



STATUTES

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PRELIMINARY

In exercise of the powers conferred under Section 29 of the University of Nairobi Charter, (*hereinafter referred to as the (“Charter”)*) the Council of the University hereby makes the following Statutes:

- i) The statutes shall be cited as the University of Nairobi Statutes, 2013.
- ii) The University of Nairobi Statutes 1985 is hereby repealed.

STATUTE I

DEFINITIONS

In these Statutes, unless the context otherwise requires

“Associated Department” shall mean
an Associated Department as defined in Section 3(i) of Statute XIX.

“Constituent Department” shall mean
a Department which for administrative purposes has been designated by Council as being constituted within a particular Faculty, Institute or School.

“Higher Degree” shall mean
a degree so designated in these Statutes. Other terms in these Statutes shall be understood to bear the respective meanings attained to them under the Charter.

STATUTE II

THE CHANCELLOR

In exercise of the powers conferred upon the Chancellor under Section 12(3)(b) and (c) of the Charter, the Chancellor shall notify the Council of the University of his intention to direct an inspection or visitation of the University and the Council shall tender to the Chancellor advice on any matters relevant to such an inspection or visitation.

STATUTE III

THE VICE-CHANCELLOR

1. Subject to the provisions of the University of Nairobi Charter, Section 14(1) and this Statute, the conditions, of appointment of the Vice-Chancellor shall be as set out in Schedule I to these Statutes and subject to amendments thereto determined by the Council from time to time.
2. The Vice-Chancellor shall hold office for a period of five years provided that he may resign his office by giving six months’ notice in writing or the Chancellor may on the recommendation of the Council terminate the appointment by giving six months’ notice in writing.

3. The Vice-Chancellor shall be the academic and administrative head of the University and as such shall be responsible to the Council for maintaining and promoting the academic image and maintaining and promoting the efficiency and good order of the University.
4. The Vice-Chancellor shall by virtue of his office be a member of every committee appointed by the Council or Senate, unless otherwise expressly provided.
5. The Vice-Chancellor shall be the secretary to the council and an ex-officio member of the Council in compliance to Section 18(1)(e) of the Charter.
6. The Vice-Chancellor shall by virtue of being the overall administrative head of the University, be the accounting officer of the University.
7. The Vice-Chancellor shall be responsible for policy matters, planning, coordination, public relations, fund-raising and general development of the University.
8. The Vice-Chancellor shall be:-
 - i) Chairman of Senate;
 - ii) Chairman of Associate Professorial Appointments Committee;
 - iii) Chairman of the University Management Board; and
 - iv) Chairman of the Students Welfare Authority.
9. The Vice-Chancellor shall have such other powers and duties as may be conferred upon him by Council in accordance with the Charter.
10. The Vice-Chancellor may assign or delegate any of his duties to a committee or to a member of the University staff and may withdraw any such assignment or delegation at any time.

STATUTE IVA

THE DEPUTY VICE-CHANCELLOR (ACADEMIC AFFAIRS) STATUTE IVA 2016

The Deputy Vice-Chancellor (Academic Affairs) appointment, duties and responsibilities.

1. The Deputy Vice-Chancellor (Academic) shall be appointed by the Council in consultation with the Chancellor from among professors of the University on permanent and pensionable terms as approved under Section 15 of the Charter.
2. The Deputy Vice-Chancellor (Academic) shall hold office for five years. Provided that the Deputy Vice-Chancellor (Academic) shall cease to hold office in the event of ceasing to be full time member of staff of the University; and provided further that he or she may resign the office or the Council, in consultation with the Chancellor, may terminate his or her services as Deputy Vice-Chancellor (Academic) by giving six (6) months' notice in writing.
3. The conditions of appointment of the Deputy Vice-Chancellor (Academic) shall be as set out in Schedule II to these Statutes and subject to amendments thereto as determined by the Council from time to time.
4. The Deputy Vice-Chancellor (Academic) shall be the head of the Academic Department, whose functions include: preparation of syllabus and regulations, co-ordination of examinations, undergraduate and postgraduate studies, admissions, and academic staff training.
5. The Deputy Vice-Chancellor (Academic) shall be:
 - i) Chairman of Lectureship Appointments Committee;
 - ii) Chairman of Senior Lectureship Appointments Committee; and

- iii) In the absence of the Deputy Vice-Chancellor (Human Resource and Administration) or on account of other exigencies of service, Chairman of the Appointments Committee indicated under Statute V,5(i) and 5(ii).
6. The Deputy Vice-Chancellor (Academic) shall have such other duties as may be assigned or delegated to him by the Vice-Chancellor or in accordance with Statute III.

STATUTE VA

THE DEPUTY VICE CHANCELLOR FINANCE, PLANNING AND DEVELOPMENT STATUTE VA 2016.

The Deputy Vice Chancellor Finance, Planning and Development appointment, functions and responsibilities.

1. The Deputy Vice-Chancellor (Finance, Planning and Development) shall be appointed by the Council in consultation with the Chancellor from among professors of the University on permanent and pensionable terms as approved under section 15 of the Charter.
2. The Deputy Vice-Chancellor (Finance, Planning and Development) shall hold office for five years. Provided that the Deputy Vice-Chancellor (Finance, Planning and Development) shall cease to hold the office in the event of ceasing to be a full-time member of staff of the University; and provided further that he may resign his/her office or the Council, in consultation with the Chancellor, may terminate his/her services as the Deputy Vice-Chancellor (Finance, Planning and Development) by giving 6 months' notice.
3. The terms and conditions of appointment of the Deputy Vice-Chancellor (Finance, Planning and Development) shall be as set out in the Schedule to the University Statutes and subject to amendments from time to time.
4. The Deputy Vice-Chancellor (Finance, Planning and Development) shall be the Head of Finance, Planning and Development Division of the University, whose functions include: management of Finance, Assets and Development Plans.
5. The Deputy Vice-Chancellor (Finance, Planning and Development) shall be in charge of:-
 - i) Designing, modeling and managing long-term financial and physical plans,
 - ii) Optimal utilization and investments of the University's finances and assets,
 - iii) Annual budget planning, monitoring and management strategies
 - iv) Provision of accurate and current financial information to support decision making,
6. The Deputy Vice-Chancellor (Finance, Planning and Development) shall be responsible for appropriate Finance Management Policies and procedures in conformity with the Constitution of Kenya and relevant laws.
7. The Deputy Vice-Chancellor (Finance, Planning and Development) shall have such other duties as may be assigned or delegated to him/her by the Vice-Chancellor in accordance with the Statute III.

STATUTE VB

THE DEPUTY VICE CHANCELLOR HUMAN RESOURCE AND ADMINISTRATION STATUTE VB 2016.

The Deputy Vice Chancellor Human Resource and Administration appointment, functions and responsibilities.

1. The Deputy Vice-Chancellor (Human Resource and Administration) shall be appointed by the Council in consultation with the Chancellor from among professors of the University on permanent and pensionable terms as approved under section 15 of the Charter.
2. The Deputy Vice-Chancellor (Human Resource and Administration) shall hold office for five years. Provided that the Deputy Vice-Chancellor (Finance, Planning and Development) shall cease to hold the office in the event of ceasing to be a full-time member of staff of the University; and provided further that he may resign his/her office or the Council, in consultation with the Chancellor, may terminate his/her services as the Deputy Vice-Chancellor (Human Resource and Administration) by giving 6 months' notice.
3. The terms and conditions of appointment of the Deputy Vice-Chancellor (Human Resource and Administration) shall be as set out in the Schedule to the University Statutes and subject to amendments from time to time.
4. The Deputy Vice-Chancellor (Human Resource and Administration) shall be the Head of the Human Resource and Administration Department of the University, whose functions include: management of Human Resource and General Administration Matters.
5. The Deputy Vice-Chancellor (Human Resource and Administration) shall be the Chairperson of;-
 - i) Appointments Committee for non-academic staff within the University's Central Administration up to the level of grade 13.
 - ii) Appointments Committee of non-teaching staff in the rest of the University at the level of grades 11, 12 and 13.
 - iii) In the absence of the Deputy Vice-Chancellor (Academic Affairs) or on account of other exigencies of services, Chairperson of the Appointments Committee indicated in Statue IV, 5(i) and (ii).
6. The Deputy Vice-Chancellor (Human Resources and Administration) may sit in all Appointments Committees and his/her endorsement, with reference to the Vice-Chancellor and University Council, shall be sought for all appointments within respective Colleges.
7. The Deputy Vice-Chancellor (Human Resources and Administration) shall be responsible for appropriate Human Resource Management Policies and Procedures in conformity with the Constitution of Kenya 2010, the Universities Act, the Charter and any other written laws in Kenya.
8. The Deputy Vice-Chancellor (Human Resources and Administration) shall have such other duties as may be assigned or delegated to him/her by the Vice-Chancellor in accordance with the University of Nairobi Act, the Charter and any other laws Statute III.

STATUTE VI

THE DEPUTY VICE-CHANCELLOR (STUDENT AFFAIRS)

1. The Deputy Vice-Chancellor (Student Affairs) shall be appointed by the Council in consultation with the Chancellor from among professors of the University serving on permanent and pensionable terms of service as provided under Section 15 of the Charter.
2. The Deputy Vice-Chancellor (Student Affairs) shall hold office for five years. Provided that the Deputy Vice-Chancellor (Student Affairs) shall cease to hold the office in the event of ceasing to be a full time member of staff of the University; and provided further that he/she may resign his/her office or the Council may terminate his/her services as Deputy Vice-Chancellor (Student Affairs) by giving six months' notice in writing.
3. The condition of appointment of the Deputy Vice-Chancellor (Student Affairs) shall be as set out in Schedule II to these statutes and subject to amendments thereto as determined by the Council from time to time.
4. The Deputy Vice-Chancellor (Student Affairs) shall be the Head of the Student Affairs of the University, whose functions include:
 - i) To plan, organise and manage the provision of academic and social counseling, career, work study programmes and sports, (*both within and outside the University*), accommodation, catering, community service, recreation, health, security and other student affairs;
 - ii) To develop and implement programmes (e.g. leadership training) that support students educational experience and wholesome life;
 - iii) To advise and guide student organisations and mentor students in their development of leadership, moral reasoning, social intelligence and other skills required in their lives; and
 - iv) To develop mechanisms to anticipate and promptly, efficiently and effectively respond to student needs.
5. To carry out such other duties and responsibilities as may be delegated by the Vice -Chancellor or by the University Council.

STATUTE VIIA

THE DEPUTY VICE-CHANCELLOR (RESEARCH INNOVATION AND ENTERPRISE)

The Deputy Vice-Chancellor (Research Innovation and Enterprise) appointment, functions and responsibilities.

1. The Deputy Vice-Chancellor (Research Innovation and Enterprise) shall be appointed by the Council in consultation with the Chancellor from among professors of the University on permanent and pensionable terms as approved under Section 15 of the Charter.
2. The Deputy Vice-Chancellor (Research Innovation and Enterprise) shall hold office for five years. Provided that the Deputy Vice-Chancellor (Research Innovation and Enterprise) shall cease to hold office in the event of ceasing to be full time member of staff of the University; and provided further that he or she may resign the office or the Council, in consultation with the Chancellor, may terminate his or her services as Deputy Vice-Chancellor (Research Innovation and Enterprise) by giving 6 months' notice in writing.

3. The conditions of appointment of the Deputy Vice-Chancellor (Research Innovation and Enterprise) shall be as set out in Schedule II to these Statutes and subject to amendments thereto as determined by the Council from time to time.
4. The Deputy Vice-Chancellor (Research Innovation and Enterprise) shall be the head of Research Innovation and Enterprise Division whose functions shall include:
 - i) Research infrastructure, development and formulation of appropriate policies;
 - ii) Research Planning, coordination, administration, logistical support for research at all levels;
 - iii) Coordinating the sourcing of research funds;
 - iv) Protection of Intellectual Assets, commercialization, dissemination and publication;
 - v) Strategic alliances with Government, industry, local and international research institutes;
 - vi) Management of Research Libraries and Archives;
 - vii) Research branding, setting standards, quality assurance/control and capacity building;
 - viii) Coordination of relevant seminars, consultancies, workshops, conferences and symposia;
 - ix) Research benchmarking exchange of scholars;
 - x) Negotiation and management of Research contracts and consultancies; and
 - xi) Internationalization of the University.
5. Perform any other functions pertaining to Research Innovation and Enterprise.
6. The Deputy Vice-Chancellor (Research Innovation and Enterprise) shall be the chairman of the Research and Development Advisory Board under which shall be the following Committees:-
 - i) Intellectual Property Committee;
 - ii) Research Grants Committee;
 - iii) Research Publications Committee;
 - iv) Science Technology and Innovation Committee;
 - v) Research-based Income Generating Committee;
 - vi) Research Quality Assurance Committee; and
 - vii) CIPL Board.
7. The Deputy Vice-Chancellor (Research Innovation and Enterprise) shall carry out such other duties and responsibilities as may be delegated by the Vice-Chancellor or the University of Nairobi Council.

STATUTE VIII

THE PRINCIPALS

1. Subject to Section 16 and 17 of the Charter, and these Statutes, the conditions of appointment of College Principals shall be as set out in Schedule III of these Statutes and subject to amendments thereto as determined by the Council from time to time.
2. A person appointed as Principal shall hold office for a period of five years provided that he may resign his office or the Council may terminate his services as College Principal, by giving six months' notice in writing.
3. A College Principal shall be the academic and administrative head of the respective College and as such shall be responsible to the Vice-Chancellor for maintaining and promoting efficient management of the College.

4. A College Principal shall, by virtue of his office, be a member of every Faculty/School/Institute Board within the respective College, and a member of every committee appointed by the respective College Management and Academic Boards, unless otherwise expressly provided.
5. A College Principal shall be Chairman of the Appointments Committee for the following categories of staff within the respective College:
 - i) Staff in Grades I-IV and Middle Grades A-F;
 - ii) Academic staff up to Graduate Assistant, Tutorial Fellow and Assistant Lecturer; and
 - iii) But in the pre-clinical departments of the School of Medicine and Veterinary Medicine which are basically located at the College of Biological and Physical Sciences, Appointment Committee in respect of technical Grades A-F and the grades referred to in (ii) above shall be chaired by the Principals of the College of Health Sciences, and the College of Agriculture and Veterinary Sciences respectively.
6. A College Principal may assign or delegate any of his duties to a committee or to a member of staff of the College and may withdraw any such assignment or delegation at any time.
7. A College Principal shall have such other duties as may be assigned or delegated to him by the Vice-Chancellor in accordance with Statute III.

STATUTE IX

THE DEPUTY PRINCIPAL

1. The Deputy Principal shall be appointed by the Council after consultations with the respective College Academic Board from among the professors from within the respective college who are on permanent and pensionable terms of service.
2. The Deputy Principal shall hold office for five years, but upon the expiration of that period shall be eligible for reappointment, provided that the Deputy Principal shall cease to hold his office in the event of his ceasing to be a full-time member of the staff of the College, or resigning his office or the Council, may terminate his services as Deputy Principal, by giving six months' notice in writing.
3. The Deputy Principal shall be appointed on such other terms as may be determined by the Council from time to time.

STATUTE X

THE UNIVERSITY LIBRARIAN

1. Subject to this statute, the University Librarian shall hold office upon such terms and conditions as shall be determined by Council.
2. The University Librarian shall be responsible to the Vice-Chancellor for the organization and operation of the Library services of the University.
3. In addition to running the main University Library, the University Librarian shall also be responsible for setting technical standards for all libraries within the University, providing certain centralised services and co-ordination.
4. There shall be established College Libraries in each of the Colleges.

5. Each College Library shall be headed by a College Librarian who, in regard to professional and technical matters, shall be responsible to the University Librarian, and in regard to general administrative matters, shall be responsible, to the Principal.

STATUTE XI

TERMS AND CONDITIONS OF SERVICE OF UNIVERSITY

1. The Council of the University shall determine the terms and conditions of appointment of all the staff of the University of Nairobi.
2. Subject to this Statute the Council shall appoint such academic and administrative staff as it may deem necessary for the efficient functioning of the University with such duties and upon such terms and conditions as the Council may prescribe.
3. Subject to this Statute the Council may make all such other appointments (*whether paid or honorary*) as it may think fit.
4. The conditions of appointment for Academic, Senior Library and Administrative Staff, shall be as set out in Schedule IV of these Statutes; and for staff in the Senior Clerical, Administrative grades as set out in Schedule V to these Statute; of the Unionisable grades as may be agreed between the Council and the Kenya Union of Domestic, Hotels, Educational Institutions, Hospitals and Allied Workers from time to time.

Provided that the Council may review the conditions of appointment of any staff categories from time to time and provided further that in doing so any changes in such conditions shall apply in individual cases only to the extent that subsisting agreements between the members of staff and the University Council permit.

STATUTE XII

THE UNIVERSITY COUNCIL

1. The membership, powers and functions of the University Council shall be as prescribed in the Charter.
2. Unless the Council otherwise determines, a meeting of the Council shall be held at least once in each semester at such time and place as the Chairman may appoint.
3. At all meetings of the Council a quorum shall be the nearest whole number above half the membership of Council.
4. Decisions of the Council shall be by a simple majority vote of those present and entitled to vote provided that the Chairman of the Council shall have a casting vote in the event of a tie on any issue and provided that in enactment of Statutes the provisions of Section 24(3) of the Act shall apply.
5. The Chairman may at any time call a meeting of the Council and shall call a meeting within 28 days of receiving a request for that purpose addressed to him and signed by at least a third of the members of the Council.
6. The Chairman, or in his absence, the Vice-Chairman, shall preside at all meetings of the Council at which he is present and in the absence of both the Chairman and Vice-Chairman, the members present shall elect a temporary Chairman from among themselves.

7. The Council may, at the discretion of the Chairman, transact any business by the circulation of papers and any decision so taken shall be submitted for ratification at the next meeting of the Council.
8.
 - i) The Council may, subject to such limitations as it may think fit, delegate any of its powers or duties to the Chairman or to Committees consisting of such members of the Council and any committees to act jointly with any such committees appointed by the Senate. Provided that the Council shall not delegate to the Chairman or to a Committee the power to approve the annual Estimates of Expenditure and Accounts without further reference to the Council.
 - ii) The following are the Committees of the Council, their Membership and Terms of Reference are attached as schedule VI to these Statutes:
 - a) Finance and General Purposes Committee.
 - b) Standing Committee on Staff Terms of Service.
 - c) Building Committee
 - d) Tender Committee
 - e) Housing Committee
 - f) Staff Appointment Committee
 - g) Staff Disciplinary Committee
 - h) Senior Staff Disciplinary
 - i) Junior Staff Disciplinary
 - j) Sealing Committee
 - k) Honorary Degrees Committee
 - l) The Emeritus Professor Appointments Committee.
9. The Chairman of the Council shall be an ex-officio member of every Committee of the Council but shall not be Chairman of any such Committee unless specifically so provided. The Council shall nominate the Chairman of each Council Committee provided that in the absence of the Chairman of any such Committee the members present and consisting a quorum may elect a temporary Chairman from among themselves.
10. A quorum of any Committee of the Council shall be the nearest whole number above half the membership of the Committee, unless the Council otherwise determines.
11. The Council shall cause Minutes of its proceedings to be kept by the Secretary and such minutes shall be confirmed, subject to any necessary amendment, at a subsequent Council Meeting.

Subject to the provisions of the Charter, and these Statutes, the Council shall have power to regulate by such means as it may think fit procedures at its own meetings and those of any of its Committees.

STATUTE XIII

UNIVERSITY EXECUTIVE BOARD

1. There shall be a University Management Board whose membership shall be:
 - i) The Vice-Chancellor – Chairman;
 - ii) The Deputy Vice-Chancellor (Academic Affairs);
 - iii) The Deputy Vice-Chancellor (Human Resource and Administration);

- iv) The Deputy Vice-Chancellor (Student Affairs);
 - v) The Deputy Vice Chancellor (Research Innovation and Enterprise
 - v) The Principals of Colleges;
 - vi) The Deputy Principals of Colleges;
 - vii) Managing Director, University of Nairobi Holding Company; and
 - xi) Administration Registrar-Secretary
2. The University Management Board shall be responsible for:
 - i) The co-ordination of University and College development plans;
 - ii) The efficient management of University resources, both human and material. Making proposals to the Council and the Senate on policies that have a University-wide application; and
 - iii) Any other matters related to the management of the University and the Colleges.
 3. Unless the University Management Board otherwise determines, a meeting of the University Management Board shall be held at least once every month at such time and place as the Chairman may appoint.
 4. At all meetings of the University Management Board a quorum shall be the nearest whole number above half the membership of the University Management Board.
 5. Decisions of the University Management Board shall be by a simple majority vote of those present and entitled to vote, provided that the Chairman of the University Management Board shall have a casting vote in the event of a tie in any issue.
 6. The Chairman may at any time call a meeting of the University Management Board and shall call a meeting within 21 days of receiving a request for that purpose addressed to him and signed by 30% of the members of the University Management Board.
 7. The Chairman, or in his absence, the Deputy Vice-Chancellor (Human Resource and Administration) shall preside at meetings of the University Management Board at which he is present and in the absence of both the Chairman and the Deputy Vice-Chancellor (Human Resource and Administration) the members present shall elect a temporary Chairman from among themselves.
 8. The University Management Board may, subject to such limitations as it may think fit, delegate any of its duties to the Chairman or to the Committee consisting of such members of the University Management Board and other persons as it may empower any such committee to act jointly with any committee appointed by either the Senate or College Academic Board or College Management Board.
 9. The Chairman shall be an ex-officio member of every committee of the University Management Board, but shall not be Chairman of any such committee unless expressly provided.
 10. The University Management Board shall cause a copy of its minutes to be sent to the Secretary of Council as soon as such minutes have been confirmed and duly signed.
 11. Subject to the provisions of this Statute, the University Management Board shall have power to regulate by such means as it may think fit procedures of its own meetings or those of any of its committees.
 12. The University Management Board shall have such other powers and duties as may be assigned or delegated to it by the Council in accordance with Statute XI.

STATUTE XIV

COLLEGE MANAGEMENT BOARD

1. There shall be, for each College, a College Management Board whose membership shall be:
 - i) The Principal – Chairman;
 - ii) The Deputy Principal;
 - iii) Deans of Faculties;
 - iv) Directors of Schools;
 - v) Directors of Institutes;
 - vi) The College Bursar; and
 - vii) The College Registrar – Secretary.
2. The College Management Board shall be responsible for the administrative functions of the College and for this purpose its functions shall include:
 - i) Management of the personnel, facilities and finances of the College;
 - ii) Planning for College needs and development;
 - iii) Preparation of annual estimates of the funds required by the College generation of revenue and administration of all funds entrusted to it;
 - iv) Appointment of the unionisable staff Grades I-IV and middle grades A-F, Graduate Assistants, Tutorial Fellows and Assistant Lecturers;
 - v) Provision of the welfare of staff and students;
 - vi) Implementation of rules and regulations governing the conduct, behaviour and discipline of staff and students of the college as approved by the Senate and Council; and
 - vii) Repair and maintenance of College equipment and facilities.
3. Unless the College Management Board otherwise determines, a meeting of the College Management Board shall be held at least once in each semester at such time and place as the Chairman may appoint.
4. At all meetings of the College Management Board a quorum shall be the nearest whole number above half the membership of the College Management Board.
5. Decisions of the College Management Board will be by a simple majority vote of those present and voting provided that the Chairman of the College Management Board shall have a casting vote in the event of an equality of votes.
6. The Chairman may at any time call a meeting of the College Management Board and shall call a meeting within 14 days of receiving a request for that purpose addressed to him and signed by a 50% of the members of the College Management Board.
7. The Chairman, or in his absence the Deputy Principal, shall preside at all meetings of the College Management Board at which he is present and in the absence of both the Chairman and the Deputy principal, the members present shall elect a temporary Chairman from among themselves.
8. The College Management Board may subject to such limitations as it may think fit, delegate any of its powers or duties to the Chairman or a committee or committees consisting of such members of the College Management Board and other persons as it may think fit, and the College Management Board may empower any such committee or committees to act jointly with committees appointed by the College Academic Board.

