



SOUTH EASTERN KENYA UNIVERSITY


STATUTES

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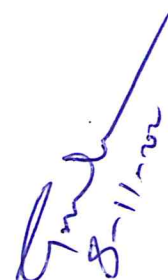
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SOUTH EASTERN KENYA UNIVERSITY STATUTES

In exercise of the powers conferred under section 23 of the Universities Act the Council of the University hereby makes the following Statutes. These statutes shall be cited as the South Eastern Kenya University Statutes 2022 and the Council shall cause them to be gazetted.

PART I PRELIMINARY

1. Definitions

In these Statutes, unless the context otherwise requires:

"**Administrative Staff**" means a member of staff of the University in any of the Grades 3-14, who is appointed for general purposes of performing duties related to general management and administration of the University;

"**Academic Registrar**" means a Registrar of the University appointed in accordance with the Charter and the Statutes;

"**Alumni Association**" means the organization of all graduates, former students and staff of the University upon payment of the requisite membership fees;

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

"**Centre**" means a centre of the university established under the statutes;

"**Chairperson of Council**" means the Chairperson of Council of the University as defined in the Charter;


"**Chairperson of Department**" (**COD**) means a head of Department appointed by the Vice Chancellor as provided in the statutes.

"**Chancellor**" means the Chancellor of the University;

"**Charter**" means the University Charter of South Eastern Kenya University.

"**College**" means (a) a College specified in the Schedule hereof; and (b) a College established within the University defined in the Charter; but does not include a Constituent College;

"**Coordinator**" means a person appointed by the Vice Chancellor to be the Head of a Unit in the University in accordance with the provisions of this Statutes;



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

"Commercialization" means managing principally for financial gain;

"Constituent College" means a Constituent College of the University established under the Charter;

"Convocation" means the convocation of the University established as defined in the Charter;

"Corporate Service" means administrative services in the University;

"Council" means the council of the University established as defined in the Charter and the Universities Act No. 42 of 2012;

"Dean" means the head of a School elected by members of the School Board or in the absence of the election appointed by the Vice-Chancellor in accordance with the provisions of the Statutes;

"Deputy Vice-Chancellor" means the Deputy Vice-Chancellor of the University appointed by the Cabinet Secretary on recommendation by the Council as provided for in the Charter and the Universities Act No. 42 of 2012;

"Director" means the person appointed by the Council or by the Vice-Chancellor to be designated as a director in the University as provided for in the Statutes;

"Fiscal Year" means the financial year of the University as provided for in 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 the Senate;

"Institute" means an institute of the University established by the Statutes;

"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 has recognized as a post having academic status in the University;

"Senate" means the Senate of the University established as defined in the Charter;

"School" means a school of the University established under the Statutes;

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

"**Statutes**" means statutes of the University made by the Council under the Charter;

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

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

"**Support Staff**" means a member of staff of the University in any of the Grades 7 to 14 who is appointed for purposes of providing support services for the general management and administration of the University;

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

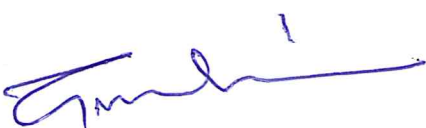
"**Technical Staff**" means a member of staff of the University who is appointed to conduct general clerical, laboratory and field courses, and assist in the conduct of lectures, examinations and research of the University;

"**Unit**" means an administrative entity rendering cross cutting service to the University;

"**University**" means the South Eastern Kenya University established in the Charter;

"**University Management Board**" means the University Management Board of the University as provided for in the Charter and the Universities Act No. 42 of 2012;

"**Vice-Chancellor**" means the Vice-Chancellor of the University appointed as provided for in the Charter and the Universities Act No. 42 of 2012.



PART II ESTABLISHMENT AND GOVERNANCE

2. The Chancellor

(1) There shall be a Chancellor of the University who shall be appointed and hold office in accordance with the provisions of the Universities Act No. 42 of 2012 and the Charter.

(2) Procedure for the Appointment of the Chancellor

(a) Where a vacancy occurs in the office of the Chancellor of a public university, the Senate of that university shall, in consultation with key stakeholders, identify suitable persons for appointment.

(b) Five names shall be proposed to the Senate and submitted to the Public Service Commission for shortlisting and identification of three suitable candidates, ranked in order of merit.

(c) The Public Service Commission shall forward the names of the top three candidates to the Cabinet Secretary for onward transmission to the President, who shall pick one of the persons for appointment as the Chancellor.

(d) The appointment of the Chancellor by the President shall be by notice published in the Gazette.

(3) The Chancellor shall notify the Council of the University of his/her intention to direct an inspection or visitation of the University.

(4) The Council shall tender to the Chancellor advice on any matters relevant to such an inspection or visitation.

(5) The functions of the Chancellor shall be to:

(a) Be the titular head of the University and shall, in the name of the University, confer degrees and grant diplomas, certificates and other awards of the University;

(b) From time to time, recommend to the Cabinet Secretary a visitation of the University whereof the Chancellor shall notify the Council of the University of his/her intention to direct an inspection or visitation of the University and the Council shall tender to the Chancellor advice on any matters relevant to such an inspection or visitation.

- (c) Advise the Council which he/she considers necessary for the betterment of the University.
- (6) The Chancellor shall hold office for a term of 5 years and shall be eligible for re-appointment for one further term.
- (7) The Chancellor shall enjoy such powers and privileges and perform such other functions as may be provided in the Charter.

3. The University Council

- (1) There shall be a Council of the University appointed as provided under the Universities Act No. 42 of 2012 and the Charter.
- (2) The Council shall have nine members comprising:
 - (a) The Chairperson;
 - (b) The Principal Secretary in the Ministry for the time being responsible for university education;
 - (c) The Principal Secretary in the Ministry for the time being responsible for finance;
 - (d) The Vice-Chancellor as an ex-officio member;
 - (e) Five other members.
- (3) The functions of the Council shall be to:
 - (a) Employ staff
 - (b) Approve the Statutes of the University and cause them to be published in the Kenya Gazette;
 - (c) Approve the policies of the University;
 - (d) Approve the budget and procurement plans while ensuring compliance with all other relevant laws.
 - (e) Mobilize resources for the University;
 - (f) Appoint the Vice Chancellor in consultation with the Cabinet Secretary after a competitive process conducted by the Public Service Commission;

- (g) Appoint of the Deputy Vice-Chancellors in consultation with the Cabinet Secretary after a competitive process conducted by the Public Service Commission;
- (h) Manage, supervise and administer the assets of the University in such a manner as best promotes the purpose for which the University is established;
- (i) Determine the provisions to be made for capital and recurrent expenditure and for reserves of the University;
- (j) Receive any grants, donations or endowments on behalf of the University and make legitimate disbursements therefrom;
- (k) Enter into association, collaboration or linkages with other bodies or organizations within or outside Kenya as the University may consider desirable or appropriate and in furtherance of the purpose for which the University is established;
- (l) Open a banking account or accounts for the funds of the University;
- (m) Undertake other functions as may be set out in these statutes.

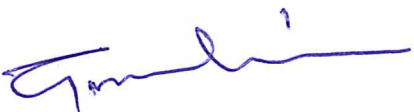
(4) The Council shall operate under the following procedures;

- (a) Unless the Council otherwise determines, a meeting of the Council shall be held quarterly.
- (b) At all meetings of the Council a quorum shall be the nearest whole number above half of the membership of the Council.
- (c) Decisions of the Council shall be by a simple majority vote of those present and entitled to vote provided that the Chairperson of the Council shall have a casting vote in the event of a tie.
- (d) The Chairperson shall preside at all meetings of the Council at which he/she is present and in the absence of the Chairperson, the members present shall elect a temporary Chairperson from among themselves.
- (e) The Council may, at the discretion of the Chairperson, transact any business by the circulation of papers and any decision so taken shall be submitted for ratification at the next meeting of the Council.

- (f) The Council may subject to such limitations as it may deem fit, delegate any of its powers or duties to the Chairperson or to Committees consisting of members of the Council, provided that the Council shall not delegate to the Chairperson or to a Committee the power to approve the Annual Estimates of Expenditure and Accounts without further reference to the Council.
- (g) The Chairperson of the Council may on request be an ex-officio member of every Committee of the Council but shall not be Chairperson of any such Committee unless specifically so provided.
- (h) The Council shall cause minutes of its proceedings to be kept by the Secretary and such minutes shall be confirmed, subject to any necessary amendment, at a subsequent Council meeting.
- (i) Subject to the provisions of the Order and these Statutes, the Council shall have power to regulate by such means as it may think fit procedures at its own meetings and those of any of its Committees.

4. The Vice-Chancellor

- (1) There shall be a Vice-Chancellor who shall be appointed by the Council in consultation with the Cabinet Secretary, after a competitive process conducted by the Public Service Commission.
- (2) The Vice-Chancellor shall hold office for five (5) years but upon the expiration of that period shall be eligible for re-appointment, provided that the Vice-Chancellor shall cease to hold office in the event of resigning office by giving six months' notice or the Council may terminate his/her services as Vice-Chancellor by giving six months' notice in writing or pay six (6) months' salary in lieu of notice or upon death of the Vice Chancellor or due to inability to perform the functions of the office arising from mental or physical incapacity.
- (3) The Vice-Chancellor shall be the Chief Executive of the University and shall have the overall responsibility for the management and administration of the University.
- (4) The Vice Chancellor shall be responsible to Council for the general conduct and discipline of staff and students.
- (5) The Vice Chancellor shall be the academic and administrative head of the University and as such shall have overall responsibility for the direction, organization, administration and programmes of the University.



- (6) The Vice-Chancellor shall, by virtue of this office, be an ex-official of every School/Institute/Board within the University.
- (7) The Vice-Chancellor shall be Secretary to the Council.
- (8) The Vice-Chancellor, shall be the Chairperson of Senate and the University Management Board and shall by virtue of his/her office be a member of every committee constituted by the respective University Management and Senate, unless otherwise expressly provided.
- (9) The Vice-Chancellor may assign or delegate any of his/her duties to a committee or to a member of staff of the University and may withdraw such assignment or delegation at any time.
- (10) The Vice-Chancellor may authorize the hiring of temporary members of staff for a period not exceeding twelve (12) months.
- (11) In case of emergency, the Vice-Chancellor may in consultation with the Chairperson of the Council take decisions that are in the best interest of the University provided that decisions are reported in the next Council meeting.
- (12) The Vice-Chancellor shall have such other duties as may be assigned or delegated by the Council.

5. The Deputy Vice-Chancellor (Academic, Research and Innovation)

- (1) The Deputy Vice-Chancellor (Academic, Research and Innovation) shall be appointed by the Council in consultation with the Cabinet Secretary, after a competitive process conducted by the Public Service Commission as provided for in the Universities Act No. 42 of 2012 and shall hold office for five (5) years but upon the expiration of that period shall be eligible for re-appointment, provided that the Deputy Vice-Chancellor (Academic, Research and Innovation) shall cease to hold office in the event of resigning by giving six months' notice or the Council may terminate his/her services as Deputy Vice-Chancellor (Academic, Research and Innovation) by giving six (6) months' notice in writing or pay six (6) months' salary in lieu of notice.
- (2) The duties and responsibilities of the Deputy Vice-Chancellor (Academic, Research and Innovation) shall be to assist the Vice-Chancellor in overseeing all academic, research, innovation, outreach and student welfare activities in the University and in particular to:

- (a) Formulating and implementing policies and procedures on planning, development, and management of academic activities, research, innovation and outreach programmes.
- (b) Coordinating and ensuring development and review of curricula in line with market demand, and regional and national regulatory bodies.
- (c) Creating and maintaining an environment which promotes and secures good and quality teaching, effective learning and achievement of the highest possible academic standards, good behaviour and discipline amongst the students' body.
- (d) Ensuring that the University attains a high level of competitiveness in its academic programmes.
- (e) Planning and advising in the recruitment and development of all teaching and technical staff.
- (f) Overseeing students welfare and ensure availability of adequate resources for students.
- (g) Coordinating preparation and review of the University academic calendar, prospectus and any other academic oriented publications.
- (h) Overseeing the management of the University Library.
- (i) Ensuring availability of suitable and adequate resources for proper delivery of training, research, innovation and outreach programmes.
- (j) Overseeing development of the University research agenda and coordinate research, innovation and outreach activities.
- (k) Coordinating collaboration with industry, other institutions of higher learning, research institutes, development partners, professional associations and other institutions with common interest.
- (l) Assisting the Vice-Chancellor in development and review of the University Statutes.
- (m) Ensuring that staff in the division meet performance contract targets.

6. The Deputy Vice-Chancellor (Corporate Services)

- (1) The Deputy Vice-Chancellor (Corporate Services) shall be appointed by the Council in consultation with the Cabinet Secretary, after a competitive process conducted by the Public Service Commission as provided for in the Universities



Act No. 42 of 2012 and shall hold office for five (5) years but upon the expiration of that period shall be eligible for re-appointment, provided that the Deputy Vice-Chancellor (Corporate Services) shall cease to hold office in the event of resigning office by giving six months' notice or the Council may terminate his/her services as Deputy Vice-Chancellor (Corporate services) by giving six (6) months' notice in writing or pay six (6) months' salary in lieu of notice.

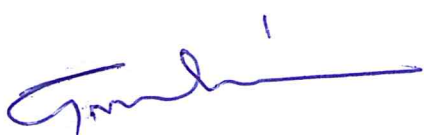
(2) The duties and responsibilities of the Deputy Vice-Chancellor (Corporate services) shall be to assist the Vice-Chancellor in overseeing all financial, planning and development activities in the University and in particular to:

- (a) Assisting the Vice-Chancellor in overseeing all administrative activities in the University.
- (b) Formulating policies, standards and procedures governing Corporate Services.
- (c) Coordinating human resource management processes, recruitment and selection.
- (d) Coordinating financial management services.
- (e) Coordinating health services, registry, administration, central services, security, transport, facilities management and ICT.
- (f) Planning, directing, organizing, monitoring and advising on the recruitment and deployment of all staff.
- (g) Coordinating labour relations, promotions, discipline, employee services and general staff welfare to promote staff wellbeing.
- (h) Overseeing performance contracting, measurement, monitoring and reporting, staff performance appraisal and reward management.
- (i) Overseeing fleet planning and control transport services including vehicle allocation, maintenance, and servicing.
- (j) Overseeing, coordinating and facilitating training workshops and seminars, staff training and development, placement, team building, retreats, and induction.
- (k) Overseeing the development, implementation, and review of Quality Management System (QMS) administrative and operational procedures.

- (l) Overseeing development processes and other activities on ISO certification and implementation.
- (m) Ensuring that staff in the Division meet targets.
- (n) Assisting the Vice-Chancellor in the development and review of the University Statutes.
- (o) Overseeing general maintenance of the grounds.
- (p) Undertaking any other duties and responsibilities as may be determined by the Vice-Chancellor from time to time.

7. Corporation Secretary and Director of Legal Services

- 1) There shall be a Corporation Secretary and Director of Legal Services.
- 2) The Corporation Secretary and Director of Legal Services shall be appointed by Council and shall hold office on contract terms for a period of five (5) years renewable, as may be determined by the Council, provided that the Council may terminate appointment by giving three (3) months' notice in writing or the Corporation Secretary and Director of Legal Services may resign by giving three (3) months' notice in writing or pay three (3) months' salary in lieu of notice.
- 3) The duties of the Corporation Secretary and Director of Legal Services shall be:
 - a) Providing Council secretariat and Head of Legal services.
 - b) Providing guidance to the Council on their duties and responsibilities and on matters of governance.
 - c) Assisting the Council in carrying out; induction and training, updating the Council and Committee charters, preparation of work plans, evaluation, Governance audit, implementation of the Code of Conduct and Ethics.
 - d) Being the custodian of the seal of the University and account to the Council for its use.
 - e) Maintaining and updating the register of conflicts of interest.
 - f) Providing guidance on governance and adherence to statutory obligations.




- g) Establishing and managing the Council Securities Register for the custody and maintenance of securities, bonds or other proprietary instruments resulting from the University's transactional activities, as required.
- h) Providing legal guidance on contractual and statutory obligations binding to the University.
- i) Coordinating litigations for the university
- j) Facilitating the development and review of all Laws and Policies that have bearing on the University mandate.
- k) Continuously managing, reviewing and updating of all the University codes, regulations, rules, guidelines, by-laws and treaties for consistency with each other.
- l) Provide legal advice to the Council and the University Management.

8. Academic Registrar

- (1) There shall be an Academic Registrar.
- (2) The Academic Registrar shall be appointed by Council and shall hold office on contract terms for a period of five (5) years renewable, as may be determined by the Council, provided that the Council may terminate appointment by giving three (3) months' notice in writing or the Academic Registrar may resign by giving three (3) months' notice in writing or the pay three (3) months' salary in lieu of notice.
- (3) The Academic Registrar shall perform such duties as may be delegated or assigned by the Deputy Vice-Chancellor Academic, Research and Innovation.
- (4) The duties of the Academic Registrar shall be to:
 - (a) Assisting the Deputy Vice-Chancellor (Academic, Research and Innovation) in the general administration in the Academic, Research and Innovation Division.
 - (b) Coordinating programmes/syllabi, rules and regulations governing the implementation of academic and research programmes and students conduct in the University.
 - (c) Coordinating continuous assessment, University and national examinations.

- (d) Coordinating the preparation of teaching and examination timetables.
- (e) Providing secretarial services to all Senate committees related to academics and student matters.
- (f) Guiding Deans of Schools, Directors of Institutes and Chairmen of Departments in running of academic, research and outreach programmes at the respective levels.
- (g) Coordinating and collecting evidence for performance targets and preparation of the division's performance contract quarterly reports.
- (h) Overseeing the administration of student welfare services and integrity of the student data base.
- (i) Working closely with the Deputy Vice-Chancellor (Academic, Research and Student Affairs) on teaching and technical staff development, training needs and research collaboration programmes.
- (j) Coordinating teaching staff evaluation by students.
- (k) Working closely with academic departments to ensure success in Professional, Statutory and Regulatory Body interventions.
- (l) Developing and administering the division's budget.
- (m) Planning student's selection, admission and registration processes.
- (n) Coordinating the administration and processing of examinations, academic transcripts and certificates.
- (o) Communicating, following-up and implementing decisions of Management and Management Committees.
- (p) Planning the semester schedule of classes each semester.
- (q) Supervising the coordination, evaluation and certification of all graduation applications.
- (r) Coordinating the allocation of resources for academic, research and outreach purposes.



(s) Performing any other duties that may be assigned to by the Vice-Chancellor or the Deputy Vice-Chancellor (Academic, Research and Student Affairs).

9. Directorate of Finance and Accounts

- (1) The Finance and Accounts Directorate shall be established pursuant to the Universities Act 2012 Section 40, Public Financial Management Act 2012 Section 15. The Finance Section is responsible for financial Management, Financial Reporting and investment Activities of the University.
- (2) The Directorate will be headed by the Director Finance and Accounts who shall be appointed by the Council.
- (3) A person appointed as the Director Finance and Accounts shall be appointed by Council and shall hold office on contract terms for a period of five (5) years renewable, as may be determined by the Council, provided that the Council may terminate appointment by giving three (3) months' notice in writing, or the Director Finance and Accounts may resign by giving three (3) months' notice in writing or pay three (3) months' salary in lieu of notice.
- (4) The Director Finance and Accounts shall be responsible to the Vice-Chancellor through the Deputy Vice-Chancellor (Corporate Services) for the management of the finances of the University.
- (5) The duties of the Director Finance and Accounts shall be to:-
 - a) Leading the development of the financial accounting and reporting policies and procedures to ensure alignment of the department objectives with the overall university's strategy
 - b) Developing and monitoring the implementation of the annual work plan for the department to ensure deliverables are met and are in line with established timelines and quality standards.
 - c) Leading in the formulation and implementation of the department budgetary control policies and procedures to ensure optimal resource utilization in the University.
 - d) Reviewing reports on monthly utilization of budgets and make recommendations on the budget variances to ensure efficiency in utilization of the university resources.
 - e) Developing the departmental strategic plan in line with the overall university's strategic plan.

