

KENYATTA UNIVERSITY STATUTES

In exercise of the powers conferred under Section 23 of the Kenyatta University Act Chapter 210C of the laws of Kenya and amendments thereto, the Council of the University hereby makes the following Statutes. These Statutes shall be cited as the Kenyatta University Statutes 1993.

STATUTE I DEFINITIONS

In these Statutes, unless the context otherwise requires:-

"Academic year" means a period of study consisting of two semesters, not necessarily consecutive, and any other additional period of study or research as may be prescribed in the regulations for a particular programme of study.

"Constituent Department" means a Department which for administrative purposes has been designated by the Council as being constituted within a particular Institute or School.

"Centre" means a department for specialised research and study which for administrative purposes has been designated by the Council as being constituted within a particular Faculty, Institute or School.

"Regulation" means Regulation made pursuant to the Act or these Statutes.

"Semester" means a period of study consisting of not less than fourteen weeks and not more than sixteen weeks.

"Student" means a person who is registered in the University during a current academic year for a first or higher degree, diploma, certificate or such other qualification or courses of the University as may be approved by the Senate as qualifying a person for the status of a student, but does not include a student of an affiliated institution who is registered for examinations leading to the degree, diploma, certificate and other academic award of the University.

"Unit" means a body which for administrative purposes has been designated by the Council as being constituted within a particular Department/or other bodies of equivalent status within the University.

"Warden" means a person appointed by the university from among the University staff to look after the welfare of students in a students hall of residence in the University.

Other terms in these Statutes shall be defined in accordance with the Kenyatta University Act, Chapter 210C of the Laws of Kenya herein after referred to as the Act.

In these Statutes the words and expressions importing masculine gender include the feminine gender.

STATUTE II MEMBERS OF THE UNIVERSITY

1. The members of the University shall be as defined in Section 8 of the Act.
2. The Council, on the recommendation of the Senate, shall have the power to declare such other persons, members of the University as it may deem fit.

3. Membership of the University shall terminate when a person designated as a member ceases to hold any of the offices or status designated under section 8 of the Act.

Notwithstanding clause 3 here in above on the recommendation of the Senate the Council shall withhold or terminate membership of the University at the request of any person for reasons considered by the Senate to be sufficiently urgent as to justify such a request.

STATUTE III

OFFICERS OF THE UNIVERSITY

The officers of the University shall be:-

- a) The Chancellor
- b) The Chairman of Council
- c) The Vice-Chairman of Council
- d) The Honourary Treasurer
- e) The Vice-Chancellor
- f) The Principal of each constituent college
- g) The Deputy Vice-Chancellors
- h) The University Librarian
- i) The Dean of Students
- j) The Registrars
- k) The Finance Officer
- l) Such other Members of the University as may be granted the status of University Officer by the Statutes.

STATUTE IV

THE CHANCELLOR

1. In exercise of the powers conferred under Section 9 (3) of the Act, the Chancellor may notify the Council of his intention to direct a visitation or inspection of the University, and the council shall give the Chancellor information or advice on any matters relevant to the visitation or inspection.
2. The Chancellor shall have the powers and functions and shall enjoy such rights and privileges as are provided in the Act and these Statutes.
3. Subject to these Statutes the Chancellor shall preside over the Congregations of the University and shall in the name of the University and in a manner as may be prescribed from time to time, confer degrees and grant diplomas, certificates and other awards of the University.
4. The Chancellor may direct an inspection of the University including its buildings, equipment and other assets as he may deem necessary.
5. The Chancellor may from time to time direct an inquiry into the academic programmes of the University teaching, research or any other work of the University.
6. The Chancellor may arrange for a visitation to the University for the purposes of carrying out an inspection, an inquiry or any other purpose, provided that he may, at his discretion, inform the Chairman of the Council and the Vice-Chancellor of his intention to make such a visitation.

7. The Chancellor shall have the right to determine the course of action to take on any recommendations that may be made following an inspection, an inquiry or a visitation.
8. The Chancellor enjoy such powers and privileges as may be determined by Council from time to time but shall include:
 - (1) an office provided with facilities, furnishings and décor appropriate to the status of his office.
 - (2) the right to determine the method and procedures to regulate a visitation for a particular or general purpose.
 - (3) the right to determine the method, the content and the venue of his advice to the Council on any matters affecting the University and where appropriate to propose the ways of putting into effect such advice.
 - (4) the right to take part in any other formal or informal activities of the University.

STATUTE V

THE VICE-CHANCELLOR

1. Subject to the provision of the Act, and this Statute, the conditions of appointment of the Vice-Chancellor shall be as set out in the Terms of Service and as may be amended by the Council from time to time.
2. The Vice-Chancellor shall hold office for a period of five years but shall be eligible for re-appointment.
3. The Vice-Chancellor may resign his office by giving six months notice in writing to the President, or the President may terminate the appointment by giving six months notice.
4. The Vice-Chancellor shall by virtue of being the overall administrative and academic head of the University, be the accounting officer of the University.
5. The Vice-Chancellor shall have general responsibility to Council for promoting academic development and excellence and for maintaining the efficiency and good order of the University and shall in consultation with the Chairman of Council and where appropriate with Senate, on occasions which he considers to be occasions of necessity take such steps as he and the Chairman of the Council may deem expedient for safe guarding the interests of the University, provided that in all cases he shall make a report to the next meeting of the Council or the Senate as the case may be.
6. The Vice-Chancellor may assign or delegate any of his duties to a Committee or to a member of the University staff and may at his discretion, withdraw any such assignment or delegation at any time.
7. The Vice-Chancellor shall, by virtue of his office, be a member of every committee appointed by the Council or Senate, unless otherwise explicitly provided.
8. The Vice-Chancellor shall be responsible for policy matters, planning co-ordination, public relations, fund raising and general development of the University.
9. The Vice-Chancellor shall be the Chairman of the Senate, and all Senate committees etc.

10. The Vice-Chancellor shall appoint Chairmen of Departments, Heads of Units, Directors of Schools, Centres, Bureaux and Institutes as provided for under Statute XVIII 4 (2).
11. The Vice-Chancellor shall have such powers and duties as may be conferred in accordance with the Act and these Statutes.

STATUTE VI

THE HONORARY TREASURER

1. The Honorary Treasurer shall perform such duties as Council may determine from time to time which shall include:
 - i) advising the Council on financial position of the University.
 - ii) advising the Council on investment of University funds, and
 - iii) advising the Council on ways and means of raising funds to finance recurrent programmes and development projects of the University.
2. The Honourary Treasurer shall, in the absence of both the Chairman and Vice-Chairman of Council, act as Chairman of the Council.

STATUTE VII

THE DEPUTY VICE-CHANCELLOR (ACADEMIC)

1. The conditions of appointment of the Deputy Vice-Chancellor (Academic) shall be as set out in the Terms of Service and as may be amended by the Council from time to time.
2. The Deputy Vice-Chancellor (Academic) shall hold office for a period of five years and shall be eligible for reappointment. The Deputy Vice-Chancellor (Academic) may resign the office by giving six months notice in writing addresses to the Vice-Chancellor or the Council may terminate his services as Deputy Vice-Chancellor (Academic) by giving six months notice in writing.
3. The Deputy Vice-Chancellor (Academic) shall be the head of the Academic Division of the University which has the following responsibilities:
 - (i) teaching which includes preparation of syllabuses and Regulations, timetables, examinations, certificates and transcripts, and graduation,
 - (ii) research which includes co-ordination of staff and student research,
 - (iii) student affairs which include admissions and records, student welfare, counselling and discipline.
 - (iv) academic support services which include library services and bookshop and the co-ordination of the allocation of resources for academic purposes.
4. The Deputy Vice-Chancellor (Academic) shall provide secretariat to the Senate and the following Committees of Senate:
 - i) Senate Executive Committee
 - ii) Board of Postgraduate Studies
 - iii) Board of Undergraduate Studies
 - iv) Deans Committee
 - v) Students Welfare Committee
 - vi) Students Disciplinary Committee
 - vii) Staff Welfare Committee
 - viii) Bookshop Committee

- ix) Institutional Linkages Committee
 - x) Library Committee
5. The Deputy Vice-Chancellor (Academic) shall be the returning officer for the election of Deans of Faculties.
 6. The Deputy Vice-Chancellor (Academic) shall provide the secretariat for the Honourary Degrees Committee of Council.
 7. The Deputy Vice-Chancellor (Academic) shall be responsible for the allocation of academically oriented buildings, rooms and offices in the University as well as the formulation of the rules governing their allocation and utilization.
 8. The Deputy Vice-Chancellor (Academic) shall have such other duties as may be assigned or delegated to him by the Vice-Chancellor in accordance with Statute V.

