



MACHAKOS UNIVERSITY

STATUTES

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STATUTES

IN EXERCISE of the powers conferred upon the Council by Section 30 of the Machakos University Charter 2016, the Council of the University hereby makes, adopts and promulgates the following Statutes which shall be cited as the Machakos University Statutes 2016.

Dated this.....day of.....2016

.....
DR. CHARLES MARANGA, Ph.D.

CHAIRMAN OF COUNCIL

FOR AND ON BEHALF OF MACHAKOS UNIVERSITY COUNCIL

PART ONE – PRELIMINARY

In the exercise of the powers conferred under Section 30 of the Machakos University Charter, (herein referred to as the (“Charter”), the Council of the University hereby makes the following statutes:

1. The Statutes shall be cited as the Machakos University Statutes, 2016.
2. All the other Statutes made prior to the Machakos University Statutes 2016 are repealed.

STATUTE I: DEFINITIONS

In these Statutes, any word or expression to which a meaning has been assigned by the Universities Act, 2012 (No. 42 of 2012) has the meaning so assigned to it and, unless the context otherwise indicates:

“Academic Staff” means any person appointed to teach, train or to do research at a University and any other employee designated as such by the University Council;

“Academic Year” means a period of study consisting of two semesters and any other additional period of study or research as may be prescribed in the regulations for a particular programme of study.

“Act” means the Universities Act, 2012

“Administrative Staff” means a member of staff of the University in Grade Five to Fifteen, who is appointed for general purposes or performing duties related to general management and administration of the University.

“Alumni Association” shall mean the Alumni Association of the University.

“Cabinet Secretary” shall mean the Cabinet Secretary for the time being responsible for Education, Science and Technology.

“Centre” shall mean a research, teaching, production or for other purposes which may be constituted by the Council as being constituted within the University.

“Chancellor” shall mean the Chancellor of the University.

“Chairman of Council” Means the Chairman of Council of the University.

“Charter” means the University Charter of Machakos 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 defined in the Charter; and as declared by notice of gazette;

“Compensation” means the practice of awarding a pass mark in respect of a failed course by reason of a candidate having passed other courses offered in the same curriculum or programmes of study.

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

“Council” shall mean the Council of the University.

“Course” means a single unit of study in a curriculum or programme of study

“Curriculum” means an organized programme of study for a given degree, diploma or certificate awards incorporating all matters such as academic staff requirement, duration of academic programme, admission requirements, programme content requirement and assessment process requirement.

“Department” shall mean a Department which for administrative purposes has been designated by the Council as being constituted within a particular School, Institute or in administration for non-academic.

“Deputy Vice-Chancellor” means the Deputy Vice-Chancellor appointed by the Cabinet Secretary on recommendation by the Council of the University as defined in the Charter;

“Graduate” shall mean a person upon whom a degree or other academic qualifications has been conferred by the University.

“Financial Year” shall mean the financial year of the University as provided for under Section 18 of the order.

“Incapacity” shall mean inability to perform functions of the office concerned.

“Institute” shall mean the Institute of the University established by the Statutes.

“Lecturer” shall mean a member of staff of the University who is in terms of appointment, a Professor, an Associate Professor, Senior Lecturer, Lecturer, Assistant Lecturer/Tutorial Fellow, or a person who holds any other teaching post which the Council has recognized as a post having academic status in the University.

“Lecture Hour” means a period of time equivalent to one hour and representing one such continuous hour in lecture form, two in a tutorial session, three in a laboratory practical or practicum and five in farm or similar practice.

“Librarian” shall mean the person appointed by the Council to be the Librarian of the University.

“Programme of Study” means the prescribed syllabus that students must be taught at each key stage.

“Registrar” shall mean the Registrar appointed by the Council.

“Senate” shall mean the Senate of the University.

“School” means a faculty or a cluster of Departments specializing in a particular subject area.

“Semester” shall mean a period of study consisting of contact hours or as may be prescribed by the Senate.

“Staff Association” shall mean the Association of the staff recognized by the Council as being an Association representative of the staff of the University.

“Statutes” means Statutes of the University made by the Council under Section 23 of the Act.

“Student” shall mean a person registered by the University for the purpose of obtaining a qualification of the University or any other person who is determined by the Senate to be a student.

“Student Organization” shall mean an Association of students recognized by the Council as an organization representative of the students of the University.

“Syllabus” means a full description of the content of each course unit offered in a given programme of study.

“Vice-Chancellor” shall mean the Vice-Chancellor and the Chief Executive Officer of the University.

“University” shall mean the Machakos University.

“University Management Board” means the University Management Board of the University as provided for in the Charter.

PART TWO – THE UNIVERSITY

STATUTE II: NAME, STATUS AND PHYSICAL LOCATION OF THE UNIVERSITY

1. The name of the University is Machakos University.
2. The University is situated in Machakos County of the Republic of Kenya.
3. The University shall be a body corporate with perpetual succession and a common seal and shall in its corporate name be capable of:
 - (1) suing and being sued;
 - (2) taking, purchasing or otherwise acquiring, holding, charging and disposing of movable and immovable property;
 - (3) receiving, investing, borrowing and lending money; and
 - (4) doing or performing any such other thing or acts, for the furtherance of these Statutes and the Charter.
4. The activities of the University shall be principally administrated at its main Campus in the Machakos County and in other designated Colleges, Campuses, Schools, Institutes and Centers.

STATUTE III: MEMBERSHIP OF THE UNIVERSITY

1. The membership of the University shall be as defined in the Act.
2. The Staff of the University shall consist of the Academic and Administrative staff who shall be categorized by the Council as academic and non-academic staff.
3. Notwithstanding the (2) above, the Council shall determine further categorization of the staff into Academic, Senior Administrative, Middle and Junior Levels.
4. The membership of the University shall comprise:-
 - (1) the Chancellor
 - (2) the Chairman of the Council;
 - (3) the Members of the Council;
 - (4) the Vice-Chancellor;
 - (5) the Deputy Vice-Chancellors;
 - (6) the Principals of Constituent Colleges;
 - (7) the Principals of Colleges within the University;
 - (8) the Deputy Principals of Colleges and Campuses within the University
 - (9) the Registrars;
 - (10) the University Librarian;
 - (11) the Chief Finance Officer;
 - (12) the Chief Legal Officer;
 - (13) the members of the Senate;
 - (14) the Lecturers;
 - (15) the students;
 - (16) the non-teaching staff of the University;
 - (17) the members of the Alumni Association; and
 - (18) such other members of staff of the University or any other body formally admitted into association with the University, as the Council may from time to time determine.
5. The members of the University shall enjoy such rights and privileges as may be outlined under these Statutes.

STATUTE IV: OFFICERS OF THE UNIVERSITY

The officers of the University shall be:-

1. the Chancellor;

2. the Chairman of Council;
3. the Vice-Chancellor;
4. the Deputy Vice-Chancellors;
5. the Principals of Constituent Colleges;
6. the Principals of Colleges within the University;
7. the Registrars;
8. the Chief Finance Officer;
9. the Librarian;
10. the Chief Medical Officer;
11. the Chief Legal Officer;
12. the Director of University Enterprises;
13. the Dean of Student;
14. the Deans of Schools;
15. the Directors of Campuses, Institutes, Directorates and Centres; and
16. such other members of the University as may be granted the status of University Officer by the Regulations.

PART THREE – MANAGEMENT OF THE UNIVERSITY

STATUTE V: THE CHANCELLOR

1. Subject to the Act and the Charter there shall be appointed a Chancellor for the University.
2. The Chancellor shall hold office for a term of five years and shall be eligible for reappointment for a further one term.
3. The Chancellor shall hold office, perform such duties and enjoy such powers, rights and privileges as provided for under Section 38 of the Act and these Statutes.
4. The Chancellor may from time to time give advice to the Council which the Chancellor considers necessary for the betterment of the University.
5. The Chancellor shall have the rights to take part in any formal or informal activities of the University.
6. The Chancellor shall notify the Council of the University of his or her intention to direct an inspection or visitation of the University and
7. The Council shall tender to the Chancellor advice on any matters relevant to such an inspection or visitation.

STATUTE VI: THE CHAIRMAN OF COUNCIL

1. The appointment of the Chairman of Council shall be as prescribed in the Universities Act.
2. The Chairman of Council shall chair Council meetings and exercise the powers and privileges as provided for in the Act, Charter and these Statutes.
3. The Chairman shall have the following duties:-
 - (1) responsible for the leadership of the Council;
 - (2) ensure the University is well connected with stakeholders;
 - (3) concerned both formally and informally with all major financial and strategic decisions of the University;
 - (4) give leadership to the Council and Management on broad issues of policy and development;
 - (5) responsible for promotion of efficient operation of the Council and ensure its members work together effectively and have confidence in the procedures laid down for the conduct of business;
 - (6) ensure that Committees play a central role in the proper conduct of the Council business and report back appropriately; and

- (7) any other function as may be determined by the Council from time to time.

STATUTE VII: THE VICE-CHANCELLOR

1. There shall be a Vice-Chancellor who shall be appointed by the Cabinet Secretary on advice of the Council after competitive recruitment in accordance with the Act.
2. The Vice-Chancellor shall hold office for five years and upon the expiration of that period shall be eligible for re-appointment competitively for a further term of five years, 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 recommend to the Cabinet Secretary to suspend the Vice-Chancellor or terminate his or her services as the Vice-Chancellor by giving six months' notice in writing or pay six months' salary and house allowance *in lieu* of notice or otherwise paid the same for the remainder of the contract period in the event of no evidence of wrongdoing. In the case of renewal, he or she shall write to the Chairman of Council to express his or interest for renewal six months before expiry of the term for appraisal by the Council.
3. The Vice-Chancellor shall be the Chief Executive Officer of the University and shall have overall responsibility of the direction, organization, administration and programmes of the University and in particular having the following powers and functions:-
 - (1) be the academic, administrative and financial head of the University;
 - (2) have the overall responsibility for the direction, organization, administration and programmes of the University; and
 - (3) be the accounting officer of the University.
4. The Vice-Chancellor shall:-
 - (1) by virtue of his or her office, be ex-officio member of every College, Campus, School, Institute, Centres and Departmental Boards and any other entity within the University;
 - (2) by virtue of his or her office shall be a member of every committee appointed by the respective University Management and Senate, unless otherwise expressly provided;
 - (3) be Secretary to the Council and Chairman of the Senate;
 - (4) have powers to assign or delegate any of his duties to a committee or to a member of staff of the University and may withdraw such assignment or delegation at any time;
 - (5) in consultation with the Chairman of the Council and where appropriate with Senate, on occasions which he or she considers to be occasions of necessity, take such steps as he or she and the Chairman may deem expedient for safeguarding the interests of the University, provided that in all the cases he or she shall report in the next meeting of the Council or the Senate as the case may be;
 - (6) be the custodian of the University Seal, Mace, Flag, Logo, Charter, Accreditation Reports and title deeds;
 - (7) by virtue of his or her office, be a member of every standing committee of the Council or a committee appointed by the Council unless otherwise explicitly provided for;
 - (8) be responsible for policy matters, planning coordination, public relations, fund raising and general development of the University;
 - (9) subject to the Act, the Charter and these Statutes, have powers to appoint Directors, Deans, Deputy Deans, Chairmen of Departments, Heads of Units and Directors of Directorates, Centers and Institutes;
 - (10) in consultation with the Chairman of the Council, have powers to re-appoint, re-designate or re-assign officers whose terms have expired under these Statutes and where circumstances are such that it is in the interest of the University;
 - (11) in consultation with the Chairman of the Council have powers to appoint a Deputy Vice-Chancellor in an acting capacity pending substantive appointment;
 - (12) have powers to appoint in an acting capacity a Registrar, Principal of a College, Deputy Principal, Director, Dean, Deputy Dean, Chairman of Department or any other officer pending substantive appointment or in the absence of the substantive office holder;

- (13) may assign or delegate any of his or her duties to a committee of a member of the University staff and may withdraw any such assignment or delegation at any time; and
 - (14) have such other powers and duties as may be conferred upon him or her by the Council from time to time in accordance with the Act, the Charter and these Statutes.
5. The Vice-Chancellor shall be responsible to the Council.

STATUTE VIII: THE DEPUTY VICE-CHANCELLOR (ACADEMIC AND STUDENT AFFAIRS)

1. Subject to the Act, the Charter and these Statutes and upon the recommendation of the Council, there shall be appointed a Deputy Vice-Chancellor (Academic and Student Affairs) whose terms and conditions of service shall be set out by the Council from time to time.
2. The Deputy Vice-Chancellor (Academic and Student Affairs) shall hold office for a period of five years and shall be eligible for reappointment competitively for a further term of five years. In the case of renewal, he or she shall write to the Chairman of the Council through the Vice-Chancellor to express the interest for renewal six months before the expiry of the term.
3. The Deputy Vice-Chancellor (Academic and Student Affairs) may resign from office by giving six months' notice in writing addressed to the Chairman of the Council through the Vice-Chancellor. The Council may terminate the services of the Deputy Vice-Chancellor (Academic and Student Affairs) by giving six months' notice in writing.
4. The Deputy Vice-Chancellor (Academic and Student Affairs) shall be the head of the Academic Division of the University and shall be responsible to the Vice-Chancellor and he or she shall offer leadership, direction, organization and administration of programmes of the Division.
5. The Deputy Vice-Chancellor (Academic and Student Affairs) shall have the following responsibilities:-
 - (1) to be Secretary to the Senate and provide secretariat to all academic and related committees of the Senate;
 - (2) to be responsible for the allocation of buildings, rooms and offices used for academic purposes in the University as well as the formulation of the rules governing their allocation and utilization;
 - (3) to formulate, cause to be printed and implemented policies, rules and regulations, guidelines and procedures on planning, development and management of academic activities, research, academic-related linkages, outreach programmes and other academic-related programmes;
 - (4) to coordinate and ensure development and review of curricula in line with market demand, and regional and national regulatory bodies;
 - (5) to create and maintain an environment which promotes and secures good and quality teaching, effective learning and achievement of the highest possible academic standards, good behaviour and discipline amongst teaching staff and students body;
 - (6) to ensure availability of suitable and adequate resources for learning and for proper delivery of training;
 - (7) to oversee the administration and processing of both continuous assessment and final examinations;
 - (8) to ensure the proper management of the Academic and Student Affairs Division;
 - (9) to oversee the management of the University library and those in Campuses;
 - (10) to ensure that the Senate is properly advised in the development of academic programmes in conformity to ethical standards and legally recognized professional bodies;
 - (11) to be responsible for provision of students' accommodation and other welfare services; and
 - (12) to promote innovation and handle issues to do with intellectual property rights.

6. The Deputy Vice-Chancellor (Academic and Student Affairs) and the Registrar (Academic and Student Affairs) may be invited to attend Council meetings where matters concerning the academic division are under consideration by the Council.
7. The Deputy Vice-Chancellor (Academic and Student Affairs) shall undertake such other duties as may be assigned or delegated to him or her from time to time by the Vice-Chancellor or the Council in accordance with these Statutes.

STATUTE IX: THE DEPUTY VICE-CHANCELLOR (RESEARCH, INNOVATION AND LINKAGES)

1. Subject to the Act, the Charter and these Statutes and upon the recommendation of the Council, there shall be appointed a Deputy Vice-Chancellor (Research, Innovation and Linkages) whose terms and conditions of service shall be set out by the Council from time to time.
2. The Deputy Vice-Chancellor (Research, Innovation and Linkages) shall hold office for a period of five years and shall be eligible for reappointment competitively for a further term of five years. In the case of renewal, he or she shall write to the Chairman of the Council through the Vice-Chancellor to express the interest for renewal six months before the expiry of the term.
3. The Deputy Vice-Chancellor (Research, Innovation and Linkages) may resign from office by giving six months' notice in writing addressed to the Chairman of the Council through the Vice-Chancellor. The Council may terminate the services of the Deputy Vice-Chancellor (Research, Innovation and Linkages) by giving six months' notice in writing.
4. The Deputy Vice-Chancellor (Research, Innovation and Linkages) shall be the head of the Research, Innovation and Linkages Division of the University and shall be responsible to the Vice-Chancellor and he or she shall offer leadership, direction, organization and administration of programmes of the Division.
5. The Deputy Vice-Chancellor (Research, Innovation and Linkages) shall have the following responsibilities:-
 - (1) to have the overall responsibility of direction, organization and administration of research, innovation and linkages in the University;
 - (2) to develop, formulate and implement appropriate policies that promote research infrastructure;
 - (3) to establish databank of industries and coordinate student attachment and internship in the industry;
 - (4) to coordinate workshops and seminars on outreach programmes and technology transfer;
 - (5) to plan, coordinate, administer and provide logistical support for research at all levels;
 - (6) to coordinate research activities and source for research funds;
 - (7) to promote and coordinate research, proposals development, scientific publications, innovation, extension and technology transfer to industry and business community;
 - (8) to develop strategic alliances with the two levels of Government, industry, and local and international research institutes;
 - (9) to protect and promote intellectual assets, commercialization, dissemination and publication of research output;
 - (10) to manage research libraries and archives;
 - (11) to fund raise and undertake other resource mobilization activities for research and related activities;
 - (12) to brand research, set standards, quality assurance and capacity building;
 - (13) to benchmark research and coordinate exchange of scholars;
 - (14) to negotiate and manage research contracts and consultancies;
 - (15) to internationalize the University;

- (16) to ensure availability of suitable and adequate resources for proper delivery of research and outreach programmes of the University;
 - (13) to ensure effective accountability to the Vice-Chancellor for the proper management of the Research, Innovation and Linkages Division;
 - (14) to ensure that the Senate is properly advised on the national and international research direction and development;
 - (15) to drive the University research agenda in line with the University and Country vision;
 - (16) to promote research, innovation and extension culture in the University;
 - (17) to institutionalize networking, collaborative research and outreach programmes in the University; and
 - (18) to coordinate emerging issues such as governance, environmental issues, disease management, HIV AIDS, corruption prevention, disaster preparedness.
6. The Deputy Vice-Chancellor (Research, Innovation and Linkages) and the Registrar (Research, Innovation and Linkages) may be invited to attend Council meetings where matters concerning the Research, Innovation and Linkages division are under consideration by the Council.
 7. The Deputy Vice-Chancellor (Research, Innovation and Linkages) shall undertake such other duties as may be assigned or delegated to him or her from time to time by the Vice-Chancellor or the Council in accordance with these Statutes.

STATUTE X: THE DEPUTY VICE-CHANCELLOR (ADMINISTRATION, PLANNING AND FINANCE)

1. Subject to the Act, the Charter and these Statutes and upon the recommendation of the Council, there shall be appointed a Deputy Vice-Chancellor (Administration, Planning and Finance) whose terms and conditions of service shall be set out by the Council from time to time.
2. The Deputy Vice-Chancellor (Administration, Planning and Finance) shall hold office for a period of five years and shall be eligible for reappointment competitively for a further five years. In the case of renewal, he or she shall write to the Chairman of the Council through the Vice-Chancellor to express the interest for renewal six months before the expiry of the term.
3. The Deputy Vice-Chancellor (Administration, Planning and Finance) may resign from office by giving six months' notice in writing addressed to the Chairman of the Council through the Vice-Chancellor. The Council may terminate the service of the Deputy Vice-Chancellor (Administration, Planning and Finance) by giving six months' notice in writing.
4. The Deputy Vice-Chancellor (Administration, Planning and Finance) shall be the head of Administration, Planning and Finance Division of the University and shall be responsible to the Vice-Chancellor for all administration affairs.
5. The Deputy Vice-Chancellor (Administration, Planning and Finance) shall have the following responsibilities:
 - (1) to coordinate human resource management functions, recruitment and selection;
 - (2) to plan, direct, organize, monitor and advise on the recruitment, deployment and development of all administrative staff;
 - (3) to coordinate and advise management on matters related to labour relations, union matters, promotions, discipline, employee services, staff welfare-related linkages and general staff welfare;
 - (4) to establish and maintain workable systems for regular monitoring and evaluation of the performance, quality, relevance and efficiency of all finance, planning and development programmes;
 - (5) to coordinate the preparation of University budget, expenditure control, revenue collection including all types of fees and resources mobilization;

- (6) to ensure development of administration, human resource management, financial, planning and development policies, rules, regulations and guidelines;
 - (7) to coordinate and ensure development, review and implementation of the University Strategic Plan;
 - (8) to coordinate procurement activities including preparation of procurement plan and ensuring procurement is linked to the procurement plan;
 - (9) to oversee performance contracting, measurement, monitoring and reporting, evaluation, staff performance appraisal and reward management;
 - (10) to oversee fleet planning and control transport services including vehicle allocation, insurance, maintenance and servicing;
 - (11) to oversee the development, implementation and review of ISO 9001:2015 QMS administrative and operational procedures as well as all other ISO certifications;
 - (12) to coordinate all legal matters and security services; and
 - (13) to 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.
6. The Deputy Vice-Chancellor (Administration, Planning and Finance), the Registrar (Administration and Planning) and Chief Finance Officer may be invited to attend Council meetings where matters concerning the division are under consideration by the Council from time to time.
 7. The Deputy Vice-Chancellor (Administration, Planning and Finance) shall undertake such other duties as may be assigned or delegated to him or her from time to time by the Vice-Chancellor or the Council in accordance with these Statutes.

STATUTE XI: THE REGISTRARS

1. There shall be three Registrars:
 - (1) Registrar (Academic and Student Affairs)
 - (2) Registrar (Research, Innovation and Linkage)
 - (3) Registrar (Administration and Planning)
2. The Registrar shall be appointed by the Council and shall hold office on Permanent and Pensionable terms or on contract for a period of five years renewable, as may be determined by the Council, provided that the Council may terminate the appointment by giving three months' notice in writing or the Registrar may resign by giving three months' notice in writing or pay three months' salary *in lieu* of notice.
3. The Registrars shall be responsible to the respective Deputy Vice-Chancellors.

Duties and Responsibilities of the Registrar (Academic and Student Affairs)

4. The duties and responsibilities of the Registrar (Academic and Student Affairs) shall be:-
 - (1) to assist the Deputy Vice-Chancellor (Academic and Student Affairs) in the general administration, planning and financial and budgetary matters in the Division;
 - (2) to coordinate programme, syllabi, rules and regulations governing the implementation of academic and research programmes and students' conduct and affairs in the University;
 - (3) to coordinate continuous assessment and University examinations; professional and national examinations;
 - (4) to coordinate the preparation of teaching and examination timetables;
 - (5) to provide secretarial services to all University Senate committees related to academics and student matters;
 - (6) to coordinate and collect evidence for performance targets and preparation of the Division's performance contract quarterly reports;
 - (7) to work closely with the Deputy Vice-Chancellor (Academic and Student Affairs) on the training needs of teaching and technical staff;

- (8) to work closely with academic Departments to ensure success in Professional, Statutory and Regulatory Body interventions;
 - (9) to coordinate administration, planning, finance and processing of examinations, academic transcripts and certificates;
 - (10) to communicate, follow-up and implement decisions of Management Board; and
 - (11) to supervise the coordination, evaluation and certification of all graduation applications.
5. The Registrar (Academic and Student Affairs) shall perform such other duties as may be delegated or assigned to him or her from time to time by the Deputy Vice-Chancellor (Academic and Student Affairs) or the Vice-Chancellor.

Duties and Responsibilities of the Registrar (Research, Innovation and Linkages)

6. The duties and responsibilities of the Registrar (Research, Innovation and Linkages) shall be:-
- (1) to assist the Deputy Vice-Chancellor (Research, Innovation and Linkages) in the general administration, planning and, financial and budgetary matters in the Division;
 - (2) to provide secretarial services to all Senate committees related to Research, Innovation and Linkages matters;
 - (3) to coordinate and collect evidence for performance targets and preparation of the division's performance contract quarterly reports;
 - (4) to coordinate establishment of industry linkages and students attachments and internship;
 - (5) to coordinate industry career talks for students;
 - (6) to work closely with the Deputy Vice-Chancellor (Research, Innovation and Linkages) on training and research needs, and research collaboration programmes;
 - (7) to prepare draft Memoranda of Understanding and Agreements or Understanding for possible collaboration and maintain and update data bank;
 - (8) to work closely with academic Departments to ensure success in collaborative proposal development;
 - (9) to organize workshops and seminars on research, innovation and linkages;
 - (10) to ensure and sustain close linkages with the immediate community;
 - (11) to communicate, follow-up and implement decisions of Management Board; and
 - (12) to prepare monthly reports on the performance of each of the Memorandum of Understanding.
7. The Registrar (Research, Innovation and Linkages) shall perform such other duties as may be delegated or assigned to him or her from time to time by the Deputy Vice-Chancellor (Research, Innovation and Linkages) or the Vice-Chancellor.

Duties and Responsibilities of the Registrar (Administration and Planning)

8. The duties and responsibilities of the Registrar (Administration and Planning) shall be:-
- (1) to assist the Deputy Vice-Chancellor (Administration, Planning and Finance) in the general administration and planning in the University;
 - (2) to advise and coordinate the functions of all Heads of Departments or Sections within the Administration and Planning such as human resources, central services, recruitment and training, security services;
 - (3) to coordinate and collect evidence for performance targets and preparation of the Division's performance contract quarterly reports;
 - (4) to serve as Secretary to the University Management Board;
 - (5) to 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 or Sections concerned;
 - (6) to coordinate fleet planning and control transport services including vehicle allocation, insurance, maintenance and servicing;

- (7) to communicate, follow-up and implement decisions of Management Board;
 - (8) to coordinate and monitor physical infrastructure planning and development, maintenance and repair of existing facilities;
 - (9) to work closely with the Deputy Vice-Chancellor (Administration, Planning and Finance) in ensuring that the planning and development Departments operate effectively and efficiently and are in line the University and government policies;
 - (10) to 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;
 - (11) to generate comparative data on institutional performance in other Universities and Colleges within the region and globally for the purposes of facilitating benchmarking of performance;
 - (12) to coordinate the preparation, review and implementation of the Strategic Plan; and
 - (13) to coordinate, implement and prepare project plans and management reports.
9. The Registrar (Administration and Planning) shall perform such other duties as may be delegated or assigned to him or her from time to time by the Deputy Vice-Chancellor (Administration, Planning and Finance) or the Vice-Chancellor.

STATUTE XII: THE CHIEF FINANCE OFFICER

1. There shall be a Chief Finance Officer who shall be the head of Finance Department of the University.
2. The Chief Finance Officer shall be appointed by the Council and shall hold office on Permanent and Pensionable terms or on contract for a period of five years renewable, as may be determined by the Council, provided that the Council may terminate appointment by giving three months' notice in writing or the Chief Finance Officer may resign by giving three months' notice in writing or pay three months' salary *in lieu* of notice.
3. The Chief Finance Officer shall be responsible to the Deputy Vice-Chancellor (Administration, Planning and Finance) in discharging the functions of the office and shall work closely with the Vice-Chancellor as the Accounting Officer.
4. The Chief Finance Officer shall perform the following duties:-
 - (1) to co-ordinate all aspects of financial management and control of the University's resources;
 - (2) to develop the University's operating budget;
 - (3) to recommend to the Council, the investment of the University financial resources;
 - (4) to inform the Council the financial status of the University on a regular basis;
 - (5) to advise management of banking, financial and legal relationships; and
 - (6) to prepare and keep updated inventory of all University assets and a risk register.
5. The Chief Finance Officer shall perform such other duties as may be delegated or assigned to him or her from time to time by the Deputy Vice-Chancellor (Administration, Planning and Finance) or the Vice-Chancellor.

PART FOUR – OTHER OFFICERS OF THE UNIVERSITY

STATUTE XIII: THE PRINCIPAL OF A CONSTITUENT COLLEGE

1. Subject to the provisions of the Act, the Charter and these Statutes, the Principal of a Constituent College shall be appointed by the Cabinet Secretary on the recommendation of the Council of the University College from among Professors and Associate Professors from within or outside the University.
2. The Principal shall be appointed on the terms and conditions determined by the Council of the University College and hold office for a term of five years and shall be eligible for re-

appointment competitively for a further five-year term. In the case of renewal, he or she shall write to the Chairman of the University College Council to express the interest for renewal six months before the expiry of the term.

3. The Principal of a Constituent College may resign his or her office by giving six months' notice in writing to the Cabinet Secretary through the Chairman of the Council.
4. The Principal shall be the administrative and academic head of the Constituent College and shall be responsible to the Constituent College Management Board and the Council of the Constituent College for promoting and maintaining efficiency and good order of the College.
5. The Principal shall be the Chief Executive Officer of a Constituent College and shall be responsible to the Constituent College Management Board, the University Senate for promoting academic excellence and the Council of the Constituent College. .
6. The Principal shall exercise powers on all administrative, financial, academic and such other functions as may be prescribed by the Council of the Constituent College.
7. Subject to the provisions of Section 21 of the Charter, the Principal shall be a member of the Senate.
8. The Principal shall be responsible to the Council of the Constituent College.

STATUTE XIV: THE DEPUTY PRINCIPAL OF A CONSTITUENT COLLEGE

1. Subject to the provision of the Charter and these Statutes, the Deputy Principal of a Constituent College shall be appointed by the Cabinet Secretary on the recommendation of the Council of the University College.
2. The Deputy Principal of a Constituent College shall be appointed on the terms and conditions determined by the Council of the Constituent College and hold office for a term of five years that may be renewed competitively for another one more term. In the case of renewal, he or she shall write to the Chairman of the Council through the Principal to express interest for renewal six months before the expiry of the term.
3. A person appointed as Deputy Principal of a Constituent College may resign his or her office by giving six months' notice in writing to the Chairman of the Council of the Constituent College through the Principal of the Constituent College or the Council of the Constituent College may terminate his or her services as Deputy Principal by giving six months' notice in writing.
4. The Deputy Principal of a Constituent College shall deputize for the Principal and perform such other duties as may be assigned by the Principal in conformity with the laid down procedures of the University.

