

THE KENYATTA UNIVERSITY
STATUTES
2013



NO. 1(A)

KU/SEN/THE.KU.STATUTES 2013

THE KENYATTA UNIVERSITY
STATUTES
2013

605 10.50

10.50

THE KENYATTA UNIVERSITY STATUTES, 2013

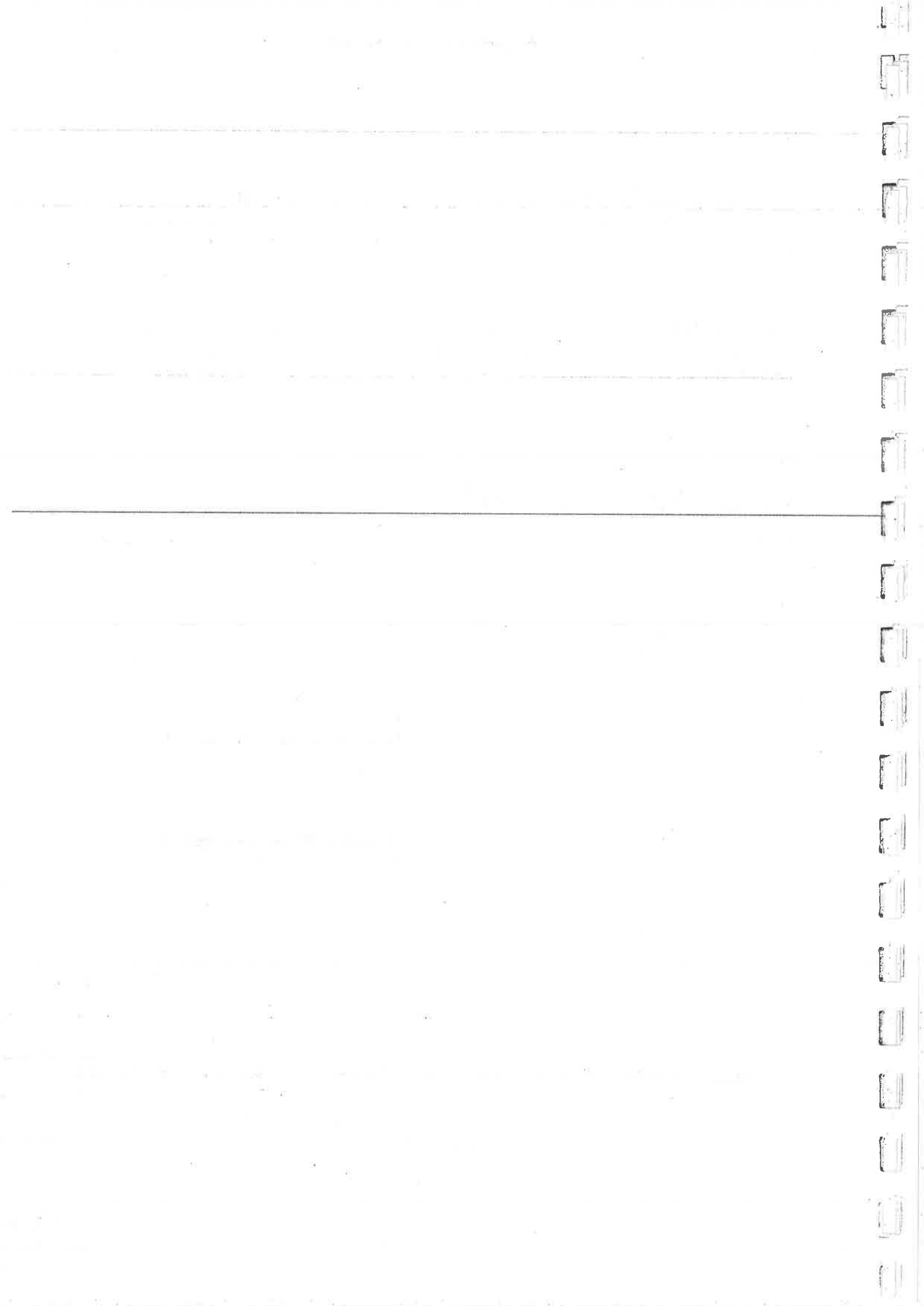
IN EXERCISE of the powers conferred upon the Council by Section 31 of the Kenyatta University Charter 2013, the Council of the University hereby makes, adopts and promulgates the following Statutes.

Dated the 24th, day of April, 2013

PROF. RATEMO MICHIEKA,



Chairman, for and on behalf of
Kenyatta University Council



KENYATTA UNIVERSITY STATUTES, 2013

ARRANGEMENT OF SECTIONS

	ARRANGEMENT OF SECTIONS	2
PART ONE	PRELIMINARY	6
STATUTE I	DEFINITIONS	6
PART TWO	THE UNIVERSITY	11
STATUTE II	NAME, STATUS AND PHYSICAL LOCATION OF THE UNIVERSITY	11
STATUTE III	MEMBERSHIP OF THE UNIVERSITY	11
STATUTE IV	THE OFFICERS OF THE UNIVERSITY	11
PART THREE	MANAGEMENT OF THE UNIVERSITY	12
STATUTE V	THE CHANCELLOR	12
STATUTE VI	CHAIRPERSON OF COUNCIL	12
STATUTE VII	THE VICE-CHANCELLOR	13
STATUTE VIII	THE DEPUTY VICE-CHANCELLOR (ACADEMIC)	14
STATUTE IX	THE DEPUTY VICE-CHANCELLOR (ADMINISTRATION)	15
STATUTE X	THE DEPUTY VICE-CHANCELLOR (FINANCE AND DEVELOPMENT)	15
STATUTE XI	DEPUTY VICE-CHANCELLOR (RESEARCH, INNOVATION AND OUTREACH)	16
STATUTE XII	THE REGISTRARS	17
STATUTE XIII	THE CHIEF FINANCE OFFICER	17
STATUTE XIV	THE CHIEF LEGAL OFFICER	18
PART FOUR	OTHER OFFICERS OF THE UNIVERSITY	18
STATUTE XV	THE PRINCIPALS OF CONSTITUENT COLLEGES	18
STATUTE XVI	THE DEPUTY PRINCIPALS OF CONSTITUENT COLLEGES	19
STATUTE XVII	THE PRINCIPALS OF COLLEGES WITHIN THE UNIVERSITY	19
STATUTE XVIII	THE DEPUTY PRINCIPAL	20

Kenyatta University Statutes

STATUTE XIX	THE DEAN OF SCHOOL	20
STATUTE XX	THE DEPUTY DEAN OF SCHOOL.....	22
STATUTE XXI	CHAIRPERSON OF DEPARTMENT.....	22
STATUTE XXII	THE DIRECTORS	24
STATUTE XXIII	DIRECTOR OF STUDENTS AFFAIRS	24
STATUTE XXIV	THE HOSPITAL DIRECTOR	24
STATUTE XXV	DIRECTOR OF UNIVERSITY ENTERPRISES.....	25
STATUTE XXVI	THE CHIEF UNIVERSITY LIBRARIAN	25
STATUTE XXVII	THE CHIEF INTERNAL AUDITOR	26
PART FIVE	THE GOVERNING ORGANS OF UNIVERSITY	26
STATUTE XXVIII	THE COUNCIL	26
STATUTE XXIX	THE SENATE.....	31
STATUTE XXX	THE UNIVERSITY MANAGEMENT BOARD	33
PART SIX	COLLEGES, SCHOOLS, DEPARTMENTS AND INSTITUTES.....	34
STATUTE XXXI	COLLEGES WITHIN THE UNIVERSITY	34
STATUTE XXXII	SCHOOLS	36
STATUTE XXXIII	DEPARTMENTS.....	36
PART SEVEN	OTHER UNIVERSITY COMMITTEES AND BOARDS	37
STATUTE XXXIV	COMMITTEES AND BOARDS	37
STATUTE XXXV	BOARD OF EXAMINERS.....	38
STATUTE XXXVI	THE BOARD OF GRADUATE SCHOOL	38
STATUTE XXXVII	COLLEGE MANAGEMENT BOARD	42
STATUTE XXXVIII	COLLEGE ACADEMIC BOARD	43
STATUTE XXXIX	SCHOOL BOARDS	45
STATUTE XL	THE DEPARTMENTAL BOARD.....	47
STATUTE XLI	CAMPUS MANAGEMENT BOARD	48
STATUTE XLII	MANAGEMENT BOARDS OF DIRECTORATES AND INSTITUTES.....	49
STATUTE XLIII	POWER OF DELEGATION	49

Kenyatta University Statutes

PART EIGHT	UNIVERSITY ADMISSIONS, FEES, EXAMINATIONS AND AWARD OF DEGREES	49
STATUTE XLIV	UNIVERSITY ADMISSION REQUIREMENTS	49
STATUTE XLV	FEES	50
STATUTE XLVI	UNIVERSITY EXAMINATIONS	50
STATUTE XLVII	DESIGNATION OF DEGREES AND OTHER AWARDS	51
STATUTE XLVIII	AWARD OF DEGREES	51
STATUTE XLIX	HONORARY DEGREES	52
STATUTE L	CONFERMENT OF DEGREES	53
STATUTE LI	CONVOCATION	53
 PART NINE	 FINANCIAL, HUMAN RESOURCE AND RELATED PROVISIONS	 54
STATUTE LII	FINANCIAL PROVISIONS	54
STATUTE LIII	FOUNDATIONS	56
STATUTE LIV	TERMS AND CONDITIONS OF SERVICE OF UNIVERSITY STAFF	57
STATUTE LV	SERVICE OF NOTICES AND DOCUMENTS	57
STATUTE LVI	CONTRACT AND PECUNIARY INTERESTS	57
STATUTE LVII	MISCELLANEOUS	58
 PART TEN	 SCHEDULES	 61
SCHEDULE 1	COUNCIL COMMITTEES	61
	1.1 FINANCE, BUILDING AND DEVELOPMENT COMMITTEE	61
	1.2 TERMS AND CONDITIONS OF SERVICE COMMITTEE	62
	1.3 APPOINTMENTS AND PROMOTIONS FOR ASSOCIATE PROFESSORS,	62
	1.4 DISCIPLINARY BOARD FOR STAFF	63
	1.5 HONORARY DEGREES COMMITTEE	64
	1.6 SEALING COMMITTEE	64
	1.7 AUDIT COMMITTEE	65
SCHEDULE 2	SENATE COMMITTEES	65
	2.1 THE SENATE EXECUTIVE COMMITTEE	65
	2.2 STUDENTS' WELFARE COMMITTEE	66

Kenyatta University Statutes

	2.3 STUDENTS DISCIPLINARY COMMITTEE.....	67
	2.4 LIBRARY COMMITTEE.....	67
	2.5 CATERING SERVICES BOARD	68
	2.6 ACCOMMODATION SERVICES BOARD.....	69
	2.7 PROMOTIONS AND APPRAISAL COMMITTEE (PAC) FOR ACADEMIC	70
	2.8 THE PROMOTION AND APPRAISAL COMMITTEE FOR NON-TEACHING	70
	2.9 THE BURSARY COMMITTEE	71
	3.0 PRINTING AND PUBLICATIONS COMMITTEE	71
SCHEDULE 3	UNIVERSITY MANAGEMENT BOARD COMMITTEES	72
	3.1 STAFF APPOINTMENTS AND PROMOTIONS COMMITTEES	72
	3.2 DISCIPLINARY BOARD FOR JUNIOR STAFF (GRADES I-IV)	73
	3.3 TENDER COMMITTEE.....	73
	3.4 HOUSING COMMITTEE	74
	3.5 PLANNING AND STRATEGY COMMITTEE.....	75
SCHEDULE 4	COLLEGE COMMITTEES	76
	4.1 COLLEGE STUDENTS DISCIPLINARY COMMITTEE.....	76
	4.2 DEANS SEARCH COMMITTEE.....	76
SCHEDULE 5	CAMPUSES OF THE UNIVERSITY	77
SCHEDULE 6	DIRECTORATES, INSTITUTES AND CENTRES.....	77
SCHEDULE 7	DELEGATION POLICY AND PROCEDURES.....	78
SCHEDULE 8	DEPARTMENTS	81

PART ONE – PRELIMINARY

STATUTE I - DEFINITIONS

1. Short Title

The Statutes shall be cited as the Kenyatta University Statutes, 2013. All the other Statutes made prior to the Kenyatta University Statutes 2013 are repealed.

2. Interpretation

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 Programmes**” means academic programmes as provided for in these Statutes.

“**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.

“**Act**” means the Universities Act No. 42 of 2012.

“**Adjunct Professor/Faculty**” means a person who has been bestowed a title to reflect some mutual beneficial scholarly association with the University.

“**Alumni Association**” means alumni association as established under Section 20 of the Charter, 2013.

“**Alumni**” means the graduates of the University and such other persons as may be declared to be Alumni by these Statutes.

“**Bureaux**” means sub-divisions of Departments or Centres

“**Campus**” means Campus of the University as established under these Statutes;

“**Chairperson of Council**” means the Chairperson of Council as appointed and provided under Section 13 of the Charter, 2013.

“**Chancellor**” means the Chancellor of the University appointed under Section 12 of the Charter, 2013.

“**Charter**” means the Kenyatta University Charter, 2013.

“Chief Finance Officer” means a person appointed to be the Chief Finance Officer of the University as provided for in these Statutes.

“Chief Legal Officer” means a person appointed to be the Chief Legal Officer of the University as provided for in these Statutes.

“Chief University Librarian” means a person appointed to be the Chief Librarian as provided for in the Charter.

“College” means College of the University as established in accordance with Section 6(a) of the Charter.

“Colleges within the University” means college of the University as established in accordance with Section 6(b) of the Charter.

“Common Seal” means Common Seal of the University as provided in Section 30 of the Charter.

“Constituent College Management Board” means Constituent College Management Board as provided for in these Statutes.

“Constituent College” means college of the University as established in accordance with Section 7 of the Charter.

“Convocation” means the Convocation of the University established under Section 23 of the Charter.

“Council of Constituent College” means the Council of the Constituent College as provided for in these Statutes.

“Council” means the Council of the University established under Section 17 of the Charter.

“Course Unit” means a unit of course of instruction or subject that is taught in a semester or such period of study as approved by Senate.

