



UNIVERSITY OF NAIROBI

**2020/2021**

**ACADEMIC CALENDAR AND ALMANAC**

---

**Academic Programmes and Regulations**

---

**Published by**

Planning Department

University of Nairobi

P.O. Box 30197 - 00100 Nairobi

Telephone: +254-020-3318262 - Ext. 28319, 28312, 28311

VOIP: 020-4913080, 4913081

E-mail: [reg-planning@uonbi.ac.ke](mailto:reg-planning@uonbi.ac.ke)

URL: [www.planning.uonbi.ac.ke](http://www.planning.uonbi.ac.ke); [www.uonbi.ac.ke](http://www.uonbi.ac.ke)

**© Copyright**

University of Nairobi

2020/2021 Academic Calendar and Almanac

All rights reserved.

**Published and Designed by:**

Planning Department

University of Nairobi

# TABLE OF CONTENTS

<b>ALMANAC 2020/2021.....</b>	<b>07</b>	<b>7] UNIVERSITY COUNCIL, SENATE AND STANDING COMMITTEES .....</b>	<b>82</b>
<b>1] UNIVERSITY OF NAIROBI CONTACTS .....</b>	<b>24</b>	University Management .....	82
<b>2] CHANCELLOR OF THE UNIVERSITY .....</b>	<b>27</b>	The Council and Committees.....	83
<b>3] PRINCIPAL OFFICERS OF THE UNIVERSITY .....</b>	<b>28</b>	<b>8] THE SENATE</b>	
<b>4] THE UNIVERSITIES ACT, NO. 42 OF 2012 .....</b>	<b>34</b>	Academic Structure, Senate and its Standing Committees.....	87
<b>5] THE UNIVERSITY OF NAIROBI CHARTER.....</b>	<b>58</b>	<b>9] STATUES .....</b>	<b>97</b>
The Universities Act, 2012 .....	59	<b>10] CAMPUS COLLEGES .....</b>	<b>156</b>
The University of Nairobi Charter .....	59	<b>I] COLLEGE OF AGRICULTURE &amp; VETERINARY SCIENCES..</b>	<b>157</b>
<b>6] GENERAL INFORMATION .....</b>	<b>72</b>	<b>FACULTY OF AGRICULTURE.....</b>	<b>158</b>
University of Nairobi Map.....	72	Department of Agricultural Economics .....	160
Graduation Ceremonies Pictorial.....	73	Department of Land Resource Management & Agricultural Technology	166
Short History of The University.....	74	Department of Plant Science and Crop Protection.....	171
University Campuses.....	76	Department of Animal Production (Constituent).....	178
Fees Structure for Undergraduate Students .....	77	Department of Food Science, Nutrition and Technology .....	181
UNES Bookstore.....	81	<b>FACULTY OF VETERINARY MEDICINE .....</b>	<b>187</b>
Student Welfare Services.....	81	Department of Public Health, Pharmacology and Toxicology .....	193
University Health Services .....	81	Department of Clinical Studies.....	200
		Department of Veterinary Anatomy and Physiology.....	203
		<b>WANGARI MAATHAI INSTITUTE FOR PEACE AND ENVIRONMENTAL STUDIES .....</b>	<b>206</b>

## II] COLLEGE OF ARCHITECTURE AND ENGINEERING..... 209

SCHOOL OF THE ARTS AND DESIGN ..... 210

SCHOOL OF THE BUILT ENVIRONMENT ..... 215

Department of Architecture and Building Science ..... 216

Department of Architecture and Building Science ..... 219

Department of Construction Management and Quantity Surveying .... 220

Department of Real Estate ..... 223

Department of Urban and Regional Planning ..... 225

SCHOOL OF ENGINEERING ..... 228

Department of Environmental and Biosystems Engineering ..... 229

Department of Civil and Construction Engineering ..... 231

Department of Electrical and Information Engineering ..... 233

Department of Mechanical and Manufacturing Engineering ..... 235

Department of Geospatial and Space Technology ..... 239

INSTITUTE OF NUCLEAR SCIENCE AND TECHNOLOGY..... 244

## III] COLLEGE OF BIOLOGICAL AND PHYSICAL SCIENCES ... 245

SCHOOL OF BIOLOGICAL SCIENCES..... 246

SCHOOL OF COMPUTING AND INFORMATICS ..... 255

SCHOOL OF MATHEMATICS ..... 264

SCHOOL OF PHYSICAL SCIENCES ..... 271

Department of Chemistry..... 273

Department of Geography and Environmental Studies ..... 280

Department of Geology..... 281

Department of Meteorology ..... 285

Department of Physics ..... 289

CENTRE FOR BIOTECHNOLOGY AND BIOINFORMATICS ..... 293

INSTITUTE FOR CLIMATE CHANGE AND ADAPTATION ..... 296

## IV] COLLEGE OF EDUCATION AND EXTERNAL STUDIES..... 298

SCHOOL OF EDUCATION ..... 300

Department of Educational Administration and Planning..... 301

Department of Educational Communication and Technology (Arts) ..... 305

Department of Educational Foundation ..... 314

Department of Geography and Environmental Studies ..... 317

Department of History and Government ..... 317

Department of Linguistics and Languages - Kiswahili..... 317

Departments of Linguistics & Languages/Literature Integrated English . 318

Department of Philosophy and Religious Studies ..... 318

Department of Psychology ..... 318

Department of Physical Education and Sport..... 318

Business Studies ..... 319

Department of Mathematics..... 319

SCHOOL OF EDUCATION (KENYA SCIENCE CAMPUS)..... 320

Department of Educational Administration and Planning..... 321

Department of Educational Communication and Technology..... 321

Department of Psychology ..... 321

## V] COLLEGE OF HEALTH SCIENCES ..... 323

SCHOOL OF DENTAL SCIENCES ..... 325

Department of Paediatric Dentistry and Orthodontics ..... 329

Department of Oral And Maxillofacial Surgery/Oral

Pathology and Oral Medicine ..... 330



Department of Periodontology & Community and Preventive Dentistry	330
Department of Conservative and Prosthetic Dentistry .....	331
<b>SCHOOL OF MEDICINE.....</b>	<b>332</b>
Department of Biochemistry .....	333
<b>Thematic Unit:</b>	
Clinical Chemistry .....	336
Department of Medical Physiology .....	336
Department of Clinical Medicine and Therapeutics .....	337
Department of Diagnostic Imaging and Radiation Medicine.....	341
Department of Human Pathology .....	343
<b>Thematic Units:</b>	
Anatomic Pathology.....	345
Clinical Chemistry .....	345
Haematology and Blood Transfusion .....	345
Immunology .....	346
Department of Medical Microbiology .....	346
Department of Obstetrics and Gynaecology .....	346
Department of Ophthalmology .....	347
Department of Orthopaedic Surgery.....	348
Department of Paediatrics and Child Health.....	348
Department of Psychiatry.....	350
Department of Surgery.....	351
Department of Anaesthesia .....	352
<b>SCHOOL OF PUBLIC HEALTH .....</b>	<b>368</b>
<b>SCHOOL OF NURSING SCIENCES .....</b>	<b>371</b>

<b>SCHOOL OF PHARMACY .....</b>	<b>375</b>
Department of Pharmaceutical Chemistry.....	379
Department of Pharmaceutics and Pharmacy Practice.....	380
Department of Pharmacology and Pharmacognosy.....	381
<b>EAST AFRICAN KIDNEY INSTITUTE .....</b>	<b>384</b>
<b>KENYA AIDS VACCINE INITIATIVE .....</b>	<b>387</b>
<b>INSTITUTE OF CLINICAL RESEARCH.....</b>	<b>387</b>
<b>INSTITUTE OF TROPICAL AND INFECTIOUS DISEASES.....</b>	<b>388</b>
<b>VI] COLLEGE OF HUMANITIES AND SOCIAL SCIENCES .....</b>	<b>392</b>
<b>FACULTY OF ARTS .....</b>	<b>393</b>
Department of Library and Information Science .....	395
Department of Geography and Environmental Studies .....	399
Department of History and Archaeology.....	400
<b>KENYA UTALII COLLEGE .....</b>	<b>401</b>
Department of Linguistics and Languages.....	403
Department of Communication Skills and Studies .....	406
Department of Kiswahili .....	406
Department of Literature .....	408
<b>SUB-DEPARTMENT OF FRENCH .....</b>	<b>412</b>
Department of Philosophy and Religious Studies .....	413
Department of Political Science and Public Administration .....	415
Department of Psychology .....	420
Department of Sociology and Social Work .....	425

<b>CONFUCIUS INSTITUTE AT UNIVERSITY OF NAIROBI .....</b>	<b>427</b>
<b>SCHOOL OF BUSINESS .....</b>	<b>431</b>
Department of Finance and Accounting.....	437
Department of Business Administration .....	437
Department of Management Science .....	438
<b>SCHOOL OF ECONOMICS .....</b>	<b>439</b>
<b>SCHOOL OF JOURNALISM AND MASS COMMUNICATION .....</b>	<b>441</b>
<b>SCHOOL OF LAW .....</b>	<b>448</b>
Department of Commercial Law .....	450
Department of Private Law .....	451
Department of Public Law .....	451
<b>CENTRE FOR ADVANCED STUDIES IN ENVIRONMENTAL LAW AND POLICY .....</b>	<b>453</b>
<b>INSTITUTE OF ANTHROPOLOGY, GENDER AND AFRICAN STUDIES .....</b>	<b>457</b>
<b>INSTITUTE FOR DEVELOPMENT STUDIES.....</b>	<b>461</b>
<b>INSTITUTE OF DIPLOMACY AND INTERNATIONAL STUDIES .....</b>	<b>463</b>
<b>POPULATION STUDIES AND RESEARCH INSTITUTE .....</b>	<b>466</b>
<b>AFRICAN WOMEN’S STUDIES CENTRE .....</b>	<b>468</b>
<b>CENTRE FOR TRANSLATION AND INTERPRETATION .....</b>	<b>471</b>

<b>VII] OPEN, DISTANCE AND E-LEARNING CAMPUS.....</b>	<b>474</b>
<b>SCHOOL OF OPEN AND DISTANCE LEARNING.....</b>	<b>475</b>
Department of Educational Programmes.....	475
Department of Open Learning Programmes .....	475
Department of Distance Studies .....	477
Department of Extra-Mural Studies .....	479
<b>11] UNIVERSITY LIBRARY AND INFORMATION SERVICES .....</b>	<b>483</b>
<b>12] ADVANCEMENT OFFICES .....</b>	<b>487</b>
<b>13] REGULATIONS GOVERNING THE CONDUCT OF RESEARCH..</b>	<b>487</b>
<b>14] UNIVERSITY OF NAIROBI ALUMNI ASSOCIATION .....</b>	<b>492</b>
<b>[15 CAREER SERVICES.....</b>	<b>493</b>
<b>16] OFFICIAL UNIVERSITY PRIZES .....</b>	<b>494</b>
<b>[17 CONDUCT AND DISCIPLINE OF STUDENTS .....</b>	<b>503</b>
<b>18] APPENDIX/DECLARATION .....</b>	<b>508</b>

# ALMANAC 2020/2021

July, 2020		
DATE/TIME	FUNCTION	VENUE
<b>1 Wednesday</b>		
7.30 a.m.	University Executive Board (UEB)	Council Chamber
8.00 a.m.	College Academic Board (CAE)	INST. Conference Room
9.00 a.m.	Examiner's Board, CASELAP	CASELAP - Boardroom
9.00 a.m.	Board of Examiners, School of Engineering	INST - Conference Room
9.00 a.m.	Board, School of Pharmacy	School of Pharmacy, Boardroom
9.00 a.m.	Board, CASELAP	CASELAP - Boardroom
9.30 a.m.	Board, School of Education	Q.C. (CEES)
9.30 a.m.	Board, School of Biological Sciences	Seminar Room, Chiromo
2.00 p.m.	College Management Board (CAE)	Principal's Committee Rm
2.00 p.m.	Academic Staff Meeting (SCI)	SCI Boardroom, Chiromo
2.15 p.m.	Faculty Board of Veterinary Medicine	Large Pathology Lecture Theatre
2.30 p.m.	Board, School of Law	Parklands Campus Boardroom
<b>2 Thursday</b>		
7.30 a.m.	Tender Committee	Council Chamber
9.00 a.m.	Board of UNITID	UNITID Boardroom
9.30 a.m.	Board of Examiners, School of Continuing & Distance Education	College Boardroom (CEES)
9.30 a.m.	CIPL Board Management	Council Chamber
9.30 a.m.	Board, School of Economics	GW 203
10.00 a.m.	Board of Examiners, School of Journalism & Mass Communication	College Boardroom

11.00 a.m.	Board, School of Computing and Informatics	SCI Board Room
2.30 p.m.	College Academic Board (CHSS)	College Boardroom (CHSS)
2.30 p.m.	Faculty Board of Arts	College Boardroom
<b>3 Friday</b>		
2.30 p.m.	Academic Board (CEBIB)	Seminar Room
<b>4 Saturday</b>		
<b>5 Sunday</b>		
<b>6 Monday</b>		
9.00 a.m.	Board, School of Nursing Sciences	School of Nursing Sciences
9.00 a.m.	Board of Examiners, School of Public Health	School of Public Health Boardroom
9.30 a.m.	Management Board, School of Continuing and Distance Education	Dean's Boardroom
10.00 a.m.	Academic Board, School of Physical Sciences	School of Physical Sciences Boardroom
<b>7 Tuesday</b>		
9.30 a.m.	Restructuring Committee - School of Economics	Director's Office
2.30 p.m.	Academic Board, School of Maths	Seminar Room, Chiromo
<b>8 Wednesday</b>		
9.00 a.m.	Academic Staff Meeting, School of Public Health	School of Public Health Boardroom
11.00 a.m.	Research Committee Meeting (SCI)	SCI Boardroom, Chiromo
<b>9 Thursday</b>		
7.30 a.m.	DEVELOPMENT PLANNING AND ESTABLISHMENT COMMITTEE	Council Chamber

8.30 a.m.	Board of Examiners Meeting (IDIS)	IDIS Conference Room
9.30 a.m.	Board of the Centre for Open and Distance Learning	Q.C. (CEES)
<b>10 Friday</b>		
10.00 a.m.	Board of Examiners, Agriculture	Dean's Boardroom
2.30 p.m.	Board, School of Dental Sciences	Boardroom, Dental School
2.30 p.m.	Management Board, School of Mathematics	Seminar Rm 135, Chiromo
<b>11 Saturday</b>		
<b>12 Sunday</b>		
<b>13 Monday</b>		
9.00 a.m.	Board, School of Education	QC (CEES)
11.00 a.m.	Management Board, School of Physical Sciences	Deans Office
<b>14 Tuesday</b>		
8.00 a.m.	School of Medicine, School Board	SOM Boardroom
9.30 a.m.	Management Board (CEBIB)	Seminar Room
<b>15 Wednesday</b>		
9.00 a.m.	College Academic Board (CAVS)	College Boardroom
<b>16 Thursday</b>		
7.30 a.m.	Tender Committee	Council Chamber
9.30 a.m.	Board, School of Biological Sciences	Seminar Room, Chiromo
9.30 a.m.	Management Board Meeting	Seminar Room
9.30 a.m.	Academic Board (CEBIB)	Seminar Room
2.00 p.m.	Board of Examiners, School of The Built Environment	Room 313, ADD Building
<b>17 Friday</b>		
<b>18 Saturday</b>		
<b>19 Sunday</b>		
<b>20 Monday</b>		
<b>21 Tuesday</b>		

<b>22 Wednesday</b>		
2.00 p.m.	Board School of The Art & Design	Directors Office
<b>23 Thursday</b>		
8.00 a.m.	Board of Postgraduate Studies	Council Committee Room
9.00 a.m.	Faculty Meeting (IDS)	IDS Boardroom
<b>24 Friday</b>		
<b>25 Saturday</b>		
<b>26 Sunday</b>		
<b>27 Monday</b>		
<b>28 Tuesday</b>		
<b>29 Wednesday</b>		
<b>30 Thursday</b>		
<b>31 Friday</b>		

## AUGUST, 2020

DATE/TIME	FUNCTION	VENUE
<b>1 Saturday</b>		
<b>2 Sunday</b>		
<b>3 Monday</b>		
9.00 a.m.	Board, School of Education	Q.C. (CEES)
9.30 a.m.	Management Board, School of Continuing & Distance Education	Dean's Boardroom
2.30 p.m.	College Management Board (CAVS)	College Boardroom
2.30 p.m.	College Academic Board (CBPS)	School of Physical Sciences Boardroom
<b>4 Tuesday</b>		
9.30 a.m.	Deans Committee	Council Chamber
<b>5 Wednesday</b>		
7.30 a.m.	University Executive Board (UEB)	Council Chamber
8.00 a.m.	School of Medicine, Management Board	SOM Boardroom

10.00 a.m.	Board, School of Business	SOB B/room, Lower Kabete
10.00 a.m.	Board of Examiners, School of Journalism & Mass Communication	Council Chamber
2.00 p.m.	College Management Board (CAE)	Principal's Committee Rm
<b>6 Thursday</b>		
7.30 a.m.	Tender Committee	Council Chamber
9.30 a.m.	Board of the Centre for Open and Distance Learning	Q.C. (CEES)
<b>7 Friday</b>		
2.30 p.m.	Board, School of Dental Sciences	Boardroom, Dental School
<b>8 Saturday</b>		
<b>9 Sunday</b>		
<b>10 Monday</b>		
<b>11 Tuesday</b>		
9.30 a.m.	Academic Board, School of Maths	Seminar Rm 135, Chiromo
<b>12 Wednesday</b>		
7.30 a.m.	SENATE	Council Chamber
9.30 a.m.	Academic Board (CHS)	CHS Boardroom, Chiromo
2.00 p.m.	Board School of The Art & Design	Directors Office
<b>13 Thursday</b>		
7.30 a.m.	INFRASTRUCTURE AND DEVELOPMENT	Council Chamber
9.00 a.m.	Board of Examiners' Meeting (IDS)	IDS Boardroom
9.30 a.m.	Management Board Meeting	Seminar Room
<b>14 Friday</b>		
9.30 a.m.	Management Board, School of Mathematics	Seminar Rm 135, Chiromo
2.00 p.m.	Board of Examiners, School of The Built Environment	Room 313, ADD Building

<b>15 Saturday</b>		
<b>16 Sunday</b>		
<b>17 Monday</b>		
9.00 a.m.	Examiner's Board, CASELAP	CASELAP - Boardroom
11.00 a.m.	Management Board, School of Physical Sciences	Deans Office
<b>18 Tuesday</b>		
<b>19 Wednesday</b>		
7.30 a.m.	STATUTES COMMITTEE	Council Chamber
<b>20 Thursday</b>		
7.30 a.m.	AUDIT COMMITTEE	Council Chamber
9.00 a.m.	Faculty Meeting (IDS)	IDS Boardroom
<b>21 Friday</b>		
<b>22 Saturday</b>		
<b>23 Sunday</b>		
<b>24 Monday</b>		
<b>25 Tuesday</b>		
<b>26 Wednesday</b>		
<b>27 Thursday</b>		
8.00 a.m.	Board of Postgraduate Studies	Council Committee Room
<b>28 Friday</b>		
<b>29 Saturday</b>		
<b>30 Sunday</b>		
<b>31 Monday</b>		

## SEPTEMBER, 2020

DATE/TIME	FUNCTION	VENUE
<b>1 Tuesday</b>		
9.00 a.m.	Board, School of Nursing Sciences	School of Nursing Sciences Boardroom
9.00 a.m.	Board of Examiners, School of Public Health	School of Public Health Boardroom

9.30 a.m.	Board, School of Education	Principal's Boardroom (CEES)
9.30 a.m.	College Academic Board (CEES)	Principal's Boardroom (CEES)
<b>2 Wednesday</b>		
8.00 a.m.	College Academic Board (CAE)	INST. Conference Room
9.30 a.m.	Management Board (CEBIB)	Seminar Room - Chiromo
9.30 a.m.	Board, School of Education	Q.C. (CEES)
12.00 noon	Management Board, Faculty of Arts	Dean's Office/Boardroom
2.00 p.m.	Academic Staff Meeting (SCI)	SCI Boardroom, Chiromo
2.00 p.m.	College Management Board (CAE)	Principal's Committee Rm
<b>3 Thursday</b>		
9.30 a.m.	Board, Centre for Open and Distance Learning	Q.C. (CEES)
<b>4 Friday</b>		
2.30 p.m.	Board, School of Dental Sciences	Boardroom, Dental School
<b>5 Saturday</b>		
<b>6 Sunday</b>		
<b>7 Monday</b>		
7.30 a.m.	University Executive Board (UEB)	Council Chamber
9.00 a.m.	Management Board, College of Continuing and Distance Education	College Boardroom
9.30 a.m.	Management Board Meeting (SCDE)	Dean's Boardroom, Kikuyu
2.30 p.m.	Academic Board (CAVS)	College Boardroom
<b>8 Tuesday</b>		
9.30 a.m.	Academic Board, School of Maths	Seminar Rm 135, Chiromo
9.30 a.m.	Deans Committee	Council Chamber
<b>9 Wednesday</b>		
9.00 a.m.	Board, School of Public Health	School of Public Health Boardroom

<b>10 Thursday</b>		
7.30 a.m.	Tender Committee	Council Chamber
9.00 a.m.	Board of Examiners, School of Pharmacy	School of Pharmacy, Boardroom
9.30 a.m.	CIPL Board Management	Council Committee Room
9.30 a.m.	Board, School of Economics	GW 203
9.30 a.m.	IAGAS Board	IAGAS - Museum Hill
9.30 a.m.	Board of the Centre for Open and Distance Learning	Q.C. (CEES)
9.30 a.m.	Board, School of Continuing and Distance Education	College Boardroom (CEES)
10.00 a.m.	Faculty Board of Agriculture	Upper Kabete Campus
10.00 a.m.	Board of Examiners, School of Journalism & Mass Communication	Council Chamber
2.30 p.m.	Board, School of The Built Environment	Room 313, ADD Building
2.30 p.m.	Management Board, School of Mathematics	Seminar Rm 135, Chiromo
<b>11 Friday</b>		
7.00 a.m.	61st Graduation Ceremony	Chancellor's Court
<b>12 Saturday</b>		
<b>13 Sunday</b>		
<b>14 Monday</b>		
9.30 a.m.	Board of Examiners, School of Pharmacy	School of Pharmacy, Boardroom
<b>15 Tuesday</b>		
8.00 a.m.	School of Medicine, Board	SOM Boardroom
2.30 p.m.	Management Board (CEBIB)	Seminar Room - Chiromo
<b>16 Wednesday</b>		
7.30 a.m.	SENATE	Council Chamber
9.00 a.m.	Academic Board, CASELAP	CASELAP - Boardroom
9.00 a.m.	Academic Staff Meeting, School of Public Health	School of Public Health Boardroom

<b>17 Thursday</b>		
<b>18 Friday</b>		
2.00 p.m.	Board of Examiners, School of The Built Environment	Room 313, ADD Building
<b>19 Saturday</b>		
<b>20 Sunday</b>		
<b>21 Monday</b>		
11.00 a.m.	Management Board, School of Physical Sciences	Deans Office
<b>22 Tuesday</b>		
<b>23 Wednesday</b>		
9.30 a.m.	Board School of The Art & Design	Directors Office
<b>24 Thursday</b>		
8.00 a.m.	Board of Postgraduate Studies	Council Committee Room
9.00 a.m.	Faculty Meeting (IDS)	IDS Boardroom
<b>25 Friday</b>	<b>Nairobi International Trade Fair</b>	<b>Jamhuri Park</b>
<b>26 Saturday</b>		
<b>27 Sunday</b>		
<b>28 Monday</b>		
<b>29 Tuesday</b>		
<b>30 Monday</b>		

## OCTOBER, 2020

DATE/TIME	FUNCTION	VENUE
<b>1 Thursday</b>		
7.30 a.m.	Tender Committee	Council Chamber
9.00 a.m.	Board of UNITID	UNITID Boardroom
9.00 a.m.	Academic Board, School of Public Health	School of Public Health Boardroom
9.00 a.m.	College Academic Board (CAVS)	College Boardroom
9.30 a.m.	Board, School of Education	Q.C. (CEES)
10.00 a.m.	Business School Board of Examiners	SOB B/Rm, Lower Kabete

11.00 a.m.	Board, School of Computing and Informatics	SCI Board Room
2.30 p.m.	School Board of Engineering	INS. Conference Room
2.30 p.m.	Board, School of The Built Environment	Room 313, ADD Building
<b>2 Friday</b>		
8.30 a.m.	Board of Examiners Meeting (IDIS)	IDIS Conference Room
9.30 a.m.	Academic Board (CEBIB)	Seminar Room
9.30 a.m.	Board, School of Biological Sciences	Seminar Room - Chiromo
2.30 p.m.	Board, School of Law	Parklands Campus
2.30 p.m.	College Management Board (CAVS)	College Boardroom
2.30 p.m.	IAGAS Board	IAGAS - Museum Hill
2.30 p.m.	Board, Centre for Open and Distance Learning	Q.C. (CEES)
2.30 p.m.	Faculty Board of Arts	Council Chamber
<b>3 Saturday</b>		
<b>4 Sunday</b>		
<b>5 Monday</b>		
9.30 a.m.	Management Board, School of Continuing and Distance Education	Dean's Boardroom
<b>6 Tuesday</b>		
9.30 a.m.	Deans Committee	Council Chamber
9.30 a.m.	Board, School of Continuing and Distance Education	College Boardroom (CEES)
<b>7 Wednesday</b>		
7.30 a.m.	University Executive Board (UEB)	Council Chamber
8.00 a.m.	College Academic Board (CAE)	INST. Conference Room
9.30 a.m.	Board, School of Economics	GW 203
2.00 p.m.	College Management Board (CAE)	Principal's Committee Room
2.00 a.m.	Academic Board, School of Physical Sciences	School of Physical Sciences Boardroom

2.15 p.m.	Faculty Board of Veterinary Medicine	Upper Kabete Campus
2.30 p.m.	Board of Common Undergraduate Courses	Council Chamber
9.00 a.m.	College of Academic Board	CHSS Boardroom
11.00 a.m.	Research Committee Meeting (SCI)	SCI Boardroom, Chiromo
<b>8 Thursday</b>		
9.30 a.m.	Board of the Centre for Open and Distance Learning	Q.C. (CEES)
<b>9 Friday</b>		
10.00 a.m.	Partnering with SOS Village on Vocational Training	Nairobi, SOS Village
2.30 p.m.	Board, School of Dental Sciences	Boardroom, Dental School
2.30 p.m.	Management Board, School of Mathematics	Seminar Rm 135, Chiromo
<b>10 Saturday</b>		
<b>11 Sunday</b>		
<b>12 Monday</b>		
<b>13 Tuesday</b>		
2.00 p.m.	Board of Examiners, School of The Built Environment	Room 313, ADD Building
<b>14 Wednesday</b>		
7.30 a.m.	SENATE	Council Chamber
9.30 a.m.	Academic Board, School of Maths	Seminar Rm 135, Chiromo
<b>15 Thursday</b>		
9.30 a.m.	CIPL Board Management Board, School of The Built Environment	Council Committee Room
2.30 p.m.		Room 313, ADD Building
6.00 p.m.	Launch of Executive MBA Programmes	UoN Towers
<b>16 Friday</b>		

<b>17 Saturday</b>		
<b>18 Sunday</b>		
<b>MASHUJAA DAY</b>		
<b>19 Monday</b>		
9.00 a.m.	Examiner's Board, CASELAP	CASELAP - Boardroom
9.00 a.m.	Board, School of Education	QC (CEES)
11.00 a.m.	Management Board, School of Physical Sciences	Deans Office
<b>20 Tuesday</b>		
8.00 a.m.	School of Medicine, Board	SOM Boardroom
<b>21 Wednesday</b>		
9.30 a.m.	Board School of The Art & Design	Directors Office
<b>22 Thursday</b>		
8.00 a.m.	Board of Postgraduate Studies	Council Committee Room
9.00 a.m.	Faculty Meeting (IDS)	IDS Boardroom
<b>23 Friday</b>		
<b>24 Saturday</b>		
<b>25 Sunday</b>		
<b>26 Monday</b>		
<b>27 Tuesday</b>		
<b>28 Wednesday</b>		
<b>29 Thursday</b>		
<b>30 Friday</b>		
<b>31 Saturday</b>		
<b>NOVEMBER, 2020</b>		
<b>DATE/TIME</b>	<b>FUNCTION</b>	<b>VENUE</b>
<b>1 Sunday</b>		
<b>2 Monday</b>		
9.30 a.m.	Board, Centre for Open and Distance Learning	Q.C. (CEES)
2.30 p.m.	Management Board Meeting (CEBIB)	Seminar Room



<b>3 Tuesday</b>		
<b>4 Wednesday</b>		
<b>5 Thursday</b>		
<b>6 Friday</b>		
7.30 a.m.	Tender Committee	Council Chamber
9.30 a.m.	Board, School of Economics	GW 203
9.30 a.m.	Board, School of Education	QC (CEES)
10.00 a.m.	Board, School of Business	SOB B/room, Lower Kabete
11.00 a.m.	Board, School of Computing and Informatics	SCI Board Room
2.00 p.m.	Board, School of Engineering	INST - Conference Room
<b>7 Saturday</b>		
<b>8 Sunday</b>		
<b>9 Monday</b>		
2.30 p.m.	Management Board, School of Continuing and Distance Education	SCI Boardroom
<b>10 Tuesday</b>		
9.00 a.m.	Board of Examiners, School of Public Health	School of Public Health Boardroom
9.30 a.m.	Deans Committee	Council Chamber
9.30 a.m.	Board, School of Continuing and Distance Education	Dean's Boardroom
<b>11 Wednesday</b>		
7.30 a.m.	University Executive Board (UEB)	Council Chamber
8.00 a.m.	College Academic Board (CAE)	INST. Conference Room
9.00 a.m.	Board, School of Nursing Sciences	School of Nursing Sciences Boardroom
2.30 p.m.	Distinguished Lecture	Taifa Hall
2.30 p.m.	Academic Board (CEBIB)	Seminar Room
9.00 a.m.	Academic Board, CASELAP	CASELAP - Boardroom

<b>12 Thursday</b>		
9.00 a.m.	College of Academic Board	CHSS Boardroom
9.30 a.m.	Board of the Centre for Open and Distance Learning	Q.C. (CEES)
2.00 p.m.	College Management Board (CAE)	Principal's Committee Rm
2.30 p.m.	Board, School of The Built Environment	Room 313, ADD Building
<b>13 Friday</b>		
9.00 a.m.	Board of Examiners, School of Pharmacy	School of Pharmacy, Boardroom
2.00 a.m.	Academic Board, School of Physical Sciences	School of Physical Sciences Boardroom
2.30 p.m.	Board, School of Dental Sciences	Boardroom, Dental School
2.30 p.m.	Management Board, School of Mathematics	Seminar Rm 135, Chiromo
<b>14 Saturday</b>		
<b>15 Sunday</b>		
<b>16 Monday</b>		
9.00 a.m.	Board of Examiners, School of Continuing and distance Education	College Boardroom
<b>17 Tuesday</b>		
9.00 a.m.	Academic Staff Meeting, School of Public Health	School of Public Health Boardroom
2.00 p.m.	Board of Examiners, School of The Built Environment	Room 313, ADD Building
<b>18 Wednesday</b>		
7.30 a.m.	SENATE	Council Chamber
9.30 a.m.	Academic Board, School of Maths	Seminar Rm 135, Chiromo
<b>19 Thursday</b>		
7.30 a.m.	INFRASTRUCTURE AND DEVELOPMENT	Council Chamber

<b>20 Friday</b>		
9.30 a.m.	Board, School of Biological Sciences	Seminar Room
2.30 p.m.	College Management Board (CAVS)	College Boardroom
<b>21 Saturday</b>		
<b>22 Sunday</b>		
<b>23 Monday</b>		
11.00 a.m.	Management Board, School of Physical Sciences	Deans Office
<b>24 Tuesday</b>		
8.00 a.m.	School of Medicine, Board	SOM Boardroom
9.00 a.m.	College of Academic Board	CHSS Boardroom
<b>25 Wednesday</b>		
7.30 a.m.	STATUTES COMMITTEE	Council Chamber
<b>26 Thursday</b>		
7.30 a.m.	AUDIT COMMITTEE	Council Chamber
8.00 a.m.	Board of Postgraduate Studies	Council Committee Room
9.00 a.m.	Faculty Meeting (IDS)	IDS Boardroom
10.00 a.m.	Board of Examiners, School of Journalism & Mass Communication	Council Chamber
<b>27 Friday</b>		
<b>28 Saturday</b>		
<b>29 Sunday</b>		
<b>30 Monday</b>		

## DECEMBER, 2020

DATE/TIME	FUNCTION	VENUE
<b>1 Tuesday</b>		
<b>2 Wednesday</b>		
7.30 a.m.	University Executive Board (UEB)	Council Chamber
9.30 a.m.	Board School of The Arts & Design	Directors Office

10.00 a.m.	Board of Examiners, School of Journalism & Mass Communication	Council Chamber
2.30 p.m.	Management Board (CEBIB)	Seminar Room
<b>3 Thursday</b>		
8.00 a.m.	School of Medicine, Management Board	SOM Boardroom
9.00 a.m.	Academic Board, School of Public Health	School of Public Health Boardroom
9.00 a.m.	College Academic Board (CAVS)	College Boardroom
6.00 p.m.	7th National Leadership Forum	Chandaria Auditorium, UoN Towers
<b>4 Friday</b>		
7.00 a.m.	60th Graduation Ceremony	Chancellor's Court
8.00 a.m.	Worlds AIDS Day Commemoration	
2.30 p.m.	Board, School of Dental Sciences	Boardroom, Dental School
<b>5 Saturday</b>		
<b>6 Sunday</b>		
<b>7 Monday</b>		
9.00 a.m.	Academic Board, CASELAP	CASELAP - Boardroom
9.30 a.m.	Management Board, School of Continuing and Distance Education	Dean's Boardroom
11.00 a.m.	Management Board, School of Physical Sciences	Deans Office
<b>8 Tuesday</b>		
9.30 a.m.	Deans Committee	Council Chamber
<b>9 Wednesday</b>		
7.30 a.m.	SENATE	Council Chamber
<b>10 Thursday</b>	<b>JAMHURI DAY</b>	
<b>11 Friday</b>		
<b>12 Saturday</b>		
<b>13 Sunday</b>		

<b>14 Monday</b>		
<b>15 Tuesday</b>		
2.00 p.m.	Board of Examiners, School of The Built Environment	Room 313, ADD Building
<b>16 Wednesday</b>		
8.00 a.m.	College Academic Board (CAE)	INST. Conference Room
9.00 a.m.	Board, CASELAP Cleaning Exercise by Geography Student	CASELAP - Boardroom Nairobi National Park
<b>17 Thursday</b>		
7.30 a.m.	Tender Committee	Council Chamber
8.00 a.m.	Board of Postgraduate Studies	Council Committee Room
9.00 a.m.	Faculty Meeting (IDS)	IDS Boardroom
9.30 a.m.	Board of the Centre for Open and Distance Learning	Q.C. (CEES)
<b>18 Friday</b>	<b>62nd Graduation Ceremony</b>	<b>Chancellor's Court</b>
<b>19 Saturday</b>		
<b>20 Sunday</b>		
<b>21 Monday</b>		
<b>22 Tuesday</b>		
<b>23 Wednesday</b>	<b>CHRISTMAS DAY</b>	
<b>24 Thursday</b>	<b>BOXING DAY</b>	
<b>25 Friday</b>		
<b>26 Saturday</b>		
<b>27 Sunday</b>		
<b>28 Monday</b>		
<b>29 Tuesday</b>		
<b>30 Wednesday</b>		
<b>31 Thursday</b>	<b>END OF YEAR</b>	

## JANUARY, 2021

DATE/TIME	FUNCTION	VENUE
<b>1 Friday</b>	<b>NEW YEAR</b>	
<b>2 Saturday</b>		
<b>3 Sunday</b>		
<b>4 Monday</b>		
9.30 a.m.	Management Board, School of Continuing & Distance Education	Dean's Boardroom
<b>5 Tuesday</b>		
8.30 a.m.	Board of Examiners Meeting (IDIS)	IDIS Conference Room
9.30 a.m.	Deans Committee	Council Chamber
2.30 p.m.	College Academic Board (CEES)	College Boardroom (CEES)
<b>6 Wednesday</b>		
7.30 a.m.	University Executive Board (UEB)	Council Chamber
9.00 a.m.	Examiner's Board, CASELAP	CASELAP - Boardroom
9.30 a.m.	Academic, Board - School of Maths	Seminar Rm 135, Chiromo
9.30 a.m.	Board, School of Economics	GW 203
9.30 a.m.	Board, School of Continuing and Distance Education	College Boardroom (CEES)
9.30 a.m.	Management Board (CHS)	CHS Board Room
9.30 a.m.	Management Board (CEBIB)	Seminar Room
2.00 p.m.	College Management Board (CAE)	Principal's Committee Rm
2.30 p.m.	Board of Common Undergraduate Courses	Council Chamber
<b>7 Thursday</b>		
7.30 a.m.	Tender Committee	Council Chamber
7.30 a.m.	Tender Committee	Council Chamber
9.00 a.m.	Board of UNITID	UNITID Boardroom
9.30 a.m.	Board, School of Education	QC (CEES)
9.30 a.m.	Board of Management (CIPL)	Council Committee Room

10.00 a.m.	Faculty Board of Agriculture	Upper Kabete Campus
2.30 p.m.	Board of Examiners, School of Pharmacy	School of Pharmacy, Boardroom
2.30 p.m.	Board, School of Law	Dean's Boardroom
2.30 p.m.	Board, School of The Arts & Design	Director's Office
2.30 p.m.	Board, School of Business	SOB B/room, Lower Kabete
<b>8 Friday</b>		
2.30 p.m.	Board, School of Dental Sciences	Boardroom, Dental School
2.30 p.m.	Management Board, School of Mathematics	Seminar Rm 135, Chiromo
<b>9 Saturday</b>		
<b>10 Sunday</b>		
<b>11 Monday</b>		
9.30 a.m.	Board of Examiners, School of Pharmacy	School of Pharmacy, Boardroom
<b>12 Tuesday</b>		
<b>13 Wednesday</b>		
7.30 a.m.	SENATE	Council Chamber
8.00 a.m.	School of Medicine, Management Board	SOM Boardroom
9.00 a.m.	Academic Board (CASELAP)	CASELAP - Boardroom
2.00 p.m.	Academic Staff Meeting (SCI)	SCI Boardroom, Chiromo
2.00. p.m.	Board, School of Engineering	INST - Conference Room
<b>14 Thursday</b>		
<b>15 Friday</b>		
<b>16 Saturday</b>		
<b>17 Sunday</b>		
<b>18 Monday</b>		

11.00 a.m.	Management Board, School of Physical Sciences	Deans Office
2.30 p.m.	Academic Board (CEBIB)	Seminar Room - Chiromo
<b>19 Tuesday</b>		
<b>20 Wednesday</b>		
11.00 a.m.	Research Committee Meeting (SCI)	SCI Boardroom, Chiromo
<b>21 Thursday</b>		
8.00 a.m.	Graduate School	Council Committee Room
9.00 a.m.	Faculty Meeting (IDS)	IDS Boardroom
<b>22 Friday</b>		
9.00 a.m.	Faculty of Agricultural Extension Services	Kiambu County
<b>23 Saturday</b>		
<b>24 Sunday</b>		
<b>25 Monday</b>		
<b>26 Tuesday</b>		
<b>27 Wednesday</b>		
<b>28 Thursday</b>		
<b>29 Friday</b>		
<b>30 Saturday</b>		
<b>31 Sunday</b>		
<b>FEBRUARY, 2021</b>		
<b>DATE/TIME</b>	<b>FUNCTION</b>	<b>VENUE</b>
<b>1 Monday</b>		
2.30 p.m.	Management Board, School of Continuing & Distance Education	Dean's Boardroom
<b>2 Tuesday</b>		
8.00 a.m.	School of Medicine, Board	SOM Boardroom
9.30 a.m.	Board, School of Nursing Sciences	School of Nursing Sciences Boardroom
9.30 a.m.	Board, School of Education	Q.C. (CEES)

2.30 p.m.	IAGAS, Board	IAGAS, Museum Hill
2.30 p.m.	College Management Board (CHS)	School of Medicine Boardroom
<b>3 Wednesday</b>		
7.30 a.m.	University Executive Board (UEB)	Council Chamber
8.00 a.m.	College Academic Board (CAE)	INST. Conference Room
9.30 a.m.	Management Board (CEBIB)	Seminar Room, Chiromo
2.30 p.m.	Board of Common Undergraduate Courses	Council Chamber
2.30 p.m.	College Management Board (CAE)	Principal's Committee Rm
2.00 p.m.	College Management Board (CAE)	Principal's Committee Rm
<b>4 Thursday</b>		
7.30 a.m.	Tender Committee	Council Chamber
9.30 a.m.	Board, School of Economics	GW 203
9.30 a.m.	DEVELOPMENT PLANNING & ESTABLISHMENT COMMITTEE	Council Chamber
9.30 a.m.	Board, School of Education	Q.C. (CEES)
2.30 p.m.	College Academic Board (CEES)	College Boardroom (CEES)
2.30 p.m.	Board, School of Law	Prof. Boardroom
<b>5 Friday</b>		
2.00 p.m.	Academic Board, School of Physical Sciences	School of Physical Sciences Boardroom
2.30 p.m.	Board, School of Computing and Informatics	SCI Boardroom, Chiromo
2.30 p.m.	College Academic Board (CHSS)	College Boardroom
2.30 p.m.	Academic Board (CEBIB)	Seminar Room, Chiromo
2.30 p.m.	Board, Centre for Open and Distance Learning	QC (CEES)
2.30 p.m.	Management Board (CEBIB)	Seminar Room, Chiromo
2.30 p.m.	Board, School of Mathematics Management	Seminar Rm 135, Chiromo

2.30 p.m.	School of Dental Sciences Students Clinic	Dental School
<b>6 Saturday</b>		
<b>7 Sunday</b>		
<b>8 Monday</b>		
<b>9 Tuesday</b>		
9.30 a.m.	Deans Committee	Council Chamber
9.30 a.m.	Board, School of Journalism & Mass Communication	Council Chamber
<b>10 Wednesday</b>		
7.30 a.m.	Meeting Technical Committee on Nyandarua University College	ATC, Oljorrok
9.30 a.m.	Academic Board, School of Maths	Seminar Rm 135, Chiromo
<b>11 Thursday</b>		
7.30 a.m.	INFRASTRUCTURE AND DEVELOPMENT	Council Chamber
9.30 a.m.	Board School of Biological Sciences	Seminar Room, Chiromo
2.30 p.m.	Board, School of The Built Environment	Room 313, ADD Building
<b>12 Friday</b>		
9.00 a.m.	Board, School of Medicine	School Boardroom
9.30 a.m.	Board of Management (CIPL)	Council Committee Room
9.30 a.m.	College Academic Board (CEES)	College Boardroom (CEES)
2.30 p.m.	College Management Board (CAE)	Principal's Boardroom
<b>13 Saturday</b>		
<b>14 Sunday</b>		
<b>15 Monday</b>		
11.00 a.m.	Management Board, School of Physical Sciences	Deans Office
<b>16 Tuesday</b>		

8.00 a.m.	School of Medicine, Expanded Management Board	SOM Boardroom
<b>17 Wednesday</b>		
7.30 a.m.	SENATE	Council Chamber
7.30 a.m.	STATUTES COMMITTEE	Council Chamber
<b>18 Thursday</b>		
7.30 a.m.	AUDIT COMMITTEE	Council Chamber
8.00 a.m.	Graduate School	Council Committee Room
9.00 a.m.	Faculty Meeting (IDS)	IDS Boardroom
<b>19 Friday</b>		
<b>20 Saturday</b>		
<b>21 Sunday</b>		
<b>22 Monday</b>		
<b>23 Tuesday</b>		
<b>24 Wednesday</b>		
<b>25 Thursday</b>		
<b>26 Friday</b>		
<b>27 Saturday</b>		
<b>28 Sunday</b>		

## MARCH, 2021

DATE/TIME	FUNCTION	VENUE
<b>1 Monday</b>		
8.00 a.m.	Nairobi Innovation Week 2019	Chancellor's Court CCU Conference Rm
<b>2 Tuesday</b>		
8.00 a.m.	Nairobi Innovation Week 2019	Chancellor's Court CCU Conference Rm
<b>3 Wednesday</b>		

8.00 a.m.	Nairobi Innovation Week 2019	Chancellor's Court CCU Conference Rm
2.00 p.m.	Academic Staff Meeting (SCI)	SCI Boardroom, Chiromo
<b>4 Thursday</b>		
8.00 a.m.	Nairobi Innovation Week 2019	Chancellor's Court CCU Conference Rm
<b>5 Friday</b>		
8.00 a.m.	Nairobi Innovation Week 2019	Chancellor's Court CCU Conference Rm
10.00 a.m.	Board, Faculty of Agriculture	Dean's Boardroom
<b>6 Saturday</b>		
<b>7 Sunday</b>		
<b>8 Monday</b>		
9.00 a.m.	Academic Board, CASELAP	CASELAP - Boardroom
<b>9 Tuesday</b>		
9.00 a.m.	Board of Examiners, School of Engineering	INST - Conference Room
9.30 a.m.	Deans Committee	Council Chamber
9.30 a.m.	Board, School of Continuing and Distance Education	College Boardroom (CEES)
2.30 p.m.	Academic Board (CEBIB)	Seminar Room, Chiromo
<b>10 Wednesday</b>		
9.30 a.m.	Board, School of Mathematics	Seminar Rm 135, Chiromo
<b>11 Thursday</b>		
7.30 a.m.	DEVELOPMENT PLANNING AND ESTABLISHMENT COMMITTEE	Council Chamber
7.30 a.m.	Tender Committee	Council Chamber
9.30 a.m.	College Academic Board (CHS)	CHS Boardroom
<b>12 Friday</b>		

9.30 a.m.	Board, School of Education	Q.C. (CEES)
2.30 p.m.	Board, Centre for Open and Distance Learning	Q.C. (CEES)
2.30 p.m.	Board, School of Journalism and Mass Communication	Council Chamber
2.30 p.m.	Management Board, Sch. of Maths	Seminar Rm 135, Chiromo
<b>13 Saturday</b>		
<b>14 Sunday</b>		
<b>15 Monday</b>		
<b>16 Tuesday</b>		
8.00 a.m.	School of Medicine, Board	SOM Boardroom
2.30 p.m.	College Academic Board (CEES)	College Boardroom
<b>17 Wednesday</b>		
7.30 a.m.	SENATE	Council Chamber
<b>18 Thursday</b>		
<b>19 Friday</b>		
<b>20 Saturday</b>		
<b>21 Sunday</b>		
<b>22 Monday</b>		
11.00 a.m.	Management Board, School of Physical Sciences	Deans Office
<b>23 Tuesday</b>		
<b>24 Wednesday</b>		
<b>25 Thursday</b>		
8.00 a.m.	Graduate School	Council Committee Room
9.00 a.m.	Visit to Kamiti Maximum Prison	Kamiti Prison
<b>26 Friday</b>		
<b>27 Saturday</b>		
<b>28 Sunday</b>		
<b>29 Monday</b>		
<b>30 Tuesday</b>		
<b>31 Wednesday</b>		

**APRIL, 2021**

DATE/TIME	FUNCTION	VENUE
<b>1 Thursday</b>		
7.30 a.m.	Tender Committee	Council Chamber
9.30 a.m.	IAGAS Board	IAGAS , Museum Hill
2.30 p.m.	Board, School of Law	Dean's Boardroom
2.30 p.m.	Board, School of Engineering	INST - Conference Room
<b>2 Friday</b>		
9.00 a.m.	Centre for Open and Distance Learning	Q.C. (CEES)
9.30 a.m.	School of Dental Sciences Research Day	Dental School
12.00 noon	Management Board, Faculty of Arts	Dean's Boardroom
2.30 p.m.	Board, School of Dental Sciences	Boardroom, Dental School
2.30 p.m.	Management Board (CEBIB)	Seminar Room, Chiromo
2.30 p.m.	Faculty Board of Agriculture	Dean's Boardroom
<b>3 Saturday</b>		
<b>4 Sunday</b>		
<b>5 Monday</b>		
2.30 p.m.	Management Board, School of Continuing and Distance Education	Dean's Boardroom
<b>6 Tuesday</b>		
8.00 a.m.	School of Medicine, Management Board	SOM Boardroom
9.00 a.m.	Examiner's Board, CASELAP	CASELAP - Boardroom
9.30 a.m.	Deans Committee	Council Chamber
<b>7 Wednesday</b>		
7.30 a.m.	University Executive Board (UEB)	Council Chamber
8.00 a.m.	College Academic Board (CAE)	INST. Conference Room
9.30 a.m.	Board, School of Nursing Sciences	School of Nursing Sciences, Boardroom

2.00 p.m.	College Management Board (CAE)	Principal's Committee Rm
2.30 p.m.	Board of Common Undergraduate Courses	Council Chamber
2.30 p.m.	College Management Board (CAE)	Principal's Committee Rm
<b>8 Thursday</b>		
9.30 a.m.	Board, School of Continuing and Distance Education	College Boardroom (CEES)
9.30 a.m.	Board, School of Education	Q.C. (CEES)
2.30 p.m.	Board, School of Business	Lower Kabete Campus
<b>9 Friday</b>		
2.30 p.m.	College Academic Board (CAVS)	College Boardroom
2.30 p.m.	Academic Board (CEBIB)	Seminar Room, Chiromo
<b>10 Saturday</b>		
<b>11 Sunday</b>		
<b>12 Monday</b>		
11.00 a.m.	Management Board, School of Physical Sciences	Deans Office
<b>13 Tuesday</b>		
<b>14 Wednesday</b>		
7.30 a.m.	SENATE	Council Chamber
9.30 a.m.	Academic Board, School of Maths	Seminar Rm 135, Chiromo
11.00 a.m.	Research Committee Meeting (SCI)	SCI Boardroom, Chiromo
<b>15 Thursday</b>		
2.30 p.m.	Board, School of Law	Parklands Campus
<b>16 Friday</b>		
<b>GOOD FRIDAY</b>		
<b>17 Saturday</b>		
<b>18 Sunday</b>		
<b>EASTER</b>		
<b>19 Monday</b>		
<b>EASTER MONDAY</b>		
<b>20 Tuesday</b>		
<b>21 Wednesday</b>		
<b>22 Thursday</b>		

8.00 a.m.	6th University of Nairobi Open Day	Great Court
8.00 a.m.	Graduate School	Council Committee Room
9.00 a.m.	Faculty Meeting (IDS)	IDS Boardroom
2.00 p.m.	Examiner's Board (CASELAP)	CASELAP Boardroom
<b>23 Friday</b>		
8.00 a.m.	6th University of Nairobi Open Day	Great Court
2.30 a.m.	Management Board Meeting, School of Mathematics	Seminar Rm 135, Chiromo
<b>24 Saturday</b>		
8.00 a.m.	6th University of Nairobi Open Day	Great Court
<b>25 Sunday</b>		
<b>26 Monday</b>		
<b>27 Tuesday</b>		
<b>28 Wednesday</b>		
<b>29 Thursday</b>		
<b>30 Friday</b>		

## MAY, 2020

DATE/TIME	FUNCTION	VENUE
<b>1 Saturday</b>	<b>LABOUR DAY CELEBRATIONS</b>	
<b>2 Sunday</b>		
<b>3 Monday</b>		
9.30 a.m.	Management Board, School of Continuing and Distance Education	Dean's Boardroom
<b>4 Tuesday</b>		
2.30 p.m.	College Management Board (CEES)	Principal's Committee Rm
<b>5 Wednesday</b>		
9.30 a.m.	Board of Examiners Meeting (IDIS)	IDIS Conference Room
2.00 p.m.	College Management Board (CAE)	Principal's Committee Rm
8.00 a.m.	College Academic Board (CAE)	INST. Conference Room
2.00 p.m.	College Management Board (CAE)	Principal's Committee Rm



<b>6 Thursday</b>		
7.30 a.m.	Tender Committee	Council Chamber
9.00 a.m.	Board, School of Pharmacy	School of Pharmacy, Boardroom
9.30 a.m.	Board, School of Economics	GW 203
9.30 a.m.	College Management Board (CHS)	Principal's B/room (CHS)
9.30 a.m.	Board, School of Education	Q.C. (CEES)
2.30 p.m.	Business School Board of Examiners	Lower Kabete Campus
2.30 p.m.	College Management Board (CHSS)	Principal's Boardroom
2.30 p.m.	Board, School of the Built Environment	Room 313, ADD Building
9.00 a.m.	Board of UNITID	UNITID Boardroom
2.30 p.m.	Board School of The Arts & Design	Director's Office
<b>7 Friday</b>		
10.00 a.m.	Board, Faculty of Agriculture	Dean's Boardroom
2.30 p.m.	Academic Board (CEBIB)	Seminar Room, Chiromo
2.30 p.m.	Board, Centre for Open and Distance Learning	Q.C. (CEES)
9.30 a.m.	Board, School of Computing and Informatics	SCI Boardroom
2.30 p.m.	Management Board (CEBIB)	Seminar Room - Chiromo
2.30 p.m.	Board, School of Dental Sciences	Boardroom, Dental School
2.30 p.m.	Management Board, School of Mathematics	Seminar Rm 135 - Chiromo
<b>8 Saturday</b>		
<b>9 Sunday</b>		
<b>10 Monday</b>		
<b>11 Tuesday</b>		
9.30 a.m.	Deans Committee	Council Chamber

<b>12 Wednesday</b>		
7.30 a.m.	COUNCIL	Council Chamber
9.30 a.m.	Academic Board, School of Maths	Seminar Rm 135 - Chiromo
2.00 p.m.	Academic Staff Meeting (SCI)	SCI Boardroom - Chiromo
<b>13 Thursday</b>		
7.30 a.m.	INFRASTRUCTURE AND DEVELOPMENT	Council Chamber
<b>14 Friday</b>		
9.00 a.m.	University Prize Presentation Ceremony	Taifa Hall
<b>15 Saturday</b>		
<b>16 Sunday</b>		
<b>17 Monday</b>		
11.00 a.m.	Management Board, School of Physical Sciences	Deans Office
<b>18 Tuesday</b>		
8.00 a.m.	School of Medicine, Board	SOM Boardroom
<b>19 Wednesday</b>		
7.30 a.m.	SENATE	Council Chamber
7.30 a.m.	University Open Day	Great Court
<b>20 Thursday</b>		
7.30 a.m.	AUDIT COMMITTEE	Council Chamber
8.00 a.m.	Graduate School	Council Committee Room
9.00 a.m.	Faculty Meeting (IDS)	IDS Boardroom
<b>21 Friday</b>		
2.00 p.m.	Academic Board, School of Physical Sciences	School of Physical Sciences Boardroom
<b>22 Saturday</b>		
<b>23 Sunday</b>		
<b>24 Wednesday</b>		
<b>25 Tuesday</b>		
<b>26 Wednesday</b>		

<b>27 Thursday</b>		
<b>28 Friday</b>		
<b>29 Saturday</b>		
<b>30 Sunday</b>		
<b>31 Monday</b>		

## JUNE, 2020

DATE/TIME	FUNCTION	VENUE
<b>1 Tuesday</b>	<b>MADARAKA DAY</b>	
9.00 a.m.	Board of Examiners, School of Public Health	School of Public Health Boardroom
9.30 a.m.	Board, School of Journalism and Mass Communication	Council Chamber
2.30 p.m.	IAGAS, Board of Management	IAGAS , Museum Hill
2.30 p.m.	College Academic Board (CBPS)	School of Physical Sciences Boardroom
<b>2 Wednesday</b>		
7.30 a.m.	University Executive Board (UEB)	Council Chamber
8.00 a.m.	College Academic Board (CAE)	Principal's Committee Rm
9.00 a.m.	Academic, Board of CASELAP	CASELAP - Boardroom
2.00 p.m.	College Management Board (CAE)	Principal's Committee Rm
2.15 p.m.	Faculty Board of Veterinary Medicine	Large Pathology Lecture Theatre
2.30 p.m.	College Academic Board (CHS)	CHS - Board Room
2.30 p.m.	Board of Population Studies and Research Institute	Boardroom
<b>3 Thursday</b>		
7.30 a.m.	Tender Committee	Council Chamber
9.00 a.m.	College Academic Board (CAVS)	College Boardroom
9.00 a.m.	Board, School of Economics	GW203
2.30 p.m.	Board, School of Law	Dean's Boardroom
2.30 p.m.	Board, School of Business	SOB B/room, Lower Kabete

<b>4 Friday</b>		
9.30 a.m.	Board of Examiners, School of Continuing and Distance Education	College Boardroom (CEES)
2.30 p.m.	Board, School of Engineering	INS Conference Room
2.30 p.m.	Board, Centre for Open and Distance Learning	Q.C. (CEES)
2.30 p.m.	Management Board (CEBIB)	Seminar Room, Chiromo
2.30 p.m.	Faculty Board of Arts	Principals Boardroom
2.30 p.m.	Board, School of Dental Sciences	Boardroom, Dental School
<b>5 Saturday</b>		
<b>6 Sunday</b>		
<b>7 Monday</b>		
2.30 p.m.	Management Board, School of Continuing and Distance Education	Dean's Boardroom
<b>8 Tuesday</b>		
9.00 a.m.	Board of Examiners, School of Public Health	School of Public Health Boardroom
9.30 a.m.	Board, School of Journalism and Mass Communication	Council Chamber
2.30 p.m.	IAGAS, Board of Management	IAGAS , Museum Hill
2.30 p.m.	College Academic Board (CBPS)	School of Physical Sciences Boardroom
<b>9 Wednesday</b>		
9.00 a.m.	Academic Board, School of Public Health	School of Public Health Boardroom
9.30 a.m.	Academic Board, School of Maths	Seminar Rm 135, Chiromo
9.30 a.m.	Deans Committee	Council Chamber
<b>10 Thursday</b>		
7.30 a.m.	Tender Committee	Council Chamber
8.30 a.m.	Board of Examiners Meeting (IDIS)	IDIS Conference Room
9.30 a.m.	Board, School of Education	Q.C. (CEES)

9.30 a.m.	College Management Board (CHS)	CHS Boardroom
10.00 a.m.	Board, Faculty of Agriculture	Dean's Boardroom
2.30 p.m.	Board, School of The Arts & Design	Director's Office
2.30 p.m.	Board, School of The Built Environment	Room 313, ADD Building
<b>11 Friday</b>		
2.30 p.m.	Management Board, School of Mathematics	Seminar Rm 135 - Chiromo
<b>12 Saturday</b>		
<b>13 Sunday</b>		
<b>14 Monday</b>		
<b>15 Tuesday</b>		
8.00 a.m.	School of Medicine, Board	SOM Boardroom
<b>16 Wednesday</b>		
7.30 a.m.	SENATE	Council Chamber
9.00 a.m.	Academic, Board of CASELAP	CASELAP - Boardroom
9.00 a.m.	Academic Staff Meeting, School of Public Health	School of Public Health Boardroom
<b>17 Thursday</b>		
7.30 a.m.	DEVELOPMENT PLANNING AND ESTABLISHMENT COMMITTEE	Council Chamber
<b>18 Friday</b>	International Day Against Drug Abuse and Illicit Trafficking	Chancellor's Court
<b>19 Saturday</b>		
<b>20 Sunday</b>		
<b>21 Monday</b>		
11.00 a.m.	Management Board, School of Physical Sciences	Deans Office
<b>22 Tuesday</b>		
<b>23 Wednesday</b>		

<b>24 Thursday</b>		
8.00 a.m.	Graduate School	Council Committee Room
9.00 a.m.	Faculty Staff Meeting (IDS)	IDS Boardroom
<b>25 Friday</b>		
<b>26 Saturday</b>		
<b>27 Sunday</b>		
<b>28 Monday</b>		
<b>29 Tuesday</b>		
<b>30 Wednesday</b>		

**CENTRAL ADMINISTRATION**

Postal Address: P.O. Box 30197  
00100 GPO, Nairobi

Telephone: +254-020-3318262

Toll Free line: 0800221349

Telegraphic Address: Varsity, Nairobi

Telex No.: 22095

Fax: +254-020-2245566

Website: [www.uonbi.ac.ke](http://www.uonbi.ac.ke)

**OFFICE OF CAREER SERVICES**

P.O Box 30197 - 00100 Nairobi

Tel: +254 20 491 8121

Email: [careers@uonbi.ac.ke](mailto:careers@uonbi.ac.ke)

Website: <https://careerservices.uonbi.ac.ke>

Facebook: UoN Office of Career Services

Twitter: UoNCareerOffice

**DIRECTORATE OF QUALITY ASSURANCE**

Tel: +254(0)711799575

Email: [director-qa@uonbi.ac.ke](mailto:director-qa@uonbi.ac.ke)

**STUDENT WELFARE AUTHORITY**

P.O. Box 30197 – 00100 Nairobi

Tel: +254 20 491 8114

Email: [dean-students@uonbi.ac.ke](mailto:dean-students@uonbi.ac.ke)

Website: <https://studentlife.uonbi.ac.ke>

**WOMEN'S HALLS**

P.O. Box 30344 - 00100, Nairobi, Kenya

Tel: +254-020-2728309, 2728312

Upper State House: +254-020-2719580

Lower State House: +254-020-2718955

Mamlaka: +254-020-2729849, 2729039

**UNIVERSITY OF NAIROBI ALUMNI ASSOCIATION**

P.O. Box 30197-00100, Nairobi

Tel: +254 20 2218148; Ext: 28290

Email: [alumni@uonbi.ac.ke](mailto:alumni@uonbi.ac.ke)

**COLLEGE OF AGRICULTURE AND VETERINARY SCIENCES (Upper Kabete Campus)**

P.O. Box 29053-00625, Nairobi

Tel: +254-020-3592734/5/6/7/8/9

E-mail: [principal-cavs@uonbi.ac.ke](mailto:principal-cavs@uonbi.ac.ke)

**FACULTY OF AGRICULTURE**

Tel: 254-020 2181354

Email: [deanagric@uonbi.ac.ke](mailto:deanagric@uonbi.ac.ke)

**FACULTY OF VETERINARY MEDICINE**

Tel: 020-2181370

Fax: 254-02-631007

Email: [dean\\_vet@uonbi.ac.ke](mailto:dean_vet@uonbi.ac.ke)

**Pre-Clinical****MEDICAL AND VETERINARY MEDICINE**

Tel: 020-4451770

**WANGARI MAATHAI INSTITUTE FOR PEACE AND ENVIRONMENTAL STUDIES**

P.O. Box 29053-00625, Nairobi, Kenya.