STATUTE XV: THE PRINCIPAL OF A COLLEGE WITHIN THE UNIVERSITY

1. Subject to the provisions of the Charter and these Statutes, a Principal of a College within the University shall be appointed competitively by the Council from among Professors or Associate Professors from within or outside the University.
2. For a person to be appointed as a Principal from outside the University, he or she must fulfill the conditions for appointment as an Associate Professor or Professor of the University.
3. A person appointed as Principal shall hold office for a period of five-year renewable once for a further final term of five years.
4. A person appointed as Principal may resign office by giving three months' notice in writing to the Chairman of the Council through the Vice-Chancellor or the Council may terminate services as College Principal by giving three months' notice in writing.
5. A College Principal shall be the academic and administrative head of the respective College and as such shall be responsible to the Vice-Chancellor for maintaining and promoting efficient management of the College.

6. A College Principal shall, by virtue of office, be a member of every School/Institute Board within the respective College and a member of every Committee appointed by the respective College Management and Academic Boards, unless otherwise expressly provided.
7. A College Principal shall be Chairman of the appointments Committee of the following categories of staff within the respective College:-
 - (1) staff in Grades I-IV and middle grades 5-10; and
 - (2) academic Staff up to Graduate Assistant and Tutorial Fellow;
8. A College Principal may assign or delegate any of his or her duties to a Committee or to a member of staff of the College and may withdraw any such assignment or delegation at any time.
9. A College Principal shall undertake such other duties as may be assigned or delegated to him or her from time to time by the Vice-Chancellor.

STATUTE XVI: THE DEPUTY PRINCIPAL OF A COLLEGE WITHIN THE UNIVERSITY

1. Subject to the Charter and these Statutes, the Deputy Principal of a College within the University and with at least 10,000 students shall be appointed by the Council, after consultations with the respective College Academic Board from among the Professors, Associate Professors and Senior Lecturers from within the respective College.
2. A person appointed as the Deputy Principal shall hold office for a period of three years renewable once for a further final term of three years.
3. A person appointed as Deputy Principal may resign office by giving a three months' notice in writing to the Chairman of the Council through the Vice-Chancellor or the Council may terminate services as College Principal by giving three months' notice in writing.
4. The appointment of the Deputy Principal may be revoked by the Council on grounds of gross misconduct, incompetence or for any other good reason.
5. The Deputy Principal shall deputize the Principal and shall perform such other duties as may be assigned to him or her from time to time by the Principal or the Vice-Chancellor in conformity with the laid down procedures of the University.

STATUTE XVII: THE DEAN OF GRADUATE SCHOOL

1. Subject to the Charter and these Statutes, there shall be a Dean of Graduate School, appointed by the Vice-Chancellor on behalf of the Council for a term of three years and shall be eligible for re-appointment for a further period of three years.

Appointment of the Dean

2. The process of appointing the Dean of Graduate School shall entail the following:-
 - (1) the Deputy Vice-Chancellor (Academic and Student Affairs) shall declare the impending vacancy of a Dean three months prior to the expiry of the term of the serving Dean;
 - (2) persons interested in the vacancy shall submit their applications to the Deputy Vice-Chancellor (Academic and Student Affairs) for consideration within fourteen calendar days after the declaration of the vacancy;
 - (3) upon receipt of applications, the Deputy Vice-Chancellor (Academic and Student Affairs) shall proceed to appoint a Dean Search Committee whose membership and terms of reference shall be provided for in Schedule II;
 - (4) to be considered for appointment as a Dean, an applicant must be at the rank of a Senior Lecturer and above and has served in the University continuously for five years and is on permanent and pensionable terms of service or in the case of those on contract, the balance of their contract period should be equal to or more than the three-year term of office of the Dean;

- (5) the Deans Search Committee shall apply *inter alia* the following criteria:-
 - (a) performance in terms of contribution to a Department, School, College and the University growth and advancement;
 - (b) disciplinary record;
 - (c) demonstration of leadership qualities and positive attitude toward University development; and
 - (d) any other criteria as provided for in the relevant University policy.
- (6) The Deans Search Committee shall nominate a maximum of three candidates in order of merit as per the criteria and forward their names to the Vice-Chancellor who may appoint any of the three nominees as the Dean;
- (7) The Vice-Chancellor may reject the nominees and order for a fresh search process if there is evidence that the process was irregular; and
- (8) The Deans Search Committee shall be chaired by the Deputy Vice-Chancellor (Academic and Student Affairs) and the membership shall be provided for in Schedule II.
3. The appointment of Dean of Graduate School may be revoked by the Vice-Chancellor on grounds of gross misconduct, incompetence or for any other good reason.
4. Where the Dean is unable, either by reason of his or her absence from the University or for any other reason to carry out the functions, the Vice-Chancellor may, subject to these Statutes, appoint an Acting Dean for such a period and under such conditions as he or she may determine, provided that the period of appointment does not exceed the balance of the period of office of the substantive Dean.

STATUTE XVIII: THE DEAN OF OTHER SCHOOLS

1. There shall be an elected Dean of each School.
2. The Dean of each School shall be the Chairman of the School Board and shall also be responsible to the Board for all matters related to the School, provided that in the absence of the Dean, the Associate Dean shall chair meetings and in the absence of both the Board shall elect a Chairman from amongst the Chairmen of Departments present and forming a quorum.

Election of a Dean

3. The Dean shall be elected by the School Board from among the Professors, Associate Professors and Senior Lecturers. Provided also that all election to the Deanship shall be subject to confirmation by the Senate and the Council. In the absence of the Dean, an Associate Dean shall be appointed. Where the Board has not made a nomination, the Vice-Chancellor shall appoint an Acting Dean in consultation with the Chairmen of Departments in the School.
4. A person shall be elected as Dean for a maximum of two terms of two years each consecutively or interrupted.
5. The newly elected Dean shall assume office immediately.

Election Process and Eligibility

5. Elections for the Dean of School shall be by secret ballot and the Deputy Vice-Chancellor (Academic and Student Affairs) shall be the Returning Officer provided that there are at least ten eligible voters and at least one third cast their vote.
6. Only full-time academic members of staff of the ranks of Professor, Associate Professor, Senior Lecturers, Lecturers and Assistant Lecturers or Tutorial Fellow in the constituent Departments of the School concerned shall be entitled to vote in the election of the Dean.
7. The election of the Dean shall be held at a venue within the University as determined by the Deputy Vice-Chancellor (Academic and Student Affairs) at least two weeks before the expiry of the term of the incumbent Dean and shall inform all the candidates.
8. A member shall not be eligible for election if he or she is serving the second of two consecutive terms as Dean.

9. Any person who has previously served but has already ceased to be Dean shall not become eligible for election until four complete years have elapsed since his or her last election as Dean.
10. Nominations shall be done at least one month before the expiry of the term of the outgoing Dean.
11. Nomination shall be from among persons eligible for the election to the position of a Dean.
12. The eligible persons shall:-
 - (1) have served for at least one term as a Chairman of a Department or Director of a Campus, Institute, Center or Unit or Deputy Director for at least three years; or
 - (2) be a Senior Lecturer and above even if he or she has not served in any of the positions in (1) above.
13. In the event that there are less than ten eligible voters or one third of the eligible voters in the School cast their vote, the Vice-Chancellor shall appoint an Acting Dean from among the teaching staff in the School for a period not exceeding six months renewable once or until a substantive Dean is elected.

Responsibilities and Functions

14. The Dean shall be the academic and administrative head of the respective School and as such shall be responsible to the Vice-Chancellor and shall work in liaison with Deputy Vice-Chancellor and respective College Principal for maintaining and promoting efficient management of the School.
15. The Dean shall, by virtue of the office, be a member of the Senate, College, School or Institute Board within the respective College Management and Academic Boards, unless otherwise expressly provided.
16. The Dean shall represent the School in the appraisal and short-listing committee for the recommendation of either renewal of contracts or appointment of new members of staff within the respective School.
17. Where a Dean of School is unable, either by reason of his or her absence from the University or for any other reason to carry out the functions of the office, the Associate Dean shall perform the duties of the Dean and where there is no Associate Dean, the Vice-Chancellor shall, subject to these Statutes, appoint an Acting Dean of School for such a period and under such conditions as he or she may determine, provided that the period of appointment does not exceed the balance of the period of office of the substantive Dean of School.
18. The Dean shall have such other duties as may be assigned or delegated to him or her by the respective College Principal, Deputy Vice-Chancellors or Vice-Chancellor,

Removal of a Dean

19. In the event that a Dean of School is not serving the interests of the School and the University a Dean may be removed from office through a petition signed by at least two thirds of eligible voters and submitted to the Vice-Chancellor.
20. In the meantime, the Vice-Chancellor shall appoint an Acting Dean and cause for elections of a Dean to be held within a period of three months.

STATUE XIX: THE ASSOCIATE DEAN OF SCHOOL

1. Subject to the Charter and these Statutes, there shall be an Associate Dean of School appointed by the Vice-Chancellor on behalf of the Council, for Schools with at least 3,000 students and six programmes from among the Professors, Associate Professors, Senior Lecturers and Lecturers from within the respective School.
2. The Associate Dean shall hold office for a term of two years, renewable once.

3. The Associate Dean shall deputize the Dean and shall perform such other duties as may be assigned to him or her from time to time by the Dean or the Vice-Chancellor in conformity with the laid down procedures of the University.

STATUTE XX: THE CHAIRMAN OF DEPARTMENT

1. Subject to these Statutes, there shall be a Chairman of each of the teaching Departments appointed by the Vice-Chancellor on behalf of the University Council, from among members of the academic staff in the Department in the ranks of Lecturer and above with due regard to Article 10 and Chapter Six of the Constitution.
2. Before appointing a Chairman of a Department, the Vice-Chancellor:-
 - (1) may consult and take note of the views of the outgoing Chairman of the Department where applicable;
 - (2) may consult and take note of the views of the Deputy Vice-Chancellor (Academic and Student Affairs) and the Dean of the School concerned; and
 - (3) shall take into consideration the knowledge of an individual's performance.
3. The Chairman of a Department shall hold office for a period of two years and shall be eligible for re-appointment for a further period of two years.
4. The appointment of a Chairman of a Department may be revoked by the Vice-Chancellor on grounds of gross misconduct, incompetence or for any other good reason.
5. Where a Chairman of a Department is unable either by reason of absence from the University or for any other reason to carry out the functions of the office, the Vice-Chancellor may, subject to these Statutes, appoint an Acting Chairman of the Department for such period and under such conditions as he or she may determine, provided that the period of appointment does not exceed the balance of the period of office of the substantive Chairman of Department.

Responsibilities and Functions

6. In addition to his or her teaching, research and other duties and responsibilities, the Chairman of a Department shall:-
 - (1) serve as Chairman of Department Board meetings;
 - (2) represent the Department in the appropriate University Committees and other bodies as required;
 - (3) at all times use best endeavour to ensure that proper and acceptable standards of teaching and instruction are maintained in the Department;
 - (4) be the Chief Examinations Officer of the Department;
 - (5) make recommendations with respect to appointment, probation, advancement and promotion of academic staff within the Department provided that:-
 - (a) in so doing the Chairman of the Department shall consult all full-time senior members of the Department; and
 - (b) if the Chairman is himself or herself a candidate for promotion, the appropriate recommendations shall be made by the Dean and Principal of the relevant School and/ or College, respectively.
 - (6) serve as Executive Officer of the Department in the implementation of Departmental policy, as determined by the Departmental Boards and other University authorities, and be responsible for the day-to-day administration of the Department;
 - (7) initiate linkages with relevant industries for the benefit of University and community in accordance with the University's set channels and regulations;
 - (8) design and monitor the implementation of Departmental strategic development plan within the overall framework of the University strategic development plan;
 - (9) ensure active participation of both academic and non-teaching staff in the running and marketing of the Department;
 - (10) create a conducive environment for training, learning and research in the Department;

- (11) ensure adherence to processes of staff monitoring and evaluation of performance targets;
- (12) ensure adherence to requirements of the quality management system in regard to academic programmes, teaching, research and general operations of the Department; and
- (13) perform any other duties and functions as may be delegated to him or her from time to time by the Dean of School, respective Principal of College, Deputy Vice-Chancellors or the Vice-Chancellor.

STATUTE XXI: THE DIRECTORS

1. Subject to the Charter and these Statutes, there shall be a Director of an Institute, Directorate, Campus or Center who shall be appointed by the Vice-Chancellor on behalf of the Council, from among members of staff at the rank of Lecturer or equivalent and above with due regard to Article 10 and Chapter Six of the Constitution for a period of three years and shall be eligible for re-appointment for a further final period of three years.
2. The appointment of a Director may be revoked by the Vice-Chancellor on grounds of gross misconduct, incompetence or for any other good reason.
3. The Director shall be responsible to the Vice-Chancellor.
4. The duties of the Director will be prescribed, assigned or delegated by the Vice-Chancellor.
5. Where a Director is unable either by reason of absence from the University or for any other reason to carry out functions of the office, the Vice-Chancellor may, subject to these Statutes, appoint an Acting Director for such period and under such conditions as he or she may determine, provided that the period of appointment does not exceed the balance of the period of office of the substantive Director.

STATUTE XXII: THE DIRECTOR OF MACHAKOS UNIVERSITY ENTERPRISES

1. Subject to the Charter and these Statutes, the Council shall appoint a Director of Machakos University Enterprises who shall hold office upon such terms and conditions as determined by the Council.
2. A person appointed as Director of Machakos University Enterprises shall hold office for a term of three years and shall be eligible for re-appointment for a further final term of three years subject to satisfactory performance.
3. A person appointed as Director of Machakos University Enterprises may resign from office by giving three months' notice in writing to the Vice-Chancellor or the Council may terminate his or her services on grounds of gross misconduct, incompetence or any other good reason.
4. The Director of Machakos University Enterprises shall be responsible to the Deputy Vice-Chancellor (Administration, Planning and Finance) and shall liaise with the other Deputy Vice-Chancellors, Principals of Colleges, Chief Finance Officer Deans, Chairmen of Departments, Directors of Campuses, Institutes or Centers/Units, Heads of Departments, Hotel Manager for the co-ordination of all income generating activities and units in the University.
5. The Director of Machakos University Enterprises shall be a member of all committees or boards of Income Generating Activities (IGA) of the University and shall oversee the work of all Managers of IGA Units and Centres.
6. The Director of Machakos University Enterprises shall perform such other duties as may be delegated or assigned to him or her from time to time by the Deputy Vice-Chancellor (Administration, Planning and Finance) or the Vice-Chancellor.

STATUTE XXIII: THE CHIEF INTERNAL AUDITOR

1. Subject to the Charter and these Statutes, there shall be appointed a Chief Internal Auditor.
2. The Chief Internal Auditor shall be appointed by the Council and shall hold office on Permanent and Pensionable terms or on contract for a period of five years renewable, as may

be determined by the Council, provided that the Council may terminate the appointment by giving three months' notice in writing or the Chief Internal Auditor may resign by giving three months' notice in writing or pay three months' salary *in lieu* of notice.

3. The Chief Internal Auditor shall be responsible to the Council for:-
 - (1) reviewing and ensuring adherence to the systems established to ensure sound public financial management and internal controls, as well as compliance with policies, laws, regulations, procedures, plans and ethics;
 - (2) advising and recommending to the Vice-Chancellor ways of improving internal controls and risk management systems on a regular basis;
 - (3) preparing quarterly audit reports to the Audit, Risk Management and Compliance Committee of the Council;
 - (4) identifying key activities and relevant risk factors and assessing their significance or impact on the University in liaison with the relevant heads of Divisions/Departments/Sections; and
 - (5) coordinating and carrying out special audits/investigations on any allegations, concerns and complaints including corruption, lack of accountability and transparency in consultation with the Vice-Chancellor and the Audit, Risk Management and Compliance Committee of the Council.
4. The Chief Internal Auditor shall be the Secretary to the Audit, Risk Management and Compliance Committee of the Council.
5. The Chief Internal Auditor shall perform such other duties as may be assigned to him or her from time to time by the Vice-Chancellor and the Audit, Risk Management and Compliance Committee of the Council and shall liaise with the Deputy Vice-Chancellors as need may arise and in conformity with the laid down procedures of the University.

STATUTE XXIV: THE CHIEF LEGAL OFFICER

1. Subject to the Charter and these Statutes, there shall be appointed a Chief Legal Officer.
2. The Chief Legal Officer shall be appointed by the Council and shall hold office on Permanent and Pensionable terms or on contract for a period of five years renewable, as may be determined by the Council, provided that the Council may terminate the appointment by giving three months' notice in writing or the Chief Legal Officer may resign by giving three months' notice in writing or pay three months' salary *in lieu* of notice.
3. The Chief Legal Officer shall be responsible to the Deputy Vice- Chancellor (Administration, Planning and Finance) for the coordination of the University legal matters, work with appointed University lawyers and perform such other duties as may be assigned by from time to time by the Deputy Vice- Chancellor (Administration, Planning and Finance) or the Vice-Chancellor in conformity with the laid down procedures of the University.
4. The Chief Legal Officer of the University shall coordinate all legal matters of the University.

STATUTE XXV: THE UNIVERSITY LIBRARIAN

1. Subject to the Charter and these Statutes, there shall be appointed a University Librarian.
2. The University Librarian shall be appointed by the Council and shall hold office on Permanent and Pensionable terms or on contract for a period of five years renewable, as may be determined by the Council, provided that the Council may terminate the appointment by giving three months' notice in writing or the University Librarian may resign by giving three months' notice in writing or pay three months' salary *in lieu* of notice.
3. The University Librarian shall be responsible to the Deputy Vice-Chancellor (Academic and Student Affairs) for the management, organization, operation and utilization of University Library Services and shall work closely with the Vice-Chancellor.
4. The University Librarian shall:-

- (1) be responsible for the development and administration of Library User Education programme for students and staff;
- (2) be responsible for coordinating and maintaining high professional standards in all library services and academic activities;
- (3) be responsible for Library equipment and develop the library into a viable repository of Kenyan and other materials of scholastic value;
- (4) in the course of collecting, development, organization and operation of the Library, advise the Institutes, Schools and Centres on appropriate steps to take to ensure that courses of study approved by the Senate are well catered for in terms of books and other resource materials and equipment;
- (5) modernize the library by using electronic or paperless technology;
- (6) ensure that persons with disabilities are provided for with appropriate materials and software; and
- (7) perform any other functions and duties assigned to him or her from time to time by the Deputy Vice-Chancellor (Academic and Student Affairs) or the Vice-Chancellor.

STATUTE XXVI: THE DEAN OF STUDENTS

1. Subject to the Charter and these Statutes, there shall be a Dean of Student appointed by the Vice-Chancellor from among senior academic members of staff in the rank of Senior Lecturer and above upon recommendation by an *Ad hoc* Search Committee as provided for in Statute XVII.
2. The Dean of Students shall hold office for a term of three-year renewable for a further one term of three years upon satisfactory performance.
3. The Dean of Student may resign from the office by giving three months' notice in writing addressed to the Vice-Chancellor.
4. The Dean of Student shall be responsible to the Deputy Vice-Chancellor (Academic and Student Affairs) for the co-ordination of students' activities and welfare, and shall also co-ordinate the work of the Wardens, Counselors, Chaplains, Games Tutors, Student Peer Counsellors and Mentors and shall work closely with the Vice-Chancellor.
5. The Dean of Student shall be the Returning Officer for the Students' Association elections.
6. The Dean of Student Affairs shall guide and encourage the students to form, develop and join professional and social clubs and societies and shall in that regard provide the necessary administrative support to such clubs and societies and
7. Perform any other functions and duties assigned to him or her from time to time by the Deputy Vice-Chancellor (Academic and Student Affairs) or the Vice-Chancellor.

STATUE XXVII: THE ASSOCIATE DEAN OF STUDENTS

1. Subject to the Charter and these Statutes, there shall be an Associate Dean of Students who shall be appointed by the Vice-Chancellor from among senior academic members of staff in the rank of Lecturer.
2. The Deputy Dean of Students shall deputize the Dean of Students in all matters related to student welfare and
3. Perform any other functions and duties assigned to him or her from time to time by the Dean of Students or the Vice-Chancellor.

STATUTE XXVIII: THE CHIEF MEDICAL OFFICER

1. Subject to the Charter and these Statutes, there shall be appointed a Chief Medical Officer.
2. The University Chief Medical Officer shall be appointed by the Council and shall hold office on Permanent and Pensionable terms or on contract for a period of five years renewable, as

may be determined by the Council, provided that the Council may terminate the appointment by giving three months' notice in writing or the Chief Medical Officer may resign by giving three months' notice in writing or pay three months' salary *in lieu* of notice.

3. The Chief Medical Officer shall be responsible to the Deputy Vice-Chancellor (Administration, Planning and Finance) in the discharge of the functions of the office.
4. The duties and responsibilities of the Chief Medical Officer shall be:-
 - (1) to co-ordinate the health services of the University;
 - (2) to ensure efficient and effective management of the Health facilities;
 - (3) to refer all serious cases to relevant health institutions;
 - (4) to ensure that all University facilities meet the stipulated health standards; and
 - (5) to institutionalize health education programme in the University.
5. The Chief Medical Officer shall perform any other functions and duties assigned to him or her from time to time by the Deputy Vice-Chancellor (Administration, Planning and Finance) or the Vice-Chancellor.

PART FIVE – THE GOVERNING ORGANS OF THE UNIVERSITY

STATUTE XXIX: THE UNIVERSITY COUNCIL

1. Subject to the Act, Charter and these Statutes, there shall be a Council of the University which shall consist of:-
 - (1) the Chairman;
 - (2) the Principal Secretary in the Ministry for the time being responsible for the University education;
 - (3) the Principal Secretary in the Ministry for the time being responsible for Finance;
 - (4) five members appointed by the Cabinet Secretary through an open process; and
 - (5) the Vice-Chancellor who shall be an *ex-officio* member of the Council and Secretary to the Council.

Powers and Functions of the Council

2. Pursuant to the provisions of the Act and without derogating from the generality of its authority as provided in the Act and the Charter, the Council shall have the following functions:-
 - (1) to provide oversight and strategic leadership;
 - (2) to approve the Statutes of the University and cause them to be published in the Kenya Gazette;
 - (3) to approve the policies of the University;
 - (4) to approve the budget;
 - (5) to determine the method of recruitment, appointment and promotion of all staff of the University;
 - (6) to appoint all staff of the University;
 - (7) to make new or additional Statutes;
 - (8) to administer the property and funds of the University in a manner and for the purposes which shall promote the interest of the University; but the Council shall not charge or dispose-off immovable property of the University except in accordance with the procedures laid down by the Government of Kenya;
 - (9) to receive, on behalf of the University, donations, endowments, gifts, grants or other moneys and make disbursements therefrom to the University or other bodies or persons;
 - (10) to provide for the welfare of the staff and students of the University;
 - (11) to have powers to establish its committees as per guidelines issued by the Government from time to time;

- (12) to confer after receiving a report from the Senate, the title of Emeritus Professor, Visiting Professor, Honorary Professor, Adjunct Academic Staff, Honorary Lecturer or Honorary Fellow;
- (13) to promote and to make financial provisions and facilities for execution of the functions of the University;
- (14) to ensure availability of adequate resources for the achievement of the University objectives;
- (15) to monitor the University performance and ensure sustainability;
- (16) to determine, after considering the recommendations of the Senate, all fees payable to the University;
- (17) to ensure that a proper management structure is in place and make sure that the structure functions to maintain corporate integrity, reputation and responsibility;
- (18) to monitor and evaluate the implementation of strategies, policies, management criteria and plans of the University;
- (19) to ensure that the University complies with all the relevant laws, regulations, governance practices, accounting and auditing standards;
- (20) to, on the recommendation of the Senate provide in accordance with the Statutes, for the creation of new Divisions, Campuses, Colleges, Schools, Institutes, Directorates, Departments, Centres or the sub-division of any one or more than one such new body or otherwise, and for the abolition from time to time of any such body or sub-division of any such body however so described;
- (21) to, subject to the laid down Government procedures, approve sale, purchase, exchange, lease or take on, leave movable and immovable property on behalf of the University;
- (22) to, subject to the laid down Government procedures, approve the borrowing of money on behalf of the University; and for that purpose and subject to the Act, to mortgage or charge all or any part of the property unless the conditions of the property so held provide otherwise, and to give such other security whether upon movable and immovable property or otherwise as it may deem fit;
- (23) to institute on the recommendation of Senate fellowships, scholarships, studentships, bursaries, prizes and other aids to study and research;
- (24) to upon recommendation by Senate determine and approve terms and conditions upon which internal and external examiners shall be appointed by the University;
- (25) to approve rules and regulations governing the conduct and discipline of the students of the University;
- (26) to exercise powers of removal from office for good cause of any officer or staff member and other disciplinary controls in the University:-
 - (a) the good cause for the purpose of these Statutes include but not limited to:-
 - (i) conviction for an offence which may be deemed by the Council such as to render the person convicted unfit for the execution of his or her duties;
 - (ii) conduct of an immoral, scandalous or disgraceful nature that is incompatible with the duties of the officer or staff; and
 - (iii) conduct constituting failure or persistent refusal, neglect or inability to perform his or her duties.
 - (b) these powers shall include and not limited to:-
 - (i) issuance of warning;
 - (ii) sending officer or staff on compulsory leave pending investigations in cases of professional misconduct;
 - (iii) suspension as per the Human Resource Policy;
 - (iv) termination of service; and
 - (v) summary dismissal in case of gross misconduct as stipulated in the Employment Act of 2007.

- (c) these powers shall be exercised reasonably in accordance with these Statutes, Regulations and Procedures of the University and any relevant written Law.
- (d) in case of disciplinary action, staff shall have the right:-
 - (i) to appear before the relevant University Staff Disciplinary Committee as stipulated in these Statutes;
 - (ii) to be represented by one representative from the relevant union;
 - (iii) to call and examine witnesses; and
 - (iv) to appeal to the Council.
- (e) in case of termination by either party, the Council or the staff member may opt to pay *in lieu* of notice period except for disciplinary case or cases where the University may be adversely affected by the sudden departure of an officer handling critical responsibilities.
- (27) to approve the constitution of the students' organization and any amendments submitted thereafter and in so far as is reasonably practicable, to ensure that the student organization operates in a fair and democratic manner and is accountable of its finances;
- (28) to approve academic affiliations and other association with Colleges and other institutions;
- (29) to approve all unions Collective Bargaining Agreements;
- (30) to constantly review the viability and financial sustainability of the University, and shall do so once every year;
- (31) to approve the regulations governing the recruitment, conduct and discipline of the staff of the University;
- (32) to select a Seal, Arms and Mace for the University;
- (33) to ensure that the University complies with the Constitution, professional and accrediting bodies regulations, other laws and regulations, governance practices, accounting and auditing standards and;
- (34) to perform such other duties as may be contained in the Charter and these Statutes and may have such other powers as contained in the Act.
- 3. Subject to any written law, the Council may refer any financial matters affecting the academic policy of the University to the Senate for advice.
- 4. Subject to any written law, the Council shall determine the method and conditions of appointment and promotion, terms of service and remuneration of all staff of the University.
- 5. Subject to any written law, the Council shall authorize or control the establishment and disestablishment of Colleges, Campuses, Schools, Institutes, Departments, Units and Centres.
- 6. The Council shall authorize and control the establishment and abolition of academic, Library, administrative, technical, and secretarial and all other posts in the University necessary for the proper functioning of the University and
- 7. The Council shall control the appointment of any other persons working for the University, pay honoraria, fees and other remuneration as the Council may determine from time to time.

Meetings of the Council

- 8. Unless the Council otherwise determines, a meeting of the Council, shall be held at least four times each calendar year at the main campus or in such a place and time as the Chairman of the Council may determine provided that the necessary approvals have been sought and granted.
- 9. At all meetings of the Council, a quorum shall be the nearest whole number above half the membership of the Council.
- 10. Decisions of the Council shall be by consensus. In the event of no consensus, a simple majority vote of those present and voting, provided that the Chairman of the Council shall have a casting vote in case of an equality of votes.

