STATUTES OF LAIKIPIA UNIVERSITY

2013
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SCHEDULE I
This Schedule is as provided for in the Terms and Conditions of Service for Senior Management Staff of the University.

SCHEDULE II
This Schedule is as provided for in the Terms and Conditions of Service for Academic, Administrative and other Staff of the University.

SCHEDULE III

COMMITTEES OF THE UNIVERSITY COUNCIL
The University Council shall have six (6) substantive Committees. The Committees shall pay due regard to the necessity to refer matters of major importance to the Council for final approval. At the first meeting of the Council, members shall decide the number and membership of each substantive Committee except for the Appeals and Grievances Handling Committee whose membership shall be decided on an *Ad hoc* basis. The Committees may invite an expert to attend their meetings in an advisory capacity as they may deem fit, provided persons so invited shall neither acquire rights of membership to the Council nor have voting rights.

HUMAN RESOURCE MANAGEMENT COMMITTEE

Terms of Reference:
1) The Committee shall oversee:
   a) Staff terms and conditions of service;
   b) Staff development and training;
   c) Staff recruitment, performance review and appraisal, and promotion for staff from Grades XV and above. The Council shall delegate the responsibility to the Vice-Chancellor for Staff in Grades XIII and XIV, while that of Staff in Grades XII and below shall be delegated to respective Deputy Vice-Chancellors (Academic Division - Deputy Vice-Chancellor (Academic and Research), Administration Division - Deputy Vice-Chancellor (Administration, Finance and Development)). The membership for this purpose shall be as per the Staff Appointments Committee specified below;
   d) Disciplinary matters for Staff in Grades XII and above and forward its recommendation for action to the Council. For Staff from Grade XI and below, the Council shall delegate the responsibility to a Committee composed of the following members:
      i) Deputy Vice-Chancellor (Administration, Finance and Development) - Chairperson.
      ii) Deputy Vice-Chancellor (Academic and Research).
      iii) Registrars (Registrar Administration shall be the Secretary).
      iv) Finance Officer.
      v) Respective Dean/ Director of School, Institute or Campus.
vi) Respective Chairperson/Head of Department or Centre.

vii) One Senate representative.

viii) One representative of the respective Staff Union. (In Attendance); and

e) Search for candidates for the positions of Deputy Principals, Principals, Deputy Vice-Chancellors and Vice-Chancellor, and make recommendation to the Council.

2) To act in consultation with, and on behalf of the University Council, except in so far as the Council may wish to limit the powers of the Human Resource Management Committee in any respect. Decisions of the Committee shall be forwarded to the University Council for approval or ratification.

FINANCE, INVESTMENT AND GENERAL PURPOSES COMMITTEE

Terms of Reference:

1) The Committee shall oversee:

a) Preparation of Annual Estimates and Expenditure, and recommend to the Council for approval;

b) Resource mobilization for the University;

c) University investments;

d) Construction of new buildings and infrastructure; and

e) Preparation of accurate financial reporting of results, operations and statements in compliance with existing legal and statutory requirements and standards.

2) To act in consultation with, and on behalf of the University Council, except in so far as the Council may wish to limit the powers of the Finance, Investment and General Purposes Committee in any respect. Decisions of the Committee shall be forwarded to the University Council for approval or ratification.

3) To act on general matters that do not fall under the other University Council Committees and forward decisions of such matters to the University Council for approval or ratification.

AUDIT, GOVERNANCE AND RISK MANAGEMENT COMMITTEE

Terms of Reference:

1) The Committee shall oversee:

a) Safeguarding of University assets;

b) Control of systems and processes;

c) Internal audits;

d) Implementation of corrective action to external audit queries;

e) Risk management strategies;

f) Institutional governance; and
g) Quality assurance.

2) To act in consultation with, and on behalf of the University Council, except in so far as the Council may wish to limit the powers of the Audit, Governance and Risk Management Committee in any respect. Decisions of the Committee shall be forwarded to the University Council for approval or ratification.

ACADEMIC, RESEARCH AND SEALING COMMITTEE

Terms of Reference

1) The Committee shall oversee:
   a) Development and implementation of academic and research programmes and policies; and
   b) Coordination of external linkages and collaborations.

2) To authorize affixing of the University seal to appropriate documents on behalf of the Council. The Vice-Chancellor, Deputy Vice-Chancellor (Academic and Research) and Registrar (Academic Affairs) shall duly execute academic certificates affixed the University seal.

3) To receive nominations for honorary degrees of the University from Senate and recommend to the Council.

4) To act in consultation with, and on behalf of the University Council, except in so far as the Council may wish to limit the powers of the Academic, Research and Sealing Committee in any respect. Decisions of the Committee shall be forwarded to the University Council for record, approval or ratification.

STAFF APPOINTMENTS COMMITTEE

1) The membership for recruitment of the Vice-Chancellor shall be:
   a) Council Chairperson - Chairing.
   b) Representative of the Principal Secretary, Ministry of Education, Science and Technology.
   c) Three other Council members.
   d) At least one Professor from another Senate recognized University.
   e) Chairperson, Council Human Resource Management Committee - Secretary.

2) The membership for staff recruitment, review and promotion for staff from Grade XV and above shall be:
   a) Council Chairperson - Chairing.
   b) Chairperson, Human Resource Management Committee.
   c) Three other Council members.
   d) At least one Professor from another Senate recognized University in the case of Deputy Vice-Chancellors, Principals, Deputy Principals and Professors.
   e) One Senate representative of the rank of Grade XV and above.
3) The membership for staff recruitment, review and promotion for staff in Grade XIV shall be:
   a) Vice-Chancellor - Chairing.
   b) Chairperson, Council Human Resource Management Committee.
   c) Deputy Vice-Chancellors.
   d) Principal in case of a Constituent College or College within the University.
   e) At least one Professor from another Senate recognized University for Associate Professor.
   f) One Senate representative of the rank of Associate Professor and above.
   g) Deputy Vice-Chancellor, Administration, Finance and Development - Secretary.

4) The membership for staff recruitment, review and promotion for Grade XIII shall be:
   h) Vice-Chancellor - Chairperson.
   i) Deputy Vice-Chancellors.
   j) Registrars (Registrar, Administration, shall be the Secretary).
   k) Finance Officer.
   l) Respective Dean/ Director of School, Institute or Campus.
   m) Respective Chairperson/ Head of Department or Centre.
   n) One Senate representative of the rank of Senior Lecturer and above.
   o) One Staff Union representative. (In Attendance).

5) The membership for Staff recruitment, review and promotion from Grades XII and below shall be:
   a) Respective Deputy Vice-Chancellor - Chairperson.
   b) Registrars (Registrar, Administration, shall be the Secretary).
   c) Finance Officer.
   d) Respective Dean/ Director of School, Institute or Campus.
   e) Respective Chairperson/ Head of Department or Centre.
   f) One Senate representative of the rank of Senior Lecturer and above.
   g) One representative of the respective Staff Union. (In Attendance).

**APPEALS AND GRIEVANCES HANDLING COMMITTEE**

1) This Committee shall meet when need arises.

2) The Council shall, on an *Ad hoc* basis, nominate three (3) independent members to this Committee from among its numbers while avoiding anything that may prejudice fairness and equity to the appellant. The three nominated members shall appoint a Secretary from among
themselves.

3) The Committee shall oversee:
   a) Students’, staff and other stakeholders' grievances; and
   b) Students’ and staff appeals against disciplinary action.

4) Decisions of the Committee shall be forwarded to the University Council for approval or ratification.

SCHEDULE IV

COMMITTEES OF SENATE

Senate shall have thirteen (13) Committees. The Committees shall pay due regard to the necessity to refer matters of major importance to Senate for final approval without undue delay. Membership and terms of reference of these Committees are as follows:

DEANS' COMMITTEE

Membership

   a) Deputy Vice-Chancellor, Academic and Research - Chairperson.
   b) Registrar, Research, Extension and Consultancy.
   c) University Librarian.
   d) Deans/ Directors of Schools, Institutes and Campuses.
   e) Heads of Directorates.
   f) Dean of Students.
   g) Registrar, Academic Affairs - Secretary.

Terms of Reference

1. To deal with matters that may procedurally be referred to it by Senate;
2. To function as the University's Admissions Board in order to:
   a) 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 admissions policy, including admission requirements and procedures;
   b) Review applications for admission from occasional students;
   c) Consider and approve, as appropriate, applications for inter-School or Institute transfer of students; and
   d) Administer all scholarships received by the University for undergraduate students.
3. To make recommendations to Senate on regulations governing levels of fees and any matter relevant to the foregoing terms of reference.
4. To vet, according to Senate and Council approved criteria, and present to Senate nominations for honorary degrees of the University.

5. To perform such other duties as may be assigned to it by Senate.

**STUDENTS' WELFARE COMMITTEE**

**Membership**

a) Deputy Vice-Chancellor, Academic and Research - Chairperson.

b) Registrar, Academic Affairs.

c) Registrar, Administration.

d) Finance Officer.

e) One Senate representative.

f) Two Students representatives from the Students' organization.

g) Dean of Students - Secretary.

**In attendance**

Any other member invited by the Committee depending on the matter being discussed.

**Terms of Reference:**

1. To deal with any matter on students’ affairs as the Committee may deem appropriate or as may be referred to it by Senate;

2. To make appropriate recommendations relating to students’ matters to Senate; and

3. To perform such other duties as may be assigned to it by Senate.

**LIBRARY AND PUBLICATIONS COMMITTEE**

**Membership**

a) Deputy Vice-Chancellor, Academic and Research - Chairperson.

b) Registrar, Academic Affairs.

c) Registrar, Research, Extension and Consultancy.

d) Finance Officer.

e) Director, Quality Assurance and Standards.

f) Director, Research, Extension and Consultancy.

g) Director, Planning and Performance Contracting.

h) Director, Centre for Open, Distance and E-Learning.

i) Deans/ Directors of Schools, Institutes and Campuses.

j) Manager, Information, Communication and Technology.

k) One Student representative from the Students' Organization.
1) University Librarian - Secretary.

In attendance

Manager, University Press and Bookshop.

Terms of Reference

1. To make recommendations to Senate on library and publications policies for effective and efficient service delivery.
2. To make proposals on library and publications budgets and resource requirements.
3. To prepare and submit to Senate quarterly reports on the status of the University Library and publications.
4. To advise the Librarian on all matters relating to the University Library.
5. To advise the Manager, University Press and Bookshop, on all matters relating to the University Press and Bookshop.
6. To prepare and table the strategic and development plans for the Library, and the University Press and Bookshop to Senate.
7. To advise Senate on relevant publications to the University.
8. To facilitate training of University staff on development of educational materials for teaching and learning purposes.
9. To perform such other duties as may be assigned to it by Senate.

STUDENTS' DISCIPLINARY COMMITTEE

Membership

a) Deputy Vice-Chancellor, Academic and Research - Chairperson.
b) Registrar, Administration.
c) Dean of Students.
d) One Senate representative.
e) Chairperson of the Students' Organization.
f) One other Students' representative (Director, Students' Welfare).
g) Registrar, Academic Affairs - Secretary.

In attendance

a) Dean/ Director of the School, Institute or campus where the student belongs.
b) Chairperson of the Department or Centre where the student belongs.
c) Dean/ Director of School, Institute or Campus reporting the case.
d) Chairperson/ Head of the Department or Centre reporting the case.
e) Head of University Security in the case of civil and criminal offences.
f) In-charge, Students' Peer Counseling.
g) University Legal Officer.

**Terms of Reference**

1. To deal with any student disciplinary matters referred to it by the relevant University organ.
2. To make recommendations to Senate on student disciplinary cases referred to in (i).
3. To perform such other duties as may be assigned to it by Senate.

**TRAINING, RESEARCH, EXTENSION AND CONSULTANCY COMMITTEE**

**Membership**

- a) Deputy Vice-Chancellor, Academic and Research - Chairperson.
- b) Registrars.
- c) Director, Research, Extension and Consultancy.
- d) Finance Officer.
- e) Deans/ Directors of Schools, Institutes and Campuses.
- f) Director, Quality Assurance and Standards.
- g) Director, Planning and Performance Contracting.
- h) University Librarian.
- i) Manager, Information, Communication and Technology.
- j) Two Senate representatives (one representing the sciences and one representing humanities and social studies).
- k) Registrar, Research, Extension and Consultancy - Secretary.

**In Attendance**

- a) Manager, University Press and Bookshop.
- b) University Legal Officer.

**Terms of Reference**

1. To develop and recommend to Senate the research, extension and consultancy policies of the University for approval.
2. To establish research, extension and consultancy priorities for the University.
3. To review University research, extension and consultancy policies and make recommendation to Senate.
4. To encourage and promote research, extension and consultancy services by the University staff to clients.
5. To receive and approve all research proposals and co-ordinate collaborative research projects.
6. To ensure adherence to professional ethical practices in research.
7. To receive reports from recipients of grants on the use of research funds received from all sources.

8. To allocate research funds to individual applicants out of the funds voted by the University Council for this purpose.

9. To receive and approve research, extension and consultancy proposals for internal and external funding.

10. To make proposals on resource mobilization for research, extension and consultancy activities.

11. To prepare annual budget estimates or a submission for all allocation of funds from the University resources.

12. To identify and recommend to the University the establishment of research facilities or laboratories.

13. To facilitate regular pedagogical training to academic staff.

14. To receive, process and approve staff requests to attend seminars, workshops and conferences.

15. In consultation with the Linkages and Collaborations Committee, encourage linkages, partnerships and collaborations with institutions and industry in research, training, extension and consultancy.

16. To perform such other duties as may be assigned to it by Senate.

LINKAGES AND COLLABORATIONS COMMITTEE

Membership
a) Deputy Vice-Chancellor, Academic and Research - Chairperson.

b) Registrar, Academic Affairs.

c) Registrar, Research, Extension and Consultancy.

d) Dean/ Director of the relevant School, Institute or Campus the linkage/ collaboration is being discussed.

e) One Senate representative.

f) Manager, Information, Communication and Technology.

g) Director, External Linkages - Secretary.

In attendance
a) Managing Director, Laikipia University Investment Services Limited (LUIS).

b) University Legal Officer.

Terms of Reference
1. To develop strategies and policy for linkages and collaborations with institutions and industry.

2. To coordinate University engagement with external clients, partners, stakeholders, alumni, donors and industry.
3. To develop agreements with regional and international institutions of higher learning, and the corporate world in areas of strategic benefit.

4. To nurture regional and international academic and administrative, research linkages and consultancies.

5. To expand the University's academic and customer driven programmes to have a global perspective.

6. To facilitate student and School, Institute or Campus exchange programmes regionally and internationally.

7. To perform such other duties as may be assigned to it by Senate.

QUALITY ASSURANCE AND STANDARDS COMMITTEE

Membership
a) Vice-Chancellor - Chairperson.

b) Deputy Vice-Chancellors.

c) Registrars.

d) One Senate representative.

e) Deans/ Directors of Schools, Institutes and Campuses.

f) University Librarian.

g) Manager, Information, Communication and Technology.

h) Director, Quality Assurance and Standards - Secretary.

In attendance
University Legal Officer.

Terms of Reference
1. To develop and implement an effective and efficient quality assurance and enhancement framework in accordance with the University's Strategic Plan, Master Plan, and Vision and Mission statements.

2. To advice and ensure that the University conforms to existing government regulations governing the higher education sector.

3. To audit and evaluate the University's quality assurance procedures and assessment regulations, and recommend strategies for improvement.

4. To recommend approval of major changes to programmes of study.

5. To recommend termination of non-performing collaborative and student exchange, teaching and learning arrangements with partner organizations or institutions.

6. To coordinate all professional accreditation and external assessment activities.

7. To monitor and oversee internal quality assurance mechanisms of all Departments, Centres of
Excellence, Colleges, Schools, Institutes, and other resource and administrative units as may be appropriate.

8. To promote good practice in quality assurance and standards.
9. To perform such other duties as may be assigned to it by Senate.

INFORMATION, COMMUNICATION AND TECHNOLOGY (ICT) COMMITTEE

Membership

a) Deputy Vice-Chancellor, Administration, Finance and Development - Chairperson.
b) Registrars.
c) Finance Officer.
d) Director, Planning and Performance Contracting.
e) Director, Centre for Open, Distance and E-Learning.
f) Chairperson(s) of the Department(s) in-charge of Computer Science/ICT.
g) Chairperson, Students' Organization.
h) Director, Research, Extension and Consultancy.
i) Director, Quality Assurance and Standards.
j) One Senate representative.
k) University Librarian.
l) Manager, ICT - Secretary.

In attendance

University Legal Officer.

Terms of Reference

1. To prepare University ICT strategy and policy.
2. To advise on expansion of ICT infrastructure to meet the University's needs.
3. To review ICT strategy to ensure that it aligns with, and extends, the University's corporate strategy.
4. To review ICT budgets to ensure they are in line with the University's priorities and strategies.
5. To review ICT policy framework to ensure that it safeguards the University's ICT resources and facilitates the achievement of the University's goals.
6. To review Information Security Management framework to ensure that adequate controls exist to mitigate ICT risks.
7. To submit quarterly reports to the University Management Board on its work.
8. To ensure adoption and operationalization of e-Government standards in the University.
9. To perform such other duties as may be assigned to it by Senate.

SPORTS, HOSPITALITY AND RECREATIONS COMMITTEE

Membership
a) Deputy Vice-Chancellor, Administration, Finance and Development - Chairperson.
b) Deputy Vice-Chancellor, Academic and Research.
c) Finance Officer.
d) Deans/ Directors of relevant Schools, Institutes or Campuses.
e) Director, Planning and Performance Contracting
f) Chairpersons of relevant Departments or Centres.
g) One Senate representative.
h) Chairperson, Students' Organization.
i) Chairperson, Department of Sports Science and Management - Secretary.

In attendance
a) Managing Director, Laikipia University Investment Services (L UIS) Limited.
b) University Legal Officer.
c) University Catering Manager.
d) University Sports Officer.
e) Head of University Security.
f) One representative of each Staff Union.

Terms of Reference
1. To promote the image of the University through sports, hospitality and recreation management.
2. To guide the development of strategies and policy on sports, hospitality and recreation.
3. To promote the University as a destination for sports, hospitality, recreation, conferencing and tourism.
4. To foster sportsmanship for posterity.
5. To contribute towards nurturing talent in sport and art.
6. To promote fitness through promotion of sports in the University.
7. To contribute towards holistic training through promotion of extracurricular activities.
8. To contribute towards resource mobilization for sports, hospitality and recreation.
9. To advise on acquisition and management of appropriate and adequate facilities for sports, hospitality and recreation.
10. To advise on the management of the High Altitude International Sports Training and Research
Centre.

11. To deal with any other sports, hospitality and recreation related matters referred to it by Senate.

OPEN, DISTANCE AND E-LEARNING (ODEL) COMMITTEE

Membership
a) Deputy Vice-Chancellor, Academic and Research - Chairperson.
b) Registrars.
c) Finance Officer.
d) Deans/ Directors of Schools, Institutes and Campuses.
e) Director, Quality Assurance and Standards.
f) Manager, ICT.
g) One Senate representative.
h) Director, Centre for Open, Distance and E-Learning - Secretary.

Terms of Reference
1. To develop policy, procedures and practice guidelines for promotion of ODEL initiatives.
2. To create strategic alliances for ODEL with learning institutions and agencies.
3. To advise on academic programmes and courses to be offered through ODEL.
4. To facilitate the development of instructional materials for ODEL.
5. To advise on capacity building for requisite human resources, physical facilities and infrastructure for ODEL.
6. To ensure monitoring and evaluation of ODEL courses and programmes as per the University's policies and procedures.
7. To deal with any other ODEL related matters referred to it by Senate.

HUMAN RESOURCE DEVELOPMENT AND WELFARE COMMITTEE

Membership
a) Deputy Vice-Chancellor, Administration, Finance and Development - Chairperson.
b) Deputy Vice-Chancellor, Academic and Research.
c) Registrars (Registrar Administration shall be the Secretary).
d) Finance Officer.
e) Deans/ Directors of Schools, Institutes and Campuses.
f) One Senate representative.
In attendance

a) University Legal Officer.
b) One representative of each Staff Union.

Terms of Reference

1. To develop policies, procedures and practice guidelines for staff training and development.
2. To promote leadership skills and abilities among all University staff.
3. To promote professional development and support access to professional development opportunities.
4. To approve requests for staff training to enhance career development.
5. To promote collaborative approach to training and professional development within the University.
6. To implement recommendations of competency needs assessment surveys.
7. To deal with any other staff training and development related matters referred to it by Senate.

THE BOARD OF POSTGRADUATE STUDIES (BPGS)

Membership

a) The Director of the Board appointed by the Vice-Chancellor from amongst academic staff holding the rank of Senior Lecturer or above for a period of four (4) years non-renewable - Chairperson.
b) One representative from each School, Institute or Campus being of the rank of Senior Lecturer or above elected by the School, Institute or Campus Board.
c) One Senate representative.
d) The University Librarian.
e) The Dean of Students.
f) The Director, Examinations and Time-Tabling.
g) The Director, Quality Assurance and Standards.
h) Director, Research, Extension and Consultancy.
i) Three Postgraduate Student representatives (One Post-graduate Diploma, One Masters and one Doctoral Student). The Student representatives shall not attend meetings of the Board when examinations results are being deliberated on.

In-attendance

Administrator BPGS - Secretary.

Terms of Reference for the Board are stipulated in Statute XX.
THE BOARD OF UNDERGRADUATE STUDIES & FIELD ATTACHMENT PROGRAMMES (BUGs & FAP)

Membership

a) The Director of the BUGs & FAP appointed by the Vice-Chancellor from amongst academic staff holding the rank of Senior Lecturer and above for a period of four (4) years non-renewable - Chairperson.

b) One representative from each School, Institute or Campus.

c) The University Librarian.

d) The Dean of Students.

e) The Director, Examinations and Time-Tabling.

f) The Director, Quality Assurance and Standards.

g) One representative of Senate.

h) One undergraduate Student representative (Director, Academics).

