear before this committee in person. The Chairman shall then report the findings of the committee to the Vice-Chancellor who, on behalf of the Senate, shall decide what further action may be necessary.
- (7) The penalty for cheating in examination is immediate suspension followed by **EXPULSION**

26. Student Alumni Association

- (1) The Alumni Association shall consist of persons who have fulfilled eligibility conditions, and these include:
- (a) All graduates of South Eastern Kenya University
 - (b) Staff of the University
- (2) The Alumni Association shall have the responsibility to:

- (a) Mobilize resources for the development of the University
- (b) Participate in the development and quality sustenance of academic programmes
- (c) Promote the career development of its members
- (d) Participate in the search and appointment of the Chancellor
- (e) The Alumni Association shall be formally linked to the University through the Deputy Vice-Chancellor (Academic Research and Student Affairs) who shall provide the secretariat.
- (f) The Alumni Association shall organize its own governance structures and regulate its procedures.

27. Fees

- (1) All students admitted to the University for any degree, diploma, certificate or other award of the University shall pay the University such registration Fees, Tuition Fees and other fees and charges as Council may from time to time determine.
- (2) All fees and other charges due shall be paid at the commencement of the semester they are due and in any case not beyond the third week of the semester.
- (3) No students shall be allowed into university facilities, lectures, examination room or participate in activities which have not been fully paid for.
- (4) The University shall withhold any and all services, examination results, conferment of any degree, certificate or award until all outstanding fees are settled and further reserve the right to institute other legal recovery proceedings against students with outstanding fees and also surcharge an interest at a rate to be determined by Council from time to time.

PART IV SUPPORT FUNCTIONS

28. Directorate for Research, Innovation and Technology

- (1) There shall be a Directorate for Research, Innovation and Technology.
- (2) There shall be a Director who shall be appointed by the Vice-Chancellor from among persons holding the rank of Senior Lecturer and above and who shall be responsible

for the execution of the policy of the Directorate and for the control and management of its day-to-day business.

(3) The Director shall serve for a term of two (2) years which may be renewable once only for an equivalent term.

(4) The Directorate shall be governed by a Management Board which shall consist of the following members:

(a) Chairman of the Board who shall be appointed by the Vice-Chancellor from among the Professors of the University.

(b) Director of the Directorate who shall be the secretary to the Board

(c) Registrar (Academic and Student Affairs)

(d) Four Deans nominated by the University Management Board

(e) Four (4) Representatives of the Senate

(f) Two (2) student governing council representatives

(5) The Board shall be answerable to the Vice-Chancellor and shall, in conjunction with the units, be responsible for the following functions:-

(a) To develop and recommend to the Senate the research policy of the University;

(b) To review University research policy and make recommendation to Senate;

(c) To establish research priorities for the University;

(d) To receive and approve all research proposals and co-ordinate collaborative research projects;

(e) To make recommendations to Senate on the allocation of funds available for research and travel in connection with research and for traveling to conferences;

(f) To receive reports from recipients of grants on the use of research funds received from all sources;

- (g) To allocate research funds to individual applicants out of the funds voted by Senate for this purpose;
- (h) To formulate proposals for applications for research funds from external donors;
- (i) To prepare annually budget estimates or a submission for all allocation of funds from the University resources;
- (j) To identify and recommend to the University the establishment of research facilities or laboratories e.g. for testing chemicals, animal feeds, soil and water and fertilizers, vegetable oil processing;
- (k) To administer Intellectual Property;
- (l) The term "Intellectual Property" shall be used broadly to include inventions, copyrightable works, and tangible research property;
- (m) For internally funded research, the Principal Investigator, the Collaborators and the University shall be co-owners of the patent in case of an invention;
- (n) For externally funded research the Principal Investigator, the Collaborators and the University, and if the donor so wishes, shall be co-owners of the patent; and
- (o) All inventions shall be vetted by the Patenting Office.

29. Directorate of Information and Communication Technology Services

- (1) There shall be a Directorate of Information and Communication Technology Services that shall be managed by a Director and an ICT Committee.
- (2) The Director shall be appointed by the Vice-Chancellor from among teaching staff at the rank of Senior Lecturer and above and shall serve for a term of two (2) years, renewable once and upon satisfactory performance.
- (3) There shall be an ICT Services Committee of the University whose membership shall consist of the following:
 - (a) Chairman of the Committee who shall be appointed by the Vice-Chancellor from among the Associate Professors and Professors of the University;

- (b) Two representatives of the Senate;
 - (c) Three members chosen based on their ICT competencies;
 - (d) Two student governing council representatives.
 - (e) The Director of the Directorate, who shall also serve as the Secretary.
- (4) The ICT Committee may at its discretion, co-opt other persons not exceeding three to attend meetings in an advisory capacity.
- (5) The Directorate shall have the following functions:
- (a) To develop, implement, evaluate and review the University ICT policy;
 - (b) To consider and recommend ICT plans, strategies and policies in line with the University priorities;
 - (c) To consider and recommend ICT budget and the allocation of ICT resources among users;
 - (d) To facilitate implementation of large ICT projects;
 - (e) To provide guidance in the development, use and maintenance of a reliable, secure and cost effective ICT infrastructure;
 - (f) To assure the confidentiality, integrity and availability of information within University;
 - (g) To ensure ICT accessibility to the University community regardless of gender, age, religion, location and race;
 - (h) To enrich learning for students and effective content delivery for staff through use of ICT.
 - (i) Ensure the establishment of an efficient ICT environment that provides for collaboration and sharing of information over University networks.
 - (j) To address any other ICT strategic and policy matters as may be referred by the University Management Board, Senate or the Council from time to time.