- f) Overseeing duty allocation to all the staff members in the department for efficient service delivery and achievement of all set targets and objectives.
- g) Leading the development and performance management of staff that report to the position to ensure the achievement of both individual and departmental objectives.
- h) Liaising with human resource on recruitment of staff in the department to ensure that the finance department is adequately staffed.
- i) Reviewing management reports on cash flows, budget variance reports and advise management of the finance performance of the institution and make decision on what remedies are supposed to be.
- j) Instituting and coordinating risk management framework to ensure that university resources are safeguarded and properly utilized.
- k) Preparing annual departmental procurement plans to ensure provision of required resources on a timely basis for efficiency.
- l) Reporting regularly on finance performance of the institution to management and also report on budgetary variance to inform on financial decision making.
- m) Validating and approving accurate and timely administration of all tax and statutory compliance issues and effective management of payroll.
- n) Overseeing and verifying payment process ensuring accurate payments due to suppliers after delivery of goods and services and staff member has been done are paid promptly.
- o) Submitting periodic reports to the National Treasury as required.
- p) Ensuring adherence to the approved budget to prevent overspending in votes.
- q) Liaising with deans of schools ensure that students are properly invoiced and fee collection is done at the right time to avoid interruption of student learning time.
- r) Verifying monthly bank reconciliations statements, trial balance and other reports to ensure accuracy.
- s) Implementing quality management system procedures in the department for conformity and efficiency.
- t) Providing input into the university budget through preparation of departmental budget estimates.
- u) Controlling and managing the budget and expenditure of the finance department.



10. The University Librarian

- (1) The University Librarian shall be appointed by the Council.
- (2) Subject to this Statute, the University Librarian shall hold office upon such terms and conditions as shall be determined by the University Council.
- (3) The University Librarian shall be responsible to the Vice-Chancellor through the Deputy Vice-Chancellor (Academic, Research and Innovation) for the organisation and operation of the Library services of the University.
- (4) The specific duties of the University Librarian shall be:-
 - a) Developing, implementing and interpreting library policies, procedures and documentation to ensure quality standard operations of library activity.
 - b) Developing, present and assess formal instructional programs and resources designed to teach information literacy and communication skills.
 - c) Managing library budget through monitoring of purchases for all library resources and facilities to ensure proper use of financial resources.
 - d) Training and conducting performance reviews to ensure a high level professional service.
 - e) Supervising library staff by allocating work to ensure library activities are smoothly carried out.
 - f) Acquiring and maintaining thorough knowledge of the research, teaching and learning needs of the various university departments to ensure that provided library services meet their needs.
 - g) Selecting and maintaining appropriate resources in a variety of formats to cater for all types of user needs and to support all academic programmes and university initiatives.
 - h) Ensuring equitable access to information resources services, facilities and systems in physical and virtual environment in all university campuses.
 - i) Implementing new technologies and library services to ensure convenient access to library resources.
 - j) Assuring adequate library and research resource are available to meet faculty students and staff needs within assigned budget by planning for collection growth and technological change.

- k) Performing any other duties as may be assigned by the Vice-Chancellor and Deputy Vice-Chancellor (Academics, Research and Student Affairs) from time to time.

11. Dean of Students

- (1) The Dean of Students shall be appointed by the Vice-Chancellor from among staff of the rank of Senior Lecturer and above.
- (2) The Dean of Students shall hold office for a period of two (2) years renewable once subject to satisfactory performance.
- (3) The Dean of Students shall report to the Deputy Vice-Chancellor (Academic, Research and Innovation) and shall exercise such powers and perform such duties in respect to the students.
- (4) The specific duties of the Dean of Students shall be:
 - a) Administering student leadership elections and oversee smooth transition of student leadership.
 - b) Organizing various types of entertainment for students in collaboration with student organizations.
 - c) Receiving students' disciplinary cases and process them in consultation with the DVC, Academics, Research and Innovation and the Students Disciplinary Committee.
 - d) Maintaining communication between the students and administration to avoid tension between the two parties.
 - e) Helping clear students leaving the country in collaboration with relevant ministries.
 - f) Planning, preparing and directing student welfare activities such as funerals, parties and other events.
 - g) Ensuring safe custody of all departmental assets to protect them from loss.
 - h) Overseeing adherence to Quality Management Systems and performance contracting and other regulatory and statutory obligations in the department.



- i) Conducting research on student affairs related issues to enhance service delivery.
- j) Offer Student guidance and Counselling services offered to individuals or groups.
- k) Form the link between the Students' Governing Council and other University organs.
- l) Register Students' Clubs and Associations.
- m) Offer Public Educative Lectures and motivational talks.
- n) Oversee Sports and games.
- o) Coordinate Student Financial Aid.
- p) Liaise with the HELB (Higher Education Loans Board) in resolving students issues.
- q) Oversee orientation of first year students.
- r) Partner with other University departments whose activities are centered on students' welfare.

12. The University Management Board

1. There shall be a University Management Board whose membership shall be:
 - (a) The Vice-Chancellor, who shall be the Chairperson;
 - (b) The Deputy Vice-Chancellors;
 - (c) The Principals of Colleges within the University;
 - (d) The Deputy Principals of Colleges within the University;
 - (e) The Director Finance and Accounts
 - (f) The Academic Registrar
 - (g) Corporation Secretary and Director of Legal Services
 - (h) Director Procurement and Supply Chain Management

- (i) Director Facilities Management
 - (j) Director Human Resource Management - Secretary
 - (k) Such other member of senior management as the Vice Chancellor may determine from time to time.
- (1) The University Management Board shall assist the Vice-Chancellor in the day-to-day management of the University and shall, in this respect, be responsible for:
- (a) The efficient management of the human, physical, and financial resources of the University;
 - (b) Making proposals to the Council and Senate 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) The University Management Board shall adopt the following procedures:
- (a) 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 determine.
 - (b) At all meetings of the University Management Board a quorum shall be the nearest whole number above half the membership of the University Management Board.
 - (c) The Chairperson, or in his/her absence, the Deputy Vice-Chancellor (Academics, Research and Innovation) shall preside at meetings of the University Management Board at which he/she is present and in the absence of both the Chairperson and the Deputy Vice-Chancellor (Academics Research and Innovation) the members present shall elect a temporary Chairperson from among themselves.
 - (d) The University Management Board may, subject to such limitations as it may deem fit, delegate any of its duties to the Chairperson or to the Committee consisting of such members of the University Management Board and other persons as it may empower any such committee to act jointly with any committee appointed by either the Senate.

- (e) Subject to the provisions of this Statute, the University Management Board shall have power to regulate by such means as it may deem fit procedures of its own meetings or those of any of its committees.
- (f) The University Management Board shall have such other powers and duties as may be assigned or delegated to it by the Council.

13. The Senate

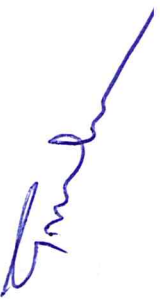
(1) There shall be Senate of the University, as provided for in the Charter, whose membership shall be: -

- (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 Deputy Principals of Colleges within the University;
- (f) One (1) Full Professor from each of the schools;
- (g) The Academic Registrar;
- (h) The Deans and Directors;
- (i) The Chairpersons of Departments;
- (j) The University Librarian;
- (k) One representative of each of the college academic boards appointed by the respective boards from amongst its members;
- (l) Two members elected by the students' organization, who shall not be entitled to attend deliberations of the Senate on matters which are considered by the Chairperson of the Senate to be confidential or which relate to examinations, the general discipline of students, and other related matters; and
- (m) Two members elected by the academic board or equivalent body of each Constituent College from amongst the members of such board or body;
- (n) One representative of each of the School Academic Boards appointed by the respective boards from amongst its members;

- (o) Such other member as Council may determine in accordance with these Statutes.
- (2) The Deputy Vice-Chancellor (Academic, Research and Innovation) shall serve as Secretary to the Senate.
- (3) In the event that the Deputy Vice-Chancellor (Academic, Research and Innovation) is the Acting Vice-Chancellor, the Academic Registrar shall be the Secretary to the Senate.
- (4) The Senate shall have the following powers and duties: -
- (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;
 - (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 such standard of proficiency and are otherwise fit to be granted a degree, diploma, certificate or other awards of the University;
 - (e) To make recommendations to council on matters dealing with student conduct or behavior;
 - (f) To make regulations governing such other matters as are within its powers in accordance with the Charter or the statutes.
- (5) The Senate shall adopt the following procedures;
- (a) Unless the Senate otherwise determines, meetings of the Senate shall be held at least three times in each semester at such a time and place as the Chairperson of the Senate may appoint.
 - (b) The Chairperson of the Senate or, in his/her absence, the Deputy Vice-Chancellor (Academic, Research and Innovation) shall preside at all meetings of the Senate at which he/she is present and, in the event of the absence of both the Chairperson of Senate and the Deputy Vice-Chancellor (Academic, Research and Innovation) the members present

and constituting a quorum shall elect a temporary Chairperson from among their number.

- (c) At any meeting of the Senate a quorum shall be the nearest whole number above half the membership of the Senate.
- (d) The Chairperson of the meeting shall have an original and a casting vote.
- (e) The Senate may, subject to such limitations as it may think fit, delegate any of its powers or duties to committees/boards consisting of such members of the Senate and other persons as it may think fit; and the Senate may empower, any such committees/board to act jointly with any committee/board appointed by the Council.



PART III: CORE FUNCTIONS

14. Schools, Directorates, Institutes and Departments of the South Eastern Kenya University

- (1) There shall be Schools, Directorates, Institutes and Departments within the University approved by the Council following recommendations from the Senate.
- (2) The following constitute the current Schools, Directorates, Institutes and Departments of the University:
 - (a) School of Agriculture, Environment, Water and Natural Resources
 - (i) Department of Hydrology and Aquatic Sciences.
 - (ii) Department of Environmental Science and Land Resources Management.
 - (iii) Department of Geology and Metrology.
 - (iv) Department of Agriculture.
 - (b) School of Business and Economics
 - (i) Department of Management Science
 - (ii) Department of Economics
 - (iii) Department of Business and Entrepreneurship
 - (c) School of Education
 - (i) Department of Educational Administration and Planning.
 - (ii) Department of Educational Psychology.
 - (iii) Department of Educational Foundations.
 - (iv) Department of Educational Communication and Technology.
 - (d) School of Humanities and Social Sciences
 - (i) Department of Sociology, Anthropology and Community Development.
 - (ii) Department of Geography, History and Religious Studies.
 - (iii) Department of Linguistics, Languages and Literature.
 - (e) School of Science and Computing
 - (i) Department of Life Sciences
 - (ii) Department of Physical Sciences.
 - (iii) Department of Mathematics and Actuarial Science.
 - (iv) Department of Computer Science and Technology
 - (f) School of Engineering and Technology
 - (i) Department of Civil, Construction and Environmental Engineering
 - (ii) Department of Electrical, Electronic and Information Engineering
 - (iii) Department of Mechanical and Manufacturing Engineering
 - (iv) Department of Industrial and Textile Engineering
 - (v) Department of Agricultural and Biosystems Engineering
 - (vi) Department of Architecture and the Built Environment



- (g) School of Health Sciences
 - (i) Department of Public Health
 - (ii) Department of Nursing Sciences
 - (iii) Department of Medical Laboratory Sciences
 - (iv) Department of Food Science, Nutrition and Technology
 - (v) Department of Medicine and Surgery
 - (vi) Department of Pharmacy
 - (vii) Department of Clinical Medicine and Community Health
 - (viii) Department of Human Anatomy
 - (ix) Department of Medical Physiology
 - (x) Department of Pathology
 - (xi) Department Medical Immunology
 - (xii) Department of Medical Biochemistry
 - (xiii) Department of Dentistry
 - (xiv) Department of Diagnostics, Imaging and Radiation Medicine
 - (xv) Department of Medical Microbiology

(h) School of Law

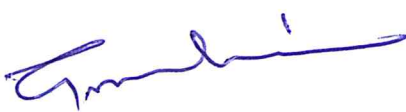
- (i) Department of Commercial Law
- (ii) Department of Private Law
- (iii) Department of Public Law

(3) Each School shall be headed by a Dean who shall be elected by members of the School Board for a period of two (2) years renewable once. In the absence of an elected Dean, the Vice-Chancellor shall have powers to appoint a Dean from amongst the cadres as shown below.

- (a) Deans shall be elected from qualified permanent academic staff members, holding the position of at least Senior Lecturer in the respective School.
- (b) The election for the position of the Dean shall be subject to confirmation by Senate and Council, and the Dean-elect shall not assume office before such confirmation.
- (c) No person shall be eligible for election if such person is serving a second of two continuous terms as Deans. Where a person previously served but has already ceased to be Dean, such a person shall not become eligible for election until two consecutive years have elapsed since such a person last ceases to be Dean.
- (d) Where the School fails or is unable for whatever reason to elect a Dean, or where no person from within the School is eligible for election for election as is provided in paragraph (a) of this clause, the person who is current or outgoing Dean shall continue to hold office and perform all the functions

and duties of the Dean until such time as the Council is able to appoint a new Dean.

- (e) Where a School has failed or is unable to elect a Dean due to circumstances mentioned under paragraph (c) of this clause, the Council shall appoint a Senior Academic member of staff and such person shall assume office of Dean on such terms and conditions as the Council may deem fit.
 - (f) The Office of the Dean of a school shall be declared vacant three (3) weeks prior to expiry of the term.
 - (g) There shall be a Returning Officer who shall be appointed by the Vice-Chancellor, and the Returning Officer shall have the power, under this Statute, to conduct elections of Dean and thereafter report to the Vice-Chancellor the outcome thereof.
- (4) Each school shall be governed by a Board whose membership shall consist of the following:
- (a) Dean of School - Chairperson to the Board.
 - (b) All Professors, Associate Professors, Senior Lecturers, Lecturers and Assistant Lecturers/Tutorial Fellows within the School.
 - (c) Professors from teaching staff of Schools and Institutes associated with the academic business of the School and who are currently teaching in the Departments within the School.
 - (d) One student representative elected by secret ballot, from each year of study, from among full-time students of the School provided that the student representative will not attend when sensitive issues like examinations are being discussed.
 - (e) Such other members not exceeding two in number and not being members of the full time academic staff of the University appointed by Council on the recommendations of the School.
 - (f) Each Board of School may at its own discretion, invite/co-opt five other persons to attend its meetings in an advisory capacity; provided that persons so invited shall not acquire right of membership to the Board and shall have no voting rights.



(g) The Vice-Chancellor, the Deputy Vice-Chancellor (Academic, Research and Innovation), and the Deputy Vice-Chancellor (Corporate Services) shall be ex-official members.

(5) The Board of each School shall have the following powers: -

- (a) To consider and make recommendations to Council through the Senate concerning the progress of students within the School;
- (b) To make recommendations to Senate through the Deans Committee concerning syllabi and regulations dealing with courses of study for Degrees and other awards;
- (c) To regulate and conduct examinations in courses assigned to the School and make recommendations thereon to the Senate;
- (d) To recommend to the Senate through the Senate the names of examiners for appointment;
- (e) To consider and make recommendations in any question relating to the School;
- (f) To regulate in such manner as it may deem fit, its own procedures; and
- (g) To deal with any matters referred to it by the Senate or the Deans Committee.

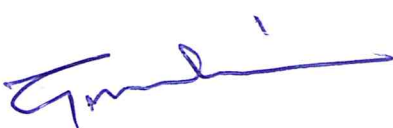
(6) Academic Departments;

- (a) Each School shall consist of such constituent departments or units as the Council may from time to time determine;
- (b) Each academic department shall be regarded for administrative purposes as being a constituent part of one School. Departments/units may be involved in other Schools in the provision of service course teaching;
- (c) Each Department shall be headed by a Chairperson who shall be appointed by the Vice-Chancellor in consultation with the Deputy Vice-Chancellor (ARI) and the Dean of the School. A Chairperson shall serve for a term of two (2) years, renewable once;

- (d) A Departmental Board shall consist of all Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers, Tutorial Fellows and Chief and Principal Technologists in the Department;
- (e) The Vice-Chancellor, the Deputy Vice-Chancellor (Academic, Research and Innovation), the Deputy Vice-Chancellor (Corporate Services), and Dean shall be ex-official members.
- (f) There shall be Departmental Board meetings called by the Chairperson of the Department at least once a semester. Such meetings shall constitute all members of academic staff of the Department and members of associated departments who are currently teaching in the department. The quorum shall be fifty percent plus one person of the full time members of the Departmental Board;
- (g) The department shall be the basic unit in the academic functioning of the University and shall be responsible for the following functions: -
 - (i) To make recommendations to the School concerning students' academic progress;
 - (ii) To make recommendations to the School on teaching, syllabi and examinations;
 - (iii) To recommend to the management on matters pertaining to personnel and resources for the conduct of academic programmes; and
 - (iv) To deal with other matters referred to it by the School or the Senate.

15. University Entry Requirements

- (1) The entrance requirements set out below must be regarded as minimum requirements, which in no way entitle the applicant to a place in the University. In addition, candidates will be required to fulfill specific admission requirements of the schools to which they seek admission.
- (2) A Kenya Certificate of Secondary Education (KCSE) with an aggregate minimum grade of C+ from at least 7 approved subjects obtained at the same sitting; and



(3) For the purposes of this regulation approved subjects shall be such subjects as Senate shall from time to time determine.

(4) The list of such approved subjects include: -

Group I		
ENG	English)
KIS	Kiswahili) Compulsory 3
MAT	Mathematics)
Group II		
BIO	Biology)
PHY	Physics) At Least 2
CHE	Chemistry)
Group III		
HAG	History and Government)
GEO	Geography)
CRE	Christian Religious Education) At Least 1
IRE	Islamic Religious Education)
HRE	Hindu Religious Education)
Group IV		
HSC	Home Science)
ARD	Art and Design)
AGR	Agriculture) At Least 1
AVT	Aviation Technology)
CMP	Computer Studies)
Group IV		
FRE	French)
GER	German)
ARB	Arabic) At Least 1
MUS	Music)
BST	Business Studies)

(5) There shall be a mature age qualifying scheme for admission to the University, the condition for which shall be as follows: -

- (a) Candidates must be 25 years of age, or older on 1st July of the Year in which admission is sought.

- (b) Candidates should have completed their full-time school at high school or college education at least five years before the date they are seeking admission.
- (6) Candidates should be able to show: -
- (a) That they have attended Extra-Mural classes or Residential courses in which case a recommendation from the Extra-Mural Class Tutor(s) or Residential Tutor will be necessary
or
 - (b) That they have attended a residential course at an Adult Education center or post-secondary institution in which cases a recommendation from the Principal of the College attended will be necessary;
or
 - (c) That they can obtain, from a person acceptable to the University a recommendation that they are qualified to profit from a University education.
- (7) Candidates must give the name and full address of a referee who is a person conversant with University Standards- preferably a graduate and who is well placed to assess the candidate's potential as a University student. Candidates are requested to see to it that the referee has consented to report on them, and that their addresses are correct.
- (8) No candidate who has previously attended any University shall be admitted to a degree course, under these regulations, for which they failed to qualify during their previous attendance, unless they produce evidence of further study satisfactory to the University.