In-attendance

Administrator BUGS - Secretary.

Terms of Reference for the Board are stipulated in Statute XXI.

SCHEDULE V

COMMITTEES OF THE UNIVERSITY

The University shall have the following Committees whose membership and functions shall be in accordance to the government laid down regulations and procedures:

a) Ethics and Integrity Committee.

b) Tender Committee.

c) Disposal Committee.

d) Procurement Committee.

e) Budget Committee.


g) Enterprise Committee.

h) Any other Committee as provided by law or as the Council may deem necessary.
LAIKIPIA UNIVERSITY STATUTES

IN EXERCISE of the powers conferred under Section 23 of the Universities Act No. 42 of 2012 of the Laws of Kenya and the Laikipia University Charter of 19th February, 2013, the Council of Laikipia University hereby makes the following Statutes:

These Statutes shall be cited as the Laikipia University Statutes 2013 or "the Statutes". The Statutes shall be subject to any amendments or additions as the relevant University organs may deem fit in compliance with the provisions of the Act and the Charter.

STATUTE I − DEFINITIONS

Definitions used in the Statutes follow the interpretation given in Part I Section 2 of the Laikipia University Charter and Part I Section 2 of the Universities Act No. 42 of 2012. For the purposes of the Statutes, unless the context otherwise requires, the following definitions shall apply:

"Academic staff" means a member of the staff of the University who is, a professor, an associate professor, a senior lecturer, a lecturer, an assistant lecturer, a teaching assistant, or a person who holds any other teaching or research post which the Council has recognized as a post having academic status in the University;

"Academic year" means a period of study consisting of two consecutive semesters and any other additional period of study or research as may be prescribed in the regulations for a particular programme of study;

"Accreditation" means the procedure by which the Commission for University Education formally recognizes an institution as a university according to the provisions of the Act;

"Act" means the Universities Act No. 42 of 2012;

"Administrative Staff" means the employees of the University who are appointed on administrative terms of service, and include the Vice-Chancellor, the Deputy Vice-Chancellors, the Principals of Colleges, the Registrars, the Deans/ Directors of Schools, Institutes, Campuses and Directorates, the Heads of Departments or Centres, the Finance Officer, and such other members of staff not being engaged in teaching or research as the Council may from time to time determine;

"Alumni Association" means the Association as established under Section 23 of the Charter;

"Board" means a body of elected or appointed members who jointly oversee the activities of a University organ and its activities are determined by the powers, duties, and responsibilities delegated to it or conferred on it by the Statutes;
"Campus" means an extension place of education, learning and/ or research other than the main campus which is so designated by the Council, and shall include the Centre for Open, Distance and E-Learning;

"Campus College/ College within the University" means an extension place of education, learning and/ or research which is so designated by the Council;

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

"Centre" means an academic, research or professional unit, which, for administrative purposes, has been designated by the University as being constituted within a particular School, Institute or Campus.

"Chairperson of the Council" means the Chairperson of the Council of the University as defined by Section 14 of the Charter;

"Chancellor" means the Chancellor of the University as prescribed by Section 13 of the Charter;


"Credit Factor" corresponds to a one-hour lecture/ two-hour practical per week in a semester;

"College" means a College established within the University pursuant to Section 8 of the Charter, but does not include a Constituent College;

"Constituent College" means a Constituent College of the University established by Section 9 of the Charter;

"Commencement Date" means the date the Statutes are approved by the University Council;

"Commission" means the Commission for University Education established under Section 4 of the Universities Act No. 42 of 2012 of the Laws of Kenya;

"Convocation" means the congregation of the University for the purpose of conferment of degrees, and grant of Diplomas, Certificates and other awards of the University;

"Council" means the governing body of the University established under Section 19 of the Charter;

"Dean" means a person appointed to head a School or Institute of the University.

"Department" means an academic unit, which, for administrative purposes, has been designated by the University as being constituted within a particular School, Institute or Campus for purposes of teaching and/ or research.
"Deputy Vice-Chancellor" means the Deputy Vice-Chancellor appointed by the Council of the University under Section 16 of the Charter;

"Differentiated unit cost" means the annual per student cost of mounting a particular academic programme in accordance to the Act;

"Director" means a person appointed to head a Campus, Centre of Excellence or a directorate of the University.

"Directorate" means an academic, research or administrative unit of the University, which for administrative purposes, has been designated so by the University Senate;

"Discipline differentiated remuneration" means academic staff remuneration based on programme discipline clusters in accordance to the Act;

"Distance Learning" means the mode of delivering education through use of print, audio, visual, electronic or other technological media;

"E-learning" means the application of information, communication and technologies (ICT) to enhance distance education, implement open learning policies, make learning activities more flexible and enable those learning activities to be distributed among many learning venues.

"Financial Year" means the financial year of the University as provided for in Section 27 of the Charter;

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

"Institute" means an academic unit whose main function is to provide specialized education and training and/or to do research, and whose status is similar to that of a School of the University established under these Statutes, and which, for administrative purposes, may be subdivided into Departments or Centres;

"Institution" means a public or private University, other institution and organization used or to be used wholly or partly, for collaborations or other purposes as it may be defined by Senate or the Council;

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

"Open Learning" means policies and practices that permit entry to learning with no or minimum barriers with respect to age, gender or time constraints, and with recognition of prior learning.

"Senate" means Senate of the University established under Section 21 of the Charter;
"Semester" means a period of study consisting of fifteen (15) teaching and two (2) examination weeks or its equivalent in credit factor(s);

"Schedule" means the provisions in these Statutes;

"School" means an academic unit of the University, whose fundamental function is to teach and do research, and which, for administrative purposes, may be subdivided into Departments or Centres;

"Stakeholder(s)" means a person or group of persons or institution(s) with a vested interest in the University's education, training and research or other interests of benefit to the University;

"Staff Union" means a Union of the staff recognized by the Council as being representative of the staff of the University as per these Statutes;

"Statutes" means rules and regulations of the University made by the Council under the Section 29 of the Charter;

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

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

"Support Staff" means a member of staff of the University who is appointed for purposes of providing support services for the general management and administration of the University in accordance with the contract of employment;

"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 laboratory and field courses, and assist in the conduct of lectures, examinations and research of the University;

"The Act" means the Universities Act No. 42 of 2012 and any amendments thereof;

"University" means the Laikipia University established under Section 3 of the Charter;

"University Management Board" means the University Management Board of the University provided by Section 24 of the Charter; and

"Vice-Chancellor" means the Vice-Chancellor of the University appointed under Section 15 of the Charter.
STATUTE II − THE CHANCELLOR

1. The Chancellor shall be as defined in Section 13 of the Charter.

2. The Chancellor shall be appointed in accordance with the provisions of the Act.

3. The Chancellor shall be the titular head of the University and, in the name of the University, shall confer degrees, award diplomas and other awards of the University in consultation with Senate and the Council.

4. IN EXERCISE of the powers conferred under Section 38 of the Act and the Statutes, the Chancellor may direct an inspection or visitation of the University and the Council shall have the right to tender to the Chancellor any advice on any matter relevant to such inspection or visitation, and may give advice to the Council which he/she considers necessary for the betterment of the University.

5. The Chancellor shall enjoy such other powers and privileges and perform other functions as may be determined by the Act.

STATUTE III − THE VICE-CHANCELLOR

1. Subject to the provisions of Section 15 of the Charter, the Vice-Chancellor shall be appointed in accordance with the provisions of the Act.

2. The Vice-Chancellor shall hold office for a period of five (5) years and shall be eligible for reappointment upon expiry of that period once only, after a competitive search by the Council in consultation with the Chancellor. Provided that the Vice-Chancellor may resign from office or the Chancellor may on the recommendation of the Council terminate the appointment by giving six (6) months' notice in writing or six (6) months' pay in lieu of notice and vice-versa.

3. The Vice-chancellor shall be the executive academic and administrative head of the University and, as such, shall be responsible to the Council for maintaining and promoting the efficiency and good order of the University. In this respect, the Vice-Chancellor may take intervention measures pending Senate and Council action.

4. The person appointed to the position of Vice-Chancellor shall be of the rank of University Professor or Associate Professor with proven management capabilities and experience.

5. The Vice-Chancellor shall by virtue of office be a member of every Committee established by the Senate or Council but shall not be the chairperson of any such committee unless explicitly so provided.

6. The Vice-Chancellor shall by virtue of being the overall academic and 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, acting on behalf of the Council, shall be the disciplinary authority of the University in respect to student conduct as stipulated in paragraph 1 of Statute XXV.

9. The Vice-Chancellor shall be the Chairperson of:
a) Senate;
b) The University Management Board;
c) Ethics and Integrity Committee, whose membership and function shall be in accordance
to the government laid down regulations and procedures;
d) Quality Assurance and Standards Committee; and
e) Appointments Committee (at the level of Grades XIII and XIV).

10. The Vice-Chancellor shall have such other powers and duties as may be conferred by the Council
in accordance with the Laikipia University Charter of 19th February, 2013.

11. The Vice-Chancellor may assign or delegate any duties of office to a Committee or to a member
of the University staff and may withdraw any such assignment or delegation at any time.

12. The Vice-Chancellor shall perform any other duties and responsibilities assigned by the Council
from time to time.

STATUTE IV – THE DEPUTY VICE-CHANCELLOR (ACADEMIC AND RESEARCH)

1. Subject to the provisions of Section 16 of the Charter, the Deputy Vice-Chancellor (Academic
and Research) shall be appointed after a competitive search by the Council in consultation with
the Chancellor.

2. The Deputy Vice-Chancellor (Academic and Research) shall hold office for a term of five (5)
years and shall be eligible for reappointment upon expiry of that term once only. Provided that
the Deputy Vice-Chancellor (Academic and Research) shall cease to hold office upon resignation
or the Council may terminate the appointment by giving six (6) months' notice in writing or six
(6) months' pay in lieu of notice and vice-versa. The conditions of appointment shall be as set out
in Schedule I to the Statutes and subject to amendment thereto determined by the Council from
time to time.

3. The person appointed to the position of Deputy Vice-Chancellor shall be of the rank of
University Professor or Associate Professor with proven management capabilities and academic
experience.

4. The Deputy Vice-Chancellor (Academic and Research) shall be the head of the Academic and
Research Division of the University, and will oversee the Academic and Research programmes of
the University.

5. Working under the general direction of the Vice-Chancellor, the Deputy Vice-Chancellor
(Academic and Research) shall:
   a) Have the overall responsibility of direction, organization and administration of learning
      and research programmes in the University;
   b) Ensure that the University Senate is properly advised in the development of learning and
      research programmes in conformity to ethical standards and legally recognized
      professional bodies;
   c) Ensure effective accountability to the Vice-Chancellor for the proper management of the
Academic and Research Division;

d) Be responsible for promoting and coordinating research, scientific publications, innovation, extension and technology transfer to industry and the business community;

e) Mobilize and solicit financial support for research from industry and other external organizations;

f) Establish and maintain linkages and collaborations with both local and international universities, research institutions, innovation centres and industry for academic, research and innovation programmes;

g) Co-ordinate workshops and seminars on outreach programmes and technology transfer;

h) Formulate and provide policy guidelines on planning, development and management of academic and research programmes;

i) Prepare curricula/ syllabi, and rules and regulations governing the implementation of academic and research programmes;

j) Formulate guidelines for effective management, implementation and evaluation of academic and research programmes;

k) Guide Chairpersons of Academic Departments or Centres, Deans of Schools or Institutes, Directors/ Managers of Schools, Institutes or Campuses, and Director of Research, Extension and Consultancy on the running of academic and research programmes;

l) Oversee the administration of the students' welfare services;

m) Seek consultancy services from industry and other external organizations;

n) Promote extension services with the communities;

o) Co-ordinate seminars, workshops, conferences and symposia; and

p) Work closely with the Deputy Vice-Chancellor (Administration, Finance and Development), on staff development, training and research programmes.

6. The Deputy Vice-Chancellor (Academic and Research) shall be the Chairperson of:

   a) The Deans' Committee;

   b) The Students' Welfare Committee;

   c) The Library and Publications Committee;

   d) Students' Disciplinary Committee;

   e) Training, Research, Extension and Consultancy Committee;

   f) Linkages and Collaborations Committee;

   g) The Staff Appointments Committee (in accordance with the existing Collective Bargaining Agreements) of the academic staff of the level of Lecturer and below;

   h) Open, Distance and E-Learning Committee; and

   i) Graduation Committee (Ad-hoc).
7. In the absence of the Deputy Vice-Chancellor (Academic and Research), a Principal of a Campus College/College within the University shall be the Chairperson of the Staff Appointments Committee and the Staff Disciplinary Committee indicated in Schedule III of these Statutes.

8. The Deputy Vice-Chancellor (Academic and Research) shall have such other duties as may be assigned or delegated by the Vice-chancellor in accordance with Statute III (11).

STATUTE V – THE DEPUTY VICE-CHANCELLOR (ADMINISTRATION, FINANCE AND DEVELOPMENT)

1. Subject to the provisions of Section 16 of the Charter, the Deputy Vice-Chancellor (Administration, Finance and Development) shall be appointed after a competitive search by the Council in consultation with the Chancellor.

2. The Deputy Vice-Chancellor (Administration, Finance and Development) shall hold office for a term of five (5) years and shall be eligible for reappointment upon expiry of that term once only. Provided that the Deputy Vice-Chancellor (Administration, Finance and Development) shall cease to hold office upon resignation or the Council may terminate the appointment by giving six (6) months' notice in writing or six (6) months' pay in lieu of notice and vice-versa. The conditions of appointment of the Deputy Vice-Chancellor (Administration, Finance and Development) shall be as set out in Schedule I to these Statutes and subject to amendment thereto as determined by the Council from time to time.

3. The person appointed to the position of Deputy Vice-Chancellor shall be of the rank of University Professor or Associate Professor with proven management capabilities and administrative experience.

4. The Deputy Vice-Chancellor (Administration, Finance and Development) shall be in charge of the Administration, Finance and Development Division of the University.

5. Working under the general direction of the Vice-Chancellor, the Deputy Vice-Chancellor (Administration, Finance and Development) shall:
   
   a) Have the overall responsibility of direction, organization and administration of the Division of Administration, Finance and Development;
   
   b) Effectively co-ordinate the Administrative, Finance and Development functions in the University;
   
   c) Be responsible to the Vice-Chancellor for the management of personnel and personnel matters, and the general conduct and discipline of staff;
   
   d) Ensure that the University Management is properly and promptly advised to comply with all statutory and legal requirements currently in force;
   
   e) Ensure effective accountability to the Vice-Chancellor for the proper management of the University;
   
   f) Ensure sound financial controls;
   
   g) Ensure timely preparation and implementation of the University's budget estimates and operational budget;
h) Guide in strategic planning in education development; and
i) Work with the Deputy Vice-Chancellor (Academic and Research), to promote learning, teaching, research and development in the University.

6. The Deputy Vice-Chancellor (Administration, Finance and Development) shall be the Chairperson of:
   a) The Staff Appointments Committee (in accordance with the existing Collective Bargaining Agreements) of the non-academic staff of Grade XII and below;
   b) Staff Disciplinary Committee for staff of Grade XI and below;
   c) Budget Committee (Ad hoc);
   d) Human Resource Development and Welfare Committee;
   e) Tender Committee, whose membership and functions shall be in accordance with the government laid down regulations and procedures;
   f) Information, Communication and Technology Committee;
   g) Sports, Hospitality and Recreations Committee; and
   h) University Enterprise Committee.

7. In the absence of the Deputy Vice-Chancellor (Administration, Finance and Development), a Principal of a Campus College/College within the University shall be the Chairperson of the Staff Appointments Committee and the Staff Disciplinary Committee indicated in Schedule III of these Statutes.

8. The Deputy Vice-Chancellor (Administration, Finance and Development) shall have such other duties as may be assigned or delegated by the Vice-Chancellor in accordance with Statute III (11).

STATUTE VI – THE PRINCIPAL OF A CAMPUS COLLEGE/ COLLEGE WITHIN THE UNIVERSITY

1. Subject to the provisions of Section 17 (i) of the Charter, the Principal of a Campus College/College within the University shall be appointed after a competitive search by the Council in consultation with the Vice-Chancellor.

2. The Principal of a Campus College shall hold office for a term of five (5) years and shall be eligible for re-appointment upon expiry of that period once only. Provided that the Principal of a Campus College may resign from office by giving six (6) months' notice in writing or the Council may terminate the appointment by giving six (6) months' notice in writing or giving six (6) months' pay in lieu of notice and vice-versa. The conditions of appointment of the Principal of Campus College shall be as set out in the University Terms and Conditions of Service and subject to amendment thereto as determined by the Council from time to time.

3. The Principal of a Campus College shall be the academic and administrative head of the Campus College and, as such, shall be responsible to the Vice-Chancellor for maintaining and promoting the efficient management of the Campus College.
4. The person appointed to the position of Principal shall be of the rank of University Professor or Associate Professor with proven management capabilities and administrative experience.

5. In carrying out the duties, the Principal of a Campus College shall liaise with the respective Deputy Vice-Chancellors.

6. The Principal of a Campus College/College within the University shall by virtue of office be an *ex-officio* member of every School or Institute Board within the Campus College/College within the University, and an *ex-officio* member of every Committee appointed by the College Management Board and Academic Board.

7. The Principal of a Campus College/College within the University may assign or delegate any duties to a Committee or any other member of the Campus College/College within the University staff and may withdraw any such assignment or delegation at any time.

8. The Principal of a Campus College/College within the University shall have such other duties as may be assigned or delegated by the Vice-Chancellor in accordance with Statute III (11).

**STATUTE VII – REGISTRARS**

1. There shall be Registrars for: Academic Affairs; Administration; and Research, Extension and Consultancy.

2. The Council, through a competitive search, shall appoint respective Registrars from the rank of University Professor or Associate Professor or persons with proven management capabilities and administrative experience whose qualifications and competencies shall be determined by the Council from time to time, but in any case not lower than a Masters degree in a relevant field.

3. A person appointed as Registrar shall hold office as set out in the University Terms and Conditions of Service. Provided that the Registrar may resign by giving six (6) months' notice in writing or the Council may terminate the appointment by giving six (6) months' notice in writing or giving six (6) months' salary in lieu of notice or vice-versa.

4. The Registrar (Academic Affairs) shall report to the Deputy Vice-Chancellor (Academic and Research) and shall be responsible for the management of academic matters.

5. The Registrar (Administration) shall report to the Deputy Vice-Chancellor (Administration, Finance and Development) and shall be responsible for the management of administrative and human resource matters.

6. The Registrar (Research, Extension and Consultancy) shall report to the Deputy Vice-Chancellor (Academic and Research) and shall be responsible for the management of research, extension and consultancy matters.

**STATUTE VIII – THE FINANCE OFFICER**

1. There shall be a Finance Officer who shall:
   a) Prepare University budget estimates, in consultation with the University Budget Committee, and present them to the Council for approval;
   b) Manage all financial resources of the University; and
c) Make, in the prescribed format and time, the relevant financial statements and present them to the University Council for approval and submission to the relevant Government Offices and Agencies.

2. The Council, through a competitive search and in consultation with the Vice-Chancellor, shall appoint the Finance Officer whose qualifications and competencies shall be determined by the Council from time to time, but in any case not lower than a Bachelor of Commerce degree or its equivalent with a Certified Public Accountant (Kenya) qualification or its equivalent and a Masters degree in a relevant field.

3. A person appointed the Finance Officer shall hold office as set out in the University Terms and Conditions of Service. Provided that the Finance Officer may resign by giving six (6) months' notice in writing or the Council may terminate the appointment by giving six (6) months' notice in writing or giving six (6) months' pay in lieu of notice or vice-versa.

4. The Finance Officer shall be responsible to the Vice-Chancellor through the Deputy Vice-Chancellor (Administration, Finance and Development) for the management of the finances of the University.

STATUTE IX – THE UNIVERSITY LIBRARIAN

1. The University Librarian shall be appointed by the Council through a competitive search in consultation with the Vice-chancellor.

2. A person appointed the University Librarian shall hold office as set out in the University Terms and Conditions of Service. Provided that the University Librarian may resign by giving six (6) months' notice in writing or the Council may terminate the appointment by giving six (6) months' notice in writing or giving six (6) months' salary in lieu of notice or vice-versa.

3. The University Librarian shall be responsible to the Vice-Chancellor through the Deputy Vice-Chancellor (Academic and Research) for the organization and operation of the Library services of the University.

4. In addition to running the main University Library, the University Librarian shall be responsible for setting technical standards for all branches of the library, providing the necessary centralized services and their co-ordination. However, on administrative matters, Librarians in charge of Campus libraries shall report to the Campus Principals/ Directors.

5. The person appointed University Librarian should be a senior professional Librarian who holds at least a Masters degree in Library Science.

6. The University Librarian shall be responsible for:
   
a) The day-to-day running of the University Library, including overseeing the acquisition, processing and circulation of Library materials.

   b) Library planning and budgeting, including planning the growth of Library resources, preparing the annual Library budget, planning and implementing Library staffing in conjunction with the Human Resources office, and infrastructural development programmes.
c) Identifying, developing and implementing current ICT in the Library in conjunction with the Manager, ICT, and School, Institute or Campus Boards.

d) Development and administering Library User education programmes for staff, students and other clients.

e) Promoting co-operation with other libraries and information resource centers, and facilitating inter-library loans and the exchange of information.

f) Setting technical standards for all library services within the University.

g) Performing other tasks that may be delegated to him/her by the Deputy Vice-Chancellor (Academic and Research) in as much as such tasks relate to library services and the management of information resources.

h) Implementing the recommendations of the Library and Publications Committee.

i) Reporting on the status of Library resources and activities on quarterly basis to the Library and Publications Committee.