Provided that the College Management Board shall not delegate to the Chairman or to a committee the power to approve, without further reference to the College Management Board the annual estimates of expenditure.

9. The Chairman shall be an ex-officio member of every committee of the College Management Board but shall not be Chairman of any such committee unless expressly so provided.
10. Unless the College Management Board otherwise determines, a quorum of any committee of the College Management Board shall be the nearest whole number above half the membership of the Committee.
11. The College Management Board shall cause a copy of its minutes to be sent to the Secretary, University Management Board as soon as such minutes have been confirmed and duly signed.
12. Subject to the provisions of these Statutes, the College Management Board shall have power to regulate by such means as it may think fit its own procedures of its own meetings and those of its committees.

STATUTE XV

THE UNIVERSITY SENATE

1. The membership, powers and functions of the University Senate shall be as prescribed in the Charter.
2. Unless the Senate otherwise determines, meetings of the Senate shall be held at least three times in each semester at such time and place as the Chairman of the Senate may appoint.
3. The Chairman of the Senate may at any time call a meeting of the Senate and shall call a meeting within ten days of receiving a request for that purpose addressed to him and signed by not less than 30% of the members of the Senate.
4. The Chairman of the Senate or, in his/her absence, the Deputy Vice-Chancellor (Academic) shall preside at all meetings of the Senate at which he/she is present and, in the event of the absence of both the Chairman of Senate and the Deputy Vice-Chancellor (Academic) the members present and constituting a quorum shall elect a temporary Chairman from among their number.
5. At any meeting of the Senate a quorum shall be the nearest whole number above half the membership of the Senate.
6. The Chairman of the meeting shall have an original and a casting vote.
7.
 - i) The Senate may, subject to such limitations as it may think fit, delegate any of its powers or duties to committees/boards consisting of such members of the Senate and other persons as it may think fit; and the Senate may empower, any such committee/board to act jointly with any committee/board appointed by the Council or a College Academic board.
 - ii) The following are the Committee/Boards of Senate. Their membership and Terms of Reference are attached to these Statutes as schedule VII.
 - a) Deans Committee;
 - b) Development, Planning & Establishment Committee;
 - c) Library and Bookshop Committee;
 - d) Students' Disciplinary Committee;
 - e) Board of Graduate School;
 - f) Board of Common Undergraduate Courses; and
 - g) Time-Tabling Committee.

8. The Deputy Vice-Chancellor for the time being in charge of Academic Affairs shall be the secretary to the Senate in accordance with Section 35(1)(b) of the Act.
9. Subject to the provisions of this Statute, the Senate shall have power to regulate, by such means it may think fit, procedures of its own meetings and those of its committees.

STATUTE XVI

COLLEGE ACADEMIC BOARD

1. There shall be a College Academic Board for each College whose membership shall be:
 - i) The Principal – Chairman;
 - ii) Deputy Principal;
 - iii) All Deans of Faculties, Directors of Schools, and Directors of Institutes within the College;
 - iv) All Chairmen of Teaching Departments within the College;
 - v) All Professors and Associate Professors within the College not being members of the Board by virtue of any other provision of this Statute;
 - vi) One representative from each Faculty, Teaching school or Institute in the College;
 - vii) The College Librarian;
 - viii) One Postgraduate Student; and
 - ix) One student representative from each Faculty and/or teaching School/Institute, elected by secret ballot from the College Students' Organization:
 - a) Such other full-time academic members of the University, not exceeding three, appointed by Senate on the recommendation of the College Academic Board;
 - b) Such other co-opted members not exceeding three, and not being full-time academic members of the University, appointed by Senate on the recommendation of the College Academic Board; and
 - c) College Registrar – Secretary.
2. The College Academic Board shall be responsible for the administration and management of the academic programmes of the College, and to that end its function shall include:
 - i) to propose regulations to the Senate for the admission of students to the courses in the college and their continuance with such courses;
 - ii) to consider and select, and to recommend to the University Admissions Board for approval, the undergraduate students who apply to the University of Nairobi for admission for the courses at the college;
 - iii) to consider and select postgraduate students, to approve admissions, courses and appoint supervisors and examiners;
 - iv) to grant scholarships, fellowships and awards and to revoke any such grants in accordance with Statutes and regulations;
 - v) to direct and make regulations on the teaching and research within the College in accordance with University rules and statutes; and
 - vi) to recommend names of examiners for appointment by Senate.
3. Unless the Academic Board otherwise determines, Academic Board meetings shall be held at least three times in each semester at such time and place as the Chairman of the Academic Board may appoint.

4. The Chairman of the Academic Board may at any time call a meeting of the Academic Board and shall call a meeting within ten days of receiving a request for that purpose addressed to him and signed by not less than 30% of the members of the Academic Board.
5. The Chairman of the Academic Board or in his absence, the Deputy Principal, shall preside at meetings of the Academic Board at which he is present, and in the event of absence of both the Chairman of the Board and the Deputy Principal the members present and constituting a quorum shall elect a temporary chairman from among their number.
6. At any meeting of the Academic Board a quorum shall be the nearest whole number above half the membership of the Academic Board, for the time being.
7. The Chairman of the meeting shall have an original and a casting vote.
8. The Academic Board may, subject to such limitations as it may think fit, delegate any of its powers or duties to a committee consisting of such members of the Academic Board and other persons as it may think fit and the Academic Board may empower any such committee to act jointly with any committee appointed by the College Management Board.
9. Subject to the provisions of this Statute, the Academic Board shall have power to regulate, by such means as it may think fit, procedures of its own meetings and those of its committees.

STATUTE XVII

COLLEGES OF THE UNIVERSITY OF NAIROBI

The following are the Colleges of the University:

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

STATUTE XVIII

CENTRE FOR INTERNATIONAL PROGRAMMES AND LINKS

1. There shall be a Centre for International Programmes and Links (CIPL) (*hereinafter referred to as the "Centre"*). The Centre, in relation to the matters specified in section 3.2, 3.3 and 3.5, shall be governed by a Management Board which shall consist of the following members:-
 - i) A Director, who shall be appointed by the Vice-Chancellor from among persons holding the rank of Associate Professor or above for a period of three years renewable once. The Vice-Chancellor shall appoint the Chairman of the Board.
 - ii) One representative from each college nominated by the College Academic Board; and in the rank of Senior Lecturer or above and who preferably shall be, at the time of appointment, actively involved in coordinating an international programme within the college.
 - iii) Three Senate Representatives.
 - iv) Director of Board of Post Graduate Studies.
 - v) University Librarian

- vi) Administration Registrar
 - vii) Finance Officer
 - viii) The Legal Officer
 - ix) Dean of Students
 - x) Two other members appointed by the Vice-Chancellor
 - xi) Academic Registrar/Secretary
2. The Board of the Centre may, at its discretion, invite/co-opt not more than two members from within or without the University as the Board may from time to time determine. Such co-opted members shall have no voting rights.
 3. The Centre shall have and carry the status of a Faculty/ Institute/School and shall in that regard enjoy all rights, privileges, immunities and powers that are consistent with the provisions of this statute.
 4. The college representatives, the Senate representatives and co-opted members shall serve for a term of three years which may be renewable once only for an equivalent term.
 5. The Board shall be answerable to the University Senate and shall be responsible for the following functions:
 - i) To facilitate and coordinate collaborative international programmes, links and projects;
 - ii) To coordinate and provide logistical support for staff and student visits/exchange under the collaborative projects;
 - iii) To coordinate, fund-raise for activities of the Centre, friend-raise, market and promote the objectives of the University in the International sphere;
 - iv) To maintain updated records of all collaborative projects;
 - v) To monitor and ensure compliance with the provisions of the memoranda of understanding and agreements;
 - vi) The Board shall have power to regulate in such manner as it may deem fit, its own procedures.
 - vii) The Board shall ensure that all international programmes and links are properly formulated and executed.
 6. The Board, may in addition to article 3.5, perform such other functions as may be assigned or delegated to it by the Senate.

STATUTE XIX

FACULTIES, SCHOOLS, INSTITUTES AND CENTRES OF THE UNIVERSITY OF NAIROBI

1. There shall be Faculties, Schools and Institutes and Centres within the University as the Council may from time to time provide. The following constitute the Faculties, Schools and Institutes of the University:
 - i) The College of Agriculture and Veterinary Sciences shall comprise:
 - a) The Faculty of Agriculture
 - b) The Faculty of Veterinary Medicine; and
 - c) The Wangari Maathai Institute for Peace and Environmental Studies
 - d) The African Dryland Institute for Sustainability

- ii) The College of Biological and Physical Sciences shall comprise:
 - a) The School of Biological Sciences
 - b) The School of Computing and Informatics
 - c) The School of Mathematics
 - d) The School of Physical Sciences
 - e) The Centre for Biotechnology and Bioinformatics. The pre-clinical departments of The School of Medicine, The School of Dental Sciences, The School of Pharmacy and Faculty of Veterinary Medicine which are located at Chiromo Campus of the College of Biological and Physical Sciences, are for administrative purposes grouped under this College.
 - f) The Centre for Climate Change and Adaptation
- iii) The College of Health Sciences shall comprise:-
 - a) The School of Dental Sciences
 - b) The School of Medicine
 - c) The School of Nursing Sciences
 - d) The School of Pharmacy
 - e) The Institute of Maxillofacial and Reconstructive Surgery.
 - f) The Institute for Tropical and Infectious Diseases
 - g) The School of Public Health
 - h) The East African Kidney Institute
 - i) The Kenya AIDS Vaccine Institute for Clinical Research
- iv) College of Architecture and Engineering shall comprise:-
 - a) The School of The Arts and Design
 - b) The School of The Built Environment
 - c) The School of Engineering
 - d) The Institute of Nuclear Science and Technology.
- v) The College of Humanities and Social Sciences shall comprise:
 - a) The Faculty of Arts
 - b) The School of Business
 - c) The School of Economics
 - d) The School of Journalism and Mass Communication
 - e) The School of Law
 - f) The Institute of Anthropology, Gender and African Studies
 - g) The Institute for Development Studies
 - h) The Institute of Diplomacy and International Studies
 - i) The Population Studies and Research Institute
 - j) The African Women's Studies Centre
 - k) The Centre for Advanced Studies in Environmental Law and Policy
 - l) The Centre for Interpretation and Translation.

Provided that the continued existence of the Population Studies and Research Institute as an independent and self sustaining Institute shall be reviewed by December 2006.

- vi) The College of Education and External Studies shall comprise:-
 - a) School of Continuing and Distance Education.
 - b) School of Education.
 - c) Centre for Open and Distance Learning.
- 2. Each Faculty, School or Institute shall consist of such constituent departments/units as the Council may from time to time determine.
- 3. i) Each Department shall be regarded for administrative purposes as being a constituent part of one Faculty, School or Institute. However, in relation to other Faculties, Schools or Institutes such a Department/unit may be involved as follows:-
 - a) in the provision of service course teaching so as to be classified as an associate member of the said Faculty, School or Institute.
 - b) in the provision of a degree programme so as to be classified as an academic member of the said Faculty, School or Institute.
- ii) Each Department shall be headed by a Chairman who shall be appointed by the Vice-Chancellor in consultation with the Principal of College or the Dean of the respective Faculty/School Institute: Provided that the incumbency of the Chairman shall be reviewed from time to time and shall not, except in special circumstances extend beyond two consecutive terms of three years each.
- 4. The College Academic Board shall make recommendations to Senate with regard to Faculties, Schools or Institutes which shall be associated with the particular Colleges.
- 5. Faculties, Schools and Institutes shall make recommendations to the College Academic Board with regard to Departments units which shall be associated with the particular Colleges.
- 6. Each Faculty shall be governed by the Board of Faculty whose membership shall be:
 - i) Dean of Faculty elected by the Faculty Board from amongst Professors and Senior Lecturers within the Faculty for a period of two years. (*Provided that Senior Lecturers shall be eligible for election only if they have served for at least two years as a substantive Chairman of a Department or a Director of an Institute or School.*) The Dean shall serve as the Chairman.
 - ii) All Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers and Tutorial Fellows of the departments of the Faculty
 - iii) College Librarian.
 - iv) Members of teaching staff of Departments, Schools and Institutes associated with the Faculty and who are currently teaching students within the Faculty.
 - v) One selected student representative elected by secret ballot, from each year of study, from among full-time students of the Departments of the Faculty.
 - vi) Such other members not exceeding five in number, and not being members of the full-time academic staff of the University, appointed by Senate on the recommendations of the Faculty.
 - vii) Faculty Administrator - Secretary
- 7. i) The election for the position of the Dean shall be subject to confirmation by Senate and Council, and the Dean-elect shall not assume office before such confirmation.
- ii) No person shall be eligible for election if such person is serving a second of two continuous terms as Dean. Where a person previously served but has already ceased to be Dean, such

a person shall not become eligible for election until two consecutive years have elapsed since such a person last ceased to be Dean.

- iii) Where the Faculty fails or is unable for whatever reason to elect a Dean, or where no person from within the Faculty is eligible for election as is provided in paragraph (i) of this clause, the person who is current or outgoing Dean shall continue to hold office and perform all the functions and duties of the Dean until such time as the Council is able to appoint a new Dean as is provided in paragraph (iv) of this clause.
 - iv) Where a Faculty has failed or is unable to elect a Dean due to circumstances mentioned under paragraph (iii) of this clause, the Council shall appoint a senior academic member of staff and such person shall assume office of Dean on such terms and conditions as the Council may deem fit.
 - v) There shall be a Returning Officer who shall be appointed by the Vice-Chancellor, and the Returning Officer shall have the power, under this Statute, to conduct the elections of Dean and thereafter report to the Vice-Chancellor the outcome thereof. Provided that for the purposes of conducting the election, the Returning Officer shall have power, Clause 10 of this Statute notwithstanding, to determine the appropriate procedure with respect to the election.
8. The Vice-Chancellor, the Deputy Vice-Chancellor (Human Resource and Administration), the Deputy Vice-Chancellor (Academic Affairs), Deputy Vice-Chancellor (Student Affairs), Deputy Vice-Chancellor (Research Innovation and Enterprise), the Principal and the Deputy Principal of the respective College shall be ex-officio members of the Boards of Faculties.
9. Each Board of Faculty may at its own discretion, invite/co-opt not more than five other persons to attend its meetings in an advisory capacity; provided that persons so invited shall not acquire rights of membership to the Board and shall have no voting rights.
10. The Board of each Faculty shall have the following powers:
- i) To consider and make recommendations to Senate through the College Academic Board concerning the progress of students within the Faculty.
 - ii) To make recommendation to Senate through the College Academic Board concerning syllabi and regulations dealing with courses of study for Degrees and other awards.
 - iii) To regulate the conduct of examinations in courses assigned to the Faculty and to make recommendations thereon to the Senate through the College Academic Board.
 - iv) To recommend to the Senate through the College Academic Board the names of examiners for appointment.
 - v) To consider and make recommendations on any question relating to the Faculty.
 - vi) To deal with any matters referred to it by the Senate or the College Academic Board.
 - vii) To regulate in such manner as it may deem fit, its own procedures.
11. There shall be a Board of Examiners of each Faculty which shall consist of internal examiners appointed by the Senate in consultation with the College Academic Board and with the Dean as Chairman.
- i) The function of such a Board will be to receive and consider examination results and to recommend thereon to the Senate.
 - ii) The quorum of the Board of Faculty shall be 50% of the full-time members of the Faculty.

- 12.** There shall be a Management Board for each Faculty with the following membership
 - i)** Dean-Chairperson
 - ii)** Chairmen of Departments
 - iii)** Faculty Administrator - Secretary
- 13.** The Faculty Management Board shall be responsible for the following functions:
 - a)** To be the interface between the College Management Board and the Faculty.
 - b)** To plan for the Faculty needs & development.
 - c)** To prepare annual estimates of the funds required by the Faculty, generate revenue and administer all funds entrusted to it.
 - d)** To discuss key policies/issues affecting the Faculty and make appropriate recommendations and decisions.
- 14.**
 - i)** A department shall consist of all professors, associate professors, senior lecturers, lecturers, assistants lecturers, and tutorial fellows in the Department.
 - ii)** There shall be a Chairman of Department who shall be appointed by the Vice-Chancellor in consultation with the Principal and the Dean of Faculty.
 - iii)** There shall be departmental meetings called by the Chairman of the Department at least once a semester. Such meetings shall be constituted all members of academic staff of the Department and members of associated departments who are currently teaching in the department.
 - iv)** The department shall be the basic unit in academic functioning of the University and shall be responsible for the following functions.
 - a)** To make recommendations to the Faculty concerning students academic progress;
 - b)** To make recommendations to the Faculty on teaching, syllabi and examinations;
 - c)** To recommend to the management on matters pertaining to personnel and resources for the conduct of academic programmes; and
 - d)** To deal with any other matters referred to it by the Faculty, College and Senate.
- 15.** The Faculty of Agriculture shall be constituted of the following Departments:
 - i)** Agricultural Economics, Education and Extension;
 - ii)** Food Science, Nutrition and Technology;
 - iii)** Land Resource Management and Agricultural Technology; and
 - iv)** Plant Science and Crop Protection.
 - v)** Animal Production (Constituent)
- 16.** The Faculty of Arts shall be constituted of the following Departments:
 - i)** Geography and Environmental Studies;
 - ii)** History and Archaeology;
 - iii)** Linguistics and Languages;
 - iv)** Literature;
 - v)** Political Science and Public Administration;
 - vi)** Philosophy and Religious Studies;
 - vii)** Psychology;
 - viii)** Sociology and Social Work; and
 - ix)** Communication Skills Sub-Unit (Sub-Department)
 - x)** Kiswahili
 - xi)** Sub-department of French.

- 17.** The Faculty of Veterinary Medicine shall be constituted of the following Departments:
- i)** Animal Production;
 - ii)** Clinical Studies;
 - iii)** Public Health, Pharmacology and Toxicology;
 - iv)** Veterinary Anatomy and Physiology; and
 - v)** Veterinary Pathology, Microbiology and Parasitology.
- 18.** Each School shall be governed by a Board whose membership shall consist of the following:
- i)** In the case of a large School comprising of Departments, a Dean of School elected by the Board of School from amongst Professors and Senior Lecturers within the School for a period of two years. (*Provided that Senior Lecturers shall be eligible for election only if they have served for at least two years as a substantive Chairman of a Department or a Director of an Institute or School*) The Dean shall serve as the Chairman, or
In the case of a single unit School not comprising of Departments, a Director, who shall be appointed by the Vice-Chancellor in consultation with the Principal of the respective College, who shall serve as the Chairperson;
 - ii)** All Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers and Tutorial Fellows within the School;
 - iii)** College Librarian;
 - iv)** Members of teaching staff of Departments, Institutes and Faculties associated with the School and who are currently teaching students within the School;
 - v)** One student representative elected by secret ballot, from each year of study, from among full-time students of the Departments of the School;
 - vi)** Such other members not exceeding five in number, and not being members of the full-time academic staff of the University, appointed by Senate on the recommendations of the School; and
 - vii)** School Administrator-Secretary.
- 19.** The Vice-Chancellor, the Deputy Vice-Chancellor (Human Resource and Administration), the Deputy Vice-Chancellor (Academic Affairs), the Deputy Vice-Chancellor (Student Affairs), Deputy Vice-Chancellor (Research Innovation and Enterprise), the Principal and the Deputy Principal of the respective College shall be ex-officio members of the Board of School.
- 20.** Each Board of School may at its own discretion, invite/co-opt five other persons to attend its meetings in an advisory capacity; provided that persons so invited shall not acquire rights of membership to the Board and shall have no voting rights.
- 21.** The Board of each School shall have the following powers:
- i)** To consider and make recommendations to Senate through the College Academic Board concerning the progress of students within the School;
 - ii)** To make recommendation to Senate through the College Academic Board concerning syllabi and regulations dealing with courses of study for Degrees and other awards;
 - iii)** To regulate the conduct of examinations in courses assigned to the School and to make recommendations thereon to the Senate through the College Academic Board;
 - iv)** To recommend to the Senate through the College Academic Board the names of examiners for appointment;

- v) To consider and make recommendations on any question relating to the School;
 - vi) To deal with any matters referred to it by the Senate or the College Academic Board; and
 - vii) To regulate in such manner as it may deem fit, its own procedures.
- 22.** There shall be a Board of Examiners of each School which shall consist of internal examiners appointed by the Senate in consultation with the College Academic Board and with Director as Chairman.
- 23.** The quorum of the Board of School shall be 50% of the full-time members of the School.
- 24.** There shall be a Management Board for each School with the following membership
- i) Director - Chairperson
 - ii) Chairmen of Department or Heads of Thematic Areas for Schools which do not have Departments
 - iii) School Administrator - Secretary
- 25.** The School Management Board shall be responsible for the following functions:
- i) To be the interface between the College Management Board and the School;
 - ii) To plan for the School needs and development;
 - iii) To prepare annual estimates of the funds required by the School, generate revenue and administer all funds entrusted to it; and
 - iv) To discuss key policies/issues affecting the School and make appropriate decisions.
- 26.**
- i) A department shall consist of all professors, associate professors, senior lecturers, lecturers, assistant lecturers and tutorial fellows in the Department.
 - ii) There shall be a Chairman of Department who shall be appointed by the Vice-Chancellor in consultation with the Principal and the Director of School.
 - ii) There shall be departmental meetings called by the Chairman of the Department at least once a semester. Such meetings shall be constituted of all members of academic staff of the Department and members of associated departments who are currently teaching in the department.
 - iv) The department shall be the basic unit in academic functioning of the University and shall be responsible for the following functions.
 - a) To make recommendations to the Faculty concerning students academic progress;
 - b) To make recommendations to the Faculty on teaching, syllabi and examinations;
 - c) To recommend to the management on matters pertaining to personnel and resources for the conduct of academic programmes; and
 - d) To deal with any other matters referred to it by the School, College and Senate.
- 27.** There shall be academic Thematic Areas within single unit schools (i.e. Schools without Departments) and within Departments.
- i) The Thematic Area shall be the basic unit in academic functioning of the School/Department and shall be responsible for the direct academic activities within the School/Department;
 - ii) A Thematic Area shall consist of all professors, associate professors, senior lecturers, lecturers, assistant lecturers and tutorial fellows within the specific Thematic Area;

- iii) There shall be a Head of Thematic Area who shall be appointed by the Principal in consultation with the Vice-Chancellor and the Dean of Faculty or Dean/Director of School; and
 - iv) There shall be Thematic Area meetings called by the Head of Thematic Area at least once a semester. Such meetings shall be constituted of all members of academic staff of the Thematic Area.
- 28.** The School of the Built Environment shall be constituted of the following Departments:
- i) Architecture and Building Science
 - ii) Real Estate and Construction Management
 - iii) Urban and Regional Planning
- 29.** The School of Business shall be constituted of the following Departments:
- i) Business Administration;
 - ii) Finance and Accounting;
 - iii) Management Science; and
 - iv) Division of Graduate Business Studies.
- 30.** The School of Dental Sciences shall be constituted of the following Departments:
- i) Conservative and Prosthetic Dentistry;
 - ii) Paediatric Dentistry/Orthodontics;
 - iii) Periodontology/Community and Preventive Dentistry; and
 - iv) Oral and Maxillofacial Surgery, Oral Pathology and Oral Medicine.
- 31.** The School of Education shall be constituted of the following Departments:
- i) Educational Administration and Planning;
 - ii) Educational Communication and Technology;
 - iii) Educational Foundations, and
 - iv) Physical Education and Sports.
- 32.** The School of Engineering shall be constituted of the following Departments:
- i) Civil and Construction Engineering;
 - ii) Environmental and Biosystems Engineering;
 - iii) Electrical and Information Engineering;
 - iv) Geospatial and Space Technology; and
 - v) Mechanical and Manufacturing Engineering.
- 33.** The School of Law shall be constituted of the following Departments:
- i) Commercial Law;
 - ii) Private Law; and
 - iii) Public Law
- 34.** The School of Medicine shall be constituted of the following Departments:
- i) Biochemistry;
 - ii) Clinical Medicine and Therapeutics;
 - iii) Human Anatomy;
 - iv) Human Pathology;
 - v) Medical Microbiology and Parasitology;
 - vi) Medical Physiology;
 - vii) Obstetrics and Gynaecology;

- viii)** Ophthalmology;
 - ix)** Orthopaedic Surgery;
 - x)** Paediatrics and Child Health;
 - xi)** Anaesthesia;
 - xii)** Psychiatry and Mental Health;
 - xiii)** Diagnostic Imaging and Radiation - Medicine;
 - xiv)** Surgery; and
 - xv)** Medicine
- 35.** The School of Pharmacy shall be constituted of the following Departments:
- i)** Pharmaceutical Chemistry;
 - ii)** Pharmaceutics and Pharmacy Practice; and
 - iii)** Pharmacology and Pharmacognosy
- 36.** The Institute of Anthropology, Gender and African Studies shall in relation to matters specified in Section 37 and 38 of this Statute be governed by a Board which shall consist of the following members:
- i)** The Director of the Institute who shall serve as Chairman of the Board.
 - ii)** All full time academic members of staff in the Institute.
 - iii)** Other staff of Academic rank
 - iv)** Director, School of the Arts and Design
 - v)** Director, Institute for Development Studies
 - vi)** Chairmen of the following Departments:
 - a)** Department of Sociology and Social Work
 - b)** Department of Political Science & Public Administration
 - c)** Department of History and Archaeology
 - d)** Department of Linguistics and African Languages
 - e)** Department of Literature
 - f)** Department of Philosophy and Religious Studies
 - vii)** Such other members, not exceeding five in number, and not being member of the full-time academic staff of the University, appointed by Senate on the recommendation of the Board.
 - viii)** College Librarian
 - ix)** Institute Administrator - Secretary
- 37.** The Board of the Institute of Anthropology, Gender and African Studies shall have the following powers:
- i)** To consider and make recommendations to the College Board concerning the progress of students within the Institute.
 - ii)** To make recommendations to Senate through the College Academic Board concerning syllabi and regulations dealing with courses of study for degrees and other awards.
 - iii)** To regulate the conduct of examinations in subjects assigned to the Institute and make recommendations thereon.
 - iv)** To recommend to the Senate through the College Academic Board the names of examiners for appointment.