16. Designation of Degrees

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

(a) School of Agriculture, Environment, Water and Natural Resources

- (i) Bachelor of Science (Agriculture)
- (ii) Bachelor of Science (Dryland Agriculture)
- (iii) Bachelor of Science (Horticulture)
- (iv) Bachelor of Science (Range Management)
- (v) Bachelor of Science (Dryland Animal Science)

- (vi) Bachelor of Science (Agribusiness Management & Entrepreneurship)
- (vii) Bachelor of Science (Agricultural Education & Extension)
- (viii) Bachelor of Science in Animal Health and Entrepreneurship
- (ix) Bachelor of Science (Hydrology and Water Resources Management)
- (x) Bachelor of Science (Fisheries Management and Aquatic Technology)
- (xi) Bachelor of Science (Applied Aquatic Sciences)
- (xii) Bachelor of Science in Forestry and community Development
- (xiii) Bachelor of Science in Environmental Conservation & Natural Resources Management
- (xiv) Bachelor of Science in Land Resources Management
- (xv) Bachelor of Science in Environmental Management
- (xvi) Bachelor of Science in Environmental Planning & Management
- (xvii) Bachelor of Science in Forestry
- (xviii) Bachelor of Science in Environmental Conservation and Natural Resources Management
- (xix) Bachelor of Science in Meteorology
- (xx) Bachelor of Science in Geology
- (xxi) Bachelor of Science in Climate Change and Agroforestry
- (xxii) Bachelor of Science in Geospatial Information Technology
- (xxiii) Master of Science (Agricultural Resource Management)
- (xxiv) Master of Science (Livestock Production Systems)
- (xxv) Master of Science (Agronomy)
- (xxvi) Master of Science (Agricultural Economics)
- (xxvii) Master of Science (Rangeland Resources Management)
- (xxviii) Master of Science in Agro meteorology
- (xxix) Master of Science in Mineral Exploration and Mining
- (xxx) Master of Science (Exploration Geo-Physics)
- (xxxi) Master of Science in Environmental Management
- (xxxii) Master of Science in Meteorology
- (xxxiii) Master of Science in Climate Change & Agroforestry
- (xxxiv) Master of Science (Integrated Water Resource)
- (xxxv) Doctor of Philosophy (Agricultural Resource Management)
- (xxxvi) Doctor of Philosophy (Agricultural Economics)
- (xxxvii) Doctor of Philosophy (Animal Science)
- (xxxviii) Doctor of Philosophy (Watershed Management)
- (xxxix) Doctor of Philosophy in Environmental Management
- (xl) Doctor of Philosophy in Climate Change & Agroforestry
- (xli) Doctor of Philosophy in Integrated Water Resources Management
- (xlii) Post Graduate Diploma in Meteorology
- (xliii) Post Graduate Diploma in GIS and Remote Sensing
- (xliv) Certificate in Animal Health and Husbandry
- (xlv) Certificate in Artificial Insemination and Fertility Management
- (xlvi) Diploma in Range Land Management

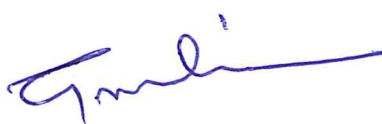
- (xlvi) Diploma in Apiculture
- (xlvii) Diploma in Animal Health
- (xlviii) Diploma in Crop Protection
- (xlix) Diploma in General Agriculture (TVET)
- (l) Diploma in Agricultural Entrepreneurship (TVET)
- (li) Diploma in Disaster Management
- (lii) Certificate in Management of Community Forest Assessment
- (liii) Certificate in Awareness on Education and Climate Change Mitigation and Adaptation Issues
- (liv) Certificate in Environmental Impact Assessment (EIA) and Audit
- (lv) Diploma in Photogrammetry and Remote Sensing (TVET)
- (lvi) Certificate in Petroleum Geo-Science (TVET)

(b) School of Education

- (i) Bachelor of Education (Arts)
- (ii) Bachelor of Education (Science)
- (iii) Postgraduate Diploma in Education
- (iv) Master of Education in Curriculum Studies
- (v) Master of Education in Corporate Governance
- (vi) Master of Education in Educational Planning
- (vii) Master of Education in Educational Administration
- (viii) Master of Education in Kiswahili Methods
- (ix) Master of Education (Early Childhood Education)
- (x) Master of Education (Guidance and Counselling)
- (xi) Master of Education (Educational Psychology)
- (xii) Master of Education in Economics of Education
- (xiii) Doctor of Philosophy in Educational Administration
- (xiv) Doctor of Philosophy in Curriculum Studies
- (xv) Doctor of Philosophy in Economics of Education & Planning
- (xvi) Doctor of Philosophy in Educational Psychology

(c) School of Humanities and Social Sciences

- (i) Bachelor of Arts
- (ii) Bachelor of Arts in Social Work
- (iii) Bachelor of Arts in Gender & Development Studies
- (iv) Bachelor of Arts, in Hospitality & Tourism
- (v) Bachelor of Arts in Criminology
- (vi) Master of Arts in Gender and Development Studies
- (vii) Master of Arts in Sociology
- (viii) Master of Arts in Religious Studies
- (ix) Master of Arts in Geography
- (x) Master of Arts in Kiswahili



- (xi) Master of Arts in Linguistics
- (xii) Doctor of Philosophy in Kiswahili Studies
- (xiii) Diploma in Social work and Community Development (TVET)

(d) School of Science and Computing

- (i) Bachelor of Science
- (ii) Bachelor of Science in Mathematics
- (iii) Bachelor of Science in Actuarial Science
- (iv) Bachelor of Science in Statistics
- (v) Bachelor of Science (Biology)
- (vi) Bachelor of Science (Molecular Biology & Biochemistry)
- (vii) Bachelor of Science (Chemistry)
- (viii) Bachelor of Science (Physics)
- (ix) Bachelor of Science (Medical Botany)
- (x) Bachelor of Science in Electronics
- (xi) Bachelor of Science in Computer Science
- (xii) Bachelor of Science in Financial Engineering
- (xiii) Bachelor of Information Technology
- (xiv) Master of Science (Biotechnology)
- (xv) Master of Science (Biochemistry)
- (xvi) Master of Science (Physics)
- (xvii) Master of Science in Chemistry
- (xviii) Master of Science in Entomology
- (xix) Master of Science in Biodiversity Conservation and Management
- (xx) Master of Science in Computer Science
- (xxi) Master of Science in Applied Statistics
- (xxii) Master of Science (Information Systems)
- (xxiii) Master of Science in Pure Mathematics
- (xxiv) Master of Science in Applied Mathematics
- (xxv) Master of Science in Applied Statistics
- (xxvi) Master of Science in Actuarial Science
- (xxvii) Master of Science in Financial Mathematics
- (xxviii) Doctor of Philosophy in Applied Statistics
- (xxix) Doctor of Philosophy in Pure Mathematics
- (xxx) Doctor of Philosophy in Applied Mathematics
- (xxxi) Doctor of Philosophy (Physics)
- (xxxii) Doctor of Philosophy in Entomology
- (xxxiii) Doctor of Philosophy in Computer Science
- (xxxiv) Doctor of Philosophy in Information Systems
- (xxxv) Doctor of Philosophy in Pure Mathematics
- (xxxvi) Doctor of Philosophy in Applied Statistics
- (xxxvii) Diploma in Electronics

- (xxxviii) Diploma in Information Technology
- (xxxix) Diploma in Computer Science
- (xl) Diploma in Information Communication Technology (TVET)
- (xli) Certificate in Information Technology

(e) School of Engineering and Technology

- (i) Bachelor of Science in Textile Engineering
- (ii) Bachelor of Science (Interior Design)
- (iii) Bachelor of Science in Fashion Design
- (iv) Bachelor of Arts in Design Fashion and Interior Design
- (v) Master of Science (Textile Science and Engineering)
- (vi) Bachelor of Architecture
- (vii) Bachelor of Science in Construction Management
- (viii) Bachelor of Quantity Surveying
- (ix) Bachelor of Science in Mechanical Engineering
- (x) Bachelor of Science in Energy Engineering
- (xi) Bachelor of Science in Mechanical Engineering
- (xii) Bachelor of Science in Civil Engineering
- (xiii) Bachelor of Science in Agricultural Engineering
- (xiv) Master of Architecture
- (xv) Master of Science in Mechanical Engineering
- (xvi) Master of Science in Electrical and Electronic Engineering
- (xvii) Master of Science in Telecommunication Engineering
- (xviii) Master of Science in Power Systems Engineering
- (xix) Master of Science in Sustainable Energy and Management
- (xx) Master of Science in Renewable Energy Management
- (xxi) Master of Science (Agricultural Engineering)
- (xxii) Master of Science (Construction and Infrastructure Management)
- (xxiii) Master of Science (Civil Engineering)
- (xxiv) Doctor of Philosophy (Civil Engineering)
- (xxv) Doctor of Philosophy (Agricultural Engineering)
- (xxvi) Doctor of Philosophy (Water Resources Engineering)
- (xxvii) Doctor of Philosophy (Electrical and Electronic Engineering)
- (xxviii) Doctor of Philosophy (Energy Management)
- (xxix) Diploma in Mechanical Engineering (Plant) (TVET)
- (xxx) Diploma in Mechanical Engineering (Automotive) (TVET)
- (xxxi) Diploma in Electrical and Electronics Engineering (Power Option) (TVET)
- (xxxii) Diploma in Electrical and Electronics Engineering (Instrumentation Option) (TVET)
- (xxxiii) Diploma in Fashion and Design (TVET)
- (xxxiv) Certificate in Fashion Design and Garment making (TVET)
- (xxxv) Diploma in Agricultural Engineering (TVET)

- (xxxvi) Diploma in Civil Engineering (TVET)
- (xxxvii) Diploma in Building Technology (TVET)
- (xxxviii) Diploma in Architecture (TVET)
- (xxxix) Diploma in Quantity Surveying (TVET)

(f) School of Business and Economics

- (i) Bachelor of Commerce
- (ii) Bachelor of Freight & Logistics Management
- (iii) Bachelor of Procurement and Supply Chain Management
- (iv) Bachelor of Economics and Statistics
- (v) Bachelor of Economics
- (vi) Bachelor of Project Planning & Management
- (vii) Bachelor of Business & Information Technology
- (viii) Bachelor of Entrepreneurship, Technology & Innovation Management
- (ix) Master of Business Administration
- (x) Master of Arts in Economics
- (xi) Master of Entrepreneurship and Innovation Management
- (xii) Master of Science in Supply Chain Management
- (xiii) Doctor of Philosophy in Business and Administration
- (xiv) Diploma in Sales and Marketing
- (xv) Diploma in Human Resource Management
- (xvi) Diploma in Purchasing and Supplies Management
- (xvii) Diploma in Business Management
- (xviii) Diploma in Supply Chain Management (TVET)
- (xix) Diploma in Cooperative Management (TVET)
- (xx) Diploma in Project Management (TVET)
- (xxi) Diploma in Disaster Management (TVET)

(g) School of Health Sciences

- (i) Bachelor of Science in Public Health
- (ii) Bachelor of Science in Population Health
- (iii) Bachelor of Science in Medical Microbiology
- (iv) Bachelor of Science in Nursing
- (v) Bachelor of Science in Food Nutrition and Dietetics
- (vi) Bachelor of Science in Medical Laboratory Sciences
- (vii) Bachelor of Pharmacy
- (viii) Bachelor of Medicine and Surgery
- (ix) Bachelor of Dental Surgery
- (x) Bachelor of Science in Clinical Medicine and Community Health
- (xi) Bachelor of Science in Health Records and Information technology

- (xii) Bachelor of Science in Food Safety and Quality Management
- (xiii) Bachelor of Science and Technology
- (xiv) Master of Public Health
- (xv) Master of Science in Nursing
- (xvi) Master of Science in Epidemiology
- (xvii) Master of Science in International Health
- (xviii) Master of Science in Infectious Disease
- (xix) Master of Science in Medical Laboratory Sciences
- (xx) Master of Science in Food Science, Nutrition and Technology
- (xxi) Master of Science in Occupational Health and Safety
- (xxii) Master of Science in Health Systems Management
- (xxiii) Doctor of Philosophy in Medical Laboratory Sciences
- (xxiv) Doctor of Philosophy in Nursing Sciences
- (xxv) Doctor of Philosophy in Public Health
- (xxvi) Diploma in Health Records and Information Technology
- (xxvii) Diploma in Food Production and Beverage Production (Culinary Arts)
(TVET)
- (xxviii) Diploma in Community Health and Development

(h) School of Law

- (i) Bachelor of Laws (LLB)
- (ii) Masters of Laws (LLM)
- (iii) Doctor of Philosophy (PHD)
- (iv) Doctor of Laws (LLD)
- (v) Diploma in Legal Studies
- (vi) Diploma in Legal Studies (Elections and Democratic Governance)
- (vii) Certificate in Paralegal Studies
- (viii) Certificate in Elections Studies

17. Rules and Regulations for the Awarding of Diplomas

- (1) Save as otherwise provided by this Statute, a candidate shall not be awarded a Diploma unless he/she shall have undertaken approved courses and satisfied the requirements of the University as a student of the University after admission and subsequent registration with the School.

(2) For a diploma:-

- a) Each course unit shall be examined by a two (2) hour written examination at the end of semester during which the course was offered.
- b) The written examination shall constitute 70% of the marks in each course unit while course work constitutes 30%
- c) The pass mark in each course examination shall be 40% and graded as follows: -

70	-	100%	A
60	-	69%	B
50	-	59%	C
40	-	49%	D

- (d) Course work assessment shall comprise assignment and test
- (e) The pass mark shall be 40%
- (f) A candidate who fails to satisfy the examiners in any unit, with a mark below 40% may on recommendation of the Board of Examiners and approval of the Senate, re-sit the failed examination(s) during the next semester examinations.
- (g) A candidate who fails in the re-sit examination (s) shall be required to repeat the failed units
- (h) A candidate shall only be allowed to repeat the failed units for three semesters.
- (i) The project will be marked out of 100%. The pass mark shall be 40%. The project will be graded by the appointed supervisor
- (j) A candidate who fails to satisfy the examiner in the project with a mark below 40% may on the recommendation of the Board of Examiners and approval of the Senate re-do the project
- (k) A candidate shall be allowed to re-do the project for a maximum of three semesters

(l) A candidate shall only be allowed to repeat a maximum of three course units in a semester

(m) Any candidate who fails in a maximum of more than three units in a semester shall be discontinued

2. Exemptions

1) Applicants who have taken equivalent courses recognized by the senate may, on the recommendation of Faculty and approval of the Senate, be exempted up to a maximum of one-third of courses offered in the programme. A student desiring to be exempted for any prior course work will need to make a formal request giving the following information.

- A list of South Eastern Kenya University courses which the student is interested in being exempted
- Official transcripts indicating courses that may be equivalent
- Description of Syllabus, outline for the courses which the applicant transfer for credit

3. Classification Of The Diploma

The final award of the Diploma will be based on the average marks obtained in all course units taken and shall be classified as follows:

- | | | |
|---------------------------|---|---------------|
| (a) Pass with Distinction | - | 70% and above |
| (b) Pass with Credit | - | 56% to 69% |
| (c) Pass with Pass | - | 40% to 55% |
| (d) Fail | - | 39% and below |

4. A candidate shall be awarded the diploma if he/she has been registered in the University and successfully completed all courses in the programme approved by Senate

18. Rules and Regulations for the Awarding of Bachelor's Degree

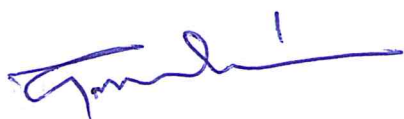
(1) Save as otherwise provided by this Statute, a candidate shall not be awarded the Bachelor's degree unless he/she shall have undertaken approved courses and satisfied the requirements of the University as a student of the University after admission and subsequent registration with the School as follows:

- (a) For the degree of Bachelor of Arts, Bachelor of Laws, Bachelor of Commerce, Bachelor of Science and Bachelor of Science in Nursing for at least four academic years;
 - (b) For the degree of Bachelor of Veterinary Medicine, Bachelor of Dental Surgery, Bachelor of Pharmacy and Bachelor of Science (Engineering) for at least five academic years; and
 - (c) For the degrees of Bachelor of Architecture, Bachelor of Medicine and Bachelor of Surgery, for at least six academic years.
- (2) The School may accept, as part of the attendance of a student of the University qualifying him for the award of Bachelor's degree, a period of attendance as a student of another University or Institution specially recognized by the Senate for this purpose; the School may accept certificates of proficiency in any subject by a University aforesaid, exempting from the examination of the University in a course or courses in such subject; provided that no student shall be awarded the Bachelor's degree unless
- (a) they shall have undertaken an approved course of the University as follows:
 - (i) For the degree of Bachelor of Arts, Bachelor of Commerce, Bachelor of Laws, Bachelor of Science in Nursing, Bachelor of Science for at least three academic years, of which one shall be the final year;
 - (ii) For the degrees of Bachelor of Architecture, Bachelor of Veterinary Medicine, Bachelor of Dental Surgery, Bachelor of Pharmacy, Bachelor of Science (Engineering) for at least the final three academic years;
 - (iii) The degree of Bachelor of Medicine and Bachelor of Surgery, for at least the final four years.
 - (b) His/her periods of attendance as a student at such University or institution and at the University are together not less than the complete period prescribed for the award of the degree;
 - (c) He/she shall have passed the final examination and such other examinations of the University as the School may determine;
 - (d) He shall have paid such fees to the University as may be determined by the Council; and

- (e) He shall have complied in other respects with the requirements for the degree;
- (f) No candidate who has already applied twice without success for admission under the Mature-Age Entry Scheme can be considered for this form of entry;
- (3) Candidates who have complied with conditions 2 (a) to (f) above, shall be required to take special Entrance Examination. These examinations will consist of papers of general character for which specific preparation is not possible;
- (4) Candidates who, in the opinion of the examiners, merit further consideration will be called for interview before the final selection of candidates is made, except that candidates who obtain at least 60% in the Special Entrance Examination may, at the discretion of the University be exempted from the interviews.
- (5) Candidates who comply with conditions 2 (a) (i) to (iii) above may be admitted to degree courses for which Mature – Age students would normally be eligible viz: Bachelor of Arts; Bachelor of Science, Bachelor of Education; Bachelor of Commerce and Bachelor of Laws; or such other degree courses as the University may approve.
- (6) Subject to the provisions of clauses 2 (a) to (c), the School may accept period of attendance and examinations in any subject of a candidate in any School of the University, or any other University recognized by the Senate for this purpose, as exempting from attendance in such subject prescribed for a degree in another School.
- (7) A person who has graduated in another University, or who is able to give satisfactory evidence of his/her qualifications, may be admitted as a student to courses of study and research in the University and may proceed to a higher degree under such special conditions as Senate may prescribe.

19. Rules and Regulations for the awarding of Master's Degree

- (1) A candidate shall not be awarded the Master degree in any School/Institute, unless he has been registered for the degree as a student of the University, for a period of at least eighteen months and has pursued such advanced study of research, or both, as may be approved by the Senate, and has performed such other work and complied with other requirements for the award of the Bachelor's degree in the School concerned, or after admission by the Senate to that degree



in the School concerned, or after admission by the Senate to that degree, subject to such decisions as may from time to time be made by the Senate.

(2) The following shall be eligible for registration for the Masters degrees in the University:

- (a) Holder of a Bachelor's degree of the South Eastern Kenya University;
- (b) A candidate who has obtained a degree or an equivalent qualification from other institutions recognized by Senate as of comparable academic status;
- (c) Relevant academic Bachelor's degree holders from institutions recognized by SEKU Senate:
 - i) Upper second class honours or a cumulative Grade Point Average (GPA) of 3.00 on scale of 4.00;
 - ii) Lower second class honours or a cumulative Grade Point Average GPA) of 2.50 on scale of 4.00 with additional evidence of research capability either through research, paper presentation or peer reviewed publications and relevant two (2) years working experience.
- (d) Relevant postgraduate diploma.

(3) In addition to producing evidence of eligibility for registration, candidates for the Masters degree may be required to appear for interview by the School concerned to determine their suitability for registration.

(4) Subject to the approval of Senate, Schools may formulate regulations requiring applicants to have attained such academic or equivalent qualifications as may be consistent with the goals of their Masters programmes.

(5) The masters' programmes in all Schools shall extend over a period of at least eighteen months from the date of registration.

(6) The masters' programme in any School shall consist of: -


- (a) Either coursework and examination involving full-time attendance at the University; or
- (b) Coursework, examination and thesis also involving full-time attendance at the University, and where the entire second year of the programme is devoted to the thesis.