7. The University Librarian shall ensure that all approved academic programmes of the University are well catered for in terms of books, journals and other resource materials and equipment.

8. The University Librarian shall develop the Library into a viable repository of current academic materials and other reading materials of scholarly value.

9. The University Librarian shall perform such other duties in respect of Library matters as may be assigned by the Vice-Chancellor in accordance with Statute III (11) or Senate.

STATUTE X – THE DEAN OF STUDENTS

1. The Dean of Students shall be appointed through a competitive search from persons with proven experience in the management of students’ affairs and with a minimum of a Masters degree in a relevant field.

2. A person appointed the Dean of Students shall hold office as set out in the University Terms and Conditions of Service. Provided that the Dean of Students may resign from office by giving six (6) months' notice in writing or the Council may terminate the appointment by giving six (6) months' notice in writing or giving six (6) months' salary in lieu of notice or vice-versa.

3. The Dean of Students shall be responsible to the Vice-Chancellor through the Deputy Vice-Chancellor (Academic and Research) in regard to students’ affairs.

4. The Dean of Students shall report to the Deputy Vice-Chancellor (Academic and Research), and shall exercise such powers and perform such duties in respect to the students, which shall include welfare, organization, discipline, counseling, chaplaincy, accommodation, recreation, sports, work study placement, and bursary allocation and management as provided by the Statutes.

5. The Dean of Students shall be the custodian of the Constitution of the Students' Organization and shall act as the returning officer during elections of office-bearers of the Students’ Organization.

6. The Dean of Students shall perform such other duties in respect of students’ affairs as may be assigned by the Vice-Chancellor in accordance with Statute III (11) or Senate.
STATUTE XI – TERMS AND CONDITIONS OF SERVICE FOR THE UNIVERSITY STAFF

1. The Council shall determine the Terms and Conditions of Appointment of all the academic, administrative and other staff.

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.

3. Subject to this Statute, the Council may make all such other appointments (whether paid or honorary) as it may deem fit.

4. The Terms and Conditions of Appointment for Senior Management Staff of the University shall be as set out in Schedule I of these Statutes. For Academic, Administrative and other Staff, the Terms and Conditions of Appointment shall be as set out in Schedule II of these Statutes and as may be agreed upon between the Council and such staff unions as the Council may from time to time recognize.

5. The Council may review the Terms and Conditions of Appointment of any staff categories from time to time.

STATUTE XII – THE COUNCIL

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

2. Unless the Council otherwise determines, a meeting of the Council shall be held at least four (4) times in a calendar year at such time and in the registered office of the University. However, the Council Chairperson may, as determined by expediency, appoint such time and place for a Council meeting.

3. At any regular meeting of the Council, a quorum shall be the nearest whole number above half the membership.

4. Decisions of the Council shall be by a simple majority vote of those present and voting. Provided that the Chairperson of the Council shall have a casting vote in case of an equality of votes and that in the enactment of Statutes, the provisions of Section 23 of the Act and the Charter shall apply.

5. The Chairperson may at any time call a meeting of the Council, and shall call a meeting within twenty-eight (28) days of receiving a request for the purpose signed by at least one-third (1/3) of the membership of the Council.

6. In the absence of the Chairperson, the members present and constituting a quorum shall elect a temporary Chairperson from among themselves to preside at the meeting of that Council.

7. The Council may, at the discretion of the Chairperson, transact any business by the circulation of papers and any decision thus taken shall be submitted for ratification at the next meeting of the Council.

8. (a) The Council may, subject to such limitation as it may deem fit, delegate any of its powers or duties to the Chairperson or to Committees consisting of such members of the Council and
other persons as it may deem fit, and the Council may empower any such Committee to act jointly with any Committee appointed by Senate. Provided that the Council shall not delegate to the Chairperson or to a Committee the power to approve without further reference to the Council the Annual Estimates of Expenditure Accounts.

(b) The following are the Committees of the Council and their terms of reference as per Schedule III of these Statutes, and the membership to the Committees shall be determined at the first meeting of every constituted Council.

i) Human Resource Management Committee.
ii) Finance, Investment and General Purposes Committee.
iii) Audit, Governance and Risk Management Committee.
iv) Academic, Research and Sealing Committee.
v) Staff Appointments Committee.
vi) Appeals and Grievances Handling Committee.

9. Each Committee of the Council shall have at least five (5) substantive members except for Staff Appointments Committee and Appeals and Grievances Handling Committee whose membership are specified in Schedule III of these Statutes.

10. The Chairperson of Council shall be an ex-officio member of every Committee of the Council but shall not be the Chairperson of any such Committee unless specifically so provided. The Council shall nominate the Chairperson of each such Committee. Provided that in the absence of the Chairperson of any such Committee, the members present and constituting a quorum may elect a temporary Chairperson from amongst the members present.

11. Unless the Council otherwise determines, a quorum of any Committee of the Council shall be the nearest whole number above half (1/2) the membership of the Committee.

12. 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 meeting.

13. Subject to the provisions of the Act, the Charter and the Statutes, the Council shall have power to regulate by such means as it may deem fit its own procedure or that of any of its Committees.

14. The Vice-Chancellor shall serve as the Secretary to the Council and all Council Committees except the Audit, Governance and Risk Management Committee and the Appeals and Grievances Handling Committee.

STATUTE XIII – SENATE

1. In accordance with the provisions of Section 21 of the Charter, there shall be a Senate of the University, as provided for in these 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) The Registrars;

f) The Finance Officer;

g) The Deans/ Directors of Schools, Institutes, Campuses and other academic units;

h) Heads of Directorates.

i) The Associate Deans and Directors;

j) The Chairpersons of Academic Departments or Centres of the University;

k) Professors of the University;

l) The University Librarian;

m) One representative of each of the College Academic Boards appointed by the respective Boards from amongst its members;

n) One representative of each of the School, Institute or Campus Board appointed by the respective School, Institute or Campus Boards from amongst its members;

o) The Dean of Students;

p) Two members elected by the Students' Organization in accordance to its Constitution; and

q) Such other member as the Council may determine in accordance with these Statutes.

2. The Registrar (Academic Affairs) shall be the Secretary to Senate.

3. The functions of Senate as prescribed in Section 21 (4) of the Charter, and these Statutes shall be:

   a) to satisfy itself regarding the content and academic standard of any course of study in respect of any degree, diploma, certificate or other award of the University, and to report its findings thereon to the Council;

   b) to propose regulations to be made by the Council regarding the eligibility of persons for admission to degree, diploma and certificate programmes;

   c) to propose regulations to be made by the Council regarding the standard of proficiency to be gained in each examination for a degree, diploma, certificate or other awards of the University;

   d) to decide which persons have attained the prescribed standard of proficiency and are otherwise fit to be granted a degree, diploma, certificate or other awards of the University;

   e) to initiate proposals relating to the conduct of the University generally and to discuss any matter relating to the University and to make representations thereon to the Council;

   f) to make regulations governing such other matters as are within its powers in accordance with the University's Charter or the Statutes.

   g) to propose to the Council regulations governing methods of assessing and examining the academic performance of students;
h) to evaluate academic records for both undergraduate and postgraduate candidates for the purpose of admission into the University;

i) to withdraw, for good cause, from any persons any degrees or other distinctions or titles conferred on them and revoke any diplomas or certificates granted to them by the University and withdraw all privileges connected therewith;

j) to regulate the conduct of examinations;

k) to approve the appointment of external examiners and set the terms and conditions for their appointment.

l) to approve examination results;

m) to develop rules and regulations governing the elections of Deans of Schools or Institutes; and

n) to perform any other duties referred to it by the Council or the Vice-Chancellor.

4. Senate shall exercise full responsibility over the academic work of the University and shall, subject to the Charter and these Statutes, take appropriate measures to promote the academic work of the University both in teaching and research for the regulation and superintendence of the education and discipline of the students of the University.

5. Unless the Senate otherwise determines, regular meetings of Senate shall be held at least once a month or at such time and place as the Chairperson of Senate may appoint.

6. At any regular meeting of Senate, a quorum shall be the nearest whole number above two-thirds (2/3) of its membership.

7. The Chairperson may at any time call a meeting of Senate, and shall call a meeting within ten (10) days of receiving a request for that purpose signed by at least one-third (1/3) of the members of Senate.

8. The quorum for a special Senate meeting shall be at least one-third (1/3) of the members of Senate.

9. In the absence of the Chairperson of Senate, the Deputy Vice-Chancellor (Academic and Research) shall preside at meetings of Senate. In the absence of both the Chairperson of Senate and the Deputy Vice-Chancellor (Academic and Research), the Chairperson shall appoint any other Deputy Vice-Chancellor to chair. In the absence of the Vice-Chancellor and Deputy Vice-Chancellors, the members present and forming a quorum shall elect a temporary Chairperson from among themselves.

10. Decisions of Senate shall be by a simple majority vote of those present and voting, provided that the Chairperson shall have a casting vote in the event of a tie.

11. Subject to such limitation as it may deem fit, Senate may delegate any of its powers or functions to its Chairperson or its Committees consisting of such members of Senate and other persons as it may deem fit, and Senate may empower any such Committee to act jointly with any Committee appointed by the Council.

12. The following are the Committees of Senate. Their membership and terms of reference are as per
Schedule IV of these Statutes:

a) Deans' Committee.
b) Students' Welfare Committee.
c) Library and Publications Committee.
d) Students' Disciplinary Committee.
e) Training, Research, Extension and Consultancy Committee.
f) Linkages and Collaborations Committee.
g) Quality Assurance and Standards Committee.
h) Information, Communication and Technology Committee.
i) Sports, Hospitality and Recreation Committee.
j) Open, Distance and E-Learning Committee.
l) Board of Postgraduate Studies.
m) Board of Undergraduate Studies and Field Attachment Programmes.

13. Senate may form any other committees as it may deem fit.

14. Subject to the provisions of these Statutes, Senate shall have powers to regulate by such means as it may deem fit its own procedure and that of its Committees.

15. Senate may at its own discretion invite other scholars to attend its meetings in an advisory capacity. Provided that persons so invited shall neither acquire rights of membership to Senate nor have voting rights.

16. Notwithstanding any other provision of these Statutes, the Council shall not initiate any action in respect of the matters mentioned in subsections (a), (b), (c) and (d) of paragraph 3 except upon receipt of a report or proposal thereunder and the Council shall not reject any such report or reject or amend any regulations as proposed without further reference to Senate.

17. Unless Senate otherwise determines, any Committee of Senate shall cause a copy of its minutes to be sent to the Chairperson, the Secretary and all members of the Committee as soon as such minutes have been confirmed but not later than one (1) month from the date of the meeting.

18. Senate shall cause a copy of its minutes to be sent to both the Chairperson and Secretary of Senate and all members as soon as such minutes have been confirmed but not later than one (1) month from the date of the meeting.

**STATUTE XIV – THE UNIVERSITY MANAGEMENT BOARD**

1. In accordance with the provisions of Section 24 of the Charter, there shall be a University Management Board, as provided for by these Statutes, whose membership shall be:

a) The Vice-Chancellor - Chairperson.
b) The Deputy Vice-Chancellors.

c) The Principals of Colleges within the University.

d) The Registrars.

e) The Finance Officer.

f) The Registrar (Administration) - Secretary.

g) Such other member of Senior Management as the Council may determine.

2. The duties and responsibilities of the University Management Board as prescribed in Section 24 (4) of the Charter and these Statutes shall be:

a) the efficient management of the human, physical and financial resources of the University;

b) making proposals to the Senate and Council on policies that have a University-wide application;

c) the coordination of the University strategic and development plans; and

d) any other matters related to the management of the University.

3. 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 Chairperson may appoint. The Chairperson of the Board may at any time call a meeting within three (3) days; such a meeting should be attended by at least thirty per cent (30%) of the members of the Board.

4. At any regular meeting of the University Management Board, a quorum shall be the nearest whole number above half (1/2) the membership.

5. Decisions of the University Management Board shall be by a simple majority vote of those present and voting, provided that the Chairperson shall have a casting vote in the event of a tie.

6. In the absence of the Chairperson, the Deputy Vice-Chancellor (Administration, Finance and Development) shall preside at meetings of the University Management Board, and in the absence of both the Chairperson and the Deputy Vice-Chancellor (Administration, Finance and Development), the Chairperson shall appoint any of the Deputy Vice-Chancellors to chair. In the absence of the Vice-Chancellor and Deputy Vice-Chancellors, the members present and forming a quorum shall elect a temporary Chairperson from among themselves.

7. The University Management Board may, subject to such limitations as it may deem fit, delegate any of its duties to the Chairperson or to Committees consisting of such members of the University Management Board and other persons as it may deem fit. The University Management Board may empower any such Committee to act jointly with any Committees appointed by either Senate or the Council.

8. The Chairperson of the University Management Board shall be an ex-officio member of every Committee of the University Management Board but shall not be the Chairperson of any such Committee unless explicitly so provided.
9. Subject to the provisions of this Statute, the University Management Board shall have power to regulate by such means as it may deem fit its own procedure and that of its Committees.

10. Unless the University Management Board otherwise determines, any Committee of the University Management Board shall cause a copy of its minutes to be sent to the Chairperson, the Secretary and all members of the University Management Board as soon as such minutes have been confirmed, but not later than one (1) month from the date of the meeting.

11. The University Management Board shall cause a copy of its minutes to be sent to both the Chairperson and Secretary of the University Management Board as soon as such minutes have been confirmed, but not later than one (1) month from the date of the meeting.

12. The University Management Board shall have such other powers and functions as may be assigned or delegated to it by the Council in accordance with Statute XII (8) (a).

**STATUTE XV – THE UNIVERSITY COLLEGE MANAGEMENT BOARD**

1. There shall be a Management Board of the University College whose membership shall be:
   a) The Principal - Chairperson;
   b) The Deputy Principals;
   c) The Registrars;
   d) The College Finance Officer; and
   e) Such other member of the Senior Management as the Council may from time to time determine;

2. The University College Management Board shall have power to co-opt any other person as it may deem fit.

3. The Registrar in charge of Administration shall be the Secretary to the University College Management Board.

4. The University College Management Board shall assist the Principal in the day-to-day management of the University College and shall, in this respect, be responsible for:
   a) the efficient management of human, physical and financial resources of the University College;
   b) making proposals to the Council and Academic Board on policies that have application across the entire College;
   c) the coordination of the University College strategic and development plans;
   d) preparation of annual estimates of the funds required by the University College and generation of revenue;
   e) provision of the welfare of the staff and students of the University College;
   f) implementation of the rules and regulations governing the association, conduct and discipline of the students of the University College in accordance with the Statutes; and
   g) any other matters related to the management of the University College.
5. Unless the University College Management Board otherwise determines, a meeting of the Board shall be held at least once every month at such time and place as the Chairperson may appoint.

6. At any meeting of the University College Management Board, a quorum shall be the nearest whole number above half (1/2) the membership of the Board.

7. Decisions of the University College Management Board shall be by a simple majority vote of those present and voting, provided that the Chairperson shall have a casting vote in the event of an equality of votes.

8. Notwithstanding the provision of paragraph 5 above, the Chairperson may at any time call a meeting of the University College Management Board, and shall call a meeting within seven (7) days of receiving a request for that purpose signed by at least fifty percent (50%) of the members of the Board.

9. In the absence of the Chairperson, the Deputy Principal in charge of Administration, Finance and Development shall act as the Chairperson of the Board. In the absence of the latter, the Deputy Principal in charge of Academic and Research shall act as the Chairperson of the Board. In the absence of the Principal and the Deputy Principals, the members present and constituting a quorum shall elect a temporary Chairperson from among themselves.

10. The University College Management Board may, subject to such limitations as it may deem fit, delegate any of its powers or duties to the Chairperson or to a Committee consisting of such members of the University College Management Board and of other persons as it may deem fit, and the University College Management Board may empower any such Committee to act jointly with Committees appointed by the University College Academic Board. Provided that the University College Management Board shall not delegate to the Chairperson or to a Committee the power to approve without further reference to the College Management Board the Annual Estimates of Expenditure Accounts.

11. The Chairperson of the College Management shall be an ex-officio member of every Committee of the University College Management Board but shall not be the Chairperson of any such Committee unless explicitly so provided.

12. Subject to the provisions of the Statutes, the University College Management Board shall have power to regulate by such means as it may deem fit its own procedure and that of its Committees.

13. Unless the University College Management Board otherwise determines, any Committee of the University College Management Board shall cause a copy of its minutes to be sent to the Chairperson, the Secretary and all members of the University Management Board as soon as such minutes have been confirmed, but not later than one (1) month from the date of the meeting.

14. The University College Management Board shall cause a copy of its minutes to be sent to both the Chairperson and Secretary of the University Management Board as soon as such minutes have been confirmed, but not later than one (1) month from the date of the meeting.
1. There shall be a University College Academic Board whose membership shall be:
   a) The Principal - Chairperson;
   b) The Deputy Principals;
   c) The Registrars;
   d) Finance Officer;
   e) The Deans and Directors of Schools, Institutes and Campuses;
   f) The Chairpersons of the Academic Departments or Centres of the University College;
   g) All Professors of the University College, not being members of the University College Academic Board by virtue of any other provision of the Statute.
   h) One representative of each of the School, Institute or Campus Board appointed by the respective Boards from among its members;
   i) The University College Librarian; and
   j) Two members elected by the students' organization as per its Constitution, who shall not be entitled to attend deliberations of the Academic Board on matters which are considered by the Chairperson of the Academic Board to be confidential and which relate to examinations.
2. The University College Academic Board may, at its own discretion, invite other persons to attend its meetings in an advisory capacity, provided that the persons so invited shall neither acquire rights of membership to the Board nor have voting rights.
3. The Registrar in charge of Academic Affairs shall be the secretary to the Academic Board.
4. The University College Academic Board shall have the following powers and functions:
   a) To satisfy itself regarding the content and academic standard of any course of study in respect of any degree, diploma, certificate or other award of the University College and to report its findings thereon to Senate;
   b) to propose regulations for consideration by Senate regarding the eligibility of persons for admission to a course of study;
   c) to propose regulations for consideration by Senate regarding the standard of proficiency to be gained in each examination for a degree, diploma, certificate or other award of the University College;
   d) to decide which persons have attained the prescribed standard of proficiency and are otherwise fit to be granted a degree, diploma, certificate or other award of the University College and to report its decision thereon to Senate; and
   e) to make regulations governing such other matters as are within its powers in accordance with the Statutes.
5. Matters mentioned in subsections (a), (b), (c) and (d) of paragraph 4 shall be presented to Senate
for approval. The Academic Board shall not reject any report or proposal referred to it by Senate without further reference to Senate.

6. Unless the University College Academic Board otherwise determines, meetings of the University College Academic Board shall be held at least once a month at such time and place as the Chairperson of the Board may appoint.

7. Notwithstanding the provisions of paragraph 6 above, the Chairperson may at any time call a meeting of the University College Academic Board, and shall call a meeting within seven (7) days of receiving a request for that purpose signed by not less than thirty per cent (30%) of the members.

8. In the absence of the Chairperson, the Deputy Principal in charge of Academic and Research shall preside over meetings of the University College Academic Board, and in the event of the absence of the Principal and the Deputy Principal in charge of Academic and Research, the Deputy Principal in charge of Administration, Finance and Development shall act as the Chairperson of the Board. In the absence of the Principal and the Deputy Principals, the members present and constituting a quorum shall elect a temporary Chairperson from among themselves.

9. At any meeting of the University College Academic Board, a quorum shall be the nearest whole number above half (1/2) the membership, and the Chairperson of the University College Academic Board shall have a casting vote in the event of a tie.

10. The University College Academic Board may, subject to such limitations as it may deem fit, delegate any of its powers or duties to Committees consisting of such members of the University College Academic Board and other persons as it may deem fit, and the University College Academic Board may empower any such Committee to act jointly with any Committee appointed by the University College Management Board.

11. The Chairperson of the University College Academic Board shall be an ex-officio member of every Committee of the University College Academic Board but shall not be the Chairperson of any such Committee unless explicitly so provided.

12. Subject to the provisions of the Statutes, the University College Academic Board shall have power to regulate by such means as it may deem fit its own procedure and that of its Committees.

13. Unless the University College Academic Board otherwise determines, any Committee of the University College Academic Board shall cause a copy of its minutes to be sent to the Chairperson, the Secretary and all members of the University Academic Board as soon as such minutes have been confirmed, but not later than one (1) month from the date of the meeting.

14. The University College Academic Board shall cause a copy of its minutes to be sent to both the Chairperson and Secretary of the University Academic Board or Senate as the case may be as soon as such minutes have been confirmed, but not later than one (1) month from the date of the meeting.
1. There shall be a Campus College/ College within the University Management Board whose membership shall be:
   a) The Principal - Chairperson;
   b) The Deans of Schools or Institutes of the College within the University;
   c) Senior Assistant Registrar (Academic Affairs);
   d) Senior Accountant;
   e) Senior Assistant University Librarian;
   f) Senior Assistant Dean of Students; and
   g) Senior Assistant Registrar (Administration) – Secretary.

2. The Campus College/ College within the University Management Board shall have power to co-opt any other members as it may deem fit.

3. The Campus College/ College within the University Management Board shall be responsible for the administrative functions of the Campus College/ College within the University and, to that end, the functions shall include:
   a) Management of the human, physical and financial resources of the Campus College/ College within the University;
   b) Preparation of annual estimates of the funds required by the Campus College/ College within the University and generation of revenue;
   c) Provision of the welfare of the staff and students of the Campus College/ College within the University;
   d) Planning for the Campus College/ College within the University's needs and development;
   e) Implementation of the rules and regulations governing the association, conduct and discipline of the students of the Campus College/ College within the University in accordance with Statutes XXV, XXVI and XXVII.