- v) To approve or conduct, with responsibility to Senate through College Academic Board, all research programmes or approved requests for financial assistance to conduct such programmes as may be submitted to it.
 - vi) To deal with any matter that may be referred to it by the Senate or College Academic Board.
 - vii) To determine the rules governing the procedures to be followed at meetings of the Board of the Institute.
- 38.** The Institute of Anthropology, Gender and African Studies shall in collaboration with the relevant departments be responsible to the College Academic Board and Senate for promotion and conduct of its own research relating to such fields as indigenous African prehistory and history; ethnography and social anthropology; linguistics; musicology and dance; traditional and modern literature, traditional and modern arts and crafts; and religion and other belief systems; and shall report to the College Academic Board and Senate thereon.
- 39.** The Board shall meet at least once in each semester.
- 40.** The Institute for Development Studies shall, in relation to the matters specified in Section 41 and 42 of this statute be governed by a Board which shall consist of the following members:
- i) The Director of the Institute who shall serve as Chairman of the Board.
 - ii) All full-time members of academic staff of the Institute occupying established positions.
 - iii) Dean, Faculty of Agriculture.
 - iv) The Deans/Directors of the following Schools:
 - a) School of Economics.
 - b) School of Law.
 - c) School of Engineering.
 - d) School of Mathematics.
 - e) School of Physical Sciences.
 - f) School of Biological Sciences.
 - v) Director, Institute of Anthropology, Gender and African Studies
 - vi) Chairmen of the following Departments:
 - a) Department of Agricultural Economics,
 - b) Department of Geography & Environmental Studies.
 - c) Department of Sociology and Social Work.
 - d) Department of Public Health.
 - e) Department of Political Science and Public Administration.
 - vii) Such additional members of academic staff as the Senate, upon the recommendation of the Board of the Institute shall, from time and time, appoint.
 - viii) Such other members not exceeding five in number and not being members of the full-time academic staff of the University, appointed by the Senate on the Recommendation of the Board.
 - ix) College Librarian.
 - x) Institute Administrator - Secretary
- 41.** The Board of the Institute for Development Studies shall have the following powers:
- i) To consider and make recommendations concerning the research programmes and other functions of the Institute.

- ii) To approve and conduct, with responsibility to the Senate through the College Academic Board, all research programmes, or approve requests for financial assistance to conduct such programmes.
 - iii) To deal with matters referred to it by the College Academic Board and Senate.
 - iv) To appoint its Sub-committees to consider and report on any matters relevant to the Institute.
 - v) To determine the rules governing the procedures to be followed at meetings of the Board of the Institute, or of those committees of the Institutes.
- 42.** The Institute for Development Studies shall, in collaboration with the relevant departments, be responsible to the College Academic Board and Senate for the promotion and conduct of its own research relating to the application of social sciences and related disciplines to contemporary problems of development in Kenya and the rest of Africa and shall report to the College Academic Board and Senate thereon.
- 43.** The Board shall meet at least once in each semester.
- 44.** The Institute of Diplomacy and International Studies shall in relation to the matters specified in Sections 46 and 47 be governed by a Board which shall consist of the following members:
- i) The Director of the Institute, who shall be the Chairman.
 - ii) Chairmen of Departments or Heads of Thematic Areas.
 - iii) All Academic Members of staff.
 - iv) Other staff of Academic Rank.
 - v) The College Librarian.
 - vi) Dean, Faculty of Arts.
 - vii) Deans/Directors of the following Schools or their nominees:
 - a) School of Law
 - b) School of Business
 - c) School of Physical Sciences
 - d) School of Mathematics
 - e) School of Journalism & Mass Communication
 - viii) Director, Institute for Development Studies
 - ix) Director, Graduate School
 - x) Chairmen of the following Departments
 - a) Political Science and Public Administration
 - b) Linguistics and African Languages
 - c) Literature (French)
 - xi) Members of staff of departments, Institutes or School who are teaching in the Institute.
 - xii) Institute Administrator - Secretary
- 45.** The Board of the Institute may, at its discretion, invite other persons to attend meetings in an advisory capacity, provided that such persons shall not have a right to vote at the Board's meeting.
- 46.** The Board of the Institute shall have the following powers:
- i) To make recommendations to the Senate, through the College Academic Board on regulations relating to the courses of study for any postgraduate diploma, degree or any other degree or award.

- ii) To consider and make recommendations to the Senate, through the College Academic Board, on the Academic progress of students in the Institute.
 - iii) To make recommendations to the Senate, through the College Academic Board, the names of examiners for appointment.
 - iv) To regulate and oversee the conduct of examinations with responsibility to the Senate through the College Academic Board, in subjects taught at the Institute.
 - v) To make recommendations to the Senate, through the College Academic Board, the conduct of extra-mural, professional and seminars for officers of the Government, business and international bodies.
 - vi) To approve and oversee the conduct, with responsibility to the Senate through the college Academic Board, of all research programmes of the Institute.
 - vii) To formulate policies and make recommendations to the College Academic Board on the annual programmes of the work of the Institute.
 - iii) To recommend, through the Graduate School, courses of instruction leading to the award of certificates and other qualifications as may be authorised by the Senate.
 - ix) To prepare the Institute's annual budget.
 - x) To consider the Director's annual report for transmission to Senate through the College Academic Board.
 - xi) To consider and make recommendations on any matters relating to the activities of the Institute.
 - xii) To determine the rules governing the procedure to be followed at its meetings.
47. The Board of the Institute shall meet at least once in each semester.
48. The Institute shall have the capacity to solicit funds for its programmes.
49. The Institute shall be responsible for postgraduate courses for Diploma in International Relations, Master of Arts in International Studies, the Doctor of Philosophy in International Studies as well as for the training of diplomats of Kenya, and other African countries and international bodies.
50. The Institute shall be responsible for the planning and conduct of research in cooperation with the relevant University faculties/institutes, school, department and any other ministries and organisations.
51. The Institute of Nuclear Science and Technology shall in relation to the matters specified in sections 53 and 54 be governed by a Board which shall consist of the following members:
- i) The Director of the Institute, appointed by the Vice-Chancellor in consultation with the Principal of the College from among members holding the rank of Senior Lecturer or above who shall serve as Chairman of the Board.
 - ii) All heads of Divisions of the Institute.
 - iii) One Postgraduate student representative (elected)
 - iv) Undergraduate Student representatives (1 from each year of study)
 - v) Deans of the following Faculties:
 - a) Faculty of Agriculture
 - b) Faculty of Veterinary Medicine

- vi) Deans/Directors of the following Schools:
 - a) The School of Mathematics
 - b) The School of Political Sciences
 - c) The School of the Built Environment;
 - d) The School of Engineering;
 - e) The School of Medicine;
 - f) The School of Computing & Informatics;
 - g) The School of Law;
 - h) The Institute Administrator - Secretary

Such other members, not exceeding five in number and not being members of the full-time academic staff of the University of Nairobi appointed by Senate on the recommendation of the College Academic Board.

- 52. The Board of the Institute of Nuclear Science and Technology may at its discretion, invite other persons to attend in an advisory capacity provided such persons shall not have a right to vote.
- 53. The Board of the Institute of Nuclear Science and Technology shall have the following powers:
 - a) To consider and make recommendations to the College Academic Board and Graduate School (GS) concerning the progress of the students in the Institute;
 - b) To make recommendations to the senate through the College Academic Board and the (GS) concerning syllabi and regulations dealing with courses of study for degrees and other academic awards;
 - c) To regulate the conduct of examinations in subjects assigned to the Institute and make recommendations thereon;
 - d) To recommend to the Senate through the College Academic Board and Graduate School (GS), the names of the examiners for appointment;
 - f) To deal with any matter referred to it by the College Academic Board, the Graduate School (GS) and Senate;
 - g) To determine the rules governing the procedures to be followed at meetings of the Board of the Institute; and
 - h) To appoint user services committee and other subcommittees and to report to the College Management Board on any matters relevant to the Institute.
- 54. The Institute of Nuclear Science and Technology shall be responsible to the College Academic Board, Graduate School and Senate for the promotion of teaching and research in nuclear science and technology applications in the University.
- 55. The Board shall meet at least once in each semester.
- 56. There shall be a meeting of all full-time members of the academic staff of the Institute at least once in each semester.
- 57. The University of Nairobi Institute of Tropical and Infectious Diseases (UNITID) shall, in relation to matters specified in the University of Nairobi statutes be governed by a board which shall consist of the following members:
 - i) The Director of the Institute who shall be appointed by the Vice-Chancellor in consultation with the College Principal, and who shall serve as the Chairman of the Board;
 - ii) Two selected full-time academic staff of the Institute;

- iii) One representative of members of staff of departments, engaged in teaching and undertaking research within the Institute. Representation shall be by selection on annual rotational basis;
 - iv) One student representative elected by secret ballot from among full-time students of the Institute;
 - v) Deans or their representatives from the following Faculties:
 - a) Faculty of Agriculture;
 - b) Faculty of Veterinary Medicine.
 - Directors of the following Schools;
 - School of Medicine;
 - School of Dental Sciences;
 - School of Pharmacy;
 - School of Mathematics;
 - School of Physical Sciences;
 - School of Biological Sciences; and
 - School of Computing and Informatics.
 - c) One representative of the Collaborative Research Group from the current collaborators of the Institute. The representation shall be by selection on annual rotational basis.
 - d) College Librarian.
 - e) The Director of Medical Services or his/her representative.
 - f) The Director of Kenyatta National Hospital his/her representative.
 - g) Such other members, not exceeding 5 in number and not being full-time academic staff of the University, appointed by Senate on recommendation of the Board of the Institute through the College Academic Board;
 - h) Ex-Officio Members.
- 58.** The Board of the UNITID may, at its discretion, invite or coopt any person to participate in its deliberations but such a person so invited or co-opted shall neither acquire membership to the Board nor have the right to vote.
- 59.** The Board of the UNITID shall have the following powers:
- i) To consider and make recommendations to Senate through the College Academic Board concerning syllabi and regulations dealing with courses of study for degrees and other academic awards;
 - ii) To regulate the conduct of examinations in subjects assigned to the institute and make recommendations thereof;
 - iii) To recommend to Senate through the College Academic Board the names of both internal and external examiners for appointment;
 - iv) To approve with responsibility to Senate through the College Academic Board, all research programmes, or approve requests for financial assistance and to conduct such programmes as may be submitted to it;
 - v) To regulate in such manner as it deems fit its own procedures;
 - vi) To perform such other functions as may be assigned or delegated to it by the College Academic Board or Senate.

- 60.** The Institute shall, singly or in collaboration with relevant university departments, teaching hospital(s), be responsible to the College Academic Board and the Senate for the promotion and conduct of teaching and research in UNITID.
- 61.** The Board of the Institute shall meet as often as necessary for the transaction of business but it shall meet at least quarterly each academic year.
- 62.** The University of Nairobi Wangari Maathai Institute for Peace and Environmental Studies (WMI) shall, in relation to matters specified in the University of Nairobi statutes be governed by a Board which shall consist of the following members:-
- i)** The Director of the Institute shall be competitively sourced and appointed by the Vice Chancellor and who shall serve as Chairman of the Board. The Director shall hold office for a term of 3 years renewable once only.
 - ii)** An externally endowed Distinguished Chair.
 - iii)** One Academic member of staff of the Institute on an established position.
 - iv)** The Chair of the Green Belt Movement Board of Directors.
 - v)** One person nominated by the Green Belt Movement.
 - vi)** Director Institute of Development Studies.
 - vii)** Dean, Faculty of Veterinary Medicine.
 - viii)** Dean, Faculty of Agriculture.
 - ix)** One Person from Industry nominated by the Council.
 - x)** One Senate Representative.
 - xi)** Institute Administrator - secretary.
- 63.** The Director of the Institute shall be Chairman of the Board. In the absence of the Director, the Distinguished Chair shall chair meetings of the Board.
- 64.** The Board of the WMI may, at its discretion, invite or co-opt any person to participate in its deliberations but such a person so invited or co-opted shall neither acquire membership to the Board nor have the right to vote.
- 65.** The Board of the Wangari Maathai Institute (WMI) shall have the following powers: -
- i)** To oversee the overall management of the Institute;
 - ii)** To ensure that the vision and mission of the Institute are realised and that the synergy between the Institute and the University is nurtured and maintained;
 - iii)** Mobilize resources for the successful implementation of the core functions of the Institute;
 - iv)** To make recommendations to the Senate, through the College Academic Board on regulations relating to the courses of study for any post-graduate diploma, degree and or any other degree, certificate or award;
 - v)** To appoint sub-committees to consider and report on any matters relevant to the Institute;
 - vi)** To determine the rules governing the procedures to be followed at meetings of the Board of the Institute, or of those committees of the Institute;
 - vii)** To approve the Institute's annual program of work and budget;
 - viii)** To consider the Director's Annual Report;
 - ix)** To consider and make recommendations on any matters relating to the activities of the Institute;
- 66.** The Board of the Institute shall meet as often as necessary for the transaction of business but it shall meet at least once quarterly each academic year.

- 67.** In the spirit of celebrating and recognising achievers, there shall be a distinguished chair at the Institute. The distinguished chair shall be an externally endowed position, which shall be occupied by Prof. Wangari Maathai as the first chair. Subsequent occupants shall be appointed by the Vice Chancellor on recommendation of the Senate from among persons who have excelled in their professional fields and become an inspiration to society. Occupants of the Distinguished Chair shall be expected to offer guidance, motivation and outreach support to the Institute. The Distinguished Chair shall report to the Director of the Institute.
- 68.** The period of appointment for subsequent chairs shall be three (3) years renewable once.
- 69.** In appointing the distinguished chair, consideration will be made to ensure self-financing. The Distinguished Chair shall assist the Institute in the following responsibilities: -
- To build partnerships;
 - To motivate and offer mentorship within the Institute, its faculty, students and recipients of community outreach programming;
 - To nurture the spirit and values of the Institute,
 - To advance and inspire African and other thoughts and practices on sustainable natural resources utilization; and
 - To foster a culture that cherishes the achievements of others.
- 70.** The University of Nairobi Centre for Agricultural Networking and Information Sharing (CANIS) shall, in relation to matters specified in the University of Nairobi statutes be governed by a Board which shall consist of the following members:-
- i)** The Director of the Centre who shall be appointed by the Vice Chancellor in consultation with the Principal, College of Agriculture and Veterinary Sciences from among senior academic members of staff at the level of senior lecturer and above.
 - ii)** Director, School of Computing and Informatics.
 - iii)** Director, School of Journalism.
 - iv)** Director, Kenya Agriculture Research Institute.
 - v)** Director, Kenya Plant Health Inspectorate Service
 - vi)** University Librarian.
 - vii)** Dean, Faculty of Veterinary Medicine.
 - viii)** Dean, Faculty of Agriculture.
 - ix)** Dean, School of Education.
 - x)** One Senate Representative.
 - xi)** Registrar Academic
 - xii)** Centre Administrator - secretary.
- 71.** The Director of the Centre shall be the Chairman of the Board and shall hold office for a term of three (3) years renewable once only.
- 72.** The Board may, at its discretion, invite or co-opt any person to participate in its deliberations but such person so invited or co-opted shall neither acquire membership to the Board nor have the right to vote.

- 73.** The Board of the Centre for Agricultural Networking and Information Sharing (CANIS) shall have the following powers:-
- i)** To review and advise on academic programmes of the centre;
 - ii)** To ensure that the vision and mission of the Centre are realised and that the synergy between the Centre and the University is nurtured and maintained;
 - iii)** To review research activities and advise on research priorities;
 - iv)** Mobilize resources for the successful implementation of the core functions of the Centre;
 - v)** To make recommendations to the Senate, through the College Academic Board on regulations relating to the courses of study for any post-graduate diploma, degree and or any other degree, certificate or award;
 - vi)** To advise on utilization of centre funds;
 - vii)** To liaise with the Government and other Institutions;
 - viii)** To appoint sub-committees to consider and report on any matters relevant to the Centre;
 - ix)** To determine the rules governing the procedures to be followed at meetings of the Board of the Centre, or of those committees of the Centre;
 - x)** To approve the Centre's annual program of work and budget;
 - xi)** To consider the Director's Annual Report;
 - xii)** To consider and make recommendations on any matters relating to the activities of the Centre.
- 74.** The Board of the Centre shall meet as often as necessary for the transaction of business but it shall meet at least once quarterly each academic year.
- 75.** The Centre may, in addition to clause 5 above, perform such other functions as may be assigned or delegated to it by the Senate.
- 76.** The University of Nairobi African Women's Studies Centre shall, in relation to matters specified in the University of Nairobi statutes be governed by a Board which shall consist of the following members: -
- i)** The Director of the Centre who shall be appointed by the Vice Chancellor in consultation with the Principal, College of Humanities and Social Sciences from among senior academic members of staff at the level of senior lecturer and above.
 - ii)** Permanent Secretary, Ministry for Higher Education, Science and Technology
 - iii)** Permanent Secretary, Ministry for Gender, Children and Social Development
 - iv)** A representative of an active development partner.
 - v)** Three Women/Scholars; one from the African Diaspora versed in the Centre's core business, one holding/has held an influential position in the public domain and one who has excelled in scholarship in the area of African Women Studies.
 - vi)** A representative from each College Academic Board.
 - vii)** One Academic member of staff of the Centre on an established position.
 - viii)** Director, Institute of African Studies
 - ix)** Director, Population Studies and Research Institute
 - x)** University Librarian.
 - xi)** Dean, Faculty of Arts.
 - xii)** Dean, School of Education
 - xiii)** One Senate Representative.

- xiv)** Chairman, Department of Sociology.
 - xv)** Registrar Academic
 - xvi)** Centre Administrator - secretary.
- 77.** The Director of the Centre shall be the Secretary to the Board and shall hold office for a term of 3 years renewable once only.
 - 78.** The Director shall administer the day-to-day activities of the Centre and shall be answerable to the University Senate.
 - 79.** The Board shall be the policy decision-making organ of the centre and the Board members shall serve for a term of 3 years renewable once.
 - 80.** The Board may, at its discretion, invite or co-opt not more than 2 persons to participate in its deliberations but such person so invited or co-opted shall neither acquire membership to the Board nor have the right to vote.
 - 81.** The Board of the Centre for African Women's Studies shall have the following powers and functions: -
 - i)** To develop the Curriculum for the short courses, the MA. PhD, outreach and exchange programs before they are presented to the faculty board for discussion and approval according to the University procedures and practices;
 - ii)** To establish the research agenda for the Centre, and be involved in coordination of curriculum delivery at the Centre;
 - iii)** To oversee the review of the curriculum from time to time in response to identified needs;
 - iv)** To coordinate fund raising activities, the processes of awarding scholarships or apportionment of opportunities for exchange programmes for staff and students;
 - v)** To advise on the human resource and capacity building needs of the Centre;
 - vi)** To review and advise on academic programmes of the centre;
 - vii)** To ensure that the vision and mission of the Centre are realised and that the synergy between the Centre and the University is nurtured and maintained;
 - viii)** To review research activities and advise on research priorities;
 - ix)** To make recommendations to the Senate, through the College Academic Board on regulations relating to the courses of study for any post-graduate diploma, degree and or any other degree, certificate or award;
 - x)** To appoint sub-committees to consider and report on any matters relevant to the Centre;
 - xi)** To determine the rules governing the procedures to be followed at meetings of the Board of the Centre, or of those committees of the Centre;
 - xii)** To approve the Centre's annual program of work and budget;
 - xiii)** To consider the Director's Annual Report;
 - xiv)** To consider and make recommendations on any matters relating to the activities of the Centre.
 - 82.** The Board of the Centre shall meet as often as necessary for the transaction of business but it shall meet at least once quarterly each academic year.
 - 83.** The Centre may, in addition to clause 10 above, perform such other functions as may be assigned or delegated to it by the Senate.

- 84.** The University of Nairobi Kenya AIDS Vaccine Initiative (KAVI), Institute of Clinical Research shall, in relation to matters specified in the University of Nairobi statutes be governed by a Board which shall consist of the following members:-
- i)** The Director of the Institute who shall be appointed by the Vice-Chancellor in consultation with the Principal, College of Health Sciences from among senior academic members of staff at the level of Senior lecturer and above.
 - ii)** Deputy Director of the Institute who shall be appointed by the Vice-Chancellor in consultation with the Principal, College of Health Sciences.
 - iii)** Two Senate representatives.
 - iv)** Three Directors/Deans of the College of Health Sciences.
 - v)** One academic staff representative each from the College of Humanities and Social Sciences, College of Biological and Physical Sciences and College of Agriculture and Veterinary Sciences.
 - vi)** Two representatives of active external development partners.
 - vii)** Registrar Research Innovation and Enterprise.
 - viii)** University Librarian.
 - ix)** Institute Administrator.
- 85.** The Board may with the approval of the Vice-Chancellor invite or co-opt such person(s) as may be necessary to assist in the performance of its functions provided that such invited or co-opted persons shall have no voting rights.
- 86.** The Director of the Institute shall be the Chair to the Board and shall hold Office for a term of 3 years renewable once only.
- 87.** The Director of the Institute shall administer the day to day activities of the Institute and shall provide oversight to the Research activities, Programs as well as the Administrative and Financial management of the Institute and shall be answerable to the University Senate.
- 88.** The Deputy Director of the Institute who shall in the absence of the Director discharge the functions of the Director's Office.
- 89.** The Board shall be the advisory organ of the Institute and members of the Board shall serve for a term of three years renewable once only.
- 90.** The Board of the KAVI, Institute of Clinical Research shall have the following powers and functions.
- i)** To oversee the overall management of the Institute;
 - ii)** To develop the capacity to conduct research and carry out clinical trials in both communicable and non-communicable diseases.
 - iii)** To establish models of global health research.
 - iv)** To support PhD post doctoral research projects.
 - v)** To develop and expand the physical facilities of the Institute.
 - vi)** To generate income for self sustenance of the Institute.
 - vii)** To advise on human resource and capacity building of the Institute.
 - viii)** To ensure that the vision and mission of the Institute are realised and that the synergy between the Institute and the University is nurtured and maintained.
 - ix)** To review research activities and advice on research priorities.
 - x)** To appoint sub-committees to consider and report on any matters relevant to the Institute.