- (7) No candidate for the Masters degree shall be registered as a full-time student for more than three years without the permission of Senate.
- (8) Applications shall be submitted to the Director (Board of postgraduate Studies) on the prescribed forms.
- (9) In submitting an application, an intending candidate for the degree shall submit for approval of the School Board concerned and the Senate, a statement on the proposed field of study and the place at which he intends to carry out the study.
- (10) All applications for registration shall be processed in the first instance through the relevant School Postgraduate Studies Committee (SPSC) in consultation with the department in which registration is sought. The SPSC shall then forward all such applications with appropriate comments to their respective School Boards for approval and onward transmission to the Board of Postgraduate Studies (BPS).
- (11) If satisfied with an applicants' qualifications, the BPS shall recommend to Senate that the applicant be admitted.
- (12) Before recommending a candidate for admission, the School concerned shall satisfy itself that: -
 - (a) The proposed field of study is academically sound and can profitably be pursued under the supervision of the South Eastern Kenya University.
 - (b) The candidate has adequate opportunities for consulting his/her supervisor (s) at least once a month.
 - (c) The candidate can obtain access to material relevant to his/her study or research.
 - (d) The candidate has adequate facilities for practical work, where this is applicable.
- (13) A candidate registered in accordance with these regulations shall be required to pursue his/her programme of study under instruction or supervision by academic staff appointed in that capacity by the Senate on the recommendation of the School Board concerned.
- (14) Candidates shall be required to consult their supervisor(s) at least once a month and to submit every semester a written progress report to the Dean of the School through the supervisor and the Chairperson of the Department with a copy to the Board of Postgraduate Studies.



- (15) Recommendations on the appointment of supervisors shall be processed in the first instance by the Department through the relevant SPSC. The recommendation shall then be forwarded to the School Board concerned for approval and onward transmission to the Senate through the BPS.
- (16) Before recommending the appointment of any supervisor, the School Board concerned shall satisfy that the proposed supervisor is competent in the subject area and field of research in which the candidate proposes to work.
- (17) Normally, only one supervisor will be appointed for each candidate from among the academic staff of the School concerned. However, School Boards may appoint additional supervisor(s) as they may deem necessary in individual cases.
- (18) Where an additional supervisor is appointed from outside the University, such a supervisor should show evidence of competence in the area of study through publications produced since obtaining his/her higher degree.
- (19) It shall be the duty of the supervisor to direct and supervise the work of the student in so far as it relates to his/her programme of study. In particular, a supervisor shall be required to:
 - (a) Maintain constant and effective contact with candidates assigned to him.
 - (b) Submit individually or jointly academic reports through the relevant School Boards to the BPS on the progress of each candidate at the end of every term/semester.
 - (c) Certify at the end of every term/semester that the candidate has received supervision. The candidate should also certify that he has received adequate supervision.
 - (d) To inform the BPS through the relevant FPSC and School Board at once if in his/her opinion a given candidate is unlikely to reach the standard for the award of a master's degree.
- (20) Where the progress of a given candidate is unsatisfactory as to result in his/her being de-registered, such a candidate shall be given written warning by the Dean of the School to the effect that unless he shows signs of improvement within three months, he would have to be de-registered.
- (21) A recommendation for deregistration shall be made to Senate through the BPS after two consecutive negative reports after the warning.

- (22) Candidates by coursework and examination shall be examined in all the courses for which they have registered during the particular year of study.
- (23) Candidates by coursework, examination and thesis shall have the coursework examined at the end of the first year of study while the second year of study shall be devoted to research, seminars, and the preparation of a thesis.
- (24) Assessment at the end of the first year of study shall consist of: -
- (a) A written examination which shall constitute 70% of the total marks in each subject, and
 - (b) Continuous coursework assessment based on essays, laboratory assignments and such other tests as the regulations of the School concerned may prescribe, constituting 30% of the overall end year assessment.
- (25) For programmes involving coursework and examination assessment at the second year of study shall be the same as in (24) (a) and (b) above. The pass-mark in all schools shall be 50%. Candidates taking the first year examinations shall be required to pass in all the courses for which they are registered, before they can proceed to the second year. Supplementary examinations if any, shall be governed by School regulations approved by Senate.
- (26) The first year examination results shall be processed through the School Board concerned and reported directly to the Senate.
- (27) A candidate shall give a notice in writing together with an abstract of the work to the Director, Board of Postgraduate Studies at least three months before the intended date of submission with copies to the Dean and Chairperson of Department.
- (28) Every thesis submitted for examination shall be 4 spiral bound copies, and must include a declaration by the candidate confirming that the thesis has not been submitted for a degree in any other Institution, and that the contents of the thesis are the original work of the candidate. Every thesis shall bear the signature of the supervisor(s) indicating that the thesis has been submitted "with the knowledge of the supervisor".
- (29) The final version of the thesis, 6 bound copies, after examination shall remain the property of the University.

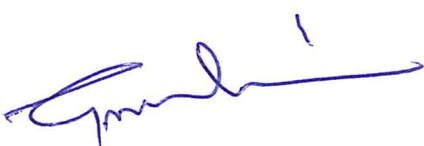


- (30) A soft copy shall be submitted to be included in the repository of the University.
- (31) A thesis submitted for the degree must be adequate in form and content. It must also include full bibliography of the materials used in its preparation whether published or otherwise, and it must also conform with the regulations for the submission of thesis of the South Eastern Kenya University.
- (32) The Senate shall on the recommendation of the Board of the School concerned in respect of each candidate presenting a thesis, appoint a Board of Examiners consisting of: -
- a) Dean of the School as Chairperson or his/her representative.
 - b) An External Examiner.
 - c) Two Internal Examiners competent in the discipline related to the candidates area of research, who must not have supervised the candidate.
 - d) Two other persons competent in the disciplines related to the candidate's area of research, at least one of whom should be external to the Department, and
 - e) One of the student's supervisors in attendance.
- (33) The examiners shall be required to submit within two months, an independent written assessment of the thesis direct to the Director (BPS) indicating: -
- (a) Whether or not the thesis is adequate in form and content.
 - (b) Whether or not the thesis reflects an adequate understanding of the subject, and in consequence.
 - (c) Whether or not the degree should be awarded.
- (34) As soon as all the examiners' reports are received, the Director (BPS) in consultation with the Dean of the School concerned shall convene a meeting of the Board of Examiners at which the examiners' reports and other academic matters arising from the thesis shall be considered. A consolidated report and appropriate recommendation shall be prepared for submission to Senate through the Board of Postgraduate Studies within two weeks. Provisional results shall be released to the candidates after the meeting only where the recommendation of the Board of Examiners is unanimous.

- (35) Where the recommendation of the Board of Examiners is unanimous for or against the award of the degree and where such unanimous recommendation is consistent in all respects with the reports of the examiners, and the results of an oral examination, the Director BPS shall forward such recommendation to the Vice-Chancellor for approval on behalf of the Senate.
- (36) Where the recommendation of the Board of Examiners is not unanimous or where in the opinion of the Director of the BPS the recommendation is not consistent in material respects with the matters referred to in clause 33, it shall be referred to the full Board of BPS for an appropriate recommendation to Senate.
- (37) The Senate may on the advice of the Board of Examiners and the BPS invite a candidate to re-submit a thesis in revised or extended form only once. Provided that a candidate re-submits within a period of twelve months.
- (38) A thesis accepted by the University and subsequently published in part or in whole and in whatever form, shall bear the inscription, "work forming part of the requirements for the degree of Master of the South Eastern Kenya University".
- (39) In addition, candidates shall be required to publish one (1) manuscript in a peer reviewed journal before award of Masters Degree.

20. Rules and Regulations for the awarding of Doctor of Philosophy Degree

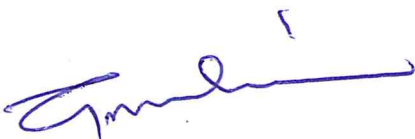
- (1) A candidate shall not be awarded the degree of Doctor of Philosophy in any School/Institute unless;
- (a) He/she has been registered for the degree, as a student of the University for a period of not less than 36 months after satisfying the requirements for the award of Doctor of Philosophy degree in the School concerned, or other admission to the status of that degree, or after admission as a research student, subject to such decisions as may from time to time be made by the Senate.
 - (b) He/she has pursued a subject of special study approved by the Senate;
 - (c) He/she has worked in such association with a supervisor of supervisors as the Senate may direct; and
- (2) He/she has submitted a thesis which makes a distinct contribution to the knowledge and understanding of the subject and affords evidence of the exercise of independent critical thinking.



- (3) The following shall be eligible to apply for registration for the degree of Doctor of Philosophy in the University either: -
- (a) a holder of a Master's degree from the South Eastern Kenya University
 - or
 - (b) a holder of a Master's degree or equivalent academic qualifications of another institution recognized by the South Eastern Kenya University Senate as of comparable status. In either case, the applicant should be able to produce evidence, to the satisfaction of Senate, of his/her capacity to carry out original research.
- (4) Subject to the approval of Senate, Schools may formulate regulations requiring applicants to have obtained such academic or equivalent qualifications as are considered necessary for registration within the academic area of interest of the School and may require applicants to submit to such tests or interviews as the School regulations permit.
- (5) For schools with Masters programmes, the Ph.D. programme can either be by coursework, examination and thesis or by thesis only.
- (6) Applications shall be submitted to the appropriate University postgraduate studies authority of Senate on the prescribed forms.
- (7) In submitting an application, an intending candidate shall submit for approval of the School Board concerned and the Senate, a study or research proposal not exceeding 40 typed pages, and the place at which he intends to carry out the study or research.
- (8) All applications for registration shall be processed in the first instance through the relevant School Board of Postgraduate Studies (SPSC) in consultation with the Department in which registration is sought. The (SPSC) shall then forward all such applications with appropriate comments to their respective School Boards for approval and onward transmission to the Board of Postgraduate Studies.
- (9) Before recommending a candidate for registration, the School concerned shall satisfy itself that: -
- (a) The proposed field of study is academically sound and can successfully be pursued under the supervision of the South Eastern Kenya University.
 - (b) There exist adequate opportunities for consulting his/her supervisor(s);

(c) There exist adequate academic facilities and resources for effective research.

- (10) A candidate registered for the degree of Doctor of Philosophy shall carry out a programme of original study or research over a minimum period of 36 months after the date of registration or after completion of any required coursework examination, shall submit a thesis based on the study or research done.
- (11) No candidate for the degree of Doctor of Philosophy shall be registered as a full-time student for more than four years or as a part-time student for more than five years without submitting his/her thesis, except by permission of Senate.
- (12) Subject to the approval of Senate, Schools may require the candidate to attend such a course or course as may be considered appropriate to remedy deficiencies in the candidate's academic background or to endow the candidate with specialized skills or knowledge to assist him in his/her study or research. Performance in courses offered may be assessed.
- (13) On the recommendation of the School Board concerned the Senate may permit a candidate to change his/her registration status from part-time student or vice versa once only, in which case regulation 9(b) above shall apply to such a candidate as if he had initially been admitted to the status he now seeks.
- (14) A candidate registered in accordance with these regulations shall be required to pursue his/her programme of study under the supervision of an academic staff appointed in that capacity by Senate on the recommendation of the School Board concerned and the Board of postgraduate studies.
- (15) Candidates shall be required to consult their supervisor(s) at least once every month, and to submit a termly written progress report to the Dean of the School through the supervisor(s) and Chairperson of the Department with the copy to the Board of postgraduate studies.
- (16) Each candidate shall be required to attend and participate in seminars organized at the relevant School/department once a month to enable the schools and the supervisors to assess the candidate's progress more effectively and to keep candidates in constant touch with their respective schools.
- (17) Recommendations of the appointment of supervisors shall be processed in the first instance by departments through the School postgraduate studies committee. The recommendation shall then be forwarded to the School board for approval and onward transmission to the Senate through the board of postgraduate studies.



- (18) Before recommending the appointment of any supervisor, the School board shall satisfy itself that the proposed supervisor is competent in the subject area and field of research in which the candidate proposes to work.
- (19) Where a supervisor is appointed from outside the University, such a supervisor should show evidence of competence in the area of study through publications produced since obtaining his/her higher degree, and as indicated in curriculum vitae. Such evidence should be requested only once from respective external supervisor.
- (20) Normally two supervisors will be appointed for each candidate, one of whom must be among the academic staff in the department. However, School boards may appoint additional supervisor(s) as they may deem necessary in individual cases.
- (21) It shall be the duty of each of the supervisors to direct and supervise the work of the student in so far as it relates to the programme of study. In particular, the supervisor shall be required to: -
- (a) Maintain a constant record and effective contact with candidates(s) assigned to him or her.
 - (b) Submit individually or jointly with other supervisor(s) academic reports through the Chairperson of department to the Dean on the progress of each candidate at the end of every term.
 - (c) Certify at the end of every term that the candidate has received adequate supervision.
 - (d) Inform the Dean through the department and School PSC at once if in his/her opinion a given candidate's work is unsatisfactory and unlikely to reach the standard required for the award of a degree of Ph.D.
- (22) Where the performance of a candidate is considered unsatisfactory as shown by either: -
- (a) Failure to consult the supervisor as required under (b) or
 - (b) The receipt of an unsatisfactory report from the supervisor(s) under clause 16 Then the candidate shall be given a written warning by the Dean, to the effect that unless he shows signs of improvement within three months he would be considered for deregistration. A recommendation for de-registration shall be made to the Senate through

the BPS only after receipt of two consecutive negative reports following the warning.

- (23) At least three months before a thesis is submitted, a candidate shall give notice in writing to the Director of the Board of postgraduate studies with copies to the Dean of the School and Chairperson of the Department and an abstract outlining the general scope of work.
- (a) Every thesis submitted for examination shall be in quadruplicate and in loose form, and must include a declaration by the candidate confirming that the thesis has not been submitted for a degree in any other institution of higher learning and that the contents of the thesis are the original work of the candidate. Every thesis shall bear the signature of the supervisor(s) indicating that the thesis has been submitted with his/her knowledge.
 - (b) The final version of the thesis (6 spiral bound copies) after examination and approval for the award of the degree. All six copies shall remain the property of the South Eastern Kenya University.
- (24) A thesis submitted for the degree of Doctor of Philosophy must make a distinct contribution to the knowledge and show an understanding of the subject and display originality of thought. It must also include a complete bibliography or references to the materials used in its preparation, whether published or otherwise; and it must also conform to the regulations for the submission of thesis of the South Eastern Kenya University.
- (25) The Senate shall, on the recommendation of the Board of the School concerned in respect of each candidate presenting a thesis, appoint a Board of Examiners consisting of: -
- a) Dean of the School as Chairperson;
 - a) An External Examiner;
 - b) Two Internal Examiners competent in the discipline related to the candidate's area of research, who must not have supervised the candidate;
 - c) Two other persons competent in the disciplines related to the candidate's area of research, at least one of whom should be external to the Department;
 - d) A representative of the Board of Postgraduate Studies; and
 - e) One of the student's supervisors in attendance.

- (26) The external examiner and the internal examiners shall each be required to submit to Board of postgraduate studies within two months, an independent written assessment of the thesis indicating: -
- (a) Whether or not the thesis is adequate in form and content;
 - (b) Whether or not the thesis reflects an adequate understanding of the subject and show display for original thought and significant contribution to knowledge and in consequence;
 - (c) Whether or not the degree should be awarded;
 - (d) Whether or not the thesis makes significant contribution to the existing knowledge.
- (27) Within a month of the receipt of all examiner's report, the Board of postgraduates studies in consultation with the Dean of the School concerned shall convene a meeting of the Board of Examiners at which the Examiners; reports, other academic matters arising from the thesis, and the candidates defense shall be considered. A consolidated report and appropriate recommendation shall be prepared for submission to Senate through the BPS within two weeks. Provisional results shall be released to the candidate after the meeting only where the recommendation of the Board of Examiners is unanimous.
- (28) Candidates shall be required to present themselves for oral examinations and the Dean shall inform them of the time and place of the meeting of the Board of Examiners.
- (29) Where the recommendation of the Board of Examiners is unanimous for or against the award of the degree, and where such unanimous recommendation is consistent in all respects with the report of the external examiner and the results of an oral examination, the Director of Board of postgraduate studies shall forward such recommendation to the Vice-Chancellor for approval on behalf of the Senate.
- (30) Where the recommendation of the Board of Examiners is not unanimous, or the recommendation is not consistent in material respects with the matters referred to in regulation 22 it shall be referred to the full Board of Board of postgraduate studies or an appropriate recommendation to Senate.
- (31) The Senate may, on advice of the Board of Examiners and BPS permit a candidate to re-submit a thesis for re-examination in a revised form once only. *Provided that a candidate whose thesis referred under this sub-section shall be required to re-submit it within twelve months.*

- (32) A thesis accepted by the South Eastern Kenya University and subsequently published in part of, in whole and in whatever form, shall be the inscription "work forming part of the requirements of the degree of Doctor of Philosophy of the South Eastern Kenya University.
- (33) In addition, candidates shall be required to publish two (2) manuscripts in a peer reviewed journal before award of Doctor of Philosophy degree.

21. Rules and Regulations for the awarding of Higher Doctorate

- (1) The following regulations shall apply to all Schools, Institutes and Schools of the South Eastern Kenya University and its constituent colleges (if any).
- (2) Subject to provisions of paragraph 4 of this Statute, a candidate shall not be awarded a higher doctorate in any School, until at least five years after he/she has been awarded the degree of Doctor of Philosophy/Doctor of Medicine of the University.
- (3) The following shall be eligible for the award of a higher Doctorate of the South Eastern Kenya University.
- (a) A holder of the Doctor of Philosophy or Doctor of Medicine degree of the South Eastern Kenya University.
 - (b) A holder of the Doctor of Philosophy degree from any other recognized University of at least five year's standing, provided that at the time of application, the candidate will have been either; A full-time or part-time member of the academic staff or in research association with the South Eastern Kenya University and provided further that in both case (1) and (2) specified above, the association with the South Eastern Kenya University shall have been for at least five years, such that a part of the work submitted shall have been contributed at the University during the said period. A holder of a degree of another University equivalent to the Ph.D. Degree of the South Eastern Kenya University, or a person whose attainment in qualification and scholarship is approved by the Senate as equivalent to the Ph.D. Degree of the South Eastern Kenya University; provided that in either case the applicant shall in addition fulfill the conditions specified in paragraph 2 above.
- (4) The Higher Doctorate shall be awarded only for the original published works such as would give a candidate authoritative international standing in his/her particular field of research. The application must be abased wholly or substantially on original

work of distinction carried out by the candidate. The term "published" shall mean printed in a referred journal, book or monograph which shall have been made available to the public.

- (5) A candidate for a higher Doctorate shall apply to the Board of postgraduate studies, indicating the discipline in respect of which he/she wishes to be considered. However, the Senate, on the recommendation of the board, may approve the consideration of the application under a different discipline.
- (6) In his/her application the applicant shall include the following:
 - (a) His/her full curriculum vitae
 - (b) A concise statement (not exceeding 2,000 words) of the focus of the scholastic contribution of the work intended for submission.
- (7) Upon receiving the application, the Board shall make consultations with the School/ Institute wherein the discipline in question falls, and if satisfied with the merits of the intended application, shall invite the applicant to place together the published contributions which must strongly support the application and to submit copies of the same in three sets.
- (8) The sets of publication specified in paragraph 6 above, shall be accompanied by a thesis of not more than 50,000 words, typed or printed double-space on A4 paper. The thesis shall be a unifying account of the works submitted, indicating their significance to the advancement of knowledge. Where a part of the work submitted has been published jointly with other collaborators, the candidate shall specify in the thesis his/her contribution. The thesis shall include a declaration by the candidate confirming that it has been submitted for the degree in any other institution and that its content is the original work of the candidate. The thesis shall comply with the "Regulations for Submission of Thesis for a Higher Degree of the South Eastern Kenya University" all three sets of the published works and the thesis shall remain the property of the University.
- (9) The submission of the applicant's works, as specified in paragraph 6 above, shall be accompanied by evidence of payment of a non-refundable fee.
- (10) Upon receipt of the documents specified in paragraphs 6 and 7 above, the Board of postgraduate studies shall, in consultation with the relevant School/Institute, propose to the Senate the names of three examiners, at least two of whom shall be external examiners. The examiners will be requested to submit their signed confidential reports within two months from the date of their letters of invitation. The report shall include an evaluation of the importance and originality of the

candidate's contribution to the advancement of knowledge and the scholarly distinction which would entitle him/her to be regarded as an authority in his/her field of knowledge. The reports shall state whether or not, in the examiner's opinion, the degree should be awarded.