30. Directorate of Performance Contracting and Quality Management Systems

- (1) There shall be a Directorate of Performance Contracting and Quality Management Systems that shall be managed by a Director and a Board of Management.
- (2) The Director shall be appointed by the Vice-Chancellor from among teaching staff at the rank of Senior Lecturer and above and shall serve for a term of two (2) years, renewable once and upon satisfactory performance.
- (3) There shall be a Board of Management of Performance Contracting and QMS Management whose membership shall consist of the following:
 - (a) Chairman of the Management Board who shall be the Deputy Vice-Chancellor (Administration and Human Resource Management);
 - (b) Three representatives of the Senate;
 - (c) Three members chosen from among members of both teaching and non-teaching staff;
 - (d) Registrar (Administration and Human Resource Management);
 - (e) Two student governing council representatives.
 - (f) The Director of the Directorate, who shall also serve as the Secretary;
- (4) The Directorate shall have the following functions:
 - (a) To oversee and manage the University's functions of Performance Contracting and Quality Management Systems (QMS) in line with the University strategic plan;
 - (b) To facilitate pre-negotiation, negotiation and vetting of performance targets with the Ministry of Higher Education, Science and Technology and prepare the final annual Performance Contract and eventual signing of the same;
 - (c) To maintain a working contact with other University organs/officers on quality assurance, performance contracting and appraisal matters;
 - (d) To advise the University management on the current national, regional and international trends on performance contracting and appraisal;

- (e) To facilitate preparation of evidence and evaluation of performance targets;
- (f) To coordinate cascading and signing of performance contracts within the University;
- (g) To coordinate all aspects of ISO 9001:2008 QMS and other ISO QMS;
- (h) To advise the University management on the current national, regional and international trends in quality assurance in higher education;
- (i) To conduct self-assessment of academic programmes and evaluation of lecturers and facilities by students;
- (j) To initiate and prepare relevant quality assurance policy documents;
- (k) To coordinate and facilitate all trainings and sensitization workshops outlined in the performance contract;
- (l) To collect on a timely basis and store in an easily retrievable form performance target evidence from all sections/departments within the University;
- (m) To collate, review and submit through the relevant office periodic performance reports to the relevant Government agencies;
- (n) To ensure that divisions, sections and departments submit their quarterly reports on a timely basis;
- (o) To facilitate and coordinate end of the year performance contract evaluation;
- (p) To prepare monthly management briefs on performance contract;
- (q) To undertake any other Performance Contracting and Quality Management Systems matters as may be referred by the University Management Board, Senate or the Council from time to time.

31. Directorate of Catering and Accommodation Services

- (1) There shall be a Directorate of Catering and Accommodation Services that shall be managed by a Director and a Board of Management.

- (2) The Director shall be appointed by the Vice-Chancellor from among teaching staff at the rank of Senior Lecturer and above and shall serve for a term of two (2) years, renewable once and upon satisfactory performance.
- (3) There shall be a Management Board of Catering and Accommodation Services whose membership shall consist of the following:
 - (a) Chairman of the Management Board who shall be the Deputy Vice-Chancellor (Finance, Planning and Development);
 - (b) Three representatives of the Senate;
 - (c) Three members chosen from among members of both teaching and non-teaching staff;
 - (d) Registrar (Planning and Development);
 - (e) Two student governing council representatives.
 - (f) The Director of the Directorate, who shall also serve as the Secretary.
- (4) The Directorate shall have the following functions:
 - (a) To offer functional and efficient catering and accommodation services to students in and outside University;
 - (b) Development, implementation, evaluation and review of catering and accommodation policies and procedures;
 - (c) To ensure quality of accommodation and food services provided to students and staff by all University kitchens;
 - (d) To oversee the inventory, maintenance and upkeep of kitchens, kitchen utensils, cookware and equipment;
 - (e) To coordinate with and supervise the services provided by contract catering companies;
 - (f) To Co-ordinate, procurement, preparation and storage of all accommodation and catering materials;

- (g) To co-ordinate preparation and serving of meals, during official University occasions, such as, departmental, school and management meetings, and conferences;
- (h) To ensure maintenance of discipline and security in kitchen and halls of residence;
- (i) To look into immediate and future needs of Catering and Accommodation services and make appropriate recommendation to the University Management Board;
- (j) To look into effective procurement procedures of stores and food stuffs;
- (k) To implement policy decisions of the University concerning Catering and Accommodation services;
- (l) To liaise closely with maintenance department concerning repairs and maintenance aspects where required;
- (m) To liaise closely with Finance Department concerning day to day accounting of the departments' expenses;
- (n) Issue directions and advisory information to the staff as instructed from time to time by University Management;
- (o) To prepare staff establishments for the directorate and to ensure establishment levels are kept;
- (p) Preparation of budgets and monitoring of the Directorate revenues and expenses;
- (q) To undertake any other Catering and Accommodation Services matters as may be referred by the University Management Board, Senate or the Council from time to time.

