



In exercise of the powers conferred under Section 24 of the University of Nairobi Act, No 11 of 1985, (*hereinafter referred to as the Act*) the Council of the University hereby makes the following Statutes:

1. The statutes shall be cited as the University of Nairobi Statutes, 1991.
2. The University of Nairobi Statutes 1985 is hereby repealed.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 XVIII.

“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 Act.

Statute II

The Chancellor

In exercise of the powers conferred upon the Chancellor under Section 10 (3) (b) and (c) of the Act, 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 Act, 1985 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 by virtue of being the overall administrative head of the University, be the accounting officer of the University.
6. The Vice-Chancellor shall be responsible for policy matters, planning, coordination, public relations, fund-raising and general development of the University.
7. The Vice-Chancellor shall be:-
 - i) Chairman of Senate
 - ii) Chairman of Associate Professorial Appointments Committee
 - iii) Chairman of the University Management Board
 - iv) Chairman of the Students Welfare Authority
8. The Vice-Chancellor shall have such other powers and duties as may be conferred upon him by Council in accordance with the Act.
9. 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 IV

The Deputy Vice-Chancellor (Academic Affairs)

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.
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 a full time member of staff of the University; and provided further that he may resign the office or the Council may terminate his services as Deputy Vice-Chancellor (Academic) by giving six months' notice in writing.
3. The conditions of appointment of the Deputy Vice-Chancellor (Academic) shall be as set 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 Division, whose functions include: preparation of syllabus and regulations, co-ordination of examinations, postgraduate studies, research, 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;

(ii) In the absence of the Deputy Vice-Chancellor (Administration and Finance) 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 V

The Deputy Vice-Chancellor (Administration & Finance)

1. The Deputy Vice-Chancellor (Administration & Finance) shall be appointed by the Council in consultation with the Chancellor from among professors of the University on permanent and pensionable terms.
2. The Deputy Vice-Chancellor (Administration & Finance) shall hold office for five years. Provided that the Deputy Vice-Chancellor (Administration and Finance) 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 office or the Council may terminate his services as Deputy Vice-chancellor (Administration and Finance) by giving six months' notice in writing.
3. The condition of appointment of the Deputy Vice-Chancellor (Administration and Finance) 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 (Administration and Finance) shall be the Head of the Administration and Finance Divisions of the University, whose functions include: Management of Personnel Matters, Finance and Assets.

5. The Deputy Vice-Chancellor (Administration and Finance) shall be Chairman of:

i) Appointments Committee for non-academic staff within the central administration of the University up to the level of Senior Assistant Registrar and other equivalent non-teaching staff grades.

ii) Appointments committee of non-teaching staff in the rest of the University of the level of Assistant Registrar and Senior Assistant Registrar and other equivalent non-teaching staff grades.

iii) In the absence of the Deputy Vice-Chancellor (Academic) or on account of other exigencies of services, Chairman of the Appointments Committee indicated in Statute IV, 5 (i) and (ii).

6. The Deputy Vice-Chancellor (Administration and Finance) shall have such other duties as may be assigned or delegated to him by the Vice-Chancellor in accordance with 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.

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 may resign his office or the Council may terminate his 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:

a) To 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, recreation, health, security and other student affairs.

b) To develop and implement programmes (e.g. leadership training) that support students educational experience and wholesome life.

c) 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.

d) 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 VII

The Principals

1. Subject to the provision of the Act, 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.
 - 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 I.II.

Statute VIII

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 two years, but upon the expiration of that period shall be eligible for re-appointment, 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 IX

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 X

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 XI

The University Council

- 1.** The membership, powers and functions of the University Council shall be as prescribed in the Act.
- 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
 - j)** 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 Act, 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 XII

University Management 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 (Administration & Finance)

iv) The Deputy Vice Chancellor (Student Affairs)

v) The Principals of Constituent Colleges

vi) Managing Director, University of Nairobi holding Company

vii) 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.

iv) 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 (Administration and Finance) 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 (Administration and Finance) 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 XIII

College Management Board

- I.** 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

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.

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 XIV

The University Senate

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

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 thirty per cent 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 and Establishment Committee.
- c)** Library and Bookshop Committee
- d)** Students' Disciplinary Committee
- e)** Board of Postgraduate Studies
- f)** Board of Common Undergraduate Courses
- g)** Time-Tabling Committee

8. 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 XV

College Academic Board

I. 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;
- ix)** One student representative from each Faculty and/or teaching School/Institute, elected by secret ballot from the College Students' Organization:

- Such other full-time academic members of the University, not exceeding three, appointed by Senate on the recommendation of the College Academic Board.

- 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.

- 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;

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 XVI

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 XVII

Centre for International Programmes and Links

3.1 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:-

a) 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.

b) 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.

c) Three Senate Representatives.

d) Director of Board of Post Graduate Studies.

e) University Librarian

f) Administration Registrar

g) Finance Officer

h) Legal Officer

i) Dean of Students

j) Academic Registrar/Secretary

k) Two other members appointed by the Vice-Chancellor

3.2 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.

3.3 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.

3.4 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.

3.5 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.

3.6 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 XVIII

Faculties, Schools and Institutes of the University of Nairobi

I. 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; and

b) The Faculty of Veterinary Medicine

ii) The College of Biological and Physical Sciences shall comprise:

- a) The School of Biological Sciences;**
- b) The School of Computing & 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.

(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**

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 African, Anthropology and Gender Studies
- g) The Institute for Development Studies
- h) The Institute of Diplomacy and International Studies
- i) The Population Studies and Research Institute.*

*** 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) The School of Continuing and Distance Education.
- b) The School of Education.
- c) The 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 (Administration and Finance), the Deputy Vice-Chancellor (Academic affairs), Deputy Vice Chancellor (Student Affairs), 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 percent 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.

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

iv) Plant Science and Crop Protection

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

ix) Communication Skills Sub-Unit (Sub-Department)

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**
- 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.

vii) School Administrator-Secretary.

