IN EXERCISE of the powers conferred by section 23 of the Universities Act, 2012, and the Laikipia University Charter, 2013, the Council of Laikipia University makes the following Statutes —

LAIKIPIA UNIVERSITY STATUTES

Statute I: Citation

1. These Statutes shall be cited as the Laikipia University Statutes, 2021.

Statute II: Interpretation

1. In these Statutes, unless the context otherwise requires—

"Academic Dean" means a person who, upon a competitive electoral process in accordance with the Senate prescribed criteria, is appointed by the Vice-Chancellor to head a School or an Institute in the University;

"Academic staff" means any person appointed to teach, train or undertake research at the University and any other employee designated as such by the Council;

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

"Accreditation" means the procedure by which the Commission for University Education recognises an institution as a University and as having fulfilled the prescribed criteria for mounting its academic programmes;

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

"Administrative staff" means the employees of the University who are appointed on administrative terms of service;

"Alumni" means members of the convocation of the University;

"Alumni Association" means the Association as established under the Charter;

"Board" means a body of appointed members who jointly oversee the activities of the University organs and its activities are determined by the powers, duties, and responsibilities delegated to it or conferred on it by these Statutes;

"Cabinet Secretary" means a person appointed as a Cabinet Secretary for the time being responsible for matters related to university education;

"Campus" means the smallest unit of the University having adequate resources to support its students’ population which shall mirror those of the main University;
"Chairperson of the Council" means the Chairperson of the Council of the University as defined by the Charter and the Act;

"Chairperson of Department" means a person heading a teaching department in a School or Institute in the University;

"Chancellor" means the person appointed as the Chancellor of the University as prescribed by the Act;

"Charter" means the Laikipia University Charter granted in accordance with the Act;

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

"Commission" means the Commission for University Education established in the Act;

"Constituent College" means a Constituent College of the University established in accordance with the Act;

"Convocation" means an assembly of the University for the purpose of conferment of Degrees, award of Diplomas, grant of Certificates and other awards of the University;

"Co-ordinator" means a person appointed to head a section within a department, School or directorate of the University;

"Council" means the governing body of Laikipia University established in the Charter and the Act;

"Credit factor" corresponds to instructional hours as per the respective curricula and as provided for in the Commission’s Universities Standards and Guidelines;

"Dean of Students" means a person appointed to head the office of the Dean of Students in the University;

"Department" means an academic or administrative unit in the University;

"Deputy Vice-Chancellor" means a person appointed as a Deputy Vice-Chancellor by the Council under the provisions of the Charter and the Act;

"Director" means a person appointed to head a Campus or a Directorate of the University;

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

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

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

"Head of Department" means a person appointed to head a non-teaching department in the University;

"Institute" means an academic unit whose main function is to provide specialized education and training or to do research, and whose status is similar to that of a School of the University established under these Statutes;
"Lecturer" means a member of staff in the University who, in terms of appointment, holds a teaching or a research position as recognised by the Council;

"Professor" means a lecturer at the rank of a professor of the University;

"School" means an academic unit of the University constituted by departments, whose fundamental function is to teach and do research;

"semester" means a period of study consisting of fifteen teaching and examination weeks or its equivalent in credit factors as may be determined by the Senate;

"Senate" means the Senate of the University as established in the Charter and the Act;

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

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

"Statutes" means the Laikipia University Statutes made by the Council pursuant to the Charter and the Act;

"Student" means a person registered by the University for the purposes of obtaining a qualification of the University;

"Students' Association" means an association comprised of all students of the University;

"Student Council" means the governing body of the students' association according to the Act;

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

"University" means Laikipia University as established by the Charter;

"University Management Board" means the Management Board of the University as established by the Charter and the Act;

"Vice-Chancellor" means the person appointed as the Vice-Chancellor of the University in the Charter and the Act; and

"Visitation" means an official visit of inspection or survey or review of the University.

Statute III: Governance

1. The University shall be governed in accordance with the provisions of the Constitution, the Act, the Charter, the Statutes and any other relevant law.