32. Directorate for Linkages and International Programmes

- (1) There shall be a Directorate for Linkages and International Affairs that shall be managed by a Director and a Board of Management.
- (2) The Director shall be appointed by the Vice-Chancellor from among teaching staff at the rank of Senior Lecturer and above and shall serve for a term of two (2) years, renewable once and upon satisfactory performance.

(3) There shall be a Management Board of Linkages and International Affairs whose membership shall consist of the following:

- (a) Chairman of the Management Board who shall be the Deputy Vice-Chancellor (Academic, Research and Student Affairs);
- (b) Three representatives of the Senate at the level of Dean or Director;
- (c) Three members chosen from among members of teaching staff;
- (d) Registrar (Academic and Student Affairs);
- (e) Two student governing council representatives.
- (f) The Director of the Directorate, who shall also serve as the Secretary.

(4) The Directorate shall have the following functions:

- (a) To develop, implement, evaluate and review of linkages and international affairs policy;
- (b) To coordinate local and international industrial attachments and extension;
- (c) To be responsible for welfare of external/international visiting staff and occasional/exchange staff/students while at the University;
- (d) To assist in travel arrangements for the University teaching staff/students as well as visiting scholars and occasional students;
- (e) To coordinate external activities by University staff/students visiting other institutions/universities locally and internationally;
- (f) To draft negotiations leading to the signing of Memoranda of Understanding (MOUs) links and/or aid/research agreements and scrutinizing the same before they are executed;
- (g) To receive and review progress reports periodically submitted to the donor under the terms of the MOU/agreement and recommending renewals or otherwise;
- (h) To ensure compliance by the benefiting departments and their international counterparts with the terms of the MOU and agreements;

- (i) To keep records and updating of all links and agreements the University has with International Universities/Organizations;
- (j) To process all Linkage and Cooperation MOU's for signing by the Vice-Chancellor after approval by the Senate.
- (k) To undertake any other Linkages and International Affairs matters as may be referred by the University Management Board, Senate or the Council from time to time.

33. Directorate of Technical and Vocational Education and Training (TVET)

- (1) There shall be a Directorate of TVET that shall be managed by a Director and a Board.
- (2) The Director shall be appointed by the Vice-Chancellor from among teaching staff at the rank of Senior Lecturer and above.
- (3) The Director shall serve for a term of two (2) years, renewable once, upon satisfactory performance.
- (4) The Directorate shall be governed by a Management Board which shall consist of the following members:
 - (a) Chairpersons of the Board appointed by the Vice Chancellor from among the Professors and Associate Professors of the University;
 - (b) Director of the Directorate who shall be the Secretary of the Board;
 - (c) Registrar (Academic and Student Affairs);
 - (d) Four Deans nominated by the University Management Board;
 - (e) Four (4) Representatives of the Senate; and
 - (f) Two (2) Student Governing Council representatives.
- (5) The Management Board may at its discretion, co-opt other persons not exceeding three (3) to attend meetings in an advisory capacity.
- (6) The Board shall be answerable to the Vice-Chancellor and shall, in conjunction with the units be responsible for the following functions:
 - (a) To develop, implement and review of Directorates policy;

- (b) To consider and make recommendations to Council through the Senate concerning the progress of students within the Directorate;
- (c) In consultation with TVET Authority, make recommendations to Senate through the Deans Committee concerning syllabi and regulations dealing with courses of study for Diplomas and Certificates;
- (d) To liaise with Kenya National Examination Council (KNEC) on regulations and conduct of examination of courses assigned to the Directorate;
- (e) To regulate in such manner as it may deem fit, its own procedures; and
- (f) To deal with any matters referred to it by the Senate, Deans or the TVET Authority.

34. Gender Mainstreaming Unit

- (1) There shall be a Gender Mainstreaming and Development Unit that shall be headed by a Coordinator.
- (2) The Coordinator shall be appointed by the Vice-Chancellor from among teaching staff at the level of Lecturer and above and shall serve for a term of two (2) years, renewable once and upon satisfactory performance.
- (3) There shall be a Gender Mainstreaming and Development Committee of the University whose membership shall consist of the following:
 - (a) Chairman of the Committee who shall be appointed by the Vice-chancellor from among the Associate Professors and Professors of the University;
 - (b) Two representatives from the teaching staff nominated by the Senate
 - (c) Two representatives of the non-teaching staff nominated by the Senate
 - (d) Two student representatives nominated by the Student Governing Council.
 - (e) The Coordinator of the Unit who shall be the Secretary of the Committee.
- (4) The Unit shall have the following functions:
 - (a) To develop, implement, evaluate and review the University Gender Policy;
 - (b) To prepare proposals for funding of gender mainstreaming activities in and around the University community;

- (c) To actively participate in resource mobilization to implement the Gender Mainstreaming Policy;
- (d) To mainstream gender issue in all University policies, programmes and activities;
- (e) To advocate for increased participation of women in governance and management within the University;
- (f) To ensure that the University community, infrastructure and work environment is gender responsive;
- (g) To encourage and facilitate empowerment of women and men on gender issues;
- (h) To establish and strengthen existing partnerships and collaborations in gender and education;
- (i) To undertake any other gender matters as may be referred by the University Management Board, Senate or the Council from time to time.