Tel: +254 20 2506448/0788526473

Email: [wmi@uonbi.ac.ke](mailto:wmi@uonbi.ac.ke)

**CLINICAL STUDIES DEPARTMENT**

Telephones: +254-020-2055198/9

Field Station: +254-020-2022371

Veterinary Farm: +254-020-2017853

**AFRICAN DRYLAND INSTITUTE FOR SUSTAINABILITY**

P.O. Box 29053 00625, Nairobi, Kenya

Email: [adis@uonbi.ac.ke](mailto:adis@uonbi.ac.ke);  
[csdes@uonbi.ac.ke](mailto:csdes@uonbi.ac.ke)

**KIBWEZI FIELD STATION**

P.O. Box 271, Kibwezi

Tel: 22, Kibwezi

Email: [dept-field@uonbi.ac.ke](mailto:dept-field@uonbi.ac.ke)

### COLLEGE OF ARCHITECTURE AND ENGINEERING (Main Campus)

P.O. Box 30197 - 00100 GPO, Nairobi, Kenya  
Tel: +254-020-3318262  
Email: principal-cae@uonbi.ac.ke

### SCHOOL OF THE BUILT ENVIRONMENT

Off State House Road, Opposite YMCA  
P.O. Box 30197 - 00100 GPO, Nairobi, Kenya  
Tel : 020-2318944, +254-020-2724521/4  
Fax: 254 (020) 338688  
Mobile: +254 770 593 117  
Email: deanfadd@uonbi.ac.ke

### SCHOOL OF THE ARTS AND DESIGN

ADD Building situated along State House Road,  
off YMCA  
P.O. Box 30197 - 00100 GPO Nairobi, Kenya.  
Tel: 254-20-2724521/4/6 Ext. 238  
Fax: 254-20-2724527  
Cell: 254-720-317-860  
Email: designdept@uonbi.ac.ke

### COLLEGE OF BIOLOGICAL AND PHYSICAL SCIENCES (Chiromo Campus)

P.O. Box 30197 - 00100 GPO, Nairobi,  
Tel: +254-020-4440042/7870/2121/2793  
Email: principal-cbps@uonbi.ac.ke

### SCHOOL OF BIOLOGICAL SCIENCES

Tel: 020-4442316  
E-mail: director-biosci@uonbi.ac.ke

### SCHOOL OF PHYSICAL SCIENCES

P.O. Box 30197 - 00100 GPO, Nairobi, Kenya  
Tel: +254-20-4442482 or 4449004/5 - Ext. 2120  
Email: infoscience@uonbi.ac.ke

### SCHOOL OF COMPUTING AND INFORMATICS

Tel: 020-4444919/8  
E-mail: director-sci@uonbi.ac.ke

### SCHOOL OF MATHEMATICS

Tel: 020-4445751  
E-mail: director-maths@uonbi.ac.ke

### CENTRE FOR BIOTECHNOLOGY AND BIOINFORMATICS

P. O. Box 30197 - 00100 G.P.O  
Tel: +254-20-4449004/5  
Email: cebib@uonbi.ac.ke

### INSTITUTE FOR CLIMATE CHANGE AND ADAPTATION

P. O. Box 29053 - Nairobi, Kenya  
Tel: 254-020-632121  
Fax: 254-020-632121  
Email: icca@uonbi.ac.ke

### INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE

Tel: 020-4446543, 445027  
E-mail: campus\_oic@uonbi.ac.ke

### COLLEGE OF EDUCATION AND EXTERNAL STUDIES (Kikuyu Campus)

P.O. Box 92, Kikuyu  
Tel: 020-2460056/7/9/60/61  
E-mail: principal-cees@uonbi.ac.ke

### KENYA SCIENCE CAMPUS

P.O. Box 30596 - 00100 Nairobi, Kenya  
Tel: 3865641, 3872569  
Email: kscampus@uonbi.ac.ke

### CENTRE FOR PEDAGOGY AND ANDRAGOGY

Email:

### COLLEGE OF HEALTH SCIENCES (Kenyatta National Referral Hospital Campus)

P.O. Box 30197 - 00100 GPO, Nairobi, Kenya  
P.O. Box 19676 - 00202, Nairobi, Kenya  
Tel: +254-020-2726300/2725698  
Telegraphic: Medken, Nairobi  
Email: principal-chs@uonbi.ac.ke

### SCHOOL OF MEDICINE:

Tel: +254 20 2726300 Ext. 43769  
+254 20 2725102  
Fax: 254-20-2725102  
Email: deanmedic@uonbi.ac.ke

### SCHOOL OF DENTAL SCIENCES

Tel: 020-2588804  
Mobile: 0773181503  
E-mail: dean-dental@uonbi.ac.ke

### SCHOOL OF PHARMACY

Tel: 2726771  
Fax: 2716961  
Mobile: +254 771946687  
Email: dean-pharmacy@uonbi.ac.ke

### SCHOOL OF NURSING SCIENCES

Tel: 2726300 Ext. 43673  
Fax: 254-020-2720509  
Email: info-chs@uonbi.ac.ke

### SCHOOL OF PUBLIC HEALTH

Tel: +254-020-2726300, Ext: 43481,  
+254-020-2724639  
Mobile: +254-775179512  
Fax: +254-020-2720509  
E-mail: director-sph@uonbi.ac.ke

### EAST AFRICAN KIDNEY CENTRE

Tel: +254-20-2725698  
Mobile: 0735-274288 / 0721-665077  
Fax: +254-20-2720509  
Email: principal-chs@uonbi.ac.ke

### INSTITUTE OF TROPICAL AND INFECTIOUS DISEASES

Mobile: +254 723 398 025  
Fax: +254 20 272 6626  
Email: unitid@uonbi.ac.ke  
Tel: +254 20 272 6765

### KENYA AID VACCINE INITIATIVE

Tel: +254-20-2717694/2725404/  
+254-20 2060972  
Fax: +254-20-2714613  
Cell: +254-722-207417 (KAVI KNH)  
+254-724-256131 (KAVI Kangemi)  
Email: kavi@kaviuon.org

### INTELLECTUAL PROPERTY OFFICE

Tel: 4446544/444919  
Email: ipmo@uonbi.ac.ke

### COLLEGE OF HUMANITIES AND SOCIAL SCIENCES (Main Campus)

P.O. Box 22856-00100 - GPO, NBI  
Tel: +254-020-3318262  
E-mail: principal-chss@uonbi.ac.ke

### FACULTY OF ARTS

Gandhi Wing Room 308  
P.O. Box 30197-00100 GPO, Nairobi  
Tel: 3318262/318305;  
Ext. 28146/151/219/407/723  
Mobile: 0735 431574/072 8369450  
Email: deanarts@uonbi.ac.ke

### SCHOOL OF ECONOMICS

Room GW 210 Gandhi Wing  
P.O. Box 30197 - 00100, GPO, Nairobi  
Tel: 3318262 - Extn. 28122; Fax: 243046  
Email: economics@uonbi.ac.ke

### Corruption Reporting Hot Line:

Tel: 020-2318840

### INSTITUTE OF ANTHROPOLOGY, GENDER AND AFRICAN STUDIES

IAGAS Museum Hill  
P.O. Box 30197 - 00100, GPO, Nairobi  
Tel: 254-20-2082530/31/45;  
2082531/2082545  
Email: director-aags@uonbi.ac.ke

### SCHOOL OF JOURNALISM AND MASS COMMUNICATION

Main Campus, Educ. Building, 3<sup>rd</sup> Floor  
Tel: +254 20 3318262  
Fax: +254 20 2229168  
E-mail: director-soj@uonbi.ac.ke

### INSTITUTE FOR DEVELOPMENT STUDIES

P.O. Box 30197-00100 GPO, Nairobi  
Tel : 254 - 020 -3318262; Ext 28177  
Cell phone : 254-772 114655  
E-mail: director-ids@uonbi.ac.ke

### INSTITUTE OF DIPLOMACY AND INTERNATIONAL STUDIES

P.O. Box 30197-00100 GPO, Nairobi  
Tel: 3318262; Ext. 28087/28380  
Fax: 245566/251933  
Email: director-idis@uonbi.ac.ke

### POPULATION STUDIES AND RESEARCH INSTITUTE

Main Campus, Hyslop Building, 2<sup>nd</sup> Floor  
P. O. Box 30197 - 00100 Nairobi  
Tel: 020 3318262 Ext. 28029  
Email: psri@uonbi.ac.ke

### AFRICAN WOMEN'S STUDIES CENTRE

P.O. Box 30197- 00100, Nairobi  
Tel: 020 3318262; Ext: 28070/28075,  
Mobile: 0725740025, 0735 476 068  
Email: awscKenya@uonbi.ac.ke

### CENTRE FOR TRANSLATION AND INTERPRETATION

CCU Building, 2<sup>nd</sup> Floor,  
Adjacent to Chancellor's Court  
(Graduation Grounds)  
P.O. Box 30197-00100 Nairobi  
Email: info-cti@uonbi.co.ke

### CONFUCIUS INSTITUTE

Main Campus, Education Building  
2<sup>nd</sup> Floor, Rm 204  
P.O. Box 30197 Nairobi - 00100, GPO.  
Tel: +254 02 3318262; Ext. 28716  
Fax: + 254 02 3318262  
Email: director-confucius@uonbi.ac.ke

### CENTRE FOR ADVANCED STUDIES IN AND POLICY

P.O. Box 30197, Nairobi 00100, GPO  
Tel: 20-2247968/3318262 - Ext 28364  
Email: caselap@uonbi.ac.ke

### LOWER KABETE CAMPUS

#### SCHOOL OF BUSINESS

Lower Kabete Road  
P.O. Box 30197 - 00100 GPO, Nairobi  
Tel: +254 020 258 5841-6, 020 2059163  
Mobile: 0735-704 065, 0729-396 808  
VOIP: +254 204918200  
Email: dean-business@uonbi.ac.ke  
Twitter: @business\_uon

### PARKLANDS CAMPUS

#### SCHOOL OF LAW

P.O. Box 30197 - 00100 GPO, Nairobi  
Tel: 020-2314371/72/74/75  
Mobile: 0724-922608/0734-273568  
Email: deanlaw@uonbi.ac.ke



# CHANCELLOR OF THE UNIVERSITY [2]



**Chancellor, University of Nairobi**  
**Dr. (Mrs.) Vijoo Rattansi, ogw**  
D.Litt. (Hon), (Nairobi), D.Litt. (Hon), (Moi)



# 3] PRINCIPAL OFFICERS OF THE UNIVERSITY

## CHANCELLOR

Dr. (Mrs.) Vijoo Rattansi,  
OGW, D.Litt. (Hon), (Nairobi), D.Litt. (Hon), (Moi)

## Chairperson of Council

Prof. Julia Ojiambo, CBS, EBS, MBS,  
Dip. Educ., (Nairobi), PgDip, (London), MSc, (Harvard),  
PhD, (Nairobi), PhD, (McGill)

## Members

Eng. Kariuki Muchemi  
Flora Mtuweta Mighulo Maghanga  
Dr. Jocelyn Marie Rarieya  
CS. Hassan Abdi Mohamud  
Isaac Chebon Kiprop  
Principal Secretary, Ministry of Education, Science  
and Technology  
Principal Secretary, The National Treasury  
Vice Chancellor, Ex-Officio Member

## Vice Chancellor

Prof. Stephen G. Kiama, BVM, MSc, (Nairobi), PhD,  
(Bern), MKNAS

## Deputy Vice Chancellor (Finance, Planning and Development) (Ag)

Prof. Margaret J. Hutchinson, BSc, MSc, (Nairobi),  
PhD, (Guelph)

## Deputy Vice Chancellor (Human Resource and Administration) (Ag)

Prof. Enos H.N. Njeru, BA, MA, (Nairobi), PhD, (California)

## Deputy Vice Chancellor (Academic Affairs)

Prof. Julius A. Ogeng'o, BSc, MBChB, PhD, MD, DSc,  
(Nairobi)

## Deputy Vice Chancellor (Research, Innovation and Enterprise) (Ag.)

Prof. Horace Ochanda, BEd, MSc, (Nairobi), PhD,  
(Warwick)

## PRINCIPALS:

## Principal, Koitalel Samoei University College (A Constituent College of the University of Nairobi) (Ag.)

Prof. Gideon K. Misoi, BSc, PhD, (Nairobi)

## Principal, College of Agriculture and Veterinary Sciences (Ag.)

Prof. Rose A. Nyikal, BSc, MSc, PhD, (Nairobi)

## Principal, College of Architecture and Engineering

Prof. Robert W. Rukwaro, BA, MSc, PhD, (Nairobi), MAAK (A)

## Principal, College of Biological and Physical Sciences

Prof. Francis J. Mulaa, MSc, (Donnetsk), MSc,  
(Nairobi), PhD, (Ife)

## Principal, College of Education and External Studies

Prof. Isaac O. Jumba, BSc, MSc, PhD, (Nairobi)

## Principal, College of Health Sciences

Prof. James Machoki M.N. M'Imunya, MBChB,  
MMed Obstetrics & Gynaecology, (Nairobi),  
Fellowship in Medical Anthropology, (Harvard)

## Principal, College of Humanities and Social Sciences (Ag)

Prof. Mohamud A. Jama, BCom, (Nairobi), MA, PhD,  
(Washington)

## Deputy Principal, College of Health Sciences (Ag.)

Prof. Evelyn G. Wagaiyu, BDS, (Nairobi), MSc,  
(London), PhD, (Nairobi)

## Deputy Principal, College of Humanities and Social Sciences

Prof. Attiya Warris, PhD, (Lancaster), LLM(UP),  
LLM(UOL), LLB, Dip. Law (KSL), Advocate of the  
High Court of Kenya, MCIArbs (UK and Kenya), CPS  
(K), CPA (II) SLDP (KSG) (Ag.)



## OPEN, DISTANCE AND e-LEARNING CAMPUS

### Director

Gakuu, C.M., BEd, (KU), MBA, (USIU), PhD, (Nairobi)

### Deputy Director

Kidombo, J.H., BA, (Nairobi), MSc, (Manchester), PhD, (Nairobi)

## GRADUATE SCHOOL:

### Director

Njenga, L.W., Dip. (Analytical Chem.), BSc, MSc, PhD, (Nairobi)

### Deputy Director

Mulei, C.M., BVM, (Nairobi), PhD, (Queensland)  
Ikamari, L.D.E., BA, MA, (Nairobi), PhD, (ANU, Australia)

### Senior Assistant Registrar

Ombwayo, J.P., BEd (Arts), MA, (Nairobi), Higher Dip. in Human Resource Management, (IHRM), PhD, (Nairobi), *(ongoing)*

### Assistant Registrar

Njue, C.W., BEd, (CUEA), MEd Educational Administration and Planning (Nairobi)

### Senior Administrative Assistant

Simiyu, A.M., BEd, (KU), MBA, (Nairobi)

## CENTRAL ADMINISTRATION

### OFFICE OF THE VICE-CHANCELLOR:

#### Director, Corporate Affairs

Orindi, J.A.O. BA, (KU), MPA, (Moi)

### TRANSFORMATION, PERFORMANCE MANAGEMENT AND REFORM UNIT

#### Manager

Kiringa, G., BEd, MEd, PhD, (Nairobi), Dip. in PR Mgt, (KIM)

### DIRECTORATE OF UNIVERSITY ADVANCEMENT

#### Director

Ouma, B., BA Philosophy, (Urbana Pontifical, Rome), MBA, (Nairobi)

### OFFICE OF THE DEPUTY VICE-CHANCELLOR [HUMAN RESOURCE AND ADMINISTRATION]

### ADMINISTRATION DEPARTMENT: HUMAN RESOURCE MANAGEMENT:

#### Registrar, Administration (Ag.)

Muturi, P.M., BA, MA, (Nairobi), MKIM

### RECRUITMENT AND TRAINING SECTION

#### Deputy Registrar, Recruitment and Training) (Ag.):

Gatune, J.W., BA, MA, (Nairobi)

#### Deputy Registrar, Administration (Ag.):

Wekesa, P.M., CPA(K) (Ag.)

### Deputy Registrar, Personnel:

Mukua, H., BA, (Nairobi), PGDip (HRM - K), (Nairobi)

### Senior Assistant Registrar:

Sibota, E.N., BA, MBA, (Nairobi), AMIHRM (K)  
Akala, H.S., BA, HRM, (KU), MA (PPM), (Nairobi)

### Assistant Registrar:

Otage, C.O., BSc, (Nairobi) *(on leave of absence)*

### Records Manager

Wangutusi, J., BSc, MSc, (Moi)

### Office Manager (Ag.)

Wangutusi, J., BSc, MSc, (Moi)

## LEGAL OFFICE

### Ag. Chief Legal Officer & Senior Lecturer, Department of Public Law (SOL)

Omondi, F.C., LLB, (Makerere), LLM, (Nairobi), Dip. in Law (KSL), CPS (K), Advocate, Commissioner for Oaths and Notary Public

### Legal Officer

Mwanza, L.S., LLB, (KU), Dip. in Law (KSL), Advocate

## UNIVERSITY HEALTH SERVICES:

### Chief Medical Officer (Ag.)

Ndahi, L.M., MBChB, MPH, PGD STI, (Nairobi)

### Principal Deputy Medical Officer (Staff Health and Administration)

Asimba, D.A., (Physician), MBChB, MMed, (Nairobi)

### Senior Medical Officers

Mbogo, L.W., (Physician), MBChB, MMed (Med), (Nairobi)  
Odula, C., (Obs/Gynae.), MBChB, PGD – STI/HIV, MMed, SRHR - Diploma, (Nairobi), (Lund - Sweden)  
Kabare, L., (Obs/Gynae.), MBChB, (Nairobi)  
Ndahi, L.M., MBChB, MPH, PGD STI, (Nairobi)  
Owino, E.A., (Physician), MBChB, MMed, (Nairobi)  
Mirie, J.N.M., (Paed), MBChB, MMed, (Nairobi)  
Gitau, B.M., (ENT Surgeon), MBChB, MMed (ENT), (Nairobi)  
Jandu, C.K., (Paed), MBChB, MMed, (India)  
Mutua, M., (Obs/Gynae), MBChB, (Moi), MMed, (Nairobi)  
Miyoro, S., (Obs/Gynae), MBChB, MMed, (Nairobi)  
Wanjohi, S., (Obs/Gynae), MBChB, MMed, (Nairobi)  
Ngeta, C., (Paed), MBChB, MMed, (Nairobi)

### Medical Officers

Okwero, M., M.D., PGD STI/HIV, (Medical University Budapest), (Nairobi)  
Gitari, A., MBChB, (Nairobi)  
Pamba, L., M.D., (Addis Ababa)  
Nyakundi, B.M., MBChB, (Nairobi), (*On contract*)  
Ambayo, G.O., MBChB, (Nairobi)  
Amunga, O., MBChB, (Nairobi)  
Modi, J., MBChB, (Nairobi)  
Onyimbo, M.C., MBChB, Moi, (Nairobi)

### Pharmacists

Omenda, S.O., BPharm, (Nairobi)  
Mwaniki, S., BPharm, (Nairobi)  
Leadume, D.E., BPharm, (India)

### Chief Medical Lab Technologist

Kiugu R., BSc, (Medical Lab Sciences - KEMU), ODIP, MLT, HDIP MLT

### SECURITY DEPARTMENT:

#### Director, Security and Safety Services

Major (Rtd) Simon Cherutich, Dip. CSMP®, CFE

### DEPARTMENT OF TRANSPORT AND GARAGE

#### Coordinator

Munyasi, D.M., BSc, MSc, (Nairobi)

### ESTATES DEPARTMENT

#### Estates Manager:

Thuita, T.M., BA Land Econ, (Nairobi), MISK, VEMS, RV

#### Senior Estates Officer:

Ogututu, M., BA Land Econ, (Nairobi), MISK, VEMS, RV  
Misiko, V.A., BA Land Econ, (Nairobi), AMISK

### CUSTOMER EXPERIENCE AND INFORMATION CENTRE

#### Director

Adero, F.O., Dip., (Kenya Poly), MSc, PhD, (Middlesex, UK), HND, EEE

### OFFICE OF THE DEPUTY VICE-CHANCELLOR [FINANCE, PLANNING AND DEVELOPMENT]

### FINANCE DEPARTMENT:

#### Finance Officer (Ag.)

Kavoi, D.M., BBA, (KEMU), MBA, (Nairobi), CPA (K)

#### Deputy Finance Officer:

Mwangi, S.M., BBA, (USIU), CPA (K)

### Senior Accountant I:

Owino, J., BCom, (Nairobi), CPA II  
Ng'ang'a, T.R., BSc, (USIU), MBA, (Nairobi), CPA (K)  
Ndiritu, G. M., MBA, (Nairobi), CPA (K)  
Otieno, J.O., BA (Econ), MBA, (Nairobi), CPA (K)

### Senior Accountant II:

Gachithi, E.W., BCom, (CUEA), MBA, (Nairobi), CPA (K)  
Kibutu, L.W., BCom, (Nairobi), MBA, (CUEA), CPA (K)  
Kimeli, S.K., BCom, MBA, (Kabarak), CPA (K)  
Menza, M.K., BCom, MBA, (Nairobi), CPA (K)  
Wekesa, J.L, BCom, MBA, (Nairobi), CPA (K)  
Kathae, LM, BBM, (Moi), MBA, (Nairobi), CPA (K)  
Thirikwa, J.K, BBM, (Moi), CPA (K)  
Ngigi, S.N., CPA II

### INTERNAL AUDIT SECTION:

#### Chief Internal Auditor:

Gitau, K.N., BSc, BA, (USIU), MBA, (JKUAT), CPA (K)

#### Deputy Chief Internal Auditor:

Ndungu, H.N., Masters in Finance, (Nairobi)

### PROCUREMENT DEPARTMENT

#### Procurement Manager (Ag.)

Kariuki, M.M., MSc. (Procurement & Logistics), (JKUAT), BEd (Arts) (KU), MCIPS, (UK)

#### Deputy Procurement Manager:

Katam, S., MBA (Executive), (Moi), BA, (KU), CPA, (KNEC), CIPS Graduate Dip Level 6

#### Senior Procurement Officer:

Kyumbe, V.M., B.Com (Mgt), CIPS Level 6

**Procurement Officer:**

Akala, S., BCom (Mgt Sci), MSc (Proc. & Logistics), CIPS Professional Dip.  
Ngare, A.W., MBA (Operations Mgt), BCom (Operations Mgt), (Nairobi), Dip. (Comp.Sci), CIPS Level 6  
Muthoki, J., Bachelor of Business Admin, CIPS (Level 5)  
Ndua, S.T., Bachelor of Business Mgt (Purchasing & Supplies), (Moi), CIPS (Level 5)  
Nyangau, I.K., MSc. (Proc. & Logistics), CIPS Level 4

**CONSTRUCTION AND MAINTENANCE:**

**Manager (Ag.)**

Odwallo, J.O., BArch, MArch, (Nairobi), RArch.

**Resident Architect**

Odwallo, J.O., BArch, MArch, (Nairobi), RArch.

**Senior Capital Works Officer**

Mbuku, A.K., BA (Bldg. Econ.), (Nairobi), RQS, CIQSK.

**Senior Maintenance Officer**

Kuria, J.P.K., BPhil (Const. Mngt), (TUK), IQSK Tech., ICWK, (AAK)

**Senior Administrative Assistant**

Nyang'ara, S.A. BEd (Arts), (Nairobi), Information Science - Certificate (Kenya Poly)

**INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE**

**Director (Ag.)**

Kariuki, P.N., BSc, MSc, (Nairobi)

**Deputy Directors**

**Management Information System**

Chepkoech, C., BSc, MSc, (Nairobi), PhD, (Pretoria)

**User Support Services and Maintenance**

Muchina, J.K., Post Graduate DIP, Project Planning Mgt, (Nairobi), BSc, (Greenwich), MSc, (VUB, Brussels)

**ICT Security Section**

Kinuthia, J., BSc, MSc, (Nairobi), CCNA, CISA

**User Support Services (Hardware Maintenance)**

Yohannis, A., Dip., (JKUAT), BSc, (California), MBA, (Nairobi)  
Kariuki, D.M., Dip., (IMIS), Dip., (KNEC), Higher Dip. (IMIS), BSc, (KCA)

**Manager, Communications**

Onyari, J.N., BSc, MSc, (Nairobi)

**MANAGEMENT INFORMATION SYSTEM AND E-LEARNING TECHNOLOGIES**

**Project Leaders**

Mwangi, J., BSc, MSc, (Nairobi)  
Kiplagat, D., BSc, (Egerton), MSc, (Nairobi)  
Wanza, J., Dip., (Mombasa Poly), BSc, (Multimedia), MSc, (Nairobi)  
Mwikamba, C., BSc, (Nairobi), MSc, (VUB, Brussels)  
Lwande, C., BSc, (Moi), MSc, (Nairobi)

**ICT Manager, (Examinations Centre)**

Chebet, C. Dip., BSc, (JKUAT), MSc, (Kisii University)

**PLANNING DEPARTMENT:**

**Registrar:**

Njuguna, B.D., BA, (Hons), PGDipMC., MA., (Nairobi), MPRSK, MKIM

**Senior Assistant Registrar:**

Murage, F.N., BA, (Nairobi), HDip HRM (IPM, Kenya), MBA, (Moi)

**OFFICE OF THE DEPUTY VICE-CHANCELLOR [ACADEMIC AFFAIRS]:**

**ACADEMIC DEPARTMENT**

**Academic Registrar (Ag.):**

Waweru, B.M., BA, (Nairobi)

**Assistant Registrar**

Odicoh, H.O., BSc. Information Business, (Moi)

**ADMISSIONS SECTION:**

**Deputy Registrar:**

Manya, M.O., BA, (KU), MA, (London)

**Senior Assistant Registrar**

Mbunde, G., BEd, PGD HR, (Nairobi)

**EXAMINATIONS SECTION**

**Senior Assistant Registrar (Administration)**

Mbuva, E.M., BEd (Arts), MEd (Adm), (Nairobi)

**Senior Assistant Registrar (Operations)**

Ogoro, E.B., BA (Econ.) MKU - India, PGD (Ed.), (Maseno), MEd (Guidance & Counselling), (KU), PhD, (JKUAT)

**DEANS COMMITTEE SECRETARIAT:**

**Deputy Registrar:**

Webuye, H.O.D., BA, MA, (Nairobi), Dip. BS, MWAK, AMIPM

**Senior Assistant Registrar:**

Odera, L.B., BEd, MA, (Nairobi)

## BOARD OF COMMON UNDERGRADUATE COURSES

### Director:

Moindi, S.K., BSc, (KU), MSc, PhD, (Nairobi)

### Special Student Advisor:

Muriuki, G., EBS, BA, PhD, (London)

## DIRECTORATE OF QUALITY ASSURANCE

### Director

Wangai, M.M., BEd (Arts), MA, (PPM), (Nairobi)

### Deputy Director

Nzuki, P.K., BEd, (KU), MBA, (Nairobi)

## OFFICE OF THE DEPUTY VICE-CHANCELLOR (STUDENT AFFAIRS)

### Registrar (Ag.)

Khaoya, P.W., BEd, (KU), HD(HR) IHRM, MA Project P&M, (Nairobi)

## DEAN OF STUDENTS OFFICE (STUDENT AFFAIRS)

### Dean of Students

Fr. Dr. D. Wamugunda Wakimani, Dip Philosophy, (St. Augustine Seminary), BA Theology, (Urbanian), MA Communication, (Salesian), PhD, (Rome)

### Placement Officer

Njoka, J., BEd, PGD in International Relations, (Nairobi)

### Muslim Chaplain

Swaleh, BSc, MSc, (Nagpur)

### Protestant Chaplain

Mitei, H., B.Th, (Scott Christian), MA, (Rel. Studies), (Moi)

### Catholic Chaplain

Ngugi, P.K., BA Theology, (CUEA), BA Philosophy, (Rome), MSc, (JKUAT), Human Resource Management

### Assistant Dean of Students, College of Biological and Physical Sciences

Gikundi, L.J., BEd, (Nairobi), MEd. Guidance & Counseling, (KU)

### Assistant Dean of Students, College of Education and External Sciences

Mutinda, S.M., BA Psychology, (Daystar), MSc. Clinical Psychology, (Nairobi)

### Assistant Dean of Students, College of Health Sciences

Waema, C.M., BA, MA, (Nairobi)

### Assistant Dean of Students, College of Humanities and Social Studies

Rukunga, C.K., BA Psychology, (Nairobi), MA Counseling Psychology, (KU)

### Student Counsellor, College of Agriculture and Veterinary Sciences

Omwenga, H.R., BEd, (Moi), MA Counseling Psychology, (Nairobi)

### Student Counsellor, College of Architecture and Engineering

Thayu, N.N., BEd, (Nairobi), MA Counseling Psychology, (KU), PhD, (MMU)

### Student Counsellor, College of Education and External Sciences

Muthuiya, M.K., BA, (Egerton), MA Counseling Psychology, (Daystar)

### Student Counsellor, College of Humanities and Social Studies

Mwendwa, A.S.M., BEd, (KU), MA Counselling Psychology, (USIU)

## OFFICE OF THE CAREER SERVICES

### Director

Kinyua, J.I., BCom (Mgt), MBA (Strategic Mgt.), (Nairobi)

## SPORTS AND GAMES DEPARTMENT

### Director

Mbaabu S.M., BEd, MEd, (KU), Hi Dip. (Sport Nutrition & Mgt.), (Germany)

### Senior Games Tutor

Okech, S.O., BEd, MBA, (Nairobi)

### Games Tutor:

Kinoti, K.J., BEd, (KU), MEd, (Nairobi)

### Assistant Games Tutors:

Marete, R.G., BEd, MSc Entrepreneurship, (KU)  
Njoroge, G.G., BEd, Physical Education, (KU)

## STUDENT WELFARE AUTHORITY

### Director

Maalu, J.K., BEd, (KU), MBA, PhD, (Nairobi)

### Deputy Director

Oyieke, F.A., BSc, (Victoria), MSc, PhD, (Nairobi)  
Nyandemo, S.M., BA, MA, PhD, (Friendship, USSR)

## OFFICE OF THE DEPUTY VICE- CHANCELLOR (RESEARCH, INNOVATION AND ENTERPRISE)

### Director, Research, Production and Extension

Ogot, M., BSE, (Princeton), MSc, (Penn State), MBA, (Rutgers), PhD, (Penn State), PhD, (Nairobi)

### Senior Assistant Registrar:

Omwandho, R.A., BA (Hons.), MA (Population Studies, (Nairobi)

## CENTRE FOR INTERNATIONAL PROGRAMMES AND LINKS (CIPL)

### Director:

Ogara, W.O., DVM, MSc, PhD, (Moscow)

## INTELLECTUAL PROPERTY MANAGEMENT OFFICE

### Director

Mulaa, F.J., MSc, (Donnetsk), MSc, (Nairobi), PhD, (Ife)

### Intellectual Property Officer

Maina, J., BSc (Civil Eng), (Nairobi), M. Intellectual Property Law, (Melbourne)

## SCIENCE AND TECHNOLOGY PARK

### Director

Ayah, R., MBChB, (Nairobi), MSc, (London), PhD, (Nairobi)

## UNIVERSITY OF NAIROBI PRESS

### Managing Editor (Ag.)

Asule, P.A., MA, MSc, PGDip MC. MA (Comm.), PhD (Candidate)

### Editor:

Asule, P.A., MA, MSc, PGDip MC. MA (Comm.), PhD (Candidate)

Muhoro, N.M., BA, PGDip MC, MA, (Nairobi)

## LIBRARY AND INFORMATION SERVICES

### Director:

Mumo, A., BA, (Nairobi), MLIS, (KU), PhD, (Moi)

### Deputy Director (Technical):

Nyalwal, G.E.G., MALib, (Moscow)

## UNIVERSITY OF NAIROBI ENTERPRISES AND SERVICES LIMITED (UNES)

### Managing Director (Ag.)

Mr. Seith O. Abeka, BA, Econ & Maths, MA, Gender & Development Studies, (Nairobi)

## CENTRE FOR PEDAGOGY AND ANDRAGOGY (CEPA)

### Director

Prof. Inyega J.O., BEd, MEd, (KU), MEd, (Leeds), PhD, (UGA-USA)

### Senior Assistant Registrar

Sereti, D.K., BA (Egerton), MBA, (Nairobi), CPS(K), Dip French, (French Cultural Centre)

# 4] THE UNIVERSITIES ACT, NO. 42 OF 2012

Revised Edition 2016 [2015]

Published by the National Council for Law Reporting with the Authority of the Attorney-General

[www.kenyalaw.org](http://www.kenyalaw.org)

## ARRANGEMENT OF SECTIONS

### PART I – PRELIMINARY

#### Section

1. Short title.
2. Interpretation.
3. Objectives of University education.

### PART II – THE COMMISSION FOR UNIVERSITY EDUCATION

4. Establishment of the Commission.
5. Functions of the Commission.
- 5A Conflicts with other Acts in approval of programmes.
6. Constitution of the Commission.
7. Qualification for appointment as member of Commission.
8. Vacancy of office.
9. Commission Secretary.
10. Deputy Secretary.
11. Qualification for appointment as Commission Secretary.
12. Other members of staff of the Commission.
- 12A. Protection from personal liability.

### PART III – ESTABLISHMENT AND ACCREDITATION OF UNIVERSITIES

13. Establishment of a university.
14. Letter of Interim Authority.
15. Effect of letter of Interim Authority.
16. Duration of letter of Interim Authority.
17. Revocation of a Letter of Interim Authority.
18. Accreditation report for purposes of grant of Charter.
19. Grant or refusal to grant Charter.
20. Effect of a Charter.
21. Publication of Charter.
22. Variation, revocation of Charter.
- 22A. Variation of Charter.
23. Statutes.
24. Establishment of specialized degree awarding institutions.
25. Declaration of Technical Universities.
26. Universities in Counties.
27. Unauthorized use of a University name.
28. Accreditation of foreign universities.
29. Academic Freedom.

### PART IV – FINANCIAL PROVISIONS ON THE COMMISSION

30. Funds of the Commission.
31. Financial year.
32. Annual estimates.
33. Accounts and audit.

### PART V – GOVERNANCE AND MANAGEMENT OF UNIVERSITIES

34. Instruments of Governance.
35. Governing organs of a university.
36. Council of a public university.
37. Committees.
38. The Chancellor.
39. The Vice-Chancellor.
40. Staff of the University.
41. Students' Association.
42. The Alumni Association.
43. University management.

## PART VI – GENERAL FINANCIAL PROVISIONS OF UNIVERSITIES

### Public Universities

- 44. Annual estimates of public universities.
- 45. Funds of a public university.
- 46. Unexpended monies.
- 47. Accounts and audit.
- 48. Vesting of property.
- 49. Investment of funds.
- 50. Financial year.

### Private Universities

- 51. Financial Management of private universities.
- 52. Investment of funds by private universities.

## PART VII – UNIVERSITIES FUNDING BOARD

- 53. Establishment of the Fund.
- 54. Board of Trustees.
- 54A. Director of the Fund.
- 54B. Staff of the Fund.
- 54C. Financial provisions.

## PART VIII – THE KENYA UNIVERSITIES AND COLLEGES CENTRAL PLACEMENT SERVICE

- 55. Establishment of Kenya Universities and Colleges Central Placement Service.
- 56. Functions of the Placement Board.
- 57. Independent admissions.
- 58. Secretary, staff of placement service.
- 59. Finances of the placement service.
- 59A. Meaning of the word “college”

## PART IX - MISCELLANEOUS

- 60. General functions of a university council.
- 61. Display of instruments of accreditation.
- 61A. Form of instrument of accreditation.
- 62. Delegation of functions.
- 63. Fair administrative action.
- 64. Disclosure of interest.
- 65. Instruments of Authority.
- 66. Protection from personal liability.
- 67. Liability for damages.
- 68. Offences by a university.
- 69. General penalties.
- 69A. Commission may issue a notice to comply.
- 67. Regulations.

## PART X – REPEALS AND TRANSITIONAL PROVISIONS

- 68. Repeal of various Acts.

### A - Existing Universities

- 69. Grant of Charter to existing public universities.
- 70. Existing Charters and Letters of interim Authority.
- 71. Existing constituent colleges.
- 72. Existing campuses and campus colleges.
- 73. Chancellors, Vice-Chancellors and Councils.
- 74. Preservation of proceedings and Rights of Appeal.
- 75. Continuance of periods of time.
- 76. Preservation of licences, certificates and registration.
- 77. Transfer of property, assets, liabilities.
- 78. General Savings.

### B - The Commission for Higher Education

- 79. Interpretation of Part.
- 80. Assets and Liabilities.
- 81. Deleted.
- 85. Staff.

# SCHEDULES

FIRST SCHEDULE — PROVISIONS AS TO THE CONDUCT OF THE BUSINESS AND AFFAIRS OF THE COMMISSION  
SECOND SCHEDULE — PROCEDURE FOR THE APPOINTMENT OF CHANCELLOR OF A PUBLIC UNIVERSITY

## UNIVERSITIES ACT NO. 42 OF 2012

[Date of Assent: December 13<sup>th</sup>, 2012.]

[Date of Commencement: December 13<sup>th</sup>, 2012.]

An Act of Parliament to provide for the development of university education; the establishment, accreditation and governance of universities; the establishment of the Commission for University Education, the Universities Funding Board and the Kenya University and Colleges Central Placement Service Board; the repeal of certain laws, and for connected purposes.

[L.N. 140/2012, Act No. 18 of 2014, Act No. 25 of 2015, Act No. 48 of 2016.]

### PART I - PRELIMINARY

#### 1. Short title

This Act may be cited as the Universities Act, 2012.

#### 2. Interpretation

In this Act, unless the context otherwise requires—

“**academic programme**” means the design of learning content which includes the intention, the structure of the content, the delivery mode, academic resources and assessment modes;

“**academic staff**” means any person appointed to teach, train or to do research at a university and any other employee designated as such by the university council;

“**accreditation**” means the procedure by which the Commission recognises an institution as a University and as having fulfilled the prescribed criteria for mounting its academic programmes;

“**alumni**” means a member of the convocation of a university;

“**Board**” means the Universities Funding Board established under section 54;

“**Cabinet Secretary**” means the Cabinet Secretary for the time being responsible for matters related to university education;

“**Charter**” means the Charter granted to a university under sections 19, 24 or 25;

“**Commission**” means the Commission for University Education established under section 4;

“**constituent college**” means a constituent college of a university established under this Act;

“**differentiated unit cost**” means the annual per student cost of mounting a particular degree programme;

“**discipline differentiated remuneration**” means academic staff remuneration based on programme discipline clusters;

“**distance learning**” means the mode of delivering education through use of print, audio-visual, electronic or other technical media;

“**foreign university**” means a university established outside Kenya, which intends to offer university education in Kenya;

“**foreign university campus**” means an extension of a foreign university, set up by the university pursuant to its statutes and established in accordance with section 28 of this Act;

“**Fund**” means the Universities Fund established under section 53;

“**institution**” means a public or private institution or facility used or to be used wholly or partly, for the conduct of university education;

“**instrument of accreditation**” means the Charter or Letter of Interim Authority establishing a university issued under this Act;

“**Open University**” means the Open University established under section 24;

“**Placement Board**” means the Placement Board established under section 55(3);

“**private university**” means a university which is not established or maintained out of public funds;



**“programmes accreditation”** means the process by which the Commission formally recognizes an academic programme of a University, including a foreign university;

**“public university”** means a university established and maintained out of public funds;

**“quality assurance”** means the employment by a university of various measures and mechanisms developed by the Commission to assess, maintain and enhance standards of programmes offered by a university;

**“Senate”** means the senate of a university or any other equivalent body;

**“sponsor”** means any person including the government proposing the establishment of a university and committed to its development, implementation, construction, maintenance, management and financing;

**“stakeholder”** means a person or group of persons involved in an education, training and research institution and with vested interests for the benefit of such an institution;

**“statutes”** means the statutes of a university made by a university council;

**“student”** means any person registered in a university or an institution offering university education;

**“student with special needs”** means a student with motor, hearing or visual or other impairment which requires adaptive support to access education;

**“technical university”** means a university, established in accordance with section 25 of this Act;

**“Trustees”** means the Board of Trustees of the Fund;

**“TVET Funding Board”** and **“TVETA”** shall have the meanings assigned to them under the Technical and Vocational Education and Training Act, 2012;

**“university”** means a university to which a Charter has been granted under this Act;

**“university campus”** means an extension of a university set up by the university pursuant to its statutes and established in accordance with section 20 of this Act;

**“University Council”** means the governing body of a University;

**“visitation”** means the visitation of a university directed by the Chancellor under section 38(3)(b).

- 2) Notwithstanding subsection (1), until after the first general elections under the Constitution, the expressions **“Cabinet Secretary”** and **“Principal Secretary”** shall be construed to mean **“Minister”** and **“Permanent Secretary”** respectively. [Act No. 18 of 2014, Sch., Act No. 48 of 2016, s. 2.]

### 3. Objectives of University Education

- 1) The objectives of university education shall include—
- advancement of knowledge through teaching, scholarly research and scientific investigation;
  - promotion of learning in the student body and society generally;
  - promotion of cultural and social life of society;
  - support and contribution to the realization of national economic and social development;

- promotion of the highest standards in, and quality of, teaching and research;
  - education, training and retraining higher level professional, technical and management personnel;
  - dissemination of the outcomes of the research conducted by the university to the general community;
  - facilitation of life-long learning through provision of adult and continuing education;
  - fostering of a capacity for independent critical thinking among its students;
  - promotion of gender balance and equality of opportunity among students and employees; and
  - promotion of equalization for persons with disabilities, minorities and other marginalized groups.
- 2) In the discharge of its functions and the exercise of its powers under this Act, a university shall be guided by the national values and principles of governance set out under Article 10 of the Constitution, and shall in that regard—
- promote quality and relevance of its programmes;
  - enhance equity and accessibility of its services;
  - promote inclusive, efficient, effective and transparent governance systems and practices and maintenance of public trust;
  - ensure sustainability and adoption of best practices in management and institutionalization of systems of checks and balances;
  - promote private-public partnership in university education and development; and
  - institutionalize non-discriminatory practices.

## PART II - THE COMMISSION FOR UNIVERSITY EDUCATION

### 4. Establishment of the Commission

- 1) There is established a Commission to be known as the Commission for University Education.
- 2) The Commission shall be a body corporate with perpetual succession and a common seal and capable, in its corporate name, of—
  - a) suing and being sued;
  - b) taking, purchasing, or otherwise acquiring, holding, charging and disposing of movable and immovable property; and
  - c) doing or performing all such other things or acts necessary for the proper performance of its functions under this Act as may lawfully be done or performed by a body corporate.
- 3) The Commission for University Education is the successor to the Commission for Higher Education existing immediately before the commencement of this Act, and upon such commencement any reference to the Commission for Higher Education in any document or matter shall for all purposes be construed to be a reference to the Commission for University Education, and all rights, assets, or obligations contained in any contract for goods or services or privilege held by or on behalf of the Commission for Higher Education shall automatically and fully be transferred to the Commission for University Education.

### 5. Functions of the Commission

- 1) The functions of the Commission shall be to—
  - a) promote the objectives of university education;

- b) advise the Cabinet Secretary on policy relating to university education;
- c) promote, advance, publicise and set standards relevant in the quality of university education, including the promotion and support of internationally recognised standards;
- d) monitor and evaluate the state of university education systems in relation to the national development goals;
- e) licence any student recruitment agencies operating in Kenya and any activities by foreign institutions;
- f) develop policy for criteria and requirements for admission to universities;
- g) recognize and equate degrees, diplomas and certificates conferred or awarded by foreign universities and institutions in accordance with the standards and guidelines set by the Commission from time to time;
- h) undertake or cause to be undertaken, regular inspections, monitoring and evaluation of universities to ensure compliance with the provisions of this Act or any regulations made under section 70;
- h) on regular basis, inspect universities in Kenya;
  - i) approve universities in Kenya;
  - j) regulate university education in Kenya;
  - l) approve and inspect university programme in Kenya;
  - m) promote quality research and innovation; and
  - n) deleted by Act No. 18 of 2014, Sch.
- 2) The Commission may where it deems appropriate, delegate any of its functions in this section to any suitably qualified person or body.

- 2A) The Commission shall have all the powers as may be necessary for the proper discharge of its functions under this Act.

- 2B) 1) The Commission shall, in approving and inspecting university academic programmes—
  - a) analyse and consider the following factors—
    - i) learning content of a programme;
    - ii) purpose and objectives of a programme;
    - iii) structure of a programme;
    - iv) delivery mode of a programme;
    - v) availability of academic resources to implement a programme;
    - vi) mode of assessment of the programme;
    - vii) learning environment of a university;
    - viii) learning facilities of a university; and
    - ix) extra-curricular activities offered by a university;
  - b) ensure openness, maintain objectivity and consistency in arriving at its decision.
- 2) Despite subsection (1), the Commission may consider any other factor as it may deem fit and may rank each factor assessed to indicate the level of compliance.
- 3) For the avoidance of doubt, the Commission shall be the only body with the power to perform the functions set out in this section.

[Act No. 18 of 2014, Sch., Act No. 48 of 2016, s. 3.]

### 5A. Conflicts with other Acts in approval of programmes

- 1) If there is a conflict between the provisions of this Act and the provisions of any other Act in matters relating approval or accreditation of academic programmes offered by universities, the provisions of this Act shall prevail.
- 2) Despite the provisions of any other law, the recognition, licensing, student indexing, approval or accreditation of any academic programme including postgraduate degrees, diplomas including postgraduate diplomas and other academic certificates offered at a university shall be the exclusive mandate of the Commission to be exercised in accordance with this section at the exclusion of any other person or body.
- 3) The Commission may, before approving any academic programme consult with any relevant body established by written law to regulate the profession to which the academic programme relates where such law empowers the professional body to approve or accredit courses offered at any university or colleges.
- 4) Pursuant to section 5(2), the Commission may engage—
  - a) professional bodies and associations to carry out inspection of universities on its behalf;
  - b) the Auditor-General to offer the Commission professional opinion on management and financial positions of a particular university
- 5) A person who without the authority of the Commission under this Act purports to license, accredit, recognise, audit, inspect, index students or collect a fee or a charge from a university or a student commits an offence and shall be liable on conviction to a fine not exceeding two

million shillings or imprisonment for a term not exceeding two years or both.

[Act No. 48 of 2016, s. 5.]

### 6. Constitution of the Commission

- 1) The Commission shall consist of—
  - a) a chairperson appointed by the President;
  - b) the Principal Secretary in the Ministry for the time being responsible for university education;
  - c) the Principal Secretary in the Ministry for the time being responsible for national treasury;
  - d) one person appointed by the Cabinet Secretary who is a distinguished academic scholar with at least ten years' experience in management of university education;
  - e) one person nominated by the Federation of Kenya Employers and appointed by the Cabinet Secretary;
  - f) one person nominated by chairpersons Councils of public universities in a forum of chairpersons of the Councils of public universities convened by the Cabinet Secretary for that purpose;
  - g) one person nominated by chairpersons Councils of private universities in a forum of chairpersons of the Councils of private universities convened by the Cabinet Secretary for that purpose; and
  - h) the Commission Secretary who shall be an ex-officio member.
- 2) A person who was serving as a member of the Commission prior to the commencement of this section shall continue to serve as a member for the remainder of his or her unexpired term or for a period not exceeding ninety days after

commencement of this section, whichever is earlier, after which new commissioners shall be appointed in accordance with this section.

- 3) The selection panel referred to in subsection (2) shall comprise of a chairperson and six other persons appointed by the Cabinet Secretary as follows—
  - a) one person to represent the Public Service Commission;
  - b) one person to represent the Federation of Kenya Employers;
  - c) two persons to represent the body currently recognized as representing the interest of the private sector;
  - d) two eminent scholars appointed by the Cabinet Secretary.
- 4) The selection panel shall have power to regulate its own procedure.
- 5) The selection panel shall advertise the vacancies and publicize the names of applicants and shortlisted candidates in at least two daily newspapers with national circulation.
- 6) In determining the nomination criteria for the members of the Commission, the selection panel shall have regard to the objectives of the development of university education, ensuring that there are balanced competencies, gender equity, and the inclusion of persons with disabilities, the marginalized and other minority groups.
- 7) In nominating members of the Commission, the selection panel shall ensure that those nominated shall not have any conflict of interest in serving as members of the Commission.
- 8) If the Cabinet Secretary rejects any of the names submitted under subsection (2) the Cabinet Secretary shall inform the Selection panel and request for a replacement.

- 9) The selection panel shall stand dissolved after the appointment of the members of the Commission.
- 10) In rejecting any of the names submitted under subsection (2), the Cabinet Secretary shall attach a memorandum giving reasons for the rejection of the Candidate or Candidates.  
[Act No. 18 of 2014, Sch., Act No. 48 of 2016, s. 4.]

## 7. Qualification for Appointment as Member of Commission

- 1) A person shall be qualified for appointment as a chairperson or member of the Commission if the person—
  - a) in the case of the chairperson, holds a doctorate degree from a university recognized in Kenya and has at least fifteen years' experience in matters relating to management of university education;
  - b) in case of a member of the Commission referred to under section 6(e), (f) and (g) holds a masters degree from a university recognized in Kenya and has at least ten years' experience in matters relating management of university education.
- 2) In addition to the qualifications specified under subsection (1), a member of the Commission shall be a person of high moral character and integrity in accordance with Chapter Six of the Constitution and capable of contributing to university education.
- 3) The chairperson of the Commission shall be appointed from persons who, in addition to the competencies specified in subsection (1), have ten years' experience in leadership and management of public or private institutions.

- 4) Subject to the provisions of this Act, the chairperson and members of the Commission shall hold office for a term not exceeding four years and shall be eligible for reappointment for one further term.
- 5) Deleted by Act No. 48 of 2016, s. 6.
- 6) All appointments under this section shall be by notice in the Gazette.  
[Act No. 18 of 2014, Sch., Act No. 48 of 2016, s. 6.]

## 8. Vacancy of Office

- 1) Subject to the provisions of this Act, the office of a member of the Commission shall become vacant if the member—
  - a) resigns by notice in writing addressed to the Cabinet Secretary;
  - aa) is absent from three consecutive meetings of the Commission without the permission of the Chairperson, or, in the case of the Chairperson, the permission of the Cabinet Secretary;
  - b) is unable to perform the functions of office by reason of prolonged physical or mental incapacity;
  - c) is adjudged bankrupt by a court of competent jurisdiction or enters into a composition or scheme of arrangement for the benefit of creditors;
  - d) is guilty of gross misconduct;
  - e) fails to meet the requirements of Chapter Six of the Constitution; or
  - f) is convicted of an offence and sentenced to imprisonment for a period of six months or more.
- 2) Where the office of a member of the Commission becomes vacant, the Cabinet Secretary may,

subject to the provisions of this Act, appoint another person to fill the vacancy for the remainder of the term of such member.

- 3) Notwithstanding the generality of the foregoing, any member of the Commission suspected of having contravened Chapters 6 or 13 of the Constitution shall vacate office to pave way for investigations.
- 4) Where a person who has vacated office under subsection (3) is not found culpable of any unlawful act by a competent legal authority, the person shall be reinstated to the position of a Commissioner.
- 5) The First Schedule shall apply with respect to the conduct of the business and affairs of the Commission.  
[Act No. 18 of 2014, Sch., Act No. 48 of 2016, s. 7.]

## 9. Commission Secretary

- 1) There shall be a Secretary of the Commission who shall be appointed by the Cabinet Secretary on the recommendation of the Commission following a competitive recruitment process and who shall serve for a period of five years, which term may be renewable once.
- 2) The Secretary shall be the chief executive officer of the Commission and shall be responsible for the day to day management of the affairs of the Commission.

## 10. Deputy Secretary

- 1) The Commission shall appoint one or more Deputy Commission Secretaries who shall, under the general authority of the Commission Secretary, exercise such powers and perform such duties as may be assigned by the Secretary.

- 2) A Deputy Commission Secretary shall hold office on such terms and conditions as may be specified in the instrument of appointment.

### 11. Qualification for Appointment as Commission Secretary

- 1) A person shall be qualified for appointment as a Commission Secretary if the person—
- holds a masters degree from a university recognized in Kenya; and
  - has at least ten years' experience in the management of a university.
- 2) In addition to the qualifications specified under subsection (1) a person shall meet the requirements of Chapter Six of the Constitution. [Act No. 18 of 2014, Sch., Act No. 48 of 2016, s. 8.]

### 12. Other Members of Staff of the Commission

- 1) The Commission may employ such other officers and staff as it may deem necessary for the performance of its functions under this Act and any person employed under this section shall be deemed to be a public officer within the meaning of the Constitution.
- 2) All appointments under this section shall take into account gender equity, ethnic and regional balance in accordance with the Constitution. [Act No. 18 of 2014, Sch.]

### 12A. Protection from Personal liability

- 1) No matter or thing done by a member of the Commission or any officer, employee or agent of the Commission shall, if the matter or thing is done bona fide for executing the functions, powers or duties of the Commission, render

the member, officer, employee or agent or any person acting under the directions personally liable to any action, claim or demand whatsoever.

- 2) The provisions of subsection (1) shall not relieve the Commission of the liability to pay lawful compensation or damages to any person for injury to the person or property. [Act No. 48 of 2016, s. 9.]

## PART III - ESTABLISHMENT AND ACCREDITATION OF UNIVERSITIES

### 13. Establishment of a University

- 1) Every university in Kenya shall be established by a Charter or a Letter of Interim Authority in accordance with this Act.
- 2) A person wishing to establish a University in Kenya shall apply in writing to the Commission in the prescribed manner for accreditation and the grant of a Charter.
- 3) An application under subsection (2) shall be accompanied by a draft of the Charter of the proposed university, which shall provide for the following with respect to the university—
- governance structures and systems;
  - members and staff;
  - financial management systems;
  - development of the Statutes;
  - use of the common seal and custody of instruments of authority;
  - process of voluntary winding up;
  - the procedure for vetting of applicants and nominees for the office of Chancellor;
  - the academic programmes offered at the university;
  - the financial ownership structure of the university if the university is a private university.

- the infrastructure in place or proposed infrastructure and the locations thereof, including that of Constituent Colleges and which shall comply with infrastructural standards established by the Commission; and
- any other matter required by the Commission. [Act No. 18 of 2014, Sch., Act No. 48 of 2016, s. 10.]

### 14. Letter of Interim Authority

- 1) The Commission shall consider every application submitted to it under section 13 and inspect and assess the resources of the applicant, and where the Commission is satisfied that the applicant meets the requirements of this Act, shall recommend to the Cabinet Secretary the issuance of a Letter of Interim Authority to the applicant.
- 2) The Cabinet Secretary may grant a Letter of Interim Authority to an institution under subsection (1) if satisfied that such institution shall, once established, contribute to the development of university education in Kenya.
- 3) Notwithstanding the generality of the foregoing, the Commission may, in consultation with stakeholders, advise the Cabinet Secretary on the suitability of an institution intended to be established as a public university.