11. The Chairman of the Council may at any time call a meeting of the Council and shall call for the meeting within twenty-eight days of receiving a request for that purpose and signed by at least a third of the membership of the Council.
12. The Council may, at the discretion of the Chairman, transact any business by the circulation of papers or through electronic communication and decisions so taken shall be submitted for ratification at the next meeting of the Council.
13. In the absence of the Chairman of the Council, the members present and forming a quorum shall elect one person from among themselves to chair the meeting.
14. 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 such members of the Council and other persons as it may determine. The Council may empower any such committees to act jointly with any committees appointed by Senate. The Council shall not delegate to the Chairman or a Committee, the power to approve without further reference to the Council, the Annual Estimates of Revenue and Expenditure and Audited Accounts.
15. Where the Council has delegated to a Committee the functions of financial nature, such Committee shall not in turn delegate such functions to its Chairman, any member or particular members of the Committee without the written approval of the Council.
16. The Council may establish four such Standing Committees with membership and with such terms of reference as it may deem fit. The Council Standing and *Ad hoc* Committees for the time being and their membership and terms of reference are as provided in Schedule I.
17. The Council shall nominate the Chairman of each Council Standing Committee provided that in the absence of the Chairman of any such Committee, the Members present and constituting a quorum may elect one person from among themselves to chair the meeting.
18. Unless the Council otherwise determines, a quorum of any Standing Committee of the Council shall be the nearest whole number above half membership of the Committee.
19. For a Standing Committee to hold a special meeting, permission shall be sought in writing from the Chairman and such approval shall be in writing.
20. The Council shall cause minutes of its proceedings to be kept by the officer designated for that purpose and such minutes shall be confirmed, subject to any necessary amendment at subsequent meeting.
21. Subject to the provisions of the Charter and these Statutes, the Council shall have power to regulate by such means as it may deem fit its own procedure of meetings and that of any of its standing committees and
22. A Council Committee may recommend to the Chairman of the Council to approve a matter of urgent nature and in the interest of the University on behalf of the Council, provided that the approval shall be ratified in the next full Council meeting.

STATUTE XXX: THE SENATE

1. Subject to the Act, Charter and these Statutes there shall be a Senate of the University which shall consist of:-
 - (1) the Vice-Chancellor, who shall be the Chairman;
 - (2) the Deputy Vice-Chancellors;
 - (3) the Principals of each Constituent University Colleges;
 - (4) the Principals of Colleges within the University;
 - (5) the Deputy Principals of Colleges within the University;
 - (6) the Directors of Campuses;
 - (7) the Registrars;
 - (8) the Deans or Directors of Schools, Directorates, Institutes, Centres and other academic units;
 - (9) the Chairmen of Departments;
 - (10) one Full Professor representing each School;

- (11) the University Librarian;
 - (12) the Chief Finance Officer;
 - (13) the Chief Medical Officer;
 - (14) the Dean of Students;
 - (15) the Director of Information Communication Technology Services in the University;
 - (16) 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 Chairman of the Senate to be confidential or which relate to examinations, the general discipline of students, and other related matters; and
 - (17) such other member(s) as the Council may determine from time to time in accordance with the Statutes.
2. The Deputy Vice-Chancellor (Academic and Student Affairs) shall serve as Secretary to the Senate.
 3. In the event that the Deputy Vice-Chancellor (Academic and Student Affairs) is the Acting Vice-Chancellor, the Vice-Chancellor in consultation with the Chairman of the Council shall appoint the Deputy Vice-Chancellor (Research, Innovation and Linkages) or Deputy Vice-Chancellor (Administration, Planning and Finance) or a Principal of a College within the University or a Dean of a Scholars the acting secretary to the Senate.
 4. The powers and duties of the Senate shall be:-
 - (1) as prescribed in the Charter and in these Statutes; and
 - (2) as exercised by the Senate who have full responsibility over the academic programme of the University both in regulation and superintendence of education in teaching, research and students of the University.
 5. Subject to the Act, Charter and these Statutes, the Senate shall in addition to all other powers vested in it have the following functions:-
 - (1) 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;
 - (2) to propose regulations to be made by the Council regarding the eligibility of persons for admission to degree, diploma and certificate programmes;
 - (3) 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;
 - (4) 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;
 - (5) to make recommendations to the Council on matters dealing with student conduct or behaviour;
 - (6) to make regulations governing such other matters as are within its powers in accordance with the Charter or these Statutes, among them:-
 - (a) recommend to the Council the establishment or abolition or harmonization of such units as Colleges, Campuses, Schools, Departments, Institutes, Centres, and Units as Senate may from time to time deem necessary;
 - (b) recommend to the Council the establishment or abolition of certificate, diploma, degree and other academic programme and their titles in the University;
 - (c) set the dates of the academic year and determine the schedule of academic programme within the academic year;
 - (d) approve all Certificate and Diploma syllabi of the University and recommend to the Commission for University Education all new degree programmes for approval;
 - (e) propose to the Council regulations governing methods of assessing and examining the academic performance of students;
 - (f) evaluate academic records for both undergraduate and postgraduate candidates for the purpose of admission into the University;
 - (g) regulate the conduct of examinations;

- (h) appoint external examiners and recommend to the Council the terms and conditions for their appointment;
 - (i) approve the examination results;
 - (j) approve the award of degrees, diplomas and certificates, including the award of honorary degrees and other academic distinctions;
 - (k) determine which qualifications or credits of other universities or institutions shall be acceptable as equivalent to particular qualifications of Machakos University;
 - (l) determine the procedures to be followed in the conferment of the degrees and other awards;
 - (m) determine the design of academic dress and prescribe its use;
 - (n) evaluate research, teaching, and general work of anybody or section of the University and make recommendations thereon to the Council;
 - (o) promote and administer extra-mural, external and extension work of the University;
 - (p) make regulations governing the award of fellowships, scholarships, bursaries, prizes and other awards;
 - (q) promote co-operation and linkages with other institutions of higher learning and industry;
 - (r) promote the welfare of students and staff in the University;
 - (s) propose regulations and procedures for the discipline of students and make recommendations thereof to the Council;
 - (t) require any student to withdraw from the University on academic grounds;
 - (u) receive records and reports of proceedings of various Boards of Schools, Institutes, and Centres, and to consider their recommendations and make appropriate decisions;
 - (v) propose to the Council appropriate criteria for appointment and promotion of all staff of the University;
 - (w) review the Regulations from time to time and to present recommendations thereon to the Council;
 - (x) to consider the constitution and any subsequent amendments and registration of the student union as well as any other recognized students' body and make recommendations to the Council for approval;
 - (y) determine general policy matters relating to the library, laboratory facilities, teaching aids workshops and such other academic services which are in its view necessary for the furtherance of the academic objectives of the University; and
 - (z) exercise such powers as are, or as may be conferred on Senate by the Act, Charter and these Statutes or by the Regulations and to carry out such other orders as the Council shall authorize.
- (7) the Senate shall exercise such powers as are, or as may be conferred on Senate by the Charter, by these Statutes or by the Regulations and to do such other Acts as the Council shall authorize;
 - (8) the Senate may, subject to the Act, Charter, these Statutes and Regulations, establish Committees consisting of such members of Senate or any other persons as it may deem fit and may delegate any of its powers or duties to the Chairman or any (other) of its Committees to act jointly with any Committees appointed by the Council, Boards of Colleges, Campuses, Schools, Institutes or Students Organization. The Senate Committees for the time being are as provided in Schedule II; and
 - (9) the Senate may, for good cause, withdraw from any persons any degree(s) or other distinctions or titles conferred on them, and may revoke any diplomas or certificates granted by the University and withdraw all privileges connected therewith.

Meetings of the Senate

- 6. Unless the Senate otherwise determines, ordinary meetings of the Senate shall be held at least once a semester at such time and place as the Chairman of the Senate may determine.

7. The Chairman of the Senate may at any time call extra ordinary meeting of the Senate and must call a meeting within ten days of receiving a request for that purpose addressed to him or her in writing and signed by not less than one third of the members of the Senate.
8. All matters of detail concerning staff appointment, promotion, discipline and other personnel affairs of Academic and other staff in the University and matters affecting the admission and academic assessment of students whether in general, or in any particular case shall be discussed only at special meetings of the Senate.
9. The quorum of the Senate meetings shall be the nearest whole number above half the membership of the Senate.
10. The Vice-Chancellor or in his or her absence the Deputy Vice-Chancellor (Academic and Student Affairs) shall preside over all meetings of the Senate and in the event or absence of both the Vice-Chancellor and the Deputy Vice-Chancellor (Academic and Student Affairs), then the Deputy Vice-Chancellor (Administration, Planning and Finance) or Deputy Vice-Chancellor (Research, Innovation and Linkages) shall chair the meeting. In the absence of the Vice-Chancellor and all Deputy Vice-Chancellors, members present and constituting a quorum shall in consultation with the Vice-Chancellor elect one among themselves to chair the meeting.
11. The Chairman of the Senate shall have an original and a casting vote in case of an equality of votes.
12. 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 deem fit; and the Senate may empower, any such committees/board to act jointly with any committee/board appointed by the Council.

STATUTE XXXI: THE UNIVERSITY MANAGEMENT BOARD

1. Subject to the Act, Charter and these Statutes there shall be a University Management Board whose membership shall be:-
 - (1) the Vice-Chancellor as Chairman
 - (2) the Deputy Vice-Chancellor (Administration, Planning and Finance)
 - (3) the Deputy Vice-Chancellor (Academic and Student Affairs)
 - (4) the Deputy Vice-Chancellor (Research, Innovation and Linkages)
 - (5) the Principals of Colleges within the University
 - (6) the Registrar (Academic and Student Affairs)
 - (7) the Registrar (Research, Innovation and Linkages)
 - (8) the Registrar (Administration and Planning) as Secretary
 - (9) the Chief Finance Officer
 - (10) such other member(s) of Senior Management as the Council may determine.

Powers and Functions of the University Management Board

2. Further to the functions of the University Management Board as specified in Section 24(2) of the Charter, the Board shall:-
 - (1) make proposals for development projects to the Council;
 - (2) monitor the implementation of University policies and projects;
 - (3) assist the Vice-Chancellor in the day to day management of the University;
 - (4) coordinate the University strategic and development plans;
 - (5) recommend University Budget proposals to the Council for approval;
 - (6) ensure efficient management of the human, physical, and financial resources of the University;
 - (7) make recommendations on any emerging issues to the Council;
 - (8) create such committees as it may deem fit for the purposes of the furtherance of its mandate; and

- (9) have such other powers and duties as may be assigned or delegated to it by the Council.
3. The University Management Board shall hold meetings at least two times a month at such time and place as the Chairman may appoint within the University premises or campus(es).
 4. 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.
 5. Where need arises, decisions of the University Management Board shall be by a simple majority vote of those present and entitled to vote, provided that the Chairman of the University Management Board shall have a casting vote in the event of a tie in any issue.
 6. In the absence of the Chairman, any of the Deputy Vice-Chancellors may be requested by the Vice-Chancellor to Chair any meeting of the Management Board.
 7. The University Management Board may, subject to such limitations as it may deem fit, delegate any of its duties to the Chairman or to a Committee consisting of such members of the University Management Board and other persons at it may empower any such committee to act jointly with any committee appointed by the University Management Board, Senate or College Academic Board for the time being and their membership and terms of reference as provided in these Statutes.
 8. The Chairman shall be an *ex-officio* member of every committee of the University Management Board, but shall not be Chairman of any such committee unless expressly provided.
 9. 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.

PART SIX – COLLEGES, SCHOOLS AND DEPARTMENTS

STATUTE XXXII: COLLEGES WITHIN THE UNIVERSITY

1. Subject to the provisions of Section 7 of the Charter and these Statutes, there shall be established Colleges within the University as the Council may determine from time to time.
2. Each College shall be composed of such Campuses, Schools, Directorates, Institutes, Departments, Centres and other Units as the Council may determine from time to time.

Responsibilities and Functions

3. Colleges shall make recommendations to the Senate with regard to the constituent Departments that are to be associated with that particular College.
4. Each College shall be governed by a College Management Board whose membership, powers and functions shall be as contained in these Statutes.
5. Each College shall have a College Academic Board whose membership, powers and functions shall be as contained in these Statutes.
6. Recommend advertisement of specified programmes in different mode of study and receive in such format as may be specified by Senate, applications in respect thereof.

STATUTE XXXIII: SCHOOLS

1. Subject to the provisions of the Charter and these Statutes, there shall be established Schools in the University as the Council may determine from time to time.
2. The following are the declared Schools of the University for the time being:-
 - (1) the School of Engineering and Technology
 - (2) the School of Business and Economics
 - (3) the School of Humanities and Social Sciences
 - (4) the School of Education.
 - (5) The School of Health Sciences

- (6) the School of Agricultural Sciences
 - (7) the School of Environment and Natural Resources Management
 - (8) the School of Pure and Applied Sciences
 - (9) the School of Hospitality and Tourism
 - (10) the School of Governance and Leadership
 - (11) the School of Law
3. Each School shall be housed in a College as provided for in these Statutes.
 4. A School shall be composed of such Departments, Centres and other Units as the Council may determine from time to time. For the time being the composition of the Schools is as follows:-
 - (1) the School of Engineering and Technology:-
 - (a) the Department of Mechanical and Manufacturing Engineering
 - (b) the Department of Electrical and Electronic Engineering
 - (c) the Department of Building and Civil Engineering
 - (d) the Department of Computing and Information Technology
 - (e) the Department of Green Technology
 - (f) the Department of Agricultural Engineering
 - (2) the School of Business and Economics:-
 - (a) the Department of Business Administration
 - (b) the Department of Entrepreneurship and Management Sciences
 - (c) the Department of Economics
 - (d) the Department of Accounting, Banking and Finance
 - (3) the School of Humanities and Social Sciences:-
 - (a) the Department Languages and Linguistics
 - (b) the Department of Social Sciences
 - (c) the Department of Humanities
 - (d) the Department of Theatre and Performing Arts
 - (4) the School of Applied Human Sciences:-
 - (a) the Department of Fashion, Design and Marketing
 - (b) the Department of Community Resource Management and Extension
 - (5) the School of Education
 - (a) the Department of Educational Management and Curriculum Studies
 - (b) the Department of Educational Psychology
 - (c) the Department of Educational Foundations
 - (d) the Department of Educational Communication Technology
 - (e) the Department of Early Childhood Education Studies
 - (f) the Department of Special Needs Education
 - (6) the School of Health Sciences:-
 - (a) the Department of Nursing Sciences
 - (b) the Department of Clinical Medicine
 - (c) the Department of Public and Community Health
 - (d) the Department of Human Nutrition and Dietetics
 - (7) the School of Agriculture
 - (a) the Department of Crops and Soil Science
 - (b) the Department of Animal Science and Health
 - (c) the Department of Agribusiness Management
 - (d) the Department of Food Science and Technology
 - (e) the Department of Veterinary Sciences
 - (f) the Department of Agricultural Education and Extension
 - (8) the School of Environment and Natural Resources Management
 - (a) the Department of Environmental Sciences
 - (b) the Department of Environmental Planning and Management
 - (c) the Department of Environmental Studies and Community Development

- (d) the Department of Water Resources Management
- (9) the School of Pure and Applied Sciences
 - (a) the Department of Biological Sciences
 - (b) the Department of Physical Sciences
 - (c) the Department of Mathematics, Statistics and Actuarial Science
 - (d) the Department of Mining and Geological Sciences
- (10) the School of Hospitality and Tourism
 - (a) the Department of Hospitality Management
 - (b) the Department of Tourism Management
- (11) the School of Governance and Leadership
 - (a) the Department of Leadership and Organizational Development
 - (b) the Department of Governance, Ethics and Public Administration
- (12) the School of Law
 - (a) the Department of Private Law
 - (b) the Department of Public Law
 - (c) the Department of Commercial Law

Responsibilities and Functions

5. A School shall make recommendations to the Senate through its relevant College Management Board with regard to the constituent Departments that are to be associated with that particular School.
6. Each School shall be governed by a School Board whose membership, powers and functions shall be as provided for in these Statutes.
7. The School shall have the overall mandate of coordinating all the administrative and academic matters of its constituent Departments, Centres and Other Units.
8. In the case of Graduate School, its functions and responsibilities shall include but not limited to:-
 - (1) liaising with other Schools in coordinating graduate studies; and
 - (2) implementing the decisions of the Board of Graduate School.

STATUTE XXXIV: DEPARTMENTS

1. Subject to the provisions of the Charter and these Statutes, there shall be established Departments within Schools of the University as the Council may determine from time to time.
2. The Departments within the Schools of the University for the time being are as provided in Statute XXXIII, Section 4 above.

Responsibilities and Functions

3. Each Department shall be governed by a Departmental Board whose membership, powers and functions shall be as provided for in these Statutes.
4. Each teaching Department shall be regarded for administrative purposes as being a constituent part of a School but may, in relation to other Colleges, Schools or Institutes in which such a Department has teaching or other commitments be regarded as being associated with such other Colleges, Schools, Institutes or Centres.

PART SEVEN – OTHER UNIVERSITY COMMITTEES AND BOARDS

STATUTE XXXV: BOARD OF EXAMINERS

1. There shall be a University Board of Examiners for the University which shall be chaired by the Vice-Chancellor.

2. There shall be a Board of Examiners for each College, Campus, School, Institute and Department which shall consist of all internal and external examiners appointed by the Senate.
3. The Principal of each College, the Dean of each School, the Director of each Campus or Institute or the Chairman of each teaching Department shall be the Chairman of the respective Board of Examiners.
4. The Departmental Board of Examiners shall receive and moderate draft examinations question papers internally before forwarding to external examiners for moderation and thereafter submit to the Registrar (Academic and Student Affairs) for further processing.
5. The Board of Examiners of the Department, School, Institute, Campus and College shall receive, process, consider and moderate examination results and make recommendations to the School, Institute, Campus, College and Senate, respectively for approval.
6. The quorum of a Board of Examiners shall be the nearest whole number above half of the members of the Board.

STATUTE XXXVI: THE BOARD OF GRADUATE SCHOOL

1. There shall be established a Board of Graduate School.
2. The Board shall be headed by a Dean, who shall be appointed by the Vice-Chancellor from among persons holding the rank of Senior Lecturer and above for a period of two years renewable once.
3. The operations of the Graduate School shall be governed by a Board of Graduate School which shall be a Committee of Senate.
4. The Board shall consist of:-
 - (1) the Dean, Graduate School who shall serve as its Chairman;
 - (2) the Deans of Schools;
 - (3) the Directors of Campuses and Institutes, Directorates and Centres with postgraduate programmes;
 - (4) the Director, Directorate of Research, Innovation and Technology; and
 - (5) the Administrator in the School who will serve as Secretary.
5. The Board shall meet at least three times in a Semester.
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 University Senate in respect to the conduct of postgraduate studies throughout the University and shall, in particular, have responsibility over the following matters:-
 - (1) co-ordination, formulation and review of postgraduate studies rules and regulations;
 - (2) disbursement of University postgraduate scholarships;
 - (3) approval and registration of postgraduate research proposals;
 - (4) monitoring and tracking progress reports of postgraduate students;
 - (5) co-ordination and processing of postgraduate projects and theses and their submissions and examination by internal and external examiners;
 - (6) approval and ratification of internal and external examiners;
 - (7) enforcement of rules, regulation and policies on supervision of postgraduate students;
 - (8) registration and deregistration of postgraduate students in accordance with the relevant rules, regulations and policies; and
 - (9) organizing postgraduate workshops and presentations by Masters and Doctorate candidates before their graduations.
8. In respect of the co-ordination of postgraduate syllabi and regulations, the Board shall:-
 - (1) liaise with all Schools, Departments and Institutes and make such recommendations as regards the content and organization of postgraduate programmes and to ensure adherence to the set standards;

- (2) 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;
 - (3) publish and make available records of published work arising from postgraduate research undertaken with 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
 - (4) cause to be published and disseminate any material it considers of relevance to the general conduct of postgraduate studies within the University.
9. The Board may, at its discretion, invite other scholars of the University to attend its meetings in an advisory capacity only and without the right to vote at such meetings.
10. In respect of admissions of postgraduate students, the Board shall:-
- (1) receive and ratify lists of admitted students from each School and College Academic Boards; and
 - (2) publish the postgraduate students nominal roll and/or remove from the nominal roll the name of any postgraduate student whose discontinuation or de-registration is approved by the Senate.
11. In respect of the administration of postgraduate scholarships, the Board shall:-
- (1) 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;
 - (2) advertise all such scholarships;
 - (3) allocate such scholarships to Colleges, Schools, Departments or specific applicant who fulfill the required academic qualifications as well as any specific terms that may be attached to the scholarships in questions; and
 - (4) have powers to solicit scholarships from prospective donors, and to liaise with other bodies within or outside the University that are recipients of scholarships tenable at the University.
12. In respect of the administration and processing of postgraduate research proposals, projects and theses the Board shall:-
- (1) be responsible for receiving and approving the nominations by Colleges, School, Institutes or Departments, of supervisors for all postgraduate research leading to the preparation of theses, projects or other similar works and acting always on that behalf; hold the responsibility specified hereinafter;
 - (2) keep records on the progress of postgraduate research, and in this connection receive from Colleges, Schools or Institutes recommendations for the deregistration of candidates whose work is unsatisfactory or for discontinuation for sufficient cause and make such recommendations to the Senate as it shall deem appropriate;
 - (3) process the appointment of boards of examiners for postgraduate theses, projects or other related presentations;
 - (4) send out invitations to examiners for postgraduate research presentations, on the recommendation of the relevant School and institutes;
 - (5) cause copies of submitted theses, projects or similar presentations to be forwarded to the examiners;
 - (6) receive the written assessment of such theses, projects or similar presentation from the examiners;
 - (7) convene Board of Examiners' meeting in consultation with the Dean concerned;
 - (8) provide secretarial services to the board of examiners' meetings;
 - (9) provide Senate representatives to the board of examiners' meetings;
 - (10) forward recommendations of the Board of Examiners to the Senate for approval;
 - (11) inform all candidates of the results of the examinations after approval by Senate;
 - (12) safeguard the University against plagiarism; and

- (13) process the approved theses, projects or similar presentations before deposition to libraries.
13. In respect of the conduct and supervision of postgraduate studies programmes, the Board shall:-
- (1) be responsible for the effective and regular management and conduct of the entire postgraduate studies programmes, and on this behalf maintain close coordination with various Schools, Institutes and Departments that conduct postgraduate courses;
 - (2) without prejudice to the generality of the foregoing paragraph ensure that effect is given to the following regulations and requirements:-
 - (a) that postgraduate research supervisors are competent and specialized in the subject area within which the proposed research falls;
 - (b) that supervisors keep regular contact with their students as it is stipulated in the relevant regulations;
 - (c) that joint supervisors do maintain regular consultations with one another, with regard to the progress of the student;
 - (d) that supervisors submit progress report on their students, as it is stipulated in the relevant regulations;
 - (e) that students submit up-to-date reports regarding their own research work in the manner stipulated in the relevant regulations;
 - (f) that students are accorded facilities for defense hearing of their works and the production of reports arising out of those proceedings for submission to the Dean, Graduate School;
 - (g) that the students are encouraged to publish their work, or any part thereof, in scholarly or professional journals or other works and that they are given instructions in the techniques of publishing such work;
 - (h) that external qualified persons are considered for appointment as external supervisors;
 - (i) that the policy on intellectual property rights is adhered to in relation to joint publications of students work with their supervisors;
 - (j) 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
 - (k) that appropriate disciplinary or other action is recommended to the relevant authority, in relation to any supervisor who fails to perform professional duties.
14. In respect of the welfare and discipline of postgraduate students, the Board shall:-
- (1) 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
 - (2) 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 in accordance with these Statutes.

STATUTE XXXVII: THE COLLEGE MANAGEMENT BOARD

1. There shall be established, for each College, a College Management Board whose membership shall be:-
 - (1) the Principal who shall be the Chairman;
 - (2) the Deputy Principal;
 - (3) the Deans of Schools within the College;
 - (4) the Directors of Institutes within the relevant Schools in the College;
 - (5) the College Chief Finance Officer; and

- (6) the College Registrar who shall be Secretary.
2. The College Management Board shall be responsible for academic and administrative functions of the College and for this purpose its functions shall include:-
 - (1) management of the personnel, facilities and finances of the College;
 - (2) planning for College teaching facilities needs and development;
 - (3) preparation of annual estimates of the funds required by the College and administration of all funds entrusted to it;
 - (4) generation of revenue for the College through proposal writing, grants, donations, income generating activities (IGAs) and any other means on behalf of the University;
 - (5) recommend renewal of contracts for members of staff in Grades I – IV, A-F, Graduate Assistants and Tutorial Fellows;
 - (6) catering for the welfare of staff and students within the College;
 - (7) implementation of rules and regulations governing the conduct, behaviour and discipline of staff and students of the College as approved by the Senate and the Council; and
 - (8) maintenance of College equipment and facilities.
 3. Unless the College Management Board otherwise determines, a meeting of the College Management Board shall be held at least three times in each semester at such time as the Chairman may appoint.
 4. At all meetings of the College Management Board a quorum shall be the nearest whole number above half the membership of the College Management Board.
 5. Decisions of the College Management Board will be by a simple majority vote of those present and voting provided that the Chairman of the College Management Board shall have a casting vote in the event of an equality of votes.
 6. The Chairman may at any time call a meeting of the College Management Board and shall call a meeting within 14 days of receiving a request for that purpose addressed to him or her and signed by a 50% of the members of the College Management Board.
 7. The Chairman, or in absence, the Deputy Principal, shall preside at all meetings of the College Management Board at which he or she is present and in the absence of both the Chairman and the Deputy Principal, the members present shall elect a temporary Chairman from among themselves.
 8. The College Management Board may, subject to such limitations as it may deem necessary, delegate any of its powers or duties to the Chairman or a committee or committees consisting of such members of the College Management Board and other persons as it may deem fit, and the College Management Board may empower any such committee or committees to act jointly with committees appointed by the College Academic Board, Senate or Management Board.
 9. The College Management Board shall not delegate to the Chairman or to a committee the power to approve, without further reference to the College Management Board the annual estimates of expenditure.
 10. The Chairman shall be an ex-officio member of every committee of the College Management Board but shall not be the Chairman of any such committee unless expressly so provided.
 11. Unless the College Management Board otherwise determines, a quorum of any committee of the College Management Board shall be the nearest whole number above half the membership of the Committee.
 12. The College Management Board shall cause a copy of its minutes to be sent to the Secretary, University Management Board as soon as such minutes have been confirmed and duly signed.
 13. Subject to the provisions of these Statutes, the College Management Board shall have power to regulate by such means as it may deem fit its own procedures of its own meetings and those of its committees.

STATUTE XXXVIII: THE COLLEGE ACADEMIC BOARD

1. There shall be a College Academic Board for each College whose membership shall be:-
 - (1) the Principal who shall be the Chairman;
 - (2) the Deputy Principal;
 - (3) the Deans of Schools and Directors of Institutes within the College;
 - (4) the Chairmen of Teaching Departments within the College
 - (5) the Full Professors within the College who are not members of the Board by virtue of any other provision of this Statute;
 - (6) one Academic staff representative from each School and Teaching Institute in the College
 - (7) the College Librarian;
 - (8) one elected postgraduate students' representative;
 - (9) one elected student representative from each School and/or teaching Institute;
 - (10) two Senate representatives from outside the respective Colleges;
 - (11) the College Registrar who shall be secretary; and
 - (12) any other member as the University Management Board may appoint.

Responsibilities and Functions

2. The College Academic Board shall be responsible for the administration and management of all academic matters of the College. The functions of the College Academic Board shall be:-
 - (1) to propose regulations to the Senate for the admission of students to the courses in the College and their continuance with such course;
 - (2) to consider and approve admission of students' subject to ratification by Board of Graduate School and Senate;
 - (3) to issue provisional admissions letters to successful applicants;
 - (4) to approve and recommend approval by Senate of all matters relating to syllabi, teaching, examinations, students' progress and research in the respective College
 - (5) to consider and approve supervisors and examiners for postgraduate students' subject to ratification by Senate;
 - (6) to recommend to Senate proposals for review of existing and the mounting of new academic programmes;
 - (7) to recommend grant of scholarships, fellowships and awards and revocation of any such grants;
 - (8) to direct and make regulations on the teaching and research within the College;
 - (9) to approve names of internal and external examiners for ratification and appointment by Senate;
 - (10) to deal with and report on any matter(s) referred to it by the Council, Senate and Management Board;
 - (11) to coordinate and administer postgraduate research grants; and
 - (12) to coordinate registration of all students in the respective Colleges.
3. Unless the Academic Board otherwise determines, the meetings of the Academic Board shall be held at least three times in each semester at such time and place as the Chairman of the Academic Board may point.
4. The Chairman of the Academic Board may at any time call for a meeting of the Academic Board but shall call for a meeting within ten days of receiving a request for that purpose addressed to him or her and signed by not less than 50% of the members of the Academic Board.
5. The Chairman of the Academic Board or in absence, the Deputy Principal shall preside at meetings of that Academic Board at which he or she is present, and in the event of absence of both the Chairman of the Board and the Deputy Principal, the members present and constituting a quorum shall elect a temporary Chairman for a scheduled meeting.

6. At any meeting of the Academic Board, a quorum shall be the nearest whole number above half the membership.
7. The Chairman of the meeting shall have an original and a casting vote.
8. The academic board may, subject to such limitations as it may deem fit, delegate any of its powers or duties to committee consisting of such members of the Academic Board and other persons as it may deem fit and the Academic board may empower any such committee to act jointly with any committee appointed by the College Management Board.
9. Subject to the provisions of these Statutes, the Academic Board shall have power to regulate, by such means as it shall deem fit, procedures of its own meeting and those of its committees.