2. Under section 35 of the Act, the governance, control and administration of the University shall be vested in—

   (a) the University Council;

   (b) the University Senate; and

   (c) the University Management Board.
Statute IV: The University Council

1. There shall be established a University Council, in accordance with sections 35 of the Act and section 19 of the Charter, which shall be the governing body of the University.

2. The Chairperson and members of the University Council shall be appointed by the Cabinet Secretary in accordance with the provisions of section 36 of the Act.

3. The membership of the University Council shall be as prescribed by sections 36 (1) of the Act and section 19 (2) of the Charter.

4. The Vice-Chancellor shall be an ex-official member and Secretary to the Council.

5. The University Council shall have the overall responsibility over governance and operations of the University and shall, subject to section 35 (1) (a) of the Act and section 20 of the Charter, perform the following functions—
   (a) making and approving the Statutes of the University;
   (b) approving the policies of the University;
   (c) establishing and discontinuing campuses, schools, departments, curricula and degrees or diplomas in harmony with the Act, the Charter and these Statutes;
   (d) employing staff;
   (e) approving the budget;
   (f) appointing the Vice-Chancellor, Deputy Vice-Chancellors, Principals and Deputy Principals of Constituent Colleges in accordance with the Act; and
   (g) undertaking any other functions as set out in the Act, the Charter and these Statutes.

6. Unless the Council otherwise determines, meetings of the Council shall be held at least four times in a calendar year.

7. At any regular meeting of the Council, a quorum shall be fifty percent plus one of the membership.

8. Decisions of the Council shall be by a simple majority vote of those present and voting, provided that the Chairperson or the person presiding shall, where there is an equality of votes, have a casting vote.

9. Meetings of the Council shall be presided over by the Chairperson. In the absence of the Chairperson, the members present and constituting a quorum shall elect one from amongst themselves to preside at the meeting of the Council.

10. The Council may, subject to such limitation as provided under section 37 of the Act, delegate any of its powers or duties to the Committees consisting of such members of the Council and other persons as it may deem fit.

11. The Secretary to the Council shall cause the minutes to be circulated within seven working days after the date of the meeting.

12. The Council shall cause minutes of its proceedings to be kept by the Secretary and such minutes shall be confirmed subject to any necessary amendment at a subsequent meeting.
13. Subject to the provisions of the Act, the Charter and the Statutes, the Council shall have power to regulate by such means as it may deem fit its own procedures or that of any of its Committees.

14. Subject to section 37 of the Act, the Council may set up such committees as may be appropriate to perform such functions and discharge such responsibilities as it may determine from time to time, provided that the Council shall not delegate its principal mandate to the committees.

15. The Council shall establish a committee responsible for audit and any other related functions and any other committees, to discharge the functions of the Council.

16. The Council may constitute any other ad hoc committee as and when the need arises.

17. The membership and terms of reference of the Council Committees shall be as prescribed by the Council.

18. Each Committee shall have at least three members of the Council.

19. Each Committee shall elect a Chairperson from its membership, who shall be a Council member.

20. In the absence of the Chairperson of any such Committee, the members present and constituting a quorum may elect an acting Chairperson from among themselves to preside at the meeting of the Committee.

21. The Chairperson of Council shall be an ex-officio member of every Committee of the Council but shall not be the Chairperson of any such Committee except for an ad hoc committee.

22. A quorum of any Committee of the Council shall be fifty percent plus one of the membership of the Committee.

23. The Vice-Chancellor shall be the secretary to all Council Committees except the Audit, and Appeals and Grievances Handling Committees.

24. The secretary of the Council shall cause minutes to be circulated to all members within seven working days from the date of the meeting.

25. Where a vacancy arises in the office of the Chairperson or member of the Council, the provisions of section 36 (4) of the Act shall apply.

Statute V: The University Senate

1. Subject to section 35 (1) (b) of the Act and paragraph 21 of the Charter, there is established a Senate which shall be in charge of all academic matters of the University.