4. Unless the Campus College/ College within the University Management Board otherwise determines, a meeting of the Board shall be held at least once every month at such time and place as the Chairperson may appoint.

5. At any meeting of the Campus College/ College within the University Management Board, a quorum shall be the nearest whole number above half (1/2) the membership of the Board.

6. Decisions of the Campus College/ College within the University Management Board shall be by a simple majority vote of those present and voting, and the Chairperson of the Campus College/ College within the University Management Board shall have a casting vote in the event of a tie.

7. Notwithstanding the provision of paragraph 4 above, the Chairperson may at any time call a meeting of the Campus College/ College within the University Management Board, and shall call
a meeting within seven (7) days of receiving a request for that purpose signed by fifty percent (50%) of the members of the Board.

8. In the absence of the Chairperson, the members present and constituting a quorum shall elect a temporary Chairperson from among themselves.

9. The Campus College/College within the University Management Board may, subject to such limitations as it may deem fit, delegate any of its powers or functions to the Chairperson or to a Committee consisting of such members of the Campus College/College within the University Management Board and of other persons as it may deem fit. The Campus College/College within the University Management Board may empower any such Committee to act jointly with Committees appointed by the Campus College/College within the University Academic Board, provided that the Campus College/College within the University Management Board shall not delegate to the Chairperson or to a Committee the power to approve without further reference to the College Management Board the Annual Estimates of Expenditure Accounts.

10. The Chairperson shall be an ex-officio member of every Committee of the Campus College/College within the University Management Board but shall not be the Chairperson of any such Committee unless explicitly so provided.

11. Subject to the provisions of the Statutes, the Campus College/College within the University Management Board shall have power to regulate by such means as it may deem fit its own procedure and that of its Committees.

12. Unless the Campus College/College within the University Management Board otherwise determines, a Committee of the Campus College/College within the University Management Board shall cause a copy of its minutes to be sent to both the Chairperson, the Secretary and all members of the University Management Board as soon as such minutes have been confirmed but not later that one (1) month from the date of the meeting.

13. The Campus College/College within the University Management Board shall cause a copy of its minutes to be sent to both the Chairperson and Secretary of the University Management Board or Senate as the case may be as soon as such minutes have been confirmed but not later than two (2) months from the date of the meeting.

**STATUTE XVIII – STUDENTS’ ORGANIZATION**

1. There shall be a Students’ Organization referred to as Laikipia University Students' Organization (LUSO) as established by Section 22 of the Charter.

2. The Organization shall have the following objectives:
   
a) To establish an effective and efficient student government to help the University achieve its mission;

b) To ensure student needs and views are adequately and accurately represented at all levels;

c) To ensure equitable gender representation and participation in students' affairs in the University;
d) To cultivate, encourage and promote high standards of academic and social culture among members;

e) To facilitate inter-cultural interactions within the University and with the society in a manner that prepares students to function effectively in a multi-cultural environment; and

f) To partner with other national and/or international organizations with similar interests.

3. The Organization shall operate according to these Statutes and its Constitution.

STATUTE XIX - SCHOOLS, INSTITUTES, CAMPUSES, COLLEGES,

DEPARTMENTS AND CENTRES

1. There shall be Schools, Institutes and Campuses of the University and its Campus Colleges/Colleges within the University as the Council may from time to time determine.

2. Each School or Institute or Campus shall consist of Departments or Centres as the Council may from time to time determine.

3. Each Department or Centre shall be regarded for administrative purposes as being a constituent part of one School, Institute or Campus, but may, in relation to other Schools or Institutes in which such a Department or Centre has teaching or other commitments, be regarded as an Associated Department or Centre.

4. Schools, Institutes and Campuses shall make recommendations to Senate with regard to the Departments or Centres which shall be associated with the particular School, Institute or Campus.

5. The following are the Schools and Departments, Institutes, Centres and Campuses of the University:

SCHOOL OF EDUCATION

The School consists of the following Departments:

a) Curriculum, Instruction and Educational Management.

b) Psychology, Counseling and Educational Foundations.

SCHOOL OF HUMANITIES AND DEVELOPMENT STUDIES

The School consists of the following Departments:

a) Public Affairs and Environmental Studies.

b) Literary and Communication Studies.

c) Sports Science and Management.

SCHOOL OF BUSINESS

The School consists of the following Departments:

a) Commerce.
b) Economics.

**SCHOOL OF SCIENCE AND APPLIED TECHNOLOGY**

The School consists of the following Departments:

a) Biological and Biomedical Sciences.

b) Physics.

c) Chemistry and Biochemistry.

d) Mathematics and Computer Science.

**INSTITUTES**

a) Institute of Arid Lands Management

b) Institute of Family Studies.

c) Institute of Social and Economic Research.

**CAMPUSES**

a) Laikipia.

b) Maralal.

c) Nairobi.

d) Naivasha.

e) Nyahururu Town.

f) Rumuruti.

**CENTRES**

a) Centre for Open, Distance and E-Learning.

b) High Altitude International Sports Training and Research Centre.

**MEMBERSHIP AND FUNCTIONS OF SCHOOLS AND INSTITUTES**

1. There shall be a School or Institute Management Board which shall have the following membership:

   a) Dean of School or Institute - Chairperson.

   b) Associate Dean of School or Institute.

   c) Chairpersons/Coordinators of Academic Departments or Centres in the School or Institute.

   d) School or Institute Senate representative.

   e) Chairpersons of various substantive Committees of the School or Institute.

   f) School or Institute Administrator - Secretary (In attendance).
2. The School or Institute Management Board shall assist the Dean in the day-to-day management of the School or Institute and shall, in this respect, be responsible for:
   a) the efficient management of human, physical and financial resources of the School or Institute;
   b) making proposals to the University Management Board and Senate on policies that have application across the entire School or Institute;
   c) the coordination of the School or Institute strategic and development plans;
   d) preparation of annual estimates of the funds required by the School or Institute and generation of revenue;
   e) provision of the welfare of the staff and students of the School or Institute;
   f) implementation of the rules and regulations governing the association, conduct and discipline of the students of the School or Institute in accordance with the Statutes; and
   g) any other matters related to the management of the School or Institute as may be expedient.

3. Unless the School or Institute Management Board otherwise determines, regular meetings of the Board shall be held at least once per month.

4. At any regular meeting of the School or Institute Management Board, the quorum shall be fifty percent (50%) of its membership.

5. The Chairperson may at any time call a meeting of the School or Institute Management Board, and shall call a meeting within seven (7) days of receiving a request for that purpose signed by at least one-third (1/3) of the members of the Board.

6. The quorum for a special the School or Institute Management Board meeting shall be at least one-third (1/3) of the members of the Board.

7. Subject to the provisions of the Statutes, the School or Institute Management Board shall have power to regulate by such means as it may deem fit its own procedure and that of its Committees.

8. The Chairperson of the School or Institute Management Board shall be an ex-officio member of every Committee of the Campus Management Board but shall not be the Chairperson of any such Committee unless explicitly so provided.

9. Decisions of the School or Institute Management Board shall be forwarded to the School or Institute Board for noting, approval or ratification.

10. Each School or Institute shall be governed by a School or Institute Board which shall have the following membership:
    a) Dean of School or Institute - Chairperson.
    b) Associate Deans.
    c) Chairpersons/ Coordinators of the Academic Departments or Centres in the School or Institute.
d) Academic Staff of the Constituent Departments and Centres.

e) Academic Staff of the Associated Departments and Centres.

f) Principal and Chief Technologists of Academic Departments and Centres.

g) Two Student representatives from the School or Institute.

h) School or Institute Administrator - Secretary (In attendance).

11. The Vice-Chancellor, Deputy Vice-Chancellors, Principals of Campus College/College within the University, and the Directors of Research, Extension and Consultancy, Open, Distance and E-Learning, and Quality Assurance and Standards shall be members of each School or Institute Board.

12. Each School or Institute Board may, at its own discretion, invite other persons to attend its meetings in an advisory capacity, provided that persons so invited shall not acquire membership of the Board nor have voting rights.

13. The School or Institute Board may form any number of Committees to handle any of its functions for effective running of the School or Institute. Decisions of the Committees shall be forwarded to the School or Institute Board for noting, approval or ratification.

14. The School or Institute Board shall have the following functions:

   a) To consider and make recommendations to Senate regarding the academic progress of the students.

   b) To consider and make recommendations to Senate concerning syllabi, teaching, research and regulations for the courses of study for degree, diploma and other awards.

   c) To regulate the conduct of examinations in the relevant disciplines and to make recommendations thereon to Senate.

   d) To recommend to Senate the names of Examiners for appointment, and consider and make any other recommendations to Senate in respect thereof.

   e) To formulate development plans for the School or Institute.

   f) To deal with any matters referred to it by Senate.

15. The quorum of the School or Institute Board, which shall meet at least once per Semester, shall be fifty per cent (50%) of the membership for regular meetings.

16. Subject to the provisions of the Statutes, the School or Institute Board shall have power to regulate by such means as it may deem fit its own procedure and that of its Committees.

17. Unless the School or Institute Board otherwise determines, a Committee of the School or Institute Board shall cause a copy of its minutes to be sent to both the Chairperson and the Secretary of the School or Institute Board as soon as such minutes have been confirmed, but not later that one (1) month from the date of the meeting.

18. The Chairperson of the School or Institute Board shall be an ex-officio member of every Committee of the School or Institute Board but shall not be the Chairperson of any such Committee unless explicitly so provided.
19. The School or Institute Board shall cause a copy of its minutes to be sent to both the Chairperson and Secretary of the University Management Board or Senate as the case may be as soon as such minutes have been confirmed, but not later than two (2) months from the date of the meeting.

20. There shall be a Board of Examiners of each School or Institute which shall consist of all Internal and External Examiners appointed by Senate in accordance with these Statutes. The functions of such a Board shall be to receive examination results and deliberate thereon, and approve them for forwarding to Senate. Student representatives from the School or Institute shall not attend meetings of the Board of Examiners.

**DEAN OF SCHOOL OR INSTITUTE**

1. There shall be a Dean of School or Institute who shall be the Chairperson of the School or Institute Management Board, the School or Institute Board and the Board of Examiners.

2. In accordance with Senate rules and regulations governing election of Deans, the Dean shall be elected from among academic staff of Senior Lecturer and above in the School or Institute by substantive School or Institute Board members and presented to Senate and Council for noting. In the absence of a Senior Lecturer and above in the School or Institute, a person with the rank of Lecturer shall be appointed by the Vice-Chancellor in consultation with Senate on an acting capacity. The person eligible should have served as a Chairperson of Department or equivalent with proven managerial experience.

3. The Dean shall hold office upon election for a period of four (4) years subject to satisfactory performance and, upon expiry of that period, shall not be eligible for re-election. Where a person previously served but has already ceased to be Dean, that person shall not become eligible for election until four (4) years have elapsed since ceasing to be Dean.

4. Where the Dean is unable to be present at a meeting of the Board, the Associate Dean of the School or Institute shall be Chairperson. In the absence of both the Dean and Associate Dean, the Representative of the School or Institute to Senate shall be the Chairperson. In the absence of the three, the members present and constituting a quorum shall elect a temporary Chairperson among themselves.

5. The School or Institute may censure an elected Dean at a full sitting of the School or Institute Board and petition to Senate for removal from office. Such a petition shall be endorsed by a two thirds (2/3) majority of the School or Institute Board membership.

6. The Dean may resign his/ her appointment by giving the Vice-Chancellor two (2) months' notice in writing.

7. After consultations with Senate, the Vice-Chancellor may terminate the appointment of the Dean by giving two (2) months' written notice.

8. During the absence from the University or incapacity of a Dean for a continuous period exceeding six (6) months or in the event of a vacancy occurring by death or any other sufficient cause, paragraph 9 below shall apply.

9. On account of an elected Dean being unable to exercise the Dean's duties, the Vice-Chancellor shall appoint the School or Institute Representative to Senate as an Acting Dean of School. The Acting
Dean shall not hold office for a continuous period longer than six (6) calendar months after which paragraph 2 above shall apply.

10. The Dean of School or Institute shall be the academic and administrative head of the School or Institute and, as such, shall be responsible to the Vice-Chancellor through the Deputy Vice-Chancellor (Academic and Research) and the Principal, in the case of a Campus College/College within the University, for maintaining and promoting the efficient management of the School or Institute. The Dean's duties shall include:

   a) Directing the School's or Institute's mission and objectives.
   b) Convening School or Institute Board meetings.
   c) Overall management of the School's or Institute's academic programmes as required by Senate under various rules and regulations, including being Chief Examiner of the School or Institute.
   d) Processing applications and recommending applicants to the Registrar (Academic Affairs) for admission into academic programmes.
   e) Implementing the University's policy decisions and regulations in respect to the School or Institute.
   f) Representing the School or Institute in Senate and its Committees.
   g) Working in liaison with other University organs for the effective and efficient management of the University.
   h) Promoting and maintaining a conducive working environment in the School or Institute.
   i) Working with the Marketing/Public Relations Office to evolve ways of popularizing and marketing programmes offered in the School or Institute.
   j) Planning and coordinating of the School's or Institute's annual budgetary estimates and inter-departmental activities.
   k) Preparing annual work plans and reports for the School or Institute.

11. The Dean shall have such other duties and responsibilities as may be assigned or delegated by the Vice-Chancellor in accordance with Statute III (11).

MEMBERSHIP AND FUNCTIONS OF CAMPUSES

1. Each Campus shall be governed by a Campus Management Board which shall have the following membership:

   a) Director of Campus - Chairperson.
   b) Associate Director of the Campus.
   c) Deans of relevant Schools or Institutes.
d) Director, Board of Postgraduate Studies.
e) Director, Board of Undergraduate Studies.
f) Director, Quality Assurance and Standards.
g) Chairpersons of Academic Departments or Centres in the Campus.
h) Coordinators of academic programmes in the Campus.
i) Assistant Dean of Students of the Campus.
j) Representative of the Campus Board of Examiners being of the rank of Senior Lecturer and above.
k) Representative of the Students' Organization in the Campus.
l) Campus Administrator - Secretary (In attendance).

2. The Vice-Chancellor, Deputy Vice-Chancellors, and the Directors of Research, Extension and Consultancy, and Open, Distance and E-Learning, and Manager ICT shall be members of each Campus Management Board.

3. Each Campus Management Board may, at its own discretion and in consultation with the University Management Board, invite other persons to attend its meetings in an advisory capacity, provided that persons so invited shall not acquire membership of the Board nor have voting rights.

4. The Campus Management Board may form any number of Committees to handle any of its functions for effective running of the Campus. Decisions of the Committees shall be forwarded to the Campus Management Board for noting, approval or ratification.

5. The Campus Management Board shall have the following functions:
   a) To consider and make recommendations to Senate regarding the academic progress of the students.
   b) To consider and make recommendations to Senate concerning syllabi, teaching, research and regulations for the courses of study for degree, diploma and other awards.
   c) To recommend admissions to academic programmes to Senate.
   d) To ensure smooth management of academic programmes and accessibility to customers.
   e) To maintain quality of academic programmes.
   f) To ascertain the qualifications and other related matters pertaining to part-time teaching staff before their engagement.
   g) To recommend to Senate the names of Examiners for appointment, and
consider and make any other recommendations to Senate in respect thereof.

h) To regulate the conduct of examinations in the relevant disciplines and to make recommendations thereon to Senate.

i) To formulate development plans for the Campus and ensure annual performance targets are achieved.

j) To deal with any other matter relating to smooth administration of the Campus.

k) To deal with any matters referred to it by Senate.

6. Unless the Campus Management Board otherwise determines, regular meetings of the Board shall be held at least once per Semester at such time and place as the Chairperson of the Board may appoint while exercising prudence in terms of cost and logistics.

7. At any regular meeting of the Campus Management Board, the quorum shall be fifty percent (50%) of its membership.

8. The Chairperson may at any time call a meeting of the Campus Management Board, and shall call a meeting within seven (7) days of receiving a request for that purpose signed by at least one-third (1/3) of the members of the Board.

9. The quorum for a special Campus Management Board meeting shall be at least one-third (1/3) of the members of the Board.

10. Subject to the provisions of the Statutes, the Campus Management Board shall have power to regulate by such means as it may deem fit its own procedure and that of its Committees.

11. The Chairperson of the Campus Management Board shall be an ex-officio member of every Committee of the Campus Management Board but shall not be the Chairperson of any such Committee unless explicitly so provided.

12. There shall be a Board of Examiners of each Campus which shall consist of all Internal and External Examiners appointed by Senate in accordance with these Statutes. The functions of such a Board shall be to receive examination results and deliberate thereon, and approve them for forwarding to Senate. Student representatives to the Board shall not attend meetings of the Board of Examiners.

13. Unless the Campus Management Board otherwise determines, a Committee of the Campus Management Board shall cause a copy of its minutes to be sent to both the Chairperson and the Secretary of the Campus Management Board as soon as such minutes have been confirmed, but not later than one (1) month from the date of the meeting.

14. The Campus Management Board shall cause a copy of its minutes to be sent to both the Chairperson and Secretary of the University Management Board or Senate as the case may be as soon as such minutes have been confirmed, but not later than two (2) months from the date of the meeting.
DIRECTOR OF CAMPUS

1. There shall be a Director of Campus who shall be the Chairperson of the Campus Management Board and Board of Examiners.

2. In consultation with the University Management Board, the Vice-Chancellor shall appoint the Director from among academic staff of Senior Lecturer and above in the University and presented to Senate and Council for noting. In the absence of a Senior Lecturer and above, a person with the rank of Lecturer shall be appointed by the Vice-Chancellor in consultation with Senate on an acting capacity. The person eligible should have served as a Chairperson of Department or equivalent with proven managerial capabilities.

3. The Director shall hold office for a period of four (4) years from the date of appointment subject to satisfactory performance and, upon expiry of that period, shall not be eligible for re-appointment. Where a person previously served but has already ceased to be Director, that person shall not become eligible for re-appointment until four (4) years have elapsed since ceasing to be Director.

4. Where the Director is unable to be present at a meeting of the Board, the Associate Director shall be Chairperson. In the absence of both the Director and Associate Campus Director, the Representative of the Board of Examiners shall be the Chairperson. In the absence of the three, the members present and constituting a quorum shall elect a temporary Chairperson among themselves.

5. The Campus Board may censure a Director at a full sitting of the Campus Board and petition to Senate for removal from office. Such a petition shall be endorsed by a two thirds (2/3) majority of the Campus Board.

6. The Director may resign his/ her appointment by giving the Vice-Chancellor two (2) months' notice in writing.

7. After consultation with the University Management Board, the Vice-Chancellor may terminate the appointment of the Director by giving two (2) months' written notice.

8. During the absence from the University or incapacity of a Director for a continuous period exceeding six (6) months or in the event of a vacancy occurring by death or any other sufficient cause, paragraph 9 below shall apply.

9. On account of a Director being unable to exercise the Director's duties, the Vice-Chancellor shall appoint the Associate Director of the Campus as an Acting Director of Campus. The Acting Director shall not hold office for a continuous period longer than six (6) calendar months after which paragraph 2 above shall apply.

10. The Director of Campus shall be the academic and administrative head of the Campus and, as such, shall be responsible to the Vice-Chancellor through the Deputy Vice-Chancellor (Academic and Research) for maintaining and promoting the efficient
management of the Campus. The Director's duties shall include:

a) Directing the Campus's mission and objectives.

b) Convening Campus Board meetings.

c) Overall management of the Campus academic programmes as required by Senate under various rules and regulations, including being Chief Examiner of the Campus.

d) Processing applications and recommending applicants to the Registrar (Academic Affairs) for admission into academic programmes.

e) Implementing the University's policy decisions and regulations in respect to the Campus.

f) Representing the Campus in Senate and its Committees.

g) Working in liaison with other University organs for the effective and efficient management of the Campus.

h) Promoting and maintaining a conducive working environment in the Campus.

i) Working with the Marketing/Public Relations Office to evolve ways of popularizing and marketing programmes offered in the Campus.

j) Planning and coordinating of the Campus' budgetary estimates and inter-departmental activities.

k) Preparing annual work plans and reports for the Campus.

11. The Director shall have such other duties and responsibilities as may be assigned or delegated by the Vice-Chancellor in accordance with Statute III (11).

**DIRECTOR OF EXAMINATIONS AND TIME-TABLING**

1. There shall be a Director of Examinations and Time-Tabling who shall be appointed by the Vice-Chancellor, in consultation with the University Management Board, from among academic staff of the rank of Senior Lecturer or above for a period of four (4) years non-renewable.

2. The position of Director shall have and carry the status, responsibilities, duties and privileges of that of a Dean of School or Institute as stipulated in these Statutes.

3. If a substantive Director cannot be appointed as per paragraph 1 above, an Acting Director shall be appointed, provided that the person acting as Director shall not hold office for a continuous period longer than six (6) calendar months.

4. The Director may resign his/her appointment by giving the Vice-Chancellor two (2) months' notice in writing.
5. After consultations with Senate, the Vice-Chancellor may terminate the appointment of the Director by giving two (2) months' written notice.

6. During the absence from the University or incapacity of a Director for a continuous period exceeding six (6) calendar months or in the event of a vacancy occurring by death or any other sufficient cause, paragraph 7 below shall apply.

7. On account of an appointed Director being unable to exercise the Director's duties, the Vice-Chancellor shall appoint a member of Senate as an Acting Director. The Acting Director shall not hold office for a continuous period longer than six (6) calendar months after which, paragraph 1 above shall apply.