“Dean” means Executive Dean as provided for in the Charter.

“Department” means a Department, which for academic and administrative purposes has been designated by the Council as being constituted within a School.

“Deputy Vice-Chancellor” means Deputy Vice-Chancellor appointed by Council as provided for in Section 15 of the Charter.

“Director of Student Affairs” means Director of Student Affairs as provided for in these Statutes.

“Director of University Enterprises” means Director of University Enterprises appointed to be the administrative head of the University Enterprises as provided for in these Statutes.

“Director” means the Director appointed in accordance with these Statutes.

“Fiscal Year” means financial year of the University as provided for in Section 26 of the Charter.

“Foundation” means the Kenyatta University Foundation as provided for in Section 21 of the Charter.

“General Manager” means a General Manager of an Income Generating Unit/Centre as provided for in these Statutes.

“Graduate” means a person upon whom a degree of the University has been conferred or to whom a qualification of the University has been awarded as determined by the Senate.

“Hospital Director” means Hospital Director appointed to be the administrative head of the Kenyatta University Teaching and Referral Hospital as provided for in these Statutes.

“Institute” means an Institute of the University established by these Statutes.

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

“Manager” means a Manager of a Unit/Centre as provided for in these Statutes.

“Non-teaching Staff” means the members of staff of the University as defined in Section 24 (4) of the Charter.

“Principal” means a person appointed as Principal of a College of the University as established in accordance with Section 16 of the Charter.

Kenyatta University Statutes

“Professor” means a professor of the University but does not include an Associate Professor;

“Professor Emeritus” means a retired Professor who has been conferred such title by a resolution of the Council;

“Registrar” means a person appointed as Registrar of the University as provided for in these Statutes;

“Regulation” means a Regulation made pursuant to the Act, the Charter or these Statutes.

“School” means a School of the University established in accordance with these Statutes;

“Semester” means a period of study as provided for under these Statutes.

“Senate” means the Senate of the University established under Section 18 of the Charter;

“Statutes” means Statutes of the University made by the Council under Section 31 of the Charter;

“Student Association” means the Student association as provided for in the Charter Section 19;

“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.

“Teaching Staff” mean the members of staff of the University as defined in Section 24 (2) of the Charter;

“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.

“University Management Board” means the Management Board of the University as provided for by Section 22 of the Charter;

“University” means Kenyatta University as established under Section 3 of the Charter;

“Vice-Chancellor” means the Vice-Chancellor of the University appointed under Section 14 of the Charter;

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

Kenyatta University Statutes

In these Statutes the words and expressions importing masculine gender include the feminine gender. Other terms in these Statutes shall be defined in accordance with the Kenya University Charter, 2013;

PART TWO- THE UNIVERSITY

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

1. The name of the University is Kenyatta University.
2. The University is situated in Nairobi 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:
 - i. suing and being sued;
 - ii. taking, purchasing or otherwise acquiring, holding, charging and disposing of movable and immovable property;
 - iii. receiving, investing, borrowing and lending money; and
 - iv. doing or performing any such other things or Acts, for the furtherance of these Statutes and the Charter.
4. The activities of the University shall be principally administered at its main campus in the Nairobi County and in other designated Colleges, Campuses, Schools, Institutes and Centres.

STATUTE III - MEMBERSHIP OF THE UNIVERSITY

1. The members of the University shall be as defined in Section 10 of the Charter.
2. The Council, shall have the power to declare any 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 10 of the Charter.

Notwithstanding the provisions herein, the Council shall withhold or terminate such membership to the University of any person for reasons considered by the Council to be sufficient as to justify such Action.

STATUTE IV - THE OFFICERS OF THE UNIVERSITY

The officers of the University shall be:-

- i. The Chancellor
- ii. The Chairperson of Council
- iii. The Vice-Chancellor
- iv. The Deputy Vice-Chancellors
- v. The Registrars
- vi. The Chief Finance Officer

- vii. The Principals of Constituent Colleges
- viii. The Principals of Colleges within the University
 - ix. The Chief University Librarian
 - x. The Chief Legal Officer
 - xi. Hospital Director
 - xii. Director of University Enterprises
- xiii. Directors of University Centres and Units
- xiv. The Director of Students Affairs
- xv. Deans
- xvi. Such other Members of the University as may be granted the status of University Officer by the Council.

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 further one term.
3. The Chancellor shall hold office, perform such functions 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 right to take part in any formal or informal activities of the University.

STATUTE VI - CHAIRPERSON OF COUNCIL

1. There shall be a Chairperson of Council of the University who shall be appointed according to the provisions of the Act and the Charter.
2. The Chairperson of Council shall hold office for a period of three years and shall be eligible for reappointment for a further one term.
3. The Chairperson of Council shall chair Council meetings and exercise the powers and privileges as provided for in the Act, Charter and these Statutes.

STATUTE VII - THE VICE-CHANCELLOR

Appointment

1. There shall be a Vice-Chancellor of the University who shall be appointed according to the provisions of the Act and the Charter.
2. The Vice-Chancellor of a public university shall hold office for a term of five years and shall be eligible for a further term of five years. In the case of renewal he/she shall write to the Cabinet Secretary responsible for University Education to express the interest for renewal six months before the expiry of the term.
3. The Vice-Chancellor may resign from office by giving six months' notice in writing addressed to the Cabinet Secretary responsible for University Education for the time being through the Chairperson of Council. The Cabinet Secretary may terminate the services of the Vice-Chancellor by giving six months' notice in writing or as provided for in Statute XXVII Section 2 Sub-section xxiv.

Powers and Functions

2. The Vice-Chancellor shall be the Chief Executive Officer of the University having the following powers and functions:
 - i. be the academic, administrative and financial head of the University;
 - ii. have the overall responsibility for the direction, organization, administration and programmes of the University; and
 - iii. be the accounting officer of the University.
3. The Vice-Chancellor shall in consultation with the Chairperson of Council and where appropriate with Senate, on occasions which he/she considers to be occasions of necessity take such steps as he/she and the Chairperson of the Council may deem expedient for safe guarding the interests of the University, provided that in all cases he/she shall make a report to the next meeting of the Council or the Senate as the case may be.
4. The Vice-Chancellor shall, by virtue of his/her office, be a member of every standing committee of Council or a committee appointed by Council unless otherwise explicitly provided for.
5. The Vice-Chancellor shall be responsible for policy matters, planning co-ordination, public relations, fund raising and general development of the University.
6. The Vice-Chancellor shall be the Chairperson of the Senate, and all Senate committees but may delegate as provided for by these Statutes.
7. Subject to the Act, the Charter and these Statutes, the Vice-Chancellor shall appoint Deputy Principals of Colleges, Deans, Deputy Deans, Chairmen of Departments, Heads of Units and Directors of Centres, Bureaux and Institutes.
8. The Vice-Chancellor shall provide secretariat to the Council as provided for in the Act.

9. The Vice-Chancellor may in consultation with the Council re-appoint, re-designate or re-assign officers whose terms have expired under these Statutes and where circumstance are such that it is in the interest of the University.
10. The Vice-Chancellor may appoint a Deputy Vice-Chancellor, Registrar, Principal of a College, Deputy Principal, Dean, Deputy Dean, Chairperson of Department, Director or any other officer in acting capacity pending the appointment or in the absence of a substantive officer.
11. The Vice-Chancellor shall be the custodian of the University Seal, Mace, Flag, Logo, Charter, Accreditation Reports and Title Deeds.
12. The Vice-Chancellor shall have such other powers and duties as may be conferred upon him/her by the Council in accordance with the Act, the Charter and these Statutes.

STATUTE VIII - THE DEPUTY VICE-CHANCELLOR (ACADEMIC)

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) whose terms and conditions of service shall be set out 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 for a further term of five years. In the case of renewal he/she shall write to the Chairperson of 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) may resign from office by giving six months' notice in writing addressed to the Chairperson of Council through the Vice-Chancellor. The Council may terminate the services of a Deputy Vice-Chancellor (Academic) by giving six months' notice in writing or as provided for in Statute XXVII Section 2 Sub-section xxiv.
4. The Deputy Vice-Chancellor (Academic) shall be the head of the Academic Division of the University and shall be responsible to the Vice-Chancellor and shall offer leadership, direction, organization and administration of programmes of the Division.
5. The Deputy Vice-Chancellor (Academic) shall:
 - i. provide secretariat to the Senate and all committees of Senate;
 - ii. 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;
 - iii. in consultation with the Vice-Chancellor be responsible for provision of students' accommodation.
6. The Deputy Vice-Chancellor (Academic) and the Registrar (Academic) may be invited to attend Council meetings where matters concerning the academic division are under consideration of Council.
7. The Deputy Vice-Chancellor (Academic) shall undertake such other duties as may be assigned or delegated to him/her by the Vice-Chancellor.

STATUTE IX - THE DEPUTY VICE-CHANCELLOR (ADMINISTRATION)

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) whose terms and conditions of service shall be set out 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 for a further five years. In the case of renewal he/she shall write to the Chairperson of 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) may resign from office by giving six months' notice in writing addressed to Chairperson of Council through the Vice-Chancellor. The Council may terminate the services of a Deputy Vice-Chancellor (Administration) by giving six months' notice in writing or as provided for in Statute XXVII Section 2 Sub-section xxiv.
4. The Deputy Vice-Chancellor (Administration) shall be the head of the administration division of the University and shall be responsible to the Vice-Chancellor for all administration affairs.
5. The Deputy Vice-Chancellor (Administration) shall be responsible for:
 - i. personnel issues in the University;
 - ii. security issues;
 - iii. catering services;
 - iv. staff houses and accommodation ;
 - v. legal issues ;
 - vi. health services;
 - vii. transport services.
6. The Deputy Vice-Chancellor (Administration) and the Registrar (Administration) may be invited to attend Council meetings where matters concerning the administration division are under consideration of Council.
7. The Deputy Vice-Chancellor (Administration) shall undertake such other duties as may be assigned or delegated to him/her by the Vice-Chancellor in accordance with these Statutes.

STATUTE X - THE DEPUTY VICE-CHANCELLOR (FINANCE AND DEVELOPMENT)

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 (Finance and Development) whose terms and conditions of service shall be set out by the Council from time to time.
2. The Deputy Vice-Chancellor (Finance and Development) shall hold office for a period of five years and shall be eligible for reappointment for a further five years. In the case of renewal he/she shall write to the Chairperson of Council through the Vice-Chancellor to express the interest for renewal six months before the expiry of the term.

3. The Deputy Vice-Chancellor (Finance and Development) may resign from the office by giving six months' notice in writing addressed to the Chairperson of Council through the Vice-Chancellor. The Council may terminate the services of Deputy Vice-Chancellor (Finance and Development) by giving six months' notice in writing or as provided for in Statute XXVII Section 2 Sub-section xxiv.
4. The Deputy Vice-Chancellor (Finance and Development) shall be the head of the Finance and Development Division of the University with the following duties and functions;
 - i. preparation of estimates, allocation of funds, control of expenditure and financial accounting;
 - ii. physical developments;
 - iii. grounds and estates management;
 - iv. Procurement services.
5. The Deputy Vice-Chancellor (Finance and Development) and the Registrar (Finance and Development) may be invited to attend Council meetings where matters concerning the Finance and Development division are under consideration of Council.
6. The Deputy Vice-Chancellor (Finance and Development) shall undertake such other duties as may be assigned or delegated to him/her by the Vice-Chancellor in accordance with these Statutes.

STATUTE XI - DEPUTY VICE-CHANCELLOR (RESEARCH, INNOVATION AND OUTREACH)

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 Outreach) 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 Outreach) shall hold office for a period of five years and shall be eligible for reappointment for a further five years. In the case of renewal he/she shall write to the Chairperson of 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 Outreach) may resign from the office by giving six months' notice in writing addressed to the Chairperson of Council through the Vice-Chancellor. The Council may terminate the services of a Deputy Vice-Chancellor (Research, Innovation and Outreach) by giving six months' notice in writing or as provided for in Statute XXVII Section 2 Sub-section xxiv.
4. The Deputy Vice-Chancellor (Research, Innovation and Outreach) shall:
 - i. drive the University's research agenda in line with the Country's Vision;
 - ii. encourage research culture in the University;
 - iii. institutionalise networking, collaborative research and outreach in the University;
 - iv. encourage innovation and handle issues to do with intellectual property rights;

- v. ensure dissemination of research findings.
5. The Deputy Vice-Chancellor (Research, Innovation and Outreach) and the Registrar (Research, Innovation and Outreach) may be invited to attend Council meetings where matters concerning the Research, Innovation and Outreach division are under consideration by Council.
6. The Deputy Vice-Chancellor (Research, Innovation and Outreach) shall undertake such other duties as may be assigned or delegated to him/her by the Vice-Chancellor in accordance with these Statutes.

STATUTE XII - THE REGISTRARS

1. Subject to the Charter and these Statutes, the Council shall appoint Registrars who shall hold office upon such terms and conditions as determined by the Council.
2. A person appointed as a Registrar shall hold office for a period of four years renewable for a further one term of four years.
3. A person appointed as a Registrar may resign his/her office by giving six months' notice in writing or the Council may terminate his/her services as Registrar by giving six months' notice in writing or as provided for in Statute XXVII Section 2 Sub-section xxiv.
4. There shall be two registrars in the office of the Vice Chancellor responsible to the Vice-Chancellor whose titles shall be Registrar (Corporate Affairs) and Registrar (Planning and Strategy).
5. There shall be one Registrar in each of the offices of the Deputy Vice-Chancellors who shall be the principal assistant to the relevant Deputy Vice-Chancellor.
6. Subject to the Charter and these Statutes, the Registrars shall perform such duties as may be delegated or assigned to them by the Vice-Chancellor and/or their respective Deputy Vice-Chancellors.
7. Subject to the Charter and these Statutes, the Registrars shall liaise with other relevant Deputy Vice-Chancellors in performing their duties.

STATUTE XIII - THE CHIEF FINANCE OFFICER

1. Subject to the Charter and these Statutes, the Council shall appoint a Chief Finance Officer who shall hold office upon such terms and conditions as determined by the Council.
2. A person appointed as the Chief Finance Officer may resign his/her office by giving three months' notice in writing or the Council may terminate his/her services as Chief Finance Officer by giving three months' notice in writing or as provided for in Statute XXVII Section 2 Sub-section xxiv.
3. The Chief Finance Officer shall be the head of Finance Department and the technical officer responsible for financial strategy and policy matters.