2. The Senate shall consist of the following—
   (a) the Vice-Chancellor, who shall be the Chairperson;
   (b) the Deputy Vice-Chancellors;
   (c) the Principals of Constituent Colleges;
   (d) the Principals of Colleges within the University;
   (e) the Registrars;
   (f) the Finance Officer;
(g) the Registrar Academic Affairs, who shall be the Secretary;
(h) the Deans of Schools or Institutes of the University;
(i) the Directors of Campuses and other academic units;
(j) the Heads of Directorates;
(k) the Chairpersons of Academic Departments of the University;
(l) the Professors of the University;
(m) the University Librarian;
(n) the Dean of Students;
o one representative from each of the School and Institute appointed by the respective Boards from amongst its members;
p the Legal Officer;
(q) two members of the Student Council in accordance with its Constitution; and
(r) such other member as the Senate may deem fit to invite.

3. The Senate shall exercise full responsibility over the academic matters of the University and shall, subject to the Charter and these Statutes, take appropriate measures to promote the academic matters in teaching, examinations, research, extension, innovation, and the enforcement of students' discipline.

4. Pursuant to Article 21(4) of the Charter and these Statutes, the Senate shall have the following functions—

(a) identifying and proposing, in consultation with key stakeholders, suitable persons for appointment as Chancellor in accordance with the Act;
(b) recommending to the Council for the establishment, or abolition or harmonization of Colleges, Campuses, Schools, Directorates, Institutes, Units and Departments as the Senate may, from time to time, deem necessary;
(c) proposing to the Council policies governing all academic matters of the University;
(d) approving academic programmes of the University;
(e) regulating content, standards and quality of academic programmes;
(f) approving and monitoring implementation of rules and regulations governing all academic matters of the University;
(g) recommending to the Council for approval the conferment of degrees including the award of honorary degrees, award of diplomas, certificate or any other academic distinctions of the University;
(h) determining which qualifications or credits from other universities or institutions shall be acceptable as equivalent to particular qualifications of the University;
(i) promoting research, innovation, extension, outreach and consultancy work in the University;
(j) promoting the welfare of students and staff in the University;
(k) receiving and discussing reports on all academic matters of the University and making appropriate decisions;

(l) proposing amendments to the Statutes to the Council;

(m) recommending to the Council for revocation for good cause, from any persons any degrees or other distinctions or titles conferred on them and terminating any diplomas or certificates granted to them by the University and withdrawing all privileges connected therewith;

(n) approving the appointment of external examiners and set the terms and conditions for their appointment; and

(o) performing any other duties assigned or delegated by the Council, the Charter and these statutes.

5. Meetings of the Senate shall be held at least once a month when the University is in full session.

6. The Chairperson may at any time call for a special meeting when need arises.

7. At any meeting of the Senate, a quorum shall be at least fifty percent plus one of its membership.

8. The quorum for a special Senate meeting shall be at least one-third of the membership of the Senate.

9. In the absence of the Chairperson of the Senate, the Deputy Vice-Chancellor (Academic, Research and Student Affairs) shall preside at the meetings of the Senate.

10. In the absence of both the Chairperson of the Senate and the Deputy Vice-Chancellor (Academics, Research and Student Affairs), any other Deputy Vice-Chancellor shall chair the meeting.

11. In the absence of the Vice-Chancellor and the Deputy Vice-Chancellors, the members present and constituting a quorum shall elect one from among their number to preside at the meeting.

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

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

14. The Student representatives shall sit in all Senate meetings except meetings to discuss examinations, grades or such other matters as may be determined by the Senate to pose a conflict of interest.

15. The Registrar (Academic Affairs) shall cause minutes to be circulated to all members within seven working days from the date of the meeting.

16. The Senate may, pursuant to section 37 of the Act and these Statutes, establish such committees to assist in its functions. Such committees shall have their functions and responsibilities prescribed by the Senate.

17. The Senate shall, subject to the provisions of the Charter and these Statutes, have power to regulate its own procedure and that of its Committees.
18. The Vice-Chancellor shall be an *ex-officio* member of every Committee of the Senate but shall not be the Chairperson of any such Committee unless expressly so provided.