35. HIV and AIDS Control Unit

- (1) There shall be an HIV and AIDS Control Unit that shall be headed by a Coordinator.
- (2) The Coordinator shall be appointed by the Vice-Chancellor from among teaching staff at the level of Lecturer and above and shall serve for a term of two (2) years, renewable once and upon satisfactory performance.
- (3) There shall be a HIV and AIDS Control Committee of the University whose membership shall consist of the following:
 - (a) Chairman of the Committee who shall be appointed by the Vice-chancellor from among the Associate Professors and Professors of the University;
 - (b) Two representatives from the teaching staff nominated by the Senate
 - (c) Two representatives of the non-teaching staff nominated by the Senate
 - (d) Two student representatives nominated by the Student Governing Council.
 - (e) The Coordinator of the Unit who shall be the Secretary of the Committee.
- (4) The Unit shall have the following functions:

- (a) To develop, implement, evaluate and review the University HIV and AIDS policy;
- (b) To mainstream HIV and AIDS into the core functions of the University;
- (c) To prepare proposals for funding of HIV and AIDS activities in and around the University community;
- (d) To actively participate in resource mobilization from government Ministries, Department and Agencies to implement the HIV and AIDS Policy;
- (e) To lay down sustainable mechanism for prevention, control and management of HIV and AIDS;
- (f) To set up mechanisms for provision of appropriate care and support of the infected and affected within the University;
- (g) To provide access to information and materials on HIV and AIDS;
- (h) To promote progressive and non-discriminatory policies and practices;
- (i) To mobilize of the University community to participate in HIV and AIDS prevention, control and management programmes;
- (j) To educate and sensitize University community on the need to change their behaviour, attitude and beliefs;
- (k) To promote partnership and networking with other stakeholders for support and resource mobilization;
- (l) To provide adequate and appropriate information education and communication material;
- (m) To encourage staff and communities to visit VCTs to know their HIV status and Persons Living with HIV and AIDS (PLWHAs) to take ARV's as prescribed;
- (n) To organize sensitization workshops on HIV and AIDS and to build the capacity of the University to develop, implement, monitor and evaluate HIV and AIDS programmes;
- (o) To undertake any other HIV and AIDS matters as may be referred by the University Management Board, Senate or the Council from time to time.

36. Alcohol, Drug and Substance Abuse Unit

- (1) There shall be Alcohol, Drug and Substance Abuse Unit that shall be headed by a Coordinator.
- (2) The Coordinator shall be appointed by the Vice- Chancellor from among teaching staff at the level of lecturer and above and shall serve for a term of two (2) years, renewable once and upon satisfactory performance.
- (3) There shall be an Alcohol, Drug and Substance Abuse Committee of the University whose membership shall consist of the following:
 - (a) Chairman of the Committee who shall be appointed by the Vice-chancellor from among the Associate Professors and Professors of the University;
 - (b) Two representatives from the teaching staff nominated by the Senate
 - (c) Two representatives of the non-teaching staff nominated by the Senate
 - (d) Two student representatives nominated by the Student Governing Council.
 - (e) The Coordinator of the Unit who shall be the Secretary of the Committee.
- (4) The Unit shall have the following functions;
 - (a) To develop, implement, evaluate and review the University Alcohol, Drug and Substance Abuse policy.
 - (b) To undertake sensitization of University Community on effects and prevention of alcohol, drug and substance abuse.
 - (c) Implement a workplace policy on use of alcohol and drug abuse.
 - (d) Submit annual alcohol and drug abuse (ADA) work plans to NACADA at the beginning of the contract period in the prescribed format.
 - (e) Undertake follow up surveys to establish prevalence of alcohol and drug abuse.
 - (f) Establish and operationalize an Employee Assistance Programme (EAP) focusing on early identification, treatment and rehabilitation of staff with Substance Use Disorder (SUD).
 - (g) Submit quarterly and annual reports to NACADA on the progress of prevention of alcohol, drug and substance abuse in the University in the prescribed format.

37. Disability Mainstreaming Unit

- (1) There shall be Disability Mainstreaming Unit that shall be headed by a Coordinator.
- (2) The Coordinator shall be appointed by the Vice- Chancellor from among teaching staff at the level of lecturer and above and shall serve for a term of two (2) years, renewable once and upon satisfactory performance.
- (3) There shall be a Disability Mainstreaming Committee of the University whose membership shall consist of the following:
 - (a) Chairman of the Committee who shall be appointed by the Vice-chancellor from among the Associate Professors and Professors of the University;
 - (b) Two representatives from the teaching staff nominated by the Senate
 - (c) Two representatives of the non-teaching staff nominated by the Senate
 - (d) Two student representatives nominated by the Student Governing Council.
 - (e) The Coordinator of the Unit who shall be the Secretary of the Committee.
- (4) The Unit shall have the following functions:
 - (a) To develop, implement, evaluate and review the disability mainstreaming policy.
 - (b) To ensure that persons with disabilities are entitled to a barrier-free and disability friendly environment that enables them to have access to all buildings, roads and social amenities.
 - (c) To mainstream disability at the institution in all policies, programmes and activities planning, implementation and budgeting process.
 - (d) To sensitize and mobilize the community and stakeholders to appreciate the rights of persons living with disabilities.
 - (e) To identify disability concerns, needs and priorities and device ways of addressing them.
 - (f) To collect disability related data to guide in planning and employment in the University.
 - (g) To ensure 5% representation of persons with disability in all the University issues.

- (h) To undertake any disability matters as may be referred to by the University management board, Senate or the Council from time to time.