4. The Chief Finance Officer shall be responsible to the Deputy Vice-Chancellor (Finance and Development) and also work closely with the Vice-Chancellor as the chief accounting officer of the University.
5. The Chief Finance Officer shall work in liaison with officers in charge of finances in the Colleges and supervise their operations.
6. The Chief Finance Officer shall superintend and manage the finances and financial reporting obligations and perform such other duties as may be delegated or assigned to him/her by the Vice-Chancellor and Deputy Vice-Chancellor (Finance and Development).

STATUTE XIV - THE CHIEF LEGAL OFFICER

1. Subject to the Charter and these Statutes the Council shall appoint a Chief Legal Officer who shall hold office upon such terms and conditions as determined by the Council.
2. A person appointed as Chief Legal Officer shall hold office provided that he/she may resign his/her office by giving three months' notice in writing or the Council may terminate his/her services as Chief Legal Officer by giving three months' notice in writing or as provided for in Statute XXVII Section 2 Sub-section xxiv.
3. The Chief Legal Officer shall be responsible to the Vice-Chancellor and the Deputy Vice-Chancellor (Administration) for the co-ordination of the University legal matters, work with appointed University lawyers and perform such other duties as may be assigned by the Vice-Chancellor and other Deputy Vice-Chancellors in conformity with the laid down procedures of the University.

PART FOUR - OTHER OFFICERS OF THE UNIVERSITY

STATUTE XV - THE PRINCIPALS OF CONSTITUENT COLLEGES

1. Subject to the provisions of the Act, the Charter and these Statutes, the Principal of a Constituent College shall be appointed from among Professors or Associate Professors from within or outside the University by the Cabinet Secretary on the recommendation of Council.
2. The Principal shall be appointed on the terms and conditions determined by the Council and hold office for a term of five years and shall be eligible for reappointment for a further five years. In the case of renewal he/she shall write to the Chairperson of Council through the Vice-Chancellor to express the interest for renewal six months before the expiry of the term.
3. The Principal of a Constituent College may resign his/her office by giving six months' notice in writing to the Cabinet Secretary in charge of education through the Chairperson of Council of the respective Constituent College and the University Council.
4. (i) The Principal shall be the chief administrative and financial officer of a 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.

- (ii) The Principal shall be the chief academic officer of a Constituent College and shall be responsible to the Constituent College Management Board, the Council of the Constituent College and the University Senate for promoting academic excellence.
 - (iii) 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 and the University Council.
5. Subject to the provisions of Section 18 of the Charter, the Principal shall be a member of the Senate.
 6. The Principal shall be responsible to the Vice- Chancellor.

STATUTE XVI - THE DEPUTY PRINCIPALS OF CONSTITUENT COLLEGES

1. Subject to the provision of the Charter and these Statutes, the Deputy Principal of a Constituent College shall be appointed by the Council of the Constituent College after advertisement of the position, interview and selection by a duly appointed appointments committee of the university.
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 once. In the case of renewal he/she shall write to the Chairperson of Council through the Vice-Chancellor to express the 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/her office by giving six months' notice in writing to the Chairperson of Council of the Constituent College through the Principal of the Constituent College or the Council of the Constituent College may terminate his/her services as Deputy Principal.
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 XVII - THE PRINCIPALS OF COLLEGES WITHIN THE UNIVERSITY

1. Subject to the provisions of the Charter and these Statutes, a Principal shall be appointed by the Vice-Chancellor on behalf of the University Council, in consultation with the Chairperson of 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/she must fulfil the conditions for appointment as a Professor or Associate Professor of the University.
3. A person appointed as Principal shall hold office for a period of three years renewable once for a further term of three years.
4. A person appointed as Principal may resign his/her office by giving three months' notice in writing to the Chairperson of Council through the Vice-Chancellor or the Council may

terminate his/her services as College Principal by giving three months' notice in writing or as provided for in Statute XXVII Section 2 Sub-section xxiv.

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 his/her 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 Chairperson of the College Appointments Committee (CAC) that shall consider and recommend renewal of contracts to the Chairperson of Appointments and Promotions Committee (APC) for the following categories of staff within the respective College:
 - i. academic staff up to the position of Tutorial Fellow;
 - ii. staff in grades 1 - 4 and A - F.
8. A College Principal shall undertake such other duties as may be assigned or delegated to him/her by the Vice-Chancellor.

STATUTE XVIII - THE DEPUTY PRINCIPAL

1. Subject to the Charter and these Statutes, the Deputy Principal shall be appointed by the Vice-Chancellor on behalf of the University Council, from among the Professors, Associate Professors and Senior Lecturers from within the respective College.
2. A person appointed as Deputy Principal shall hold office for a period of three years renewable once for a further term of three years.
3. The appointment of a Deputy Principal may be revoked by the Vice-Chancellor on grounds of gross misconduct, incompetence or for any other good reason.
4. The Deputy Principal shall deputise the Principal and shall perform such other duties as may be assigned by the Principal in conformity with the laid down procedures of the University.

STATUTE XIX - THE DEAN OF SCHOOL

Appointment

1. Subject to the Charter and these Statutes, there shall be a Dean of each School, appointed by the Vice-Chancellor on behalf of the University Council, for a term of two years and shall be eligible for re-appointment for a further period of two years.
2. The process of appointing a Dean shall entail the following:
 - i. The Deputy Vice-Chancellor (Academic) shall declare the impending vacancy of a Dean three months prior to the expiry of the term of the serving Dean.
 - ii. Persons interested in the vacancy shall submit their applications to the Deputy Vice-Chancellor (Academic) for consideration within fourteen calendar days after the

declaration of the vacancy.

- iii. Upon receipt of applications, the Deputy Vice-Chancellor (Academic) shall proceed to appoint a Deans Search Committee (DSC) whose membership and terms of reference shall be as provided for in Schedule 4.
 - iv. To be considered for appointment as a Dean, an applicant must:
 - a. be at the rank of Senior Lecturer and above and has served in the University continuously for five years and is on permanent 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 two-year term of office of a Dean;
 - b. Professors and Associate Professors shall be eligible for appointment as Deans even without prior experience as Chairpersons of Departments, Directors or as heads of Sections, Centres or Units.
 - c. in the case of Senior Lecturers, have served for at least two years as a substantive Chairperson of a Department or Director of a Campus, Institute, Centre or Unit and for Deputy Directors, have served as substantive Deputy Director for at least three years;
 - d. in the case of Senior Lecturers who have not served as Chairpersons or Directors, but have acted continuously as Dean, Deputy Dean or Deputy Principal for at least one year in a University;
 - e. in the case of Senior Lecturers who have not served as Chairpersons or Directors, but have served in University administrative post at the level of Senior Assistant Registrar for a period of at least three years.
 - v. 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. demonstrate leadership qualities and positive attitude toward University development;
 - d. any other criteria as provided for in the relevant University policy.
 - vi. 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 one of the three nominees as the Dean
 - vii. The Vice-Chancellor may reject the nominees and order for a fresh search process if there is evidence that the process was irregular.
 - viii. In the case of Dean Graduate School, the Deans Search Committee shall be chaired by the Deputy Vice-Chancellor (Academic) and the membership shall be as provided for in Schedule 4.
3. The appointment of a Dean may be revoked by the Vice-Chancellor on grounds of gross misconduct, incompetence or for any other good reason.
 4. Where a Dean of School is unable, either by reason of his/her absence from the University or

for any other reason to carry out his/her functions, the Vice-Chancellor may, subject to these Statutes, appoint an Acting Dean of School for such period and under such conditions as he/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.

Responsibilities and Functions

5. 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-Chancellors and respective College Principal for maintaining and promoting efficient management of the School.
6. The Dean shall, by virtue of his/her office, be a member of the Senate, College, School or 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. The Dean shall be Chairperson of the School appraisal and shortlisting Committee for the recommendation of either renewal of contracts or appointment of new members of staff within the respective school.
8. The Dean shall have such other duties as may be assigned or delegated to him/her by the Vice-Chancellor, Deputy Vice-Chancellors and Respective College Principal.

STATUTE XX - THE DEPUTY DEAN OF SCHOOL

1. Subject to the Charter and these Statutes, the Deputy Dean shall be appointed by the Vice-Chancellor on behalf of the University Council, for schools with high enrolment and many diverse programmes from among the Professors, Associate professors and Senior lecturers from within the respective college.
2. The Deputy Dean shall hold office for a term of two years, renewable once.
3. The Deputy Dean shall deputise the Dean and shall perform such other duties as may be assigned by the Dean in conformity with the laid down procedures of the University.

STATUTE XXI - CHAIRPERSON OF DEPARTMENT

Appointment

1. Subject to these Statutes, there shall be a Chairperson of each Department appointed by the Vice-Chancellor on behalf of the University Council, from among the senior members of the academic staff of the Department.
2. Before appointing a Chairperson of Department, the Vice-Chancellor:
 - i. may consult and take note of the views of the outgoing Chairperson of the Department where applicable;
 - ii. may consult and take note of the views of the Dean of the School concerned;
 - iii. Shall use his/her knowledge of an individual's performance.

3. The Chairperson 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 Chairperson 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 Chairperson of a Department is unable, either by reason of his/her absence from the University or for any other reason to carry out his/her functions, the Vice-Chancellor may, subject to these Statutes, appoint an Acting Chairperson of the Department for such period and under such conditions as he/she may determine, provided that the period of appointment does not exceed the balance of the period of office of the substantive Chairperson.

Responsibilities and Functions

6. In addition to his/her teaching, research and other duties and responsibilities, the Chairperson of Department shall:-
 - i. serve as Chairperson of Department Board meetings;
 - ii. represent the Department on the appropriate University Committees and other bodies as required;
 - iii. at all times use his/her 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.
7. Make recommendations with respect to appointment, probation, advancement and promotion of academic staff within the Department, provided that:
 - i. in so doing the Chairperson shall consult all full-time senior members of the Department;
 - ii. if the Chairperson, is him/herself a candidate for promotion, the appropriate recommendations shall be made by the Dean and Principal of the relevant school and/or college respectively.
8. 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.
9. Initiate linkages with the relevant industries for the benefit of University and community in accordance with the University's set channels and regulations.
10. Design and monitor the implementation of Departmental strategic development plan within the overall framework of the University strategic development plan.
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.
13. Perform any other duties and functions as may be delegated to him/her by the Vice-Chancellor, Deputy Vice-Chancellors respective Principal of College and/or Dean from time to time.

STATUTE XXII - THE DIRECTORS

1. Subject to the Charter and these Statutes, there shall be a Director of an Institute, Centre or Unit who shall be appointed by the Vice-Chancellor on behalf of the University Council, from among members of staff at the rank of lecturer or equivalent and above for a period of three years and shall be eligible for re-appointment for a further 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 duties of the Directors will be as prescribed, assigned or delegated by the Vice-Chancellor.
4. Where a Director is unable, either by reason of his/her absence from the University or for any other reason to carry out his/her functions, the Vice-Chancellor may, subject to these Statutes, appoint an Acting Director for such period and under such conditions as he/she may determine, provided that the period of appointment does not exceed the balance of the period of office of the substantive Director.

STATUTE XXIII - DIRECTOR OF STUDENTS AFFAIRS

1. Subject to the Charter and these Statutes, a Director of Students Affairs shall be appointed by the Vice-Chancellor on behalf of the University Council, from among members of staff at the rank of lecturer or equivalent and above.
2. A person appointed as Director of Students Affairs shall hold office for a term of four years and shall be eligible for re-appointment for a further term of four years.
3. The appointment of a Director of Students Affairs may be revoked by the Vice-Chancellor on grounds of gross misconduct, incompetence or for any other good reason.
4. The Director of Students Affairs shall be responsible to the Vice-Chancellor and the Deputy Vice-Chancellor (Academic) for the co-ordination of students' activities and welfare and may liaise with Kenyatta University Students Association (KUSA) in performing these functions.
5. The Director of Students Affairs shall liaise with the Chairperson of the Kenyatta University Students Association (KUSA) electoral commission in supervising the KUSA elections.
6. The Director of Students affairs shall coordinate the activities of the Wardens, Chaplains, Counsellors and any other officers under his/her docket as well as liaise with the Public Complaints Office in addressing students' complaints.
7. The Director of Students Affairs shall perform such other duties as may be assigned by the Vice-Chancellor and the Deputy Vice-Chancellor (Academic) and shall liaise with other Deputy Vice-Chancellors in conformity with the laid down procedures of the University.

STATUTE XXIV - THE HOSPITAL DIRECTOR

1. Subject to the Charter and these Statutes the Council shall appoint a Hospital Director who shall hold office upon such terms and conditions as determined by the Council.

Kenyatta University Statutes

2. A person appointed as Hospital Director shall hold office for a term of four years and shall be eligible for re-appointment for a further term of four years
3. A person appointed as Hospital Director may resign his/her office by giving three months' notice in writing to the Chairperson Council through the Vice-Chancellor or as provided for in Statute XXVII Section 2 Sub-section xxiv.
4. The Council may terminate the services of the Hospital Director on grounds of gross misconduct, incompetence or for any other good reason.
5. The Hospital Director shall be responsible to the Vice-Chancellor and the hospital board for the co-ordination, maintaining, managing, control and operating the teaching hospital and perform such other duties as may be assigned by the Vice-Chancellor in conformity with the laid down procedures of the University.
6. The Hospital Director shall be the secretary to the Hospital Board whose membership and terms of reference shall be as provided for in the relevant University policy.

STATUTE XXV - DIRECTOR OF UNIVERSITY ENTERPRISES

1. Subject to the Charter and these Statutes the Council shall appoint a Director of University Enterprises who shall hold office upon such terms and conditions as determined by the Council.
2. A person appointed as Director of University Enterprises shall hold office for a term of three years and shall be eligible for reappointment for a further term of three years.
3. A person appointed as Director of University Enterprises may resign his/her office by giving three months' notice in writing or the Council may terminate his/her services as Director of University Enterprises on grounds of gross misconduct, incompetence or for any other good reason.
4. The Director of University Enterprises shall be responsible to the Vice-Chancellor and shall liaise with all Deputy Vice-Chancellors, Principals of Colleges, Deans, Chairpersons of Departments, Directors of Campuses, Institutes, Centres/Units and the Chief Finance Officer for the co-ordination of all income generating activities and units in the University
5. The Director of 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 General Managers and Managers of IGA Units and Centres.
6. The Director of University Enterprises shall perform such other duties as may be delegated or assigned to him/her by the Vice-Chancellor.