### 15. Effects of Letter of Interim Authority

- 1) An institution granted an Letter of Interim Authority under section 14 shall be a body corporate with perpetual succession and a common seal and capable, in its corporate name, of—

- a) suing and being sued;
  - b) acquiring, holding and disposing of moveable and immovable property; and
  - c) doing all such other things or acts as may lawfully be done by a body corporate.
- 2) An institution to which a Letter of Interim Authority is granted shall have power to—
- a) set up a governing body for the university;
  - b) continue to develop the physical facilities;
  - c) continue to assemble academic resources;
  - d) with the prior approval of the Commission advertise and admit students to the academic programmes of the institution;
  - e) establish and maintain internal quality assurance mechanism to assure standards, quality and relevance in the institution in accordance with the provisions of this Act; and
  - f) perform such other acts as the Commission may require.
- 3) Nothing in this section shall be construed to preclude a university from developing infrastructure in anticipation the grant of a Charter under this Act.  
[Act No. 18 of 2014, Sch., Act No. 48 of 2016, s. 11.]

#### 16. Duration of Letter of Interim Authority

- 1) A Letter of Interim Authority granted under section 15 shall lapse—
- a) after the expiry of a period of four years from the date of issue, subject to an extension for a period of four years which may be granted by the Cabinet Secretary, on the recommendation of the Commission; or
  - b) upon revocation under section 17; or (c) upon the grant of a Charter.

- 2) An institution whose Letter of Interim Authority lapses under subsection 1(a) or (b) shall be wound up in accordance with this Act.

#### 17. Revocation of a Letter of Interim Authority

The Cabinet Secretary may, on the recommendation of the Commission or on application by the respective institution, revoke a Letter of Interim Authority in accordance with regulations on the winding up of universities and shall issue a notice in the Gazette to that effect.

#### 18. Accreditation Report for Purposes of Grant of Charter

- 1) The Commission shall, at least six months before the expiry of the Letter of Interim Authority, prepare an accreditation report indicating whether or not the application for the establishment of a university has met all the conditions required under this Act.
- 2) The Commission shall submit the accreditation report referred to under subsection (1) and its recommendations thereon to the Cabinet Secretary.

#### 19. Grant or Refusal to Grant a Charter

- 1) The Cabinet Secretary shall consider the report and the recommendations submitted under section 18 and may—
- a) if satisfied that the application meets the requirements for the establishment of a university, recommend to the President the grant of a Charter, either in the form of the draft Charter submitted with the application or in such other form as the Commission may consider appropriate;

- b) extend the Letter of Interim Authority for a further and final period of four years; or
- c) if satisfied that the proposed university does not meet the requirements for establishment of a university, reject the application.

- 2) Where the Cabinet Secretary rejects an application under paragraph (1) (c)—

- a) the Cabinet Secretary shall furnish the applicant with the reasons for the rejection of the application;
- b) the Letter of Interim Authority issued under this Act shall, be revoked within one year:

*Provided that the applicant may submit a fresh application in accordance with this Act; and*

- c) the Cabinet Secretary may, in consultation with the Commission appoint such person or persons to administer and manage the university for the better protection of the interests of the students and staff of the university as provided for in the regulations.

- 3) Subsection (2) shall apply mutatis mutandis where a Letter of Interim Authority is revoked under section 17.

#### 20. Effect of a Charter

- 1) A university granted a Charter in accordance with section 19—
- a) shall be a body corporate, and as such shall continue the activities of the university as undertaken under the Letter of Interim Authority, including the employment of staff, except where activity is expressly altered under the Charter;



- b) shall mobilize academic resources;
- c) may develop its new academic programmes for approval by the Commission in accordance with this Act;
- d) may establish campuses and colleges which must conform to standards established by regulations made under this Act; and
- e) may award —
  - i) degrees, including postgraduate degree and honorary degrees;
  - ii) diplomas, including postgraduate diplomas; and
  - iii) other academic certificates
- 2) Notwithstanding the generality of subsection (1), colleges and campuses of universities shall not share premises with incompatible businesses.
- 2A) Despite the provisions of Section (1) (d), a public university shall not establish a campus or a college in a foreign country without the approval of the Cabinet Secretary in consultation with the Cabinet Secretary for the time being responsible for matters relating to finance.
- 3) The Cabinet Secretary may, in consultation with the Commission, by order published in the Gazette, establish or declare an institution of learning or higher education or other training establishment to be a constituent college of a university.  
[Act No. 18 of 2014, Sch., Act No. 48 of 2016, s. 12.]

## 21. Publication of Charter

The Cabinet Secretary shall, by notice in the Gazette, publish the Charter granted under section 19.

## 22. Variation, Revocation of Charter

- 1) The President may, on the recommendation of the Cabinet Secretary revoke a Charter if in the opinion of the President the revocation is in the best interest of university education in Kenya.
- 2) The recommendation referred to under subsection (1) shall be made with the prior concurrence of the Commission which shall satisfy itself that the revocation is in the best interest of university education in Kenya.
- 3) A recommendation under subsection (1) shall only be made after the University has been afforded the opportunity to be heard and the Commission has, in accordance with the regulations, inspected the university concerned, and is satisfied that the university is unable to contribute to the objectives of university education set out in this Act.
- 4) If a Charter is revoked under subsection (1) the Cabinet Secretary shall forthwith cause a notice of revocation to be published in the Gazette, and the university concerned shall cease to be a university at the expiry of one year from the date of the notice.
- 5) Notwithstanding subsection (4) the revocation of a Charter shall not affect the validity of any academic award made by the University before the revocation.
- 6) Upon the revocation of a Charter, the Cabinet Secretary may, in consultation with the Commission in the case of a public university, or with the Commission and the sponsor in the case of a private university, appoint such person or persons as the Cabinet Secretary may deem appropriate to administer and manage the university for the better protection of the interests of the students and staff of the University.

- 7) The Cabinet Secretary may, in consultation with the Commission, make regulations for the better carrying out of the functions under this section.  
[Act No. 25 of 2015, Sch.]

## 22A. Variation of Charter

- 1) The Cabinet Secretary may, upon an initiation made under subsection (3), vary a Charter if in the opinion of the Cabinet Secretary that the variation is in the best interest of university education in Kenya.
- 2) The recommendation referred to under subsection (1) shall be made based on need to —
  - a) align the particular Charter to the Constitution or any written law;
  - b) align the university to the training and research priority of the national government that would develop expertise in a specified academic field, including instilling of skills with bias in employment creation;
  - c) in the case of a private university, to reflect changes in sponsorship of the university;
  - d) align the university to the dynamics in research, technology and prevailing academic requirements recommended by the body which by law represents employers; or
  - e) align the charter to the best interests of university education in Kenya.
- 3) A variation under subsection (1) may be initiated—
  - a) by the Commission upon request by a university, in the case of a public university; or
  - b) by the sponsor in the case of a private university; and may include the introduction of such mechanisms as shall enable the university concerned to better carry out its functions.

- 4) A decision for the variation by the Cabinet Secretary shall be made without unreasonable delay, but in any case —
  - a) within three months from the date a recommendation for variation is made by the Commission, if the process is initiated by the Commission; or
  - b) within six months from the date a formal request for variation is made by a university, if the process is initiated by a university.
- 5) If a Charter is varied under subsection (1), the Cabinet Secretary shall forthwith cause a notice of variation to be published in the Gazette, and the variation shall come into effect on such date as may be specified in the notice.
- 6) Notwithstanding subsection (5), the variation of the Charter shall not affect the validity of any academic award made by the University before variation.
- 7) For the purpose of this section, “vary” includes a review or amendment.  
[Act No. 25 of 2015, Sch.]

### 23. Statutes

- 1) Subject to this Act and to the Charter a University Council may, and where required by this Act to do so shall, make such statutes and regulations as it considers appropriate to regulate the affairs of the university.
- 2) A university Council shall, as soon as practicable and in any event not later than three months after the making of a statute or regulation under this section, submit it to the Cabinet Secretary for publication in the Gazette.  
[Act No. 48 of 2016, s. 13.]

### 24. Establishment of Specialized Degree Awarding Institutions

- 1) The President, on the recommendation of the Commission through Cabinet Secretary, and with the approval of Parliament may by award of Charter, establish —
  - a) specialized degree-awarding or research institutions whose mandate shall be of strategic national importance; and
  - b) a national Open University as a specialized university under this section, to offer university programmes through distance and e-learning mode.
- 2) The institutions established under this section shall be prioritized by the Commission with respect to accreditation and the development of the governing instruments.

### 25. Declaration of Technical Universities

- 1) The President may, on the recommendation of the Cabinet Secretary, declare an institution to be a technical university subject to such conditions, standards and guidelines as may be specified by the Commission.
- 2) Where a declaration under this section is made with respect to a public institution, it shall only apply where such institution is a National Polytechnic within the meaning of the Technical and Vocational Education and Training Act, 2012.  
[Act No. 18 of 2014, Sch.,]

### 26. Universities in Counties

The Commission shall ensure the establishment of public universities in each of the Counties, giving priority to Counties that do not have universities immediately after following the coming into force of this Act.

### 27. Unauthorized use of a University Name

- 1) A person who, except with the written consent of a university Council—
  - a) uses the name of a university in furtherance of, or in connection with, an advertisement for any trade, business, calling or profession; or
  - b) issues a certificate purporting it to be from that university, commits an offence and is liable on conviction to a fine not exceeding one million shillings or to imprisonment for a term not exceeding three years, or to both.
- 2) Notwithstanding any other written law, no public officer performing functions relating to the registration of companies, business names or trademarks shall accept for registration a name which is identical to, or so similar as to confuse the public with the name of a University, unless the consent of the respective university council has been obtained.
- 3) This section shall apply, mutatis mutandis, to the Open University established under section 24(1) (b).

### 28. Accreditation of Foreign Universities

- 1) A university established outside Kenya which intends to offer university education in Kenya, shall apply to the Commission for accreditation in accordance with the provisions of this Act.
- 2) A foreign university may, subject to the provisions of this Act, enter into an arrangement with an institution in Kenya for purposes of offering its programmes or joint programmes of instruction in Kenya, with the prior approval of the Commission.



- 3) Any foreign university approved under subsection (2) must first submit proof of accreditation from its country of origin to undertake university education in Kenya.
- 4) The Commission shall, at the beginning of each year and thereafter each quarter of the year, cause to be published in at least three newspapers of national circulation, the list of universities accredited to undertake university education in Kenya.
- 5) Any person who purports to offer a degree through a university that is not accredited commits an offence and shall be liable upon conviction, to a fine of not less than ten million shillings, or to imprisonment for a term of not less than three years, or to both.

## 29. Academic Freedom

- 1) A University, in performing its functions shall—
  - a) have the right and responsibility to preserve and promote the traditional principles of academic freedom in the conduct of its internal and external affairs;
  - b) have power to regulate its affairs in accordance with its independent ethos and traditions and in doing so it shall have regard to—
    - i) the promotion and preservation of equality of opportunity and access;
    - ii) effective and efficient use of resources; and
    - iii) its obligations as to public accountability.
- 2) A member of the academic staff of a university shall have the freedom, within the law, in the member's teaching, research and any other activities either in or outside the university,

to question and test received wisdom, to put forward new ideas and to state opinions, and shall not be disadvantaged, or subject to less favourable treatment by the university, for the exercise of that freedom.

## PART IV - FINANCIAL PROVISIONS RELATING TO THE COMMISSION

### 30. Funds of the Commission

The funds of the Commission shall consist of—

- a) monies allocated by Parliament for the purposes of the Commission;
- b) fees and charges for services rendered by the Commission;
- c) such monies as may be lawfully earned from income generating activities; and
- d) monies granted, donated or lent to the Commission from any other source, with the approval of the Cabinet Secretary and the Cabinet Secretary responsible for finance.

### 31. Financial Year

The financial year of the Commission shall be the period of twelve months ending on the thirtieth June of each year.

### 32. Annual Estimates

- 1) At least three months before the commencement of each financial year, the Commission shall cause to be prepared estimates of the revenue and expenditure of the Commission for that year.
- 2) The annual estimates shall make provision for all the estimated expenditure of the Commission for the financial year concerned and in particular, shall provide for—

- a) the payment of the salaries, allowances and other charges in respect of the staff of the Commission;
  - b) the payment of pensions, gratuities and other charges, and in respect of benefits which are payable out of the funds of the Commission;
  - c) the maintenance of the assets of the Commission;
  - d) the funding of operations, training, research and development of activities of the Commission; and
  - e) the creation of such reserves to meet future or contingent liabilities in respect of benefits, insurance or replacement of buildings or installations, equipment and in respect of such other matters as the Commission, may think fit.
- 3) The annual estimates shall be approved by the Commission, before the commencement of the financial year to which they relate and shall be submitted to the Cabinet Secretary for approval and after the Cabinet Secretary has given approval, the Commission shall not increase any sum provided in the estimates without the consent of the Cabinet Secretary.
  - 4) No expenditure shall be incurred for the purposes of the Commission except in accordance with funds voted or appropriated by Parliament.

### 33. Accounts and Audit

- 1) The Commission shall cause to be kept all proper books and records of account of the income, expenditure, assets and liabilities of the Commission.
- 2) Within a period of three months after the end of each financial year, the Commission shall

submit to the Auditor-General the accounts of the Commission in respect of that year together with—

- a) a statement of the income and expenditure of the Commission during that year; and
  - b) a statement of the assets and liabilities of the Commission on the last day of that financial year.
- 3) The annual accounts of the Commission shall be prepared, audited and reported upon in accordance with the provisions of the Public Audit Act, 2003 (Cap. 412B).

## PART V - GOVERNANCE AND MANAGEMENT OF UNIVERSITIES

### 34. Instruments of Governance

Subject to the provisions of this Act, a university shall be governed in accordance with the provisions of its Charter or Letter of Interim Authority granted under this Act and statutes made by its Council.

[Act No. 48 of 2016, s. 14.]

### 35. Governing Organs of a University

- 1) In addition to the provisions of its Charter, a university shall establish the following organs of governance or their equivalent—
  - a) a Council, which shall—
    - i) employ staff;
    - ii) approve the statutes of the University and cause them to be published in the Kenya Gazette;
    - iii) approve the policies of the University;
    - iv) approve the budget;
    - v) in the case of a public university, recommend for appointment of the Vice-Chancellor, Deputy Vice-Chancellors and principals

- of constituent colleges through a competitive process; and
    - vi) undertake other functions set out under this Act and the Charter.
  - b) the Senate, which shall be in charge of all academic matters of the university and shall undertake the functions assigned to it in the Charter of the university.
  - c) the Management Board, which shall—
    - i) be responsible for implementation of the policies of the university;
    - ii) assist in the day-to-day management of the university; and
    - iii) undertake such other functions as shall be set out in the Charter.
- 2) Notwithstanding the generality of the provisions of subsection (1), the Council of a private university shall be appointed in accordance with provisions of the Charter, and such a university may, with the approval of the Commission, establish additional governance organs, including a Board of Trustees or its equivalent, as the sponsor may deem appropriate.
- 3) A Board of Trustees established pursuant to subsection (2) or the sponsor of a private university shall, in addition to any other functions set out in the charter of the university—
  - a) appoint members of the University Council;
  - b) raise funds for the benefit of the university;
  - c) promote the objects of the university; and
  - d) appoint the university Chancellor.[Act No. 18 of 2014, Sch., Act No. 48 of 2016, s. 15.]

### 36. Council of a Public University

- 1) The council of a public university or constituent college of such a university shall consist of nine

persons appointed by the Cabinet Secretary as follows—

- a) chairperson;
  - b) the Principal Secretary in the Ministry for the time being responsible for the university education;
  - c) the Principal Secretary in the Ministry for the time being responsible for Finance;
  - d) five members appointed by the Cabinet Secretary through an open process in such a manner as may be prescribed in guidelines issued by the Cabinet Secretary; and
  - e) the Vice-Chancellor or, in the case of a constituent college, the Principal of such college who shall be an ex officio member of the Council.
- 1A) Notwithstanding subsection (1) the Vice-Chancellor of a public university shall be an ex-officio member of the councils of the constituent colleges of that university.
- 2) The provisions relating to the qualifications of the chairperson and members of the Commission in section 7 shall apply, with necessary modifications, to the chairperson and members appointed under subsection (1)(d).
  - 3) In making appointments under this section the appointing authority shall have regard to the objectives of the development of university education, ensuring that there are balanced competencies, gender equity, and the inclusion of stakeholders, persons with disabilities, the marginalized and other minority groups.
  - 4) The provisions of section (8) relating to the vacancy of office of the chairperson and members of the Commission shall apply with necessary modifications to the chairperson and members appointed under subsection (1)(a) and (d).

- 5) The members of the Council appointed under section 36(1) shall at their first meeting after appointment determine by lot which two of their number shall vacate office after a period of three and four years respectively to ensure continuity in the activities of the Council.
- 6) The provisions of the First Schedule shall apply with necessary modifications, to the conduct of the business and affairs of the Council.  
[Act No. 18 of 2014, Sch., Act No. 48 of 2016, s. 16]

### 37. Committees

The governing organs of a university may set up such committees as may be appropriate to perform such functions and discharge such responsibilities as it may determine, provided that the organs shall not delegate their principal mandate to the committees.

### 38. The Chancellor

- 1) Every university shall have a Chancellor, who shall be appointed—
  - a) in the case of a public university, by the President in accordance with the procedure set out in the Second Schedule; and
  - b) in the case of a private university, in accordance with the Charter of that University.
- 2) The Chancellor of a public university shall hold office for a term of five years and shall be eligible for re-appointment for one further term.
- 3) The Chancellor—
  - a) shall be the titular head of the university and shall, in the name of the University, confer degrees and grant diplomas, certificates and other awards of the University;

- b) may from time to time, recommend to the Cabinet Secretary in the case of a public university and the Board of Trustees in the case of a private university, a visitation of the University;
  - c) may from time to time give advice to the Council which the Chancellor considers necessary for the betterment of the University;
  - d) shall enjoy such powers and privileges and perform such other functions as may be provided in the Charter.
- 4) A person shall only be appointed as a Chancellor where the person is a person of high moral character and integrity in accordance with Chapter Six of the Constitution.
- 5) The functions of the Chancellor under subsection (3) may in the absence or incapacity of the Chancellor be performed by the Chairperson of the Council for a period not exceeding three months. [Act No. 18 of 2014, Sch., Act No. 48 of 2016, s. 17.]

### 39. The Vice-Chancellor

- 1) The Vice-Chancellor of a university shall be appointed—
  - a) in the case of a public university, by the Cabinet Secretary on the recommendation of the Council, after a competitive recruitment process conducted by the Council; and
  - b) in the case of a private university, by the respective university Council in accordance with the provisions of the Charter.
- 1A) The qualifications for appointment as a Vice Chancellor of a public university shall be as prescribed in regulations.

- 2) The Vice-Chancellor shall be the chief executive of the university and shall—
  - a) be the academic and administrative head of the university;
  - b) have the overall responsibility for the direction, organization, administration and programmes of the university; and
  - c) have such responsibilities and duties as may be provided for in the Charter.
- 3) 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.
- 4) The term of the Vice-Chancellor of a private university shall be as provided in the Charter.
- 5) The provisions of this section shall apply mutatis mutandis to the Principal of a constituent college. [Act No. 25 of 2015, Sch.]

### 40. Staff of the University

The academic and the administrative staff of a university shall be as provided in its Charter.

### 41. Students' Association

- 1) Every university shall have a students' association comprising of all students of the university.
  - 1A) A students' association shall be governed by a students' council comprising of:
    - a) a Chairperson;
    - b) a Vice Chairperson who shall be of opposite gender with the Chairperson;
    - c) a Treasurer;
    - d) a Secretary-General who shall be the secretary to the Council; and (e) three other members to represent special interests of students.

- 1B)** Every students' council shall be elected in accordance with this Act and its membership shall—
- reflect national diversity; and
  - have not more than two-thirds of its members being of the same gender.
- 1C)** For purposes of conducting the election of the members of the student council referred to in subsection (1A), the students' association shall constitute itself into electoral colleges based on either academic departments, schools or faculties, as may be appropriate.
- 1D)** The students of each electoral college constituted under subsection (1C) shall elect three representatives—
- from amongst persons who are not candidates under subsection (1A);
  - of whom not more than two-thirds shall be of the same gender.
- 1E)** The representatives of each electoral college shall elect the members of the student council within thirty days of the election under subsection
- 1D)** A member of the student council shall hold office for a term of one year and may be eligible for re-election for one final term.
- 1F)** A person who has held office as a member of the student council of a University for two terms is disqualified from election as a member of the student council of any other University or constituent college in Kenya.
- 1H)** Every students' association shall, in consultation with the University, formulate and enact rules to govern the conduct of elections including regulation of campaigns, election financing, offences and penalties.
- 1I)** An election conducted pursuant to this section shall comply with the general principles of the Kenyan electoral system

under Article 81 of the Constitution and the rules governing the election of members of the student council.

- 2)** The functions of a Students' Council shall be to—
- oversee and plan, in consultation with the Senate, students' activities for the promotion of academic, spiritual, moral, harmonious communal life and social well-being of all students;
  - draw to the attention of the appropriate authority, where necessary, special needs form particular students;
  - offer suggestions to the Senate or its equivalent on matters affecting the well being of students; and
  - undertake such other functions as provided in its governance instrument as approved by the Council.
- 3)** *Deleted by Act No. 48 of 2016, s.18.*  
[Act No. 48 of 2016, s. 18.]

#### 42. The Alumni Association

- 1)** A university may establish an Alumni Association, which may consist of graduates of the university and such other persons as may be declared to be members under the Charter.
- 2)** An Alumni Association shall act as an interactive forum for the members specified under subsection (1) and perform such other functions as may be specified in the Charter.

#### 43. University Management

The day-to-day management of the university shall vest in the Vice-Chancellor who shall be assisted by the Management Board of the university in accordance with the provisions of this Act and the Charter.

## PART VI - GENERAL FINANCIAL PROVISIONS RELATING TO UNIVERSITIES

### Public Universities

#### 44. Annual Estimates for Public Universities

- 1)** A public university shall prepare and submit its annual estimates of revenue and expenditure to the Cabinet Secretary for approval in such form and at such times as the Cabinet Secretary shall from time to time prescribe.
- 2)** A public university may incur expenditure for purposes of the institution in accordance with estimates approved by the Cabinet Secretary, and any approved expenditure under any head of the estimates may not be exceeded without the prior approval of the Council.
- 3)** A public university may, subject to any other written law, regulations and guidelines, appeal to the general public for subscriptions, donations or bequests for the benefit of the university.

#### 45. Funds of a Public University

- 1)** The funds of a public university shall comprise of—
- such sums as may be provided by Parliament;
  - such monies or assets as may accrue to or vest in the public university in the course of the exercise of its powers or the performance of its functions under this Act or under any other written law; and
  - all monies from any other source provided for or donated or lent to the public university.
- 2)** There shall be made to the public university, out of monies provided by Parliament for that purpose, grants towards the expenditure incurred in the exercise of its powers or in performance of its functions under this Act.

**46. Unexpended Monies**

Any unexpended balance of the grant made under section 45 may be carried forward in the account of a public university from one year to the next and be expended as the university may determine.

**47. Accounts and Audit**

- 1) A public university shall cause to be kept all proper books of records of accounts of the income, expenditure and the assets of the university.
- 2) Within four months from the end of each financial year, a public university shall submit to the auditor general corporations the accounts of the university together with—
  - a) a statement of the income and expenditure of the university during the financial year; and
  - b) a balance sheet of the university on the last day of the year.
- 3) The accounts of a public university shall be audited and reported upon in accordance with the provisions of the Public Audit Act, 2003 (Cap. 41 2B).

**48. Vesting of Property**

All immovable property, shares, funds and securities as may from time to time become the property of the public university shall be in the name of the university and shall be dealt with in such manner as the institution may from time to time determine, subject to the conditions upon which any grants are made from public funds for capital or recurrent purposes and the conditions upon which any endowment, bequest or donation is made for any purposes connected with the institution.

**49. Investment of Funds**

- 1) A public university may invest any of its funds in securities in which for the time being trustees may by law invest in trust funds, or in any other securities which the Treasury or any other authorized body may, from time to time, approve for that purpose.
- 2) A public university may, subject to the approval of the Treasury or any other authorized body, place on deposit with such bank or banks as the public university may determine, any monies not immediately required for the purposes of the university.

**50. Financial Year**

The financial year of a public university shall be the period of twelve months ending on the thirtieth day of June in each year.

**Private Universities****51. Financial Management of Private Universities**

- 1) Every private university shall, in accordance with generally accepted accounting practice, principles and procedures—
  - a) keep books and records of income, expenditure, assets and liabilities;
  - b) prepare financial statements within three months of the end of the year, including—
    - i) a statement of income and expenditure for the previous year; and
    - ii) balance sheet as at the end of the previous year.
- 2) Every private University shall, within a financial year—

- a) ensure an annual audit of its books, records of account and financial statement by an auditor, who shall conduct the audit in accordance with the generally accepted auditing standards;
- b) provide to the sponsor or the Board of Trustees of the university, or its equivalent the certified copy of the auditor's report in respect of the financial statements referred to in subsection (1);
- c) comply with all the financial regulations and meet all financial obligations owed to the State as may be contained in any other written laws;
- d) account for any funds received from the government;
- f) on request and for purposes of accreditation or audit, provide to the Commission official confirmation of compliance with financial obligations which shall be published upon the Commission issuing notice to the university concerned. [Act No. 18 of 2014, Sch., Act No. 48 of 2016, s. 19.]

**51A. Financing Arrangements**

- 1) A private university granted a charter may enter into a financing arrangement with any person or institution upon such terms and conditions as may be set out in the arrangement, for the purpose of financing the objectives for which the university is established.
- 2) Without prejudice to the generality of subsection (1), the finance arrangement may set out—
  - a) the rights and obligations of each party to the arrangement;
  - b) the sharing of assets or liabilities arising from the arrangement;
  - c) the manner of termination of such arrangement;

- d) Such other matter as may be necessary under the law under which the arrangement is made. [Act No. 18 of 2014, Sch.]

## 52. Investment of Funds by Private Universities

A private university may invest any of its funds as may be approved by the sponsor or the Board of Trustees of the university or its equivalent.

## PART VII - THE UNIVERSITIES FUND

### 53. Establishment of Fund

- 1) There shall be established a Fund to be known as the Universities Fund.
- 2) The object and purpose of the Fund shall be to provide funds for financing universities.
- 3) There shall be paid into the Fund—
  - a) monies provided by Parliament;
  - b) such sums of money as may be received by the Board in the form of donations;
  - c) such sums of money as may be specifically designated for the Fund by the Board out of its own Funds;
  - d) income generated by investments made by the Trustees; and
  - e) endowments, grants and gifts from whatever source designated for the Fund.
- 4) There shall be paid out of the Fund—
  - a) any expenditure approved by the Trustees for the funding of the public universities;
  - b) any expenditure approved by the Trustees for conditional grants and loans to private universities; and
  - c) any expenditure authorized by the Trustees to be incurred in connection with the administration of the Fund.

### 54. Board of Trustees

- 1) The Fund shall be managed by a Board of Trustees which shall consist of nine members appointed by the Cabinet Secretary as follows—
  - a) a chairperson who has knowledge and experience in matters related to finance, investment and fundraising;
  - b) the Principal Secretary in the Ministry responsible for finance; (c) the Principal Secretary in the Ministry for University Education;
  - d) six persons who have proven knowledge and experience in Financial matters of which at least two and not more than three will be of the same gender.
- 2) In appointing the members referred to in subsection (1)(d) the Cabinet Secretary shall have regard to—
  - a) the objects of the Fund;
  - b) the need for balanced competencies among the Trustees;
  - c) gender equity; and
  - d) the inclusion of persons with disabilities, minorities and other marginalized groups.
- 3) The provisions relating to the appointment of the members of the Commission as set out in section 6 shall apply, mutatis mutandis, to the Trustees.
- 4) The function of the Trustees shall be to generally manage the University Fund established under section 53, and more particularly to—
  - a) advise the Cabinet Secretary in matters of university education funding and related policy issues;
  - b) in consultation with the Cabinet Secretary, develop a transparent and fair criteria for allocation of funds to public universities

and issue conditional grants to private universities;

- c) apportion funds to public universities and issuance of conditional grants to private universities in accordance with criteria established;
  - d) in consultation with the Chairpersons of Councils of public universities, propose and establish for approval by the Cabinet Secretary and the Auditor-General the maximum differentiated unit cost for the programmes offered;
  - e) establish the minimum discipline differentiated remuneration for academic staff of universities, which shall be fair and globally competitive, and advise the Government accordingly;
  - f) mobilize and receive funds for purposes of the Fund from the Government, donors, and from any other source; and
  - g) exercise any other power for the better performance of its functions **under this Act.**
- 5) The Trustees may invest any unutilized balances in the Fund in such manner as trustees may lawfully invest public funds.
- 6) *Deleted by Act No. 48 of 2016, s. 20.*
- 7) *Deleted by Act No. 48 of 2016, s. 20.* [Act No. 48 of 2016, s. 20.]

### 54A Director of the Fund

- 1) There shall be a Director who shall be the chief executive officer of the Fund, appointed by the Cabinet Secretary on recommendation of the Board of Trustees of the Fund following a competitive recruitment process, and who shall serve for a term of five years, which may be renewed for one further term.



- 2) The Director of the Fund shall be responsible for the day to day management of the affairs of the Fund.
- 3) A person shall be qualified for appointment as a Director if such person—
  - a) is a Kenyan citizen;
  - b) holds a degree or its equivalent from a university recognized in Kenya in the field of banking, education, law, finance, economics or management;
  - c) has at least ten years' relevant professional experience in the management of a public or private institution; and
  - d) meets the requirements of leadership and integrity set out in Chapter Six of the Constitution. [Act No. 48 of 2016, s. 21.]

#### 54B. Staff of the Fund

- 1) The Fund may employ such other officers and staff as it may deem necessary for the performance of its functions under this Act.
- 2) All appointments under this section shall take into account gender equity, ethnic and regional balance in accordance with the Constitution. [Act No. 48 of 2016, s. 21.]

#### 54C. Financial Provisions

The provisions relating to the finances of the Commission as set out in sections 31, 32 and 33 shall apply, mutatis mutandis to the finances of the Fund. [Act No. 48 of 2016, s. 21.]

### 55 PART VIII - THE KENYA UNIVERSITIES AND COLLEGES CENTRAL PLACEMENT SERVICE

Establishment of a Kenya Universities and Colleges Central Placement Service

- 1) There shall be a Service to be known as the Kenya Universities and Colleges Central Placement Service.
- 2) The Service shall be a body corporate with perpetual succession and a common seal and capable, in its corporate name, of—
  - a) ing and being sued;
  - b) purchasing, disposing and disposing of movable and immovable property; and
  - c) doing all such other things or acts as may be done by a body corporate.
- 3) The Service shall be governed by the Placement Board which shall consist of thirteen members appointed by the Cabinet Secretary as follows—
  - a) a chairperson;
  - b) the Secretary of the Commission;
  - c) the chief executive of the Higher Education Loans Board;
  - d) the chief executive of the TVET Funding Board;
  - e) the chief executive of the TVETA;
  - f) two Vice-Chancellors representing Public Universities;
  - g) two Vice-Chancellors representing Private Universities;
  - h) two representatives of the Kenya Association of Technical Institutions;
  - i) the Principal Secretary in the Ministry responsible for higher education; and
  - j) the Principal Secretary in the Ministry responsible for finance.
- 4) The Service shall establish a Secretariat in such manner as it may deem appropriate, which shall be at such place as the Service shall determine.
- 5) The Placement Board shall in the performance of its functions under this Act uphold equity and balanced access to University and College

education and develop suitable criteria to promote affirmative action, and other strategies as may be approved the by Government.

#### 56. Functions of Placement Board

- 1) The functions of the Board shall be to—
  - a) co-ordinate the placement of the government sponsored students to universities and colleges;
  - b) disseminate information on available programmes, their costs, and the areas of study prioritized by the Government;
  - c) collect and retain data relating to university and college placement;
  - d) advise the Government on matters relating to University and college student placement;
  - e) develop career guidance programmes for the benefit of students; and
  - f) perform any other function assigned to it under this Act.
- 2) The Placement Board shall in the performance of its functions promote equity and access to university and college education, by among other things, developing criteria for affirmative action for the marginalized, the minorities and persons with disabilities.
- 3) The placement Board shall establish criteria to enable students access the courses for which they applied taking into account the students' qualifications and listed priorities.

#### 57. Independent Admissions

Notwithstanding any other provisions of this Part, a university or college may independently admit students to its programmes in accordance with its approved admissions criteria.

### 58. Secretary, Staff of Placement Service

The provisions relating to the appointment of the Secretary and staff members of the Commission as set out in sections 9 and 12 shall apply, mutatis mutandis, to the appointment of the Director and staff members of the Placement Service.

### 59. Finances of the Placement Service

The provisions relating to the financial provisions of the Commission as set out in sections 30, 31, 32 and 33 shall apply mutatis mutandis, to the finances of the Service.

### 59A. Meaning of the word “College”

In this Part, “college” means an institution established under the Technical and Vocational Education and Training Act, (No. 29 of 2013) or any other public training institution of higher learning established under an Act of Parliament.  
[Act No. 48 of 2016, s. 22.]

## PART IX - MISCELLANEOUS

### 60. General Functions of a University Council

A University Council shall have the necessary powers for the proper performance of its functions under this Act and in particular, without prejudice to the generality of the foregoing, a university shall have powers to—

- a) manage, supervise and administer the assets of the university in such a manner as best promotes the purpose for which the university is established;
- b) determine the provisions to be made for capital and recurrent expenditure and for reserves of the university;

- c) receive any grants, donations or endowments on behalf of the university and make legitimate disbursements therefrom;
- d) enter into association, collaboration or linkages with other bodies or organizations within or outside Kenya as the university may consider desirable or appropriate and in furtherance of the purpose for which the university is established; and
- e) open a banking account or accounts for the funds of the university.

### 61. Display of Instruments of Accreditation

- 1) Every university shall conspicuously display all its instruments of accreditation on its premises in all its colleges and campuses.
- 2) Where any instrument of accreditation is revoked under this Act, the university concerned shall, within fourteen days of such revocation, return the original instrument of accreditation to the Commission subject to the provisions of this Act. [Act No. 48 of 2016, s. 23.]

### 61A. Form of Instrument of Accreditation

The instruments of accreditation shall be in the form prescribed in the Third Schedule to this Act. [Act No. 48 of 2016, s. 24.]

### 62. Delegation of Functions

A university council may delegate to any committee or to any of its members, officers or employees the exercise of its functions or duties under this Act of any other written law.

### 63. Fair Administrative Action

- 1) In the performance of its functions, a University Council shall uphold the rights of any person who is likely to be affected, and shall—
  - a) inform the person concerned of the nature of the allegations made against that person;
  - b) afford that person adequate time to prepare and present a defence; and
  - c) afford the person the opportunity of being heard in person.
- 2) A university council may act on general evidence the character or conduct of the person concerned and shall not be bound by the rules of evidence as set out in the Evidence Act (Cap. 80).
- 3) A University council shall expeditiously dispose of all matters before it and in any event, within six months.
- 4) No person having a personal interest or outcome in any matter before a university council shall sit as a member of the university or committee hearing the matter.

### 64. Disclosure of Interest

- 1) Where a member is directly or indirectly interested in any contract or other matter before the University Council or a committee and is present at a meeting at which the contract or other matter is the subject of consideration, the person shall, at the meeting and as soon as reasonably practicable after the commencement, disclose the interest and shall not take part in the consideration or discussion of, or vote on any questions with respect to the contract or other matter, or be counted in the quorum of the meeting during consideration of the matter.



- 2) A disclosure of interest made under this section shall be recorded in the minutes of the meeting at which it is made.

### 65. Instruments of Authority

- 1) Subject to this Act, a university shall possess a Mace, Seal and Logo as its instruments of Authority.
- 2) A common seal of a university shall be kept in such custody as the University may in its Charter direct and shall not be used except in the manner authorized by the university.
- 3) All deeds, instruments, contracts and other documents shall be deemed to be duly executed by or on behalf of a university—
  - a) where they are required to be under seal, if sealed with the common seal of the university and authenticated by the Chairperson of the university council and any other officer of a university so authorized by the University in the provisions of its Charter;
  - b) where they are not required to be under seal, if executed in that behalf by a member authorized by the University council in the provisions of the Charter for that purpose.
- 4) A deed, instrument, contract or other documents executed in accordance with subsection (3) shall be effective in law to bind a university and its successors and may be varied or discharged in the same manner as that in which it was executed.

### 66. Protection from Personal Liability

No matter or thing done by a member of a university or any officer, employee or agent of a university shall, if the matter or thing is done bona fide for executing

the functions, powers or duties of the university, render the member, officer, employee or agent or any person acting under the directions personally liable to any action, claim or demand whatsoever. [Act No. 18 of 2014, Sch.]

### 67. Liability for Damages

The provisions of section 66 shall not relieve a university of the liability to pay lawful compensation or damages to any person for injury to the person or property.

### 68. Offences by a University

If an offence under this Act is committed by a university or other body corporate with connivance of or attributable to any officer of the university or any other person who was purporting to act in any such capacity, that the officer or other person shall be guilty of that offence.

### 69. General penalties

- 1) Except as may be expressed to the contrary, any institution which after the commencement of this Act—
  - a) advertises or in any manner holds itself to the public as a university; or
  - b) admits students or conducts courses of programmes of instruction in university education, without the permission of the Cabinet Secretary or the Commission in accordance with this Act, commits an offence and is liable on conviction, to a fine not exceeding one million shillings and in the case of a continuing offence, to sum of fifty thousand shillings per day for every day on which the offence continues, or to

imprisonment for a term not exceeding two years or both.

- 2) Any person who commits an offence under this Act for which no other penalty is provided shall be liable in the case of a first conviction, to a fine not exceeding one million shillings or a term of imprisonment not exceeding twelve months and or to both. [Act No. 48 of 2016, s. 25.]

### 69A. Commission may issue a Notice to Comply

- 1) The Commission may, by comply notice in writing, require an institution in default of any provision under this Act, regulation, standards and guidelines to comply therewith within a prescribed time and in a prescribed manner.
- 2) If any institution served with a notice under sub-section (1) fails to comply therewith, the Commission may close the institution either permanently or until the notice is complied with.
- 3) Any person aggrieved by the decision of the Commission under subsection (2) may appeal to the Cabinet Secretary within thirty days of the decision. [Act No. 48 of 2016, s. 26.]

### 70. Regulations

- 1) The Cabinet Secretary may in consultation with relevant stakeholders make regulations prescribing anything which under this Act may be prescribed and generally for the better carrying out of the objects of and purposes of this Act.
- 2) Without prejudice to the generality of the foregoing, regulations under this section may make further provisions on the—
  - a) establishment of public and private universities, technical universities, open universities, university campuses and university constituent colleges;

- b) issuance, revocation and variation of University Charters;
  - c) implementation of differentiated unit costs, and discipline differentiated remuneration the academic year for the universities;
  - d) continuous accreditation and quality assurance, including programme accreditation;
  - e) procedure for the revoking a Letter of Interim Authority, varying or revoking a Charter and for winding up of Universities; and
  - f) registration of agents of foreign universities.
  - g) procedure for approval of academic programmes by the Commission;
  - h) procedure for recognizing and equating degrees, diplomas and certificates conferred by foreign universities;
  - i) criteria for evaluating internal tools developed by universities for the purpose of assessing quality assurance;
- [Act No. 18 of 2014, Sch., Act No. 48 of 2016, s. 27.]

## PART X - REPEALS AND TRANSITIONAL PROVISIONS

### 71. Repeal of Various Acts

- 1) The following Acts are repealed—
  - a) The Universities Act (Cap. 210B)
  - b) The University of Nairobi Act (Cap. 210)
  - c) The Kenyatta University Act (Cap. 21 0C)
  - d) The Moi University Act (Cap. 21 0A)
  - e) The Jomo Kenyatta University of Agriculture and Technology Act (Cap. 210E)
  - f) The Egerton University Act (Cap. 214)
  - g) The Maseno University Act (Cap. 210D); and

- h) The Masinde Muliro University of Science and Technology Act, 2006 (Cap. 210F).

- 2) Notwithstanding subsection (1), the following transitional provisions set out in this Part shall apply.

### A - Existing Universities

#### 72. Grant of Charter to Existing Public Universities

- 1) A public university existing immediately before the commencement of this Act shall be deemed to be a university established under this Act and shall take the steps prescribed under this Act to obtain a Charter within a period of one year after such commencement.
- 2) The Charter shall be subject to and construed in accordance with this Act.

#### 73. Existing Charters and Letters of Interim Authority

- 3) A private university in possession of a Charter or a Letter of Interim Authority granted under the Universities Act (*now repealed*) immediately before the commencement of this Act shall upon such commencement, be deemed to have been granted such Charter or letter of Interim Authority under this Act.

### 74. Existing Constituent Colleges

Any constituent colleges of universities existing before the commencement of this Act shall upon such commencement continue to be constituent colleges of those universities and may apply for accreditation in accordance with the provisions of this Act, subject to meeting the standards established under this Act.

### 75. Existing Campuses and Campus Colleges

A campus or a campus college of a university existing before the commencement of this Act shall be deemed to have been established under the provisions of this Act.

### 76. Chancellors, Vice-Chancellors, Councils

- 1) Any person who immediately before the commencement of this Act is a Chancellor of a university shall remain in office for the remaining period of his or her term or for a period not exceeding one year, whichever is less.
- 2) Any person who immediately before the commencement of this Act, is a Vice-Chancellor of a public university or Principal of a constituent college of a public university, shall remain in office for the remaining period of his or her term of office.
- 3) All Councils of public universities in existence immediately before the commencement of this Act shall remain in office for a period not exceeding six months after which new councils shall be appointed under this Act.

### 77. Preservation of Proceedings and Rights of Appeal

Any proceedings, instruments and any right of appeal subsisting immediately before the commencement of this Act shall be treated as subsisting by virtue of the corresponding enactment in this Act.

### 78. Continuance of Periods of Time

Where a period of time specified in any of the repealed Acts is current at the commencement of this Act, this Act shall have effect as if the corresponding provisions had been in force when that period began to run.

## 79. Preservation of Licenses, Certificates and Registration

- 1) Any register kept, registration effected, certificate issued, notice or information given, return made or other thing done under the repealed Acts which, immediately before the date of commencement of this Act, was in force or effect shall continue in force and have effect as if kept, effected, issued, given, made or done under the corresponding provision of this Act unless expressly repealed.
- 2) Any form used and any requirement as to the particulars to be entered in any form used for the purposes of the repealed Act which was in force or effect immediately before the date of commencement of this Act shall continue in force and have effect as though prescribed under this Act until new forms or particulars are prescribed.

## 80. Transfer of Property, Assets Liabilities and Staff

- 1) All immovable and movable property and assets which immediately before the commencement of this Act were vested in, or possessed by the institutions established under the repealed Acts shall, by virtue of this section vest in the respective institutions established under this Act without further conveyance transfer or assignment.
- 2) All rights, obligations and liabilities which immediately before the commencement of this Act were vested in or imposed on the institutions established under the repealed Acts are deemed to be the rights, obligations and liabilities of the respective institutions established under this Act.

- 3) All references to the institutions established under the repealed Acts in any agreement or instrument relating to any property, assets, rights, obligations or liabilities transferred under subsection (1) and (2) and subsisting immediately before the commencement of this Act, shall, unless the context otherwise requires, be read as references to respective institutions established under this Act.
- 4) Except as the institutions established under the repealed Acts otherwise direct, all persons who were members of the staff of the institutions established under the repealed Acts shall be members of the staff of respective institutions established under this Act and shall be deemed to have been appointed under this Act on the terms and conditions of service applicable to them immediately before the commencement of this Act.

## 81. General Savings

- 1) All acts, directions, orders, appointments, requirements, authorizations or other things given, taken or done under, and all funds, assets and other property acquired by virtue of the repealed Acts shall, so far as they are not inconsistent with this Act, be deemed to have been given, taken, done or acquired under this Act.
- 2) All rules and regulations made under the repealed Acts and in force immediately before the commencement of this Act as long as they are not inconsistent with this Act shall continue to be in force but may be amended or revoked by rules and regulations made under this Act.
- 3) All pending disciplinary matters shall be determined as if they were commenced under this Act.

- 4) All instruments issued by the institutions established under the repealed Acts and in force immediately before the commencement of this Act shall be deemed to have been issued under this Act.

## B - The Commission for Higher Education

### 82. Interpretation of Part

*In this Part—*

**“appointed day”** means the day appointed by the Cabinet Secretary for the coming into operation of this Act;

**“former Commission”** means the Commission for Higher Education existing immediately before the coming into operation of this Act.

### 83. Assets and Liabilities

- 1) On the appointed day—
  - a) all the funds, assets and other property, both movable and immovable, which immediately before such date were vested in the former Commission shall, by virtue of this paragraph, vest in the Commission without further conveyance, transfer or assignment.
  - b) all rights, powers and liabilities which immediately before such day were vested in, imposed on or enforceable against the former Commission shall by virtue of this subsection, be vested in, imposed on or enforceable against the Commission.
  - c) Any reference in any written law or in any document or instrument to the Commission shall, on and after the appointed day, be construed to be a reference to the Commission.

- d) The annual estimates of the former Commission for the financial year in which the appointed day occurs shall be deemed to be the annual estimates of the Commission for the remainder of that financial year:

\_\_\_\_\_

*Provided that such estimates may be varied by the Commission in such manner as the Cabinet Secretary may approve.*

\_\_\_\_\_

- e) The administrative directions made by the Commission or by the Cabinet Secretary which are in force immediately before the appointed day shall, on or after such day, have force as if they were directions made by the Commission or the Cabinet Secretary under this Act. [Act No. 18 of 2014, Sch.]

84. Deleted by Act No. 48 of 2016, s. 28.

## 85. Staff

Any person who is a member of the staff of the former Commission immediately before the appointed day shall be deemed to be a member of staff of the Commission.

## FIRST SCHEDULE

[Act No. 18 of 2014, Sch., Act No. 48 of 2016, s. 29]

### PROVISIONS AS TO THE CONDUCT OF THE BUSINESS AND AFFAIRS OF THE COMMISSION

1. The Commission shall meet as often as necessary for the transaction of business, but not more than four months shall elapse between the date of one meeting and that of the next meeting.
2. The Chairperson may at any time, and shall upon written request by a majority of the members, call a special meeting of the Commission.
3. The Chairperson shall preside at every meeting of the Commission at which he is present, but in the absence of the Chairperson the members present may elect one from among their number to preside.
4. The quorum for a meeting of the Commission shall be five members.
5. Unless a unanimous decision is reached, a decision on any matter before the Commission shall be by a majority of the members present, and in the case of an equality of votes the chairperson or person presiding shall have a casting vote.
6. A member who has a direct or indirect interest in a matter being considered or to be considered by the Commission shall, as soon as the relevant facts regarding the matter come to knowledge of the member, disclose the nature of such interest, and shall not be present during any deliberations on the matter.
7. The Commission shall cause the minutes of all proceedings of its meetings to be recorded and kept, and shall be signed by the chairperson or the person presiding at the meeting.
8. Save as provided in this Schedule the Commission may regulate its own procedure.

## SECOND SCHEDULE

[Section 38(1).]

### PROCEDURE FOR THE APPOINTMENT OF THE CHANCELLOR OF A PUBLIC UNIVERSITY

1. Where a vacancy occurs in the office of Chancellor of a public university, the Senate of that university shall, in consultation with the respective alumni association, identify suitable persons for appointment.
2. All names submitted under paragraph 1 shall be vetted by the Senate in accordance with the procedure set out in the Charter, and the Senate shall propose five names of persons deemed to be qualified under the provisions of this Act for purposes of ranking by the alumni association.
3. The names of the five applicants deemed by the Senate to be most suitable for ranking as Chancellor shall be circulated among the alumni of the public university, who shall be requested to rank the applicants in order of preference.
4. The Senate shall forward the names of the top three applicants respectively ranked by the alumni association to the Cabinet Secretary for onward transmission to the President, who shall pick one of the persons so ranked for appointment as Chancellor.
5. The appointment of the Chancellor by the President shall be by notice published in the Gazette.
6. Where a public university is of recent establishment and has no alumni the President shall, from three names recommended by the Cabinet Secretary, appoint the person to be the Chancellor of the university.

**THIRD SCHEDULE**

**[Section 61A, Act No. 48 of 2016, s. 30.]**

**LETTER OF INTERIM AUTHORITY**

Pursuant to section 14 of the Universities Act, this \_\_\_\_\_ day of 20\_\_\_\_\_ the Cabinet Secretary has granted \_\_\_\_\_ (*name of university*) a Letter of Interim Authority authorising the university to operate in accordance with the provisions of sections 15, 16 and 17 of this Act.

**Signed by Cabinet Secretary** \_\_\_\_\_

**CHARTER**

Pursuant to section 13 of the Universities Act, this day of \_\_\_\_\_ 20\_\_\_\_\_ the Commission accredits \_\_\_\_\_ (*name of university*) to be established as a university in accordance with the provisions of this Act.

**Signed by Cabinet Secretary** \_\_\_\_\_

# 5] THE UNIVERSITY OF NAIROBI CHARTER

---

IN EXERCISE of the powers conferred by section 19 of the Universities Act 2012, the Minister for Higher Education, Science and Technology certifies that the Charter set out in the Schedule hereto has been granted to The University of Nairobi in accordance with the provisions of the Act.

*1<sup>st</sup> March*

Dated the....., 2013



**MARGARET KAMAR,**  
Minister for Higher Education, Science and Technology

# SCHEDULE

## THE UNIVERSITIES ACT, 2012

### THE UNIVERSITY OF NAIROBI CHARTER

#### PREAMBLE

**WHEREAS** the University was established at inception in 1956 as the Royal Technical College;

**AND WHEREAS** the University was transformed into the second University College of East Africa as the Royal College Nairobi in 1964;

**AND WHEREAS** the Royal College Nairobi was renamed University College Nairobi;

**AND WHEREAS** the University was incorporated in 1970 and has been operating under the University of Nairobi Act, 1985 Cap. 210 Laws of Kenya (*now repealed*);

**AND WHEREAS** the Kenya Government now wishes to Charter the University of Nairobi situated in Nairobi County in the Republic of Kenya;

**AND WHEREAS** the said The University of Nairobi has applied to the Commission for University Education, for grant of Charter to provide for the establishment, control, governance, and administration of the University and for connected purposes, in the manner prescribed by the Universities Act;

**AND WHEREAS** the Commission for University Education has visited and inspected the said institution, and is satisfied that the objects of The University of Nairobi are consistent with the advancement of university education in Kenya;

**AND WHEREAS** the Commission for University Education is also satisfied that The University of Nairobi has complied with the provisions of the Act;

**AND WHEREAS** the Commission for University Education has submitted a draft Charter, the text whereof is annexed hereto, to the Minister for Higher Education, Science and Technology on the said institution, and the Minister is satisfied that The University of Nairobi should be granted the Charter;

**AND WHEREAS** the Minister for Higher Education, Science and Technology has submitted the Charter to me with recommendations thereon;

**AND WHEREAS**, I am satisfied that the granting of the Charter will be of benefit to the advancement of university education in Kenya;

**NOW WHEREFORE**, by these presents, be it known in exercise of the powers conferred upon me by section 19 of the Universities Act, 2012, I, Mwai Kibaki, President and Commander-in-Chief of the Defence Forces of the Republic of Kenya, grant the Charter annexed hereto to The University of Nairobi.

#### PART I - PRELIMINARY

##### 1. Short Title

This Charter may be cited as the University of Nairobi Charter, 2013.

##### 2. Interpretation.

In this Charter, unless the context requires otherwise: -

“**Acts**” means University Act No 42 of 2012.

“**Charter**” means the Charter granted to the University of Nairobi;

“**Administrative Staff**” means a member of staff of the University in Grades 5 to 15, who is appointed for general purposes of performing duties related to general management and administration of the University;

“**Alumni Association**” means the organization of the Alumni Association where the following shall be eligible for full membership registration upon payment of the prescribed fee:



- a) All persons who have successfully completed their studies at the University (persons holding awards of the University, and)
- b) Persons granted honorary degrees by the University, and
- c) Full time permanent staff members who are not former University of Nairobi students and who obtained a degree from another recognized institution.

**“Cabinet Secretary”** means the Cabinet Secretary for the time being responsible for university education;

**“Chairman of Council”** means the Chairman of Council of the University as defined in the Charter;

**“Chancellor”** means the Chancellor of the University referred to in Section 12 of the Charter;

**“College”** means:

- a) a College specified in the Schedule hereof; and
- b) a College established within the University pursuant to an order made under Section 7 of the Charter;

**“Commencement Date”** means the date as defined by this Charter and as declared by notice of gazette;

**“Constituent College”** means any institution declared to be or established as a constituent college of the University under section 8 of the Charter;

**“Convocation”** means the Convocation of the University established under Section 21 of the Charter;

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

**“College Principal”** means the Principal of a college appointed under Section 16 (1) of the Charter.

**“Deputy Vice Chancellor”** means a Deputy Vice Chancellor appointed by the Council of the University under Section 15(a) of the Charter;

**“Director”** means the person appointed by the Council to be designated as a director in the University;

**“Dean”** means the person appointed by the Council to be designated as a dean in the University.

**“Deputy Principal”** means the person appointed by the Council to be designated as an Deputy Principal in the University;

**“Faculty”** means a faculty of the University established under the Statutes;

**“Fiscal Year”** means the financial year of the University determined under Section 24(1) of the Charter;

**“Graduate”** means a person upon whom a degree has been conferred by the University;

**“Institute”** means an institute of the University established by the Statutes;

**“Lecturer”** means a person on the staff of the University who is a full professor, associate professor, senior lecturer, lecturer, assistant lecturer, teaching assistant or a person who holds any other teaching or research post which the Council, on the recommendation of the Senate, has recognized as a post having academic status in the University;

**“Senate”** means the Senate of the University established under Section 18(1) of the Charter;

**“School”** means a school of the University established by the Statutes;

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

**“Statutes”** means statutes of the University made by the Council under Section 29 of the Charter;

**“Student”** means a person registered by the University for the purposes of obtaining a qualification of the University or any other person who is determined by the Senate to be a student;

**“Students Organisation”** means an association of students recognized by the Council as being an organization representative of the students of the University and as provided by section of the Charter;

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

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

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

**“University”** means the University of Nairobi constituted under section 3(1);

**“University Executive Board”** means the University Executive Board of the University provided by Section 20 of the Charter.



**“University Secretary”** means the person appointed by the Council to be designated as a University Secretary in the University; and

**“Vice-Chancellor”** means the Vice-Chancellor of the University appointed under Section 11(1) of the Charter.

## PART II - ESTABLISHMENT AND FUNCTIONS OF THE UNIVERSITY

### 3. Establishment and Incorporation of the University

- 1) The University is the successor to the University of Nairobi established by the University of Nairobi Act, Cap. 210 Laws of Kenya (*now repealed*) and subject to this Act,
- 2) The University is a body corporate with perpetual succession and a common seal, and shall in its corporate name be capable of:-
  - a) suing and being sued;
  - b) taking, purchasing or otherwise acquiring, holding, charging and disposing of movable and immovable property;
  - c) receiving, investing, borrowing and lending money; and
  - d) doing or performing any such other things or acts, including entering into such contracts as may be necessary or expedient, for the furtherance of the provision of this Charter which may be done by a body corporate.
- 3) All rights, duties, obligations, liabilities and assets of the University of Nairobi held by anybody on behalf of the University of Nairobi, existing at the commencement of this Charter, shall be automatically and fully transferred to the University and any reference to the University of Nairobi in any contract or document shall for

all purpose be deemed to be a reference to the University.

### 4. Mission

The Mission of the University is to provide quality University education and training and to embody the aspirations of the Kenyan people and the global community through creation, preservation, integration, transmission and utilization of knowledge.

### 5. Philosophy

The University is guided by the philosophy for the need to connect to and inspire the Kenyan Community, to provide leadership and stewardship and to give hope and faith to the Kenyan society that it can excel in whatever it chooses to do with passion, moral responsibility and a strong sense of patriotism.

### 6 Functions and Objects of the University

- 1) The objects and functions of the University shall be:-
  - a) to provide directly, or in collaboration, with other institutions of higher learning, facilities for University education, including technological, professional and scientific education and for research;
  - b) to advance knowledge and its practical application by research and other means;
  - c) to disseminate the outcomes of research by various means, and commercially exploit the results of such research;
  - d) to participate in technological innovation as well as in the discovery, transmission and enhancement of knowledge and to stimulate the intellectual life in the economic, social, cultural, scientific, and technological development of Kenya;

- e) to contribute to industrial and technological development of society in collaboration with industry and other organizations;
- f) to make proposals for new programmes of study including those that culminate with degrees, diplomas and certificates;
- g) to make proposals for the establishment of colleges, faculties, schools, institutes, departments, and other resource and administrative units as may be appropriate;
- h) to inculcate a culture of innovation in technology, engineering, and science, amongst staff, students, and society;
- i) to promote education in science, technology, engineering, and mathematics within the institution and society;
- j) to develop an institution of excellence in teaching, training, scholarship, entrepreneurship, research, consultancy, community service, among other educational services and products, with emphasis on technology and its development, impact and application to society;
- k) to provide a multi-level system of education and training that is relevant to the needs of the community covering a wide range of fields and levels with provision for recognition of prior learning and flexibility of transition between educational levels;
- l) to provide for the development of technical and vocational education and training and related activities within the institution and the wider society;
- m) to play a leading role in the development and expansion of opportunities for technological and vocational education and training;
- n) to provide high quality educational, research, residential, commercial, cultural, social, recreational, sporting, and other facilities;

- o) to facilitate student mobility between programmes of study at different technical training institutions, polytechnics, and universities;
- p) to promote critical enquiry and creativity in education, training and research within the institution;
- q) to participate in commercial ventures and activities that promote the objectives of the institution;
- r) to foster the general welfare of staff and students;
- s) to provide opportunities for development and further training for staff of the institution;
- t) to develop and provide educational, cultural, professional, technical and vocational services to the community and in particular the fostering of corporate social responsibility;
- u) to provide programmes, products, and services in ways that reflect the principles of equity and social justice;
- v) to conduct examinations for, and to grant such, academic awards as may be provided for in the statutes and to syndicate examinations for awards at other institution as may be approved by the Senate;
- w) generally facilitate the development and provision of appropriate and accessible academic and other programmes.
- x) subject to the Universities Charter, to co-operate with the Government in the planned development of University education and, in particular, to examine and approve proposals for new faculties, new subjects of study submitted to it by any constituent college or other post-secondary institution;

- 2) Admission to the University as candidates for degrees, diplomas, certificates, or other awards of the University shall be open to all persons accepted as being qualified by the Senate in accordance with this Charter, without distinction of race, ethnicity, place of origin or residence or other local connections, political opinion, colour, creed, physical ability or gender; and no barrier based on any such distinction shall be imposed upon any person as a condition of his becoming, or continuing to be, a professor, lecturer, graduate or student of the University, or of their holding any office therein, nor shall any preference be given to, or advantage be withheld from any such distinction.