STATUTE VIII

THE DEPUTY VICE-CHANCELLOR (ADMINISTRATION)

1. The Conditions of appointment of the Deputy Vice-Chancellor (Administration) shall be as set out in the Terms of Service and as may be amended by the Council from time to time.
2. The Deputy Vice-Chancellor (Administration) shall hold office for a period of five years and shall be eligible for reappointment, provided that the Deputy Vice-Chancellor (Administration) may resign the office by giving six months notice in writing addressed to the Vice-Chancellor or the Council may terminate his services as Deputy Vice-Chancellor or the Council may terminate his services as Deputy Vice-Chancellor (Administration) by giving him six months notice in writing.
3. The Deputy Vice-Chancellor (Administration) shall be the Head of the Administration Division of the University which has the following responsibilities; staff recruitment, training promotions and discipline, personnel administration, health services, registry administration, legal matters and central services.
4. The Deputy Vice-Chancellor (Administration) shall provide the secretariat for the Council and for the following Committees:
 - i. Terms of Service Committee
 - ii. Staff Appointments and Promotions Committee
 - iii. Staff Disciplinary Committee
 - iv. Housing (policy and allocations) Committee
 - v. Ceremonials Committee
 - vi. Unified School System Committee
 - vii. Printing and Publications Committee
 - viii. Promotions and Appraisal Committee.
5. The Deputy Vice-Chancellor (Administration) shall have such other duties as may be assigned or delegated to him by the Vice-Chancellor in accordance with Statute.

STATUTE IX

THE DEPUTY VICE-CHANCELLOR (FINANCE, PLANNING AND DEVELOPMENT)

1. The conditions of appointment of the Deputy Vice-Chancellor (Finance, Planning and Development) shall be as set out in the Terms of service and as may be amended by the Council from time to time.
2. The Deputy Vice-Chancellor (Finance, Planning and Development) shall hold office for a period of five years and shall be eligible for reappointment, provided that the Deputy Vice-Chancellor (Finance, Planning and Development) may resign the office by giving six months notice in writing addressed to the Vice-Chancellor or the Council may terminate his services as Deputy Vice-Chancellor (Finance, Planning and Development) by giving him six months notice in writing.
3. The Deputy Vice-Chancellor (Finance, Planning and Development) shall be the head of the Finance, Planning and Development Division of the University which has the following responsibilities: preparation of estimates, allocation of funds,

- control of expenditure and accounting; financial, and physical planning, new physical developments and extensions and Estates management. The Deputy Vice-Chancellor (Finance, Planning and Development) shall be the custodian of the University Seal and Title Deeds.
4. The Deputy Vice-Chancellor (Finance, Planning and Development) shall provide the secretariat for Tenders Committee, Finance and General Purposes Committee, Building and Development Committee, Sealing Committee of Council, Planning and Development Committee, Students Catering and Accommodation Board and Bursary Committee.
 5. The Deputy Vice-Chancellor (Finance, Planning and Development) shall have such other duties as may be assigned or delegated to him by the Vice-Chancellor in accordance with Statute V.

STATUTE X

THE LIBRARIAN

1. Subject to these Statutes, Council shall appoint a Librarian who shall hold office upon such terms and conditions as may be determined by the Council from time to time.
2. The Librarian shall be responsible to the Deputy Vice-Chancellor (Academic) for the management, organization, operation and utilization of University Library Services.
3. The Librarian shall be responsible for setting up and maintaining high professional standards for all libraries within the University.
4. The Librarian shall be responsible for coordinating all library services and activities for the University.
5. The Librarian shall be responsible for the development and administrative of Library User Education programmes to all students.
6. The Librarian shall be responsible for the development and maintenance of University Archives.

STATUTE XI

THE DEAN OF STUDENTS

1. The Council shall appoint a Dean of Students who shall hold office upon such terms and conditions as may be determined by the Council from time to time.
2. The Dean of students shall be responsible to the Deputy Vice-Chancellor (Academic) for the co-ordination of students activities and welfare, and in this connection, shall also co-ordinate the work of the wardens and counsellors.
3. The Dean of students shall serve as the Chairman of the Wardens Committee.
4. The Dean of Students shall be the Returning Officer for the students elections.
5. The Dean of Students shall guide and encourage the students and develop professional and social clubs and societies and shall in that regard provide the necessary administrative support to such clubs and societies.

1. The University Proctors

- (a) The Vice-Chancellor shall from time to time appoint as many Proctors as he deems necessary from among the academic staff who are not members of the

Student Disciplinary Committee or Wardens. One Proctor shall be known as the Senior Proctor with responsibility for organising and supervising the work of the other proctors.

- (b) A Proctor shall be charged with ensuring the proper observance of these rules by students on or off the University site and to this end shall, in addition to his power set out in schedule 9 of these Statutes, have the following powers:-
- to receive and investigate reports of student misconduct;
 - to summon any student to appear before him either to answer a charge or complaint against him or to answer questions in regard to any matter under investigation by him;
 - to proceed in the absence of a student who in the opinion of a Proctor has been duly summoned but has failed to appear;
 - to recommend to the Registrar (Academic) that a student be summoned to appear before the Student Disciplinary Committee to answer a charge or complaint against him or to answer questions in regard to any matter under investigation by the Student Disciplinary Committee or Proctors;
 - to reprimand a student;
 - to impose such a fine on a student as may be determined by the Senate from time to time.
 - to order student to pay to the University the amount of any financial loss caused to the University by such student;
 - to withdraw an existing student privilege, other than residence for a period not exceeding 1 (one) academic semester.
- (c) When a report is made to a Proctor of alleged misconduct by a resident of a Hall of Residence, the Proctor shall communicate such a report to the Warden of the Hall of Residence concerned before taking action against the resident.