STATUTE XXVI - THE CHIEF UNIVERSITY LIBRARIAN

1. Subject to the Charter and these Statutes, the Council shall appoint a Chief University Librarian who shall hold office upon such terms and conditions as determined by the Council.
2. A person appointed as the Chief University Librarian may resign his/her office by giving three months' notice in writing to the Council through the Vice-Chancellor or the Council

may terminate his/her services as Chief University Librarian by giving three months' notice in writing or as provided for in Statute XXVII Section 2 Sub-section xxiv.

3. The Chief University Librarian shall be responsible to the Vice-Chancellor and the Deputy Vice-Chancellor (Academic) for the leadership, management, organization, operation and utilization of University Library Services and maintaining high professional standards for all libraries within the University.

STATUTE XXVII - THE CHIEF INTERNAL AUDITOR

1. Subject to the Charter and these Statutes, the Council shall appoint a Chief Internal Auditor who shall hold office upon such terms and conditions as determined by the Council.
2. A person appointed as the Chief Internal Auditor may resign his/her office by giving six months' notice in writing to the Council through the Vice-Chancellor or the Council may terminate his/her services as Chief Internal Auditor by giving six months' notice in writing or as provided for in Statute XXVII Section 2 Sub-section xxiv.
3. The Chief Internal Auditor shall be responsible to the Vice-Chancellor for:
 - a. 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;
 - b. advising and recommending to the Vice-Chancellor ways of improving internal controls and risk management systems on a regular basis;
 - c. providing quarterly audit reports to the Audit Committee of the Council; ✓
 - d. 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;
 - e. 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 Committee of the Council.
4. The Chief Internal Auditor shall be the Secretary to the Audit Committee of the Council.
5. The Chief Internal Auditor shall perform such other duties as may be assigned by the Vice-Chancellor and the Audit Committee of the Council and shall liaise with the Deputy Vice-Chancellors from time to time as need may arise in conformity with the laid down procedures of the University.

PART FIVE - THE GOVERNING ORGANS OF UNIVERSITY

STATUTE XXVIII - THE COUNCIL

Membership

1. The membership, powers and functions of the Council shall be as prescribed in the Act, the Charter and these Statutes.

Powers and Functions of the Council

2. Pursuant to the provisions of the Charter and without derogating from the generality of its authority as provided for in the Act and the Charter, the Council shall have the following powers and duties:

- i. to make new or additional Statutes, alter, amend or revoke existing Statutes in consultation with the Senate;
- ii. to establish such standing or other committees with membership and with such terms of reference as it may deem fit;
- iii. to make regulations in accordance with the Charter 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;
- iv. to provide the land, buildings, premises, furniture and equipment, including specialized scientific equipment, vehicles, machinery, facilities and other means required for carrying out the work of the University;
- v. to determine the method of recruitment, appointment and promotion of all staff of the University;
- vi. to make the appointments authorized by the Charter and these Statutes and to determine the terms and conditions of service for all staff of the University;
- vii. 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;
- viii. to establish, confirm, abolish or hold in suspense any professorship, lectureship or other academic, as well as other senior administrative posts in consultation with the Senate;
- ix. to confer, after report from Senate, the title of Professor Emeritus, Adjunct Professors, Adjunct Faculty and other senior staff;
- x. to receive, consider and approve from University Management Board estimates of expenditure required to carry out the work of the University and to provide the requisite money in so far as the estimates are approved and accepted by the Council;
- xi. to provide control and regulate the finances of the University as the Council may provide in the Statutes or Regulations from time to time;
- xii. 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;
- xiii. to promote and make financial provisions and facilities for research within the University;
- xiv. to determine, after considering the recommendations of Senate, all fees payable to the University;

- xv. 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 Charter with the powers of varying such investments from time to time by sale or re-investment or otherwise;
- xvi. to sell, buy, exchange, lease, grant or take on lease moveable and immovable property on behalf of the University, pursuant to Section 17 of the Charter;
- xvii. to borrow money on behalf of the University, and for that purpose and subject to the Charter, to mortgage or charge all or any part of the property unless the conditions of the property so held provide otherwise, and to give such other security whether upon moveable property or otherwise as the Council may deem fit;
- xviii. to enter into, vary, carry out or terminate contracts on behalf of the University;
- xix. to select a Seal, Arms and Mace for the University and to have the sole custody and use of the Seal;
- xx. to provide by Statutes for the creation of new Colleges, Campuses, Schools, Departments, Directorates Institutes, Centres or other bodies of learning and research in the University and for the abolition from time to time of any such bodies, and to approve the establishment, abolition or sub-division of any such bodies on the recommendation of Senate;
- xxi. to institute, on the recommendation of Senate, donors' fellowships, studentships, exhibitions, bursaries, prizes and other aids to study and research where appropriate and upon conditions acceptable to the Council;
- xxii. to determine the terms and conditions upon which Internal and External Examiners shall be appointed by Senate;
- xxiii. to consider and give effect to reports from Senate on those matters upon which Senate is authorized or required to make by these Statutes;
- xxiv. 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* shall 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/her duties;
 - ii) conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of the officer or staff member;
 - iii) Conduct constituting failure or persistent refusal, neglect or inability to perform his/her duties
 - b. These powers shall include and not limited to:
 - i) Issuance of warning;
 - ii) sending officer/staff on compulsory leave pending investigations in cases of professional misconduct;

- iii) termination of service;
- iv) summary dismissal in case of gross misconduct.
- e. These powers shall be exercised reasonably in accordance with these Statutes, Regulations and Procedures of the University and any relevant written Law.
- f. In cases of disciplinary action, staff shall have the right:
 - 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 one representative from the relevant union;
 - iii) to call and examine witnesses;
 - iv) to appeal to the Council.
- g. In case of termination, the Council or the staff member may opt to pay in lieu of notice period except for disciplinary cases or cases where the University may be adversely affected by sudden departure of an officer handling critical responsibilities.
- xxv. may empower any of its committees to act jointly with any committees appointed by the Senate, provided that the Council shall not delegate to the Chairperson or to a committee the powers to approve without further reference to the Council the annual Estimates of Expenditure;
- xxvi. may refer any financial matters affecting the academic policy of the University to the Senate for advice;
- xxvii. shall determine the method and conditions of appointment and promotion, terms of service and remuneration of all staff of the University;
- xxviii. shall authorize or control the establishment and disestablishment of Campuses, Colleges, Schools, Departments, Directorates, Institutes, Bureaux, Units and Centres;
- xxix. shall authorize 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;
- xxx. 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

- 3. Unless the Council otherwise determines, meetings of the Council shall be held at least three times in each calendar year at such a place and time as the Chairperson may determine.
- 4. At all meetings of the Council, a quorum shall be the nearest whole number above half the membership of the Council.
- 5. Where consensus is not achieved, decisions of the Council may be by a simple majority vote of those present and voting, provided that the Chairperson of the Council shall have a casting vote in case of an equality of votes.

6. The Chairperson may at any time call a meeting of the Council within twenty eight (28) days of receiving request for that purpose addressed to him/her and signed by at least a half of the membership of the Council.
7. In the absence of the Chairperson, the members present and forming a quorum shall elect one person from among themselves to chair the meeting.
8. The Council may, at the discretion of the Chairperson, transact any business by the circulation of papers and any decision so taken shall be submitted for ratification at the next meeting of the Council.
9. The Council may, subject to such limitations as it may deem fit, delegate any of its powers or duties to the Chairperson or to Committees consisting of 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 Chairperson or a Committee, the power to approve without further reference to the Council, the Annual Estimates of Revenue and Expenditure and Audited Accounts.
10. Where the Council has delegated to a Committee the functions of financial nature, such Committee shall not in turn delegate such functions to its Chairperson, any member or particular members of the Committee without the written approval of the Council.
11. Council may establish such standing committees with membership and with such terms of reference as it may deem fit. The Council Committees for the time being and their membership and terms of reference are as provided in Schedule 1.
12. The Council shall nominate the Chairperson of each Council standing Committee provided that in the absence of the Chairperson of any such Committee, the members present and constituting a quorum may elect one person from among themselves to chair that meeting.
13. The Chairperson of the Council shall be an ex-officio member of every standing Committee of the Council.
14. 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.
15. The Council may, subject to the Charter, these Statutes and regulations, establish Committees consisting of such members of Council or any other persons as it may deem fit and may delegate any of its powers or duties to the Chairperson or any [other] of its Committees to act jointly with any Committees appointed by the Senate, Boards of Colleges, Schools, Institutes or Students' Organization.
16. 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.
17. 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.

STATUTE XXIX - THE SENATE

Membership

1. The membership of the Senate shall be as prescribed in Section ¹⁹⁽¹⁾~~18(1)~~ of the Charter.

Powers and Functions of the Senate

2. The powers and functions of the Senate shall be as prescribed in Section 18 (3) of the Charter and these Statutes.
3. The Senate shall exercise full responsibility over the academic work of the University and shall, subject to the Charter and these Statutes, take appropriate measures to promote the academic work of the University both in teaching and research for the regulation and superintendence of the education and discipline of the students of the University.
4. Subject to the Charter 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 disestablishment of Colleges, Campuses, Schools, Departments, Centres, Units, Institutes 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 recommend for approval all new academic programmes to the Commission for University Education;
 - e) to receive and/or propose to Council for approval 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 examinations 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 from other Universities or institutions shall be acceptable as equivalents 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 personnel 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 Colleges, Campuses, Schools, Directorates, Institutes, Centres, Units 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 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 five years;
 - w) to approve the constitution and registration of the Kenyatta University Students Association (KUSA) and any other recognised students' body;
 - x) 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.
5. 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.
6. The Senate may, subject to the Charter, these Statutes and regulations, establish Committees consisting of such members of Senate or any other persons as it may deem fit and may delegate any of its powers or duties to the chairperson or any [other] of its Committees to act jointly with any Committees appointed by the Council, Boards of Colleges, Schools, Institutes or Students Organization. The Senate Committees for the time being are as provided in Schedule 2.
7. 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.

Meetings of the Senate

8. Unless the Senate otherwise determines, ordinary meetings of the Senate shall be held at least once each semester at such time and place as the Chairperson of the Senate may determine.

Kenyatta University Statutes

9. The Chairperson 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/her in writing and signed by not less than one third of the members of the Senate.
10. 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.
11. The quorum for the Senate meetings shall be the nearest whole number above half the membership of the Senate.
12. The Vice-Chancellor in his/her absence may delegate to any of the Deputy Vice-Chancellors to preside over a scheduled meeting of the Senate. In the absence of the Vice-Chancellor and all the Deputy Vice-Chancellors, the Vice-Chancellor may delegate to any College Principal to preside over a Senate meeting.
13. The Chairperson of the Senate shall have an original and a casting vote in case of an equality of votes.

STATUTE XXX - THE UNIVERSITY MANAGEMENT BOARD

Membership

1. The membership of the Management Board shall be as prescribed in Section 22(1) of the Charter.

Powers and Functions of the University Management Board

2. Further to the functions of the University Management Board as specified in Section 22(2) of the Charter, the Board shall:
 - i. Make proposals for development projects to the Council;
 - ii. Monitor the implementation of University projects;
 - iii. Recommend University Budget proposals to Council for approval;
 - iv. Make recommendations on any emerging issues to the Council;
 - v. Create such committees as it may deem fit for the purposes of the furtherance of its mandate;
 - vi. 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 Chairperson may appoint.
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 Chairperson 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 Chairperson, 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 Chairperson or to a Committee consisting of such members of the University Management Board and other persons as it may empower any such committee to act jointly with any committee appointed by either the Senate or College Academic Board or College Management Board. The Committees of the University Management Board for the time being and their membership and terms of reference are as provided in Schedule 3.
8. The Chairperson shall be an ex-officio member of every committee of the University Management Board, but shall not be Chairperson 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, DEPARTMENTS AND INSTITUTES

STATUTE XXXI - COLLEGES WITHIN THE UNIVERSITY

Establishment of Colleges

1. Subject to the provisions of Section 6 of the Charter and these Statutes, there shall be established Colleges within the University as the Council may from time to time determine.
2. The following are the Colleges declared to be Colleges of the University for the time being:
 - i) College of Education and Life-Long Learning;
 - ii) College of Arts and Social Sciences;
 - iii) College of Sciences and Engineering;
 - iv) College of Business and Economics; and
 - v) College of Health Sciences.
3. 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. For the time being the composition of the colleges is as follows:
 - i. **College of Education and Life-Long Learning** comprising of:
 - School of Education
 - Institute of Open, Distance & e-Learning
 - Institute of Professional Development

ii. College of Health Sciences comprising of:

- School of Medicine
- School of Public Health
- School of Nursing
- School of Pharmacy and Complementary/Alternative Medicine

iii. College of Arts and Social Sciences comprising of:

- School of Humanities and Social Sciences
- School of Visual and Performing Arts
- School of Law
- SK Macharia School of Film Production, Communication and Media Studies

iv. College of Business and Economics comprising of:

- School of Business
- School of Economics
- School of Hospitality and Tourism

v. College of Sciences and Engineering comprising of:

- School of Pure and Applied Sciences
- School of Applied Human Sciences
- School of Engineering and Technology
- School of Agriculture and Enterprise Development
- School of Environmental Studies

Responsibilities and Functions

4. Colleges shall make recommendations to the Senate with regard to the constituent Departments that are to be associated with that particular College.
5. Each College shall be governed by a College Management Board whose membership, powers and functions shall be as contained in these Statutes.
6. Each College shall have a College Academic Board whose membership, powers and functions shall be as contained in these Statutes.
7. 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 XXXII - SCHOOLS

Establishment of Schools

1. Subject to the provisions of the Charter and these Statutes, there shall be established Schools in the University as the Council may from time to time determine.
2. The Schools so established within the University for the time being are as contained in these Statutes.
3. Each School shall be housed in a college as provided for in these Statutes except for Graduate School.
4. A School shall be composed of such Departments, Institutes, Centres and other Units as the Council may determine from time to time except for Graduate School.