38. Public Complaints Unit

- (1) There shall be a Public Complaints Unit that shall be headed by a Coordinator.
- (2) The Coordinator shall be appointed by the Vice-chancellor from among teaching staff at the level of Lecturer and above and shall serve for a term of two (2) years renewable once upon satisfactory performance.
- (3) There shall be a Public Complaints Committee of the university whose membership shall consist of the following;
 - (a) Chairperson of the Committee who shall be appointed by the Vice Chancellor from among the Associate Professor and Professor of the University.
 - (b) The University Legal Officer.
 - (c) Two members of the teaching staff nominated by the Senate.
 - (d) Two members of non-teaching staff nominated by the Senate.
 - (e) Two Student Representatives nominated by the Student Governing Council.
 - (f) The Coordinator of the Public Complaints Unit who shall be the Secretary of the Committee.
- (4) The Unit shall have the following functions
 - (a) Develop and implement a service delivery charter.
 - (b) Develop and display complaints-handling procedures at strategic locations within the University.
 - (c) Develop strategic initiatives to create awareness on complaints handling systems
 - (d) Liaise with Commission on Administrative Justice to train on capacity development for complaints handling officers and staff.
 - (e) To receive and investigate public complaints from the University stakeholders.

- (f) Liaise with the University Management and ensure timely resolution of complaints received.
- (g) Submit quarterly reports on the nature, number and actions taken in the
- (h) Liaise with the Commission on Administrative Justice on behalf of the University.

39. Resource Mobilization Unit

- (1) There shall be a Director of Resource Mobilization that shall be headed by the Director.
- (2) The Director shall be appointed by the Vice-Chancellor from among the senior members of the University staff and shall serve for a term of two (2) years, renewable once and upon satisfactory performance.
- (3) There shall be a Resource Mobilization Board whose membership shall comprise of the following;
 - (a) Deputy Vice-Chancellor (Finance, Planning and Development) who shall be the Chairman
 - (b) One Director from SEKU Satellite Campuses
 - (c) One Dean of School
 - (d) Finance Officer
 - (e) Registrar (Planning and Development)
 - (f) Farm Manager
 - (g) Director (Directorate of Resource Mobilization) – who shall be the Secretary
To be co-opted;
 - (h) Legal Officer
 - (i) Such other members as the committee may require from time to time.
- (4) The Director of Resource Mobilization shall be the Head of Resource Mobilization office whose roles shall be but not limited to:
 - (a) On a day to day basis, develop major project proposals for fund raising;
 - (b) Developing and maintaining donor intelligence database;

- (c) Providing policy advise and guidelines on strategic resource mobilization;
- (d) Leading development of major partnership agreements;
- (e) Creating an enabling environment for fundraising with public and private sectors;
- (f) Managing resource mobilization tools and instruments database;
- (g) Organizing regular stakeholder trainings in resource mobilization;
- (h) Acting as a liaison office between development partners and the University;
- (i) Preparing periodic reports for development partners, University Management and Council;
- (j) Project monitoring and evaluation.

(5) The Director shall be assisted by a secretariat consisting of secretary, administrator, grants writing manager, marketing assistant, projects accountant and an office assistant.

(6) The Director shall be answerable to the Vice-Chancellor through the Deputy-Vice Chancellor, Finance, Registrar (Planning and Development)

40. CAREER SERVICES UNIT

- (1) There shall be a Career Services Unit that shall be headed by the Coordinator.
- (2) The Coordinator shall be appointed by the Vice-Chancellor from among the senior members of the University staff and shall serve for a term of two (2) years, renewable once and upon satisfactory performance.
- (3) There shall be a Career Unit Service whose membership shall comprise of the following;
 - (a) Deputy Vice-Chancellor (Academics, Research and Student Affairs) – Chairman
 - (b) Deputy Vice-Chancellor (Administration and Human Resource Management)
 - (c) Deputy Vice-Chancellor (Finance, Planning and Development)
 - (d) Registrar (ASA)
 - (e) Dean of Students

- (f) Two (2) Representatives of the teaching staff members nominated by Senate
 - (g) Two (2) Student representatives nominated by South Eastern Kenya University Students Association (SEKUSA)
 - (h) The Coordinator of the Unit who shall be Secretary of the Committee
- (5) The Unit shall have the following functions;
- (a) Provide information on programmes and career path to candidates seeking admission to the University.
 - (b) Provide guidelines for choosing programs and Career paths in institutions of higher learning.
 - (c) Provide information on career and job opportunities.
 - (d) Provide information to students on potential employers and other stakeholders.
 - (e) Organize a Careers day at the University.
 - (f) Organise talks by potential employers.
 - (g) Undertake any other Career service as may be referred by the University, Management Board, Senate or Council from time to time.
 - (h) Train students on CV writing.

PART V FINANCIAL PROVISIONS

41. Financial Regulations

- (1) All the funds, assets and property, movable and immovable, of the South Eastern Kenya University shall be managed and utilized by the Council, in accordance with the provisions of this Statute, the charter and the Universities Act No. 42 of 2012 in such manner and for such purposes as in the opinion of the Council, would promote the best interests of the University.