(11) Upon receipt of the reports of the three examiners, the Board of postgraduate studies shall, within one month, arrange all the relevant documents in a discussible form and forward them to the Chairperson of the Senate, who shall then convene a meeting of the evaluation panel to review the examiner's reports and determine the outcome.

(12) The Evaluation panel shall comprise:

- | | | |
|---|---|-------------|
| (a) Chairperson of the Senate | - | Chairperson |
| (b) Deputy Vice –Chancellors | - | Member |
| (c) Principal of the relevant College | - | Member |
| (d) Dean of the relevant School | - | Member |
| (e) Three Senior University Scholar one of whom shall be from the relevant discipline and appointed by the Senate | - | Members |
| (f) Director, Board of Postgraduate Studies | - | Member |
| (g) Not more than three members may be co-opted by the Senate where appropriate | - | Members |
| (h) Registrar (ASA) | - | Secretary |

(13) A thesis for the Higher Doctorate degree shall be defended before a public audience provided that while members of the public shall be free to ask the candidate questions relevant to the subject of his/her thesis, only the panel examiners, shall participate in the final assessment of the thesis and the candidate's performance in defense of the same.

(14) The decision of the Evaluation panel shall be subject to approval by Senate.

(15) The examiners' reports and the report of the evaluation panel shall be held in strict confidence.

(16) An unsuccessful candidate for the award of the Higher Doctorate would be permitted to re-apply only once after the expiration of a period of three years.

22. Rules and Regulations for the Awarding of Honorary Degrees

(1) An honorary degree shall be the highest recognition conferred to an individual who has attained outstanding achievements in the society and distinguished

contribution to scholarship, creativity, leadership, humanitarian or public service nationally or internationally;

- (2) The University shall demonstrate objectivity and fairness in selecting an individual to be conferred an honorary degree;
- (3) The nominations for the *honoris causa* degree shall originate from the Faculty and Senate;
- (4) An *honoris causa* degree shall not be awarded to individuals who have close working relations with the University such as members of staff, Council members and Trustees;
- (5) The University shall call for nominations for consideration for *honoris, causa* degrees who shall be vetted, selected and nominated for conferment;
- (6) Prior to conferment a public citation including the name of the recipient, *honoris causa* award and the outstanding achievement(s) shall be made;
- (7) The University shall prepare a citation of the cause to award of the honorary degree and make an announcement in at least two daily papers with a wide circulation in Kenya and on the University website;
- (8) The University shall consider for conferment of *honoris causa*

a. Degrees from the following categories *inter alia*:

- i) *Honoris Causa* of Doctor of Sciences;
- ii) *Honoris Causa* of Laws;
- iii) *Honoris Causa* of Humane Letters; and
- iv) *Honoris Causa* of Fine Arts.

23. Emeritus Professorship

- (1) A Professor who has retired from active service in the University may be considered for appointment as an Emeritus Professor of the University.
- (2) For a person to be considered for appointment as an Emeritus Professor such a person shall satisfy the following conditions;
 - (a) Shall have demonstrated academic excellence through scholarship, as evidenced by research and publications;
 - (b) Shall have taught with distinction at the University for at least ten years, five of which as a Professor; and

- (c) Shall have achieved international reputation as a scholar. Nominations for designation as Emeritus Professor shall originate from Departments, Schools/Institutes and shall thereafter be forwarded to the Emeritus Professors Appointments Committee set up under paragraph 4 hereof. The recommendations of the Committee shall be forwarded to the Council for confirmation.
- (3) The terms of appointment as an Emeritus Professor shall be as follows: -
- (a) An emeritus Professor shall for all purposes be regarded as Professor of the University;
 - (b) The position of Emeritus Professor shall be personal;
 - (c) The Council, taking into account all relevant matters, shall make provision for compensation for services rendered and for housing, health care and any other matters for the benefit and welfare of the Professor and family;
 - (d) An Emeritus Professor shall be provided with such facilities as may be required for the discharge of academic responsibilities; and
 - (e) An Emeritus Professor shall be a full member of the Senate.
- (4) There shall be a Staff Appointments Committee of the Council called "The Emeritus Professors' Appointments Committee" whose membership shall be:
- (a) Chairperson of the Council - Chairperson
 - (b) Vice-Chancellor
 - (c) Deputy Vice-Chancellors
 - (d) One Council Representative
 - (e) Principal of the relevant College
 - (f) Dean/Director of the relevant School/Institute
 - (g) One Professor, whose area of specialization is related to that of the nominee, appointed by the Vice-Chancellor
 - (h) Two Senate representatives
 - (i) Chairperson of the relevant Department
 - (j) Academic Registrar - Secretary

24. Rules and Regulations governing Conferring of Degrees

- (1) Congregations of the University shall be at least once a year at the University Main campus and shall be presided over by the Chancellor or, in his/her absence, by the Vice-Chancellor or some other person nominated by the Chancellor.

- (2) Degrees shall be conferred at a congregation of the University.
- (3) A candidate shall not be admitted to a degree other than an honorary degree unless the candidate has paid such fees as may be prescribed by the Council, and unless the Deputy Vice-Chancellor (Academic, Research and Innovation) has certified that such candidate has satisfied all the conditions prescribed for such a degree.
- (4) The procedure as to the conferring of degrees, the academic dress to be worn and all other matters regarding congregation not provided for in this Statute shall be determined by the Senate.

25. Rules and Regulations for University Examinations

- (1) University Examinations shall be conducted under the control of the Senate.
- (2) There shall be internal and external examiners for the University Examinations appointed by the Senate upon the recommendations of the School Boards, who shall prepare examinations papers where appropriate and examine students in the papers assigned to them by the School or Institute.
- (3) External examiners shall be appointed from outside the University.
- (4) In the case of reexamination, at a special examination of candidates who have failed in the ordinary University examination, a moderator may be appointed from within or outside the University provided he has had no part in teaching the candidate in the subject of the paper under examination.
- (5) Every candidate for a University Examination shall pay to the University in respect of such examination, such fees as the Council shall from time to time, prescribe.
- (6) In the event of alleged examination irregularity, Senate shall appoint a committee which shall investigate the alleged irregularity. Any person involved in the alleged irregularity shall be required to appear before this committee in person. The Chairperson shall then report the findings of the committee to the Vice-Chancellor who, on behalf of the Senate, shall decide what further action may be necessary.
- (7) The penalty for cheating in examination is immediate suspension followed by **EXPULSION**

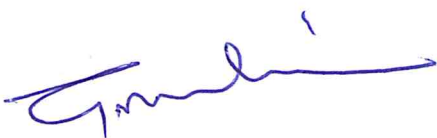
26. Student Alumni Association

- (1) The Alumni Association shall consist of persons who have fulfilled eligibility conditions, and these include:

- (a) All graduates of South Eastern Kenya University
 - (b) Staff of the University
- (2) The Alumni Association shall have the responsibility to:
- (a) Mobilize resources for the development of the University
 - (b) Participate in the development and quality sustenance of academic programmes
 - (c) Promote the career development of its members
 - (d) Participate in the search and appointment of the Chancellor
 - (e) The Alumni Association shall be formally linked to the University through the Deputy Vice-Chancellor (Academic Research and Innovation) who shall provide the secretariat.
 - (f) The Alumni Association shall organize its own governance structures and regulate its procedures.
- (4) The Alumni Association shall be governed by its own Constitution and must be registered by the relevant body.

27. Students Association

- 1) The Students Association shall comprise of all the students of the university.
- 2) The students' association shall be governed by a students' council comprising of—
 - a) A Chairperson;
 - b) A Vice Chairperson who shall be of opposite gender with the Chairperson;
 - c) A Treasurer;
 - d) A Secretary-General who shall be the secretary to the Student Council;
 - e) Academic Secretary;



- f) Social Welfare Secretary;
 - g) One Campus Representative;
- 3) Every students' council shall be elected in accordance with the Universities Act and its membership shall—
- i. reflect national diversity;
 - ii. have not more than two-thirds of its members being of the same gender.
- 4) A person who has held office as a member of the student council of a University for two terms is disqualified from election as a member of the student council of any other University or constituent college in Kenya.
- 5) The students' council elections shall comply and be conducted within the general principles of the Kenyan electoral system.
- 6) The functions of a Students' Council shall be to—
- (a) oversee and plan, in consultation with the Senate, students' activities for the promotion of academic, spiritual, moral, harmonious communal life and social well-being of all students;
 - (b) draw to the attention of the appropriate authority, where necessary, special needs for particular students;
 - (c) offer suggestions to the Senate or its equivalent on matters affecting the well being of students;
 - (d) undertake such other functions as provided in its governance instrument as approved by the Council.

28. Fees

- (1) All students admitted to the University for any degree, diploma, certificate or other award of the University shall pay the University such registration Fees, Tuition Fees and other fees and charges as Council may from time to time determine.
- (2) All fees and other charges due shall be paid at the commencement of the semester they are due and in any case not beyond the third week of the semester.
- (3) No students shall be allowed into university facilities, lectures, examination room or participate in activities which have not been fully paid for.

- (4) The University shall withhold any and all services, examination results, conferment of any degree, certificate or award until all outstanding fees are settled and further reserve the right to institute other legal recovery proceedings against students with outstanding fees and also surcharge an interest at a rate to be determined by Council from time to time.

29. Service of Notices and Documents

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

30. Contract and Pecuniary Interests

(1) Contracts

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

(2) Pecuniary Interest

- (a) No member of an authority of the University shall take or hold any interest in any property belonging to the University other than as a Trustee for the purposes thereof.



(b) If a member of an authority of the University has any pecuniary interest, direct or indirect, in any contract or proposed contract for the purchase, sale or other disposition of land and other University property or for the provision of goods or services or for the purposes of the University is present at a meeting of one of the said authorities or a committee or sub-committee thereof at which the contract is the subject of consideration, he/she shall at the meeting, as soon as practicable after the commencement thereof, disclose the fact and shall withdraw from the meeting during the consideration or discussion of or vote on any question with respect to the contract or proposed contract.

(c) The Council may prescribe the rules for determining whether any member has any pecuniary interest in such a contract.

31. Memorandum of Understanding or Agreement

- 1) The University may enter into Memorandum of Understanding (MoU) or Agreement (MoA) with other institutions, private parties, Government agents and departments in accordance with provisions of the applicable legislation in the interests of the functions of the University.
- 2) Any such agreements made between the University and other institutions, Government agents and departments shall be executed on the mutual understanding agreed upon in the agreements provided that they shall not contravene relevant laws, the Act, the Charter or these Statute.

PART IV SUPPORT FUNCTIONS

32. Directorate of Information and Communication Technology Services

- (1) There shall be a Directorate of Information and Communication Technology Services that shall be managed by a Director and an ICT Committee.
- (2) The Director of Information and Communication Technology Services shall be appointed shall be appointed by Council and shall hold office on contract terms for a period of five (5) years renewable, as may be determined by the Council, provided that the Council may terminate appointment by giving three (3) months' notice in writing or pay three (3) months' salary in lieu of notice, or the Director of Information and Communication Technology Services may resign by giving three (3) months' notice in writing or pay three (3) months' salary in lieu of notice.

- (3) The Director of Information and Communication Technology Services shall be responsible to the Vice-Chancellor through the Deputy Vice-Chancellor (Corporate Services) for the management of the finances of the University.
- (4) There shall be an ICT Services Committee of the University whose membership shall consist of the following:
 - (a) Chairperson of the Committee who shall be the Deputy Vice Chancellor (Corporate Services)
 - (b) Two representatives of the Senate;
 - (c) Director of the Directorate who shall be the Secretary of the Board;
 - (d) Three members chosen based on their ICT competencies;
 - (e) Two student governing council representatives.
 - (f) The Director of the Directorate, who shall also serve as the Secretary.
- (5) The ICT Committee may at its discretion, co-opt other persons not exceeding three to attend meetings in an advisory capacity.
- (6) The Directorate shall have the following functions:
 - (a) Formulation and implementation of robust ICT policies, strategies, and systems to drive and support business.
 - (b) Development, implementation, and maintenance of software applications.
 - (c) Acquisition, installation and maintenance of ICT hardware and infrastructure systems.
 - (d) Analysis and re-engineering of existing business processes, identifying and developing the capability to use new tools, reshaping the enterprise's physical infrastructure and network access.
 - (e) Collaborate with business units towards anticipating market business trends and navigating the Organization around developing new technologies and innovation.




- (f) Maintain vendor contracts and ensuring continuous delivery of ICT services through oversight of service level agreements with end users and service providers.
- (g) Development and implementation of a working disaster recovery site and ICT business continuity plan in line with the SEKU Business Continuity Management Framework.
- (h) Scan the environment to identify, diagnose and mitigate information security threats;
- (i) ICT risk management in line with the Enterprise Risk Management (ERM) framework.

33. Directorate of Partnership and Resource Mobilization

- (1) There shall be a Directorate of Partnership and resource mobilization that shall be managed by a Director.
- (2) A person appointed as the Director of Partnership and Resource Mobilization shall be appointed by Council and shall hold office on contract terms for a period of five (5) years renewable, as may be determined by the Council, provided that the Council may terminate appointment by giving three (3) months' notice in writing or pay three (3) months' salary in lieu of notice, or the Director of Partnership and Resource Mobilization may resign by giving three (3) months' notice in writing or pay three (3) months' salary in lieu of notice.
- (3) The Director of Partnership and Resource Mobilization shall be responsible to the Vice-Chancellor through the Deputy Vice-Chancellor (Corporate Services) for the management of the finances of the University
- (4) The functions of the Directorate shall be:-
 - (a) Develop funding proposals to funding agencies to support implementation of university projects and programmes.
 - (b) Manage a portfolio of grants to facilitate timely delivery of quality projects on budget.
 - (c) Facilitate timely submission of proposals and monitor post-award compliance through follow up with funding agencies.
 - (d) Assist in conducting research to gather information necessary for proposal development.

- (e) Researching and updating on new funding opportunities available through funding agencies.
- (f) Review reports and monitor progress of projects to verify that grant holders are timely implementing grants to address set objectives while keeping good practice.
- (g) Synthesize of reports and drafting narrative documents for the donors.
- (h) Organize and attending marketing activities or events to raise SEKU brand awareness.
- (i) Working closely with Public Relations Office to plan advertising and promotional campaigns for SEKU products or services on a variety of media platforms.
- (j) Monitor marketing and sales performance and adjusts strategies as needed.
- (k) Liaise with key stakeholders in Higher Education to promote success of our activities and enhance the SEKU presence in the region.
- (l) Prepare content for the publication of marketing material and oversee distribution.
- (m) Conduct market research to identify opportunities for promotion and growth.
- (n) Collaborate with Heads of University Divisions in preparing marketing budgets.
- (o) Plan, organize and coordinate events, activities and meetings on alumni relations.
- (p) Identify, cultivate and steward alumni and volunteers of the University.
- (q) Develop, sustain, and strengthen alumni chapters with a focus on establishing and maintaining connections through academic degree programs.
- (r) Collaborate with University Academic, Research and Student Affairs Division to share information on events and alumni engagement opportunities.



- (s) Develop and presenting lectures, seminars and workshops for alumni programmes.
- (t) Coordinate and training volunteers who work on events, projects of the University.
- (u) Serve on Committees relating to alumni relations, and act as liaison between University and the community.

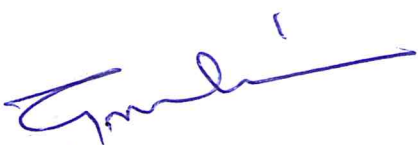
34. Directorate of Procurement and Supply chain Management

- 1) There shall be a Directorate of Procurement and Supply Chain Management and shall be managed by a Director.
- 2) A person appointed as the Director of Procurement and Supply Chain Management shall be appointed by Council and shall hold office on contract terms for a period of five (5) years renewable, as may be determined by the Council, provided that the Council may terminate appointment by giving three (3) months' notice in writing or pay three (3) months' salary in lieu of notice., or the Director of Procurement and Supply Chain Management may resign by giving three (3) months' notice in writing or pay three (3) months' salary in lieu of notice.
- 3) The Director of Procurement and Supply Chain Management shall be responsible to the Vice-Chancellor through the Deputy Vice-Chancellor (Corporate Services) for the management of the finances of the University.
- 4) The Directorate shall be responsible for the following functions:-
 - (a) Develop procurement policies and strategies such as Procurement procedures that govern procurement operations in the University for consistency and compliance with the institutional requirements.
 - (b) Prepare of procurement budget on an annual basis to ensure allocation of enough resources for the University to run its operations optimally.
 - (c) Advise the senior management on procurement matters that affect the University to ensure adherence to the Public Procurement and Disposal Act 2015.
 - (d) Prepare of quarterly and mandatory reports as stipulated in the performance contracting and Public Procurement and Disposal Act 2015 to advise management.

- (e) Allocate of work to the junior staff in the department and later on evaluate performance of the subordinates to ensure the procurement staff are accountable for their responsibilities.
- (f) Procure goods and services from competitive quotations from reputable suppliers by carrying out market surveys, research and effective evaluation to ensure fairness of prices in the market.
- (g) Prepare and evaluation of tender documents to ensure level playing ground for all bidders to have a fair environment to compete for the University tenders.
- (h) Receive requisitions for the purchase of goods and services after carrying out proper evaluation of the goods and services to ensure the right quality of products is received and paid for.
- (i) Ensure safe custody of procurement records to ensure compliance with the procurement policies and strategies as well as future reference by the management.
- (j) Control stock by ensuring stores are properly utilized and proper stock levels are maintained in order to have desired levels for the University to run its operations effectively.
- (k) Train and induct new procurement staff to ensure the right skills are acquired to offer efficient and effective services within the procurement department.
- (l) Prepare departmental budget to facilitate efficient allocation of resources to carry out its operations.
- (m) Manage and control of University Procurement plans to ensure compliance to the Public Procurement and Disposal Act 2015.

35. Directorate of Internal Audit and Risk Assurance

- (1) There shall be a Directorate for Internal Audit and Risk Assurance.
- (2) There shall be a Director for Internal Audit and Risk Assurance who shall be appointed by Council and shall hold office on contract terms for a period of five (5) years renewable subject to satisfactory performance, as may be determined by the Council, provided that the Council may terminate appointment by giving three (3) months' notice in writing or pay three (3) months' salary in lieu of notice, or the Director of Internal Audit and Risk Assurance may resign by giving



three (3) months' notice in writing or pay three (3) months' salary in lieu of notice.

(3) The Director shall serve for a term of five (5) years which may be renewable subject to satisfactory performance.

(3) The Directorate shall be responsible for the following functions:-

- (a) Develop and implement annual risk based internal audit plan that outlines the activities to be undertaken by the Internal Audit department;
- (b) Implement the Internal Audit Charter and Internal Audit Plan, regulatory guidelines and the Institute of Internal Auditors' Guidelines and Standards;
- (c) Ensure independent assessments of the University's systems of internal control and advise the University Management Board and Council on their appropriateness and effectiveness;
- (d) Determine the level of compliance with internal policies, procedures, statutory and regulatory requirements;
- (e) Ensure timely preparation and submission of audit reports to the Audit, Governance and Risk Management Committee of the Council;
- (f) Assess the implementation of recommendations outlined in both external and internal audit reports;
- (g) Liaise with the external auditors on both interim and final audits in order to conform fully to the recommendations and statutory requirements;
- (h) Preparing the department's annual budget and procurement plan; and
- (i) Review and evaluate the University's budgetary performance, financial management, transparency and accountability mechanisms and processes;
- (j) Provide reasonable assurance to the Council through the audit committee on SEKU's state of risk management, control and governance.
- (k) Review the effectiveness of the University's financial and non-financial performance management systems.