#### **7. Establishment of Colleges within the University**

- a) The Colleges specified in the Schedule are declared to be colleges established within the University.
- b) The Council may, on the advice of the Senate, establish colleges within the University whose functions and powers shall be provided for in the statutes.
- c) A College established within the University shall consist of such faculties, schools, institutes, or centre as may be provided for by the statutes.
- d) The Colleges set out in the Schedule hereof shall be deemed to be the Colleges of the University established in accordance with this Charter, provided that the Council may amend the Schedule from time to time on recommendation of Senate.

#### **8. Establishment of Constituent Colleges**

The Cabinet Secretary may, on the advice of the Council and the recommendation of the Commission for University Education, by order published in the Gazette, establish or declare an institution of learning or higher education or any other training establishment to be a constituent college of the University.

#### **9. Conferment, Granting, Cancellation and Withdrawal of Degrees, Diplomas, Certificates and other Awards**

- 1) Subject to this Charter, the University may:
  - a) grant Diplomas or Certificates or other awards;
  - b) confer the degrees of Bachelor, Master and Doctor and such other degrees as may be provided for by the Statutes; and
  - c) Confer honorary degrees or any other academic distinction to a person who has rendered distinguished service to the advancement of any branch of learning or who has otherwise rendered service in any field of human endeavour worthy of such a degree or academic distinction.
- 2) Subject to this Charter, the University Council on the recommendation of Senate may cancel or withdraw such certificates, diplomas, degrees, including honorary degrees, or any other awards as may be provided for in the statutes.

#### **10. Award of Scholarships**

Subject to this Charter, the University may award scholarships, bursaries and prizes and make other awards which may be provided for by the statutes.

## PART III—MEMBERSHIP AND GOVERNANCE OF THE UNIVERSITY

### 11. Membership of the University

The members of the University shall be:-

- a) the Chancellor;
- b) the Chairman of Council;
- c) the Vice-Chancellor;
- d) the Deputy Vice-Chancellors;
- e) the Principals of Constituent Colleges;
- f) the Principals of Colleges within the University;
- g) the members of the Council;
- h) the members of the Senate;
- i) the members of the governing body of each constituent college;
- j) the Lecturers;
- k) the Finance Officer;
- l) the Chief Legal Officer;
- m) the Librarian;
- n) the secretary to the governing body of each constituent college;
- o) the students;
- p) Alumni;
- q) the convocation; and
- r) such other members of staff of the University or any other body formally admitted into association with the University or with any of its constituent colleges as the Council may from time to time determine.

### 12. The Chancellor

- 1) There shall be a Chancellor of the University who shall be appointed by the President and hold office in accordance to the provisions of the Charter and the schedule thereof;

- 2) A person who is appointed by the President to be the Chancellor shall hold office for a term of five years subject to re-appointment with accordance with the procedure set out in the Charter.
- 3) The Chancellor shall: -
  - a) be the titular head of the University and shall, in the name of the University confer degrees and grant diplomas, certificates and other awards of the University.
  - b) may from time to time, recommend to the Cabinet Secretary for a visitation of the University;
  - c) may from time to time give advice to the Council which he considers necessary for the betterment of the University.
  - d) enjoy such powers and privileges and perform such other functions as may be provided in the Charter.
- 4) Where the Chancellor is unable for any reason to perform the functions of office, the Chairman of the Council of the University shall perform such functions, and shall for that purpose be deemed to be Chancellor.
- 5) There shall be a Chancellor of the University who shall be appointed by the President in accordance to the provisions of Section 38(1) of the Act.
- 6) The functions of the Chancellor and the tenure of the office shall be in accordance to the provisions of Section 38(2) of the Act.
- 7) The Chancellor shall enjoy such powers and privileges and perform such other functions as may be provided under Section 38(3) of Act and Statutes.

### 13. Chairman of Council

- 1) There shall be a Chairman of Council of the University who shall be appointed according to the provisions of the Universities Act;
- 2) The Chairman of Council shall hold office for a period of three years and shall be eligible for re-appointment for one further term.

### 14. Vice-Chancellor

- 1) There shall be a Vice-Chancellor of the University who shall be appointed in accordance with the provisions of the Act.
- 2) The Vice-Chancellor shall be the Chief Executive of the University and as further provided for in the Charter and shall:-
  - a) be the academic and administrative head of the University;
  - b) have overall responsibility for the direction, organization, administration and programmes of the University; and
  - c) have such responsibilities and duties as may be provided for in Charter.
- 3) The Vice-Chancellor shall hold office for a term of five years and may be eligible for a further term of five years.

### 15. The Deputy Vice-Chancellors

- a) The Council shall, in consultation with the Chancellor, appoint from among the professors of the University, two or more Deputy Vice-Chancellors, who shall, under the general authority of the Vice-Chancellor, exercise such powers and perform such duties as may be provided for by the statutes.
- b) The Deputy Vice-Chancellor shall hold office upon such terms and for such period as may be

provided for by the statutes and upon expiration of that period shall be eligible for re-appointment for one further term.

#### 16. The Principals of Colleges within the University

- 1) The Council shall, in consultation with the Chancellor, for each college within the University, appoint a Principal who shall be the academic and administrative head of the college and shall, under the general authority of the Vice-Chancellor, have such other powers and duties as may be provided for by the statutes.
- 2) The Principal shall hold office upon such terms and for such period as may be provided for by the statutes and upon expiration of that period shall be eligible for re-appointment for one further term.

#### 17. Principals of Constituent Colleges

- 1) The Principal of a Constituent College shall be appointed competitively by the Cabinet Secretary on the recommendation of the University Council and shall be the academic and administrative head of the Constituent College.
- 2) The Principal shall hold office upon such terms and for such period as may be provided for by the Statutes and upon expiration of that period shall be eligible for re-appointment for one further term.

#### 18. The Council

- 1) The Council of a public University or constituent college of such a University shall consist of nine persons appointed by the Cabinet Secretary as follows:

- a) the Chairperson;
  - b) the Principal Secretary in the Ministry for the time being responsible for the University education
  - c) the Principal Secretary in the Ministry for the time being responsible for the University finance;
  - d) five members appointed by the Cabinet Secretary through an open process; and
  - e) the Vice-Chancellor who shall be an ex-officio member and the secretary to the Council;
- 2) Subject to subsection (3), a member of the Council, other than an ex-officio member, Shall hold office for a period of three years, but may be eligible for re-appointment for a further one term.
  - 3) The office of a member of the Council shall become vacant: -
    - a) if, not being an ex-officio member, the member resigns his/her office by writing under his/her hand addressed to the secretary to the Council;
    - b) if the Council is satisfied that such member is, by reasons of physical or mental infirmity, unable to exercise the functions of her/his office;
    - c) upon death of the member.
  - 4) Where the office of a member of the Council becomes vacant, the Vice-Chancellor, under subsection (3), shall forthwith notify the vacancy to the appropriate appointing authority.
  - 5) The procedure, conduct and regulation of the affairs of the Council shall be vested in the Council.
  - 6) The Council shall exercise prudent leadership, innovative enterprise, and good judgment in

directing the University and shall always Charter in the best interest of the University.

- 7) Subject to this Charter and without prejudice to any legislation, trust deed or other instrument by or under which a constituent college is established, the government, control and administration of the University shall be vested in the Council.
- 8) Notwithstanding subsection (1), the Council shall have power: -
  - a) to determine the method of recruitment, appointment and promotion of all staff of the University;
  - b) to appoint and determine the terms and conditions of service for all staff of the University;
  - c) to confer after receiving a report from the Senate, the title of Emeritus Professor, Visiting Professors, Honorary Professor, Honorary Lecturer or Honorary Fellow;
  - d) to approve the budget;
  - e) to promote and to make financial provisions and facilities for execution of the functions of the University;
  - f) to determine, after considering the recommendations of the Senate, all fees payable to the University;
  - g) to approve the investment of any money belonging to the University including any unutilized income, in such stocks, funds, fully paid shares or securities as Council may from time to time deem fit, in accordance with the general law for the investment of trust moneys or in the purchase of freehold or leasehold properties, including rents and subject to the Act with the powers of varying such investment from time to time by sale or re-investment or otherwise;

- h) subject to the laid down government procedures to approve sale, purchase, exchange, lease, or take on, lease movable and immovables property on behalf of the University;
- i) subject to the laid down government procedures, to approve the borrowing of money on behalf of the university; and for that purpose and subject to the Act, to mortgage or charge all or any part of the property unless the conditions of the property so held provide otherwise, and to give such other security whether upon movable and immovables property or otherwise as the Council may deem fit;
- j) on the recommendation of the Senate to provide in accordance with the Statutes, for the creation of new divisions, faculties, schools, institutes, departments, Centres or other bodies of learning, research and production in the University, whether formed by the sub-division of any one or more than one of any such new body or otherwise, and for the abolition from time to time of any such body, and to approve the establishment, abolition or subdivision of any such body however so described;
- k) to institute on the recommendation of the Senate fellowships, scholarships, studentships, exhibitions, bursaries, prizes and other aids to study and research;
- l) to approve the terms and conditions upon which internal and external examiners shall be appointed by the Senate;
- m) to empower committees to act jointly with any Committees appointed by the Senate, provided that the Council shall not delegate to the Chairman or to a Committee the powers to approve without further reference to the Council the annual estimates of expenditure;

- n) to approve regulations governing the conduct and discipline of the students of the University;
  - o) to receive, on behalf of the University, donations, endowments, gifts, grants or other moneys and make legitimate disbursements wherefrom;
  - p) to approve the constitution of the Students Organization and so far as is reasonably practicable, to ensure that the Students' Organization operates in a fair and democratic manner and is accountable for its finances;
  - q) to provide for the welfare of the staff and students of the University;
  - r) to approve regulations governing the recruitment, conduct and discipline of the staff of the University;
  - s) to monitor and evaluate the implementation of strategies, policies, and the management criteria and plans of the University;
  - t) to constantly review the viability and financial sustainability of the University, and shall do so once every year;
  - u) to ensure that the University complies with the constitution, other relevant laws, regulations, governance practices, accounting and auditing standards;
  - v) to perform such other duties as may be contained in the Statutes and may have such other powers as contained in the Act.
- 9) All documents, other than those required by law to be under seal, made on behalf of the Council, and all decisions of the Council, may be signified under the hand of the Chairman, the Vice-Chancellor or a Deputy Vice-Chancellor responsible for Human Resource and

- Administration or any other members of the Council generally or specifically authorized by the Council in that behalf.
- 10) The Council shall ensure that a proper management structure is in place and make sure that the structure, functions to maintain corporate integrity, reputation and responsibility.
  - 11) The Council shall monitor and evaluate the implementation of strategies, policies, and management criteria and plans of the University.
  - 12) The Council shall constantly review the viability and financial sustainability of the University, and shall do so once every year.
  - 13) The Council shall ensure that the University complies with all the relevant laws, regulations, governance practices, accounting and auditing standards.

## 19. Senate

- 1) There shall be Senate of the University, as provided for in the Statutes, whose membership shall be:-
  - a) the Vice-Chancellor, who shall be the Chairperson;
  - b) the Deputy Vice-Chancellors;
  - c) the Principals of each constituent college;
  - d) the Principals of each college within the University;
  - e) Deputy Principals;
  - f) the Deans of the faculties and Directors of Schools, institutes, centres and other academic units;
  - g) the Chairpersons of the teaching departments of the University;
  - h) two professors proposed from each college and elected by the academic board from within each college;

- i) two members elected by the academic board or equivalent body (*if any*) of each constituent college from among the members of such board or body;
  - j) the librarian;
  - k) one representative of each of the academic boards of the faculties, institutes and schools appointed by that academic board from among those of its members who are not professors and are not members of the Senate by virtue of any other provision of this subsection;
  - l) the director of students affairs or the equivalent;
  - m) the head of information, communication and technology services of the University;
  - n) six students to be elected by the students' organisation of the University; except that the members of the students organization shall not be entitled to attend deliberations of the Senate on matters which are considered by the Chairman of the Senate to be confidential and/or which relate to the general discipline of students, examination results, the academic performance of students and other related matters; and
  - o) such other member as Council may determine in accordance with the Statutes.
- 2) The Deputy Vice-Chancellor for the time being in charge of Academic Affairs shall be the secretary to the Senate in accordance with Section 35(1) (b) of the Act.
- 3) Notwithstanding the provisions of the Universities Act, the Senate shall have the following powers and duties:-
- a) to set the dates of the academic year and to determine the schedule of academic programmes within the academic year;
  - b) to approve all syllabi of the University;
  - c) to make regulations governing methods of assessing and examining the academic performance of students;
  - d) to evaluate academic records of both undergraduate and postgraduate candidates for the purpose of admission into the University;
  - e) to regulate the conduct of examinations;
  - f) to appoint internal and external examiners and recommend to the Council the terms and conditions for their appointment;
  - g) to approve the examination results;
  - h) subject to the Act, to approve the award of degrees including the award of honorary degrees and other academic distinctions;
  - i) to determine which qualifications or credits from other Universities or institutions shall be acceptable as equivalent to particular qualifications of the University
  - j) to determine the procedure to be followed in the conferment of the degrees and other awards;
  - k) to determine the design of academic dress and prescribe its use;
  - l) to evaluate research, teaching, staffing and general work of any body or section of the University and if it so wishes to report and make recommendations thereon to the Council;
  - m) to promote and administer the extra-mural, external and extension work of the University;
  - n) to promote research and innovation work in the University;
  - o) to promote co-operation and linkages with other institutions of higher learning and industry;
  - p) to make regulations governing the award of fellowships, scholarships, bursaries, prizes and other awards;
  - q) to develop, implement and promote quality assurance systems and structures in all University operations;
  - r) to promote the welfare of students and staff in the university;
  - s) to propose regulations and procedures for the discipline of students and make recommendations thereof to the Council;
  - t) to discontinue a student from a programme of study on academic grounds;
  - u) to receive proposals from various Boards and Faculties, Institutes, Schools, Centres and to consider their recommendations and make appropriate decision;
  - v) to recommend to the Council appropriate criteria for appointment and promotion of academic staff of the university;
  - w) to review the Statutes from time to time and to present recommendations thereon to the Council provided that all Statutes shall be reviewed at least once every five years;
  - 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.
  - y) to make regulations governing such other matters as are within its powers in accordance with this Charter or the statutes.
- 4) Notwithstanding any of the provision of this Charter, Council shall not initiate any action in respect of paragraph (a), (b) or (c) of subsection (3) except upon receipt of a report or proposal thereunder, and the Council shall not reject any such report, or amend any regulations as proposed without further reference to Senate.



## 20. The University Executive Board

- 1) There shall be a University Executive Board which shall function as the Management Board as provided for in the Charter and the Statutes, whose membership shall be:
  - a) the Vice-Chancellor, who shall be the Chairperson;
  - b) the Deputy Vice-Chancellors;
  - c) the Principals of Colleges within the University;
  - d) the Deputy Principals;
  - e) Finance Officer
  - f) such other member of senior management as the Council may determine in accordance with the Statutes.
- 2) The University Executive Board shall assist the Vice-Chancellor in the day-to-day management of the University and shall, in this respect, be responsible for:
  - a) the efficient management of the human, physical, and financial resources of the University;
  - b) the implementation of the University's policies;
  - c) making proposals to the Council and Senate on policies that have a University wide application;
  - d) the coordination of the University strategic and development plans; and
  - e) any other matters related to the management of the University.

## 21. The Convocation

- 1) There shall be a Convocation of the University which shall consist of graduates of the University and such other persons as may be prescribed by the statutes.

- 2) The Convocation shall have the right to meet and discuss any matter relating to the University and to transmit resolutions thereon to the Council and the Senate, and may exercise such other functions as the statutes may prescribe.

## 22. The Staff of the University

- 1) The staff of the University of Nairobi existing prior to the commencement of this Charter, including those on secondment and contract, shall be deemed to be employees of the University subject to the statutes.
- 2) The Academic Staff of the University of Nairobi shall consist of the librarian and all members of staff who are engaged in teaching and research.
- 3) The teaching staff of the University shall consist of the Vice-Chancellor, the Deputy Vice-Chancellors, the Principals of colleges within the University, the librarian and all members of staff who are engaged in teaching and research.
- 4) The senior management staff of the University shall consist of the Vice-Chancellor, the Deputy Vice-Chancellors, the Principals of colleges of the University, the Deputy Principals and such other members of staff as the Council may from time to time determine.
- 5) The administrative staff of the University shall consist of the registrars, the directors and such other members of staff engaged in general administration as the Council may, from time to time determine.
- 6) The technical staff of the University shall consist of those staff engaged in laboratory, field instruction, workshops and such similar environs in the teaching departments under the general direction of the heads of the teaching

departments, and as the Council may from time to time determine.

- 7) The support staff of the University shall consist of those staff engaged in general duties and as the Council may from time to time determine.
- 8) All members of staff of the University shall, subject to this Charter, be appointed by the Council either:-
  - a) in the manner and upon the terms and conditions of service prescribed by the statutes; or
  - b) in the case of a person seconded to the service of the University from the service of another university or similar institution, the Government or any other public service, on terms and conditions agreed upon between the Council and the seconding body.
- 9) The Council may, subject to such restrictions as it may impose, delegate, either generally or specially, to any person or committee the power to appoint any member of staff of the University.
- 10) All members of the staff of the University shall:
  - a) be subject to the general authority of the Council and of the Vice-Chancellor; and
  - b) be deemed to be employed on a full time basis except as otherwise specifically provided by the statutes or by the terms of a particular appointment.

## 23. Performance of Functions in Absence of Office Holder

- 1) In the event of the incapacity of the Vice-Chancellor, the Council shall appoint one of the Deputy Vice-Chancellors to carry out the functions of the Vice-Chancellor during the period of incapacity for a maximum period of one hundred and eighty calendar days.

- 2) In the event of the simultaneous incapacity of the Vice-Chancellor and the Deputy Vice-Chancellors, the Chancellor after consultation with the Chairman of the Council may appoint one of the Principals of the Colleges of the University to perform the functions of the Vice-Chancellor during the incapacity for a maximum period of one hundred and eighty calendar days.
- 3) In the event of the simultaneous incapacity of the Vice-Chancellor, the Deputy Vice-Chancellors, the Principals of Colleges of the University, the Chancellor after consultation with the Chairman of the Council may appoint a member of the academic staff at the level of professor to perform the functions of the Vice-Chancellor during the incapacity for a maximum period of one hundred and eighty calendar days.
- 4) In the event of the incapacity of any member of staff of the University, the Vice-Chancellor may appoint a suitable person to perform the functions of the said officer during the incapacity for a maximum period of one hundred and eighty calendar days.
- 5) In this section, “**incapacity**” means absence from Kenya or inability for any other reason to perform the functions of the office concerned or as may be provided for in the Statutes and whereupon at expiry of the above prescribed period, the position shall fall vacant and the process of filling up the position as provided for in the Act, Statutes, and or regulations shall commence.

#### PART IV—FINANCIAL PROVISIONS

##### 24. Financial Year

- 1) The financial year of the University shall be the period of twelve months commencing on 1 July and ending on 30 June in the following year.

- 2) In the event of any change in the financial year, and for the purposes of the transition from the old financial year to a new financial year consequent upon the change, the transitional period, whether more or less than twelve months, shall be deemed for the purposes of this Charter to be a financial year.

##### 25. Investments of Funds

- 1) The Council may invest any of the funds of the University in securities, treasury bonds, trust funds or in any other securities which for the time being trustees may by law invest trust funds or in any other securities which the Treasury may, from time to time, approve for the purpose.
- 2) The Council may place on deposit with such bank or banks as it may determine any moneys not immediately required for the purposes of the University.

##### 26. Annual Estimates

- 1) Before the commencement of a financial year, the Council shall cause to be prepared estimates of the revenue and expenditure of the University for that year.
- 2) The annual estimates shall make provision for all the estimated expenditure of the University for the financial year concerned, and in particular shall provide:
  - a) for the payment of the salaries, allowances and other charges in respect of the staff of the University;
  - b) for the payment of the pensions, gratuities and other charges in respect of retirement benefits which are payable out of the funds of the University;

- c) for the proper maintenance of the buildings and grounds of the University;
- d) for the proper maintenance, repair and replacement of the equipment and other movable property of the University;
- e) for the proper funding of the cost of teaching and research activities of and in the University;
- f) for the creation of such reserve funds to meet future or contingent liabilities in respect of retiring benefits, insurance or replacement of buildings or equipment, or in respect of such other matters as the Council may think fit.

- 3) Annual estimates shall be approved by the Council before the commencement of the financial year to which they relate, and shall be submitted to the Cabinet Secretary for approval, and after the Cabinet Secretary has given his approval, the Council shall not increase any sum provided in the estimates without the consent of the Cabinet Secretary.
- 4) No expenditure shall be incurred for the purpose of the University except in accordance with the annual estimates approved under subsection (3) or in pursuance of an authorization of the Council given with the prior approval of the Cabinet Secretary.

##### 27. Accounts and Audit

- 1) The Council shall cause to be kept all audit proper books and records of account of the income, expenditure, assets and liabilities of the University.
- 2) Within a period of three months from the end of each financial year, the Council shall submit to the Auditor-General or an auditor appointed



under section (3), 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.
  - c) Any other financial statement as may be prescribed from time to time.
- 3) The accounts of the University shall be audited by the Auditor General in No. 12 of 2003 or an auditor appointed by the Council with the approval of the Cabinet Secretary in concurrence with the Auditor-General and the provisions of the Public Audit Act, 2003.
  - 4) The Auditor-General may transmit to the Cabinet Secretary a special report on any matters incidental to his powers under this Charter, and section 24 No. 12 of 2003 (3) and (4) of the Public Audit Charter, 2003 shall apply to any report made under this paragraph;
  - 5) The employment of an auditor shall not be terminated by the Council without the consent of the Cabinet Secretary in concurrence with the Auditor-General.
  - 6) The Auditor-General may give general or special directions to an auditor appointed under subsection (3) and the auditor shall comply with those directions.
  - 7) An auditor appointed under subsection (3) shall report directly to the Auditor-General on any matter relating to the directions given under subsection (5).
  - 8) Within a period of six months after the end of the financial year, the auditor shall report on the examination and audit of the accounts of the University to the Council and the Cabinet Secretary; and where the auditor has been

appointed under subsection (3) he shall also transmit a copy of the report and accounts to the Auditor-General.

- 9) Nothing in the Charter shall be construed as prohibiting the Auditor-General from carrying out the inspection of the University accounts or records if it appears to him desirable.
- 10) Notwithstanding anything in this Charter, the Auditor-General may transmit to the Cabinet Secretary a special report on any matters incidental to his powers under this Charter, and section 19(3) and (4) of the Exchequer and Audit Act shall, mutatis mutandis, apply to any report made under this section.
- 11) In the exercise of his powers and duties under this Charter, the Auditor-General and any auditor appointed under this section shall have the same powers as those conferred on the Auditor-General by the Constitution and section 8 of the Exchequer and Audit Act.
- 12) The Cabinet Secretary shall lay the auditor's report before the National Assembly as soon as practicable after the report has been submitted to him under this section.
- 13) The fee for any external auditor shall be fixed and paid by the Council.

## PART V – MISCELLANEOUS PROVISIONS

### 28. The Common Seal

- 1) The common seal of the University shall be kept in such custody and used only as the Council shall direct.
- 2) The common seal of the University shall be authenticated by the signatures of the Vice-Chancellor together with any other person duly authorized by the Council and of a Deputy Vice-Chancellor.

- 3) The common seal of the University when affixed to any document and duly authenticated shall be judicially and officially noticed, and, unless and until the contrary is proved, any order or authorization of the Council under this section shall be presumed to have been duly given.

### 29. The Statutes

- 1) In the performance of its functions under this Charter, the Council shall, subject to this Charter, make statutes generally for the government, control and administration of the University and for the better carrying into effect of the purposes of this Charter, and in particular for the:-
  - a) establishment of colleges, faculties, schools, institutes and centre's of the University;
  - b) description of degrees, diplomas, certificates and other academic qualifications;
  - c) requirement for conferment of degrees and award of diplomas, certificates and other academic qualifications;
  - d) conduct of examinations;
  - e) prescribing fees and other charges;
  - f) prescribing the rules and regulations for the conduct and organisation of student affairs;
  - g) the settlement of the terms and conditions of service, including the appointment, dismissal, remuneration and retiring benefits, of the members of the staff of the University;
  - h) the constitution and procedures of the meetings of the Council and the establishment, composition and terms of reference of committees of the Council;
  - i) prescribing the rules and regulations for the students organization; and

- j) providing for or prescribing anything, which, under this Charter, may be provided for or prescribed by the statutes.
- 2) Notwithstanding subsection (1), the Council shall not make, amend or revoke, any statutes relating to the functions or privileges of the Chancellor, Vice-Chancellor or Senate without first ascertaining the opinion of the Senate.
- 3) Statutes shall only be made by a resolution passed at a meeting of the Council supported by a majority of not less than 3/4 of the members present and voting, being not less than half of the total membership of the Council.
- 4) Provided that the Council of the University immediately at the pronouncement of the Charter of the University shall have the powers to make statutes for the University under the Charter.
- 5) Statutes or regulations made by the Council under this Charter shall be published in the Gazette but section 27, 31(e) and 34 of the Interpretation Act, Cap. 2, shall not apply to the statutes or to the regulations.
- 6) Notwithstanding the generalities of paragraph (4) the Statutes made hereof shall not be in force before the commencement of the University of Nairobi Charter.

### 30. Protection of Name

- 1) Notwithstanding the provisions of any other written law, no public officer performing functions relating to the registration of companies, business or societies names shall accept for such registration any name which includes the words "University", the word "Nairobi" or "Kenya" together in any order, unless the application for the registration is accompanied by the written consent of the Council.

- 2) Any person who except with the written consent of the Council, uses the word "University", the word "Nairobi" or "Kenya" together in any order and in furtherance of, or as, or in connection with, any advertisement for any trade, business, calling, or profession, shall be guilty of an offence and shall be liable on conviction to a fine not exceeding three million shillings, or to imprisonment for a term not exceeding three years, or to both.
- 3) Notwithstanding the foregoing, nothing in this subsection shall be construed as preventing the bona-fide use by any person of any title in pursuance of the grant to her/him of a degree, diploma or certificate by the University.

### 31. Repeal and Savings: Chapter 210.

- 1) The University of Nairobi Act, in this section referred to as the former Act, is repealed.
- 2) Notwithstanding the repeal of the former Act, all Charters, directions, orders, appointments, requirements, authorizations, other things given, taken or done under, and all funds, assets and other property acquired in virtue of, that Act, shall, so far as not inconsistent with this Charter, be deemed to have been given, taken, done or acquired under this Charter.
- 3) Notwithstanding the provisions of this Charter, the persons constituting the Council of the University of Nairobi shall continue to discharge responsibilities and exercise such powers and functions as set out in the Act until the Council of The University is appointed.
- 4) All statutes or regulations made under the former Act and in force immediately prior to the commencement of this Charter shall continue in force but may be amended or revoked by a statute or regulations made under this Charter.

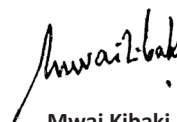
### 32. Transition

- 1) There shall be a transition period to provide for the full implementation of the Charter and appointment by the Cabinet Secretary of the Council of the University of Nairobi upon the commencement of this Charter.
- 2) During the transition period the following shall take place:
  - a) the Council of the University of Nairobi shall continue to be in place and shall function as the Council of the University of Nairobi until such time that the substantive Council shall have been appointed;
  - b) the Council of the University of Nairobi may make statutes for the University under this Charter and the statutes so made shall be deemed to have been made under this Charter;
  - c) the persons occupying the positions of Principal, Deputy Principals and Executive Deans of the University shall continue to discharge their responsibilities and exercise such powers as set out in the Act and statutes of the University until the Vice-Chancellor and other officers of the University are appointed and assume office.

## SCHEDULE COLLEGES OF THE UNIVERSITY

- 1) The College of Education and External Studies
- 2) The College of Agriculture and Veterinary Sciences
- 3) The College of Architecture and Engineering
- 4) The College of Biological and Physical Sciences
- 5) The College of Health Sciences
- 6) The College of Humanities and Social Sciences

Given under my hand and the public seal of Kenya on the.....<sup>1st</sup> day of ..... March 2013



**Mwai Kibaki**  
President

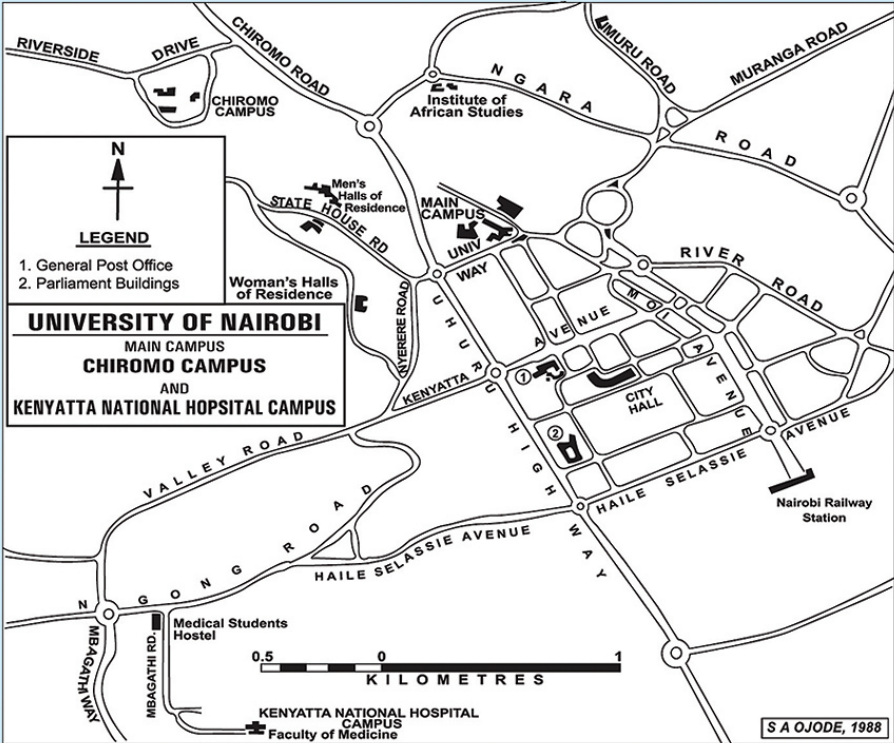
Dated the .....<sup>1st</sup> day of ..... March 2013



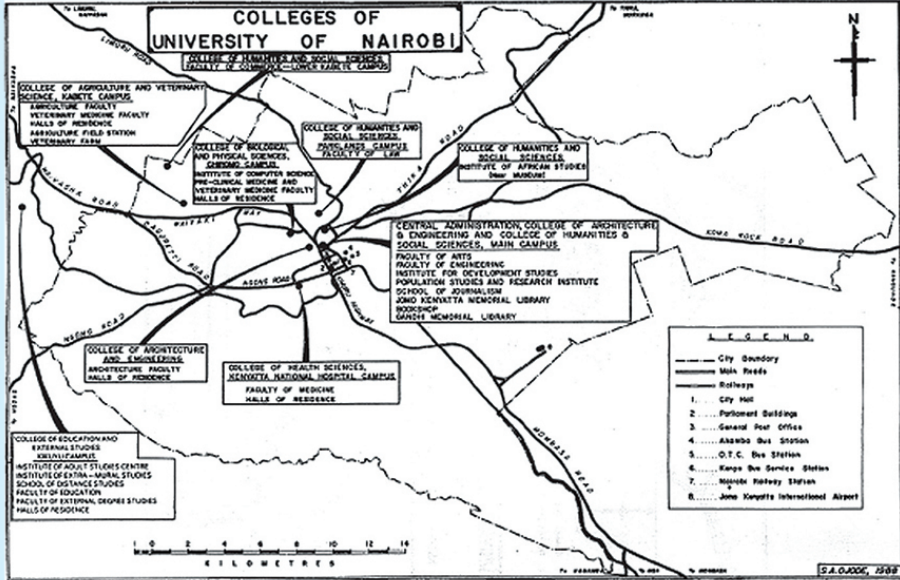
**MARGERET KAMAR**  
Minister for Higher Education, Science and Technology

## GENERAL INFORMATION

# UNIVERSITY OF NAIROBI MAP



## The University of Nairobi, Main Campus and Kenyatta National Hospital Campus



## Colleges of The University of Nairobi, Main Campus



## GRADUATION CEREMONIES PICTORIAL



*Daniel arap Moi awarding a student with a PhD degree when he was the Chancellor at the University of Nairobi*



*William Ruto receiving his Doctor of Philosophy degree award*



*William Ruto, Eugene Wamalwa and colleagues during their graduation day*



*Stephen Kalonzo Musyoka taking a selfie with his friends during his graduation*

# SHORT HISTORY OF THE UNIVERSITY

The idea of an institution for higher learning in Kenya goes back to 1947, when the then Kenyan Government drew up a plan for the establishment of a Technical and Commercial Institute in Nairobi. By 1949, this plan had grown into an East African concept, aimed at providing higher technical education for all the territories of East Africa. In September 1951, this concept received a Royal Charter, under the name, "Royal Technical College of East Africa". With a grant from the Colonial Development and Welfare Funds, the foundation stone was laid by the then Governor, Sir Philip Mitchell in April, 1952.

At this period, the Asian Community in East Africa was also planning to build a college for arts, science and commerce as a living memorial to Mahatma Gandhi. To avoid duplication of efforts, the Gandhi Memorial Academy Society, agreed to merge interests with those of the East African Governments. In April, 1954, the Gandhi Memorial Academy was incorporated into the Royal Technical College of East Africa by an Act of the then East African High Commission and which later on changed to East African Community. With the merger, the Gandhi Memorial Academy Society agreed to contribute £200,000 toward the cost of initial buildings, and gave an Endowment of £100,000 to the college. They also set up a Trust Fund (The Gandhi Smarak Nidhi Trust) of another £100,000, primarily for the benefit of students of the college. In return, the Gandhi Memorial Academy Society received representation on the governing council of the college.

The Royal Technical College opened its doors to the first intake of students in April, 1956. No sooner had this been done than the need was felt for expert advice on the pattern of higher education in East Africa. This led to the appointment of a Working Party in July 1958, under the Chairmanship of Sir John Lockwood, then the Vice-Chancellor of the University of London. Among the main recommendations of the Working Party was that, through measures of reconstruction and addition of appropriate facilities, the Royal Technical College should be transformed into the second Inter-Territorial University College in East Africa. The recommendation was accepted by the East African Governments and on 25<sup>th</sup> June, 1961 by an Act of the East African High Commission, the Royal Technical College was transformed into the second University college of East Africa, under the name "Royal College Nairobi". On 20<sup>th</sup> May, 1964, the Royal College Nairobi was renamed "University College of Nairobi."

The complex process of reorganisation of the Technical College into a University college fell to Dr. J.M. Hyslop, who took office as Principal in September, 1960. Under him, the College was admitted into special relation with the University of London in February 1961, and prepared students in the Faculties of Arts, Science and Engineering for the Bachelor of Arts and Bachelor of Science (general) and Engineering degrees of the University of London. Students in the other faculties, namely, the Faculty of Arts and Architecture and the Faculty of Special Professional Studies (*later renamed the Faculty of Commerce and then School of Business*) continued to work either for a College Diploma or for the qualifications of professional bodies such as the Royal Institute of Chartered Institute of Secretaries. The Department of Domestic Science - which moved to Kenyatta University College in 1972 along with the Faculty of Education entered into a Special Relation Scheme with the School of Education of the University of Manchester in 1959.

Further developments in the academic field came in 1962, when the Faculty of Veterinary Science was transferred from Makerere University College to the Royal College, Nairobi. In the following year Extra-Mural Studies, which hitherto had been organised in Kenya by Makerere, was also transferred to the college. At the same time, the College of Social Studies, Kikuyu, which had been in operation as an independent centre for residential adult education since 1961, was absorbed into the college. In 1963, an Institute of Adult Studies was created. The Institute and the College of Social Studies integrated and was in 1966 renamed the Adult Studies Centre. In 1967 a Radio/Correspondence Course Unit was established as a department in the Institute of Adult Studies.

In 1965 an Institute for Development Studies was established with Social Science and Cultural Divisions. The former undertook large contractual research for various Government Ministries as well as pursuing fundamental research into East African and particularly Kenyan economic problems. The latter carried out research into the Kenyan Cultural heritage. In 1970/71 academic year, the Cultural Division was set up separately as the Institute of African Studies. In 1989, the latter started offering a degree course in Anthropology.

In 1967, the Faculty of Medicine (now a School) was inaugurated and admitted its first students. Based at Chiromo for its pre-clinical teaching, the faculty's clinical



work is carried out in Kenyatta National Hospital at the College of Health Sciences, which was created in 1985. The University opened Faculties of Agriculture at Kabete and Law in the main campus in July 1970. A Faculty of Education based on the previous Department of Education was opened in September, 1970. This same faculty was transferred to Kenyatta University College in 1972 when the latter became a constituent College as provided for inclusion in the University of Nairobi Act of 1970 (*now repealed*). In April 1970, the University inaugurated a School of Journalism with a two-year programme. The development of the School took place between 1963 and 1968 when the International Press Institute organised a series of six-month training course in Nairobi for journalists from English speaking countries. In 1968, the Ministry of Education asked UNESCO to assist in establishing a school on permanent basis.

In 1969/70 academic year, a new department opened in the Faculty of Arts that is, Philosophy and Religious Studies. In addition, the following departments were created from larger departmental groupings. Fine Art and Design from the Department of Design; Medical Physiology and Medical Biochemistry from the Department of Medical Physiology and Biochemistry; Veterinary Physiology and Veterinary Biochemistry from the Department of Veterinary Physiology and Biochemistry.

With the inauguration of the University of East Africa in 1963, students who joined the College in the following September enrolled for degree and diploma courses of the University of East Africa. The only exceptions to this were students in the Department of Domestic Science and Land Development who continued to work for University of Manchester and the R.I.C.S. qualifications respectively. Students who had enrolled under the Special Relation Scheme continued to work for the degrees of the University of London, the last examination for which were held in June 1966.

The University of East Africa was dissolved with effect from 1<sup>st</sup> July, 1970, and the three countries set up their national universities. This saw the birth of the University of Nairobi set up by an Act of Parliament. The University was formally inaugurated by the then Chancellor, His Excellency, Mzee Jomo Kenyatta then President of the Republic of Kenya on 10th December, 1970. The Chancellor became the first graduate of the University of Nairobi when he was awarded the degree of Doctor of Law (*Honoris Causa*).

Further development included the introduction of Biochemistry in the Faculty of Science, the establishment of a department of Public Health, Pharmacology and Toxicology in the Faculty of Veterinary Medicine. In cooperation with the East African Community and the University of Nairobi, an institute for Research in Meteorology was established. The institute comprised two departments - one at the University of Nairobi and the other at the East African Meteorological Department at Dagoretti Corner.

In 1974, two departments of Pharmacy and Dentistry were established. These departments were elevated to faculty status in 1996 within the College of Health Sciences. In the same year, the Department of Biochemistry was set up as a service department for all science oriented faculties. The department was based in the Faculty of Medicine for administrative purposes. On December 6, 1985 when Moi University was created, the Department of Forestry was transferred from the Faculty of Agriculture to become the nucleus for the first academic programme. The department was expanded into a full faculty of Forest Resources and Wildlife Management.

New Schools, Institutes and Centres have been established besides the existing faculties and are described in their respective colleges.

## THE CONSTITUENT COLLEGES

Two constituent colleges were established under the University of Nairobi Act of 1970 and the University of Nairobi, Act, Cap. 218(b) of 1985 (*now repealed and is established under the University Act No. 42 of 2013 and the University of Nairobi Charter, 2012*). The Colleges were Kenyatta University College and Egerton University College respectively, which were later elevated to full University status through individual Acts of Parliament.

## CAMPUS COLLEGES

Under the University of Nairobi 1985 Act of Parliament (*now repealed*), six colleges were established within the University. These are the:

- College of Agriculture and Veterinary Sciences)
- College of Architecture and Engineering
- College of Biological and Physical Sciences
- College of Education and External Studies
- College of Health Sciences
- College of Humanities and Social Sciences



## UNIVERSITY CAMPUSES

The following comprise the various University of Nairobi campuses:

### THE MAIN CAMPUS

The campus is situated near the City centre and bordered roughly by Harry Thuku Road on the East, University Way and Nyerere Road to the South, Mamlaka Road to the West and Msonga Wai/Nairobi Rivers to the North. The campus locates:

#### a) Central Administration Departments

1. Jomo Kenyatta Memorial Library
2. UNES Bookstore
3. Offices of Common Undergraduate Courses
4. Board of Post-Graduate Studies
5. Office of Special Student Advisor
6. Centre for Self Sponsored Programmes
7. Centre for International Programmes and Links
8. Centre for Self Sponsored Programmes
9. The majority of the students halls of residence and the central catering unit are also within the Main Campus.

#### b) College of Architecture and Engineering comprising

1. School of The Arts and Design
2. School of The Built Environment
3. School of Engineering
4. Institute of Nuclear Science and Technology.

#### c) College of Humanities and Social Studies comprising Faculties, Schools, Institutes and Centres

1. Faculty of Arts
2. School of Economics
3. School of Journalism and Mass Communication

4. Centre for Translation and Interpretation
5. Confucius Institute
6. Institute of Development studies
7. Institute of Diplomacy and International Studies
8. Population Studies and Research Institute
9. Institute of Anthropology, Gender and African Studies (*also housed at the National Museum and Chiromo Campus*)

### GRADUATE SCHOOL

Housed at 13th Floor of the University of Nairobi Towers. The Graduate School co-ordinates all postgraduate programmes at the University.

### OPEN, DISTANCE AND E-LEARNING CAMPUS

The campus is located at Main Campus and has 19 Extra Mural Centres. It's mandate is co-ordinating all out of campus and on-line programmes at the University

### THE CHIROMO CAMPUS

#### College of Biological and Physical Sciences

Located across the Msonga Wai River, some two kilometres from the Main Campus off Riverside Drive. This campus accommodates the within which fall:

1. School of Biological Sciences
2. School of Computing and Informatics
3. School of Mathematics
4. School of Physical Sciences
5. Information and Communication Technology Centre
6. Centre for Biotechnology and Informatics
7. Centre for Climate Change Adaptation
8. Central Examination Centre
9. Pre-clinical Medical and Veterinary Departments

### THE UPPER KABETE CAMPUS

#### College of Agriculture and Veterinary Sciences

Situated close to the North-Western City boundary off Kapenguria Road and some thirteen kilometers from the city centre, comprises:

1. The Faculty of Agriculture
2. The Faculty of Agriculture's Field Station
3. The Clinical Departments of the Faculty of Veterinary Medicine
4. The Veterinary farm, four kilometers to the West along Fort Smith Road
5. The Institute of Dryland Research and Utilization located about 250 kilometers from Nairobi at Kibwezi
6. Wangari Maathai Institute for Peace and Environmental Studies
7. African Drylands Institute for Sustainability.

### THE LOWER KABETE CAMPUS

School of Business which is part of the College of Humanities and Social Studies is located about ten kilometers from the Main Campus along Lower Kabete Road.

### THE KIKUYU CAMPUS

The College of Education and External Studies is located at this Campus which is approximately 24 kilometers from the Main Campus North West of Nairobi and is home to The School of Education.

### THE KENYATTA NATIONAL HOSPITAL CAMPUS

#### College of Health Sciences

Located about five kilometers from the Main Campus within Kenyatta National Hospital comprising:

1. The School of Dental Sciences
2. The School of Medicine

3. The School of Nursing Science
4. The School of Pharmacy
5. The School of Public Health
6. The East African Kidney Institute
7. The Kenya AID Vaccine Initiative Institute of Clinical Research
8. The Institute of Tropical and Infectious Diseases

### THE PARKLANDS CAMPUS

This is part of the College of Humanities and Social Studies

1. School of Law.
2. Centre for Advanced Studies in Environmental Law and Policy

### KENYA SCIENCE CAMPUS

This is a campus of the College of Education and External Studies and is located on Ngong Road and next to Kenya Meteorological Training Institute and offers Bachelor of Education (Science). It also hosts:

1. African Women's Studies, Centre
2. Centre for Pedagogy and Andragogy
3. Directorate of Quality Assurance
4. University of Nairobi Alumni Association offices

### ENTRY REQUIREMENTS

The minimum university entrance requirements are set out in Statute XXII of the University of Nairobi. Specific requirements for each programme are set out in the Regulations of the respective Faculty/School/Institute/Centre.

Application for undergraduate programmes and information regarding all undergraduate courses may be obtained from the:

**Academic Registrar**  
**University of Nairobi**  
**P.O. Box 30197 - 00100 Nairobi, Kenya**  
**[www.uonbi.ac.ke/admissions](http://www.uonbi.ac.ke/admissions)**

### APPLICATION FOR ADMISSION TO HIGHER DEGREE COURSES

Intending applicants may obtain requisite information from the:

**Director, Graduate School**  
**University of Nairobi**  
**P.O. Box 30197, 00100 Nairobi, Kenya**  
**[www.gs.uonbi.ac.ke](http://www.gs.uonbi.ac.ke)**

### APPLICATION PROCEDURE

Online application for Self Sponsored Students can be accessed through:

**<http://applications.uonbi.ac.ke>**

or from our satellite campuses and Extra-mural Centres countrywide.

Enquires relating to specific courses may also be made to the Head of the Department concerned or by visiting the University of Nairobi website:

**[www.uonbi.ac.ke](http://www.uonbi.ac.ke)**

## FEES STRUCTURE FOR UNDERGRADUATE STUDENTS

Kenyan students on government sponsorship are required to pay fees per academic year as indicated below:-

REGULAR AMOUNT (Kshs.)	
Tuition Fees	16,000.00 p.a.
Catering	18,000.00 p.a.
Accommodation	7,000.00 p.a.
Books	9,000.00 p.a.
OTHER EXPENSES	
Caution (Payable once - refundable)	2,000.00
Examination	3,000.00 p.a.
Medical	2,000.00 p.a.
Activity	1,000.00 p.a.
Registration	500.00 p.a.
Identity Card	500.00 once
Computer Laboratory	3,000.00 p.a.
Student Union Subscription	500.00 p.a.
<b>TOTAL</b>	<b>62,500.00</b>

Students are advised to ensure that fees are paid **on** or **before** the start of the academic year.

## TUITION FEES PAYABLE BY MODULE II STUDENTS PER YEAR

DEGREE PROGRAMME	Amount Kshs.
Bachelor of Science in Medical Laboratory	200,000.00
Bachelor of Science in Actuarial Science	150,000.00
Bachelor of Science in Biology	132,000.00
Bachelor of Science in Industrial Chemistry	132,000.00
Bachelor of Science in Mathematics	132,000.00
Bachelor of Architecture	299,000.00
Bachelor of Arts	129,600.00
Bachelor of Science in Civil Engineering	170,000.00
Bachelor of Commerce	144,000.00
Bachelor of Dental Surgery	450,000.00
Bachelor of Arts in Design	144,500.00
Bachelor of Education in Arts	129,000.00
Bachelor of Education in Science	143,000.00
Bachelor of Education (External Studies)	87,500.00
Bachelor of Science in Electrical Engineering	170,000.00
Bachelor of Laws	160,000.00
Bachelor of Science in Mechanical Engineering	160,000.00
Bachelor of Medicine and Bachelor of Surgery	450,000.00
Bachelor of Pharmacy	450,000.00
Bachelor of Psychology	129,000.00
Bachelor of Science	132,000.00
Bachelor of Science in Nursing	240,000.00
Bachelor of Science in Wildlife Management	220,000.00
Bachelor of Science in Surveying	170,000.00
Bachelor of Science in Computer Science	240,000.00
Bachelor of Science in Microprocessor Technology	144,000.00

OTHER EXPENSES	
Application (payable once)	3,000.00 p.a.
Caution Money (payable once refundable)	5,000.00 p.a.
Examination	5,000.00 p.a.
Medical	5,000.00 p.a.
Activity	2,000.00 p.a.
Registration	500.00 p.a.
Student Identity Card	500.00 p.a.
Computer Laboratory	5,000.00 p.a.
Student Union Subscription	5,000.00 p.a.
	<b>31,000.00</b>

**NOTE:** To get all fees items from Academic Registrar and Centre for Self Sponsored Programmes (CESSP)

## POSTGRADUATE PROGRAMMES

- i) Fees for Kenyan Postgraduate students are paid as given herein.
- ii) Fees for Postgraduate Diploma Programmes are payable for one year.
- iii) Masters programmes are payable for two years except for Master of Medicine, which is three years.

## POSTGRADUATE FEES SCHEDULE FOR KENYAN REGULAR STUDENTS

	Diploma Kshs.	Masters Kshs.	Doctorate PhD. Kshs.	Higher Doctorate Kshs.
<b>a) General (Kshs.)</b>				
Application fees	3,000	3,000	3,000	3,000
Research Money*	25,000	50,000	150,000	–
Arts Based	50,000	100,000	200,000	–
Science	60,000	150,000	250,000	–
Clinicals				
Book Allowance	40,000	40,000	40,000	–
<b>b) Composite Fee (Kshs.)</b>				
Registration (p.a.)	2,000	2,000	2,000	2,000
Identity Card	500	500	1000	1000
Tuition Fees:	Year 1	69,500	89,500	108,700
Year 2	N/A	93,200	108,700	
Year 3	–	93,200	108,700	
Supervision		6,000	6,000	6,000
Exam (Written)	5,000 p.a.	5,000 p.a.	–	
(Thesis)	–	9,000	12,000	25,000
Computer Fee	5,000 p.a.	5,000 p.a.	5,000 p.a.	5,000
Activity Fee		2,000 p.a.	2,000 p.a.	2,000 p.a.
Medical Fee		5,000 p.a.	5,000 p.a.	5,000 p.a.
Caution Money (refundable)		5,000	5,000	5,000
Year 1:	100,000	120,000	152,200	32,500
Year 2: Project			118,700	152,200
Thesis				
Year 3:			122,700**	135,200

<b>c) Other Charges (Kshs.)</b>	
1. Late Application Fees	Kshs. 4,000/=
2. Extended Registration Period (p.a.)	Kshs. 3,000/=
3. Extended Correction Period (per 3 months)	Kshs. 1,000/=
4. Extended Revision Period (p.a.)	Kshs. 3,000/=
5. Extended Supervision: (for Diploma & Masters)	Kshs. 6,000/=
(for PhD.)	Kshs. 12,000/=
Examination for revised thesis/project report	Kshs. 9,000/=
i) All fees due should be paid before registration can be effected.	
ii) Appropriate field work fee shall be charged separately.	
iii) *These are the minimum recommended research funds in each category.	
iv) **For School of Medicine and School of Dental Sciences only.	
v) *Note: Masters of Medicine which is a three year programme.	

## FEES SCHEDULE FOR FURTHER UNDERGRADUATE STUDENTS IN DOLLARS

<b>Undergraduate Tuition FEE</b>	<b>US\$</b>
1. Undergraduate Degree or Diploma in the Following:- Engineering, Architectures and Design, Land Economics & Urban and Regional Planning, Medicine, Veterinary Medicine, Environmental and Biosystems Engineering and Surveying	2,200
2. All Science based courses, Law and others not under 1 and 3 (Undergraduate Degree or Diploma)	2,000
3. All Arts based courses not under 2 (Undergraduate Degree/Diploma)	1,800
<b>Other Fees:</b>	
Application	30
Caution ( <i>payable once - refundable</i> )	150
Examination	200
Activity	20
Registration	180
Student Identity Card	5
Computer Laboratory	500
Student Union Subscription	50

## FEES SCHEDULE FOR FOREIGN POSTGRADUATE STUDENTS PAYABLE IN DOLLARS

	Diploma	Masters	Higher Doctorate
<b>a) General</b>			
Application Fee	50.00	50.00	50.00
Research Money	2,000.00 p.a	3,000.00 p.a	
Book Allowance	1,000.00 p.a	1,000.00 p.a	
<b>b) Composite Fee</b>			
Registration Fee	360.00	360.00	360.00
Identity Card	10.00	10.00	10.00
<b>Tuition Fee:</b>			
Category (i)	5,000.00 p.a.	5,000.00 p.a.	
Category (ii)	3,500.00 p.a.	3,500.00 p.a.	
Category (iii)	3,000.00 p.a.	3,000.00 p.a.	
Category (iv)	2,700.00 p.a.	2,700.00 p.a.	
Supervision	600.00 p.a.	1,000.00 p.a.	
Exam (Written p.a.)	500.00		
(Thesis p.a.)	–	800.00	
Medical Fee (p.a.)	400.00	400.00	
Caution Money ( <i>payable once refundable</i> )	150.00	150.00	
<b>Totals in US Dollars Year 1 Year II</b>			
Category (i)	7,020	7,720	6,720
Category (ii)	5,520	6,220	5,120
Category (iii)	5,020	5,720	5,720
Category (iv)	4,720	5,420	4,520

<b>c) Other Charges</b>			
Extended Registration Corrections	400	400	400
Revisions of Thesis			
Extended Supervision Fee	600	600	600
Examination for Revised Thesis	400	400	400

## NOTES

The various categories comprise the following:-

Category	Faculty/Institute/School
(i)	Dental Sciences
(ii)	Engineering, Design Architecture, Environmental and Biosystems, Engineering, Pharmacy and Medicine, Veterinary Medicine Survey and Photogrammetry.
(iii)	All science based courses not in (i), (ii) & (iv) and Land Economics and Urban Regional Planning.
(iv)	All Arts based courses not under (iii) above.

## Caution Money

On admission, all students are required to deposit caution money as shown above to cover loss or damage done to University property by the student and is refundable at the end of the course.

## Bursaries

Candidates offered admission to the University may apply for loans and bursary from the Higher Education Loans Board. Financial help is also given by other bodies- details of which may be obtained from the Special Student Advisor.

## Student Passes and Permits

Foreign students shall be advised on the procedures and fees charged by immigration department.

## UNES BOOKSTORE

The University of Nairobi Enterprises Services (UNES) Bookstore stocks textbooks and stationery is situated in the Main Campus with branches in Mombasa and Kisumu town.

## STUDENT WELFARE SERVICES

### DIRECTORATE OF STUDENT AFFAIRS

#### BACKGROUND

The Office of the Dean of Students (DOS) was established in the early 70s. The Office is primarily concerned with student affairs to help address the holistic growth, development and wellbeing of students in support of the University's vision, mission and objectives. The office works in liaison with different University departments as well as student leaders, parents and maintain contact with industry partners and the community to help carry out the mandate of the office effectively and efficiently.

The Office of the Dean of Students caters for non-academic aspects of the student life, in particular, matters relating to student welfare and conduct.

### COUNSELLING SERVICES

The Office of the Dean of Students gives counselling and mentorship service to students. The aim is to provide an opportunity for students to discuss their problems and assist them in being realistic about themselves, realise their potential, independence and ability to solve their own problems.

Career Guidance Services are provided by discussing vocational plans with students and advising government and employment agencies about graduating students and their career interests. Forums are availed for representatives of various companies, governments and firms at the University to address students on career opportunities.

The University maintains world-class sports facilities, which include swimming-pools, football, hockey, basketball, lawn tennis, athletics and rugby pitches plus indoor games facilities.

#### OUR MISSION

The mission of the Dean of Students Office is to foster a conducive environment for the holistic development of students through the provision of services that enhance the spiritual, psychological, social and moral growth of students and empower students to make responsible choices in their campus life.

### OUR FUNCTIONS

The functions of the Dean of Students Office include:

- Career and Placement Services
- Disability Liaison Services
- Counselling and Mentorship Services
- Financial Aid Office Services
- University Chaplaincy Services
- Students Liaison Services
- Students Communication Services
- Entertainment Services through the UoN Choir and Orchestra.

## UNIVERSITY HEALTH SERVICES

The University provides 24 hour medical services to on campus students and staff on outpatient basis. Ideally, all patients should be seen in the University Health Centres by the resident University doctors. Referrals to other doctors or hospitals is only by the Chief Medical Officer or relevant specialists. All admissions must be authorised by the Chief Medical Officer.

## UNIVERSITY MANAGEMENT



**Prof. Julia Ojiambo, CBS, EBS, MBS**

Dip. Educ., (Nairobi), PgDip, (London),  
MSc, (Harvard), PhD, (Nairobi), PhD, (McGill)  
Chairperson of Council  
(Appointed on September 12, 2018)



**Prof. Stephen G. Kiama**

BVM, MSc, (Nairobi), PhD, (Bern), MKNAS  
Vice-Chancellor



**Prof. Julius A. Ogeng'o**

BSc, MBChB, PhD, MD, DSc, (Nairobi)  
Deputy Vice-Chancellor  
(Academic Affairs)



**Prof. Enos H.N. Njeru**

BA, MA, (Nairobi), PhD, (California)  
Deputy Vice-Chancellor  
(Human Resource and Administration)



**Prof. Margaret J. Hutchinson**

BSc, MSc, (Nairobi), PhD, Guelph  
Deputy Vice-Chancellor  
(Finance, Planning and Development)



**Prof. Madara Ogot**

BSc, (Princeton), MSc, (Penn State),  
MBA, (Rutgers), PhD, (Penn State), PhD, (Nairobi)  
Deputy Vice-Chancellor  
(Research, Innovation and Enterprise)



## THE COUNCIL AND COMMITTEES

### CHAIRPERSON:

Prof. Julia Ojiambo, CBS, EBS, MBS, Dip. Educ., (Nairobi), PgDip, (London), MSc, (Harvard), PhD, (Nairobi), PhD, (McGill) (*Appointed on September 12, 2018*)

### Members:

- Principal Secretary, Ministry of Education, Science and Technology
- Principal Secretary, The National Treasury
- Eng. Kariuki Muchemi
- Flora Mtuweta Mighulo Maghanga
- Dr. Jocelyn Marie Rarieya
- Hassan Abdi Mohamud
- Isaac Chebon Kiprop
- Vice Chancellor, Ex-Officio Member

## FINANCE AND GENERAL PURPOSES COMMITTEE:

### Membership:

- Prof. Julia Ojiambo, CBS, EBS, MBS, Dip. Educ., (Nairobi), PgDip, (London), MSc, (Harvard), PhD, (Nairobi), PhD, (McGill) - Chairperson (*Appointed on September 12, 2018*)
- Principal Secretary, The National Treasury
- Principal Secretary, Ministry of Education, Science and Technology
- Vice-Chancellor

### In Attendance:

- Deputy Vice-Chancellor (HR&A)
- Finance Officer
- Registrar, Planning

### Terms of Reference

To act on behalf of the Council except so far as the Council may wish to limit the powers of the Finance and General Purposes Committee in any respect. The Finance and General Purposes Committee shall pay due regard to the necessity to refer matters of major importance to the Governing Council for final approval. The Finance and General Purposes Committee shall not have the power to approve the Annual Estimates and Expenditure.