2. Wardens

- (a) The Vice-Chancellor shall appoint Hostel Warden from amongst staff on Academic and Senior Administrative Staff under such terms and conditions as may be determined by the Council from time to time to assist in the administration of students welfare and counselling.
- (b) A warden shall hold office for a period of two years and shall be eligible for reappointment for a further term of two years.
- (c) A person who has previously had the position of warden in accordance with paragraph (b), above shall not be eligible for appointment as a warden unless he has completed two years since his last appointment.

d) Duties of a Warden

A warden will be expected to:-

- (1) Develop, within the hostel, the best possible condition for study and for participation in recreational and other activities.
- (2) Encourage an atmosphere conducive to study.
- (3) Assist students in developing effective study habits.
- (4) Assist students to get involved in games, athletics, clubs and societies.
- (5) Assist in the orientation of new students.
- (6) Counsel and guide students as necessary.
- (7) Work towards maintenance of discipline in accordance with the University Rules and Regulations.
- (8) Provide emergency assistance to students as required in case of sickness, accident, fire, theft, water or electricity failure, etc.
- (9) Assist students in knowing what is expected of them.
- (10) Follow up cases of students who have had a problem and see to it that further assistance is given if required.
- (11) Assist in the development and functions of the Students Residential Committee.
- (12) Co-operate with the catering – Accommodation Services CAS to ensure that maintenance, cleaning and security matters are carried out.
- (13) Maintain informal contact with students by joining them in various activities such as meals and games to facilitate the development of cordial student/staff relationship.
- (14) Ensure that students are aware of emergency procedures in the event of fire, accident etc.
- (15) Attend meetings of the Wardens Committee, Students Disciplinary Committee, Students Welfare Committee and any other committees as may be required from time to time.
- (16) Assist with communication to staff and students on residence programmes.
- (17) Encourage students to take initiative to prevent other students misbehaving.
- (18) Encourage students in individual growth towards accountability.
- (19) Encourage students to develop respect for each others rights of freedom.
- (20) Encourage students to develop respect for private and public property.
- (21) Encourage student to attend residence hall programmes and University programmes e.g. inter – hall competitions etc.
- (22) Provide creative suggestions for hall programmes.
- (23) Perform any other duties which affect students welfare as may be assigned by the Dean of Students.

e. Powers of a Warden

- (1) A Warden of a Hall of Residence shall have the power to investigate any breach of these rules by a student of his Hall of Residence committed within any Hall of Residence and to make any of the following orders in respect of such student adjudged by him to have committed a breach of these rules:-
 - a) to reprimand a student;
 - b) to withdraw an existing resident student privilege, e.g. exeat;

- c) to impose such a fine as may be determined by the Senate from time to time.
 - d) to order a student to pay to the University the amount of any financial loss caused to the University. Such an order may be made on the person or persons who caused the loss or, where identity cannot be established, on members of the residence in which -the loss was sustained;
 - e) to suspend a student from his Hall of Residence;
 - f) to expel a student from his Hall of Residence for a period not exceeding three academic semesters.
- (2) Where a warden wishes to impose penalties (e) or (f) above, he shall first furnish the Senior Proctor with a full report concerning the alleged offence and the Senior Proctor may, either;
- (a) confirm the proposed penalty and order of the Warden and in the event of variation, order the Warden to execute such varied order;
 - or
 - (b) institute a further investigation of the matters before making such order at the conclusion as he deems fit;
 - or
 - (c) recommend to the Registrar that a Student Disciplinary Committee be convened to examine the case.
- (3) A warden of a Hall of Residence shall have the power to report any matter of student conduct to the Proctors or through the Registrar to the Student Disciplinary Committee.
- (4) Where a Warden has imposed any of the penalties set out in Section (a) to (d) above on a student he shall submit a report to the Senior Proctor, Registrar and Dean of Students.
- The rules and regulations governing the conduct of students in the halls of residence shall be as set out in the schedule 9 of these Statutes.

3. Wardens Committee

There shall be a Wardens Committee which shall be a subcommittee of the Students welfare committee.

The Wardens Committee shall consist of:-

- a) Dean of Students who shall be chairman
- b) Head, Guidance and Counselling Unit
- c) Director, students' Catering and Accommodation Board
- d) Chief Catering Officer
- e) Chief Hostels Officer
- f) The University Chaplains
- g) All Wardens
- h) One Representative from the Games and Sports Department
- i) Assistant Dean of Students (Secretary) In the absence of the Chairman, the members present may elect a warden from amongst its members to be the chairman of that meeting.

STATUTE XII
THE REGISTRARS

1. The Council shall appoint Registrars who shall hold office upon such terms and conditions as may be determined by the Council from time to time.
2. Subject to the Act and these Statutes, the Registrars shall perform such duties as may be delegated or assigned to them by their respective Deputy Vice-Chancellors.

STATUTE XIII
THE FINANCE OFFICER

- 1) The Council shall appoint a Finance Officer who shall hold office upon such terms and conditions as may be determined by the Council from time to time.
- 2) Subject to the Act and these Statutes, the Finance Officer shall perform such duties as may be delegated or assigned to him by the Deputy Vice-Chancellor (Finance, Planning and Development).

STATUTE XIV
THE COUNCIL

1. The membership, powers and functions of the Council shall be as prescribed in Sections 12 and 13 of the Act.
2. Pursuant to the provisions of the Act and without derogating from the generality of its authority as provided in the Act, the Council shall have the following powers and duties:
 - (1) Subject to the provisions of the Act and after consultation with the Senate, to make new or additional Statutes, and alter, amend or revoke existing Statutes.
 - (2) To make Regulation in accordance with the Act for any purpose in respect of which Regulations may be made, provided that no Regulations shall be made until Senate has had an opportunity of reporting thereon.
 - (3) To provide the land, buildings, premises, furniture and equipment including specialized scientific equipment, vehicles and machinery and other means and facilities required for carrying out the work of the University in accordance with the Act.
 - (4) Subject to the Act and these Statutes, to determine the method of recruitment, appointment and promotion of all Staff of the University.
 - (5) To make the appointments authorized by the Act and these Statutes and to determine the terms and conditions of service for all staff of the University.
 - (6) To provide for the welfare of every person in the employment of the University, including former employees of the University on pension or similar arrangements, spouse, widow/widower and dependants of such persons, including the payment of money, pensions or other funds for the benefit of such persons.
 - (7) In consultation with the Senate to establish, confirm, abolish or hold in suspense any Professorship, Lectureship or other academic posts.
 - (8) To confer after report from Senate the title of Emeritus Professor, Honorary Professor, Honorary Lecturer or Honorary Fellow.

- (9) To receive from Senate estimates of expenditure required to carry out the work of the University and to provide the requisite money in so far as the estimates are approved and accepted by the Council.
- (10) To provide control and regulate the finances of the University as the Council may provide in the Statutes or Regulations from time to time.
- (11) To control, manage and regulate accounts, investment property, and all the business affairs of the University and for that purpose appoint Bankers, Auditors, Lawyers or any agents as the Council may deem necessary from time to time.
- (12) To promote and to make financial provisions and facilities for research within the University.
- (13) To determine, after considering the recommendations of Senate, all fees payable to the University.
- (14) To invest any moneys belonging to the University including any unapplied income, in such stocks, funds, fully paid shares or securities as Council may from time to time think fit, in accordance with the general law for the investment of trust moneys or in the purchase of freehold or leasehold properties, including rents and subject to the Act with the powers of varying such investments from time to time by sale or re-investment or otherwise.
- (15) Subject to Section 13 (1) (a) of the Act, to sell, buy, exchange, lease, grant or take on lease moveable and immovable property on behalf of the University.
- (16) To borrow 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 moveable property or otherwise as the Council may think fit.
- (17) To enter into, vary, carry out or terminate contracts on behalf of the University.
- (18) To select a Seal, Arms and Mace for the University and to have the sole custody and use of the Seal.
- (19) On the recommendation of Senate, to provide by Statutes for the creation of new Divisions, Faculties, Schools, Institutes, Departments, Centres or other bodies of learning and research in the University, whether formed by the sub-division of any one or more than one of any such new body or otherwise, and for the abolition from time to time of any such body, and to approve the establishment, abolition or sub-division of any such body however so described.
- (20) To institute, on the recommendation of Senate subject, where appropriate, to any conditions acceptable to the Council and to the Senate which might be made by the donors Fellowships, Studentship, Exhibitions, Bursaries, Prizes and other aids to study and research.
- (21) To determine the terms and conditions upon which Internal and External Examiners shall be appointed by Senate.
- (22) To take into consideration and, if Council deem it proper so to do, give effect to reports from Senate on those matters upon which Senate is authorized or required by these Statutes to make reports.
- (23) Subject to the Act, these Statutes and any other written law to exercise powers of removal from office and
other disciplinary control over the academic staff, the senior administrative staff and all other staff in the