- xi)** To determine the rules governing the procedures to be followed at meetings of the Board of the Institute or of the committees established under the Institute.
 - xii)** To consider the Director's annual report.
 - xiii)** To approve the Institute's annual program of work and budget.
 - xiv)** To consider and make recommendations on any matters relating to the activities of the Institute.
 - xv)** Mobilize resources for the successful implementation of the core functions of the Institute;
 - xvi)** In addition to supporting PhD post doctoral research projects, the board may make recommendations to the Senate, through the College Academic Board on regulations relating to the courses of study for any post-graduate diploma, degree and or any other degree, certificate or award;
- 91.** The Institute shall have an Executive Committee which shall consist of:-
- i)** The Director of the Institute.
 - ii)** The Deputy Director of the Institute.
 - iii)** Thematic Head, Clinical Trials Track.
 - iv)** Thematic Head, Communicable Disease Track.
 - v)** Thematic Head, Non-Communicable Disease Track
 - vi)** Thematic Head, Knowledge Translation Track.
 - vii)** The Manager, Finance and Administration.
- 92.** The Executive Committee shall be responsible for the management of the Institute in line with the University of Nairobi Regulations.
- 93.** The Thematic Heads shall be responsible for:-
- i)** Identifying research priorities.
 - ii)** Formulating research agenda.
 - iii)** Coordination of research activities within their tracks and across other tracks to ensure that all the tracks are harmonised.
- 94.** The Thematic Heads shall be selected through a competitive process.
- 95.** The Board of the Institute shall meet as often as necessary for the transaction of business but it shall meet at least once quarterly each academic year.
- 96.** The Board may in addition to Clause 91(xiii) above, perform such other functions as may be assigned or delegated to it by the Senate.
- 97.** The University of Nairobi Centre for Translation and Interpretation (CTI) shall in relation to matters specified in the University of Nairobi statutes be governed by a board which shall consist of the following members:
- i)** The Director of the Centre who shall be appointed by the Vice-Chancellor in consultation with the Principal, College of Humanities and Social Sciences, from among senior academic members of staff at the level of senior lecturer and above.
 - ii)** Principal Secretary, Ministry of Education
 - iii)** Principal Secretary, Ministry of Finance
 - iv)** Principal Secretary, Ministry of Foreign Affairs
 - v)** Chief of Conference Services, United Nations Office at Nairobi
 - vi)** Representative, United Nations Office at Nairobi (UNON) interpretation section
 - vii)** Representative, United Nation Office at Nairobi (UNON) translation
 - viii)** Dean, Faculty of Arts
 - ix)** Representative, College of Education and External Studies

- x) Senate representative
 - xi) Director, ICT Centre
 - xii) Chairperson, Department of Linguistics and Languages
 - xiii) Member of academic staff from the Centre of Translation and Interpretation
 - xiv) Registrar, Academic
 - xv) University Librarian
 - xvi) Centre Administrator – Secretary
- 98.** The Director of the Centre shall be the Chairman of the Board and shall hold office for a term of 3 years renewable once only.
- 99.** The Director shall administer the day-to-day activities of the Centre and shall be answerable to the University Senate.
- 100.** The Board shall be the policy decision making organ of the Centre and the Board members shall serve for a term of 3 years renewable once only.
- 101.** The Board may, at its discretion, invite or co-opt not more than 2 persons to participate in its deliberations but such person so invited or co-opted shall neither acquire membership to the Board nor have the right to vote.
- 102.** The Board of the Centre for Translation and Interpretation shall have the following powers and functions:-
- i) To review research activities and advise on research priorities
 - ii) To develop the Curriculum for short tailor-made courses, Certificate courses, Postgraduate diploma, MA, PhD and outreach and exchange programs before they are presented to the Faculty Board for discussion and for approval according to the University procedures and practices;
 - iii) To establish the research agenda for the Centre, and be involved in coordination of curriculum delivery at the Centre;
 - iv) To oversee the review of the curriculum from time to time in response to identified industry and market needs advances in knowledge;
 - v) To establish the consultancy agenda of the centre;
 - vi) To coordinate fund raising activities, the processes of awarding scholarships or identification and management of opportunities for exchange for staff and students;
 - vii) To advise on the human resource and capacity building needs of the Centre;
 - viii) To review and advise on academic programmes of the Centre;
 - ix) To ensure that the vision and mission of the Centre are realized and that the synergy between the Centre and the University is nurtured and maintained;
 - x) To make recommendations to the Senate, through the College Academic Board on regulations relating to the courses of study for any post-graduate diploma, degree and or any other degree, certificate or award;
 - xi) To appoint sub-committees to consider and report on matters relevant to the Centre;
 - xii) To determine the rules governing the procedures to be followed at meetings of the Board of the Centre, or of those committees of the Centre;
 - xiii) To consider and make recommendations on any matters relating to the activities of the Centre.
- 103.** The Board of the Centre shall meet as often as necessary for the transaction of business but it shall meet at least once quarterly each academic year.

- 104.** The Centre may, in addition to clause 104(xiii) above, perform such other functions as may be assigned or delegated to it by the Senate.
- 105.** The University of Nairobi East African Kidney Institute (EAKI) shall in relation to matters specified in the University of Nairobi statutes be governed by a board established under the University of Nairobi Charter, 2013 which shall consist of the following members:
- i)** The Director of the Institute who shall be appointed by the Vice-Chancellor in consultation with the Principal, College of Health Sciences, from among senior academic members of staff at the level of Associate Professor and above.
 - ii)** Deputy Director, EAKI
 - iii)** Principal Secretary, Ministry of Education
 - iv)** Principal Secretary, Ministry of Finance
 - v)** Principal Secretary, Ministry of East Africa Community Affairs
 - vi)** Principal Secretary, Ministry of Health
 - vii)** Director General Medical Services (DGMS)
 - viii)** Principal, College of Health Sciences
 - ix)** Chief Executive Officer, Kenyatta National Hospital
 - x)** Governor, Nairobi County
 - xi)** Representative, School of Medicine
 - xii)** Representative, School of Public Health
 - xiii)** Representative, School of Pharmacy
 - xiv)** Representative, School of Dental Sciences
 - xv)** Representative, School of Nursing
 - xvi)** Representative, UNITID
 - xvii)** Representative, KAVI Institute of Clinical Health
 - xviii)** Two Senate representatives
 - xix)** Director, ICT Centre
 - xx)** Chief Technologist, EAKI
 - xxi)** Member of academic staff from the Institute
 - xxii)** Registrar, Academic
 - xxiii)** Director, Library and Information Services
 - xxiv)** Institute Administrator - Secretary
- 106.** The Director of the Institute shall be the Chairman of the Board and shall hold office for a term of 3 years renewable once only.
- 107.** The Director shall administer the day-to-day activities of the Institute and shall be answerable to the University Senate.
- 108.** The Board shall be the policy decision making organ of the Institute and the Board members shall serve for a term of 3 years renewable once only.
- 109.** The Board may, at its discretion, invite or co-opt not more than 2 persons to participate in its deliberations but such person so invited or co-opted shall neither acquire membership to the Board nor have the right to vote.
- 110.** The Board of the East Africa Kidney Institute (EAKI) shall have the following powers and functions:-

- i) To review and advise on academic programmes at the Institute
 - ii) To review research activities and advise on research priorities;
 - iii) To develop the Curriculum for short tailor-made courses, Postgraduate diploma, PhD, outreach and exchange programs before they are presented to the Senate for discussion and for approval according to the University procedures;
 - iv) To establish the research agenda for the Institute, and be involved in coordination of curriculum delivery at the Institute;
 - v) To oversee the review of the curriculum from time to time in response to identified industry and market needs and advances in knowledge;
 - vi) To establish the consultancy agenda of the Institute;
 - vii) To coordinate fund raising activities, the processes of awarding scholarships or identification and management of opportunities for exchange for staff and students;
 - viii) To advise on utilisation of the Institute's funds;
 - ix) To advise on the human resource and capacity building needs of the Institute;
 - x) To ensure that the vision and mission of the Institute are realized and that the synergy between the Institute, the University and Kenyatta National Hospital is nurtured and maintained;
 - xi) To make recommendations to the Senate, through the College Academic Board on regulations relating to the courses of study for any post-graduate diploma, degree and or any other degree, certificate or award;
 - xii) To appoint sub-committees to consider and report on matters relevant to the Institute;
 - xiii) To determine the rules governing the procedures to be followed at meetings of the Board of the Institute, or of those committees of the Institute;
 - xiv) To liaise with the government, Kenyatta National Hospital and other institutions; and
 - xv) To consider and make recommendations on any matters relating to the activities of the Institute.
- 111.** The Board of the Institute shall meet as often as necessary for the transaction of business but it shall meet at least once quarterly each academic year and on its own discretion and whenever necessary appoint standing committees to deal with specific matters relevant to the institute such as research, training, finance and quality assurance.
- 112.** The Board may, in addition to clause 111(xiii) above, perform such other functions as may be assigned or delegated to it by the Senate.
- 113.** The Centre for Advanced Studies in Environmental Law and Policy (*hereinafter, CASELAP*) shall, for the purposes of these statutes, have the status of a Faculty
- 114.** CASELAP shall, in relation to matters specified in section 116 of this Statute, be governed by a Board which shall consist of the following members:
- i) A Director, who shall be appointed by the Vice-Chancellor from among persons holding the rank of Associate Professor or above for a period of three years renewable once and who shall serve as the chairman of the Board;
 - ii) All full-time members of academic staff of CASELAP occupying established positions;
 - iii) The Deans/Directors of the following Faculties/Schools/Institutes:
 - a) School of Law;
 - b) Institute for Development Studies;

- c) School of Biological Sciences;
 - d) School of Physical Sciences;
 - e) School of the Built Environment;
 - f) Faculty of Agriculture;
 - g) School of Engineering;
 - h) School of Economics;
 - i) Population Studies and Research Institute.
- iv) Chairmen of the following Departments:
 - a) Geography and Environmental Studies;
 - b) Public Health, Pharmacology and Toxicology;
 - c) Community Health.
 - v) Such additional members of academic staff as the Senate, upon the recommendation of the Board of CASELAP shall, from time to time, appoint;
 - vi) Such other members not exceeding five in number and not being members of the full-time academic staff of the university, appointed by the Senate on the recommendation of the Board;
 - vii) College Librarian;
 - viii) Two representatives of students registered at CASELAP; and
 - ix) CASELAP Administrator, who shall be the Secretary.
- 115.** The Board of CASELAP shall have the power to:
- i) Make recommendations to the Senate, through the College Academic Board on regulations relating to the courses of study for any postgraduate diploma, degree or any other degree or award;
 - ii) Consider and make recommendations to the Senate, through the College Academic Board, on the academic progress of students in CASELAP;
 - iii) Make recommendations to the Senate, through the College Academic Board, on the names of examiners for appointment;
 - iv) Regulate and oversee the conduct of examinations with responsibility to the Senate, through the College Academic Board, in subjects taught at CASELAP;
 - v) Promote scholarship and contribute to environmental policy and law at national, regional or international levels;
 - vi) Conduct conferences, workshops, distinguished public lectures and extra-mural, professional, outreach and other seminars;
 - vii) Participate in commercial ventures and activities incidental to or related to the core functions of the university including consultancies.
 - viii) Subject to approval of the Senate, through the College Academic Board, organize and institute exchange programmes of students and staff with Kenyan and International institutes for promotions of capacity building and academic excellence;
 - ix) Initiate the preparation and publication of books and periodicals for promotion of excellence in environmental policy and law;

- x) Establish and maintain a dedicated library/documentation centre and information technology to support quality scholarship in teaching, research and dissemination of knowledge;
 - xi) Deal with any matter referred to it as may be appropriate, by the College Academic Board or any of the cooperating Faculties, Schools, Institutes, Centres, or Departments;
 - xii) Approve and oversee, on behalf of the Senate, the conduct, of all research programmes of CASELAP;
 - xiii) Formulate policies and make recommendations to the College Academic Board on the annual programmes of the work of CASELAP;
 - xiv) Recommend, courses of instruction leading to the award of certificates and other qualifications as may be authorized by the Senate;
 - xv) Prepare CASELAP annual budget and to forward for consideration by the College Management Board; (xvi) Consider the Director's annual report for transmission to Senate, through the College Academic Board; and
 - xvii) Consider and make recommendations, to the College Academic Board, on any matters relating to the activities of CASELAP.
- 116.** CASELAP shall, in collaboration with the relevant departments, be responsible to College Academic Board and Senate for the promotion and conduct of research relating to environmental policy and law for sustainable development.
- 117.** The Board of CASELAP shall meet at least once in each semester and shall determine the rules and procedures governing its meetings and those of its committees.
- 118.** CASELAP shall have the capacity to solicit for funds for its development and programmes.
- 119.** There shall be a Centre for Open and Distance Learning (CODL) *hereinafter referred to as the 'Centre'*. To fulfill its Vision and Mission the Centre shall undertake the following functions:
- i) Coordinate the development of open and distance learning as an academic discipline at the University.
 - ii) Develop human capacity in open and distance learning.
 - iii) Facilitate and coordinate the establishment and development of open and distance learning for all academic programmes of the University.
 - iv) Collaborate with individual departments in the design and preparation of course materials for use in open and distance learning.
 - v) Facilitate and coordinate the production and delivery of course material in the conduct of open and distance learning.
 - vi) Serve as the administrative and coordinating Centre for teacher-student interactions in the process of open and distance learning in the University of Nairobi.
 - vii) Coordinate the establishment and management of learner support services for open and distance learning.
 - viii) Coordinate admissions and examinations' procedures and processes as approved by the University Senate.
 - ix) Perform all those other functions as may be prescribed to it by the Senate from time to time.

120. The Centre shall have two boards namely:

- Centre Management Board and
- Centre Academic Board

121. The Management Board Shall govern the Centre and its membership shall consist of the following appointed by the Vice-Chancellor

- i)** Deputy Vice-Chancellor (Academic Affairs) as Chairman
- ii)** Managing Director of the Centre for Open and Distance Learning
- iii)** Deputy Managing Director CODL
- iv)** 2 - Senate representatives
- v)** 5 - Directors of the Divisions
- vi)** 6 - College representatives at Senior Lecturer level appointed by the respective CABs
- vii)** 2 - representatives from key stakeholders outside the University
- viii)** Director, Library and Information Services
- ix)** Director JCT Centre
- x)** Director School of Journalism
- xi)** 2 Students Representatives
- xii)** Finance Officer
- xiii)** Academic Registrar
- xiv)** Senior Administrative Officer CODL as secretary

The Centre Management Board may, with approval of the Vice-Chancellor, invite such persons as may be necessary to its meetings to assist in the performance of its functions provided such persons shall have no voting rights.

122. The Powers of the Board shall be

- i)** To define the strategic direction and develop the University open and distance learning strategies and plans.
- ii)** To source for funding for open and distance learning projects.
- iii)** Management of personnel, facilities, finance and the regional centres.
- iv)** To prepare annual estimates of funds required by the Centre.
- v)** To receive and approve programmes involving the use of multi-media approach/Open and Distance Learning mode for the various faculties, institutes or schools.
- vi)** To monitor the quality of instruction rendered through open and distance learning mode in the University.

The Management Board of the Centre for Open and Distance Learning shall have power to regulate in such manner as it may deem fit, its own procedures. It shall meet at least twice every semester

The quorum of the Centre Management Board shall be 1/3 of the members.

123. The Centre Academic Board (CODLAB) shall be responsible for the administration and management of the academic programmes of the Centre in collaboration with internal faculties and school.

124. Membership of the Academic Board of the Centre for Open and Distance Learning shall include the following:

- i)** Managing Director for CODL appointed by the Vice-Chancellor who shall be the Chairperson
- ii)** Deputy Managing Director
- iii)** Directors of the Divisions
- iv)** All Professional core staff of CODL
- v)** Coordinators from faculties providing off-campus programmes
- vi)** Librarian
- vii)** Two student representatives elected by the students enrolled in the open and distance learning programmes who serve for a period of one academic year each time
- viii)** Academic Registrar
- ix)** Senior Administrative Officer CODL as secretary to the Board

The quorum at the Centre Academic Board meeting shall be 1/3 of the professional core staff and the programme coordinators.

125. The specific functions of the Board shall be as follows:

- i)** To discuss and approve new programmes proposed by collaborating faculties in the University of Nairobi.
- ii)** To consider, select and recommend to the Senate for approval, candidates who apply for admission to the Centre for Open and Distance Learning.
- iii)** To discuss and forward new regulations to the Senate for approval.
- iv)** To monitor the implementation of academic programmes offered through the Centre for Open and Distance Learning.
- v)** To oversee the development, production, storage and delivery of study materials.
- vi)** To oversee the establishment and operation of the Academic Support Services of the CODL.
- vii)** To recommend names of External Examiners for appointment by Senate.
- viii)** To monitor the implementation of the regulations and procedures governing teaching practice, attachment and practicals in the open and distance learning programmes of the University of Nairobi.
- ix)** To process examination results and recommend to Senate for awards.
- x)** To discuss and approve proposals for links and collaboration with other institutions.
- xi)** To perform any other tasks and exercises such powers as may be given to it by Senate.

126. There shall be an Institute for Climate and Adaptation (ICCA) (*hereinafter referred to as the "Institute"*)

The activities of the Institute shall be under the direction of an Institute Academic Board, and a Management Advisory Board. The Institute Academic Board shall be responsible for providing direction and approval of all academic programmes, the latter then seeking Senate Approval through the College Academic Board. The Academic Board shall be established under existing statutes of the University, and aim to be broad and inclusive due to the trans-disciplinary nature of the Institute.

127. The Institute's Academic Board shall consist of:

- i)** The Director – appointed by the Vice-Chancellor (Chairman)
- ii)** All Academic Staff Members
- iii)** Senior Administrative Staff

It shall meet at least twice in each semester. Its functions shall be:

- i)** To plan and regulate teaching, examinations, seminars, research and outreach activities
- ii)** To admit new students
- iii)** Approve students research projects
- iv)** Develop institute's strategic five year plans
- v)** Implement strategic plans and other plans approved by the University
- vi)** Prepare Annual Report to the Management Advisory Board
- vii)** Perform any duty referred to it by the College Academic Board, Senate or the Management Advisory Board.

128. The Management Advisory Board shall have nine members appointed by the Vice-Chancellor composed of:

- i)** The Chair of the Board (a distinguished scholar in climate change and adaptation related areas residing in Kenya, but non University of Nairobi staff member)
- ii)** Director of the Institute
- iii)** Two Deans
- iv)** Representative from Agricultural Community
- v)** Representative, Permanent Secretary of Ministry containing Environment, Science and Technology (Secretary)
- vi)** Representative, Permanent Secretary of Ministry containing the Treasury (Secretary)
- vii)** Representative, Association of Kenya Insurers
- viii)** Representative, Business Group

129. The functions of the Board shall be to:

- i)** Advise on the overall management of the Institute
- ii)** Advise on realization of the vision and mission of the Institute and ensure that the synergy between the Institute and the organizations in the University is nurtured and maintained
- iii)** Advise on mobilization of resources for the successful implementation of the core functions of the Institute
- iv)** Advise on the Institute's annual program of work and budget
- v)** Consider and make recommendations on the Director's Annual Report and on any matters relating to the activities of the Institute

The Advisory Board of the Institute shall meet as often as necessary but it shall meet at least once quarterly each academic year. Members will serve for 3 years.

STATUTE XX

THE BOARD OF COMMON UNDERGRADUATE COURSES

1. There shall be a Board of Common Undergraduate Courses (*hereinafter referred to as the "Board"*) whose membership shall consist of:
 - i) The Director of the Board appointed by the Vice-Chancellor for a period of three years, renewable once only for an equivalent period, from amongst persons holding the rank of Senior Lecturer or above who shall serve as Chairman.
 - ii) All co-ordinators of the common under-graduate courses.
 - iii) One person from each College, being of the rank of Senior Lecturer and above, nominated by the relevant Academic Board.
 - iv) Four Senate Representatives.
 - v) The University Librarian.
 - vi) Academic Registrar - Secretary

Provided that the Board may, at its discretion, invite other scholars of the University to attend its meetings in an advisory capacity only and without the right to vote at such meetings.

2. The Board shall have and carry the status of a Faculty, Institute or School and shall in that capacity enjoy all the rights, privileges and immunities, and exercise all the powers equivalent to those of a Faculty, Institute or School in so far as those rights, privileges, immunities and powers are consistent with the provisions of this Statute.
3. The Board shall have the power to regulate its procedures in such manner as it may deem fit.
4. The Board shall be answerable to the Senate in respect of the conduct of Undergraduate Common Courses throughout the University and shall, in particular, have the following responsibilities:
 - i) Administration of the regulations for the Common Undergraduate Courses;
 - ii) Organisation of teaching in respect of the Common Undergraduate Courses;
 - iii) Monitoring and evaluation of curricular for the Common Undergraduate Courses;
 - iv) Co-ordination of administration, management and processing of examinations of the Common Undergraduate Courses.
5. The Board shall, in respect of each of the matters set out in clause 5 herein, exercise the powers and perform the duties set out hereinafter:
 - i) The Board shall make consultations with the relevant departments, faculties, institutes or school and determine who is to conduct the teaching of each and every applicable unit of the Common Undergraduate Courses, and shall make appropriate recommendations.
 - ii) The Board shall monitor the teaching of the Common Undergraduate Courses and satisfy itself that the task is being effectively discharged.
 - iii) The Board shall consult with the relevant departments and faculties/institutes/school, in the scheduling of teaching and examination of the Common Undergraduate Courses.
6. All undergraduate students shall undertake all courses prescribed by the Senate from time to time and satisfy the examiners subject to respective Faculty Regulations.
7. The Board may exercise any other such powers, relating to the Common Undergraduate Courses, or to Undergraduate Studies generally or otherwise as may be delegated to it by the Senate from time to time in accordance with Statute XV(7)(i) or any other.

COMMON UNDERGRADUATE COURSES EXAMINATION REGULATIONS

INTRODUCTION

The common courses shall be administered by the Board of Common Undergraduate Courses in collaboration with relevant Departments.

The programme is aimed at fostering in the graduates a broad sense of self-reliance, general awareness in the dynamic environment and appreciation of the need for concerted effort and common endeavour in developing their own ability to compete in the changing world.

ENTRY REQUIREMENTS

In order to be admitted to the compulsory common courses programme, a candidate must have fulfilled the General Minimum University entry requirements.

COURSE DURATION

All common course units shall be taught in the first year to enable the students concentrate on their professional degree programme courses from the second year of their studies.

REGULATION ON CHOICE OF COURSES

- a) The programme consists of a total of three 45-lecture hour units comprising the core course unit and at least two elective course units
- b) All students are required to take the course courses (CCS 001 and CCS 010) and one elective course taken from the elective courses shown below
- c) All students are required to take one elective course from the elective course units as prescribed below
- d) All students may take one elective course unit from the common elective courses (CCS 002, CCS 003 and CCS 004)
- e) An Arts student may take one course unit from the science elective courses (CCS 005, CCS 006 and CCS 007)
- f) A Science student may take one course unit from the Arts electives courses (CCS 008, CCS 009)
- g) Department/Faculty/Institutes may, in addition, recommend other course units to be taken by their students from either Arts or Science electives.

EXAMINATION REGULATIONS

1. The common courses shall not be taken into account for purposes of degree classification. The conduct of the examinations shall be governed by the following regulations
2. No candidate shall be permitted to take an examination unless he has attended the prescribed course of study to the satisfaction of the Faculty/Department.
3. In order to proceed from one year of study to the next, candidates shall be required to pass in all the common courses taken.