## INFRASTRUCTURE AND DEVELOPMENT

### Membership:

- Vice-Chancellor
- Registrar Planning - Secretary

### In Attendance:

- Deputy Vice-Chancellor (HR&A)
- Finance Officer
- Resident Architect
- Estates Manager
- Manager, Construction and Maintenance
- Students Welfare Authority Representative

### Terms of Reference

- i) To take charge of all arrangements for erection of new buildings once the finances have been made available, to appoint, executive architects and to award contracts on such projects.
- ii) To be responsible for authorising expenditure for all maintenance work with the provision that the Committee shall have the authority to delegate the very minor maintenance work to the executive officer of the University;

- iii) To take charge of all works under the minor works and maintenance programme which exceeds £200 in cost.
- iv) To report progress to Council or the Finance and General Purposes Committee of the Council

## STATUTES COMMITTEE

### Membership:

- Vice-Chancellor - Chairman
- Principal Secretary, The National Treasury
- Principal Secretary, Ministry of Education, Science and Technology
- Registrar, Administration

## AUDIT COMMITTEE

### Membership:

- Principal Secretary, The National Treasury
- Chief Internal Auditor - Secretary

### In Attendance:

- Deputy Vice-Chancellor (HR&A)
- Finance Officer

## UNIVERSITY OF NAIROBI PENSION SCHEME 2007

The following two persons shall represent Council in the Board of Trustees of the University of Nairobi Pension Scheme 2007.

- Flora Mtuweta Mighulo Maghanga
- Hassan Abdi Mohamud

## HOUSING ALLOCATION COMMITTEE

### Membership:

- Deputy Vice-Chancellor (Human Resource and Administration) - Chairman
- Two Senate Representatives

- Three representatives of non-academic staff entitled to staff housing, one each from the Administration, Finance and Health Services.
- Secretary.

#### Terms of Reference

To allocate University houses to entitled staff on the basis of the Housing Regulations approved by the Council or the Finance and General Purposes Committee from time to time.

### STAFF HOUSING POLICY COMMITTEE

#### Membership:

- Chairman of Council - Chairman
- Vice-Chancellor
- Deputy Vice-Chancellor (Human Resource and Administration)
- Senate Representative
- Secretary

#### In attendance:

- Planning Registrar
- Finance Officer
- Estates Manager

#### Terms of Reference

To review the University's housing policies as and when necessary and make recommendations thereon to Council. In conjunction with the Standing Committee on Staff Terms of Service, to review staff entitlement to housing as and when necessary, and to make recommendations thereon to Council.

### STAFF APPOINTMENT COMMITTEES:

#### Membership:

#### 1) Academic Staff of the level of Assistant Lecturer and below:

- College Principal - Chairman
- Dean of the Faculty (or his/her nominee)
- Chairman of the department (or his/her nominee)
- One Academic Board representative
- One Departmental representative
- Secretary

#### In attendance

College Bursar

#### 2) Lecturers and Senior Lecturers:

- Deputy Vice-Chancellor (Academic) - Chairman
- One Council representative appointed on behalf of Council by the Chairman of Council (for Senior Lectureships only)
- Principal of the College
- Dean of the Faculty (or his nominee)
- Chairman of department
- One Departmental representative
- 2 Senate representatives appointed by Chairman of Senate
- One Senate representative (for Lectureships)
- Secretary

#### 3) Associate Professors:

- Vice-Chancellor - Chairman
- One Council representative appointed on behalf of Council by the Chairman of Council
- Deputy Vice-Chancellors

- College Principal
- Dean of the Faculty
- Two Senate Representatives appointed on behalf of Senate by the Chairman of Senate
- Chairman of Department
- Secretary

#### 4) Professors:

- Chairman of Council - Chairman
- One Council representative appointed on behalf of Council by the Chairman of Council
- Vice-Chancellor
- Deputy Vice-Chancellors
- College Principal
- Dean of the Faculty
- Two Senate representatives appointed by the Chairman of Senate
- Chairman of Department
- Secretary

#### 5) Visiting Staff on Academic terms not on the Establishment:

- Deputy Vice-Chancellor (Academic)
- College Principal
- Dean of Faculty
- Chairman of Department
- Secretary

#### NOTE:

*In the School of Medicine, for Clinical Departments, the Director of Medical Services will be represented.*

**6) Non-Academic Staff:**

**a) Grades I - F (Colleges)**

**Membership:**

- Principal of College - Chairman
- Dean of Faculty
- Head or Chairman of Department
- One Departmental Representative
- Secretary

**In Attendance**

- College Bursar

**b) Staff in Grades I-F (Central Administration):**

- Deputy Vice-Chancellor (Human Resource and Administration) - Chairman
- Head of Department or Division
- Finance Officer
- Administration Registrar
- Secretary

**c) Assistant Registrar, Senior Assistant Registrar and Other Equivalent Non-teaching Staff Grades:**

- Deputy Vice-Chancellor (Human Resource and Administration) - Chairman
- One Council representative appointed on behalf of Council by Chairman of Council (for Senior Assistant Registrars only)
- Head of Department representative
- Two Senate representatives appointed on behalf of Senate by the Chairman of Senate (one representative only for Assistant Registrars)

**d) Deputy Registrar and other equivalent Non-teaching Staff Grades:**

- Vice-Chancellor - Chairman
- One Council representative appointed on behalf of Council by the Chairman of Council
- Deputy Vice-Chancellors
- Two Senate representatives appointed on behalf of Senate by the Chairman of Senate
- Head of Department or Division
- Secretary

**e) Registrars and other equivalent Non-teaching Grades:**

- Chairman of Council - Chairman
- One Council representative appointed on behalf of Council by the Chairman of Council
- Vice-Chancellor
- Deputy Vice-chancellors
- Two Senate representatives appointed on behalf of Senate by the Chairman of Senate

**STAFF DISCIPLINARY COMMITTEE**

**Membership:**

- 1) For those on Academic Terms of Service:**
  - Chairman of Council - Chairman or his nominee
  - Council representative
  - Vice-Chancellor
  - Deputy Vice-Chancellors
  - Principal of College
  - Two Senate representatives
  - Dean of the Faculty
  - Chairman of Department
  - Secretary

**2) For those on Non-academic Terms of Service:**

**a) Grades I-F (Colleges):**

- College Principal - Chairman
- Dean of Faculty
- Head or Chairman of Department
- One Departmental representative
- Secretary

**b) Grades I-F (Central Administration):**

- Deputy Vice-Chancellor (Human Resource and Administration) - Chairman
- Head of Department or Division
- One Divisional representative
- Registrar, Administration - Secretary

**c) Assistant Registrar and above in Administration and other equivalent Non-teaching Staff Grades:**

- Chairman of Council or his nominee
- Vice-Chancellor
- College Principal in respect of College staff
- Two Senate Representative
- Head of Department or Division
- Registrar, Administration
- Secretary

**Terms of Reference**

To consider and advise Council or Finance and General Purposes Committee of the action to be taken in regard to disciplinary matters for staff on Academic and non-Academic Terms of Service.

## SEALING COMMITTEE

### Membership:

- Chairman of Council - Chairman
- Vice-Chairman of Council
- Honorary Treasurer of Council
- One Council representative not being an employee of the University
- Vice-Chancellor
- Deputy Vice-Chancellors
- Secretary

## HONORARY DEGREES COMMITTEE

### Membership:

- Vice-Chancellor - Chairman
- Chairman of Council
- One Professor appointed by Council
- Principal of Constituent College
- Principal of the relevant College
- Two Senate representatives
- Secretary

## STANDING COMMITTEE ON STAFF TERMS OF SERVICE

### Membership:

- Chairman of Council - Chairman
- Vice-Chairman
- Two Council representatives
- Two Senate representatives

- Vice-Chancellor
- Deputy Vice-Chancellor (Human Resource and Administration)
- Permanent Secretary, Ministry of Education, Science and Technology
- Permanent Secretary, Public Service
- Principal of Constituent College
- Secretary

### Terms of Reference

- To review and make recommendations to Council on Staff terms and conditions of service as and when necessary or when directed to do so by Council.
- To examine and make recommendations to Council on salaries, conditions and terms of service for all University employees.
- To examine and recommend career structures within the service.
- To institute, through a Sub-Committee, regular reviews of individual members of staff gradings with a view of determining whether a member of staff should be promoted.
- In carrying out its responsibilities, the Community may co-opt any member of Council or Senate.

# THE SENATE [8]

## ACADEMIC STRUCTURE, UNIVERSITY SENATE AND ITS STANDING COMMITTEES

### UNIVERSITY MANAGEMENT

#### Membership:

- Prof. P.M.F Mbithi, Vice-Chancellor - Chairman
- Prof. I.M. Mbeche, Deputy Vice-Chancellor (Finance, Planning and Development)
- Prof. S. Kiama, Deputy Vice Chancellor (Human Resource and Administration)
- Prof. J.A. Ogeng'o, Deputy Vice-Chancellor (Academic Affairs)
- Prof. M. Ogot, Deputy Vice-Chancellor (Research, Innovation and Enterprise)
- Deputy Vice-Chancellor (Student Affairs)

#### College Principals

#### Deputy Principals

#### Deans of Faculties

#### Directors of Schools, Institutes and Centres

#### Chairmen of Department and Thematic Heads

### COLLEGE PRINCIPALS

- |                     |   |  |
|---------------------|---|--|
| Prof. G.K. Misoi    | - | Koitalel Samoei University College (A Constituent College of the University of Nairobi (Ag.) |
| Prof. R.A. Nyikal   | - | College of Agriculture and Veterinary Sciences (Ag.)   |
| Prof. P.M. Ngau     | - | College of Architecture and Engineering  |
| Prof. B.O.C. Aduda  | - | College of Biological and Physical Sciences  |
| Prof. I.O. Jumba    | - | College of Education and External Studies  |
| Prof. J.M. M'Imunya | - | College of Health Sciences (Ag.)   |
| Prof. E.H.N. Njeru  | - | College of Humanities and Social Sciences  |
| Prof. C.M. Gakuu    | - | Open, Distance and e-Learning Campus   |
| Prof. L.W. Njenga   | - | Graduate School  |

### DEPUTY PRINCIPALS

- |                      |   |  |
|----------------------|---|--|
| Prof. P. O. K'Obonyo | - | College of Humanities and Social Sciences                |
| Prof. M.A. Jama      | - | College of Humanities and Social Sciences                |
| Prof. J.N. Muthama   | - | Wangari Maathai Institute for Peace and Environ. Studies |
| Prof. H. Ochanda     | - | Kenya Science Campus                                     |
| Prof. J.H. Kidombo   | - | Open, Distance and e-Learning Campus                     |
| Prof. C.M. Mulei     | - | Graduate School  |
| Prof. L.D.E. Ikamari | - | Graduate School  |

### DEANS OF FACULTIES/DIRECTORS OF INSTITUTES AND SCHOOLS

#### College of Agriculture and Veterinary Sciences (CAVS)

- |  |   |                        |
|--|---|------------------------|
| Faculty of Agriculture                                 | - | Prof. G.N. Cheminingwa |
| Faculty of Veterinary Medicine                         | - | Prof. N. Maingi        |
| Wangari Maathai Institute for Peace & Environ. Studies | - | Prof. D. Mungai        |

#### College of Architecture and Engineering (CAE)

- |   |   |                     |
|---|---|---------------------|
| School of The Built Environment           | - | Dr. M.W. Kimani     |
| School of Engineering                     | - | Prof. A. Gitau      |
| Institute of Nuclear Science & Technology | - | Prof. M.J.G. Gatari |
| School of The Arts and Design             | - | Dr. L.O. Osanjo     |

#### College of Biological and Physical Sciences (CBPS)

- |                             |   |                  |
|-----------------------------|---|------------------|
| School of Physical Sciences | - | Prof. L.K. Omosa |
|-----------------------------|---|------------------|

School of Biological Sciences	- Prof. P.N. Ndegwa
School of Computing and Informatics	- Prof. R.O. Oboko
School of Mathematics	- Prof. P.G.O. Weke
Co-ordinator, Centre for Biotech. & Bioinformatics	- Dr. G.O. Obiero
Co-ordinator, Institute for Climate Change Adaptation	- Prof. S.O. Wandiga
C4DLAB	- Dr. T.K. Omwansa

### College of Education and External Studies (CEES)

School of Education (Ag.)	- Prof. S.O. Gunga
---------------------------	--------------------

### College of Health Sciences (CHS)

School of Medicine (Ag.)	- Prof. F.C.F. Otieno
School of Dental Sciences	- Dr. R.J. Mutave
School of Pharmacy	- Dr. K.A. Sinei
School of Nursing Sciences	- Dr. M.C.A. Wagoro
School of Public Health	- Dr. F.M. Thuita
East African Kidney Institute	- Prof. P.M. Ngugi
KAVI Institute of Clinical Research	- Prof. W. Jaoko
Institute of Tropical and Infectious Diseases	- Dr. D.M. Mwaengo

### COLLEGE OF HUMANITIES AND SOCIAL SCIENCES (CHSS)

Faculty of Arts	- Prof. E.W. Wahome
School of Business	- Prof. J.M. Njihia
School of Economics	- Prof. A.N. Wambugu
School of Journalism and Mass Communication	- Prof. S.N. Ndati
School of Law (Nairobi)	- Prof. J.K. Mwaura
School of Law (Kisumu)	- Dr. V.N. Machuki
Institute of Anthropology, Gender and African Studies	- Prof. C.O. Olungah
Institute for Development Studies	- Prof. K. Kanyinga
Institute of Diplomacy and International Studies	- Prof. M.W. Nzomo
Population Studies and Research Institute	- Prof. A. Khasakhala
Centre for Advanced Studies in Environmental Law and Policy (CASELAP)	- Dr. C.O. Odote
Centre for Translation and Interpretation	- Prof. J.M. Mutiga
African Women's Studies Centre	- Prof. W.M. Kabira

### OPEN, DISTANCE AND E-LEARNING CAMPUS

School of Open and Distance Learning	- Dr. D.N. Kyalo
--------------------------------------	------------------

### Principal Instructional Designer:

- Course Devpt & Production Research & Evaluation	- Dr. P.N. Keiyoro
- Programme Delivery and Learner Support	- Dr. O.M. Bowa

### ASSOCIATE DEANS/DIRECTORS

Faculty of Arts	- Prof. R. Timammy
Faculty of Arts	- Prof. J. Odhiambo
Faculty of Agriculture	- Prof. R.A. Nyikal
Faculty of Veterinary Medicine	- Dr. P.K. Towet
School of Economics	- Prof. D. Kulundi
School of Education	- Prof. L.M. Ngesu
School of Medicine	- Prof. E.K. Nguu
School of Law	- Prof. A.O. Mumma
School of Law, Mombasa (Resident)	- Dr. S. Kinyanjui
School of Law, Mombasa (Co-ordinator)	- Ms. A.M. Mbogoh
School of Law, Kisumu	- Mr. M.D. Okech-Owiti
School of Law, Kisumu	- Dr. S. Omondi
School of Business: - (Undergraduate Studies)	- Mr. C.N. Kariuki
- (Postgraduate Studies)	- Prof. M. Kinoti
- (Research and Development)	- Prof. Z.B. Awino
School of Continuing & Distance Education	
- (Undergraduate)	- Dr. D.N. Kyalo
- (Postgraduate)	-
Institute of Tropical and Infectious Diseases	- Prof. J.O. Oyugi
East African Kidney Institute	- Dr. A.J.W. Omolo
Kenya Science Campus	- Dr. I.C. Kipchirchir
Kenya Science Campus	- Dr. B.N. Ngaruiya
Graduate School	- Prof. L. Ikamari
Graduate School	- Prof. C.M. Mulei
School of Computing and Information	- Mr. M.C.A. Moturi
School of Journalism and Mass Communication (Ag.)	- Dr. S. Siringi
Institute of Diplomacy and International Studies	- Mr. G. Ikiara
Institute for Development Studies	-
Wangari Maathai Inst. for Peace & Environ. Studies	- Prof. J. Muthama

### CHAIRMEN OF DEPARTMENTS/THEMATIC HEADS: College of Agriculture AND Veterinary Sciences (CAVS)

Veterinary Pathology, Microbiology and Parasitology	- Prof. S.M. Githigia
Public Health, Pharmacology and Toxicology	- Prof. J.M. Mbaria
Clinical Studies	- Prof. J.M. Nguhiu
Veterinary Anatomy and Physiology	- Prof. A.N. Makanya
Agricultural Economics	- Dr. J.I. Mburu
Land Resource Management and Agricultural Technical	- Prof. G. Kironchi
Food Technology and Nutrition	- Dr. G.O. Abong'
Animal Production	- Prof. J.O. Junga
Plant Science and Crop Protection	- Prof. M.J. Hutchinson

### College of Architecture and Engineering (CAE)

Architecture and Building Science	- Arch. K. Musau
Real Estate and Construction Management	- Dr. I.N.W. Towey
Urban and Regional Planning	- Dr. K. Mwangi
Civil and Construction Engineering	- Dr. S.O. Dulo
Mechanical and Manufacturing Engineering	- Dr. T.O. Mbuya
Electrical and Information Engineering	- Dr. G. Kamucha
Geospatial and Space Technology	- Dr. Ing. F.N. Karanja
Environmental and Biosystem Engineering	- Dr. D.O. Mbuge

### College of Biological and Physical Science (CBPS)

Chemistry	- Prof. J.M. Onyaro
Physics	- Prof. F.W. Nyongesa
Meteorology	- Dr. F.J. Opijah
Geology	- Dr. D.W. Ichangi

### College of Education and External Studies (CEES)

Educational Communication and Technology	- Prof. J.C. Gatumu
Distance Studies	- Dr. A.W. Ndiritu
Educational Foundations	- Mr. I.W. Muasya
Educational Administration and Planning	- Dr. J.M. Kalai
Physical Education and Sports	- Dr. S.P. Munayi
Teaching Practice Office	- Dr. T.W. Maonga

### College of Health Sciences (CHS)

#### CHAIRMEN

Clinical Medicine and Therapeutics	- Dr. T.M. Munyao
Anaesthesia	- Dr. T.M. Chokwe
Surgery	- Prof. J.C. Kiboi
Orthopaedic Surgery	- Dr. V.M. Mutiso
Human Anatomy	- Dr. P.M. Idenya
Paediatrics and Child Health	- Prof. D. Wamalwa
Obstetrics and Gynaecology	- Prof. O. Ogutu
Human Pathology	- Prof. A.A. Amayo
Diagnostic Imaging and Radiation Medicine	- Dr. G.N. Mwango
Medical Microbiology	- Dr. M.W. Mureithi
Medical Physiology	- Dr. F. Bukari (Ag.)
Biochemistry	- Dr. E.K. Muge
Psychiatry	- Prof. A. Obondo
Ophthalmology	- Prof. J. Karimurio
Paediatric Dentistry and Orthodontics	- Dr. E.M. Ngatia
Periodontology/Comm. & Prev. Dentistry	- Dr. B.N. Mua
Oral and Maxillofacial Surgery/Medicine/Pathology	- Dr. W.A. Odhiambo
Conservative and Prosthetic Dentistry	- Dr. T.J.M. Dienya
Pharmaceutical Chemistry	- Dr. S.N. Ndwiga
Pharmaceutics and Pharmacy Practice	- Dr. S.M. Maru
Pharmacology and Pharmacognosy	- Dr. M. Oluka

#### THEMATIC UNIT HEADS

Clinical Pharmacology	- Dr. A.A. Indalo
Haematology and Blood Transfusion	- Dr. P.M. Mwamba
ENT Surgery	- Dr. J.M. Aswani
Clinical Medicine	- Prof. F.C.F. Otieno
General Surgery	- Dr. J.W. Githaiga
Immunology	- Dr. A.K. Barasa
Anaesthesiology and Critical Care	- Dr. T. Chokwe
Administration/Educational Nursing	- Dr. L.W. Bitok
Midwifery/Obstetric Nursing	- Ms. H.K. Inyama
Community Health Nursing	- Mrs. R.E. Rajula
Medical/Surgical Nursing	- Dr. S.T. Kimani
Clinical Chemistry	- Dr. J.G. Kuria
Human Pathology	- Prof. E.A. Rogena
Health Care Systems and Policy Development	- Prof. J.K. Wang'ombe



Disease Prevention, Control and Health Promotion	- Dr. F.M. Thuita
Community Health Sciences	- Prof. J.M. Olenja
Epidemiology and Biostatistics	- Mr. E.K. Njeru
Clinical Infectious Diseases	- Dr. M.C. Maritim
Anatomic Pathology	- Dr. P.M. Okemwa

### COLLEGE OF HUMANITIES AND SOCIAL SCIENCES (CHSS)

Commercial Law	- Dr. E.W. Muli
Private Law	- Prof. W.W. Kamau
Public Law	- Lady Justice Dr. N.M. Baraza
Linguistics and Languages	- Dr. J. Oduor
Kiswahili	- Prof. P.I. Mwangi
Literature	- Dr. M. Odari
Philosophy and Religious Studies	- Prof. K. Mbugua
Sociology	- Prof. C.B.K. Nzioka
Psychology	- Dr. C.O. Kimamo
History and Archaeology	- Dr. K.S. Ombogi
Geography and Environmental Studies	- Dr. B.N. Wambua
Political Science and Public Administration	- Dr. F. Jonyo
French Sub-Department	- Dr. B.M. Mwenesi
Business Administration	- F.K. Muindi
Finance and Accounting	- Dr. M.W. Mwangi
Management Science	- Dr. K. Litodo
Language and Study Skills	- Mrs. M.A. Okebe
Library and Information Studies	- Dr. D.M. Njiraine
Director, Mombasa Campus	- Dr. S. Kinyanjui
Director, Kisumu Campus	- Dr. V. Machuki

### SCHOOL OF ECONOMICS - THEMATIC HEADS

Economic Theory	- Prof. T.W.K. Ng'ang'a
Quantitative and Mathematics Economics	- Dr. A.W. Ndirangu
Applied Economics	- Dr. G.M. Ruigu

### OPEN, DISTANCE AND E-LEARNING CAMPUS

Co-ordinator incharge of e-Learning	- Dr. J. Mbugua
Co-ordinator, Research, Eval. & Lifelong Learning Course	- Dr. R. Nyonje
ODEL Programme Coordinator (CEES)	- Dr. P.K. Nzuki
ODEL Programme Coordinator (CHSS)	- Dr. C.M. Wafula
ODEL Programme Coordinator (Mombasa Campus)	- Mr. J.M. Kisimbii

### FACULTY/SCHOOL/INSTITUTE REPRESENTATIVES

#### COLLEGE OF AGRICULTURE AND VETERINARY SCIENCES (CAVS)

Faculty of Agriculture	- Dr. C. Kunyanga
Faculty of Veterinary Medicine	- Dr. L.W. Njagi
Wangari Maathai Institute for Peace & Environ. Studies	- Dr. J. Mutune

#### COLLEGE OF ARCHITECTURE AND ENGINEERING (CAE)

School of the Built Environment	- Dr. F. Mugo
School of Engineering	- Dr. P. Akuon
School of The Arts and Design	- Dr. S. Maina
Institute of Nuclear Science and Technology	- Mr. M.J. Mang'ala

#### COLLEGE OF BIOLOGICAL AND PHYSICAL SCIENCES (CBPS)

School of Physical Sciences	- Dr. J. Musembi
School of Computing and Informatics	- Dr. E.O. Abade
School of Biological Sciences	- Dr. S. Kiboi
School of Mathematics	- Dr. J.I. Mwaniki
Institute for Climate Change and Adaptation	- Dr. M.M. Opondo

#### COLLEGE OF EDUCATION AND EXTERNAL STUDIES (CEES)

School of Education	- Prof. D. Gakunga
School of Continuing and Distance Education	- Dr. A.W. Ndiritu

#### COLLEGE OF HEALTH SCIENCES (CHS)

School of Medicine	- Dr. M. Awori
School of Dental Sciences	- Prof. E.G. Wagaiyu
School of Pharmacy	- Prof. G.O. Osanjo
School of Nursing Sciences	- Dr. J. Mwaura
School of Public Health	- Dr. R. Opiyo

Institute for Tropical and Infectious Disease	- Dr. J.O. Oyugi
East African Kidney Institute	- Dr. K. Bosire
Kenya Aids Vaccine Initiative - Institute of Clinical Research (KAVI-ICR)	- Dr. M. Mureithi

### COLLEGE OF HUMANITIES AND SOCIAL SCIENCES (CHSS)

Faculty of Arts	- Dr. A. Wanjala
School of Law	- Dr. J. Bett
School of Business	- Mr. A. Essajee
Institute for Development Studies	- Dr. P. Kamau
Institute of Anthropology, Gender and African Studies	- Dr. S. Bukachi
Institute of Diplomacy and International Studies	- Dr. P. Maluki
Population Studies and Res. Institute	- Dr. G. Odipo
School of Journalism and Mass Communication	- Dr. S. Oriaso
School of Economics	- Prof. T. Kiriti-ng'ang'a
Centre for Advanced Studies in Environmental Law & Policy	- Dr. S. Anyango
African Women's Studies Centre	- Dr. M. Akinyi
Centre for Translation and Interpretation	- Mr. J. Gitonga

### COLLEGE REPRESENTATIVES

College of Agriculture and Veterinary Sciences (CAVS)	- Prof. G. Gitau
	- Prof. W. Kogi-Makau
College of Architecture and Engineering (CAE)	- Prof. J. Magutu
	- Prof. P. Odira
College of Biological and Physical Sciences (CBPS)	- Prof. R. Oboko
	- Prof. F.W. Nyongesa
College of Education and External Studies (CEES)	- Prof. G. Kimani
	- Prof. L. Kibera
College of Health Sciences (CHS)	- Prof.
	- Prof.
College of Humanities and Social Sciences (CHSS)	- Prof. J. Munyoki
	- Prof. P. Wanyande
Open Distance and e-Learning (ODEL)	- Prof. C.M. Rambo

### REGISTRARS

Mr. B.M. Waweru	- Academic (Ag)
Mr. P.M. Muturi	- Administration (Ag)
Mr. B.D. Njuguna	- Planning
Mrs. P.W. Khaoya	- Student Affairs (Ag)

### SENIOR OFFICERS

Director, Research, Production and Extension	- Prof. M. Ogot
Director, Graduate School	- Prof. L.W. Njenga
Director, Board of Common Undergraduate Courses	- Dr. S.K. Moindi
Director, International Learning Centre	- Prof. P. Kariuki
Director, Centre Self-Sponsored Programme	- Prof. J.A. Ogeng'o
Director, Gender	- Prof. W. Mitullah
Director, Intellectual Property	- Prof. F.J. Mulaa
Director, Kenya Aids Vaccine Initiative (KAVI) Institute of Clinical Research	- Prof. A.O. Anzala
Director, East African Kidney Institute	- Prof. P.N. Mungai
Director, Centre for International Programme & Links	- Prof. W.O. Ogara
Director, Students Welfare Authority	- Dr. J.M. Maalu
Director, Corporate Affairs	- Mr. J.A.O. Orindi
Director, University Advancement	- Mr. Brian Ouma
Director, Sports and Games	- Mr. M. Muriithi
Dean of Students	- Dr. Fr. D.W. Wamugunda
Chairman, Timetabling Committee (Ag.)	- Mr. F. Otieno
MD, UNES	- Mr. J.K. Kenduiwo
Special Student Advisor	- Prof. G. Muriuki
University Library and Information Services	- Ms. A. Mumo
UoN Science and Technology Park	- Dr. R. Ayah
Finance Officer	- Mr. J.W. Juma
Chief Internal Auditor	- Mr. P.O. Agutu
Chief Legal Officer	- CS. C.F. Omondi
Chief Medical Officer	- Dr. D. Asimba
Estates Manager	- Mr. T.M. Thuita

### STUDENT REPRESENTATIVES

UNSA Council Chair	- Anne Mwangi
UNSA Council Vice Chair	- Ian Obonyo
College of Agriculture and Veterinary Sciences (CAVS)	- Zamzam C. Rotich
College of Architecture and Engineering (CAE)	- Vincent M. Nyaga
College of Biological and Physical Sciences (CBPS)	- Peris Wambui
College of Education and External Studies (CEES)	- Basil O. Otieno
College of Health Sciences (CHS)	- Joyce A. Okello
College of Humanities and Social Sciences (CHSS)	- Eliud M. Makori

### SECRETARIAT

Academic Registrar (Secretary) (Ag)	- Mr. B.M. Waweru
Deputy Registrar (Exams Administration)	- Mr. E.M. Mbuva
Deputy Registrar (Exams Operations)	- Dr. E.B. Ogoro
Deputy Registrar (Deans/Senate)	- Mr. H.O.D. Webuye
Deputy Registrar (Admissions)	- Ms. M. Many
Senior Admin Assistant (Deans/Senate)	- Mrs. L. Odera
Admin Assistant (Deans/Senate)	- Mrs. F. Ruturi
Admin Assistant (Deans/Senate)	- Ms. S. Kosgei

### DEANS COMMITTEE

#### MEMBERS:

- i) Deputy Vice-Chancellor (Academic Affairs) - Chairman
- ii) Academic Registrar - Secretary
- iii) Deans of Faculties/Schools
- iv) Directors of Institutes, Schools and Centres
- v) Director, Library and Information Services

#### Terms of Reference:

- i) To deal with matters that may properly be referred to the Committee by the Vice-Chancellor or the Senate.
- ii) To function as the University Research Committee and in this area:
  - a) To make recommendations to Senate on the allocation of funds available for research, publication and travel in connection with research and for travelling to conferences.
  - b) To receive reports from recipients of grants through the Heads of Department on the use of research funds received from all sources.

- c) To allocate research funds to individual applicants out of the funds voted by Council for this purpose.
    - d) To formulate proposals for applications for research funds from external donors and to prepare annually a submission for the allocation of such funds from the University resources.
  - iii) To function as the University's Admissions Board in order:
    - a) To approve all applications for admission to the University for undergraduate courses and to make recommendations to Senate from time to time on the University's admission policy including the admission requirements and procedures.
    - b) To review applications for admission from occasional students.
    - c) To consider and approve as appropriate applications for inter-faculty transfer of students.
    - d) To administer all scholarships received by the University for either undergraduate or postgraduate students.
  - iv) To make recommendations to Senate on regulations governing research, admission, levels of fees and any matter relevant to the foregoing Terms of Reference.

### DEVELOPMENT, PLANNING AND ESTABLISHMENT COMMITTEE

#### MEMBERSHIP:

- i) Vice-Chancellor - Chairman
- ii) Deputy Vice-Chancellors
- iii) College Principals
- iv) Deans of Faculties, Directors of Institutes and Schools or their representatives.
- v) Four Senate representatives
- vi) Director, Library and Information Services
- vii) Registrars
- viii) Dean of Students
- ix) Chief Medical Officer
- x) Registrar Planning - Secretary

#### Terms Reference:

- i) To advise Senate on the development and planning of the University

- ii) To recommend to Senate or the University Finance Committee the level of staffing and expenditure for the various departments of the University
- iii) To perform such other duties as may be referred to it by Senate, the Vice-Chancellor or other committees of the University
- iv) To recommend on the Terms of Service applicable to all grades or employment in the University, to Senate and through Senate to Council
- v) To review any problems connected with the Terms of Service of members of staff which may be referred to the Committee by the Administration
- vi) To review promotions of the non-academic staff.

### STUDENT WELFARE COMMITTEE

#### Membership:

- i) Deputy Vice-Chancellor (Student Affairs) - Chairman
- ii) Dean of Students
- iii) Three Warden Representatives
- iv) The Director, Sports and Games
- v) Chief Medical Officer
- vi) Six student representatives appointed as the students may determine and with one representative from each of the University Campus.
- vii) One member of the School of Medicine elected by the School Board
- viii) Four Senate Representatives

#### In attendance

- |                       |   |
|-----------------------|---|
| - Maintenance Officer | - Director - Student Welfare Authority  |
| - Finance Officer     | - Registrar - Student Affairs/Secretary |

#### Terms of Reference:

- i) To deal with such matters on student affairs as the Committee may deem appropriate
- ii) To deal with matters referred to the Committee by the Student Welfare Authority Director on questions affecting the function of the University/ Catering and Accommodation Department
- iii) To deal with matters referred to the Committee by the University Medical Officers of Health or by the Medical Faculty doctors in those areas relating to the student health problems
- iv) To deal with matters regarding the development of games and sporting facilities

- v) To make recommendations to the appropriate University Committees on the above subjects.

### LIBRARY AND BOOKSHOP COMMITTEE

#### MEMBERSHIP:

- i) Vice-Chancellor - Chairman
- ii) Deputy Vice-Chancellors
- iii) Deans of Faculties or their Representatives
- iv) Director, Library and Information Services
- v) Deputy Directors, Library and Information Services
- vi) Directors of Institutes and Schools
- vii) Four Senate Representatives
- viii) Six Student representatives, one from each of the University Campuses
- ix) Registrars

#### Terms of Reference

- i) To assist and advise the Librarian on all matters relating to the Library
- ii) To make recommendations to the Senate on Library Policy and the allocation to departments of the Library book votes
- iii) To make recommendations to the Establishment Committee on the staffing of the Library
- iv) To prepare and submit to Senate an annual report on the function of the University Libraries and the University Bookshop
- v) To deal with any other matters referred to it by the Senate, the Vice-Chancellor or other University Committees
- vi) To co-ordinate book orders

### SENATE STUDENT DISCIPLINARY COMMITTEES

#### Membership:

- a) Examination and other Academic Matters:-  
Deputy Vice-Chancellor (Academic Affairs) - Chairman  
Three Senate Representatives - Members  
Registrar, Academic - Secretary

#### In Attendance

- |                          |   |
|--------------------------|---|
| Principal of the College | Dean/Director of the Faculty/School/Institute |
|--------------------------|---|

Chairman of the Department   Student Representative

*Provided that student representation shall be excluded in matters related to examination offences.*

- b)** For all matters other than Academic or Examination matters
- |  |   |           |
|--|---|-----------|
| Deputy Vice-Chancellor (Student Affairs) | - | Chairman  |
| Three Senate Representatives             | - | Members   |
| Three Student Representatives            | - | Members   |
| Registrar, Student Affairs               | - | Secretary |

#### In Attendance

Principal of the College  
Director, SWA  
Dean of Students  
Warden (SMU Managers)

- c)** All appeals from the decisions of the Halls and College Disciplinary Committees in respect of matters falling within their respective jurisdictions shall be made to the respective Senate Disciplinary Committee constituted as in (a) and (b) above.
- d)** Provided that in both committees all persons who have previously participated in the primary committees shall be excluded from voting and/or consensus discussions for the purposes of determining the penalty.

#### BOARD OF GRADUATE SCHOOL

##### Members:

- |                    |   |                            |
|--------------------|---|----------------------------|
| Prof. L.W. Njenga  | - | Director                   |
| Prof. C. Mulei     | - | Deputy Director            |
| Prof. L. Ikamari   | - | Deputy Director            |
| Prof. Rose Nyikal  | - | Senate Representative CAVS |
| Prof. Albert Mumma | - | Senate Representative CHSS |
|                    | - | Senate Representative      |

- College Representative, CAVS
- College Representative, CAE
- College Representative, CBPS
- College Representative, CEES
- College Representative, CHS
- College Representative, CHSS
- Member
- Secretary

#### STUDENT AFFAIRS MANAGEMENT BOARD

1. There shall be a Student Affairs Management Board (*herein after referred to as the "Board"*), which shall be responsible to the Senate and through the University Executive Board to the Council.
2. **Membership**
  - Deputy Vice-Chancellor (Student Affairs) - Chairman
  - Director, Student Welfare Authority
  - Dean of Students
  - Director, Sports and Games
  - Finance Officer
  - Chief Accountant
  - Chief Medical Officer
  - Estates Manager
  - Director, Security and Safety Services
  - Special Student Advisor
  - Four Senate Representatives
  - One Student Representative from each College
  - Registrar, Student Affairs - Secretary
3. The Board shall in the performance of its functions and the exercise of its powers be responsible to the Senate and, through the University Executive Board, the Council.
4. The Board Shall
  - a) plan, organise and manage the provision of academic and social counselling, career, work study programmes and sports, (*both within and outside the University*), accommodation, catering, community service, linkages with industry, recreation, health, security, oversight of student elections, orientation and any other student welfare services.

- b) develop and implement programmes (e.g. leadership training) that support students educational experience and wholesome life.
  - c) advise student organisations and mentor students in their development of leadership, moral reasoning, social intelligence and other skills required in their lives.
  - d) develop mechanisms to anticipate and promptly, efficiently and effectively respond to student needs.
5. Without prejudice to the generality of the responsibility under clause 4, the Board shall in respect of each of the matters specified in that Clause, exercise the powers and perform the duties set out hereunder:
- a) in compliance with University financial guidelines apply all monies made available to, or generated by the Board;
  - b) ensuring proper management of student affairs and making appropriate recommendations on staff appointment, promotion, termination of service and any other related matters;
  - c) ensuring proper allocation or re-allocation of student accommodation, keeping control of rooms and ensuring their lawful and approved use;
  - d) ensuring student accommodation, sporting facilities and their environs are clean, safe and habitable;
  - e) establishing and maintaining an effective security system, for the protection of persons and property, in the premises occupied by students, as well as their precincts;
  - f) putting into effect any other matter as will enhance the quality and habitability of student accommodation, games, sporting and recreational facilities;
  - g) ensuring proper services, decent and hygienic conditions of all facilities and their maintenance including, times of preparation of food in the kitchens, dining areas and use of the sporting and games facilities;
  - h) ensuring proper discipline, *(of both staff and students)* in the entire Management of student affairs;
  - i) ensuring proper procurement of goods in all units in compliance with legislative guidelines;
  - j) ensuring proper and professional maintenance of equipment and sporting facilities;
  - k) ensuring appropriate student registration with relevant sporting associations and clubs and effective participation by the students including training;
  - l) ensuring that cases of breach of discipline within and outside the precincts of the halls, kitchens, games and recreational facilities by students are properly investigated and referred to the relevant disciplinary body of the University.
  - m) ensuring in liaison with other relevant units, appointment of appropriate staff for the provision of counselling (academic and social) and career guidance services;
  - n) facilitating the registration of student organisations, election of officials and their induction into the University system;
  - o) forging and maintaining an effective linkage with industry, facilitating work study programmes and placement of students;
  - p) putting in place and ensuring effective channels of communication between Management and the student community.
  - q) facilitating any agreement, on behalf of the University, on matters relating to the provision of accommodation, catering, sports, games, recreational services and student placement under (n) above.
  - r) perform such other related functions or exercise such other related powers as may be assigned or delegated to it by the Vice-Chancellor, Senate or Council.
6. The Board may co-opt to serve on for such length of time as it deems fit any number of persons whose assistance or advice it may require but a person so co-opted shall neither be entitled to vote at a meeting of the Board nor be counted as a member for the purpose of forming a quorum.
7. The business of the Board shall be as prescribed by the statute but the Board shall have power to regulate such business and the conduct of its meetings.
8. All departments shall deliberate on all matters falling within their competence and the minutes containing their deliberations shall be brought before the Board.

#### RESEARCH DEVELOPMENT ADVISORY BOARD

##### Membership:-

Prof. L.W. Irungu	- Deputy Vice Chancellor (Research, Innovation and Enterprise)
Prof. L.W. Njenga	- Director, Graduate School
Mr. J. Kenduiwo	- MD, UNES
Prof. J. Mwangi	- Co-ordinator, IPMO
Ms. A. Mumo	- Director, Library and Information Services Coordinator, STP
Prof. W.O. Ogara	- Director, Centre for International Programmes and Links
Mr. P.K. Busienei	- Finance Officer
Prof. P. Wagacha	- School of Computers and Informatics
Prof. E.K. Mburugu	- Faculty of Arts
Prof. W. Jaoko	- School of Medicine
Prof. G. Cheminingwa	- Faculty of Agriculture
Dr. S. Mumanya	- School of Engineering
Prof. C.M. Gakuu	- Director, Open and Distance Learning
Prof. C.O. Olungah	- Director, IAGAS
Prof. M. Ogot	- Director, Research, Innovation and Enterprise

#### Terms of Reference:-

- i) To review and align the University of Nairobi Research Policy to changes in the University and the Kenya Constitution;
- ii) To consider and review research uptake/utilization;
- iii) To consider and review extension/outreach; and
- iv) To deal with any other issues concerning research

#### SCIENCE AND TECHNOLOGY PARK GOVERNING BOARD

##### MEMBERSHIP:-

Prof. Lucy Irungu	- DVC, RPE/Chairman
Dr. Richard Ayah	- Co-ordinator, Science Technology and Innovation Park
Dr. Wagacha Waiganjo	- School of Computing & Informatics
Dr. D. Ichangi	- Department of Geology
Prof. J.M. Mwabora	- Department of Physics
Mr. Vincent M. Musau	- MD, Tecno International Co. Ltd.

Prof. Winnie Mitullah	- Director, Institute for Development Studies
Mr. Milton Lore	- MD, Bridgeworks Africa
	- Department of Biochemistry
Prof. Francis J. Mulaa	- Intellectual Property Management Office
Mr. Nick Nzioki	- Department of Real Estate and Construction Management
Ms. Sheila M'mbijjewe	- Finance Management
Prof. Gituro Wainaina	- Vision 2030, Ministry of Devolution and Coordination
Prof. B. Sihanya	- School of Law
Mr. Peter Busienei	- Finance Officer
Prof. Madara Ogot	- Director, Research, Production and Extension

#### INTELLECTUAL PROPERTY COMMITTEE

##### Membership:-

- i) College representatives
- ii) Intellectual Property Management Office
- iii) Finance (Grants) Office

#### Terms of Reference:

- i) To protect the rights of the University, its innovations, inventors, breeders, research sponsors and the public;
- ii) To eliminate the infringement, improper exploitation and abuse of the intellectual property assets belonging to the University and/or its customers;
- iii) To optimize the environment and incentives for research and for the creation of new knowledge;
- iv) To promote linkages with industry and stimulate research through developing and utilizing novel technologies and creative works for commercialization;
- v) To promote creativity and innovation; and
- vi) To ensure fair and equitable distribution of all benefits accruing from all innovations, inventions and breeding activities.



# STATUTES [9]

<b>Statute I</b>	Definitions .....	98	<b>Statute XIV</b>	College Management Board .....	104	<b>Statute XXVII</b>	Emeritus Professorship.....	134
<b>Statute II</b>	The Chancellor .....	98	<b>Statute XV</b>	The University Senate .....	105	<b>Statute XXVIII</b>	Conferring of Degrees .....	134
<b>Statute III</b>	The Vice-Chancellor .....	98	<b>Statute XVI</b>	College Academic Board.....	105	<b>Statute XXIX</b>	Convocation .....	135
<b>Statute IVA</b>	The Deputy Vice Chancellor (Academic Affairs) .....	98	<b>Statute XVII</b>	Colleges of The University of Nairobi .....	106	<b>Statute XXX</b>	Fees.....	135
<b>Statute VA</b>	The Deputy Vice Chancellor (Finance, Planning & Development) .....	99	<b>Statute XVIII</b>	Centre for International Programmes and Links .....	106	<b>Statute XXXI</b>	Student Affairs Management Board.....	136
<b>Statutes VB</b>	The Deputy Vice Chancellor (Human, Resource & Administration) .....	99	<b>Statute XIX</b>	Faculties, Schools, Institutes and Centres of The UoN.....	107	<b>Statute XXXII</b>	Financial Regulations .....	137
<b>Statute VI</b>	The Deputy Vice Chancellor (Student Affairs) .....	100	<b>Statute XX</b>	The Board of Common Under- graduate Courses .....	124	<b>Statute XXXIII</b>	Miscellaneous .....	138
<b>Statute VII</b>	The Deputy Vice Chancellor (RIE).....	100		Common Undergraduate Courses Examination Regulations.....	125		Common Regulations for Postgraduate Diploma .....	138
<b>Statute VIII</b>	The Principals .....	101	<b>Statute XXI</b>	The Graduate School.....	126		Common Regulations for the Masters Degree.....	139
<b>Statute IX</b>	The Deputy Principal.....	102	<b>Statute XXII</b>	University Entrance Requirements...	128		Common Regulations for the Degree of Doctor of Philosophy.....	145
<b>Statute X</b>	The University Librarian .....	102	<b>Statute XXIII</b>	Designation of Degrees .....	129		Common Regulations for Higher Doctorates of The UoN other than Honorary Degrees.....	151
<b>Statute XI</b>	Terms and Conditions of Service of University .....	102	<b>Statute XXIV</b>	Awarding of Degrees.....	132	<b>Statute XXXIV</b>	Information and Communications Technology (ICT) Centre.....	152
<b>Statute XII</b>	The University Council.....	102	<b>Statute XXV</b>	University Examinations .....	133	<b>Statute XXXV</b>	Centre for Self Sponsored Programmes..	153
<b>Statute XIII</b>	University Executive Board.....	103	<b>Statute XXVI</b>	Honorary Degrees .....	133	<b>Statutes XXXVI</b>	Open, Distance and Electronic Learning (ODEL) Campus .....	154

## STATUTES

### Preliminary

In exercise of the powers conferred under Section 29 of the University of Nairobi Charter, (*hereinafter referred to as the ("Charter")*) the Council of the University hereby makes the following Statutes:

- i) The statutes shall be cited as the University of Nairobi Statutes, 2013.
- ii) The University of Nairobi Statutes 1985 is hereby repealed.

### STATUTE I

#### Definitions

In these Statutes, unless the context otherwise requires

**"Associated Department"** shall mean an Associated Department as defined in Section 3(i) of Statute XIX.

**"Constituent Department"** shall mean a Department which for administrative purposes has been designated by Council as being constituted within a particular Faculty, Institute or School.

**"Higher Degree"** shall mean a degree so designated in these Statutes. Other terms in these Statutes shall be understood to bear the respective meanings attained to them under the Charter.

### STATUTE II

#### The Chancellor

In exercise of the powers conferred upon the Chancellor under Section 12(3)(b) and (c) of the Charter, the Chancellor shall notify the Council of the University of his intention to direct an inspection or visitation of the University and the Council shall tender to the Chancellor advice on any matters relevant to such an inspection or visitation.

### STATUTE III

#### The Vice-Chancellor

1. Subject to the provisions of the University of Nairobi Charter, Section 14(1) and this Statute, the conditions, of appointment of the Vice-Chancellor shall be as set out in Schedule I to these Statutes and subject to amendments thereto determined by the Council from time to time.
2. The Vice-Chancellor shall hold office for a period of five years provided that he may resign his office by giving six months' notice in writing or the Chancellor may on the recommendation of the Council terminate the appointment by giving six months' notice in writing.
3. The Vice-Chancellor shall be the academic and administrative head of the University and as such shall be responsible to the Council for maintaining and promoting the academic image and maintaining and promoting the efficiency and good order of the University.
4. The Vice-Chancellor shall by virtue of his office be a member of every committee appointed by the Council or Senate, unless otherwise expressly provided.

5. The Vice-Chancellor shall be the secretary to the council and an ex-officio member of the Council in compliance to Section 18(1)(e) of the Charter.
6. The Vice-Chancellor shall by virtue of being the overall administrative head of the University, be the accounting officer of the University.
7. The Vice-Chancellor shall be responsible for policy matters, planning, coordination, public relations, fund-raising and general development of the University.
8. The Vice-Chancellor shall be:-
  - i) Chairman of Senate;
  - ii) Chairman of Associate Professorial Appointments Committee;
  - iii) Chairman of the University Management Board; and
  - iv) Chairman of the Students Welfare Authority.
9. The Vice-Chancellor shall have such other powers and duties as may be conferred upon him by Council in accordance with the Charter.
10. The Vice-Chancellor may assign or delegate any of his duties to a committee or to a member of the University staff and may withdraw any such assignment or delegation at any time.

### STATUTE IVA

#### The Deputy Vice-Chancellor Academic Affairs Statute IVA 2016

The Deputy Vice-Chancellor (Academic Affairs) appointment, duties and responsibilities.

1. The Deputy Vice-Chancellor (Academic) shall be appointed by the Council in consultation with the Chancellor from among professors of the University on permanent and pensionable terms as approved under Section 15 of the Charter.

2. The Deputy Vice-Chancellor (Academic) shall hold office for five years. Provided that the Deputy Vice-Chancellor (Academic) shall cease to hold office in the event of ceasing to be full time member of staff of the University; and provided further that he or she may resign the office or the Council, in consultation with the Chancellor, may terminate his or her services as Deputy Vice-Chancellor (Academic) by giving six months' notice in writing.
3. The conditions of appointment of the Deputy Vice-Chancellor (Academic) shall be as set out in Schedule II to these Statutes and subject to amendments thereto as determined by the Council from time to time.
4. The Deputy Vice-Chancellor (Academic) shall be the head of the Academic Department, whose functions include: preparation of syllabus and regulations, co-ordination of examinations, undergraduate and postgraduate studies, admissions, and academic staff training.
5. The Deputy Vice-Chancellor (Academic) shall be:
  - i) Chairman of Lectureship Appointments Committee;
  - ii) Chairman of Senior Lectureship Appointments Committee; and
  - iii) In the absence of the Deputy Vice-Chancellor (Human Resource and Administration) or on account of other exigencies of service, Chairman of the Appointments Committee indicated under Statute V,5(i) and 5(ii).
6. The Deputy Vice-Chancellor (Academic) shall have such other duties as may be assigned or delegated to him by the Vice-Chancellor or in accordance with Statute III.

#### STATUTE VA

##### The Deputy Vice Chancellor Finance, Planning and Development) Statute VA 2016.

The Deputy Vice Chancellor Finance, Planning and Development appointment, functions and responsibilities.

1. The Deputy Vice-Chancellor (Finance, Planning and Development) shall be appointed by the Council in consultation with the Chancellor from among professors of the University on permanent and pensionable terms as approved under section 15 of the Charter.
2. The Deputy Vice-Chancellor (Finance, Planning and Development) shall hold office for five years. Provided that the Deputy Vice-Chancellor (Finance, Planning and Development) shall cease to hold the office in the event of ceasing to be a full-time member of staff of the University; and provided further that he may resign his/her office or the Council, in consultation with the Chancellor, may terminate his/her services as the Deputy Vice-Chancellor (Finance, Planning and Development) by giving 6 months' notice.
3. The terms and conditions of appointment of the Deputy Vice-Chancellor (Finance, Planning and Development) shall be as set out in the Schedule to the University Statutes and subject to amendments from time to time.
4. The Deputy Vice-Chancellor (Finance, Planning and Development) shall be the Head of Finance, Planning and Development Division of the University, whose functions include: management of Finance, Assets and Development Plans.
5. The Deputy Vice-Chancellor (Finance, Planning and Development) shall be in charge of:-
  - i) Designing, modeling and managing long-term financial and physical plans,

- ii) Optimal utilization and investments of the University's finances and assets,
  - iii) Annual budget planning, monitoring and management strategies
  - iv) Provision of accurate and current financial information to support decision making,
6. The Deputy Vice-Chancellor (Finance, Planning and Development) shall be responsible for appropriate Finance Management Policies and procedures in conformity with the Constitution of Kenya and relevant laws.
  7. The Deputy Vice-Chancellor (Finance, Planning and Development) shall have such other duties as may be assigned or delegated to him/her by the Vice-Chancellor in accordance with the Statute III.

#### STATUTE VB

##### The Deputy Vice Chancellor Human Resource and Administration Statute VB 2016.

The Deputy Vice Chancellor Human Resource and Administration appointment, functions and responsibilities.

1. The Deputy Vice-Chancellor (Human Resource and Administration) shall be appointed by the Council in consultation with the Chancellor from among professors of the University on permanent and pensionable terms as approved under section 15 of the Charter.
2. The Deputy Vice-Chancellor (Human Resource and Administration) shall hold office for five years. Provided that the Deputy Vice-Chancellor (Finance, Planning and Development) shall cease to hold the office in the event of ceasing to be a full-time member of staff of the University; and provided further that he may resign his/her office or the Council, in consultation with the

- Chancellor, may terminate his/her services as the Deputy Vice-Chancellor (Human Resource and Administration) by giving 6 months' notice.
3. The terms and conditions of appointment of the Deputy Vice-Chancellor (Human Resource and Administration) shall be as set out in the Schedule to the University Statutes and subject to amendments from time to time.
  4. The Deputy Vice-Chancellor (Human Resource and Administration) shall be the Head of the Human Resource and Administration Department of the University, whose functions include: management of Human Resource and General Administration Matters.
  5. The Deputy Vice-Chancellor (Human Resource and Administration) shall be the Chairperson of;
    - i) Appointments Committee for non-academic staff within the University's Central Administration up to the level of grade 13.
    - ii) Appointments Committee of non-teaching staff in the rest of the University at the level of grades 11, 12 and 13.
    - iii) In the absence of the Deputy Vice-Chancellor (Academic Affairs) or on account of other exigencies of services, Chairperson of the Appointments Committee indicated in Statute IV, 5(i) and (ii).
  6. The Deputy Vice-Chancellor (Human Resources and Administration) may sit in all Appointments Committees and his/her endorsement, with reference to the Vice-Chancellor and University Council, shall be sought for all appointments within respective Colleges.
  7. The Deputy Vice-Chancellor (Human Resources and Administration) shall be responsible for appropriate Human Resource Management Policies and Procedures in conformity with the

Constitution of Kenya 2010, the Universities Act, the Charter and any other written laws in Kenya.

8. The Deputy Vice-Chancellor (Human Resources and Administration) shall have such other duties as may be assigned or delegated to him/her by the Vice-Chancellor in accordance with the University of Nairobi Act, the Charter and any other laws Statute III.

## STATUTE VI

### The Deputy Vice-Chancellor Student Affairs

1. The Deputy Vice-Chancellor (Student Affairs) shall be appointed by the Council in consultation with the Chancellor from among professors of the University serving on permanent and pensionable terms of service as provided under Section 15 of the Charter.
2. The Deputy Vice-Chancellor (Student Affairs) shall hold office for five years. Provided that the Deputy Vice-Chancellor (Student Affairs) shall cease to hold the office in the event of ceasing to be a full time member of staff of the University; and provided further that he/she may resign his/her office or the Council may terminate his/her services as Deputy Vice-Chancellor (Student Affairs) by giving six months' notice in writing.
3. The condition of appointment of the Deputy Vice-Chancellor (Student Affairs) shall be as set out in Schedule II to these statutes and subject to amendments thereto as determined by the Council from time to time.
4. The Deputy Vice-Chancellor (Student Affairs) shall be the Head of the Student Affairs of the University, whose functions include:
  - i) To plan, organise and manage the provision of academic and social counseling, career, work study programmes and sports,

(both within and outside the University), accommodation, catering, community service, recreation, health, security and other student affairs;

- ii) To develop and implement programmes (e.g. leadership training) that support students educational experience and wholesome life;
  - iii) To advise and guide student organisations and mentor students in their development of leadership, moral reasoning, social intelligence and other skills required in their lives; and
  - iv) To develop mechanisms to anticipate and promptly, efficiently and effectively respond to student needs.
5. To carry out such other duties and responsibilities as may be delegated by the Vice -Chancellor or by the University Council.

## STATUTE VIIA

### The Deputy Vice-Chancellor Research, Production and Extension

The Deputy Vice-Chancellor (Research, Production and Extension) appointment, functions and responsibilities.

1. The Deputy Vice-Chancellor (Research, Production and Extension) shall be appointed by the Council in consultation with the Chancellor from among professors of the University on permanent and pensionable terms as approved under Section 15 of the Charter.
2. The Deputy Vice-Chancellor (Research, Production and Extension) shall hold office for five years. Provided that the Deputy Vice-Chancellor (Research, Production and Extension) shall cease to hold office in the event of ceasing

to be full time member of staff of the University; and provided further that he or she may resign the office or the Council, in consultation with the Chancellor, may terminate his or her services as Deputy Vice-Chancellor (Research, Production and Extension) by giving 6 months' notice in writing.

3. The conditions of appointment of the Deputy Vice-Chancellor (Research, Production and Extension) shall be as set out in Schedule II to these Statutes and subject to amendments thereto as determined by the Council from time to time.
4. The Deputy Vice-Chancellor (Research, Production and Extension) shall be the head of Research, Production and Extension Division whose functions shall include:
  - i) Research infrastructure, development and formulation of appropriate policies;
  - ii) Research Planning, coordination, administration, logistical support for research at all levels;
  - iii) Coordinating the sourcing of research funds;
  - iv) Protection of Intellectual Assets, commercialization, dissemination and publication;
  - v) Strategic alliances with Government, industry, local and international research institutes;
  - vi) Management of Research Libraries and Archives;
  - vii) Research branding, setting standards, quality assurance/control and capacity building;
  - viii) Coordination of relevant seminars, consultancies, workshops, conferences and symposia;

- ix) Research benchmarking exchange of scholars;
- x) Negotiation and management of Research contracts and consultancies; and
- xi) Internationalization of the University.

5. Perform any other functions pertaining to Research, Production and Extension.
6. The Deputy Vice-Chancellor (Research, Production and Extension) shall be the chairman of the Research and Development Advisory Board under which shall be the following Committees:-
  - i) Intellectual Property Committee;
  - ii) Research Grants Committee;
  - iii) Research Publications Committee;
  - iv) Science Technology and Innovation Committee;
  - v) Research-based Income Generating Committee;
  - vi) Research Quality Assurance Committee; and
  - vii) CIPL Board.
7. The Deputy Vice-Chancellor (Research, Production and Extension) shall carry out such other duties and responsibilities as may be delegated by the Vice-Chancellor or the University of Nairobi Council.

#### STATUTE VIII The Principals

1. Subject to Section 16 and 17 of the Charter, and these Statutes, the conditions of appointment of College Principals shall be as set out in Schedule III of these Statutes and subject to amendments thereto as determined by the Council from time to time.

