



THE TECHNICAL UNIVERSITY OF KENYA

STATUTES

**The Statutes of
The Technical University of Kenya
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PRELIMINARY

In exercise of the powers conferred by Section 29 of the Charter of the Technical University of Kenya, 2013, the Council hereby makes the following Statutes:

These Statutes shall be cited as **The Technical University of Kenya Statutes, 2013**.

STATUTE I

DEFINITIONS

In these Statutes, unless the context otherwise requires –

“Academic Year” means

a period of study consisting of two (2) semesters or such number of semesters as the Council by resolution determines, not necessarily consecutive, including any other additional period of study or research as may be prescribed in the regulations for a particular program as being part of the academic year;

“Act” means

The Universities Act, No. 42 of 2012 together with *the Universities (Amendment) Act, 48 of 2016* of the Laws of Kenya;

“Administrative Department” means

an administrative division which has been designated by Council to offer specific support services to the University;

“Associate Department” means

an associated department as defined in these Statutes;

“Cabinet Secretary” means

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

“Centre” means

a constituent part of the University designated to facilitate the delivery of short term programmes, research, workshops, consultancies, and to offer related support services to academic programmes that span across the University, and such other functions and special programmes as Council may determine from time-to-time on the recommendation of Senate;

“Certificate” means

a document issued by the University to certify fulfilment of requirements and completion of a Senate approved program or by a body(ies) recognized by the University;

“Chairperson” means

the person who presides over a meeting or occupies a position of leadership or responsibility of any organ of the University as defined in these statutes and shall be understood to be gender neutral;

“Charter” means

the Charter of the Technical University of Kenya under *the Universities Act, No. 42 of 2012* together with *the Universities (Amendment) Act, 48 of 2016* of the Laws of Kenya;

“College” means

a constituent part of the University designated to facilitate management and administration as well as academic delivery of degree, diploma and certificate programmes, and research and consultancy in related fields of study or any other function as the Council shall determine;

“Constituent Department” means

a department which for administrative purposes has been designated by Council as being constituted within a particular College, Faculty, School, Institute, or Centre;

“Degree” means

a qualification conferred by the University upon completion of a program as prescribed by Senate;

“Department” means

a constituent part of a School designated to facilitate academic delivery of degree, diploma and certificate programmes, and research and consultancy in related fields of study or any other function as the Council shall determine;

“Deputy Vice-Chancellor” means

An officer appointed by the Council to act and perform duties in accordance with the provisions of the Charter and these Statutes;

“Diploma” means

A qualification awarded by the University upon completion of a program as prescribed by Senate;

“Faculty” means

a constituent part of the University designated to facilitate academic delivery of degree, diploma and certificate programmes, and research and consultancy in related fields of study or any other function as the Council shall determine;

“Institute” means

a constituent part of the University designated to facilitate the delivery of cross-cutting research, post-graduate training, consultancies and related function or undertake such functions as the Council shall determine;

“Lecturer” means

a member of staff in accordance with the provisions of the Charter and the Terms of Service as well as part-time, sessional, adjunct, honorary and titular lecturers and professor;

“Schedule” means

an annexure to these Statutes that deal with details supplementary to the main part;

“School” means

a constituent part of the University, operating in the faculty to facilitate delivery of degree, diploma and certificate programmes, research and consultancy in related field of study or any other function as the Council shall determine;

“Semester” means

a period within the academic year of the University, during which units of an academic programme are taught and examined, which period shall not be less than twelve (12) and not more than sixteen (16) continuous weeks;

“Student” means

a person registered by the 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 Senate to be a student;

“TVET” means

a course programme within the framework of Technical and Vocational Education and Training and related activities.

“University” means

The Technical University of Kenya unless otherwise specified.

STATUTE II

ORGANIZATIONAL STRUCTURE OF THE UNIVERSITY

1. Subject to the provisions of the Charter, the University shall be governed by the organisational structure approved by Council and as set out in a schedule to these Statutes which schedule may be amended by the Council from time-to-time.
2. Notwithstanding the generality of paragraph 1 hereof, the operations and functions of the University shall be as set out in these statutes and in such other regulations as may be determined by the Council from time-to-time.

STATUTE III

UNIVERSITY GOVERNANCE STRUCTURE

1. Subject to the provisions of the Charter, the University shall be governed by the following organs:
 - i. Council
 - ii. Senate
 - iii. University Executive Board
2. The operations of the governance organs shall be as set out in the Charter, in these Statutes and in such other regulations as may be determined by the Council from time-to-time.

STATUTE IV

COUNCIL

1. The membership, powers and functions of the Council shall be as prescribed in the Charter.
2. Unless the Council otherwise determines, a meeting of the Council shall be held at least once in each quarter at such time and place as the Chairperson may appoint.
3. At all meetings of the Council the quorum shall be half the members.
4. Decisions of the Council shall as far as possible be by consensus and where a vote must be taken such shall be by simple majority vote of those present and entitled to vote provided that the Chairperson of Council shall have a casting vote in the event of a tie on any issue and provided that in enactment of Statutes the provisions of the Charter shall apply.
5. The Chairperson may at any time call a meeting of the Council or upon receiving a request for that purpose by at least one-third of the members of Council within 28 days of receiving such a request.
6. The Chairperson shall preside at all meetings of Council. In the absence of the Chairperson, the members present shall elect any person from amongst themselves to preside over the session.
7. 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 Council.
8.
 - i. The Council may, subject to such limitations as it may deem fit, delegate any of its powers or duties to the Chairperson or to a Committee as the Council shall find appropriate provided that Council shall not delegate the power to approve the annual Estimates of Expenditure and Accounts. The Council shall determine the powers and functions of the Committees established under these Statutes;
 - ii. The members of the Committees of Council shall be as set out in a schedule to these Statutes which schedule may be amended by the Council from time-to-time.
9. The Chairperson of the Council shall be an ex-officio member of every

Committee of the Council but shall not be Chairperson of any such Committee unless specifically so provided. The Council shall nominate the Chairperson of each Council Committee provided that in the absence of the Chairperson of any such Committee the members present consisting a quorum may elect a temporary Chairperson from amongst themselves.

10. A quorum of any Committee of the Council shall be half the members, unless the Council otherwise determines.
11. The Council shall cause Minutes of its proceedings to be kept by the Secretary and such minutes shall be confirmed, subject to any necessary amendment, at a subsequent Council Meeting.
12. Subject to the provisions of the Charter and these Statutes, the Council shall have power to regulate by such means as it may deem fit, procedures at its own meetings and those of any of its Committees.

STATUTE V

UNIVERSITY MANAGEMENT BOARD

1. There shall be a University Management Board whose membership shall be in accordance with Section 20 of the Charter and shall be as follows:
 - i. the Vice-Chancellor, who shall be the Chairperson
 - ii. the Deputy Vice-Chancellors
 - iii. the Principals of Colleges within the University
 - iv. the Executive Deans
 - v. the Executive Directors
 - vi. the Officer responsible for financial management at the University
 - vii. University Secretary, who shall be the Secretary
 - viii. such other member of Senior Management as the Council may determine from time-to-time.
2. The University Management Board is the University Executive Management Team responsible for steering and implementing the University strategy and policy and in this respect is responsible to the Council for the effective and efficient management and administration of the University.
3. Notwithstanding the generality of paragraph 2 above, the University Management Board shall assist the Vice-Chancellor in the day-to-day running of the University and shall in this respect, be responsible for:
 - i. Efficient management of the human, physical and financial resources of the University;
 - ii. Making proposals to the Council and the Senate on policies that have application across the entire institution;
 - iii. Coordination of the University strategic and development plans;
 - iv. recommending to the Council through Senate, the establishment of academic units within the University;
 - v. Any other matters related to the management of the University.
4. The University Management Board may, subject to such limitations as provided for in the Charter or the Statutes, delegate any of its powers or duties to the Vice-Chancellor or to a Committee as the University Management Board shall deem appropriate. The University Management Board shall determine the powers and functions of the Committees established under these Statutes.
5. The University Management Board shall meet at least two times every quarter and at any such meeting the quorum shall be half the members.
6. Decisions of the University Management Board shall as far as possible be by consensus and where a vote must be taken such shall be by simple majority vote of those present and entitled to vote provided that the Chairperson of University Management Board

shall have a casting vote in the event of a tie on any issue.

STATUTE VI

SENATE

1. There shall be Senate which shall be the University Academic Board whose membership shall be in accordance with *Section 19* of the Charter and shall be as follows:
 - i. the Vice Chancellor, who shall be the Chairperson;
 - ii. the Deputy Vice Chancellors;
 - iii. the Principals of constituent colleges;
 - iv. the Principals of each college within the University;
 - v. the Executive Deans of Faculties;
 - vi. the Directors of Schools, institutes, centres and other academic units;
 - vii. the Associate Directors of Schools;
 - viii. the Chairpersons of Departments;
 - ix. full professors who are not members of Senate by virtue of this section;
 - x. two members elected by the Academic Board or equivalent body (if any) of each constituent college from among the members of such board or body;
 - xi. the librarian of the University;
 - xii. one representative of each of the school academic boards appointed by the respective boards from among its members;
 - xiii. the dean of students or equivalent;
 - xiv. the head of information, communication and technology services of the University;
 - xv. the director of Technical and Vocational Education and Training (TVET);
 - xvi. 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
 - xvii. such other member as Senate may determine from time-to-time.
 - xviii. The Deputy Vice-Chancellor for the time being in charge of Academic Affairs/Registrar Academic who shall be the secretary to the Senate.
2. The powers and functions of the Senate shall be as prescribed in the Charter and at any rate shall include the following:

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- i. 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;
 - ii. to propose regulations to be made by the Council regarding the eligibility of persons for admission to degree, diploma and certificate programmes;
 - iii. 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 award of the University;
 - iv. to decide which persons have attained such standard of proficiency and are otherwise fit to be granted a degree, diploma, certificate or other award of the University;
 - v. to ratify the recommendation of the University Management Board on the establishment of academic units within the University;
 - vi. to make regulations governing such other matters as are within its powers in accordance with the Charter or these statutes.
 3. Unless the Senate otherwise determines, meetings of the Senate shall be held at least once in every quarter at such time and place as the Chairperson of the Senate may appoint.
 4. The Chairperson of the Senate may at any time he/she deems appropriate call a meeting of Senate, but shall at any rate call a meeting within ten days upon receiving a written request addressed to her/him for that purpose by not less than one-third (1/3) of the members of Senate.
 5. The Vice-Chancellor shall preside over all meetings of Senate provided that in the absence of the Vice-Chancellor, the person so designated to perform the functions of the Office of the Vice-Chancellor as provided for in *Section 14* of the Charter shall preside over Senate meetings.
 6. At any meeting of the Senate a quorum shall be half the members.
 7. The Chairperson of the meeting shall have an original and a casting vote.
 8. Senate may, subject to such limitations as it may deem fit, delegate any of its powers or duties to the Chairperson or committees consisting of such members of the Senate and other persons as it may deem fit.
 9. The committees of Senate together with their membership shall be as set out in a schedule of these Statutes, which schedule may be amended by the Council from time-to-time.
 10. Subject to the provisions of this Statute, the Senate shall have power to regulate, by such means it may deem fit, procedures of its own meetings and those of its committees.

STATUTE VII

COLLEGE MANAGEMENT BOARD

1. There shall be, for each College, a College Management Board whose membership shall be:
 - i. The Principal – Chairperson
 - ii. Deputy Principal(s)
 - iii. Directors of Schools
 - iv. Directors of Institutes within the College
 - v. The College Registrar - Secretary
 - vi. The College Bursar
 - vii. such other member of senior management as the Vice-Chancellor may determine.
2. The College Management Board shall be responsible for the administrative functions of the College and for this purpose these functions shall include:
 - i. Management of resources including personnel, facilities and finances of the College;
 - ii. College planning and development;
 - iii. Preparation of annual estimates and budget, generation of revenue and prudent management of funds entrusted to it;
 - iv. Implementation of rules and regulations governing the conduct, behaviour and discipline of staff and students of the College as approved by the Senate and Council.
3. Unless the College Management Board otherwise determines, the College Management
4. Board shall hold meetings at least three times in a semester at such time and place as the Chairperson may appoint.
5. At all meetings of the College Management Board a quorum shall be half of the members.
6. Decisions of the College Management Board shall as far as possible be by consensus and where a vote must be taken such shall be by simple majority vote of those present and entitled to vote provided that the Chairperson of College Management Board shall have a casting vote in the event of a tie on any issue.
7. The Chairperson of the College Management Board may at any time he/she deems appropriate call a meeting of College Management Board, but shall at any rate call a meeting within fourteen (14) days upon receiving a written request addressed to her/him for that purpose by not less than one-half (1/2) of the members of College Management Board.

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8. The Principal shall preside over all meetings of College Management Board provided that in the absence of the Principal, the person so designated to perform the functions of the Office of the Principal as provided for in Section 16 of the Charter shall preside over College Management Board meetings;
 9. The College Management Board may, subject to such limitations as it may deem fit, delegate any of its powers or duties to the Chairperson or Committee consisting of such members of the College Management Board and other persons as it may deem fit. Provided that the College Management Board shall not delegate to the Chairperson or to a committee the power to approve, without further reference to the College Management Board the annual estimates of expenditure.
 10. The Chairperson shall be ex-officio member of every committee of the College Management Board but shall not be Chairperson of any such committee unless expressly so provided.
 11. Unless the College Management Board otherwise determines, a quorum of any committee of the College Management Board shall be half the membership of the Committee.
 12. The College Management Board shall cause a copy of its minutes to be sent to the Secretary, University Management Board as soon as such minutes have been confirmed and duly signed.
 13. Subject to the provisions of these Statutes, the College Management Board shall have power to regulate by such means as it may deem fit, procedures of its own meetings and those of its committees.

STATUTE VIII

COLLEGE ACADEMIC BOARD

1. There shall be College Academic Board for each College whose membership shall be:-
 - i. The Principal – Chairperson;
 - ii. Deputy Principal(s)
 - iii. Directors of Schools and Institutes within the College;
 - iv. Chairpersons of teaching departments within the College;
 - v. Professors and Associate Professors within the College not being members of the Board by virtue of any other provision of this statute;
 - vi. One representative from each School or Institute in the College;
 - vii. One Postgraduate Student;
 - viii. One student representative from each School or Institute, within the College, elected by the students in the respective School or Institute.
 - ix. College Registrar - Secretary

2. The College Academic Board shall be responsible for the administration and management of the academic programmes of the College and its functions shall include:
 - i. to propose regulations to the Senate for the admission of students to the courses in the College and their continuance with such courses;
 - ii. to consider and select, and to recommend to Senate for approval, the undergraduate students who apply for admission to the University to courses at the College;
 - iii. to consider and select, and to recommend to Senate for approval, the postgraduate students who apply for admission to the University to courses at the College and appoint supervisors and examiners;
 - iv. to recommend to Senate students for award of scholarships, fellowships and grants and the revocation of such grants in accordance with Statutes, rules and regulations;
 - v. to propose to Senate regulations on the teaching and research within the College in accordance with University Statutes, rules and regulations; and
 - vi. to recommend names of examiners for appointment by Senate.

3. Unless the College Academic Board otherwise determines, College Academic Board meetings shall be held at least once in each quarter at such time and place as the Chairperson of the Academic Board may appoint.

4. The Chairperson of the College Academic Board may at any time he/she deems appropriate call a meeting of College Academic Board, but shall at any rate call a

meeting within ten days upon receiving a written request addressed to her/him for that purpose by not less than one-third (1/3) of the members of College Academic Board.

5. The Principal shall preside over all meetings of College Academic Board provided that in the absence of the Principal, the person so designated to perform the functions of the Office of the Principal as provided for in Section 16 of the Charter shall preside over College Academic Board meetings.
6. At any meeting of the College Academic Board a quorum shall be half the members.
7. The Chairperson of the meeting shall have an original and a casting vote.
8. College Academic Board may, subject to such limitations as it may deem fit, delegate any of its powers or duties to the Chairperson or committees consisting of such members of the College Academic Board and other persons as it may deem fit.
9. The Chairperson shall be ex-officio member of every committee of the College Academic Board but shall not be Chairperson of any such committee unless expressly so provided.
10. Subject to the provisions of this Statute, the College Academic Board shall have power to regulate, by such means as it may deem fit, procedures of its own meetings and those of its committees.

STATUTE IX

FACULTY MANAGEMENT BOARD

1. There shall be, for each Faculty, a Faculty Management Board whose membership shall be:
 - i. The Dean who shall be the Chairman of the Faculty Management Board
 - ii. Directors of Schools
 - iii. Directors of Institutes within the Faculty
 - iv. The Faculty Registrar who shall be the Secretary of the Faculty Management Board
 - v. The Faculty Bursar
 - vi. Such other member of senior management as the Vice-Chancellor may determine.
2. The Faculty Management Board shall be responsible for the administrative functions of the Faculty and for this purpose these functions shall include:
 - i. Management of resources including personnel, facilities and finances of the Faculty;
 - ii. College planning and development;
 - iii. Preparation of annual estimates and budget, generation of revenue and prudent management of funds entrusted to it;
 - iv. Implementation of rules and regulations governing the conduct, behaviour and discipline of staff and students of the Faculty as approved by the Senate and Council.
3. Unless the Faculty Management Board otherwise determines, the Faculty Management Board shall hold meetings at least three times in a semester at such time and place as the Chairman may appoint.
4. At all meetings of the Faculty Management Board a quorum shall be one-half of the members plus one.
5. Decisions of the Faculty Management Board shall as far as possible be by consensus and where a vote must be taken such shall be by simple majority vote of those present and entitled to vote provided that the Chairman of Faculty Management Board shall have a casting vote in the event of a tie on any issue.
6. The Chairman of the Faculty Management Board may at any time he/she deems appropriate call a meeting of Faculty Management Board, but shall at any rate call a meeting within fourteen (14) days upon receiving a written request addressed to her/him for that purpose by not less than one-half (1/2) of the members of Faculty Management Board.