*Statute VI: The University Management Board*

1. There shall be established a University Management Board in accordance with the provisions of section 35(1) (c) of the Act and Article 24 of the Charter.

2. The membership of the Board shall comprise of—

   (a) the Vice-Chancellor, who shall be the Chairperson;

   (b) the Deputy Vice-Chancellors;

   (c) the Principals of Colleges within the University;

   (d) the Registrars;

   (e) the Finance Officer;

   (f) the Registrar (Administration and Human Capital), who shall be the Secretary; and

   (g) such other member of senior management as the Council may determine.

3. The University Management Board shall—

   (a) be responsible for implementation of the policies of the University;

   (b) assist the Vice-Chancellor in the day-to-day management of the University; and

   (c) perform any other duties as may be prescribed in the Charter or assigned by the Council and the Senate.

4. The Board shall hold meetings at least once every month, at such a time and place within Kenya as the Chairperson may determine, provided that the Chairperson of the Board may at any time call a special meeting as and when need arises.

5. The quorum of a meeting of the University Management Board shall be fifty percent plus one of the membership.

6. The quorum of a special meeting shall be at least a third of the membership of the Board.

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

8. In the absence of the Vice Chancellor, the Deputy Vice-Chancellor (Administration, Finance and Planning) shall preside at meetings of the University Management Board, and in the absence of both the Vice-Chancellor and the Deputy Vice-Chancellor (Administration, Finance and Planning), any of the Deputy Vice-Chancellors may chair that meeting.

9. In the absence of the Vice-Chancellor and Deputy Vice-Chancellors, the members present and constituting a quorum shall elect one from among their number to preside over the meeting.
10. The Secretary to the Board shall cause the minutes to be circulated to all members within seven working days from the date of the meeting.

11. Subject to the provisions of the Charter and these Statutes, the University Management Board shall regulate its own procedure and that of its Committees.

12. The University Management Board may assign or delegate any of its duties to a staff member or to Committees consisting of such members of the University Management Board and other persons as it may deem fit. The University Management Board may empower any such Committee to act jointly with any Committees appointed by either the Senate or the Council.

13. The Vice-Chancellor shall be an ex-officio member of every Committee of the University Management Board but shall not be the Chairperson of any such Committee unless expressly so provided.

Statute VII: The Chancellor

1. The Chancellor shall be the titular head of the University and, in the name of the University, shall confer degrees and diplomas and other awards of the University.

2. The Chancellor shall be appointed by the President in accordance with the Act and the Laikipia University Charter.

3. The Chancellor shall hold office for a term of five years and shall be eligible for re-appointment for one further term in accordance with section 38 (2) of the Act.

4. A person qualifies to be appointed as Chancellor if the person is of high moral character and integrity in accordance with Chapter Six of the Constitution.

5. The Chancellor may from time to time, recommend to the Cabinet Secretary a visitation of the University;

6. The Chancellor may from time to time give advice to the Council which the Chancellor considers necessary for the betterment of the University;

7. The Chancellor shall enjoy such powers and privileges and perform such other functions as may be provided in the Charter.

8. In the absence or incapacity of the Chancellor, the functions herein above may be performed by the Chairperson of the Council for a period not exceeding three months but may be extended subject to approval by the Cabinet Secretary.

Statute VIII: The Vice-Chancellor

1. There shall be a Vice-Chancellor who shall be appointed competitively in accordance with the provisions of the Act.

2. The Vice-Chancellor shall be the chief executive and accounting officer of the University vested with the day to day management of the University pursuant to section 43 of the Act.

3. The Vice-Chancellor shall be responsible to the Council.

4. A person appointed under this Statute shall hold office for a term of five years and shall be eligible for re-appointment for one further term.

5. A person shall qualify for appointment as a Vice-Chancellor if the person—

   (a) has an earned Doctor of Philosophy degree and is a Professor of a University recognized in Kenya;
(b) has served successfully as a Principal of a Constituent College or as a Deputy Vice-Chancellor of a University recognized in Kenya for at least three years;

(c) has at least ten years academic, research and administrative experience at senior management level; and

(d) is a person of integrity in accordance with Chapter Six of the Constitution.