STATUTE XXXIX: SCHOOL BOARDS

1. There shall be a School Board for each School in the University.
2. Each School Board with the exception of the Board of Graduate School shall constitute:-
 - (1) an Academic Board;
 - (2) a School Postgraduate Studies Committee;
 - (3) a Board of Examiners; and
 - (4) any other Boards or Committees as the School may deem necessary.
3. A School Board with the exception of the Board of Graduate School shall have the following membership:-
 - (1) the Dean of the School who shall be the Chairman;
 - (2) all Professors, Associate Professors, Senior Lectures, Lecturers, Assistant Lecturers, Tutorial Fellows and full-time academic staff of equivalent grades in the associated Departments who are engaged in teaching students within the School;
 - (3) the full-time administrative and technical staff of equivalent grades of lecturer and above;
 - (4) one students representative elected from among the regular students of the relevant School, except that the student shall not be entitled to attend deliberations of the School Board matters which are considered by the Chairman of the Board to be confidential or which relate to the general discipline of students, examination results, the academic performance of students and other related matters; and
 - (5) part-time teaching members of staff and Graduate Assistants may attend School Board meetings, but shall not have voting rights.
4. The Registrar (Academic and Student Affairs), Principal of relevant College, Deputy Vice-Chancellor (Academic and Student Affairs) and Vice-Chancellor, shall be ex-officio members of the School Boards.
5. The most senior administrative officer at each School shall be Secretary to the School Board.
6. Each School Board may in liaison with Deputy Vice-Chancellor (Academic and Student Affairs) invite other persons to attend its meetings in an advisory capacity; provided that the persons so invited shall not acquire rights of membership to the Board and shall have no voting rights.
7. Unless otherwise provided by the Charter, these Statutes or Regulations, the quorum at all School Board shall be nearest whole number above half of the membership of the Board.

Responsibilities and Functions

8. The Board of each School shall have following powers and functions:-
 - (1) to consider and make recommendations to the Senate on the composition, structure and governance of the School;
 - (2) to consider and make recommendations to the Senate on all matters relating to curricula, teaching, examinations, students' progress and research in the School;
 - (3) to recommend to the Senate, persons for appointment as internal and external examiners in that School;

- (4) to recommend supervisors and examiners for postgraduate students to the College Academic Board and Senate;
- (5) to submit proposals to the Senate for academic development;
- (6) To determine the rules governing the procedure to be followed at meetings of the School Board;
- (7) to select and recommend admission of students to the Senate;
- (8) to deal with and report on any matters referred to it by the Senate and/or College Academic Board; and
- (9) the School Board may, subject to such limitations as it may deem necessary, delegate any of its powers or duties to a committee consisting of such members of the School Board and other persons as it may deem necessary and the School Board may empower such committee to act jointly with any committee appointed by the College Management Board and/or the Senate.

STATUTE XL: THE DEPARTMENTAL BOARD

1. There shall be Departmental Board for each Department which shall consist of:-
 - (1) the Chairman of the Department as Chairman;
 - (2) all full-time members of the academic staff of the Department;
 - (3) the Professor Emeritus, Adjunct Lecturers and Part-time Lecturers in the Department or their representatives, as determined by the Departmental Board;
 - (4) where relevant, at least one representative of the technical staff in the Department or where technical staffs are assigned to the School and not Departments and the Board considers it helpful to have representatives of such staff, at least one representative of the technical staff in the School, elected annually by such staff, provided that the representative (s) so elected shall not be entitled to attend for deliberations on matters considered by the Chairman to be confidential; and
 - (5) two student representatives in the Department elected annually by the students from amongst themselves provided that the students so elected shall not be entitled to attend deliberations on matters considered by the Chairman to be confidential.
2. The Vice-Chancellor, the Deputy Vice-Chancellor (Academic and Student Affairs), Registrar (Academic and Student Affairs), respective College Principal and Deans shall be entitled to attend Departmental Board meetings in an ex-officio capacity.
3. From time to time, the Chairman of the Department, after consultation with members of the Departmental Board, may invite other persons to attend Departmental Board meetings.
4. Each Department Board shall meet at least twice every semester and shall maintain a proper system of developing and recording agendas and minutes for such meetings, a copy of which shall be submitted to the Deputy Vice-Chancellor (Academic and Student Affairs).
5. Unless otherwise provided by the Charter, these Statutes or Regulations, the quorum at all Departmental Boards meetings shall be the nearest whole number above half of the membership of the Board.
6. The Departmental Board, may subject to such limitations as it may deem necessary, delegate any of its powers or duties to a committee consisting of such members of the Departmental Board and other persons as it may deem fit and the Departmental Board may empower such committee to act jointly with any committee appointed by the School Board.
7. The function and powers of the Departmental Board subject to the provision of the charter, these Statutes, the authority of the Senate, provision of this Statute and such limitations as the School of which the Department forms a part may impose, shall be as follows:-
 - (1) arrange for, conduct and control the teaching and instruction of students within the Departmental and the setting and marking of examination papers in accordance with regulations approved by Senate, the general academic policy agreed by the College and School Boards and the approved administrative procedures of the University;

- (2) make recommendations to the School and College Boards and Senate for the establishment of new courses based on market needs surveys, requirement of professional bodies, Government regulatory agencies and amendment of existing regulations and curricula relating to studies within the Department;
- (3) may delegate functions and responsibilities to individuals or groups of individuals within the Departments;
- (4) to identify, vet and recommend internal and external supervisors and examiners for postgraduate students to the School Board and Senate;
- (5) exercise such powers as may be conferred upon it by the School Board, College Academic Board, the Senate, University Management Board or the Vice-Chancellor;
- (6) may provide consultancy services on matters concerning the subject to the general University policy on consultancy services;
- (7) monitor the implementation of the University's conditions relating to the undertaking of private remunerative work in respect of the members of the Department;
- (8) may make recommendations in respect of estimates of expenditure as may be generated by constituted Department Budget committee;
- (9) suggest a preliminary short-list of candidates for appointment to academic and technical posts within the Department, taking into account the need to maintain strict confidentiality in handling applications, and shall forward such short-lists to the relevant Board of Selection for consideration;
- (10) recommend candidates for staff Development Programmes;
- (11) formulate general guidelines on research and suggest means of funding research programmes in the Department;
- (12) to vet and shortlist applications for admissions into various academic programmes and submit recommendations to the School Board;
- (13) submit recommendations to the Senate through the School and College Boards in respect of the appointment of External Examiners and any other consultants in the Department; and
- (14) analyze Departmental staffing needs and make recommendations for appointments where necessary.

STATUTE XLI: THE CAMPUS MANAGEMENT BOARD

1. Subject to the Act, the Charter and these Statutes, there shall be established Campuses of the University.
2. The Vice-Chancellor may from time to time establish a Campus Management Board for each Campus.
3. Each Campus shall be governed by a Management Board whose membership and Terms of reference shall be determined by the Senate.

STATUTE XLII: THE MANAGEMENT BOARDS OF DIRECTORIES AND INSTITUTES

1. Subject to the Charter and these Statutes, the Council may from time to time establish Directorates, Institutes and Units within the University.
3. Each Directorate or Institute shall be governed by a Board whose membership and Terms of Reference shall be determined by the Senate.

PART EIGHT – DIRECTORATES AND UNITS

1. Subject to the provisions of the Charter and these Statutes, there shall be established Directorates and Units within the University as the Council may determine from time to time.

STATUTE XLIII: THE DIRECTORATE OF PERFORMANCE CONTRACTING AND QUALITY MANAGEMENT SYSTEMS

1. There shall be established a Directorate of Performance Contracting and Quality Assurance 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 Lecturer and above and shall serve for a term of two years, renewable upon satisfactory performance.
3. The Board of Management of the Directorate shall comprise of the following:-
 - (1) the Vice-Chancellor as Chairman;
 - (2) the Deputy Vice-Chancellor (Academic and Student Affairs);
 - (3) the Deputy Vice-Chancellor (Administration, Planning and Finance);
 - (4) three Senate representatives;
 - (5) three members appointed from among members of both teaching and non-teaching staff;
 - (6) the Registrar (Administration and Planning);
 - (7) the Chief Finance Officer;
 - (8) two student Governing Council representatives;
 - (9) the Officer in-charge of Performance Contracting;
 - (10) the Officer in-charge of Quality Management Systems; and
 - (11) the Director who shall serve as the Secretary.
4. The Directorate shall:-
 - (1) oversee and manage the University's functions of Performance Contracting and Quality Assurance in line with the University Strategic Plan;
 - (2) facilitate pre-negotiation, negotiation and vetting of performance targets with the Ministry of Education, Science and Technology and prepare the final annual Performance Contract and eventual signing of the same;
 - (3) maintain a working contact with other University organs or officers on quality assurance, performance contracting and appraisal matters;
 - (4) advise the University management on the current national, regional and international trends on performance contracting and appraisal;
 - (5) facilitate preparation of evidence and evaluation of performance targets;
 - (6) coordinate cascading and signing of performance contracts within the University;
 - (7) conduct self-assessment of academic programmes and evaluation of lecturers and facilities by students;
 - (8) initiate and prepare relevant quality assurance policy documents;
 - (9) coordinate and facilitate all trainings and sensitization workshops outlined in the performance contract;
 - (10) collect on a timely basis and store in an easily retrievable manner all performance target evidence from all sections or Departments within the University;
 - (11) collate, review and submit through the relevant office periodic performance reports to the relevant Government agencies;
 - (12) ensure that divisions, sections and Departments submit their quarterly reports on a timely basis;
 - (13) facilitate and coordinate end of the year performance contract evaluation;
 - (14) prepare monthly management briefs on performance contract;
 - (15) coordinate all aspects of ISO 9001:2015 QMS and other ISO QMS; and
 - (16) Undertake any other Performance Contracting and QMS matters as may be referred from time to time by the Vice-Chancellor or the Council.

STATUTE XLIV: DIRECTORATE OF QUALITY ASSURANCE

1. There shall be established a Directorate of Quality Assurance that shall be managed by a Director and a Board of Management.
2. The Board of Management of the Directorate shall comprise of the following:-
 - (1) the Deputy Vice-Chancellor (Academic and Student Affairs) as Chairman;
 - (2) five Deans of Schools nominated by the Senate;
 - (3) the Director, Directorate of Research, Innovation and Technology;
 - (4) the Director, Directorate of Performance and Quality Management Systems;
 - (5) two student Governing Council representatives; and
 - (6) the Director who shall serve as the Secretary.
3. 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 years, renewable once upon satisfactory performance.
4. The functions of the Directorate shall be:-
 - (1) to work with relevant University organs in defining and setting quality standards and benchmarks;
 - (2) to coordinate the development and review of policies and operational manuals, as well as instruments for use in internal evaluations, to guide the University quality assurance operations;
 - (3) to work with academic departments in assuring the quality of academic programmes, including coordinating assessment of programmes, sensitizing, advising and guiding departments on the execution of quality assurance activities;
 - (4) to coordinate analysis of students' evaluation of teaching effectiveness as well as external examiners reports;
 - (5) to monitor the implementation of recommendations from internal and external evaluation of academic programmes;
 - (6) to evaluate the quality of teaching facilities, including classrooms, lecture theatres, laboratory equipment, information communication, and library services;
 - (7) to coordinate the acquisition and evaluation the perception of stakeholders on the quality of academic programmes, products and services;
 - (8) to maximise the utilization of human resources in the delivery of services;
 - (9) to establish linkages, partnerships, and networks with various institutions to enhance quality of delivery of services;
 - (10) to give recommendations, advice and guidance to the Council, the University Management Board, Senate, Directorates, Schools and Departments on quality assurance matters; and
 - (11) to address any other quality assurance issue as may be referred by the Vice-Chancellor, the Senate or the Management Board from time to time.
5. The Board shall be answerable to the Vice-Chancellor and shall, in conjunction with other units, be responsible for overseeing and enforcing implementation of the Quality Assurance Policy with respect to the following functions:-
 - (1) to provide guidance in development and implementation of internal and external quality assurance procedures and practices;
 - (2) to ensure that the quality of academic programmes at the University meet the prescribed standards;
 - (3) to create an enabling atmosphere for students to attain competences and skills through the University academic programmes;
 - (4) to ensure that the University polices, systems, and processes for the development, maintenance, and enhancement of quality in all its educational provisions are functioning in line with the Commission for University Education, Inter-University Council of East

Africa and other relevant regulatory bodies that provide guidelines for quality assurance in higher education;

- (5) to provide support in maintaining and developing quality of academic programmes through enhanced support processes;
- (6) to oversee development of a culture of continuous quality improvement to achieve academic excellence;
- (7) to strengthen the role played by the Directorate of Quality Assurance in quality management and enhancement;
- (8) to ensure improvement of the University learning and working environment in order to attract and retain staff and students; and
- (9) to address any other strategic and policy matters within the mandate of the Directorate as may be referred to it from time to time by the Vice-Chancellor or the Senate.

STATUTE XLV: THE DIRECTORATE OF INFORMATION COMMUNICATION TECHNOLOGY SERVICES

1. There shall be a Directorate of Information Communication Technology Services that shall be managed by a Director and a Management Board.
2. The Director shall be appointed by the Vice-Chancellor from among teaching staff at the rank of Lecturer and above and shall serve for a term of two years, renewable once and upon satisfactory performance.
3. The Board of Management shall comprise of the following:-
 - (1) the Deputy Vice-Chancellor (Administration, Planning and Finance) as Chairman;
 - (2) two representatives of the University Senate;
 - (3) three members appointed based on their Information Communication Technology competencies;
 - (4) two student Council representatives; and
 - (5) the Director as the Secretary.
4. The Board may at its discretion, co-opt other persons not exceeding three to attend meetings in an advisory capacity.
5. The Directorate shall perform the following functions related to Information Communication Technology:-
 - (1) develop, implement, evaluate and review the University Information Communication Technology policy;
 - (2) consider and recommend plans, strategies and policies in line with the University priorities;
 - (3) consider and recommend budget and the allocation of resources among users;
 - (4) provide guidance in the development, use and maintenance of a reliable, secure and cost effective Information Communication Technology infrastructure;
 - (5) assure the confidentiality, integrity and availability of information within the University;
 - (6) ensure accessibility to the University community regardless of gender, age, religion, location and race;
 - (7) ensure the establishment of an efficient Information Communication Technology environment that provides for collaboration and sharing of information over University networks; and
 - (8) address any other Information Communication Technology strategic and policy matters as may be referred from time to time by the Vice-Chancellor or the Senate.

STATUTE XLVI: THE DIRECTORATE OF 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 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:-
 - (1) the Deputy Vice-Chancellor (Research, Innovation and Linkages) as Chairman;
 - (2) four Deans nominated by the University Management Board;
 - (3) the Officer in-charge of Intellectual Property Rights;
 - (4) two Representatives of the Senate;
 - (5) two student governing Council representatives; and
 - (6) the Director of the Directorate as the Secretary.
5. The Board shall be answerable to the Vice-Chancellor and shall, in conjunction with other units, be responsible for the following functions:-
 - (1) to develop and recommend to the Senate the research policy of the University;
 - (2) to review University research policy and make recommendation to Senate;
 - (3) to establish research priorities for the University;
 - (4) to address all matters related to intellectual property rights;
 - (5) to address all matters related to establishment and implementation of linkages;
 - (6) to receive and approve all research proposals and co-ordinate collaborative research projects;
 - (7) to make recommendations to Senate on the allocation of funds available for research and travel in connection with research and for traveling to conferences;
 - (8) to receive reports from recipients of grants on the use of research funds received from all sources;
 - (9) to allocate research funds to individual applicants out of the funds voted by Senate for this purpose;
 - (10) to formulate proposals for applications for research funds from external donors;
 - (11) to prepare annually budget estimates or a submission for all allocation of funds from the University resources;
 - (12) to identify and recommend to the University the establishment of research facilities including laboratories;
 - (13) to develop and administer an Intellectual Property Rights policy; and
 - (14) to address any other strategic and policy matters within the mandate of the Directorate as may be referred to it from time to time by the Vice-Chancellor or the Senate.

STATUTE XLVII: SCHOOL OF OPEN, DISTANCE AND E-LEARNING

1. There shall be School of Open, Distance and e-Learning whose membership shall consist of:-
 - (1) the Dean of the School appointed by the Vice-Chancellor from amongst persons holding the rank of Lecturer or above for a period of two-year renewable for a further one term of two years who shall serve as Chairman of the School Management Board;
 - (2) the Deans and Directors of Schools, Institutes and Centres;
 - (3) two representatives of the Senate;
 - (4) two student representatives; and
 - (5) the Administrator at the School who shall serve as its Secretary provided that the School may, at its discretion, invite other scholars of the University to attend its meetings in advisory capacity only and without the right to vote at such meetings.

2. Notwithstanding the provisions of any other regulation, the School shall be answerable to the Senate in respect of the conduct of the Open, Distance and e-Learning programmes of the University and shall in particular, have responsibility over the following matters:-
 - (1) the co-ordination of Open Distance and e-Learning programmes syllabi and regulations;
 - (2) the admission of Open, Distance and e-Learning programme students;
 - (3) the administration and processing of Open Distance and e-Learning programmes examinations;
 - (4) the proper conduct and supervision of the Open, Distance and e- Learning programmes;
 - (5) the general welfare and discipline of Open, Distance and e-Learning programme students and provide guidance to the University on other matters pertaining to students affairs in the approved Centres; and
 - (6) the maintenance of education standards and implementation of quality assurance mechanisms.
3. The School shall carry the status of a School, Institute or Centre and shall in that capacity enjoy all the rights, privileges and immunities of and exercise all the powers equivalent to those of Institute or School in so far as those rights, privileges, immunities and powers are consistent with the provision of these Regulations.
4. The School shall in respect of each of the matters set out in Clause (2) above exercise the powers and perform the duties set out as follows:-
 - (1) In respect of the co-ordination of Open, Distance and e-Learning program syllabi and regulations, the School shall:-
 - (a) have primary responsibility of the enforcement of the common regulations for the Open, Distance and e-Learning programmes in all approved Centres;
 - (b) make available all information related to Open Distance and e-Learning programmes studies by publishing a prospectus of programmes offered in the approved Centres; and
 - (c) cause to be published and disseminated any material it considers of relevance to the general conduct of the Open, Distance and e-Learning programmes.
 - (2) In respect of admission of Open, Distance and e-Learning programme students the School shall:-
 - (a) advertise all such programme and receive in such format as may be specified by Senate, applications in respect thereof;
 - (b) send letters of admission to successful candidates and also notify the Faculties and Departments, Institutes or Schools;
 - (c) send all relevant information to the successful and unsuccessful candidates;
 - (d) publish the Open, Distance and e-Learning programmes nominal roll;
 - (e) register all Open, Distance and e-Learning programme students, and thereafter refer them to their respective approved Centres;
 - (f) keep under review, the progress of each Open, Distance and e-Learning programme student and make such recommendations thereon to the Senate as may be appropriate; and
 - (g) remove from the nominal roll the name of any Open, Distance and e- Learning programme student whose discontinuation or de-registration is approved by Senate.
 - (3) In respect of the administration and processing of Open, Distance and e- Learning programmes the School shall:-
 - (a) process the appointment of Board of Examiners for Open, Distance and e-Learning programmes examinations;
 - (b) send out invitations to examiners for Open, Distance and e-Learning programmes on the recommendation of the respective approved Centres;
 - (c) convene Board of Examiners meetings in consultation with the approved Centres concerned;

- (d) 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 unanimous; provided that in the absence of unanimity of the examiners recommendations shall be deliberated upon by the Board and recommendations thereon made to the Senate; and
- (e) cause secretarial services to be provided for the Boards of Examiners meetings.

STATUTE XLVIII: THE GENDER MAINSTREAMING UNIT

1. There shall be a Gender 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 years, renewable once and upon satisfactory performance.
3. The Unit shall have the following functions:-
 - (1) to develop, implement, evaluate and review the University Gender Policy;
 - (2) to prepare proposals for funding of gender mainstreaming activities in and around the University community;
 - (3) to actively participate in resource mobilization to implement the Gender Mainstreaming Policy;
 - (4) to mainstream gender issue in all University policies, programmes and activities;
 - (5) to advocate for increased participation of women in governance and management within the University;
 - (6) to ensure that the University community, infrastructure and work environment is gender responsive;
 - (7) to encourage and facilitate empowerment of women and men on gender issues;
 - (8) to establish and strengthen existing partnerships and collaborations in gender and education; and
 - (9) to undertake any other gender matters as may be referred from time to time by the Vice-Chancellor or the Senate.

STATUTE XLIX: 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 years, renewable once and upon satisfactory performance.
3. The Unit shall have the following functions:-
 - (1) to develop, implement, evaluate and review the University HIV and AIDS policy;
 - (2) to mainstream HIV and AIDS into the core functions of the University;
 - (3) to prepare proposals for funding of HIV and AIDS activities in and around the University community;
 - (4) to actively participate in resource mobilization from Government Ministries, Department and Agencies to implement the HIV and AIDS Policy;
 - (5) to lay down sustainable mechanism for prevention, control and management of HIV and AIDS;
 - (6) to set up mechanisms for provision of appropriate care and support of the infected and affected within the University;
 - (7) to provide access to information and materials on HIV and AIDS;
 - (8) to promote progressive and non-discriminatory policies and practices;
 - (9) to mobilize of the University community to participate in HIV and AIDS prevention, control and management programmes;

- (10) to educate and sensitize University community on the need to change their behaviour, attitude and beliefs;
- (11) to promote partnership and networking with other stakeholders for support and resource mobilization;
- (12) to provide adequate and appropriate information education and communication material;
- (13) 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;
- (14) 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; and
- (15) to undertake any other HIV and AIDS matters as may be referred to it from time to time by the Vice-Chancellor or the Senate.

STATUTE L: POWER OF DELEGATION

1. Subject to the provision of the Act, Charter, these Statutes and Regulations, the Council, the Senate, the Boards of Institutes and Schools, Departments and the Convocation may, subject to such conditions as they may deem necessary to impose, delegate any of the powers or duties conferred or imposed under or by virtue of the Act, these, Statutes or Regulations to their respective Chairmen or any others or others of their members or to anybody comprising such members or member and such other persons as member and such other as they may respectively appoint.
2. Subject to the Act, these Statutes and the Regulations any such delegations shall be revocable at will and shall not preclude the person or body making the delegation from exercising any of the powers or duties conferred upon or imposed under or by virtue of the Act, these Statutes of the regulations.
3. The Council shall not delegate its powers to alter, amend, add to or revoke any of the provision of these Statutes and the Regulations.
4. Notwithstanding the foregoing provisions and subject to the generality of the provisions relating to delegation of any other officers of the University, the saving provisions on the specific powers of delegating in these Statutes shall be set out in Schedule III.

PART NINE – UNIVERSITY ADMISSIONS, FEES, EXAMINATIONS AND AWARD OF DEGREES

STATUTE LI: UNIVERSITY ADMISSION REQUIREMENTS

1. Admission requirements shall be set by the Senate from time to time in liaison with the Kenya Universities and Colleges Central Placement Service.
2. The minimum entry requirements:-
 - (1) for Degree courses shall be Grade C+ at the Kenya Certificate of Secondary Education;
 - (2) for Diploma courses shall be Grade C at the Kenya Certificate of Secondary Education;
 - (3) for Certificate courses shall be Grade C- at the Kenya Certificate of Secondary Education; and
 - (4) a Diploma from an institution recognized by the Senate with credit and above will be admitted for degree programmes.
2. In addition, all applicants must meet specific School, Institute, Centre or Departmental requirements.

STATUTE LII: FEES

1. The Council shall determine all fees payable to the University upon recommendation by Senate from time to time.

2. Every person wishing to be registered as a student for a degree, diploma, certificate or other award of the University shall pay on a semester basis to the University such registration, tuition and such other fees as the Council may determine from time to time.
3. Any student who takes a semester(s) off will be expected to maintain his or her student status by paying the registration fees every semester.
4. The University shall have the right to preclude any student from attending classes, participating in any academic or co-curricular activity or enjoying use of any other University facilities, unless such a student shall have paid to the University all fees and other dues provided that the University shall at its discretion exempt any student from this requirement.
5. The University shall have the right to bar a student who has not paid the requisite fees within the specified deadlines from registering or sitting for examinations.
6. In the event that a student who has not paid the requisite fees within the specified deadlines sits for University examinations, the University shall have the right to nullify such examination results.
7. The University shall have the right to withhold the conferment of any degree, grant diploma, certificate or any other award on any person until all outstanding fees and other dues are settled with the University.

STATUTE LIII: UNIVERSITY EXAMINATIONS

1. Examinations shall be conducted under the rules and regulations set out by the Senate.
2. Unless the Senate otherwise determines, there shall be internal and external examiners of the University appointed by the Senate. The internal examiners shall prepare examination papers assigned to them. The external examiners shall moderate the examination papers and evaluate the examinations.
3. External examiners shall be appointed from outside the University for such periods and on such terms as the Council on the recommendation of the Senate may from time to time determine.
4. There shall be ordinary University examinations, special examinations and supplementary examinations to be held under such conditions as the Senate may prescribe.
5. In case of re-examination of a candidate who has failed in the ordinary University examinations, or who is sitting special examinations, an internal examiner who has not taught the course being examined shall act as an external examiner.
6. Every candidate for a University examination shall have paid in **FULL** all fees to the University and in respect of such examination and such other fees as the Council shall prescribe from time to time.
7. All ordinary Examinations shall normally be held at the end of each semester in which the courses have been taught.
8. In the event of any alleged examination irregularity, involving either a student or member of staff, the same shall be dealt in accordance with the Regulations governing disciplinary matters.
9. The only penalty for cheating in examination is immediate **SUSPENSION** followed by **DISCONTINUATION**.
10. Appeal on account of discontinuation on examination irregularities shall be allowed provided that fresh evidence that was not availed to the Students Disciplinary Committee is submitted and authenticated.
11. There shall be a Boards of Examiners of each College, Campus, School, Institute, Department or Centre which shall consist of the Principal, Dean, Director, Chairman of Department as Chairman, all internal and external examiners within the College, Campus, School, Institute or Centre appointed by the Senate.

12. The publication of all University examination results shall be the responsibility of the Deputy Vice-Chancellor (Academic and Student Affairs). Any queries regarding the published examination results shall be made to the Registrar (Academic and Student Affairs).
13. The College or Campus Academic Board shall process all the examinations of the College or Campus and submit the same to the Senate for approval.

STATUTE LIV: DESIGNATION OF DEGREES AND OTHER AWARDS

1. Subject to the Charter, the University shall have the power to confer degrees, grant diplomas, certificates and any other award as set out therein.
2. The degrees conferred and other awards granted by the University for the time being are Bachelors, Masters, Doctorate degrees, Diplomas and Certificates in the programmes approved by the Senate.

STATUTE LV: AWARD OF DEGREES

A. Bachelor Degree

1. Except as otherwise provided by these Statutes, a candidate shall not be awarded the Bachelor degree unless he or she shall has undertaken approved courses and satisfied the requirements as a student of the University after admission and subsequent registration with the relevant School, Institute or Centre.
2. The Senate may accept, as part of the attendance of a student of the University qualifying him or her for the award of the Bachelor degree, periods of attendance as a student of another University or institution recognized by the Senate for this purpose.
3. The Senate may accept certificate of proficiency issued in any subject by a University or institution and exempt such a candidate from the examination of the University in a course or courses in such a subject.
4. Notwithstanding clauses (2) and (3) of this Statute, no student shall be awarded the Bachelor degree unless:-
 - (1) he or she shall has undertaken approved courses of study at the University for at least two academic years, of which one shall be the final year for the four-year degree programme and three final years for the five and six-year degree programme provided that in special circumstances the Senate can use its own discretion;
 - (2) his or her the period of attendance as a student at such a University or institution and at the University are together not less than the complete period prescribed for the award of the degree;
 - (3) he or she shall have passed the final examination and such other examinations of the University as the Senate may determine;
 - (4) he or she shall have paid such fees to the University as may be determined by the Council; and
 - (5) he or she shall have complied in other respects with the requirements for the degree as set out in the School regulations.
5. Subject to the provisions of clause (4) of this Statute, the Senate may accept periods of attendance and examination in any subject in any School, Institute or Centre of the University, or of any other University recognized by the Senate for this purpose, as exempting a candidate from attendance and examination in such a subject.

B. Master Degree

6. A candidate shall not be awarded a Master degree in any School, Institute or Centre unless he or she has:-
 - (1) been registered for the degree of the University for a period of at least two academic years;

- (2) pursued such advanced study or research or both as may be approved by the Senate; and
- (3) performed such other work and complied with such other conditions for the Master degree as set out in the common regulations for Master degree.

C. Doctor of Philosophy Degree

7. A candidate shall not be awarded the degree of Doctor of Philosophy in any School unless:-
 - (1) he or she has registered for the degree in the University for a period of not less than three academic years as set out in the common regulations for Doctor of Philosophy degree;
 - (2) he or she has pursued the subject of a special study or research or both as may be approved by the Senate;
 - (3) he or she has worked under supervisor (s) approved by the Senate; and
 - (4) he or she has passed prescribed courses where applicable and has submitted a thesis or dissertation which makes a distinct contribution to the knowledge and understanding of the subject and affords evidence of the exercise of independent critical thinking.

STATUTE LVI: HONORARY DEGREES

1. The University may confer an Honorary Degree upon a person who has rendered distinguished service in the advancement of any branch of learning or who has otherwise rendered himself or herself worthy of such an award.
2. (1) a proposal to award an Honorary Degree may be made by a member of the Council, the Senate or the Alumni Association, and shall be communicated in writing to the Vice-Chancellor; and
 - (2) every proposal shall be accompanied by a statement setting forth the degree recommended and the detailed grounds on which the recommendation is based.
3. (1) the Vice-Chancellor shall refer such proposal to the Senate which shall make its recommendations to the Council;
 - (2) the recommendation of the Senate shall first be made to the Honorary Degrees Committee of the Council; and
 - (3) in each case, the Board of the Institute or School in which the degree is proposed to be conferred shall be consulted.
4. Any recommendations made by this Committee for the conferment of any degree shall be reported to both the Senate and the Council for approval.
5. Serving members of statutory committees, members of staff and students of the University shall not be eligible for the award of Honorary Degree.
6. An Honorary Degree shall be awarded by the Chancellor presiding at the congregation at which the Honorary Degree is being awarded, and where the recipient is the presiding Chancellor, by the Vice-Chancellor.