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7. The Dean shall preside over all meetings of Faculty Management Board provided that in the absence of the Principal, the person so designated to perform the functions of the Office of the Principal as provided for in the Charter shall preside over Faculty Management Board meetings;
 8. The Faculty Management Board may, subject to such limitations as it may deem fit, delegate any of its powers or duties to the Chairman or Committee consisting of such members of the Faculty Management Board and other persons as it may deem fit. Provided that the Faculty Management Board shall not delegate to the Chairman or to a committee the power to approve, without further reference to the Faculty Management Board the annual estimates of expenditure.
 9. The Chairman shall be ex-officio member of every committee of the Faculty Management Board but shall not be Chairman of any such committee unless expressly so provided.
 10. Unless the Faculty Management Board otherwise determines, a quorum of any committee of the Faculty Management Board shall be the nearest whole number above one-half the membership of the Committee.
 11. The Faculty Management Board shall cause a copy of its minutes to be sent to the Secretary of the University Management Board as soon as such minutes have been confirmed and duly signed.
 12. Subject to the provisions of these Statutes, the Faculty Management Board shall have power to regulate by such means as it may deem fit, procedures of its own meetings and those of its committees.
 13. The Faculty Management Board shall be responsible for the following functions:
 - i. To be the interface between the Management Board and the Faculty;
 - ii. To plan for the Faculty needs and development;
 - iii. To prepare annual estimates of the funds required by the Faculty, generate revenue and administer all funds entrusted to it;
 - iv. To discuss key policy issues affecting the Faculty and make appropriate recommendations and decisions.

STATUTE X

FACULTY ACADEMIC BOARD

1. There shall be Faculty Academic Board for each faculty whose membership shall be:-
 - i. The Dean who shall be the Chairman of the Faculty Academic Board;
 - ii. Directors of Schools within the Faculty;
 - iii. Directors of Institutes within the Faculty;
 - iv. Chairmen of teaching departments within the Faculty;
 - v. Professors and Associate Professors within the Faculty not being members of the Board by virtue of any other provision of this statute;
 - vi. One representative from each School or Institute in the Faculty;
 - vii. One Postgraduate Student;
 - viii. One student representative from each School or Institute within the Faculty, elected by the students in the respective School or Institute.
 - ix. Faculty Registrar who shall be the Secretary of the Faculty Academic Board.
2. The Faculty Academic Board shall be responsible for the administration and management of the academic programmes of the Faculty and its functions shall include:
 - i. to propose regulations to the Senate for the admission of students to the courses in the Faculty and their continuance with such courses;
 - ii. to consider and select, and to recommend to Senate for approval, the undergraduate students who apply for admission to the University for admission for the courses at the Faculty;
 - iii. to consider and select, and to recommend to Senate for approval, the postgraduate students who apply for admission to the University for admission for the courses at the Faculty and appoint supervisors and examiners;
 - iv. to recommend to Senate students for award of scholarships, fellowships and grants and the revocation of such grants in accordance with Statutes, rules and regulations;
 - v. to propose to Senate regulations on the teaching and research within the Faculty in accordance with University Statutes, rules and regulations; and
 - vi. to recommend names of examiners for appointment by Senate.
3. Unless the Faculty Academic Board otherwise determines, Faculty Academic Board meetings shall be held at least three times in each semester at such time and place as the Chairman of the Academic Board may appoint.
4. The Chairman of the Faculty Academic Board may at any time he/she deems appropriate call a meeting of Faculty Academic Board, but shall at any rate call a

meeting within ten days upon receiving a written request addressed to her/him for that purpose by not less than one-third (1/3) of the members of Faculty Academic Board.

5. The Dean shall preside over all meetings of Faculty Academic Board provided that in the absence of the Dean, the person so designated to perform the functions of the Office of the Dean as provided for in the Charter shall preside over Faculty Academic Board meetings.
6. The quorum of the Faculty Academic Board shall be one half of the number of members plus one.
7. The Chairman of the meeting shall have an original and a casting vote.
8. Faculty Academic Board may, subject to such limitations as it may deem fit, delegate any of its powers or duties to the Chairman or committees consisting of such members of the Faculty Academic Board and other persons as it may deem fit.
9. The Chairman shall be ex-officio member of every committee of the Faculty Academic Board but shall not be Chairman of any such committee unless expressly so provided.
10. Subject to the provisions of this Statute, the Faculty Academic Board shall have power to regulate, by such means as it may deem fit, procedures of its own meetings and those of its committees.
11. The Faculty Academic Board shall recommend to the Senate the establishment of academic entities within the Faculty.
12. The Vice-Chancellor and the Deputy Vice-Chancellors shall be ex-officio members of each and all the Boards of the Faculty.
13. The Faculty Academic Board may at its own discretion, invite or co-opt not more than five other persons to attend its meetings in an advisory capacity; provided that the persons so invited shall not acquire any other rights of membership to the Board.

STATUTE XI

MEMBERS OF THE UNIVERSITY

1. The members of the University shall be as defined in Part III Section 11 of the Charter and these Statutes.
2. The Council, on the recommendation of the University Management Board, shall have the power to declare such other persons, members of the University as it may deem fit.
3. Membership of the University shall terminate when a person designated as such ceases to hold any of the offices or status designated under Part III Section 11 of the Charter and these Statutes.

STATUTE XII

MEMBERSHIP OF THE UNIVERSITY

The members of the University shall be:

1. Chancellor;
2. Chairperson of Council;
3. Vice-Chancellor;
4. Deputy Vice-Chancellors;
5. Principals of Constituent Colleges;
6. Principals of Colleges within the University;
7. Executive Deans;
8. Executive Directors;
9. Directors of Institutes and Centres;
10. Associate Director
11. the members of the Council;
12. the members of the Senate;
13. the Professors and Lecturers;
14. the students;
15. the convocation; and
16. other members of staff not being members of the University by virtue of any other provision of this Statute;
17. Such other members of the University as may be granted by the Statutes of University from time-to-time determine.

STATUTE XIII

CHANCELLOR

1. The Chancellor shall be a member of the University in accordance with Part III Section 11 (a) of the Charter.
2. Subject to these Statutes, the Chancellor shall confer degrees, grant diplomas, certificates and other awards, which may for the time being, be authorized by Council.
3. In the exercise of the powers conferred upon the Chancellor under the Act, the Chancellor shall notify the Council of the University of her/his intention to direct an inspection or visitation of the University and the Council shall tender to the Chancellor advice on any matters relevant to such an inspection or visitation.

STATUTE XIV

CHAIRPERSON OF COUNCIL

1. The Chairman shall be a member of the University in accordance with the Act and Part III Section 9 (b) of the Charter.
2. The Chairman shall be appointed in accordance to the Act and Section 13 of the Charter.

STATUTE XV

MEMBERS OF COUNCIL

1. The Members of the Council of the University shall be appointed in accordance with the Act and the Charter.
2. The Members of Council comprise of:-
 - i. The Chairman;
 - ii. The Principal Secretary in the Ministry for the time being responsible for the University Education;
 - iii. The Principal Secretary in the Ministry for the time being responsible for Finance;
 - iv. Five members appointed by the Cabinet Secretary through an open process; and
 - v. The Vice-Chancellor who shall be an *ex-officio* member of the Council.
3. The members of the Council, other than the *ex-officio* member, shall hold office for a period of four years and shall be eligible for re-appointment for one further term.
4. Subject to the provisions of the Act and Charter the Office of a member of Council shall become vacant if the member is:-
 - i. Resigns by notice in writing addressed to the Cabinet Secretary;
 - ii. Is unable to perform the functions of office by reason of prolonged physical or mental incapacity;
 - iii. Is adjudged bankrupt by a court of competent jurisdiction or enters into a composition or scheme of arrangement for the benefit of creditors;
 - iv. Is quilt of gross misconduct;
 - v. Fails to meet the requirements of Chapter six of the Constitution; or
 - vi. Is convicted of an offence and sentenced to imprisonment for a period of six months or more.

STATUTE XVI

VICE-CHANCELLOR

1. The Vice-Chancellor shall be the Chief Executive Officer of the University and the academic and administrative head of the University. As such, the Vice-Chancellor shall be responsible to the Council for maintaining and promoting proper academic image, efficiency and good order of the University.
2. Notwithstanding the generality in paragraph 1 hereof, in addition to the Vice-Chancellor's respective administrative duties, the Vice-Chancellor shall be required to carry out academic responsibilities in the University in the Vice-Chancellor's respective area of academic expertise for at least one-sixth (1/6) of the working hours.
3. The Vice-Chancellor shall be the Secretary to Council and a member of every committee appointed by the Council or Senate unless otherwise expressly provided for.
4. Appointment of the Vice-Chancellor shall be in accordance with the provisions of this Charter and the Statutes provided that the Vice-Chancellor shall be recruited on merit and on competitive basis.
5. The Vice-Chancellor shall hold office for a term not exceeding five years which term may be renewed for a further one term only.
6. Subject to the provisions of the Charter and the Statutes, the Council shall determine the terms and conditions of service of the Vice-Chancellor and may amend the same from time-to-time.
7. The office of the Vice-Chancellor may be vacated:
 - a) If the Vice-Chancellor
 - i. Resigns by giving six (6) months' notice in writing to the Council;
 - ii. Is notified by a six (6) months' written notice of the Council's decision to terminate employment;
 - iii. Is unsuitable to hold office by reason of criminal conduct proven by a court of law or is adjudged bankrupt, or is by ill health, insanity or any other reason as the Council may determine; or
 - iv. Dies.
 - OR
 - b) As may be specified in the terms and conditions of service for the appointment of the Vice-Chancellor.
8. The Vice-Chancellor shall be the Chairperson of the University Management Board, Senate, and such other committee as the Council may determine.
9. The Vice-Chancellor shall be responsible for policy matters, planning and coordination, public relations, fund-raising, and general development of the University and such other

duties as may be assigned by Council in accordance with the provisions of the Act, the Charter and the Statutes.

10. The Vice-Chancellor may assign or delegate such duties to a committee or to a member of the University as shall be appropriate and may withdraw any such assignment or delegation at any time.

STATUTE XVII

DEPUTY VICE-CHANCELLOR (S)

1. A Deputy Vice-Chancellor shall be recruited by the Council from among the Professors of the University on merit and on competitive basis in accordance with the provisions of the Charter and the Statutes and shall, under the general direction of the Vice-Chancellor, exercise such powers and perform such duties as set out in a schedule to these Statutes which schedule may be amended by the Council from time-to-time.
2. Notwithstanding the generality in paragraph 1 above, the Council shall not be precluded from appointing a Deputy Vice-Chancellor from outside of the University provided that the person so appointed shall be appointable as a Professor of the University.
3. Notwithstanding the generality in paragraph 1 hereof, in addition to their respective administrative duties, a Deputy Vice-Chancellor shall be required to carry out academic responsibilities in the University in their respective areas of academic expertise for at least one-third (1/3) of their working hours.
4. A Deputy Vice-Chancellor shall hold office for a term not exceeding five years which term may be renewed for a further one term only.
5. Subject to the provisions of the Act, the Charter and the Statutes, the Council shall determine the terms and conditions of service of the Deputy Vice-Chancellor(s) and may amend the same from time-to-time.
6. The office of the Deputy Vice-Chancellor may be vacated:
 - a) If the Deputy Vice-Chancellor
 - i. Resigns by giving three (3) months' notice in writing to the Council;
 - ii. Is notified by a three (3) months' written notice of the Council's decision to terminate employment;
 - iii. Is unsuitable to hold office by reason of criminal conduct proven by a court of law or is adjudged bankrupt, or is by ill health, insanity or any other reason as the Council may determine;
 - iv. Ceases to be a full time member of staff of the University; or
 - v. Dies.
 - OR
 - b) As may be specified in the terms and conditions of service for the appointment of the Vice-Chancellor.

STATUTE XVIII

PRINCIPAL OF COLLEGE

1. There shall be a Principal of College recruited by the Council on merit and competitive basis from among the Professors of the University.
2. Notwithstanding the generality in paragraph 1 above, the Council shall not be precluded from appointing a Principal of College from outside of the University provided that the person so appointed shall be appointable as a Professor of the University.
3. The Principal of College shall hold office for a term of five years, which term may be renewed for a further one term only.
4. In the event of a vacancy in the office of the Principal of College or incapacity of the Principal of College, the Vice-Chancellor shall, in consultation with the Chairperson of Council, appoint from among academic members of staff within the College a person to hold office in an acting capacity for a period of not more than six months, which period may be renewed once for another six months as may be appropriate.
5. Subject to the provisions of the Charter and the Statutes, the Council shall determine the terms and conditions of service of the Principal of College and may amend the same from time-to-time.
6. The Principal of College shall be responsible to the Vice-Chancellor for the day to day running of the respective College. In particular the Principal of College shall:
 - i. Be the head of administrative and academic affairs of the College;
 - ii. Have overall responsibility of the direction, organization and administration of resources and programmes of College;
 - iii. Have such powers and duties as may be provided by the terms and conditions of appointment.
7. Notwithstanding the generality in paragraph 6 hereof, in addition to their respective administrative duties, a Principal of College shall be required to carry out academic responsibilities in the University in their respective areas of academic expertise for at least two-fifths (2/5) of their working hours.

STATUTE XIX

EXECUTIVE DEANS OF FACULTY

1. There will be an Executive Dean of Faculty recruited by the Council on merit and competitive basis from amongst the University Professors.
2. Notwithstanding the generality in paragraph 1 above, the Council shall not be precluded from appointing a Principal of College from outside of the University provided that the person so appointed shall be appointable as a Professor of the University.
3. The Executive Dean of Faculty shall be responsible to the Vice-Chancellor for the day-to-day running of the respective Faculty. In particular the Executive Dean of Faculty shall:
 - i. Have overall responsibility of the direction, organization and administration of resources and programmes of Faculty;
 - ii. Have such powers and duties as may be provided by the terms and conditions of appointment.
4. The Executive Dean of Faculty shall hold office for a term of not exceeding five years, which term may be renewed for one term only.
5. Notwithstanding the generality in paragraph 2 hereof, in addition to their respective administrative duties, an Executive Dean of Faculty shall be required to carry out academic responsibilities in the University in their respective areas of academic expertise for at least 40% of their working hours.
6. Subject to the provisions of the Order and the Statutes, the Council shall determine the Terms and Conditions of Service of the Executive Deans of Faculty and may amend the same from time to time.

STATUTE XX

CHIEF OFFICER

1. The Council shall on merit and competitive basis recruit Directors who shall hold full time administrative responsibilities on such terms and conditions as the Council shall from time-to-time determine, which Directors shall be designated as “Chief Officers”;
2. The Chief Officers and equivalent shall be responsible to the Vice-Chancellor for the planning, coordination and general administration of their respective service departments;
3. The terms of service of the Chief Officers and equivalent shall be as set out in the terms and conditions of appointment.

STATUTE XXI

DIRECTOR (ACADEMIC)

1. There shall be Director of school, institute, centre or academic entity of the University appointed by the Vice-Chancellor from amongst Professors of the University in consultation with the Executive Dean, Principal of the respective College, or the respective Deputy Vice-Chancellor as the case may be.
2. The Director shall be responsible to the Vice-Chancellor and the respective Deputy Vice-Chancellor and/or Principal of College, as the case may be, for the day to day management of the school, institute, centre or academic entity. In particular, the Director shall:
 - i. be the administrative and academic head of the respective school, institute, centre or academic entity;
 - ii. have the overall responsibility of the general management of resources and programmes of the school, institute, centre or academic entity;
 - iii. have such powers and duties as may be provided for by the terms and conditions of appointment.
3. Director of school, institute, centre or academic entity of the University shall hold office for a term of three years which term may be renewed for a further one term only, provided that such a person shall be eligible for re-appointment as Director of school, institute, centre or academic entity after three consecutive years have lapsed since such person last ceased to be Director of school, institute, centre or academic entity.
4. Where there is no eligible person for appointment as provided for in paragraph 1, the Vice Chancellor shall, in consultation with the respective Deputy Vice-Chancellor and/or Principal of College, as the case may be, appoint from among academic members of staff within the University or College, as the case may be, a person to hold office in an acting capacity for a period of not more than two years, which period may be renewed once for another two years as may be appropriate.
5. In the event of a vacancy or incapacity of the Director of school, institute, centre or academic entity, the Vice-Chancellor shall, in consultation with the respective Deputy Vice-Chancellor and/or Principal of College, as the case may be, appoint from among academic members of staff within the University or College, as the case may be, a person to hold office in an acting capacity for a period of not more than six months, which period may be renewed once for another six months as may be appropriate.
6. Notwithstanding the generality in paragraph 2 hereof, in addition to their respective administrative duties, Director of school, institute, centre or academic entity shall be required to carry out academic responsibilities in the University in their respective areas of academic expertise for at least three-fifths (3/5) of their working hours.

STATUTE XXII

DIRECTOR (ADMINISTRATIVE)

1. The Council shall on merit and competitive basis recruit Directors who shall hold full time administrative responsibilities on such terms and conditions as the Council shall from time-to-time determine;
2. The Directors and equivalent shall be responsible to the Vice-Chancellor, through the Office of the respective Deputy Vice-Chancellor or Executive Director, as the case may be, for the planning, coordination and general administration of their respective service departments;
3. The terms of service of the Directors and equivalent shall be as set out in the terms and conditions of appointment.