6. The Vice-Chancellor shall—

(a) be the chief executive officer of the University;

(b) be the academic and administrative head of the University;

(c) have the responsibility of managing, directing, organizing, and administering programmes of the University;

(d) provide leadership to senior management and staff;

(e) prepare the annual budgets for approval by the Council and establish proper internal control systems;

(f) be responsible for the communication, implementation and execution of the Council’s strategies, decisions and policies;

(g) develop and recommend to the Council, strategic and business plans for the University;

(h) ensure that the University has an effective management structure including succession plans and implementation of all the University policies;

(i) serve as liaison between the Council and the University Management Board;

(j) put in place effective administrative structures, processes and systems;

(k) ensure compliance with relevant statutory requirements and prepare reports to the Council and respective government agencies; and

(l) perform such other duties as may be assigned by the Council or provided for in the Charter and contract of appointment.

7. The Vice-Chancellor shall, by virtue of his office, be a member of every committee appointed by the Council or the Senate, unless otherwise expressly provided.

8. The Vice-Chancellor may assign or delegate any duties of office to a Committee or to a member of the University staff and may withdraw any such assignment or delegation at any time. Provided that the Vice-Chancellor shall not delegate his principal responsibilities to any committee or a member of the University.

9. In the absence of the Vice-Chancellor—

(a) for a period not exceeding one calendar month, the Vice-Chancellor shall appoint any of the Deputy Vice-Chancellors to be in charge of the Office of the Vice-Chancellor;

(b) for a period exceeding a month but less than three months, the Vice-Chancellor may propose to the Council to nominate any of the Deputy Vice-Chancellors to be in charge of the Office of the Vice-Chancellor; and

(c) for a period exceeding three months, the Council shall, in consultation with the Cabinet Secretary, appoint a person to act as Vice-Chancellor.
10. The office of the Vice-Chancellor shall become vacant if the holder—
   (a) dies;
   (b) resigns from office by notice in writing addressed to the Cabinet Secretary and copied to the Chairperson of the Council; or
   (c) is removed from office by the Cabinet Secretary, on the recommendation of the Council, in which case he shall be entitled to six months' notice or six months' pay in lieu of notice.

Statute IX: The Deputy Vice-Chancellors

1. There shall be such Deputy Vice-Chancellors as the Council shall determine, responsible for the following—
   (a) administration;
   (b) finance;
   (c) planning;
   (d) development;
   (e) academics;
   (f) students' affairs;
   (g) research;
   (h) extension;
   (i) innovation;
   (j) resource mobilisation; and
   (k) quality assurance;

2. The Deputy Vice-Chancellors shall be appointed in accordance provision of the Act and Article 16 of the Charter.

3. A Deputy Vice-Chancellor shall hold office for a term of five years and shall be eligible for re-appointment for one further term.

4. A person shall qualify for appointment as a Deputy Vice-Chancellor if the person—
   (a) has an earned Doctor of Philosophy Degree and is at least an Associate Professor of a University recognized in Kenya;
   (b) has served successfully for a period of at least three years as a Principal of a Constituent College, University Campus, Dean, or a Director of an academic unit or Directorate of a University recognized in Kenya;
   (c) has at least eight years' academic, research and administrative experience as a senior lecturer; and
   (d) is of integrity in accordance with Chapter Six of the Constitution.