19. The Vice-Chancellor, the Deputy Vice-Chancellor (Administration and Finance), the Deputy Vice-Chancellor (Academic affairs), the Deputy Vice Chancellor (Student Affairs), 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.

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 percent 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:

a) To be the interface between the College Management Board and the School.

b) To plan for the School needs and development.

c) To prepare annual estimates of the funds required by the School, generate revenue and administer all funds entrusted to it.

d) 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.

iii) 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.
- 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.
- 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
- 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 and Orthodontics
- iii) Periodontology and Community Dentistry

31. The School of Education shall be constituted of the following Departments:

- i) Educational Administration and Planning**
- ii) Educational Communication & Technology**
- iii) Educational Foundations**
- iv) Sports and Physical Education**

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**
- v) Mechanical and Manufacturing Engineering**

33. The School of Law shall be constituted of the following Departments:

- i) Commercial Law**
- ii) Private Law**
- 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) Public Health

xii) Psychiatry and Mental Health

xiii) Radiation Medicine and Medical Imaging

xiv) Surgery

35. The School of Pharmacy shall be constituted of the following Departments:

i) Pharmaceutical Chemistry

ii) Pharmaceutics and Pharmacy Practice

iii) Pharmacology and Pharmacognosy

36. The Institute of African, Anthropology and Gender 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 Government and Public Administration

c) Department of History and Archaeology

d) Department of Linguistics and 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 African, Anthropology and Gender 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 African, Anthropology and Gender 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 Chemistry and Chemical Technology.
- f) School of Physics and Astronomy.
- g) School of Biological Sciences.
- h) School of Earth and Atmospheric Sciences.
- v) Director, Institute of African, Anthropology and Gender Studies;
- vi) Chairmen of the following Departments:
 - a) Department of Agricultural Economics, Education and Extension.
 - b) Department of Geography and 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 to 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 Chemistry and Chemical Technology
 - d)** School of Mathematics
 - e)** School of Physics and Astronomy
 - f)** School of Journalism and Mass Communication
- viii)** Director, Institute for Development Studies
- ix)** Director, Board of Postgraduate Studies
- x)** Chairmen of the following Departments
 - a)** Political Science and Public Administration
 - b)** Linguistics and 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.

viii) To recommend, through the Board of Postgraduate Studies, 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 Physics and Astronomy

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;

(vii) 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 Board of Postgraduate Studies (BPS) concerning the progress of the students in the Institute;

b) To make recommendations to the senate through the College Academic Board and the (BPS) 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 Board of Postgraduate Studies (BPS), the names of the examiners for appointment;
- f)** To deal with any matter referred to it by the College Academic Board, the Board of Postgraduate Studies (BPS) 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 sub-committees 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, Board of Postgraduate Studies 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. Institute of Tropical and Infectious Diseases (UNITID)

58. 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 (2) selected full-time academic staff of the Institute;
- iii)** One (1) 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;

- The School of Medicine;

- The School of Dental Sciences;
- The School of Pharmacy;
- The School of Mathematics;
- The School of Physics and Astronomy;
- The School of Earth & Atmospheric Sciences;
- The School of Biological Science;
- The School of Computing & Informatics.

o One representative of the Collaborative Research Group from the current collaborators of the Institute. The representation shall be by selection on annual rotational basis.

o College Librarian.

o The Director of Medical Services or his/her representative.

o The Director of Kenyatta National Hospital his/her representative.

o Such other members, not exceeding five (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;

o Ex-Officio Members.

59. The Board of the UNITID 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.

60. 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.

61. 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.

62. 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.

Statute XIX

The Board of Common Undergraduate Courses

I. 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 XIV (7) (i) or any other.

Statute XX

The Board of Postgraduate Studies

1. There shall be a Board of Postgraduate Studies (hereinafter 'the board') whose membership shall consist of:

i) The Director of the Board appointed by the Vice-Chancellor from amongst persons holding the rank of Senior Lecturer or above for a period of three years, renewable once only for an equivalent period, who shall serve as Chairman.

ii) The Deputy Director appointed by the Vice Chancellor who shall in the absence of the Director discharge the functions of the Director's Office.

iii) One person from each College, being of the rank of Senior Lecturer and above, nominated by the Academic Board of that College.

iv) Six representatives of the Senate.

v) The University Librarian.

vi) The Academic Registrar who shall serve as its 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 the such meetings.

2. The Board shall have and carry the statute of a Faculty, Institute or School and shall in that capacity enjoy all the rights, privileges, immunities and powers that are consistent with the provisions of this Statute.

- 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 Board shall be answerable to the University Senate in respect to the conduct of postgraduate studies throughout the University and shall, in particular, have responsibility over the following matters;
 - i)** the co-ordination of postgraduate syllabus and regulations;
 - ii)** the admission of postgraduate students;
 - iii)** the administration of postgraduate scholarships;
 - iv)** the administration of postgraduate research grants;
 - v)** the administration and processing of postgraduate theses projects or research papers;
 - vi)** the proper conduct and supervision of the postgraduate studies programmes; and
 - vii)** the general welfare and discipline of postgraduate students.
- 6.** The Board 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 next following.
- 7.** In respect of the co-ordination of postgraduate syllabuses and regulations, the Board shall;
 - i)** have primary responsibility for the enforcement of the common regulations for the Masters, Doctorate and Higher Doctorate Degrees in all Faculties, Institutes and Schools;
 - ii)** liaise with all Faculties and Departments, Institutes and School and make such recommendations as regards the content and organization of postgraduate programmes available therein as it may deem fit;
 - iii)** make available all information relating to postgraduate studies throughout the University by publishing a prospectus, and bibliographies of records of postgraduate research done or to be done within the University.
 - iv)** publish and make available records of published work arising from postgraduate research undertaken within the University, or within any other University as long as such work is, in the opinion of the Board, of particular relevance to postgraduate research in the University, and
 - v)** cause to be published and disseminate any material it considers of relevance to the general conduct of postgraduate studies within the University.
- 8.** In respect of admissions of postgraduate students, the Board shall:
 - i)** receive from Departments through Faculties, Institutes or School, details of all postgraduate programmes;
 - ii)** advertise all such programmes and receive in such format as may be specified by Senate, applications in respect thereof;

iii) send letters of admission to successful candidates and also notify the Faculties and Departments, Institutes or School;

iv) send all relevant information to the successful and unsuccessful candidates;

v) register all postgraduate students, and thereafter refer them to their respective faculties, institutes or school and departments;

vi) publish the postgraduate nominal roll;

vii) keep under review (in co-ordination with relevant Faculty and Department, Institute or School), the progress of each postgraduate student and make such recommendations thereon to the Senate as may be appropriate; and

viii) remove from the nominal roll the name of any postgraduate student whose discontinuation or de-registration is approved by the Senate.