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, Institutes, Centres and Other Units.
8. In the case of Graduate School, its functions and responsibilities shall include but not limited to:
 - i. liaising with other schools in coordinating graduate studies;
 - ii. Implementing the decisions of the Board of Graduate School.

STATUTE XXXIII - DEPARTMENTS

Establishment of 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 from time to time determine.
2. The Departments within the schools of the University for the time being are as provided in Schedule 8.

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 or Institutes.

PART SEVEN – OTHER UNIVERSITY COMMITTEES AND BOARDS

STATUTE XXXIV - COMMITTEES AND BOARDS

Appointment of Committees and Boards

1. Subject to the provisions of Section 6 of the Charter and these Statutes, there shall be established Committees and Boards of the University, Colleges, Schools, Departments, Directorates and Institutes and such other units within the University as the Council may from time to time determine.
2. The Council, the Senate, the University Management Board, the Vice-Chancellor, the Boards of Colleges, Schools, Institutes, Departments and the Convocation may respectively appoint such and so many standing, special, ad-hoc or advisory Committees as they may deem fit and such 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.
3. The Council, the Senate, the Boards of Colleges, Institutes, Schools, Departments and the Convocation may appoint such and so many joint committees and 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.
4. 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.
5. 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 of Committees and Boards

6. The Council, the Senate, the Boards of Colleges, Institutes, Schools, Departments and the Convocation, may from time to time make standing orders for governing their respective proceedings, subject to the provisions of the Charter, these Statutes and Regulations.
7. Unless otherwise provided by the Charter, these Statutes or Regulations, when any matter or question 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 Chairperson or other presiding officer shall have an original and a casting vote.
8. Unless otherwise provided by the Charter, these Statutes or Regulations the quorum for all Committees of the Council, the Senate and Boards of Schools, Departments or Institutes and

their Committees shall be the nearest whole number above half of the membership of any of these bodies.

STATUTE XXXV - BOARD OF EXAMINERS

1. There shall be a Board of Examiners for the University as well as each College, School and Department which shall consist of all internal and external examiners appointed by the Senate.
2. The Principal of each College, the Dean of a School or the Chairperson of a Department shall be the Chairperson of the Board of Examiners of his/her respective College, School or Department.
3. The Departmental Board of Examiners shall receive and moderate draft examination questions paper and thereon submit to the Registrar (Academic).
4. The Board of Examiners of the Department, School and College shall receive, process, consider and moderate examinations results and make recommendations to the School, College and Senate respectively for approval.
5. The quorum of the 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. The operations of the Graduate School shall be governed by a Board of Graduate School which shall be a Committee of Senate.

Membership

2. The Board of Graduate School shall consist of :
 - i. The Deputy Vice-Chancellor (Academic) who shall be Chairman
 - ii. The Deputy Vice-Chancellor (Research, Innovation and Outreach)
 - iii. Principals of Colleges
 - iv. The Dean of Graduate School
 - v. Deans of Schools
 - vi. Director Students Affairs
 - vii. Director Intellectual Property Rights
 - viii. Chairman Ethics Review Committee
 - ix. The Deputy Dean of Graduate School
 - x. The Chief University Librarian.
 - xi. The Registrar (Research, Innovation and Outreach)
 - xii. The Registrar (Academic) who shall serve as its Secretary

Responsibilities and Functions

3. The Graduate Board shall be a Committee of Senate.
4. The Board shall meet at least three times in a Semester.
5. The Board shall have the power to regulate in such manner as it may deem fit, its own procedures.
6. 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;
 - i. the co-ordination, formulation and review of postgraduate studies rules and regulations;
 - ii. the disbursement of University postgraduate scholarships;
 - iii. approval and registration of postgraduate research proposal;
 - iv. monitoring and tracking progress reports of postgraduate students;
 - v. coordination and processing of postgraduate projects and theses submissions and examinations by internal and external examiners;
 - vi. approval and ratification of internal and external examiners;
 - vii. enforcement of rules, regulation and policies on supervision of postgraduate students;
 - viii. the general welfare and discipline of postgraduate students;
 - ix. Registration and deregistration of postgraduate students in accordance with the relevant rules, regulations and policies;
7. Organising postgraduate workshops and presentations by Masters and Doctorate candidates before their graduations.
8. In respect of the co-ordination of postgraduate syllabuses and regulations, the Board shall;
 - i. 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;
 - ii. 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;
 - iii. publish and make available records of published work arising from postgraduate research undertaken within the University, or within any other University as long as such work is, in the opinion of the Board, of particular relevance to postgraduate research in the University; and
 - iv. 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:

- i. Receive and ratify lists of admitted students from each College Academic Board;
 - ii. publish the postgraduate 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:-
- i. 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;
 - ii. advertise all such scholarships;
 - iii. allocate such scholarships to Colleges, Schools, Departments or specific applicant who fulfil the required academic qualifications as well as any specific terms that may be attached to the scholarships in question;
 - iv. have powers to solicit scholarships from prospective donors, and to liaise with other bodies within or outside University that are recipients of scholarships tenable at the University.
12. In respect of the administration and processing of postgraduate research proposals, projects and theses the Board shall:-
- i. 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 work and acting always on that behalf; hold the responsibility specified hereinafter;
 - ii. 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;
 - iii. process the appointment of boards of examiners for postgraduate theses, projects or other related presentations;
 - iv. send out invitations to examiners for postgraduate research presentations, on the recommendation of the relevant school and institutes;
 - v. cause copies of submitted theses, projects or similar presentations to be forwarded to the examiners;
 - vi. receive the written assessment of such theses, projects or similar presentation from the examiners;
 - vii. convene board of examiners' meeting in consultation with the Dean concerned;
 - viii. provide secretarial services to the board of examiners' meetings;
 - ix. provide Senate representatives to the board of examiners' meetings
 - x. forward recommendations of the board of examiners' to the Senate for approval;
 - xi. inform all candidates of the results of the examinations after approval by Senate;

xii. 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:-

- i. be responsible for the effective and regular management and conduct of the entire postgraduate studies programme, and on this behalf maintain close co-ordination with various School, Institutes and Departments that conduct postgraduate courses.
- ii. 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 specialised 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) ensure that students are accorded facilities for defence 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 the policy on intellectual property rights is adhered to in relation to joint publications of students work with their supervisors;
 - i) 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;
 - j) that appropriate disciplinary or other action is recommended to the relevant authority, in relation to any supervisor who fails to perform his/her professional duties.

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

- i. 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;
- ii. 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 - COLLEGE MANAGEMENT BOARD

Membership

1. There shall be, for each College within the University, a College Management Board whose membership shall be:
 - i. The Principal who shall be the Chairperson
 - ii. The Deputy Principal
 - iii. Deans of Schools within the College
 - iv. Directors of Institutes within the relevant Schools in the college
 - v. The College Finance Officer
 - vi. Senior Deputy Registrar/ Deputy Registrar in the college who shall be Secretary

Responsibilities and Functions

2. The College Management Board shall be responsible for the academic and administrative functions of the College and for this purpose its functions shall include:
 - i. management of the personnel, facilities and finances of the College;
 - ii. planning for College teaching facilities needs and development;
 - iii. preparation of annual estimates of the funds required by the College and administration of all funds entrusted to it;
 - iv. generation of revenue for the college through proposal writing, grants, donations, income generating activities (IGAs) and any other means on behalf of the university;
 - v. recommend renewal of contracts for members of staff in Grades I-IV, A-F, Graduate Assistants and Tutorial Fellows;
 - vi. catering for the welfare of staff and students within the college;
 - vii. implementation of rules and regulations governing the conduct, behaviour and discipline of staff and students of the college as approved by the Senate and Council;
 - viii. 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 Chairperson 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 Chairperson of the College Management Board shall have a casting vote in the event of an equality of votes.
6. The Chairperson 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/her and signed by a 50% of the members of the College Management Board.
7. The Chairperson, or in his/her absence, the Deputy Principal, shall preside at all meetings of the College Management Board at which he/she is present and in the absence of both the Chairperson and the Deputy Principal, the members present shall elect a temporary Chairperson from among themselves.
8. The College Management Board may, subject to such limitations as it may deem fit, delegate any of its powers or duties to the Chairperson 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 Chairperson or to a committee the power to approve, without further reference to the College Management Board the annual estimates of expenditure.
10. The Chairperson shall be an ex-officio member of every committee of the College Management Board but shall not be Chairperson 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 - COLLEGE ACADEMIC BOARD

Membership

1. There shall be a College Academic Board for each College whose membership shall be:
 - i. the Principal who shall be the Chairperson;
 - ii. Deputy Principal;
 - iii. all Deans of Schools and Directors of Institutes within the College;
 - iv. all Chairpersons of Teaching Departments within the College;

- v. all Full Professors within the College who are not members of the Board by virtue of any other provision of this Statute;
- vi. one Academic staff representative from each School and Teaching Institute in the College;
- vii. the Chief Librarian's representative;
- viii. one elected postgraduate students' representative;
- ix. one elected student representative from each School and/or teaching Institute;
- x. two Senate representatives from outside the respective Colleges;
- xi. Senior Deputy Registrar/ Deputy Registrar who shall be secretary;
- xii. 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:
 - i) to propose regulations to the Senate for the admission of students to the courses in the college and their continuance with such courses;
 - ii) to consider and approve admission of students subject to ratification by Board of Graduate School and Senate;
 - iii) issue provisional admissions letters to successful applicants;
 - iv) to approve and recommend approval by Senate of all matters relating to syllabi, teaching, examinations, students' progress and research in the respective College;
 - v) to consider and approve supervisors and examiners for post graduate students subject to ratification by Senate;
 - vi) to recommend to Senate proposals for review of existing and the mounting of new academic programmes;
 - vii) to recommend grant of scholarships, fellowships and awards and revocation of any such grants;
 - viii) to direct and make regulations on the teaching and research within the College;
 - ix) to approve names of internal and external examiners for ratification and appointment by Senate;
 - x) to deal with and report on any matter(s) referred to it by the Council, Senate and Management Board;
 - xi) to coordinate and administer postgraduate research grants;
 - xii) 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 appoint.

4. The Chairperson 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/her and signed by not less than 50% of the members of the Academic Board.
5. The Chairperson of the Academic Board or in his/her absence, the Deputy Principal, shall preside at meetings of the Academic Board at which he/she is present, and in the event of absence of both the Chairperson of the Board and the Deputy Principal, the members present and constituting a quorum shall elect a temporary chairperson 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 Chairperson 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 a 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. The college committees for the time being as provided in Schedule 4.
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 meetings 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:
 - i. an Academic Board;
 - ii. a Board of Post Graduate Studies;
 - iii. a Board of Examiners;
 - iv. any other Boards or Committees as the School may deem necessary.

Membership

3. A School Board except for the Board of Graduate School shall have the following membership:
 - i. Dean of the School who shall be the Chairperson;
 - 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 School;
 - iii. Full-time administrative and technical staff of equivalent grades of Lecturer and above;
 - iv. One student 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 on matters which are considered by the Chairperson 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 School Board meetings, but shall not have voting rights.
4. The Vice-Chancellor, Deputy Vice-Chancellor, Registrars and Principal of relevant Colleges shall be ex-officio members of the Schools Boards.
5. An administrative officer at the School shall be Secretary to all School Boards.
6. Each School Board may in liaison with Deputy Vice-Chancellor (Academic), 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 meetings shall be the 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:
 - i) to consider and make recommendations to the Senate on the composition structure and governance of the school;
 - ii) to consider and make recommendations to the Senate on all matters relating to curricula, teaching, examinations, students' progress and research in the School;
 - iii) to recommend to the Senate, persons for appointment as internal and external examiners in that School;
 - iv) to recommend supervisors and examiners for post graduate students to the College Academic Board;
 - v) to submit proposals to the Senate for academic development;
 - vi) to determine the rules governing the procedure to be followed at meetings of the School Board;
 - vii) to select and recommend admission of students to the College Academic Board;
 - viii) to deal with and report on any matters referred to it by the Senate and/or College Academic Board; and
 - ix) The School Board may, subject to such limitations as it may deem fit, 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 fit and the School Board may empower any such committee to act jointly with any committee appointed by the College Management Board and/or the Senate.

STATUTE XL - THE DEPARTMENTAL BOARD

Membership

1. There shall be a Departmental Board for each Department which shall consist of:
 - i. The Chairperson of the Department;
 - ii. All full-time members of the academic staff of the Department;
 - iii. Professor Emeriti, adjunct lecturers and part-time lecturers in the Department or their representatives, as determined by the Departmental Board;
 - iv. Where relevant, at least one representative of the technical staff in the Department or where technical staff are assigned to the School 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 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 Chairperson to be confidential;
 - v. 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 Chairperson to be confidential.
2. The Vice-Chancellor, the Deputy Vice-Chancellors, Registrar, appropriate College Principal and Deans shall be entitled to attend Departmental Board meetings in an ex-officio capacity.
3. From time to time, the Chairperson 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 developing and recoding agendas and minutes for such meetings, a copy of which shall be submitted to the Deputy Vice-Chancellor (Academic).

Responsibilities and Functions

5. Unless otherwise provided by the Charter, these Statutes or Regulations, the quorum at all Departmental Board meetings shall be the nearest whole number above half of the membership of the Board.
6. The Department all Board may, subject to such limitations as it may deem fit, 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 any such committee to act jointly with any committee appointed by the School Board.
7. The functions and Powers of the Departmental Board Subject to the provisions 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:
 - i. 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 College and School Boards and the approved administrative procedures of the University;

- ii. make recommendations to the School and College Boards for the establishment of new courses based on market needs surveys, requirement of professional bodies, Government regulatory agencies and the amendment of existing regulations and Curricula relating to studies within the Department;
- iii. may delegate functions and responsibilities to individuals or groups of individuals within the Department;
- iv. to identify, vet and recommend supervisors and examiners for post graduate students to the School Board;
- v. 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;
- vi. 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;
- vii. monitor the implementation of the University's conditions relating to the undertaking of private Remunerative work in respect of the members of the Department;
- viii. May make recommendations in respect of estimates of expenditure as may be generated by a constituted Departmental Budget Committee;
- ix. 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;
- x. recommend candidates for Staff Development Programmes;
- xi. formulate general guidelines on research and suggest means of funding research programmes in the Department;
- xii. to vet and shortlist applications for admission into various academic programmes and submit recommendations to School Board;
- xiii. 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;
- xiv. Analyse departmental staffing needs and make recommendations for appointments where necessary.