4. No candidate shall be allowed to graduate unless he/she passed in all the prescribed compulsory and elective common courses
5. Assessment shall be conducted as follows:
 - i) Each course unit shall constitute one TWO hour examination paper
 - ii) For all the common courses, other than the communication skills units, continuous assessments shall account for 30% of the total marks while written examinations shall account for 70% of the total marks.
 - iii) For communications skills, continuous assessment shall account for 70% of the total marks and the written examination shall account for 30% of the total marks;
 - iv) The pass mark in each of the common course units shall be 40%.
6. In determining whether or not a candidate proceeds to the subsequent year of study, Faculty/Departments shall consider performance in the common courses together with other courses taken.
7. In cases where a candidate fails to attain the pass mark of 40% in one or more of the common courses offered in a given year of study, the Faculty/Department shall determine his fate regarding supplementary examination, repeating of a year or discontinuation in accordance with approved Senate regulations.
8. In considering the results, the respective Board of Examiners/ Faculties/Departments may apply the rule of compensation between Common courses, provided that the marks in the failed course(s) unit(s) in between 35% and 39%.
9. While compensating the failed course(s) subject to the regulation above, 2% marks shall be taken from the passed unit(s) to make 1% mark below 40% mark of the failed course unit(s).
10. A candidate who fails to attain the above 40% in the common courses after compensation, or who attains less than 35% in one or more courses, shall be required to sit a supplementary examination(s) in the failed course(s) within three months.
11. A candidate who fails a supplementary examination in the common courses in year one but has satisfied all other Department/Faculty/Institute regulations shall be permitted to proceed to the second year of study from where he/she shall be re-examined in the failed course(s).
12. A candidate who is re-examined in the failed common courses in second year of study and fails again but satisfies the Department/Faculty/Institute regulations, shall have his/her case reviewed by the Board of the Common Undergraduate Courses and an appropriate recommendation made to the Senate without prejudice to the regulation 4 above.
13. The translation of absolute percentage scores to letter grades for Transcribing purposes shall follow the general approved practice in the Faculty/Department awarding the degree.

COURSE OUTLINE

a) Core Units

- CCS 001 Communications Skills 2
- CCS 010 HIV/AIDS

b) Elective Units Common to all Students

- CCS 002 Fundamentals of Development and their application to Kenya 1
- CCS 003 Human Health
- CCS 004 Law in Society

c) Elective Units for Arts Students

- CCS 005 Environmental Science
- CCS 006 Chemistry and its Applications 1
- CCS 007 Science & Technology in Development 1

c) Elective Units for Science Students

- CCS 008 Elements of Philosophy 1
- CCS 009 Elements of Economics 1

STATUTE XXI

THE GRADUATE SCHOOL

1. There shall be a Graduate School (*hereinafter 'the School'*) Board whose membership shall consist of:
 - i) The Director of the School appointed by the Council from amongst persons holding the rank of Associate Professor and above for a period of five years, renewable once only for an equivalent period. The Deputy Vice-Chancellor (Academic Affairs) shall chair the Board;
 - ii) The Deputy Directors appointed by the Council for a period of five years, renewable once only for an equivalent period.
 - iii) A representative from each College, being of the rank of senior lecturer and above, nominated by the College Academic Board;
 - iv) Two representatives of the Senate, being of the rank of senior lecturer, nominated by the Senate;
 - v) The Director, Library and Information Services;
 - vi) The Academic Registrar;
 - vii) A student representative nominated by the Graduate Students Association;
 - viii) A representative of the private sector nominated by the Kenya Private Sector Association (KEPSA);
 - ix) A representative from Association of Professional Societies in East Africa (APSEA); and
 - x) School Registrar/Secretary.
2. The School shall have and carry the status of a College and shall in that capacity enjoy all the rights, privileges, immunities and powers that are consistent with the provisions of this status.
3. The Board shall meet at least once in every month.
4. The Board shall have the power to regulate in such manner as it may deem fit, its own procedures.

5. Notwithstanding the provisions of any other statute, the School shall be answerable to the University Senate in respect to the conduct of graduate studies throughout the University and shall, in particular, have responsibility over the following matters;
 - i) the co-ordination of graduate syllabi and regulations;
 - ii) the admission of graduate students;
 - iii) the administration of graduate scholarships;
 - iv) the administration of graduate research grants;
 - v) the administration and processing of graduate theses, projects or dissertations;
 - vi) the proper conduct and supervision of the graduate studies programmes; and
 - vii) the general welfare and discipline of graduate students.
6. The School shall, in respect of each of the matters set out in Clause 4 herein, exercise the powers and perform the duties set out in clauses 7 to 13.
7. In respect of the co-ordination of graduate syllabi and regulations, the School shall;
 - i) have primary responsibility for the enforcement of the common regulations for the Postgraduate Certificates, Postgraduate Diplomas, Masters, Fellowships, Doctorates and Higher Doctorate Degrees in all Faculties, Institutes, Schools and Centres;
 - ii) have responsibility for ensuring quality of graduate programmes and adherence to Senate approved policy, regulations and set standards;
 - iii) liaise with all Faculties and Departments, Institutes, Schools and Centres and make such recommendations as regards the content and organization of graduate programmes available therein as it may deem fit;
 - iv) make available all information relating to graduate studies throughout the University by publishing a prospectus and bibliographies of records of graduate research conducted or to be conducted within the University;
 - v) publish and make available records of published work arising from graduate research undertaken within the University, or within any other University as long as such work is, in the opinion of the School, of particular relevance to graduate research in the University; and
 - vi) cause to be published and disseminate any material it considers of relevance to the general conduct of graduate studies within the University.
8. In respect of admissions of graduate students, the School shall:
 - i) develop policy and advise University Management on admissions;
 - ii) receive from Departments through Faculties, Institutes, Schools and Centres , details of all graduate programmes;
 - iii) advertise all such programmes and receive in such format as may be specified by Senate, applications in respect thereof;
 - iv) send letters of admission to successful candidates and also notify the Faculties Institutes, Schools or Centres;
 - v) send all relevant information to the successful and unsuccessful candidates;
 - vi) register and orientate all graduate students, and thereafter refer them to their respective Faculties, Institutes, Schools or Centres;
 - vii) automate all processes from admission to clearance and maintain up to date graduate students' records; and
 - viii) track the progress of each graduate student and take appropriate action in accordance with the common regulations.

9. In respect of the administration of graduate scholarships, the School shall be responsible for receiving from the University all scholarships for graduate studies which shall be dealt with in the following manner:
 - i) solicit scholarships from prospective donors, and to liaise with other bodies within or outside University that are recipients of scholarships tenable at the University;
 - ii) advertise all such scholarships; and
 - iii) allocate such scholarships to those applicants who fulfill the requirements as well as any specific terms that may be attached to the scholarships in question.
10. In respect of the administration of graduate research grants, the School shall:-
 - i) solicit graduate research funds from prospective donors, and to liaise with other bodies within or outside the University that are recipients of such funds;
 - ii) be responsible for receiving applications for graduate research funds through Faculties, Institutes, Schools and Centres; and
 - iii) allocate graduate research funds from prospective donors, and to liaise with other bodies within or outside the University that are recipients of such funds
11. In respect of the administration and processing of graduate theses, projects and dissertations, the School shall:-
 - i) be responsible for receiving and approving the nominations by Faculties, Institutes, School or Centres of supervisors;
 - ii) keep records on the progress of graduate research, and in this connection receive from Faculties, Institutes, Schools and Centres recommendations for the deregistration of candidates whose work is unsatisfactory, or for discontinuation for sufficient cause and make such recommendations to the Senate as it shall deem appropriate;
 - iii) approve the appointment of Board of examiners for graduate theses, projects and dissertations as recommended by the relevant Faculties, Institutes, Schools and Centres;
 - iv) send out invitations and copies of submitted theses, projects or dissertations for examination;
 - v) receive the written assessment of such theses, projects or dissertations from the examiners;
 - vi) convene Board of examiners' meetings in consultation with the Deans/Directors concerned;
 - vii) forward to Senate the recommendations of the Board of examiners' for consideration;
 - viii) inform candidates of the results of the examinations after approval by Senate; and
 - ix) cause the approved theses, projects or dissertations to be deposited in libraries.
12. In respect of the conduct and supervision of graduate programmes, the School shall oversee the effective and regular management and conduct of graduate programmes as stipulated in the relevant regulations and guidelines for supervision.
13. In respect of the welfare and discipline of graduate students, the School shall:-
 - i) develop and review regulations governing the organization, conduct and discipline of graduate students;
 - ii) be responsible for receiving any reports on the welfare and conduct of graduate students from relevant units and make recommendations to the Senate; and

- iii) consider any matter affecting the welfare and conduct of graduate students, or their conditions of research, and make appropriate recommendations to the Senate.
14. The School may, in addition to the above, exercise such other powers, or perform such other functions as may be assigned or delegated to it by the Senate.

STATUTE XXII

UNIVERSITY ENTRANCE REQUIREMENTS

1. The entrance requirements set out below, must be regarded as MINIMUM requirements, which in no way entitle the applicant to a place in the University. In addition candidates will be required to fulfill specific admission requirements of the faculties to which they seek admission:
- i) A Kenya Certificate of Secondary Education (KCSE) with an aggregate minimum grade of C+ from at least 7 approved subjects obtained at the same sitting.
 - ii) For the purposes of this regulation approved subjects shall be such subjects as Senate shall from time to time determine. The list of such approved subjects include:-

Group I

ENG	English)
KIS	Kiswahili) Compulsory 3
MAT	Mathematics)

Group II

BIO	Biology)
PHY	Physics) At least 2
CHE	Chemistry)

Group III

HAG	History and Government)
GEO	Geography)
CRE	Christian Religious Education) At least 1
IRE	Islamic Religious Education)
HRE	Hindu Religious Education)

Group IV

HSC	Home Science)
ARD	Art and Design)
AGR	Agriculture) At Least 1
AVT	Aviation Technology)
CMP	Computer Studies)

Group V

FRE	French)
GER	German) At Least 1
ARB	Arabic)
MUS	Music)
BST	Business Studies)

2. There shall be a mature age qualifying scheme for admission to the University, the conditions for which shall be as follows:
- i) Candidates must be 25 years of age, or older on 1st July of the year in which admission is sought
 - ii) Candidates should have completed their full-time school at high school or college education at least five years before the date they are seeking admission.
 - iii) Candidates should be able to show:-
 - a) that they have attended Extra-Mural classes or Residential courses in which case a recommendation from the Extra-Mural Class Tutor(s) or Residential Tutor will be necessary; or
 - b) that they have attended a residential course at an Adult Education centre or post-secondary institution in which case a recommendation from the Principal of the College attended will be necessary; or
 - c) that they can obtain, from a person acceptable to the University a recommendation that they are qualified to profit from a University education.
 - iv) Candidates must give the name and full address of a referee who is a person conversant with University Standards - preferably a graduate and who is well placed to assess the candidate's potential as a University student.
Candidates are requested to see that the referee has consented to report on them, and that their addresses are correct.
 - v) No candidate who has previously attended any University shall be admitted to a degree course, under these regulations, for which they failed to qualify during their previous attendance, unless they produce evidence of further study satisfactory to the University.

STATUTE XXIII

DESIGNATION OF DEGREES

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

<i>i) Faculty of Agriculture</i>	
Bachelor of Science	BSc.
Master of Science	MSc.
Doctor of Philosophy	PhD.
Doctor of Science	DSc.
<i>ii) Faculty of Arts</i>	
Bachelor of Arts	BA
Bachelor of Psychology	BPsych.
Bachelor of Philosophy	BPhil.
Master of Arts	MA.
Doctor of Philosophy	PhD.
Doctor of Letters	DLitt.

iii)	<i>Faculty of Veterinary Medicine</i>	
	Bachelor of Science	BSc.
	Bachelor of Veterinary Medicine	BVM.
	Master of Theriogenology	MThe.
	Master of Veterinary Medicine	MVet Med
	Master of Veterinary Public Health	MVPH.
	Master of Veterinary Science	MVSc.
	Master of Veterinary Surgery	MVet Surg.
	Master of Science	MSc.
	Master of Science in Wildlife Health and Management	MSc. Wildlife Health & Mgt.
	Doctor of Philosophy	PhD.
	Doctor of Science	DSc.
iv)	<i>Wangari Maathai Institute for Peace and Environmental Studies (MSc.)</i>	
	Doctor of Philosophy in Environmental Governance and Management	PhD.
	Master of Science in Environmental Governance	MSc.
v)	<i>School of the Arts and Design</i>	
	Bachelor of Arts	BA
	Master of Arts	MA.
	Doctor of Philosophy	PhD.
	Doctor of Letters	DLitt.
vi)	<i>School of Biological Sciences</i>	
	Bachelor of Science	BSc.
	Master of Science	MSc.
	Doctor of Philosophy	PhD.
	Doctor of Science	DSc.
vii)	<i>School of Computing and Informatics</i>	
	Bachelor of Science	BSc.
	Master of Science	MSc.
	Doctor of Philosophy	PhD.
	Doctor of Science	DSc.
viii)	<i>The School of the Built Environment</i>	
	Bachelor of Architectural Studies	BAS.
	Bachelor of Architecture	BArch.
	Bachelor of Arts	BA
	Master of Arts (Planning)	MA.
	Master of Arts (Architecture)	MA.

	Master of Architecture	MArch.
	Doctor of Philosophy	PhD.
	Doctor of Letters	DLitt.
ix)	<i>The School of Business</i>	
	Bachelor of Commerce	BCom.
	Bachelor of Science	BSc.
	Master of Business Administration	MBA
	Doctor of Philosophy	PhD.
	Doctor of Letters	DLitt.
x)	<i>School of Physical Sciences</i>	
	Bachelor of Science	BSc.
	Master of Science	MSc.
	Doctor of Philosophy	PhD.
	Doctor of Science	DSc.
xi)	<i>The School of Computing and Informatics</i>	
	Bachelor of Science	BSc.
	Master of Science	MSc.
	Doctor of Philosophy	PhD.
	Doctor of Science	DSc.
xii)	<i>The School of Continuing and Distance Education</i>	
	Bachelor of Arts	BA
	Bachelor of Science	BSc.
	Bachelor of Education	BEd.
	Master of Arts	MA.
	Master of Science	MSc.
	Master of Education	MEd.
	Doctor of Philosophy	PhD.
	Doctor of Science	DSc.
xiii)	<i>The School of Dental Sciences</i>	
	Bachelor of Dental Surgery	BDS.
	Master of Science	MSc.
	Master of Dental Surgery	MDS.
	Doctor of Philosophy	PhD.
	Doctor of Science	DSc.
xiv)	<i>School of Earth and Atmospheric Sciences</i>	
	Bachelor of Science	BSc.
	Master of Science	MSc.
	Doctor of Philosophy	PhD.
	Doctor of Science	DSc.

xv)	<i>School of Economics</i>	
	Bachelor of Economics	BEcon
	Bachelor of Economics and statistics	BEcon & Stats
	Master of Arts (Economics)	MA (Econ)
	Master of Arts (Economics Policy Management)	MA (Econ PMGT)
	Master of Arts (Economics of Multilateral Trading systems)	MA (Econ MTS)
	Master of Science (Health Economic Policy)	MSc (HEP)
	Doctor of Philosophy	PhD.
xvi)	<i>The School of Education</i>	
	Bachelor of Education	BEd.
	Master of Education	MEd.
	Doctor of Education	EdD
	Doctor of Philosophy	PhD.
	Doctor of Letters	DLitt.
xvii)	<i>The School of Engineering</i>	
	Bachelor of Science in Engineering	BSc.
	Master of Science in Engineering	MSc.
	Master of Engineering	MEng.
	Master of Science in Surveying	MSc.
	Doctor of Philosophy	PhD.
	Doctor of Science	DSc.
xviii)	<i>Institute for Climate Change and Adaptation</i>	
	Master of Science	MSc
	Doctor of Philosophy	PhD
xix)	African Women's Studies Centre	
	Bachelor of Arts	BA
	Master of Arts	MA
	Doctor of Philosophy	PhD
xx)	<i>East African Kidney Institute</i>	
	Bachelor of Science	BSc
	Master of Science	MSc
	Doctor of Philosophy	PhD
xxi)	<i>Centre for Interpretation and Translation</i>	
	Master of Arts	MA
	Doctor of Philosophy	PhD

xxii)	<i>School of Journalism and Mass Communication</i>	
	Bachelor of Arts	BA
	Master of Arts	MA.
	Doctor of Philosophy	PhD.
	Doctor of Letters	DLitt.
xxiii)	<i>The School of Law</i>	
	Bachelor of Laws	LLB.
	Master of Laws	LLM.
	Doctor of Philosophy	PhD.
	Doctor of Laws	LLD.
xxiv)	<i>The School of Mathematics</i>	
	Bachelor of Science	BSc.
	Master of Science	MSc.
	Doctor of Philosophy	PhD.
	Doctor of Science	DSc.
xxv)	<i>The School of Medicine</i>	
	Bachelor of Science	BSc.
	Bachelor of Medicine & Bachelor of Surgery	MBChB.
	Master of Science	MSc.
	Master of Medicine	MMed.
	Master of Public Health	MPH.
	Doctor of Medicine	MD.
	Doctor of Philosophy	PhD.
	Doctor of Science	DSc.
xxvi)	<i>The School of Nursing Sciences</i>	
	Bachelor of Science (Nursing)	BSc.(Nur.)
	Master of Science	MSc.
	Doctor of Philosophy	PhD.
	Doctor of Science	DSc.
xxvii)	<i>School of Public Health</i>	
	Bachelor of Science in Public Health	
	Master of Public Health	MPH
	Master of Science in Health Systems Management	MSchSM
	Doctor of Philosophy in Community Health	
xxviii)	<i>The School of Pharmacy</i>	
	Bachelor of Pharmacy	BPharm.
	Master of Pharmacy	MPharm.
	Doctor of Philosophy	PhD.
	Doctor of Science	DSc.

xxix)	<i>Centre for Advanced Studies in Environmental Law Policy</i>	
	Master of Arts	MA
xxx)	<i>Institute of Anthropology, Gender and African Studies</i>	
	Bachelor of Arts	BA
	Master of Arts	MA.
	Doctor of Philosophy	PhD.
	Doctor of Letters	DLitt.
xxxi)	<i>Institute for Development Studies</i>	
	Masters of Arts in Development Studies	MA.
	Doctor of Philosophy	PhD.
	Doctor of Science	DSc.
xxxii)	<i>Institute of Diplomacy and International Studies</i>	
	Master of Arts	MA.
	Doctor of Philosophy	PhD.
	Doctor of Letters	DLitt.
xxxiii)	<i>Centre for Biotechnology and Bioinformatics</i>	
	Master of Science in Biotechnology	MBiotech.
	Master of Science in Bioinformatics	MBioinfor.
	Doctor of Philosophy	PhD.
xxxiv)	<i>Institute of Nuclear Science and Technology</i>	
	Master of Science	MSc.
	Doctor of Philosophy	PhD.
	Doctor of Science	DSc.
xxxv)	<i>Institute of Tropical and Infectious Diseases</i>	
	Master of Science	MSc.
	Doctor of Philosophy	PhD.
	Doctor of Science	DSc.
xxxvi)	<i>Population Studies and Research Institute</i>	
	Master of Arts	MA.
	Master of Science	MSc.
	Doctor of Philosophy	PhD.
	Doctor of Science	DSc.

STATUTE XXIV

AWARDING OF DEGREES

BACHELOR'S DEGREE

1. Save as otherwise provided by this Statute, a candidate shall not be awarded the Bachelor's degree unless he shall have undertaken approved courses and satisfied the requirements of the University as a student of the University after admission and subsequently registration with the faculty as follows:
 - i) for the degree of Bachelor of Arts, Bachelor of Laws, Bachelor of Commerce, Bachelor of Science and Bachelor of Science in Nursing for at least four academic years;
 - ii) for the degree of Bachelor of Veterinary Medicine, Bachelor of Dental Surgery, Bachelor of Pharmacy and Bachelor of Science (Engineering) for at least five academic years;
 - iii) for the degrees of Bachelor of Architecture, Bachelor of Medicine and Bachelor of Surgery, for at least six academic years.
2. The Senate may accept, as part of the attendance of a student of the University qualifying him for the award of Bachelor's degree, a period of attendance as a student of another University or Institution specially recognised by the Senate for this purpose; the Senate may accept certificates of proficiency in any subject by a University aforesaid, exempting from the examination of the University in a course or courses in such subject; provided that no student shall be awarded the Bachelor's degree unless:
 - i) they shall have undertaken an approved course of the University as follows:
 - a) for the degree of Bachelor of Arts, Bachelor of Commerce, Bachelor of Laws, Bachelor of Science in Nursing, Bachelor of Science for at least three academic years, of which one shall be the final year;
 - b) for the degrees of Bachelor of Architecture, Bachelor of Veterinary Medicine, Bachelor of Dental Surgery, Bachelor of Pharmacy, Bachelor of Science (Engineering) for at least the final three academic years;
 - c) the degree of Bachelor of Medicine and Bachelor of Surgery, for at least the final four years.

Provided that the Senate in its discretion may require an applicant who falls under any of these provisions, to take any specified number of Common Undergraduate Courses and/or any other course.
 - ii) his periods of attendance as a student at such University or institution and at the University are together not less than the complete period prescribed for the award of the degree;
 - iii) he shall have passed the final examination and such other examinations of the University as the Senate may determine;
 - iv) he shall have paid such fees to the University as may be determined by the Council; and
 - v) he shall have complied in other respects with the requirements for the degree;
 - vi) no candidate who has already applied twice without success for admission under the Mature-Age Entry Scheme can be considered for this form of entry;

- vii) Candidates who have complied with conditions (i) to (vii) above, shall be required to take special Entrance Examination. These examinations will consist of papers of general character for which specific preparation is not possible;
 - viii) a) Candidates who, in the opinion of the examiners, merit further consideration will be called for interview before the final selection of candidates is made, except that candidates who obtain at least 60% in the Special Entrance Examination may, at the discretion of the University be exempted from the interviews.
b) Candidates who comply with conditions (i) to (vii) above may be admitted to degree courses for which Mature - Age students would normally be eligible viz: Bachelor of Arts; Bachelor of Science, Bachelor of Education; Bachelor of Commerce and Bachelor of Laws; or such other degree courses as the University may approve.
3. Subject to the provisions of clauses (i) to (v) of paragraph 2, the Senate may accept periods of attendance and examinations in any subject of a candidate in any Faculty of the University, or any other University recognised by the Senate for this purpose, as exempting from attendance in such subject prescribed for a degree in another Faculty.
 4. A person who has graduated in another University, or who is able to give satisfactory evidence of his qualifications, may be admitted as a student to courses of study and research in the University and may proceed to a higher degree under such special conditions as Senate may prescribe.

BACHELOR OF PHILOSOPHY DEGREE

5. A candidate shall not be awarded the degree of Bachelor of Philosophy unless he has registered for the degree for a period of at least one academic year, after having obtained Bachelor's degree, and has under-taken during that period approved courses and satisfied other requirements for the degree.

MASTERS DEGREE

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

DOCTOR OF PHILOSOPHY DEGREE

7. A candidate shall not be awarded the degree of Doctor of Philosophy in any Faculty/Institute/School unless;
 - i) He has been registered for the degree, as a student of the University for a period of not less than 18 months after satisfying the requirements for the award of the degree of the Master's degree in the Faculty concerned, or other admission to the status of that degree,

or after admission as a research student in terms of paragraph 4, subject to such decisions as may from time to time be made by the Senate.

- ii) He has pursued a subject of special study approved by the Senate;
- iii) He has worked in such association with a supervisor or supervisors as the Senate may direct; and
- iv) He has submitted a thesis which makes a distinct contribution to the knowledge and understanding of the subject and affords evidence of the exercise of independent critical thinking.

HIGHER DOCTORATE

8. Subject to provisions of paragraph 4 of this Statute, a candidate shall not be awarded a higher doctorate in any Faculty, until at least five years after he has been awarded the degree of Doctor of Philosophy/Doctor of Medicine of the University.