STATUTE LVII: CONFERMENT OF DEGREES

1. For the purpose of conferring Degrees of the University, there shall be held from time to time, a meeting of the whole University which shall be called a congregation. If the Senate so decides, diplomas, certificates and other distinctions may be awarded at a Congregation.
2. The Congregation shall constitute of the Chancellor, the Officers of the University, the Academic Staff, the Alumni Association, the graduands and the students of the University.
3. Unless the Senate decides otherwise, a Congregation shall be held at least once a year at the University, and shall be presided over by the Chancellor or in his or her absence by the Vice-Chancellor or in the absence of the Vice-Chancellor by some other person appointed by the Chancellor or the Council in consultation with the appointing authority.

4. A candidate shall not be admitted to a degree, other than an Honorary Degree, unless the Deputy Vice-Chancellor (Academic and Student Affairs) has certified such a candidate as having satisfied all the conditions prescribed for such a degree.
5. The procedure for the conferment of the degrees, the academic dress to be worn and all other matters not provided for in these Statutes shall be determined by the Senate.
6. The Vice-Chancellor shall declare a Congregation of the University a meeting convened for the purpose of conferring degrees and other awards and shall pronounce such congregation dissolved at the end of the ceremony.
7. The Deputy Vice-Chancellor (Academic and Student Affairs) shall call upon Deans and Directors of Schools and Institutes to present their candidates for the award of Diplomas and Certificates and conferment of Degrees.
8. The Council in consultation with the Senate may withdraw any degree, diploma, certificate or other academic qualification conferred or granted where the conferment or grant was contrary to any requirements contrary to the University Regulations or where the qualifications obtained was through fraudulent or other improper means.

STATUTE LVIII: CONVOCATION

1. There shall be a Convocation that shall consist of all persons whose names appear on the Convocation Roll, to be compiled and kept by the Registrar (Academic and Student Affairs) who shall be the Secretary.
2. The following shall be entitled to have their names entered on the Convocation Roll:-
 - (1) all persons who become Graduates of Machakos University, including honorary Graduates;
 - (2) all former students of Machakos Technical Training Institute, Machakos University College Machakos University and Kenyatta University;
 - (3) the former Vice-Chancellors, Deputy Vice-Chancellors, Principals, Registrars, Dean of Students, Librarians and Chief Finance Officers; and
 - (4) the ex-officio members of the Convocation who shall include the current Chairman of Council, Members of the Council, Vice-Chancellor, Deputy Vice-Chancellors, University Librarian, Registrars, Chief Finance Officer, Chief Medical Officer, Chief Legal Officer, Dean of Students, Professors, Emeritus Professors Lecturers, Research Fellows.
3. The objectives of the Convocation shall be to promote the reputation and well-being of the University, including fund raising for the development of the University.
4. Subject to the provisions of these Statutes the Convocation shall be empowered:-
 - (1) to discuss and state its opinion on any matters within the sphere of competence of the University; and
 - (2) to elect from among its members, an Executive Committee consisting of the Chairman, Treasurer and any other official as prescribed by the regulations of the Convocation.
5. The Convocation roll shall be conclusive evidence that any person whose name appears therein at the time of claiming to vote as a member of the Convocation is entitled. The names of the Graduates of the University shall be automatically included in the Roll immediately after conferment of the degrees, diplomas and certificates. Such automatic enrolment shall not, however, relieve the new Graduates of the duty of registering their addresses with the Secretariat, and keeping it informed of any subsequent changes of address.
6. It shall be the duty of the Secretariat to take steps for the holding of an Annual General Meeting of the Convocation. Notice of such meetings shall be given not less than two months before the date of the meeting. Any member desiring to bring forward any business at such a meeting shall be published in the press at least fourteen days before the day appointed for holding such a meeting.
7. The agenda for every meeting shall be published in the press at least fourteen days before the day appointed for holding such meeting.

8. The quorum and procedure of the Convocation shall be as prescribed in the rules made by Convocation and approved by the Council.
9. A copy of all resolutions of the Convocation and a statement of such other matters as the Convocation may from time to time decide, shall be duly certified by the Chairman of the Convocation and sent to the Chairman of the Council and Chairman of the Senate for information.

PART TEN – FINANCIAL, HUMAN RESOURCE AND RELATED PROVISIONS

STATUTE LIX: FINANCIAL PROVISIONS

1. Subject to the Act and the Charter, the fiscal year of the University shall be the period of twelve months commencing on the 1st July and ending on 30th June in the following year.
2. The sources of funds for the University for the time being are:-
 - (1) recurrent grants - These are funds received from the government to meet operational expenses of the University;
 - (2) development grants – these are funds received from the government to meet capital expenditure;
 - (3) tuition and other fee income – these are funds received from students taking courses in various programmes of the University;
 - (4) other internally generated funds – these are funds received from income generating activities in various programmes of the University;
 - (5) research grants and donations – these are funds received from donors for funded proposals to carry out research whereas donations are funds from organizations and individuals for specified activities; and
 - (6) investment income – this is an income raised from funds and assets invested.
3. All revenue will be received and credited to the University's designated accounts. The University shall open the bank accounts as and when the Council deems necessary.
4. The University shall present to the Council a proposed budget for a financial year based on submissions from the cost centres to the Council in accordance with The National Treasury budget framework.
5. The budget shall guide in streamlining the financial operations of the University in the financial year.
6. The budget will take into account the requirements of both administrative and academic Departments.
7. The budget shall provide for:-
 - (1) personal emoluments;
 - (2) operations and maintenance of University facilities;
 - (3) capital development expenditure; and
 - (4) any other expenditure authorized by the Council and within The National Treasury budget guidelines.
8. The University will incur expenditure as provided for in the budget.
9. The University Management Board shall report to the Council its income and expenditure on a quarterly basis.
10. The Council shall cause to be kept all proper books of accounts of the income, expenditure and assets of the University.
11. Within a period of three months from the end of each fiscal year, the Council shall submit to the Auditor-General, the accounts of the University together with:-
 - (1) a statement of income and expenditure during that year; and
 - (2) a statement of the assets and liabilities of the University on the last day of that year.
12. The accounts of the University shall be audited and reported upon in accordance with the provisions of the Public Audit Act No. 12 of 2003.

13. The Auditor-General may transmit to the Cabinet Secretary for the time being responsible for University education a special report on any matters incidental to his powers under this Chapter, and Section 229 of the Constitution and Section 24 of the Public Audit Act, 2003 shall apply to any report submitted.
14. All movable and immovable assets of the University shall be managed and utilized by the Council in accordance with the Act, these Statute, the Regulations and in such manner and for such purposes as, in the opinion of the Council, shall promote the best interest of the University.
15. The University shall ensure safety, proper maintenance and correct records of movable and immovable assets.
16. The Chief Accounting Officer of the University shall be the Vice-Chancellor.
17. The Council shall authorize the University to borrow funds to meet University mission and vision.
18. The Council shall authorize the University Management to invest any unutilized funds in such financial instruments and institutions that will ensure security and best value in accordance with set guidelines.
19. The Council shall consider all the risks associated with the nature of business of the University and the environment it is operating. It will be expected to mitigate such risks through insurance policies and any other provision as may be considered by the Council.
20. The Council shall obtain and retain all the legal documents of the University assets.
21. The Council may enter into financial contracts or collaborations with other parties.
22. All procurement and disposal of goods and services will be done in accordance with the Public Procurement and Asset Disposal Act of 2015.
23. There will be an internal audit on expenditure that shall be done as per the Council guidelines.

STATUTE LX: FOUNDATIONS

1. Subject to provisions of the Charter, the University shall have the power to develop or approve foundation(s) to be maintained for the advancement of education, learning and research and which shall:-
 - (1) be incorporated under a trust instrument; and
 - (2) have provision in its Charter, Articles of Association, Memorandum of Association or trust instrument, Board of trustees or advisory council.
2. There shall be established a foundation of the University by the name Machakos University Foundation whose functions shall be:-
 - (1) to mobilize funds to support scholarship in order to enhance access, equity and participation in higher education;
 - (2) to leverage financial resources for the attraction and retention of world class professors and researchers;
 - (3) to source for funds to develop a suitable environment and infrastructure to promote academic excellence; and
 - (4) to mobilize donations (financial or other resources) from alumni and friends of the University for the furtherance of the University vision and mission.

STATUTE LXI: TERMS AND CONDITIONS OF SERVICE OF UNIVERSITY STAFF

1. Subject to the Act, the staff of the University is as set out in the Charter. For avoidance of doubt the Council recognizes the academic staff of the University as comprising of Graduate Assistants, Tutorial Fellows, Lecturers, Senior Lecturers, Associate Professors and Professors and any other cadre as specified by the Commission for University Education from time to time.

2. Subject to the Act, the Charter and these Statutes, the Council shall determine the terms and conditions of appointment and promotion of all staff of the University upon the recommendations of the Senate and the University Management Board.
3. Subject to the Act, the Charter and these Statutes, the Council shall appoint and promote such academic and administrative staff as it may deem necessary for the efficient function of the University with such duties and upon such terms and conditions as the Council may prescribe from time to time.
4. Subject to the Act, the Charter and these Statutes, the Council may make such other appointments and promotions whether paid or honorary, as it may deem necessary for the efficient functioning of the University with such duties and upon such terms and conditions as the Council may prescribe from time to time.
5. The Council shall determine the categorizing of staff for purposes of terms and conditions of employment, but for the time being, these shall be the academic, senior administrative staff, library personnel, the middle level and the junior level staff.
6. The Council may review the conditions of appointment and promotion of staff or any category of staff from time to time, provided that in so doing, any changes in such conditions shall apply to individual cases only to the extent that the changes are mutually acceptable to the member of staff and the Council. Such reviews may also be undertaken arising from recommendation from the Senate and or the University Management Board.
7. The Terms and Conditions of employment for unionsable staff shall be as may be agreed upon by the Council and their respective unions for the time being representing such staff.

STATUTE LXII: SERVICE OF NOTICE AND DOCUMENTS

1. Except where otherwise expressly provided by the Act, or any other written Law, any notice or document required by or for the purposes of the Act, these Statutes, or the Regulations to be given or sent to any person, may be given or sent either personally or by sending it by post to him or her at his last known postal address.
2. Where a notice or other document is sent by post, service thereof shall be deemed to have been properly effected by properly addressing and posting a letter containing the notice or other document, and shall be deemed to have been effected at the time at which the letter would be, in the ordinary course, be delivered.

STATUTE LXIII: CONTRACT OF NOTICE AND PECUNIARY INTERESTS

Contracts

1. Contracts on behalf of the University may in addition to any other manner effectual in law be made as follows:-
 - (1) a contract which, if made between private persons would by law, be required to be in writing under its Common Seal; and
 - (2) a Contract which, if made between private persons would by law, be required to be in writing, and signed by the parties to be charged therewith may be made on behalf of the University in writing and signed by any person acting under the express or implied authority of the Council.
2. A contract, made according to sub-sections (1), (2) and (3) hereof may in addition to any other manner effectual in law be varied or discharged in the same manner in which it is authorized to be made.

Pecuniary Interest

3. No member of the authorities of the University shall take or hold any interest in any property belonging to the University other than as a Trustee for the purposes thereof.

4. If a member of an authority of the University has any pecuniary interest, direct or indirect, in any contract or proposed contract for the purchase, sale or other disposition of land, or for the supply of goods and services to or for the purposes of the University and is present at a meeting of one of the said authorities or a committee or subcommittee thereof at which the contract is the subject of consideration, he shall at the meeting as soon as practicable after the commencement thereof, disclose the fact and shall withdraw from the meeting during the consideration or discussion of or vote on any question with respect to the contract or proposed contract.
5. The Council may prescribe in the Regulations the rules for determining whether any member has any pecuniary interest in such a contract.

STATUTE LXIV: MISCELLANEOUS

1. Whereas the University recognizes the Constitutional guarantee for freedom of association and assembly and fully prescribes to that guarantee, the University shall not permit its premises and other facilities to be used as offices or for the purpose of the management or promotion of any political party.
2. No political rallies, fetes or other activities shall be allowed on University grounds or premises without prior written approval of the Vice-Chancellor provided that in granting or refusing such request the Vice-Chancellor shall have taken into account the interests of other staff of the University not involved in such function and safety of the property of the University.
3. Unless specifically authorized to do so by the Vice-Chancellor, no member of staff shall make public political or policy statements on behalf of the University and if made contrary to this clause, such statements shall be of no effect to the University and the University shall not take any responsibility for such statements.
4. No member of staff shall hold office in any political party without the written permission of the Vice-Chancellor provided that the Council shall have the right to determine the terms on which such permission may be granted.
5. Any member of staff interested in contesting a presidential, senatorial, gubernatorial, and parliamentary or any other elective political seat shall be required to resign from the service of the University as per Government regulations.
6. Any member of staff nominated to a senatorial, gubernatorial or parliamentary or any other political seat shall be required to apply for unpaid leave of absence from the service of the University upon assumption of the office.
7. Any member of staff interested in coming back to the service of the University after election shall undergo the normal procedure of recruitment.
8. Any member of staff appointed by the Government to an office shall be required to obtain unpaid leave of absence for the duration of the appointment.
9. Any member of staff whose spouse is appointed by the Government to an office outside the country shall be eligible for unpaid leave of absence for the duration of the appointment upon request.
10. Any member of staff appointed to a Government office at the level of Principal Secretary and above shall be eligible for unpaid leave of absence for the duration of the appointment provided:-
 - (1) that he or she is at the rank of a lecturer and above who is on permanent terms of service and has served the University continuously for at least 5 years and has a good track record of performance; and
 - (2) that the duration of the appointment does not exceed five years. However, for acceptable reasons the Council may extend the period upon application by the officer for a final five years.
11. Any member of teaching staff at Ph.D. level on permanent terms of service who has served the University continuously for at least six years since the date of appointment or since return

from sabbatical leave or study leave can apply and may be granted a nine-months sabbatical leave in accordance with the University policy.

12. Any retiring Professor of the University or any other University who has had a distinguished career and made significant contribution to the University, may be nominated and recommended to the Senate and Council by Department or by University Management Board for conferment of the title “Professor Emeritus of Machakos University” in accordance with the University policy.
13. The Council may from time to time bestow the title of Adjunct Professor or Adjunct Faculty on a person to reflect some mutual beneficial scholarly association with the University in accordance with the University Policy.
14. The Council may from time to time and upon recommendation of Senate approve affiliations, collaborations, linkages and partnership with individuals, institutions, corporate entities and Government agencies in the realization of the University’s core mandate.
15. The Council may from time to time appoint a General Manager or Board of Management for the purpose of enhancing efficiency in administration of such units as The Hospitality Training Machakos University Hotel and Conference Centre among others as it may deem necessary.
16. These Statutes and the Regulations referred to herein shall commence immediately upon approval by the Council.
17. The Regulations appended hereto will come into force in accordance with the provisions of these Statutes and are to be read subject to these Statutes and the Act.
18. The Rules and Regulations in force on the day prior to the commencement of these Statutes shall unless replaced by these Statutes, continue in force as though they were incorporated into Rules set out above and will in all other aspects be subject to the provisions of the Act, the Charter and these Statutes.
19. The Vice-Chancellor may appoint persons to deputize Directors or other officers in the University as he or she may deem fit from time to time and where such deputies are not specifically provided for in these Statutes and in consultation with the Council.
20. A person appointed to a position of responsibility by the Council or the Vice-Chancellor may be paid a responsibility allowance at a rate determined from time to time by the Council for the duration of his or her term of office.
21. The Council may amend, add or alter these Statutes and the Regulations as it deems fit from time to time, provided that it is in accordance with the Act and the Charter.

PART ELEVEN – SCHEDULES

SCHEDULE I: COUNCIL COMMITTEES

1. FINANCE, PLANNING AND DEVELOPMENT COMMITTEE

Membership

- (1) Council Member as Chairman
- (2) One Council Member
- (3) Vice-Chancellor
- (4) Principal Secretary in the Ministry for the time being responsible for Finance
- (5) Principal Secretary in the Ministry for the time being responsible for University Education

In Attendance

- (6) Council Secretariat

Terms of Reference

- (1) to receive, consider and submit the proposed budget estimates from the various sections for approval by the Council;
- (2) to control the banking and investment operations of the Council and to make provision for the examination of all the bills and accounts and for the discharge of liabilities incurred by the University;
- (3) to control all the expenditure of the University under approved annual estimates;
- (4) to receive and consider all requests for authorization of expenditure more than the approved annual estimates and make recommendations to the Council;
- (5) to consider and propose fees and other rates to the Council;
- (6) to report to the Council all matters related to finance and development;
- (7) to ensure that accurate records are kept on the establishments in the University;
- (8) 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;
- (9) to report to the Council on the progress of physical infrastructure development of the University;
- (10) to prepare University Development plans for an approved period and submit to the Council; and
- (11) to exercise such other powers as the Council may from time to time delegate to the Committee.

2. ACADEMIC AFFAIRS COMMITTEE

Membership

- (1) Council Member as Chairman
- (2) One Council Member
- (3) Vice-Chancellor
- (4) Principal Secretary in the Ministry for the time being responsible for Finance
- (5) Principal Secretary in the Ministry for the time being responsible for University Education

In Attendance

- (6) Council Secretariat

Terms of Reference

- (1) to advise the Council on academic programmes where the University College has competitive advantage;
- (2) to receive and recommend all policy documents dealing with academic and research.
- (3) To receive and recommend to the Council all Memorandum of Understanding/Agreement pertaining to collaboration and linkages;
- (4) to assist the University College in establishing collaboration with industry and other stakeholders;
- (5) to lobby for bursaries, research grants, scholarships and funds for capacity building; and
- (6) to exercise such other powers as the Council may from time to time delegate to the Committee.

3. HUMAN RESOURCE DEVELOPMENT COMMITTEE**Membership**

- (1) Council Member as Chairman
- (2) One Council Member
- (3) Vice-Chancellor
- (4) Principal Secretary in the Ministry for the time being responsible for University Education
- (5) Principal Secretary in the Ministry for the time being responsible for Finance

In Attendance

- (6) Council Secretariat

Terms of Reference

- (1) to review and make recommendations to the Council on Staff Terms and Conditions of Service as and when necessary or when directed to do so by the Council from time to time;
- (2) to consider proposals of Terms and Conditions of Service made by staff unions through the University Management Board;
- (3) to receive and review, from time to time human resource policies and the code of conduct of the University employees;
- (4) to plan for human resource development in the University;
- (5) to receive, consider and recommend to the Council staff recruitment and promotion criteria;
- (6) to examine and recommend to the Council staff rationalization and career structures within the University; and
- (7) to exercise such other powers as the Council may from time to time delegate to the Committee.

4. AUDIT COMMITTEE**Membership**

- (1) Council Member as Chairman
- (2) One Council Member
- (3) Vice-Chancellor
- (4) Principal Secretary in the Ministry for the time being responsible for University Education
- (5) Principal Secretary in the Ministry for the time being responsible for Finance.

In Attendance

- (6) Chief Internal Auditor as Secretary
- (7) Chief Finance Officer
- (8) Council Secretariat

Terms of Reference

- (1) to evaluate adequacy of management procedure with regard to issues relating to risk management, control and governance;
- (2) to reviewing and approve the audit charter where applicable and internal audit annual work plans;
- (3) to review internal and external audit findings and recommendations and propose corrective and preventive actions where necessary;
- (4) to review the systems established to ensure sound public financial management and internal controls, as well as compliance with policies, laws, regulations, procedures, plans and ethics;
- (5) to initiate special audits and or investigations on any allegations, concerns and complaints regarding corruption, lack of accountability and transparency in consultation with the Accounting Officer; and
- (6) to exercise such other powers as the Council may from time to time delegate to the Committee.

5. GENERAL PURPOSES COMMITTEE**Membership**

- (1) Chairman of Council as Chairman
- (2) Chairman of Finance, Planning and Development Committee
- (3) Chairman of Audit and Compliance Committee
- (4) Principal Secretary in the National Treasury Principal as Secretary
- (5) Vice-Chancellor

Terms of Reference

- (1) to act on behalf of the Council on emergency matters;
- (2) the Committee shall refer matters acted on to the next Council meeting for ratification;
- (3) to address any other matter that does not fall within the Council Committees; and
- (4) provided the Committee shall not have the power to approve the annual estimates and expenditure

In Attendance

- (7) Council Secretariat

6. APPEALS COMMITTEE**Membership**

- (1) Chairman of the Council as Chairman
- (2) One Council Member
- (3) Vice-Chancellor

In Attendance

- (4) Deputy Vice-Chancellors
- (5) Dean of the relevant School
- (6) Chairman or Head of the relevant Department or Section
- (7) Registrar (Administration and Planning) as Secretary

- (8) Council Secretariat

Terms of Reference

- (1) 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 or a sentence; and
- (2) the decision of the Appeals Committee shall be final.

7. GRADUATION AND SEALING COMMITTEE

Membership

- (1) Chairman of the Council as Chairman
- (2) One Council Member
- (3) Vice-Chancellor

In Attendance

- (4) Deputy Vice-Chancellors
- (5) Registrar (Academic and Student Affairs) – Secretary
- (6) Council Secretariat

Terms of Reference

- (1) approve the list of graduands to be issued with the certificates; and
- (2) approve sealing of certificates.

8. HONORARY DEGREES COMMITTEE

Membership

- (1) Chairman of the Council as Chairman
- (2) One Council Member
- (3) Vice-Chancellor

In Attendance

- (4) Deputy Vice-Chancellor (Academic and Student Affairs)
- (5) Principal of College presenting a candidate for an Honorary Degree
- (6) Dean of the School presenting a candidate for an Honorary Degree
- (7) Registrar (Academic and Student Affairs) – Secretary
- (8) Council Secretariat

Terms of Reference

- (1) to receive and consider nomination from the various Boards of Schools and Institutes for the award(s) of honorary degrees and fellowships after vetting by the Senate and
- (2) to recommend to the Council persons deemed to deserve the award of an Honorary Degrees.

9. APPOINTMENTS COMMITTEE FOR GRADES 14 AND 15

Membership

- (1) Chairman of the Council as Chairman
- (2) One Council Member
- (3) Vice-Chancellor

In Attendance

- (4) Deputy Vice-Chancellors
- (5) Dean of the relevant School
- (6) Chairman or Head of the relevant Department or Section
- (7) Two Professors or Associate Professors
- (8) Registrar (Administration and Planning) as Secretary
- (9) Council Secretariat

Term of Reference

- (1) to consider all appointments and promotions of staff in Grades 14 and 15 as may be determined by the Council.

10. SENIOR MANAGEMENT STAFF DISCIPLINARY COMMITTEE FOR GRADE 14 AND ABOVE**Membership**

- (1) Chairman of the Council as Chairman
- (2) One Council Member
- (3) Vice-Chancellor

In Attendance

- (4) Deputy Vice-Chancellors
- (5) Dean of the relevant School
- (6) One Senate representative
- (7) One Representative of the Relevant Local Chapter Staff Union
- (8) Chairman or Head of the relevant Department or Section
- (9) Chief Legal Officer
- (10) Council Secretariat

Terms of Reference

- (1) to hear and determine disciplinary cases referred to it in regard to Senior Management Discipline as per the established code of conduct.

SCHEDULE II: COMMITTEES OF SENATE

1. THE SENATE EXECUTIVE COMMITTEE

Membership

- (1) Vice-Chancellor as Chairman
- (2) Deputy Vice-Chancellors
- (3) Principals of Colleges within the University
- (4) Registrar (Administration and Planning)
- (5) Registrar (Research, Innovation and Linkages)
- (6) Two Senate Representatives (nominated among Professors or Associate Professors)
- (7) University Librarian
- (8) Deans of Schools
- (9) Dean of Students
- (10) One student representative nominated by the Students Union
- (11) Chief Finance Officer
- (12) Registrar (Academic and Student Affairs) as Secretary

In attendance

- (13) Senate Secretariat

Terms of Reference

- (1) to deal with matters that may be referred to the committee by the Vice-Chancellor;
- (2) to act on behalf of the Senate on matters of urgency and report to the Senate;
- (3) To ratify student admissions on behalf of Senate;
- (4) to make recommendations to the Senate from time to time on the University's admissions policy including the admission requirements and procedures;
- (5) to make recommendations to the Senate on the regulations governing admissions, levels of fees and any other matters relevant to the foregoing Terms of Reference;
- (6) to consider and recommend all academic programme and syllabi for approval by Senate;
- (7) to co-ordinate all inter-disciplinary courses in the University; and
- (8) to review the teaching of all academic programmes from time to time and make recommendations to the Senate.

2. DEANS COMMITTEE

Membership

- (1) Deputy Vice-Chancellor (Academic and Student Affairs) as Chairman
- (2) Deputy Vice-Chancellor (Research, Innovation and Linkages)
- (3) Deans of Schools
- (4) Dean of Students
- (5) University Librarian
- (6) Directors of Campuses/Institutes/Directorates/Centres
- (7) Registrar (Academic and Student Affairs) as Secretary

Terms of Reference

- (1) to deal with matters that may properly be referred to it by the Vice-Chancellor or the Senate;
- (2) to receive, consider and approve as appropriate, applications for inter-Schools and intra-School transfers of students;
- (3) to scrutinize and recommend on proposals for programmes;
- (4) to function as the University Research Committee and in this regard:-

- (a) to make recommendations to Senate on the allocation of funds available for research, publication, travel in connection with research and for travelling to conferences;
 - (b) to receive reports from recipients of grants through the Chairmen of Departments or Heads of Departments/Sections on the use of research funds received from all sources;
 - (c) to allocate research funds to individual applicants out of the funds voted by the Council for this purpose; and
 - (d) to formulate proposals for applications for research funds from external donors and to prepare annually a submission for the allocation of such funds from the University resources.
- (5) to function as the University's Admission Board in order to:-
- (a) approve all applications for admission to the University into undergraduate programmes and to make recommendations to Senate from time to time on the University's admission policy including the admission requirements and procedures;
 - (b) review applications for admission from occasional students;
 - (c) consider and approve as appropriate applications for inter-School transfer of students; and
 - (d) administer all scholarship received by the University for undergraduate students.
- (6) to make recommendations to University Senate on regulations governing levels of fees and other regulations governing the Academic Programs; and
- (7) to deal with any other matters referred to it by Senate, the Vice-Chancellor or other University Committees.

3. STUDENTS' WELFARE BURSARY COMMITTEE

Membership

- (1) Deputy Vice-Chancellor (Academic and Student Affairs) as Chairman
- (2) Dean of Students
- (3) Chief Medical Officer
- (4) Three Warden Representatives
- (5) Officer in charge of Catering and Accommodation Services
- (6) Officer in Charge of Sports and Games
- (7) Three Senate Representatives
- (8) Two student representatives (President and Academic Secretary)
- (9) Registrar (Academic and Student Affairs) as Secretary

In Attendance

- (10) Estates Manager
- (11) Planning Officer
- (12) Head of Procurement Department
- (13) Chief Finance Officer

Terms of Reference:

- (1) to deal with such matters on students' affairs and welfare as the Committee may deem appropriate;
- (2) to deal with student matters as the Senate may refer to the Committee from time to time;
- (3) to deal with matters regarding the development of games and sporting facilities;
- (4) to review and make recommendations to the Senate on criteria for awarding bursaries;
- (5) to receive applications for bursaries, evaluate them and award bursaries on behalf of the Senate;

- (6) to solicit for bursaries and other students financial support services on behalf of the University;
- (7) to make recommendations to the appropriate University committees on the above subjects; and
- (8) to deal with any other matters referred to it by Senate, the Vice-Chancellor or other University Committees.

4. STUDENTS' DISCIPLINARY COMMITTEE

Membership

- (1) Deputy Vice-Chancellor (Academic and Student Affairs) as Chairman
- (2) Dean of Students
- (3) Two Senate Representatives
- (4) Two student organization representatives (President and Academic Secretary)
- (5) Dean of the relevant School
- (6) Chairman of the relevant Department
- (7) Any other person co-opted by the Committee
- (8) Registrar (Academic and Student Affairs) as Secretary

In Attendance

- (9) Chief Legal Officer
- (10) Students Counselor

Terms of Reference

- (1) to receive and consider matters of disciplinary nature affecting students on behalf of Senate, and to report to the Senate on appropriate action taken, provided that the disciplined student may appeal to the Vice-Chancellor within fourteen (14) days from the date of the letter communicating the decision;
- (2) to investigate issues surrounding misconduct by students which may have adverse effect on the students and to recommend to the Senate appropriate corrective measures;
- (3) to recommend to the Senate serious disciplinary cases that may require suspension or expulsion;
- (4) to formulate and review, from time to time the code of conduct for University students and in particular to recommend to the Senate amendments to the "Rules and Regulations Governing the Conduct and Discipline of Students" if the need arises; and
- (5) to deal with any other matters referred to it by Senate, the Vice-Chancellor or other University Committees.