STATUTE XXIII

UNIVERSITY LIBRARIAN

1. The Council shall on merit and competitive basis recruit a University Librarian on such terms and conditions as the Council shall from time-to-time determine.
2. The University Librarian shall be responsible to the Vice-Chancellor for the organization and operation of the library services of the University.
3. The University Librarian shall be responsible for the development and administration of library user education programmes to all staff and students of the University.
4. In addition to running the main University library, the University Librarian shall also be responsible for providing centralised services, management, co-ordination and setting standards for all libraries within the University.
5. Subject to these Statutes, University Librarian shall in the course of collection, development, organisation and operation of the Library, advise the Colleges, Schools, Institutes and Centres of the University on appropriate steps to take to ensure that all courses of study offered at the University are well catered for in terms of books and other resource materials and equipment and shall, in addition thereto, always strive to develop the library into a viable repository materials of scholastic value.
6. The terms of service of the University Librarian shall be as set out in the terms and conditions of appointment.

STATUTE XXIV

ASSOCIATE DIRECTOR

1. There shall be an Associate Director for each School appointed by the Vice-Chancellor in consultation with the Principal of College and the Director of School provided that the Associate Director shall be appointed from among members of School who are at the level of Lecturer and above.
2. The Associate Director shall be responsible to the Director of School for the performance of specific tasks as may be assigned.
3. The Associate Director shall serve for a term of three years, which term may be renewed for a further one term only, provided that such a person shall be eligible for re-appointment as Associate Director after three consecutive years have elapsed since such person last ceased to be Associate Director.
4. Where there is no eligible person for appointment as provided for in paragraph 1, the Vice Chancellor shall, in consultation with the Principal of College and the Director of School,

appoint from among academic members of staff within the School, a person to hold office in an acting capacity for a period of not more than two years, which period may be renewed once for another two years as may be appropriate.
5. In the event of a vacancy in the office of the Associate Director or incapacity of the Associate Director, the Vice-Chancellor shall, in consultation with the Principal of College and Director of School, appoint from among academic members of staff within the School, a person to hold office in an acting capacity for a period of not more than six months, which period may be renewed once for another six months as may be appropriate.
6. Notwithstanding the generality in paragraph 2 hereof, in addition to their respective administrative duties, an Associate Director shall be required to carry out academic responsibilities in the University in their respective areas of academic expertise for at least two-thirds (2/3) of their working hours.

STATUTE XXV

CHAIRPERSON OF DEPARTMENT

1. There shall be a Chairperson of Department who shall be appointed by the Vice-Chancellor from amongst the academic staff in the respective Department who are at the level of Senior Lecturer and above in consultation with the Executive Dean and Director of School;
2. A Chairperson of Department shall be responsible to the Vice-Chancellor through the respective Principal of College, Executive Dean and the Director of School for the management of the resources and programmes within the department.
3. A Chairperson of Department shall hold office for a period of three years which term may be renewed for a further one term only, provided that such a person shall be eligible for re-appointment as Chairperson of Department after three consecutive years have elapsed since such person last ceased to be Chairperson of Department.
4. Where there is no eligible person for appointment as provided for in paragraph 1, the Vice-Chancellor shall, in consultation with the Principal of College, Executive Dean and the Director of School, appoint from among academic members of staff within the Department, a person to hold office in an acting capacity for a period of not more than two years, which period may be renewed once for another two years as may be appropriate.
5. In the event of a vacancy in the office of the Chairperson of Department or incapacity of the Chairperson of Department, the Vice-Chancellor shall, in consultation with the Principal of College, Executive Dean and Director of School, appoint from among academic members of staff within the School, a person to hold office in an acting capacity for a period of not more than six months, which period may be renewed once for another six months as may be appropriate.
6. Notwithstanding the generality in paragraph 2 hereof, in addition to their respective administrative duties, a Chairperson of Department shall be required to carry out academic responsibilities in the University in their respective areas of academic expertise for at least two-thirds (2/3) of their working hours.

STATUTE XXVI

LECTURERS

1. There shall be University lecturers subject to the provisions of the Charter and the Statutes.
2. University lecturers shall be recruited by the Council on merit and competitive basis and shall

hold office and perform such duties as shall be specified in the terms of service.
3. A lecturer shall be responsible to the Vice-Chancellor through the Chairperson of Department for the conduct and administration of programmes, research, consultancy and related functions that may be assigned by the Chairperson of Department or any other officer as may be authorised by the Vice-Chancellor.
4. Subject to the provisions of the Charter and the Statutes, the Council shall determine the terms and conditions of service of the lecturers, which terms may amended by the Council from time-to-time.

STATUTE XXVII

STAFF OF THE UNIVERSITY

1. The Council shall appoint the staff of the University on such terms and conditions of service and as set out in a schedule to these Statutes which schedule may be amended by the Council from time-to-time.
2. Subject to these Statutes, the existing staff of the Kenya Polytechnic University College, including those on secondment prior to the commencement of the Charter, shall be deemed to be employees of the University employed under such terms and conditions as Council shall determine provided that in computing the period of service for any purpose, the term served under the Kenya Polytechnic University College shall be taken into account.
3. Notwithstanding the provisions of paragraph 2 above, employees on secondment may, on their own volition, opt to revert to the seconding body.

STATUTE XXVIII

INSTRUMENTS OF AUTHORITY

1. There shall be the Instruments of Authority of the University in accordance with Part V, Section 26 of the Charter.
2. The Instruments of Authority are a Mace, Logo and Seal.
3. The Instruments of Authority shall be kept in the custody of the Vice-Chancellor.
4. The Council shall determine from time to time the form and use of the Mace, Logo and Seal of the University.

STATUTE XXIX

AFFIXING THE COMMON SEAL

1. There shall be a Common Seal of the University in accordance with Part V, Section 28 of the Charter kept in the custody of the Vice-Chancellor.
2. The Common Seal shall be authenticated by the signatures of the Vice-Chancellor and such other Officer or member of Council as the Council shall determine from time-to-time.
3. Notwithstanding the provisions of paragraph 2 above, the Council shall by resolution determine such documents that could be authenticated by Common Seal in a different way, save for transfer of movable, immovable assets and such other matters that the Council may determine from time-to-time.
4. Notwithstanding the generality of paragraph 2 above, no document shall be affixed with
5. the Common Seal unless approved by the Sealing Committee whose membership shall be as set out in a schedule to these Statutes, which schedule may be amended by the Council from time-to-time.
6. All documents affixed with the Common Seal shall be recorded by the Vice-Chancellor or by such other person as the Vice-Chancellor may delegate in the Seal's Register.

STATUTE XXX

ESTABLISHMENT OF COLLEGES WITHIN THE UNIVERSITY

1. There shall be Colleges as established in Section 7 of the Charter within the University as the Council may from time-to-time establish.
2. The Colleges set out in a schedule to these Statutes, which schedule may be amended by the Council from time-to-time shall be deemed to be the Colleges of the University.

STATUTE XXXI

ESTABLISHMENT OF FACULTIES WITHIN THE UNIVERSITY

1. There shall be Faculties as provided for in Section 2 of the Charter within the University as the Council may from time to time establish.
2. The Faculties shall be as set out in a schedule of the Statutes and shall be deemed to be the Colleges of the University established in accordance with these Statutes provided that the Council may amend the Schedule from time to time on recommendation of the Senate.
3. Each Faculty shall consist of such constituent academic entities as the Council may from time to time determine. Such academic entities shall be regarded for administrative purposes as being a constituent part of the Faculty, provided that in relation to other Faculties such academic entities may be involved as follows:
 - i. In the provision of service course teaching so as to be classified as an associate member of the said Faculty;
 - ii. In the provision of a degree programme so as to be classified as an academic member of the said Faculty.
4. The College Academic Board shall recommend to the Council the establishment of Faculties, Schools, Institutes, Centres or Departments.
5. Each Faculty shall be headed by an Executive Dean as provided in Statute XVIII.

STATUTE XXXII

ESTABLISHMENT OF SCHOOLS

1. There shall be Schools within the University as the Council may from time-to-time establish, provided that each School shall be an integral part of a College or a Faculty within the University.
2. The Schools as set out in a schedule to these Statutes which schedule may be amended by the Council from time-to-time, on recommendation of Senate, shall be deemed to be the Schools of the University established in accordance with these Statutes.
3. A School shall comprise of Departments established in accordance with these statutes and as set out in a schedule to these Statutes which schedule may be amended by the Council from time-to-time.
4. Each School shall be headed by a Director who shall be appointed on such terms and conditions as the Council may from time-to-time determine.
5. Each School shall be governed by a Board which shall be known as the School Academic Board whose membership shall consist of:
 - i. The Director of School who shall be the Chairperson of the Board;
 - ii. All lecturers of the Departments of the School and who are on fulltime employment of the University;
 - iii. Members of staff from other academic units of the University, on fulltime employment of the University, who are currently engaged in teaching within the School;
 - iv. Three members of the School Professional Advisory Board elected by the Advisory Board, provided that two of such members shall be drawn from the board members who are from industry;
 - v. One student representative elected by the students from amongst the students of each Department of the School; and
 - vi. School Administrator who shall be the Secretary of the Board.
6. The Vice-Chancellor, the Principal and the Executive Dean of the respective college shall be ex-officio members of each and all the School Academic Boards.
7. Each School shall have an Advisory Board which Board shall be set in accordance with this Statute.
8. The Academic Board for each School shall have the following powers:
 - i. To consider and make recommendations to Senate through the College Academic Board or Faculty Academic Board concerning the progress of students within the School;
 - ii. To consider, select and recommend to the Senate for approval, candidates who

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- iii. To make recommendation to Senate through the College Academic Board or Faculty Academic Board concerning syllabi and regulations dealing with courses of study for Degree, Diploma and Certificate awards;
 - iv. To regulate the conduct of examinations in courses assigned to the School and to make recommendations thereon to Senate through the College Academic Board or Faculty Academic Board;
 - v. To recommend to Senate through the College Academic Board or Faculty Academic Board the names of examiners of courses for appointment;
 - vi. To nominate, through Senate, a candidate for appointment as Director by Council for the respective School as set out in a schedule to these Statutes, which schedule may be amended by the Council from time-to-time;
 - vii. To deal with any matters referred to it by Senate or College Academic Board or Faculty Academic Board;
 - viii. To regulate in such manner as it may deem fit, its own procedures; and
 - ix. To consider and make recommendations on any matters relating to the School.
 9. There shall be a Board of Examiners of each School which shall consist of Director of School as the Chairperson and internal and external examiners appointed by Senate through the College Academic Board or Faculty Academic Board whose functions shall include to receive and consider examination results and to make recommendation thereon to Senate through the College Academic Board or Faculty Academic Board.
 10. The quorum of the School Academic Board or the Board of Examiners shall be half of the members.
 11. There shall be a Management Board for each School with the following membership:
 - i. Director of School– Chairperson
 - ii. Associate Director
 - iii. Chairmen of Departments
 - iv. School Administrator – Secretary
 12. The School Management Board shall be responsible for the following functions:
 - i. To be the interface between the College Management Board or the Faculty Management Board and the School;
 - ii. School planning and development;
 - iii. To prepare annual estimates of the funds required by the School, generate revenue and prudently manage all funds entrusted to it; and
 - iv. To discuss key policy issues affecting the School and make appropriate recommendations and decisions.
 13. The School Management Board shall meet at least once in a quarter.
 14. There shall be established academic Thematic Areas, as Senate shall determine from time-to-time. Notwithstanding the generality of this provision, the following shall apply:
 - i. The Thematic Area shall be the basic unit in academic functioning of the School, Institute, Centre or Department and shall be responsible for the direct academic activities within the School, Institute, Centre or Department;

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- ii. A Thematic area shall consist of all members of Academic Staff within the specific Thematic Area;
 - iii. There shall be a Head of Thematic Area who shall be appointed by the Vice-Chancellor, and in consultation, with the respective College Principal, or Executive Dean, Director of School and Chairperson of Department, as the case may be, the respective Associate Dean and Chairperson of the Department;
 - iv. There shall be Thematic Area meetings called by the Head of Thematic Area at least two times in a semester. Such meetings shall be constituted of all members of academic, research and technical staff of the Thematic Area; and
 - v. The minutes of such meetings shall be forwarded to the School Academic Board.
15. The quorum of the academic Thematic Area meetings shall be half of the members.
16. The School Professional Advisory Board shall:
- i. provide strategic advice to the School Academic Board especially the relevance, quality and competitiveness of programmes of study within the School;
 - ii. comprise of not more than seven members drawn from
 - iii.
 - iv.
 - v. and within the School, provided that not less than two-thirds (2/3) shall be from industry;
 - vi. be appointed by the Vice-Chancellor on the recommendation of the College Academic Board or Faculty Academic Board and School Academic Board, and approval of Senate, for period of three years renewable for one term only;
 - vii. elect a Chairperson from amongst its members drawn from industry, for a term not exceeding two years renewable for one term only;
 - viii. meet at least once in each semester; and
 - ix. have quorum for purposes of their meetings as half of the members.

STATUTE XXXIII

ESTABLISHMENT OF INSTITUTES

1. There shall be Institutes within the University as the Council may from time-to-time establish.
2. The Institutes set out in a schedule to these Statutes, shall be deemed to be the Institutes of the University established in accordance with these Statutes provided that the Council may amend the Schedule from time-to-time on recommendation of Senate.
3. The Senate shall recommend to the Council the establishment of Institutes.
4. Each Institute shall be headed by a Director who shall be appointed on such terms and conditions as the Council may from time-to-time determine.
5. Each Institute shall be governed by a Board whose membership shall consist of:
 - i. The Director of Institute shall be the Chairperson of the Board;
 - ii. All lecturers, research fellows and technical staff involved in teaching at the Institute and who are on fulltime employment of the University;
 - iii. Members of staff from other academic units of the University, on fulltime employment of the University, who are currently engaged in teaching or research within the Institute;
 - iv. One student representative elected by the students from amongst the students of the Institute; and
 - v. The Institute Administrator who shall be the Secretary to the Board.
6. The Vice-Chancellor, the Principal of the respective College and the Executive Dean shall be ex-officio members of each and all the Institute Boards.
7. The Board of each Institute shall have the following powers:
 - i. To consider and make recommendations to Senate through the College Academic Board or Faculty Academic Board concerning the progress of students within the Institute;
 - ii. To consider, select and recommend to the Senate for approval, candidates who apply for admission to the Institute;
 - iii. To make recommendation to Senate through the College Academic Board or Faculty Academic Board concerning syllabi and regulations dealing with courses of study for Degree, Diploma and Certificate awards;
 - iv. To regulate the conduct of examinations in courses of study assigned to the Institute and to make recommendations thereon to Senate through the College Academic Board or Faculty Academic Board;
 - v. To recommend to Senate through the College Academic Board or Faculty Academic Board the names of examiners of courses for appointment;

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- vi. To consider and make recommendations on any questions relating to the Institute;
 - vii. To deal with any matters referred to it by Senate, College Academic Board or Faculty Academic Board; and
 - viii. To regulate in such manner as it may deem fit, its own procedures.
8. The quorum of the Academic Board of Institute shall be half of the members.
 9. There shall be a Board of Examiners of each Institute which shall:
 - i) consist of the internal examiners appointed by Senate on the recommendation of College Academic Board or Faculty Academic Board with the Director of Institute as Chairperson;
 - ii) receive and consider examination results and recommend thereon to Senate through the College Academic Board or Faculty Academic Board;
 - iii) meet at least once in each semester; and
 - iv) have quorum for purposes of their meetings as half of the members.

STATUTE XXXIV

ESTABLISHMENT OF CENTRES

1. There shall be Centres within the University as Council may from time-to-time establish on the recommendation of Senate.
2. The Centres as set out in a schedule to these Statutes shall be deemed to be the Centres of the University established in accordance with these Statutes provided that the Council may amend the Schedule from time-to-time on recommendation of Senate.
3. Each Centre shall be headed by a Director who shall be appointed on such terms and conditions as Council may from time-to-time determine.
4. Each Centre shall be governed by a Board whose membership shall consist of:
 - i. The Deputy Vice-Chancellor, who shall for the time being, be responsible for the respective thematic area of the centre who shall be Chairperson;
 - ii. Two (2) Senate representatives nominated by Senate;
 - iii. One (1) representative each from each College or Faculty, responsible respective thematic area, provided that the representative shall be at the level of Senior Lecturer and above;
 - iv. University Librarian or her/his representative;
 - v. Finance Officer or her/his representative;
 - vi. Two (2) student representatives nominated by the University student Association;
 - vii. The Director of the Centre who shall be the Secretary to the Board.
5. The Vice-Chancellor shall be an ex-officio member of each and all the Boards of Centres.
6. The Management Board of the Centre shall have the following powers:
 - i) To provide for the strategic direction, and mobilisation and prudent management of resources, of the Centre;
 - ii) To consider and make recommendations to Senate concerning the progress of students within the Centre;
 - iii) To consider, select and recommend to the Senate for approval, candidates who apply for admission to the Centre;
 - iv) To make recommendation to Senate concerning syllabi and regulations dealing with courses of study for Degree, Diploma, Certificate and any other awards;
 - v) To regulate the conduct of examinations in courses assigned to the Centre and to make recommendations thereon to Senate;
 - vi) To monitor and advise the Cabinet Secretary on the implementation of academic programmes and services offered through the Centre;
 - vii) To recommend to Senate the names of examiners of courses for appointment;

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- viii) To consider and make recommendations on any questions relating to the Centre;
 - ix) To deal with any matters referred to it by Senate or University Management Board; and
 - x) To regulate in such manner as it may deem fit, its own procedures.

7. The quorum of the Board of the Centre shall be half of the members.

8. There shall be a Board of Examiners of each Centre which shall:

- i) consist of the internal examiners appointed by Senate on the recommendation of Board of the Centre with the Director of Centre as Chairperson;
- ii) receive and consider examination results and recommend thereon to Senate;
- iii) meet at least once in each quarter; and
- iv) have quorum for purposes of their meetings as half of the members.