University. In the case of the academic and senior administrative staff and all other staff this power shall

be exercised for the reasons, on the grounds and in the manner pursuant to the procedures set out in the

Regulations which procedures shall include the following rights for the member of staff:

- (i) to appear and be heard by Council or any person or body to whom the Council has delegated this function;
 - (ii) to be represented by a person of his choice from among the members of the academic and senior administrative staff;
 - (iii) to call and examine witnesses;
 - (iv) to appeal to the Council.
- (24) The Council may empower any such committees to act jointly with any committees appointed by the Senate, provided that the Council shall not delegate to the Chairman or to a committee the powers to approve without further reference to the Council the annual Estimates of Expenditure.
3. Subject to the Act and these Statutes, the Council may refer any financial matters affecting the academic policy of the University to the senate for advice.
 4. Subject to the Act and these Statutes, 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 the Act and these Statutes, the Council shall authorize or control the establishment and disestablishment of Faculties, Schools, Institutes, Bureaux, Departments, Units and Centres.
 6. Subject to the Act and these Statutes, the Council shall authorise or control the establishment and disestablishment of academic, Library, administrative, technical, secretarial and all other posts in the University necessary for the proper functioning of the University.
 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

1. The membership, of the Council shall be as prescribed in the Act and these Statutes.
2. Unless the Council otherwise determines, a meeting of the Council shall be held at least three times in each calender year at such a place and time as the Chairman may determine.
3. At all meetings of the Council a quorum shall be the nearest whole number above half the membership of the Council.
4. Decisions of the Council shall be by 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 and provided also that in the enactment of Statutes, the provision of Section 23(3) of the Act shall apply.

5. The Chairman may at any time call a meeting of the Council within twenty eight (28) days of receiving a request for that purpose addressed to him and signed by at least a third of the membership of the Council.
5. The Chairman, or in his absence, the Vice-Chairman, or the Honourary Treasurer, the members present and forming a quorum shall elect one person from among themselves to chair the meeting.
6. The Council may, at the discretion of the Chairman, transact any business by the circulation of papers and any decision so taken shall be submitted for ratification at the next meeting of the Council.
7. 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 the 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.
8. 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.
9. Council may establish such committees with membership and with such terms of reference as it may deem fit. The following are the Council Committees for the time being and their membership and terms of reference are appended as Schedule 4 of these Statutes:-
 - (i) Finance and General Purposes Committee
 - (ii) Tenders Committee
 - (iii) Sealing Committee
 - (iv) Building and Development Committee
 - (v) Terms of Service Committee
 - (vi) Staff Appointments and Promotions Committee
 - (vii) Staff Board of Discipline
 - (viii) Honourary Degrees Committee
 - ((ix) Staff Housing and Policy Committee
 - (x) Students Board of Appeal
 - (xi) Staff Board of Appeal
10. The Council shall nominate the Chairman of each Council 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 that meeting.
11. The Chairman of the Council shall be an ex-officio member of every Committee of the Council.
12. Unless the Council otherwise determines, a quorum of any Committee of the Council shall be the nearest whole number above half membership of the Committee.

13. 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 a subsequent meeting.
14. Subject to the provisions of the Act 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 Committees.

STATUE XV

THE SENATE

a) Membership

- (1) The membership of the Senate shall be as prescribed in Section 14 (1) of Act.
- (2) In addition to and in accordance with section 14 (1) (K) of the Act the membership of the Senate shall include the Dean of Students, and such other persons as the Senate may determine from time to time.

b) Powers and duties of the Senate

- (1) The powers and duties of the Senate shall be as prescribed in Section 14 (2) of the Act and in these statutes
- (2) The Senate shall exercise full responsibility over the academic work of the University and shall, subject to the Act and these Statutes, take appropriate measures to promote the academic work of the University both in teaching and research for the regulation and superintendence of the education and discipline of the students of the University.
- (3) Subject to the Act and these Statutes, the Senate shall, in addition to all other powers vested in it, have the following functions;
 - a) To recommend to the Council the establishment or diestablishment of such units as Colleges, Faculties, Department, Centres and Bureaux as Senate May from time to time deem necessary.
 - b) To recommend to the Council the establishment or disestablishment of certificate, diploma, degree and other academic programmes and their titles in the University;
 - c) To set the dates of the academic year and to determine the schedule of academic programmes within the academic year.
 - d) To approve all syllabuses of the University;
 - e) To propose to the Council regulations governing methods of assessing and examining the academic performance of students;
 - f) To evaluate academic records for both undergraduate and postgraduate candidates for the purpose of admission into the University;
 - g) To regulate the conduct of examinations;
 - h) To appoint external examiners and recommend to the Council the terms and conditions for their appointment.
 - i) To approve the examination results.
 - j) To approve the award of degrees, diplomas and certificates, including the award of honorary degrees and other academic distinctions;

- k) To determine which qualifications or credits other Universities or institutions shall be acceptable as equivalent to particular qualifications of Kenyatta University.
 - l) To determine the procedures to be followed in the conferment of the degrees and other awards;
 - m) To determine the design of academic dress and prescribe its use
 - n) To evaluate research, teaching, staffing and general work of anybody or section of the university;
 - o) To promote and administer extra-mural, external and extension work of the university;
 - p) To make regulations governing the award of fellowships, scholarships, bursaries, prizes and other awards.
 - q) To promote the welfare of students in the university.
 - r) To propose regulations and procedures for the discipline of students and make recommendations thereof to the council.
 - s) To require any student to withdraw from the university on academic grounds;
 - t) To receive records and reports of proceedings of various Institutes, Schools, Centres and Bureaux and to consider their recommendations and make appropriate decisions;
 - u) To propose to the Council appropriate criteria for appointment and promotion of all staff of the University.
 - v) To recommend to the council appropriate criteria for appointment and promotion of all staff of the University.
 - w) To review the Statutes from time to time and to present recommendations thereon to the Council provided that all Statutes, shall be reviewed at least once every three years.
 - x) To prepare estimates of expenditure required to carry out the work of the university and to submit them to the Council for approval;
 - y) To 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.
4. To exercise such powers as are, or as may be conferred on Senate by the Act, by these Statutes or by the Regulations and to do such other acts as the Council shall authorise.
 5. The Senate may, subject to the Act, the 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 Faculties, Institutes, Schools or Students Organization.
 6. The Senate may, for good cause, withdraw from any persons any degrees or other distinctions or titles conferred on them, and revoke any diplomas or certificates granted to them by the University and withdraw all privileges connected therewith.

c) Meetings of the Senate

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

d) Senate Committees

1. Currently the following are the Committees of the Senate:-
 1. Senate Executive Committee
 2. Board of Postgraduate Studies
 3. Board of Undergraduate Studies
 4. Deans Committee
 5. Catering and Accommodation Services Board
 6. Planning and Development Committee
 7. Students Welfare Committee
 8. Students Disciplinary Committee
 9. Library Committee
 10. Bookshop Committee
 11. The Kenyatta University Unified Schools Committee
 12. Institutional Linkages Board
 13. Promotions and Appraisal Committee for Academic Staff and non – Academic staff of the Rank of Senior Administrative Assistants (and equivalent grades) and above.
 14. Promotion and Appraisal Committee for non-teaching staff below the rank of Senior Administrative Assistant.
 15. The Bursary Committee
 16. Ceremonials Committee
 17. Printing & Publications Committee

2. Membership of these Committees and their terms of Reference are attached as Schedule 4 of these statutes.

STATUTE XVI COMMITTEES

Appointment of Committees

1. (a) The Council, the Senate, the Boards of Faculties, Institutes, Schools; the Departments and the Convocation may respectively appoint such and so many standing, special, ad-hoc or advisory Committees may to them seem fit, and an such Committee may include students and persons who are not members of the body appointing the Committee. The powers and duties of any Committee shall be such a the body appointing it may from time to time direct and shall include the power to appoint sub-committees as it deems fit.
(b) The body appointing a Committee may make rules of procedure for the Committee, but subject thereto every Committee may determine its own procedure, time and place of meeting.
2. (a) The Council, the Senate, the Boards of Faculties, Institutes, Schools and Departments and the Convocation may appoint such and so many joint committees may include students and persons who are not members of the body appointing the Committee. The powers and duties of any Committee shall be such as the body appointing it may from time to time direct and shall include the power to appoint Sub-Committees as it deems fit.
(b) The bodies appointing a joint committee may make rules of procedure for the committee, but subject thereto every committee may determine its own procedure, time and place of meeting.