5. STUDENTS APPEALS COMMITTEE

Membership

- (1) Vice-Chancellor as Chairman
- (2) One Council Member
- (3) Deputy Vice-Chancellors
- (4) Four Senate representatives who did not sit in the disciplinary committee
- (5) Registrar (Academic and Student Affairs) as Secretary

In Attendance

- (6) Chief Legal Officer

Terms of Reference

- (1) to receive and consider appeals on matters of disciplinary cases in accordance with the Charter and these Statutes.

6. LIBRARY AND BOOKSHOP COMMITTEE**Membership**

- (1) Deputy Vice-Chancellor (Academic and Student Affairs) as Chairman
- (2) Deputy Vice-Chancellor (Administration, Planning and Finance)
- (3) University Librarian
- (4) Chief Finance Officer
- (5) Bookshop Manager
- (6) Head of Procurement
- (7) Four Deans of Schools
- (8) Three Senate representatives who are not Deans
- (9) Two student organization representatives (President and Academic Secretary)
- (10) Registrar (Academic and Student Affairs) as Secretary

Terms of Reference:

- (1) to assist and advise the Librarian on all matters relating to the Library;
- (2) to make recommendations to the Senate on Library policy;
- (3) to prepare and submit to Senate an annual report on the functioning of the University Libraries and the University Bookshop;
- (4) to make recommendations to the University Senate with regard to the matters concerning the running of the Bookshop;
- (5) to coordinate book orders;
- (6) to make recommendations to the Senate on Library policy regarding the establishment of specialized libraries such as Departmental, research or textbook collections;
- (7) to make recommendations to the Senate on the stocking, staffing and equipping of the library services;
- (8) to submit to the Senate an annual report on the functioning of the University libraries; and
- (9) to deal with any other matters referred to it by Senate, the Vice-Chancellor or other University Committees.

7. THE PROMOTIONS AND APPRAISAL COMMITTEE FOR ACADEMIC STAFF AND NON-ACADEMIC STAFF OF THE RANK OF SENIOR ADMINISTRATIVE ASSISTANT (AND EQUIVALENT GRADES) AND ABOVE**Membership**

- (1) A Chairman appointed by the Vice-Chancellor from members of the Senate and who is in the rank of Associate Professor and above.
- (2) One Senate representative of the rank of Professor, Associate Professor or Senior Lecturer
- (3) One academic staff representative of the rank of Senior Lecturer or Lecturer.
- (4) Representative from relevant School
- (5) One representative (senior non-teaching staff)
- (6) Registrar (Academic and Student Affairs)
- (7) Chief Finance Officer
- (8) Registrar (Administration and Planning) as Secretary

Terms of Reference

- (1) to review and make recommendations to the Senate from time to time on criteria for promotion from one grade to a higher grade;

- (2) to cause Annual Appraisal exercise for the evaluation of all staff and make confidential recommendations to the Vice-Chancellor on promotions, commendations and demotions;
- (3) to review internal promotions and make recommendations to the Vice-Chancellor for the attention of relevant Appointment Committee;
- (4) to receive and evaluate complaints of individual members of staff on matters related up-grading and salary, and make recommendations to the Vice-Chancellor for the attention of the appropriate Appointment Committee;
- (5) to make recommendations to the Senate on improvement in job grading classification; and
- (6) to ensure that the Departmental and School Shortlisting Committees are functional and that shortlisting is fair to all the candidates.

8. THE PROMOTIONS AND APPRAISAL COMMITTEE FOR NON-TEACHING STAFF BELOW THE RANK OF SENIOR ADMINISTRATIVE ASSISTANT

Membership

- (1) A Chairman appointed by the Vice-Chancellor from members of the Senate and who is in the rank of Senior Lecturer and above
- (2) Two Senate Representatives
- (3) Head of the relevant Department
- (4) Registrar (Academic and Student Affairs)
- (5) Chief Finance Officer
- (6) Registrar (Administration and Planning) as Secretary

In Attendance

- (7) One representative – Grade 5-10
- (8) One representative – Grade 1-4

Term of Reference

- (1) to review and make recommendations to the Senate from time to time criteria for promotion from one grade to a higher grade;
- (2) to cause annual appraisal exercise for the evaluation of all staff and make confidential recommendations to the Vice-Chancellor on promotions, commendations and demotions;
- (3) to review internal promotions and make recommendations to the Vice-Chancellor for the attention of relevant Appointments Committees;
- (4) to receive and evaluate complaints of individual members of staff on matters related to up-grading and salary, and make recommendations to the Vice-Chancellor for the attention of the appropriate Appointment Committee;
- (5) to make recommendations to the Senate on improvements in job grading classification; and
- (6) to ensure that the Departmental and School Shortlisting Committees are functional and that Shortlisting is fair to all the candidates.

9. COMMUNITY AND EXTENSION SERVICES COMMITTEE

Membership

- (1) Deputy Vice-Chancellor (Research, Innovation and Linkages)
- (2) One member of the Senate from each School
- (3) Two student representatives (President and Academic Secretary)
- (4) Dean of Students
- (5) Registrar (Research, Innovation and Linkages) as Secretary

Terms of Reference

- (1) to make recommendations to the Senate on various ways in which the University will reach out to offer services to the public;
- (2) to plan for effective participation by all persons at the University in community service;
- (3) to arrange for contributions by the University Community towards the developments and needful causes;
- (4) to make appropriate arrangements for open days at the University;
- (5) to liaise with other stakeholders so that the University can exhibit at agricultural shows, trade fairs and such other for a; and
- (6) to deal with any other matters referred to it by the Council, Senate, the Vice-Chancellor or any other University Committee.

10. INCOME GENERATING AND CONSULTANCY COMMITTEE**Membership**

- (1) Deputy Vice-Chancellor (Administration, Planning and Finance) as Chairman
- (2) Three Deans or Directors of Faculties, Institutes, Schools, Campuses and Centres
- (3) Two Senate Representatives
- (4) Chief Finance Officer
- (5) Director of University Enterprises
- (6) Chief Medical Officer
- (7) Registrar (Administration and Planning) as Secretary

Terms of Reference

- (1) to formulate operating and financial policies and guidelines for all income generating units in the University and present the said guidelines for approval by Senate and the Council;
- (2) to receive and review recommendations from Departments regarding the optimum utilization of production units based in Departments for training, research and production activities;
- (3) to receive quarterly reports from all IGU's and production units, and based upon these reports make recommendations regarding the operations of units; and
- (4) to deal with any other matters referred to it by Senate, the Vice-Chancellor or any other University Committee.

11. PRINTING AND PUBLICATION COMMITTEE**Membership**

- (1) Deputy Vice-Chancellor (Academic and Student Affairs) as Chairman
- (2) University Librarian
- (3) Chief Finance Officer
- (4) Two Senate Representatives
- (5) Manager of Printing Press
- (6) Head of Procurement Department
- (7) Registrar (Academic and Student Affairs) as Secretary

12. GRADUATE SCHOOL DEAN AND DEAN OF STUDENTS SEARCH COMMITTEE**Membership**

- (1) Deputy Vice-Chancellor (Academic and Student Affairs) as Chairman
- (2) Outgoing Dean
- (3) Chairmen of Departments from the relevant School who are not applicants for the position.
- (4) Two Senate Representatives from outside the School.

- (5) Registrar (Academic and Student Affairs) as Secretary

Terms of Reference

- (1) to receive, consider, nominate and forward the recommended applicants to the Vice-Chancellor for appointment to the Office of the Dean, School of Graduate School.

13. STAFF WELFARE COMMITTEE

Membership

- (1) Deputy Vice-Chancellor (Administration, Planning and Finance) as Chairman
- (2) Four Deans or Directors nominated by the Senate
- (3) One staff union representative from each of the academic and non-academic staff unions
- (4) Registrars
- (5) Chief Legal Officer
- (6) Chief Medical Officer
- (7) University Chaplain
- (8) Registrar (Administration and Planning)

Terms of Reference

- (1) to deal with such staff welfare matters as the Senate may refer to the Committee from time to time;
- (2) to deal with the following staff welfare matters and make recommendations thereof to the Senate:-
 - (a) staff medical and other schemes;
 - (b) staff Remuneration including salaries and allowances;
 - (c) staff terms and conditions of service;
 - (d) staff fees waiver;
 - (e) staff children fees waiver; and
 - (f) staff retirement benefits
- (3) to deal with any other matters referred to it by Senate, the Vice-Chancellor or any other University Committee.

14. STAFF TRAINING COMMITTEE

Membership

- (1) Deputy Vice-Chancellor (Administration, Planning and Finance) as Chairman
- (2) Deputy Vice-Chancellor (Academic and Student Affairs)
- (3) Four Deans or Directors nominated by the Senate
- (4) One Staff Union representative from each of the academic and non-academic staff unions
- (5) Chief Finance Officer
- (6) Planning Officer
- (7) Registrar (Administration and Planning) as Secretary

Terms of Reference

- (1) to formulate and review the training policy in the University;
- (2) to plan for staff training;
- (3) to serve as a clearing house for all training programme;
- (4) to award scholarship received by the University;
- (5) to receive and process applications for training; and
- (6) to deal with any other matters referred to it by Senate, the Vice-Chancellor or any other University Committee.

SCHEDULE III: UNIVERSITY MANAGEMENT BOARD COMMITTEES

1. STAFF APPOINTMENTS AND PROMOTIONS COMMITTEES

(1) Appointments and Promotions of Senior Lecturers, Lecturers, Tutorial Fellows, Graduate Assistants and Equivalent Grades

Membership

- (a) Vice-Chancellor as Chairman
- (b) One Council Member (for Grade 12 and above)
- (c) Deputy Vice-Chancellors
- (d) Dean of the relevant School
- (e) Chairman of the relevant Department
- (f) Two (2) members of teaching staff of at least Associate Professor grade
- (g) Registrar (Administration and Planning) as Secretary

Terms of Reference

- (a) shall be responsible to the Council for the appointment and promotions of all Graduate Assistants, Tutorial Fellows and Equivalent grades as may be determined by the Council; and
- (b) shall be responsible to the Council for the appointment and promotions of all for Lecturers, Senior Lecturers and Equivalent Grades as may be determined by the Council.

(2) Appointments of Non-Teaching Staff in Grades 1 to 13

Membership

- (a) Vice-Chancellor as Chairman
- (b) One Council Member (for Grade 12 and above)
- (c) Deputy Vice-Chancellors
- (d) Dean of the relevant School
- (e) Head of the relevant Section / Department
- (f) Two (2) members of teaching staff of at least Senior Lecturer Grade
- (g) Registrar (Administration and Planning) as Secretary

Term of Reference

- (a) shall be responsible to the Council for the appointment, promotions of all Non-Academic Staff Appointments and promotions as may be determined by the Council.

(3) Temporary appointment

The Vice-Chancellor may as the need arises make temporary appointment for a period not exceeding six (6) months.

2. STAFF DISCIPLINARY COMMITTEES

(1) Senior Staff Disciplinary Committee – Grade 5 – 13

Membership

- (a) Vice-Chancellor as Chairman
- (b) Deputy Vice-Chancellors
- (c) Two members of Senate
- (d) Registrar (Academic and Student Affairs)

- (e) Chairman or Head of the relevant Department or Section
- (f) One Representative of the Relevant Local Chapter Staff Union
- (g) Registrar (Administration and Planning) as Secretary

In Attendance

- (h) Chief Legal Officer

Terms of Reference

- (h) to hear and determine disciplinary cases referred to it in regard to Senior Staff Discipline as per the established code of conduct.

(2) Junior Disciplinary Committee: Grades 1 to 4

Membership

- (a) Deputy Vice-Chancellor (Administration, Planning and Finance) as Chairman
- (b) Deputy Vice-Chancellor (Academic and Student Affairs)
- (c) Two members of Senate
- (d) Dean of the relevant School
- (e) One Representative of the Relevant Local Chapter Staff Union
- (f) Chairman or Head of the relevant Department or Section
- (g) Registrar (Administration and Planning) as Secretary

In Attendance

- (h) Chief Legal Officer

Terms of Reference:

- (a) to hear and determine disciplinary cases referred to it in regard to Junior Staff Discipline as per the established code of conduct.

3. DEVELOPMENT, PLANNING AND STRATEGY COMMITTEE

Membership

- (1) Vice-Chancellor as Chairman
- (2) Deputy Vice-Chancellors
- (3) Principals of Colleges within the University
- (4) Two Deans of Schools
- (5) Chief Finance Officer
- (6) Registrar (Academic and Student Affairs)
- (7) Registrar (Research, Innovation and Linkages)
- (8) Head of Procurement Department
- (9) Registrar (Administration and Planning) as Secretary

Terms of Reference

- (1) to advise Senate on the development and planning of the University;
- (2) to recommend to Senate or the relevant Council committee the staffing level and expenditure for the various Departments of the University;
- (3) to develop and review regularly staff training policy and deal with all matters related to staff training;
- (4) to recommend on the Terms and Conditions of Service applicable to all grades or employment in the University to Senate and through Senate to the Council;
- (5) to review any problems concerned with the Terms and Conditions of Service of members of staff which may be referred to the Committee by the Administration.

- (6) to review promotions of non-academic staff;
- (7) to plan and organize ceremonial functions of the University;
- (8) to make recommendations to the Council and Senate regarding the overall development and planning of the University;
- (9) to frame periodic plans for the development of the University and to establish priorities within the overall development programmes and to advise the Council and Senate on these plans and their financial implications;
- (10) to review comprehensively from time to time the academic and physical development of the University and to recommend changes to the Council and Senate, so as to ensure the most efficient and economical development of the available resources;
- (11) to receive and consider reports from the Administration on the progress of Development for which funds have been allocated by the Council;
- (12) to plan and recommend allocation and maintenance of academic facilities;
- (13) to make recommendations to the Council and Senate regarding Estimates and Budgetary allocations; and
- (14) to perform such other duties as may be referred to it from time to time by the Council.

SCHEDULE IV: DELEGATION POLICY AND PROCEDURES

1. PURPOSE

To provide clear principles and a framework for the delegation of functions within the University.

2. APPLICATION

- (1) The Council
- (2) The Council Committees
- (3) The Vice-Chancellor
- (4) The University Management Board
- (5) The Senate
- (6) Senate Committees
- (7) All staff

3. DEFINITIONS

(1) Authorization

Enables a person to act on behalf of the person granting the authorization.

(2) Delegation

Delegation is one of the mechanisms by which the Council enables Council Committees, the Vice-Chancellor, University Management Board, the Senate, Senate Committees and other University staff to act on behalf of the University. The other mechanisms are:

- (a) vesting of functions in particular bodies or office holders under the University's Statutes, rule or regulations; and
- (b) authorizations.

(3) Functions

Includes powers, duties and authorities.

(4) Sub-delegation

Enables those with delegated functions to delegate all or part of those functions to some other persons.

4. POLICY STATEMENT

Part V, Sections 34 and 35 of the Universities Act No. 42 of 2012 gives the Council, as the governing body of the University, the responsibility for the control and management of the affairs and concerns of the University. The Council is the ultimate legislative authority of the University with powers to make Statutes, Rules and Regulations, and to facilitate the educational and research mission of the University. The Vice-Chancellor is the Chief Executive Officer of the University and shares with the Council the function of promoting the interests and furthering the development of the University, including the academic, administrative, financial and other business of the University. The Council is generally for the governance matters affecting the University, while the Vice-Chancellor is responsible for the management and administration of the University including general supervision over staff and students of the University.

5. PRINCIPLES OF DELEGATION

(1) Delegation

- (a) a delegation must be made and exercised within the legislative framework and requirements (including the Act, Charter, Statutes, Rules and Regulations, as well as

- the policies and budget limitations of the University and any external conditions of granting bodies);
- (b) a delegation must be worded so that it is exercisable by a body or the holder of a position, not by a specified individual;
 - (c) a delegation cannot authorize anything to be done that could not be done by the person or body delegating the function;
 - (d) a delegation must be in writing and may be expressed to be subject to conditions or limitations which must be complied with by the person exercising the delegated function;
 - (e) A person or body delegating a function may, at any time:-
 - (i) exercise the delegated function; or
 - (ii) in writing, revoke or vary the delegation.
 - (f) a person or body exercising a delegated function does so in their own right, not as agent (or on behalf of) the person or body delegating the function;
 - (g) a delegation cannot be exercised by a person who has a conflict of interest. If any conflict of interest occurs, this must be declared and dealt with in accordance with the Code of Conduct and any written law or policy that applies; and
 - (h) delegation is intended to improve the efficiency of the administrative processes by the devolution of authority and accountability to appropriate Council Committees and staff to enable the proper discharge of their responsibilities and to ensure that internal controls are effective.

(2) The University Council

- (a) Under the Act, Charter and these Statutes:-
 - (i) the Council can delegate any of its functions, except the power to delegate and the power to make Statutes, rules and regulations;
 - (ii) the Council can delegate its functions to specified office holders and specified bodies. The Council will normally delegate only to the Vice-Chancellor and to the specified Council Committees; and
 - (iii) a delegation by the Council must be by a resolution.

(3) The Vice-Chancellor

- (a) when the Vice-Chancellor is given a function under the Act, or under a Statute, Rule or Regulation, he or she may exercise the function personally or may delegate to any office holder or committee;
- (b) when the Council delegates a function to the Vice-Chancellor, the Vice-Chancellor may:-
 - (i) exercise the function personally; or
 - (ii) sub-delegate the function to a staff member if, having regard to the nature of the function and the staff member to whom it is delegated, it would have been reasonable for the Council to have delegated that function.

(4) Sub-delegation

- (a) the principles applying to delegation [(1) (a) – (h)] above also apply generally to sub-delegation;
- (b) sub-delegation should reflect the University's organizational structure, responsibility and accountability. Sub-delegation should place decision-making authority as close as possible to the point of service delivery and minimize steps in decision-making processes, enabling decisions to be made faster and, therefore, be more responsive to the needs of stakeholders;

- (c) the levels of authority are hierarchical through line management up to and including the Vice-Chancellor. Generally, any function exercisable by a delegate would be to the requirements of professional qualifications or membership; and
- (d) sub-delegation on a temporary basis is appropriate in circumstances where the staff member normally responsible is absent for a period of less than two weeks.

(5) Financial and Property Management

- (a) all expenditure incurred by the University:-
 - (i) must be approved, either directly or through delegation by the Council; and
 - (ii) must be incurred for University purposes.
- (b) a delegation authorizing the expenditure of University funds is to be limited to authorizing expenditure within the budget approved by the Council. A delegate who incurs expenditure beyond or without an approved source of funds is liable for that expenditure; and
- (c) instruments dealing with interest in land (e.g. transfers, leases, mortgages and caveats) are to be signed under the Common Seal of the University and must be registered in the Common Seal Register.

SCHEDULE V: GENERAL ACADEMIC INFORMATION

1. Admissions, Fees and Financial Requirements

- (b) All applications for undergraduate degree courses by Kenyan schools, candidates should be addressed to:
The Secretary
Kenya Universities and Colleges Central Placement Services
P.O. Box 105166–00101
Nairobi
Website: kuccps.uonbi.ac.ke; Telephone: 0723954927, 0734879662.
- (2) Admission requirements are stated in the Machakos University, Statutes XLV.
- (3) All other applications for admission should be addressed to: The Registrar (Academic and Student Affairs), Machakos University, P.O. Box 136 – 90100, Machakos, on prescribed forms.

2. Entry Requirements for Undergraduate Degree Courses

- (1) Applications for admissions shall be submitted to the Registrar (Academic and Student Affairs) on prescribed forms. However, a minimum requirement is mean Grade C+ at the Kenya Certificate of Secondary Examination (KSCE) or equivalent. In addition, applicants must meet specific degree requirements for each School; and
- (2) The entry requirement set should be regarded as the minimum, which in no way entitle an applicant to a place at the University.

3. Occasional Student

- (1) limited opportunities occasionally arise for the admission of a few students to pursue parts of courses within a discipline, or in more than one discipline, and a combination, which does not constitute a programme for the purposes of the award of a degree of the University. Candidate admitted for such a programme are known as occasional;
- (2) to qualify for admission under this category a candidate must:-
 - (a) satisfy the normal minimum entrance requirements, or offer alternative equivalent qualifications satisfactory to the Board of the School concerned, and
 - (b) produce evidence of being a student in another university.
- (3) the tenure of occasional studentship is normally up to a maximum of one academic year; and
- (4) it should be noted that students admitted under this category are evaluated either by course work or University examinations.

4. Postgraduate Courses

- (1) a Bachelor degree with Second Class Honours (Upper Division) or equivalent qualification from a recognized University;
- (2) those with Second Class Honours (Lower Division) may be considered on condition that they have Grade 'C' and above in units relevant to their areas of specialization; and
- (3) admission requirements and regulations for all postgraduate programmes appear under the Graduate School.

SCHEDULE VI: UNDERGRADUATE INFORMATION AND PROGRAMMES

1. Admission Requirements and Procedures

The guidelines given here may be supplemented by circulars from Senate as issued from time to time.

2. Undergraduate Programmes

Machakos University offers two types of undergraduate programmes.

- (1) Bachelor Degree programmes through the Kenya Universities and Colleges Central Placement Services (KUCCPS). All correspondence on KUCCPS related issues should be addressed to:

The Secretary,

Kenya Universities and Colleges Central Placement Services,

P.O. Box 105166-00101, Nairobi

Website: kuccps.uonbi.ac.ke; Telephone No. 0723954927, 0734879662

- (2) Machakos University self-sponsored programmes at certificate, Diploma and Undergraduate levels. These include regular programmes, institutional-based, evening and weekend programmes. Details on fees, course structure, and mode delivery are available at the respective Schools, Institutes, Departments, Centres and the University Website.

3. Duration of the Programme

The programmes extend over a period of four (4) academic years except for Engineering, which is five (5) years.

4. University Fees

All students shall pay tuition fees and such statutory fees per semester or per academic year as may be approved by the Council from time to time. The total fees payable will be indicated in the letter of admission.

5. Mode of Payment

All payments are to be made through deposits in the Machakos University accounts that will be indicated in the letter of admission. After depositing the money in the accounts, pay-in-slips must be presented to the Cashier, Machakos University for official receipt. The University will not accept cash, personal cheques, institutional cheques, bankers' cheques and money or postal orders

6. Accommodation

A student who wishes to stay in the University hostel will be required to apply for it. If available, the student will be given the room at a fee to be determined by the Council from time to time.

7. Catering

The University operates students catering service, whereby food is sold on a pay-as-you-eat system. Each student is expected to have a minimum of Kshs. 18,000.00 per academic year to cover catering expenses.

8. Books and Accessories

A student is required to purchase books and other accessories according to programme demand the minimum being Kshs. 9,000.00 per academic year.

9. Loan Assistance

Student may apply directly to the Higher Education Loans Board (HELB) for assistance to meet part of tuition, accommodation and book costs. Priority is given to needy students.

10. Postponement of Admission

A new student will on written request be allowed postponement for a maximum of two academic years.

11. Inter/Intra School Transfer

A first year student who wishes to apply for inter/intra School transfer will apply using prescribed forms [available from the Registrar (Academic and Student Affairs Office)] within the first three weeks of the semester. The Deans Committee will consider the application and the response will be communicated to the respective student by the Registrar (Academic and Student Affairs).

12. Semester Off

A duly registered student who wishes to take a semester off will apply in writing to the Registrar (Academic and Student Affairs) within two weeks and for Institutional Based Programme within the first week after the registration deadline. The response to the application will be copied to the Dean of the School, the Dean of Students, Health Unit and Students Finance. Such students will be expected to maintain their student status by paying registration fee every semester.

13. Registration

Each student will register for every semester within the time allocated for registration. Each student will be expected to maintain registration by paying the registration fee every semester until completion of the programme. Registration will be considered complete only after the student has fulfilled financial and other registration requirements.

14. Auditing a Unit

A student may audit a unit with permission from the Registrar (Academic and Student Affairs). The said unit will be reflected in the registration form. An audited unit will not be examined but it will be reflected in the result slip and transcript as follows: Audited Successfully – AS. An audited unit will not be converted to a regular unit.

15. Examinations Regulations

- (1) all units shall be examined at the end of the semester/session in which they are taken unless otherwise specified. Only those students who are duly registered with the University, School/Institute and Department shall be allowed write examinations. Each student must attend at least $\frac{2}{3}$ of the lectures for a unit in a semester/session, to be allowed to sit for the examination in that unit;
- (2) examinations shall consist of Continuous Assessments (CAs) which shall contribute 30% and University examinations which shall contribute 70%. CAT and other continuous forms of assessment marks may be greater than 30%. Failure to sit for CATs and undertake other continuous assessments shall lead to fail in the unit. Where a course is solely of practical work, it may be examined wholly by continuous assessment and/or practical assessment;
- (3) the pass mark in all courses shall be 40%. Each unit shall be marked out of 100. The marks shall be translated into literal grades as follows:- A=70-100, B=60-69, C=50-59, D=40-49; E=0-39; and
- (4) however, Schools with unique examination regulations and grading systems will specify their requirements in the relevant sections of the calendar.

16. Examination Irregularity

- (1) a student who is involved in any examination irregularity shall be suspended immediately by the Registrar (Academic and Student Affairs) upon receipt of an incident report pending appearance before the Students Disciplinary Committee.
- (2) the following shall constitute examinations irregularities:-
 - (a) passing or receiving relevant verbal, written or electronic communication (relevant to the examination) to or from other candidates or any other source during the examination;
 - (b) unauthorized possession of used or unused examination answer booklet(s) outside the examination room or unauthorized possession of used or unused examination answer booklet(s) inside the room, other than the one being issued for the particular examination;
 - (c) possessing or having any unauthorized written, graphic or recorded material or otherwise, in the examination room;
 - (d) copying and/or referring to other candidate's answer booklets or any other source e.g. parts of the body or clothing;
 - (e) possession of any notes recorded on paper, parts of the body or clothing;
 - (f) possession of mobile phones, i-pads, electronic note book or any other electronic gadgets or source inside the examination room;
 - (g) returning examination answer booklets with written answers after the examination;
 - (h) plagiarism, i.e. falsely accessing another person's work and appending one's name and signature claiming to be one's own. This includes but is not limited to copying other candidates written, published or unpublished material;
 - (i) disrupting the conduct of examinations;
 - (j) destroying evidence pertaining to examination irregularity;
 - (k) failure to write one's registration number or deliberately writing the wrong registration number on the answer booklet;
 - (l) presenting oneself for an examination in a unit one is not registered for;
 - (m) claiming for marks in a unit one knows he or she did not register for and/or sit for the examination;
 - (n) writing on the examination question paper;
 - (o) reading from another candidate's answers scripts or question paper;
 - (p) permitting other candidates to read or copy from one's answer scripts;
 - (q) impersonation of other candidates or being impersonated during an examination;
 - (r) deliberate failure or refusal to hand in the examination script at the end of the examination;
 - (s) assaulting and/or threatening an invigilator in the course of duty;
 - (t) involvement in and/or influencing tampering with examination data; and
 - (u) any other offence that is deemed to constitute an examination irregularity as per the Examinations Policy.

17. Penalties

- (1) any student found guilty of an examination irregularity by the Students' Disciplinary Committee shall be discontinued as per Statute LIII; and
- (2) any student who is discontinued due to involvement in an examination irregularity may appeal to the Vice-Chancellor against the discontinuation provided there is fresh evidence that was not availed during the disciplinary proceedings, and such appeal shall attract a fee of K.shs. 2,000.00.

18. Examination Grading

Incomplete

- (1) letter (I) representing incomplete grade, is used at the end of the semester only and is not used during the withdrawal period;
- (2) it is assigned to a student who, because of reasons acceptable to the Senate is unable to sit the final examination, and whose work is in good standing;
- (3) class attendance shall not be a requirement to complete the course; and
- (4) the grade (I) will be considered failing if the work is not made up by the next relevant examination sitting. After this period the (I) will be changed to failing grade "E" i.e. = Zero score.

Supplementary Examinations

- (1) supplementary examinations shall be undertaken as per the respective School examinations regulations;
- (2) any examination in a unit taken by a candidate as a result of failing the unit at the first attempt and the failed units are pre-requisites for other advanced courses, is a supplementary examination;
- (3) supplementary examination period shall normally be at the end of a year of study in which the unit is offered;
- (4) a candidate who fails in any unit, up to a maximum of four units at the ordinary examination shall be required to sit supplementary examinations in all the failed units during the supplementary period immediately following the ordinary University examinations in which he or she failed the units;
- (5) a candidate who fails a unit at the supplementary examination period shall be required to resit the examination during the next time the unit is offered at the ordinary examinations; and
- (6) a candidate who fails a supplementary examination in any year of study during the supplementary examination period shall not be allowed to proceed to the next year of study but shall be required to resit the examination during the next time the unit is offered at the ordinary University examinations.

Retake

- (1) a student who fails up to half the units taken in any one semester will be allowed to retake the failed units when they are next offered. However, if the failed units are pre-requisites for other advanced courses, they must be passed before the student enrolls in other unit(s) in the series;
- (2) no retaking of units is permitted after degree classification has been done;
- (3) no student will be allowed to retake passed unit(s) for the purpose of improving the grade;
- (4) failed units when retaken will be graded as those of normal examination units;
- (5) no student will be allowed to retake a course/unit more than twice; and
- (6) failed units shall **NOT** be replaced with other units.

Academic Warning

- (1) a student who fails in more than half of the units taken in any one semester shall be given an Academic warning (AW) by the respective Dean of School upon recommendation of the Senate.

Discontinuation

- (1) a student who fails in all units in any one semester shall be discontinued;
- (2) a student whose cumulative failures after an academic warning from the previous semester are more than half the units taken in two consecutive semesters will be discontinued; and

- (3) appeal against discontinuation will be addressed to the Vice-Chancellor.