STATUTE XXXV

ESTABLISHMENT OF DEPARTMENTS

1. There shall be Departments within the University and within respective Schools as the Council may from time-to-time establish.
2. The Departments as set out in a schedule to these Statutes shall be deemed to be the Departments of the University established in accordance with these Statutes provided that the Council may amend the Schedule from time-to-time on recommendation of Senate.
3. Each Department shall be headed by a Chairperson, who shall be appointed on such terms and conditions as the Council may from time-to-time determine.
4. Such a Department shall be regarded for administrative purposes as being a constituent part of the respective School. However, in relation to other Schools such a Department may be involved as follows:
 - i. in the provision of service course teaching so as to be classified as an Associate Department of the said School;
 - ii. in the provision of a degree programme so as to be classified as an ~~academic member~~ Associate Department of the said School.
5. There shall be Departmental meetings called by the Chairperson of the Department at least once a quarter. Such meetings shall constitute all members of teaching, research and technical staff of the Department and members of Associated Departments who are currently teaching in the Department.
6. The Department shall be the basic unit in academic functioning of the University and shall be responsible for the following functions:
 - i. To make recommendations to School Academic Boards concerning students academic progress;
 - ii. To make recommendations to the School Academic Boards on teaching, syllabi and examinations;
 - iii. To recommend to the University Management Board through the School on matters pertaining to resources for the conduct of academic programmes;
 - iv. To deal with any other matters referred to it by the School Academic Boards.

STATUTE XXXVI

BOARD OF TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET)

1. There shall be a Board for TVET within the University responsible to Senate and the University Management Board as Council may from time-to-time establish.
2. The membership of the Board shall be as follows:
 - i. Deputy Vice-Chancellor for the time being in charge of Academic Affairs -
Chairperson
 - ii. Principals of Colleges - Members
 - iii. Executive Deans - Members
 - iv. Directors of Schools - Members
 - v. Director in charge of industry and professional partnerships - Member
 - vi. Academic Registrar - Member
 - vii. One (1) person representing Senate nominated by Senate - Member
 - viii. Director, TVET Programmes - Secretary
3. The functions of the TVET Board shall:
 - i. Continually promote TVET ~~non-degree~~ programmes as an integral function of the University.
 - ii. Ensure the establishment and maintenance of high standards of skills training and enhancement of the recognition and competitiveness of the University TVET graduates.
 - iii. Establish and maintain a robust quality assurance system for TVET programmes that are recognised nationally and internationally.
 - iv. Establish and maintain linkages with tertiary TVET institutions in respect of access to the University for further education and training for TVET graduates.
 - v. Liaise with TVET stakeholders including the Ministry for the time being responsible for TVET, and national and international TVET professional bodies for the development of TVET programmes in the University.
 - vi. Generate University TVET policy consistent with the TVET national policy.
 - vii. Promote participation of the University in TVET activities at national and international levels.
 - viii. Contribute to matters related to the development of TVET within the University and to the national TVET framework.
 - ix. Ensure the development and selection of appropriate curricula for TVET.
4. The Board shall meet at least once every quarter.
5. The Board shall facilitate a consultative forum for TVET stakeholders at least once a year.

STATUTE XXXVII

UNIVERSITY ENTRANCE REQUIREMENTS

1. The admission criteria and requirements for each of the programmes of study shall be as set out in the respective curricula as approved by Senate.
2. Notwithstanding the generality of paragraph 1, the admission criteria, credit transfer and exemption requirements are as set out in the respective curricula shall be deemed to have been set out under these Statutes provided that Senate may amend the same from time-to-time.
3. 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 satisfactory study to the University.

STATUTE XXXVIII

DESIGNATION OF DEGREES, DIPLOMAS AND CERTIFICATES

1. The designation of Degrees, Diplomas and Certificates for each of the programme of study shall be as set out by Senate.
2. Notwithstanding the generality of paragraph 1, the designation of Degrees, Diplomas and Certificates as set out in a schedule to these Statutes, shall be deemed to have been set out under these Statutes provided that Senate may amend the same from time-to-time.

STATUTE XXXIX

UNIVERSITY EXAMINATIONS

1. University Examinations shall be conducted under the control of Senate.
2. Every course offered in a semester shall be examined at the end of that semester and the mode of examination will be as detailed in the course content.
3. There shall be internal and external examiners for the University Examinations appointed by Senate on recommendation of the College Academic Board or Faculty Academic Board who shall prepare examination papers where appropriate, and examine students in the papers assigned to them by the College, Faculty, School, Institute or Centre.
4. External examiners shall be appointed by Senate from outside the University provided that the person so appointed should have not been associated with the University in the capacity of a lecturer or equivalent in the last three years.
5. There shall be Ordinary University Examinations, Special Examinations and Supplementary Examinations to be held under such conditions as may be prescribed by Senate.
6. In the case of re-examination, of candidates who had failed in the Ordinary University examination, a moderator may be appointed from within or outside the University provided that such person has had no part in teaching the candidate in the subject of the paper under examination.
7. All Ordinary University Examinations shall normally be held at the end of the Semester in which the courses have been taught or at any other time as may be prescribed by Senate.
8. In the event of any alleged examination irregularity involving either a student or member of staff, Senate will appoint a committee which will investigate the alleged irregularity. Any person involved in the alleged irregularity may be required to appear before the committee in person. The Chairperson shall then report the findings of the committee to the Vice-Chancellor who, on behalf of Senate, shall decide what further action may be necessary.
9. Publication of all University examination results shall be the responsibility of Senate and may in the first instance be delegated to the College Academic Board, Faculty Academic Board or the School Academic Board as may be appropriate.
10. All queries regarding examination results shall be made to the Vice-Chancellor.
11. 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.
12. Senate shall without prejudice to the provisions of this Statute set out in a schedule rules and regulations to govern the conduct and administration of all examinations.

STATUTE XL

AWARD OF DEGREES

A. Bachelor's Degree/Undergraduate Degree

1. On successful completion of the course, a candidate may be awarded a degree of Technical University of Kenya which shall be conferred pursuant to Section 9 of the Charter.
2. Save as otherwise provided by this Statute, a candidate shall not be awarded the Bachelor's degree unless the candidate shall have undertaken approved courses and satisfied the requirements of the University as a student of the University after admission and subsequently registration with the respective College, Faculty, School or Institute for the degree for a period of at least four academic years or any other period as may be determined by Senate from time-to-time.
3. Senate may accept, as part of the attendance of a student of the University qualifying the candidate for the award of Bachelors degree, a period of attendance as a student of another University or Institution specially recognized by Senate for this purpose; Senate may accept certificates of proficiency in any subject by a University aforesaid, exempting from the examination of the University in a course or courses in such subject; provided that no student shall be awarded the Bachelors degree unless:
 - i. they shall have undertaken an approved course of the University for the Bachelors degree for at least two academic years comprising of at least four semesters, of which one shall be the final year and provided that Senate in its discretion may require an applicant who falls under this provision to take any specified number of compulsory common courses or any other course;
 - ii. the student's period 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 Bachelors degree;
 - iii. the student shall have passed the final examination and such other examinations of the University as Senate may determine;
 - iv. the student shall have paid such fees to the University as may be determined by the Council; and
 - v. the student shall have complied in other respects with the requirements for the Bachelors degree.
4. Subject to the provisions of paragraph 3 above Senate may accept periods of attendance and examinations in any subject of a candidate in any College, Faculty, School or Institute of the University, or any other University recognized by Senate for this purpose, as exempting from attendance in such course prescribed for a Bachelors Degree in another School provided that such exemptions shall not constitute more than two-thirds (2/3) of the course units.
5. Candidates who have complied with conditions as set out in paragraph 3 above may further be required to take special entrance examination. These examinations will consist of papers of general character.

B. Bachelor of Philosophy Degree

Subject to the provisions of paragraph A (3) and (4) above, a candidate shall not be awarded the degree of Bachelor of Philosophy unless the candidate has registered for the degree for a period of at least one academic year after having obtained Higher Diploma or equivalent and has undertaken during that period approved courses and satisfied other requirements for the degree.

C. Masters Degree

A candidate shall not be awarded the masters degree in any College, Faculty, School or Institute, unless the student has been registered for the degree as a student of the University for a period of at least four semesters and has pursued such advanced study, research, or both, as may be approved by Senate, and has performed such other work and complied with other conditions as may be presented, after satisfying the requirements for the award of the Bachelor's degree in the College, School or Institute concerned, or after admission by Senate to that degree in the College, School or Institute concerned, or after admission by Senate to that degree or admission by the terms of paragraph A (4) subject to such decisions as may from time-to-time be made by Senate.

D. Doctorate of Philosophy Degree

A candidate shall not be awarded degree of Doctor of Philosophy in any College, Faculty, School or Institute, unless:

- i. He/she has been registered for the degree as a student of the University for a period of not less than 18 months after satisfying the requirements for the award of the masters degree in the College, Faculty, School or Institute concerned or other admission to the status of that degree or after admission as a research student in terms of paragraph A (3) subject to such decisions as may from time-to-time be made by Senate;
- ii. He/she has pursued a subject of special study approved by Senate;
- iii. He/she has worked in such association with a supervisor or supervisors as Senate may direct; and
- iv. He/she has submitted a thesis which makes a distinct contribution to the understanding of the subject and affords evidence of the exercise of independent critical thinking.

E. Higher Doctorate

Subject to provisions of paragraph A (3) of this Statute, a candidate shall not be awarded a higher doctorate in any College, Faculty, School or Institute, until at least five (5) years after he has been awarded a Doctor of Philosophy or Doctor of Medicine of the University.

F. Honorary Degree

Subject to provisions of paragraph A (3) of this Statute, a candidate shall not be awarded a higher doctorate in any College, Faculty, School or Institute, until at least five (5) years after he has been awarded a Doctor of Philosophy or Doctor of Medicine of the University.

6. Senate shall without prejudice to the provisions of this Statute set out a schedule to these Statutes, regulations to govern Master's and Doctoral degrees and higher Doctorates which schedule may be amended from time-to-time.

STATUTE XLI

CONFERMENT OF DEGREES

1. For the purpose of conferment of degrees of the University, there shall be held from time-to-time, a meeting of the whole University which shall be called a Congregation as provided by the Charter.
2. Congregations of the University shall meet at least once a year and shall be presided over by the Chancellor or in his/her absence some other person nominated by the Chancellor.
3. Degree shall be conferred at a congregation of the University.
4. A candidate shall not be admitted to a Degree other than an honorary degree, unless a candidate has paid such fees as may be prescribed by the Council, and unless the Vice-Chancellor has certified that such a candidate has satisfied all the conditions prescribed for such a degree, provided that such a candidate may be admitted to that degree at a subsequent Congregation after satisfying all the conditions for the conferment of the degree.
5. The procedure for the conferring of degrees, the academic dress to be worn and all other matters regarding the Congregation not provided for in this Statute shall be determined by Senate.

STATUTE XLII

AWARD OF DIPLOMAS AND CERTIFICATES

1. On successful completion of the course, a candidate may be granted a diploma or a certificate of Technical University of Kenya in pursuant to Section 9 of the Charter.
2. Save as otherwise provided for by this statute, a candidate shall not be awarded the certificate unless the candidate shall have undertaken approved courses and satisfied the requirements of the University as a student of the University after admission and subsequently registration with the College, Faculty, School or Institute for the certificate for a period of at least one academic year or any other period as may be determined from time-to-time by Senate.
3. Save as otherwise provided for by this statute, a candidate shall not be awarded the diploma unless the candidate shall have undertaken approved courses and satisfied the requirements of the University as a student of the University after admission and subsequently registration with the respective College, School or Institute for the diploma for a period of at least three academic years or any other period as may be determined by Senate from time-to-time.
4. Senate may accept, as part of the attendance of a student of the University qualifying the candidate for the award of diploma, a period of attendance as a student of another institution specially recognized by Senate for this purpose; Senate may accept certificates of proficiency in any subject by a University aforesaid, exempting from the examination of the University in a course or courses in such subject; provided that no student shall be awarded the diploma unless:
 - i. The student shall have undertaken an approved course of the University for the diploma for at least two academic years, of which one shall be the final year and provided that Senate in its discretion may require an applicant who falls under this provision to take any specified number of compulsory common courses or any other course;
 - ii. The student's period 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 diploma;
 - iii. The student shall have passed the final examination and such other examinations of the University as Senate may determine;
 - iv. The student shall have paid such fees to the University as may be determined by the Council; and
 - v. The student shall have complied in other respects with the requirements for the diploma.

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5. Candidates who have complied with conditions as set out in paragraph 4 above may further be required to take special entrance examination. These examinations will consist of papers of general character.
 6. Subject to the provisions of paragraph 4, Senate may accept periods of attendance and examinations in any subject of a candidate in any College, School or Institute of the University, or any other institution recognized by Senate for this purpose, as exempting from attendance in such course prescribed for a diploma in another School provided that such exemptions shall not constitute more than two-thirds (2/3) of the course units.
 7. The University shall award its diplomas and certificates at a Congregation of the University constituted for this purpose which shall be presided over by the Chancellor or, in the absence of the Chancellor, the Pro-Chancellor.
 8. A candidate shall not be awarded a diploma or certificate unless such candidate has been certified by Senate as having satisfied all the conditions prescribed for such diploma or certificate, provided that such a candidate may be admitted to that diploma or certificate at a subsequent Congregation after satisfying all the conditions for awarding of the diploma or certificate.
 9. The procedure for awarding diplomas and certificates, the academic dress to be worn and all other matters regarding the Congregation not provided for in this Statute shall be determined by Senate.

STATUTE XLIII

HONORARY DEGREES

1.
 - i. A proposal to grant an honorary degree may be made by a member of the Senate and shall be communicated in writing to the Vice-Chancellor.
 - ii. Every such proposal shall be accompanied by a statement setting forth the degree recommended and the detailed grounds on which the recommendation is based.
2. The Vice-Chancellor shall refer such a proposal to an Honorary Degrees Committee consisting of :-
 - i. The Chairman of the Council who shall be the Chairman of the Committee
 - ii. The Vice-Chancellor
 - iii. Deputy Vice-Chancellors
 - iv. Three members of the Senate
 - v. One member of the Council appointed by the Council
 - vi. Dean of the relevant Faculty that the degree shall be conferred

Provided that the Committee shall have the power to co-opt any person or persons to assist in the due assessment of the credentials of the nominee.
3. Any recommendations made by this Committee for the conferring or otherwise of any degree shall be reported to both the Council and the Senate for confirmation.
4. The conferment of an Honorary Degree upon any person shall be preceded by a proclamation of such a person's Citation to the Congregation by an Orator nominated by the Honorary Degrees Committee from among the Professors of the University.

STATUTE XLIV

EMERITUS PROFESSORSHIP

1. A Professor who has retired from active service in the University may be considered for appointment as an Emeritus Professor of the University.
2. For a person to be considered for appointment as an Emeritus Professor such a person shall satisfy the following conditions:-
 - i. Shall have demonstrated academic excellence through scholarships, as evidenced by research and publications;
 - ii. Shall have taught with distinction at a University of distinct repute for at least ten years, five of which as a Professor;
 - iii. Shall have achieved international reputation as a scholar.
3. Nominations for designation as Emeritus Professor shall originate from Departments, Faculties/Institutes/Schools and shall thereafter be forwarded to the Emeritus Professors Appointment Committee set up under paragraph 5 hereof.
The recommendations of the Committee shall be forwarded to the Council for confirmation.
4. The terms of appointment as an Emeritus Professor shall be as follows:-
 - i. An Emeritus Professor shall for all purposes be regarded as Professor of the University.
 - ii. The position of Emeritus Professor shall be personal.
 - iii. The Council, taking into account all relevant matters, shall make provision for compensation for services rendered and for housing, health care and any other matters for the benefit and welfare of the Professor and family.
 - iv. An Emeritus Professor shall be provided with such facilities as may be required for the discharge of academic responsibilities.
 - v. An Emeritus Professor shall be a full member of the Senate.
5. There shall be an Emeritus Professors' Appointment Committee of the Council:-
 - i. Chairman of the Council
 - ii. Vice-Chancellor
 - iii. Deputy Vice-Chancellors
 - iv. One Council Representative
 - v. Principal of the relevant College
 - vi. Dean/Director of the relevant Faculty/Institute/School
 - vii. One Professor whose area of specialization is related to that of the nominee, appointed by the Vice-Chancellor
 - viii. Two Senate representatives
 - ix. Chairman of the relevant Department
 - x. Secretary

STATUTE XLV

CONVOCATION

1. There shall be a Convocation of the University shall consist of all persons whose names appear on the Convocation Roll, to be compiled and kept by the Deputy Vice-Chancellor for the time being responsible for academic affairs.
2. The following shall be entitled to have their names entered on the Convocation Roll:
 - i. The Vice-Chancellor, Deputy Vice-Chancellors, College Principals within the University, lecturers of the University (including, for this purpose, honorary and titular professors and lecturers); the Librarian, Finance Officer and senior administrative staff, shall be ex-officio members of the Convocation and shall be entitled to have their names entered on the Convocation Roll;
 - ii. All persons who become graduates of the University shall be entitled to have their names entered on the Convocation Roll;
 - iii. Graduates of both the Kenya Polytechnic and the Kenya Polytechnic University College shall be entitled to have their names placed upon the Convocation roll.
3. Subject to the provisions of these Statutes, the Convocation shall be empowered:
 - i. To discuss and state its opinion upon any matter or matters within the sphere of operations or competence of the University;
 - ii. To elect from among its members an executive committee, the constitution, functions and duties of which shall be prescribed by regulations framed by the Council after consultation with Convocation;
 - iii. To elect one person to the Council from amongst its members in a manner to be determined by the Council.
4. The Deputy Vice-Chancellor for the time being responsible for academic affairs shall provide the Secretariat for the Convocation and shall keep the roll thereof. The Roll shall be conclusive evidence that any person or persons whose name appears therein at the time of voting as member of Convocation is entitled so to vote, and that any such person or persons whose name does not appear therein is not so entitled. The names of new graduates of the University shall be considered to be automatically included in the roll immediately after conferment of the Degrees or award of Diplomas and Certificates. Such automatic inclusion shall not, however, relieve new graduates of their duty of registering their addresses with the Secretariat, and keeping the Secretariat informed of any subsequent change of addresses.
5. There will be a Chairperson of the Convocation who shall be elected by the Convocation from amongst its members and shall hold office for a period of two years. In the case of the incapacity or resignation of a Chairperson, the Secretariat shall take the necessary steps to initiate the election of a successor to fill the vacancy. No member shall be eligible to be elected Chairperson unless the person normally resides in Kenya.