5. There shall be a Deputy Vice-Chancellor (Academic, Research and Student Affairs) who shall be responsible to the Vice-Chancellor and who shall have the following functions—
(a) ensuring that the Senate is properly and promptly advised on the development of academic, research, innovations and student matters in conformity with set standards, guidelines and requirements of statutory and professional bodies;

(b) being responsible for promoting and coordinating research and research outputs, scientific publications, innovation, extension and technology transfer to industry and the community;

(c) mobilizing funds for the furtherance of the academic mission of the University;

(d) coordinating academic linkages and collaborations;

(e) implementing and monitoring academic research, innovation and student affairs policies, rules and regulations;

(f) overseeing development and reviewing of academic programmes;

(g) developing and monitoring implementation of divisional plans, performance targets, and budgets;

(h) monitoring, assuring and enhancing quality and standards of academic matters in the University;

(i) being in charge of students' welfare, discipline, counselling, chaplaincy, work study placement, bursary allocation and management, as provided by the University policies;

(j) overseeing the Student Council matters;

(k) overseeing the co-ordination of student entertainment, sports, cultural, recreation and co-curricular activities;

(l) preparing and submitting periodic reports on the overall status of the division to the Vice-Chancellor; and

(m) undertaking such other responsibilities as shall be assigned or delegated by the Vice-Chancellor.

6. There shall be a Deputy Vice-Chancellor (Administration, Finance and Planning) who shall be responsible to the Vice-Chancellor and who shall have the following functions—

(a) ensuring that the University Management Board is properly and promptly advised on administration, finance and planning matters in conformity with set standards, guidelines and requirements of statutory and professional bodies;

(b) being responsible for administration, finance, resource mobilization, human capital, performance contracting, planning and infrastructure development matters in the University;

(c) ensuring timely preparation and implementation of the University's budget estimates;

(d) establishing, implementing and monitoring administrative and financial control systems and procedures;

(e) implementing and monitoring administration, finance, human capital, and planning policies, procedures, rules and regulations;

(f) developing and monitoring implementation of divisional plans, performance targets, and budgets;
(g) being in charge of staff discipline and welfare as per approved policies;
(h) overseeing staff unions;
(i) monitoring, assuring and enhancing quality and standards in administration matters in the University;
(j) having responsibility on the implementation and monitoring of Information Communication and Technology and Records management systems;
(k) coordinating the preparation of statutory reports for presentation to the University Management Board for necessary action;
(l) preparing and submitting periodic reports on the overall status of the division to the Vice-Chancellor; and
(m) undertaking such other responsibilities as shall be assigned by the Vice-Chancellor.

7. In the absence of any Deputy Vice-Chancellor—
(a) for a period not exceeding one calendar month, the Deputy Vice-Chancellor shall consult the Vice-Chancellor who shall then appoint an acting Deputy Vice-Chancellor from any of the Deans or a Director who is an academic member of the University;
(b) for a period exceeding one month but less than three months, the Vice-Chancellor shall nominate to the Council for appointment any of the Deans or a Director who is an academic member to be in charge of the Office of the Deputy Vice-Chancellor; and
(c) for a period exceeding three months, the Vice-Chancellor shall nominate to the Council for appointment any Dean or a Director who is an academic member to act as the Deputy Vice-Chancellor.

8. The office of a Deputy Vice-Chancellor shall become vacant if the holder—
(a) dies;
(b) resigns from office by notice in writing addressed to the Cabinet Secretary and copied to the Chairperson of the Council; or
(c) is removed from office by the Cabinet Secretary, on the recommendation of the Council, in which case the Deputy Vice-Chancellor shall be entitled to or payment in lieu of notice as stipulated in the terms and conditions of service.

9. In the event of a vacancy in the office of the Deputy Vice-Chancellor, the provisions of the Act shall apply.

Statute X: The Principal of a College Within the University

1. Each College within the University shall have a Principal who shall be competitively recruited by the Council in accordance with article 17 of the Charter and who shall have the overall responsibility for the academic and administrative direction, organization and administration of the College.

2. The Principal shall be responsible to the Vice-Chancellor.

3. A person appointed under this Statute shall hold office for a term of five years and shall be eligible for re-appointment for one further term upon satisfactory performance.
4. A person shall qualify for appointment as a Principal of a College within the University if the person—

(a) is of the rank of an Associate Professor;
(b) has served as a Dean or a Director for a period of not less than three years; and
(c) is a person of integrity in accordance with Chapter Six of the Constitution.