STATUTE XLI - CAMPUS MANAGEMENT BOARD

1. Subject to the Act, the Charter and these Statutes, the established Campuses of the University are as provided in Schedule 5.
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 Vice-Chancellor.

STATUTE XLII - MANAGEMENT BOARDS OF DIRECTORATES AND INSTITUTES

1. Subject to Section 31 of the Charter and these Statutes, the Council may from time to time establish Directorates, Institutes and Units in the University.
2. The duly established Directorates, Institutes and Units of the University are as provided in Schedule 6.
3. Each Directorate or Institute shall be governed by a Board whose membership and Terms of Reference shall be determined by the Vice-Chancellor.

STATUTE XLIII - POWER OF DELEGATION

1. Subject to the provisions of the Act, the Charter, these Statutes and Regulations, the Council, the Senate, the Boards of 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 Chairperson or any other or others of their members or to anybody comprising such member or members and such other persons as they may respectively appoint.
2. 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.
3. The Council shall not delegate its powers to alter, amend, add to or revoke any of the provisions of these Statutes and the Regulations.
4. Notwithstanding the foregoing provisions and subject to the generality of the provisions relating to delegation of any of the powers granted to the Council, the Senate, boards, committees and/or any other officers of the University, the saving provisions on the specific powers of delegation in these Statutes shall be as set out in Schedule 7.

PART EIGHT - UNIVERSITY ADMISSIONS, FEES, EXAMINATIONS AND AWARD OF DEGREES

STATUTE XLIV - UNIVERSITY ADMISSION REQUIREMENTS

1. Admission requirements shall be set by Senate from time to time in liaison with the Kenya Universities and Colleges Central Placement Service.
2. The College Academic Board shall among other functions be responsible for all students admissions matters within each college subject to ratification by Senate.
3. The respective College Academic Boards shall propose procedures and regulations governing student's admission into the University and recommend the same for approval by Senate and

perform any other functions relating to admissions as may be assigned by the Senate from time to time.

STATUTE XLV - 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 to the University such tuition, statutory and other fees as the Council may from time to time determine within the set deadline.
3. The University shall have the right to preclude any student from attending classes, participating in any academic activity or accessing any other University facilities and services, unless such a student shall have paid to the University all requisite fees and other dues provided that the University may at its discretion exempt any student from this requirement.
4. 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.
5. 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.
6. The University shall have the right to withhold the conferment of any degree, diploma, certificate or any other award to any person until all outstanding fees and other dues are settled with the University.

STATUTE XLVI - UNIVERSITY EXAMINATIONS

1. University examinations shall be conducted under rules and regulations set out by Senate.
2. Unless otherwise determined by Senate, there shall be internal and external examiners of the University 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 examinations, special examinations and supplementary examinations to be held under such conditions as the Senate may prescribe.
5. A candidate for a University examination shall pay to the University in respect of such examination such fees as the Council may prescribe from time to time.
6. There shall be examinations held at the end of each Semester in which the courses have been taught or at any other period as may be set by Senate from time to time.
7. Any examination irregularity, involving either a member of staff or a student, shall be dealt with in accordance with the Statutes and the Regulations governing disciplinary matters.

8. The Board of Examiners of each College, School, Institute and Department shall, in relation to University examinations, receive, process, consider and moderate examinations and make recommendations to Senate for approval.
9. The Publication of all University examination results shall be the responsibility of the Principal of College with authority of the Deputy Vice-Chancellor (Academic).

STATUTE XLVII - DESIGNATION OF DEGREES AND OTHER AWARDS

1. Subject to Section 8 of the Charter, the University shall have the power to confer degrees, grant diplomas, certificates and any other awards as set out therein.
2. The degrees and other awards granted by the University for the time being are Bachelors, Masters, Doctorate degrees, Diplomas and Certificates in programmes approved by Senate.

STATUTE XLVIII – AWARD OF DEGREES

A. Bachelors Degree

1. Except as otherwise provided by these Statutes, a candidate shall not be awarded a Bachelors Degree unless he shall have undertaken 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 except students who may be awarded credit waivers and/or transfers.
2. The Senate may accept, as part of the attendance of a student of the University qualifying him for the award of a Bachelors 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 or courses in such a subject by a recognized University
4. Notwithstanding clauses 2 and 3 of this Statute, no student shall be awarded a Bachelors Degree unless:-
 - i. He/she shall have undertaken approved courses of study at the University for at least two academic years, of which one shall be the final year.
 - ii. His/her period of attendance as a student at such a University or institution and at the University taken together is not less than the complete period prescribed for the award of the degree.
 - iii. He/she shall have passed the final examination and such other examinations of the University as the Senate may determine.
 - iv. He/she shall have paid such fees to the University as may be determined by the Council.
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 college, school or institute of the University, or of any other University recognized 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 a Masters degree in any School unless he/she has:-
- i. Been registered for the degree of the University for a period of at least eighteen months;
 - ii. Pursued the subject of a special Study and research approved by the Senate;
 - iii. Performed such other work and complied with such other conditions for a Masters degree as set out in the common regulations for Masters Degrees.

C. Doctorate Degree

7. A candidate shall not be awarded the degree of Doctor of Philosophy in any School unless:
- i. He/she 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 Masters Degree in a relevant School;
 - ii. He/she has pursued the subject of a special study or research or both as may be approved by the Senate;
 - iii. He/she has worked under a Supervisor or Supervisors approved by the Senate;
 - iv. He/she 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 XLIX - 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 worthy of such an award.
2. (i) A proposal to award an honorary degree may be made by the Council, the Senate, a School or the Convocation, and shall be communicated in writing to the Vice-Chancellor.
(ii) Every proposal shall be accompanied by a statement setting forth the degree recommended and the detailed grounds on which the recommendation is based.
3. (i) The Vice-Chancellor shall refer such proposal to the Honorary Degrees Committee of the Senate which shall make its recommendations to the Council.
(ii) 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 staff and students of the University shall not be eligible for the award of Honorary Degrees.
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 L - 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 constitute 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 held at least once a year at the University and shall be presided over by the Chancellor or, in his/her absence by 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 Vice-Chancellor 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 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 a congregation dissolved at the end of the ceremony.

STATUTE LI - 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-Chancellors, Deputy Vice-Chancellors, Principals, Registrars, Director of Students Affairs, Librarians and Finance Officers.
 - iv) Ex-Officio members of the Convocation who shall include the current Vice-Chancellor, Deputy Vice-Chancellors, members of the Council, Emeriti Professors, Professors, Lecturers, Research Fellows, Chief University Librarian, Registrars, Dean of Students, Chief Finance Officer.
3. The objectives of the Convocation shall be to promote the reputation and wellbeing 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, an Executive Committee consisting of the Chairperson, 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, 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 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 Chairperson of the Convocation and sent to the Chairperson of the Council and Chairperson of the Senate for information.

PART NINE- FINANCIAL, HUMAN RESOURCE AND RELATED PROVISIONS

STATUTE LII - 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 30 June in the following year.
2. The sources of funds for the University for the time being are
 - i. Recurrent grants – These are funds received from the government to meet operational expenses of the University.
 - ii. Development grants – These are funds received from the government to meet capital expenditure
 - iii. Tuition and other fee income - These are funds received from students taking courses in various programmes of the University.
 - iv. Other internally generated funds - These are funds received from income generating activities by the University.

- v. 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.
 - vi. 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 deemed necessary by the Council.
 4. The University shall present a proposed budget for a financial year based on submissions from the cost centres to the Council in accordance with the 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:
 - i. personal emoluments;
 - ii. operations and maintenance of University facilities;
 - iii. capital development expenditure;
 - iv. any other expenditure authorized by Council and within 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 four months from the end of each fiscal year, the Council shall submit to the Auditor-General, the accounts of the University together with:
 - a. a statement of income and expenditure during that year; and
 - b. 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 Charter, 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 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 Chief Finance Officer to invest any unutilized funds in such financial instruments and institutions that will ensure security and best value in accordance with set guide lines.
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 though 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 with consent of the accounting officer and signatures of authorized signatories.
22. All procurement and disposal of goods and services will be done in accordance with the Public Procurement and Disposal Act No. 3 of 2005.
23. There will be an internal Audit on expenditure. The Audit will be done as per Council guidelines.

STATUTE LIII - FOUNDATIONS

1. Subject to the provisions of the Charter, the University shall have power to develop or approve foundation(s) to be maintained for the advancement of education learning and research and which shall:
 - i. be incorporated under a trust instrument;
 - ii. have provision in its Charter, Articles of Association, Memorandum of Association or trust instrument, as the case may be, for its governance through a committee of management, Board of trustees or advisory council.
2. The approved foundation of the University for the time being is the Kenyatta University foundation whose functions are :
 - i. to mobilise funds to support scholarship in order to enhance access, equity and participation in higher education;
 - ii. to leverage financial resources for the attraction and retention of world class professors and researchers;
 - iii. to source for funds to develop a suitable environment and infrastructure to promote academic excellence;
 - iv. to mobilise donations (financial or other resources) from alumni and friends of the University for the furtherance of the institution.

STATUTE LIV - TERMS AND CONDITIONS OF SERVICE OF UNIVERSITY STAFF

1. 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.
2. 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 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 the Act, the Charter and these Statutes, the Council may make such other appointments and promotions, whether paid or honorary, as it may deem fit.
4. The Council shall determine the categorization 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.
5. 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 recommendations from the Senate and/or the University Management Board.
6. The terms and conditions of employment for unionisable staff shall be as may be agreed upon by the Council and their respective Unions for the time being representing such staff.

STATUTE LV - 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 LVI - CONTRACT 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:
 - i. 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;

- ii. 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;
 - iii. 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.
2. A contract, made according to sub-sections (i), (ii) and (iii) 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

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 LVII - 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.

Kenyatta University Statutes

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, Parliamentary or any other elective political seat shall be required to resign from the service of the University before presenting himself for nomination for such election.
6. Any member of staff nominated to a Senatorial, Gubernatorial, Parliamentary or any other political seat shall be required to resign from the service of the University upon assumption of that office.
7. Any member of staff appointed by the President to an office in the Government shall be required to obtain unpaid leave of absence for the duration of the appointment.
8. Any member of staff whose spouse is appointed by the President to an office in the Government outside the country shall be eligible for unpaid leave of absence for the duration of the appointment upon request.
9. 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:
 - i. that he/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;
 - ii. 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.
10. Any member of teaching staff at Ph. D level on permanent terms of service who has served the University for at least six years since date of appointment or since return from sabbatical leave or study leave can apply and may be granted sabbatical leave in accordance with the University policy.
11. Any retiring professor of Kenyatta University or any other University who has had a distinguished career and made significant contribution to his/her University, may be nominated and recommended to the Senate and Council by his/her department or by University Management for conferment of the title "Professor Emeritus of Kenyatta University" in accordance with the University policy.
12. 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.
13. The Council may from time to time upon recommendation of Senate approve affiliations, collaborations, linkages and partnerships with individuals, institutions, corporate entities and Government agencies in the realization of the University's core mandate.
14. The Council may from time to time appoint General Manager(s) or Manager(s) for the purpose of enhancing efficiency in administration of such Units as North Coast Beach Hotel,

Kenyatta University Conference Centre and the Kenyatta University Printing Press among others as it may deem necessary.

15. These Statutes and the Regulations referred to herein shall commence immediately excepting where it is provided otherwise in any Statute or Regulation.
16. The Regulations appended hereto will come into force in accordance with the provisions these Statutes and are to be read subject to these Statutes and the Act.
17. 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 of the Act and the Charter, 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 requestor amend any regulations so proposed without further reference to the Senate.
18. 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 these 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, the Charter and these Statutes.
19. The Vice-Chancellor may appoint persons to deputise Directors or other officers in the University as he/she may deem fit from time to time and where such deputies are not specifically provided for in these Statutes.
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/her term of office, provided that no allowance shall be payable where the person is absent or unable to perform his/her functions for a period of thirty (30) days or more.
21. Any person appointed to an office by the Vice-Chancellor or the Council shall not decline/step down from such an appointment unless the reasons given for declining/ stepping down are acceptable to the appointing authority.

PART TEN- SCHEDULES

SCHEDULE 1 - COUNCIL COMMITTEES

1.1 FINANCE, BUILDING AND DEVELOPMENT COMMITTEE

Membership

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

In Attendance

- 6) Principal Secretary in the Ministry for the time being responsible for Public Works.
- 7) Deputy Vice-Chancellor (Finance & Development)
- 8) Registrar (Finance and Development) - Secretary
- 9) Registrar (Planning and Strategy)
- 10) The Chief Finance Officer
- 11) University Project Manager
- 12) Council Secretariat - Recording

Terms of Reference

- 1) To receive, consider and submit the proposed budget estimates from the relevant sectors for approval by 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 Council.
- 5) To prepare University Development plans for an approved period and submit to Council.
- 6) To consider and propose fees and other rates to the Council.
- 7) To keep under review approved development programmes and to ascertain that the objectives of the University are being achieved and to make recommendations thereon to Council.
- 8) To report to Council all matters related to finance and development.
- 9) To ensure that accurate records are kept on the establishments in the University.
- 10) To exercise such powers as Council may from time to time delegate to the Committee

1.2 TERMS AND CONDITIONS OF SERVICE COMMITTEE

Membership

- 1) Council Member - Chairperson
- 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) Deputy Vice-Chancellor (Administration)
- 7) Registrar (Corporate Affairs)
- 8) Registrar (Administration)- Secretary
- 9) The Chief Finance office
- 10) Council Secretariat - Recording

Terms of Reference

- 1) To determine and review terms and conditions of service of all staff in the University
- 2) To consider proposals of terms and conditions of service made by staff unions through the University Management Board.