Proceedings

3. The Council, the Senate, the Board of Faculties and the Convocation, respectively, may from time to time make standing orders for governing their respective proceedings, subject to the provisions of the Act, these Statutes and the Regulations.
4. Unless otherwise provided by the Act, these Statutes or the Regulations, when any matter or questions is put to a vote, it shall be determined by the majority of the members of the body concerned present and voting on the matter or question, and in case of equality of votes, the Chairman or other presiding officer shall have a casting vote whether or not he as voted before on the matter or question.
5. Unless otherwise provided by the Act, these Statutes or the Regulations the quorum for all Committees of the Council, the Senate and Boards of Faculties, Institutes, Schools or Departments and their Committees shall be the nearest whole number above half of the membership of any of these bodies.

Power of Delegation

6. Subject to the provisions of the Act, these Statutes and the Regulations, the Council, the Senate, the Boards of Faculties, Institutions and Schools, Departments and the Convocation may, subject to such conditions as they may see fit to impose, delegate any of the powers or duties conferred or imposed

- under or by virtue of the Act, these Statutes or the Regulations to their respective Chairman or any other or others of their members or to any body comprising such member or members and such other persons as they may respectively appoint.
7. The power of delegation conferred by sub-section 6 of this section shall include a power on the part of the person or body to whom the delegation is made himself or itself to delegate the powers and duties delegated to him or it.
 8. Subject to the Act, these Statutes and the Regulations any such delegation 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 or the Regulations.
 9. Council shall not delegate its powers to alter, amend, add to or revoke any of the provisions of these Statutes and the Regulations.

STATUTE XVII

TERMS AND CONDITIONS OF SERVICE OF UNIVERSITY STAFF

1. The Council of Kenyatta University shall determine the terms and conditions of appointment and promotion of all staff of the University.
2. Subject to this Statute the Council shall appoint and promote such academic and administrative staff as it may deem necessary for the efficient functioning of the University with such duties and upon such terms and conditions as the Council may prescribe from time to time.
3. Subject to this Statute, the Council may make such other appointments and promotions, whether paid or honorary, as it may deem fit.
4. The Council shall determine the categorisation of staff for purposes of terms and conditions of employment, but for the time being, these shall be the academic, senior administrative, and library, the middle level and the junior level.
5. The Council may review the conditions of appointment and promotion of any staff categories from time to time, provided that in so doing any changes in such conditions shall apply in individual cases only to the extent that the changes are mutually acceptable to the member of staff and the Council.
6. The terms and conditions of employment for academic, senior administrative and library staff and middle level staff shall be as set in schedules I and II, respectively.
7. The terms and conditions of staff for the junior staff shall be as may be agreed upon by the Council and the Union for the time being representing the staff.

STATUTE XVIII

FACULTIES, INSTITUTES AND SCHOOLS

1. There shall be Faculties, Institutes and Schools and such other units within the University as the Council may from time to time determine.
2. Each Faculty, Institute or School shall consist of such bodies as the Council may from time to time determine.

Department

3. Each teaching Department shall be regarded for administrative purposes as being a constituent part of one Faculty, Institute or School but may in relation to other

Faculties in which such a Department has teaching or other commitments be regarded as being associated with such Faculty, Institute or School.

Chairman of Department

1. There shall be a Chairman of each Department appointed by the Vice-Chancellor, on behalf of the University Council, from among the full-time members of the academic staff of the Department.
2. Before appointing a Departmental Chairman, the Vice-Chancellor: -
 - i) shall consult and take note of the views of members of the academic staff in the Department about the appointments;
 - ii) shall consult and take note of the views of Dean of the School concerned and at least one of the Deputy Vice-Chancellors.
3. The Chairman of a Department shall hold office as such for a period of up to two years and shall be eligible for re-appointment for a further period of two years only.
4. After consultation with a Deputy Vice-Chancellor, the Dean of the Faculty and the Chairman concerned, the Vice-Chancellor may terminate the appointment of a Chairman of Department.
5. The Chairman of a Department may resign his appointment as such by giving the Vice-Chancellor two months' notice in writing.
6. Where the Chairman of a Department is unable, either by reason of his absence from the University or for any other reason, to carry out his functions as Chairman, the Vice-Chancellor may, subject to the provisions of paragraph 2 of this Statute, appoint an Acting Chairman of the Department for such period and under such conditions as he may determine, provided that the period of appointment does not exceed the balance of the period of office of the substantive Chairman.
7. A Chairman of Department shall be paid a responsibility allowance at a rate determined from time to time by the Council for the duration of his term of office as Chairman, provided that no allowance shall be payable where the Chairman is absent or unable to perform his functions for a period of thirty(30) days or more.
8. An Acting Chairman of Department who is appointed Acting Chairman for a period in excess of thirty(30) days shall be paid a responsibility allowance at a rate determined from time to time by the Finance Committee of Council for the duration of his term of office as Acting Chairman

Duties and Powers of the Chairman of Department

1. In addition to his teaching, research and other duties and responsibilities, the Chairman of Department shall:-
 - i) serve as Chairman of Department Board meetings;
 - ii) represent the Department on the appropriate University Committees and other bodies as required;
 - iii) at all times use his best endeavour to ensure that proper and acceptable standards of teaching and instruction are maintained in the Department;
 - iv) be the Chief Examinations Officer of the Department.

2. Make recommendations with respect to probation, advancement and promotion of academic staff within the Department, provided that;
 - i) In so doing the Chairman shall consult all full-time academic members of the Department;
 - ii) If the Chairman, is himself a candidate for promotion the appropriate recommendations shall be made by the Dean of the relevant Faculty after consultation with all full-time academic members of the Department.
3. Serve as executive officer of the Department in the implementation of Departmental policy, as determined by the Departmental Board and other University authorities, and be responsible for the day-to-day administration of the Department.

The Departmental Board

1. There shall be a Departmental Board for each Department which shall consist of:-
 - (a) The Chairman of the Department;
 - (b) All full-time members of the academic staff of the Department;
 - (c) Honorary and part-time lecturers in the Department or their representatives, as determined by the Departmental Board;
 - (d) Where relevant, at least one representative of the technical staff in the Department or, where technical staff are assigned to the Faculty and not to Departments and the Board considers it helpful to have representatives of such staff, at least one representative of the technical staff in the Faculty, 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;
 - (e) Two students in the Department elected annually by the students from amongst themselves, provided that the students so elected shall not be entitled to attend for deliberations on matters considered by the Chairman to be confidential.
2. The Vice-Chancellor, the Deputy Vice-Chancellors and the appropriate Dean 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 Departmental board shall meet at least twice every semester and shall maintain a proper system of Agendas and Minutes for such meetings.
5. Subject to section 2 of this Statute each Departmental Board shall regulate its own procedures, including the establishment of a quorum.