ASSOCIATE DEANS/ DIRECTORS

1. There shall be an Associate Dean/ Director of a School, Institute or Campus who shall be appointed through a competitive process by the Vice-Chancellor, in consultation with the University Management Board, from among academic staff of the rank of Senior Lecturer or above for a period of four (4) years non-renewable and presented to Senate and Council for noting.

2. The position of Associate Dean/ Director shall have and carry the status and privileges of that of Chairperson of an Academic Department as stipulated in these Statutes.

3. The Associate Dean/ Director shall assist the Dean/ Director in both academic and administrative duties and responsibilities of the School, Institute or Campus.

4. If a substantive Dean/ Director of a School, Institute or Campus cannot be appointed as stipulated in these Statutes, the Associate Dean/ Director shall perform the functions of the Dean/ Director in an acting capacity.

5. The Associate Dean/ Director may resign his/ her appointment by giving the Vice-Chancellor two (2) months' notice in writing.

6. After consultations with the University Management Board, the Vice-Chancellor may terminate the appointment of an Associate Dean/ Director by giving two (2) months' written notice.

7. During the absence from the University or incapacity of an Associate Dean/ Director for a continuous period exceeding six (6) months or in the event of a vacancy occurring by death or any other sufficient cause, paragraph 8 below shall apply.

8. On account of an appointed Associate Dean/ Director being unable to exercise the Associate Dean/ Director's duties, the Vice-Chancellor shall appoint an Academic Staff at the level of a Senior Lecturer and above as an Acting Associate Dean/ Director. The Acting Associate Dean/ Director shall not hold office for a continuous period longer than six (6) calendar months after which, paragraph 1 above shall apply.

COORDINATOR OF SCHOOL-BASED PROGRAMMES

1. There shall be a Coordinator of School-based Programmes who shall be appointed by the Vice-Chancellor through a competitive process, in consultation with the University
Management Board, from among academic staff of the rank of Senior Lecturer or above for a period of three (3) years renewable once only upon satisfactory performance.

2. The position of Coordinator shall have and carry the status and privileges of that of Chairperson of an Academic Department as stipulated in these Statutes.

3. The Coordinator shall be in-charge of marketing, coordination and management of all School-based programmes in the University.

4. If a substantive Coordinator cannot be appointed as per paragraph 1 above, an Acting Coordinator shall be appointed, provided that the person acting as Coordinator shall not hold office for a continuous period longer than six (6) calendar months.

5. The Coordinator may resign his/ her appointment by giving the Vice-Chancellor two (2) months' notice in writing.

6. After consultations with the University Management Board, the Vice-Chancellor may terminate the appointment of the Coordinator by giving two (2) months' written notice.

7. During the absence from the University or incapacity of a Coordinator for a continuous period exceeding six (6) calendar months or in the event of a vacancy occurring by death or any other sufficient cause, paragraph 8 below shall apply.

8. The Vice-Chancellor shall appoint a member of Senate as an Acting Coordinator, on account of an appointed Coordinator being unable to exercise the Coordinator's duties. The Acting Coordinator shall not hold office for a continuous period longer than six (6) calendar months after which, paragraph 1 above shall apply.

CHAIRPERSON OF ACADEMIC DEPARTMENT

1. There shall be a Chairperson of an Academic Department who shall be appointed by the Vice-Chancellor in consultation with the respective Dean/ Director of the School, Institute or Campus and the University Management Board, from the academic staff of the Department of the rank of Senior Lecturer or above for a period of three (3) years renewable once only upon satisfactory performance.

2. If a substantive Chairperson cannot be appointed, an Acting Chairperson shall be appointed. Provided that a person qualified to be a substantive Chairperson shall not continue in acting capacity for a period exceeding one (1) year.

3. The Chairperson shall be the academic and administrative head of the Department and, as such, shall be responsible to the Vice-Chancellor through the Deputy Vice-Chancellor (Academic and Research) or, in the case of a Campus, the Campus Director, and Principal and the Deputy Principal (Academic and Research) in the case of a Campus College/ College within the University, and the Dean for maintaining and promoting the efficient management of the Department. The Chairperson's duties shall be as follows:

   a) Articulating and implementing the mission and objectives of the Department.

   b) Convening Departmental meetings at least twice a semester for the purposes of planning, monitoring and evaluating the activities of the Department.
c) Overall management of the Department's academic programmes as required by Senate under various rules and regulations, including being Chief Examiner of the Department.

d) Allocating teaching courses in a Departmental meeting.

e) Representing the Department in the School, Institute or Campus Board, Senate and other organs of the University.

f) Processing applications and recommending applicants through the Dean/ Director of School, Institute or Campus to the Registrar (Academic Affairs) for admission into academic programmes.

g) Planning and coordinating the Department's annual budgetary estimates.

h) Supervising the academic and other staff of the Department.

i) Preparing the Departmental annual work plans and reports.

j) Promoting and maintaining a conducive working environment in the Department.

k) Coordinating the development of postgraduate degrees, postgraduate diplomas, undergraduate degrees, diplomas and certificate curricula.

4. The Chairperson of a Department may resign his/ her appointment by giving the Vice-Chancellor two (2) months' notice in writing.

5. After consultations with the University Management Board and the respective Dean, the Vice-Chancellor may terminate the appointment of a Chairperson of Department by giving two (2) months' written notice.

6. During the absence from the University or incapacity of a Chairperson of Department for a continuous period exceeding six (6) calendar months or in the event of a vacancy occurring by death or any other sufficient cause, paragraph 7 below shall apply.

7. The Vice-Chancellor shall appoint a member of the relevant Department as an Acting Chairperson, on account of an appointed Chairperson being unable to exercise his/ her duties. The Acting Chairperson shall not hold office for a continuous period longer than six (6) months after which paragraph 1 above shall apply.

8. The Chairperson shall have other duties and responsibilities as may be assigned or delegated by the Vice-Chancellor in accordance with Statute III (11).

**COORDINATORS OF ACADEMIC CENTRES**

1. There shall be Coordinators of Academic Centres who shall be appointed by the Vice-Chancellor from amongst academic staff of the rank of Senior Lecturer and above for a period of three (3) years renewable once only upon satisfactory performance. Duties and responsibilities shall be stipulated in the letter of appointment.

2. The Coordinators of Academic Centres shall enjoy the privileges equivalent to those of
the Chairperson of an Academic Department.

COORDINATORS OF ACADEMIC PROGRAMMES
1. There shall be Coordinators of Academic Programmes who shall be appointed by the Vice-Chancellor from amongst academic staff of the rank of Senior Lecturer and above. This shall be for a period of three (3) years renewable once only upon satisfactory performance. Duties and responsibilities shall be stipulated in the letter of appointment.
2. The Coordinators of Academic programmes shall enjoy the privileges equivalent to those of the Chairperson of an Academic Department.

STATUTE XX – THE BOARD OF POSTGRADUATE STUDIES (BPGS)
1. There shall be a Board of Postgraduate Studies (hereinafter referred to as “the Board”).
2. The Board shall have and carry the status of a School or Institute and shall in that capacity enjoy all the rights, privileges and immunities of and exercise the entire powers equivalent to those of a School or Institute, in so far as those rights, privileges, immunities and powers are consistent with the provisions of these Statutes.
3. Subject to the provisions of these Statutes, the Board shall have the power to regulate in such a manner as it may deem fit its own procedures and that of its Committees.
4. The Board may, at its discretion, invite other scholars of the University to attend its meetings in an advisory capacity only and the person so invited shall not acquire membership of the Board nor voting rights at such meetings.
5. Notwithstanding the provisions of any other Statute, the Board shall, without undue delay, be answerable to Senate in respect of the conduct of postgraduate studies throughout the University in accordance with Statute XXVII, and shall, in particular, have responsibility over the following matters:
   a) verifying that postgraduate syllabi conform to Senate requirements;
   b) ensuring that postgraduate regulations are adhered to by Schools, Institutes, Campuses, Departments and Centres or such other bodies of learning and research as established or recognized by the Council in consultation with Senate;
   c) facilitating the admission of graduate students and verifying that minimum entry qualifications are met by all potential students;
   d) providing mentorship to postgraduate students by administering scholarships and research grants;
   e) Coordinating the Award Scheme for academic excellence amongst postgraduate students and forwarding recommendations thereon to the Deans' Committee for deliberation and forwarding recommendations thereon to Senate;
   f) overseeing the conduct and administration of postgraduate study programmes, including teaching, examinations, and awarding of postgraduate degrees,
diplomas and certificates, as well as the calibre of academic staff who participate in the teaching and supervision of postgraduate students;

g) preparing and enforcing rules and regulations pertaining to postgraduate studies in so far as such rules and regulations have been approved by Senate;

h) verifying that research projects, theses and dissertations conform to Senate requirements; and

i) ensuring the general welfare and discipline of postgraduate students.

6. In respect of the verification of postgraduate syllabi and regulations, the Board, without undue delay, shall:

   a) oversee the enforcement of the common regulations for the Postgraduate Certificates, Diplomas, Masters and Doctoral programmes in all Schools, Institutes and Campuses.

   b) liaise with all Schools, Institutes, Campuses, Departments and Centres, and make such recommendations as regards the content and organization of postgraduate programmes available therein as are consistent with Senate approved rules and regulations.

   c) make available all information relating to postgraduate studies throughout the University by publishing a prospectus, bibliographic records and postgraduate research done or to be done within the University.

   d) publish and make available records of published work arising from postgraduate research.

   e) undertake research work within the University or within any other university as long as that work is, in the opinion of the Board, of particular relevance to postgraduate research in the University; and

   f) cause to be published and disseminated any material it considers of relevance to the general conduct of postgraduate studies within the University.

7. In respect of the admission of postgraduate students, the Board shall:

   a) receive from Departments and Centres through Schools, Institutes or Campuses details of all postgraduate programmes; and

   b) advertise all such programmes, receive applications and admit students.

8. In respect of the administration of postgraduate scholarships and research grants, the Board shall:

   a) be responsible for receiving, advertising and allocating all scholarships and research funds for postgraduate studies to qualified applicants;

   b) have power to solicit for scholarships and postgraduate research funds from prospective donors, and to liaise with such other bodies within and outside the University.
In respect of the administration and processing of postgraduate examinations, and Doctoral and Masters research projects/theses, the Board, without undue delay, shall:

a) be responsible for receiving and approving the nominations by Schools, Institutes or Campuses of supervisors for all postgraduate research or other similar work, and acting always in that behalf, hold the responsibilities specified hereinafter;

b) keep records on the progress of postgraduate research and, in this connection, receive from Schools, Institutes or Campuses recommendations for the deregistration of candidates whose work is unsatisfactory, or for their discontinuation for sufficient cause, and make such recommendations to Senate as it shall deem appropriate.

c) process the appointment of Boards of Examiners for Masters and Doctoral research projects and theses or other related presentations;

d) cause copies of submitted research projects and theses or similar presentations to be forwarded to the Examiners;

e) convene meetings of Boards of Examiners in consultation with the Deans/Directors of the Schools, Institutes or Campuses concerned;

f) provide secretarial services for the Boards of Examiners meeting for Doctoral defenses;

g) forward the recommendations of the Board of Examiners to the Vice-Chancellor for approval on behalf of Senate where the verdict of such a Board is unanimous. Provided that in the absence of unanimity, the recommendations of the Board of Examiners shall be deliberated upon by the Board of Postgraduate Studies and recommendations thereon made to Senate; and

h) cause the approved research projects and theses or similar presentations to be deposited in the University Library in both electronic and hard copies.

In respect of the conduct and supervision of postgraduate study programmes, the Board shall:

a) be responsible for the effective and regular management and conduct of all postgraduate study programmes and, on this behalf, maintain close coordination with the Departments, Centres, Schools, Institutes and Campuses that conduct postgraduate studies;

b) monitor on bi-annual basis, the progress of individual postgraduate students and present reports thereof to Senate;

c) without prejudice to the generality of (a) above, ensure that effect is given to the following principles and requirements;

i) that postgraduate research supervisors are competent and specialized in the subject area within which the proposed research falls;
ii) that supervisors keep regular contact with their students, as is stipulated in the relevant regulations;

iii) that joint supervisors do maintain regular consultations with one another with regard to the academic/research progress of the student;

iv) that supervisors submit progress reports on their students' work as is stipulated in the relevant regulations;

v) that the student's role as a researcher is dully and fully reflected in any joint publications by the supervisor;

vi) that the supervisor should ensure that he/she works efficiently and harmoniously with the student; and

vii) that appropriate disciplinary or other action is recommended to the relevant authority in relation to any supervisor who fails to perform the duties of supervision.

11. The maximum number of students per supervisor shall be ten (10) for Masters and five (5) for Doctor of Philosophy (under special circumstances, the Director may raise that threshold but in any case not more than twelve (12) and seven (7), respectively).

12. In respect of the welfare and discipline of postgraduate students, the Board shall:

   a) be responsible for receiving any reports on the welfare and conduct of the students, and deliberate upon and make such recommendations thereon to Senate as it deems appropriate;

   b) of its own motion, consider any matter affecting the welfare and conduct of postgraduate students or their conditions of research, and make appropriate recommendations thereon to Senate.

13. Unless the Board otherwise determines, any Committee of the Board shall cause a copy of its minutes to be sent to the Chairperson, the Secretary and all members of the Board as soon as such minutes have been confirmed, but not later than two (2) months from the date of the meeting.

14. The Board shall cause a copy of its minutes to be sent to both the Chairperson and Secretary of Senate as soon as such minutes have been confirmed, but not later than one (1) month from the date of the meeting.

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

**STATUTE XXI – THE BOARD OF UNDERGRADUATE STUDIES & FIELD ATTACHMENT PROGRAMMES**

1. There shall be a Board of Undergraduate Studies and Field Attachment Programmes (hereinafter referred to as "the Board").

2. Subject to the provisions of these Statutes, the Board shall regulate its own procedures and that of its Committees in such manner as it may deem fit.
3. The Board shall have and carry the status of a School or Institute and shall in that capacity enjoy all the rights, privileges and immunities of and exercise the entire powers equivalent to those of a School or Institute, in so far as those rights, privileges, immunities and powers are consistent with the provisions of these Statutes.

4. The Board may, at its own discretion, invite other persons to attend its meetings in an advisory capacity, provided that persons so invited shall not acquire membership of the Board nor have voting rights.

5. In consultation with Schools, Institutes, Campuses, Departments and Centres, the Board shall be answerable to Senate in respect to the conduct of undergraduate studies and shall, in particular, have responsibility over the following matters:
   a) Reviewing undergraduate degree and diploma curricula, and making recommendations to Senate;
   b) Promoting interdisciplinary collaboration at undergraduate level with a view to facilitating coherence and resource use optimization with regard to training;
   c) Implementing recommendations of evaluation of teaching and learning effectiveness;
   d) Formulating and reviewing course scheduling and time-tabling policies for the purpose of enhancing coherence, flexibility and liberalization of the respective curricula;
   e) Compiling and recommending to Senate the formulated Departmental, Centre and School, Institute or Campus rules and regulations on undergraduate degree and diploma programmes;
   f) Coordinating the Award Scheme for academic excellence amongst undergraduate students and forwarding recommendations thereon to the Deans’ Committee for deliberation and forwarding recommendations thereon to Senate;
   g) Managing and facilitating Field/ Industrial Attachment programmes and Teaching Practice;
   h) Coordinating Student Attachment and Exchange Programmes.

6. Unless the Board otherwise determines, any Committee of the Board shall cause a copy of its minutes to be sent to the Chairperson, the Secretary and all members of the Board as soon as such minutes have been confirmed, but not later than one (1) month from the date of the meeting.

7. The Board shall cause a copy of its minutes to be sent to both the Chairperson and Secretary of Senate as soon as such minutes have been confirmed, but not later than two (2) months from the date of the meeting.

8. The Board shall have such other powers and perform such other functions as may be assigned or delegated to it by Senate.
STATUTE XXII – BOARD OF QUALITY ASSURANCE AND STANDARDS
MEMBERSHIP

1. There shall be a Board of Quality Assurance and Standards (hereinafter referred to as “the Board”) whose membership shall consist of:
   a) The Director of the Board appointed by the Vice-Chancellor from amongst academic staff holding the rank of Senior Lecturer or above for a non-renewable period of four (4) years - Chairperson;
   b) The Director, Board of Postgraduate Studies;
   c) The Director, Board of Undergraduate Studies;
   d) The Director, Examinations and Time-Tabling;
   e) The Director, Research, Extension and Consultancy;
   f) The Director, Planning and Performance Contracting.
   g) One representative from each School, Institute, Campus or Centre being of the rank of Senior Lecturer or above, elected by the respective Boards;
   h) One representatives of Senate;
   i) The University Librarian;
   j) One Student representative (in-charge of Academic Affairs); and
   k) Administrator, Directorate of Quality Assurance and Standards – Secretary (In Attendance).

2. The Board may, at its own discretion, invite other persons to attend its meetings in an advisory capacity, provided that persons so invited shall not acquire membership of the Board nor have voting rights.

3. Subject to the provisions of the Statutes, the Board shall regulate its own procedures and that of its Committees in such a manner as it may deem fit.

4. The Board shall have and carry the status of a School or Institute and shall in that capacity enjoy all the rights, privileges and immunities of and exercise the entire powers equivalent to those of a School or Institute, in so far as those rights, privileges, immunities and powers are consistent with the provisions of these Statutes.

5. Unless the Board otherwise determines, any Committee of the Board shall cause a copy of its minutes to be sent to the Chairperson, the Secretary and all members of the Board as soon as such minutes have been confirmed, but not later than one (1) month from the date of the meeting.

6. The Board shall cause a copy of its minutes to be sent to both the Chairperson and Secretary of Senate as soon as such minutes have been confirmed, but not later than two (2) months from the date of the meeting.

7. Notwithstanding the provisions of any other Statute, the Board shall be answerable to Senate in respect of setting up, maintaining and improving the quality and standards of
teaching, scholarship, research and service to community. In this respect, the Board shall have responsibility over the following matters:

a) Ensuring that set performance standards and indicators in all aspects of University functions are appropriate and relevant;

b) Developing and periodically updating general operational manuals to guide University-level quality assurance operations, as well as instruments for use in internal evaluations;

c) Monitoring and implementation of quality assurance activities in all units as per the set standards;

d) Providing advice and guidance to implementation units on the execution of quality assurance activities;

e) Coordination of internal evaluation of quality assurance systems;

f) Analysis of all quality assurance reports (i.e., Students' course evaluations, External Examiners' reports, External audit reports, Performance contract reports, etc) and identification of issues arising from them for the attention of the University Management Board at Departmental, Centre, School, Institute, Campus, College, Administrative and University levels;

g) Coordinating all professional accreditation activities and external evaluation activities of the University and its academic programmes;

h) Presenting external evaluation reports to University Management Board and Departments, Centres, Schools, Institutes and Campuses;

i) Monitoring the implementation of recommendations of internal and external evaluations;

j) Synthesizing on topical quality assurance matters in higher education (arising from debates and practices in the regional and global contexts) and updating the University community and Management Board accordingly;

k) Updating the Vice-Chancellor on the operations of the Laikipia University quality assurance system and on the overall quality status of the University;

l) Linking Laikipia University with the Commission for University Education and other related agencies in quality assurance matters;

m) Coordinating the award of certificates of international standard as set by the International Organization for Standardization; and

n) Monitoring the maintenance of the awarded certificates of international standard in the University as set by the International Organization for Standardization.

8. The Board may, in addition, exercise such other powers or perform such other functions as may be assigned or delegated to it by Senate.
MEMBERSHIP

1. There shall be a Board of Planning and Performance Contracting (hereinafter referred to as "the Board") whose membership shall consist of:
   a) The Director of the Board appointed by the Vice-Chancellor from amongst academic staff holding the rank of Senior Lecturer or above for a non-renewable period of four (4) years - Chairperson;
   b) The Registrars;
   c) The Finance Officer;
   d) Deans/Directors of Schools, Institutes or Campuses;
   e) One representative of Senate; and
   f) Administrator, Directorate of Planning and Performance Contracting - Secretary (In Attendance).

2. The Board may, at its own discretion, invite other persons to attend its meetings in an advisory capacity, provided that persons so invited shall not acquire membership of the Board nor have voting rights.

3. Subject to the provisions of the Statutes, the Board shall regulate its own procedures and that of its Committees in such a manner as it may deem fit.

4. The Board shall have and carry the status of a School or Institute and shall in that capacity enjoy all the rights, privileges and immunities of and exercise all the powers equivalent to those of a School or Institute, in so far as those rights, privileges, immunities and powers are consistent with the provisions of these Statutes.

5. Unless the Board otherwise determines, any Committee of the Board shall cause a copy of its minutes to be sent to the Chairperson, the Secretary and all members of the Board as soon as such minutes have been confirmed, but not later than one (1) month from the date of the meeting.

6. The Board shall cause a copy of its minutes to be sent to both the Chairperson and Secretary of Senate as soon as such minutes have been confirmed, but not later than two (2) months from the date of the meeting.

7. Notwithstanding the provisions of any other Statute, the Board shall be answerable to Senate. In this respect, the Board shall have responsibility over the following matters:
   a) Coordinating the development or review of the University's Strategic Plan and Master Plan;
   b) Preparing bi-annual rolling plans from the University's Strategic Plan and Master Plan;
   c) Monitoring the implementation of the University rolling plans;
d) Drafting the University Council performance contract in line with the University's Strategic Plan, Master Plan, and in accordance with the Government performance contracting guidelines;

e) Coordinating the cascading of University Council performance contract targets to lower levels of the University;

f) Monitoring the implementation of performance contracts through receipt and evaluation (in liaison with Directorate of Quality Assurance and Standards) of quarterly and annual performance reports from all Chairpersons/ Heads of Departments in the University;

g) Preparing the quarterly and annual University Council performance reports;

h) Monitoring the submission of quarterly and annual University Council performance reports to the relevant Government agencies in the prescribed format; and

i) Updating the University Management Board through the Deputy Vice-Chancellor, (Administration, Finance and Development) on matters relating to implementation of performance contracts, University's Strategic Plan and the Master Plan.

j) The Board may, in addition, exercise such other powers or perform such other functions as may be assigned or delegated to it by Senate.