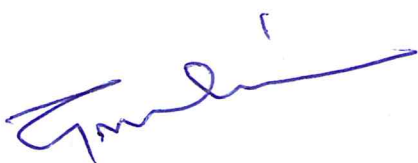
36. Directorate for Human Resource Management

- 1) There shall be a Directorate for Human Resource Management.
- 2) There shall be a Director for Human Resource Management who shall be appointed by Council and shall hold office on contract terms for a period of five (5) years renewable subject to satisfactory performance, as may be determined by the Council, provided that the Council may terminate appointment by giving three (3) months' notice in writing or pay three (3) months' salary in lieu of notice, or the Director for Human Resource Management may resign by giving

three (3) months' notice in writing or pay three (3) months' salary in lieu of notice.

3) The Directorate shall be responsible for the following functions:-

- a) Develop, review and implement policies, strategies and programs relating to Human Resource.
- b) Advise the University on matters relating to human resource management.
- c) Foster a culture that promotes team capability and reflects the values which facilitate performance, professionalism and innovation by staff throughout the University,
- d) Oversee the Human Capital function in the design, development and implementation of sound HR strategies that deliver employee engagement, retention, efficiency and productivity to achieve the University's mandate, strategic objectives and goals;
- e) Ensure Human Resource Planning and undertake organizational review to ensure optimal organizational structure, availability and supply of people in both number and quality;
- f) Plan and develop competencies to assess the current Human Resource capacity based on employee's current skills and abilities;
- g) Coordinate the staff performance appraisal in line with the University's annual objective and targets;
- h) Manage employee relations including grievances and discipline matters in the University to ensure employee and industrial harmony in the workplace;
- i) Manage payroll to ensure financial record of employees' salaries, wages, bonuses, net pay and deductions are accurately computed and remitted according to the prevailing laws and regulations;
- j) Maintain human resource records in accordance with the existing laws and regulations.
- k) Manage staff welfare and Occupational Health and safety.
- l) Approve staff leaves; compassionate, annual and study leave upon recommendation by the respective heads of departments.
- m) Provide secretariat to the University Management Board.



37. Directorate of Facilities Management and Administration

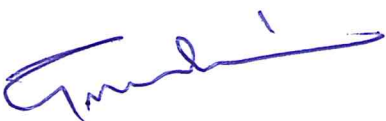
- (1) There shall be a Facilities Management and Administration Directorate that shall be headed by a Director.
- (2) The Director Facilities Management and Administration shall be appointed by Council and shall hold office on contract terms for a period of five (5) years renewable, as may be determined by the Council, provided that the Council may terminate appointment by giving three (3) months' notice in writing or pay three (3) months' salary in lieu of notice, or the Director Facilities Management and Administration may resign by giving three (3) months' notice in writing or pay three (3) months' salary in lieu of notice.
- (3) The Director Facilities Management and Administration shall be responsible to the Vice-Chancellor through the Deputy Vice-Chancellor (Corporate Services) for the management of the finances of the University.
- (4) The Directorate shall be responsible for the following function:
 - a) Prepare plans and budgets for expansion and maintenance of university infrastructure.
 - b) Implement and supervise capital infrastructure projects to completion.
 - c) Plan, develop, formulate, review and manage policies for infrastructure and assets.
 - d) Maintain and update an automated register of all University assets and facilities.
 - e) Plan and implement the maintenance of building and grounds at the University.
 - f) Supervise maintenance and construction works in the University.
 - g) Plan, design and implement water and sewerage systems at the University.
 - h) Plan, design and implement the power systems at the University.
 - i) Carry out casual repairs on various assets within the University.
 - j) Timely reporting on maintenance schedules.
 - k) Allocate and manage all spaces within the University.

38. Campus Director

- 1) There shall be a Campus Director who shall manage the Campus.
- 2) The Director shall be appointed by the Vice-Chancellor in consultation with the Management Board from amongst persons holding the rank of Senior Lecturer or above.
- 3) The Director shall serve for a term of two (2) years, renewable once, upon satisfactory performance.
- 4) The Director Campus shall be responsible to the Vice-Chancellor through the Deputy Vice-Chancellor Academics, Research and Innovation.
- 5) The Director Campus shall be responsible for the following function:
 - a) Coordinate and monitor teaching and learning at the Campus.
 - b) Regulate and conduct examinations in the courses taken at the Campus and make recommendations thereon to the School and Senate.
 - c) Consider and make recommendations to the University management and the Senate concerning the progress of students in the Campus.
 - d) Overseeing administration of the Campus.
 - e) Coordinate and monitor physical infrastructure, planning and development, maintenance and repair of existing facilities.
 - f) Coordinate the security management systems in the campus.
 - g) Oversee fleet planning and control transport services including vehicle allocation, maintenance, and servicing in the campus.
 - h) Administer and manage catering and accommodation facilities in the campus.

39. Directorate of Research, Innovation and Commercialization

- (1) There shall be a Directorate for Research, Innovation and Commercialization.
- (2) There shall be a Director who shall be appointed by the Vice-Chancellor in consultation with the Management Board from among persons holding the rank of Senior Lecturer and above and who shall be responsible for the execution of the



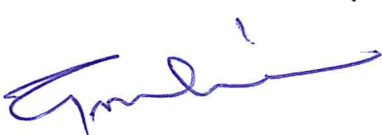
policy of the Directorate and for the control and management of its day-to-day business.

- (3) The Director shall serve for a term of two (2) years which may be renewable once only for an equivalent term.
- (4) The Directorate shall be governed by a Management Board which shall consist of the following members:
 - (a) Chairperson of the Board who shall be the Deputy Vice Chancellor (Academic, Research and Innovation)
 - (b) Director of the Directorate who shall be the secretary to the Board
 - (c) Academic Registrar
 - (d) Four Deans nominated by the University Management Board
 - (e) Four (4) Representatives of the Senate
 - (f) Two (2) student governing council representatives
- (4) The Board shall be answerable to the Vice-Chancellor and shall, in conjunction with the units, be responsible for the following functions: -
 - (a) To develop and recommend to the Senate the research, Innovation and Commercialization policy of the University;
 - (b) To review University research Innovation and Commercialization policy and make recommendation to Senate;
 - (c) To establish research Innovation and Commercialization priorities for the University;
 - (d) To receive and approve all research proposals and co-ordinate collaborative research projects;
 - (e) To make recommendations to Senate on the allocation of funds available for research and travel in connection with research and for traveling to conferences;
 - (f) To receive reports from recipients of grants on the use of research funds received from all sources;

- (g) To allocate research funds to individual applicants out of the funds voted by Senate for this purpose;
- (h) To formulate proposals for applications for research funds from external donors;
- (i) To prepare annual budget estimates or a submission for all allocation of funds from the University resources;
- (j) To identify and recommend to the University the establishment of research facilities or laboratories e.g. for testing chemicals, animal feeds, soil and water and fertilizers, vegetable oil processing;
- (k) To administer Intellectual Property;
- (l) The term "Intellectual Property" shall be used broadly to include inventions, copyrightable works, and tangible research property;
- (m) For internally funded research, the Principal Investigator, the Collaborators and the University shall be co-owners of the patent in case of an invention;
- (n) For externally funded research the Principal Investigator, the Collaborators and the University, and if the donor so wishes, shall be co-owners of the patent; and
- (o) All inventions shall be vetted by the Patenting Office.

40. Directorate of Strategy, Quality and Performance Management

- (1) There shall be a Directorate of Strategy, Quality and Performance Management that shall be managed by a Director and a Board of Management.
- (2) The Director shall be appointed by the Vice-Chancellor in consultation with the Management Board from among teaching staff at the rank of Senior Lecturer and above and shall serve for a term of two (2) years, renewable once and upon satisfactory performance.
- (3) There shall be a Board of Management of Strategy, Quality and Performance Management whose membership shall consist of the following:
 - (a) Chairperson of the Management Board who shall be the Deputy Vice-Chancellor (Corporate Services);



- (b) Three representatives of the Senate;
- (c) Three members chosen from among members of both teaching and non-teaching staff;
- (d) Academic Registrar;
- (e) Two student governing council representatives.
- (f) The Director of the Directorate, who shall also serve as the Secretary;

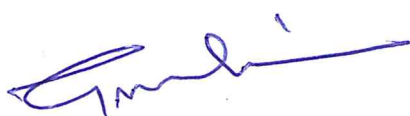
(4) The Directorate shall have the following functions:

- (a) Spearhead the development, implementation, and review of the SEKU Strategic Plan.
- (b) Formulate, Implement and review Policies and strategies on Corporate Research and planning, Knowledge Management, enterprise Risk Management, Quality Assurance Corporate Communication & Customer Experience and sustainability.
- (c) Champion the implementation of Performance Contracting framework.
- (d) Coordinate preparation of annual Corporate and Departmental Performance Contracts;
- (e) Monitor and evaluate the implementation of the corporate strategies.
- (f) Coordinate the patenting of SEKU Intellectual Property.
- (g) Oversee the maintenance of the Quality Management Systems (QMS) to streamline internal processes and ensure efficient services.
- (h) Monitor compliance with established Standard Operating Procedures (SOPs), business processes and best practice guidelines.
- (i) Support functions across the institution in automation of processes to drive business efficiency, process optimization and reengineering (Business Process Re-engineering).
- (j) Develop, implement, and monitor the enterprise risk management framework for governance and risk compliance for the Organization.
- (k) Monitor established processes to continuously track project risks and benefits.

- (l) Coordinate the development, implementation, and review of the SEKU Service Delivery Charter.
- (m) Coordinate Service Quality Assurance to ensure adherence to Service Delivery Charter, Service Level Agreements and relevant policies and procedures.
- (n) Carry out predictive data analytics and advise on emerging trends in service delivery
- (o) Development, packaging, and dissemination of Information, Education and Communication (IEC) materials to stakeholders in liaison with the relevant departments.
- (p) Production and broadcasting of brand marketing campaigns as well as design of publications and newsletters.
- (q) Promote the corporate image of SEKU through public relations activities & events and media engagement & monitoring.
- (r) Champion internal customer communication to ensure that employees are aware of SEKU related initiatives, events, and activities.
- (s) Formulation and implementation of the SEKU Corporate Social Investment & Sustainability Strategy.
- (t) Formulate and implement of the Directorate's work plan; and
- (u) Develop and implement the Directorate's business continuity plan in alignment to institutional business continuity management framework.

41. Board of Postgraduate Studies

- (1) There shall be a Board of Postgraduate Studies.
- (2) The Board shall be headed by a Director, who shall be appointed by the Vice-Chancellor in consultation with the Management Board from among persons holding the rank of Senior Lecturer and above for a period of two (2) years renewable once.
- (3) The membership of the Board shall constitute of:
 - a. Chairperson of the Board who shall be the Deputy Vice Chancellor (Academic, Research and Innovation).



- b. Director of the Directorate who shall be the Secretary of the Board
 - c. Four Representatives from the Senate.
 - d. The person in charge of postgraduate studies in each School.
 - e. Two (2) postgraduate students.
 - f. Academic Registrar.
- (4) The Board shall have and carry the status of a School and shall in that capacity enjoy all the rights, privileges, immunities and powers that are consistent with the provisions of this Statute.
- (5) The Board shall meet at least once in every month.
- (6) The Board shall have the power to regulate in such manner as it may deem fit, its own procedures.
- (7) Notwithstanding the provisions of any other statute, the Board shall be answerable to the Senate in respect to the conduct of postgraduate studies throughout the University and shall, in particular, have responsibility over the following matters:
- (a) Co-ordination of postgraduate syllabi and regulations;
 - (b) Admission of postgraduate students;
 - (c) Administration of postgraduate scholarships;
 - (d) Administration of postgraduate research grants;
 - (e) Administration and processing of postgraduate theses, projects or research papers;
 - (f) Proper conduct and supervision of the postgraduate studies programmes;
 - (g) Any other business as may be determined by the Senate from time to time.
- (8) The Board shall exercise the powers and perform the duties set out as follows:

- (a) Have primary responsibility for the enforcement of the common regulations for the Masters, Doctorate and Higher Doctorate Degrees in all Schools;
- (b) Liaise with all Schools and Departments and make such recommendations as regards the content and organization of postgraduate programmes available therein as it may deem fit;
- (c) Make available all information relating to postgraduate studies throughout the University by publishing a prospectus, and bibliographies of records of postgraduate research done or to be done within the University;
- (d) Publish and make available records of published work arising from postgraduate research undertaken within the University, or within any other University as long as such work is, in the opinion of the Board, of particular relevance to postgraduate research in the University; and
- (e) Cause to be published and disseminate any material it considers of relevance to the general conduct of postgraduate studies within the University

(9) In respect of admissions of postgraduate students, the Board shall:

- (a) Receive from Departments through Schools details of all postgraduate programmes;
- (b) Advertise all such programmes and receive in such format as may be specified by Senate, applications in respect thereof;
- (c) Send letters of admission to successful candidates and also notify the Schools and Departments;
- (d) Send all relevant information to the successful and unsuccessful candidates;
- (e) Register all postgraduate students and thereafter refer them to their respective schools and departments;
- (f) Publish the postgraduate nominal roll;



- (g) Keep under review (in coordination with relevant school and department), the progress of each postgraduate student and make such recommendations thereon to the Senate as may be appropriate; and
- (h) Remove from the nominal roll the name of any postgraduate student whose discontinuation or de-registration is approved by the Senate.

(10) In respect of the administration of postgraduate scholarships, the Board shall:-

- (a) Be responsible for receiving from the University all scholarships for postgraduate studies which shall, on that behalf, be dealt with in the manners specified thereafter;
- (b) Advertise all such scholarships;
- (c) Allocate such scholarships to those applicants who fulfill the applicable academic requirements as well as any specific terms that may be attached to the scholarships in question; and
- (d) Have powers to solicit scholarships from prospective donors, and to liaise with other bodies within or outside University that are recipients of scholarships tenable at the University.

(11) In respect of the administration of postgraduate research grants, the Board shall: -

- (a) Be responsible for receiving application for postgraduate research funds through schools;
- (b) Allocate postgraduate research funds from prospective donors, and to liaise with other bodies within or outside the University that are recipients of such funds; and
- (c) Have power to solicit postgraduate research funds from prospective donors, and to liaise with other bodies within or outside the University that are recipients or such funds.

(12) In respect of the administration and processing of postgraduate thesis, projects and research papers, the Board shall: -

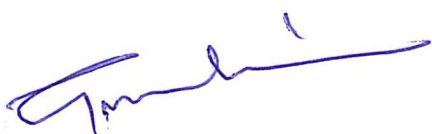
- (a) Be responsible for receiving and approving the nominations by Schools, of supervisors for all postgraduate research leading to the preparation of

thesis, projects or other similar work, and acting always on that behalf, hold the responsibility specified hereinafter;

- (b) Keep records on the progress of postgraduate research and in this connection receive from schools' recommendations for the deregistration of candidates whose work is unsatisfactory, or for discontinuation for sufficient cause and make such recommendation of the Senate as it shall deem appropriate;
- (c) Process the appointment of boards of examiners for postgraduate thesis, projects and other related presentations;
- (d) Send out invitations to examiners for postgraduate research presentations, on the recommendations of the relevant schools;
- (e) Cause copies of submitted thesis, projects or similar presentations to be forwarded to the examiners;
- (f) Receive the written assessment of such thesis, projects or similar presentation from the examiners;
- (g) Convene board of examiner's meeting in consultation with the Dean concerned;
- (h) Cause secretarial services to be provided for the board of examiners' meetings; and
- (i) Forward recommendations of the board of examiners to the Vice-Chancellor for approval on behalf of the Senate where the verdict of such board is.

(13) In respect of the conduct and supervision of postgraduate studies programmes, the Board shall:

- (a) Be responsible for the effective and regular management and conduct of that entire postgraduate studies programme, and on this behalf maintain close coordination with various schools and departments that conduct postgraduate courses without prejudice to the generality to the following regulations 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 it is stipulated in the relevant regulations;
- (iii) That joint supervisors do maintain regular consultations with one another, with regard to the progress of the student;
- (iv) That supervisors submit progress report on their students, as it is stipulated in the relevant regulations;
- (v) That students submit quarterly reports regarding their own research work in the manner stipulated in the relevant regulations;
- (vi) That students are afforded a forum at Departmental or School seminars for presenting any aspect of their research work, for discussion, and that a report on such proceedings is submitted by or on behalf of the Dean or School to the Board;
- (vii) That the students are encouraged to publish their work, or any part thereof, in scholarly or professional journals;
- (viii) That the student's role as researcher is fully reflected in any joint publication with the supervisor or any publication by the supervisor that resets on the student's work;
- (ix) That the supervisor shows dedication to the student's research as a basis of avoiding delay in communication, or unnecessary misunderstanding, between student and supervisor; and
- (x) That appropriate disciplinary or other action is recommended to the relevant authority, in relation to any supervisor who fails to perform his/her duties of supervision.

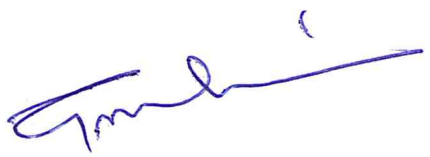
(14) In respect of the welfare and discipline of post-graduate students, the Board shall: -

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

- (15) The board may, in addition, exercise such other powers, or perform such other functions as may be assigned or delegated to it by the Senate.

42. Directorate of Academic Quality Assurance

- 1) There shall be a Directorate of Academic Quality Assurance that shall be managed by a director and the Board of Management.
- 2) There shall be a Director who shall be appointed by the Vice-Chancellor in consultation with the management board from among persons holding the rank of Senior Lecturer and above and who shall be responsible for the execution of the policy of the Directorate and for the control and management of its day-to-day business.
- 3) The Director shall serve for a term of two (2) years which may be renewable once only for an equivalent term.
- 4) The Directorate shall be governed by a Management Board which shall consist of the following members:
 - (g) Chairperson of the Board who shall be the Deputy Vice Chancellor (Academic, Research and Innovation)
 - (h) Director of the Directorate who shall be the secretary to the Board
 - (i) Academic Registrar
 - (j) Four Deans nominated by the University Management Board
 - (k) Four (4) Representatives of the Senate
 - (l) Two (2) student governing council representatives
- 5) The Board shall be answerable to the Vice-Chancellor and shall, in conjunction with the units, be responsible for the following functions:
 - a) Formulate policies, procedures and guidelines for academic quality assurance in the University.
 - b) Ensure Academic programmes are prepared in accordance with CUE guidelines.
 - c) Analyze the schools' academic data, including exam results, report grades, attendance figures and other specific academic areas.



- d) Coordinate the student/lecturer quality evaluation/audit exercise in liaison with School Administrators.
- e) Create, oversee and develop the schools' use of data for the University Management and auditing by external bodies.
- f) Produce clear, concise, accurate information to support Senior Leaders in raising standards of academic performance in the University including under achieving students.
- g) Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information such as: Module and Course enhancement plans.
- h) Produce KPI information for Quality Assurance Board and other committees.
- i) Produce data returns on an annual basis in liaison with the Registrar Academics.
- j) Provide data when requested to the senior leadership team and outside agencies.
- k) Assist the Deans of Schools and Chairpersons of academic departments with University programme data management.
- l) Be responsible for evaluation of all course records and submissions of evaluation results to the Academic Quality Assurance Board.
- m) Line manage a team that supports Quality Academic Evaluation (QAE) and ensure compliance with CUE regulatory processes and procedures Administration.
- n) Support the Curriculum implementation with general administration tasks as directed.