9. In respect of the administration of postgraduate scholarships, the Board shall:-

i) be responsible for receiving from the University all scholarships for postgraduate studies which shall, on that behalf, be dealt with in the manners specified thereafter:

ii) advertise all such scholarships;

iii) allocate such scholarships to those applicants who fulfill the applicable academic requirements as well as any specific terms that may be attached to the scholarships in question;

iv) have powers to solicit scholarships from prospective donors, and to liaise with other bodies within or outside University that are recipients of scholarships tenable at the University.

10. In respect of the administration of postgraduate research grants, the Board shall:-

i) be responsible for receiving applications for postgraduate research funds through Faculties, Institutes and Schools;

ii) allocate postgraduate research funds from prospective donors, and to liaise with other bodies within or outside the University that are recipients of such funds;

iii) have power to solicit postgraduate 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 postgraduate thesis, projects and research papers, the Board shall:-

i) be responsible for receiving and approving the nominations by Faculties, Institutes or School, of supervisors for all postgraduate research leading to the preparation of theses, projects or other similar work, and acting always on that behalf; hold the responsibility specified hereinafter;

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

- iii)** process the appointment of boards of examiners for postgraduate theses, projects or other related presentations;
- iv)** send out invitations to examiners for postgraduate research presentations, on the recommendation of the relevant Faculties, Institutes or School;
- v)** cause copies of submitted theses, projects or similar presentations to be forwarded to the examiners;
- vi)** receive the written assessment of such theses, projects or similar presentation from the examiners;
- vii)** convene board of examiners' meeting in consultation with the Dean concerned;
- viii)** cause secretarial services to be provided for the board of examiners' meetings;
- ix)** forward recommendations of the board of examiners' to the Vice-Chancellor for approval on behalf of the Senate where the verdict of such board is unanimous ; provided that in absence of unanimity, the examiners' recommendations shall be deliberated upon by the Board and recommendations thereon made to the Senate;
- x)** inform all candidates of the results of the examinations after approval by Senate;
- xi)** cause the approved theses, projects or similar presentations to be deposited in libraries determined on the basis of need, convenience or suitable arrangement.

12. In respect of the conduct and supervision of postgraduate studies programmes, the Board shall:-

- i)** be responsible for the effective and regular management and conduct of that entire postgraduate studies programme, and on this behalf maintain close co-ordination with various Faculties, Departments, Institutes and School that conduct postgraduate courses.
- ii)** without prejudice to the generality of the foregoing paragraph ensure that effect is given to the following regulations and requirements:
 - a)** that postgraduate research supervisors are competent and specialised in the subject-area within which the proposed research falls;
 - b)** that supervisors keep regular contact with their students as it is stipulated in the relevant regulations;
 - c)** that joint supervisors do maintain regular consultations with one another, with regard to the progress of the student;
 - d)** that supervisors submit progress report on their students, as it is stipulated in the relevant regulations;
 - e)** that students submit up-to-date reports regarding their own research work in the manner stipulated in the relevant regulations;
 - f)** that students are afforded that forum of Departmental, Faculty, Institute or School seminars for presenting any aspect of their research work, for discussion, and that a report on such

proceedings is submitted by or on behalf of the Dean or Director of the relevant Faculty, Institute or School to the Board;

g) that the students are encouraged to publish their work, or any part thereof, in scholarly or professional journals or other works and that they are given instructions in the techniques of publishing such work;

h) that the student's role as researcher is fully reflected in any joint publication with the supervisor or any publication by the supervisor that rests on the student's work;

i) that the supervisor shows dedication to the student's research as a basis of avoiding delay in communication, or unnecessary misunderstanding, between student and supervisor;

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

13. In respect of the welfare and discipline of post-graduate students, the Board shall:-

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

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

14. The Board may, in addition, exercise such other powers, or perform such other functions as may be assigned or delegated to it by the Senate in accordance with Statute XIV (7) (i).

Statute XXI

University Entrance Requirements

I. 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:

a) A Kenya Certificate of Secondary Education (K.C.S.E.) with an aggregate minimum grade of C+ from at least 7 approved subjects obtained at the same sitting.

b) 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

1. ENG English)
2. KIS Kiswahili) Compulsory 3
3. MAT Mathematics)

Group II

1. BIO Biology)
2. PHY Physics) At least 2
3. CHE Chemistry)

Group III

1. HAG History and Government)
2. GEO Geography)
3. CRE Christian Religious Education) At least 1
4. IRE Islamic Religious Education)
5. HRE Hindu Religious Education)

Group IV

1. HSC Home Science)
2. ARD Art and Design)
3. AGR Agriculture) At Least 1
4. AVT Aviation Technology)
5. CMP Computer Studies)

Group V

1. FRE French)
2. GER German) At Least 1
3. ARB Arabic)
4. MUS Music)
5. 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 XXII

Designation of Degrees

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

i) Faculty of Agriculture:

Bachelor of Science B.Sc.

Master of Science M.Sc.

Doctor of Philosophy Ph.D.

Doctor of Science D.Sc.

ii) Faculty of Arts

Bachelor of Arts B.A.