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6. The Convocation shall meet as and when necessary. It shall be the duty of the Secretariat to convene the annual meeting of the Convocation. Notices of such meetings shall be given sixty (60) days before the date of the meeting. Any member desiring to bring forward any business at such meeting shall submit a statement in writing to the Secretariat setting forth in the form of motions the subject or subjects such person proposed for consideration thereat. Such motions must be lodged with the Secretariat at least four (4) weeks prior to the date of the meeting.
 7. The quorum and procedure of the Convocation shall be as prescribed in rules made by the Convocation and approved by the Council.
 8. A copy of the proceedings and all resolutions relating thereto, and a statement of such other matters discussed and passed by the Convocation from time-to-time shall be duly certified by the Chairperson of the Convocation and thereafter sent to the Chairperson of Council and Vice-Chancellor for information.

STATUTE XLVI

ALUMNI ASSOCIATION

1. There shall be an Alumni Association which shall consist of all persons whose names appear on the Alumni Association roll, to be compiled and kept by the Deputy Vice-Chancellor for the time being, in charge of networks, partnerships and linkages who shall be the Secretary.
2. The following shall be entitled to have their names entered on the Alumni Association Roll:
 - i. All persons who become graduates of the University;
 - ii. Former students of both the Kenya Polytechnic and the Kenya Polytechnic University College who are holders of degree, higher diplomas, diplomas and certificates.
3. Ex-Officio members of the Alumni Association shall include the former and the current The Vice-Chancellor, Deputy Vice-Chancellors, Principals, Deputy Principals, members of the Council, Professors, lecturers, Librarian, Executive Director Administration Services and Dean of Students.
4. The objectives of the Alumni Association shall be to promote the reputation and well being of the University, including fund raising for the development of the University.
5. Subject to the provisions of these Statutes, the Alumni Association shall be empowered:
 - i. To discuss and state its opinion on any matters within the sphere of competence of the University;
 - ii. To elect from among its members an executive committee consisting of the Chairperson, treasurer and any other official as shall be prescribed by the regulations of the Alumni Association.
6. The Alumni Association Roll shall be conclusive evidence that any person whose name appears therein at the time of claiming to vote as a member of the Alumni Association is entitled so to vote, and that any person whose name does not appear therein is not so entitled. The names of the graduates of the University shall be automatically included in the Roll immediately after conferment of the degrees and award of certificates and diplomas and upon payment of the necessary fees. Such automatic enrolment shall not, however, relieve the new graduates of the duty of registering their addresses with the Secretary, and keeping the Secretary informed of any subsequent changes of address.

It shall be the duty of the Secretary to convene an Annual General Meeting of the Alumni Association. Notice of such meetings shall be given not less than thirty (30) days

before the date of the meeting. Any member desiring to bring forward any business at such a meeting shall forward a statement in writing to the Secretary setting forth in the form of motions the agenda proposed for consideration thereat. Such motions must be lodged

with the Secretary at least fourteen (14) days before the date of the meeting.

7. The agenda for every meeting shall be communicated to the members at least fourteen (14) days before the day appointed for holding such a meeting.
8. The quorum and procedure of the Alumni Association shall be prescribed in the rules made by the Alumni Association and approved by Council.
9. A copy of all resolutions of the Alumni Association and statement of such other matters as the Alumni Association may from time-to-time decide, shall be duly certified by the Chairperson and sent to the Chairperson of Council and the Vice-Chancellor for information.

STATUTE XLVII

FEES

1. All students admitted to the University for any degree, diploma, certificate or any 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 and not later than the third week of the semester. No students shall be allowed into lectures; examination rooms or participates in activities which have not been fully paid for, except with approval of the University Executive Board.
3. The University shall withhold any and all services, examination results, conferment of any degree, diploma, certificate or any other award until all outstanding fees are settled and further reserve the right to institute any necessary legal proceedings against students with outstanding fees and also surcharge an interest at a rate to be determined by Council from time-to-time.
4. The fees and other charges shall be determined from time-to-time by Council on recommendation of the University Executive Board and communicated to students through the University Executive Board.

STATUTE XLVIII

STUDENT WELFARE COMMITTEE

4. There shall be a Student Welfare Committee which shall be responsible to Senate and through the University Executive Board to the Council.
5. The Committee shall consist of the following members:
 - i. The Deputy Vice-Chancellor for the time being responsible for student affairs - Chairperson
 - ii. Head of sports, games and recreation
 - iii. Head of Counselling services
 - iv. Finance Officer
 - v. Head of medical services
 - vi. Head of property and infrastructure development
 - vii. Head of security services
 - viii. Four Senate representative
 - ix. One representative each from each College
 - x. One student representative nominated by the student organization who shall serve the Committee for one academic year
 - xi. Dean of Students – Secretary
 - xii. Any other person as the Vice-Chancellor shall appoint from time-to-time.
6. The Committee shall:
 - i. Plan, organize and manage the provision of academic and social counselling, career, work study programmes and sports, accommodation, catering, community service, linkages with industry, recreation, health, security, oversight of student elections, orientation and any other student welfare services.
 - ii. Develop and implement programmes (e.g. leadership training) that support students educational experience and wholesome life.
 - iii. Advise student organizations and mentor students in their development of leadership, moral reasoning, social intelligence and other skills required in their lives.
 - iv. Develop mechanisms to anticipate and promptly, efficiently and effectively respond to student needs.
7. Without prejudice to the generality of paragraph 3, the Committee shall in respect of each of the matters specified in paragraph 3, exercise the powers and responsibilities and ensure:
 - i. That in compliance with University financial guidelines, the Committee utilizes monies generated by the Committee or allocated by the University Council for the use by the Committee in its activities;
 - ii. Proper management of welfare and make appropriate recommendations to the University Executive Board;
 - iii. Proper allocation or re-allocation of student accommodation, and ensure their

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- iv. lawful and approved use;
Student accommodation, sporting facilities and their environs are clean, safe and habitable;
 - v. The establishment and maintenance of effective security system, for the protection of persons and property, in the premises occupied by students, as well as their precincts;
 - vi. That any other matter that will enhance the quality and habitability of student accommodation, games, sporting and recreational facilities has been put in place;
 - vii. Proper services, decent and hygienic conditions of all facilities and their maintenance including, times of preparation of food in the kitchens, dining areas and use of the sporting and games facilities;
 - viii. Proper discipline of the students in the entire management of student welfare;
 - ix. Proper procurement of relevant goods in all units in compliance with legislative guidelines;
 - x. Proper and professional maintenance of equipment and sporting facilities;
 - xi. Appropriate student registration with relevant sporting associations and clubs and effective participation by the students including training;
 - xii. In liaison with other relevant units, appointment of appropriate staff for the provision of counselling (academic and social) and career guidance services;
 - xiii. Facilitation of registration of student organizations, election of officials and their induction into the University system;
 - xiv. An effective linkage with industry, facilitating work study programmes and placement of students;
 - xv. That an effective channel of communication between the University Management and the student community is in place.
 - xvi. That, where necessary, on behalf of the University, on matters relating to the provision of accommodation, catering, sports, games, recreational services and student placement under xiv above, an appropriate agreement is entered into.
 - xvii. Performance of such other related functions or exercise such other related powers as may be assigned or delegated to it by the Vice-Chancellor, Senate or Council.
 - xviii. Construction of user friendly facilities for the physically challenged.
8. The Committee may co-opt to serve on, for such length of time as it deems fit, any number of persons whose assistance or advice it may require but a person so co-opted shall neither be entitled to vote at a meeting of the Committee nor be counted as a member for the purpose of forming a quorum.
 9. The business of the Committee shall have power to regulate such business and the conduct of its meetings subject to such regulations as the Council may from time-to-time determine.
 10. The Committee may receive recommendations from Colleges on any issue falling within their competence and the minutes containing their deliberations and resolutions shall be tabled before the Committee for consideration.

STATUTE XLIX

UNIVERSITY STUDENTS' ORGANIZATION

1. There shall be an organization representing the students of the University which shall be governed by a constitution as approved by the Council subject to the provisions of the Charter.
2. Notwithstanding paragraph 1 hereof, the Council shall from time-to-time establish regulations governing the students' organization, conduct and discipline as set out in a schedule to these Statutes which schedule may be amended from time-to-time.

STATUTE L

FINANCIAL REGULATIONS

1. All the funds, assets and property, movable and immovable, of the University shall be managed and utilized by the Council, in accordance with the provisions of the Charter, and any other relevant laws in such manner and for such purposes as in the opinion of the Council, would promote the best interests of the University.
2.
 - i. All the monies of the University shall be paid into one or other of the following accounts:
 - a) The Endowment Fund
 - b) The Special Account
 - c) The Capital Account
 - d) The Revenue Account
 - e) Research Grants Account
 - f) Any other account as the Council may from time-to-time determine
 - ii.
 - a) There shall be paid into the Endowment Fund all such monies as are received by the University and declared specifically to be payable into that Fund.
 - b) The Council shall not, save with the prior approval of the Cabinet Secretary, expend any capital monies of the Endowment Fund and shall pay into the Revenue Account all interest received from investment of the monies of the Endowment Fund.
 - iii.
 - a) There shall be paid into the Special Account all such monies as are received by the University for special purposes and as are not payable into the Endowment Fund.
 - b) The Capital monies and the interest therefrom of the Special Account shall be used and applied for special purposes of which such monies were donated in accordance with conditions of the donation; Provided that if the conditions of the donation do not permit capital monies thereof to be expended the Council may, nevertheless with prior approval of the Cabinet Secretary, expend such capital monies, or any portion thereof, if in the opinion of the Council, it is in the best interest of the University to do so.
 - iv.
 - a) There shall be paid into the Capital Account all such monies as are received by the University for the purpose of capital expenditure for the construction and improvement of the University.
 - b) The Capital monies and the interest therefrom, of the Capital Account

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- shall be used and applied on Capital expenditure for the construction and improvement of the University.
- v. a) There shall be paid into the Revenue Account:
 - i) the interests received from the investment of monies in the endowment Fund;
 - ii) all fees, dues and other amounts payable by or in respect of students;
 - iii) all revenue grants by the Kenya Government or by any other government or person;
 - iv) all sums transferred under the Charter from the Endowment or any other amount to the Revenue Account;
 - v) all sums received by the University and not payable into the Endowment or any other account;
 - b) The monies standing to the credit of the Revenue Account shall be used and applied for the management and working of the University in such manner and for such purposes as, in the opinion of the Council, are best suited to promote the interests of the University.
 - vi. a) There shall be paid into the Research Grants Account all such monies as are received by the University for research purposes;
 - b) Such monies shall not be paid into any account;
 - c) Monies in the Research Grants Account shall be used and applied by the Council for specific purposes in accordance with the agreements made between donors and the Council.
 - vii. Subject to the provisions of the Charter, the Statutes and any other relevant laws, the Council may borrow, either by way of overdraft from a banker or otherwise, such sums as it may from time-to-time require for the administration of the University.
 - 3. i. Subject to the provisions of the Charter, the Statutes and any other relevant laws, 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.

Provided that where any sums are received by the Council for any payment into the Endowment Fund in the form of stocks and shares of any kind other than securities, then the Council may in its discretion retain such stocks or shares without converting them into such securities.
 - ii. The monies or any portion thereof standing to the credit of any of the accounts other than the Endowment Fund of the University may be invested by the Council in securities as the Council may deem fit.
 - iii. Notwithstanding the provision of sub-sections (i) and (ii) 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, the Statutes and any other relevant laws.

STATUTE LI

UNIVERSITY INVESTMENT INITIATIVES

1. The University may, by resolution of the Council set up an appropriate entity (hereinafter referred to as “the business entity”) to be responsible for initiating and managing income generating activities of the University and such other activities as the Council may determine.
2. The Council shall on merit and competitive basis appoint a suitable person to be in charge of the business entity who shall execute policies related to the business entity and control and manage the day to day activities of the entity.
3. The Council shall appoint an Executive Committee to oversee the implementation of the policies and management of the business entity and report to the Council. Members of the Executive Committee shall include the following:
 - i. The Vice-Chancellor who shall be the Chairperson
 - ii. The Deputy Vice-Chancellors
 - iii. Principals of Colleges within the University
 - iv. Not more than three(3) persons appointed by the Council, provided that not less than one half of such persons are from outside of the University,
 - v. The officer in charge of the investment initiative, who shall be the Secretary of the Executive Committee
4. The Council shall determine the rights, privileges and immunities that the Executive Committee may enjoy and determine the powers and responsibilities that it can exercise.
5. The Executive Committee shall regulate its meeting and procedure.

STATUTE LII

MISCELLANEOUS

1. These Statutes, the Regulations and Schedules referred to hereunder shall commence as is required in Section 30 of the Charter except that where it is provided otherwise in any statute, regulation or schedule, such other date shall be deemed to be the commencing date for that particular Statute, or regulations.
2. The Regulations and Schedules appended hereto will come into force in accordance with the provisions of Paragraph 1 of this Statute and are to be read subject to these Statutes and the Charter.
3. The Council may amend, add to or alter these Statutes, Regulations and Schedules as it deems fit from time-to-time. Provided that 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 Senate and provided further that the Council shall not reject any such report or request or amend any regulations so proposed without further reference to Senate.
4. The rules and regulations in force in the day prior to the commencement of these Statutes and Regulations shall, unless superseded by these Statutes and regulations referred to in paragraph 2 of this Statute continue to apply as though they had been incorporated into these Statutes and regulations and in so far as they are not inconsistent with these Statutes and regulations. Provided that these Statutes and regulations, or the rules and regulations in force prior to the commencement date aforesaid, shall be subject to the provisions of the Charter.

SCHEDULE ON THE ORGANISATIONAL STRUCTURE



THE TECHNICAL UNIVERSITY OF KENYA

ORGANISATIONAL STRUCTURE

SCHEDULE ON COMMITTEES OF COUNCIL OF THE UNIVERSITY



THE TECHNICAL UNIVERSITY OF KENYA

- I. AUDIT COMMITTEE**
- | | | |
|------|------------------------------------|-------------|
| i. | Independent Member | Chairperson |
| ii. | Independent Member | Member |
| iii. | P. S., Ministry of Education (MoE) | Member |
| iv. | P. S., National Treasury | Member |
- II. PROGRAMMES, STATUTES AND SEALING COMMITTEE**
- | | | |
|------|-----------------------------------|-------------|
| i. | Independent Member | Chairperson |
| ii. | Independent Member | Member |
| iii. | P. S. Ministry of Education (MoE) | Member |
| iv. | Vice-Chancellor | Member |
- III. INFRASTRUCTURE AND PLANNING COMMITTEE**
- | | | |
|------|------------------------------------|-------------|
| i. | Independent Member | Chairperson |
| ii. | Independent Member | Member |
| iii. | P. S., Ministry of Education (MoE) | Member |
| iv. | P. S., National Treasury | Member |
| v. | Vice-Chancellor | Member |
- IV. FINANCE AND GENERAL PURPOSES COMMITTEE**
- | | | |
|------|------------------------------------|-------------|
| i. | Independent Member | Chairperson |
| ii. | Independent Member | Member |
| iii. | P. S., Ministry of Education (MoE) | Member |
| iv. | P. S., National Treasury | Member |
| v. | Vice-Chancellor | Member |
- V. RISK COMMITTEE**
- | | | |
|------|------------------------------------|-------------|
| i. | Independent Member | Chairperson |
| ii. | Independent Member | Member |
| iii. | P. S., Ministry of Education (MoE) | Member |
| iv. | P. S., National Treasury | Member |
| v. | Vice-Chancellor | Member |

VI. COUNCIL STAFF APPOINTMENT COMMITTEES

VII. COUNCIL STAFF APPOINTMENT COMMITTEES

The following shall be the committees of Council for the purpose of appointment of University staff.* 1

1) Senior Management Staff (Deputy Vice-Chancellors, Principals of Colleges within the University and Executive Dean of Faculties)

i.	Chairperson of Council	Chairperson
ii.	Vice-Chancellor	Member
iii.	P. S., Ministry of Education (MoE)	Member
iv.	P. S., National Treasury	Member
v.	One Council Representative appointed on behalf of Council by Chairperson of Council	Member
vi.	One Senate representative appointed by the Chairperson of Senate	Member
vii.	University Registrar & Chief Administrative Officer	Secretary

2) Teaching Staff

i) Professor

1.	Chairperson of Council	Chairperson
1.	One Council Representative appointed by on behalf of Council Chairperson of Council	Member
2.	Vice-Chancellor	Member
3.	Deputy Vice-Chancellors	Members
4.	Principal of the College	Member
5.	Dean/Director of the School/Institute	Member
6.	Two Senate representatives appointed on behalf of Senate by the Chairperson of Senate	Members
7.	Chairperson of the Department	Member
8.	University Registrar & Chief Administrative Officer	Secretary

(ii) Associate Professor

1.	Vice-Chancellor	Chairperson
2.	One Council Representative appointed by on behalf of Council Chairperson of Council	Member
3.	Deputy Vice-Chancellors	Members
4.	Principal of the College	Member
5.	Dean/Director of the School/Institute	Member
6.	Two Senate representatives appointed on behalf of Senate by the Chairperson of Senate	Members
7.	Chairperson of Department	Member
8.	University Registrar & Chief Administrative Officer	Secretary

(iii) Senior Lecturer and Lecturer

1.	Deputy Vice-Chancellor in charge of Academic Affairs (on behalf of the Vice-Chancellor)	Chairperson
2.	Principal of the College	Member

* Provided that no person, save for members of Council, the University Registrar & Chief Administrative Officer, and other administrative staff, shall participate in the appointment of staff in grades higher than her/his level of employment in the University.