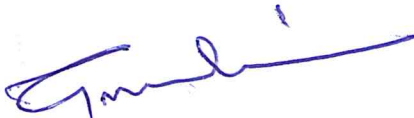
43. Directorate of Strategy, Quality and Performance Management

- (5) There shall be a Directorate of Strategy, Quality and Performance Management that shall be managed by a Director and a Board of Management.
- (6) The Director shall be appointed by the Vice-Chancellor in consultation with the Management Board from among teaching staff at the rank of Senior Lecturer and above and shall serve for a term of two (2) years, renewable once and upon satisfactory performance.
- (7) There shall be a Board of Management of Strategy, Quality and Performance Management whose membership shall consist of the following:

- (g) Chairperson of the Management Board who shall be the Deputy Vice-Chancellor (Corporate Services);
- (h) Three representatives of the Senate;
- (i) Three members chosen from among members of both teaching and non-teaching staff;
- (j) Academic Registrar;
- (k) Two student governing council representatives.
- (l) The Director of the Directorate, who shall also serve as the Secretary;

(8) The Directorate shall have the following functions:

- (v) Spearhead the development, implementation, and review of the SEKU Strategic Plan.
- (w) Formulate, Implement and review Policies and strategies on Corporate Research and planning, Knowledge Management, enterprise Risk Management, Quality Assurance Corporate Communication & Customer Experience and sustainability.
- (x) Champion the implementation of Performance Contracting framework.
- (y) Coordinate preparation of annual Corporate and Departmental Performance Contracts;
- (z) Monitor and evaluate the implementation of the corporate strategies.
- (aa) Coordinate the patenting of SEKU Intellectual Property.
- (bb) Oversee the maintenance of the Quality Management Systems (QMS) to streamline internal processes and ensure efficient services.
- (cc) Monitor compliance with established Standard Operating Procedures (SOPs), business processes and best practice guidelines.
- (dd) Support functions across the institution in automation of processes to drive business efficiency, process optimization and reengineering (Business Process Re-engineering).
- (ee) Develop, implement, and monitor the enterprise risk management framework for governance and risk compliance for the Organization.



- (ff) Monitor established processes to continuously track project risks and benefits.
- (gg) Coordinate the development, implementation, and review of the SEKU Service Delivery Charter.
- (hh) Coordinate Service Quality Assurance to ensure adherence to Service Delivery Charter, Service Level Agreements and relevant policies and procedures.
- (ii) Carry out predictive data analytics and advise on emerging trends in service delivery
- (jj) Development, packaging, and dissemination of Information, Education and Communication (IEC) materials to stakeholders in liaison with the relevant departments.
- (kk) Production and broadcasting of brand marketing campaigns as well as design of publications and newsletters.
- (ll) Promote the corporate image of SEKU through public relations activities & events and media engagement & monitoring.
- (mm) Champion internal customer communication to ensure that employees are aware of SEKU related initiatives, events, and activities.
- (nn) Formulation and implementation of the SEKU Corporate Social Investment & Sustainability Strategy.
- (oo) Formulate and implement of the Directorate's work plan; and
- (pp) Develop and implement the Directorate's business continuity plan in alignment to institutional business continuity management framework.

44. Directorate of Technical and Vocational Education and Training (TVET)

- (1) There shall be a Directorate of TVET that shall be managed by a Director and a Board.
- (2) The Director shall be appointed by the Vice-Chancellor in consultation with the Management Board from among teaching staff at the rank of Senior Lecturer and above.
- (3) The Director shall serve for a term of two (2) years, renewable once, upon satisfactory performance.

(4) The Directorate shall be governed by a Management Board which shall consist of the following members:

- (a) Chairpersons of the Board who shall be the Deputy Vice Chancellor (Academic, Research and Innovation);
- (b) Director of the Directorate who shall be the Secretary of the Board;
- (c) Academic Registrar;
- (d) Four Deans nominated by the University Management Board;
- (e) Four (4) Representatives of the Senate; and
- (f) Two (2) Student Governing Council representatives.

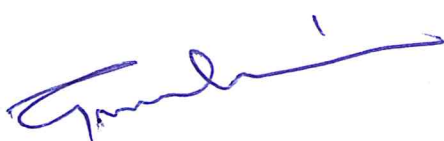
(5) The Management Board may at its discretion, co-opt other persons not exceeding three (3) to attend meetings in an advisory capacity.

(6) The Board shall be answerable to the Vice-Chancellor and shall, in conjunction with the units be responsible for the following functions:

- (a) Develop, implement and review the processes, procedures and policy on TVET.
- (b) Ensure effective teaching, learning and examination in the Directorate.
- (c) Acquire syllabi and regulations for Diploma and Certificate courses from TVET Authority.
- (d) Liaise with Kenya National Examination Council (KNEC) on regulations and conduct of examination of courses assigned to the Directorate.

45. Directorate of Open, Distance and E-Learning

1. There shall be a Directorate of Open, Distance and e-Learning that shall be managed by a Director and a Board.
2. The Director shall be appointed by the Vice-Chancellor in consultation with the Management Board from amongst persons holding the rank of Senior Lecturer or above.
3. The Director shall serve for a term of two (2) years, renewable once, upon satisfactory performance.
4. The Directorate shall be governed by a Management Board which shall consist of the following members:

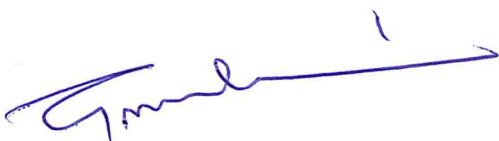


- a) Chairperson of the Board who shall be the Deputy Vice Chancellor (Academic, Research and Innovation);
 - b) Director of the Directorate who shall be the Secretary of the Board;
 - c) Academic Registrar;
 - d) Director Information, Communication and technology;
 - e) The University Librarian
 - f) Two (2) Representatives of the Senate; and
 - g) Two (2) Student Governing Council representatives.
5. The Management Board may at its discretion, co-opt other persons not exceeding three (3) to attend meetings in an advisory capacity.
6. Notwithstanding the provisions of any other regulation, the Directorate shall be answerable to the Senate in respect of the conduct of the Open, Distance and e-Learning programmes of the University and shall in particular, have responsibility over the following matters:
- a) Coordination of Open Distance and e-Learning programmes syllabi and regulations;
 - b) Admission of Open, Distance and e-Learning programme students;
 - c) Administration and processing of Open Distance and e-Learning programmes examinations;
 - d) Proper conduct and supervision of the Open, Distance and e- Learning programmes;
 - e) General welfare and discipline of Open, Distance and e-Learning programme students and provide guidance to the University on other matters pertaining to students' affairs in the approved Centres; and
 - f) Maintenance of education standards and implementation of quality assurance mechanisms.
7. The Directorate shall carry the status of a School, Institute or Centre and shall in that capacity enjoy all the rights, privileges and immunities of and exercise all the powers equivalent to those of Institute or School in so far as those rights, privileges, immunities and powers are consistent with the provision of these regulations.
8. The Directorate shall in respect of each of the matters set out in Clause (2) above exercise the powers and perform the duties set out as follows:

- (1) In respect of the co-ordination of Open, Distance and e-Learning program syllabi and regulations, the Directorate shall:
 - (a) Have primary responsibility of the enforcement of the common regulations for the Open, Distance and e-Learning programmes in all approved Centres;
 - (b) Make available all information related to Open Distance and e-Learning programmes studies by publishing a prospectus of programmes offered in the approved Centres; and
 - (c) Cause to be published and disseminated any material it considers of relevance to the general conduct of the Open, Distance and e-Learning programmes.

- (2) In respect of admission of Open, Distance and e-Learning programme students the Directorate shall:
 - (a) Advertise all such programme and receive in such format as may be specified by Senate, applications in respect thereof;
 - (b) Dispatch letters of admission to successful candidates and also notify the Faculties and Departments, Institutes or Schools;
 - (c) Communicate all relevant information to the successful and unsuccessful candidates;
 - (d) Publish the Open, Distance and e-Learning programmes nominal roll;
 - (e) Register all Open, Distance and e-Learning programme students, and thereafter refer them to their respective approved Centres;
 - (f) Keep under review, the progress of each Open, Distance and e-Learning programme student and make such recommendations thereon to the Senate as may be appropriate; and
 - (g) Remove from the nominal roll the name of any Open, Distance and e-Learning programme student whose discontinuation or de-registration is approved by Senate.

- (3) In respect of the administration and processing of Open, Distance and e-Learning programmes the Directorate shall:
 - (a) Process the appointment of Board of Examiners for Open, Distance and e-Learning programmes examinations;
 - (b) Send out invitations to examiners for Open, Distance and e-Learning programmes on the recommendation of the respective approved Centres;



- (c) Convene Board of Examiners meetings in consultation with the approved Centres concerned;
- (d) Forward recommendations of the Board of Examiners to the Vice-Chancellor for approval on behalf of the Senate where the verdict of such Board is unanimous; provided that in the absence of unanimity of the examiners' recommendations shall be deliberated upon by the Board and recommendations thereon made to the Senate; and
- (e) Cause secretarial services to be provided for the Boards of Examiners meetings.

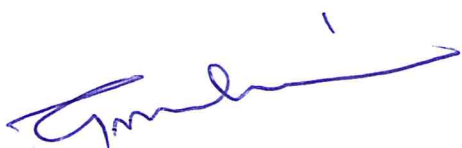
46. Gender Mainstreaming Unit

- (1) There shall be a Gender Mainstreaming Unit that shall be headed by a Coordinator.
- (2) The Coordinator shall be appointed by the Vice-Chancellor in consultation with the Management Board from among teaching staff at the level of Lecturer and above and shall serve for a term of two (2) years, renewable once and upon satisfactory performance.
- (3) There shall be a Gender Mainstreaming Committee of the University whose membership shall consist of the following:
 - (a) Chairperson of the Committee who shall be the Deputy Vice Chancellor (Corporate Services)
 - (b) Two representatives from the teaching staff nominated by the Senate
 - (c) Two representatives of the non-teaching staff nominated by the Senate
 - (d) Two student representatives nominated by the Student Governing Council.
 - (e) The Coordinator of the Unit who shall be the Secretary of the Committee.
- (4) The Unit shall have the following functions:
 - (a) To develop, implement, evaluate and review the University Gender Policy;
 - (b) To prepare proposals for funding of gender mainstreaming activities in and around the University community;
 - (c) To actively participate in resource mobilization to implement the Gender Mainstreaming Policy;
 - (d) To mainstream gender issue in all University policies, programmes and activities;

- (e) To advocate for increased participation of women in governance and management within the University;
- (f) To ensure that the University community, infrastructure and work environment is gender responsive;
- (g) To encourage and facilitate empowerment of women and men on gender issues;
- (h) To establish and strengthen existing partnerships and collaborations in gender and education;
- (i) To undertake any other gender matters as may be referred by the University Management Board, Senate or the Council from time to time.

47. HIV and AIDS Control Unit

- (1) There shall be an HIV and AIDS Control Unit that shall be headed by a Coordinator.
- (2) The Coordinator shall be appointed by the Vice-Chancellor in consultation with the Management Board from among teaching staff at the level of Lecturer and above and shall serve for a term of two (2) years, renewable once and upon satisfactory performance.
- (3) There shall be a HIV and AIDS Control Committee of the University whose membership shall consist of the following:
 - (a) Chairperson of the Committee who shall be Deputy Vice Chancellor (Corporate Services);
 - (b) Two representatives from the teaching staff nominated by the Senate
 - (c) Two representatives of the non-teaching staff nominated by the Senate
 - (d) Two student representatives nominated by the Student Governing Council.
 - (e) The Coordinator of the Unit who shall be the Secretary of the Committee.
- (4) The Unit shall have the following functions:
 - (a) To develop, implement, evaluate and review the University HIV and AIDS policy;
 - (b) To mainstream HIV and AIDS into the core functions of the University;
 - (c) To prepare proposals for funding of HIV and AIDS activities in and around the University community;



- (d) To actively participate in resource mobilization from government Ministries, Department and Agencies to implement the HIV and AIDS Policy;
- (e) To lay down sustainable mechanism for prevention, control and management of HIV and AIDS;
- (f) To set up mechanisms for provision of appropriate care and support of the infected and affected within the University;
- (g) To provide access to information and materials on HIV and AIDS;
- (h) To promote progressive and non-discriminatory policies and practices;
- (i) To mobilize of the University community to participate in HIV and AIDS prevention, control and management programmes;
- (j) To educate and sensitize University community on the need to change their behaviour, attitude and beliefs;
- (k) To promote partnership and networking with other stakeholders for support and resource mobilization;
- (l) To provide adequate and appropriate information education and communication material;
- (m) To encourage staff and communities to visit VCTs to know their HIV status and Persons Living with HIV and AIDS (PLWHAs) to take ARV's as prescribed;
- (n) To organize sensitization workshops on HIV and AIDS and to build the capacity of the University to develop, implement, monitor and evaluate HIV and AIDS programmes;
- (o) To undertake any other HIV and AIDS matters as may be referred by the University Management Board, Senate or the Council from time to time.

48. Alcohol, Drug and Substance Abuse Prevention Unit

- (1) There shall be Alcohol, Drug and Substance Abuse Prevention Unit that shall be headed by a Coordinator.
- (2) The Coordinator shall be appointed by the Vice- Chancellor in consultation with the Management Board from among teaching staff at the level of lecturer and above and shall serve for a term of two (2) years, renewable once and upon satisfactory performance.

(3) There shall be an Alcohol, Drug and Substance Abuse Prevention Committee of the University whose membership shall consist of the following:

- (a) Chairperson of the Committee who shall be Deputy Vice Chancellor (Corporate Services)
- (b) Two representatives from the teaching staff nominated by the Senate
- (c) Two representatives of the non-teaching staff nominated by the Senate
- (d) Two student representatives nominated by the Student Governing Council.
- (e) The Coordinator of the Unit who shall be the Secretary of the Committee.

(4) The Unit shall have the following functions;

- (a) To develop, implement, evaluate and review the University Alcohol, Drug and Substance Abuse Prevention policy.
- (b) To undertake sensitization of University Community on effects and prevention of alcohol, drug and substance abuse.
- (c) Implement a workplace policy on prevention of alcohol, drug and substance abuse.
- (d) Submit annual alcohol, drug and substance abuse prevention (ADSAP) work plans to NACADA at the beginning of the contract period in the prescribed format.
- (e) Undertake follow up surveys to establish prevalence of alcohol drug and substance abuse.
- (f) Establish and operationalize an Employee Assistance Programme (EAP) focusing on early identification, treatment and rehabilitation of staff with Substance Use Disorder (SUD).
- (g) Submit quarterly and annual reports to NACADA on the progress of prevention of alcohol, drug and substance abuse in the University in the prescribed format.

49. Disability Mainstreaming Unit

- (1) There shall be a Disability Mainstreaming Unit that shall be headed by a Coordinator.
- (2) The Coordinator shall be appointed by the Vice- Chancellor in consultation with the Management Board from among teaching staff at the level of lecturer and above

and shall serve for a term of two (2) years, renewable once and upon satisfactory performance.

(3) There shall be a Disability Mainstreaming Committee of the University whose membership shall consist of the following:

- (a) Chairperson of the Committee who shall be Deputy Vice Chancellor (Corporate Services);
- (b) Two representatives from the teaching staff nominated by the Senate
- (c) Two representatives of the non-teaching staff nominated by the Senate
- (d) Two student representatives nominated by the Student Governing Council.
- (e) The Coordinator of the Unit who shall be the Secretary of the Committee.

(4) The Unit shall have the following functions: -

- (a) To develop, implement, evaluate and review the disability mainstreaming policy.
- (b) To ensure that persons with disabilities are entitled to a barrier-free and disability friendly environment that enables them to have access to all buildings, roads and social amenities.
- (c) To mainstream disability at the institution in all policies, programmes and activities planning, implementation and budgeting process.
- (d) To sensitize and mobilize the community and stakeholders to appreciate the rights of persons living with disabilities.
- (e) To identify disability concerns, needs and priorities and device ways of addressing them.
- (f) To collect disability related data to guide in planning and employment in the University.
- (g) To ensure 5% representation of persons with disability in all the University issues.
- (h) To undertake any disability matters as may be referred to by the University management board, Senate or the Council from time to time.

50. Resolution of Public Complaints Unit

- (1) There shall be a Resolution of Public Complaints Unit that shall be headed by a Coordinator.
- (2) The Coordinator shall be appointed by the Vice-chancellor in consultation with the Management Board from among teaching staff at the level of Lecturer and above and shall serve for a term of two (2) years renewable once upon satisfactory performance.
- (3) There shall be a Resolution of Public Complaints Committee of the University whose membership shall consist of the following;
 - (a) Chairperson of the Committee who shall be the Deputy Vice Chancellor (Corporate Services).
 - (b) The Deputy Director, Legal Services.
 - (c) Two members of the teaching staff nominated by the Senate.
 - (d) Two members of non-teaching staff nominated by the Senate.
 - (e) Two Student Representatives nominated by the Student Governing Council.
 - (f) The Coordinator of the Resolution of Public Complaints Unit who shall be the Secretary of the Committee.
- (4) The Unit shall have the following functions: -
 - (a) Develop and implement a service delivery charter.
 - (b) Develop and display complaints-handling procedures at strategic locations within the University.
 - (c) Develop strategic initiatives to create awareness on complaints handling systems
 - (d) Liaise with Commission on Administrative Justice to train on capacity development for complaints handling officers and staff.
 - (e) To receive and investigate public complaints from the University stakeholders.
 - (f) Liaise with the University Management and ensure timely resolution of complaints received.
 - (g) Submit quarterly reports on the nature, number and actions taken in the

(h) Liaise with the Commission on Administrative Justice on behalf of the University.

51. Career Services Unit

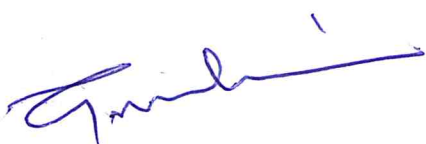
- (1) There shall be a Career Services Unit that shall be headed by the Coordinator.
- (2) The Coordinator shall be appointed by the Vice-Chancellor in consultation with the Management Board from among the senior members of the University staff and shall serve for a term of two (2) years, renewable once and upon satisfactory performance.
- (3) There shall be a Career Unit Service whose membership shall comprise of the following;
 - (a) Deputy Vice-Chancellor (Academics, Research and Innovation) – Chairperson
 - (b) Deputy Vice-Chancellor (Corporate Services)
 - (c) Academic Registrar
 - (d) Dean of Students
 - (e) Two (2) Representatives of the teaching staff members nominated by Senate
 - (f) Two (2) Student representatives nominated by South Eastern Kenya University Students Association (SEKUSA)
 - (g) The Coordinator of the Unit who shall be Secretary of the Committee
- (5) The Unit shall have the following functions;
 - (a) Provide information on programmes and career path to candidates seeking admission to the University.
 - (b) Provide guidelines for choosing programs and Career paths in institutions of higher learning.
 - (c) Provide information on career and job opportunities.
 - (d) Provide information to students on potential employers and other stakeholders.
 - (e) Organize a Careers day at the University.
 - (f) Organize talks by potential employers.

(g) Undertake any other Career service as may be referred by the University, Management Board, Senate or Council from time to time.

(h) Train students on CV writing.

51. Corruption Prevention Unit

- 1) There shall be a Corruption Prevention Unit that shall be headed by a Coordinator.
- 2) The Coordinator shall be appointed by the Vice-Chancellor in consultation with the Management Board from among teaching staff at the level of Lecturer and above and shall serve for a term of two (2) years, renewable once and upon satisfactory performance.
- 3) There shall be a Corruption Prevention Committee whose membership shall comprise of the following;
 - i) Vice-Chancellor – Chairperson
 - ii) Deputy Vice-Chancellor (Academics, Research and Innovation)
 - iii) Deputy Vice-Chancellor (Corporate Services)
 - iv) Director Finance and Accounts
 - v) Director Audit and Risk Assurance
 - vi) Director Procurement and Supply chain Management
 - vii) Director Information, Communication and Technology Services
 - viii) Dean of Students
 - ix) Corporation Secretary and Director of Legal Services
 - x) Two (2) Representatives of the teaching staff members nominated by Senate
 - xi) The Coordinator of the Unit who shall be Secretary to the Committee
- (4) The Unit shall have the following functions;
 - (a) Prioritize activities in the implementation of corruption prevention programme.