- (2) All the monies of the University shall be paid into one or other of the following accounts:
 - (a) The Endowment Fund
 - (b) The Special Account
 - (c) The Capital Account
 - (d) The Revenue Account
 - (e) Research Grants Account
- (3) There shall be paid into Endowment Fund all such monies as are received by the University and declared specifically to be payable into that Fund.
- (4) The Council shall not, save with the prior approval of the Chancellor 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.
- (5) There shall be paid into Special Account all such monies as are received by the University for special purposes and as are not payable into the Endowment Fund
- (6) The Capital monies and the interest thereof from the Special Account shall be used and applied for special Purposes of which such monies were donated in accordance with conditions of the donation provided that if the conditions of the donation do not permit capital monies thereof to be expended the Council may, nevertheless with prior approval of the Chancellor, expend such capital monies, or any portion thereof, if in the opinion of the Council, it is in the best interest of the University to do so.
- (7) 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.
- (8) The capital moneys and the interest thereof from the Capital Account shall be used and applied on Capital expenditure for the construction and improvement of the University.
- (9) There shall be paid into the Revenue Account:
 - (a) The Interest received from the investment of monies in the Endowment Fund;
 - (b) all fees, dues and other amounts payable by or in respect of students;

- (c) all revenue grants by the Kenya Government or by any other Government or person;
 - (d) all sums transferred from the Endowment or any other amount to the Revenue Account;
 - (e) All sums received by the University and not payable into the Endowment or any other account; The monies standing to the credit of the Revenue Account shall be used and applied for the management and working of the University in such manner and for such purposes as, in the opinion of the Council, are best suited to promote the interests of the University.
- (10) There shall be paid into the Research Grants account all such monies as are received by the University for research purposes;
- (a) Such monies shall not be paid into any account; and
 - (b) Monies in the Research Grants Account shall be used and applied by the Council for specific purposes in accordance with the agreements made between donors and the Council.
- (11) Subject to the provisions of the Universities Act, No. 42 of 2012 Act the 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.
- (12) Subject to provisions of the Charter, the monies standing to the credit of the Endowment Fund shall be invested by the Council in such securities as trustees are authorized to invest in under the provisions of any law of Kenya.
- (1) Provided that where any sums are received by the Council for any payment into the Endowment Fund in the form of stocks and shares of any kind other than securities, then the Council may in its discretion retain such stocks or shares without converting them into such securities.
 - (2) The monies or any portion thereof standing to the credit of any of the accounts other than the Endowment Fund of the University may be invested by the Council in securities as the Council may think fit.
 - (3) Notwithstanding the provision of sub-sections (a) and (b) of this section, any monies standing to the credit of any of the accounts of the University including the Endowment Fund, may be temporarily invested for a period not exceeding 12 months pending utilization and in accordance with provisions of the Charter

PART VI: MISCELLANEOUS

42. Commencement Date

- (1) These Statutes and the Regulations referred to hereunder shall commence on the date of gazettelement as is required in the Act and Charter except that where it is provided otherwise in any Statute or regulation, such other date shall be deemed to be the commencing date for that particular Statute, or regulations.

43. Review of Regulations

- (1) The University Council may amend, add to or alter these Regulations as it deems fit from time to time. Provided that in accordance with the Act, the 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 the Council shall not reject any such report or request or amend any regulations so proposed without further reference to the Senate.

44. Transition

- (1) The Rules and regulations in force in the day prior to the commencement of these Statutes and Regulations shall, unless superseded by these Statutes and Regulations 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 these Statutes and Regulations, or the Rules and Regulations in force prior to the commencement date aforesaid, shall be subject to the provisions of the South Eastern Kenya University.

PART VII: SCHEDULES

First Schedule: Terms and Conditions of Service for University Staff

Second Schedule: Committees of Council

Third Schedule: Senate Committees

Second Schedule: Committees of Council

1. Regular Committees of Council

1) Finance and General Purposes Committee

(a) Membership

Council Member	-	Chairperson
Vice-Chancellor	-	Secretary
Principal Secretary in the Ministry for the time being responsible for Finance		

(b) In Attendance

Deputy Vice-Chancellor (Finance, Planning and Development)
Finance Officer

(c) Terms of Reference

- (i) To receive, consider and recommend to the Council the financial reports;
- (ii) Oversee the endowment fund;
- (iii) Any other duty as may be assigned by the Council

2) Building and Physical Development Committee

(a) Membership

Council Member	-	Chairperson
Vice-Chancellor	-	Secretary
One (1) member of Council		

(b) In Attendance

Deputy Vice-Chancellor (Finance, Planning and Development)
Registrar (Planning and Development)

(c) Terms of Reference

- (i) To consider and recommend to the Council the priority development projects and receive reports, and the recommendations of management on the progress of the physical development of the University;
- (ii) To oversee the development of the University Master Plan;
- (iii) To report to the Council on the progress of physical infrastructure development of the University.
- (iv) Any other duty as may be assigned by the Council.

3) Staff Terms and Conditions of Service Committee

(a) Membership

Member of Council - Chairperson
Vice-Chancellor - Secretary
Principal Secretary in the Ministry for the time being responsible for University Education

(b) In Attendance

Deputy Vice-Chancellor (Administration and Human Resource Management)
Registrar (Administration and Human Resource Management)

(c) Terms of Reference

- (i) To review and make recommendations to the Council on Staff Terms and Conditions of Service for the University employees as and when necessary;
- (ii) To examine and recommend career structures within the University;
- (iii) To establish and generally oversee, on behalf of the Council, a Staff Retirement Benefits Pension Scheme.