Results Slips and Transcripts

- (1) a student will be given a result slip by the Dean of School showing literal grades and the following letters indicated:-
 - (a) Pass – P
 - (b) Academic warning -AW
 - (c) Incomplete – I
 - (d) Supplementary - S
 - (e) Retake - R
 - (f) Re-Retake - RR
 - (g) Discontinuation - DISC
- (2) provisional results will be released by the respective Deans of Schools after the School's Board of examiners' meeting, pending approval by the Senate;
- (3) upon a written request by the student, a transcript will be issued free of charge by the Registrar (Academic and Student Affairs) at the end of the degree programme;
- (4) transcripts requested for **BEFORE** graduation will be issued at a fee of KES 200.00; and
- (5) additional copies of transcripts will be issued at a fee of KES. 200.00 per academic year.

Degree Classification

- (1) the final classification of the degree program will be based on all the required units (core and electives) taken during the degree programme. The total number of units required for degree classification may vary from one School to another; and
- (2) the total score will be based on cumulative score average to arrive at the following final classification.

70-100%	First Class Honours
60-69%	Second Class Honours (Upper Division)
50-59%	Second Class Honours (Lower Division)
40-49%	Pass
0-39%	Fail

Letter of Completion

- (1) upon request to the Registrar (Academic and Student Affairs), a letter of completion shall be issued before graduation to a student who has completed the degree programme and met entire financial obligation to the University; and
- (2) such a letter will be subject to alteration or change after final confirmation and approval of the results and will bear such a rider at the bottom to the effect.

Graduation

- (1) only students who have completed and passed all the required number of units including practicum shall graduate; and
- (2) a student who intends to graduate should apply to the Registrar (Academic and Student Affairs).

Convocation/Alumni

- (1) membership of Machakos University convocation is open to all persons who become graduates of Machakos University including Honorary Graduates. Machakos University convocation has two main objectives:-
 - (a) maintaining contact with the Machakos University alumni, informing them of the university's programmes with the hope that they will assist Machakos University in fulfilling its education goals; and

- (b) encourage members to continue their university friendship after graduation through social reunion activities. Active membership is maintained through payment of regular convocation dues.

Opportunities for Further Studies

The University offers opportunities for further studies as advertised from time to time by the respective Schools. However, further enquiries about postgraduate programmes can be made to the Dean, Graduate School.

Teaching Practice Regulations

These will apply to those students pursuing Diploma and Undergraduate Degree programmes in Education and, Agricultural Education and Extension programmes. Marks obtained after completion of Teaching Practice will be included in the degree classification.

(1) Failure to Follow Regulations for Teaching Staff

- (b) Any three reported cases of neglect, which have prompted letters of warning, will lead to retaking of Teaching Practice and so will any two reported cases of explicit refusal to follow School/College regulations having prompted such letters.

(2) Unauthorized Absence from School Duty

- (a) being absent from duty for seven or more days without permission from the Head Teacher/Principal or documented justification will result in immediate suspension from the ongoing Teaching Practice and a retake of the Teaching Practice awarded; and
- (b) unauthorized absence for less than seven days will result in a letter of warning. When permission has been granted the Area Supervisor/Supervisor has to be informed.

(3) Insubordination and Lack of Respect for Authority

Any misconduct which results in dismissal from a School/College will at least lead to retaking of Teaching Practice, as well as any two reported cases of explicit insubordination which have prompted letters of warning although more serious action may be taken depending on the nature of the misconduct. Reported lack of respect for colleagues by for instance, publicly criticizing them within the hearing of students will result in a private warning by the supervisor or school head and if repeated, a warning and possible retaking of Teaching Practice.

(4) Failure to live up to the Required Teaching Practice Standards

- (a) any behavior like interfering with posting without prior consent from the Area Supervisor/supervisor, failure to teach the required number of lessons, failure to record, hand in marks or inform the Area Supervisor of timetable changes may prompt a letter of warning and if repeated, suspension from Teaching Practice and retaking of Teaching Practice; and
- (b) if towards the end of Teaching Practice School/College examinations are not marked, results not handed in or School/College property not returned, Teaching Practice results shall be withheld until the Student Teacher has complied with the verdict of the Students Disciplinary Committee.

(5) Unethical and Unprofessional Behaviour

Any behavior which brings the teaching profession into disrepute and which may range from refusing to participate in co-curricular activities, missing a class, failure to prepare a lesson to the more serious offences, such as flirting with students, being drunk while

on duty, having sexual relations with students will result in disciplinary action. Such offences shall result in immediate suspension of the student teacher and will be followed by discontinuation from studying at Machakos University.

(6) Pregnancy

Since pregnancy is not necessarily sickness, a student who is pregnant at the time she is supposed to go for teaching practice shall be allowed to undertake the teaching practice, unless prevented from doing so by any other reasons accepted to Senate in which case she will be advised to defer the teaching practice.

19. STUDENT CONDUCT AND DISCIPLINE

(1) Sanctions of Regulations

The sanctions of regulations and control of students' behavior are carried out by the Vice-Chancellor on behalf of the Council.

(2) University Property

A student or group(s) of students will be held responsible for any damages to University property, resulting from misuse or willful destructions of such property by the student or group of students.

(3) Academic Responsibility

Attendance of lectures, tutorials, seminars, practical, academic field trips and other scheduled course of instructions is compulsory. Non-attendance due to illness or other good cause must be authorized by the Dean of the relevant School.

(4) Procession and Demonstrations

It is a serious offence for any student or group of students whilst within the University to convene, organize, participate or in any way involve in any demonstration, gatherings or procession or in any authorized ceremonies for which permission has not been obtained from the University or Government authorities. It is a serious offence for any student or group of students to organize or participate in pickets or in any manner prevent any student or member of staff from performing their normal duties. Any other similar conduct outside the University Campus will be punishable according to the law of the land.

(5) Drunkenness

Whereas consumption of alcohol is not prohibited, drunkenness and disturbance of other students because of drunkenness will constitute a serious offence. It is also a serious offence to possess, handle or drink illicit brews on the Campus. Anyone caught shall be arrested and dealt with according to the laws of the land.

(6) Drug Taking and Possession of Drugs

It is serious offence against University Regulations to possess or take drugs as a student of this University. Anyone caught shall be arrested and dealt with according to the laws of the land.

(7) Noise

It is an offence and against University regulations to create unreasonable noise or behave in an unruly or rowdy manner to the disturbance or annoyance of other occupants of University premises.

(8) Correspondence

No student is allowed to make any public statement on behalf of the Student Union or other societies on matters affecting the University without special authority from the Vice-Chancellor.

(9) Disciplinary Procedure Against Students Misconduct

- (a) a student may be summoned to appear before the student Disciplinary Committee to answer a charge of complaint against him or her and to answer questions in regard to any matter under investigation against him or her; and
- (b) a disciplinary procedure will be carried out against a student in absence who in the opinion of the Disciplinary Committee has been duly summoned but has failed to appear.

(10) Punishment

A fine as may be determined by the Senate will be imposed on a student if found guilty of an offence.

(11) Upholding the Good Name of the University

All Machakos University students are expected wherever they are at whatever time and place to show exemplary conduct of good behavior and be mindful of the welfare of others. They should also uphold friendly co-existence with other members of the University so as to enable effective functionality of the institution.

20. UNIVERSITY COMMON UNITS

- (1) All students taking undergraduate programmes are required to take University Common Units as prescribed by their respective Schools. UCU 100 and UCU 103 are compulsory for all students.

Unit Code and Title

UCU 100:	Communication Skills
UCU 103:	Introduction to Critical and Creative Thinking
UCU 101:	Development Studies
UCU 104:	Entrepreneurship
UCU 106:	Diversity, Ethics and Citizenship

- (2) In addition to the compulsory UCUs, each student will be required to choose only one (1) unit from the following categories of cluster, depending on the School as shown:

S. No.	School	Cluster	Required Number
1.	School of Health Sciences School of Hospitality and Tourism	UCU 101 UCU 104 UCU 106	To choose only 1
2.	School of Business and Economics	UCU 101 UCU 104	To choose only 1
3.	School of Humanities and Social Sciences School of Education School of Law School of Governance and Leadership	UCU 101 UCU 104 UCU 106	To choose only 1
4.	School of Pure and Applied Sciences School of Agricultural Sciences School of Environment Sciences School of Engineering and Technology	UCU 101 UCU 104 UCU 106	To choose only 1

- (3) The number of units required for students to qualify for the Degree Programmes Classification is as follows:-
- (a) Bachelors of Education (Arts) and Bachelors of Education (Science) - 50 units
 - (b) Bachelors of Education (Special Education) and Bachelors of Education (Early Childhood Education) - Maximum of 56 units
 - (c) Other Bachelor Degree Programme- No. of Units reduced by one (1) unit.

SCHEDULE VII: FUNCTIONS OF THE GRADUATE SCHOOL

The Graduate School shall carry out the following key roles: Administrative, Advisory and Student Welfare Matters.

1. Administrative Role:

The Graduate School shall carry out the following administrative roles:-

- (1) to organize the Graduate School Board meetings and implement the Board decisions;
- (2) to monitor supervision of postgraduate students through the tracking supervision form;
- (3) to develop appropriate instruments for tracking of thesis examination process to ensure timely submission of examiners reports;
- (4) to schedule defenses and provide secretarial services for the Board of Examiners;
- (5) to process payment of both Internal and External Theses Examiners;
- (6) to coordinate payment for supervision of theses and projects;
- (7) to organize orientation of postgraduate students;
- (8) to process postgraduate student scholarships; and
- (9) to keep updated records of postgraduate students including their progress reports.

2. Advisory Role

The Graduate School shall carry out the following advisory roles:-

- (1) to advise students on academic matters including requirements for substantive registration and Notice of Submission of thesis; and
- (2) to ensure effective and regular supervision of postgraduate students through close coordination with various Schools, Institutes and Departments which provide graduate courses.

3. Student Matters

The graduate School shall perform the following functions regarding student matters:-

- (1) to organize postgraduate student seminars;
- (2) to receive and consider any matters affecting the academic and social welfare of students and advice Senate accordingly;
- (3) to solicit and allocate research and scholarship funds for Graduate students in consultation with the relevant teaching and administrative units of the University; and
- (4) to organize training seminars in liaison with other relevant departments to enhance research skills and exposure for postgraduate students.

SCHEDULE VIII (A): COMMON REGULATIONS FOR THE MASTER DEGREES IN ALL SCHOOLS, INSTITUTES AND CENTRES

1. Eligibility for the Master Degree Programme

The following shall be eligible for registration into Master degree programmes in the University:-

- (1) a holder of a Bachelor degree with Second Class Honours - Upper Division of Machakos University or equivalent qualification from a recognized university. In addition, applicants must meet specific school requirement;
- (2) in exceptional cases, the Senate may also admit to the Master programme non-holders of a first degree provided such candidates can on the basis of published research, academic and creative work they have done, show that they are qualified to undertake postgraduate work by passing qualifying examinations;
- (3) an intending candidate shall be required to produce evidence of competence to work for the degree. The Senate may decline to admit as a candidate for the degree, any person whose attainments are, in its opinion, not sufficiently high to warrant such admission;
- (4) in addition to producing evidence of eligibility for registration, candidates for the Master degree may be required to appear for interviews in the Department and/or School concerned, to determine their suitability; and
- (5) subject to the approval by the Senate, Schools may formulate regulations requiring applicants to have attained such academic or equivalent qualifications as may be consistent with the goals of their Master programmes.

2. Submission and processing of Applications

- (1) applications shall be submitted to the Registrar (Academic and Student Affairs) on the prescribed university forms;
- (2) all applications for registration shall be processed in the first instance by the relevant Departmental Postgraduate Studies Committee (DPSC) before being submitted to the relevant School Postgraduate Studies Committee (SBSC). The School shall then forward all such applications with appropriate comments to the Graduate School;
- (3) before recommending a candidate for registration, the SPSC concerned shall satisfy itself that: the proposed field of study is academically sound and can profitably be pursued under the supervision of Machakos University academic staff;
- (4) the candidate has adequate opportunities for consulting with supervisors (s) at least once a month;
- (5) the candidate can obtain access to materials relevant to the field of study or research work;
- (6) the candidate has adequate facilities for practical field work where this is applicable; and
- (7) candidates for the Ph.D. degree may apply for provisional admission by completing the normal University admission application form which will be scrutinized and approved by the relevant Department and School. The form will then be submitted to the Registrar (Academic and Student Affairs - Admissions Office). If approved, provisional candidates will be allowed 12 months within which to prepare and successfully defend their research proposals at the Departmental and School Boards.

3. The Pattern of the Master Degree Programmes in any School

This shall consist of:-

Either

- (1) coursework, examination and project involving full time attendance at the University,
OR

- (2) 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, **OR**
- (3) under exceptional circumstances thesis only which may be taken either on full-time or part-time basis. Provided that no candidate shall qualify for the award of a Master degree by thesis only, unless he has been in attendance at the University in the School in which he/she is registered for such a period as the regulations of the School concerned may require.

4. The duration of the Master Degree Programmes

- (1) the Master programme in all schools shall extend over a period of at least eighteen months from the date of registration; and
- (2) no candidate for the Master degree shall be registered as a full time student for more than three years or a part-time student for more than four years without completing the programme of study, or submitting a thesis as may be the case without the permission Senate.

5. Extension of Duration of Study for the Master Degree

- (1) extension of a study period beyond the normal time limit may be granted on the basis of a recommendation from the Department through the relevant School specifying reasons for the extension and a schedule for the activities to be carried out;
- (2) request for extension of study period should be made to the Graduate School two months before expiry of study period;
- (3) under special circumstances, a period of study may be extended for no longer than six months (6) and twelve (12) months for full-time and part-time candidates, respectively;
- (4) withdrawal and re-admission;
- (5) for the entire study period, students may apply for permission to be away from the University for up to one academic year. Permission may be granted by Senate on the basis of recommendations from the Department and the relevant School specifying reasons for the permission; and
- (6) a student who has officially withdrawn from a programme while in good academic standing but is unable to resume studies within one academic year may be re-admitted on the basis of recommendations from the Department through the relevant School.

6. Change of Registration Status within the Same Programme

- (1) on the recommendation of the School Board concerned, the Senate may permit a candidate to change his or her registration status from part-time to full-time or vice versa only once, as per policy;
- (2) provided that no candidate admitted as a full-time or part-time student for course-work and examination, or course-work, examination and thesis, shall be permitted to change registration status, unless the candidate has successfully completed the first year and passed the examination at the end thereof; and
- (3) provided also that in the case of candidates registered for thesis only, no change of status may be approved unless the candidate concerned has completed such full-time attendance at the University (not being less than six months) as the regulations of the School concerned may require.

7. Examination of Candidate

- (1) a taught unit in all Schools is defined as the equivalent of 35 one-hour lectures;
- (2) two hours of tutorial or three hours of practical work are equivalent to a one-hour lecture for the purpose of the definition of a unit in these regulations;

- (3) candidates taking coursework and examination or coursework, examination and thesis shall be examined in all the units for which they have registered at the end of the semester in which they are taught;
- (4) full-time students shall take a minimum of 8 units within the first academic year;
- (5) assessment of each unit shall be done at the end of each semester by a written examination, which shall constitute 70% of the total marks in each unit and a course work assessment test constituting 30% of the overall assessment. Other types of examination as specified in the School regulations may also be used in the assessment of a unit;
- (6) the pass mark in all Schools for each unit shall be 50%;
- (7) each unit is marked out of 100%. These marks are translated into literal grades as follows: -100% = A; - = B; - -C; 49% and below - E (Fail);
- (8) 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 academic year;
- (9) the undergraduate regulations on examination irregularities shall apply;
- (10) the entire Master degree programme shall be equivalent to a minimum of 16 taught units;
- (11) examination results for taught units shall be processed through the School Board of Examiners concerned and presented directly to the University Board of Examiners’;
- (12) supplementary examination, if any shall be governed by School regulations approved by Senate;
- (13) a candidate who fails in a supplementary examination shall be discontinued;
- (14) a candidate who fails in more than two units in any academic year shall be discontinued; and
- (15) examination results for theses will be processed and presented to Senate by the Graduate School.

8. Conduct of Studies and Supervision

- (1) a candidate registered in accordance with these regulations shall be required to pursue the programme of study under instruction or supervision of academic staff appointed in that capacity by the Senate on the recommendation of the School Board concerned;
- (2) recommendations on the appointment of supervisors shall be processed in the first instance through the relevant Department and School. The recommendations shall then be forwarded to the Graduate School for scrutiny and onward transmission to the Senate;
- (3) before recommending the appointment of any supervisor, the Department concerned shall satisfy itself that the proposed supervisor is competent in the subject area and field of research in which the candidate proposes to work;
- (4) at least two supervisors shall be appointed for each candidate. However, Senate may, appoint additional and/ or replacement of supervisor if necessary;
- (5) normally, one of the supervisors shall be appointed from among the academic staff of the Department concerned;
- (6) on the recommendations of the relevant Department through the relevant School, Senate shall appoint one of the supervisors as the candidate's main supervisor;
- (7) where a Supervisor is appointed from outside the University, such a supervisor must show evidence of competence in the candidate's area of study through publications or other work produced since obtaining the higher degree;
- (8) candidates shall be required to consult their supervisors (s) at least once a month and to submit Tracking Supervision Reports at the end of every semester through the supervisors(s) to the relevant Departmental BPS for onward transmission to the relevant School of Board of Postgraduate Studies and to the Graduate School;

- (9) it shall be the duty 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, supervisors shall be required to:-
 - (a) maintain regular and effective contact with assigned candidates;
 - (b) certify at the end of every semester that the candidate has received supervision;
 - (c) inform the Graduate School through the relevant DPSC and SPSC at once, if it is considered that a given candidate is unlikely to reach the standard required for the award of a Master degree;
 - (d) where the academic progress of a given candidate is unsatisfactory, such a candidate shall be given a written warning by the Dean of the School concerned to the effect that unless there are signs of improvement within three months, deregistration shall be effected. A recommendation for deregistration shall be made to the Senate through the School only after the above shall have been complied with; and
 - (e) subject to approval of the relevant Deans and the Chairmen of the Departments, a candidate may take a course in another Department or even in another School as part of the requirement for his or her Master degree programme.

9. Regulations on Writing a Thesis

- (1) regulations on writing a thesis are applicable to higher degree programmes of Machakos University which have a requirement for the submission of a thesis in partial fulfilment for the award of the degree. The regulations are supplementary to School regulations;
- (2) a thesis must be type-written or printed on a high quality A4 (210 x 297 mm) size paper. The type must be double spaced and on one side of the paper only. There shall be a 50 mm margin on the left hand side and 25 mm on the right hand side of the paper. Typing shall begin 40mm from the top of the paper and may not go beyond 25 mm from the bottom of the page. Pages shall be numbered consecutively and the number shall appear in the centre of the upper margin of the page. Preliminary pages such as table of contents, list of tables and figures that precede the first page of text shall be numbered. However, where such numbering spoils or detracts the presentation, the number may be omitted. Subsequent pages shall be numbered as if the tm-numbered page carried a number;
- (3) the first page shall bear the title of the thesis in capital letters with the full name of the candidate below. The legend 'A' thesis submitted in partial fulfilment for the degree of (insert the name of the degree and the area of specialization) Machakos University shall appear in the middle of the page. The date of submission shall appear below in the form of month and year;
- (4) The second page must contain:-
 - (a) a signed declaration by the candidate with the following statement; "This thesis is my original work and has not been presented for a degree in any other University"
 - (b) a signed declaration by the University Supervisor and all other supervisors with the following statement when the thesis is submitted for examination: "We as University supervisors confirm that the work reported in this thesis was carried out by the candidate".
 - (c) the third page of the thesis (and pages following if necessary) shall contain: a table of contents with page numbers.
 - (d) an abstract of the thesis not exceeding two pages, double spaced, and not exceeding 500 words, should follow beginning on a new page.
 - (e) tables, text figures, diagrams and plates shall be numbered, in separate sequence, and should be cited by a number in the text. Each table, figure and plate shall have full caption. Figures and diagrams should in general be reproduced by

- photographic or similar means. There should be a 60 mm margin around all figures, diagrams and plates, and all lettering must be in stencil or its equivalent;
- (f) literature must be cited by author and year of publication in the text and a list of references must appear at the end of the thesis. All citation of literature in the text and under references should follow the APA style;
 - (g) the original thesis must be submitted and copies taken from the original for submission must be good quality photocopies. Typed carbon copies are not accepted;
 - (h) after examination and the effecting of necessary corrections, the thesis shall be bound in black for Master degree and maroon for Ph.D. degree. The spine of the thesis shall be embossed in gold with the initials and surname of the candidate the degree for which it has been submitted and the year. This shall read from left to right when the title page is uppermost. The title of the thesis and the initials and the name of the candidate, Machakos University and year, shall also appear in letters on the front cover; and
 - (i) all four copies submitted to the Dean, Graduate School through the Chairman Department and Dean of relevant School shall remain the property of the University and shall be distributed to the relevant School, Department, Library and Graduate School.

10. Submission and Examination of a Thesis

- (1) at least three months before a thesis is submitted a candidate shall give notice of the intention using the University prescribed form to the Dean, Graduate School at the same time, the title and an abstract (not longer than 2 pages and double spaced) of work outlining the general scope of the work;
- (2) candidates who fails to submit their thesis at the expiry of three months shall be required to resubmit the notice afresh;
- (3) every thesis shall be submitted in quadruplicate, and must be accompanied by a declaration by the candidate confirming that the thesis has not been submitted for a degree in any other University, and that the contents of the thesis are the original work of the candidate;
- (4) a thesis submitted for the degree must be adequate in form and content. It must include a list of references cited in the thesis whether published or otherwise must also conform to the format for a thesis of Machakos University;
- (5) the Senate shall, on the recommendations of the Board of the Graduate School in respect of each candidate presenting a thesis a Board of Examiners consisting of:-
 - (a) the Dean of the School as Chairman (or any other person appointed by Senate as need may arise);
 - (b) an external examiner;
 - (c) two internal examiners both of whom must have supervised the candidate;
 - (d) two other competent persons who must not be from the candidate's Department; and
 - (e) a Senate representative who is not a member of the School to which the candidate belongs.
- (6) the external examiner and each of the internal examiners shall be required to submit within six weeks an independent written assessment of the thesis to the Dean, Graduate School indicating:-
 - (a) the strengths and weaknesses of each chapter;
 - (b) whether or not the thesis is adequate in form and content;
 - (c) whether or not the thesis reflects an adequate understanding of the subject in consequence; and
 - (d) whether or not the degree should be awarded.

- (7) as soon as all the examiners reports are received, the Dean of Graduate School shall convene a meeting of the Board of Examiners at which the reports and other academic matters arising from the thesis shall be considered, and a report made on the prescribed University form and appropriate recommendation thereon prepared for submission to Senate through the Dean, Graduate School;
- (8) where 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 external examiner and internal examiners, and the results of the oral examination, the Dean of the Graduate School shall forward such recommendations to the Vice-Chancellor for approval on behalf of the Senate;
- (9) where the recommendation of the Board of Examiners is not unanimous, or where in the opinion of the Dean of the Graduate School the recommendation is not consistent in material respect with the matters referred to in regulation (6), it shall be referred to the Graduate School Board meeting for an appropriate recommendation to the Senate;
- (10) the Senate may, on the advice of the Board of Examiners and the Graduate School invites a candidate to re-submit a thesis in a revised form. A thesis may be presented for re-examination only once;
- (11) a candidate whose thesis is referred to under this regulation shall be required to resubmit the thesis within twelve months;
- (12) subject to Senate's approval and only under the most exceptional circumstances, the degree may be awarded to a candidate without being orally examined; and
- (13) 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 of Machakos University"

11. Master Degree Programmes by Project

- (1) only Departments that have Senate approval to offer Master degree course by projects shall be allowed to take this option. All students taking this option shall be registered at the Graduate School; and
- (2) the Graduate School has the mandate to handle the supervision and examination of the projects as it does for the thesis. This ensures that there is uniformity of procedure and high quality of the projects submitted.

12. Project Supervision and Project Proposals

- (1) students carrying out projects at Postgraduate level must have their projects approved by Departmental Postgraduate Studies;
- (2) information on all approved projects by Departmental Boards of Postgraduate Studies must be communicated to the School Boards of Postgraduate Studies for record;
- (3) departments shall be required to approve project proposals and identify supervisors;
- (4) only academic members of staff who are qualified to teach and supervise postgraduate work shall be assigned to supervise the projects; and
- (5) the Supervisors for the projects shall be approved by the Board of the Graduate School.

13. Project Examination

- (1) examiners of projects shall be approved by the Board of the Graduate School;
- (2) all projects shall be subjected to both and external examination;
- (3) no supervisor shall be allowed to serve as the internal examiner of the same project that he has supervised;
- (4) departments shall be required to identify only one internal examiner who must be a non-supervisor to examine the project;
- (5) each marked project shall have the external examiner's written report and marks. Final Submission of Project; and

- (6) two copies of the finalized project shall be submitted to the Graduate School through the Departmental Board of Postgraduate Studies and the School Board of Postgraduate Studies.

SCHEDULE VIII (B): COMMON REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY IN ALL SCHOOLS

1. Eligibility for Admission

The following shall be eligible for registration for the Ph.D. degree programme:-

- (1) a candidate who holds a Master degree of Machakos University;
- (2) a candidate who holds a Master degree or equivalent qualifications from any University recognized by the Senate of Machakos University as being an institute of comparable status to that of Machakos University;
- (3) a candidate who holds a Bachelor degree of Machakos University and has at least three years postgraduate research experience in the subject area, and can provide proven evidence of research ability in the form of papers, reports, manuscripts, portfolios or other published works;
- (4) a candidate who holds a Bachelor degree or equivalent qualification from any other University or institution recognized by the Senate of Machakos University as comparable status to Machakos University, provided that the candidate has at least three years of postgraduate research experience in the subject area and who can provide proven evidence of research ability in the form of papers, reports, manuscripts, portfolios or other published works;
- (5) in exceptional cases, a candidate admitted to study for a Master degree, may have the registration changed to a doctorate degree, provided that the candidate has exceptionally good progress in the research and that the area of study is suitable for doctorate study. Requests for such a change shall be submitted to the Graduate school by the relevant School which will make an appropriate recommendation to Senate;
- (6) in addition to producing evidence of eligibility for admission, candidates for Doctor of Philosophy degree may be required to appear for interview by the School Department, to determine their suitability for registration;
- (7) the Senate shall have overall authority to admit or decline to admit a candidate for the degree;
- (8) subject to approval by the Senate, Schools may formulate regulations requiring applicants to have attained such academic or equivalent qualifications as consistent with the goals of their doctorate programme;
- (9) applications shall be submitted to the Registrar (Academic) on the prescribed university application forms;
- (10) applications and research proposals shall, in the first instance, be scrutinized by the relevant Departmental Board of Postgraduate Studies DBPS and forwarded to the relevant School Board of Postgraduate Studies, which shall make appropriate comments and recommendations to the Graduate School;
- (11) in case of rejection, the Registrar (Academic) shall inform the applicant of for rejection;
- (12) if satisfied with the applicant's eligibility, the Graduate School shall recommend to the Senate that the applicant be admitted and the effective date of registration will be when relevant School Board of Postgraduate Studies accepted the research proposal;
- (13) before recommending an applicant for registration, the relevant School Board of Postgraduate studies shall ensure that:-
 - (a) the proposed field is academically sound and can be profitably pursued under the supervision of Machakos University academic staff;
 - (b) the applicant will have access to such literature, materials and facilities as demanded by the field of study; and

- (c) candidates for the Ph.D. degree may apply for provisional admission by completing normal University admission application form which will be scrutinized and approved by the relevant Department and School. The form will then be submitted to the Registrar Academic Affairs (Admissions Office). If approved, provisional candidates will be allowed 12 months within which to prepare and successfully defend their proposals at the Departmental and School Boards.
- (14) the Graduate School may postpone the research proposal requirement as a prerequisite for admission when a candidate seeks provisional registration. Departments must make recommendations for such postponement through the relevant School. The recommendations must be based on the applicant's credentials, departmental research objectives and other relevant considerations. Candidates who are registered provisionally must submit their research proposals within twelve months with effect date of registration.

2. Doctor of Philosophy Degree Programmes

The Doctor of Philosophy Degree programme in any School shall consist of either:-

- (1) thesis only; OR
- (2) coursework, examination and thesis.

3. The Duration of Doctor of Philosophy Programmes

- (1) the doctorate degree in all Schools shall extend over a period of at least three (3) years from the date of registration for a candidate studying full-time;
- (2) part-time candidates shall be registered for a minimum of four (4) years, except that under special cases the Graduate School may recommend to Senate that the candidate submit the thesis after three (3) years;
- (3) no candidate for Ph.D. degree shall be registered as a full-time student for more than four years or a part-time student for more than six (6) years and
- (4) the maximum period of study may be extended for no longer than nine (9) months and twelve (12) months for full-time and part-time Ph.D. candidates respectively, unless under special circumstances.