Duties and Powers of the Departmental Board

Subject to the provisions of the University Statutes, the authority of the Senate, provision of this Statute and such limitations as the Faculty of which the Department forms a part may impose, the Departmental Board:-

1. Shall arrange for, conduct and control the teaching and instruction of students within the Department and the setting and marking of examination papers in accordance with regulations approved by Senate, the general academic policy

- agreed by the Faculty Board and the approved administrative procedures of the University;
2. Shall make recommendations to the Faculty Board for the establishment of new courses and the amendment of existing regulations and syllabuses relating to studies within the Department;
 3. May delegate functions and responsibilities to individuals or groups of individuals within the Department;
 4. Shall exercise such powers as may be conferred upon it by the Faculty Board, the Senate or the Vice-Chancellor;
 5. May provide consultancy services on matters concerning the subject assigned to the Department within the limitation of its capabilities and subject to the general University policy on consultancy services;
 6. Shall monitor the implementation of the University's conditions relating to the undertaking of private remunerative work in respect of the members of the Department;
 7. May make recommendations in respect of estimates of expenditure in the Department Budget Committee;
 8. Shall 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;
 9. Shall recommend candidates for Staff Development Programmes;
 10. Shall formulate general guidelines on pure and applied research and suggest means of funding research programmes in the Department;
 11. Shall submit recommendations to the Senate through the Faculty Board in respect of the appointment of External Examiners and any other consultants in the Department.

Faculties, Institutes and Schools

1. Faculties, Institutes and Schools shall make recommendations to the Senate with regard to the constituent Department to be associated with the particular Faculty, Institute or School.
2. Each Faculty/School shall in relation to the matters in clause 10 of this Statute be governed by a Board of Faculty which shall have the following membership:-
 - i) Dean of the Faculty/School
 - ii) All Professors, Associate Professors, Senior Lecturers, 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 Faculty.
 - iii) Full-time technical staff of equivalent grades of Lecturer and above.
 - iv) Two students representatives elected from among the full-time students of the relevant Faculty, except that students shall not be entitled to attend deliberations of the Faculty/School Board on 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.

- v) Part-time teaching members of staff and Graduate Assistants may attend Faculty/School Board meetings, but shall not have voting rights.
- 3. The Vice-Chancellor and the Deputy Vice-Chancellors shall be ex-officio members of the Boards of Faculties/Schools.
- 4. The Registrar (Academic) shall be Secretary to all Faculty/School Boards.
- 5. Each Board of Faculty/School, may at its own discretion, 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.
- 6. The quorum of the Board of Faculty, Institute or School shall be the nearest whole number above half the membership of the Board.
- 7. The Board of each Faculty, Institute or School shall have following powers:-
 - i) To consider and make recommendations to the Senate upon all matters relating to syllabuses, teaching, examination, students progress and research in the subjects of the Faculty;
 - ii) To recommend to the Senate, persons for appointment as internal and external examiners in that Faculty, Institute or School.
 - iii) To submit proposals to the Senate for academic development;
 - iv) To determine the rules governing the procedure to be followed at meetings of the Faculty Board;
 - v) To deal with and report on any matters referred to it by the Senate.

The Dean of School and Director of Institute

1. There shall be a Dean of each School, who shall be the Chairman of the School Board and who shall also be responsible to the Board for all matters related to the School, provided that in the absence of the Dean, the Board shall elect a Chairman from amongst its members present and forming a quorum.
2. The Dean shall be elected by the School Board from among the Professors, Associate Professors and Senior Lecturers for a term of two years, provided that Senior Lecturers shall become eligible for election only if they have served for at least two years as substantive Chairmen of Departments or Directors of Institutes or Schools in the University. Provided also that all appointments to the deanship shall be subject to confirmation by the Senate and the Council. Where the Board has not made a nomination, the Vice-Chancellor shall appoint an Acting Dean in consultation with the Chairman of Departments in the School.
3. Elections for the Dean of a School shall be by secret ballot and the Deputy Vice-Chancellor (Academic) shall be the Returning Officer.
4. Only full-time academic staff of the ranks of Professor, Associate Professor, Senior Lecturer, Lecturer, Assistant Lecturer, Tutorial Fellow and full time technical staff of Lecturer level and above in the constituent departments of the School concerned shall be entitled to vote in the election of the Dean.
5. The election of the Dean shall be held at a meeting convened by the Deputy Vice-Chancellor (Academic) one week before the expiry of the term of the incumbent Dean.
6. No member shall be eligible for election if he is serving the second of two consecutive terms as Dean. Any person who has previously served but has already ceased to be Dean shall not become eligible for election until six complete years have elapsed since he ceased to be Dean.
7. There shall be a Director of each Institute or School who shall be appointed by the Vice-Chancellor for a period of two years and shall be eligible for re-appointment for a further period for two years.
8. In the case of an Institute or School having more than one Department, the Director shall be elected as in the case of a Dean of a School.
9. The Dean/Director may at any time call a meeting of the Board but must call the meeting within ten days of receiving a request for that purpose addressed to him and signed by not less than one-third of the members of the Board.
10. Each Board of School or Institute shall hold at least two meetings every semester.

Board of Examiners

1. There shall be a Board of Examiners of each Institute or School which shall consist of all internal and external examiners appointed by the Senate.
2. The Dean of School or the Director of Institute shall be the Chairman of the Board of Examiners of his respective School or Institute
3. The function of the Board of Examiners shall be to consider examination results and to recommend thereon to the Senate.
4. The quorum of the Board of Examiners shall be the nearest whole number above half of the members of the Board.

Duties and Functions of Deans of Schools and Directors of Institutes

- (i) The Deans of Schools and Directors of Institutes shall be the administrative and academic heads of their respective bodies.
- (ii) The Deans of Schools and Directors of Institutes shall be ex-officio members of Departmental meetings within their respective bodies.
- (iii) The Dean of Schools and Directors of Institutes shall be Chairmen of the Postgraduate Studies Committee for their respective bodies.
- (iv) The Deans of Schools and Directors of Institutes shall be the Chairmen of all Postgraduate Examination Boards.
- (v) The Dean of the School and the Directors of Institutes shall from time to time give advice to their respective bodies on matters concerning the development of the respective bodies.

STATUTE XIX

UNIVERSITY ENTRANCE REQUIREMENTS

1. Entrance requirements will be as set out by Senate from time to time.
2. There shall be a Board of Undergraduate Studies, which shall among other functions be responsible for all undergraduate admissions matters in the University. The membership and the terms of reference shall be as set out in Schedule 4 of these Statutes.
3. There shall be a Board of Postgraduate Studies, which shall among other functions be responsible for all postgraduate admissions matters in the University. The membership and the terms of reference shall be as set out in Schedule 5 of these Statutes.
4. The Vice-Chancellor shall be the Chairman of the Board of Undergraduate Studies and the Board of Postgraduate Studies.
5. The respective Boards shall make regulations governing the procedure for admission into the University and shall also perform any other functions relating to admissions as may be assigned by the Senate from time to time.

STATUTE XX

FEES

1. Every person wishing to be registered as a student for a degree, diploma, certificate or other award of the University shall pay to the University such registration fees and other fees as the Council may from time to time determine.
2. The University shall have the right to preclude any student from attending classes, participating in any academic activity or enjoying any other University facilities, unless such a student shall have paid to the University all fees and other dues provided that the University shall at its discretion exempt any student from this requirement.
3. The University shall have the right to stop a student who is a debtor to the University from registering or sitting for examinations.

4. The University shall have the right to withhold examination results from any student who is a debtor to the University until such debt is paid in full.
5. The University shall have the right to withhold the conferment of any degree, diploma, certificate or any award from any person until all outstanding fees and other dues are settled with the University.
6. The fees and other charges shall be as set out in Schedule II.