1.3 APPOINTMENTS AND PROMOTIONS FOR ASSOCIATE PROFESSORS, PROFESSORS AND EQUIVALENT GRADES:

Membership

- 1) Chairman of Council - Chairperson
- 2) One Council member
- 3) Vice-Chancellor

In attendance

- 4) Deputy Vice-Chancellor (Administration)
- 5) Principal of College Concerned
- 6) Dean of the School concerned
- 7) Chairperson of the Department concerned
- 8) Registrar (Administration) – Secretary
- 9) Council Secretariat - Recording -

Terms of Reference

The committee shall be responsible to the Council for the appointment and promotions of Associate Professors, Professors and Equivalent Grades as may be determined by the Council.

1.4 DISCIPLINARY BOARD FOR STAFF

a) Disciplinary Board for Senior Staff (Grades A-F, Graduate Assistants to Professor and Equivalent Grades)

Membership

- 1) Vice-Chancellor - Chairperson
- 2) One member of Council

In Attendance

- 3) Deputy Vice-Chancellor (Administration)
- 4) Deputy Vice-Chancellor of the relevant Division
- 5) Principal of College Concerned
- 6) The relevant Chairperson/Head of the Department/Section concerned
- 7) The relevant Dean/Director of the School/ Institute or Centre
- 8) Relevant Staff Union representative
- 9) Registrar (Administration)- Secretary
- 10) Chief Legal Officer
- 11) Human Resource Manager
- 12) Council Secretariat - Recording

Terms of Reference

The committee shall be responsible to the Council for the discipline, suspension and removal from Service of all senior staff (Grades A-F, Graduate Assistants to Professor and Equivalent Grades) as may be determined by the Council.

b) Staff Appeals Board

Membership

- 1) Chairman of Council - Chairperson
- 2) Vice-Chancellor
- 3) Two Members of Council

In Attendance

- 4) Registrar (Administration) – Secretary
- 5) Dean of the School concerned
- 6) The relevant Chairperson/Head of the Department/Section concerned
- 7) Chief Legal Officer
- 8) Human Resource Manager
- 9) Council Secretariat - Recording

Terms of Reference

To consider and determine appeals from individual members of staff against decisions in relation to their discipline from both the junior and the Senior Board of discipline.

1.5 HONORARY DEGREES COMMITTEE

Membership

- 1) Vice-Chancellor- Chairperson
- 2) Chairperson of Council
- 3) One member of Council

In Attendance

- 4) Deputy Vice-Chancellor (Academic)
- 5) Principal of College concerned for Honorary Degree (s)
- 6) Dean of the School concerned for Honorary Degree (s)
- 7) Registrar (Academic) – Secretary
- 8) Registrar (Corporate Affairs)
- 9) Council Secretariat - Recording

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
- 2) To recommend to the senate persons deemed fit for the award of honorary degrees

1.6 SEALING COMMITTEE

Membership

- 1) Chairperson of Council - Chairperson
- 2) Vice-Chancellor
- 3) One member of Council

In Attendance

- 4) Deputy Vice-Chancellor (Academic)
- 5) Registrar (Academic) - Secretary
- 6) Registrar (Corporate Affairs)
- 7) Council Secretariat - Recording

Terms of Reference

- 1) To receive, verify and seal certificates before they are issued to graduands.

1.7 AUDIT COMMITTEE

Membership

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

In Attendance

- 6) Deputy Vice-Chancellor (Finance & Development)
- 7) Chief Finance Officer
- 8) Chief Internal Auditor - Secretary
- 9) Any other member of the University as may be required
- 10) Council Secretariat - Recording

Terms of Reference

Duties and responsibilities governing three broad areas relating to compliance with internal controls, financial reporting and governance shall include:

- 1) Evaluating adequacy of management procedure with regard to issues relating to risk management, control and governance.
- 2) Reviewing and approving the audit charter where applicable and internal audit annual work plans.
- 3) Reviewing internal and external audit findings and recommendations and proposing corrective and preventive action where necessary.
- 4) Reviewing the systems established to ensure sound public financial management and internal controls, as well as compliance with policies, laws, regulations, procedures, plans and ethics.
- 5) Initiating special audits/ investigations on any allegations, concerns and complaints regarding corruption, lack of accountability and transparency in consultation with the Accounting Officer/Chief Executive Officer.
- 6) Any other task as may be found necessary.

SCHEDULE 2 - SENATE COMMITTEES

2.1 THE SENATE EXECUTIVE COMMITTEE

Membership

- 1) Vice-Chancellor - Chairperson
- 2) Deputy Vice-Chancellors
- 3) Registrars
- 4) Principals of Colleges
- 5) Deans
- 6) Two Senate representatives (nominated among Professors)

- 7) Chief University Librarian
- 8) Director of Students Affairs
- 9) One student representative nominated by Kenyatta University Students Association (KUSA)
- 10) Registrar (Academic) – Secretary

In Attendance

- 11) Chief Finance Officer
- 12) 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 students 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 receive, consider and approve as appropriate, applications for inter-schools and intra-schools transfers of students.
- 6) 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.
- 7) To scrutinize and recommend on proposals for programmes.
- 8) To consider and recommend all academic programme and syllabuses for approval by Senate.
- 9) To co-ordinate all Inter-disciplinary courses in the University.
- 10) To review the teaching of all academic programmes from time to time and make recommendations to the Senate.

2.2 STUDENTS' WELFARE COMMITTEE

Membership

- 1) Deputy Vice-Chancellor (Academic) Chairperson
- 2) One Principal
- 3) One Dean
- 4) Director of Students Affairs
- 5) Director of Sports and Games
- 6) Two Students' representatives (KUSA President and Secretary Students Welfare)
- 7) Director of Catering Services
- 8) Director of Accommodation Services
- 9) Registrar (Academic) - Secretary

In Attendance

- 10) One Chaplain
- 11) Chief University Librarian
- 12) Senate Secretariat

Terms of Reference

- 1) To deal with such matters as the Senate may refer to the Committee from time to time.
- 2) To deal with such aspects of students' welfare as the Committee may deem appropriate.

2.3 STUDENTS DISCIPLINARY COMMITTEE

- 1) Deputy Vice-Chancellor (Academic) – Chairperson
- 2) Principal of college of concerned student
- 3) Two students' representatives (KUSA President and Academic Secretary)
- 4) One member of Senate
- 5) Dean of School of the concerned student
- 6) Chairperson of the relevant Department
- 7) Director of Students Affairs
- 8) Registrar (Academic) - Secretary

In Attendance

- 9) Chief Legal Officer
- 10) Senate Secretariat

Terms of Reference

- 1) To consider all matters of a disciplinary nature involving students, and to report to the Senate the action taken, provided that the disciplined student may appeal to the Vice-Chancellor.
- 2) To consider examination irregularity matters that has been referred from the College Disciplinary Committees.
- 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 of University Students.
- 5) To receive, review and implement decisions taken by respective College Disciplinary Committees.

2.4 LIBRARY COMMITTEE

Membership

- 1) Vice-Chancellor - Chairperson
- 2) Deputy Vice-Chancellor (Academic)
- 3) Deputy Vice-Chancellor (Finance and Development)
- 4) Deputy Vice-Chancellor (Research, Innovation and Outreach)
- 5) Deans of Schools
- 6) Chief University Librarian
- 7) One Senate representatives
- 8) Two students' representatives nominated by Kenyatta University Students Association
- 9) Registrar (Research, Innovation and Outreach)
- 10) Registrar (Academic) - Secretary

In Attendance

- 11) The Chief Finance Officer
- 12) Bookshop Manager
- 13) Senate Secretariat

Terms of Reference

- 1) To consider the facilities and resources needed and to advise the Senate on all matters relating to the development of the Library as a resource centre for learning and research.
- 2) To make recommendations to the Senate on library policy regarding the establishment of specialized libraries such as departmental, research or textbook collections.
- 3) To make recommendations to the Senate on the stocking, staffing and equipping of the library services.
- 4) To submit to the Senate an annual report on the functioning of the University libraries.

2.5 CATERING SERVICES BOARD

Membership

- 1) Deputy Vice-Chancellor (Administration) - Chairperson
- 2) Deputy Vice-Chancellor (Finance and Development)
- 3) Deputy Vice-Chancellor (Academic)
- 4) One Senate representative
- 5) Director of Students Affairs
- 6) Director Catering Services
- 7) Two Students Representatives nominated by Kenyatta University Students Association
- 8) Registrar (Academic)
- 9) Registrar (Finance and Development)
- 10) Registrar (Administration) – Secretary

In Attendance

- 11) Catering Manager
- 12) Director Security
- 13) Chief Finance Officer
- 14) Senate Secretariat

Terms of Reference

- 1) To co-ordinate the activities of Catering Services.
- 2) To consider modalities regulating the conduct and management of the Catering services.
- 3) To look into the staff requirement for catering Services.
- 4) To look into the maintenance of discipline and the security in the kitchens.
- 5) To look into immediate and future needs of Catering Services and make appropriate recommendations to Senate.
- 6) To look into effective procurement procedures of stores and food stuffs.

- 7) To look into the modalities and control of the allocation of kitchens as well as rules and regulations governing students' catering.
- 8) To consider any other issues connected with Catering Services.
- 9) To present a report to Senate at the end of each semester.

2.6 ACCOMMODATION SERVICES BOARD

Membership

- 1) Deputy Vice-Chancellor (Academic) - Chairperson
- 2) Deputy Vice-Chancellor (Finance and Development)
- 3) One Senate representative
- 4) Director of Students Affairs
- 5) Director of Accommodation Services
- 6) Two Students Representatives nominated by Kenyatta University Students Association
- 7) Registrar (Administration)
- 8) Registrar (Finance and Development)
- 9) Chief Finance Officer
- 10) Registrar (Academic) - Secretary

In Attendance

- 11) Director of Security Services
- 12) Manager of Accommodation Services
- 13) Estates Manager
- 14) One Warden
- 15) Senate Secretariat

Terms of Reference

- 1) To co-ordinate the activities of Accommodation Services.
- 2) To consider modalities regulating the conduct and management of the Accommodation Services.
- 3) To look into the staff requirement for Accommodation Services.
- 4) To look into the maintenance of discipline and security in the halls of residence.
- 5) To look into immediate and future needs of Accommodation Services and make appropriate recommendations to Senate.
- 6) To look into the modalities and control of the allocation of rooms as well as rules and regulations governing students' accommodation.
- 7) To consider any other issues connected with Accommodation Services.
- 8) To present a report to Senate at the end of each semester.

2.7 PROMOTIONS AND APPRAISAL COMMITTEE (PAC) FOR ACADEMIC STAFF AND NON-ACADEMIC STAFF OF THE RANK OF SENIOR ADMINISTRATIVE ASSISTANT (AND EQUIVALENT GRADES) AND ABOVE

Membership

- 1) Chairperson appointed by the Vice-Chancellor of the rank of Professor who is a member of the Senate.
- 2) One Senate representative of the rank of Professor or Associate Professor.
- 3) One representative of the rank of Senior Lecturer or Lecturer.
- 4) Representative from relevant College.
- 5) One representative (senior non-teaching Staff).
- 6) Registrar (Academic).
- 7) Chief Finance Officer
- 8) One relevant union representative
- 9) Registrar (Administration) - 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 Appointments Committee.
- 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.
- 6) To ensure that the Departmental and School Short listing Committees are functional and that short listing is fair to all the candidates.

2.8 THE PROMOTION AND APPRAISAL COMMITTEE FOR NON-TEACHING STAFF BELOW THE RANK OF SENIOR ADMINISTRATIVE ASSISTANT

Membership

- 1) Chairman appointed by the Vice-Chancellor from members of the Senate
- 2) Two Senate representatives
- 3) Registrar (Academic)
- 4) Chief Finance Officer
- 5) One relevant staff union representative
- 6) Registrar (Administration) - Secretary

In Attendance

- 7) One representative - Grade A-F
- 8) One representative - Grade I-IV

Terms 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, commendation and demotions
- 3) To review internal promotions and make recommendations to the Vice-Chancellor for the attention of relevant Appointments Committee.
- 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.
- 6) To ensure that the Departmental and School Short listing Committees are functional and that Short listing is fair to all the candidates.

2.9 THE BURSARY COMMITTEE

Membership

- 1) Vice-Chancellor – Chairperson
- 2) One Principal of College
- 3) Chief Finance Officer
- 4) Director of Students Affairs
- 5) One Dean of a School
- 6) Director of Financial Aid office
- 7) Director of Gender Empowerment and Disability Services Office
- 8) Two students' representatives nominated by Kenyatta University Students Association
- 9) Registrar (Academic) - Secretary

In Attendance

- 10) Senate Secretariat

Terms of Reference

- 1) To review and make recommendations to the Senate on criteria for awarding bursaries
- 2) To receive applications for bursaries, evaluate them and award bursaries on behalf of the Senate.

3.0 PRINTING AND PUBLICATIONS COMMITTEE

Membership

- 1) Vice-Chancellor - Chairman
- 2) Deputy Vice-Chancellor (Academic)
- 3) Deputy Vice-Chancellor (Finance and Development)
- 4) Deputy Vice-Chancellor (Research, Innovation and Outreach)
- 5) Chief University Librarian

- 6) Manager Printing Press
- 7) Registrar (Research, Innovation and Outreach)
- 8) Registrar (Academic) – Secretary

In Attendance

- 9) Senate Secretariat

Terms of Reference

- 1) To guide, regulate and direct the affairs of the University Printing and Publications on behalf of the Senate.
- 2) To select and approve scripts for publications under the imprint "Kenya University Press" whether pamphlets, books or other materials designed to advance the cause of knowledge and learning.
- 3) To administer the publications fund of the University and grant aid to designated publications.
- 4) To advice and encourage students and staff on publications in books and journals.