STATUTE XXIV – DESIGNATION OF DEGREES, DIPLOMAS AND CERTIFICATES

The University shall have power to confer Degrees and award Diplomas and other awards. The Degrees and Diplomas shall be denoted by the letters indicated:

SCHOOL OF BUSINESS

Diploma in Business Management Dip. BM
Diploma in Procurement and Logistics Management Dip. PLM
Bachelor of Commerce BCom
Bachelor of Science in Agricultural Economics B.Sc. (Agric. Econ.)
Bachelor of Science in Economics and Statistics B.Sc. (Econ. and Stats.)
Bachelor of Agribusiness Management BAM
Bachelor of Arts in Economics and Sociology BA (Econ. and Sociology)
Bachelor of Arts in Economics and History BA (Econ. and History)
Master of Business Administration MBA
Master of Business Administration in Environmental Conservation MBA (Env. Conserv.)
Executive Master of Business Administration EMBA
Doctor of Philosophy PhD
SCHOOL OF EDUCATION

Diploma in Education (Arts)  
Diploma in Education (Science)  
Bachelor of Science in Agricultural Education  
Bachelor of Education (Arts)  
Bachelor of Education (Science)  
Bachelor of Education in Early Childhood Development Education  
Bachelor of Education - Primary Option  
Master of Education in Educational Management  
Master of Education in Educational Planning  
Master of Education in Measurement and Evaluation  
Master of Arts in Guidance and Counseling  
Master of Education in Guidance and Counseling  
Master of Science in Agricultural Education  
Doctor of Philosophy  
Doctor of Education

SCHOOL OF HUMANITIES AND DEVELOPMENT STUDIES

Diploma in Public Administration and County Governance  
Diploma in Community Development  
Diploma in Police Science and Management  
Diploma in Sports Science and Management  
Diploma in French  
Bachelor of Arts (Kiswahili and Communication)  
Bachelor of Library and Information Studies  
Bachelor of Arts (English and Communication)  
Bachelor of Arts (Communication and Media)  
Bachelor of Arts (Economics and Sociology)  
Bachelor of Arts (History and Economics)  
Bachelor of Psychology  
Bachelor of Police Science and Management  
Bachelor of Science in Community Development  
Bachelor of Arts in Peace Education  
Bachelor of Science (Geography)  
Bachelor of Arts in Criminology and Security Studies
Bachelor of Science in Environmental Science  BSc. (Env. Sci.)
Bachelor of Sports Science and Management  B. Sports Sci. & Mgt.
Master of Arts in History  MA (History)
Master of Arts in Religious Studies  MA (Religious Studies)
Master of Arts in Kiswahili and Communication  MA (Kisw. & Comm.)
Master of Arts in Applied Linguistics  MA (Applied Linguistics)
Master of Arts in Journalism and Mass Communication  MA (Journalism & Mass Comm.)
Doctor of Philosophy  PhD
Doctor of Letters  D. Litt.

**SCHOOL OF SCIENCE AND APPLIED TECHNOLOGY**

Diploma in Laboratory Science and Technology  Dip. LSTE
Diploma in Information, Communication and Technology  Dip. ICT
Diploma in Environmental Health  Dip. ENHE
Bachelor of Science in Environmental Health  B.Sc. ENHE
Bachelor of Science in Biochemistry  B.Sc. BIOC
Bachelor of Science in Biomedical Science and Technology  B.Sc. BMST
Bachelor of Science in Computer Science  B.Sc. CS
Bachelor of Science  B.Sc
Bachelor of Science in Statistics  B.Sc. Stats

**INSTITUTE OF ARID LANDS MANAGEMENT**

Diploma in Utilisation and Sustainability of Arid Lands  Dip. USAL
Diploma in Apiculture and Sericulture  Dip. APSE
Diploma in Leather Technology  Dip. LTEC
Diploma in Animal Health and Production  Dip. ANHP
Diploma in Animal Science and Technology  Dip. ASTE
Diploma in Food Science and Technology  Dip. FSTE
Diploma in Dairy Technology and Management  Dip. DTEM
Diploma in Horticulture  Dip. HORT
Diploma in Agricultural Economics and Resource Management  Dip. AERM
Bachelor of Science in Utilisation and Sustainability of Arid Lands  B.Sc. USAL
Bachelor of Science in Environmental Conservation  B.Sc. ENCO
Bachelor of Science in Geomineralogy  B.Sc. GEMI
Bachelor of Science in Hydrology and Soil Engineering B.Sc. HYSE
Bachelor of Science in Apiculture and Sericulture B.Sc. APSE
Bachelor of Science in Leather Technology B.Sc. LTEC
Bachelor of Science in Animal Health and Production B.Sc. ANHP
Bachelor of Science in Animal Science and Technology B.Sc. ANST
Bachelor of Science in Food Science and Technology B.Sc. FSTE
Bachelor of Science in Dairy Technology and Management B.Sc. DATM
Bachelor of Science in Horticulture B.Sc. HORT
Bachelor of Science in Agricultural Economics and Resource Management B.Sc. AERM

STATUTE XXV - STUDENTS' MATTERS

1. All matters affecting the education and discipline of students, including their academic and general conduct, unless otherwise stipulated in the Statutes, shall be governed by the "Rules and Regulations Governing the Students Association, Conduct and Discipline" as approved by Senate and the Council.

2. The Council reserves the right to determine the types and level of fees to be paid by students and the right to withhold a Degree, Diploma, Certificate or any other Award until any outstanding debts by the student are settled with the University.

3. A student who fails to register or attend classes for a period exceeding two (2) weeks in any one Semester shall not be eligible to take Examinations, and shall be subject to deregistration unless he/she submits a request for deferment.

4. A student may defer studies for one (1) or more academic years for up to a maximum of four (4) academic years (or five (5) academic years in the case of a five (5) year programme) with the authority of Senate, provided that the student applies to the Registrar (Academic and Affairs) through the Dean/ Director of School, Institute or Campus for such deferment within the first two (2) weeks of the Semester. However, not more than TWO consecutive deferments shall be allowed. Consequently, a student who does not complete his/her academic programme within twice the stated length of the academic programme will automatically be deregistered unless under very special circumstances approved by Senate.

5. A student who withdraws from a programme shall be given an official transcript up to the last semester completed, except for cases of discontinuation on disciplinary grounds.

STATUTE XXVI – RULES AND REGULATIONS FOR THE UNDERGRADUATE DEGREE AND DIPLOMA PROGRAMMES

A. ADMISSION REQUIREMENTS

1. ADMISSION PROCEDURE AND REQUIREMENTS FOR THE BACHELORS DEGREE PROGRAMMES

1.1. Admission Procedure
a) Enquiries for all Bachelors Degree programmes offered should be made to the Registrar (Academic Affairs), Laikipia University, P.O. Box 1100-20300, NYAHURURU, KENYA.

b) The closing date for receiving applications for the Bachelors degree programmes shall be as determined by Senate from time to time.

1.2. Minimum Entry Requirements for Bachelors Degree programmes

The entry requirements set out below are only minimum, and they, in no way, entitle an applicant to a place in the University.

Applicants must:

a) Have the Kenya Certificate of Secondary Education with an average grade of C+ (plus), passed at one sitting from at least seven subjects drawn from subject groupings as specified by the Kenya National Examinations Council or its equivalent.

   OR

b) Have one of the following combinations of passes in the Kenya Advanced Certificate of Education examination:

   i) Two (2) Principal passes obtained at the same sitting.

      OR

   ii) Two (2) Principal passes obtained at different sittings provided the passes are equivalent to the Kenya Certificate of Secondary Education Grade C+ (plus) or higher.

      OR

c) Hold a Diploma of Laikipia University with a "Credit" pass or higher, or an equivalent qualification from a recognized institution in the relevant field of specialization acceptable to Senate. Those with a "Pass" Diploma will be considered if they have at least two years relevant experience after graduation.

   AND

d) Meet additional entry requirements as may be specified by The Kenya Universities and Colleges Central Placement Service and/or the respective Department, Centre, School, Institute or Campus.

2. ADMISSION PROCEDURE AND REQUIREMENTS FOR THE DIPLOMA PROGRAMMES

2.1 Admission Procedure

a) Enquiries for all diploma programmes should be made to the Registrar (Academic Affairs) Laikipia University, P.O. Box 1100-20300, Nyahururu, Kenya.

b) The closing date for receiving applications for the diploma programmes shall be
as determined by Senate from time to time.

2.2 Minimum Entry Requirements for Diploma Programmes

The entry requirements set out below are only minimum provided they do not, in any way, entitle an applicant to a place in the University.

Applicants must:

a) Have the Kenya Certificate of Secondary Education with an average of grade "C" (C plain) passed at one sitting from at least seven subjects drawn from subject groupings as specified by the Kenya National Examinations Council or equivalent, provided that candidates with disabilities will be given special consideration with regard to the number of subjects taken at KCSE.

OR

b) Hold a certificate from a recognized institution with a "Credit" pass or higher, or equivalent qualification from a recognized institution in the relevant field of specialization acceptable to Senate.

AND

c) Meet additional or specific entry requirements as may be specified by the respective Department, Centre, School, Institute or Campus offering the Diploma programme.

B. DURATION OF STUDY AND COURSE LOADING

1. The duration of study for a Bachelors Degree and Diploma programmes shall be as prescribed under the respective academic programmes approved by Senate.

2. A candidate must take and pass at least the minimum number of Credit Factors as prescribed for the respective programme for an award of a Degree or Diploma or any other award.

3. A full-time student shall normally register for and take fifteen to twenty one (15-21) Credit Factors of Courses per semester while part-time students may take half that number of Credit Factors in consultation with the respective Department, Centre and School, Institute or Campus.

4. The Senate may accept Credit Transfer up to a maximum of forty percent (40%) of the required Degree or Diploma programme Credits. Such Credits must have been acquired from recognized institutions and taken within a period acceptable to Senate, provided that such credits have been obtained by passing the courses at the grade of "B" and above.

5. Candidates shall fulfill other conditions as may be stipulated by the respective Departments, Centres, Schools, Institutes or Campuses from which the Degree or Diploma is sought.

C. DEGREE STRUCTURE AND COURSE REQUIREMENTS

1. The Bachelor's Degrees are structured as specified under individual academic
programmes approved by Senate.

2. Courses taken to fulfill graduation requirements shall be drawn from those specified by the respective Department, Centre, School, Institute or Campus from the University Common Core Courses.

3. University Common Core Courses
   a) The Common Core Courses are intended to broaden the academic background of the students consistent with their respective professional training and, therefore, facilitate a more profound appreciation of the society and environment of which they are a part.
   b) All candidates must take and pass at least nine (9) Credit Factors of Common Core Courses selected from outside the candidate's area of specialization.

D. EXAMINATION REGULATIONS FOR THE BACHELORS DEGREE AND DIPLOMA PROGRAMMES

1. EXAMINATION PROCESSING AND GENERAL REQUIREMENTS
   a) All examinations shall be conducted under the authority of Senate as specified under various Rules and Regulations.
   b) To be eligible to take University Examinations, every candidate shall pay to the University in respect of the Examinations such fees as the Council shall prescribe from time to time.
   c) Only students who have registered for scheduled Courses within the first two (2) weeks of the Semester and fulfilled all other requirements shall be eligible for taking Examinations.
   d) No students shall be allowed to take University examinations without full payment of the required fees for the Semester.
   e) There shall be External Examiners of the University from the rank of Senior Lecturer and above, who shall be appointed by Senate upon the recommendation of the respective Boards of Schools, Institutes and Campuses. They shall moderate Examinations and examine students in examinations assigned to them by the Schools Institutes or Campuses.
   f) Upon appointment, an External Examiner shall serve for a maximum period of three (3) academic years. However, such a person shall not become eligible for re-appointment until three academic years have elapsed since ceasing to be an External Examiner.
   g) Final examination marks shall be agreed upon between the Internal and External Examiners. Provided that where no such agreement can be reached the Chief Examiner concerned shall make the final decision.
   h) In the case of re-examination, a Moderator may be appointed from within or without the University who had no part in teaching the candidate(s) in the subject for the Paper under examination.
   i) Subject to approval by Senate, Departments or Centres may establish Moderating Committees chaired by the Chairperson of the Department or Centre and consisting of
senior academic staff who shall moderate the Examinations.

j) No student shall be permitted to proceed to the next Academic year of study without having satisfied all the Examination requirements as specified by Senate or these Statutes.

2. ASSESSMENT CRITERIA AND PROCEDURES

2.1 ORDINARY EXAMINATIONS

a) The ordinary Examinations shall be graded on the basis of percentage marks consisting of thirty per cent (30%) as Continuous Assessment Tests and seventy per cent (70%) as Final Examinations.

b) The duration of the Final Examinations shall be as follows:

i) A course having three (3.0) Credit Factors or less shall be examined by a paper of two (2) hours only.

ii) A course having Credit Factors greater than three (3.0) shall be examined by a paper of three (3) hours only.

c) Where a course is mainly practical in nature, it may be examined wholly or substantially by Continuous and/or Practical Assessment as may be determined by the respective Department or Centre that shall inform Senate accordingly for approval.

d) The total marks scored for each Course shall be translated into Letter Grades as follows:

- 70 per cent and above: A (Excellent)
- 60-69 per cent: B (Good)
- 50-59 per cent: C (Average)
- 40-49 per cent: D (Below average)
- 39 per cent and below: F (Fail)

e) Other designations related to examinations shall be as follows:

- P: PASS
- I: Incomplete
- K: Course in progress
- CT: Credit Transfer
- Au: Audit

2.2 SPECIAL EXAMINATIONS

A student who completes the coursework but due to unavoidable circumstances acceptable to Senate is unable to sit for End-of-Semester Examinations, shall, on written request, be allowed to
take Special Examinations when next offered.

2.3 RETAKING OF FAILED COURSES

a) A student who fails a course in an End-of-Semester Examination shall be allowed to retake the course when next offered.

b) A full grade shall be awarded for a retaken course provided that the grade is marked with an asterisk (*) on the student's transcripts.

c) A student shall be allowed to retake a failed Course TWICE only. The resulting grade will be marked with a double asterisk (**) on the student's transcripts.

d) When retaking a Course, a student shall be required to maintain the required semester Credit Factors (Generally within 18-30 Credit Factors). If, by including the Course being retaken, the number of Credit Factors rises beyond the stipulated maximum, priority will be given to the Course to be retaken and to defer one of the other scheduled Courses.

e) A student who wishes to retake a Course when his/ her group is out of session will be permitted to do so on condition that:

   i) the Course is being offered to other students; and
   ii) he/ she registers as a student during that session.

2.4 DISCONTINUATION

A student shall be discontinued on academic grounds if he/ she:

a) Fails more than fifty per cent (50%) of all Credit Factors taken in an academic year or level.

b) Fails the second retake of a course.

c) Fails to register for and/ or attend scheduled classes for two (2) weeks or longer without the consent of Senate.

d) Commits an academic/ Examination malpractice as stipulated in these Statutes.

e) Fails to meet any other condition stipulated by the School, Institute or Campus for the award of the Degree or Diploma.

2.5 REMARKING OF EXAMINATIONS

a) A candidate shall be allowed to appeal to the Dean/ Director of School, Institute or Campus through the Chairperson of Department or Centre for remarking of an examination, and on payment of a non-refundable fee to be determined from time to time by the Council.

b) Remarking shall be done by an Examiner (or Examiners) other than the original one and shall be moderated by a Moderating Committee as established under section 1 (i) of paragraph D of this Statute.
2.6 ACADEMIC/ EXAMINATION IRREGULARITIES AND DISCIPLINARY PROCEDURES AND PENALTIES

2.6.1 ACADEMIC/ EXAMINATION MALPRACTICES

a) The following academic/ examination malpractices are considered serious and any student guilty of committing any of them shall be liable to discontinuation or expulsion from the University:

i) Copying or reading from another candidate's script or from any other unauthorized source.

ii) Bringing into the Examination Room any unauthorized materials relevant to the Examination, e.g., books, notes, electronic devices with pre-set formulae, mobile phones, pre-written answers, and such other similar material.

iii) Abetting, aiding or covering up an examination malpractice.

iv) Seeking or obtaining a deferment of academic/ examination on false pretense.

v) Plagiarism.

b) Being engaged in any other misconduct relating to Examinations, such as taking an Examination Script out of the examination Room instead of handing it over to the Examiner at the end of examination time.

2.6.2 DISCIPLINARY PROCEDURES AND PENALTIES

a) Any academic/ examination malpractice shall immediately be reported in writing by the invigilators through the Chief Examiner of the Department or Centre to the Dean/ Director of School, Institute or Campus where the course is taught. The report shall include statements by the student involved, invigilators and examiners.

b) On receiving the report of the Examination malpractice, the Dean/ Director shall convene, not later than two (2) weeks after the End-of-Semester Examinations, a School, Institute or Campus Students' Disciplinary Committee to deliberate on the case.

c) The membership of the School, Institute or Campus Students' Disciplinary Committee shall be as follows:

i) The Dean/ Director of the School, Institute or Campus where the Course is offered - Chairperson

ii) Chairperson of Department/ Coordinator of Centre where the course was taught.

iii) Chairperson of Department/ Coordinator of Centre where the student was registered if different from 3.2.

iv) Two (2) School, Institute or Campus representatives from within the School Institute or Campus where the course was offered.

v) School, Institute or Campus Administrator, who shall serve as Secretary to the Committee.
d) The School, Institute or Campus Students’ Disciplinary Committee shall conduct its procedures, unless otherwise stated, in accordance with protocols stipulated by the School Institute or Campus Students' Disciplinary Committee.

e) The recommendations of the School, Institute or Campus Students' Disciplinary Committee shall be reported to the School, Institute or Campus Board of Examiners and Senate as soon as possible, but before Senate deliberates on the relevant Examination Results.

2.7 APPEAL

Discontinued or suspended students may appeal to the Chairperson, Appeals and Grievances Handling Committee of Council through the Vice-Chancellor within a period of ninety (90) days from the date of notification of the discontinuation. An appeal not submitted within the ninety days shall not be considered.

2.8 RESCINDING OF A DEGREE OR DIPLOMA

The University may rescind any Degree or Diploma awarded to a graduate who, while registered in a particular programme, committed an academic/ examination offence, which if it had been detected before graduation, would have resulted in expulsion. Notification of a rescinded Degree or Diploma shall be communicated to all relevant parties.

2.9 EXPULSION FROM THE UNIVERSITY

A student may be expelled from the University under the following conditions:

a) On being involved in an Academic/ Examination malpractice.

b) When declared by the Students' Disciplinary Committee to have demonstrated gross misconduct.

c) When discovered to have been admitted irregularly, e.g., forging of admission documents, holding two admissions at the same time and/ or such other similar irregularity. A student expelled from the University for irregular admission will not be entitled to any previous academic records.

2.10 CLASSIFICATION OF THE DEGREE AND DIPLOMA

1. The Bachelors degree and Diploma shall be classified on weighted average percentage marks of all the Courses taken in all the years of study at the University as follows:

<table>
<thead>
<tr>
<th>Per cent (%) Bracket</th>
<th>Degree Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>70 and above</td>
<td>First Class Honours</td>
</tr>
<tr>
<td>60-69</td>
<td>Second Class Honours (Upper Division)</td>
</tr>
<tr>
<td>50-59</td>
<td>Second Class Honours (Lower Division)</td>
</tr>
<tr>
<td>40-49</td>
<td>Pass</td>
</tr>
<tr>
<td>39 and below</td>
<td>Fail</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Per cent (%) Bracket</th>
<th>Diploma Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>70 and above</td>
<td>Distinction</td>
</tr>
<tr>
<td>55-69</td>
<td>Credit</td>
</tr>
<tr>
<td>40-54</td>
<td>Pass</td>
</tr>
<tr>
<td>39 and below</td>
<td>Fail</td>
</tr>
</tbody>
</table>
The student's Academic Transcript shall show all the Courses taken, including:

a) Credit Factors for each Course;
b) Score for each Course and the respective Letter Grade, including the "F" grade(s);
c) The Weighted Average Score for the current academic year;
d) The Cumulative Weighted Average Score, and
e) Courses and respective Credit Factor-Transfers, in case of In-service students.

2. The Provisional transcript shall be issued and signed by the Dean/ Director of School, Institute or Campus offering the Degree or Diploma.

3. The final official Transcript shall be signed and issued by the Registrar (Academic and Affairs).

4. Classification of the Degree and Diploma in Medical Programmes
   After passing normal requirements for the programme(s), a student shall be required to pass the Qualifying Professional Examination(s) set by the School, Institute or Campus in collaboration with relevant professional bodies. Unless otherwise stated, medical certificates shall not be classified.

STATUTE XXVII – RULES AND REGULATIONS FOR THE POSTGRADUATE CERTIFICATE, DIPLOMA AND DEGREE PROGRAMMES

1. RULES AND REGULATIONS FOR POSTGRADUATE CERTIFICATE PROGRAMMES

1.1 APPLICATION AND ADMISSION REQUIREMENT PROCEDURES

a) Applicants shall fulfill the following minimum requirements:
   i) Hold at least a first Degree or the equivalent from an institution recognized by Senate.
   ii) Meet special requirements as may be prescribed by the Department, Centre, School, Institute or Campus.

b) Applicants shall be admitted to only one Postgraduate Certificate programme at a time.

c) Application forms may be obtained from the Director, Board of Postgraduate Studies, Laikipia University, P.O. Box 1100-20300, Nyahururu, Kenya, upon payment of a prescribed Non-Refundable Fee and returned duly completed.
d) Admission shall be confirmed by a letter from the Director, Board of Postgraduate Studies.