STATUTE XXV

UNIVERSITY EXAMINATIONS

1. University Examinations shall be conducted under the control of the Senate.
2. There shall be internal and external examiners for the University Examinations appointed by the Senate upon the recommendations of the College Academic Boards, who shall prepare examinations papers where appropriate and examine students in the papers assigned to them by the Faculty, Institute or School.
3. External examiners shall be appointed from outside the University.
4. In the case of reexamination, at a special examination of candidates who have failed in the ordinary University examination, a moderator may be appointed from within or outside the University provided he has had no part in teaching the candidate in the subject of the paper under examination.
5. Every candidate for a University examination shall pay to the University, in respect of such examination, such fees as the Council shall from time to time, prescribe.
6. In the event of an alleged examination irregularity, the College Principal shall report to the Vice-Chancellor who shall suspend the student(s) immediately thereafter and the said student(s) shall be required to appear before the College Disciplinary Committee in person within 30 days from the suspension date. The Principal of the college shall report the committee's findings to the Vice-Chancellor within a period of 3 months in any case not later than 6 months as provided for under Section 63(3) of the Universities Act, 2012 (Fair Administrative Action) or such other period that shall be provided in the legislation governing University education, the University Statutes and in the Regulations Governing the Organisation, Conduct and Discipline of Students.

STATUTE XXVI

HONORARY DEGREES

1.
 - i) A proposal to grant an honorary degree may be made by a member of the Council, or a member of the Senate and shall be communicated in writing to the Vice-Chancellor.
 - ii) Every such proposal shall be accompanied by a statement setting forth the degree recommended and the detailed grounds on which the recommendation is based.
2. The Vice-Chancellor shall refer such a proposal to an Honorary Degrees Committee consisting of the Vice-Chancellor, the Deputy Vice-Chancellor (Academic), the Chairman of the Council, three members of the Senate, appointed by the Senate, and two members of the Council appointed by the Council. Provided that the Committee shall have the power to co-opt any person or persons to assist in the due assessment of the credentials of the nominee.
3. The Vice-Chancellor shall be Chairman of this committee, and in the absence of the Vice-Chancellor, the committee shall appoint a Chairman from among its members.
4. Any recommendation made by this Committee for the conferring or otherwise of any degree shall be reported to both the Council and the Senate for confirmation.
5. The conferment of an honorary degree upon any person shall be preceded by a proclamation of such a person's Citation to the Congregation by an Orator nominated by the Honorary Degrees Committee from among the Professors of the University.

STATUTE XXVII

EMERITUS PROFESSORSHIP

1. A Professor who has retired from active service in the University may be considered for appointment as an Emeritus Professor of the University.
2. For a person to be considered for appointment as an Emeritus Professor such a person shall satisfy the following conditions:
 - i) shall have demonstrated academic excellence through scholarship, as evidenced by research and publications;
 - ii) shall have taught with distinction at the University for at least ten years, five of which as a Professor;
 - iii) shall have achieved international reputation as a scholar.
3. Nominations for designation as Emeritus Professor shall originate from Departments, Faculties/Institutes/Schools and shall thereafter be forwarded to the Emeritus Professors Appointments Committee set up under paragraph 5 hereof. The recommendations of the Committee shall be forwarded to the Council for confirmation.
4. The terms of appointment as an Emeritus Professor shall be as follows:-
 - i) An Emeritus Professor shall for all purposes be regarded as Professor of the University.
 - ii) The position of Emeritus Professor shall be personal.
 - iii) The Council, taking into account all relevant matters, shall make provision for compensation for services rendered and for housing, health care and any other matters for the benefit and welfare of the Professor and family.
 - iv) An Emeritus Professor shall be provided with such facilities as may be required for the discharge of academic responsibilities.
 - v) An Emeritus Professor shall be a full member of the Senate.

5. There shall be a Staff Appointments Committee of the Council called **“The Emeritus Professors’ Appointments Committee”**,
- i) Chairman of the Council
 - ii) Chairman
 - iii) Vice-Chancellor
 - iv) Deputy Vice-Chancellors
 - v) One Council Representative
 - vi) Principal of the relevant College
 - vii) Dean/Director of the relevant Faculty/Institute/School
 - viii) One Professor, whose area of specialization is related to that of the nominee, appointed by the Vice-chancellor
 - ix) Two Senate representatives
 - x) Chairman of the relevant Department
 - xi) Secretary

STATUTE XXVIII

CONFERRING OF DEGREES

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

STATUTE XXIX

CONVOCATION

1.
 - i) Convocation of the University shall consist of all persons whose names appear on the Convocation Roll, to be compiled and kept by the Deputy Vice-Chancellor (Academic)
 - ii) The Vice-Chancellor, Deputy Vice-Chancellors, College Principals and Deputy Principals, Professors and Lecturers of the university (including, for this purpose, honorary and titular professors and lecturers); the Librarian, the Finance Officer shall be ex-officio member of the convocation and shall be entitled to have their names entered on the Convocation Roll.
 - iii) All persons who became graduates of the University shall be entitled to have their names entered on the Convocation Roll.
 - iv) Graduates of the University of London and of the University of East Africa who have obtained their degrees as registered students of the former University College, Nairobi, and its predecessors in title shall be entitled to have their names placed upon the Convocation roll.

2. Subject to the provisions of these Statutes, Convocation shall be empowered:
 - i) To discuss and state its opinion upon any matter or matters within the sphere of operations or competence of the University.
 - ii) To elect from among its members an executive committee, the constitution, functions and duties of which shall be prescribed by regulations framed by the Council after consultation with convocation.
 - iii) To elect two members to the Council from amongst its members in a manner to be determined by the Council.
3. The Deputy Vice-Chancellor (Academic) shall provide the Secretariat for the Convocation and shall keep the roll thereof. The Roll shall be conclusive evidence that any person or persons whose name appears therein at the time of voting as member of Convocation is entitled so to vote, and that any such person or persons whose name does not appear therein is not so entitled. The names of new graduates of the University shall be considered to be automatically included in the roll immediately after conferment of the degrees. Such automatic inclusion shall not, however, relieve the new graduate of the duty of registering his address with the Secretariat, and keeping the Secretariat informed of any subsequent change of address.
4. There will be a Chairman of the Convocation who shall be elected by Convocation from amongst its members by postal ballot and shall hold office for a period of two years. In the case of the incapacity or resignation of a Chairman, the Secretariat shall take the necessary steps to initiate the election of a successor to fill the vacancy. No member shall be eligible to be elected Chairman unless he is normally resident in Kenya.
5. It shall be the duty of the Secretariat to take steps for the holding annually of a meeting of the Convocation. Notices of such meetings shall be given two months before the date of the meeting. Any member desiring to bring forward any business at such meeting shall submit a statement in writing to the Secretariat setting forth in the form of motions the subject or subjects such person proposed for consideration thereat. Such motions must be lodged with the Secretariat at least four weeks prior to the date of the meeting.
6. Notice of every meeting of the Convocation, with a statement of the business to be brought before the meeting, shall be sent to each member at his last known address at least fourteen days prior to the day appointed for holding such a meeting.
7. The quorum and procedure of the Convocation shall be as prescribed in rules made by the Convocation and approved by the Council.
8. A copy of the proceedings and all resolutions relating thereto, and a statement of such other matters discussed and passed by the Convocation from time to time shall be duly certified by the Chairman of the Convocation and thereafter sent to the Chairman of Council and Chairman of Senate for information.

STATUTE XXX

FEES

1. All students admitted to the University for any degree, diploma, certificate or other award of the University shall pay the University such Registration Fees, Tuition Fees and other fees and charges as Council may from time to time determine.

2. All fees and other charges due shall be paid at the commencement of the semester they are due and in any case not beyond the third week of the semester. No students shall be allowed into lectures, examination rooms or participate in activities which have not been fully paid for.
3. The University shall withhold any and all services, examination results, conferment of any degree, certificate or award until all outstanding fees are settled and further reserve the right to institute other legal recovery proceedings against students with outstanding fees and also surcharge an interest at a rate to be determined by Council from time to time.

STATUTE XXXI

STUDENT AFFAIRS MANAGEMENT BOARD

1. There shall be a Student Affairs Management Board (*herein after referred to as the "Board"*), which shall be responsible to the Senate and through the University Management Board to the Council.
2. Membership
 - i) Deputy Vice-Chancellor (Student Affairs) - Chairman
 - ii) Director, Student Welfare Services
 - iii) Dean of Students
 - iv) Director, Sports, Games and recreation
 - v) Finance Officer
 - vi) Chief Accountant
 - vii) Director, Security and Safety Services
 - viii) Estates Manager
 - ix) Chief Security Officer
 - x) Special Student Advisor
 - xi) 4 Senate representatives
 - xii) 1 Student representative from each College.
 - xiii) Registrar, Student Affairs - Secretary
3. The Board shall in the performance of its functions and the exercise of its powers be responsible to the Senate and, through the University Management Board, the Council.
4. The Board Shall
 - i) plan, organise and manage the provision of academic and social counselling, career, work study programmes and sports, (*both within and outside the University*), accommodation, catering, community service, linkages with industry, recreation, health, security, oversight of student elections, orientation and any other student welfare services.
 - ii) develop and implement programmes (e.g. leadership training) that support students educational experience and wholesome life.
 - iii) advise student organisations and mentor students in their development of leadership, moral reasoning, social intelligence and other skills required in their lives.
 - iv) develop mechanisms to anticipate and promptly, efficiently and effectively respond to student needs.
5. Without prejudice to the generality of the responsibility under clause 4, the Board shall in respect of each of the matters specified in that Clause, exercise the powers and perform the duties set out hereunder:

- a) in compliance with University financial guidelines apply all monies made available to, or generated by the Board;
 - b) ensuring proper management of student affairs and making appropriate recommendations on staff appointment, promotion, termination of service and any other related matters;
 - c) ensuring proper allocation or re-allocation of student accommodation, keeping control of rooms and ensuring their lawful and approved use;
 - d) ensuring student accommodation, sporting facilities and their environs are clean, safe and habitable;
 - e) establishing and maintaining an effective security system, for the protection of persons and property, in the premises occupied by students, as well as their precincts;
 - f) putting into effect any other matter as will enhance the quality and habitability of student accommodation, games, sporting and recreational facilities;
 - g) ensuring proper services, decent and hygienic conditions of all facilities and their maintenance including, times of preparation of food in the kitchens, dining areas and use of the sporting and games facilities;
 - h) ensuring proper discipline, (*of both staff and students*) in the entire Management of student affairs;
 - i) ensuring proper procurement of goods in all units in compliance with legislative guidelines;
 - j) ensuring proper and professional maintenance of equipment and sporting facilities;
 - k) ensuring appropriate student registration with relevant sporting associations and clubs and effective participation by the students including training;
 - l) ensuring that cases of breach of discipline within and outside the precincts of the halls, kitchens, games and recreational facilities by students are properly investigated and referred to the relevant disciplinary body of the University.
 - m) ensuring in liaison with other relevant units, appointment of appropriate staff for the provision of counselling (academic and social) and career guidance services;
 - n) facilitating the registration of student organisations, election of officials and their induction into the University system;
 - o) forging and maintaining an effective linkage with industry, facilitating work study programmes and placement of students;
 - p) putting in place and ensuring effective channels of communication between Management and the student community.
 - q) facilitating any agreement, on behalf of the University, on matters relating to the provision of accommodation, catering, sports, games, recreational services and student placement under (n) above.
 - r) perform such other related functions or exercise such other related powers as may be assigned or delegated to it by the Vice-Chancellor, Senate or Council.
6. The Board may co-opt to serve on for such length of time as it deems fit any number of persons whose assistance or advice it may require but a person so co-opted shall neither be entitled to vote at a meeting of the Board nor be counted as a member for the purpose of forming a quorum.
7. The business of the Board shall be as prescribed by the statute but the Board shall have power to regulate such business and the conduct of its meetings.

8. All departments shall deliberate on all matters falling within their competence and the minutes containing their deliberations shall be brought before the Board.

STATUTE XXXII

FINANCIAL REGULATIONS

1. All the funds, assets and property, movable and immovable, of the University of Nairobi shall be managed and utilized by the Council, in accordance with the provisions of this Statute and the Charter in such manner and for such purposes as in the opinion of the Council, would promote the best interests of the University.
2.
 - i) All the monies of the University shall be paid into one or other of the following accounts:
 - a) The Endowment Fund
 - b) The Special Account
 - c) The Capital Account
 - d) The Revenue Account
 - e) Research Grants Account
 - ii)
 - a) There shall be paid into the Endowment Fund all such monies as are received by the University and declared specifically to be payable into that Fund.
 - b) The Council shall not, save with the prior approval of the Chancellor expend any capital monies of the Endowment Fund and shall pay into the Revenue Account all interest received from investment of the monies of the Endowment Fund.
 - iii)
 - a) There shall be paid into the Special Account all such moneys as are received by the University for special purposes and as are not payable into the Endowment Fund.
 - b) The Capital monies and the interest there from of the Special Account shall be used and applied for special purposes of which such monies were donated in accordance with conditions of the donation; Provided that if the conditions of the donation do not permit capital moneys thereof to be expended the Council may, nevertheless with prior approval of the Chancellor, expend such capital monies, or any portion thereof, if in the opinion of the Council, it is in the best interest of the University to do so.
 - iv)
 - a) There shall be paid into the Capital all such monies as are received by the University for the purpose of capital expenditure for the construction and improvement of the University.
 - b) The capital moneys and the interest there from, of the Capital Account shall be used and applied on Capital expenditure for the construction and improvement of the University.
 - v) There shall be paid into the Revenue Account:
 - a) The Interest received from the investment of monies in the Endowment Fund;
 - b) all fees, dues and other amounts payable by or in respect of students;
 - c) all revenue grants by the Kenya Government or by any other Government or person;
 - d) all sums transferred under this Charter from the Endowment or any other amount to the Revenue Account;
 - e) all sums received by the University and not payable into the Endowment or any other account; The monies standing to the credit of the Revenue Account shall be used and applied for the management and working of the University in such manner and for such

purposes as, in the opinion of the Council, are best suited to promote the interests of the University.

- vi) a) There shall be paid into the Research Grants account all such monies as are received by the University for research purposes.
- b) Such monies shall not be paid into any account.
- c) Monies in the Research Grants Account shall be used and applied by the Council for specific purposes in accordance with the agreements made between donors and the Council.
- vii) Subject to the provisions of Section 24 and 25 of the Charter, the Council may borrow, either by way of overdraft from a banker or otherwise, such sums as it may from time to time require for the administration of the University.
- 3. i) Subject to the provisions of Section 25 of the Charter, the monies standing to the credit of the Endowment Fund shall be invested by the Council in such securities as trustees are authorised to invest in under the provisions of any law of Kenya.

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

- ii) The monies or any portion thereof standing to the credit of any of the accounts other than the Endowment Fund of the University may be invested by the Council in securities as the Council may think fit.
- iii) Notwithstanding the provision of sub-sections (1) and (2) of this section, any monies standing to the credit of any of the accounts of the University including the Endowment Fund, may be temporarily invested for a period not exceeding 12 months pending utilization and in accordance with provisions of Section 25 of the Charter.

STATUTE XXXIII

MISCELLANEOUS

1. These Statutes and the Regulations referred to hereunder shall commence on the date of gazettelement as is required in Section 29 of the Charter except that where it is provided otherwise in any Statute or regulation, such other date shall be deemed to be the commencing date for that particular Statute, or regulations.
2. The regulations appended hereto will come into force in accordance with the provisions of Paragraph 1 of this Statute and are to be read subject to those Statutes and the Act.
3. The University Council may amend, add to or alter these Regulations as it deems fit from time to time. Provided that in accordance with Section 16(3) of the Act, the Council shall not amend, alter or add to the Regulations governing courses of study and other academic matters without the receipt of a proposal or report thereon by the Senate and provided further that the Council shall not reject any such report or request or amend any regulations so proposed without further reference to the Senate.
4. The Rules and regulations in force in the day prior to the commencement of these Statutes and Regulations shall, unless superseded by these Statutes and Regulations referred to in paragraph 2 of this Statute continue to apply as though they had been incorporated into these

Statutes and Regulations and in so far as they are not inconsistent with these Statutes and Regulations. Provided that these Statutes and Regulations, or the Rules and Regulations in force prior to the commencement date aforesaid, shall be subject to the provisions of the University of Nairobi Act 1985.

1. COMMON REGULATIONS FOR POSTGRADUATE DIPLOMA

1.1 Admission Requirements for Postgraduate Diploma Programmes

- i)** The common regulations governing postgraduate diploma programmes in all Faculties, Schools, Institutes and Centre shall apply.
- ii)** The following shall be the minimum admission requirements for postgraduate diploma programmes in all Faculties, Schools or Institutes:-
 - Holders of a first degree from the University of Nairobi or its equivalent from a university recognized by the University of Nairobi Senate.

1.2 Credit Transfer and Exemptions

A candidate shall be allowed to apply for transfer of credits or seek exemption of up to one third of the course units as provided for in regulation 2.1.3

1.3 Course Structure and Duration

- i)** The course shall be a minimum of 2 semesters of 15 weeks each and a maximum of 4 semesters.
- ii)** Each course unit shall be covered by 45 contact hours of study.
- iii)** Students will be required to take at least 6 course units and a research project.
- iv)** The research project shall be equivalent to 2 course units.
- v)** The programme will be offered through lectures, coursework, seminars, tutorials, field trips and a research project.

1.4 Mode of Delivery

The mode of delivery of the Postgraduate Diploma programmes will be through; Face to face sessions or Open, Distance and E-Learning (ODEL) as provided for in section 2.1.5 of the Masters programmes.

1.4.1 Duration of the ODeL delivery programmes

The Open, Distance and E-Learning programme will run for a minimum of 2 semesters and a maximum of 6 semesters of 15 weeks each.

1.5 Examination Regulations

1.5.1 Examination of coursework

- i)** End of semester examinations shall consist of three-hour written papers in each course unit taken.
- ii)** Candidates shall be required to write term papers, attend seminars and write tests for which they will be awarded marks.

- iii) The written examination will account for 70% and the coursework 30% of the final marks for each taught course unit, respectively.
- iv) Candidates must obtain a pass mark of 50% in all written papers.
- v) A candidate who fails up to two papers may sit supplementary examinations, provided that the examination mark shall count without consideration of the coursework mark previously obtained.
- vi) A candidate who fails in more than two papers or fails any supplementary examination shall be discontinued

1.5.2 Examination of research project

- i) The research project paper, which must be original, shall account for 2 course units.
- ii) The examination for the research project paper will consist of an examiners report marked out of 80% and an oral presentation marked out of 20%.
- iii) Candidates must obtain a pass mark of 50% in the research project.
- iv) The research project and the plagiarism test certificate will be submitted for examination two weeks before the start of the end year written examination and will be examined by the supervisor and one other academic member of staff who shall mark it out of 80%.
- v) The candidate will in addition be examined orally by a Departmental Board of Examiners chaired by the Chairman of the Department and comprising at least three members of teaching staff who shall mark the candidate out of 20% for the total marks for the research project.
- vi) A candidate must pass in both the written project and oral examination.
- vii) A candidate who fails the research project will be required to re-submit it for re-examination within 3 months.
- viii) A candidate who fails a re-submitted project shall be discontinued.
- ix) A candidate who fails to re-submit the project within 3 months shall be discontinued.
- x) The final version of the project shall be submitted to Graduate School (GS) in two hard bound copies and a soft copy bearing the full name of the candidate and supervisor(s). The hard copies should be black, hard bound with the name of the candidate, course and year of graduation written on the spine in gold and the front page branded in accordance with the University Policy. Bindery shall be done at the University of Nairobi Library.

1.6 Postgraduate Diploma Award

The award of the Postgraduate diploma based on the average marks obtained in the whole examination will be graded as follows:

Pass with Distinction	-	70% and above	Ordinary Pass	-	50-59%
Pass with Credit	-	60-69%	Fail	-	0-49%

2. COMMON REGULATIONS FOR MASTERS DEGREES

2.1 Masters by Coursework, Examination and Thesis

2.1.1 Admission Requirements for Master's Programmes

The following shall be eligible for registration for Master's degrees in the University:-

- i)** Holders of Bachelors degree at upper second class honors and above from the University of Nairobi or other institutions recognized by Senate.
- ii)** Holders of Bachelors degree at lower second class honors from the University of Nairobi or other institutions recognized by Senate, with two years relevant post qualification experience
- iii)** Holders of a Bachelors degree at lower second class honors or pass degree and a postgraduate diploma from the University of Nairobi or other institutions recognized by Senate.
- iv)** Holders of a pass degree from the University of Nairobi or other institutions recognized by Senate with at least five years relevant post-qualification experience.
- v)** Any other specific equivalent qualifications that may apply to an area of specialization.
- vi)** In addition to meeting the above admission requirements, applicants must have met the minimum admission qualifications for undergraduate programmes. i.e.
 - a)** C+ (plus) for Kenya Certificate of Secondary Education (KCSE) or its equivalent as determined by the Kenya National Examinations Council (KNEC).
 - b)** C (plain) plus KNEC diploma or its equivalent
- vii)** Furthermore to producing evidence of eligibility for registration, candidates for the Masters degree may be required to appear for interviews or entry examinations by the Faculty/School/Institute/Centre concerned, to determine their suitability for registration.

2.1.2 Submission and processing of Applications

- i)** Applications shall be done through the online application system and considered, verified and shortlisted by the Department/Faculty/Institute/School/Centre Board concerned.
- ii)** A list of shortlisted applicants shall then be submitted to the GS for admission.
- iii)** Upon receipt of lists of the shortlisted applicants, the Director GS shall approve admission for successful applicants.
- iv)** The letter of offer shall be valid for 2 academic years.
- v)** A student who is unable to report immediately should notify the Dean/Director indicating when admission shall be taken up.
- vi)** A student who has registered for a programme may defer or withdraw on the recommendation of the Faculty/School/Institute/Centre through the GS and approval by the Senate.
- vii)** No student shall be allowed to register for another graduate programme before completing or formally withdrawing from the programme for which he/she is currently registered.

2.1.3 Credit Transfer and Exemptions

- i)** A student shall be allowed to transfer or seek exemption for up to one third of the total taught courses if the candidate had attended a similar programme in another institution recognized by the University of Nairobi Senate.

- ii) Credit transfers in case of exchange students shall be applicable only to specific memoranda of understanding or agreements signed in advance between the University of Nairobi and the collaborating Universities/Institutions for joint programmes.
- iii) A student seeking transfer of credits or exemption shall apply through the Faculty, School, Institute or Centre to the Director of GS indicating the course units and attach relevant documents to support the application.
- iv) Applications for transfer of credit or exemption shall be considered only after an applicant has paid the requisite fees.
- v) Grades for transferred courses shall be entered in the candidates' transcripts while the exempted courses shall be entered as 'exempt'.

2.1.4 Structure and Duration of the Master's Programmes

- i) The Master's degree programmes shall cover a minimum of 4 and a maximum of 8 semesters for full time students and a maximum of 10 semesters for part time students of 15 weeks each, except for special programmes with longer durations approved by Senate.
- ii) The degree programmes shall consist of either:
 - a) Course work, examination and research project/dissertation. The course work shall be a minimum of 12 units and research project/dissertation equivalent to four course units; or
 - b) Coursework, examination and thesis. The course work shall be a minimum of eight course units and thesis equivalent to eight course units.
 - c) Each course unit shall be covered by 45 contact hours or 60 contact hours in some specific programmes of study.
- iii) Before accepting a student's research proposal, the Faculty/School/Institute/Centre concerned shall satisfy itself that:
 - a) The proposed field of study is academically sound and can successfully be pursued under the supervision of the University of Nairobi
 - b) The student has adequate opportunities for consulting his/her supervisor(s) at least once a month.
 - c) The student can obtain access to material relevant to his study or research.
 - d) The student has adequate facilities for practical work, where this is applicable.
 - e) The Proposal has undergone the plagiarism test and the student has signed the declaration form and where necessary ethical certificate acquired.
 - f) The proposal together with plagiarism test, declaration form and where necessary ethical certificate shall be forwarded to GS for records
- iv) A student opting for research project/dissertation shall, under the guidance of assigned supervisor(s), submit a proposal during the first semester of the second academic year of study.
- v) A student opting for thesis shall, under the guidance of assigned supervisor(s) submit a research proposal at the start of the first semester of the second academic year of study.
- vi) A student undertaking a research project/dissertation shall, under the supervision of an assigned supervisor, prepare a project report of approximately 15,000 words
- vii) A student undertaking a thesis will be required to prepare, under supervision of an assigned supervisor, a thesis of approximately 20,000 to 30,000 words. The research and writing of

thesis must be of such depth and scope as to show reasonable understanding of theory and methods in the study subject.