3. Dean/Director of the School/Institute	Member
4. Two Senate representatives appointed on behalf of Senate by the Chairperson of Senate	Members
5. Chairperson of the Department	Member
6. One Departmental representative appointed by Chairperson of the Department	Member
7. University Registrar & Chief Administrative Officer	Secretary
(iv) Assistant Lecturer and Teaching Assistant	
1. Principal of the College (on behalf of the Vice-Chancellor)	Chairperson
2. Dean/Director of the School/Institute	Member
3. Two College Academic Board representatives appointed on behalf of the College Academic Board by the Principal	Members
4. Chairperson of the Department	Member
5. One Departmental representative appointed by Chairperson of the Department	Member
6. University Registrar & Chief Administrative Officer	Secretary
3) Senior Administrative and Technical Staff	
(i) Staff in Grade XV	
1. Chairperson of Council	Chairperson
2. One Council Representative appointed on behalf of Council by Chairperson of Council	Member
3. Vice-Chancellor	Member
4. Deputy Vice-Chancellors	Members
5. University Registrar & Chief Administrative Officer	Member
6. Two Senate representatives appointed on behalf of Senate by the Chairperson of Senate	Members
7. Secretary (appointed by the Vice-Chancellor)	
ii) Staff in Grade XIV	
1. Vice-Chancellor	Chairperson
2. One Council Representative appointed on behalf of Council by Chairperson of Council	Member
3. Deputy Vice-Chancellors	Members
4. University Registrar & Chief Administrative Officer	Member
5. Two Senate representatives appointed on behalf of Senate by the Chairperson of Senate	Members
6. Head of Department or Division	Member
7. Secretary (appointed by the Vice-Chancellor)	
iii) Staff in Grades XIII, XII and XI	
1. University Registrar & Chief Administrative Officer (on behalf of the Vice-Chancellor)	Chairperson
2. Two Senate representatives appointed on behalf of Senate by the Chairperson of Senate	Members
3. University Registrar & Chief Administrative Officer	Member
4. University Bursar & Chief Finance Officer	Member
5. Head of Department or Division	Member
6. One Departmental representative appointed by Chairperson of the Department	Member
7. Secretary (appointed by the Director Human Resources)	

4) Administrative and Technical Staff

(i) Staff in Grades V to X (Central Administration)

- | | |
|--|-------------|
| 1. University Registrar & Chief Administrative Officer
(on behalf of the Vice-Chancellor) | Chairperson |
| 2. University Registrar & Chief Administrative Officer | Member |
| 3. University Secretary & Chief Legal Officer | Member |
| 4. University Bursar & Chief Finance Officer | Member |
| 5. Head of Department or Division | Member |
| 6. One Departmental representative appointed by Chairperson of
the Department | Member |
| 7. Secretary (appointed by the Director Human Resources) | |

(ii) Staff in Grades I to IV (Central Administration)

- | | |
|--|-------------|
| 1. University Registrar & Chief Administrative Officer
(on behalf of the Vice-Chancellor) | Chairperson |
| 2. Head of Department or Division | Member |
| 3. University Registrar & Chief Administrative Officer | Member |
| 4. University Secretary & Chief Legal Officer | Member |
| 5. University Bursar & Chief Finance Officer | Member |
| 6. One Departmental representative appointed by Chairperson of
the Department | Member |
| 7. Secretary (appointed by the Director Human Resources) | |

(iii) Staff in Grades V to X (Colleges)

- | | |
|---|-------------|
| 1. Principal of the College (on behalf of the Vice-Chancellor) | Chairperson |
| 2. Dean of the School | Member |
| 3. Chairperson of the Department | Member |
| 4. University Registrar & Chief Administrative Officer | Member |
| 5. College Bursar & Finance Officer | Member |
| 6. One Departmental representative | Member |
| 7. One representative of College Academic Board appointed
by the Principal | Member |
| 8. Secretary (appointed by the Principal of the College) | |

(iv) Staff in Grades I to IV (Colleges)

- | | |
|---|-------------|
| 1. Principal of the College (on behalf of the Vice-Chancellor) | Chairperson |
| 2. Dean of the School | Member |
| 3. Chairperson of the Department | Member |
| 4. University Registrar & Chief Administrative Officer | Member |
| 5. University Bursar & Chief Finance Officer | Member |
| 6. College Bursar & Finance Officer | Member |
| 7. One Departmental representative | Member |
| 8. One representative of College Academic Board appointed
by the Principal | Member |
| 9. Secretary (appointed by the Principal of the College) | |

II. COUNCIL STAFF DISCIPLINARY COMMITTEES

The following shall be the committees of Council for the purpose of disciplinary matters of the University staff.* 2

1) Teaching, Senior Technical, Senior Library and Senior Administrative Staff

(i) Professors and Associate Professors

- | | |
|--|-------------|
| 1. Chairperson of Council or her/his nominee | Chairperson |
| 2. One Council Representative appointed on behalf of Council by Chairperson of Council | Member |
| 3. Vice-Chancellor | Member |
| 4. Deputy Vice-Chancellors | Members |
| 5. Principal of the College | Member |
| 6. Dean/Director of the School/Institute | Member |
| 7. Two Senate representatives appointed on behalf of Senate by the Chairperson of Senate | Members |
| 8. Chairperson of the Department | Member |
| 9. University Secretary & Chief Legal Officer | Member |
| 10. University Bursar & Chief Finance Officer | Member |
| 11. University Registrar & Chief Administrative Officer | Secretary |

(ii) Senior Lecturer and Lecturer

- | | |
|--|-------------|
| 1. Vice-Chancellor | Chairperson |
| 2. Deputy Vice-Chancellors | Members |
| 3. Principal of the College | Member |
| 4. Dean/Director of the School/Institute | Member |
| 5. Two Senate representatives appointed on behalf of Senate by the Chairperson of Senate | Members |
| 6. Chairperson of the Department | Member |
| 7. University Secretary & Chief Legal Officer | Member |
| 8. University Bursar & Chief Finance Officer | Member |
| 9. University Registrar & Chief Administrative Officer | Secretary |

(iv) Assistant Lecturer and Teaching Assistant

- | | |
|--|-------------|
| 1. Principal of the College (on behalf of the Vice-Chancellor) | Chairperson |
| 2. Dean/Director of the School/Institute | Member |
| 3. Two College Academic Board representatives appointed on behalf of the College Academic Board by the Principal | Members |
| 4. Chairperson of the Department | Member |
| 5. University Secretary & Chief Legal Officer | Member |
| 6. University Bursar & Chief Finance Officer | Member |
| 7. University Registrar & Chief Administrative Officer | Secretary |

2) Senior Technical, Library and Administrative Staff

(i) Staff in Grades XIV and XV

- | | |
|--|-------------|
| 1. Chairperson of Council or her/his nominee | Chairperson |
| 2. Vice-Chancellor | Member |

* Provided that a member of staff being so disciplined shall be entitled to be accompanied by a representative of her/his recognized trade union which representative will be accorded adequate opportunity to make representation to the disciplinary committee on behalf of the trade union.

3. Deputy Vice-Chancellors	Members
4. Principal of the College	Member
5. Head of Department	Member
6. Two Senate representatives appointed on behalf of Senate by the Chairperson of Senate	Members
7. University Registrar & Chief Administrative Officer	Member
8. University Secretary & Chief Legal Officer	Member
9. University Bursar & Chief Finance Officer	Member
10. Secretary (appointed by the Vice-Chancellor)	
(ii) Staff Grade XI to XIII	
1. Vice-Chancellor	Chairperson
2. Deputy Vice-Chancellors	Members
3. Principal of the College	Member
4. Dean of School or Head of Department	Member
5. One Senate representative appointed on behalf of Senate by the Chairperson of Senate	Member
6. University Registrar & Chief Administrative Officer	Member
7. University Secretary & Chief Legal Officer	Member
8. University Bursar & Chief Finance Officer	Member
9. Secretary (appointed by the Vice-Chancellor)	
(iii) Staff in Grades V to X	
(a) At Central Administration	
1. University Registrar & Chief Administrative Officer (on behalf of the Vice-Chancellor)	Chairperson
2. Head of Department or Division	Member
3. Executive Director responsible for Human Resources	Member
4. One Departmental representative appointed by Chairperson of the Department	Member
5. University Secretary & Chief Legal Officer	Member
6. University Bursar & Chief Finance Officer	Member
7. Secretary (appointed by the University Registrar & Chief Administrative Officer)	
(b) At College	
1. Principal of the College (on behalf of the Vice-Chancellor)	Chairperson
2. Dean of the School	Member
3. Chairperson of the Department	Member
4. University Registrar & Chief Administrative Officer	Member
5. University Secretary & Chief Legal Officer	Member
6. University Bursar & Chief Finance Officer	Member
7. One Departmental representative	Member
8. One representative of College Academic Board appointed by the Principal	Member
9. Secretary (appointed by the Principal of the College)	
(iv) Staff in Grades I to IV	
(a) At Central Administration	
1. University Registrar & Chief Administrative Officer (on behalf of the Vice-Chancellor)	Chairperson
2. Head of Department or Division	Member
3. Executive Director responsible for Human Resources	Member

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- | | |
|---|-------------|
| 4. One Departmental representative appointed by Chairperson of the Department | Member |
| 5. University Secretary & Chief Legal Officer | Member |
| 6. University Bursar & Chief Finance Officer | Member |
| 7. Secretary (appointed by the University Registrar & Chief Administrative Officer) | |
| (b) At Colleges | |
| 1. Principal of the College (on behalf of the Vice-Chancellor) | Chairperson |
| 2. Dean of the School | Member |
| 3. Chairperson of the Department | Member |
| 4. University Registrar & Chief Administrative Officer | Member |
| 5. University Secretary & Chief Legal Officer | Member |
| 6. University Bursar & Chief Finance Officer | Member |
| 7. One Departmental representative | Member |
| 8. One representative of College Academic Board appointed by the Principal | Member |
| 9. Secretary (appointed by the Principal of the College) | |

SCHEDULE ON COMMITTEES OF SENATE



THE TECHNICAL UNIVERSITY OF KENYA

- I. Academic Programmes Committee
- II. Research and Development Committee
- III. Postgraduate Studies Committee
- IV. Planning and Establishment Committee
- V. Library and Bookshop Committee
- VI. Student Disciplinary Committee

Academic Programmes Committee

- | | |
|--|---------------|
| 1. Deputy Vice-Chancellor, for the time being, in charge of Academic Affairs | - Chairperson |
| 2. Principals of Colleges within the University | - Member |
| 3. Directors of Schools | - Member |
| 4. Director of Institute and Centres | - Member |
| 5. Academic Registrar | - Secretary |

Terms of Reference

- i. To deal with matters that may be referred to the Committee by the Vice-Chancellor or Senate.
 - Pre-processing syllabi for senate
 - Pre-processing of admission of students
 - Prepare and publish timetables for teaching and examination of all programmes of the University in every academic year
- ii. To make recommendations to Senate on regulations governing research, admission, level of fees and any matter relevant to the foregoing Terms of Reference.

Research and Development Committee

- | | |
|---|---------------|
| 1. Deputy Vice-Chancellor, for the time being, in charge of research and development activities | - Chairperson |
| 2. Principals of Colleges within the University | - Member |
| 3. Directors of Schools | - Member |

-
- | | | |
|----|-----------------------------------|-------------|
| 4. | Director of Institute and Centres | - Member |
| 5. | Director in charge of research | - Secretary |

Terms of Reference

- i. To function as the University Research Committee and in this area:
- ii. To make recommendations to Senate on the allocation of funds available for research and publication, travel in connection with research and for travelling to conferences.
- iii. To receive reports from recipients of grants through the Heads of Department on the use of research funds received from all sources.
- iv. To allocate research funds to individual applications out of the funds voted by Council for this purpose.
- v. To formulate proposals for applications for research funds from external donors and to operate prepare annually a submission for the allocation of such funds from the University resources.

VII. Planning and Establishment Committee

- | | | |
|-----|---|---------------|
| 1. | Vice-Chancellor | - Chairperson |
| 2. | Deputy Vice-Chancellors | - Members |
| 3. | Principals of Colleges within the University | - Member |
| 4. | Directors of Schools | - Member |
| 5. | Directors of Institutes or Centres or their representatives | - Member |
| 6. | Four Senate representatives | - Member |
| 7. | Librarian | - Member |
| 8. | Executive Directors | - Member |
| 9. | Head of Medical Services | - Member |
| 10. | Executive Director in charge of administration services | - Secretary |

Terms of Reference

- i. To advise Senate on the strategic and general planning of the University.
- ii. To recommend to Senate or the University Finance Committee the level of staffing and expenditure for the various departments of the University.
- iii. To perform such other duties as may be referred to it by Senate, the Vice-Chancellor or other committees of the University.
- iv. To recommend on the Terms of Service applicable to all grades or employment in the University, to Senate through Senate to Council.
- v. To review any problems connected with the Terms of Service of members of staff which may be referred to the Committee by the Administration.
- vi. To review promotions of the non-academic staff.

VIII. Library and Bookshop Committee

- | | | | |
|----|---|---|-------------|
| 1. | Vice Chancellor | - | Chairperson |
| 2. | Deputy Vice-Chancellors | - | Members |
| 3. | Principals of Colleges within the University | - | Member |
| 4. | Directors of Schools | - | Member |
| 5. | Directors of Institutes or Centres or their representatives | - | Member |
| 6. | Academic Registrar | - | Member |

-
- | | | | |
|-----|--|---|-----------|
| 7. | Director, TVET | - | Member |
| 8. | Four Senate representative | - | Member |
| 9. | Five Student representative, one from each of the Colleges | - | Member |
| 10. | University Librarian | - | Secretary |

Terms of Reference

- i. To assist and advise the Librarian on all matters relating to the Library.
- ii. To make recommendations to the Senate on Library Policy and allocate to departments of the Library book votes
- iii. To make recommendations to the Establishment Committee on the staffing of the Library.
- iv. To prepare and submit to Senate an annual report on the function of the University Libraries and the University Bookshop.
- v. To deal with any other matters referred to it by the Senate, the Vice-Chancellor or other university Committees.
- vi. To coordinate book orders.

IX. Students Disciplinary Committee

- | | | | |
|----|---|---|-------------|
| 1. | Deputy Vice Chancellor for the time being in charge of Students Affairs | - | Chairperson |
| 2. | Principals of the respective College | - | Members |
| 3. | Deans of the respective School | - | Members |
| 4. | Associate Dean of the respective School | - | Member |
| 5. | Chairperson of the respective Department | - | Member |
| 6. | Three (3) Senate Representatives | - | Members |
| 7. | Registrar Academic | - | Secretary |

Terms of Reference

- i. To deal with acts academic indiscipline;
- ii. To deal with matters relating to examination irregularities;
- iii. Such other matters referred to it by Senate, College and/or School Academic Boards.

X. Board of Postgraduate Studies

- | | | | |
|----|--|---|-------------|
| 1. | Deputy Vice-Chancellor for the time being in charge of Post-graduate studies | - | Chairperson |
| 2. | Principals of Colleges within the University | - | Members |
| 3. | Directors of Schools | - | Members |
| 4. | University Librarian | - | Member |
| 5. | Senate representatives drawn as one each from each College | - | Members |

-
6. Director for the time being in charge of postgraduate studies - Secretary

Terms of Reference

- i. Coordination of postgraduate syllabi and regulations;
- ii. Admission of postgraduate students;
- iii. Administration of postgraduate scholarships;
- iv. Administration of postgraduate research funds;
- v. Administration and processing of postgraduate theses, projects or research papers;
- vi. Proper conduct and supervision of postgraduate studies; and
- vii. General welfare and discipline of postgraduate students.

XI. Board of Common Undergraduate Courses

1. Deputy Vice-Chancellor for the time being in charge of academic affairs - Chairperson
2. Principals of Colleges within the University - Members
3. Three (3) Senate representatives - Members
4. Directors of Schools - Member
5. One person from each College nominated by the respective College Academic Board - Members
6. University Librarian - Member
7. Director in charge of common undergraduate programmes - Secretary

Terms of Reference

- i. Administration of the regulations for the common undergraduate courses;
- ii. Organization of teaching in respect of the common undergraduate studies;
- iii. Monitoring and evaluation of curricula for the common undergraduate courses;
- iv. Coordination of administration, management and processing of examinations of the common undergraduate courses.

SCHEDULE ON THE DEPUTY VICE CHANCELLORS



THE TECHNICAL UNIVERSITY OF KENYA

1. THE DEPUTY VICE-CHANCELLOR, TEACHING, LEARNING AND STUDENTS

1. The Deputy Vice-Chancellor, Teaching, Learning and Students shall be in charge of and shall undertake the following functions:
 - i. preparation of syllabi and regulations
 - ii. evaluation of the course programmes effectiveness, efficiency and training
 - iii. soliciting for funds for research and production
 - iv. co-ordination of:
 - a) examinations
 - b) postgraduate studies
 - c) student Admissions
 - d) academic staff training and development
 - e) research, production and extension
 - f) workshops and seminars
 - g) consultancies
 - v. planning, organizing and managing the provision of academic and social counseling, career, work study programmes and sports, (both within and outside the University), accommodation, catering, community service, recreation, health, security and other student welfare.
 - vi. developing and implementing programmes (e.g. leadership training) that support students' educational experience and holistic life.
 - vii. advising and guiding student organizations and mentor students in their development of leadership, moral reasoning, social intelligence and other life skills.
 - viii. developing mechanisms to anticipate and promptly, efficiently and effectively respond to student needs.
 - ix. overseeing the implementation of the provisions of the Technical University of Kenya Students' Charter.
 - x. carrying out such other duties and responsibilities as may be delegated by Council or the Vice-Chancellor subject to the provisions of the Charter or these Statutes.