1.2 DURATION OF STUDY AND COURSE REQUIREMENTS

a) A Postgraduate certificate programme shall last a minimum of four (4) months for full-time students and a maximum of twelve (12) months for part-time students who will be required to register for between fifteen and eighteen (15-18) Credit Factors for the whole programme.
b) Part-time students shall be registered for a maximum of twenty-four (24) months.
c) A student must take and pass at least 18 Credit Factors of prescribed Courses to qualify for the award of Postgraduate Certificate.

1.3 EXAMINATIONS

a) All examinations shall be conducted under the authority of Senate as specified under various Rules and regulations.
b) Only candidates who have registered and have fulfilled all the requirements shall be eligible for taking Examinations.
c) Subject to approval by Senate, Departments or Centres may establish Moderating Committees chaired by the Chairperson of Department or Coordinator Centre and consisting of senior academic staff who shall moderate the examinations.
d) Every candidate shall pay to the University in respect of examinations such fees as the Council shall from time to time prescribe.
e) Examinations shall consist of:
   i) Assignments, Laboratory Practical, fieldwork, Industrial Attachment and such other Continuous Assessment as required by the Department, Centre, School, Institute or Campus concerned, which shall constitute forty per cent (40%) of the total marks for each Course.
   ii) The Final Examinations, which shall constitute sixty per cent (60%) of the total marks for each course.
   iii) Seminars and Courses which are of a practical nature shall be assessed entirely by Continuous Assessment.
f) Marks obtained in examinations shall be converted into Letter Grades as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>70% and Above</td>
<td>A (Excellent)</td>
</tr>
<tr>
<td>60 to 69%</td>
<td>B (Good)</td>
</tr>
<tr>
<td>50 to 59%</td>
<td>C (Average)</td>
</tr>
<tr>
<td>49 and below</td>
<td>F (Fail)</td>
</tr>
</tbody>
</table>

g) Special Examinations

i) Special Examinations will be offered to candidates who, due to circumstances acceptable to Senate, were unable to sit for the ordinary Examinations.

ii) Special Examinations shall be graded on the same guidelines as those for the ordinary Examinations

iii) Special examinations shall be held concurrently with the ordinary Examinations unless otherwise specified by Senate.

h) Resit Examinations

i) A candidate who fails twenty-five per cent (25%) or less of the total Credit Factors in an academic year shall be required to do a Resit Examinations in each Paper failed before commencement of the semester.
ii) Candidates shall be awarded Grade "C" (50%) in all Courses passed at a Resit Examination.

iii) Resit Examination shall be taken once only.

i) Discontinuation

A student shall be discontinued for:

i) Failing MORE than twenty five percent (25%) of the total Credit Factors taken in an academic year.

ii) Obtaining a Cumulative Weighted Average of LESS THAN fifty percent (50%), i.e., LESS THAN average grade "C" for the academic year.

iii) Failing a Resit Examination.

iv) Committing serious Examination malpractice as defined under Section 5.0 of these Regulations.

v) Failing to register for and attend scheduled lectures for two (2) weeks or longer without the consent of Senate.

vi) Abscondment from research work for a maximum period of sixty (60) days or more.

2. RULES AND REGULATIONS FOR POSTGRADUATE DIPLOMA PROGRAMMES

2.1 APPLICATION AND ADMISSION REQUIREMENT PROCEDURES

a) Applicants shall fulfill the following minimum requirements:

i) Hold at least a first Degree or the equivalent from an institution recognized by Senate.

ii) Meet special requirements as may be prescribed by the Department, Centre, School, Institute or Campus.

b) Applicants shall be admitted to only one Postgraduate Diploma programme at a time.

c) Application forms may be obtained from the Director, Board of Postgraduate Studies, Laikipia University, P.O. Box 1100-20300, Nyahururu, Kenya, upon payment of a prescribed Non-Refundable fee and returned duly completed.

d) Admission shall be confirmed by a letter from the Director, Board of Postgraduate Studies.

2.2 DURATION OF STUDY AND COURSE REQUIREMENTS

a) A Postgraduate Diploma programme shall last a minimum of twelve (12) months for full-time students and a maximum of twenty (24) months for part-time students who will be required to register for between twenty one and twenty four (21-24) Credit Factors for the whole programme.

b) A student must take and pass at least twenty (21) Credit Factors of prescribed Courses to qualify for the award of Postgraduate Diploma.
2.3 EXAMINATIONS

a) All Examinations shall be conducted under the authority of Senate as specified under various Rules and Regulations.
b) Only candidates who have registered and have fulfilled all the requirements shall be eligible for taking Examinations.
c) Subject to approval by Senate, departments may establish Moderating Committees chaired by the Chairperson of Department or Centre and consisting of senior academic staff who shall moderate the Examinations.
d) Every candidate shall pay to the University in respect of Examinations such fees as the Council shall from time to time prescribe.
e) Examinations shall consist of:

i) Assignments, Laboratory Practicals, Field work, Industrial Attachment and such other Continuous Assessments as required by the Department, Centre, School, Institute or Campus concerned, which shall constitute forty per cent (40%) of the total marks for each Course.

ii) The Final Examinations, which shall constitute sixty per cent (60%) of the total marks for each course.

f) Seminars and Courses which are of a practical nature may be assessed entirely by Continuous Assessment. Marks obtained in examinations shall be converted into Letter Grades as follows:

- 70% and Above: A (Excellent)
- 60 to 69%: B (Good)
- 50-59%: C (Average)
- 49% and below: F (Fail)

g) At graduation, postgraduate Diploma students will be classified as Distinction, Credit and Pass.

h) Special Examinations

i) Special Examinations will be offered to candidates who, due to circumstances acceptable to Senate, were unable to sit for the ordinary Examinations.

ii) Special Examinations shall be graded on the same guidelines as those for the ordinary Examinations.

iii) Special examinations shall be held concurrently with the Examinations unless otherwise specified by Senate.

i) Resit Examinations

i) A candidate who fails twenty-five per cent (25%) or less of the total Credit Factors in an academic year shall be required to do Resit Examinations in each Paper failed before commencement of the second semester.

ii) Candidates shall be awarded Grade "C" (50%) in all Courses passed at a Resit Examination.
j) Discontinuation

A student shall be discontinued for:

i) Failing MORE than twenty five percent (25%) of the total Credit Factors taken in an academic year.

ii) Obtaining a Cumulative Weighted Average of LESS THAN fifty percent (50%), i.e., LESS THAN average grade “C” for the academic year.

iii) Failing a Resit Examination.

iv) Committing serious Examination malpractice as defined under Section 5.0 of these Regulations.

v) Failing to register for and attend scheduled Lectures for two (2) weeks or longer without the consent of Senate.

vi) Abscondment from research work for a maximum period of sixty (60) days or more.

3. RULES AND REGULATIONS FOR THE MASTERS DEGREE PROGRAMMES

3.1 APPLICATION AND ADMISSION PROCEDURES

a) Application forms may be obtained from the Director, Board of Postgraduate Studies, Laikipia University, P.O. Box 1100-20300, Nyahururu, Kenya, upon payment of a prescribed Non-refundable fee and returned duly completed.

b) All applications for registration shall be processed in the first instance through the relevant Department or Centre in which registration is sought. The Department or Centre shall then forward all such applications with appropriate comments to the School, Institute or Campus Board concerned for approval and onward transmission to the Board of Postgraduate Studies.

c) Applicants shall be admitted to only one Degree programme at a time.

d) Admission shall be confirmed by a letter from the Director, Board of Postgraduate Studies.

e) Admission shall be offered to holders of a Bachelors Degree with Second Class Honours (Upper Division) or above or equivalent qualification from Senate recognized Institutions.

f) In exceptional cases, Senate may also admit to the Masters Degree programme a non-holder of Second Class Honours (Upper Division) Degree provided that such candidate can, on the basis of the research and other scholarly work done, demonstrate to the satisfaction of Senate qualification to undertake postgraduate studies.

g) Subject to approval by Senate, Departments or Centres may formulate regulations requiring applicants to have attained other academic qualifications as may be consistent with the goals of their Masters Degree programmes or to appear for interview to determine their suitability for admission.

h) In exceptional cases, a holder of a Second Class Honour (Lower Division) degree may be admitted if they have two (2) years of relevant experience.
3.2 DURATION OF STUDY AND COURSE LOADING

a) Full-time candidates for the Masters Degree shall be registered for a minimum of eighteen (18) months and a maximum of thirty-six (36) months except in the case of special cases where the School, Institute or Campus will guide Senate.

b) Part-time candidates for the Masters Degree by Coursework, Examination and Thesis or Project must successfully complete thirty (30) Credit Factors of Coursework and, in addition, successfully complete a Masters Thesis of fifteen (15) Credit Factors or a Masters Project of 9 Credit Factors to qualify for the award of the Masters Degree.

3.3 TRANSFER OF CREDIT

a) Course Credits may be considered for transfer to a Masters Degree programme provided they have been obtained from a Senate recognized Institution.

b) No more than sixty per cent (60%) of the total required course Credits will be accepted from other Institutions.

c) All credits transferred shall be of grade "B" and above, and shall be indicated in the transcript.

d) The relevant Department or Centre shall guide the Board of Postgraduate Studies on transferable courses through their School, Institute or Campus Board.

e) All credits transferred shall be paid for according to the existing fees structure.

3.4 MASTERS DEGREE OPTIONS

There shall be two (2) Options for the Masters Degree as follows:

a) Masters Degree by Coursework, Examination and Thesis
Under this option, the candidates shall be required to do Coursework and take Examinations during the first year of study. Candidates will devote the whole of the second year carrying out research and submitting a Thesis at the end of their study programme. The Thesis will be equivalent to fifteen (15) Credit Factors.

b) Masters Degree by Coursework, Examination and Project
Under this option, the candidates shall be required to do Coursework and take Examinations during the first year of study. They will also be required to do coursework and take Examinations in the first semester of the second year of study. They will, however, devote the second semester of the second year carrying out research and submitting a Project at the end of their study programme. The Project work will be equivalent to nine (9) Credit Factors.

3.5 CONDUCT OF STUDY AND SUPERVISION

a) Candidates registered in accordance with these Regulations shall be required to pursue their programmes of study under the guidance of a Supervisor(s) approved in that capacity by Senate on the recommendation of the Department or Centre and School, Institute or Campus Board concerned through the Board of Postgraduate Studies.

b) There will normally be one (1) or two (2) Supervisors appointed for each candidate, unless under special circumstances, an additional Supervisor will be allocated to the candidate. At least one Supervisor must be a member of the academic staff in the relevant
field of the Department or Centre offering the Degree programme.
c) Candidates shall be required to consult with their Supervisor(s) at least twice per month.
d) Supervisors shall submit progress reports on the candidate to the Board of Postgraduate Studies through the Chairperson of Department or Centre and Dean/ Director of School, Institute or Campus on a prescribed form once every three (3) months.
e) Where the progress of the candidate is unsatisfactory, the candidate shall be warned in writing by the Director, Board of Postgraduate Studies, through the Dean/ Director of the School, Institute or Campus and Chairperson of Department or Centre concerned. If the candidate shows no improvement after the warning within three (3) months, the Director, Board of Postgraduate Studies, shall recommend to Senate for the candidate's deregistration.
f) Where, in the judgment of the Board of Postgraduate Studies, a candidate is not receiving proper supervision from the supervisor(s), the Board shall order change of the Supervisor(s).
g) A contract shall be undertaken between the candidate, supervisor and the Board of Postgraduate Studies to ensure that all parties adhere to the terms and conditions of the supervision as specified by the Board of Postgraduate Policy.

3.6 EXAMINATIONS
a) Masters Degree Examinations shall be conducted under the authority of Senate as specified under various Rules and Regulations.
b) Examinations shall consist of:
   i) Continuous Assessment based on Assignments, Laboratory Practicals and such other tests as the Regulations of the Department or Centre may prescribe, which shall constitute forty percent (40%) of the total marks for each Course.
   ii) The Final Examinations, which shall constitute sixty per cent (60%) of the total marks for each Course.
   iii) Continuous Assessment for programmes conducted by Research/ Thesis only shall be reflected in the candidate's Progress Reports submitted by the Supervisor(s).
c) Courses which are purely of a practical nature and/ or Seminars may be assessed entirely by Continuous Assessment.
d) Marks obtained in examinations shall be converted into Letter Grades as follows:
   70% and Above A (Excellent)
   60-69% B (Good)
   50-59% C (Average)
   49% and below F (Fail)
e) Other designations related to examinations shall be as follows:
   P: PASS
   I: Incomplete
f) Resit Examinations

i) A candidate who fails in twenty five percent (25%) or less of the total Credit Factors in an academic year but has Cumulative Weighted Average marks of fifty percent (50%) or more shall be required to Resit Examination once only.

ii) Candidates shall be awarded Grade "C" (50%) in all Courses passed in the Resit Examination.

g) Discontinuation

A student shall be discontinued for:

i) Failing MORE than twenty five percent (25%) of the total Credit Factors taken in an academic year.

ii) Obtaining a Cumulative Weighted Average mark of LESS THAN fifty percent (50%), i.e., LESS THAN an average Grade "C" for the academic year.

iii) Failing a Resit Examination.

iv) Committing a serious Examination malpractice as defined under Section 5.0 of the Regulations.

v) Failing to register for and attend scheduled Lectures for two (2) weeks or longer without the consent of Senate.

vi) Abscondment from research work for a maximum of sixty (60) days or more.

h) Special Examinations

i) Special Examinations shall be offered to a candidate who, due to circumstances acceptable to Senate, was unable to sit for ordinary Examinations.

ii) Special Examinations shall be graded like ordinary Examinations.

iii) No student shall be permitted to proceed to the next year of study without having satisfied all examination requirements for the particular year of study.

iv) Examination results shall be processed and approved by the School, Institute or Campus Board of Examiners and submitted to the Board of Postgraduate Studies for ratification before being presented to Senate by the relevant Dean/ Director of the School, Institute or Campus.

i) Submission and examination of research /project proposals;

i) Based on a concept paper submitted by the student to the relevant Department or Centre within two (2) weeks after completion of coursework, the students shall be assisted to get supervisors.

ii) Students shall submit to the relevant Department or Centre a proposal within one
(1) month after assignment of supervisor(s).

iii) The School, Institute or Campus Postgraduate Committee shall organize a proposal defense within two (2) weeks.

iv) Upon successful oral defense of the work, the student will submit the revised proposal within one (1) month through the Chairperson of the School, Institute or Campus Postgraduate Committee, Chairperson of Department/ Centre and the Dean/ Director of the School, Institute or Campus who shall forward to the Board of Postgraduate Studies.

v) The Board of Postgraduate Studies shall within a period of one (1) month peruse and confirm that the proposal conforms to the standards and guidelines provided by the Board of Postgraduate Studies and confirm to the student, Department or Centre and the School, Institute or Campus. The Board of Postgraduate Studies shall subsequently give clearance to the student to proceed with the research through the Research Ethics Review Committee.

3.7 SUBMISSION AND EXAMINATION OF THESIS OR PROJECT

a) At least three (3) months before a Thesis/ Project is submitted, a candidate shall, with the consent of the Supervisor(s), give notice in writing to the Director, Board of Postgraduate Studies indicating intention to submit the Thesis/ Project. The notice must be accompanied with an Abstract of the Thesis/ Project.

b) After the period mentioned in (a) above, the Thesis/ Project shall then be loosely bound and submitted in quadruplicate and shall be accompanied by a signed declaration by the candidate confirming that the Thesis/ Project has not been previously submitted for a Degree in any other University and that the Thesis/ Project is the original work of the candidate. The Thesis/ Project shall bear the signature(s) of the Supervisor(s) indicating approval to submit.

c) Upon receipt of the Thesis/ Project, the Board of Postgraduate Studies shall forward the same to the Examiners within two (2) weeks.

d) Senate, on the recommendation of the Board of Postgraduate Studies, shall appoint in respect of each candidate presenting a Thesis/ Project a Board of Examiners consisting of:

i) The Dean/ Director of relevant School, Institute or Campus - Chairperson;

ii) The Director, Board of Postgraduate Studies (only in the case of a PhD Thesis/ Dissertation);

iii) The Chairperson of the relevant Department or Centre;

iv) The Supervisor(s), acting as Internal Examiner(s);

v) One Internal Examiner who has not supervised the candidate, but is competent in the candidate's area of study;

vi) The External Examiner (to be present if available). This is not required for the Masters Projects;

vii) A Senate representative;
viii) A representative of the Board of Undergraduate Studies; and
ix) School, Institute of Campus Administrator – Secretary (In Attendance).
e) The External and Internal Examiners shall be required to submit within a maximum period of two (2) months independent written assessments of the Thesis/ Project to the Director, Board of Postgraduate Studies, indicating:
i) Whether or not the Thesis/ Project is adequate in form and content;
ii) Whether or not the Thesis/ Project reflects an adequate understanding of the subject, and, in consequence.
iii) Whether or not the Degree should be awarded.
iv) The Thesis/ Project shall be graded as per Section 3.6 (5).
f) As soon as all the Examiners' Reports are received, the Director, Board of Postgraduate Studies, shall convene a meeting of the Board of Examiners at which the Reports and other academic matters arising from the Thesis/ Project shall be considered. The Board of Examiners shall subject the candidate to an Oral Examination to enable it to arrive at a satisfactory recommendation on the merit of the Thesis/ Project. The passing of the candidate shall be based on the decision of the majority of the Board of Examiners.
g) If the Board will require the candidate to resubmit and defend the Thesis/ Project, this shall be done once only.
h) If the Board of examiners will judge the candidate to have failed in both the quality of the Thesis/ Project and the defense, the decision of the Board shall be final.
i) The decision of the Board of Examiners shall be communicated verbally to the candidate immediately following the defense and in writing by the Director, Board of Postgraduate Studies within two (2) weeks after the defense.
j) Where required, a signed certificate of corrections shall be issued by the Supervisor(s).
k) A consolidated report and appropriate recommendation shall be submitted to the Chairperson of Senate through the Director, Board of Postgraduate Studies.

4. RULES AND REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (PhD)

4.1 ELIGIBILITY FOR REGISTRATION

Candidates wishing to pursue a Doctor of Philosophy (PhD) programme at Laikipia University must meet the following requirements;
a) Have appropriate preparatory academic training as evidenced by at least one of the following:
i) Be a holder of a Master Degree of Laikipia University;
   OR
ii) Be a holder of a Master Degree or an equivalent academic qualification (as shall be determined by Senate) of any other recognized institution.
b) Fulfill specific requirements as may be stipulated by the relevant or respective Department or Centre and School, Institute or Campus with regard to the field of study.
4.2 APPLICATION AND ADMISSION PROCEDURES
a) Application forms may be obtained from the Director, Board of Postgraduate Studies, upon payment of a prescribed Non-refundable fee and returned duly completed.
b) Where a candidate is to pursue the programme by Research/ Thesis only, the candidate shall be required to present a research proposal together with a filled in application form for registration. Such candidates shall be offered provisional admission for six (6) months, within which the candidate shall be required to successfully defend the proposal to secure full-registration.
c) Where the candidate is to pursue the programme by Coursework, Examination and Thesis, the candidate shall be required to submit a brief summary of the intended area of study together with the application form. A full research proposal shall be submitted within three (3) months of registration.
d) All applications for registration shall be processed in the first instance through the relevant Department or Centre in which registration is sought. The Department or Centre shall then forward all such applications with appropriate comments to the relevant School, Institute or Campus Board for approval and onward transmission to the Board of Postgraduate Studies.
e) Before recommending a candidate for registration, the relevant Department or Centre and School, Institute or Campus Board shall ensure that:
i) The proposed field of study is academically sound and can successfully be pursued and supervised.
ii) There exists adequate facilities and resources for effective research.
iii) The appropriate fees have been paid.

4.3 DURATION OF STUDY
a. The programme shall take a minimum of three (3) and a maximum of five (5) calendar years for full-time candidates, and seven (7) calendar years for those studying on a part-time basis except by special permission of Senate.
b. Continuance of registration shall be dependent on evidence of a satisfactory progress report as approved by Senate.
c. On recommendation by the relevant School, Institute or Campus Board, Senate may permit a candidate to change registration status from full-time to part-time or vice-versa.

4.4 CONDUCT OF STUDY AND SUPERVISION
a) The PhD programme shall be conducted by Coursework, Examination and Thesis or by Research and Thesis only. In respect to programmes by Coursework, Examination and Thesis, individual Schools, Institutes or Campuses will specify the duration of the Coursework, Examination and Thesis components.
b) Each candidate shall be required to attend and participate in Seminars at the relevant Department/ Centre and School, Institute or Campus.
c) A candidate shall be required to pursue the programme of study under the supervision of academic staff appointed in that capacity by the Vice-Chancellor and Senate on the
recommendation of the Department or Centre and School, Institute or Campus Board through the Board of Postgraduate Studies.

d) A candidate shall be required to consult the Supervisors at least once every month.

e) The Supervisors shall be required to submit, individually or jointly, Progress Reports on the candidate to the Director, Board of Postgraduate Studies, through the Chairperson of Department or Centre and Dean/ Director of the School, Institute or Campus once every three (3) months.

f) Where the performance of the Candidate is unsatisfactory as per the recommendations of the Supervisors, the candidate shall be given a written warning by the Director, Board of Postgraduate Studies, through the Dean/ Director of the School, Institute, Campus and Chairperson of Department or Centre.

g) A recommendation for de-registration of the Candidate shall be made to Senate by the Director, Board of Postgraduate Studies after receipt of two (2) consecutive negative Progress Reports following the written warning.

h) A contract shall be undertaken between the Candidate, Supervisors and the Board of Postgraduate Studies to ensure that all parties adhere to the terms and conditions of the supervision as specified by the Board of Postgraduate Policy.