2.1.5 Mode of delivery

The mode of delivery of the Master's programmes will be through:

- a) Face to face sessions
- b) Open, Distance and E-Learning (ODeL)

The Open, Distance and E-learning modules are largely home and/or office-based and include:

- i) Written self-instructional study modules issued at registration time, for example;
 - a) Study course materials like booklets
 - b) Relevant literature
 - c) Interactive devices and self-tests
- ii) Face to face introductory tutorials
- iii) Mediated technical learning materials for example;
 - a) Audio visual
 - b) E-learning
- iv) Limited face-to-face sessions to provide overview of the course at commencement of semester, mid semester and revision period before examinations.
- v) Support study centers at the University of Nairobi;
 - a) Access to information through computers at the University of Nairobi and other resource centers.
 - b) Use of libraries at the University of Nairobi and other institutions
- vi) Orientation
 - a) Orientation on ODeL delivery
 - b) Study, reading and computer skills
 - c) Time management and techniques of handling assignments
 - d) Mentorship, guidance and counseling
 - e) Emphasis is on satellite centers that serve as a link between the University and the student in the following manner: registration, collecting reading materials, collecting results and programmes, examination information, posting timetables and holding meetings.

2.1.5.1 Duration of the ODeL delivery programmes

The Open, Distance and E-Learning programme will run for a minimum of 4 semesters and a maximum of 10 semesters of 15 weeks each.

2.1.5.2 Examination

Examinations shall be administered as prescribed and provided for in the regular programmes.

2.1.6 Examination of Coursework

- i) End of semester examinations shall consist of three-hour written papers in each course unit taken.

- ii) The assessment for each course shall consist of:
 - a) A written examination that shall constitute 70% of the total marks. However, some specific programmes may specify for 60% or 50%.
 - b) Continuous coursework assessment based on written assignments, laboratory assignments, tests, term papers and such other tests that the Faculties/Schools/Institutes/Centres may prescribe and will constitute 30% of the total marks, except for the specific programmes which this may constitute 40% or 50% of the total marks.
- iii) The pass mark for each course shall be 50%.
- iv) A candidate who fails up to one third of the courses shall sit supplementary examinations once only and will not proceed to the following year of study before passing the failed course unit(s).
- v) A pass obtained by sitting supplementary exams shall be recorded as 50%.
- vi) Any candidate who fails in more than one third of the course units taken in the academic year shall be discontinued.
- vii) A candidate who fails any supplementary examination shall repeat the failed course unit(s) once.
- viii) A candidate who fails any repeated course unit shall be discontinued.
- ix) Coursework results shall be processed through the Faculty/School/Institute/Centre and College Academic Boards and GS to the Senate.
- x) Coursework marks shall be graded as follows:

A	- 70% and above	C	- 50-59%
B	- 60-69%	Fail	- 0-49%

2.1.7 Supervision of Master's Thesis

- i) A student registered in accordance with these regulations shall be required to pursue his/her programme of study under instruction or supervision by academic staff appointed in that capacity by Senate on the recommendation of the concerned Faculty/School/Institute/Centre Board concerned and the GS. The supervision of a Master's thesis should be done by PhD holders with relevant competence in the subject area and field of research proposed by the candidate.
- ii) Two supervisors will be appointed for each candidate, of whom the first should be an academic staff in the Department/School/Institute/Centre. However, the Department/School/Institute/Centre may appoint a third supervisor.
- iii) Where a supervisor is appointed from outside the University, he/she should show evidence of competence in the area of study through supervision and publications produced since obtaining his/her higher degree (PhD).
- iv) The student will thus have to register with the department holding the relevant competence in the subject area and field of research he/she intends to carry out
- v) Recommendations on the appointment and allocation of supervisors shall be processed in the first instance in a Departmental meeting which shall take cognizance of the various competencies.

- vi)** The recommendations shall then be processed by the Faculty Graduate Studies Committee and forwarded to the GS by the Dean/Director of the Faculty/School/Institute/Centre. The Director, GS shall approve the supervisors on behalf of Senate and inform them accordingly.
- vii)** Students shall be required to consult their supervisor(s) at least once a month.
- viii)** Each student shall be required to attend, participate and present their work in seminars organized by the relevant Faculty/School/Institute/Centre once a semester to enable the faculty staff and the supervisors to assess the candidate's progress more effectively and to keep candidates in constant touch with their respective faculties.
- ix)** Each Student shall be required to maintain a research notebook/logbook as evidence of work progressively undertaken during the course of research study.
- x)** The supervisors and student shall keep a record of the monthly consultations held and a copy of which shall be forwarded to the Chairman of the department.
- xi)** Students shall submit every semester a progress report to GS through the supervisors, the Chairman of the Department and Dean/Director of the Faculty/School/Institute/Centre in a prescribed format available at the GS website (gs.uonbi.ac.ke).
- xii)** The first supervisor shall be responsible for the coordination of the supervision of the student work. However it shall be the duty of the supervisors to direct and supervise the work of the student in so far as it relates to his/her programme of study. In particular a supervisor shall be required to:-
 - a)** Maintain constant and effective contact with candidates assigned to him/her.
 - b)** Ensure students submit progress reports at the end of every semester in a prescribed format in accordance with (viii) above with a copy sent to the Principal of the respective college.
 - c)** To inform the GS through the Chairman and Dean/Director at once if in his/her opinion a given candidate is unlikely to reach the standard for the award of a Master's degree.
- xiii)** Where the progress of a given candidate is unsatisfactory in the reports, such a candidate shall be given written warning by the Dean/Director of the Faculty/School/Institute/Centre to the effect that unless he/she shows signs of improvement within three months, he/she would have to be de-registered.
- xiv)** After two consecutive negative reports, the Dean/Director shall present the matter to the relevant FGSC/Faculty Board for the recommendation of de-registration to be made to Senate through the GS.

2.1.8 Submission of Master's Thesis

- i)** A student wishing to be examined shall give notice of intention to submit the thesis to the Director GS through the supervisors, Chairman and Dean/Director three months before the date of submission.
- ii)** The student must ensure that he/she complies with the University of Nairobi policy on plagiarism(Available at the University of Nairobi website www.uonbi.ac.ke), have the thesis tested for plagiarism and attaché the plagiarism certificate. The plagiarism tolerance level should not exceed 15%.
- iii)** The length of the thesis will normally be 20,000 - 30,000 words depending on the discipline.

- iv) The GS shall, on the recommendation of the Board of the Faculty/School/Institute/Centre concerned, appoint in respect of each candidate presenting a thesis, a Board of Examiners consisting of:-
 - a) Dean of the Faculty/School/Institute/Centre as Chairman
 - b) An external examiner who has established competence in the respective field/area of study and at the level of senior lecturer or equivalent.
 - c) Two internal examiners one of whom must not have supervised the candidate. Normally, the lead supervisor will be the first internal examiner.
 - d) Two other persons competent in the candidate's area of research, and at least one external to the Department
- v) The student shall submit to GS four spiral bound copies of the thesis bearing the full name of the candidate and signed by all the supervisor(s).

2.1.9 Examination of Master's Thesis

- i) The thesis shall be examined in accordance with the common regulations of the University of Nairobi
- ii) On submission of the thesis, GS will send the thesis to the external examiner and the two internal examiners with a letter giving them guidance on how to examine, format and requirement of the report to be submitted. A period of one month is given to them for examination.
- iii) The external examiner and the two internal examiners shall submit their independent examination reports and recommendations to the Director, GS indicating whether:
 - a) The thesis is adequate and satisfactory in form and content, and reflects a sound understanding of the subject, and the degree should be awarded without any changes to it.
 - b) The thesis is adequate and satisfactory in form and content and reflects an adequate understanding of the subject, but the degree should be awarded only after minor changes have been made. Such changes should be specified.
 - c) The thesis, though unsatisfactory and inadequate in form and content, contains substantial contribution to knowledge. To remove these defects, it should be substantially revised and re-submitted for examination by a Board of Examiners.
 - d) The thesis is grossly inadequate and unsatisfactory and offers no scope for improvement and does not reflect a clear understanding of the subject and should be rejected. The degree should not be awarded.
- iv) On receipt of the reports from the three examiners, GS shall within two weeks arrange in consultation with Faculty/School/Institute/Centre for the oral examination of the candidate by the Board of Examiners appointed for the candidate above at which the examiners reports and other academic matters arising from the thesis shall be considered.
- v) Both the oral examination and the written reports from the three examiners will constitute a consolidated examination report for the candidate where a decision will be made on whether the candidate passes, corrects, or revises the thesis.
- vi) The consolidated report bearing the appropriate recommendations shall be prepared and signed by the Board of Examiners and forwarded to the GS within two weeks.

- vii)** Where a candidate is required to correct a thesis, he/she shall do so within 1 month under a supervisor appointed by the Board of Examiners. The Board may appoint an additional supervisor of the corrections from among the Board members to assist where necessary.
- viii)** A student whose thesis has been found by the Board of Examiners to require substantial revision and re-submission for examination in accordance with (ii, c) above shall re-submit it for examination once within 12 months but the intent of re-submission will only be given after the expiry of six months from the date of the approval of the recommendations of oral examination by GS A student whose thesis has been found by the Board of Examiners to be unsatisfactory and grossly inadequate as in (ii,d) above shall be referred to the full Board of GS for an appropriate recommendation to the Senate.
- ix)** Where a candidate is required to re-submit a thesis and an additional supervisor is assigned for the revision, the additional supervisor shall also sign the final copy of the thesis.
- x)** A thesis submitted for re-examination shall be examined as if it is a new submission using the previous Board of Examiners or a new one as appropriate. Such a candidate shall be allowed to make corrections within three months but will not be allowed a second re-submission.
- xi)** Where the recommendation of the Board of Examiners is unanimous for or against the award of the degree, and where such unanimous recommendation is consistent in all aspects with the reports of the internal and external examiner and the results of an oral examination, the Director of GS shall forward such recommendation to the Senate for approval
- xii)** A thesis accepted by the University and subsequently published in part or in whole and in whatever form, shall bear the inscription, “work forming part of the requirements for the Masters degree of the University of Nairobi”.
- xiii)** A candidate who has completed the course work under this programme may on the recommendation of the Board of the Faculty/School/Institute/Centre and approval by the GS be recommended to write a research project instead of a thesis so as to qualify for the award of a postgraduate diploma in their respective field of study. However, such a candidate can still undertake a thesis at a later date within the prescribed duration in order to meet the requirements for the masters degree.
- xiv)** The student will be expected to sign a declaration of originality and copyright exemption forms when submitting the final versions of his/her thesis
- xv)** The final version of the thesis shall be submitted to GS in four hard bound copies and a soft copy bearing the full name of the candidate and supervisor(s). The hard copies should be black, hard bound with the name of the candidate, course and year of graduation written on the spine in gold and the front page branded in accordance with the University Policy. Bindery shall be done at the University of Nairobi Library.
- xvi)** After examination, the thesis shall remain the property of the University.
- xvii)** The hard copies of the thesis will be distributed as follows:
 - a)** University library
 - b)** College library
 - c)** Departmental library

2.1.10 Submission of Research Projects/Dissertation

Every student undertaking a research project/dissertation shall be expected to prepare a proposal acceptable to the School. A copy of the accepted proposal together with the plagiarism test and declaration form should be sent to GS by the Dean/Director.

- i) Two supervisors (PhD holders) shall be appointed for each candidate from among the academic staff of the faculty concerned for a research project.
- ii) Students will be required to submit Research Projects/dissertation for examination to the Faculty/School/Institute/Centre at least three weeks before the end of semester in which they are to be examined.
- iii) The student must ensure that he/she complies with the University of Nairobi policy on plagiarism. (Available at the University of Nairobi website www.uonbi.ac.ke) and have the project tested for plagiarism. The plagiarism tolerance level should not exceed 15%.
- iv) The length of the research project/dissertation report will generally be about 15,000 words.
- v) The research project/dissertation will be equivalent to four course units.
- vi) The student shall submit two spiral bound copies of the research project report/dissertation for examination to the relevant Department/School/Institute/Centre.
- vii) The final version of the research project/dissertation shall be submitted to GS in two hard bound copies and a soft copy bearing the names of the candidate and supervisor(s). The hard copies should be black, hard bound with the name of the candidate, course and year of graduation written on the spine in gold and the front page branded in accordance with the University Policy. Bindery shall be done at the University of Nairobi Library.

2.1.11 Examination of Research Projects/Dissertation

- i) The research project shall be examined by two internal examiners appointed by the Department one of whom shall not have supervised the candidate and the external examiner.
- ii) The students will be subjected to oral examination by a Board of Examiners appointed by the Faculty/School/Institute/Centre for each research project, including internal examiners, one academic member of staff and Chairman of the Department as the Chair.
- iii) The examiners grades for the research project will constitute 70% and the oral examination will constitute 30% of the total marks.
- iv) The pass mark for the research project shall be 50% provided that the student will have obtained a pass mark of 50% in the oral as well as research project/ dissertation.
- v) A student whose research project/dissertation though unsatisfactory and inadequate in form and content, contains substantial contribution to knowledge may be allowed to re-submit the project for examination once only within the stipulated period of the course.
- vi) A pass obtained in the re-submission of the project shall be recorded as 50%.
- vii) A student who fails in the research project after the re-submission shall be discontinued.
- viii) The consolidated report signed by all the board of examiners shall be forwarded to GS together with the plagiarism certificate

3. COMMON REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

3.1 Introduction

Currently, the University of Nairobi offers two types of doctoral programmes namely:

- a) Doctor of Philosophy by Thesis
- b) Doctor of Philosophy by Coursework, Examination and Thesis

Traditionally, the University of Nairobi offered PhD by Thesis only but more recently, a number of Schools have started offering PhDs by Coursework, Examination and Thesis. This has largely been occasioned by among many things;

- i) Broad range of backgrounds of students being admitted who would need a common orientation to fit in the programme.
- ii) In some instances, some of the students being admitted were inadequately prepared for the rigorous research required at the doctoral level hence the need for coursework to endow them with specialized skills to carry out research work.

3.2 Doctor of Philosophy by Thesis

3.2.1 Admission Requirements for PhD programmes

The following shall be eligible to apply for registration for the degree of Doctor of Philosophy in the University: - *either*

- a) a holder of a Bachelor's and Master's degree from the University of Nairobi; or
- b) a holder of a Bachelor's and Master's degree or equivalent academic qualifications of another institution recognized by the University of Nairobi Senate as of comparable status.
- c) In either case, the applicant must be able to produce evidence, to the satisfaction of Senate, of his adequate background in the discipline and capacity to carry out original research.
- d) In addition to producing evidence of eligibility for registration, candidates for the Doctor of Philosophy degree may be required to appear for interview by the Faculty/Institute/School/Centre concerned to determine their suitability for registration.

3.2.2 Submission and Processing of Applications

- i) Applications and draft proposals of about 15 pages shall be done through the online application system and considered, verified and shortlisted by the Faculty/Institute/School/Centre Board concerned.
- ii) A list of shortlisted applicants shall then be submitted to the GS for admission.
- iii) The draft proposal shall include a brief statement of the problem, research objectives, research questions, hypothesis, literature review, methodology, theoretical framework and a work plan.
- iv) The relevant Department in consultation with the Faculty/School/Institute/Centre Graduate Committee shall then forward all such applications with appropriate comments to their respective Faculty/School/Institute/Centre Boards for approval and onward transmission to the GS for provisional registration for a period of six months in the first instance.
- v) A student whose provisional registration has been approved by the GS shall be assigned supervisors and shall present a seminar at the Faculty/Institute/School for critique based on

guidelines of research proposals for Masters and PhD Degrees of University of Nairobi available on the GS website (gs.uonbi.ac.ke).

- vi) The student shall incorporate the comments, corrections and recommendations arising from the seminar and submit the corrected version to the Faculty/School/Institute/Centre FGSC.
- vii) The Faculty/School/Institute/Centre FGSC shall deliberate on the proposal and make appropriate recommendations for its improvement.
- viii) The student shall address the corrections/suggestions after which he/she will submit the corrected proposal not exceeding 40 typed pages to the Dean/Director through the FGSC Chairman.
- ix) The Dean/Director shall forward the corrected proposal, certificate of corrections, plagiarism certificate, declaration form and where necessary ethical certificate with the FGSC minutes to the GS requesting for full registration of the student.
- x) Before recommending a student for registration, the Faculty/School/Institute/Centre concerned shall satisfy itself that:-
 - a) The proposed field of study is academically sound and can successfully be pursued under the supervision of the University of Nairobi.
 - b) There exist adequate opportunities for consulting his/her supervisor(s).
 - c) There exist adequate academic facilities and resources for effective research.

3.2.3 Form and Duration of Registration

a) Minimum Duration for a PhD programme

A candidate registered for the degree of Doctor of Philosophy shall normally carry out a programme of original study or research over a minimum period of six semesters (15 weeks) after approval of the research proposal and appointment of supervisors by GS and after full registration.

b) Maximum Duration

No candidate for the degree of Doctor of Philosophy shall be registered as a full-time student for more than ten semesters or as a part-time student for more than fourteen semesters without submitting his/her thesis, except by permission of Senate.

Subject to the approval of Senate, Faculties/Schools/Institutes/Centres may require the candidate to attend such a course or courses as may be considered appropriate to remedy deficiencies in the candidate's academic background or to endow the candidate with specialized skills or knowledge to assist him/her in his/her study or research. Performance in the courses offered will be assessed in accordance with University regulations.

3.2.4 Conduct of Studies and Supervision

- i) A student registered in accordance with these regulations shall be required to pursue his/her programme of study under the supervision of at least two academic staff appointed in that capacity by Senate on the recommendation of the Faculty/School/Institute/Centre Board concerned and the GS
 - a) Students shall be required to consult their supervisors at least once every month, and to submit quarterly progress report to the GS through the supervisors and the Chairman of

the Department Dean/Director of the Faculty/School/Institute/Centre in a prescribed format available at the GS website (gs.uonbi.ac.ke).

- b)** Each student shall be required to attend, participate and present their work in seminars organized by the relevant Faculty/School/Institute/Centre once a semester to enable the faculty staff and the supervisors to assess the candidate's progress more effectively and to keep candidates in constant touch with their respective faculties.
- c)** Each student shall be required to maintain a research notebook/logbook as evidence of work progressively undertaken during the course of research study.
- d)** The supervisor and student shall keep a record of the consultations held and deposit it with the Chairman of the department.
- ii)** The student will have to register with the department holding the relevant competence in the subject area and field of research he/she intends to carry out.
- iii)** Recommendations of the appointment of supervisors shall be processed in the first instance in a Departmental meeting and the Faculty Graduate Studies Committee and forwarded to the GS by the Dean/Director of the Faculty/School/Institute/Centre. The Director, GS shall approve the supervisors on behalf of Senate and inform them accordingly. The supervisors must possess a PhD or higher qualifications.
- iv)** Where a supervisor is appointed from outside the University, such a supervisor should show evidence of competence in the area of study through scholarly work published since obtaining his/her higher degree, and as indicated in a curriculum vitae. Such evidence should be requested only once from respective external supervisors.
- v)** Two supervisors will be appointed for each candidate, of whom the first should be an academic staff in the Department/School/Institute/Centre. However, the Department/School/Institute/Centre may appoint a third supervisor.
- vi)** The first supervisor shall be responsible for the coordination of the supervision of the student work. However it shall be the duty of the supervisors to direct and supervise the work of the student in so far as it relates to his/her programme of study. In particular a supervisor shall be required to:-
 - a)** Maintain constant and effective contact with student(s) assigned to him/her.
 - b)** Ensure that students submit progress reports in a prescribed format in accordance with ii(a) above with a copy sent to the Principal of the respective College.
 - c)** To inform the GS through the Chairman and Dean/Director at once if in his/her opinion a given candidate is unlikely to reach the standard for the award of a PhD degree.
- vii)** Where the progress of a given student is unsatisfactory, such a student shall be given a written warning by the Dean/Director of the Faculty/School/Institute/Centre to the effect that unless he/she shows signs of improvement within a semester, he/she would have to be de-registered.
- viii)** After two consecutive negative reports, the Dean/Director shall present the matter to the relevant FGSC/Faculty Board for recommendation for de-registration to be made to Senate through the GS.
- ix)** It shall be the duty of the student to maintain contact with the supervisors assigned to him/her and maintain a record of such meetings/consultations.
- x)** Where a student has difficulty in communicating with the supervisors, he/she should inform the Faculty/School/Institute/Centre early for remedial action.

3.2.5 Submission and Examination of Thesis

- i)** At least three months before a thesis is submitted, a candidate shall give notice in writing and an abstract to the Director of the GS through the supervisor, Chairman of the Department and Dean/Director of the Faculty/School/Institute/Centre.
- ii)** Every thesis submitted for examination shall be in quadruplicate and in loose form, and must include a declaration by the candidate confirming that the thesis has not been submitted for a degree in any other institution of higher learning and that the contents of the thesis are the original work of the candidate. Every thesis shall bear the signature of the supervisor(s) indicating that the thesis has been submitted with his/her approval.
- iii)** The length of the thesis should be about 50,000 words
- iv)** The candidate must ensure that he/she complies with the University of Nairobi policy on plagiarism. (Available at the University of Nairobi website - www.uonbi.ac.ke) and have the thesis tested for plagiarism. The plagiarism tolerance level should not exceed 15%.
- v)** A thesis submitted for the degree of Doctor of Philosophy must make a distinct contribution to knowledge and show an understanding of the subject and display originality of thought. It must also include complete references to the materials used in its preparation, whether published or otherwise; and it must also conform to the regulations for the submission of thesis of the University of Nairobi.
- vi)** The Dean shall in consultation with the Chairman of the relevant Department and the FGSC, recommend to the GS the appointment of examiners of the candidate presenting a thesis.
 - a)** Dean/Director of the Faculty as Chairman
 - b)** An external examiner
 - c)** Two internal examiners one of whom must not have supervised the candidate. The lead supervisor will normally be an internal examiner
 - d)** Two other persons competent in the candidate's area of research, and at least one of whom shall be external to the Department, and
 - e)** A representative of the Board of Post-graduate Studies.
- vii)** The external examiner and the internal examiners shall each be required to submit to the GS within one month, an independent written assessment of the thesis indicating whether:-
 - a)** The thesis is adequate and satisfactory in form and content, and reflects a sound understanding of the subject, and the degree should be awarded without any changes to it.
 - b)** The thesis is adequate and satisfactory in form and content and reflects an adequate understanding of the subject, but the degree should be awarded only after minor changes have been made. Such changes should be specified.
 - c)** The thesis, though unsatisfactory and inadequate in form and content, contains substantial contribution to knowledge. To remove these defects, it should be substantially revised and re-submitted for examination by a Board of Examiners.
 - d)** The thesis is grossly inadequate and unsatisfactory and offers no scope for improvement does not reflect a clear understanding of the subject and should be rejected. The degree should not be awarded.