4) Audit, governance and Risk Management Committee

(a) Membership

Member of Council - Chairperson
Principal Secretary in the Ministry for the time being responsible for Finance
Principal Secretary in the Ministry for the time being responsible for University Education

(b) In attendance

Vice Chancellor
Internal Auditor - Secretary

(c) Terms of Reference

- (i) To review internal and external audit findings, recommendations and propose corrective and preventive action where necessary;
- (ii) Assist the accounting officer/ chief executive officer in enhancing internal controls in order to improve efficiency and accountability;
- (iii) Make recommendations to the Full Council on risk management strategies;
- (iv) Make recommendations to the Full Council on required governance structures.

2. Ad-Hoc Committees of Council

1) Appeals Committee

(a) Membership

Chairperson of Council - Chairperson
One (1) member of Council
Vice-Chancellor - Secretary

(b) In Attendance

Deputy Vice-Chancellors
Dean of the relevant School
Chairman/Head of the relevant Department/Section

Legal Officer

(c) Terms of Reference

- (i) To hear and determine appeals made to it by staff from decisions of the Senior and Junior Staff Disciplinary Committee, which appeals may be made against a finding and/or a sentence;
- (ii) The decision of the Staff Appeals Committee shall be final.

2) Sealing Committee

(a) Membership

Chairperson of Council	-	Chairperson
Vice-Chancellor	-	Secretary
One (1) member of Council		

(b) In Attendance

Deputy Vice-Chancellors
Registrar (Academic and Student Affairs)

(c) Terms of reference

- (i) Approve University Certificates;
- (ii) Approve the list of graduands to be issued with the certificates;
- (iii) Approve sealing of Certificates.

3) Appointments

i) Appointments for Non-Teaching Staff in 16, 17 and 18

(a) Membership

Chairperson of Council	-	Chairperson
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The Principal Secretary in the Ministry for the time being responsible for university education
The Principal Secretary in the Ministry for the time being responsible for finance
Five other members
Vice Chancellor (provided the vice chancellor is not the subject of discussion by the committee) – Secretary

(b) Terms of reference

To shortlist, interview and make recommendations to the Cabinet Secretary on persons suitable for appointment in any of these grades

ii) Appointments for Senior Management (Grade 14 and 15)

(a) Membership

Chairperson of Council - Chairperson
One (1) member of Council
Vice-Chancellor
Deputy Vice-Chancellors
Two (2) Full Professors
Dean of the relevant School (in case of teaching members of staff)
Chairperson/Head of the relevant Department or Section
Registrar (Administration and
Human Resource Management) - Secretary

(b) Terms of Reference

To consider all appointments for academic and non-academic staff in Grade 14 and 15.

iii) Appointments of Non-Teaching Staff Grade in Grades 7 to 13

(a) Membership

Vice-Chancellor - Chairperson
Deputy Vice-Chancellors
Dean of the relevant School
Head of the relevant Section / Department
Two (2) members of staff of at least Associate Professor Grade
Registrar (Administration and Human Resource Management)
- Secretary

(b) Terms of Reference:

To consider all appointments for non-academic staff in Grades 7 to 13

iv) Appointments of Members of Staff in Grades 1 to 6

(a) Membership

Deputy Vice-Chancellor (Administration and Human Resource Management) - Chairperson

Deputy Vice-Chancellors

Two (2) members of staff of at least Associate Professor Grade Registrar (Administration and Human Resource Management)

- Secretary

(b) Terms of Reference

To consider all appointments for non-academic staff in Grades 1 to 6.

v) Temporary appointment

The Vice-Chancellor can make temporary appointment for a period not exceeding six (6) months.

vii) Appointments for Teaching Staff in Grades 11 to 13

(a) Membership

Vice-Chancellor - Chairperson

Deputy Vice-Chancellors

Dean of the relevant School

Chairman of the relevant Department

Two (2) members of staff of at least Associate Professor Grade Registrar (Administration and Human Resource Management)

- Secretary

(b) Terms of Reference:

To consider all appointments for academic staff in Grades 11 to 13

4) Appointments and Disciplinary

(i) Disciplinary for Non-Teaching Staff in Grade 16, 17 and 18

(a) Membership

Chairperson of Council - Chairperson

The Principal Secretary in the Ministry for the time being responsible for university education

The Principal Secretary in the Ministry for the time being responsible for finance

Five other members

Vice chancellor (provided the vice chancellor is not the subject of discussion by the committee) - Secretary

(b) Terms of reference

To handle disciplinary cases and make recommendations to the cabinet secretary for necessary action

(ii) Appointments and Disciplinary Committees of members of staff in Grade 7 to 15

(a) Membership

Vice-Chancellor - Chairperson

Deputy Vice-Chancellors

Two (2) Full Professors

Dean of the relevant School (in case of teaching members of staff)

Chairperson/Head of the relevant Department/Section

Registrar (Administration and Human Resource Management)

- Secretary

(b) In Attendance

Legal Officer

(c) Terms of Reference

(i) To consider all appointments for members of staff in Grade 1 to 15

(ii) To hear and determine disciplinary cases referred to it in regard to Senior Staff in grade 7 to 15 as per the established code of conduct;

(iii) To report to Council on quarterly basis on decisions taken.