Bachelor of Psychology B.Psych.

Bachelor of Philosophy B.Phil.

Master of Arts M.A.

Doctor of Philosophy Ph.D.

Doctor of Letters D.Litt.

(iii) Faculty of Veterinary Medicine:

Bachelor of Science B.Sc.

Bachelor of Veterinary Medicine B.V.M.

Master of Veterinary Public Health M.V.P.H.

Master of Veterinary Science [M.V.Sc.](#)

Master of Science M.Sc.

Doctor of Philosophy Ph.D.

Doctor of Science D.Sc.

(iv) School of the Arts and Design

Bachelor of Arts B.A

Master of Arts M.A

Doctor of Philosophy Ph.D

Doctor of Letters D.Litt.

(v) School of Biological Sciences and School of Computing and Informatics:

Bachelor of Science B.Sc.

Master of Science M.Sc.

Doctor of Philosophy Ph.D.

Doctor of Science D.Sc.

(vi) The School of the Built Environment

Bachelor of Architectural Studies B.A.S.

Bachelor of Architecture B. Arch.

Bachelor of Arts B. A.

Master of Arts (Planning) M. A.

Master of Arts (Architecture) M.A.

Master of Architecture M. Arch.

Doctor of Philosophy Ph.D.

Doctor of Letters D.Litt.

(vii) The School of Business:

Bachelor of Commerce B.Com.

Master of Business Administration M.B. A.

Doctor of Philosophy Ph.D.

Doctor of Letters D.Litt.

(viii) School of Chemistry and Chemical Technology

Bachelor of Science B.Sc.

Master of Science M.Sc.

Doctor of Philosophy Ph.D.

Doctor of Science D.Sc.

(ix) The School of Computing and Informatics:

Bachelor of Science B.Sc.

Master of Science M.Sc.

Doctor of Philosophy Ph.D.

Doctor of Science D.Sc.

(x) The School of Continuing and Distance Education:

Bachelor of Arts B.A.

Bachelor of Science B.Sc.

Bachelor of Education B.Ed.

Master of Arts M. A.

Master of Science M.Sc.

Master of Education M.Ed.

Doctor of Philosophy Ph.D.

Doctor of Science D.Sc.

(xi) The School of Dental Sciences:

Bachelor of Dental Surgery B.D.S.

Master of Science M.Sc.

Master of Dental Surgery M.D.S.

Doctor of Philosophy Ph.D.

Doctor of Science D.Sc.

(xii) School of Earth and Atmospheric Sciences

Bachelor of Science B.Sc.

Master of Science M.Sc.

Doctor of Philosophy Ph.D.

Doctor of Science D.Sc.

(xiii) School of Economics

Bachelor of Arts B.A.

Master of Arts M.A.

Doctor of Philosophy Ph.D.

Doctor of Letters D.Litt.

(xiv) The School of Education:

Bachelor of Education B.Ed.

Master of Education M.Ed.

Doctor of Philosophy Ph.D.

Doctor of Letters D.Litt.

(xv) The School of Engineering

Bachelor of Science in Engineering B.Sc.

Master of Science in Engineering M.Sc.

Master of Engineering M.Eng.

Master of Science in Surveying M.Sc.

Doctor of Philosophy Ph.D.

Doctor of Science D.Sc.

(xvi) School of Journalism and Mass Communication

Bachelor of Arts B.A.

Master of Arts M. A.

Doctor of Philosophy Ph.D.

Doctor of Letters D.Litt.

(xvii) The School of Law:

Bachelor of Laws LL.B.

Master of Laws LL.M.

Doctor of Philosophy Ph.D.

Doctor of Laws LL.D.

(xviii) The School of Mathematics

Bachelor of Science B.Sc.

Master of Science M.Sc.

Doctor of Philosophy Ph.D.

Doctor of Science D.Sc.

(xix) The School of Medicine

Bachelor of Science B.Sc.

Bachelor of Medicine and Bachelor
of Surgery M.B.ChB.

Master of Science M.Sc.

Master of Medicine M.Med.

Master of Public Health M.P.H.

Doctor of Medicine M.D.

Doctor of Philosophy Ph.D.

Doctor of Science D.Sc.

(xx) The School of Nursing Sciences

Bachelor of Science (Nursing) B.Sc.(Nur.)

Master of Science M.Sc.

Doctor of Philosophy Ph.D.

Doctor of Science D.Sc.

(xxi) The School of Pharmacy

Bachelor of Pharmacy B.Pharm.

Master of Pharmacy M.Pharm.

Doctor of Philosophy Ph.D.

Doctor of Science D.Sc.

(xxii) School of Physics and Astronomy

Bachelor of Science B.Sc.

Master of Science M.Sc.

Doctor of Philosophy Ph.D.

Doctor of Science D.Sc.

(xxiii) Institute of African, Anthropology and Gender Studies:

Bachelor of Arts B. A.

Master of Arts M. A.

Doctor of Philosophy Ph. D.

Doctor of Letters D. Litt.

(xxiv) Institute for Development Studies:

Masters of Arts in Development Studies M.A.

Doctor of Philosophy Ph.D.

Doctor of Science D.Sc.

(xxv) Institute of Diplomacy and International Studies:

Master of Arts MA.

Doctor of Philosophy Ph.D.

Doctor of Letters D. Litt.

(xxvi) Institute of Maxillofacial and Reconstructive Surgery

Master of Science M.Sc.

Master of Maxillofacial and

Reconstructive Surgery M.MRS

Doctor of Philosophy Ph.D.

Doctor of Science D.Sc.

(xxvii) Institute of Nuclear Science and Technology

Master of Science M. Sc.

Doctor of Science Ph.D.

Doctor of Science D. Sc.

(xxviii) Institute of Tropical and Infectious Diseases

Master of Science M.Sc.

Doctor of Philosophy Ph.D.

Doctor of Science D. Sc.

(xxix) Population Studies and Research Institute

Master of Arts M.A.