- (b) Ensure integration of corruption prevention initiatives in the operations procedures.
- (c) Receive and review reports on corruption prevention initiatives and/or take/recommend appropriate action.
- (d) Co-ordinate corruption prevention strategies in the institution.
- (e) Consider and approve training on the Leadership and Integrity programme for staff.
- (f) Ensure that all the decisions and guidelines on corruption prevention are communicated effectively to staff and all interested parties.
- (g) Prepare and submit to the Ethics and Anti-corruption Commission regular progress reports on implementation of the programme.
- (h) Receive complaints and information on alleged corruption activities within the University and thereafter, evaluate, analyze and recommend appropriate action.
- (i) Monitor the impact of corruption prevention initiatives and other recommended actions.

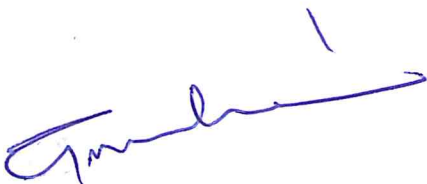
52. Cohesion National Values Mainstreaming Unit

- 1) There shall be a Cohesion and National Values Mainstreaming Unit that shall be headed by the Coordinator.
- 2) The Coordinator shall be appointed by the Vice-Chancellor in consultation with the Management Board from among the senior members of the teaching staff at the level of the Lecturer and shall serve for a term of two (2) years, renewable once and upon satisfactory performance.
- 3) There shall be a Cohesion and National Values Mainstreaming Unit whose membership shall comprise of the following;
 - i) Deputy Vice-Chancellor (Corporate Services) - Chairperson
 - ii) Two (2) Representatives of the teaching staff members nominated by Senate
 - iii) Two (2) representatives from the non-teaching staff nominated by Senate

- iv) Two (2) student representative nominated by the South Eastern Kenya University Student Association (SEKUSA)
- v) The Coordinator of the Unit who shall be Secretary of the Committee

(4) The Unit shall have the following functions;

- (a) To guide the University on implementation of measures to promote the realization of National Cohesion and National Values.
- (b) To guide the University on implementation of commitments in the President's Annual Report on National Values and Principles of Governance.
- (c) To undertake sensitization of University community on National Values and Principles of Governance.
- (d) To submit in the prescribed format annual reports to the Directorate of National Cohesion and Values on measures taken and progress achieved by the University in the implementation of commitments in the President's annual report on National Values and Principles of Governance .
- (e) To submit in the prescribed format annual reports to Public Service Commission on measures taken by the University to promote the realization of National Values and Principles of Governance.
- (f) To undertake any other matters related to National Cohesion and Values as may be referred to by the University Management Board, Senate or the University Council from time to time. .

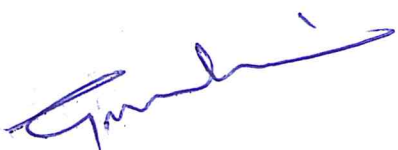


PART V: FINANCIAL PROVISIONS

52. Financial Regulations

- (1) All the funds, assets and property, movable and immovable, of the South Eastern Kenya University shall be managed and utilized by the Council, in accordance with the provisions of this Statute, the charter and the Universities Act No. 42 of 2012 in such manner and for such purposes as in the opinion of the Council, would promote the best interests of the University.
- (2) All the monies of the University shall be paid into one or other of the following accounts:
 - (i) The Endowment Fund
 - (ii) The Special Account
 - (iii) The Development Account
 - (iv) The Revenue Account
 - (v) The Research Account
 - (vi) The Payment Account
 - (vii) The Income Generation Unit Account
 - (viii) The Fixed Deposit Account
- (3) There shall be paid into the Endowment Fund all such monies as are received by the University and declared specifically to be payable into that Fund.
- (4) The Council shall not, save with the prior approval of the Chancellor, expend any capital monies of the Endowment Fund and shall pay into the Revenue Account all interest received from investment of the monies of the Endowment Fund.
- (5) There shall be paid into Special Account all such monies as are received by the University for special purposes and are not payable into the Endowment Fund
- (6) The Special Account shall be used and applied for special Purposes of which such monies were donated in accordance with conditions of the donation provided that if the conditions of the donation do not permit capital monies thereof to be expended the Council may, nevertheless with prior approval of the Chancellor, expend such capital monies, or any portion thereof, if in the opinion of the Council, it is in the best interest of the University to do so.
- (7) There shall be paid into the Development account all such monies as are received by the University for the purpose of capital expenditure for the construction and improvement of the University.

- (8) The Development moneys and the interest thereof from the Development Account shall be used and applied on Capital expenditure for the construction and improvement of the University.
- (9) There shall be paid into the Revenue Account:
- (a) The Interest received from the investment of monies in the Endowment Fund;
 - (b) all fees, dues and other amounts payable by or in respect of students;
 - (c) all revenue grants by the Kenya Government or by any other Government or person;
 - (d) all sums transferred from the Endowment or any other amount to the Revenue Account;
 - (e) All sums received by the University and not payable into the Endowment or any other account; The monies standing to the credit of the Revenue Account shall be used and applied for the management and working of the University in such manner and for such purposes as, in the opinion of the Council, are best suited to promote the interests of the University.
- (10) There shall be paid into the Research account all such monies as are received by the University for research purposes;
- (a) Such monies shall not be paid into any account; and
 - (b) Monies in the Research Account shall be used and applied by the Council for specific purposes in accordance with the agreements made between donors and the Council.
- (11) There shall be a Payment account operated by the University for purposes of making payments for University operations.
- (12) There shall be a fixed deposit account operated by the University for the purpose of investing idle monies to generate interest and enhance revenue for the University.
- (13) Subject to the provisions of the Universities Act, No. 42 of 2012 Act the Council may borrow, either by way of overdraft from a banker or otherwise, such sums as it may from time to time require for the administration of the University.



(14) Subject to provisions 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 of Kenya.

(1) Provided that where any sums are received by the Council for any payment into the Endowment Fund in the form of stocks and shares of any kind other than securities, then the Council may in its discretion retain such stocks or shares without converting them into such securities.

(2) The monies or any portion thereof standing to the credit of any of the accounts other than the Endowment Fund of the University may be invested by the Council in securities as the Council may think fit.

(3) Notwithstanding the provision of sub-sections (a) and (b) of this section, any monies standing to the credit of any of the accounts of the University including the Endowment Fund, may be temporarily invested for a period not exceeding 12 months pending utilization and in accordance with provisions of the Charter.

PART VI: MISCELLANEOUS

53. Commencement Date

(1) These Statutes and the Regulations referred to hereunder shall commence upon approval by the Council.

54. Review of Regulations

(1) The University Council may amend, add to or alter these Regulations as it deems fit from time to time. Provided that in accordance with the Act, the Council shall not amend, alter or add to the Regulations governing courses of study and other academic matters without the receipt of a proposal or report thereon by the Senate and provided further that the Council shall not reject any such report or request or amend any regulations so proposed without further reference to the Senate.

55. Transition

(1) The Rules and regulations in force in the day prior to the commencement of these Statutes and Regulations shall, unless superseded by these Statutes and Regulations of this Statute continue to apply as though they had been incorporated into these Statutes and Regulations and in so far as they are not inconsistent with these Statutes and Regulations. Provided these Statutes and Regulations, or the Rules and Regulations in force prior to the commencement date aforesaid, shall be subject to the provisions of the South Eastern Kenya University.

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PART VII: SCHEDULES

First Schedule: Committees of Council

Second Schedule: Senate Committees

First Schedule: Committees of Council

1. Regular Committees of Council

(1) Finance, Development and General Purposes Committee

(a) Membership

- (i) Council Member - Chairperson
- (ii) P.S Rep, National Treasury and Planning/ Member
- (iii) Vice-Chancellor/Secretary

(b) In Attendance

- (i) Deputy Vice-Chancellor (Corporate Services)
- (ii) Director, Finance and Accounts
- (iii) Any other person as may be deemed fit.

(c) Terms of Reference

- (i) To receive, consider and recommend to the Full Council the financial reports.
- (ii) To consider and recommend to the Council the priority development projects and receive reports and the recommendations of management on the progress of the physical development of the University.
- (iii) To oversee the development of the University Master Plan.
- (iv) To report to the Council on the progress of physical infrastructure development of the University.
- (v) Resource mobilization
- (vi) Oversee the endowment fund.
- (vii) Any other duty as may be assigned by the Council.

(2) Human Resource and Strategy Committee

(a) Membership

- (i) Council Member - Chairperson
- (ii) P.S. Rep., State Department of University Education and Research/Member
- (iii) Vice-Chancellor- Secretary

(b) In Attendance

- (i) Deputy Vice-Chancellor (Corporate Services)
- (ii) Director (Human Resource Management).
- (iii) Any other person as may deem fit.

(c) Terms of Reference

- (i) To review and make recommendations to the Council on Staff Terms and Conditions of Service for the University employees as and when necessary
- (ii) To examine and recommend career structures within the University
- (iii) To establish and generally oversee, on behalf of the Council, a Staff Retirement Benefits Scheme.
- (iv) To provide strategic direction to the University
- (v) To consider and recommend for approval strategic plans.
- (vi) Any other duty as may be assigned by the Council.

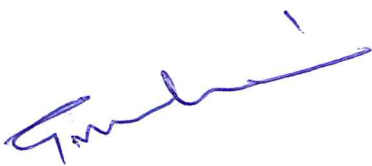
(3) Audit, Governance and Risk Management Committee

(a) Membership

- (i) Council Member - Chairperson
- (ii) P.S. Rep., State Department of University Education and Research - Member
- (iii) P.S Rep, National Treasury and Planning - Member
- (iv) Director, Internal Audit and Risk Assurance - Secretary

(b) In Attendance

- (i) Vice-Chancellor
- (ii) Any other person as may deem fit



(c) Terms of Reference

- (i) To review internal and external audit findings, recommendations and propose corrective and preventive action where necessary;
- (ii) Assist the accounting officer/ chief executive officer in enhancing internal controls in order to improve efficiency and accountability;
- (iii) Make recommendations to the full council on risk management strategies;
- (iv) Make recommendations to the full council on required governance structures.
- (v) Any other duty as may be assigned by the Council.

(4) Academic and Sealing Committee

(a) Membership

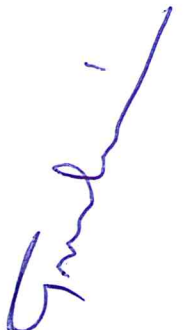
- (i) Council Member - Chairperson
- (ii) Council Member
- (iii) Vice-Chancellor- Secretary

(b) In-attendance

- (i) Deputy Vice Chancellor (Academic, Research and Innovation)
- (ii) Academic Registrar
- (iii) Any other member as may be deemed fit.

(c) Terms of Reference

- (i) Recommend to Council for approval, sealing of certificates for graduands;
- (ii) Recommend to Council for approval, regulations on students conduct while on University;
- (iii) Recommend to Council for approval, academic affiliations and partnerships;
- (iv) Recommend to Council for approval, memorandum of understanding;
- (v) Make recommendation to Council on proposals for students welfare;
- (vi) Promote Linkages between the University and Industry
- (vii) Any other duty as may be assigned by the Council.



2. Ad Hoc Committees of Council

1) *Senior Staff Appointment and Disciplinary Committee*

(a) *Membership*

- (i) Chairperson of the Council
- (ii) Council Members
- (iii) Vice-Chancellor - Secretary (unless the Vice Chancellor is the subject of discussion)

(b) *In Attendance*

- (i) Corporation Secretary and Director of Legal Services
- (ii) Any other person as may be deemed fit

(c) *Terms of Reference*

- (i) To consider all appointments for staff in Grade 1 and 2.
- (ii) To consider all appointments for staff in Grade 3 following recommendations by the Promotions and Appraisal Committee of Management.
- (iii) To consider disciplinary cases for grade 1 to 2 and make recommendations to the Cabinet Secretary for necessary action.
- (iv) To consider and determine appeals made to it by staff in grades 3 to 6.
- (v) Any other duty as may be assigned by the Council

2) Any other Ad Hoc committee as may be necessary

3. Management Committees

(1) **Appointments and Disciplinary Committee for Staff in Grade 3 to 14**

(a) **Membership**

- (i) Vice Chancellor - Chairperson
- (ii) Deputy Vice Chancellor (Academic, Research and Innovation)
- (iii) Deputy Vice Chancellor (Corporate Services)
- (iv) Academic Registrar
- (v) Director, Human Resource Management - Secretary

(vi) Dean/Director of relevant School/Directorate

(vii) Chairman of Department/Head of Section

(b) In Attendance

(i) Corporation Secretary and Director Legal Services

(ii) Any other person as may be deemed fit

(c) Terms of reference

(i) To interview and appoint suitable candidates in grade 4–14.

(ii) To consider and determine disciplinary cases for grade 4-14.

(iii) To consider and determine appeals made to it by staff in grades 7-14

Second Schedule: Senate Committees

1. Deans Committee

(1) Membership

(a) Deputy Vice-Chancellor (Academic, Research and Innovation)
- Chairperson

(b) Deputy Vice-Chancellor (Corporate Services)

(c) Director, Facilities Management

(d) Deans of Schools

(e) Dean of Students

(f) University Librarian

(g) Directors of Institutes/Directorates

(h) Academic Registrar - Secretary

(i) Any other member as may be deemed fit.

(2) Terms of Reference

(a) To deal with matters that may properly be referred to it by the Vice-Chancellor or the Senate.

(b) To function as the University's Admission Board in order to:

(i) Approve all applications for admission to the University for Undergraduate Courses and to make recommendations to Senate from time to time on the University's admission policy including the admission requirements and procedures.

(ii) Review applications for admission from occasional students.

(iii) Consider and approve as appropriate applications for inter-school transfer of students.

- (iv) Administer all scholarship received by the University for undergraduate students.
- (v) To make recommendations to Senate on regulations governing levels of fees and other regulations governing the Academic Programs and student conduct or behavior.
- (vi) To make recommendations to senate on rules and regulations governing student behavior.

2. Students' Welfare Committee

(2) Membership

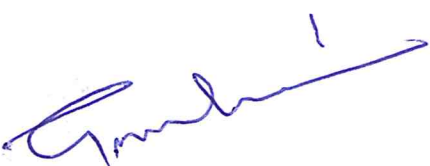
- (a) Deputy Vice-Chancellor (Academic, Research and Innovation)
- (b) Chairperson
- (c) Deputy Vice-Chancellor (Corporate services)
- (d) Director, Facilities Management
- (e) Dean of Students
- (f) Chief Medical Officer
- (g) Officer in Charge of Sports
- (h) Three Senate Representatives
- (i) Two student representatives
- (j) Academic Registrar - Secretary

(3) In Attendance

- (a) Estates Manager
- (b) Planning Officer
- (c) Director Procurement and Supply Chain Management
- (d) Director Finance
- (e) Any other member as may be deemed fit.

(4) Terms of Reference

- (a) To deal with such matters on students' affairs as the Committee may deem appropriate.
- (b) To deal with matters referred to the Committee by the Catering and Accommodation Manager on questions affecting the functions of the University Estates Department.
- (c) To deal with matters regarding the development of games and sporting facilities.
- (d) To make recommendations to the appropriate University committees on the above subjects.



3. Student Disciplinary Committee

(1) Membership

- (a)* Deputy Vice-Chancellor (Academic, Research and Innovation)
- (b)* Chairperson
- (c)* Deputy Vice-Chancellor (Corporate services)
- (d)* Director, Facilities Management
- (e)* Dean of Students
- (f)* Two Senate Representatives
- (g)* Chairperson of Students Organization
- (h)* Academic Secretary, Students Organization
- (i)* Academic Registrar - Secretary

(2) In Attendance

- (a)* Dean and/Chairperson of respective School/Department
- (b)* Deputy Director Legal Services
- (c)* Any other member as may be deemed fit.

(3) Terms of Reference

- (a)* To deal with any matters referred to it by the Vice-Chancellor and the University authority or other committee and make recommendations to the Senate.
- (b)* To deal with any other disciplinary cases of students and make recommendations to the Senate.

4. Students Appeals Committee

- (1) The students are allowed to appeal against the decision of the Students' Disciplinary Committee to the Vice-Chancellor.
- (2) The Vice-Chancellor shall constitute and appoint a committee to listen to the appeals.

5. Library Committee

(1) Membership

- (a)* Deputy Vice-Chancellor (Academic, Research and Innovation) – Chairperson
- (b)* Deputy Vice-Chancellor (Corporate services)
- (c)* Director, Facilities Management
- (d)* Librarian
- (e)* Bookshop Manager

- (f) Three (3) Senate representatives
- (g) Two (Students Representatives)
- (h) Academic Registrar - Secretary

(2) Terms of Reference:

- (a) To assist and advise the Librarian on all matters relating to the Library.
- (b) To make recommendations to the Senate on Library policy.
- (c) To prepare and submit to Senate an annual report on the functioning of the University Libraries and the University Bookshop.
- (d) To make recommendations to the Senate with regard to the matters concerning the running of the Bookshop.

6. Industrial Training and Attachment Committee

(1) Membership

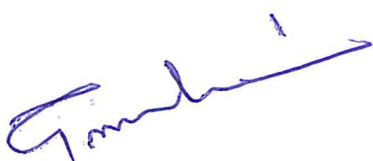
- (a) Deputy Vice-Chancellor (Academic, Research and Innovation) – Chairperson
- (b) Coordinator, Career Services Unit
- (c) Two (2) Deans and Director of Research, Innovation & Commercialization
- (d) Two (2) Senate Representatives
- (e) Chairperson of Students Organization
- (f) Academic Registrar – Secretary

(2) In attendance

- (a) Public Relations Officer
- (b) Any other member as may be deemed fit.

(3) Terms of Reference

- (a) To act as a clearing house for links initiated by Departments, institutes, and schools.
- (b) To recommend to Senate regulations governing industrial attachment.
- (c) To promote interchange, contact and co-operate with other universities, institutions, and industry.
- (d) Co-ordinate student exchange programmes.
- (e) Formulate and recommend to the Senate guidelines for Departments and schools on procedures to be followed in formulating links.
- (f) To deal with any other matters referred to it by the Senate, the Vice-Chancellor, or any other University Committee.



7. Promotions and Appraisal Committee

(1) Membership

- (a) Deputy Vice Chancellor (Corporate Services) - Chairperson
- (b) Deputy Vice Chancellor (Academic, Research and Innovation)
- (c) Director, Facilities Management
- (d) Senior member of staff (Professor)
- (e) Three (3) members of Senate of the rank of Professor (1), Associate Professor (1) and Senior Lecturer (1)
- (f) Two representative members of Teaching Staff
- (g) Academic Registrar
- (h) Dean/Director of relevant School/Directorate
- (i) Chairman of Department/Head of Section
- (j) Director, Human Resource Management - Secretary
- (k) The Committee may co-opt members as it deems necessary

(2) Terms of Reference

- (a) To appraise members of staff who have applied for promotions and make recommendations for consideration by the appropriate Appointments and Promotions Committee.

8. Human Resource Advisory Committee

(1) Membership

- (a) Deputy Vice Chancellor (Corporate Service) - Chairperson
- (b) Deputy Vice Chancellor (Academic, Research and Innovation)
- (c) Senate representative
- (d) Two representatives of non-teaching Staff
- (e) Director, Facilities Management
- (f) Director Human Resource Management - Secretary

(2) Terms of Reference

- (a) To offer advice to Management on the following human resource matters:
 - (i) University establishment
 - (ii) Management of the recruitment process
 - (iii) The induction and confirmation of new employees
 - (iv) Compiling reports in accordance with statutory requirements.
 - (v) Performance management;
 - (vi) Staff promotions;
 - (vii) Confirmation in appointment;
 - (viii) Training and Development;
 - (ix) Management of skills inventory;

- (x) Transfers and deployments;
- (xi) Promotion of values and Principles of Public Service;
- (xii) Secondments and unpaid leave;
- (xiii) Issues of retirement;
- (xiv) Re-designation;
- (xv) Renewal of contract; and
- (xvi) Staff Discipline

The Vice-Chancellor shall be an ex-officio member of every Committee of the Senate but shall not be the Chairperson of any such Committee unless specifically so provided.