4.5 EXAMINATIONS

a) Examinations for the PhD Degree shall be conducted under the authority of Senate as specified under various Rules and Regulations.

b) Continuous Assessment of programmes conducted by Research/ Thesis only shall be reflected in the candidate's Progress Reports submitted by the Supervisors.

c) Continuous Assessment for programmes conducted by Coursework, Examination and Thesis shall consist of:

i) Assignments, Laboratory Practicals and such other tests as the Regulations of the Department or Centre may prescribe, which shall constitute forty per cent (40%) of the total marks for each Course.

ii) The Final Examinations which shall constitute sixty per cent (60%) of the total marks for each Course.

d) Seminars and/ or courses, which are purely of a practical nature, shall be examined entirely by Continuous Assessment.

e) Marks obtained in examinations shall be converted into Letter Grades as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>70% and Above</td>
<td>A (Excellent)</td>
</tr>
<tr>
<td>60-69%</td>
<td>B (Good)</td>
</tr>
<tr>
<td>50-59%</td>
<td>C (Average)</td>
</tr>
<tr>
<td>49 and below</td>
<td>F (Fail)</td>
</tr>
</tbody>
</table>

f) The pass Grade shall be fifty percent (50%) which is Grade “C”.

g) A candidate will be required to maintain a minimum average of Grade “C” in the Courses taken, equivalent to fifty percent (50%) in order to continue with the programme.

h) A candidate who fails a Course shall be required to do a Resit examination once only at the candidate's own expense. The maximum grade to be obtained for a Resit examination
shall be “C” equivalent to fifty per cent (50%)  

i) Resit Examinations  

i) A candidate who fails in twenty five per cent (25%) or less of the total Credit Factors in an academic year but has Cumulative Weighted Average marks of fifty percent (50%) or more, shall be required to take Resit examination once only in the Course(s) failed.  

ii) The candidate shall be awarded Grade ‘C’ equivalent to fifty per cent (50%) in all courses passed in Resit examinations.  

j) Discontinuation  

A student shall be discontinued for:  

i) Failing more than twenty five percent (25%) of the total Credit Factors taken in an academic year.  

ii) Obtaining a Cumulative Weighted Average mark of LESS THAN fifty percent (50%), i.e., LESS THAN average Grade “C” for the academic year.  

iii) Failing a Resit Examination.  

iv) Committing a serious Examination malpractice as defined under Section 5.0 of this Statute.  

v) Failing to register for and attend scheduled Lectures for two (2) consecutive weeks or longer within a Semester without the consent of Senate.  

vi) Abscondment from research work for a maximum of sixty (60) consecutive calendar days or more.  

k) Special Examinations  

i) Special Examinations shall be offered to a candidate who, due to circumstances acceptable to Senate, was unable to sit for ordinary Examinations.  

ii) Special Examinations shall be graded like ordinary Examinations.  

iii) No student shall be permitted to proceed to the next year of study without having satisfied all examination requirements of the particular year.  

iv) Examination results shall be processed and approved by the School, Institute or Campus Board of Examiners and submitted to the Board of Postgraduate Studies for ratification before being presented to Senate by the relevant Dean/ Director of School, Institute or Campus.  

4.6 SUBMISSION AND EXAMINATION OF THESIS  

a) To complete the PhD programme, a candidate will be required to submit a Thesis embodying the results of original research. The Thesis shall be written according to the format and specifications stipulated by Departments or Centres and Schools, Institutes or Campuses, and approved by the Board of Postgraduate Studies and Senate.  

b) The Thesis shall be submitted in quadruplicate and in loose binding, and must include a declaration by the candidate that the "Thesis has not been submitted for a Degree in any
other University and that it is the original work of the candidate”. The Thesis shall bear
the signature of the Supervisors indicating approval to submit.
c) A candidate shall, with consent of the Supervisors, give notice of intention to submit the
Thesis at least three (3) months before the date of submission. The notice shall be
accompanied with an Abstract of the Thesis.
d) Upon receiving the notice to submit Thesis, the Chairperson of the Department or Centre
shall identify the External Examiner and two Internal Examiners to the Board of
Postgraduate Studies through the Dean/ Director of the School, Institute or Campus.
e) On recommendation by the Board of Postgraduate Studies, Senate shall appoint at once an
Internal Examiner who did not supervise the student but in a related discipline to examine
and submit written reports on the Thesis.
f) The Examiners shall be required to submit to the Director, Board of Postgraduate Studies,
within two (2) months independent written Reports on the Thesis indicating:
i) Whether or not the Thesis is adequate in form and content,
ii) Whether or not the Thesis reflects an adequate understanding of the subject and
displays original thought and significant contribution to knowledge; and, therefore,
iii) Whether or not the Degree should be awarded
iv) The Thesis shall be graded as per Section 4.5 (e) of this Statute
g) The Thesis shall be defended before a Board of Examiners appointed by Senate and
Constituted as follows:
i) The Dean/ Director of the relevant School, Institute or Campus - Chairperson;
ii) The Director, Board of Postgraduate Studies;
iii) The Chairperson of the Department or Centre;
iv) The Supervisor(s), acting as Internal Examiner(s);
v) One Internal Examiner who has not supervised the candidate but is competent in
the candidate's area of study;
vi) The External Examiner (to be present if available);
vii) A Senate representative; and
viii) A representative of the Board of Postgraduate Studies.
ix) The Administrator, Board of Postgraduate Studies - Secretary (In attendance).
h) The Thesis defense shall be held within four (4) months of the submission and the
following shall apply;
i) A unanimous decision by the Board of Examiners shall be communicated
verbally to the candidate immediately following the defence and in writing by
the Director, Board of Postgraduate Studies, within two (2) weeks after the
defense.
ii) The Director, Board of Postgraduate Studies, shall subsequently communicate
the decision of the Board of Examiners to the Chairperson of Senate.

iii) Senate may require a candidate to resubmit a Thesis for re-examination in a revised form once only within six (6) months based on the Board of Examiners' decision.

iv) Where corrections to the Thesis are required, the Supervisors shall submit a signed certificate of corrections to the Director, Board of Postgraduate Studies.

v) A Thesis accepted by the University and subsequently published in part or whole and in whatever form shall bear the inscription: ‘Work forming part of the requirements for the Degree of Doctor of Philosophy of Laikipia University’.

5. EXAMINATION IRREGULARITIES, DISCIPLINARY PROCEDURES AND PENALTIES FOR POSTGRADUATE STUDENTS

5.1 EXAMINATION AND RESEARCH MALPRACTICES

The following academic malpractices are considered serious and any student guilty of committing any of them shall be liable to discontinuation as a student from the University:

a) Copying or reading from another candidate's script or from any other unauthorized source.

b) Bringing into the Examination Room any unauthorized material relevant to the Examination, e.g., books, notes, electronic devices with pre-set formulae, mobile phones, pre-written answers, and such other similar material.

c) Abetting, aiding or covering up an examination malpractice.

d) Seeking or obtaining a deferment of examination on false pretence.

e) Plagiarism.

f) Giving of false or forged research data and/ or results and purporting them to be true.

g) Any deviation from the research/ project procedures as prescribed in the approved research project proposal without consent of the designated supervisors.

h) Any other misconduct relating to Research/ Examination.

5.2 DISCIPLINARY PROCEDURES AND PENALTIES

a) Any Examination malpractice shall immediately be reported within 24 hours or the next day in writing by the invigilators through the Chief Examiner (the Chairperson of the Department or Centre of the relevant Department or Centre to the Dean/ Director of School, Institute or Campus where the Course is taught. The report shall include statements by the student involved, invigilators or examiners.

b) On receiving the report of the Examination malpractice, the relevant Dean/ Director shall convene, not later than two (2) weeks after the Examinations period or after the malpractice was reported, a School, Institute or Campus Students' Disciplinary Committee to deliberate on the case.

c) The membership of the School, Institute or Campus Students' Disciplinary Committee shall be as follows:

i) The Dean/ Director of the relevant School, Institute or Campus - Chairperson
ii) Chairperson of the Department or Centre where the Course was taught.

iii) Chairperson of Department or Centre where the student was registered or another Chairperson from the same School, Institute or Campus if the student is registered in the same Department or Centre where the Course was taught.

iv) Two (2) School, Institute or Campus representatives of the rank of Senior Lecturer and above within the relevant School, Institute or Campus where the Course was offered.

v) One representative from the Board Postgraduate Studies.

d) The School, Institute or Campus Students' Disciplinary Committee shall conduct its procedures, unless otherwise stated, in accordance with protocols stipulated by the Students' Disciplinary Committee.

e) The recommendations of the School, Institute or Campus Students' Disciplinary Committee shall be reported to the School, Institute or Campus Board of Examiners and Senate at most two (2) weeks after deliberations, but before Senate deliberates on the relevant Examination Results.

f) Discontinued or suspended students may appeal in writing to Senate through its Chairperson within a period of thirty days (30) from the date of the letter discontinuing or suspending him/her. An appeal not submitted within the period shall not be considered.

g) The University may rescind any Degree, Diploma or Certificate awarded to a graduate who, while registered in a particular programme, committed an Academic/ Examination offence, which if it had been detected before graduation, would have resulted in expulsion from the programme and the University. Notification of a rescinded Degree, Diploma or Certificate shall be communicated to all relevant parties.

STATUTE XXVIII − INTELLECTUAL PROPERTY RIGHTS

1. The term "Intellectual Property" shall be used broadly to include inventions, copyrightable works and tangible research property.

2. For internally funded research, the Principal Investigator, the Collaborators and the University shall be co-owners of the patent in case of an invention.

3. For externally funded research, the Principal Investigator, the Collaborators and the University, and if the donor(s) so wishes, shall be co-owners of the patent.

4. All inventions shall be vetted by the Patenting Office of the University.

STATUTE XXIX − AWARD OF DIPLOMAS AND CONFERMENT OF DEGREES

1. DIPLOMA

A candidate shall be awarded the Diploma if he/she has been registered in the University and has successfully completed the Credit Factors as per the requirements of the programme approved by Senate.

2. BACHELORS DEGREE

a) Except where otherwise provided by the Statutes, a candidate shall be conferred the
Bachelors degree when he/she has undertaken an approved Course of study and satisfied all the requirements as an undergraduate student after admission and subsequent registration for the prescribed period.

b) Senate may accept, as part of the attendance of a student of the University qualifying the student for the conferment of the Bachelors Degree, a period of attendance as a student of another University or Institution recognized by Senate. This would permit the student to be exempted from some examinations of the University.

c) No student shall be conferred the Bachelors Degree unless:

i) The student shall have undertaken an approved course of study of the University for at least two (2) academic years, of which one shall be the final year;

ii) The period of attendance as a student at such other University or Institution and at Laikipia University are together not less than the complete period prescribed for the conferment of the Degree;

iii) The student shall have passed such Examinations of the University as shall be prescribed by Senate;

iv) The student shall have complied in all other respects with the requirements for the conferment of the Degree; and

v) The student shall have paid all fees as determined by the Council.

d) Subject to the provisions of subsections (a) and (b) of paragraph 2 of this Statute, Senate may accept periods of attendance and examinations of a candidate in any other School, Institute or Campus of the University as exempting the candidate from attendance in such subject(s) prescribed for a Degree.

3. MASTERS DEGREE

A candidate shall be conferred a Masters Degree if he/she has been registered in the University and has pursued such advanced programme of study or research, or both, as may be approved by Senate, and has successfully completed the Credit Factors as per the requirements of the programme approved by Senate.

4. DOCTOR OF PHILOSOPHY DEGREE

A candidate who shall be conferred the Degree of Doctor of Philosophy (PhD) should:

a) have been registered for the degree as a student of the University for a period of not less than thirty (30) months and after satisfying the requirements for the award concerned, or after admission to the status of that Degree, or after admission as a research student in terms of paragraph 4 of Statute XXVII;

b) have pursued a subject of special study approved by the relevant Department or Centre and School, Institute or Campus, and the Board of Postgraduate Studies;

c) have worked in such association with a Supervisor or Supervisors as Senate may direct;
and

d) have 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 power.

STATUTE XXX – HONORARY DEGREE

1. A proposal to grant an Honorary Degree (Honoris Causa) may be made by a member of the Council or a member of Senate, and shall be communicated in writing to the Vice-Chancellor.

2. Every such proposal shall be accompanied by a statement setting forth the Degree recommended and the detailed grounds on which the recommendation is based.

3. The Vice-Chancellor shall refer such proposal to the Academic, Research and Sealing Committee of the Council as provided for in Schedule III to the Statutes.

4. In each case, the Dean/Director of the School, Institute or Campus in which the Degree is proposed to be conferred shall be consulted.

5. Any recommendations made by the Academic, Research and Sealing Committee for the conferring of any Honorary Degree shall be reported to both Senate and the Council for confirmation.

STATUTE XXXI – CONVOCATION OF THE UNIVERSITY

1. For the purpose of conferring Degrees and awarding Diplomas of the University, there shall be held from time to time, a meeting of the University, which shall be called "The Convocation". If Senate so decides, other academic distinctions may be conferred and Certificates awarded at a Convocation. The foregoing statement shall be cited by the Registrar (Academic Affairs) before the declaration of the Convocation by the Vice-Chancellor as per paragraph 5 of this Statute.

2. The Convocation shall be constituted of the Members of the University as prescribed in Section 12 of Part III of the Charter, and the Graduands.

3. The Convocation shall be presided over by the Chancellor. In the absence of the Chancellor, the Vice-Chancellor or some other person nominated by the Chancellor shall preside over the Convocation.

4. The procedure for summoning the Convocation, for the presentation of graduands and all other such matters regarding the Convocation, shall be as determined by Senate and approved by the Council.

5. The Vice-Chancellor shall declare a meeting convened for the purpose of conferring Degrees and awarding Diplomas as the Convocation of the University, and shall pronounce such a Convocation dissolved at the end of the meeting.

STATUTE XXXII – THE ALUMNI ASSOCIATION

1. The Alumni Association shall consist of all persons whose names appear on the Alumni Association Roll to be compiled and kept by the Deputy Vice-Chancellor (Academic and Research).
2. All graduates of Laikipia University or persons who graduated from the then Laikipia University College or the then Laikipia Campus College of Egerton University shall be entitled to have their names entered on the Alumni Association Roll.

3. The Vice-Chancellor, Deputy Vice-Chancellors, Principals of Constituent Colleges and Campus College/College within the University, Academic staff (including, for this purpose, Honorary Doctoral degree holders, Professors and Lecturers), the University Librarian and the Finance Officer shall be *ex-officio* members of the Alumni Association and shall be entitled to have their names entered on the Alumni Association Roll.

4. Subject to the provisions of the Statutes and the Act, the Alumni Association shall be empowered:
   a) to discuss and state its opinion upon any matter within the sphere of competence of the University;
   b) to, in consultation with Senate, identify and rank candidates for the post of Chancellor of the University as prescribed in the Act;
   c) to elect from amongst its members an Executive Committee; and
   d) to develop its Constitution stipulating functions and duties of which shall be prescribed by regulations promulgated by the Council after consultation with the Alumni Association.

5. The Deputy Vice-Chancellor (Academic and Research) shall provide the Secretariat for the Alumni Association and shall keep the Roll thereof. The Roll shall be conclusive evidence that any person whose name appears therein is entitled to vote as a member of the Alumni Association. The names of new graduates shall be considered to be automatically included in the Roll upon conferment of the Degrees and award of Diplomas. Such automatic enrolment shall not, however, relieve the graduate of the duty of registering and updating his/her address with the Secretariat.

6. There shall be a Chairperson of the Alumni Association who shall be elected by the Alumni Association from amongst members during the Annual Meeting of the Alumni Association. The Chairperson shall hold office for a period of two (2) years, renewable only once. In the case of incapacity or resignation of the Chairperson, the Secretariat shall take necessary steps to initiate the election of a successor to fill the vacancy for the unexpired period. No member shall be eligible to be elected Chairperson unless he/she is a resident in Kenya.

7. It shall be the duty of the Secretariat to take steps for holding Annual Meetings of the Alumni Association. Notices of such meetings shall be given two (2) months before the date of the meeting. Any member desiring to bring forward any business at such meetings shall forward to the Secretariat the intended motion(s) to be proposed for consideration thereafter. Such motions must be lodged with the Secretariat at least four (4) weeks before the date of the meeting.

8. Notice of every meeting of the Alumni Association, with a statement of the business to be brought before the meeting, shall be sent to each member at the last registered address at least fourteen (14) days before the date of the meeting.

9. The quorum and procedure of the Alumni Association shall be as prescribed in the rules
made by the Alumni Association and approved by the Council.

10. A copy of all resolutions made by the Alumni Association meetings shall be duly certified by the Chairperson and sent to the Chairperson of Council and copied to the Chairperson of Senate.

STATUTE XXXIII – FINANCIAL REGULATIONS

1. All the funds, assets and property, movable and immovable, of Laikipia University shall be managed and utilized by the Council in accordance with the provisions of this Statute, the Charter and the Act, in such manner and for such purposes as in the opinion of the Council would promote the best interest of the University. Provided that the Council shall not charge or dispose of any immovable property vested in it without prior approval of the Chancellor.

2. All the monies of the University shall be paid into one or other of the following accounts:
   a) The Endowment Fund;
   b) The Deposit Account;
   c) The Capital Account;
   d) The Revenue Account;
   e) The Research Grant Account; and
   f) Any other Account approved by the Council.

3. There shall be paid into the Endowment Fund all such monies as received by the University and declared specifically to be payable into that Fund.

4. The Council shall not expend any capital monies of the Endowment Fund but shall pay to the Revenue Account all interest received from the investment of the monies of the Endowment Fund.

5. There shall be paid into the Deposit Account all such monies as are received by the University for special purposes and are not payable into the Endowment Fund. The capital monies and the interest therefrom of the Deposit Account shall be used and applied for the purposes for which such monies were received.

6. There shall be paid into the Capital Account all such monies as are received by the University for the purposes of capital expenditure and the construction and improvement of the University.

7. The capital monies and the interest therefrom of the Capital Account shall be used and applied on capital expenditure for the construction and improvement of the University.

8. There shall be paid into the Revenue Account: the interest received from the investment of the monies in the Endowment Fund; all fees and dues payable by or in respect of students; All revenue grants by the Kenya Government; or by any other Government or person.

9. 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 purpose as, in the opinion of the Council, are best suited to promote the interest of the University.

10. There shall be paid into the Research Grants Account all monies as are received by the University for research purposes. Such monies shall not be paid into any other Accounts.
11. Monies in the Research Grants Account shall be used and applied by the Council for specific purposes in accordance with the agreements made between the Donors and the Council.

12. Subject to the provisions of Part III of the Charter, the Council may borrow, either by way of overdraft from a Banker or otherwise, such sums as may from time to time be required for the administration of the University.

13. Investment of University funds

   a) Subject to the provisions of Part III of the Charter, the monies standing to the credit of the Endowment Fund shall be invested by the Council in such securities as trustees are authorized to invest in under the provisions of any law in Kenya. Provided that where any sums are received by the Council for any payment into the Endowment Fund are in the form of stocks or shares without converting them into such securities.

   b) 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 such securities as the Council may deem fit.

   c) Notwithstanding the provisions of sub-sections (a) and (b) of this Section, any monies standing to the credit of any accounts of the University, including the Endowment Fund, may be temporarily invested for a period not exceeding twelve (12) months pending utilization and in accordance with such policy as the Council may determine from time to time.

14. The Council shall cause to be prepared annually, Estimates of the Revenue and Expenditure (both Recurrent and Capital) of the University, and such estimates shall be approved by the Council in accordance with the provisions of Part V Section 27 of the Charter.

STATUTE XXXIV – STAFF UNIONS

There shall be Unions of both the Academic staff and Non-Academic staff. The functions of these Unions shall be to promote staff welfare. The terms of reference of the Unions shall be subject to approval by the Council in accordance with the Laws of Kenya.

STATUTE XXXV – MISCELLANEOUS

1. The Statutes and the Regulations referred to hereunder commence on 19th February, 2013, excepting that where it is provided otherwise in any Regulation such other date shall be deemed to be the commencing date for that particular Regulation.

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 the Laikipia University Statutes 2013, the Charter and the Universities Act No. 42 of 2012.

3. The Council may amend, add to or alter the Regulations as it deems fit from time to time. Provided that in accordance with Part VI Section 29 (2) of the Charter, the Council shall not amend, alter or add Statutes relating to the functions and privileges of the Chancellor, Vice-Chancellor or Senate without first ascertaining the opinion of Senate and shall not amend, alter or add to the Regulations governing courses of study and other academic
matters without receipt of a proposal or report thereon by 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 Senate.

4. The Rules and Regulations in force on the day prior to the commencement of the Statutes shall, unless superseded by the Statutes or the Regulations referred to in paragraph 1 of this Statute, continue in force as though they were incorporated in the Rules and Regulations set out above and shall in all other respects be subject to the provisions of these Statutes and the Charter.

5. Any person who except with the written consent of the Council, uses the word "University", or "Laikipia" together in any order and in furtherance of, or as, or in connection with, any advertisement for any trade, business, calling or profession, commits an offence and shall be liable on conviction to a fine not exceeding one million shillings, or to imprisonment for a term not exceeding three years, or to both. Notwithstanding the foregoing, nothing in this section shall be construed as preventing the bona-fide use by any person of any title in pursuance of the grant to him/her of a Degree, Diploma or Certificate by the University.

6. Where there is a conflict in the interpretation of the Statutes, the interpretation given thereof by the Council shall prevail.