Master of Science M.Sc.

Doctor of Philosophy Ph.D.

Doctor of Science D. Sc.

Statute XXIII

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 per cent 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 undertaken 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 XXIV

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 time to time, prescribe.

Statute XXV

Honorary Degrees

- I.
 - 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 XXVI

Emeritus Professorship

- I. 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**”,

- Chairman of the Council
- Chairman
- Vice-Chancellor
- Deputy Vice-Chancellors
- One Council Representative
- Principal of the relevant College
- Dean/Director of the relevant Faculty/Institute/School
- One Professor, whose area of specialization is related to that of the nominee, appointed by the Vice-chancellor
- Two Senate representatives
- Chairman of the relevant Department
- Secretary

STATUTE XXVII

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 XXVIII

Convocation

1.
 - i) Congregation 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 XXIX

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 XXX

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**

- Deputy Vice Chancellor (Student Affairs) -**Chairman**

- Director, Student Welfare Services
- Dean of Students
- Director, Sports and Games
- Finance Officer
- Chief Accountant
- Chief Medical Officer
- Estates Manager
- Chief Security Officer
- Special Student Advisor
- Currently incharge
- 4 Senate Representatives
- 1 Student Representative from each College.
- Registrar, Student Affairs
- Secretary

3. The Board shall in the performance of its functions and the exercise of its powers be responsible to the Senate and, through the University Management Board, the Council.

4. The Board Shall

- a)** plan, organise and manage the provision of academic and social counselling, career, work study programmes and sports, (both within and outside the University), accommodation, catering, community service, linkages with industry, recreation, health, security, oversight of student elections, orientation and any other student welfare services.
- b)** develop and implement programmes (e.g. leadership training) that support students educational experience and wholesome life.
- c)** advise student organisations and mentor students in their development of leadership, moral reasoning, social intelligence and other skills required in their lives.
- d)** develop mechanisms to anticipate and promptly, efficiently and effectively respond to student needs.

5. Without prejudice to the generality of the responsibility under clause 4, the Board shall in respect of each of the matters specified in that Clause, exercise the powers and perform the duties set out hereunder:

- a)** in compliance with University financial guidelines apply all monies made available to, or generated by the Board;
- b)** ensuring proper management of student affairs and making appropriate recommendations on staff appointment, promotion, termination of service and any other related matters;
- c)** ensuring proper allocation or re-allocation of student accommodation, keeping control of rooms and ensuring their lawful and approved use;
- d)** ensuring student accommodation, sporting facilities and their environs are clean, safe and habitable;
- e)** establishing and maintaining an effective security system, for the protection of persons and property, in the premises occupied by students, as well as their precincts;
- f)** putting into effect any other matter as will enhance the quality and habitability of student accommodation, games, sporting and recreational facilities;
- g)** ensuring proper services, decent and hygienic conditions of all facilities and their maintenance including, times of preparation of food in the kitchens, dining areas and use of the sporting and games facilities;
- h)** ensuring proper discipline, (of both staff and students) in the entire Management of student affairs;
- i)** ensuring proper procurement of goods in all units in compliance with legislative guidelines;
- j)** ensuring proper and professional maintenance of equipment and sporting facilities;
- k)** ensuring appropriate student registration with relevant sporting associations and clubs and effective participation by the students including training;
- l)** ensuring that cases of breach of discipline within and outside the precincts of the halls, kitchens, games and recreational facilities by students are properly investigated and referred to the relevant disciplinary body of the University.
- m)** ensuring in liaison with other relevant units, appointment of appropriate staff for the provision of counselling (academic and social) and career guidance services;
- n)** facilitating the registration of student organisations, election of officials and their induction into the University system;
- o)** forging and maintaining an effective linkage with industry, facilitating work study programmes and placement of students;
- p)** putting in place and ensuring effective channels of communication between Management and the student community.
- q)** facilitating any agreement, on behalf of the University, on matters relating to the provision of accommodation, catering, sports, games, recreational services and student placement under (n) above.
- r)** perform such other related functions or exercise such other related powers as may be assigned or delegated to it by the Vice Chancellor, Senate or Council.

6. The Board may co-opt to serve on for such length of time as it deems fit any number of persons whose assistance or advice it may require but a person so co-opted shall neither be entitled to vote at a meeting of the Board nor be counted as a member for the purpose of forming a quorum.

7. The business of the Board shall be as prescribed by the statute but the Board shall have power to regulate such business and the conduct of its meetings.

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

Statute XXXI

Financial Regulations

I. 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 Act 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) a) There shall be paid into the Revenue Account:

i) The Interest received from the investment of monies in the Endowment Fund:

ii) all fees, dues and other amounts payable by or in respect of students;

iii) all revenue grants by the Kenya Government or by any other Government or person;

iv) all sums transferred under this Act from the Endowment or any other amount to the Revenue Account;

v) a) all sums received by the University and not payable into the Endowment or any other account;

b) The monies standing to the credit of the Revenue Account shall be used and applied for the management and working of the University in such manner and for such purposes as, in the opinion of the Council, are best suited to promote the interests of the University.

vi) a) There shall be paid into the Research Grants account all such monies as are received by the University for research purposes.

b) Such monies shall not be paid into any account.

c) Monies in the Research Grants Account shall be used and applied by the Council for specific purposes in accordance with the agreements made between donors and the Council.

vii) Subject to the provisions of section 21 and 22 of the Act the Council may borrow, either by way of overdraft from a banker or otherwise, such sums as it may from time to time require for the administration of the University.

3. i) Subject to the provisions of Section 21 of the Act, 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 22 of the Act.

Statute XXXII

Miscellaneous

1. These Statutes and the Regulations referred to hereunder shall commence on the date of gazettelement as is required in Section 24 of the Act 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.