5. A Principal of a College within the University shall—

(a) be the academic and administrative head of the College;
(b) have overall responsibility for the direction, organization, administration and programmes of the College;
(c) be responsible for the general conduct and discipline of staff and students;
(d) develop and co-ordinate the College corporate strategies;
(e) provide leadership for the strategic growth of the College;
(f) maintain efficiency and good order for the proper management of the College;
(g) efficiently manage College resources;
(h) make proposals on College policies to the University Management for approval;
(i) receive, consider and recommend to the University Management annual estimates and performance reports;
(j) prepare and submit reports on student admissions, recommended academic programmes, examiners, supervisors and list of graduates to the Senate;
(k) be an ex-officio member of respective School, Institute or Centre Boards of the College;
(l) be the Chair of the College Academic and Management Boards;
(m) prepare and submit periodic reports on academic, financial, strategic direction, development and overall status of the College to the Vice-Chancellor; and
(n) undertake such other responsibilities as may be assigned or delegated by the Vice-Chancellor.

6. A Principal of a College within the University may assign or delegate any duties to a committee or to a member of staff of the College.

7. In the absence of a Principal of a College within the University—

(a) for a period not exceeding one calendar month, a Principal of a College shall consult the Vice-Chancellor who shall then appoint an acting Principal of a College within the University from any of the Deans or a Director of an academic Unit of the University;

(b) for a period exceeding a month but less than three months, the Vice-Chancellor shall nominate to the Council for appointment of an acting Principal of a College within the University from any of the Deans or a Director of an academic Unit; and
(c) for a period exceeding three months, the Vice-Chancellor shall nominate to the Council for appointment of an acting Principal of a College within the University from any Dean.

8. The office of a Principal of a College within the University shall become vacant if the holder—
   (a) dies;
   (b) resigns from office by notice in writing addressed to the Chairperson of the Council and copied to the Vice-Chancellor; or
   (c) is removed from office by the Council, on the recommendation of the Vice-Chancellor, in which case the Principal of a College within the University shall be entitled notice or payment in lieu of notice as stipulated in the University terms and conditions of service.

9. In the event of a vacancy in the office of a Principal of a College, the provisions of these Statutes shall apply.

Statute XI: Registrars

1. There shall be such number of Registrars as may be determined by the Council, from time to time.

2. The Council shall competitively appoint Registrars in charge of—
   (a) administration;
   (b) human capital;
   (c) development;
   (d) planning;
   (e) academics;
   (f) students’ affairs;
   (g) research;
   (h) extension;
   (i) innovation;
   (j) resource mobilisation;
   (k) quality assurance; and
   (l) any other duty as may be assigned or delegated by the Council.

3. The Registrars shall be responsible to their respective Deputy Vice-Chancellors.

4. A Registrar shall hold office for a term of five years and shall be eligible for re-appointment upon satisfactory performance.

5. A person shall qualify for appointment as a Registrar if the person—
   (a) has a Doctor of Philosophy degree from a University recognised in Kenya;
   (b) is an active member of at least one recognized professional body;
has at least six years' experience in the administration of a University or in the public sector, three of which should be as a Deputy Registrar or an equivalent position;

(d) is computer literate with demonstrable practical experience;

(e) has proven qualities of leadership, coordination and organization at senior management level; and

(f) has knowledge and experience in the formulation and provision of guidelines on administration, planning, management of University services and academic matters.

6. There shall be a Registrar (Academic Affairs) who shall be responsible to the Deputy Vice-Chancellor (Academic, Research and Student Affairs) and who shall have the following functions—

(a) co-ordinating, enrolling and registering of students;

(b) developing, maintaining and securing student records;

(c) supervising the process of issuance of certificates and final transcripts;

(d) co-ordinating academic planning including use of classrooms and other academic facilities;

(e) co-ordinating administration of student academic affairs;

(f) being in charge of interpretation and enforcement of academic policies and regulations;

(g) advising the Deputy Vice-Chancellor (Academic, Research and Student Affairs) on formulation and evaluation of academic programmes, policies and procedures;

(h) being the Secretary to the Senate, the Deans’ Committee and the Deputy Vice-Chancellor, Academic, Research and Student Affairs’ Student Disciplinary Committee;

(i) preparing and submitting periodic reports on academic affairs, relevant statutory requirements and overall status of the Department to the Deputy Vice-Chancellor (Academic, Research and Student Affairs); and

(j) undertaking such other responsibilities as shall be assigned or delegated by the Deputy Vice-Chancellor (Academic, Research and Student Affairs).