SCHEDULE 3 – UNIVERSITY MANAGEMENT BOARD COMMITTEES

3.1 STAFF APPOINTMENTS AND PROMOTIONS COMMITTEES

- a) **Appointments and Promotions for Senior Lecturers, Lecturers, Assistant Lecturers, Tutorial Fellows, Graduate Assistants and Equivalent grades:**

Membership

- 1) Vice-Chancellor - Chairperson
- 2) Deputy Vice-Chancellor (Administration)
- 3) Principal of College Concerned
- 4) Dean of the School concerned
- 5) Chairman of Department concerned
- 6) Registrar (Administration) – Secretary

Terms of Reference

- 1) Shall be responsible to the University Council for the appointment and promotions of all Graduate Assistants, Tutorial Fellows, Assistant Lecturers and Equivalent grades as may be determined by the Council.
- 2) Shall be responsible to the University Council for the appointment and promotions of all for Lecturers, Senior Lecturers and Equivalent Grades as may be determined by the Council.

b) Non-Teaching Staff Appointments and Promotions for Grade I/II to Grade 13

Membership

- 1) Vice-Chancellor -- Chairperson
- 2) Deputy Vice-Chancellor (Administration)
- 3) Principal of College Concerned
- 4) Dean of the School concerned
- 5) The relevant Chairperson/Head of the Department/Section concerned
- 6) Registrar (Administration) - Secretary

Terms of Reference

Shall be responsible to the University Council for the appointment, Promotions of all Non-Academic Staff Appointments and Promotions as may be determined by the Council

3.2 DISCIPLINARY BOARD FOR JUNIOR STAFF (GRADES I-IV)

Membership

- 1) Deputy Vice-Chancellor (Administration) - Chairperson
- 2) Deputy Vice-Chancellor of the relevant Division
- 3) Principal of College Concerned
- 4) The relevant Chairperson/Head of the Department/Section concerned
- 5) One Senate representative
- 6) Union representative (Grades I-IV)
- 7) Registrar (Administration) - Secretary

In Attendance

- 8) Chief Legal Officer
- 9) Human Resource Manager

Terms of Reference

The Board shall be responsible to the Council for the discipline, suspension and removal from service of all Junior Staff (Grades I-IV) as may be determined by the Council.

3.3 TENDER COMMITTEE

Membership

- 1) Chairperson/head of Department/Section appointed by the Vice-Chancellor – Chairperson
- 2) Chief Finance Officer - Deputy Chairperson
- 3) Deputy Vice-Chancellor (Administration)
- 4) Deputy Vice-Chancellor (Academic)
- 5) Deputy Vice-Chancellor (Finance and Development)

- 6) Principal of a College appointed by the Vice-Chancellor
- 7) Three Deans appointed by the Vice-Chancellor
- 8) Procurement Manager - Secretary

In Attendance

- 9) Chairperson/Head of the relevant user Department/Section
- 10) Registrar (Finance and Development)
- 11) Registrar (Planning and Strategy)

Terms of Reference

- 1) To review, verify and ascertain that all procurement and disposal has been undertaken in accordance with the Act, Regulations and the terms set out in the tender documents.
- 2) To approve the selection of the successful tender or proposal.
- 3) To award procurement contracts in accordance with thresholds prescribed in First Schedule of the Public Procurement Act.
- 4) To ensure that funds are available for the procurement under consideration.
- 5) To ensure that the procuring entity does not pay in excess of prevailing market prices.
- 6) To review and approve aggregation of procurements where proposed.
- 7) To review and approve the use of lots where packaging into lots has been proposed.
- 8) To review the selection of procurement method and where a procurement method, other than open tender, has been proposed, to ensure that the adoption of the other procurement method is in accordance with the Procurement Act, Regulations and any guidelines stipulated by the Authority.
- 9) To approve the list of tenderers in cases of restricted tendering pursuant to Public Procurement regulation 54(3).
- 10) To approve the list of persons qualified to submit proposals pursuant to section 80 of the Public Procurement Act.
- 11) To approve the list of persons to be given requests for quotations pursuant to Public Procurement Regulation 59(2).
- 12) To approve negotiations under the Public Procurement Act, Regulations and as may be stipulated by the Authority.
- 13) To approve the amendment of contracts previously awarded by the tender committee, in accordance with the Public Procurement Act and Regulations.
- 14) To review the quarterly reports on quotations that have been awarded by the procurement committee.
- 15) To undertake any other functions and duties as are provided under the Public Procurement Act, Regulations or as may be stipulated by the Authority.

3.4 HOUSING COMMITTEE

Membership

- 1) Deputy Vice-Chancellor (Administration) – Chairperson
- 2) Deputy Vice-Chancellor (Finance and Development)
- 3) Chief Finance Officer

- 4) Two members from the Administrative Staff entitled to staff housing
- 5) One representative from the senior staff residents
- 6) One representative from the junior staff residents
- 7) Registrar (Finance and Development)
- 8) Estates Manager
- 9) Director Security Services
- 10) Registrar (Administration) - Secretary

Terms of Reference

- 1) To receive and consider applications for housing by staff.
- 2) To allocate vacant University houses to staff entitled to housing.
- 3) To ensure that all houses are properly maintained.
- 4) To ensure that all payments are made on time.
- 5) To ensure that tenants clear their utility bills before they vacate a house.
- 6) To ensure that is adequate security.

3.5 PLANNING AND STRATEGY COMMITTEE

Membership

- 1) Vice-Chancellor - Chairperson
- 2) Deputy Vice-Chancellors
- 3) Principals of Colleges
- 4) Registrars
- 5) The Chief Finance Officer
- 6) Registrar (Planning and Strategy) - Secretary

Terms of Reference

- 1) To make recommendations to the Council and Senate regarding the overall development and planning of the University.
- 2) 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.
- 3) 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.
- 4) To receive and consider reports from the Administration on the progress of Development for which funds have been allocated by the council.
- 5) To plan and recommend allocation and maintenance of academic facilities.
- 6) To perform other functions as may from time to time referred to it by the Council, Senate or the Vice-Chancellor.
- 7) To make recommendations to the Council and Senate regarding Estimates and Budgetary allocations.

SCHEDULE 4 - COLLEGE COMMITTEES

4.1 COLLEGE STUDENTS DISCIPLINARY COMMITTEE

Membership

- 1) Principal of the College – Chairperson
- 2) Dean of the relevant school
- 3) Chairperson/Director of the relevant Department/Institute respectively
- 4) Director of Students Affairs
- 5) One Senate Representative from a different college
- 6) A student representative from the college nominated by Kenyatta University Students Association
- 7) Senior Deputy Registrar/ Deputy Registrar – Secretary

In Attendance

- 8) Legal Officer
- 9) College Examination Representative

Terms of Reference

- 1) To consider all disciplinary matters of examination irregularities in the college and to report to the Senate the action taken provided that the disciplined student may appeal to the Vice-Chancellor.
- 2) To recommend complicated cases of examination irregularity to the Senate Students Disciplinary Committee.

4.2 DEANS SEARCH COMMITTEE

Membership

1. Principal of the relevant College – Chairperson
2. Outgoing Dean
3. Chairpersons of Departments from the relevant School who are not applicants for the position
4. One Senate Representative from outside the College
5. Registrar (Academic) – Secretary

In the case of Dean of Graduate School:

Members

1. Deputy Vice-Chancellor (Academic) - Chairperson
2. All principals
3. One Dean representative from each College appointed on rotational basis by the Deputy Vice-Chancellor (Academic)
4. The outgoing Dean of Graduate School if not an applicant to the position

5. Registrar (Academic) -

Secretary

Terms of Reference

To receive, consider, nominate and forward the recommended applicants to the Vice-Chancellor for appointment to the office of the Dean.

SCHEDULE 5 - CAMPUSES OF THE UNIVERSITY

1. Arusha Campus
2. City Campus
3. Daadab Campus
4. Embu Campus
5. Kericho Campus
6. Kitui Campus
7. Marsabit Campus
8. Migori Campus
9. Mombasa Campus
10. Nakuru Campus
11. Nanyuki Campus
12. Nyeri Campus
13. Parklands Campus
14. Ruiru Campus

SCHEDULE 6 - DIRECTORATES, INSTITUTES AND CENTRES

1. Accommodation Services
2. Aids Control Unit
3. Alumni Programmes
4. Catering Services
5. Centre for Career Development & Placement
6. Centre for International Programmes & Collaborations
7. Centre for Refugee Studies and Empowerment
8. Centre for Teaching Excellence and Evaluation
9. Community Outreach & Extension Programmes (KUCOEP)
10. Financial Aid Office
- ✱ 11. Gender Empowerment and Disability Services Office
12. Grant Writing and Management
13. Health Unit
14. Information, Communication and Technology
15. Institute for Open, Distance and e-Learning
16. Institute for Professional Development
17. Institute of African Studies
18. Institute of Peace and Security Studies
19. Institute of Research, Science and Technology
20. Intellectual Property Rights (IPR)
21. Kenyatta University TV and Radio Services
22. Kenyatta University Wellness Centre (KUWC)

- 23. Offshore Campuses
- 24. Public and Staff Complaints Office
- 25. Quality Assurance and Monitoring
- 26. Regional Centre for Capacity Development
- 27. Security and Safety Services
- 28. Sports and Games
- 29. Students Affairs
- 30. Teaching Practicum and Assessment Centre(T-PAC)
- 31. The Confucius Institute
- 32. Timetabling and Unit Scheduling
- 33. University Advancement
- 34. University Mentoring Programme
- 35. University-Industry Partnerships

SCHEDULE 7 - DELEGATION POLICY AND PROCEDURES

7.1 PURPOSE

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

7.2 APPLICATION

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

7.3 DEFINITIONS

Authorisation

Enables a person to act on behalf of the person granting the authorisation

Delegation

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

- i. vesting of functions in particular bodies or office holders under the University's Statutes, rules or regulations; and
- ii. authorisations.

Functions

Includes powers, duties and authorities

Sub-delegation

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

7.4 POLICY STATEMENT

Part V, Sections 34 & 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, and 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.

7.5 PRINCIPLES OF DELEGATION

(a) Delegation:

- 1) 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).
- 2) A delegation must be worded so that it is exercisable by a body or the holder of a position, not by a specified individual.
- 3) A delegation cannot authorise anything to be done that could not be done by the person or body delegating the function.
- 4) 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.
- 5) 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.
- 6) 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.

- 7) 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.
- 8) 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.

(b) The University Council

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

(c) The Vice-Chancellor

- 1) When the Vice-Chancellor is given a function under the Act, or under a statute, rule or regulation, he/she may exercise the function personally or may delegate to any officeholder or committee.
- 2) 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.

(d) Sub-delegation

- 1) The principles applying to delegation (5(1) – 5(8) above) also apply generally to sub-delegation.
- 2) Sub-delegation should reflect the University's organisational structure, responsibility and accountability. Sub-delegation should place decision-making authority as close as possible to the point of service delivery and minimise steps in decision-making processes, enabling decisions to be made faster and therefore be more responsive to the needs of stakeholders.
- 3) 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 exercisable by the delegate's supervisor or line manager, provided due regard is made to the requirements of professional qualifications or membership.
- 4) Sub-delegation on a temporary basis is appropriate in circumstance where the staff member normally responsible is absent for a period of less than two weeks.

(e) Financial and Property Management

Kenyatta University Statutes

- 1) All expenditure incurred by the University:
 - i. must be approved, either directly or through delegation, by Council; and
 - ii. must be incurred for University purposes.
- 2) A delegation authorising the expenditure of University funds is to be limited to authorising 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.
- 3) Instruments dealing with interests in land (eg 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 8 – DEPARTMENTS

School of Humanities and Social Sciences

1. Department of Philosophy and Religious Studies
2. Department of English & Linguistics
3. Department of Foreign Languages
4. Department of Geography
5. Department of History, Archaeology and Political Studies
6. Department of Kiswahili
7. Department of Literature
8. Department of Sociology
9. Department of Psychology
10. Department of Gender and Development Studies
11. Department of Public Policy and Administration

School of Visual and Performing Arts

1. Department of Art and Design
2. Department of Music and Dance

SK Macharia School of Film Production, Communication and Media Studies

1. Department of Theatre Arts & Film Technology
2. Department of Communication Studies
3. Department of Journalism and Media Studies

School of Education

1. Department of Educational Psychology
2. Department of Educational Management Policy and Curriculum Studies
3. Department of Educational Communication & Technology
4. Department of Educational Foundations
5. Department of Library & Information Science
6. Department of Early Childhood Studies
7. Department of Special Needs Education

School of Pure and Applied Sciences

1. Department of Biochemistry and Biotechnology
2. Department of Chemistry
3. Department of Mathematics
4. Department of Plant & Microbial Sciences
5. Department of Zoological Sciences
6. Department of Physics

School of Engineering and Technology

1. Department of Civil Engineering
2. Department of Energy Engineering
3. Department of Mechanical & Manufacturing Engineering
4. Department of Computing & Information Technology
5. Department of Electrical & Electronics Engineering

School of Environmental Studies

1. Department of Environmental Planning and Management
2. Department of Environmental Science
3. Department of Environmental Studies and Community Development
4. Department of Environmental Education

School of Applied Human Sciences

1. Department of Fashion, Design & Marketing
2. Department of Community Resource Management and Extension
3. Department of Physical and Health Education
4. Department of Foods, Nutrition & Dietetics
5. Department of Recreation Management and Exercise Science

School of Hospitality and Tourism

1. Department of Hospitality Management
2. Department of Tourism Management

School of Medicine

1. Department of Human Pathology
2. Department of Human Anatomy
3. Department of Medical Physiology and Medical Biochemistry
4. Department of Medical Laboratory
5. Department of Medicine, Therapeutics, Dermatology and Psychiatry
6. Department of Surgery, Orthopaedics and Special Surgeries
7. Department of Paediatrics & Child Health
8. Department of Obstetrics and Gynaecology

School of Pharmacy and Complementary/Alternative Medicine

1. Department of Pharmacognosy and Complementary Medicine

2. Department of Pharmaceutics
3. Department of Pharmaceutical Chemistry
4. Department of Clinical Pharmacy and Pharmacology

School of Business

1. Department of Business Administration
2. Department of Management Science
3. Department of Accounting and Finance

School of Economics

1. Department of Applied Economics
2. Department of Economic Theory
3. Department of Econometrics and Statistics

School of Law

1. Department of Private Law
2. Department of Public Law
3. Department of Commercial Law
4. Department of International Law

School of Agriculture and Enterprise Development

1. Department of Agricultural Resources Management
2. Department of Agribusiness Management and Trade
3. Department of Agricultural Science & Technology

School of Public Health

1. Department of Community Health
2. Department of Environmental Health
3. Department of Health Management and Informatics

School of Nursing

1. Department of Community Health Nursing
2. Department of Reproductive and Safe Motherhood
3. Department of Medical/Surgical Nursing

Graduate School