COMMON REGULATIONS FOR THE MASTERS DEGREE IN ALL FACULTIES:

Eligibility for Masters Programmes:

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

Duration of the Masters Programmes

4. The masters' programmes in all Faculties shall extend over a period of at least eighteen months from the date of registration.
5. The masters' programme in any faculty shall consist of:-
 - i) either coursework and examination involving full-time attendance at the University;
 - ii) or, coursework, examination and thesis also involving full-time attendance at the University, and where the entire second year of the programme is devoted to the thesis.
6. No candidate for the masters degree shall be registered as a full-time student for more than three years without the permission of Senate.

Submission and Processing of Applications

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

Conduct of Studies and Supervision

12. A candidate registered in accordance with these regulations shall be required to pursue his programme of study under instruction or supervision by academic staff appointed in that capacity by the Senate on the recommendation of the Faculty Board concerned.

13. Candidates shall be required to consult their supervisor(s) at least once a month and to submit every term/semester a written progress report to the Dean of the Faculty through the supervisor and the chairman of the Department with a copy to the Board of Postgraduate Studies.

14. Recommendations on the appointment of supervisors shall be processed in the first instance by the Department through the relevant FPSC. The recommendation shall then be forwarded to the Faculty Board concerned for approval and onward transmission to the Senate through the BPS.

15. Before recommending the appointment of any supervisor, the Faculty Board concerned shall satisfy that the proposed supervisor is competent in the subject area and field of research in which the candidate proposes to work.

16. Normally, only one supervisor will be appointed for each candidate from among the academic staff of the Faculty concerned. However, Faculty Boards may appoint additional supervisor(s) as they may deem necessary in individual cases.

17. Where an additional supervisor is appointed from outside the University, such a supervisor should show evidence of competence in the area of study through publications produced since obtaining his higher degree.

18. It shall be the duty of the supervisor to direct and supervise the work of the student in so far as it relates to his programme of study. In particular, a supervisor shall be required to:-

- i)** Maintain constant and effective contact with candidates assigned to him.
- ii)** Submit individually or jointly academic reports through the relevant Faculty Boards to the BPS on the progress of each candidate at the end of every term/semester.
- iii)** Certify at the end of every term/semester that the candidate has received supervision. The candidate should also certify that he has received adequate supervision.
- iv)** To inform the BPS through the relevant FPSC and Faculty Board at once if in his opinion a given candidate is unlikely to reach the standard for the award of a master's degree.

19. Where the progress of a given candidate is unsatisfactory as to result in his being de-registered, such a candidate shall be given written warning by the Dean of the Faculty to the effect that unless he shows signs of improvement within three months, he would have to be de-registered. A recommendation for de-registration shall be made to Senate through the BPS after two consecutive negative reports after the warning.

Examination of Candidates

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

21. Candidates by coursework, examination and thesis shall have the coursework examined at the end of the first year of study while the second year of study shall be devoted to research, seminars, and the preparation of a thesis.

22. Assessment at the end of the first year of study shall consist of:-

- i)** A written examination which shall constitute 70 per cent of the total marks in each subject, and

ii) Continuous coursework assessment based on essays, laboratory assignments and such other tests as the regulations of the faculty concerned may prescribe, constituting 30 per cent of the overall end year assessment.

23. For programmes involving coursework and examination assessment at the second year of study shall be the same as in 22(i) and (ii) above.

24. The pass-mark in all faculties shall be 50 per cent. Candidates taking the first year examinations shall be required to pass in all courses for which they are registered, before they can proceed to the second year. Supplementary examinations if any, shall be governed by faculty regulations approved by Senate.

25. The first year examination results shall be processed through the Faculty Board concerned and reported directly to the Senate.

Submission and Examination of Thesis

26. A candidate shall give a notice in writing together with an abstract of the work to the Director, Board of Postgraduate Studies at least three months before the intended date of submission with copies to the Dean and Chairman of Department.

27. i) Every thesis submitted for examination shall be 4 copies and in unbound form, and must include a declaration by the candidate confirming that the thesis has not been submitted for a degree in any other Institution, and that the contents of the thesis are the original work of the candidate. Every thesis shall bear the signature of the supervisor(s) indicating that the thesis has been submitted “with the knowledge of the supervisors”.

ii) The final version of the thesis, (6 copies) 3 bound and 3 in unbound form, after examination shall remain the property of the University.

28. A thesis submitted for the degree must be adequate in form and content. It must also include full bibliography of the materials used in its preparation whether published or otherwise, and it must also conform with the regulations for the submission of thesis of the University of Nairobi.

29. The Senate shall on the recommendation of the Board of the faculty concerned in respect of each candidate presenting a thesis, appoint a Board of Examiners consisting of:-

a) Dean of the Faculty as Chairman or his representative.

b) An external examiner.

c) Two Internal Examiners one of whom must not have supervised the candidate, and

d) Two other persons competent in the disciplines related to the candidate’s area of research, at least one of whom should be external to the Department.

30. The Examiners shall be required to submit within two months, an independent written assessment of the thesis direct to the Director (BPS) indicating:-

a) Whether or not the thesis is adequate in form and content.

b) Whether or not the thesis reflects an adequate understanding of the subject, and in consequence.

c) Whether or not the degree should be awarded.

31. As soon as all the examiners' reports are received, the Director (BPS) in consultation with the Dean of the faculty concerned shall convene a meeting of the Board of Examiners at which the examiners' reports and other academic matters arising from the thesis shall be considered. A consolidated report and appropriate recommendation shall be prepared for submission to Senate through the Board of Postgraduate Studies within two weeks. Provisional results shall be released to the candidates after the meeting only where the recommendation of the Board of Examiners is unanimous.

32. Where the recommendation of the Board of Examiners is unanimous for or against the award of the degree and where such unanimous recommendation is consistent in all respects with the reports of the examiners, and the results of an oral examination, the Director BPS shall forward such recommendation to the Vice-Chancellor for approval on behalf of the Senate.

33. Where the recommendation of the Board of Examiners is not unanimous or where in the opinion of the Director of the BPS the recommendation is not consistent in material respects with the matters referred to in Regulation 30, it shall be referred to the full Board of BPS for an appropriate recommendation to Senate.