STATUTE XXI

UNIVERSITY EXAMINATIONS

1. University examinations shall be conducted under the control of 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 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 examination, 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 pay to the University in respect of such examination such fees as the Council shall prescribe from time to time.
7. All ordinary University examinations shall be held at the end of the Semester in which the courses have been taught.
8. In the event of any alleged examination irregularity, involving either a member of staff or a student, shall be dealt in accordance with the Statutes and the Regulations governing disciplinary matters.
9. There shall be a Board of Examiners of each Faculty, which shall consist of the Dean as Chairman, all internal and external examiners within the Faculty appointed by the Senate.
10. Publication of all University examination results shall be the responsibility of the Deputy Vice-Chancellor (Academic). Any queries regarding the publishing examination results shall be made to the Registrar (Academic).

STATUTE XXII

DESIGNATION OF DEGREES AND OTHER AWARDS

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

In the School of Humanities and Social Sciences to be denoted by the following letters

Bachelor of Arts	B.A.
Masters of Arts	M.A.
Doctor of Philosophy	Ph. D.

In the School of Education to be denoted by the following letters.

Bachelor of Education	B.Ed.
Master of Education	M.Ed.
Master of Education in Library and Information Science	M.Ed. (LIS)
Master of Science (in Education)	M.Sc. (Ed)
Master of Library Science	M. LIS
Master of Arts (in Education)	M.A. (Ed)
Doctor of Philosophy	Ph. D.
Doctor of Education	Ed.D.

In the School of Pure and Applied Sciences to be denoted by the

Following letters

Bachelor of Science	B.Sc.
Master of Science	M.Sc.
Doctor of Philosophy	Ph.D.

In the School of Business to be denoted by the following letters

Bachelor of Commerce	B. Comm.
Master of Business Administration	M.B.A.
Doctor of Philosophy	Ph.D.

In the School of Environmental Studies and Human Sciences to be denoted by the following letters

Bachelor of Environmental Studies	B.Env.S
Master of Environmental Studies	M.Env.S
Master of Environmental Studies	M.Env.Educ.
Doctor of Philosophy	Ph.D.
Doctor of Environmental Science	D.Env.Sc.

In the School of Health Sciences to be denoted by the following letters

Bachelor Science (Sports Science)	B.Sc. (Sports Science)
Bachelor of Science (Leisure and Recreation Management)	B.Sc. (Leisure & Recreation Management)
Bachelor of Science (Nursing)	B. Sc. (Nursing)
Bachelor of Science (Foods, Nutrition & Dietetics)	B.Sc. (FND)
Bachelor of Science (Pharmacy)	B.Sc. (Pharmacy)
Bachelor of Science (Natural Medicine)	B.Sc.(Natural Medicine)
Bachelor of Science (Environmental Health)	B. Sc.(Environmental Health)
Bachelor of Medicine	B.Sc.Ch.B.

Master of Science (Sports Science)	M. Sc. (Sports Science)
Master of Science (Leisure and Recreation Management)	M. Sc. (Leisure & Recreation Management)
Master of Science (Nursing)	M. Sc. (Nursing)
Master of Science (Foods, Nutrition & Dietetics)	M.Sc. (FND)
Master of Medicine	MBCh.B.
Master of Science (Environmental Health)	M. Sc. (Environmental Health)
Doctor of Philosophy (Sports Science)	Ph.D. (Sports Science)
Doctor of Philosophy (Leisure & Recreation Management)	Ph. D. (Leisure & Recreation Management)
Doctor of Philosophy (Nursing)	Ph.D. (Nursing)
Doctor of Philosophy (Environmental Health)	Ph.D. (Environmental Health)

1. Every degree certificate shall incorporate the title of the subject in which the award is made.
2. In addition to the above University shall have the powers to award the following honorary degrees:-
 - (i) Doctor of Literature Dlit
 - (ii) Doctor of Humane Letters DHL
 - (iii) Doctor of Education Ed.D.
 - (iv) Doctor of Science D.Sc.
 - (v) Doctor of Environmental Studies D.Env.Sc.
3. The University shall have powers to award Diplomas, Certificates and other Awards.

**STATUTE XXIII
AWARDING OF DEGREES**

A. Bachelors Degree

1. Except as otherwise provided by these Statutes, a candidate shall not be awarded the Bachelor Degree unless he shall have undertake approved courses and satisfied the requirements as a student of the University after admission and subsequent registration with the relevant School for at least four academic years
2. The Senate may accept, as part of the attendance of a student of the University qualifying him 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 certificates of proficiency issued in any subject by a University or institution, exempting such a candidate from the examination of the University in a course or courses in such a subject.
4. Notwithstanding clauses 2 and 3 of this Statute, no student shall be awarded the Bachelors Degree unless:-
 - a) He shall have undertaken approved courses of study at the University for at least two academic years, of which one shall be the final year.

- b) His 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.
 - c) He shall have passed the final examination and such other examinations of the University as the Senate may determine.
 - d) He shall have paid such fees to the University as may be determined by the Council.
 - e) He shall have complied in other respects with the requirements for the degree as set out in Schedule 6.
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 Faculty of the University, or of any other University recognised by the Senate for this purpose, as exempting a candidate from attendance in such a subject.

B. Masters Degree

6. A candidate shall not be awarded the degree of Masters in any School unless he has:-
- a) Been registered for the degree of the University for a period of at least eighteen months;
 - b) he has pursued the subject of a special Study and research approved by the Senate;
 - c) performed such other work and complied with such other conditions for the masters degree as set out in the common regulations for Masters degree in Schedule 6.

C. Doctor of Philosophy Degree

7. A candidate shall not be awarded the degree of Doctor of Philosophy in any School unless: -
- a) He has registered for the degree, in the University for a period of not less than three calendar years after satisfying the requirements for the award of the Master Degree in a relevant Faculty as set out in Schedule 7,
 - b) He has pursued the subject of a special study or research or both as may be approved by the Senate
 - c) He has worked under a Supervisor or Supervisors approved by the Senate,
 - d) He has passed prescribed courses where applicable and has submitted a thesis, which makes a distinct contribution to the knowledge and understanding of the subject and affords evidence of the exercise of independent critical thinking.

**STATUTE XXIV
HONORARY DEGREES**

1. The University may confer a honorary degree upon a person who has rendered distinguished service in the advancement of any branch of learning or who has otherwise rendered himself worthy of such an award.

2. (a) A proposal to award a honorary degree may be made by a member of the Council, the Senate or the Convocation, and shall be communicated in writing addressed to the Vice-Chancellor.
(b) Every proposal shall be accompanied by a statement setting forth the degree recommended and the detailed grounds on which the recommendation is based.
3. (a) The Vice-Chancellor shall refer such proposal to the Honorary Degrees Committee of the Senate which make its recommendations to the Senate.
(b) The recommendations of the Senate shall be made to the Honorary Degrees Committee of the Council.
4. Any recommendations made by the Honorary Degrees Committee to the Council 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 staffs and students of the University shall not be eligible for the award of Honorary Degrees.
6. An honorary degree is being 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 XXV CONFERMENT OF DEGREES

1. For the purpose of conferring Degrees and Awards of the University, there shall be held from time to time, a meeting of the whole University which shall be called a Congregation.
2. The congregation shall be constituted of the Chancellor, the Officers of the University, the Academic Staff, the Convocation, the graduands and the Students of the University.
3. Unless the Senate decides otherwise, a Congregation shall be at least once a year at the University, and shall be presided over the Chancellor or, in his absence be the Vice-Chancellor or in the absence of the Vice-Chancellor, by some other person appointed by the Chancellor.
4. A candidate shall not be admitted to a degree, other than an Honorary Degree, unless the Deputy Vice-Chancellor (Academic) has certified that such a candidate as having satisfied all the conditions prescribed for such a degree. Such a candidate shall be admitted to that degree at a subsequent Congregation, provided that he shall have satisfied all conditions for the conferment of the degree.
5. The Procedure for the conferment of the degrees, the academic dress to be worn and all other matters not provided for in this Statute 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 shall pronounce such congregation dissolved at the end of the ceremony.