2. A person appointed as Principal shall hold office for a period of five years provided that he may resign his office or the Council may terminate his services as College Principal, by giving six months' notice in writing.
3. 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.
4. A College Principal shall, by virtue of his office, be a member of every Faculty/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.
5. A College Principal shall be Chairman of the Appointments Committee for the following categories of staff within the respective College:
  - i) Staff in Grades I-IV and Middle Grades A-F;
  - ii) Academic staff up to Graduate Assistant, Tutorial Fellow and Assistant Lecturer; and
  - iii) But in the pre-clinical departments of the School of Medicine and Veterinary Medicine which are basically located at the College of Biological and Physical Sciences, Appointment Committee in respect of technical Grades A-F and the grades referred to in (ii) above shall be chaired by the Principals of the College of Health Sciences, and the College of Agriculture and Veterinary Sciences respectively.
6. A College Principal may assign or delegate any of his duties to a committee or to a member of staff of the College and may withdraw any such assignment or delegation at any time.

7. A College Principal shall have such other duties as may be assigned or delegated to him by the Vice-Chancellor in accordance with Statute III.

## STATUTE IX

### The Deputy Principal

1. The Deputy Principal shall be appointed by the Council after consultations with the respective College Academic Board from among the professors from within the respective college who are on permanent and pensionable terms of service.
2. The Deputy Principal shall hold office for five years, but upon the expiration of that period shall be eligible for reappointment, provided that the Deputy Principal shall cease to hold his office in the event of his ceasing to be a full-time member of the staff of the College, or resigning his office or the Council, may terminate his services as Deputy Principal, by giving six months' notice in writing.
3. The Deputy Principal shall be appointed on such other terms as may be determined by the Council from time to time.

## STATUTE X

### The University Librarian

1. Subject to this statute, the University Librarian shall hold office upon such terms and conditions as shall be determined by Council.
2. The University Librarian shall be responsible to the Vice-Chancellor for the organization and operation of the Library services of the University.
3. In addition to running the main University Library, the University Librarian shall also be

responsible for setting technical standards for all libraries within the University, providing certain centralised services and co-ordination.

4. There shall be established College Libraries in each of the Colleges.
5. Each College Library shall be headed by a College Librarian who, in regard to professional and technical matters, shall be responsible to the University Librarian, and in regard to general administrative matters, shall be responsible, to the Principal.

## STATUTE XI

### Terms and Conditions of Service of University

1. The Council of the University shall determine the terms and conditions of appointment of all the staff of the University of Nairobi.
2. Subject to this Statute the Council shall appoint such academic and administrative staff as it may deem necessary for the efficient functioning of the University with such duties and upon such terms and conditions as the Council may prescribe.
3. Subject to this Statute the Council may make all such other appointments (*whether paid or honorary*) as it may think fit.
4. The conditions of appointment for Academic, Senior Library and Administrative Staff, shall be as set out in Schedule IV of these Statutes; and for staff in the Senior Clerical, Administrative grades as set out in Schedule V to these Statute; of the Unionisable grades as may be agreed between the Council and the Kenya Union of Domestic, Hotels, Educational Institutions, Hospitals and Allied Workers from time to time.

---

*Provided that the Council may review the conditions of appointment of any staff categories from time to time and provided further that in doing so any changes in such conditions shall apply in individual cases only to the extent that subsisting agreements between the members of staff and the University Council permit.*

---

## STATUTE XII

### The University Council

1. The membership, powers and functions of the University Council shall be as prescribed in the Charter.
2. Unless the Council otherwise determines, a meeting of the Council shall be held at least once in each semester at such time and place as the Chairman may appoint.
3. At all meetings of the Council a quorum shall be the nearest whole number above half the membership of Council.
4. Decisions of the Council shall be by a simple majority vote of those present and entitled to vote provided that the Chairman of the Council shall have a casting vote in the event of a tie on any issue and provided that in enactment of Statutes the provisions of Section 24(3) of the Act shall apply.
5. The Chairman may at any time call a meeting of the Council and shall call a meeting within 28 days of receiving a request for that purpose addressed to him and signed by at least a third of the members of the Council.



6. The Chairman, or in his absence, the Vice-Chairman, shall preside at all meetings of the Council at which he is present and in the absence of both the Chairman and Vice-Chairman, the members present shall elect a temporary Chairman from among themselves.
7. The Council may, at the discretion of the Chairman, transact any business by the circulation of papers and any decision so taken shall be submitted for ratification at the next meeting of the Council.
8.
  - i) The Council may, subject to such limitations as it may think fit, delegate any of its powers or duties to the Chairman or to Committees consisting of such members of the Council and any committees to act jointly with any such committees appointed by the Senate. Provided that the Council shall not delegate to the Chairman or to a Committee the power to approve the annual Estimates of Expenditure and Accounts without further reference to the Council.
  - ii) The following are the Committees of the Council, their Membership and Terms of Reference are attached as schedule VI to these Statutes:
    - a) Finance and General Purposes Committee.
    - b) Standing Committee on Staff Terms of Service.
    - c) Infrastructure and Development
    - d) Tender Committee
    - e) Housing Committee
    - f) Staff Appointment Committee
    - g) Staff Disciplinary Committee
    - h) Senior Staff Disciplinary
    - i) Junior Staff Disciplinary

- j) Sealing Committee
- k) Honorary Degrees Committee
- l) The Emeritus Professor Appointments Committee.

9. The Chairman of the Council shall be an ex-officio member of every Committee of the Council but shall not be Chairman of any such Committee unless specifically so provided. The Council shall nominate the Chairman of each Council Committee provided that in the absence of the Chairman of any such Committee the members present and consisting a quorum may elect a temporary Chairman from among themselves.
10. A quorum of any Committee of the Council shall be the nearest whole number above half the membership of the Committee, unless the Council otherwise determines.
11. The Council shall cause Minutes of its proceedings to be kept by the Secretary and such minutes shall be confirmed, subject to any necessary amendment, at a subsequent Council Meeting.

*Subject to the provisions of the Charter, and these Statutes, the Council shall have power to regulate by such means as it may think fit procedures at its own meetings and those of any of its Committees.*

### STATUTE XIII

#### University Executive Board

1. There shall be a University Management Board whose membership shall be:
  - i) The Vice-Chancellor – Chairman;
  - ii) The Deputy Vice-Chancellor (Academic Affairs);

- iii) The Deputy Vice-Chancellor (Human Resource and Administration);
  - iv) The Deputy Vice-Chancellor (Student Affairs);
  - v) The Deputy Vice Chancellor (Research, Production and Extension
  - vi) The Principals of Colleges;
  - vi) The Deputy Principals of Colleges;
  - vii) Managing Director, University of Nairobi Holding Company; and
  - xi) Administration Registrar-Secretary
2. The University Management Board shall be responsible for:
  - i) The co-ordination of University and College development plans;
  - ii) The efficient management of University resources, both human and material. Making proposals to the Council and the Senate on policies that have a University-wide application; and
  - iii) Any other matters related to the management of the University and the Colleges.
3. Unless the University Management Board otherwise determines, a meeting of the University Management Board shall be held at least once every month at such time and place as the Chairman may 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. Decisions of the University Management Board shall be by a simple majority vote of those present and entitled to vote, provided that the Chairman of the University Management Board shall have a casting vote in the event of a tie in any issue.



6. The Chairman may at any time call a meeting of the University Management Board and shall call a meeting within 21 days of receiving a request for that purpose addressed to him and signed by 30% of the members of the University Management Board.
7. The Chairman, or in his absence, the Deputy Vice-Chancellor (Human Resource and Administration) shall preside at meetings of the University Management Board at which he is present and in the absence of both the Chairman and the Deputy Vice-Chancellor (Human Resource and Administration) the members present shall elect a temporary Chairman from among themselves.
8. The University Management Board may, subject to such limitations as it may think fit, delegate any of its duties to the Chairman or to the Committee consisting of such members of the University Management Board and other persons as it may empower any such committee to act jointly with any committee appointed by either the Senate or College Academic Board or College Management Board.
9. The Chairman shall be an ex-officio member of every committee of the University Management Board, but shall not be Chairman of any such committee unless expressly provided.
10. The University Management Board shall cause a copy of its minutes to be sent to the Secretary of Council as soon as such minutes have been confirmed and duly signed.
11. Subject to the provisions of this Statute, the University Management Board shall have power to regulate by such means as it may think fit procedures of its own meetings or those of any of its committees.

12. The University Management Board shall have such other powers and duties as may be assigned or delegated to it by the Council in accordance with Statute XI.

#### STATUTE XIV

##### College Management Board

1. There shall be, for each College, a College Management Board whose membership shall be:
  - i) The Principal – Chairman;
  - ii) The Deputy Principal;
  - iii) Deans of Faculties;
  - iv) Directors of Schools;
  - v) Directors of Institutes;
  - vi) The College Bursar; and
  - vii) The College Registrar – Secretary.
2. The College Management Board shall be responsible for the 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 needs and development;
  - iii) Preparation of annual estimates of the funds required by the College generation of revenue and administration of all funds entrusted to it;
  - iv) Appointment of the unionisable staff Grades I-IV and middle grades A-F, Graduate Assistants, Tutorial Fellows and Assistant Lecturers;
  - v) Provision of the welfare of staff and students;
  - vi) 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; and
- vii) Repair and 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 once in each semester at such time and place as the Chairman may appoint.
4. At all meetings of the College Management Board a quorum shall be the nearest whole number above half the membership of the College Management Board.
5. Decisions of the College Management Board will be by a simple majority vote of those present and voting provided that the Chairman of the College Management Board shall have a casting vote in the event of an equality of votes.
6. The Chairman may at any time call a meeting of the College Management Board and shall call a meeting within 14 days of receiving a request for that purpose addressed to him and signed by a 50% of the members of the College Management Board.
7. The Chairman, or in his absence the Deputy Principal, shall preside at all meetings of the College Management Board at which he is present and in the absence of both the Chairman and the Deputy principal, the members present shall elect a temporary Chairman from among themselves.
8. The College Management Board may subject to such limitations as it may think fit, delegate any of its powers or duties to the Chairman or a committee or committees consisting of such members of the College Management Board and other persons as it may think fit, and the

College Management Board may empower any such committee or committees to act jointly with committees appointed by the College Academic Board.

*Provided that the College Management Board shall not delegate to the Chairman or to a committee the power to approve, without further reference to the College Management Board the annual estimates of expenditure.*

9. The Chairman shall be an ex-officio member of every committee of the College Management Board but shall not be Chairman of any such committee unless expressly so provided.
10. 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.
11. 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.
12. Subject to the provisions of these Statutes, the College Management Board shall have power to regulate by such means as it may think fit its own procedures of its own meetings and those of its committees.

## STATUTE XV

### The University Senate

1. The membership, powers and functions of the University Senate shall be as prescribed in the Charter.
2. Unless the Senate otherwise determines, meetings of the Senate shall be held at least three times in each semester at such time

and place as the Chairman of the Senate may appoint.

3. The Chairman of the Senate may at any time call a meeting of the Senate and shall call a meeting within ten days of receiving a request for that purpose addressed to him and signed by not less than 30% of the members of the Senate.
4. The Chairman of the Senate or, in his/her absence, the Deputy Vice-Chancellor (Academic) shall preside at all meetings of the Senate at which he/she is present and, in the event of the absence of both the Chairman of Senate and the Deputy Vice-Chancellor (Academic) the members present and constituting a quorum shall elect a temporary Chairman from among their number.
5. At any meeting of the Senate a quorum shall be the nearest whole number above half the membership of the Senate.
6. The Chairman of the meeting shall have an original and a casting vote.
7.
  - i) The Senate may, subject to such limitations as it may think fit, delegate any of its powers or duties to committees/boards consisting of such members of the Senate and other persons as it may think fit; and the Senate may empower, any such committee/board to act jointly with any committee/board appointed by the Council or a College Academic board.
  - ii) The following are the Committee/Boards of Senate. Their membership and Terms of Reference are attached to these Statutes as schedule VII.
    - a) Deans Committee;
    - b) Development, Planning & Establishment Committee;

- c) Library and Bookshop Committee;
  - d) Students' Disciplinary Committee;
  - e) Board of Graduate School;
  - f) Board of Common Undergraduate Courses; and
  - g) Time-Tabling Committee.
8. The Deputy Vice-Chancellor for the time being in charge of Academic Affairs shall be the secretary to the Senate in accordance with Section 35(1) (b) of the Act.
9. Subject to the provisions of this Statute, the Senate shall have power to regulate, by such means it may think fit, procedures of its own meetings and those of its committees.

## STATUTE XVI

### College Academic Board

1. There shall be a College Academic Board for each College whose membership shall be:
  - i) The Principal – Chairman;
  - ii) Deputy Principal;
  - iii) All Deans of Faculties, Directors of Schools, and Directors of Institutes within the College;
  - iv) All Chairmen of Teaching Departments within the College;
  - v) All Professors and Associate Professors within the College not being members of the Board by virtue of any other provision of this Statute;
  - vi) One representative from each Faculty, Teaching school or Institute in the College;
  - vii) The College Librarian;
  - viii) One Postgraduate Student; and
  - ix) One student representative from each Faculty and/or teaching School/Institute,

elected by secret ballot from the College Students' Organization:

- a) Such other full-time academic members of the University, not exceeding three, appointed by Senate on the recommendation of the College Academic Board;
  - b) Such other co-opted members not exceeding three, and not being full-time academic members of the University, appointed by Senate on the recommendation of the College Academic Board; and
  - c) College Registrar – Secretary.
2. The College Academic Board shall be responsible for the administration and management of the academic programmes of the College, and to that end its function shall include:
- 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 select, and to recommend to the University Admissions Board for approval, the undergraduate students who apply to the University of Nairobi for admission for the courses at the college;
  - iii) to consider and select postgraduate students, to approve admissions, courses and appoint supervisors and examiners;
  - iv) to grant scholarships, fellowships and awards and to revoke any such grants in accordance with Statutes and regulations;
  - v) to direct and make regulations on the teaching and research within the College in accordance with University rules and statutes; and

vi) to recommend names of examiners for appointment by Senate.

3. Unless the Academic Board otherwise determines, Academic Board meetings 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 Chairman of the Academic Board may at any time call a meeting of the Academic Board and shall call a meeting within ten days of receiving a request for that purpose addressed to him and signed by not less than 30% of the members of the Academic Board.
5. The Chairman of the Academic Board or in his absence, the Deputy Principal, shall preside at meetings of the Academic Board at which he is present, and in the event of absence of both the Chairman of the Board and the Deputy Principal the members present and constituting a quorum shall elect a temporary chairman from among their number.
6. At any meeting of the Academic Board a quorum shall be the nearest whole number above half the membership of the Academic Board, for the time being.
7. The Chairman of the meeting shall have an original and a casting vote.
8. The Academic Board may, subject to such limitations as it may think 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 think fit and the Academic Board may empower any such committee to act jointly with any committee appointed by the College Management Board.
9. Subject to the provisions of this Statute, the Academic Board shall have power to regulate, by

such means as it may think fit, procedures of its own meetings and those of its committees.

## STATUTE XVII

### Colleges of the University of Nairobi

The following are the Colleges of the University:

1. The College of Agriculture and Veterinary Sciences
2. The College Architecture and Engineering
3. The College of Biological and Physical Sciences
4. The College of Education and External Studies
5. The College of Health Sciences
6. The College of Humanities and Social Sciences.

## STATUTE XVIII

### Centre for International Programmes and Links

1. There shall be a Centre for International Programmes and Links (CIPL) (*hereinafter referred to as the "Centre"*). The Centre, in relation to the matters specified in section 3.2, 3.3 and 3.5, shall be governed by a Management Board which shall consist of the following members:-
  - i) A Director, who shall be appointed by the Vice-Chancellor from among persons holding the rank of Associate Professor or above for a period of three years renewable once. The Vice-Chancellor shall appoint the Chairman of the Board.
  - ii) One representative from each college nominated by the College Academic Board; and in the rank of Senior Lecturer or above and who preferably shall be, at the time of appointment, actively involved in coordinating an international programme within the college.

- iii) Three Senate Representatives.
  - iv) Director of Board of Post Graduate Studies.
  - v) University Librarian
  - vi) Administration Registrar
  - vii) Finance Officer
  - viii) The Legal Officer
  - ix) Dean of Students
  - x) Two other members appointed by the Vice-Chancellor
  - xi) Academic Registrar/Secretary
2. The Board of the Centre may, at its discretion, invite/co-opt not more than two members from within or without the University as the Board may from time to time determine. Such co-opted members shall have no voting rights.
  3. The Centre shall have and carry the status of a Faculty/ Institute/School and shall in that regard enjoy all rights, privileges, immunities and powers that are consistent with the provisions of this statute.
  4. The college representatives, the Senate representatives and co-opted members shall serve for a term of three years which may be renewable once only for an equivalent term.
  5. The Board shall be answerable to the University Senate and shall be responsible for the following functions:
    - i) To facilitate and coordinate collaborative international programmes, links and projects;
    - ii) To coordinate and provide logistical support for staff and student visits/exchange under the collaborative projects;
    - iii) To coordinate, fund-raise for activities of the Centre, friend-raise, market and promote the objectives of the University in the International sphere;

- iv) To maintain updated records of all collaborative projects;
  - v) To monitor and ensure compliance with the provisions of the memoranda of understanding and agreements;
  - vi) The Board shall have power to regulate in such manner as it may deem fit, its own procedures.
  - vii) The Board shall ensure that all international programmes and links are properly formulated and executed.
6. The Board, may in addition to article 3.5, perform such other functions as may be assigned or delegated to it by the Senate.

## STATUTE XIX

### Faculties, Schools, Institutes and Centres of the University of Nairobi

1. There shall be Faculties, Schools and Institutes and Centres within the University as the Council may from time to time provide. The following constitute the Faculties, Schools and Institutes of the University:
  - i) The College of Agriculture and Veterinary Sciences shall comprise:
    - a) The Faculty of Agriculture
    - b) The Faculty of Veterinary Medicine; and
    - c) The Wangari Maathai Institute for Peace and Environmental Studies
    - d) The African Dryland Institute for Sustainability
  - ii) The College of Biological and Physical Sciences shall comprise:
    - a) The School of Biological Sciences
    - b) The School of Computing and Informatics

- c) The School of Mathematics
  - d) The School of Physical Sciences
  - e) The Centre for Biotechnology and Bioinformatics. The pre-clinical departments of The School of Medicine, The School of Dental Sciences, The School of Pharmacy and Faculty of Veterinary Medicine which are located at Chiromo Campus of the College of Biological and Physical Sciences, are for administrative purposes grouped under this College.
  - f) The Centre for Climate Change and Adaptation
- iii) The College of Health Sciences shall comprise:-
    - a) The School of Dental Sciences
    - b) The School of Medicine
    - c) The School of Nursing Sciences
    - d) The School of Pharmacy
    - e) The Institute of Maxillofacial and Reconstructive Surgery.
    - f) The Institute for Tropical and Infectious Diseases
    - g) The School of Public Health
    - h) The East African Kidney Institute
    - i) The Kenya AIDS Vaccine Institute for Clinical Research
  - iv) College of Architecture and Engineering shall comprise:-
    - a) The School of The Arts and Design
    - b) The School of The Built Environment
    - c) The School of Engineering
    - d) The Institute of Nuclear Science and Technology.
  - v) The College of Humanities and Social Sciences shall comprise:
    - a) The Faculty of Arts
    - b) The School of Business

- c) The School of Economics
- d) The School of Journalism and Mass Communication
- e) The School of Law
- f) The Institute of Anthropology, Gender and African Studies
- g) The Institute for Development Studies
- h) The Institute of Diplomacy and International Studies
- i) The Population Studies and Research Institute
- j) The African Women's Studies Centre
- k) The Centre for Advanced Studies in Environmental Law and Policy
- l) The Centre for Interpretation and Translation.

*Provided that the continued existence of the Population Studies and Research Institute as an independent and self sustaining Institute shall be reviewed by December 2006.*

- vi) The College of Education and External Studies shall comprise:-
  - a) School of Continuing and Distance Education.
  - b) School of Education.
  - c) Centre for Open and Distance Learning.
- 2. Each Faculty, School or Institute shall consist of such constituent departments/units as the Council may from time to time determine.
- 3. i) Each Department shall be regarded for administrative purposes as being a constituent part of one Faculty, School or Institute. However, in relation to other

Faculties, Schools or Institutes such a Department/unit may be involved as follows:-

- a) in the provision of service course teaching so as to be classified as an associate member of the said Faculty, School or Institute.
- b) in the provision of a degree programme so as to be classified as an academic member of the said Faculty, School or Institute.
- ii) Each Department shall be headed by a Chairman who shall be appointed by the Vice-Chancellor in consultation with the Principal of College or the Dean of the respective Faculty/School/Institute: Provided that the incumbency of the Chairman shall be reviewed from time to time and shall not, except in special circumstances extend beyond two consecutive terms of three years each.
- 4. The College Academic Board shall make recommendations to Senate with regard to Faculties, Schools or Institutes which shall be associated with the particular Colleges.
- 5. Faculties, Schools and Institutes shall make recommendations to the College Academic Board with regard to Departments units which shall be associated with the particular Colleges.
- 6. Each Faculty shall be governed by the Board of Faculty whose membership shall be:
  - i) Dean of Faculty elected by the Faculty Board from amongst Professors and Senior Lecturers within the Faculty for a period of two years. *(Provided that Senior Lecturers shall be eligible for election only if they have served for at least two years as a substantive*

*Chairman of a Department or a Director of an Institute or School.)* The Dean shall serve as the Chairman.

- ii) All Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers and Tutorial Fellows of the departments of the Faculty
- iii) College Librarian.
- iv) Members of teaching staff of Departments, Schools and Institutes associated with the Faculty and who are currently teaching students within the Faculty.
- v) One selected student representative elected by secret ballot, from each year of study, from among full-time students of the Departments of the Faculty.
- vi) Such other members not exceeding five in number, and not being members of the full-time academic staff of the University, appointed by Senate on the recommendations of the Faculty.
- vii) Faculty Administrator - Secretary
- 7. i) The election for the position of the Dean shall be subject to confirmation by Senate and Council, and the Dean-elect shall not assume office before such confirmation.
- ii) No person shall be eligible for election if such person is serving a second of two continuous terms as Dean. Where a person previously served but has already ceased to be Dean, such a person shall not become eligible for election until two consecutive years have elapsed since such a person last ceased to be Dean.
- iii) Where the Faculty fails or is unable for whatever reason to elect a Dean, or where no person from within the Faculty is eligible

- for election as is provided in paragraph (i) of this clause, the person who is current or outgoing Dean shall continue to hold office and perform all the functions and duties of the Dean until such time as the Council is able to appoint a new Dean as is provided in paragraph (iv) of this clause.
- iv) Where a Faculty has failed or is unable to elect a Dean due to circumstances mentioned under paragraph (iii) of this clause, the Council shall appoint a senior academic member of staff and such person shall assume office of Dean on such terms and conditions as the Council may deem fit.
- v) There shall be a Returning Officer who shall be appointed by the Vice-Chancellor, and the Returning Officer shall have the power, under this Statute, to conduct the elections of Dean and thereafter report to the Vice-Chancellor the outcome thereof. Provided that for the purposes of conducting the election, the Returning Officer shall have power, Clause 10 of this Statute notwithstanding, to determine the appropriate procedure with respect to the election.
8. The Vice-Chancellor, the Deputy Vice-Chancellor (Human Resource and Administration), the Deputy Vice-Chancellor (Academic Affairs), Deputy Vice-Chancellor (Student Affairs), Deputy Vice-Chancellor (Research, Production and Extension), the Principal and the Deputy Principal of the respective College shall be ex-officio members of the Boards of Faculties.
9. Each Board of Faculty may at its own discretion, invite/co-opt not more than five other persons to attend its meetings in an advisory capacity; provided that persons so invited shall not acquire rights of membership to the Board and shall have no voting rights.
10. The Board of each Faculty shall have the following powers:
- To consider and make recommendations to Senate through the College Academic Board concerning the progress of students within the Faculty.
  - To make recommendation to Senate through the College Academic Board concerning syllabi and regulations dealing with courses of study for Degrees and other awards.
  - To regulate the conduct of examinations in courses assigned to the Faculty and to make recommendations thereon to the Senate through the College Academic Board.
  - To recommend to the Senate through the College Academic Board the names of examiners for appointment.
  - To consider and make recommendations on any question relating to the Faculty.
  - To deal with any matters referred to it by the Senate or the College Academic Board.
  - To regulate in such manner as it may deem fit, its own procedures.
11. There shall be a Board of Examiners of each Faculty which shall consist of internal examiners appointed by the Senate in consultation with the College Academic Board and with the Dean as Chairman.
- The function of such a Board will be to receive and consider examination results and to recommend thereon to the Senate.
  - The quorum of the Board of Faculty shall be 50% of the full-time members of the Faculty.
12. There shall be a Management Board for each Faculty with the following membership
- Dean-Chairperson
  - Chairmen of Departments
  - Faculty Administrator - Secretary
13. The Faculty Management Board shall be responsible for the following functions:
- To be the interface between the College Management Board and the Faculty.
  - To plan for the Faculty needs & development.
  - To prepare annual estimates of the funds required by the Faculty, generate revenue and administer all funds entrusted to it.
  - To discuss key policies/issues affecting the Faculty and make appropriate recommendations and decisions.
14. i) A department shall consist of all professors, associate professors, senior lecturers, lecturers, assistants lecturers, and tutorial fellows in the Department.
- There shall be a Chairman of Department who shall be appointed by the Vice-Chancellor in consultation with the Principal and the Dean of Faculty.
  - There shall be departmental meetings called by the Chairman of the Department at least once a semester. Such meetings shall be constituted all members of academic staff of the Department and members of associated departments who are currently teaching in the department.
  - The department shall be the basic unit in academic functioning of the University and shall be responsible for the following functions.



- a) To make recommendations to the Faculty concerning students academic progress;
  - b) To make recommendations to the Faculty on teaching, syllabi and examinations;
  - c) To recommend to the management on matters pertaining to personnel and resources for the conduct of academic programmes; and
  - d) To deal with any other matters referred to it by the Faculty, College and Senate.
15. The Faculty of Agriculture shall be constituted of the following Departments:
- i) Agricultural Economics, Education and Extension;
  - ii) Food Science, Nutrition and Technology;
  - iii) Land Resource Management and Agricultural Technology; and
  - iv) Plant Science and Crop Protection.
  - v) Animal Production (Constituent)
16. The Faculty of Arts shall be constituted of the following Departments:
- i) Geography and Environmental Studies;
  - ii) History and Archaeology;
  - iii) Linguistics and Languages;
  - iv) Literature;
  - v) Political Science and Public Administration;
  - vi) Philosophy and Religious Studies;
  - vii) Psychology;
  - viii) Sociology and Social Work; and
  - ix) Communication Skills Sub-Unit (Sub-Department)
  - x) Kiswahili
  - xi) Sub-department of French.
17. The Faculty of Veterinary Medicine shall be constituted of the following Departments:
- i) Animal Production;
  - ii) Clinical Studies;
  - iii) Public Health, Pharmacology and Toxicology;
  - iv) Veterinary Anatomy and Physiology; and
  - v) Veterinary Pathology, Microbiology & Parasitology.
18. Each School shall be governed by a Board whose membership shall consist of the following:
- i) In the case of a large School comprising of Departments, a Dean of School elected by the Board of School from amongst Professors and Senior Lecturers within the School for a period of two years. (Provided that Senior Lecturers shall be eligible for election only if they have served for at least two years as a substantive Chairman of a Department or a Director of an Institute or School.) The Dean shall serve as the Chairman, or  
In the case of a single unit School not comprising of Departments, a Director, who shall be appointed by the Vice-Chancellor in consultation with the Principal of the respective College, who shall serve as the Chairperson;
  - ii) All Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers and Tutorial Fellows within the School;
  - iii) College Librarian;
  - iv) Members of teaching staff of Departments, Institutes and Faculties associated with the School and who are currently teaching students within the School;
  - v) One student representative elected by secret ballot, from each year of study, from among full-time students of the Departments of the School;
  - vi) Such other members not exceeding five in number, and not being members of the full-time academic staff of the University, appointed by Senate on the recommendations of the School; and
- vii) School Administrator-Secretary.
19. The Vice-Chancellor, the Deputy Vice-Chancellor (Human Resource and Administration), the Deputy Vice-Chancellor (Academic Affairs), the Deputy Vice-Chancellor (Student Affairs), Deputy Vice-Chancellor (Research, Production and Extension), the Principal and the Deputy Principal of the respective College shall be ex-officio members of the Board of School.
20. Each Board of School may at its own discretion, invite/co-opt five other persons to attend its meetings in an advisory capacity; provided that persons so invited shall not acquire rights of membership to the Board and shall have no voting rights.
21. The Board of each School shall have the following powers:
- i) To consider and make recommendations to Senate through the College Academic Board concerning the progress of students within the School;
  - ii) To make recommendation to Senate through the College Academic Board concerning syllabi and regulations dealing with courses of study for Degrees and other awards;
  - iii) To regulate the conduct of examinations in courses assigned to the School and to make recommendations thereon to the Senate through the College Academic Board;
  - iv) To recommend to the Senate through the College Academic Board the names of examiners for appointment;
  - v) To consider and make recommendations on any question relating to the School;



- vi) To deal with any matters referred to it by the Senate or the College Academic Board; and
  - vii) To regulate in such manner as it may deem fit, its own procedures.
22. There shall be a Board of Examiners of each School which shall consist of internal examiners appointed by the Senate in consultation with the College Academic Board and with Director as Chairman.
23. The quorum of the Board of School shall be 50% of the full-time members of the School.
24. There shall be a Management Board for each School with the following membership
- i) Director - Chairperson
  - ii) Chairmen of Department or Heads of Thematic Areas for Schools which do not have Departments
  - iii) School Administrator - Secretary
25. The School Management Board shall be responsible for the following functions:
- i) To be the interface between the College Management Board and the School;
  - ii) To plan for the School needs and development;
  - iii) To prepare annual estimates of the funds required by the School, generate revenue and administer all funds entrusted to it; and
  - iv) To discuss key policies/issues affecting the School and make appropriate decisions.
26. i) A department shall consist of all professors, associate professors, senior lecturers, lecturers, assistant lecturers and tutorial fellows in the Department.
- ii) There shall be a Chairman of Department who shall be appointed by the Vice-Chancellor in consultation with the Principal and the Director of School.
- ii) There shall be departmental meetings called by the Chairman of the Department at least once a semester. Such meetings shall be constituted of all members of academic staff of the Department and members of associated departments who are currently teaching in the department.
- iv) The department shall be the basic unit in academic functioning of the University and shall be responsible for the following functions.
- a) To make recommendations to the Faculty concerning students academic progress;
  - b) To make recommendations to the Faculty on teaching, syllabi and examinations;
  - c) To recommend to the management on matters pertaining to personnel and resources for the conduct of academic programmes; and
  - d) To deal with any other matters referred to it by the School, College and Senate.
27. There shall be academic Thematic Areas within single unit schools (i.e. Schools without Departments) and within Departments.
- i) The Thematic Area shall be the basic unit in academic functioning of the School/ Department and shall be responsible for the direct academic activities within the School/ Department;
  - ii) A Thematic Area shall consist of all professors, associate professors, senior lecturers, lecturers, assistant lecturers and tutorial fellows within the specific Thematic Area;
  - iii) There shall be a Head of Thematic Area who shall be appointed by the Principal in consultation with the Vice-Chancellor and the Dean of Faculty or Dean/Director of School; and
- iv) There shall be Thematic Area meetings called by the Head of Thematic Area at least once a semester. Such meetings shall be constituted of all members of academic staff of the Thematic Area.
28. The School of the Built Environment shall be constituted of the following Departments:
- i) Architecture and Building Science
  - ii) Real Estate and Construction Management
  - iii) Urban and Regional Planning
29. The School of Business shall be constituted of the following Departments:
- i) Business Administration;
  - ii) Finance and Accounting;
  - iii) Management Science; and
  - iv) Division of Graduate Business Studies.
30. The School of Dental Sciences shall be constituted of the following Departments:
- i) Conservative and Prosthetic Dentistry;
  - ii) Paediatric Dentistry/Orthodontics;
  - iii) Periodontology/Community and Preventive Dentistry; and
  - iv) Oral and Maxillofacial Surgery, Oral Pathology and Oral Medicine.
31. The School of Education shall be constituted of the following Departments:
- i) Educational Administration and Planning;
  - ii) Educational Communication & Technology;
  - iii) Educational Foundations, and
  - iv) Physical Education and Sports.
32. The School of Engineering shall be constituted of the following Departments:
- i) Civil and Construction Engineering;
  - ii) Environmental and Biosystems Engineering;
  - iii) Electrical and Information Engineering;

- iv) Geospatial and Space Technology; and
- v) Mechanical and Manufacturing Engineering.
- 33. The School of Law shall be constituted of the following Departments:
  - i) Commercial Law;
  - ii) Private Law; and
  - iii) Public Law
- 34. The School of Medicine shall be constituted of the following Departments:
  - i) Biochemistry;
  - ii) Clinical Medicine and Therapeutics;
  - iii) Human Anatomy;
  - iv) Human Pathology;
  - v) Medical Microbiology and Parasitology;
  - vi) Medical Physiology;
  - vii) Obstetrics and Gynaecology;
  - viii) Ophthalmology;
  - ix) Orthopaedic Surgery;
  - x) Paediatrics and Child Health;
  - xi) Anaesthesia;
  - xii) Psychiatry and Mental Health;
  - xiii) Diagnostic Imaging and Radiation - Medicine;
  - xiv) Surgery; and
  - xv) Medicine
- 35. The School of Pharmacy shall be constituted of the following Departments:
  - i) Pharmaceutical Chemistry;
  - ii) Pharmaceutics and Pharmacy Practice; and
  - iii) Pharmacology and Pharmacognosy
- 36. The Institute of Anthropology, Gender and African Studies shall in relation to matters specified in Section 37 and 38 of this Statute be governed by a Board which shall consist of the following members:
  - i) The Director of the Institute who shall serve as Chairman of the Board.
- ii) All full time academic members of staff in the Institute.
- iii) Other staff of Academic rank
- iv) Director, School of the Arts and Design
- v) Director, Institute for Development Studies
- vi) Chairmen of the following Departments:
  - a) Department of Sociology and Social Work
  - b) Department of Political Science & Public Administration
  - c) Department of History and Archaeology
  - d) Department of Linguistics and African Languages
  - e) Department of Literature
  - f) Department of Philosophy and Religious Studies
- vii) Such other members, not exceeding five in number, and not being member of the full-time academic staff of the University, appointed by Senate on the recommendation of the Board.
- viii) College Librarian
- ix) Institute Administrator - Secretary
- 37. The Board of the Institute of Anthropology, Gender and African Studies shall have the following powers:
  - i) To consider and make recommendations to the College Board concerning the progress of students within the Institute.
  - ii) To make recommendations to Senate through the College Academic Board concerning syllabi and regulations dealing with courses of study for degrees and other awards.
  - iii) To regulate the conduct of examinations in subjects assigned to the Institute and make recommendations thereon.
- iv) To recommend to the Senate through the College Academic Board the names of examiners for appointment.
- v) To approve or conduct, with responsibility to Senate through College Academic Board, all research programmes or approved requests for financial assistance to conduct such programmes as may be submitted to it.
- vi) To deal with any matter that may be referred to it by the Senate or College Academic Board.
- vii) To determine the rules governing the procedures to be followed at meetings of the Board of the Institute.
- 38. The Institute of Anthropology, Gender and African Studies shall in collaboration with the relevant departments be responsible to the College Academic Board and Senate for promotion and conduct of its own research relating to such fields as indigenous African prehistory and history; ethnography and social anthropology; linguistics; musicology and dance; traditional and modern literature, traditional and modern arts and crafts; and religion and other belief systems; and shall report to the College Academic Board and Senate thereon.
- 39. The Board shall meet at least once in each semester.
- 40. The Institute for Development Studies shall, in relation to the matters specified in Section 41 and 42 of this statute be governed by a Board which shall consist of the following members:
  - i) The Director of the Institute who shall serve as Chairman of the Board.
  - ii) All full-time members of academic staff of the Institute occupying established positions.

- iii) Dean, Faculty of Agriculture.
  - iv) The Deans/Directors of the following Schools:
    - a) School of Economics.
    - b) School of Law.
    - c) School of Engineering.
    - d) School of Mathematics.
    - e) School of Physical Sciences.
    - f) School of Biological Sciences.
  - v) Director, Institute of Anthropology, Gender and African Studies
  - vi) Chairmen of the following Departments:
    - a) Department of Agricultural Economics,.
    - b) Department of Geography & Environmental Studies.
    - c) Department of Sociology and Social Work.
    - d) Department of Public Health.
    - e) Department of Political Science and Public Administration.
  - vii) Such additional members of academic staff as the Senate, upon the recommendation of the Board of the Institute shall, from time and time, appoint.
  - viii) Such other members not exceeding five in number and not being members of the full-time academic staff of the University, appointed by the Senate on the Recommendation of the Board.
  - ix) College Librarian.
  - x) Institute Administrator - Secretary
41. The Board of the Institute for Development Studies shall have the following powers:
- i) To consider and make recommendations concerning the research programmes and other functions of the Institute.
  - ii) To approve and conduct, with responsibility to the Senate through the College Academic Board, all research programmes, or approve requests for financial assistance to conduct such programmes.
  - iii) To deal with matters referred to it by the College Academic Board and Senate.
  - iv) To appoint its Sub-committees to consider and report on any matters relevant to the Institute.
  - v) To determine the rules governing the procedures to be followed at meetings of the Board of the Institute, or of those committees of the Institutes.
42. The Institute for Development Studies shall, in collaboration with the relevant departments, be responsible to the College Academic Board and Senate for the promotion and conduct of its own research relating to the application of social sciences and related disciplines to contemporary problems of development in Kenya and the rest of Africa and shall report to the College Academic Board and Senate thereon.
43. The Board shall meet at least once in each semester.
44. The Institute of Diplomacy and International Studies shall in relation to the matters specified in Sections 46 and 47 be governed by a Board which shall consist of the following members:
- i) The Director of the Institute, who shall be the Chairman.
  - ii) Chairmen of Departments or Heads of Thematic Areas.
  - iii) All Academic Members of staff.
  - iv) Other staff of Academic Rank.
  - v) The College Librarian.
  - vi) Dean, Faculty of Arts.
- vii) Deans/Directors of the following Schools or their nominees:
    - a) School of Law
    - b) School of Business
    - c) School of Physical Sciences
    - d) School of Mathematics
    - e) School of Journalism & Mass Communication
  - viii) Director, Institute for Development Studies
  - ix) Director, Graduate School
  - x) Chairmen of the following Departments
    - a) Political Science and Public Administration
    - b) Linguistics and African Languages
    - c) Literature (French)
  - xi) Members of staff of departments, Institutes or School who are teaching in the Institute.
  - xii) Institute Administrator - Secretary
45. The Board of the Institute may, at its discretion, invite other persons to attend meetings in an advisory capacity, provided that such persons shall not have a right to vote at the Board's meeting.
46. The Board of the Institute shall have the following powers:
- i) To make recommendations to the Senate, through the College Academic Board on regulations relating to the courses of study for any postgraduate diploma, degree or any other degree or award.
  - ii) To consider and make recommendations to the Senate, through the College Academic Board, on the Academic progress of students in the Institute.
  - iii) To make recommendations to the Senate, through the College Academic Board, the names of examiners for appointment.
  - iv) To regulate and oversee the conduct of

- examinations with responsibility to the Senate through the College Academic Board, in subjects taught at the Institute.
- v) To make recommendations to the Senate, through the College Academic Board, the conduct of extra-mural, professional and seminars for officers of the Government, business and international bodies.
  - vi) To approve and oversee the conduct, with responsibility to the Senate through the college Academic Board, of all research programmes of the Institute.
  - vii) To formulate policies and make recommendations to the College Academic Board on the annual programmes of the work of the Institute.
  - iii) To recommend, through the Graduate School, courses of instruction leading to the award of certificates and other qualifications as may be authorised by the Senate.
  - ix) To prepare the Institute's annual budget.
  - x) To consider the Director's annual report for transmission to Senate through the College Academic Board.
  - xi) To consider and make recommendations on any matters relating to the activities of the Institute.
  - xii) To determine the rules governing the procedure to be followed at its meetings.
47. The Board of the Institute shall meet at least once in each semester.
  48. The Institute shall have the capacity to solicit funds for its programmes.
  49. The Institute shall be responsible for postgraduate courses for Diploma in International Relations, Master of Arts in International Studies, the Doctor of Philosophy in International Studies as well as for the training of diplomats of Kenya, and other African countries and international bodies.
  50. The Institute shall be responsible for the planning and conduct of research in cooperation with the relevant University faculties/institutes, school, department and any other ministries and organisations.
  51. The Institute of Nuclear Science and Technology shall in relation to the matters specified in sections 53 and 54 be governed by a Board which shall consist of the following members:
    - i) The Director of the Institute, appointed by the Vice-Chancellor in consultation with the Principal of the College from among members holding the rank of Senior Lecturer or above who shall serve as Chairman of the Board.
    - ii) All heads of Divisions of the Institute.
    - iii) One Postgraduate student representative (elected)
    - iv) Undergraduate Student representatives (1 from each year of study)
    - v) Deans of the following Faculties:
      - a) Faculty of Agriculture
      - b) Faculty of Veterinary Medicine
    - vi) Deans/Directors of the following Schools:
      - a) The School of Mathematics
      - b) The School of Political Sciences
      - c) The School of the Built Environment;
      - d) The School of Engineering;
      - e) The School of Medicine;
      - f) The School of Computing and Informatics;
    - g) The School of Law;
    - h) The Institute Administrator - Secretary  
*Such other members, not exceeding five*
  52. The Board of the Institute of Nuclear Science and Technology may at its discretion, invite other persons to attend in an advisory capacity provided such persons shall not have a right to vote.
  53. The Board of the Institute of Nuclear Science and Technology shall have the following powers:
    - a) To consider and make recommendations to the College Academic Board and Graduate School (GS) concerning the progress of the students in the Institute;
    - b) To make recommendations to the senate through the College Academic Board and the (GS) concerning syllabi and regulations dealing with courses of study for degrees and other academic awards;
    - c) To regulate the conduct of examinations in subjects assigned to the Institute and make recommendations thereon;
    - d) To recommend to the Senate through the College Academic Board and Graduate School (GS), the names of the examiners for appointment;
    - f) To deal with any matter referred to it by the College Academic Board, the Graduate School (GS) and Senate;
    - g) To determine the rules governing the procedures to be followed at meetings of the Board of the Institute; and
    - h) To appoint user services committee and other subcommittees and to report to the *in number and not being members of the full-time academic staff of the University of Nairobi appointed by Senate on the recommendation of the College Academic Board.*

- College Management Board on any matters relevant to the Institute.
54. The Institute of Nuclear Science and Technology shall be responsible to the College Academic Board, Graduate School and Senate for the promotion of teaching and research in nuclear science and technology applications in the University.
  55. The Board shall meet at least once in each semester.
  56. There shall be a meeting of all full-time members of the academic staff of the Institute at least once in each semester.
  57. The University of Nairobi Institute of Tropical and Infectious Diseases (UNITID) shall, in relation to matters specified in the University of Nairobi statutes be governed by a board which shall consist of the following members:
    - i) The Director of the Institute who shall be appointed by the Vice-Chancellor in consultation with the College Principal, and who shall serve as the Chairman of the Board;
    - ii) Two selected full-time academic staff of the Institute;
    - iii) One representative of members of staff of departments, engaged in teaching and undertaking research within the Institute. Representation shall be by selection on annual rotational basis;
    - iv) One student representative elected by secret ballot from among full-time students of the Institute;
    - v) Deans or their representatives from the following Faculties:
      - a) Faculty of Agriculture;
      - b) Faculty of Veterinary Medicine.
        - Directors of the following Schools;
        - School of Medicine
        - School of Dental Sciences
        - School of Pharmacy
        - School of Mathematics
        - School of Physical Sciences
        - School of Biological Sciences; and
        - School of Computing and Informatics.
      - c) One representative of the Collaborative Research Group from the current collaborators of the Institute. The representation shall be by selection on annual rotational basis.
      - d) College Librarian.
      - e) The Director of Medical Services or his/her representative.
      - f) The Director of Kenyatta National Hospital his/her representative.
      - g) Such other members, not exceeding 5 in number and not being full-time academic staff of the University, appointed by Senate on recommendation of the Board of the Institute through the College Academic Board;
      - h) Ex-Officio Members.
  58. The Board of the UNITID may, at its discretion, invite or coopt any person to participate in its deliberations but such a person so invited or co-opted shall neither acquire membership to the Board nor have the right to vote.
  59. The Board of the UNITID shall have the following powers:
    - i) To consider and make recommendations to Senate through the College Academic Board concerning syllabi and regulations dealing with courses of study for degrees and other academic awards;
  60. The Institute shall, singly or in collaboration with relevant university departments, teaching hospital(s), be responsible to the College Academic Board and the Senate for the promotion and conduct of teaching and research in UNITID.
  61. The Board of the Institute shall meet as often as necessary for the transaction of business but it shall meet at least quarterly each academic year.
  62. The University of Nairobi Wangari Maathai Institute for Peace and Environmental Studies (WMI) shall, in relation to matters specified in the University of Nairobi statutes be governed by a Board which shall consist of the following members:-
    - i) The Director of the Institute shall be competitively sourced and appointed by the Vice Chancellor and who shall serve as

- Chairman of the Board. The Director shall hold office for a term of 3 years renewable once only.
- ii) An externally endowed Distinguished Chair.
  - iii) One Academic member of staff of the Institute on an established position.
  - iv) The Chair of the Green Belt Movement Board of Directors.
  - v) One person nominated by the Green Belt Movement.
  - vi) Director Institute of Development Studies.
  - vii) Dean, Faculty of Veterinary Medicine.
  - viii) Dean, Faculty of Agriculture.
  - ix) One Person from Industry nominated by the Council.
  - x) One Senate Representative.
  - xi) Institute Administrator - secretary.
63. The Director of the Institute shall be Chairman of the Board. In the absence of the Director, the Distinguished Chair shall chair meetings of the Board.
64. The Board of the WMI may, at its discretion, invite or co-opt any person to participate in its deliberations but such a person so invited or co-opted shall neither acquire membership to the Board nor have the right to vote.
65. The Board of the Wangari Maathai Institute (WMI) shall have the following powers: -
- i) To oversee the overall management of the Institute;
  - ii) To ensure that the vision and mission of the Institute are realised and that the synergy between the Institute and the University is nurtured and maintained;
  - iii) Mobilize resources for the successful implementation of the core functions of the Institute;
- iv) To make recommendations to the Senate, through the College Academic Board on regulations relating to the courses of study for any post-graduate diploma, degree and or any other degree, certificate or award;
  - v) To appoint sub-committees to consider and report on any matters relevant to the Institute;
  - vi) To determine the rules governing the procedures to be followed at meetings of the Board of the Institute, or of those committees of the Institute;
  - vii) To approve the Institute's annual program of work and budget;
  - viii) To consider the Director's Annual Report;
  - ix) To consider and make recommendations on any matters relating to the activities of the Institute;
66. The Board of the Institute shall meet as often as necessary for the transaction of business but it shall meet at least once quarterly each academic year.
67. In the spirit of celebrating and recognising achievers, there shall be a distinguished chair at the Institute. The distinguished chair shall be an externally endowed position, which shall be occupied by Prof. Wangari Maathai as the first chair. Subsequent occupants shall be appointed by the Vice Chancellor on recommendation of the Senate from among persons who have excelled in their professional fields and become an inspiration to society. Occupants of the Distinguished Chair shall be expected to offer guidance, motivation and outreach support to the Institute. The Distinguished Chair shall report to the Director of the Institute.
68. The period of appointment for subsequent chairs shall be 3 years renewable once.
69. In appointing the distinguished chair, consideration will be made to ensure self-financing. The Distinguished Chair shall assist the Institute in the following responsibilities: -
- To build partnerships;
  - To motivate and offer mentorship within the Institute, its faculty, students and recipients of community outreach programming;
  - To nurture the spirit and values of the Institute,
  - To advance and inspire African and other thoughts and practices on sustainable natural resources utilization; and
  - To foster a culture that cherishes the achievements of others.
70. The University of Nairobi Centre for Agricultural Networking and Information Sharing (CANIS) shall, in relation to matters specified in the University of Nairobi statutes be governed by a Board which shall consist of the following members:-
- i) The Director of the Centre who shall be appointed by the Vice Chancellor in consultation with the Principal, College of Agriculture and Veterinary Sciences from among senior academic members of staff at the level of senior lecturer and above.
  - ii) Director, School of Computing and Informatics.
  - iii) Director, School of Journalism.
  - iv) Director, Kenya Agriculture Research Institute.
  - v) Director, Kenya Plant Health Inspectorate Service
  - vi) University Librarian.



- vii) Dean, Faculty of Veterinary Medicine.
  - viii) Dean, Faculty of Agriculture.
  - ix) Dean, School of Education.
  - x) One Senate Representative.
  - xi) Registrar Academic
  - xii) Centre Administrator - secretary.
- 71.** The Director of the Centre shall be the Chairman of the Board and shall hold office for a term of three (3) years renewable once only.
- 72.** The Board may, at its discretion, invite or co-opt any person to participate in its deliberations but such person so invited or co-opted shall neither acquire membership to the Board nor have the right to vote.
- 73.** The Board of the Centre for Agricultural Networking and Information Sharing (CANIS) shall have the following powers:-
- i) To review and advise on academic programmes of the centre;
  - ii) To ensure that the vision and mission of the Centre are realised and that the synergy between the Centre and the University is nurtured and maintained;
  - iii) To review research activities and advise on research priorities;
  - iv) Mobilize resources for the successful implementation of the core functions of the Centre;
  - v) To make recommendations to the Senate, through the College Academic Board on regulations relating to the courses of study for any post-graduate diploma, degree and or any other degree, certificate or award;
  - vi) To advise on utilization of centre funds;
  - vii) To liaise with the Government and other Institutions;
- viii) To appoint sub-committees to consider and report on any matters relevant to the Centre;
  - ix) To determine the rules governing the procedures to be followed at meetings of the Board of the Centre, or of those committees of the Centre;
  - x) To approve the Centre's annual program of work and budget;
  - xi) To consider the Director's Annual Report;
  - xii) To consider and make recommendations on any matters relating to the activities of the Centre.
- 74.** The Board of the Centre shall meet as often as necessary for the transaction of business but it shall meet at least once quarterly each academic year.
- 75.** The Centre may, in addition to clause 5 above, perform such other functions as may be assigned or delegated to it by the Senate.
- 76.** The University of Nairobi African Women's Studies Centre shall, in relation to matters specified in the University of Nairobi statutes be governed by a Board which shall consist of the following members: -
- i) The Director of the Centre who shall be appointed by the Vice Chancellor in consultation with the Principal, College of Humanities and Social Sciences from among senior academic members of staff at the level of senior lecturer and above.
  - ii) Permanent Secretary, Ministry for Higher Education, Science and Technology
  - iii) Permanent Secretary, Ministry for Gender, Children and Social Development
  - iv) A representative of an active development partner.
- v) Three Women/Scholars; one from the African Diaspora versed in the Centre's core business, one holding/has held an influential position in the public domain and one who has excelled in scholarship in the area of African Women Studies.
  - vi) A representative from each College Academic Board.
  - vii) One Academic member of staff of the Centre on an established position.
  - viii) Director, Institute of African Studies
  - ix) Director, Population Studies and Research Institute
  - x) University Librarian.
  - xi) Dean, Faculty of Arts.
  - xii) Dean, School of Education
  - xiii) One Senate Representative.
  - xiv) Chairman, Department of Sociology.
  - xv) Registrar Academic
  - xvi) Centre Administrator - secretary.
- 77.** The Director of the Centre shall be the Secretary to the Board and shall hold office for a term of 3 years renewable once only.
- 78.** The Director shall administer the day-to-day activities of the Centre and shall be answerable to the University Senate.
- 79.** The Board shall be the policy decision-making organ of the centre and the Board members shall serve for a term of 3 years renewable once.
- 80.** The Board may, at its discretion, invite or co-opt not more than 2 persons to participate in its deliberations but such person so invited or co-opted shall neither acquire membership to the Board nor have the right to vote.
- 81.** The Board of the Centre for African Women's Studies shall have the following powers and functions: -



- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li><b>i)</b> To develop the Curriculum for the short courses, the MA. PhD, outreach and exchange programs before they are presented to the faculty board for discussion and approval according to the University procedures and practices;</li> <li><b>ii)</b> To establish the research agenda for the Centre, and be involved in coordination of curriculum delivery at the Centre;</li> <li><b>iii)</b> To oversee the review of the curriculum from time to time in response to identified needs;</li> <li><b>iv)</b> To coordinate fundraising activities, the processes of awarding scholarships or apportionment of opportunities for exchange programmes for staff and students;</li> <li><b>v)</b> To advise on the human resource and capacity building needs of the Centre;</li> <li><b>vi)</b> To review and advise on academic programmes of the centre;</li> <li><b>vii)</b> To ensure that the vision and mission of the Centre are realised and that the synergy between the Centre and the University is nurtured and maintained;</li> <li><b>viii)</b> To review research activities and advise on research priorities;</li> <li><b>ix)</b> To make recommendations to the Senate, through the College Academic Board on regulations relating to the courses of study for any post-graduate diploma, degree and or any other degree, certificate or award;</li> <li><b>x)</b> To appoint sub-committees to consider and report on any matters relevant to the Centre;</li> <li><b>xi)</b> To determine the rules governing the procedures to be followed at meetings of the Board of the Centre, or of those committees of the Centre;</li> <li><b>xii)</b> To approve the Centre's annual program of work and budget;</li> </ul> | <ul style="list-style-type: none"> <li><b>xiii)</b> To consider the Director's Annual Report;</li> <li><b>xiv)</b> To consider and make recommendations on any matters relating to the activities of the Centre.</li> </ul> <ul style="list-style-type: none"> <li><b>82.</b> The Board of the Centre shall meet as often as necessary for the transaction of business but it shall meet at least once quarterly each academic year.</li> <li><b>83.</b> The Centre may, in addition to clause 10 above, perform such other functions as may be assigned or delegated to it by the Senate.</li> <li><b>84.</b> The University of Nairobi Kenya AIDS Vaccine Initiative (KAVI), Institute of Clinical Research shall, in relation to matters specified in the University of Nairobi statutes be governed by a Board which shall consist of the following members:- <ul style="list-style-type: none"> <li><b>i)</b> The Director of the Institute who shall be appointed by the Vice-Chancellor in consultation with the Principal, College of Health Sciences from among senior academic members of staff at the level of Senior lecturer and above.</li> <li><b>ii)</b> Deputy Director of the Institute who shall be appointed by the Vice-Chancellor in consultation with the Principal, College of Health Sciences.</li> <li><b>iii)</b> Two Senate representatives.</li> <li><b>iv)</b> Three Directors/Deans of the College of Health Sciences.</li> <li><b>v)</b> One academic staff representative each from the College of Humanities and Social Sciences, College of Biological and Physical Sciences and College of Agriculture and Veterinary Sciences.</li> <li><b>vi)</b> Two representatives of active external development partners.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li><b>vii)</b> Registrar Research, Production and Extension.</li> <li><b>viii)</b> University Librarian.</li> <li><b>ix)</b> Institute Administrator.</li> </ul> <ul style="list-style-type: none"> <li><b>85.</b> The Board may with the approval of the Vice-Chancellor invite or co-opt such person(s) as may be necessary to assist in the performance of its functions provided that such invited or co-opted persons shall have no voting rights.</li> <li><b>86.</b> The Director of the Institute shall be the Chair to the Board and shall hold Office for a term of 3 years renewable once only.</li> <li><b>87.</b> The Director of the Institute shall administer the day to day activities of the Institute and shall provide oversight to the Research activities, Programs as well as the Administrative and Financial management of the Institute and shall be answerable to the University Senate.</li> <li><b>88.</b> The Deputy Director of the Institute who shall in the absence of the Director discharge the functions of the Director's Office.</li> <li><b>89.</b> The Board shall be the advisory organ of the Institute and members of the Board shall serve for a term of three years renewable once only.</li> <li><b>90.</b> The Board of the KAVI, Institute of Clinical Research shall have the following powers and functions. <ul style="list-style-type: none"> <li><b>i)</b> To oversee the overall management of the Institute;</li> <li><b>ii)</b> To develop the capacity to conduct research and carry out clinical trials in both communicable and non-communicable diseases.</li> <li><b>iii)</b> To establish models of global health research.</li> <li><b>iv)</b> To support PhD post doctoral research projects.</li> </ul> </li> </ul> |
|---|---|---|

- v) To develop and expand the physical facilities of the Institute.
  - vi) To generate income for self sustenance of the Institute.
  - vii) To advise on human resource and capacity building of the Institute.
  - viii) To ensure that the vision and mission of the Institute are realised and that the synergy between the Institute and the University is nurtured and maintained.
  - ix) To review research activities and advice on research priorities.
  - x) To appoint sub-committees to consider and report on any matters relevant to the Institute.
  - xi) To determine the rules governing the procedures to be followed at meetings of the Board of the Institute or of the committees established under the Institute.
  - xii) To consider the Director's annual report.
  - xiii) To approve the Institute's annual program of work and budget.
  - xiv) To consider and make recommendations on any matters relating to the activities of the Institute.
  - xv) Mobilize resources for the successful implementation of the core functions of the Institute;
  - xvi) In addition to supporting PhD post doctoral research projects, the board may make recommendations to the Senate, through the College Academic Board on regulations relating to the courses of study for any post-graduate diploma, degree and or any other degree, certificate or award;
91. The Institute shall have an Executive Committee which shall consist of:-
- i) The Director of the Institute.
  - ii) The Deputy Director of the Institute.
  - iii) Thematic Head, Clinical Trials Track.
  - iv) Thematic Head, Communicable Disease Track.
  - v) Thematic Head, Non-Communicable Disease Track
  - vi) Thematic Head, Knowledge Translation Track.
  - vii) The Manager, Finance and Administration.
92. The Executive Committee shall be responsible for the management of the Institute in line with the University of Nairobi Regulations.
93. The Thematic Heads shall be responsible for:-
- i) Identifying research priorities.
  - ii) Formulating research agenda.
  - iii) Coordination of research activities within their tracks and across other tracks to ensure that all the tracks are harmonised.
94. The Thematic Heads shall be selected through a competitive process.
95. The Board of the Institute shall meet as often as necessary for the transaction of business but it shall meet at least once quarterly each academic year.
96. The Board may in addition to Clause 91(xiii) above, perform such other functions as may be assigned or delegated to it by the Senate.
97. The University of Nairobi Centre for Translation and Interpretation (CTI) shall in relation to matters specified in the University of Nairobi statutes be governed by a board which shall consist of the following members:
- i) The Director of the Centre who shall be appointed by the Vice-Chancellor in consultation with the Principal, College of Humanities and Social Sciences, from among senior academic members of staff at the level of senior lecturer and above.
  - ii) Principal Secretary, Ministry of Education
  - iii) Principal Secretary, Ministry of Finance
  - iv) Principal Secretary, Ministry of Foreign Affairs
  - v) Chief of Conference Services, United Nations Office at Nairobi
  - vi) Representative, United Nations Office at Nairobi (UNON) interpretation section
  - vii) Representative, United Nation Office at Nairobi (UNON) translation
  - viii) Dean, Faculty of Arts
  - ix) Representative, College of Education and External Studies
  - x) Senate representative
  - xi) Director, ICT Centre
  - xii) Chairperson, Department of Linguistics and Languages
  - xiii) Member of academic staff from the Centre of Translation and Interpretation
  - xiv) Registrar, Academic
  - xv) University Librarian
  - xvi) Centre Administrator – Secretary
98. The Director of the Centre shall be the Chairman of the Board and shall hold office for a term of 3 years renewable once only.
99. The Director shall administer the day-to-day activities of the Centre and shall be answerable to the University Senate.
100. The Board shall be the policy decision making organ of the Centre and the Board members shall serve for a term of 3 years renewable once only.
101. The Board may, at its discretion, invite or co-opt not more than 2 persons to participate in its deliberations but such person so invited or co-

opted shall neither acquire membership to the Board nor have the right to vote.