34. The Senate may on the advice of the Board of Examiners and the BPS invite a candidate to re-submit a thesis in revised or extended form only once. Provided that a candidate whose thesis is referred under this subsection shall be required to re-submit it within twelve months.

35. A thesis accepted by the University and subsequently published in part or in whole and in whatever form, shall bear the inscription, "work forming part of the requirements for the degree of Master of the University of Nairobi".

COMMON REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY IN ALL FACULTIES:

Eligibility for Registration

I. The following shall be eligible to apply for registration for the degree of Doctor of Philosophy in the university:- either

i) a holder of a Master's degree from the University of Nairobi. or

ii) a holder of a Master's degree or equivalent academic qualifications of another institution recognised by the University of Nairobi Senate as of comparable status.

In either case, the applicant should be able to produce evidence, to the satisfaction of Senate, of his capacity to carry out original research.

2. Subject to the approval of Senate, Faculties may formulate regulations requiring applicants to have obtained such academic or equivalent qualifications as are considered necessary for registration within the academic area of interest of the Faculty and may require applicants to submit to such tests or interviews as the Faculty regulations permit.

Submission and Processing of Applications

3. Applications shall be submitted to the appropriate University postgraduate studies authority of Senate on the prescribed forms.

4. In submitting an application, an intending candidate shall submit for approval of the Faculty Board concerned and the Senate, a study or research proposal not exceeding 40 typed pages, and the place at which he intends to carry out the study or research.

5. All applications for registration shall be processed in the first instance through the relevant Faculty Board of Postgraduate Studies (FPSC) in consultation with the Department in which registration is sought. The (FPSC) shall then forward all such applications with appropriate comments to their respective Faculty Boards for approval and onward transmission to the Board of Postgraduate Studies.

6. Before recommending a candidate for registration, the Faculty concerned shall satisfy itself that:-

(i) the proposed field of study is academically sound and can successfully be pursued under the supervision of the University of Nairobi.

(ii) there exist adequate opportunities for consulting his supervisor(s).

(iii) there exist adequate academic facilities and resources for effective research.

Form and Duration of Registration

7. (i) *Minimum Duration*

A candidate registered for the degree of Doctor of Philosophy shall carry out a programme of original study or research over a minimum period of 18 months after the date of registration or after completion of any required coursework examination, shall submit a thesis based on the study or research done.

(ii) *Maximum Duration*

No candidate for the degree of Doctor of Philosophy shall be registered as a full-time student for more than four years or as a part-time student for more than five years without submitting his thesis, except by permission of Senate.

8. Subject to the approval of Senate, Faculties 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 specialised skills or knowledge to assist him in his study or research. Performance in courses offered may be assessed.

9. On the recommendation of the Faculty Board concerned the Senate may permit a candidate to change his registration status from part-time student or vice versa once only, in which case regulation 7(ii) above shall apply to such a candidate as if he had initially been admitted to the status he now seeks.

Conduct of Studies and Supervision

10. A candidate registered in accordance with these regulations shall be required to pursue his programme of study under the supervision of

academic staff appointed in that capacity by Senate on the recommendation of the Faculty Board concerned and the Board of Postgraduate Studies.

11. i) Candidates shall be required to consult their supervisor(s) at least once every month, and to submit a termly written progress report to the Dean of the Faculty through the supervisor(s) and Chairman of the Department with the copy to the Board of Postgraduate Studies.

ii) Each candidate shall be required to attend and participate in seminars organized at the relevant Faculty/Department once a month to enable the Faculties and the supervisors to assess the candidate's progress more effectively and to keep candidates in constant touch with their respective faculties.

12. Recommendations of the appointment of supervisors shall be processed in the first instance by Departments through the Faculty Postgraduate Studies Committee. The recommendation shall then be forwarded to the Faculty Board for approval and onward transmission to the Senate through the Board of Postgraduate Studies.

13. Before recommending the appointment of any supervisor, the Faculty Board shall satisfy itself that the proposed supervisor is competent in the subject area and field of research in which the candidate proposes to work.

14. Where a supervisor is appointed from outside the University, such a supervisor should show evidence of competence in the area of study through publications produced since obtaining his higher degree, and as indicated in a curriculum vitae. Such evidence should be requested only once from respective external supervisors.

15. Normally, two supervisors will be appointed for each candidate, one of whom must be among the academic staff in the Department. However, Faculty Boards may appoint additional supervisor(s) as they may deem necessary in individual cases.

16. It shall be the duty of each of the supervisors to direct and supervise the work of the student in so far as it relates to the programme of study. In particular, the supervisor shall be required to:-

i) Maintain constant and effective contact with candidate(s) assigned to him.

ii) Submit individually or jointly with other supervisor(s) academic reports through the Chairman of Department to the Dean on the progress of each candidate at the end of every term.

iii) Certify at the end of every term that the candidate has received adequate supervision.

iv) Inform the Dean through the Department and Faculty PSC at once if in his opinion a given candidate's work is unsatisfactory and unlikely to reach the standard required for the award of a degree of Ph.D.

17. Where the performance of a candidate is considered unsatisfactory as shown by:- either

(i) Failure to consult the supervisor as required under (ii), or

(ii) The receipt of an unsatisfactory report from the supervisor(s) under Regulation 16 (iv),

Then the candidate shall be given a written warning by the Dean, copied to the Director Board of Postgraduate Studies to the effect that unless he shows signs of improvement within three months he would be considered for de-registration.

A recommendation for de-registration shall be made to the Senate through the Board of Postgraduate Studies only after receipt of two consecutive negative reports following the warning.

Submission of the Thesis and Examination of the Candidate

18. At least three months before a thesis is submitted, a candidate shall give notice in writing to the Director of the Board of Postgraduate Studies with copies to the Dean of the Faculty and Chairman of the Department and an abstract outlining the general scope of work.