STATUTE XXIV 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) who shall be the Secretary.
2. The following shall be entitled to have their names entered on the Convocation Roll”
 - (i) All persons who become graduates of Kenyatta University, including honorary graduates.
 - (ii) Former students of Kenyatta University College who are holders of the degrees and diplomas of the University of Nairobi.
 - (iii) The former Vice-Chancellor, Deputy Vice-Chancellor, Principals, Registrars, University Secretaries, Deans of Students, Librarians and Finance Officers.
 - (iv) Ex-Officio members of the Convocation who shall include the former and the current Vice-Chancellor, Deputy Vice-Chancellor, members of the Council, Emeritus Professors, Professors, Lecturers, Research Fellows, Librarian, Registrars, Dean of Students, Finance Officer.
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:-
 - (i) to discuss and state its opinion on any matters within the sphere of competence of the University.
 - (ii) to elect from among its members, and 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 so to vote, and that any person whose name does not appear therein is not so entitled. The names of the graduates of the University shall be automatically included in the Roll immediately after conferment of the degrees and diplomas. 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 forward a statement in writing to the Secretariat at least four weeks before the date of the meeting.
7. The agenda for every meeting shall be published in the press at least fourteen days before the day appointed for holding such a meeting.
8. The quorum and procedure of the Convocation shall be as prescribed in the rules made by the 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 and sent to the Chairman of the Council and Chairman of the Senate for information.

STATUTE XXVII
FINANCIAL PROVISIONS - GUIDELINES

1. All the funds, movable and immovable assets and property of the University shall be managed and utilized by the Council in accordance with the Act and these Statute and 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. Provided that the Council shall not charge or dispose of any immovable property vested in it without the prior approval of the Chancellor.
2. Pursuant to Section 3(2) of the Act, the Council may borrow funds for such purposes from such sources and under such arrangements as may be approved by a resolution of Council from time to time.
3. All the moneys of Kenyatta University shall be paid into one or other of the following accounts:-
 - i) The Endowment Fund
 - ii) The Special Account
 - iii) The Capital Account
 - iv) The Revenue Account
 - v) The Research Account
 - vi) The Foreign AccountIn accordance with Section 18(1) of the Act, the financial year of the University shall commence on the first day of July of each year.

The Endowment Fund

- 4 (i) There shall be paid into the Endowment Fund all such moneys as are received by the University and as are declared specifically to be payable into that fund.
- (ii) Subject to Section 9(1) of the Act, the moneys standing to the credit of the Endowment Fund shall be invested by the Council in such securities as Trustees are authorised to invest in under the provisions of the laws of Kenya; provided that where any sums received by the Council for payment into the Endowment Fund are in the form of stocks and shares of any kind other than securities, then the Council may at its discretion retain such stocks and shares without converting them into such securities. The interest from the Endowment Fund shall be applied for the purpose for which it was established.
- (iii) The Council shall not, save with the prior resolution of a regular or a special meeting of Council, expend any capital moneys of the Endowment Fund.

The Special Account

- 5 (i) There shall be paid into the Special Account all such moneys as are received by the University for special purposes and as are not payable into the Endowment Fund.
- (ii) The capital moneys and the interest there from of the Special Account shall be used and applied for the special purposes for which such moneys were established.

- (iii) Revenue generated by any unit of the University shall be paid into the Special Account and shall be used for the furtherance of the interests of the Unit for which it was generated.
- (iv) Such unit funds shall be accounted for in the same manner as all other University Funds.

The Capital Account

- 6. (i) There shall be paid into the Capital Account all such moneys as are received by the University for the purpose of capital expenditure for construction and improvement of the University.
- (ii) The capital moneys, and the interest therefrom, of the Capital Account shall be used and applied on capital expenditure for the construction and improvement of the University.

The Revenue Account

- 7. (i) There shall be paid into the Revenue Account:-
 - a. All fees, dues and other amounts payable by or in respect of students;
 - b. All revenue grants by the Kenya Government or by any other Government or person;
- (ii) The money standing to the credit of the Revenue Account shall be used and applied for the management and working of the University in such manner and for such purposes as, in the opinion of the Council, are best suited to promote the interest of the University.

The Research Account

- 8. There shall be paid into Research Account all such moneys as are received for research. Balance of such funds shall not be surrendered at the end of the financial year. Money allocated for research shall be used for research only.
- 9. The moneys or any portion thereof standing to the credit of any of the accounts other than the Endowment Fund and Special Fund of the University may be invested by the Council in such securities as the Council may deem fit.
- 10. Pursuant to section 19(2) of the Act, any moneys standing to the credit of any of the accounts of the University, including the Endowment Fund and Special Fund may be temporarily invested for a period not exceeding twelve months pending utilization in accordance with such policy as the Council may from time to time determine.
- 11. The Council shall cause to be prepared annually, estimates of the revenue and expenditure (both recurrent and capital) of the University and such estimates shall be approved by the Council in accordance with the provision of Section 20(1) of the Act.
- 12. In accordance with Section 21(2) of the Act, the Council shall cause to be prepared audited accounts of the University annually.
- 13. The accounts of the University shall be audited in accordance with section 21 of the Act.
- 14. The auditor appointed under the Act may carry out a special audit or inspection of any aspect of the University financial management provided that he shall unless

directed to the contrary of the Minister notify both the Honorary Treasurer and the Chairman of Council of his intention and purpose of carrying out such special audit or inspection.

15. The Vice-Chancellor shall make available to the auditor facilities and all the information necessary for carrying out his audit functions.

STATUTE XXVIII

SERVICE OF NOTICES 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 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 XXIX

CONTRACT AND PECUNIARY INTERESTS

- A. 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 laws, be required to be in writing and to be under Seal, may be made on behalf of the University in writing under its Common Seal.
 - (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 signed by any person acting under the express or implied authority of the Council.
 - (3) A contract which, if made between private persons, would by law be valid although made orally only and not reduced into writing may be made either in writing or orally on behalf of the University by any person acting under the express or implied authority of the Council.
- B. 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 authorised to be made.

Pecuniary Interest

- C. 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.
- D. 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 work or goods to or for the purposes of the University and is present at a meeting of one of the said authorities or a

- Committee or sub-committee 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.
- E. The Council may prescribe in the Regulations the rules for determining whether any member has any pecuniary interest in such a contract.

STATUTE XXX

MISCELLANEOUS

- 1 Whereas the University recognises 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 the prior written approval of the Vice-Chancellor provided that in granting or refusing such approval 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 authorised 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 parliamentary or civic seat shall be required to resign from the service of the University before presenting himself for nomination for such election.
6. A member of staff nominated to a parliamentary or civic seat shall be required to obtain unpaid leave of absence from the University on such terms and conditions as the Council on the recommendation of the Senate shall determine.
7. These Statutes and the Regulations referred to herein shall commence on the day of 1993, excepting where it is provided otherwise in any Statute or Regulation.
8. The Regulations appended hereto will come into force in accordance with the provisions of clause I of this Statute and are to be read subject to these Statutes and the Act.
9. The University Council may amend, add or alter these Statutes and the Regulations as it deems fit from time to time, provided that in accordance with Section 14 (3) of the Act, the Council shall not amend, alter or add to the Regulations governing courses of study and other academic matters without the receipt of a proposal or report thereon by the Senate and provided further that the Council shall not reject any such report or request or amend any regulations so proposed without further reference to the Senate.

10. The Rules and Regulations in force on the day prior to the commencement of these Statutes shall unless replaced by these Statutes or Regulations referred to in clause 2 of this Statute, 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 Act and these Statutes.