4. Supervision of Candidates

- (1) a candidate registered under these regulations shall be required to carry out research under the supervision of a Supervisory Committee of at least two members, one of whom must be from the members of the University academic staff;
- (2) the Senate shall on recommendation of the Graduate School shall appoint one of the members of the Supervisory Committee as the candidate's main supervisor;
- (3) a supervisor may be drawn from outside the School and the University, in which case the Graduate School must satisfy itself (by examination of the potential supervisor's curriculum vitae) that the potential supervisor is competent in the candidate's area of study;
- (4) supervisors and candidates must consult at least once per month. If written material is submitted by the candidate for consideration by the supervisors, then the supervisor must respond within a period of at most two weeks;
- (5) all candidates shall present annually, a written report on their progress to the relevant School Board of Postgraduate Studies through the relevant department. The reports must be certified by the candidates' supervisors. Supervisors may present an unsatisfactory report to the SPSC at any, time; and
- (6) where such an unsatisfactory report is considered by the SPSC to be likely to Cause de-registration of the candidate, the Dean of School shall be required to warn the candidate in writing as to the unsatisfactory nature of his or her progress. During the six-month probation the candidate must submit to the SPSC through the supervisors and

department a progress report after every month. If adequate progress is not made within a further six months period, the SPSC shall recommend to the Graduate School that the candidate be deregistered.

5. Submission and Examination of a Thesis

- (1) candidates shall give at least three months' notice to the Dean, Graduate School on the Ph.D. University prescribed form that they intend to submit their thesis;
- (2) candidates who fails to submit their thesis at the expiry of three months shall be required to resubmit the notice afresh;
- (3) the Senate, on recommendation of the Graduate School, School and the Department shall appoint an external, two internal examiners, one of whom must not have supervised the candidate, two other competent persons and a Senate Representative as members of the candidate's Board of Examiners. The Chairman of the Board of Examiners shall normally be the Dean of the relevant School;
- (4) the external examiner and each of the internal examiners shall be required to submit within five weeks of receipt of the thesis, independent written assessments of the thesis. The assessment reports should be sent to the Dean, Graduate School and should indicate:-
 - (a) the strengths and weaknesses of each chapter;
 - (b) whether the thesis conforms in presentation, to the regulations for writing of thesis of Machakos University;
 - (c) whether the thesis makes a distinct contribution to the knowledge and understanding of the subject and reflects evidence of the candidate's capacity for original thought and is worthy of publication;
 - (d) Whether the degree should be awarded; and
 - (e) The examiners should also point out and list separately any corrections they feel should be made to the thesis.
- (5) as soon as all the examiners' reports are received, the Dean, Graduate School shall convene a meeting of the Board of Examiners chaired by the Dean of the relevant School at which the candidate shall be present for oral examination. Subject to Senate's approval and only in the most exceptional circumstances, the degree may be awarded to the candidate without being orally examined;
- (6) the Board of Examiners shall consider to the examiners' reports, the candidate's performance at the interview, and any other academic matters arising from the candidates programme and produce a report on the prescribed university form to be signed by all Board members present. The report shall recommend the award of the degree, or otherwise to the Senate through the Graduate School;
- (7) candidates must make corrections as recommended by the Board of Examiners. A certificate shall be issued by a member of the Board (normally the main supervisor) appointed to ensure that the corrections recommended by the Board have been made in the bound copies;
- (8) the Senate may, on the advice of the Graduate School invite a candidate to resubmit the thesis in a revised, extended or rewritten form. The thesis shall then be re-examined by a Board of Examiners within a period of 12 months from the original meeting of the Board of Examiners. A thesis may be presented for re-examination only once; and
- (9) a thesis accepted by the University and subsequently published in part or whole and in whatever form shall, bear the inscription; "Work forming part of the requirements for the degree of Doctor of Philosophy of Machakos University".

SCHEDULE IX: RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS OF THE UNIVERSITY

Preamble

1. These regulations are made by the Council in consultation with the Senate in accordance with the provision of the Act, on whose object and purpose *inter alia*, is to provide for the control, good governance and administration of the Machakos University (herein referred to as the University).
2. The regulations shall be binding to every student of the University upon registration and so long as such student remains registered.
3. Every student shall, before being registered:-
 - (1) be required to read these regulations and to sign a declaration appended hereunder that he or she has read and understood the contents and meaning hereof and that he or she undertakes to be bound thereby; and
 - (2) failure or refusal to comply with clause (1) herein above may constitute a ground for denial of registration.
4. Nothing in these regulations shall preclude the University from requiring any student to execute any bond, assurance and undertaking to be of good conduct throughout stay at the University. Such bond, assurance or undertaking when required and executed shall have the same effect as if it were incorporated herein.
5. For purposes of these regulations the term “student” means and includes:-
 - (1) any person who has been formally registered to a course of study for an undergraduate degree or diploma or certificate by the University after paying the prescribed fees;
 - (2) all occasional students who are registered students of another University but are admitted to a course of study within the University;
 - (3) all postgraduate students registered by the University for Higher Degree, diploma or other qualifications as may be approved by the Senate; and
 - (4) any other person who is determined by the Senate to be a student.
6. Any other offences not provided for under these Statutes shall be liable for disciplinary action.
7. These regulations should be read together with the Act, Charter and these Statutes.

Organization of Students

8. There shall be established in the University one Association of students (herein after referred to as the Students’ Association of Machakos University whose object and purpose shall be:-
 - (1) to promote the academic and social welfare of the students of the University;
 - (2) to act as a link between students, the University academic staff and other University administration;
 - (3) to promote the academic welfare of the students of the University;
 - (4) to present students’ opinion in matters affecting their welfare in the Senate and Senate Committees;
 - (5) the development, establishment and encouragement of worthy traditions of social and academic life on the University Campus; and
 - (6) to establish and enhance co-operation with such other student organizations within the University and other institutions of higher learning as may be recognized by the Council and Senate.
9. Membership of the Students’ Association of Machakos University shall be open to all students registered in the University on payment to the University of such fees as may be prescribed by the Organization.
10. There shall be branches of the Students’ Association of Machakos University in all the Schools, Institutes, Campuses and Colleges.
11. The Students’ Association established in accordance with these regulations shall not be dissolved save by resolution of the Council after consultation with the Senate.

12. The Students' Association shall determine its own organs and procedures and, in particular, shall develop a constitution setting out clearly:-
 - (1) the officers of that Association;
 - (2) the duties and powers of such officers;
 - (3) the frequency of and procedures at meetings;
 - (4) the possible sources of funds of the Association;
 - (5) the purposes to which the funds of the organization are to be applied; and
 - (6) the manner and form in which such students' Association shall be represented in the Senate and Senate Committees, respectively.
13. In accordance with the Act and the Charter, the University Council recognizes the Students' Association as being an organization representative of the students of the University.
14. In addition to any other permits required by law, all meeting and other activities of the Students' Associations (whether professional, academic or otherwise) to be held within the University precincts shall not take place until permission is first obtained from the Vice-Chancellor.

The Conduct of Students

15. The following provisions shall apply with respect to the conduct of students within and so far as is applicable, outside the University precincts.

- (1) **General Conduct**

All the students of the University shall conduct themselves with the highest standard of integrity, personal discipline and morality and, in particular, shall:-

- (a) respect and adhere to the administrative and academic procedures and structures;
- (b) respect the rights and privileges of other students and the members of the University community at all times;
- (c) refrain from any conduct that might bring the University or any section or programme thereof to disrepute, ridicule or public odium;
- (d) carry themselves in all public fora or places with such humility and dignity as befits their status as mature and responsible citizens;
- (e) refrain from all acts of violence, hooliganism, unruly or rowdy behaviour, or any conduct likely to cause a breach of the peace and disturbance to others within or outside the University Campus;
- (f) wear acceptable and appropriate attire at all times and in particular while attending lectures, practicals, during meals time in the Dining Hall or at any University functions;
- (g) not keep motor vehicles in the University premises without prior written permission of the Deputy Vice-Chancellor (Academic and Student Affairs). Such permission will not be given without proof of a current driving license, a valid road license and a valid certificate of insurance. Such permission may be refused or withdrawn without assigning any reasons thereof;
- (h) desist from tampering with fire-fighting appliances wherever installed and shall use such appliances for fire-fighting purposes only;
- (i) desist from misuse or willful damage to or destruction of University property in default of which such student or group of students if identified or all students shall bear full responsibility thereof;
- (j) refrain from and or avoid such drunkenness or drunken behaviour as would constitute a disturbance to other students and staff of the University;
- (k) refrain from creating noise that may cause disturbance or annoyance to the University community;
- (l) desist from abuse of drugs and totally refrain from the use of drugs, the possession and use of which is prohibited by law;

- (m) not possess keys to rooms or building on the Campus other than those obtained through the official channel;
- (n) avoid and or desist from tampering with official documents that may come into your possessions by any means whatsoever;
- (o) not engage in fund-raising activities without written authority from the Government and approval by the University Management;
- (p) not engage in or use University facilities for political purposes;
- (q) not either as individuals or through the students' associations and societies use University telephone, printing or mailing facilities for unauthorized purposes;
- (r) not to remove furniture or equipment from rooms or buildings in which it is meant to be used, without written permission from the relevant authorities; and
- (s) not use the name Machakos University either as an individual, club society or Student's Association without prior written approval from the Vice-Chancellor.

(2) Conduct with the Public

In addition to any other liability that may be attached thereto, students remain accountable to the University in respect of their relationship with members of the general public and of conduct and utterance in matters that lie in the public domain wherefore:-

- (a) all correspondence to the press or other mass media by students or officials of the University students' association in their individual capacities shall bear their names and private addresses;
- (b) all public statements affecting the University which are intended to be issued on behalf of any association of students must receive prior written approval of the Vice-Chancellor; and
- (c) invitation to Government Ministers, Representatives of Foreign Governments or other public personalities to visit the University in their official capacity shall be channeled through the Dean of Students to the relevant University authorities.

(3) Academic Conduct

All students shall apply themselves diligently to the courses of study approved by the Senate and for which they are registered and, in particular shall:-

- (a) except for good cause, attend all lectures, tutorials, seminars, practicals and other scheduled courses or instructions;
- (b) in case of absence from class for good cause, e.g. on account of illness, such absence must be authorized by the Dean of the relevant School on production of certified evidence e.g. medical certificate;
- (c) refrain from any conduct whose object or logical consequence is to disrupt the operation of academic programme of the University;
- (d) abide by all other regulations made by the Departments and Schools for the proper conduct of specific programmes;
- (e) not engage in plagiarism, cheating or any other academic irregularity which may undermine the academic standing of the University; and
- (f) in case of any academic irregularities, the same shall be referred to the Senate through the Deans Committee for appropriate action.

(4) Conduct while in Residence

All students shall conduct themselves with responsibility and maturity while in residence at the University and, in particular, shall observe the following:-

- (a) adhere to the list of allocation of rooms determined by the Dean of Students; change of rooms, or hostels once allocation has been made will not be allowed except with the written permission of the Dean of Students. All applications of change of rooms, halls or hostels shall be made to the Dean of Students through the Halls Administration

before the commencement of the academic year for which the change is sought. No student shall be allocated a room except upon production of evidence that he or she has made prior payment for the same to the appropriate authority;

- (b) not to share rooms, in addition to other facilities of common use;
- (c) not to admit visitors to their rooms between the hours of 10.00 a.m. and 10.00 p.m.; any extension of these times will be made with the approval of the Dean of Students and Halls' doors will be closed at 10.30 p.m.;
- (d) remove no furniture or equipment from their rooms or any other part of the hostels or from other premises within the halls and catering services except by permission from the Head of Department concerned;
- (e) take reasonable care of furniture, fittings and any other items in the hostels. Any replacement or repair due to loss or damage to any of these items deemed to have been caused by the negligence of a student or persons connected with him or her, shall be made good at the student's expense;
- (f) surrender all keys issued in respect of the rooms to the Hostels Administrator before proceeding for vacation. Loss of any key or keys so issued shall be replaced at the student's expense;
- (g) use video tapes, radios or any musical instruments in the hostels is permitted only on condition that the sound does not cause any disturbances to the other residents and that they are played only between 6.00 a.m. and 11.00 p.m.;
- (h) report all absence from residence in the hostels to the Hostels Administrator. Any student absent from residence for a continuous period of two weeks without prior permission from the Hostels Administrator shall be deemed to have forfeited residence;
- (i) a student who intends to be absent from the hostels for more than seven days shall obtain written permission from the Dean of Students and leave the contact address; and
- (j) forfeit all monies paid to the University if the student decided to vacate the room during the semester unless it is on medical grounds in which case the Chief Medical Officer will notify the University authorities in writing.

(5) **Conduct in Relation to the Catering Services Offered by the University**

To facilitate satisfactory and efficient services in the catering Department, students are required to conduct themselves in an orderly manner, and be courteous to the catering staff. In addition, all students shall observe the following:-

- (a) appear for meals at the prescribed times only or at such times as shall be notified to the students by the Catering Department from time to time. The meal times must be adhered to strictly;
- (b) all meals shall be served in the dining halls only. Except for good cause, no meals or beverages shall be carried out of the dining halls. Any student seeking to remove meals from the dining hall must first seek permission from the Catering and if necessary support such request with a certificate from the Chief Medical Officer in charge of the student health services;
- (c) no crockery, cutlery or other utensils shall be removed from the dining halls;
- (d) no student shall enter the servery, kitchen or stores without prior permission from the Catering Manager;
- (e) all students shall be required to produce meal cards or other prescribed means of identification before he or she is allowed entry into the dining halls;
- (f) no visitors, either of the students or other shall be allowed to dine in the University Dining Halls. Meals are serviced in the said dining halls at subsidized rates for bona fide students only. Students shall entertain their visits at the Students' Centre or any other cafeteria available to them in the University;

- (g) the following shall be the prescribed procedure regarding Pay-As-You-Eat (PAYE) system of service in the dining halls:
 - (i) a notice of the items on the menu for every meal shall be posted at appropriate and strategic notice boards near the dining halls at the time that the meal prior to it is being served, or at least early enough, but in any event not less than three hours before the said meals is served;
 - (ii) each student shall peruse the itemized menu before proceeding to the cashier to pay for the items he or she has selected, or any of them, and obtain an item pre-coded receipt for the same from the said cashier;
 - (iii) no student shall be allowed to pay for another in exchange of money;
 - (iv) he or she shall then go on to the servery, show the receipt to the catering personnel on duty there, and wait to be served with the items paid for;
 - (v) he or she shall then proceed towards the exit where he or she shall present the receipt to a waiting officer who will check it against the food served; and
 - (vi) the student shall then go through the last turnstile and proceed to the dining tables.
- (h) PROVIDED nothing in these rules shall be deemed to prevent the Catering Manager, the University administration or any other officer with the authority to do so from altering, changing or restructuring the said procedure or system or any part thereof without any notice to the students, if the situation so warrants;
- (i) students will be required to queue and observe a civil and orderly manner for all services in the dining hall at all times; and
- (j) any student complaints or grievances whatsoever, arising from the administration of the catering services shall be addressed through the correct channels of communication and in this case, to the office of the Dean of Students through the Catering Manager.

Students Welfare Services

1. Health

- (1) apart from complying with the general Law on Health, all students shall be required to comply with health requirements as may be laid down by the University from time to time;
- (2) students shall seek medical attention for all cases requiring such services at the University Health Centre;
- (3) all cases of emergency or serious illness in the hostels requiring medical attention must be reported at once to the Halls' Administrator;
- (4) in all cases of absence from classes on account of sickness, the University Medical Officer will submit a report to the Dean of Students, Dean of the relevant Institute, School or Centre, Registrar (Academic and Student Affairs) and Chairman of the Department concerned, respectively;
- (5) except in emergency cases where a student wishes to seek medical services outside the University he or she shall not notify the University Chief Medical Officer. The University will not pay medical bills incurred by a student without authority and prior referral by the University Chief Medical Officer; and
- (6) students shall avail themselves for medical examination as and when required by the University Administration.

2. Marriage of Students

A student who gets married while living in the University hostels shall be expected notify the Dean of Students and seek private accommodation.

3. Counselling

- (1) the counselling office provides services aimed at improving the well-being of students, students with individual problems or concerns are advised to avail themselves of these services; and
- (2) all matters presented on a personal level to the Students Counselling Office shall be treated in strict confidence.

4. Sports and Recreation

- (1) students shall be expected to participate in as many of the University sporting and recreational activities as they are able; and
- (2) observance of such rules as may be enacted by the Games and Sports Department will be obligatory.

5. Clubs and Societies

- (1) no clubs or societies shall operate in the University unless they are registered by the University authorities;
- (2) students proposing to form a club or society within the University shall observe the following procedures:-
 - (a) prepare the following particulars:
 - (i) the objectives of the intended club or society;
 - (ii) the names and designations of the interim office bearers and patron;
 - (iii) an indication of likely membership; and
 - (iv) possible sources of funding.
 - (b) the interim office bearers shall discuss the proposal with the Dean of Students;
 - (c) the interim office bearers will then apply for the registration of the club or society to the Deputy Vice-Chancellor (Academic and Student Affairs) through the Dean of Students;
 - (d) upon registration, the clubs or societies shall operate strictly in accordance with the provision of their approved constitutions;
 - (e) all scheduled clubs or societies activities must be approved by the Dean of Students. For these purposes, a list of scheduled activities shall normally be forwarded to the Dean of Students at the beginning of each semester;
 - (f) the University may refuse and or cancel the registration of a club or society without assigning any reason thereunto; and
 - (g) the University shall not support clubs and societies of whatsoever nature in any way.

6. Channels of Communication

In the redress of grievances, students shall be expected to go through the laid down channels and procedures and in particular the following:-

- (1) academic matters
Class representatives, Academic advisers, Chairmen of Departments, Deans or Directors of Schools, Institutes or Centres and the Deputy Vice-Chancellor (Academic and Student Affairs) in that order.
- (2) welfare matters
Housekeepers, Hostel Administrator, Cateresses or Caterers, Catering Manager, Wardens and Dean of Students in that order.
- (3) the hierarchy of the Students' Association or organization shall be expected to adhere to the procedures in (1) and (2) above to ensure peaceful and non-violent dealing and processing of students' grievances.
- (4) failure to adhere to the above procedures shall be a violation of University Regulations.

7. Pregnancy

Female students are urged to note the following rules and regulations which pertain to cases of pregnancy.

(1) The Stand of University with Regard to Student Pregnancy

- (a) it should be clearly understood that the University does not expect direct entry students to get pregnant while they are still pursuing their courses of study;
- (b) such students should, therefore, avoid getting pregnant by all means; and
- (c) the University strongly recommends that all female students avail themselves to the family planning section of the Health Unit for advisory services relating to the matter.

(2) Apart from the general rules on pregnancy, all female students of the University shall abide by the specific rules and regulations made concerning students pregnancy while at the University. It will, therefore, be in the interest of the students to read and understand the rules which are issued on admission. Strict observance of the said rules will enable female students complete their studies in good time and without undue stress.

(3) Reporting the Pregnancy

Every expectant student must report to the University Medical Officer before the end of her first three months of pregnancy for information, guidance and counseling advice on:

- (a) Antenatal care
- (b) Confinement
- (c) Conduct during the period of pregnancy
- (d) Special examinations in case the University examinations are done while the student is on confinement
- (e) The period of absence while the student is on confinement
- (f) Post-natal care
- (g) Child welfare
- (h) Family planning

(4) Rules for Pregnant Students in Residence

- (a) in the event of pregnancy either before or after taking residence in the hostels, one must move out of the hostels at least three months before confinement. A pregnant student who proceeds on confinement will be allowed up to a maximum of three weeks to resume her studies in the University;
- (b) in view of (a) above, the Chief Finance Officer should be advised on the exact duration the student stays away from the hostels for the purpose of refunding to the student any money paid to the University for accommodation;
- (c) all affected students:-
 - (i) can re-apply to the Dean of Students for accommodation in the hostels three months after confinement;
 - (ii) will be expected and be required to participate fully in all aspects of training and learning as contained in the University Regulations without exception of excuse of inability because of pregnancy;
 - (iii) should not expect any privileges e.g. special diet except on recommendation from the University Chief Medical Officer and where special diet is provided, the affected students shall meet the extra cost, if any, of such service; and
 - (iv) will, subject to recommendation by the University Chief Medical Officer, be allowed to sit special examinations in case the University examinations were held while the student was admitted in hospital or on confinement.

8. The Discipline of Students

The following provisions shall apply to all disciplinary actions taken against students in respect of disciplinary offences specified herein, whether such offences are committed within or outside the University precincts.

9. Disciplinary Authority

For purposes of these regulations the Vice-Chancellor, acting on behalf of the Council, is the disciplinary authority of the University and may in that capacity:-

- (1) vary or add to the list of disciplinary offences specified herein but such action shall cease to have effect unless approved at the next meeting of the Council;
- (2) suspend from the University any student suspected of committing any disciplinary offence under this regulation pending appropriate disciplinary action; and
- (3) take any other measures or actions necessary for the proper operation of disciplinary procedures set out herein.

10. Disciplinary Offences

All crimes and other offences under the Laws of Kenya including:-

- (1) any violation of any of the rules and regulations laid down for the governance and control of the conduct of students of the University;
- (2) without prejudice to the generality of the above provisions, the following conduct shall constitute specific disciplinary offences under these regulations:-
 - (a) boycott of scheduled lectures, tutorials, seminars, practicals, field trips and other courses of instruction and assault of or issuance of threats to other students or staff in contemplation or furtherance of any such boycotts. Students who have willfully missed more than one-third of scheduled lectures, tutorials, seminars, practicals and other instruction shall be barred from sitting end of semester examinations.
 - (b) assault of members of staff while discharging official duties;
 - (c) possession of knives, swords, sticks, metal bars or any other items or articles which might endanger the lives of members of staff or students or any other persons;
 - (d) any form of picketing or organized obstruction of students and staff in any manner whatsoever;
 - (e) writing, publishing and/or distributing of anonymous literature of a malicious or libelous nature including placards;
 - (f) any attempt to conceive, design or effect any scheme or strategy of whatever nature whose object or logical consequence is to disrupt the due operation of nature whose object or logical consequences is to disrupt the due operation of academic or other programme of the University;
 - (g) malicious or willful damage to or loss of University property;
 - (h) disorderly conduct and molestation of other members of the University and or obstruction of motor vehicles within or outside the University precincts;
 - (i) use of profane and or foul language against any members of the University community or the general public;
 - (j) admission of unauthorized person(s) into the hostels;
 - (k) any attempt to convene or organize or any participation or involvement in demonstrations, gatherings, processions or public ceremonies for which permission is required but has not been obtained from the University authorities or Government authorities;
 - (l) being drunk and disorderly and the abuse of or use of drugs, the possession and use of which is prohibited by the Law;
 - (m) improper use of social media;
 - (n) involvement in cheating in academic matters, examination leakages or impersonation in University examinations and breach of any rules and regulations

- specified in examinations rules which are updated from time to time, and issued to students and pinned on the University notice boards.
- (o) cohabiting with another student of the opposite gender or with any other person whilst in the University hostels; and
 - (p) conviction in a Court of Law for commission of criminal offence of such nature as should in the opinion of the Council, warrant expulsion from the University.
- (3) a lecturer shall not sexually harass a student. Sexual harassment in this context shall include doing any of the following; if the person does it or ought to know that it is unwelcome:-
- (a) making a request or exerting pressure for sexual activity or favours;
 - (b) making intentional or careless physical contact that is sexual in nature; and
 - (c) making gestures, noises, jokes or comments, including innuendoes regarding another person's sexuality.
- (4) a lecturer who does sexually harass a student or befriend a student shall face disciplinary action; and
- (5) notwithstanding any action that may be taken by the police or Law Courts under the foregoing paragraph, the University may take independent disciplinary action against any affected student.

11. Disciplinary Procedures

(1) Academic Matters

The Senate shall receive and approve recommendations from School Board of Examiners with respect to *inter alia* the following matters:

- (a) who qualifies to write University examinations;
 - (b) who writes supplementary examinations;
 - (c) who repeats which years;
 - (d) who has breached examination regulations; and
 - (e) who should be discontinued from approved programmes of study.
- (2) The decision of the Senate is binding subject only to appeal for review on the basis of fresh evidence to the Chairman of the Senate.

(3) General Disciplinary Matters

The Students' Disciplinary Committee has power to handle all student disciplinary cases.

(4) Composition of the Disciplinary Committee

Membership

Deputy Vice-Chancellor (Academic and Student Affairs) as Chairman

Dean of Students

Two Senate Representatives

Chairman of Students Organization

One Students Organization Representative

Registrar (Academic and Student Affairs) as Secretary

Dean of the relevant School

Chairman of the relevant Department

Any other person co-opted by the Committee

In Attendance

Chief Legal Officer

Students Counselor

(5) Meeting of the Disciplinary Committee

The Chairman shall normally call a meeting of the Students Disciplinary Committee to be held within one (1) month of the report being received by him or her.

(6) Notice of Meeting

- (a) the Secretary shall notify the affected student and the complainant of the date and time of the meeting and of their right to be present and to call a witness or witnesses;

- (b) any student who brings false witnesses will be, together with the witness (if a student) appear before the same committee for the offence;
 - (c) at all proceedings of a Students Disciplinary Committee before which a student is summoned, the procedure adopted shall be determined by the Committee and the student shall be entitled to representation in person and not by any other person or lawyer;
 - (d) the Committee shall have the powers to proceed, deliberate and make decisions on any students who having been duly invited, confirmed appearance and fails to present himself or herself before the Committee for one reason or another;
 - (e) the Committee shall hold an enquiry but shall not be required to adhere to the rules of evidence or procedures as applied in a Court of Law. However, the Committee shall ensure that both sides are heard and that persons required to be witnesses do not sit as members of the Committee; and
 - (f) the Committee's decision shall be arrived at either by consensus or by simple majority of votes through secret ballot.
- (7) **Powers of the Students' Disciplinary Committee**
- (a) the Committee shall have power to impose any one or more of the following measures and/or penalties depending on the nature and gravity of the offences committed and the evidence called in support thereof:-
 - (i) to dismiss the case against the student;
 - (ii) to issue a letter of warning or reprimand and such letter shall form part of the student's personal record and a copy thereof shall be sent to the parent or guardian of the affected student;
 - (iii) to require the student to make good any loss or damage to University property, member of staff or other students and/or pay damages commensurate with the nature and gravity of the offence;
 - (iv) to recommend to Senate suspension of any student from the University for a specific period;
 - (v) to recommend to the Senate expulsion of any student from the University.
 - (vi) to expel the student from the hostels;
 - (vii) a combination of any two or more of the above; and
 - (viii) to impose any other penalty or penalties as the Committee may deem fit to impose.
 - (b) the University Management shall have the right to suspend or expel a student who commits any or a combination of the following offences without reference to him or her pending appearance before the Students Disciplinary Committee or conclusion of investigations. A student who:-
 - (i) boycotts or agitates for a boycott of lectures, tutorials, practicals or any other courses of instruction or academic programme;
 - (ii) maliciously or willfully damages University property;
 - (iii) assaults fellow student or any member of staff discharging office duties;
 - (iv) is found in possession of any drug or drugs, the possession of which is prohibited;
 - (v) is arrested for having committed a criminal offence;
 - (vi) is convicted by Court Law of any criminal offence which the Management shall deem serious enough to warrant suspension or expulsion from the University; and
 - (vii) commits any other offence that in the opinion of the University Management is not in the best interest of the University or is a danger to the University Community.
 - (c) in arriving at an appropriate penalty or combinations thereof, the Students' Disciplinary Committee shall be at liberty to consider the total conduct (past and

- present) of the student within or outside the University and not merely the immediate circumstances furnishing the reason for disciplinary action against him or her;
- (d) the record and decision of any Disciplinary action taken against a student shall be furnished to Warden, Chairman of the Department, Dean of the School, Dean of Students, Parent of Guardian and the Vice-Chancellor and shall form part of the student's recorded at those levels;
 - (e) the sovereignty of the state, together with the state security machinery to safeguard that sovereignty embraces the entire Republic, within which the University falls. Accordingly, the provisions of these regulations and any decisions made by the Students Disciplinary Committee and the University shall not be derogated and/or be construed as derogating from the right of the Police or any member of the public so entitled, to bring any action or to institute criminal proceedings in respect of the same set of facts against any student in a Court of Law, nor shall anything herein preclude the state from taking any action which it may deem necessary against any student in the interest of security and public order;
 - (f) students appearing before the Students' Disciplinary Committee shall be informed of the Committee's decision within fourteen days from the date of the conclusion of proceedings;
 - (g) discontinuation on account of examination irregularities has no appeal unless fresh evidence that was not availed to the Committee is submitted and authenticated; and
 - (h) students have the right to appeal to the Vice-Chancellor against the decision of the Students Disciplinary Committee if he or she considers himself or herself aggrieved by the said decision and such appeals will be made in writing within fourteen days of the date of communication of the Committee's decision provided that there is fresh evidence that was not presented to the Committee.

12. Miscellaneous Matters

- (1) the University disclaims all responsibility for loss of or damage to any property belonging to students or guests while such property is on University premises;
- (2) the Council in consultation with the Senate reserves the right to change, add, amend or otherwise vary these regulations at any time without notice; and
- (3) ignorance of these rules and regulations shall not be an excuse an excuse or grounds for disciplinary action not being taken against any student.

DECLARATION

I..... ID/NO..... do hereby declare that I have read the regulations governing the organization, conduct and discipline of students at the Machakos University, and understood their content and meaning, and undertake to abide by them.

SIGNED.....DATE.....

SCHOOL ADMITTED TO.....

REGISTRATION NO.....

SCHEDULE X: AMMENDMENTS

These Statutes are subject to amendment by the Council from time to time with a view to incorporating emerging issues.