(iii) Appointments and Disciplinary Committees of members of staff in Grade 1 to 6

(a) Membership

Deputy Vice-Chancellor (Administration and Human Resource Management) - Chairperson

Deputy Vice-Chancellor (Finance, Planning and Development)

Deputy Vice-Chancellor (Academic, Research and Student Affairs)

Two (2) Full Professors
Dean of the relevant School
Chairperson/Head of the relevant Department/Section
Registrar (Administration and Human Resource Management)
- Secretary

(b) In Attendance

Legal Officer

(c) Terms of Reference

- (i) To consider all appointments for non-academic members of staff in Grade 1 to 6;
- (ii) To hear and determine disciplinary cases referred to it in regard to members of staff in Grade 1 to 6 as per the established code of conduct;
- (iii) To report to Council on quarterly basis on decisions taken.

Third Schedule: Senate Committees

1) Deans Committee

(a) Membership

Deputy Vice-Chancellor (Academic, Research and Student Affairs)
- Chairman
Deputy Vice-Chancellor (Administration and Human Resource Management)
Deputy Vice-Chancellor (Finance, Planning and Development)
Deans of Schools
Dean of Students
University Librarian
Directors of Institutes/Directorates
Registrar (Academic and Student Affairs) - Secretary

(b) Terms of Reference

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

2) Students' Welfare Committee

(a) Membership

Deputy Vice-Chancellor (Academic, Research and Student Affairs)

- Chairman

Deputy Vice-Chancellor (Administration and Human Resource Management)

Deputy Vice-Chancellor (Finance, Planning and Development)

Dean of Students

Chief Medical Officer

Director, Catering and Accommodation Services

Officer in Charge of Sports

Three Senate Representatives

Two student representatives

Registrar (Academic and Student Affairs) - Secretary

(b) In Attendance

Estates Manager

Planning Officer

Procurement Officer

Finance Officer

(c) Terms of Reference

- (a) To deal with such matters on students affairs as the Committee may deem appropriate.
- (b) To deal with matters referred to the Committee by the Catering and Accommodation Manager on questions affecting the functions of the University Estates Department.
- (c) To deal with matters regarding the development of games and sporting facilities.
- (d) To make recommendations to the appropriate University committees on the above subjects.

3) Student Disciplinary Students' Disciplinary Committee

(a) Membership

Deputy Vice-Chancellor (Academic, Research and Student Affairs)

- Chairman

Deputy Vice-Chancellor (Administration and Human Resource Management)
Deputy Vice-Chancellor (Finance, Planning and Development)
Dean of Students
Two Senate Representatives
Chairman of Students Organization
Two Students representatives
Registrar (Academic and Student Affairs) - Secretary

(b) In Attendance

Dean and/Chairman of respective School/Department
Legal Officer

(c) Terms of Reference

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

4) Students Appeals

- (a) The students are allowed to appeal against the decision of the Students' Disciplinary Committee to the Vice-Chancellor.
- (b) The Vice-Chancellor shall constitute and appoint a committee to listen to the appeals.

5) Library Committee

(a) Membership

Deputy Vice-Chancellor (Academic, Research and Student Affairs) –
Chairman
Deputy Vice-Chancellor (Finance, Planning and Development)
Librarian
Bookshop Manager
Three (3) Senate representatives
Two (Students Representatives)
Registrar (Academic and Student Affairs) - Secretary

(b) Terms of Reference:

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

6) Industrial Training and Attachment Committee

(a) Membership

Deputy Vice-Chancellor (Academic, Research and Student Affairs) – Chairman
Deputy Vice-Chancellor (Administration and Human Resource Management)
Two (2) Deans and Director of Research, Innovation & Technology
Two (2) Senate Representatives
Chairman of Students Organization
Registrar (Academic and Student Affairs) - Secretary

(b) In attendance

Public Relations Officer

(c) Terms of Reference

- (a) To act as a clearing house for links initiated by Departments, institutes, and schools.
- (b) To recommend to Senate regulations governing industrial attachment.
- (c) To promote interchange, contact and co-operate with other universities, institutions, and industry.
- (d) Co-ordinate student exchange programmes.
- (e) Formulate and recommend to the Senate guidelines for Departments and schools on procedures to be followed in formulating links.
- (f) To deal with any other matters referred to it by the Senate, the Vice-Chancellor, or any other University Committee.

7) Promotions and Appraisal Committee

(i) Teaching Members of Staff

(a) Membership

Senior member of staff (Professor) - Chairman
Three (3) members of Senate of the rank of Professor (1), Associate Professor (1) and Senior Lecturer (1)
Two representative members of Teaching Staff
Registrar (Administration and Human Resource Management) - Secretary
Committee may Co-opt members as it deems necessary

(b) Terms of Reference:

- (i) To draw up criteria for appointments and promotions of teaching staff.
- (ii) To appraise members of teaching staff who have applied for promotions and make recommendations for consideration by the appropriate Appointments and Promotions Committee.

(ii) Non-Teaching Members of Staff

(a) Membership

Senior member of staff (Professor) - Chairman
Two members of Senate
Two representative members of Non-Teaching Staff
Registrar (Administration and Human Resource Management) – Secretary
Committee may Co-opt members as it deems necessary

(b) Terms of Reference:

- (i) To draw up criteria for appointments and promotions of non-teaching staff.
- (ii) To appraise members of non-teaching staff who have applied for promotions and make recommendations for consideration by the appropriate Appointments and Promotions Committee.

The Vice-Chancellor shall be an ex-officio member of every Committee of the Senate but shall not be Chairman of any such Committee unless specifically so provided.