2. THE DEPUTY VICE-CHANCELLOR, RESEARCH, INNOVATION AND ENTERPRISE

-
1. The Deputy Vice-Chancellor, Research, Innovation and Enterprise shall be in charge of research, innovation, enterprise and development at the University and in particular be Chairperson of Research and Development Committee and any other committee as the Senate shall designate;
 2. The Deputy Vice-Chancellor, Research, Innovation and Enterprise shall also carry out such other duties and responsibilities as may be delegated by Council or the Vice-Chancellor subject to the provisions of the Charter or these Statutes.

3. THE DEPUTY VICE-CHANCELLOR, NETWORKS, PARTNERSHIPS AND LINKAGES

1. The Deputy Vice-Chancellor, Networks, Partnerships and Linkages shall be the Head of Networks, Partnerships, Linkages and Community Engagement Division of the University and in particular, the Deputy Vice-Chancellor Networks, Partnerships and Linkages may chair such other committees as the Council or the Vice-Chancellor may appoint;
2. The Deputy Vice-Chancellor, Networks, Partnerships and Linkages shall also carry out such other duties and responsibilities as may be delegated by Council or the Vice-Chancellor subject to the provisions of the Charter or these Statutes.

SCHEDULE ON THE ELECTION AND APPOINTMENT OF DEAN OF SCHOOL



THE TECHNICAL UNIVERSITY OF KENYA

1) Eligibility

- i. Dean of School shall be elected by the School Academic Board from amongst Professors within the School.
- ii. All candidates intending to vie for the office of the Dean of School should have served as a Professor of the School for not less than one (1) year.
- iii. Notwithstanding the generality of this paragraph, upon the commencement of these statutes, the Vice-Chancellor shall appoint the first Dean of School, in consultation with the Principal of College, from among Professors within the School for a period of not more than three (3) years.

2) Nomination

- i. All candidates shall be required to garner an endorsement of not less than ten (10) members of the School Academic Board.
- ii. Nomination papers shall be available to the potential candidates at least four (4) weeks prior to the election date and shall be picked from the Returning Officer.
- iii. Candidates shall submit duly signed nomination papers to Returning Officer at least two (2) weeks prior to the election date during the nomination period between 8.00a.m. and 5.00p.m.

3) Conduct of Elections

- i. There shall be a Returning Officer who shall be the Executive Director Administration Services or any other person appointed for such purpose by the Vice-Chancellor, and the

Returning Officer shall have the power, under the statutes, to conduct the elections of Dean of School and thereafter report to the Vice-Chancellor the outcome thereof.

- ii. On the expiry of submission of nomination papers, the Returning Officer shall announce the successfully nominated candidates within twenty-four (24) hours but at any rate not later than thirty-six (36) hours and cause the names of the nominees to be prominently published.
- iii. The official campaigns shall begin immediately after the publication of the names of the duly nominated candidates.
- iv. Any regulations governing the conduct of campaigns by candidates and their supporters shall be published by the Returning Officer at the time that he/she gives notice of the voting date. Once published, any such regulations may not be amended during election.
- v. The Vice-Chancellor, on behalf of Council, shall be the interpreter of any such regulations.
- vi. The candidate shall be required to maintain a high level of civility, decorum and integrity during the campaigns. Any irregularity during the campaigns shall be reported to the Vice-Chancellor by the Returning Officer who shall take any appropriate action in accordance with laid down rules governing the conduct of staff of the University.
- vii. A candidate validly nominated may withdraw their candidature by a written notice of the withdrawal, signed by them and attested by at least three witnesses, one of whom shall be among the persons who endorsed their candidature, and delivered to the Returning Officer at least four (4) days before the voting date.

4) Voting

- i. Dean of School shall be elected by secret ballot on the principle of one member of the School Academic Board, one vote.
- ii. In the event that a member of the School Academic Board is not able to cast the vote in person, the voter may vote by proxy through a prescribed form which shall be available from the Returning Officer and such voting shall be accepted seventy-two (72) hours before voting.
- iii. Whenever there is a tie in the Dean of School elections such elections shall be held afresh (*de novo*) until a candidate obtains a simple majority.
- iv. After voting in the respective Schools, the votes shall be counted immediately.
- v. The votes shall be counted by tallying and shall be presided over by the Returning Officer in the presence of all candidates;

vi. A candidate shall be entitled to a maximum of three recounts.

5) Election Petitions

- i. A Petition may be lodged by a candidate or a voter in the election of the Dean of School to the Vice-Chancellor on the following grounds:
 - a) Whenever such a candidate or voter has reason to believe or has evidence that there has been a contravention of any election procedure or rule during the election period;
 - b) Whenever there is evidence of bribing of voters, intimidation and/or harassment of voters and/or candidates;
 - c) Whenever there is evidence that a candidate has breached these Statutes;
- ii. A Petition must be lodged within the period following voting and the final tallying of all ballots cast but not later than twenty-four (24) hours after the elections.
- iii. The petition shall be signed by the petitioner and duly attested by at least three (3) the School Academic Board.

6) Announcement of the Results

The Returning Officer shall announce the total tallied vote of each candidate and forward the same to the Vice-Chancellor together with any report thereof.

SCHEDULE ON THE STAFF OF THE UNIVERSITY



THE TECHNICAL UNIVERSITY OF KENYA

**TERMS OF SERVICE
FOR
VICE-CHANCELLOR**



THE TECHNICAL UNIVERSITY OF KENYA

**TERMS OF SERVICE
FOR
DEPUTY VICE-CHANCELLOR,
PRINCIPAL'S OF COLLEGES WITHIN THE UNIVERSITY
AND CHIEF OFFICERS**



THE TECHNICAL UNIVERSITY OF KENYA

TERMS OF SERVICE FOR TEACHING, SENIOR TECHNICAL, SENIOR LIBRARY AND SENIOR ADMINISTRATIVE STAFF



THE TECHNICAL UNIVERSITY OF KENYA

TERMS OF SERVICE FOR STAFF IN GRADES V-X



THE TECHNICAL UNIVERSITY OF KENYA

TERMS OF SERVICE FOR STAFF IN GRADES I-IV

SCHEDULE ON THE COLLEGES, SCHOOLS, INSTITUTES, CENTRES AND DEPARTMENTS OF THE TECHNICAL UNIVERSITY OF KENYA



THE TECHNICAL UNIVERSITY OF KENYA

The following shall constitute the Colleges, Schools, Institutes, Centres and Departments of the University as at the time of enactment of the Statutes. This list may be amended from time-to-time by a resolution of the Council:

COLLEGES

1. Applied Sciences and Technology
2. Engineering and the Built Environment
3. Liberal and Professional Studies

COLLEGE OF APPLIED SCIENCES AND TECHNOLOGY

School of Health Sciences and Technology

- i. Department of Biomedical Sciences and Technology
- ii. Department of Community and Public Health
- iii. Department of Healthcare and Hospital Services Management
- iv. Department of Nutrition and Dietetics
- v. Department of Pharmaceutical Sciences and Technology

School of Mathematics and Statistics

- i. Department of Business and Financial Mathematics
- ii. Department of Engineering and Technical Mathematics
- iii. Department of Pure and Applied Mathematics
- iv. Department of Statistics and Computational Mathematics

School of Pure and Applied Sciences

- i. Department of Biochemistry and Biotechnology
- ii. Department of Biological Science and Technology
- iii. Department of Chemical Science and Technology
- iv. Department of Earth and Environmental Sciences
- v. Department of Food Science and Technology
- vi. Department of Technical and Applied Physics

COLLEGE OF ENGINEERING AND THE BUILT ENVIRONMENT

School of Architecture and the Built Environment

- i. Department of Architecture and Environmental Design

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- ii. Department of Building Science and Technology
 - iii. Department of Construction Economics and Management
 - iv. Department of Land and Infrastructure Management
 - v. Department of Real Estate and Property Management
 - vi. Department of Spatial Planning and Design

School of Engineering Science and Technology

- i. Department of Aeronautical and Aviation Engineering
- ii. Department of Chemical and Process Engineering
- iii. Department of Civil and Environmental Engineering
- iv. Department of Electrical and Electronics Engineering
- v. Department of Geospatial Science and Engineering
- vi. Department of Mechanical and Mechatronic Engineering

School of Information and Communication Technologies

- i. Department of Computer Communication Systems
- ii. Department of Computer Science and Technology
- iii. Department of Information Systems and Technology
- iv. Department of Scientific Computing and Modelling

COLLEGE OF LIBERAL AND PROFESSIONAL STUDIES

School of Business and Management Studies

- i. Department of Accounting and Finance
- ii. Department of Business Administration
- iii. Department of Economics and Development Studies
- iv. Department of Law and Legal Studies
- v. Department of Management Sciences and Technology
- vi. Department of Secretarial and Office Administration

School of Creative Arts and Technologies

- i. Department of Design and Creative Media
- ii. Department of Fashion and Textiles
- iii. Department of Journalism and Media Technology
- iv. Department of Music and Performing Arts
- v. Department of Printing Science and Technology

School of Hospitality and Tourism Management

- i. Department of Event and Convention Management
- ii. Department of Hotel and Restaurant Management
- iii. Department of Institutional Catering and Accommodation
- iv. Department of Tourism and Travel Management

School of Social and Technology Studies

- i. Department of Information and Library Science
- ii. Department of Language and Communication Studies
- iii. Department of Science and Technology Studies
- iv. Department of Social and Intercultural Studies

CENTRES

- i. Centre for Creative and Cultural Industries
- ii. Centre for Entrepreneurship Innovation and Technology Transfer
- iii. Centre for Labour and Workplace Studies
- iv. Consultancy and Business Services Centre

INSTITUTES

- i. Institute for Sustainable Futures

SCHEDULE ON THE DESIGNATION OF DEGREES, DIPLOMAS AND CERTIFICATES



THE TECHNICAL UNIVERSITY OF KENYA

DESIGNATION OF DEGREES

COLLEGE	DEGREES	DESIGNATION
College of Engineering and the Built Environment	Bachelor of Engineering Bachelor of Technology	B.Eng B.Tech

DESIGNATION OF DIPLOMAS

COLLEGES	DIPLOMA	DESIGNATION
Colleges of Engineering and the Built Environment	Diploma in Technology	Dip.Tech

SCHEDULE ON THE REGULATIONS GOVERNING MASTER'S AND DOCTORAL DEGREES AND HIGHER DOCTORATES



THE TECHNICAL UNIVERSITY OF KENYA

A. COMMON REGULATIONS FOR THE MASTER'S DEGREE

Eligibility for Masters Programmes:

1. The following shall be eligible for registration for Masters degrees in the University:
 - i) holder of a Bachelor's degree of the Technical University of Kenya;
 - ii) a candidate who has obtained a degree or an equivalent qualification from other institutions recognized by Senate as of comparable academic status;
 - iii) in exceptional cases, Senate may also admit to the Masters' programme, non-holders of a first degree provided such candidates can, on the basis of the research and academic work they have done show that they are well qualified to undertake postgraduate work by passing qualifying exams;
 - iv) an intending candidate shall be required to produce evidence of his competence to work for the degree. The Senate may decline to admit as a candidate for the degree any person whose attainments are in its opinion, not sufficiently high to warrant such admissions;
2. In addition to producing evidence of eligibility for registration, candidates for the Masters degree may be required to appear for interview by the Faculty concerned to determine their suitability for registration.
3. Subject to the approval of Senate, Faculties may formulate regulations requiring applicants to have attained such academic or equivalent qualifications as may be consistent with the goals of their masters' programmes.

Duration of the Masters Programmes

4. The masters' programmes in all Faculties shall extend over a period of at least eighteen months from the date of registration.
5. The masters' programme in any faculty shall consist of:
 - i) either coursework and examination involving full-time attendance at the University;

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- ii) or, 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;
 - iii) or coursework, examination and a dissertation also involving full-time attendance at the University College, and where the second semester of the second year of the programme is devoted to the project research.
6. No candidate for the masters' degree shall be registered as a full-time student for more than three years without the permission of Senate. For Part-time students, no candidate shall be registered for more than four years without the permission of Senate and such a student shall be required to take a minimum of two courses in one semester.

Submission and Processing Applications

7. Applications shall be submitted to the Director (Board of Postgraduate Studies) on the prescribed forms.
8. In submitting an application, an intending candidate for the degree shall submit for approval of the Faculty 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.
9. All applications for registration shall be processed in the first instance through the relevant College Postgraduate Studies Committee (CPSC) in consultation with the department in which registration is sought. The CPSC shall then forward all such applications with appropriate comments to their respective Faculty Boards for approval and onward transmission to the Board of Postgraduate Studies (BPS).
10. If satisfied with an applicants' registrability, the BPS shall recommend to Senate that the applicant be registered.
11. Before recommending a candidate for registration, the faculty concerned shall satisfy itself that:-
- i) the proposed field of study is academically sound and can profitably be pursued under the supervision of the Technical University of Kenya;
 - ii) the candidate has adequate opportunities for consulting his supervisor(s) at least once a month;
 - iii) the candidate can obtain access to material relevant to his study or research;
 - iv) the candidate has adequate facilities for practical work, where this is applicable.

Conduct of Studies and Supervision

12. 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 College Board concerned.
13. Candidates shall be required to consult their supervisor(s) at least once a month and to submit a quarterly written progress report to the Principal of College through the supervisor and the Chairperson of Department with a copy to the Board of Postgraduate

Studies. It is mandatory that the supervisor makes an appropriate comment on the student's progress.

14. Recommendations on the appointment of supervisors shall be processed in the first instance by the Department through the relevant CPSC. The recommendation shall then be forwarded to the Faculty Board concerned for approval and onward transmission to the Senate through BPS.
15. Before recommending the appointment of any supervisor, the Faculty 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.
16. Normally, only one supervisor will be appointed for each candidate from among the academic staff of the College concerned. However, Faculty Boards may appoint additional supervisor(s) as they may deem necessary in individual cases.
17. Where an additional supervisor is appointed from outside the University, such a supervisor should show publications produced since obtaining his higher degree.
18. 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:-
 - i) maintain constant and effective contact with candidates assigned to him/her;
 - ii) submit individually or jointly academic reports through the relevant Faculty Boards to the BPS on the progress of each candidate at the end of every semester;
 - iii) certify at the end of every semester that the candidate has received adequate supervision;
 - iv) to inform the BPS through the relevant CPSC and Faculty Board at once if in his opinion a given candidate is unlikely to reach the standard for the award of a master's degree.
19. Where the progress of a given candidate is unsatisfactory as to result in his being deregistered, such a candidate shall be given written warning by the Principal of College within three months, he/she would have to be de-registered. A recommendation for de-registration shall be made to Senate through the BPS after two consecutive negative reports after the warning.

Examination of Candidates

20. Candidates by coursework and examination shall be examined in all the courses for which they have registered during the particular year of study.
21. 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.

- ~~22. Candidates by coursework, examination and dissertation 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 dissertation.~~
23. Assessment at the end of the first year of study shall consist of:
- i) a written examination which shall constitute 70% of the total marks in each subject; and
 - ii) continuous coursework assessment based on essays, laboratory assignments, and such other tests as the regulations of the faculty concerned may prescribe, constituting 30% of the overall end year assessment.
24. For programmes involving coursework and examination assessment at the second year of study shall be the same as in 22 (i) and (ii) above.
25. The pass-mark in all faculties shall be 50%. Candidates taking the first year examinations shall be required to pass in all courses for which they are registered, before they can proceed to the second year. Supplementary examinations if any, shall be governed by faculty regulations approved by the Senate.
26. The first year examination results shall be processed through the Faculty Board concerned and reported directly to the Senate.

Submission and Examination of Thesis

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 of School and Chairperson of Department.
28. i) Every thesis submitted for examination shall be 4 copies and in unbound form, 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 supervisors”.
- ii) The final version of the thesis, (6 copies) 3 bound and 3 in unbound form, after examinations shall remain the property of the University.
29. 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 of the Technical University of Kenya.
30. The Senate shall on the recommendation of the Board of the faculty concerned in respect of each candidate presenting a thesis, appoint a Board of Examiners consisting of:-
- i) Principal of College as the Chairperson or his representative;
 - ii) An External Examiner;

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- iii) Two Internal Examiners one of whom must not have supervised the candidate, and;
 - iv) 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.
31. The Examiners shall be required to submit within two months, an independent written assessment of the thesis direct to the Director (BPS) indicating:-
- i) whether or not the thesis is adequate in form and content;
 - ii) whether or not the thesis reflects an adequate understanding of the subject, and in consequence;
 - iii) whether or not the degree should be awarded.
32. As soon as all the examiners' reports are received, the Director (BPS) in consultation with the Dean of the Faculty 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 the Senate through the Board of Postgraduate Studies within two weeks. Provisional results shall be released to the candidates after the meeting only where the recommendations of the Board of Examiners is unanimous.
33. 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.
34. 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 Regulation 30, it shall be referred to the full Board of BPS for an appropriate recommendation to the Senate.
35. 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 whose thesis is referred under this subsection shall be required to re-submit it within twelve months.
36. A thesis accepted by the University College 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 University".