**102.** The Board of the Centre for Translation and Interpretation shall have the following powers and functions:-

- i) To review research activities and advise on research priorities
- ii) To develop the Curriculum for short tailor-made courses, Certificate courses, Postgraduate diploma, MA, PhD and outreach and exchange programs before they are presented to the Faculty Board for discussion and for approval according to the University procedures and practices;
- iii) To establish the research agenda for the Centre, and be involved in coordination of curriculum delivery at the Centre;
- iv) To oversee the review of the curriculum from time to time in response to identified industry and market needs advances in knowledge;
- v) To establish the consultancy agenda of the centre;
- vi) To coordinate fund raising activities, the processes of awarding scholarships or identification and management of opportunities for exchange for staff and students;
- vii) To advise on the human resource and capacity building needs of the Centre;
- viii) To review and advise on academic programmes of the Centre;
- ix) To ensure that the vision and mission of the Centre are realized and that the synergy between the Centre and the University in nurtured and maintained;

- x) To make recommendations to the Senate, through the College Academic Board on regulations relating to the courses of study for any post-graduate diploma, degree and or any other degree, certificate or award;
- xi) To appoint sub-committees to consider and report on matters relevant to the Centre;
- xii) To determine the rules governing the procedures to be followed at meetings of the Board of the Centre, or of those committees of the Centre;
- xiii) To consider and make recommendations on any matters relating to the activities of the Centre.

**103.** The Board of the Centre shall meet as often as necessary for the transaction of business but it shall meet at least once quarterly each academic year.

**104.** The Centre may, in addition to clause 104(xiii) above, perform such other functions as may be assigned or delegated to it by the Senate.

**105.** The University of Nairobi East African Kidney Institute (EAKI) shall in relation to matters specified in the University of Nairobi statutes be governed by a board established under the University of Nairobi Charter, 2013 which shall consist of the following members:

- i) The Director of the Institute who shall be appointed by the Vice-Chancellor in consultation with the Principal, College of Health Sciences, from among senior academic members of staff at the level of Associate Professor and above.
- ii) Deputy Director, EAKI
- iii) Principal Secretary, Ministry of Education
- iv) Principal Secretary, Ministry of Finance

- v) Principal Secretary, Ministry of East Africa Community Affairs
- vi) Principal Secretary, Ministry of Health
- vii) Director General Medical Services (DGMS)
- viii) Principal, College of Health Sciences
- ix) Chief Executive Officer, Kenyatta National Hospital
- x) Governor, Nairobi County
- xi) Representative, School of Medicine
- xii) Representative, School of Public Health
- xiii) Representative, School of Pharmacy
- xiv) Representative, School of Dental Sciences
- xv) Representative, School of Nursing
- xvi) Representative, UNITID
- xvii) Representative, KAVI Institute of Clinical Health
- xviii) Two Senate representatives
- xix) Director, ICT Centre
- xx) Chief Technologist, EAKI
- xxi) Member of academic staff from the Institute
- xxii) Registrar, Academic
- xxiii) Director, Library and Information Services
- xxiv) Institute Administrator - Secretary

**106.** The Director of the Institute shall be the Chairman of the Board and shall hold office for a term of 3 years renewable once only.

**107.** The Director shall administer the day-to-day activities of the Institute and shall be answerable to the University Senate.

**108.** The Board shall be the policy decision making organ of the Institute and the Board members shall serve for a term of 3 years renewable once only.

**109.** The Board may, at its discretion, invite or co-opt not more than 2 persons to participate in its deliberations but such person so invited or co-

opted shall neither acquire membership to the Board nor have the right to vote.

**110.** The Board of the East African Kidney Institute (EAKI) shall have the following powers and functions:-

- i) To review and advise on academic programmes at the Institute
- ii) To review research activities and advise on research priorities;
- iii) To develop the Curriculum for short tailor-made courses, Postgraduate diploma, PhD, outreach and exchange programs before they are presented to the Senate for discussion and for approval according to the University procedures;
- iv) To establish the research agenda for the Institute, and be involved in coordination of curriculum delivery at the Institute;
- v) To oversee the review of the curriculum from time to time in response to identified industry and market needs and advances in knowledge;
- vi) To establish the consultancy agenda of the Institute;
- vii) To coordinate fund raising activities, the processes of awarding scholarships or identification and management of opportunities for exchange for staff and students;
- viii) To advise on utilisation of the Institute's funds;
- ix) To advise on the human resource and capacity building needs of the Institute;
- x) To ensure that the vision and mission of the Institute are realized and that the synergy between the Institute, the University and Kenyatta National Hospital is nurtured and maintained;

**xi)** To make recommendations to the Senate, through the College Academic Board on regulations relating to the courses of study for any post-graduate diploma, degree and or any other degree, certificate or award;

**xii)** To appoint sub-committees to consider and report on matters relevant to the Institute;

**xiii)** To determine the rules governing the procedures to be followed at meetings of the Board of the Institute, or of those committees of the Institute;

**xiv)** To liaise with the government, Kenyatta National Hospital and other institutions; and

**xv)** To consider and make recommendations on any matters relating to the activities of the Institute.

**111.** The Board of the Institute shall meet as often as necessary for the transaction of business but it shall meet at least once quarterly each academic year and on its own discretion and whenever necessary appoint standing committees to deal with specific matters relevant to the institute such as research, training, finance and quality assurance.

**112.** The Board may, in addition to clause 111(xiii) above, perform such other functions as may be assigned or delegated to it by the Senate.

**113.** The Centre for Advanced Studies in Environmental Law and Policy (*hereinafter*, **CASELAP**) shall, for the purposes of these statutes, have the status of a Faculty

**114.** CASELAP shall, in relation to matters specified in section 116 of this Statute, be governed by a Board which shall consist of the following members:

i) A Director, who shall be appointed by the Vice-Chancellor from among persons holding the rank of Associate Professor or above for a period of three years renewable once and who shall serve as the chairman of the Board;

ii) All full-time members of academic staff of CASELAP occupying established positions;

iii) The Deans/Directors of the following Faculties/Schools/Institutes:

- a) School of Law;
- b) Institute for Development Studies;
- c) School of Biological Sciences;
- d) School of Physical Sciences;
- e) School of the Built Environment;
- f) Faculty of Agriculture;
- g) School of Engineering;
- h) School of Economics;
- i) Population Studies and Research Institute.

iv) Chairmen of the following Departments:

- a) Geography and Environmental Studies;
- b) Public Health, Pharmacology and Toxicology;
- c) Community Health.

v) Such additional members of academic staff as the Senate, upon the recommendation of the Board of CASELAP shall, from time to time, appoint;

vi) Such other members not exceeding five in number and not being members of the full-time academic staff of the university, appointed by the Senate on the recommendation of the Board;

vii) College Librarian;

- viii) Two representatives of students registered at CASELAP; and
  - ix) CASELAP Administrator, who shall be the Secretary.
- 115.** The Board of CASELAP shall have the power to:
- i) Make recommendations to the Senate, through the College Academic Board on regulations relating to the courses of study for any postgraduate diploma, degree or any other degree or award;
  - ii) Consider and make recommendations to the Senate, through the College Academic Board, on the academic progress of students in CASELAP;
  - iii) Make recommendations to the Senate, through the College Academic Board, on the names of examiners for appointment;
  - iv) Regulate and oversee the conduct of examinations with responsibility to the Senate, through the College Academic Board, in subjects taught at CASELAP;
  - v) Promote scholarship and contribute to environmental policy and law at national, regional or international levels;
  - vi) Conduct conferences, workshops, distinguished public lectures and extra-mural, professional, outreach and other seminars;
  - vii) Participate in commercial ventures and activities incidental to or related to the core functions of the university including consultancies.
  - viii) Subject to approval of the Senate, through the College Academic Board, organize and institute exchange programmes of students and staff with Kenyan and International institutes for promotions of capacity building and academic excellence;
- ix) Initiate the preparation and publication of books and periodicals for promotion of excellence in environmental policy and law;
  - x) Establish and maintain a dedicated library/ documentation centre and information technology to support quality scholarship in teaching, research and dissemination of knowledge;
  - xi) Deal with any matter referred to it as may be appropriate, by the College Academic Board or any of the cooperating Faculties, Schools, Institutes, Centres, or Departments;
  - xii) Approve and oversee, on behalf of the Senate, the conduct, of all research programmes of CASELAP;
  - xiii) Formulate policies and make recommendations to the College Academic Board on the annual programmes of the work of CASELAP;
  - xiv) Recommend, courses of instruction leading to the award of certificates and other qualifications as may be authorized by the Senate;
  - xv) Prepare CASELAP annual budget and to forward for consideration by the College Management Board; (xvi) Consider the Director's annual report for transmission to Senate, through the College Academic Board; and
  - xvii) Consider and make recommendations, to the College Academic Board, on any matters relating to the activities of CASELAP.
- 116.** CASELAP shall, in collaboration with the relevant departments, be responsible to College Academic Board and Senate for the promotion and conduct of research relating to environmental policy and law for sustainable development.
- 117.** The Board of CASELAP shall meet at least once in each semester and shall determine the rules and procedures governing its meetings and those of its committees.
- 118.** CASELAP shall have the capacity to solicit for funds for its development and programmes.
- 119.** There shall be a Centre for Open and Distance Learning (CODL) *hereinafter referred to as the 'Centre'*. To fulfill its Vision and Mission the Centre shall undertake the following functions:
- i) Coordinate the development of open and distance learning as an academic discipline at the University.
  - ii) Develop human capacity in open and distance learning.
  - iii) Facilitate and coordinate the establishment and development of open and distance learning for all academic programmes of the University.
  - iv) Collaborate with individual departments in the design and preparation of course materials for use in open and distance learning.
  - v) Facilitate and coordinate the production and delivery of course material in the conduct of open and distance learning.
  - vi) Serve as the administrative and coordinating Centre for teacher-student interactions in the process of open and distance learning in the University of Nairobi.
  - vii) Coordinate the establishment and management of learner support services for open and distance learning.
  - viii) Coordinate admissions and examinations' procedures and processes as approved by the University Senate.

- ix) Perform all those other functions as may be prescribed to it by the Senate from time to time.

**120.** The Centre shall have two boards namely:

- Centre Management Board and
- Centre Academic Board

**121.** The Management Board Shall govern the Centre and its membership shall consist of the following appointed by the Vice-Chancellor

- i) Deputy Vice-Chancellor (Academic Affairs) as Chairman
- ii) Managing Director of the Centre for Open and Distance Learning
- iii) Deputy Managing Director CODL
- iv) 2 - Senate representatives
- v) 5 - Directors of the Divisions
- vi) 6 - College representatives at Senior Lecturer level appointed by the respective CABs
- vii) 2 - representatives from key stakeholders outside the University
- viii) Director, Library and Information Services
- ix) Director JCT Centre
- x) Director School of Journalism
- xi) 2 Students Representatives
- xii) Finance Officer
- xiii) Academic Registrar
- xiv) Senior Administrative Officer CODL as secretary

The Centre Management Board may, with approval of the Vice-Chancellor, invite such persons as may be necessary to its meetings to assist in the performance of its functions provided such persons shall have no voting rights.

**122.** The Powers of the Board shall be

- i) To define the strategic direction and develop the University open and distance learning strategies and plans.
- ii) To source for funding for open and distance learning projects.
- iii) Management of personnel, facilities, finance and the regional centres.
- iv) To prepare annual estimates of funds required by the Centre.
- v) To receive and approve programmes involving the use of multi-media approach/ Open and Distance Learning mode for the various faculties, institutes or schools.
- vi) To monitor the quality of instruction rendered through open and distance learning mode in the University.

The Management Board of the Centre for Open and Distance Learning shall have power to regulate in such manner as it may deem fit, its own procedures. It shall meet at least twice every semester

The quorum of the Centre Management Board shall be 1/3 of the members.

**123.** The Centre Academic Board (CODLAB) shall be responsible for the administration and management of the academic programmes of the Centre in collaboration with internal faculties and school.

**124.** Membership of the Academic Board of the Centre for Open and Distance Learning shall include the following:

- i) Managing Director for CODL appointed by the Vice-Chancellor who shall be the Chairperson
- ii) Deputy Managing Director

- iii) Directors of the Divisions
- iv) All Professional core staff of CODL
- v) Coordinators from faculties providing off-campus programmes
- vi) Librarian
- vii) Two student representatives elected by the students enrolled in the open and distance learning programmes who serve for a period of one academic year each time

**viii)** Academic Registrar

**ix)** Senior Administrative Officer CODL as secretary to the Board

The quorum at the Centre Academic Board meeting shall be 1/3 of the professional core staff and the programme coordinators.

**125.** The specific functions of the Board shall be as follows:

- i) To discuss and approve new programmes proposed by collaborating faculties in the University of Nairobi.
- ii) To consider, select and recommend to the Senate for approval, candidates who apply for admission to the Centre for Open and Distance Learning.
- iii) To discuss and forward new regulations to the Senate for approval.
- iv) To monitor the implementation of academic programmes offered through the Centre for Open and Distance Learning.
- v) To oversee the development, production, storage and delivery of study materials.
- vi) To oversee the establishment and operation of the Academic Support Services of the CODL.
- vii) To recommend names of External Examiners for appointment by Senate.



- viii) To monitor the implementation of the regulations and procedures governing teaching practice, attachment and practicals in the open and distance learning programmes of the University of Nairobi.
- ix) To process examination results and recommend to Senate for awards.
- x) To discuss and approve proposals for links and collaboration with other institutions.
- xi) To perform any other tasks and exercises such powers as may be given to it by Senate.

**126.** There shall be an Institute for Climate and Adaptation (ICCA) (*hereinafter referred to as the "Institute"*)

The activities of the Institute shall be under the direction of an Institute Academic Board, and a Management Advisory Board. The Institute Academic Board shall be responsible for providing direction and approval of all academic programmes, the latter then seeking Senate Approval through the College Academic Board. The Academic Board shall be established under existing statutes of the University, and aim to be broad and inclusive due to the trans-disciplinary nature of the Institute.

- 127.** The Institute's Academic Board shall consist of:
- i) The Director – appointed by the Vice-Chancellor (Chairman)
  - ii) All Academic Staff Members
  - iii) Senior Administrative Staff

It shall meet at least twice in each semester. Its functions shall be:

- i) To plan and regulate teaching, examinations, seminars, research and outreach activities
- ii) To admit new students
- iii) Approve students research projects

- iv) Develop institute's strategic five year plans
- v) Implement strategic plans and other plans approved by the University
- vi) Prepare Annual Report to the Management Advisory Board
- vii) Perform any duty referred to it by the College Academic Board, Senate or the Management Advisory Board.

**128.** The Management Advisory Board shall have nine members appointed by the Vice-Chancellor composed of:

- i) The Chair of the Board (a distinguished scholar in climate change and adaptation related areas residing in Kenya, but non University of Nairobi staff member)
- ii) Director of the Institute
- iii) Two Deans
- iv) Representative from Agricultural Community
- v) Representative, Permanent Secretary of Ministry containing Environment, Science & Technology (Secretary)
- vi) Representative, Permanent Secretary of Ministry containing the Treasury (Secretary)
- vii) Representative, Association of Kenya Insurers
- viii) Representative, Business Group

**129.** The functions of the Board shall be to:

- i) Advise on the overall management of the Institute
- ii) Advise on realization of the vision and mission of the Institute and ensure that the synergy between the Institute and the organizations in the University is nurtured and maintained
- iii) Advise on mobilization of resources for the successful implementation of the core functions of the Institute

- iv) Advise on the Institute's annual program of work and budget
- v) Consider and make recommendations on the Director's Annual Report and on any matters relating to the activities of the Institute

The Advisory Board of the Institute shall meet as often as necessary but it shall meet at least once quarterly each academic year. Members will serve for 3 years.

## STATUTE XX

### The Board of Common Undergraduate Courses

1. There shall be a Board of Common Undergraduate Courses (*hereinafter referred to as the "Board"*) whose membership shall consist of:
  - i) The Director of the Board appointed by the Vice-Chancellor for a period of three years, renewable once only for an equivalent period, from amongst persons holding the rank of Senior Lecturer or above who shall serve as Chairman.
  - ii) All co-ordinators of the common undergraduate courses.
  - iii) One person from each College, being of the rank of Senior Lecturer and above, nominated by the relevant Academic Board.
  - iv) Four Senate Representatives.
  - v) The University Librarian.
  - vi) Academic Registrar - Secretary

*Provided that 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.*



2. The Board shall have and carry the status of a Faculty, Institute or School and shall in that capacity enjoy all the rights, privileges and immunities, and exercise all the powers equivalent to those of a Faculty, Institute or School in so far as those rights, privileges, immunities and powers are consistent with the provisions of this Statute.
3. The Board shall have the power to regulate its procedures in such manner as it may deem fit.
4. The Board shall be answerable to the Senate in respect of the conduct of Undergraduate Common Courses throughout the University and shall, in particular, have the following responsibilities:
  - i) Administration of the regulations for the Common Undergraduate Courses;
  - ii) Organisation of teaching in respect of the Common Undergraduate Courses;
  - iii) Monitoring and evaluation of curricular for the Common Undergraduate Courses;
  - iv) Co-ordination of administration, management and processing of examinations of the Common Undergraduate Courses.
5. The Board shall, in respect of each of the matters set out in clause 5 herein, exercise the powers and perform the duties set out hereinafter:
  - i) The Board shall make consultations with the relevant departments, faculties, institutes or school and determine who is to conduct the teaching of each and every applicable unit of the Common Undergraduate Courses, and shall make appropriate recommendations.
  - ii) The Board shall monitor the teaching of the Common Undergraduate Courses and satisfy itself that the task is being effectively discharged.

iii) The Board shall consult with the relevant departments and faculties/institutes/school, in the scheduling of teaching and examination of the Common Undergraduate Courses.

6. All undergraduate students shall undertake all courses prescribed by the Senate from time to time and satisfy the examiners subject to respective Faculty Regulations.
7. The Board may exercise any other such powers, relating to the Common Undergraduate Courses, or to Undergraduate Studies generally or otherwise as may be delegated to it by the Senate from time to time in accordance with Statute XV(7)(i) or any other.

## COMMON UNDERGRADUATE COURSES EXAMINATION REGULATIONS

### Introduction

The common courses shall be administered by the Board of Common Undergraduate Courses in collaboration with relevant Departments.

The programme is aimed at fostering in the graduates a broad sense of self-reliance, general awareness in the dynamic environment and appreciation of the need for concerted effort and common endeavour in developing their own ability to compete in the changing world.

### Entry Requirements

In order to be admitted to the compulsory common courses programme, a candidate must have fulfilled the General Minimum University entry requirements.

### Course Duration

All common course units shall be taught in the first year to enable the students concentrate on their professional degree programme courses from the second year of their studies.

### Regulation on Choice of Courses

- a) The programme consists of a total of three 45-lecture hour units comprising the core course unit and at least two elective course units
- b) All students are required to take the course courses (CCS 001 and CCS 010) and one elective course taken from the elective courses shown below
- c) All students are required to take one elective course from the elective course units as prescribed below
- d) All students may take one elective course unit from the common elective courses (CCS 002, CCS 003 and CCS 004)
- e) An Arts student may take one course unit from the science elective courses (CCS 005, CCS 006 and CCS 007)
- f) A Science student may take one course unit from the Arts electives courses (CCS 008, CCS 009)
- g) Department/Faculty/Institutes may, in addition, recommend other course units to be taken by their students from either Arts or Science electives.

### Examination Regulations

1. The common courses shall not be taken into account for purposes of degree classification. The conduct of the examinations shall be governed by the following regulations
2. No candidate shall be permitted to take an examination unless he has attended the

- prescribed course of study to the satisfaction of the Faculty/Department.
3. In order to proceed from one year of study to the next, candidates shall be required to pass in all the common courses taken.
  4. No candidate shall be allowed to graduate unless he/she passed in all the prescribed compulsory and elective common courses
  5. Assessment shall be conducted as follows:
    - i) Each course unit shall constitute one TWO hour examination paper
    - ii) For all the common courses, other than the communication skills units, continuous assessments shall account for 30% of the total marks while written examinations shall account for 70% of the total marks.
    - iii) For communications skills, continuous assessment shall account for 70% of the total marks and the written examination shall account for 30% of the total marks;
    - iv) The pass mark in each of the common course units shall be 40%.
  6. In determining whether or not a candidate proceeds to the subsequent year of study, Faculty/Departments shall consider performance in the common courses together with other courses taken.
  7. In cases where a candidate fails to attain the pass mark of 40% in one or more of the common courses offered in a given year of study, the Faculty/Department shall determine his fate regarding supplementary examination, repeating of a year or discontinuation in accordance with approved Senate regulations.
  8. In considering the results, the respective Board of Examiners/ Faculties/Departments may apply the rule of compensation between Common courses, provided that the marks in the failed course(s) unit(s) in between 35% & 39%.
  9. While compensating the failed course(s) subject to the regulation above, 2% marks shall be taken from the passed unit(s) to make 1% mark below 40% mark of the failed course unit(s).
  10. A candidate who fails to attain the above 40% in the common courses after compensation, or who attains less than 35% in one or more courses, shall be required to sit a supplementary examination(s) in the failed course(s) within three months.
  11. A candidate who fails a supplementary examination in the common courses in year one but has satisfied all other Department/ Faculty/Institute regulations shall be permitted to proceed to the second year of study from where he/she shall be re-examined in the failed course(s).
  12. A candidate who is re-examined in the failed common courses in second year of study and fails again but satisfies the Department/ Faculty/Institute regulations, shall have his/her case reviewed by the Board of the Common Undergraduate Courses and an appropriate recommendation made to the Senate without prejudice to the regulation 4 above.
  13. The translation of absolute percentage scores to letter grades for Transcribing purposes shall follow the general approved practice in the Faculty/Department awarding the degree.

## Course Outline

a) Core Units	
CCS 001	Communications Skills 2
CCS 010	HIV/AIDS
b) Elective Units Common to all Students	
CCS 002	Fundamentals of Development and their application to Kenya 1
CCS 003	Human Health
CCS 004	Law in Society
c) Elective Units for Arts Students	
CCS 005	Environmental Science
CCS 006	Chemistry and its Applications 1
CCS 007	Science & Technology in Development 1
c) Elective Units for Science Students	
CCS 008	Elements of Philosophy 1
CCS 009	Elements of Economics 1

## STATUTE XXI

### The Graduate School

1. There shall be a Graduate School (*hereinafter 'the School'*) Board whose membership shall consist of:
  - i) The Director of the School appointed by the Council from amongst persons holding the rank of Associate Professor and above for a period of five years, renewable once only for an equivalent period. The Deputy Vice-Chancellor (Academic Affairs) shall chair the Board;
  - ii) The Deputy Directors appointed by the Council for a period of five years, renewable once only for an equivalent period.

- |  |  |   |
|--|--|---|
| <ul style="list-style-type: none"> <li>iii) A representative from each College, being of the rank of senior lecturer and above, nominated by the College Academic Board;</li> <li>iv) Two representatives of the Senate, being of the rank of senior lecturer, nominated by the Senate;</li> <li>v) The Director, Library and Information Services;</li> <li>vi) The Academic Registrar;</li> <li>vii) A student representative nominated by the Graduate Students Association;</li> <li>viii) A representative of the private sector nominated by the Kenya Private Sector Association (KEPSA);</li> <li>ix) A representative from Association of Professional Societies in East Africa (APSEA); and</li> <li>x) School Registrar/Secretary.</li> </ul> <ol style="list-style-type: none"> <li>2. The School shall have and carry the status of a College and shall in that capacity enjoy all the rights, privileges, immunities and powers that are consistent with the provisions of this status.</li> <li>3. The Board shall meet at least once in every month.</li> <li>4. The Board shall have the power to regulate in such manner as it may deem fit, its own procedures.</li> <li>5. Notwithstanding the provisions of any other statute, the School shall be answerable to the University Senate in respect to the conduct of graduate studies throughout the University and shall, in particular, have responsibility over the following matters;               <ul style="list-style-type: none"> <li>i) the co-ordination of graduate syllabi and regulations;</li> <li>ii) the admission of graduate students;</li> </ul> </li> </ol> | <ul style="list-style-type: none"> <li>iii) the administration of graduate scholarships;</li> <li>iv) the administration of graduate research grants;</li> <li>v) the administration and processing of graduate theses, projects or dissertations;</li> <li>vi) the proper conduct and supervision of the graduate studies programmes; and</li> <li>vii) the general welfare and discipline of graduate students.</li> </ul> <ol style="list-style-type: none"> <li>6. The School shall, in respect of each of the matters set out in Clause 4 herein, exercise the powers and perform the duties set out in clauses 7 to 13.</li> <li>7. In respect of the co-ordination of graduate syllabi and regulations, the School shall;               <ul style="list-style-type: none"> <li>i) have primary responsibility for the enforcement of the common regulations for the Postgraduate Certificates, Postgraduate Diplomas, Masters, Fellowships, Doctorates and Higher Doctorate Degrees in all Faculties, Institutes, Schools and Centres;</li> <li>ii) have responsibility for ensuring quality of graduate programmes and adherence to Senate approved policy, regulations and set standards;</li> <li>iii) liaise with all Faculties and Departments, Institutes, Schools and Centres and make such recommendations as regards the content and organization of graduate programmes available therein as it may deem fit;</li> <li>iv) make available all information relating to graduate studies throughout the University by publishing a prospectus and bibliographies of records of graduate research conducted or to be conducted within the University;</li> </ul> </li> </ol> | <ul style="list-style-type: none"> <li>v) publish and make available records of published work arising from graduate research undertaken within the University, or within any other University as long as such work is, in the opinion of the School, of particular relevance to graduate research in the University; and</li> <li>vi) cause to be published and disseminate any material it considers of relevance to the general conduct of graduate studies within the University.</li> </ul> <ol style="list-style-type: none"> <li>8. In respect of admissions of graduate students, the School shall:               <ul style="list-style-type: none"> <li>i) develop policy and advise University Management on admissions;</li> <li>ii) receive from Departments through Faculties, Institutes, Schools and Centres , details of all graduate programmes;</li> <li>iii) advertise all such programmes and receive in such format as may be specified by Senate, applications in respect thereof;</li> <li>iv) send letters of admission to successful candidates and also notify the Faculties Institutes, Schools or Centres;</li> <li>v) send all relevant information to the successful and unsuccessful candidates;</li> <li>vi) register and orientate all graduate students, and thereafter refer them to their respective Faculties, Institutes, Schools or Centres;</li> <li>vii) automate all processes from admission to clearance and maintain up to date graduate students' records; and</li> <li>viii) track the progress of each graduate student and take appropriate action in accordance with the common regulations.</li> </ul> </li> </ol> |
|--|--|---|

9. In respect of the administration of graduate scholarships, the School shall be responsible for receiving from the University all scholarships for graduate studies which shall be dealt with in the following manner:
    - i) solicit scholarships from prospective donors, and to liaise with other bodies within or outside University that are recipients of scholarships tenable at the University;
    - ii) advertise all such scholarships; and
    - iii) allocate such scholarships to those applicants who fulfill the requirements as well as any specific terms that may be attached to the scholarships in question.
  10. In respect of the administration of graduate research grants, the School shall:-
    - i) solicit graduate research funds from prospective donors, and to liaise with other bodies within or outside the University that are recipients of such funds;
    - ii) be responsible for receiving applications for graduate research funds through Faculties, Institutes, Schools and Centres; and
    - iii) allocate graduate research funds from prospective donors, and to liaise with other bodies within or outside the University that are recipients of such funds
  11. In respect of the administration and processing of graduate theses, projects and dissertations, the School shall:-
    - i) be responsible for receiving and approving the nominations by Faculties, Institutes, School or Centres of supervisors;
    - ii) keep records on the progress of graduate research, and in this connection receive from Faculties, Institutes, Schools and Centres 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) approve the appointment of Board of examiners for graduate theses, projects and dissertations as recommended by the relevant Faculties, Institutes, Schools and Centres;
    - iv) send out invitations and copies of submitted theses, projects or dissertations for examination;
    - v) receive the written assessment of such theses, projects or dissertations from the examiners;
    - vi) convene Board of examiners' meetings in consultation with the Deans/Directors concerned;
    - vii) forward to Senate the recommendations of the Board of examiners' for consideration;
    - viii) inform candidates of the results of the examinations after approval by Senate; and
    - ix) cause the approved theses, projects or dissertations to be deposited in libraries.
  12. In respect of the conduct and supervision of graduate programmes, the School shall oversee the effective and regular management and conduct of graduate programmes as stipulated in the relevant regulations and guidelines for supervision.
  13. In respect of the welfare and discipline of graduate students, the School shall:-
    - i) develop and review regulations governing the organization, conduct and discipline of graduate students;
    - ii) be responsible for receiving any reports on the welfare and conduct of graduate students from relevant units and make recommendations to the Senate; and
    - iii) consider any matter affecting the welfare and conduct of graduate students, or their conditions of research, and make appropriate recommendations to the Senate.
  14. The School may, in addition to the above, exercise such other powers, or perform such other functions as may be assigned or delegated to it by the Senate.
- ### STATUTE XXII
- #### University Entrance Requirements
1. The entrance requirements set out below, must be regarded as MINIMUM requirements, which in no way entitle the applicant to a place in the University. In addition candidates will be required to fulfill specific admission requirements of the faculties to which they seek admission:
    - i) A Kenya Certificate of Secondary Education (KCSE) with an aggregate minimum grade of C+ from at least 7 approved subjects obtained at the same sitting.
    - ii) For the purposes of this regulation approved subjects shall be such subjects as Senate shall from time to time determine. The list of such approved subjects include:-

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

2. There shall be a mature age qualifying scheme for admission to the University, the conditions for which shall be as follows:

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

previous attendance, unless they produce evidence of further study satisfactory to the University.

## STATUTE XXIII DESIGNATION OF DEGREES

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

### i) Faculty of Agriculture

Bachelor of Science ..... BSc.  
Master of Science ..... MSc.  
Doctor of Philosophy ..... PhD.  
Doctor of Science ..... DSc.

### ii) Faculty of Arts

Bachelor of Arts ..... BA  
Bachelor of Psychology ..... BPsych.  
Bachelor of Philosophy ..... BPhil.  
Master of Arts ..... MA.  
Doctor of Philosophy ..... PhD.  
Doctor of Letters ..... DLitt.

### iii) Faculty of Veterinary Medicine

Bachelor of Science ..... BSc.  
Bachelor of Veterinary Medicine ..... BVM.  
Master of Theriogenology ..... MThe.  
Master of Veterinary Medicine ..... MVet Med  
Master of Veterinary Public Health ..... MVPH.  
Master of Veterinary Science ..... MVSc.  
Master of Veterinary Surgery ..... MVet Surg.  
Master of Science ..... MSc.  
Master of Science in Wildlife Health  
and MSc. Wildlife Management ..... Health & Mgt.  
Doctor of Philosophy ..... PhD.  
Doctor of Science ..... DSc.

**iv) Wangari Maathai Institute for Peace and Environmental Studies (MSc.)**

Doctor of Philosophy in Environmental  
Governance and Management ..... PhD.  
Master of Science in Environmental  
Governance ..... MSc.

**v) School of the Arts and Design**

Bachelor of Arts ..... BA  
Master of Arts ..... MA.  
Doctor of Philosophy ..... PhD.  
Doctor of Letters ..... DLitt.

**vi) School of Biological Sciences**

Bachelor of Science ..... BSc.  
Master of Science ..... MSc.  
Doctor of Philosophy ..... PhD.  
Doctor of Science ..... DSc.

**vii) School of Computing and Informatics**

Bachelor of Science ..... BSc.  
Master of Science ..... MSc.  
Doctor of Philosophy ..... PhD.  
Doctor of Science ..... DSc.

**viii) The School of the Built Environment**

Bachelor of Architectural Studies ..... BAS.  
Bachelor of Architecture ..... BArch.  
Bachelor of Arts ..... BA  
Master of Arts (Planning) ..... MA.  
Master of Arts (Architecture) ..... MA.  
Master of Architecture ..... MArch.  
Doctor of Philosophy ..... PhD.  
Doctor of Letters ..... DLitt.

**ix) The School of Business**

Bachelor of Commerce ..... BCom.  
Bachelor of Science ..... BSc.  
Master of Business Administration ..... MBA  
Doctor of Philosophy ..... PhD.  
Doctor of Letters ..... DLitt.

**x) School of Physical Sciences**

Bachelor of Science ..... BSc.  
Master of Science ..... MSc.  
Doctor of Philosophy ..... PhD.  
Doctor of Science ..... DSc.

**xi) The School of Computing and Informatics**

Bachelor of Science ..... BSc.  
Master of Science ..... MSc.  
Doctor of Philosophy ..... PhD.  
Doctor of Science ..... DSc.

**xii) The School of Continuing & Distance Education**

Bachelor of Arts ..... BA  
Bachelor of Science ..... BSc.  
Bachelor of Education ..... BEd.  
Master of Arts ..... MA.  
Master of Science ..... MSc.  
Master of Education ..... MEd.  
Doctor of Philosophy ..... PhD.  
Doctor of Science ..... DSc.

**xiii) The School of Dental Sciences**

Bachelor of Dental Surgery ..... BDS.  
Master of Science ..... MSc.  
Master of Dental Surgery ..... MDS.  
Doctor of Philosophy ..... PhD.  
Doctor of Science ..... DSc.

**xiv) School of Earth and Atmospheric Sciences**

Bachelor of Science ..... BSc.  
Master of Science ..... MSc.  
Doctor of Philosophy ..... PhD.  
Doctor of Science ..... DSc.

**xv) School of Economics**

Bachelor of Economics ..... BEcon  
Bachelor of Economics & statistics .... BEcon & Stats  
Master of Arts (Economics) ..... MA (Econ)  
Master of Arts (Economics Policy  
Management) ..... MA (Econ PMGT)  
Master of Arts (Economics of  
Multilateral Trading systems) ..... MA (Econ MTS)  
Master of Science (Health  
Economic Policy) ..... MSc (HEP)  
Doctor of Philosophy ..... PhD.

**xvi) The School of Education**

Bachelor of Education ..... BEd.  
Master of Education ..... MEd.  
Doctor of Education ..... EdD  
Doctor of Philosophy ..... PhD.  
Doctor of Letters ..... DLitt.

**xvii) The School of Engineering**

Bachelor of Science in Engineering ..... BSc.  
Master of Science in Engineering ..... MSc.  
Master of Engineering ..... MEng.  
Master of Science in Surveying ..... MSc.  
Doctor of Philosophy ..... PhD.  
Doctor of Science ..... DSc.

**xviii) Institute for Climate Change and Adaptation**

Master of Science ..... MSc  
Doctor of Philosophy ..... PhD

**xxix) African Women's Studies Centre**

Bachelor of Arts .....	BA
Master of Arts .....	MA
Doctor of Philosophy .....	PhD

**xx) East African Kidney Institute**

Bachelor of Science .....	BSc
Master of Science .....	MSc
Doctor of Philosophy .....	PhD

**xxi) Centre for Interpretation and Translation**

Master of Arts .....	MA
Doctor of Philosophy .....	PhD

**xxii) School of Journalism and Mass Communication**

Bachelor of Arts .....	BA
Master of Arts .....	MA
Doctor of Philosophy .....	PhD
Doctor of Letters .....	DLitt

**xxiii) The School of Law**

Bachelor of Laws .....	LLB
Master of Laws .....	LLM
Doctor of Philosophy .....	PhD
Doctor of Laws .....	LLD

**xxiv) The School of Mathematics**

Bachelor of Science .....	BSc
Master of Science .....	MSc
Doctor of Philosophy .....	PhD
Doctor of Science .....	DSc

**xxv) The School of Medicine**

Bachelor of Science .....	BSc
Bachelor of Medicine & Bachelor of Surgery .....	MBChB

Master of Science .....	MSc
Master of Medicine .....	MMed
Master of Public Health .....	MPH
Doctor of Medicine .....	MD
Doctor of Philosophy .....	PhD
Doctor of Science .....	DSc

**xxvi) The School of Nursing Sciences**

Bachelor of Science (Nursing) .....	BSc.(Nur.)
Master of Science .....	MSc
Doctor of Philosophy .....	PhD
Doctor of Science .....	DSc

**xxvii) School of Public Health**

Bachelor of Science in Public Health .....	
Master of Public Health .....	MPH
Master of Science in Health .....	
Systems Management .....	MScHSM
Doctor of Philosophy in Community Health .....	

**xxviii) The School of Pharmacy**

Bachelor of Pharmacy .....	BPharm
Master of Pharmacy .....	MPharm
Doctor of Philosophy .....	PhD
Doctor of Science .....	DSc

**xxix) Centre for Advanced Studies in Environmental Low Policy**

Master of Arts .....	MA
----------------------	----

**xxx) Institute of Anthropology, Gender and African Studies**

Bachelor of Arts .....	BA
Master of Arts .....	MA
Doctor of Philosophy .....	PhD
Doctor of Letters .....	DLitt

**xxxi) Institute for Development Studies**

Masters of Arts in Development Studies ..	MA
Doctor of Philosophy .....	PhD
Doctor of Science .....	DSc

**xxxii) Institute of Diplomacy and International Studies**

Master of Arts .....	MA
Doctor of Philosophy .....	PhD
Doctor of Letters .....	DLitt

**xxxiii) Centre for Biotechnology and Bioinformatics**

Master of Science in Biotechnology .....	MBiotech
Master of Science in Bioinformatics .....	MBioinfor
Doctor of Philosophy .....	PhD

**xxxiv) Institute of Nuclear Science and Technology**

Master of Science .....	MSc
Doctor of Philosophy .....	PhD
Doctor of Science .....	DSc

**xxxv) Institute of Tropical and Infectious Diseases**

Master of Science .....	MSc
Doctor of Philosophy .....	PhD
Doctor of Science .....	DSc

**xxxvi) Population Studies and Research Institute**

Master of Arts .....	MA
Master of Science .....	MSc
Doctor of Philosophy .....	PhD
Doctor of Science .....	DSc



## STATUTE XXIV

### AWARDING OF DEGREES

#### Bachelor's Degree

1. Save as otherwise provided by this Statute, a candidate shall not be awarded the Bachelor's degree unless he shall have undertaken approved courses and satisfied the requirements of the University as a student of the University after admission and subsequently registration with the faculty as follows:
  - i) for the degree of Bachelor of Arts, Bachelor of Laws, Bachelor of Commerce, Bachelor of Science and Bachelor of Science in Nursing for at least four academic years;
  - ii) for the degree of Bachelor of Veterinary Medicine, Bachelor of Dental Surgery, Bachelor of Pharmacy and Bachelor of Science (Engineering) for at least five academic years;
  - iii) for the degrees of Bachelor of Architecture, Bachelor of Medicine and Bachelor of Surgery, for at least six academic years.
2. The Senate may accept, as part of the attendance of a student of the University qualifying him for the award of Bachelor's degree, a period of attendance as a student of another University or Institution specially recognised by the Senate for this purpose; the Senate may accept certificates of proficiency in any subject by a University aforesaid, exempting from the examination of the University in a course or courses in such subject; provided that no student shall be awarded the Bachelor's degree unless:
  - i) they shall have undertaken an approved course of the University as follows:
    - a) for the degree of Bachelor of Arts, Bachelor of Commerce, Bachelor of Laws, Bachelor of

Science in Nursing, Bachelor of Science for at least three academic years, of which one shall be the final year;

- b) for the degrees of Bachelor of Architecture, Bachelor of Veterinary Medicine, Bachelor of Dental Surgery, Bachelor of Pharmacy, Bachelor of Science (Engineering) for at least the final three academic years;
- c) the degree of Bachelor of Medicine and Bachelor of Surgery, for at least the final four years.

---

*Provided that the Senate in its discretion may require an applicant who falls under any of these provisions, to take any specified number of Common Undergraduate Courses and/or any other course.*

---

- ii) his periods of attendance as a student at such University or institution and at the University are together not less than the complete period prescribed for the award of the degree;
- iii) he shall have passed the final examination and such other examinations of the University as the Senate may determine;
- iv) he shall have paid such fees to the University as may be determined by the Council; and
- v) he shall have complied in other respects with the requirements for the degree;
- vi) no candidate who has already applied twice without success for admission under the Mature-Age Entry Scheme can be considered for this form of entry;
- vii) Candidates who have complied with conditions (i) to (vii) above, shall be required to take special Entrance Examination.

These examinations will consist of papers of general character for which specific preparation is not possible;

- viii) a) Candidates who, in the opinion of the examiners, merit further consideration will be called for interview before the final selection of candidates is made, except that candidates who obtain at least 60% in the Special Entrance Examination may, at the discretion of the University be exempted from the interviews.
  - b) Candidates who comply with conditions (i) to (vii) above may be admitted to degree courses for which Mature - Age students would normally be eligible viz: Bachelor of Arts; Bachelor of Science, Bachelor of Education; Bachelor of Commerce and Bachelor of Laws; or such other degree courses as the University may approve.
3. Subject to the provisions of clauses (i) to (v) of paragraph 2, the Senate may accept periods of attendance and examinations in any subject of a candidate in any Faculty of the University, or any other University recognised by the Senate for this purpose, as exempting from attendance in such subject prescribed for a degree in another Faculty.
  4. A person who has graduated in another University, or who is able to give satisfactory evidence of his qualifications, may be admitted as a student to courses of study and research in the University and may proceed to a higher degree under such special conditions as Senate may prescribe.

### Bachelor of Philosophy Degree

5. A candidate shall not be awarded the degree of Bachelor of Philosophy unless he has registered for the degree for a period of at least one academic year, after having obtained Bachelor's degree, and has under-taken during that period approved courses and satisfied other requirements for the degree.

### Masters Degree

6. A candidate shall not be awarded the master degree in any Faculty/Institute/School, unless he has been registered for the degree as a student of the University, for a period of at least eighteen months and has pursued such advanced study of research, or both, as may be approved by the Senate, and has performed such other work and complied with other conditions as may be presented, after satisfying the requirements for the award of the Bachelor's degree in the Faculty concerned, or after admission by the Senate to that degree in the Faculty concerned, or after admission by the Senate to that degree, or admission by the terms of paragraph 4, subject to such decisions as may from time to time be made by the Senate.

### Doctor of Philosophy Degree

7. A candidate shall not be awarded the degree of Doctor of Philosophy in any Faculty/Institute/School unless;
  - i) He has been registered for the degree, as a student of the University for a period of not less than 18 months after satisfying the requirements for the award of the degree of the Master's degree in the Faculty concerned, or other admission to the status

of that degree, or after admission as a research student in terms of paragraph 4, subject to such decisions as may from time to time be made by the Senate.

- ii) He has pursued a subject of special study approved by the Senate;
- iii) He has worked in such association with a supervisor or supervisors as the Senate may direct; and
- iv) He 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.

### Higher Doctorate

8. Subject to provisions of paragraph 4 of this Statute, a candidate shall not be awarded a higher doctorate in any Faculty, until at least five years after he has been awarded the degree of Doctor of Philosophy/Doctor of Medicine of the University.

### STATUTE XXV

#### University Examinations

1. University Examinations shall be conducted under the control of the Senate.
2. There shall be internal and external examiners for the University Examinations appointed by the Senate upon the recommendations of the College Academic Boards, who shall prepare examinations papers where appropriate and examine students in the papers assigned to them by the Faculty, Institute or School.
3. External examiners shall be appointed from outside the University.

4. In the case of reexamination, at a special examination of candidates who have failed in the ordinary University examination, a moderator may be appointed from within or outside the University provided he has had no part in teaching the candidate in the subject of the paper under examination.
5. Every candidate for a University examination shall pay to the University, in respect of such examination, such fees as the Council shall from time to time, prescribe.
6. In the event of an alleged examination irregularity, the College Principal shall report to the Vice-Chancellor who shall suspend the student(s) immediately thereafter and the said student(s) shall be required to appear before the College Disciplinary Committee in person within 30 days from the suspension date. The Principal of the college shall report the committee's findings to the Vice-Chancellor within a period of 3 months in any case not later than 6 months as provided for under Section 63(3) of the Universities Act, 2012 (Fair Administrative Action) or such other period that shall be provided in the legislation governing University education, the University Statutes and in the Regulations Governing the Organisation, Conduct and Discipline of Students.

### STATUTE XXVI

#### Honorary Degrees

1. i) A proposal to grant an honorary degree may be made by a member of the Council, or a member of the Senate and shall be communicated in writing to the Vice-Chancellor.

- ii) Every such proposal shall be accompanied by a statement setting forth the degree recommended and the detailed grounds on which the recommendation is based.
- 2. The Vice-Chancellor shall refer such a proposal to an Honorary Degrees Committee consisting of the Vice-Chancellor, the Deputy Vice-Chancellor (Academic), the Chairman of the Council, three members of the Senate, appointed by the Senate, and two members of the Council appointed by the Council. Provided that the Committee shall have the power to co-opt any person or persons to assist in the due assessment of the credentials of the nominee.
- 3. The Vice-Chancellor shall be Chairman of this committee, and in the absence of the Vice-Chancellor, the committee shall appoint a Chairman from among its members.
- 4. Any recommendation made by this Committee for the conferring or otherwise of any degree shall be reported to both the Council and the Senate for confirmation.
- 5. The conferment of an honorary degree upon any person shall be preceded by a proclamation of such a person's Citation to the Congregation by an Orator nominated by the Honorary Degrees Committee from among the Professors of the University.

#### STATUTE XXVII Emeritus Professorship

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

- 2. For a person to be considered for appointment as an Emeritus Professor such a person shall satisfy the following conditions:
  - i) shall have demonstrated academic excellence through scholarship, as evidenced by research and publications;
  - ii) shall have taught with distinction at the University for at least ten years, five of which as a Professor;
  - iii) shall have achieved international reputation as a scholar.
- 3. Nominations for designation as Emeritus Professor shall originate from Departments, Faculties/Institutes/Schools and shall thereafter be forwarded to the Emeritus Professors Appointments Committee set up under paragraph 5 hereof. The recommendations of the Committee shall be forwarded to the Council for confirmation.
- 4. The terms of appointment as an Emeritus Professor shall be as follows:-
  - i) An Emeritus Professor shall for all purposes be regarded as Professor of the University.
  - ii) The position of Emeritus Professor shall be personal.
  - iii) The Council, taking into account all relevant matters, shall make provision for compensation for services rendered and for housing, health care and any other matters for the benefit and welfare of the Professor and family.
  - iv) An Emeritus Professor shall be provided with such facilities as may be required for the discharge of academic responsibilities.
  - v) An Emeritus Professor shall be a full member of the Senate.

- 5. There shall be a Staff Appointments Committee of the Council called **"The Emeritus Professors' Appointments Committee"**,
  - i) Chairman of the Council
  - ii) Chairman
  - iii) Vice-Chancellor
  - iv) Deputy Vice-Chancellors
  - v) One Council Representative
  - vi) Principal of the relevant College
  - vii) Dean/Director of the relevant Faculty/Institute/School
  - viii) One Professor, whose area of specialization is related to that of the nominee, appointed by the Vice-chancellor
  - ix) Two Senate representatives
  - x) Chairman of the relevant Department
  - xi) Secretary

#### STATUTE XXVIII Conferring of Degrees

- 1. Congregations of the University shall be at least once a year in Nairobi and shall be presided over by the Chancellor or, in his absence, by the Vice-Chancellor or some other person nominated by the Chancellor.
- 2. Degrees shall be conferred at a congregation of the University.
- 3. A candidate shall not be admitted to a degree other than an honorary degree, unless the candidate has paid such fees as may be prescribed by the Council, and unless the Deputy Vice-Chancellor (Academic) has certified that such candidate has satisfied all the conditions prescribed for such a degree.
- 4. The procedure as to the conferring of degrees, the academic dress to be worn and all other matters regarding congregation not provided for in this Statute shall be determined by the Senate.

## STATUTE XXIX

### Convocation

1.
  - i) Convocation of the University shall consist of all persons whose names appear on the Convocation Roll, to be compiled and kept by the Deputy Vice-Chancellor (Academic)
  - ii) The Vice-Chancellor, Deputy Vice-Chancellors, College Principals and Deputy Principals, Professors and Lecturers of the university (including, for this purpose, honorary and titular professors and lecturers); the Librarian, the Finance Officer shall be ex-officio member of the convocation and shall be entitled to have their names entered on the Convocation Roll.
  - iii) All persons who became graduates of the University shall be entitled to have their names entered on the Convocation Roll.
  - iv) Graduates of the University of London and of the University of East Africa who have obtained their degrees as registered students of the former University College, Nairobi, and its predecessors in title shall be entitled to have their names placed upon the Convocation roll.
2. Subject to the provisions of these Statutes, Convocation shall be empowered:
  - i) To discuss and state its opinion upon any matter or matters within the sphere of operations or competence of the University.
  - ii) To elect from among its members an executive committee, the constitution, functions and duties of which shall be prescribed by regulations framed by the Council after consultation with convocation.

- iii) To elect two members to the Council from amongst its members in a manner to be determined by the Council.
3. The Deputy Vice-Chancellor (Academic) shall provide the Secretariat for the Convocation and shall keep the roll thereof. The Roll shall be conclusive evidence that any person or persons whose name appears therein at the time of voting as member of Convocation is entitled so to vote, and that any such person or persons whose name does not appear therein is not so entitled. The names of new graduates of the University shall be considered to be automatically included in the roll immediately after conferment of the degrees. Such automatic inclusion shall not, however, relieve the new graduate of the duty of registering his address with the Secretariat, and keeping the Secretariat informed of any subsequent change of address.
4. There will be a Chairman of the Convocation who shall be elected by Convocation from amongst its members by postal ballot and shall hold office for a period of two years. In the case of the incapacity or resignation of a Chairman, the Secretariat shall take the necessary steps to initiate the election of a successor to fill the vacancy. No member shall be eligible to be elected Chairman unless he is normally resident in Kenya.
5. It shall be the duty of the Secretariat to take steps for the holding annually of a meeting of the Convocation. Notices of such meetings shall be given two months before the date of the meeting. Any member desiring to bring forward any business at such meeting shall submit a statement in writing to the Secretariat setting forth in the form of motions the subject or

subjects such person proposed for consideration thereat. Such motions must be lodged with the Secretariat at least four weeks prior to the date of the meeting.

6. Notice of every meeting of the Convocation, with a statement of the business to be brought before the meeting, shall be sent to each member at his last known address at least fourteen days prior to the day appointed for holding such a meeting.
7. The quorum and procedure of the Convocation shall be as prescribed in rules made by the Convocation and approved by the Council.
8. A copy of the proceedings and all resolutions relating thereto, and a statement of such other matters discussed and passed by the Convocation from time to time shall be duly certified by the Chairman of the Convocation and thereafter sent to the Chairman of Council and Chairman of Senate for information.

## STATUTE XXX

### Fees

1. All students admitted to the University for any degree, diploma, certificate or other award of the University shall pay the University such Registration Fees, Tuition Fees and other fees and charges as Council may from time to time determine.
2. All fees and other charges due shall be paid at the commencement of the semester they are due and in any case not beyond the third week of the semester. No students shall be allowed into lectures, examination rooms or participate in activities which have not been fully paid for.
3. The University shall withhold any and all services, examination results, conferment of any degree, certificate or award until all outstanding

fees are settled and further reserve the right to institute other legal recovery proceedings against students with outstanding fees and also surcharge an interest at a rate to be determined by Council from time to time.

## STATUTE XXXI

### Student Affairs Management Board

1. There shall be a Student Affairs Management Board (*herein after referred to as the "Board"*), which shall be responsible to the Senate and through the University Management Board to the Council.
2. Membership
  - i) Deputy Vice-Chancellor (Student Affairs) - Chairman
  - ii) Director, Student Welfare Services
  - iii) Dean of Students
  - iv) Director, Sports, Games and recreation
  - v) Finance Officer
  - vi) Chief Accountant
  - vii) Director, Security and Safety Services
  - viii) Estates Manager
  - ix) Chief Security Officer
  - x) Special Student Advisor
  - xi) 4 Senate representatives
  - xii) 1 Student representative from each College.
  - xiii) Registrar, Student Affairs - Secretary
3. The Board shall in the performance of its functions and the exercise of its powers be responsible to the Senate and, through the University Management Board, the Council.
4. The Board Shall
  - i) plan, organise and manage the provision of academic and social counselling, career, work study programmes and sports, (*both within and outside the University*),

- accommodation, catering, community service, linkages with industry, recreation, health, security, oversight of student elections, orientation and any other student welfare services.
  - ii) develop and implement programmes (e.g. leadership training) that support students educational experience and wholesome life.
  - iii) advise student organisations and mentor students in their development of leadership, moral reasoning, social intelligence and other skills required in their lives.
  - iv) develop mechanisms to anticipate and promptly, efficiently and effectively respond to student needs.
5. Without prejudice to the generality of the responsibility under clause 4, the Board shall in respect of each of the matters specified in that Clause, exercise the powers and perform the duties set out hereunder:
    - a) in compliance with University financial guidelines apply all monies made available to, or generated by the Board;
    - b) ensuring proper management of student affairs and making appropriate recommendations on staff appointment, promotion, termination of service and any other related matters;
    - c) ensuring proper allocation or re-allocation of student accommodation, keeping control of rooms and ensuring their lawful and approved use;
    - d) ensuring student accommodation, sporting facilities and their environs are clean, safe and habitable;
    - e) establishing and maintaining an effective security system, for the protection of persons

- and property, in the premises occupied by students, as well as their precincts;
- f) putting into effect any other matter as will enhance the quality and habitability of student accommodation, games, sporting and recreational facilities;
- g) ensuring proper services, decent and hygienic conditions of all facilities and their maintenance including, times of preparation of food in the kitchens, dining areas and use of the sporting and games facilities;
- h) ensuring proper discipline, (*of both staff and students*) in the entire Management of student affairs;
- i) ensuring proper procurement of goods in all units in compliance with legislative guidelines;
- j) ensuring proper and professional maintenance of equipment and sporting facilities;
- k) ensuring appropriate student registration with relevant sporting associations and clubs and effective participation by the students including training;
- l) ensuring that cases of breach of discipline within and outside the precincts of the halls, kitchens, games and recreational facilities by students are properly investigated and referred to the relevant disciplinary body of the University.
- m) ensuring in liaison with other relevant units, appointment of appropriate staff for the provision of counselling (academic and social) and career guidance services;
- n) facilitating the registration of student organisations, election of officials and their induction into the University system;
- o) forging and maintaining an effective linkage with industry, facilitating work study programmes and placement of students;

- p) putting in place and ensuring effective channels of communication between Management and the student community.
  - q) facilitating any agreement, on behalf of the University, on matters relating to the provision of accommodation, catering, sports, games, recreational services and student placement under (n) above.
  - r) perform such other related functions or exercise such other related powers as may be assigned or delegated to it by the Vice-Chancellor, Senate or Council.
6. The Board may co-opt to serve on for such length of time as it deems fit any number of persons whose assistance or advice it may require but a person so co-opted shall neither be entitled to vote at a meeting of the Board nor be counted as a member for the purpose of forming a quorum.
  7. The business of the Board shall be as prescribed by the statute but the Board shall have power to regulate such business and the conduct of its meetings.
  8. All departments shall deliberate on all matters falling within their competence and the minutes containing their deliberations shall be brought before the Board.

## STATUTE XXXII

### Financial Regulations

1. All the funds, assets and property, movable and immovable, of the University of Nairobi shall be managed and utilized by the Council, in accordance with the provisions of this Statute and the Charter in such manner and for such purposes as in the opinion of the Council, would promote the best interests of the University.

2.
  - i) All the monies of the University shall be paid into one or other of the following accounts:
    - a) The Endowment Fund
    - b) The Special Account
    - c) The Capital Account
    - d) The Revenue Account
    - e) Research Grants Account
  - ii)
    - a) There shall be paid into the Endowment Fund all such monies as are received by the University and declared specifically to be payable into that Fund.
    - b) The Council shall not, save with the prior approval of the Chancellor expend any capital monies of the Endowment Fund and shall pay into the Revenue Account all interest received from investment of the monies of the Endowment Fund.
  - iii)
    - a) There shall be paid into the Special Account all such moneys as are received by the University for special purposes and as are not payable into the Endowment Fund.
    - b) The Capital monies and the interest there from of the Special Account shall be used and applied for special purposes of which such monies were donated in accordance with conditions of the donation; Provided that if the conditions of the donation do not permit capital moneys thereof to be expended the Council may, nevertheless with prior approval of the Chancellor, expend such capital monies, or any portion thereof, if in the opinion of the Council, it is in the best interest of the University to do so.
  - iv)
    - a) There shall be paid into the Capital all such monies as are received by the University for the purpose of capital expenditure for

- the construction and improvement of the University.
  - b) The capital moneys and the interest there from, of the Capital Account shall be used and applied on Capital expenditure for the construction and improvement of the University.
- v) There shall be paid into the Revenue Account:
  - a) The Interest received from the investment of monies in the Endowment Fund:
  - b) all fees, dues and other amounts payable by or in respect of students;
  - c) all revenue grants by the Kenya Government or by any other Government or person;
  - d) all sums transferred under this Charter from the Endowment or any other amount to the Revenue Account;
  - e) all sums received by the University and not payable into the Endowment or any other account; The monies standing to the credit of the Revenue Account shall be used and applied for the management and working of the University in such manner and for such purposes as, in the opinion of the Council, are best suited to promote the interests of the University.
- vi)
  - a) There shall be paid into the Research Grants account all such monies as are received by the University for research purposes.
  - b) Such monies shall not be paid into any account.
  - c) Monies in the Research Grants Account shall be used and applied by the Council for specific purposes in accordance with the agreements made between donors and the Council.