19. a) Every thesis submitted for examination shall be in quadruplicate and in loose form, and must include a declaration by the candidate confirming that the thesis has not been submitted for a degree in any other institution of higher learning and that the contents of the thesis are the original work of the candidate. Every thesis shall bear the signature of the supervisor(s) indicating that the thesis has been submitted with his knowledge.

b) The final version of the thesis (6 copies) after examination and approval for the award of the degree must be in bound form. All six copies shall remain the property of the University of Nairobi.

20. A thesis submitted for the degree of Doctor of Philosophy must make a distinct contribution to the knowledge and show an understanding of the subject and display originality of thought. It must also include a complete bibliography or references to the materials used in its preparation, whether published or otherwise; and it must also conform to the regulations for the submission of thesis of the University of Nairobi.

21. The Senate shall, on the recommendation of the Board of the Faculty concerned, appoint in respect of each candidate presenting a thesis, a Board of Examiners consisting of:-

a) Dean of the Faculty as Chairman

b) An external examiner

c) Two internal examiners one of whom must not have supervised the candidate.

d) Two other persons competent in the candidate's area of research, and at least one external to the Department, and

e) A representative of the Board of Post-graduate Studies.

22. The external examiner and the internal examiners shall each be required to submit to Board of Postgraduate Studies within two months, an independent written assessment of the thesis indicating:-

a) whether or not the thesis is adequate in form and content;

b) whether or not the thesis reflects an adequate understanding of the subject and show display for original thought and significant contribution to knowledge and in consequence;

c) whether or not the degree should be awarded;

d) whether or not the thesis make significant contribution to the existing knowledge.

23. Within a month of the receipt of all examiner's reports, the Board of Postgraduate Studies in consultation with the Dean of the Faculty concerned shall convene a meeting of the Board of Examiners at which the Examiners' reports, other academic matters arising from the thesis, and the candidates defence shall be considered. A consolidated report and appropriate recommendation shall be prepared for submission to Senate through the Board of Postgraduate Studies within two weeks. Provisional

results shall be released to the candidate after the meeting only where the recommendation of the Board of Examiners is unanimous.

24. Candidates shall be required to present themselves for oral examinations and the Dean shall inform them of the time and place of the meeting of the Board of Examiners.

25. Where the recommendation of the Board of Examiners is unanimous for or against the award of the degree, and where such unanimous recommendation is consistent in all respects with the reports of the external examiner and the results of an oral examination, the Director of Board of Postgraduate Studies shall forward such recommendation to the Vice-Chancellor for approval on behalf of the Senate.

26. Where the recommendation of the Board of Examiners is not unanimous, or the recommendation is not consistent in material respects with the matters referred to in regulation 22 it shall be referred to the full Board of Board of Postgraduate Studies for an appropriate recommendation to Senate.

27. The Senate may, on advice of the Board of Examiners and Board of Postgraduate Studies permit a candidate to re-submit a thesis for re-examination in a revised form once only.

Provided that a candidate whose thesis referred under this sub-section shall be required to re-submit it within twelve months.

28. 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 forming part of the requirements of the degree of Doctor of Philosophy of the University of Nairobi".

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

1. The following regulations shall apply to all Faculties, Institutes and Schools of the University of Nairobi and its constituent colleges (*if any*).

2. The following shall be eligible for the award of a higher Doctorate of the University of Nairobi;

a) a holder of the Doctor of Philosophy or Doctor of Medicine degree of the University of Nairobi;

b) 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 full-time or part-time member of the academic staff, or

- in research association with the University of Nairobi and provided further that in both case (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 Ph.D. degree of the University of Nairobi, or a person whose attainment in qualification and scholarship is approved by the Senate as equivalent to the Ph.D. degree of the University of Nairobi; provided that in either case the applicant shall in addition fulfill the conditions specified in paragraph 2b (i) or (ii) above.

3. 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 referred journal, book or monograph which shall have been made available to the public.

4. A candidate for a higher Doctorate shall apply to the Board of Postgraduate Studies, indicating the discipline in respect of which he/she wishes to be considered. However, the Senate, on the recommendation of the board, may approve the consideration of the application under a different discipline.

5. In his/her application the applicant shall include the following:

i) his/her full curriculum vitae

ii) a concise statement (not exceeding 2,000 words) of the focus of the scholastic contribution of the work intended for submission.

6. Upon receiving the application, the Board shall make consultations with the Faculty/Institute/School wherein the discipline in question falls, and if satisfied with the merits of the intended application, shall invite the applicant to place together the published contributions which must strongly support the application and to submit copies of the same in three sets.

7. The sets of publication specified in paragraph 6 above, shall be accompanied by a thesis of not more than 50,000 words, typed or printed double-space on A4 paper. The thesis shall be a unifying account of the works submitted, indicating their significance to the advancement of knowledge. Where a part of the work submitted has been published jointly with other collaborators, the candidate shall specify in the thesis his/her contribution. The thesis shall include a declaration by the candidate confirming that it has 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 of the University of Nairobi”. All three sets of the published works and the thesis shall remain the property of the University.

8. The submission of the applicant’s works, as specified in paragraph 6 above, shall be accompanied by evidence of payment of a non-refundable fee.

9. Upon receipt of the documents specified in paragraphs 6 and 7 above, the Board of Postgraduate Studies 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 examiner’s opinion, the degree should be awarded.

10. (a) Upon receipt of the reports of the three examiners, the Board of Postgraduate Studies shall, within one month, arrange all the relevant documents in a discussible form and forward them to the Chairman of the Senate, who shall then convene a meeting of the Evaluation Panel to review the examiner’s reports and determine the outcome.

(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 - Member
- v) Director, Board of Postgraduate Studies - Member
- vi) Three Senior University Scholar 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

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

12. The decision of the Evaluation panel shall be subject to approval by Senate.

13. The examiners' 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 XXXIII

Information and Communications Technology (ICT) Centre

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 (Administration & Finance) 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 XXXIV

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 (Administration and Finance)
 - 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.