Processing of Postgraduate Thesis/Dissertation

37. In respect of the administration and processing of postgraduate thesis, projects/dissertations and research papers, the Board shall:-

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- i) be responsible for receiving and approving the nominations by Faculties, Institutes or School, of supervisors for all postgraduate research leading to the preparation of theses, projects/dissertations or other similar work, and acting always on that behalf; hold the responsibility specified hereinafter;
 - ii) keep records on the progress of postgraduate research, and in this connection receive from Faculties, Institutes and Schools, recommendations for the deregistration of candidates whose work is unsatisfactory, or for discontinuation for sufficient cause and make such recommendations to the Senate as it shall deem appropriate;
 - iii) process the appointment of board of examiners for postgraduate theses, projects/dissertations or other related presentations;
 - iv) send out invitations to examiners for postgraduate research presentations, on the recommendation of the relevant Faculties, Institutes or Schools;
 - v) cause copies of submitted theses, projects/dissertations or similar presentation to be forwarded to the examiners;
 - vi) receive the written assessment of such theses, projects/dissertations or similar presentation from the examiners;
 - vii) convene board of examiners' meeting in consultation with the Dean concerned;
 - viii) cause secretarial services to be provided for board of examiners' meetings;
 - ix) 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 absence of unanimity, the examiners' recommendations shall be deliberated upon by the Board and recommendations thereon made to the Senate.
 - x) inform candidates of the results of the examinations after approval by Senate;
 - xi) cause the approved theses, projects or similar presentations to be deposited in libraries determined on the basis of need, convenience or suitable arrangement.
38. In respect of the conduct and supervision of postgraduate studies programmes, the Board shall:-
- i) Be responsible for the effective and regular management and conduct of that entire postgraduate studies programme, and on this behalf maintain close co-ordination with various Colleges, Schools, Departments, Institutes and Centres that conduct postgraduate courses;
 - ii) Without prejudice to the generality of the foregoing paragraph ensure that effect is given to the following regulations and requirements:
 - a) that postgraduate research supervisors are competent and specialized in the subject-area within which the proposed research falls;
 - b) that supervisors keep regular contact with their students as it is stipulated in the relevant regulations;
 - c) that joint supervisors do maintain regular consultations with one another, with regard to the progress of the student;
 - d) that supervisors submit progress report on their students, as it is stipulated in the relevant regulations;

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- e) that students submit up-to-date reports regarding their own research work in the manner stipulated in the relevant regulations;
 - f) that students are afforded that forum of Colleges, Schools, Departments, Institutes and Centres or 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 Principal, Dean or Director of the relevant College, School, Institute or Centre to the Board;
 - g) that the students are encouraged to publish their work, or any part thereof, in scholarly or professional journals or other works and that they are given instructions in the techniques of publishing such work;
 - h) that the student's role as a research is fully reflected in any joint publication with the supervisor or any publication by the supervisor that rests on student's work;
 - i) that the supervisor shows dedication to the student's research as a basis of avoiding delay in communication, or unnecessary misunderstanding between student and supervisor;
 - j) that appropriate disciplinary or other action is recommended to the relevant authority in relation to any supervisor who fails to perform his duties of supervision.

39. In respect of the welfare and discipline of post-graduate students, the Board shall:-
- i) be responsible for receiving any reports on the welfare and conduct of postgraduate students, and deliberate upon and make such recommendations thereon to the Senate as it deems appropriate;
 - ii) of its own motion, consider any matter affecting the welfare and conduct of postgraduate students, or their conditions of research, and make appropriate recommendations to the Senate.
40. The Board may, in addition, exercise such other powers or perform such other functions as may be assigned or delegated to it by the Senate in accordance with Statute XIV (7) (i).

SCHEDULE ON THE REGULATIONS GOVERNING THE ORGANIZATION, CONDUCT AND DISCIPLINE OF STUDENTS



THE TECHNICAL UNIVERSITY OF KENYA

SCHEDULE A) GENERAL REGULATIONS GOVERNING THE CONDUCT OF STUDENTS

A. INTRODUCTION

1. These regulations are made by Council in accordance with the provisions of the Charter and Statutes whose object and purpose, *inter alia*, is to provide for the control, governance and administration of students in the University.
2. These regulations shall be binding upon every student of the University upon registration and so long as such student remains so registered.
3. Every student shall before he/she is registered be required to read these regulations and to sign a declaration appended hereunder, that he/she has understood the contents and meaning hereof and that he/she undertakes to be bound thereby.
4. Failure or refusal to comply with Clause (3) herein may constitute ground for denial of registration hereof.
5. Nothing in these regulations shall preclude the University from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the University.
6. Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.
7. For purposes of these regulations the term "student" means and includes:-
 - i. Any person who has been formally admitted to a course of study for an undergraduate degree, diploma or certificate within the University;
 - ii. All occasional students who are registered students of another University but are admitted to courses of study within the University;
 - iii. All postgraduate students who are registered for higher degree courses within the University.

B. ORGANIZATION OF STUDENTS

1. There shall be established at the University, an organization of students, whose and purposes shall be:-
 - i. The promotion of the welfare of students of the University;
 - ii. The development and encouragement of worthy traditions of social and academic life of the University;
 - iii. The establishment of co-operation with such other organizations of students within the University as may be recognized by Council.
2. Membership to the University students' organizations shall be open to all students registered at the University on payment, to the University of such fees as may be prescribed by the organization.
3. The University students' organizations established in accordance with these regulations shall not be dissolved except by resolution of Council.
4. The University students' organizations shall determine their own interim organs and procedures and, in particular shall develop in each case, a constitution setting out clearly:
 - i. The officers of that organization;
 - ii. The duties and powers of such officers;
 - iii. The frequency of and procedures at meeting;
 - iv. The purposes to which the funds of the organization are to be applied;
 - v. The manner and form in which professional/academic associations of students are to be represented in the University students' organizations.
5. For the purpose of students' membership in Council and all academic bodies of the University, the following procedures shall apply:
 - i. For purposes of section 2 of the Charter, the University Council recognizes a students' organization as an organization representative of the students of the University;
 - ii. For purposes of membership in the Council, the University students' organization shall elect a representative directly to that body;
 - iii. For the purpose of membership in the library and book-shop and students welfare committees of Council, the University students' organizations shall elect a representative to each of those bodies.
6. In addition to any other permits required by the law, all meetings and other activities of the University students' organization and of any association of students (whether professional, academic or otherwise) to be held within the University's precincts shall not take place until permission is first obtained from the Vice-Chancellor or where such meeting or activities are held in the halls, the permission of the Dean of Students.

C. THE CONDUCT OF STUDENTS

The following provisions shall apply with respect to the conduct of students within and so far as is applicable, outside University precincts:-

1. General Conduct

All students shall conduct themselves in accordance with the highest standards of integrity, personal discipline and morality and in particular shall:

- i. Respect and adhere to the administrative and academic procedures and structures established by the Charter, Statutes and Regulations hereof for the control, governance and operations of the University;
- ii. Respect the rights and privileges of the members of the University community and the general public at all times;
- iii. Refrain from any conduct that might bring the University or any section or programme thereof to disrepute public odium; and
- iv. Carry themselves in all public places with such humility and dignity as befits their status as mature and responsible citizens.

2. Academic conduct:

All students shall conduct and apply themselves diligently to the courses of study approved by Council and for which they are registered and, in particular, shall:

- i. except for good cause, attend all lectures, tutorials seminars, practicals and other scheduled courses of instruction;
- ii. refrain from any conduct whose objects or logical consequences is to disrupt the operation of academic programmes of the University; and
- iii. Comply with all other regulations made by the Colleges, Schools and Department for the proper conduct of specific programmes.

3. In addition to any liability that may attach thereto, students remain accountable to the University in respect of their relationship with members of the General Public and of conduct and utterances, in matters that lie in the public domain,

Whereof:-

- i. All correspondence to the press or other mass media by students, or officials of the University Students' Organization or to other association of students within the University in their individual capacities shall bear their names and private addresses;
- ii. All public statements affecting the University which are intended to be issued on behalf of the University organization of students must receive prior approval of the Vice-Chancellor;
- iii. Invitation to Government Cabinet Secretary, representatives of foreign government or other official capacity shall be channelled through the Vice-Chancellor.

4. The provisions of above regulations notwithstanding, all students shall:-

- i. Not keep any motor vehicles on the University premise without the written permission of the Principal; such permission to issue only on proof of a current driving license and a valid certificate of insurance. Such permission may be refused or withdrawn without assigning any reason thereof;

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- ii. Refrain from all acts of hooliganism, unruly or rowdy behaviour (including fighting), emission of unreasonable or excessive noise, or conduct likely to cause annoyance or disturbance to others, within or outside the University precincts;
 - iii. Desist from tampering with fire fighting appliances wherever installed, and shall use such appliances for firefighting purposes only;
 - iv. Desist from misuse or willful damage to or destruction of University property, in default of which such student or group of students shall bear full responsibility thereof;
 - v. Avoid such drunkenness or drunken behaviour as would constitute a disturbance to other students and staff at the University; and
 - vi. Desist from abuse of drugs and totally refrain from use of drugs, possession of which is prohibited by law.

D. THE DISCIPLINE OF STUDENTS

The following provisions shall apply to all disciplinary actions taken against students in respect to disciplinary offences specified herein, whether such offences are committed within or outside the University precinct:-

1. Disciplinary Authority:-

For purposes of these regulations the Vice-Chancellor; acting on behalf of Council, is the disciplinary authority of the University and may in that capacity:-

- i. Vary or add to the list of disciplinary offences specified herein, but such action shall cease to have effect unless approved by Council;
- ii. Suspend any student suspected of committing any disciplinary offence under these regulations from the University pending disciplinary action;
- iii. Take any other measures necessary for the proper operation of disciplinary procedures set out herein.

2. Disciplinary Offences

- i. Any infringement, infraction or persistent disregard or contempt of any part of these regulations shall constitute a disciplinary offence for which disciplinary action will be taken against a student in accordance with regulations herein.
- ii. Without prejudice to the generality of the above provision, the following conduct shall constitute specific disciplinary offences under these regulations:-
 - a) boycott of scheduled lecture, tutorials, practicals and other courses of instruction, and assault of or issuance of threats to other students in contemplation or furtherance of any such boycotts;

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- b) ~~assault of members of staff while discharging official duties;~~
 - c) any form of picketing or organized obstruction of students and staff in any manner whatsoever;
 - d) any attempt to conceive, design or effect any scheme or stratagem of whatever nature whose object or logical consequences is to disrupt the due operation of academic programmes;
 - e) malicious wilful damage to or loss of the University property;
 - f) disorderly conduct and molestation of other members of the University community;
 - g) admission of unauthorized persons into the halls of residence;
 - h) any attempt to convene or organize or any participation or involvement in demonstrations, gatherings processions or public ceremonies for which permission has not been obtained from the University or government authorities;
 - i) drunken and disorderly behaviour and abuse of or use of drugs the possession of which is prohibited by law; and
 - j) Conviction in a court of law for commission of a criminal offence of such a nature as should, in the opinion of counsel, warrant expulsion from the University.
- iii. In addition to any liability that may attach thereto, students remain accountable to the University in respect of their relationship with members of the General Public and of conduct and utterances, in matters that lie in the public domain,

Whereof;-

- a) All correspondence to the press or other mass media by students, or officials of the University Students' Organization or to other association of students within the University in their individual capacities shall bear their names and private addresses;
 - b) All public statements affecting the University which are intended to be issued on behalf of the University organization of students must receive prior approval of the Vice-Chancellor;
 - c) Invitation to Government Cabinet Secretary, representatives of foreign government or other official capacity shall be channelled through the Vice-Chancellor.
- iv. The provisions of above regulations notwithstanding, all students shall:-
- a) Not keep any motor vehicles on the University premise without the written permission of the Vice-Chancellor; such permission to issue only on proof of a current driving license, a valid road tax certificate and a valid certificate of

insurance. Such permission may be refused or withdrawn without assigning any reason thereof;

- b) Refrain from all acts of hooliganism, unruly or rowdy behaviour (including fighting), emission of unreasonable or excessive noise, or conduct likely to cause annoyance or disturbance to others, within or outside the University precincts;
- c) Desist from tampering with fire fighting appliances wherever installed, and shall use such appliances for fire-fighting purposes only;
- d) Desist from misuse or wilful damage to or destruction of University property, in default of which such student or group of students shall bear full responsibility thereof;
- e) Avoid such drunkenness or drunken behaviour as would constitute a disturbance to other students and staff at the University; and
- f) Desist from abuse of drugs and totally refrain from use of drugs possession of which is prohibited by law.

3. Disciplinary Procedures

- 1) All disciplinary offences shall in the first instance, be reported to and dealt with by committees constituted as follows:-
 - a) At the residential level (*hereinafter the Halls Disciplinary Committee*) which shall comprise of:
 - i. The Dean of Students- the Chairperson;
 - ii. One student representative nominated by the University students organization;
 - iii. The Head Custodian of that Hall;
 - iv. The Executive Director Administration Services – Secretary.
 - b) At the College, School, Institute, Centre or Department level (*hereinafter the College, School, Institute, Centre or Departmental Disciplinary Committee*)
 - i. Principal of College within the University, Dean of School, Director of Institute or Head of Department - Chairperson,
 - ii. Dean of Students
 - iii. One student representative nominated by the University students organization;
 - iv. Executive Director Administration Services – Secretary.
- 2) All disciplinary offences committed within the halls of residence or all such offences as relate essentially to the proper conduct of residential affairs shall be reported to the Halls Disciplinary Committee for action.
- 3) If any matter reported to the Halls Disciplinary Committee is, in its opinion, essentially of an academic nature or involves issues extraneous to the residential affairs of the Hall concerned, such a matter shall be transmitted at once to the appropriate University Disciplinary Committee for action.

- 4) ~~All other disciplinary offences wherever committed shall be reported to the appropriate University Disciplinary Committee for action.~~
- 5) **All appeals** from the decisions of the Halls or the appropriate University Disciplinary Committee in respect to matters falling within their respective jurisdictions shall lie to a Council Disciplinary Committee constituted as follows:
- i. Vice-Chancellor - Chairperson
 - ii. Deputy Vice-Chancellor, for the time being, responsible for student affairs
 - iii. Dean of Students
 - iv. Two Council Representatives
 - v. Two student representatives nominated by the University students organization
 - vi. Academic Registrar
 - vii. Executive Director Administration Services- Secretary
- 6) Provided that the student representatives shall be excluded in offences related to examination and other academic matters.
- 7) At all proceedings of a disciplinary committee before which he/she is summoned, the student shall be entitled to a fair hearing and to representation either in person or by someone of his/her choice, to call witness in his/her defence, and to appeal to the Council Disciplinary Committee. However, legal representation is not allowed.
- 8) All penalties from the Halls or the appropriate University Disciplinary Committee shall be tabled before University Executive Board for consideration and approval with the exception of where the penalty is for suspension or expulsion in which case the Council will have to approve before it is communicated to the student.
- 9) All communication to the student shall be by the Vice-Chancellor.

4. Penalties

The Disciplinary Committees at the Colleges, Schools, Institutes, Centres, Departments and Halls shall have power to impose any one or more of the following penalties:

- i. A letter of warning or reprimand;
- ii. The payment of damages commensurate with the nature and gravity of the offence committed;
- iii. Suspension from the University for a specified period;
- iv. Expulsion from the University for a specified period.

E) MISCELLANEOUS MATTERS

1. The University disclaims all responsibility for loss of or damage to any property belonging to students or their guests while such property is on University premises.
2. Council in consultation with the University Executive Board reserves the right to change, add to, amend, or otherwise vary these regulations at any time without notice.

SCHEDULE B: REGULATIONS GOVERNING STUDENTS' RESIDENTIAL CONDUCT



THE TECHNICAL UNIVERSITY OF KENYA

1. Every student upon allocation of a room at the University Halls of Residence shall be required to read these regulations and to sign a declaration appended hereunder with the Dean of Students, that he or she has understood the contents and meaning hereof and that he/she undertakes to be bound hereof.
3. All students shall conduct themselves with responsibility and maturity while in
- 4.
- 5.
6. residence at the University and, in particular, shall strictly observe the following;
 - i. Adhere to the list of allocation of rooms as determined by the Dean of Students. Once the allocation has been made, they will only be allowed to change rooms or hostel or hall with written permission of the Dean of Students;
 - ii. Share facilities of common use;
 - iii. Admit visitors to their rooms only as approved by the regulations;
 - iv. Not remove furniture or equipment from their rooms or any other part of the halls and catering services except by permission from the Dean of Students;
 - v. Report any losses, breakages or missing items immediately to the housekeepers or custodians of the hall in which the losses/breakages or missing items occur;
 - vi. Except with the written permission of the Dean Students, vacate all rooms during vacations. Vocational residence will be in a specified hall and paid for in advance;
 - vii. Surrender all keys to the custodian/housekeeper at the end of every semester;
 - viii. Report all absences from residence in the Halls to the Halls Administrator responsible for that particular Hall. Any student absent from residence for a continuous period of two weeks without prior permission from the Dean of Students shall be deemed to have forfeited his or her residence;

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- ix. ~~Shall not cause disturbance whatsoever and on condition that any sound is not the basis for any disruption or interruption between the hours of 6.00am and 11p.m.;~~
 - x. Appear for meals at the prescribed dining halls and times only;
 - xi. Except where good cause is shown, carry no meals or beverages out of the dining halls. Such person must first seek permission from the officer-in charge of his dining hall and if necessary produce a certificate from a Medical Officer;
 - xii. Carry no utensils or crockery out of the dining hall;
 - xiii. Desist from entering the kitchen, survey or store with prior permission from the Dean of Students;
 - xiv. Desist from cooking in the Halls of residence or any place designated as students' residence by the University;
 - xv. In the event of pregnancy either before or after taking residence in the Halls:
 - a) Move out of the Halls of residence at least three month before confinement. Such students should re-apply for accommodation three months after confinement;
 - b) Report that condition to the Dean of Students within three months of its occurrence;
 - c) Forfeit all monies paid to the Dean of Students if he/she decides to vacate his/her room during the term time unless it is on medical grounds.

APPENDIX

DECLARATION

I,.....holder of ID No.....
declare that I have read the **Regulations Governing the Organization Conduct and Discipline of Students of Technical University of Kenya** and understood their content and meaning and undertake to abide by them.

College/School/Institute/Centre admitted to

Registration Number

Date.....

Signature.....