- vii) Subject to the provisions of Section 24 and 25 of the Charter, the Council may borrow, either by way of overdraft from a banker or otherwise, such sums as it may from time to time require for the administration of the University.
3. i) Subject to the provisions of Section 25 of the Charter, the monies standing to the credit of the Endowment Fund shall be invested by the Council in such securities as trustees are authorised to invest in under the provisions of any law of Kenya.

*Provided that where any sums are received by the Council for any payment into the Endowment Fund in the form of stocks and shares of any kind other than securities, then the Council may in its discretion retain such stocks or shares without converting them into such securities.*

- ii) The monies or any portion thereof standing to the credit of any of the accounts other than the Endowment Fund of the University may be invested by the Council in securities as the Council may think fit.
- iii) Notwithstanding the provision of sub-sections (1) and (2) of this section, any monies standing to the credit of any of the accounts of the University including the Endowment Fund, may be temporarily invested for a period not exceeding 12 months pending utilization and in accordance with provisions of Section 25 of the Charter.

## STATUTE XXXIII

### Miscellaneous

1. These Statutes and the Regulations referred to hereunder shall commence on the date of gazettment as is required in Section 29 of the Charter except that where it is provided otherwise in any Statute or regulation, such other date shall be deemed to be the commencing date for that particular Statute, or regulations.
2. The regulations appended hereto will come into force in accordance with the provisions of Paragraph 1 of this Statute and are to be read subject to those Statutes and the Act.
3. The University Council may amend, add to or alter these Regulations as it deems fit from time to time. Provided that in accordance with Section 16(3) of the Act, the Council shall not amend, alter or add to the Regulations governing courses of study and other academic matters without the receipt of a proposal or report thereon by the Senate and provided further that the Council shall not reject any such report or request or amend any regulations so proposed without further reference to the Senate.
4. The Rules and regulations in force in the day prior to the commencement of these Statutes and Regulations shall, unless superseded by these Statutes and Regulations referred to in paragraph 2 of this Statute continue to apply as though they had been incorporated into these Statutes and Regulations and in so far as they are not inconsistent with these Statutes and Regulations. Provided that these Statutes and Regulations, or the Rules and Regulations in force prior to the commencement date aforesaid, shall be subject to the provisions of the University of Nairobi Act 1985.

## 1. COMMON REGULATIONS FOR POSTGRADUATE DIPLOMA

### 1.1 Entry Requirements for Postgraduate Diploma Programmes

- i) The common regulations governing postgraduate diploma programmes in all Faculties, Schools, Institutes and Centres shall apply.
- ii) The following shall be the minimum admission requirements for postgraduate diploma programmes in all Faculties, Schools or Institutes:-
  - Holders of a first degree from the University of Nairobi or its equivalent from a university recognized by the University of Nairobi Senate.

### 1.2 Credit Transfer and Exemptions

A candidate shall be allowed to apply for transfer of credits or seek exemption of up to one third of the course units as provided for in regulation 2.1.3

### 1.3 Course Structure and Duration

- i) The course shall be a minimum of 2 semesters of 15 weeks each and a maximum of 4 semesters.
- ii) Each course unit shall be covered by 45 contact hours of study.
- iii) Students will be required to take at least 6 course units and a research project.
- iv) The research project shall be equivalent to 2 course units.
- v) The programme will be offered through lectures, coursework, seminars, tutorials, field trips and a research project.

### 1.4 Mode of Delivery

The mode of delivery of the Postgraduate Diploma programmes will be through; Face to face sessions or



Open, Distance and E-Learning (ODEL) as provided for in section 2.1.5 of the Masters programmes.

#### 1.4.1 Duration of the ODeL Delivery Programmes

The Open, Distance and E-Learning programme will run for a minimum of 2 semesters and a maximum of 6 semesters of 15 weeks each.

### 1.5 Examination Regulations

#### 1.5.1 Examination of Coursework

- i) End of semester examinations shall consist of three-hour written papers in each course unit taken.
- ii) Candidates shall be required to write term papers, attend seminars and write tests for which they will be awarded marks.
- iii) The written examination will account for 70% and the coursework 30% of the final marks for each taught course unit, respectively.
- iv) Candidates must obtain a pass mark of 50% in all written papers.
- v) A candidate who fails up to two papers may sit supplementary examinations, provided that the examination mark shall count without consideration of the coursework mark previously obtained.
- vi) A candidate who fails in more than two papers or fails any supplementary examination shall be discontinued

#### 1.5.2 Examination of Research Project

- i) The research project paper, which must be original, shall account for 2 course units.
- ii) The examination for the research project paper will consist of an examiners report marked out

of 80% and an oral presentation marked out of 20%.

- iii) Candidates must obtain a pass mark of 50% in the research project.
- iv) The research project and the plagiarism test certificate will be submitted for examination two weeks before the start of the end year written examination and will be examined by the supervisor and one other academic member of staff who shall mark it out of 80%.
- v) The candidate will in addition be examined orally by a Departmental Board of Examiners chaired by the Chairman of the Department and comprising at least three members of teaching staff who shall mark the candidate out of 20% for the total marks for the research project.
- vi) A candidate must pass in both the written project and oral examination.
- vii) A candidate who fails the research project will be required to re-submit it for re-examination within 3 months.
- viii) A candidate who fails a re-submitted project shall be discontinued.
- ix) A candidate who fails to re-submit the project within 3 months shall be discontinued.
- x) The final version of the project shall be submitted to Graduate School (GS) in two hard bound copies and a soft copy bearing the full name of the candidate and supervisor(s). The hard copies should be black, hard bound with the name of the candidate, course and year of graduation written on the spine in gold and the front page branded in accordance with the University Policy. Bindery shall be done at the University of Nairobi Library.

### 1.6 Postgraduate Diploma Award

The award of the Postgraduate diploma based on the average marks obtained in the whole examination will be graded as follows:

Pass with Distinction	-	70% and above
Pass with Credit	-	60-69%
Ordinary Pass	-	50-59%
Fail	-	0-49%

## 2. COMMON REGULATIONS FOR MASTERS DEGREES

### 2.1 Masters by Coursework, Examination and Thesis

#### 2.1.1 Admission Requirements for Master's Programmes

The following shall be eligible for registration for Master's degrees in the University:-

- i) Holders of Bachelors degree at upper second class honors and above from the University of Nairobi or other institutions recognized by Senate.
- ii) Holders of Bachelors degree at lower second class honors from the University of Nairobi or other institutions recognized by Senate, with two years relevant post qualification experience
- iii) Holders of a Bachelors degree at lower second class honors or pass degree and a postgraduate diploma from the University of Nairobi or other institutions recognized by Senate.
- iv) Holders of a pass degree from the University of Nairobi or other institutions recognized by Senate with at least five years relevant post-qualification experience.
- v) Any other specific equivalent qualifications that may apply to an area of specialization.

- vi) In addition to meeting the above admission requirements, applicants must have met the minimum admission qualifications for undergraduate programmes. that is:
  - a) C+ (plus) for Kenya Certificate of Secondary Education (KCSE) or its equivalent as determined by the Kenya National Examinations Council (KNEC).
  - b) C (plain) plus KNEC diploma or its equivalent
- vii) Furthermore to producing evidence of eligibility for registration, candidates for the Masters degree may be required to appear for interviews or entry examinations by the Faculty/School/Institute/Centre concerned, to determine their suitability for registration.

### 2.1.2 Submission and Processing of Applications

- i) Applications shall be done through the online application system and considered, verified and shortlisted by the Department/Faculty/Institute/School/Centre Board concerned.
- ii) A list of shortlisted applicants shall then be submitted to the GS for admission.
- iii) Upon receipt of lists of the shortlisted applicants, the Director GS shall approve admission for successful applicants.
- iv) The letter of offer shall be valid for 2 academic years.
- v) A student who is unable to report immediately should notify the Dean/Director indicating when admission shall be taken up.
- vi) A student who has registered for a programme may defer or withdraw on the recommendation of the Faculty/School/Institute/Centre through the GS and approval by the Senate.

- vii) No student shall be allowed to register for another graduate programme before completing or formally withdrawing from the programme for which he/she is currently registered.

### 2.1.3 Credit Transfer and Exemptions

- i) A student shall be allowed to transfer or seek exemption for up to one third of the total taught courses if the candidate had attended a similar programme in another institution recognized by the University of Nairobi Senate.
- ii) Credit transfers in case of exchange students shall be applicable only to specific memoranda of understanding or agreements signed in advance between the University of Nairobi and the collaborating Universities/Institutions for joint programmes.
- iii) A student seeking transfer of credits or exemption shall apply through the Faculty, School, Institute or Centre to the Director of GS indicating the course units and attach relevant documents to support the application.
- iv) Applications for transfer of credit or exemption shall be considered only after an applicant has paid the requisite fees.
- v) Grades for transferred courses shall be entered in the candidates' transcripts while the exempted courses shall be entered as 'exempt'.

### 2.1.4 Structure and Duration of the Master's Programmes

- i) The Master's degree programmes shall cover a minimum of 4 and a maximum of 8 semesters for full time students and a maximum of 10 semesters for part time students of 15 weeks each, except for special programmes with longer durations approved by Senate.

- ii) The degree programmes shall consist of either:
  - a) Course work, examination and research project/dissertation. The course work shall be a minimum of 12 units and research project/ dissertation equivalent to four course units; or
  - b) Coursework, examination and thesis. The course work shall be a minimum of eight course units and thesis equivalent to eight course units.
  - c) Each course unit shall be covered by 45 contact hours or 60 contact hours in some specific programmes of study.
- iii) Before accepting a student's research proposal, the Faculty/School/Institute/Centre concerned shall satisfy itself that:
  - a) The proposed field of study is academically sound and can successfully be pursued under the supervision of the University of Nairobi
  - b) The student has adequate opportunities for consulting his/her supervisor(s) at least once a month.
  - c) The student can obtain access to material relevant to his study or research.
  - d) The student has adequate facilities for practical work, where this is applicable.
  - e) The Proposal has undergone the plagiarism test and the student has signed the declaration form and where necessary ethical certificate acquired.
  - f) The proposal together with plagiarism test, declaration form and where necessary ethical certificate shall be forwarded to GS for records
- iv) A student opting for research project/ dissertation shall, under the guidance of assigned

- supervisor(s), submit a proposal during the first semester of the second academic year of study.
- v) A student opting for thesis shall, under the guidance of assigned supervisor(s) submit a research proposal at the start of the first semester of the second academic year of study.
  - vi) A student undertaking a research project/dissertation shall, under the supervision of an assigned supervisor, prepare a project report of approximately 15,000 words
  - vii) A student undertaking a thesis will be required to prepare, under supervision of an assigned supervisor, a thesis of approximately 20,000 to 30,000 words. The research and writing of thesis must be of such depth and scope as to show reasonable understanding of theory and methods in the study subject.

### 2.1.5 Mode of Delivery

The mode of delivery of the Master's programmes will be through:

- a) Face to face sessions
- b) Open, Distance and E-Learning (ODEL)

The Open, Distance and E-learning modules are largely home and/or office-based and include:

- i) Written self-instructional study modules issued at registration time, for example;
  - a) Study course materials like booklets
  - b) Relevant literature
  - c) Interactive devices and self-tests
- ii) Face to face introductory tutorials
- iii) Mediated technical learning materials for example;
  - a) Audio visual
  - b) E-learning

- iv) Limited face-to-face sessions to provide overview of the course at commencement of semester, mid semester and revision period before examinations.
- v) Support study Centres at the University of Nairobi;
  - a) Access to information through computers at the University of Nairobi and other resource Centres.
  - b) Use of libraries at the University of Nairobi and other institutions
- vi) Orientation
  - a) Orientation on ODeL delivery
  - b) Study, reading and computer skills
  - c) Time management and techniques of handling assignments
  - d) Mentorship, guidance and counseling
  - e) Emphasis is on satellite Centres that serve as a link between the University and the student in the following manner: registration, collecting reading materials, collecting results and programmes, examination information, posting timetables and holding meetings.

### 2.1.5.1 Duration of the ODeL Delivery Programmes

The Open, Distance and E-Learning programme will run for a minimum of 4 semesters and a maximum of 10 semesters of 15 weeks each.

### 2.1.5.2 Examination

Examinations shall be administered as prescribed and provided for in the regular programmes.

### 2.1.6 Examination of Coursework

- i) End of semester examinations shall consist of three-hour written papers in each course unit taken.
- ii) The assessment for each course shall consist of:
  - a) A written examination that shall constitute 70% of the total marks. However, some specific programmes may specify for 60% or 50%.
  - b) Continuous coursework assessment based on written assignments, laboratory assignments, tests, term papers and such other tests that the Faculties/Schools/Institutes/Centres may prescribe and will constitute 30% of the total marks, except for the specific programmes which this may constitute 40% or 50 % of the total marks.
- iii) The pass mark for each course shall be 50%.
- iv) A candidate who fails up to one third of the courses shall sit supplementary examinations once only and will not proceed to the following year of study before passing the failed course unit(s).
- v) A pass obtained by sitting supplementary exams shall be recorded as 50%.
- vi) Any candidate who fails in more than one third of the course units taken in the academic year shall be discontinued.
- vii) A candidate who fails any supplementary examination shall repeat the failed course unit(s) once.
- viii) A candidate who fails any repeated course unit shall be discontinued.
- ix) Coursework results shall be processed through the Faculty/School/Institute/Centre and College Academic Boards and GS to the Senate.

- x) Coursework marks shall be graded as follows:  
 A - 70% and above      C - 50-59%  
 B - 60-69%              Fail - 0-49%

### 2.1.7 Supervision of Master's Thesis

- i) A student registered in accordance with these regulations shall be required to pursue his/her programme of study under instruction or supervision by academic staff appointed in that capacity by Senate on the recommendation of the concerned Faculty/School/Institute/Centre Board concerned and the GS. The supervision of a Master's thesis should be done by PhD holders with relevant competence in the subject area and field of research proposed by the candidate.
- ii) Two supervisors will be appointed for each candidate, of whom the first should be an academic staff in the Department/School/Institute/Centre. However, the Department/School/Institute/Centre may appoint a third supervisor.
- iii) Where a supervisor is appointed from outside the University, he/she should show evidence of competence in the area of study through supervision and publications produced since obtaining his/her higher degree (PhD).
- iv) The student will thus have to register with the department holding the relevant competence in the subject area and field of research he/she intends to carry out
- v) Recommendations on the appointment and allocation of supervisors shall be processed in the first instance in a Departmental meeting which shall take cognizance of the various competences.
- vi) The recommendations shall then be processed by the Faculty Graduate Studies Committee and

forwarded to the GS by the Dean/Director of the Faculty/School/Institute/Centre. The Director, GS shall approve the supervisors on behalf of Senate and inform them accordingly.

- vii) Students shall be required to consult their supervisor(s) at least once a month.
- viii) Each student shall be required to attend, participate and present their work in seminars organized by the relevant Faculty/School/Institute/Centre once a semester to enable the faculty staff and the supervisors to assess the candidate's progress more effectively and to keep candidates in constant touch with their respective faculties.
- ix) Each Student shall be required to maintain a research notebook/logbook as evidence of work progressively undertaken during the course of research study.
- x) The supervisors and student shall keep a record of the monthly consultations held and a copy of which shall be forwarded to the Chairman of the department.
- xi) Students shall submit every semester a progress report to GS through the supervisors, the Chairman of the Department and Dean/Director of the Faculty/School/Institute/Centre in a prescribed format available at the GS website ([gs.uonbi.ac.ke](http://gs.uonbi.ac.ke)).
- xii) The first supervisor shall be responsible for the coordination of the supervision of the student work. However it shall be the duty of the supervisors to direct and supervise the work of the student in so far as it relates to his/her programme of study. In particular a supervisor shall be required to:-
  - a) Maintain constant and effective contact with candidates assigned to him/her.

- b) Ensure students submit progress reports at the end of every semester in a prescribed format in accordance with (viii) above with a copy sent to the Principal of the respective college.
- c) To inform the GS through the Chairman and Dean/Director at once if in his/her opinion a given candidate is unlikely to reach the standard for the award of a Master's degree.
- xiii) Where the progress of a given candidate is unsatisfactory in the reports, such a candidate shall be given written warning by the Dean/Director of the Faculty/School/Institute/Centre to the effect that unless he/she shows signs of improvement within three months, he/she would have to be de-registered.
- xiv) After two consecutive negative reports, the Dean/Director shall present the matter to the relevant FGSC/Faculty Board for the recommendation of de-registration to be made to Senate through the GS.

### 2.1.8 Submission of Master's Thesis

- i) A student wishing to be examined shall give notice of intention to submit the thesis to the Director GS through the supervisors, Chairman and Dean/Director three months before the date of submission.
- ii) The student must ensure that he/she complies with the University of Nairobi policy on plagiarism (Available at the University of Nairobi website [www.uonbi.ac.ke](http://www.uonbi.ac.ke)), have the thesis tested for plagiarism and attaché the plagiarism certificate. The plagiarism tolerance level should not exceed 15%.
- iii) The length of the thesis will normally be 20,000 - 30,000 words depending on the discipline.

- iv) The GS shall, on the recommendation of the Board of the Faculty/School/Institute/Centre concerned, appoint in respect of each candidate presenting a thesis, a Board of Examiners consisting of:-
  - a) Dean of the Faculty/School/Institute/Centre as Chairman
  - b) An external examiner who has established competence in the respective field/area of study and at the level of senior lecturer or equivalent.
  - c) Two internal examiners one of whom must not have supervised the candidate. Normally, the lead supervisor will be the first internal examiner.
  - d) Two other persons competent in the candidate's area of research, and at least one external to the Department
- vi) The student shall submit to GS four spiral bound copies of the thesis bearing the full name of the candidate and signed by all the supervisor(s).

### 2.1.9 Examination of Master's Thesis

- i) The thesis shall be examined in accordance with the common regulations of the University of Nairobi
- ii) On submission of the thesis, GS will send the thesis to the external examiner and the two internal examiners with a letter giving them guidance on how to examine, format and requirement of the report to be submitted. A period of one month is given to them for examination.
- iii) The external examiner and the two internal examiners shall submit their independent examination reports and recommendations to the Director, GS indicating whether:

- a) The thesis is adequate and satisfactory in form and content, and reflects a sound understanding of the subject, and the degree should be awarded without any changes to it.
- b) The thesis is adequate and satisfactory in form and content and reflects an adequate understanding of the subject, but the degree should be awarded only after minor changes have been made. Such changes should be specified.
- c) The thesis, though unsatisfactory and inadequate in form and content, contains substantial contribution to knowledge. To remove these defects, it should be substantially revised and re-submitted for examination by a Board of Examiners.
- d) The thesis is grossly inadequate and unsatisfactory and offers no scope for improvement and does not reflect a clear understanding of the subject and should be rejected. The degree should not be awarded.
- iv) On receipt of the reports from the three examiners, GS shall within two weeks arrange in consultation with Faculty/School/Institute/Centre for the oral examination of the candidate by the Board of Examiners appointed for the candidate above at which the examiners reports and other academic matters arising from the thesis shall be considered.
- v) Both the oral examination and the written reports from the three examiners will constitute a consolidated examination report for the candidate where a decision will be made on whether the candidate passes, corrects, or revises the thesis.

- vi) The consolidated report bearing the appropriate recommendations shall be prepared and signed by the Board of Examiners and forwarded to the GS within two weeks.
- vii) Where a candidate is required to correct a thesis, he/she shall do so within 1 month under a supervisor appointed by the Board of Examiners. The Board may appoint an additional supervisor of the corrections from among the Board members to assist where necessary.
- viii) A student whose thesis has been found by the Board of Examiners to require substantial revision and re-submission for examination in accordance with (ii, c) above shall re-submit it for examination once within 12 months but the intent of re-submission will only be given after the expiry of six months from the date of the approval of the recommendations of oral examination by GS. A student whose thesis has been found by the Board of Examiners to be unsatisfactory and grossly inadequate as in (ii, d) above shall be referred to the full Board of GS for an appropriate recommendation to the Senate.
- ix) Where a candidate is required to re-submit a thesis and an additional supervisor is assigned for the revision, the additional supervisor shall also sign the final copy of the thesis.
- x) A thesis submitted for re-examination shall be examined as if it is a new submission using the previous Board of Examiners or a new one as appropriate. Such a candidate shall be allowed to make corrections within three months but will not be allowed a second re-submission.
- xi) Where the recommendation of the Board of Examiners is unanimous for or against the award of the degree, and where such unanimous recommendation is consistent in

- all aspects with the reports of the internal and external examiner and the results of an oral examination, the Director of GS shall forward such recommendation to the Senate for approval
- xii) A thesis accepted by the University and subsequently published in part or in whole and in whatever form, shall bear the inscription, "work forming part of the requirements for the Masters degree of the University of Nairobi".
  - xiii) A candidate who has completed the course work under this programme may on the recommendation of the Board of the Faculty/School/Institute/Centre and approval by the GS be recommended to write a research project instead of a thesis so as to qualify for the award of a postgraduate diploma in their respective field of study. However, such a candidate can still undertake a thesis at a later date within the prescribed duration in order to meet the requirements for the masters degree.
  - xiv) The student will be expected to sign a declaration of originality and copyright exemption forms when submitting the final versions of his/her thesis
  - xv) The final version of the thesis shall be submitted to GS in four hard bound copies and a soft copy bearing the full name of the candidate and supervisor(s). The hard copies should be black, hard bound with the name of the candidate, course and year of graduation written on the spine in gold and the front page branded in accordance with the University Policy. Bindery shall be done at the University of Nairobi Library.
  - xvi) After examination, the thesis shall remain the property of the University.
  - xvii) The hard copies of the thesis will be distributed as follows:

- a) University library
- b) College library
- c) Departmental library

#### 2.1.10 Submission of Research Projects/ Dissertation

Every student undertaking a research project/ dissertation shall be expected to prepare a proposal acceptable to the School. A copy of the accepted proposal together with the plagiarism test and declaration form should be sent to GS by the Dean/ Director.

- i) Two supervisors (PhD holders) shall be appointed for each candidate from among the academic staff of the faculty concerned for a research project.
- ii) Students will be required to submit Research Projects/dissertation for examination to the Faculty/School/Institute/Centre at least three weeks before the end of semester in which they are to be examined.
- iii) The student must ensure that he/she complies with the University of Nairobi policy on plagiarism. (Available at the University of Nairobi website [www.uonbi.ac.ke](http://www.uonbi.ac.ke)) and have the project tested for plagiarism. The plagiarism tolerance level should not exceed 15%.
- iv) The length of the research project/dissertation report will generally be about 15,000 words.
- v) The research project/dissertation will be equivalent to four course units.
- vi) The student shall submit two spiral bound copies of the research project report/dissertation for examination to the relevant Department/ School/Institute/Centre.
- vii) The final version of the research project/ dissertation shall be submitted to GS in two

hard bound copies and a soft copy bearing the names of the candidate and supervisor(s). The hard copies should be black, hard bound with the name of the candidate, course and year of graduation written on the spine in gold and the front page branded in accordance with the University Policy. Bindery shall be done at the University of Nairobi Library.

#### 2.1.11 Examination of Research Projects/ dissertation

- i) The research project shall be examined by two internal examiners appointed by the Department one of whom shall not have supervised the candidate and the external examiner.
- ii) The students will be subjected to oral examination by a Board of Examiners appointed by the Faculty/School/Institute/Centre for each research project, including internal examiners, one academic member of staff and Chairman of the Department as the Chair.
- iii) The examiners grades for the research project will constitute 70% and the oral examination will constitute 30% of the total marks.
- iv) The pass mark for the research project shall be 50% provided that the student will have obtained a pass mark of 50% in the oral as well as research project/ dissertation.
- v) A student whose research project/dissertation though unsatisfactory and inadequate in form and content, contains substantial contribution to knowledge may be allowed to re-submit the project for examination once only within the stipulated period of the course.
- vi) A pass obtained in the re-submission of the project shall be recorded as 50%.



- vii) A student who fails in the research project after the re-submission shall be discontinued.
- viii) The consolidated report signed by all the board of examiners shall be forwarded to GS together with the plagiarism certificate

### 3. COMMON REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

#### 3.1 Introduction

Currently, the University of Nairobi offers two types of doctoral programmes namely:

- a) Doctor of Philosophy by Thesis
- b) Doctor of Philosophy by Coursework, Examination and Thesis

Traditionally, the University of Nairobi offered PhD by Thesis only but more recently, a number of Schools have started offering PhDs by Coursework, Examination and Thesis. This has largely been occasioned by among many things;

- i) Broad range of backgrounds of students being admitted who would need a common orientation to fit in the programme.
- ii) In some instances, some of the students being admitted were inadequately prepared for the rigorous research required at the doctoral level hence the need for coursework to endow them with specialized skills to carry out research work.

#### 3.2 Doctor of Philosophy by Thesis

##### 3.2.1 Admission Requirements for PhD programmes

The following shall be eligible to apply for registration for the degree of Doctor of Philosophy in the University: - either

- a) a holder of a Bachelor's and Master's degree from the University of Nairobi; or

- b) a holder of a Bachelor's and Master's degree or equivalent academic qualifications of another institution recognized by the University of Nairobi Senate as of comparable status.
- c) In either case, the applicant must be able to produce evidence, to the satisfaction of Senate, of his adequate background in the discipline and capacity to carry out original research.
- d) In addition to producing evidence of eligibility for registration, candidates for the Doctor of Philosophy degree may be required to appear for interview by the Faculty/Institute/School/Centre concerned to determine their suitability for registration.

##### 3.2.2 Submission and Processing of Applications

- i) Applications and draft proposals of about 15 pages shall be done through the online application system and considered, verified and shortlisted by the Faculty/Institute/School/Centre Board concerned.
- ii) A list of shortlisted applicants shall then be submitted to the GS for admission.
- iii) The draft proposal shall include a brief statement of the problem, research objectives, research questions, hypothesis, literature review, methodology, theoretical framework and a work plan.
- iv) The relevant Department in consultation with the Faculty/School/Institute/Centre Graduate Committee shall then forward all such applications with appropriate comments to their respective Faculty/School/Institute/Centre Boards for approval and onward transmission to the GS for provisional registration for a period of six months in the first instance.

- v) A student whose provisional registration has been approved by the GS shall be assigned supervisors and shall present a seminar at the Faculty/Institute/School for critique based on guidelines of research proposals for Masters and PhD Degrees of University of Nairobi available on the GS website (gs.uonbi.ac.ke).
- vi) The student shall incorporate the comments, corrections and recommendations arising from the seminar and submit the corrected version to the Faculty/School/Institute/Centre FGSC.
- vii) The Faculty/School/Institute/Centre FGSC shall deliberate on the proposal and make appropriate recommendations for its improvement.
- viii) The student shall address the corrections/suggestions after which he/she will submit the corrected proposal not exceeding 40 typed pages to the Dean/Director through the FGSC Chairman.
- ix) The Dean/Director shall forward the corrected proposal, certificate of corrections, plagiarism certificate, declaration form and where necessary ethical certificate with the FGSC minutes to the GS requesting for full registration of the student.
- x) Before recommending a student for registration, the Faculty/School/Institute/Centre concerned shall satisfy itself that:-
  - a) The proposed field of study is academically sound and can successfully be pursued under the supervision of the University of Nairobi.
  - b) There exist adequate opportunities for consulting his/her supervisor(s).
  - c) There exist adequate academic facilities and resources for effective research.

### 3.2.3 Form and Duration of Registration

#### a) Minimum Duration for a PhD programme

A candidate registered for the degree of Doctor of Philosophy shall normally carry out a programme of original study or research over a minimum period of six semesters (15 weeks) after approval of the research proposal and appointment of supervisors by GS and after full registration.

#### b) Maximum Duration

No candidate for the degree of Doctor of Philosophy shall be registered as a full-time student for more than ten semesters or as a part-time student for more than fourteen semesters without submitting his/her thesis, except by permission of Senate.

Subject to the approval of Senate, Faculties/Schools/Institutes/Centres may require the candidate to attend such a course or courses as may be considered appropriate to remedy deficiencies in the candidate's academic background or to endow the candidate with specialized skills or knowledge to assist him/her in his/her study or research. Performance in the courses offered will be assessed in accordance with University regulations.

### 3.2.4 Conduct of Studies and Supervision

- i) A student registered in accordance with these regulations shall be required to pursue his/her programme of study under the supervision of at least two academic staff appointed in that capacity by Senate on the recommendation of the Faculty/School/Institute/Centre Board concerned and the GS
  - a) students shall be required to consult their supervisors at least once every month, and to submit quarterly progress report

to the GS through the supervisors and the Chairman of the Department Dean/Director of the Faculty/School/Institute/Centre in a prescribed format available at the GS website (ga.uonbi.ac.ke).

- b) Each student shall be required to attend, participate and present their work in seminars organized by the relevant Faculty/School/Institute/Centre once a semester to enable the faculty staff and the supervisors to assess the candidate's progress more effectively and to keep candidates in constant touch with their respective faculties.
- c) Each student shall be required to maintain a research notebook/logbook as evidence of work progressively undertaken during the course of research study.
- d) The supervisor and student shall keep a record of the consultations held and deposit it with the Chairman of the department.
- ii) The student will have to register with the department holding the relevant competence in the subject area and field of research he/she intends to carry out.
- iii) Recommendations of the appointment of supervisors shall be processed in the first instance in a Departmental meeting and the Faculty Graduate Studies Committee and forwarded to the GS by the Dean/Director of the Faculty/School/Institute/Centre. The Director, GS shall approve the supervisors on behalf of Senate and inform them accordingly. The supervisors must possess a PhD or higher qualifications.
- iv) Where a supervisor is appointed from outside the University, such a supervisor should show evidence of competence in the area of study

through scholarly work published since obtaining his/her higher degree, and as indicated in a curriculum vitae. Such evidence should be requested only once from respective external supervisors.

- v) Two supervisors will be appointed for each candidate, of whom the first should be an academic staff in the Department/School/Institute/Centre. However, the Department/School/Institute/Centre may appoint a third supervisor.
- vi) The first supervisor shall be responsible for the coordination of the supervision of the student work. However it shall be the duty of the supervisors to direct and supervise the work of the student in so far as it relates to his/her programme of study. In particular a supervisor shall be required to:-
  - a) Maintain constant and effective contact with student(s) assigned to him/her.
  - b) Ensure that students submit progress reports in a prescribed format in accordance with ii. (a) above with a copy sent to the Principal of the respective College.
  - c) To inform the GS through the Chairman and Dean/Director at once if in his/her opinion a given candidate is unlikely to reach the standard for the award of a PhD degree.
- vii) Where the progress of a given student is unsatisfactory, such a student shall be given a written warning by the Dean/Director of the Faculty/School/Institute/Centre to the effect that unless he/she shows signs of improvement within a semester, he/she would have to be de-registered.
- viii) After two consecutive negative reports, the Dean/Director shall present the matter to the relevant

FGSC/Faculty Board for recommendation for de-registration to be made to Senate through the GS.

- ix) It shall be the duty of the student to maintain contact with the supervisors assigned to him/her and maintain a record of such meetings/consultations.
- x) Where a student has difficulty in communicating with the supervisors, he/she should inform the Faculty/School/Institute/Centre early for remedial action.

### 3.2.5 Submission and Examination of Thesis

- i) At least three months before a thesis is submitted, a candidate shall give notice in writing and an abstract to the Director of the GS through the supervisor, Chairman of the Department and Dean/Director of the Faculty/School/Institute/Centre.
- ii) Every thesis submitted for examination shall be in quadruplicate and in loose form, and must include a declaration by the candidate confirming that the thesis has not been submitted for a degree in any other institution of higher learning and that the contents of the thesis are the original work of the candidate. Every thesis shall bear the signature of the supervisor(s) indicating that the thesis has been submitted with his/her approval.
- iii) The length of the thesis should be about 50,000 words
- iv) The candidate must ensure that he/she complies with the University of Nairobi policy on plagiarism.(Available at the University of Nairobi website ([www.uonbi.ac.ke](http://www.uonbi.ac.ke)) and have the thesis tested for plagiarism. The plagiarism tolerance level should not exceed 15%.

- v) A thesis submitted for the degree of Doctor of Philosophy must make a distinct contribution to knowledge and show an understanding of the subject and display originality of thought. It must also include complete references to the materials used in its preparation, whether published or otherwise; and it must also conform to the regulations for the submission of thesis of the University of Nairobi.
- vi) The Dean shall in consultation with the Chairman of the relevant Department and the FGSC, recommend to the GS the appointment of examiners of the candidate presenting a thesis.
  - a) Dean/Director of the Faculty as Chairman
  - b) An external examiner
  - c) Two internal examiners one of whom must not have supervised the candidate. The lead supervisor will normally be an internal examiner
  - d) Two other persons competent in the candidate's area of research, and at least one of whom shall be external to the Department, and
  - e) A representative of the Board of Post-graduate Studies.
- vii) The external examiner and the internal examiners shall each be required to submit to the GS within one month, an independent written assessment of the thesis indicating whether:-
  - a) The thesis is adequate and satisfactory in form and content, and reflects a sound understanding of the subject, and the degree should be awarded without any changes to it.
  - b) The thesis is adequate and satisfactory in form and content and reflects an adequate understanding of the subject, but the

degree should be awarded only after minor changes have been made. Such changes should be specified.

- c) The thesis, though unsatisfactory and inadequate in form and content, contains substantial contribution to knowledge. To remove these defects, it should be substantially revised and re-submitted for examination by a Board of Examiners.
- d) The thesis is grossly inadequate and unsatisfactory and offers no scope for improvement does not reflect a clear understanding of the subject and should be rejected. The degree should not be awarded.
- viii) Within two weeks of the receipt of all examiners' reports, the GS in consultation with the Dean/Director of the Faculty/School/Institute/Centre concerned shall convene a meeting of the Board of Examiners consisting of:  
Candidates shall be required to present themselves for oral examinations and the GS shall inform them of the time and place of the meeting of the Board of Examiners. The Board of Examiners shall consider the examiners' reports, other academic matters arising from the thesis and the candidate's defense.
- ix) During the Oral Examination, a candidate shall show proof of acceptance for publication of at least two papers to a refereed journal jointly with the supervisors. Such proof shall be recorded in the consolidated report and the publication or evidence of acceptance forwarded to GS.
- x) A consolidated report and appropriate recommendation shall be prepared for submission to Senate through the GS within two weeks. Provisional results shall be released to

the candidate after the meeting only where the recommendation of the Board of Examiners is unanimous.

- xi) Where the recommendation of the Board of Examiners is unanimous for or against the award of the degree, and where such unanimous recommendation is consistent in all aspects with the reports of the internal and external examiner and the results of an oral examination, the Director of GS shall forward such recommendation to the senate.
- xii) Where the recommendation of the Board of Examiners is not unanimous, or the recommendation is not consistent in material aspects with the reports of the examiners and the results of the oral examination, it shall be referred to the full Board of GS for an appropriate recommendation to Senate.
- xiii) Where a candidate is required to correct a thesis he/she shall do so within one (1) months under a supervisor appointed by the Board of Examiners. The Board may where necessary appoint an additional supervisor of the corrections from among the Board members to assist with the corrections.
- xiv) The Senate may, on the advice of the Board of GS, allows a candidate to re-submit a thesis for re-examination in a revised form once only provided that a candidate whose thesis referred under this sub-section shall re-submit it within twelve months but the intent of submission will only be given after the expiry of six months from the date of the approval of the recommendations of oral examination by GS. The process of examination of the re-submitted thesis will be in accordance with the sub-sections (v) to (xii) above.

xviii) Where a candidate is required to re-submit a thesis and an additional supervisor assigned for the revision, the additional supervisor shall also sign the final copy of the thesis.

xv) A thesis accepted by the University of Nairobi and subsequently published in part of, in whole and in whatever form, shall bear the inscription "Work forms part of the requirements of the degree of Doctor of Philosophy of the University of Nairobi".

xvi) A thesis for the doctor of philosophy may also be submitted in an alternative format to accommodate publishable papers as provided for in regulation 8.

xvii) The student will be expected to sign a declaration of originality and copyright exemption forms when submitting the final versions of his/her thesis

xviii) The final version of the thesis shall be submitted to GS in four hard bound copies and a soft copy bearing the names of the candidate and supervisor(s). The hard copies should be black, hard bound with the name of the candidate, course and year of graduation written on the spine in gold and the front page branded in accordance with the University Policy. Bindery shall be done at the University of Nairobi Library.

xix. After examination, the thesis shall remain the property of the University.

xix. The hard copies, as well as the soft copy will be distributed as follows:

- University Library
- College library
- Departmental library

### 3.3 Doctor of Philosophy by Coursework, Examination and Thesis

#### 3.3.1 Admission Requirements

The common regulations for admission requirements for PhD in the University of Nairobi shall be applicable.

#### 3.3.2 Credit Transfer and Exemption

A candidate shall be allowed to apply for transfer of credits or seek exemption for up to one third of the course units as provided for in regulation 2.1.3

#### 3.3.3 Course Structure and Duration

PhD by Coursework, Examination and Thesis shall consist of two parts:

- a) A student shall be required to register for a minimum of 7 course units or an equivalent of 2 semesters of 15 weeks each in the first year of study.
- b) Each course units shall be covered by 45 to 60 contact hours of study
- c) On successful completion of the coursework, the student shall present a research proposal for approval in a seminar.
- d) The Dean/Director shall forward the corrected proposal, certificate of correction, plagiarism certificate, declaration form and where necessary ethical certificate with the FGSC minutes to the GS requesting for full registration of the student.
- e) After approval of the research proposal and supervisors, the student shall undertake supervised research over a minimum period of four semesters (Semester is of 15 weeks) after the approval of the proposal and appointment of the supervisors by GS. In the course of the research work, a student shall be expected to present a minimum of two seminars and submit

at least two publishable papers to peer reviewed journals.

### 3.3.4 Mode of Delivery

Coursework for the PhD programmes maybe delivered through face to face sessions or through Open, Distance and e-Learning (ODEL) as provided for in section 2.1.5 of the Masters programmes.

### 3.3.5 Examination Regulations

#### i) Written Examination

- a) The final examination shall account for 60% of the marks in each course unit while continuous assessments shall account for the remaining 40%.
- b) The pass mark for each course unit shall be 50%.
- c) Any candidate who fails in up to one third of the course units shall be allowed to sit for a supplementary examination once. Any candidate who fails in a supplementary examination or in 50% of the total units shall be discontinued.
- d) Coursework marks shall be graded as follows:
 

A	-	70% and above
B	-	60-69%
C	-	50-59%
Fail	-	0-49%

#### ii) Conduct of Studies and Supervision

The conduct of studies and supervision for a student registered for the degree of Doctor of Philosophy shall be guided by regulations set out in clause 3.2.4.

#### iii) Thesis Examination

Supervision and Examination of thesis will be guided by regulations set out in clause 3.2.5 of these regulations

#### iv) Award of degree

On successful completion of the requirements of the degree, the candidate will be awarded the degree of Doctor of Philosophy in (related discipline).

### 4. ALTERNATIVE THESIS FORMAT FOR DOCTOR OF PHILOSOPHY DEGREE

The thesis submitted for the degree of the Doctor of Philosophy by thesis only or by coursework, examination and thesis maybe varied to accommodate publishable paper formats as provided for under these regulations. The papers published must be the original work of the student and must be at least four.

#### 4.1 General Guidelines

Thesis formats can be varied to accommodate publishable paper formats in form of chapters. In this format, each chapter should contain a short introduction of the chapter, a concise review of literature for the chapter, materials and methods and objective, results and discussion. This is repeated for each of the chapters.

- i) A general introduction for the entire work should be provided followed by a general literature review that covers the whole thesis. A general discussion to cover the thesis should be provided. Likewise, conclusions and recommendations should be for the entire work. One main abstract for the whole work should suffice. References cited in the whole thesis should be listed at the end before appendices. These general sections should give harmonization and continuity of the

work to avoid disconnected presentations that do not give the thesis a smooth flow.

- ii) In case some or all the work has been published, a statement indicating that some of the work has been published should be made just before the main abstract. The published papers should then be listed in the accepted paper format of the author, year of publication, title and journal and pages of the journal after which the chapter/s of the thesis where the work was cited are given and put in brackets.

Consultations should be made with the Faculties/Schools/Institutes/Centres to include their specific requirements based on the above guidelines. These should however be contained in the Faculties/Schools/Institutes/Centres specific regulations for their programmes.

### 5. REGULATIONS FOR THE DEGREE OF DOCTOR OF MEDICINE

#### 5.1 Admission Requirements

The following shall be eligible to apply for registration for the degree of Doctor of Medicine in the University of Nairobi: -

- a) A holder of bachelors and masters degrees in any field of clinical medicine of the University of Nairobi.
- b) A holder of bachelors and masters degrees or equivalent qualification of another Institution in medicine recognized by the Senate as of comparable status
- c) In either case the applicant must be able to produce evidence to the satisfaction of senate of his adequate background in the discipline and capacity to carry out original research.

- d) In addition to producing evidence of eligibility for registration, candidates for the Doctor of Medicine degree may be required to appear for interview by the School of Medicine to determine their suitability for registration.

## 5.2 Submission and Processing of Applications

- i) Applications and draft proposals of about 15 pages shall be done through the online application system and considered, verified and shortlisted by the Faculty/Institute/School/Centre Board concerned.
- ii) A list of shortlisted applicants shall then be submitted to the GS for admission.
- iii) The draft proposal shall include a brief statement of the problem, research objectives, research questions, hypothesis, literature review, methodology, theoretical framework and a work plan.
- iv) The relevant Department in consultation with the School Graduate Committee shall then forward all such applications with appropriate comments to their respective School Boards for approval and onward transmission to the GS for provisional registration for a period of six months in the first instance.
- v) A student whose provisional registration has been approved by the GS shall be assigned supervisors and shall present a seminar at the School for critique based on guidelines of research proposals for Masters and PhD Degrees of University of Nairobi available on the GS website ([gs.uonbi.ac.ke](http://gs.uonbi.ac.ke)).
- vi) The student shall incorporate the comments, corrections and recommendations arising from the seminar and submit the corrected version to the FGSC.

- vii) The FGSC shall deliberate on the proposal and make appropriate recommendations for its improvement.
- viii) The student shall address the corrections/suggestions after which he/she will submit the corrected proposal not exceeding 40 typed pages to the Dean through the FGSC Chairman.
- ix) The Dean shall forward the corrected proposal with the FGSC minutes to the GS requesting for full registration of the student.
- x) Before recommending a student for registration, the School shall satisfy itself that:-
- a) The proposed field of study is academically sound and can successfully be pursued under the supervision of the University of Nairobi.
- b) There exist adequate opportunities for consulting his/her supervisor(s).
- c) There exist adequate academic facilities and resources for effective research.

## 5.3 Form and Duration of Registration

### a) Minimum Duration

A student registered for the degree of Doctor of Medicine shall normally carry out a programme of original study or research over a minimum period of six semesters after the date of registration. The effective date of registration begins when he/she gets full registration.

### b) Maximum Duration

No candidate for the degree of Doctor of Medicine shall be registered as a student for more than six academic years

## 5.4 Conduct of Studies and Supervision

The conduct of studies and supervision for a student registered for the degree of Doctor of Medicine shall be guided by regulations set out in clause 3.2.4.

## 5.5 Submission and Examination of thesis

The submission and examination of thesis for the degree of Doctor of Medicine shall be guided by regulations set out in clause 3.2.5

## 6. CERTIFICATE OF CORRECTIONS

The corrections recommended by the Board of Examiners appointed should be carried out within one month under the supervision of the supervisor(s). The certificate of correction signed by the Chair of the Board of Examiners and the supervisor(s) should then be forwarded to GS through the Dean/Director. However the final thesis shall be signed by the original supervisors. The format is available at the GS website ([gs.uonbi.ac.ke](http://gs.uonbi.ac.ke)) (Appendix I)

## 7. STUDENTS PROGRESS REPORT

At the end of every semester, each student shall submit a progress report (online or through the tracking system). A completed report should be sent to the Director, GS through the supervisor, Chairman and Dean/Director with a copy to the Principal of the respective College. The format is available at the GS website ([gs.uonbi.ac.ke](http://gs.uonbi.ac.ke))

## 8. POSTGRADUATE EXCHANGE PROGRAMME STUDENTS

Students wishing to attend programmes at the University of Nairobi on exchange programmes will be governed by the Memorandum of Understanding (MOU) between UON and the respective partner



institutions governing conditions of admission. (A copy of such an MOU should be submitted to the GS)

## 9. POSTGRADUATE OCCASIONAL STUDENTS

This regulation shall apply to graduate students who wish to take selected course units for up to one third of the course units in any one particular programme that the student proposes to join in the University of Nairobi. Such applicants must:

- i) Be currently a registered graduate student at Universities recognized by the University of Nairobi Senate.
- ii) Apply for the course units by filling the prescribed application form (available at [www.uonbi.ac.ke](http://www.uonbi.ac.ke)) and indicate the number and titles of course units to be taken.
  - a) The form will be processed and successful applicants issued with letters of admission indicating the statutory and tuition fees.
  - b) The applicant is expected to pay the requisite fees in full before commencement of studies.
- iii) An occasional student shall not be expected to sit University examinations and shall not be issued with any transcript. However, the student will obtain a letter of satisfactory attendance from the Dean/Director of the School/Institute/Centre in which he/she is registered.

## 10. COMMON REGULATIONS FOR HIGHER DOCTORATES OF THE UNIVERSITY OF NAIROBI OTHER THAN HONORARY DEGREES

1. The following shall be eligible for the award of a higher Doctorate of the University of Nairobi;
  - i) A holder of the Doctor of Philosophy or equivalent degree of the University of Nairobi

- ii) A holder of the Doctor of Philosophy degree from any other recognized University of at least five years' standing, provided that at the time of application, the candidate will have been either:
    - a) A full-time or part-time member of the academic staff, or
    - b) In research association with the University of Nairobi and provided further that in (i) and (ii) specified above, the association with the University of Nairobi shall have been for at least five years, such that a part of the work submitted shall have been contributed at the University during the said period.
    - c) A holder of a degree of another University equivalent to the PhD degree of the University of Nairobi, or a person whose attainment in qualification and scholarship is approved by the Senate as equivalent to the PhD degree of the University of Nairobi; provided that in either case the applicant shall in addition fulfill the conditions specified in paragraph (ii) (a) or (b) above.
2. The higher Doctorate shall be awarded only for the original published work such as would give a candidate authoritative international standing in his/her particular field of research. The application must be based wholly or substantially on original work of distinction carried out by the candidate. The term "published" shall mean printed in a refereed journal, book or monograph which shall have been made available to the public.

3. A candidate for a higher Doctorate shall apply to the GS indicating the discipline in respect of which he/she wishes to be considered. However, the Senate on the recommendation of the Board may approve the consideration of the application under a different discipline.
4. In his/ her application, the applicant shall include the following:
  - i) Curriculum vitae
  - ii) A concise statement (*not exceeding 2,000 words*) of the focus of the scholastic contribution of the work intended for submission.
5. Upon receiving the application, the GS Board shall make consultations with the Faculty/Institute/School wherein the discipline in question falls. If satisfied with the merits of the intended application, the Board shall invite the applicant to place together the published contributions which must strongly support the application and submit copies of the same in three sets. In assessing the application, the Faculty/Institute/School/Centre should take the following into account to determine if the applicant merits consideration for examination of the DSc;
  - i) Originality of the work.
  - ii) Contribution of work to knowledge and impact to society.
  - iii) Distinction and international standing of the work.
  - iv) Accessibility of the published works to the public.
6. The sets of publications specified in 5 above shall be accompanied by a thesis of not more than 50,000 words, typed and printed double-space on A4 paper. The thesis shall be a unifying account of works submitted, indicating their

significance to the advancement of knowledge. Where a part of the work submitted has been published jointly with other collaborators, the candidate shall specify in the thesis his/her contribution. The thesis shall include a declaration by the candidate confirming that it has not been submitted for the degree in any other institution and that its contents are the original work of the candidate. The thesis shall comply with the **“Regulations for Submission of Thesis for a Higher Degree at the University of Nairobi”**. All three sets of published works and the thesis shall remain the property of the University.

7. The submission of the applicant’s works, as specified in 6 above, shall be accompanied by evidence of payment of a non-refundable fee.
8. Upon receipt of the documents specified in 6 and 7 above, the GS shall in consultation with the relevant Faculty/Institute/School, propose to the Senate the names of three examiners, at least two of whom shall be external examiners. The examiners will be requested to submit their signed confidential reports within two months from the date of their letters of invitation. The reports shall include an evaluation of the importance and originality of the candidate’s contribution to the advancement of knowledge and the scholarly distinction which would entitle him/her to be regarded as an authority in his/her field of knowledge. The reports shall state whether or not, in the examiners’ opinion, the degree should be awarded.
9. a) Upon receipt of the reports of the three examiners, the GS shall, within one month, arrange all the relevant documents in a

discussible form and forward them to the Chairman of the Senate, who shall then convene a meeting of the Evaluation Panel to review the examiner’s reports and determine the outcome. Where the examiners reports and the evaluation of the Panel are positive, the candidate will be invited to defend his/her thesis before the public.

- b) The Evaluation Panel shall comprise:
  - i) Chairman of the Senate – Chairman
  - ii) Deputy Vice-Chancellors – Members
  - iii) Principal of the relevant College – Member
  - iv) Dean of the relevant Faculty/School/Institute/Centre – Member
  - v) Director, Graduate School
  - vi) Three Senior University Scholars, one of whom shall be from the relevant discipline and appointed by the Senate – Members
  - vii) Not more than three members may be co-opted by the Senate where appropriate – Members
  - viii) Academic Registrar – Secretary
10. A thesis for the Higher Doctorate degree shall be defended before a public audience provided that while members of the public shall be free to ask the candidate questions relevant to the subject of his/her thesis, only the Panel of Examiners, shall participate in the final assessment of the thesis and the candidates performance in defense of the same.
11. The decision of the Evaluation panel shall be subject to approval by Senate.

12. GS will then issue the award letter after the approval of the senate
13. The examiner’s reports and the report of the Evaluation Panel shall be held in strict confidence.
14. An unsuccessful candidate for the award of the Higher Doctorate would be permitted to re-apply only once after the expiration of a period of three years.

## STATUTE XXXIV

### INFORMATION AND COMMUNICATIONS TECHNOLOGY CENTRE (ICTC)

1. There shall be a University Information and Communications Technology (ICT) Centre (*hereinafter referred to as “ICT Centre”*).
2. The ICT-Centre shall have and carry the status of a Faculty/Institute/School and shall in that regard enjoy all rights, privileges, immunities and powers that are consistent with the provisions of this statute.
3. There shall be a Director of the University ICT-Centre (*hereinafter referred to as “Director of ICT”*) who shall be appointed by the Vice-Chancellor on such terms and conditions as the Council shall determine.
4. The Director of ICT shall be responsible to the Vice-Chancellor.
5. There shall be an ICT Committee of the University Management Board whose membership shall consist of the following:
  - a) The Deputy Vice-Chancellor (Finance, Planning and Development) as Chairman;
  - b) A representative of each College;
  - c) Two Senate representatives;
  - d) The Director of ICT, who shall also serve as the Secretary;

6. The representative of each College to the ICT Committee shall be appointed by the principal, upon consultation with the Vice-Chancellor.
7. The quorum of the ICT Committee shall be the nearest whole number above half the membership of the Committee, unless the University Management Board otherwise determines.
8. The ICT Committee may at its discretion, co-opt other persons not exceeding three to attend meetings in an advisory capacity provided such persons shall not have a right to vote.
9. The ICT Committee shall have the following powers:
  - a) To consider and recommend ICT plans, strategies and policies in line with the University priorities;
  - b) To consider and recommend ICT budget and the allocation of ICT resources among users;
  - c) To facilitate implementation of large ICT projects;
  - d) To address any other ICT strategic and policy matters as may referred to it by the University Management Board and Senate.
10. The ICT Committee shall have power to regulate in such manner as it may deem fit, its own procedures.
11. The ICT Committee may establish such other ad-hoc committees and assign them such functions and powers as it may deem fit.
12. The ICT Committee shall meet at least once every quarter.

## STATUTE XXXV

### CENTRE FOR SELF SPONSORED PROGRAMMES (Revoked on 19.11.2019)

1. There shall be a Centre for Self Sponsored Programmes (*hereinafter referred to as the "Centre"*).
2. There shall be a Director of the Centre who shall be appointed by the Vice-Chancellor on such terms and conditions as Council shall determine and, who shall be responsible for the execution of the policy of the Centre and for the control and management of its day-to-day business.
3. The Centre shall be governed by a Management Board which shall consist of the following members:-
  - a) Vice-Chancellor -Chairman of the Board
  - b) Deputy Vice-Chancellor (Human Resource and Administration)
  - c) Deputy Vice-Chancellor (Academic Affairs)
  - d) Deputy Vice-Chancellor (Students Affairs)
  - e) Two Principals nominated by the University Management Board (UMB)
  - f) Three representatives of the University Council one of whom shall be the Permanent Secretary for the time being in charge of Higher Education and the other shall be the Permanent Secretary for the time being in charge of Finance.
  - g) Two Senate Representatives
  - h) One representative from each college nominated by the College Academic Board from the Academic Unit with the highest financial turn-over from Self-sponsored programmes.
  - i) The Director of the Centre, who shall be Secretary of the Board.

4. The Board shall have and carry the status of a Faculty, School or Institute and shall in that capacity enjoy all the rights, privileges and immunities, and exercise all the powers equivalent to those of a Faculty, School or Institute in so far as those rights, privileges, immunities and powers are consistent with the provisions of this Statute.
5. The College Principals nominated by University Management Board, Senate representatives and college representatives shall serve for a term of three years which may be renewable once only for an equivalent term.
6. The Board shall be answerable to the University Council and shall, in conjunction with the units, be responsible for the following functions:-
  - a) Promotion of the self-sponsored programmes of the University.
  - b) In conjunction with the respective Colleges, to maintain accurate records and statistics for self-sponsored students.
  - c) To constantly liaise with the academic units on matters relating to quality assurance and quality maintenance of the academic programmes.
  - d) To review and make recommendations on appropriate fees and other charges for the self-sponsored programmes.
  - e) To collect Fees from all self-sponsored students in conjunction with the various academic units.
  - f) Disbursements of funds to various units of the University in accordance with the existing University policy.
  - g) Payments to Direct Service Providers in accordance with prevailing university policy.

- h) To perform any other functions and undertake any other business activities as may be assigned or delegated to the Centre by the University Council from time to time.
7. The Board shall have the power to regulate in such manner as it may deem fit, its own procedures.

## STATUTES XXXVI

### OPEN, DISTANCE AND ELECTRONIC LEARNING (ODEL) CAMPUS

#### PRELIMINARY

#### Establishment and Functions of Open, Distance and Electronic Learning Campus (ODEL).

The Council is empowered pursuant to sections 3, 23, 29, 34, 35, 60, 70 and 81 of the Universities Act No. 42 of 2012 and sections 18(8)(j)(s)(v) & (11) and 29 of the University of Nairobi Charter, 2013, to make statutes generally for the governance, control and administration of the University.

In view of the above, the University of Nairobi Council hereby establishes:-

#### Open, Distance and Electronic Learning Campus (ODEL)

1. There shall be a University of Nairobi ODeL Campus Board (*hereinafter referred to as "the Board"*) whose membership shall consist of:
  - i) The Director of the ODeL Campus appointed by the Council in consultation with the Vice-Chancellor from amongst persons holding the rank of Associate Professor and above for a period of five years, renewable once

- only for an equivalent period. The Deputy Vice-Chancellor (Academic Affairs) shall be the Chair of the Campus Board;
- ii) Deputy Directors appointed by the Council in consultation with the Vice-Chancellor for a period of five years, renewable once only for an equivalent period; and
- iii) The following Board members who shall serve for a period of three years renewable once:
  - a) A representative from each College, being of the rank of senior lecturer and above, nominated by the College Academic Board;
  - b) Two representatives of the Senate, being of the rank of senior lecturer and above, nominated by the Senate;
  - c) The Director, ICTC;
  - d) The Director, CESSP;
  - e) A representative of the private sector nominated by the Kenya Private Sector Alliance (KEPSA);
  - f) A representative from the Association of Professional Societies in East Africa (APSEA); and
  - g) The ODeL Campus Registrar/Secretary.
2. There shall be ODeL working teams in Schools/Faculties/Institutes recommended by Deans/Directors and appointed by College Principals.
3. The Campus shall have and carry the status of a College in the University and shall in that capacity enjoy all the rights, privileges, immunities and powers that are consistent with the provisions of this status.
4. The Board shall meet at least once every quarter.
5. The Board shall have the power to regulate its own procedures in such manner as it may deem fit.

6. Notwithstanding the provisions of any other statute, the ODeL Campus shall be answerable to the University Senate with respect to the conduct of its programs throughout the University and shall, in particular, have responsibility over the following matters:
  - i) Create awareness and sensitize the University community on ODeL services through workshops, seminars, conferences, publications and public lectures.
  - ii) Train users in all departments in the general use of educational technologies, including operation of e-Learning equipment and software to facilitate integration and use of ICTs in all educational programmes.
  - iii) Develop capacity across all departments in Instructional Design, Graphic and Multimedia design, and Management of the ODeL portfolio.
  - iv) Develop e-Content (digital content) and process and package into audiovisual materials such as CD-ROMs, VCDs and DVDs.
  - v) Support learners to access digitized course materials on the University's e-Platform and the Library.
  - vi) Use ODeL as a means of creating and increasing equity within programs.
  - vii) Carry out research, monitoring and evaluation on the utilization of e-Learning services.
7. The Campus shall, in respect of each of the matters set out herein in Clause 6, exercise the powers and perform the duties set out in clauses 8 to 10.

8. With respect to the co-ordination of ODeL programs and services, the Campus shall:
    - i) have responsibility for ensuring high quality of ODeL programs and adherence to Senate approved policy, regulations and set standards;
    - ii) liaise with all Faculties and Departments, Institutes, Schools and Centres and make such recommendations regarding the content and organization of ODeL programs available therein as it may deem fit;
    - iii) make available all information relating to ODeL programs and services throughout the University by publishing a prospectus, student and tutor handbooks for public information; and
    - iv) publish and disseminate any material it considers of relevance to the general conduct of ODeL programs within the University.
  9. With respect to admission of ODeL students, the Campus shall:
    - i) develop policy and advise University Management on admissions;
    - ii) receive from Departments through Faculties, Institutes, Schools and Centres, details of all ODeL programs;
    - iii) advertise all such programs and receive in such format as may be specified by Senate, applications in respect thereof;
    - iv) orientate all ODeL students, and thereafter refer them to their respective Faculties, Institutes, Schools or Centres; and
    - v) track the progress of each ODeL student and take appropriate action in accordance with the common regulations.
  10. The Campus may, in addition to the above, exercise such other powers, or perform such other functions as may be assigned or delegated to it by the Senate.
-