- viii)** Within two weeks of the receipt of all examiners' reports, the GS in consultation with the Dean/Director of the Faculty/School/Institute/Centre concerned shall convene a meeting of the Board of Examiners consisting of:
- Candidates shall be required to present themselves for oral examinations and the GS shall inform them of the time and place of the meeting of the Board of Examiners. The Board of Examiners shall consider the examiners' reports, other academic matters arising from the thesis and the candidate's defense.
- ix)** During the Oral Examination, a candidate shall show proof of acceptance for publication of at least two papers to a refereed journal jointly with the supervisors. Such proof shall be recorded in the consolidated report and the publication or evidence of acceptance forwarded to GS.
- x)** A consolidated report and appropriate recommendation shall be prepared for submission to Senate through the GS within two weeks. Provisional results shall be released to the candidate after the meeting only where the recommendation of the Board of Examiners is unanimous.
- xi)** Where the recommendation of the Board of Examiners is unanimous for or against the award of the degree, and where such unanimous recommendation is consistent in all aspects with the reports of the internal and external examiner and the results of an oral examination, the Director of GS shall forward such recommendation to the senate.
- xii)** Where the recommendation of the Board of Examiners is not unanimous, or the recommendation is not consistent in material aspects with the reports of the examiners and the results of the oral examination, it shall be referred to the full Board of GS for an appropriate recommendation to Senate.
- xiii)** Where a candidate is required to correct a thesis he/she shall do so within one (1) months under a supervisor appointed by the Board of Examiners. The Board may where necessary appoint an additional supervisor of the corrections from among the Board members to assist with the corrections.
- xiv)** The Senate may, on the advice of the Board of GS, allows a candidate to re-submit a thesis for re-examination in a revised form once only provided that a candidate whose thesis referred under this sub-section shall re-submit it within twelve months but the intent of submission will only be given after the expiry of six months from the date of the approval of the recommendations of oral examination by GS The process of examination of the re-submitted thesis will be in accordance with the sub-sections (v) to (xii) above.
- xviii)** Where a candidate is required to re-submit a thesis and an additional supervisor assigned for the revision, the additional supervisor shall also sign the final copy of the thesis.
- xv)** A thesis accepted by the University of Nairobi and subsequently published in part of, in whole and in whatever form, shall bear the inscription "Work forms part of the requirements of the degree of Doctor of Philosophy of the University of Nairobi".
- xvi)** A thesis for the doctor of philosophy may also be submitted in an alternative format to accommodate publishable papers as provided for in regulation 8.
- xvii)** The student will be expected to sign a declaration of originality and copyright exemption forms when submitting the final versions of his/her thesis
- xviii)** The final version of the thesis shall be submitted to GS in four hard bound copies and a soft copy bearing the names of the candidate and supervisor(s). The hard copies should be black,

hard bound with the name of the candidate, course and year of graduation written on the spine in gold and the front page branded in accordance with the University Policy. Bindery shall be done at the University of Nairobi Library.

xix) After examination, the thesis shall remain the property of the University.

xix) The hard copies, as well as the soft copy will be distributed as follows:

- University Library
- College library
- Departmental library

3.3 Doctor of Philosophy by Coursework, Examination and Thesis

3.3.1 Admission Requirements

The common regulations for admission requirements for PhD in the University of Nairobi shall be applicable.

3.3.2 Credit Transfer and Exemption

A candidate shall be allowed to apply for transfer of credits or seek exemption for up to one third of the course units as provided for in regulation 2.1.3

3.3.3 Course Structure and Duration

PhD by Coursework, Examination and Thesis shall consist of two parts:

- a)** A student shall be required to register for a minimum of 7 course units or an equivalent of 2 semesters of 15 weeks each in the first year of study.
- b)** Each course units shall be covered by 45 to 60 contact hours of study
- c)** On successful completion of the coursework, the student shall present a research proposal for approval in a seminar.
- d)** The Dean/Director shall forward the corrected proposal, certificate of correction, plagiarism certificate, declaration form and where necessary ethical certificate with the FGSC minutes to the GS requesting for full registration of the student.
- e)** After approval of the research proposal and supervisors, the student shall undertake supervised research over a minimum period of four semesters (Semester is of 15 weeks) after the approval of the proposal and appointment of the supervisors by GS. In the course of the research work, a student shall be expected to present a minimum of two seminars and submit at least two publishable papers to peer reviewed journals.

3.3.4 Mode of Delivery

Coursework for the PhD programmes maybe delivered through face to face sessions or through Open, Distance and e-Learning (ODEL) as provided for in section 2.1.5 of the Masters programmes.

3.3.5 Examination Regulations

i) *Written Examination*

- a) The final examination shall account for 60% of the marks in each course unit while continuous assessments shall account for the remaining 40%.
- b) The pass mark for each course unit shall be 50%.
- c) Any candidate who fails in up to one third of the course units shall be allowed to sit for a supplementary examination once. Any candidate who fails in a supplementary examination or in 50% of the total units shall be discontinued.
- d) Coursework marks shall be graded as follows:

A	- 70% and above	C	- 50-59%
B	- 60-69%	Fail	- 0-49%

ii) *Conduct of Studies and Supervision*

The conduct of studies and supervision for a student registered for the degree of Doctor of Philosophy shall be guided by regulations set out in clause 3.2.4.

iii) *Thesis Examination*

Supervision and Examination of thesis will be guided by regulations set out in clause 3.2.5 of these regulations

iv) *Award of degree*

On successful completion of the requirements of the degree, the candidate will be awarded the degree of Doctor of Philosophy in (*related discipline*).

4. ALTERNATIVE THESIS FORMAT FOR DOCTOR OF PHILOSOPHY DEGREE

The thesis submitted for the degree of the Doctor of Philosophy by thesis only or by coursework, examination and thesis maybe varied to accommodate publishable paper formats as provided for under these regulations. The papers published must be the original work of the student and must be at least four.

4.1 General Guidelines

Thesis formats can be varied to accommodate publishable paper formats in form of chapters. In this format, each chapter should contain a short introduction of the chapter, a concise review of literature for the chapter, materials and methods and objective, results and discussion. This is repeated for each of the chapters.

- i) A general introduction for the entire work should be provided followed by a general literature review that covers the whole thesis. A general discussion to cover the thesis should be provided. Likewise, conclusions and recommendations should be for the entire work. One main abstract for the whole work should suffice. References cited in the whole thesis should be listed at the end before appendices. These general sections should give harmonization and continuity of the work to avoid disconnected presentations that do not give the thesis a smooth flow.

- ii) In case some or all the work has been published, a statement indicating that some of the work has been published should be made just before the main abstract. The published papers should then be listed in the accepted paper format of the author, year of publication, title and journal and pages of the journal after which the chapter/s of the thesis where the work was cited are given and put in brackets.

Consultations should be made with the Faculties/Schools/Institutes/Centres to include their specific requirements based on the above guidelines. These should however be contained in the Faculties/Schools/Institutes/Centres specific regulations for their programmes.

5. REGULATIONS FOR THE DEGREE OF DOCTOR OF MEDICINE

5.1 Admission Requirements

The following shall be eligible to apply for registration for the degree of Doctor of Medicine in the University of Nairobi: -

- a) A holder of bachelors and masters degrees in any field of clinical medicine of the University of Nairobi.
- b) A holder of bachelors and masters degrees or equivalent qualification of another Institution in medicine recognized by the Senate as of comparable status
- c) In either case the applicant must be able to produce evidence to the satisfaction of senate of his adequate background in the discipline and capacity to carry out original research.
- d) In addition to producing evidence of eligibility for registration, candidates for the Doctor of Medicine degree may be required to appear for interview by the School of Medicine to determine their suitability for registration.

5.2 Submission and Processing of Applications

- i) Applications and draft proposals of about 15 pages shall be done through the online application system and considered, verified and shortlisted by the Faculty/Institute/School/Centre Board concerned.
- ii) A list of shortlisted applicants shall then be submitted to the GS for admission.
- iii) The draft proposal shall include a brief statement of the problem, research objectives, research questions, hypothesis, literature review, methodology, theoretical framework and a work plan.
- iv) The relevant Department in consultation with the School Graduate Committee shall then forward all such applications with appropriate comments to their respective School Boards for approval and onward transmission to the GS for provisional registration for a period of six months in the first instance.
- v) A student whose provisional registration has been approved by the GS shall be assigned supervisors and shall present a seminar at the School for critique based on guidelines of research proposals for Masters and PhD Degrees of University of Nairobi available on the GS website (gs.uonbi.ac.ke).
- vi) The student shall incorporate the comments, corrections and recommendations arising from the seminar and submit the corrected version to the FGSC.

- vii) The FGSC shall deliberate on the proposal and make appropriate recommendations for its improvement.
- viii) The student shall address the corrections/suggestions after which he/she will submit the corrected proposal not exceeding 40 typed pages to the Dean through the FGSC Chairman.
- ix) The Dean shall forward the corrected proposal with the FGSC minutes to the GS requesting for full registration of the student.
- x) Before recommending a student for registration, the School shall satisfy itself that:-
 - a) The proposed field of study is academically sound and can successfully be pursued under the supervision of the University of Nairobi.
 - b) There exist adequate opportunities for consulting his/her supervisor(s).
 - c) There exist adequate academic facilities and resources for effective research.

5.3 Form and Duration of Registration

a) *Minimum Duration*

A student registered for the degree of Doctor of Medicine shall normally carry out a programme of original study or research over a minimum period of six semesters after the date of registration. The effective date of registration begins when he/she gets full registration.

b) *Maximum Duration*

No candidate for the degree of Doctor of Medicine shall be registered as a student for more than six academic years

5.4 Conduct of Studies and Supervision

The conduct of studies and supervision for a student registered for the degree of Doctor of Medicine shall be guided by regulations set out in clause 3.2.4.

5.5 Submission and Examination of thesis

The submission and examination of thesis for the degree of Doctor of Medicine shall be guided by regulations set out in clause 3.2.5

6. CERTIFICATE OF CORRECTIONS

The corrections recommended by the Board of Examiners appointed should be carried out within one month under the supervision of the supervisor(s). The certificate of correction signed by the Chair of the Board of Examiners and the supervisor(s) should then be forwarded to GS through the Dean/Director. However the final thesis shall be signed by the original supervisors. The format is available at the GS website (gs.uonbi.ac.ke) (Appendix I)

7. STUDENTS PROGRESS REPORT

At the end of every semester, each student shall submit a progress report (online or through the tracking system). A completed report should be sent to the Director, GS through the supervisor,

Chairman and Dean/Director with a copy to the Principal of the respective College. The format is available at the GS website (gs.uonbi.ac.ke)

8. POSTGRADUATE EXCHANGE PROGRAMME STUDENTS

Students wishing to attend programmes at the University of Nairobi on exchange programmes will be governed by the Memorandum of Understanding (MOU) between UON and the respective partner institutions governing conditions of admission. (A copy of such an MOU should be submitted to the GS)

9. COMMON REGULATIONS FOR HIGHER DOCTORATES OF THE UNIVERSITY OF NAIROBI OTHER THAN HONORARY DEGREES

1. The following shall be eligible for the award of a higher Doctorate of the University of Nairobi;
 - i) A holder of the Doctor of Philosophy or equivalent degree of the University of Nairobi
 - ii) A holder of the Doctor of Philosophy degree from any other recognized University of at least five years' standing, provided that at the time of application, the candidate will have been either:
 - a) A full-time or part-time member of the academic staff, or
 - b) In research association with the University of Nairobi and provided further that in (i) and (ii) specified above, the association with the University of Nairobi shall have been for at least five years, such that a part of the work submitted shall have been contributed at the University during the said period.
 - c) A holder of a degree of another University equivalent to the PhD degree of the University of Nairobi, or a person whose attainment in qualification and scholarship is approved by the Senate as equivalent to the PhD degree of the University of Nairobi; provided that in either case the applicant shall in addition fulfill the conditions specified in paragraph (ii)(a) or (b) above.
2. The higher Doctorate shall be awarded only for the original published work such as would give a candidate authoritative international standing in his/her particular field of research. The application must be based wholly or substantially on original work of distinction carried out by the candidate. The term "published" shall mean printed in a refereed journal, book or monograph which shall have been made available to the public.
3. A candidate for a higher Doctorate shall apply to the GS indicating the discipline in respect of which he/she wishes to be considered. However, the Senate on the recommendation of the Board may approve the consideration of the application under a different discipline.
4. In his/ her application, the applicant shall include the following:
 - i) Curriculum vitae
 - ii) A concise statement (*not exceeding 2,000 words*) of the focus of the scholastic contribution of the work intended for submission.
5. Upon receiving the application, the GS Board shall make consultations with the Faculty/Institute/School wherein the discipline in question falls. If satisfied with the merits of the intended application, the Board shall invite the applicant to place together the published contributions which must strongly support the application and submit copies of the same in

three sets. In assessing the application, the Faculty/Institute/School/Centre should take the following into account to determine if the applicant merits consideration for examination of the DSc;

- i)** Originality of the work.
 - ii)** Contribution of work to knowledge and impact to society.
 - iii)** Distinction and international standing of the work.
 - iv)** Accessibility of the published works to the public.
- 6.** The sets of publications specified in 5 above shall be accompanied by a thesis of not more than 50,000 words, typed and printed double-space on A4 paper. The thesis shall be a unifying account of works submitted, indicating their significance to the advancement of knowledge. Where a part of the work submitted has been published jointly with other collaborators, the candidate shall specify in the thesis his/her contribution. The thesis shall include a declaration by the candidate confirming that it has not been submitted for the degree in any other institution and that its contents are the original work of the candidate. The thesis shall comply with the "Regulations for Submission of Thesis for a Higher Degree at the University of Nairobi". All three sets of published works and the thesis shall remain the property of the University.
- 7.** The submission of the applicant's works, as specified in 6 above, shall be accompanied by evidence of payment of a non-refundable fee.
- 8.** Upon receipt of the documents specified in 6 and 7 above, the GS shall in consultation with the relevant Faculty/Institute/School, propose to the Senate the names of three examiners, at least two of whom shall be external examiners. The examiners will be requested to submit their signed confidential reports within two months from the date of their letters of invitation. The reports shall include an evaluation of the importance and originality of the candidate's contribution to the advancement of knowledge and the scholarly distinction which would entitle him/her to be regarded as an authority in his/her field of knowledge. The reports shall state whether or not, in the examiners' opinion, the degree should be awarded.
- 9.**
 - a)** Upon receipt of the reports of the three examiners, the GS shall, within one month, arrange all the relevant documents in a discussible form and forward them to the Chairman of the Senate, who shall then convene a meeting of the Evaluation Panel to review the examiner's reports and determine the outcome. Where the examiners reports and the evaluation of the Panel are positive, the candidate will be invited to defend his/her thesis before the public.
 - b)** The Evaluation Panel shall comprise:
 - i)** Chairman of the Senate – Chairman
 - ii)** Deputy Vice-Chancellors – Members
 - iii)** Principal of the relevant College – Member
 - iv)** Dean of the relevant Faculty/School/Institute/Centre – Member
 - v)** Director, Graduate School
 - vi)** Three Senior University Scholars, one of whom shall be from the relevant discipline and appointed by the Senate – Members
 - vii)** Not more than three members may be co-opted by the Senate where appropriate – Members
 - viii)** Academic Registrar – Secretary

10. A thesis for the Higher Doctorate degree shall be defended before a public audience provided that while members of the public shall be free to ask the candidate questions relevant to the subject of his/her thesis, only the Panel of Examiners, shall participate in the final assessment of the thesis and the candidates performance in defense of the same.
11. The decision of the Evaluation panel shall be subject to approval by Senate.
12. GS will then issue the award letter after the approval of the senate
13. The examiner's reports and the report of the Evaluation Panel shall be held in strict confidence.
14. An unsuccessful candidate for the award of the Higher Doctorate would be permitted to re-apply only once after the expiration of a period of three years.

STATUTE XXXIV

INFORMATION AND COMMUNICATIONS TECHNOLOGY CENTRE (ICTC)

1. There shall be a University Information and Communications Technology (ICT) Centre (*hereinafter referred to as "ICT Centre"*).
2. The ICT-Centre shall have and carry the status of a Faculty/ Institute/School and shall in that regard enjoy all rights, privileges, immunities and powers that are consistent with the provisions of this statute.
3. There shall be a Director of the University ICT-Centre (*hereinafter referred to as "Director of ICT"*) who shall be appointed by the Vice-Chancellor on such terms and conditions as the Council shall determine.
4. The Director of ICT shall be responsible to the Vice-Chancellor.
5. There shall be an ICT Committee of the University Management Board whose membership shall consist of the following:
 - a) The Deputy Vice-Chancellor (Finance, Planning and Development) as Chairman;
 - b) A representative of each College;
 - c) Two Senate representatives;
 - d) The Director of ICT, who shall also serve as the Secretary;
6. The representative of each College to the ICT Committee shall be appointed by the principal, upon consultation with the Vice-Chancellor.
7. The quorum of the ICT Committee shall be the nearest whole number above half the membership of the Committee, unless the University Management Board otherwise determines.
8. The ICT Committee may at its discretion, co-opt other persons not exceeding three to attend meetings in an advisory capacity provided such persons shall not have a right to vote.
9. The ICT Committee shall have the following powers:
 - a) To consider and recommend ICT plans, strategies and policies in line with the University priorities;
 - b) To consider and recommend ICT budget and the allocation of ICT resources among users;
 - c) To facilitate implementation of large ICT projects;
 - d) To address any other ICT strategic and policy matters as may referred to it by the University Management Board and Senate.
10. The ICT Committee shall have power to regulate in such manner as it may deem fit, its own procedures.

11. The ICT Committee may establish such other ad-hoc committees and assign them such functions and powers as it may deem fit.
12. The ICT Committee shall meet at least once every quarter.

STATUTE XXXV

CENTRE FOR SELF SPONSORED PROGRAMMES

1. There shall be a Centre for Self Sponsored Programmes (*hereinafter referred to as the "Centre"*).
2. There shall be a Director of the Centre who shall be appointed by the Vice-Chancellor on such terms and conditions as Council shall determine and, who shall be responsible for the execution of the policy of the Centre and for the control and management of its day-to-day business.
3. The Centre shall be governed by a Management Board which shall consist of the following members:-
 - a) Vice-Chancellor -Chairman of the Board
 - b) Deputy Vice-Chancellor (Human Resource and Administration)
 - c) Deputy Vice-Chancellor (Academic Affairs)
 - d) Deputy Vice-Chancellor (Students Affairs)
 - e) Two Principals nominated by the University Management Board (UMB)
 - f) Three representatives of the University Council one of whom shall be the Permanent Secretary for the time being in charge of Higher Education and the other shall be the Permanent Secretary for the time being in charge of Finance.
 - g) Two Senate Representatives
 - h) One representative from each college nominated by the College Academic Board from the Academic Unit with the highest financial turn-over from Self-sponsored programmes.
 - i) The Director of the Centre, who shall be Secretary of the Board.
4. The Board shall have and carry the status of a Faculty, School or Institute and shall in that capacity enjoy all the rights, privileges and immunities, and exercise all the powers equivalent to those of a Faculty, School or Institute in so far as those rights, privileges, immunities and powers are consistent with the provisions of this Statute.
5. The College Principals nominated by University Management Board, Senate representatives and college representatives shall serve for a term of three years which may be renewable once only for an equivalent term.
6. The Board shall be answerable to the University Council and shall, in conjunction with the units, be responsible for the following functions:-
 - a) Promotion of the self-sponsored programmes of the University.
 - b) In conjunction with the respective Colleges, to maintain accurate records and statistics for self-sponsored students.
 - c) To constantly liaise with the academic units on matters relating to quality assurance and quality maintenance of the academic programmes.
 - d) To review and make recommendations on appropriate fees and other charges for the self-sponsored programmes.

- e) To collect Fees from all self-sponsored students in conjunction with the various academic units.
 - f) Disbursements of funds to various units of the University in accordance with the existing University policy.
 - g) Payments to Direct Service Providers in accordance with prevailing university policy.
 - h) To perform any other functions and undertake any other business activities as may be assigned or delegated to the Centre by the University Council from time to time.
7. The Board shall have the power to regulate in such manner as it may deem fit, its own procedures.

STATUTES XXXVI

OPEN, DISTANCE AND ELECTRONIC LEARNING (ODEL) CAMPUS

Preliminary

Establishment and functions of Open, Distance and Electronic Learning (ODEL) Campus.

The Council is empowered pursuant to sections 3, 23, 29, 34, 35, 60, 70 and 81 of the Universities Act No. 42 of 2012 and sections 18(8)(j)(s)(v) & (11) and 29 of the University of Nairobi Charter 2013, to make statutes generally for the governance, control and administration of the University.

In view of the above, the University of Nairobi Council hereby establishes:-

Open, Distance and Electronic Learning (ODEL) Campus.

1. There shall be a University of Nairobi ODeL Campus Board (*hereinafter referred to as "the Board"*) whose membership shall consist of:
 - i) The Director of the ODeL Campus appointed by the Council in consultation with the Vice-Chancellor from amongst persons holding the rank of Associate Professor and above for a period of five years, renewable once only for an equivalent period. The Deputy Vice-Chancellor (Academic Affairs) shall be the Chair of the Campus Board;
 - ii) Deputy Directors appointed by the Council in consultation with the Vice-Chancellor for a period of five years, renewable once only for an equivalent period; and
 - iii) The following Board members who shall serve for a period of three years renewable once:
 - a) A representative from each College, being of the rank of senior lecturer and above, nominated by the College Academic Board;
 - b) Two representatives of the Senate, being of the rank of senior lecturer and above, nominated by the Senate;
 - c) The Director, ICTC;
 - d) The Director, CESSP;
 - e) A representative of the private sector nominated by the Kenya Private Sector Alliance (KEPSA);
 - f) A representative from the Association of Professional Societies in East Africa (APSEA); and
 - g) The ODeL Campus Registrar/Secretary.

2. There shall be ODeL working teams in Schools/Faculties/Institutes recommended by Deans/Directors and appointed by College Principals.
3. The Campus shall have and carry the status of a College in the University and shall in that capacity enjoy all the rights, privileges, immunities and powers that are consistent with the provisions of this status.
4. The Board shall meet at least once every quarter.
5. The Board shall have the power to regulate its own procedures in such manner as it may deem fit.
6. Notwithstanding the provisions of any other statute, the ODeL Campus shall be answerable to the University Senate with respect to the conduct of its programs throughout the University and shall, in particular, have responsibility over the following matters:
 - i) Create awareness and sensitize the University community on ODeL services through workshops, seminars, conferences, publications and public lectures.
 - ii) Train users in all departments in the general use of educational technologies, including operation of e-Learning equipment and software to facilitate integration and use of ICTs in all educational programmes.
 - iii) Develop capacity across all departments in Instructional Design, Graphic and Multimedia design, and Management of the ODeL portfolio.
 - iv) Develop e-Content (digital content) and process and package into audiovisual materials such as CD-ROMs, VCDs and DVDs.
 - v) Support learners to access digitized course materials on the University's e-Platform and the Library.
 - vi) Use ODeL as a means of creating and increasing equity within programs.
 - vii) Carry out research, monitoring and evaluation on the utilization of e-Learning services.
7. The Campus shall, in respect of each of the matters set out herein in Clause 6, exercise the powers and perform the duties set out in clauses 8 to 10.
8. With respect to the co-ordination of ODeL programs and services, the Campus shall:
 - i) have responsibility for ensuring high quality of ODeL programs and adherence to Senate approved policy, regulations and set standards;
 - ii) liaise with all Faculties and Departments, Institutes, Schools and Centres and make such recommendations regarding the content and organization of ODeL programs available therein as it may deem fit;
 - iii) make available all information relating to ODeL programs and services throughout the University by publishing a prospectus, student and tutor handbooks for public information; and
 - iv) publish and disseminate any material it considers of relevance to the general conduct of ODeL programs within the University.
9. With respect to admission of ODeL students, the Campus shall:
 - i) develop policy and advise University Management on admissions;
 - ii) receive from Departments through Faculties, Institutes, Schools and Centres, details of all ODeL programs;
 - iii) advertise all such programs and receive in such format as may be specified by Senate, applications in respect thereof;

- iv)** orientate all ODeL students, and thereafter refer them to their respective Faculties, Institutes, Schools or Centres; and
 - v)** track the progress of each ODeL student and take appropriate action in accordance with the common regulations.
- 10.** The Campus may, in addition to the above, exercise such other powers, or perform such other functions as may be assigned or delegated to it by the Senate.
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