7. There shall be a Registrar (Administration and Human Capital) who shall be responsible to the Deputy Vice-Chancellor (Administration, Finance and Planning) and who shall have the following functions—

(a) co-ordinating the management of human capital;

(b) co-ordinating staff training and development programmes;

(c) ensuring proper working conditions and employee welfare which includes health, safety and welfare services that relate to the physical and social well-being of the employees;

(d) ensuring that employee records are developed, maintained and secured;

(e) being in charge of transport services;
(f) being in charge of catering services;
(g) being in charge of estates and maintenance services;
(h) being in charge of the central registry;
(i) ensuring good industrial relations by assisting in collective bargaining, joint consultation and amicable settlement of employment disputes;
(j) ensuring that the University complies with legal requirements in the process of employee separation or termination and release of terminal benefits and pension;
(k) advising the Deputy Vice-Chancellor (Administration, Finance and Planning) in formulation and evaluation of human resource policies and procedures;
(l) preparing and submitting periodic reports on administration and human capital, relevant statutory requirements and overall status of the department to the Deputy Vice-Chancellor (Administration, Finance and Planning);
(m) being the Secretary to the University Management Board; and
(n) performing such other duties as may be assigned or delegated by the Deputy Vice-Chancellor in charge of Administration, Finance and Planning.

8. The office of a Registrar shall become vacant if the holder—
(a) dies;
(b) resigns from office by notice in writing addressed to the Chairperson of the Council and copied to the Vice-Chancellor; or
(c) is removed from office by the Council, on the recommendation of the Vice-Chancellor, in which case the Registrar shall be entitled to notice or payment in lieu of notice as stipulated in the University terms and conditions of service.

Statute XII: The Chief Finance Officer
1. There shall be a Chief Finance Officer who shall be appointed by the Council through a competitive recruitment process.
2. A person appointed as the Chief Finance Officer shall hold office for a term of five years and shall be eligible for re-appointment upon satisfactory performance.
3. The Chief Finance Officer shall be in charge of the financial matters of the University.
4. The Chief Finance Officer shall be responsible to the Deputy Vice-Chancellor (Administration, Finance and Planning).
5. A person shall qualify for appointment as a Chief Finance Officer if the person—
(a) has a degree in Finance or Accounting or their equivalent from a University recognized in Kenya;
(b) is qualified either as a Certified Public Accountant (K) or Association of Chartered Certified Accountants or Chartered Accountant or their equivalent;
(c) is an active member of the Institute of Certified Public Accountants of Kenya;
(d) has at least six years’ experience in finance, three of which should be as a Deputy Finance Officer in a University or equivalent institution;

(e) is computer literate with demonstrable practical experience; and

(f) has proven qualities of leadership, coordination and organization at senior management level.

6. The Chief Finance Officer shall have the following functions—

(a) managing and overseeing prudent utilization of all financial resources of the University;

(b) managing insurance and non-current assets;

(c) preparing and submitting annual estimates of revenue and expenditure to the University Management Board;

(d) supervising compliance to budgetary allocation in accordance with the approved annual budgets;

(e) receiving and processing proposals for subscription, donations and requests for necessary approvals;

(f) preparing and submitting financial reports on income, expenditure and assets of the University;

(g) submitting all necessary reports including all statutory reports relating to finances of the University;

(h) advising the Vice-Chancellor on all public sector accounting matters;

(i) implementing public sector accounting standards including accounting policies, bases and concepts of government accounting systems, both manual and computerized;

(j) advising the University on the best and appropriate financial reporting formats;

(k) overseeing the implementation of approved University financial and accounting policies and regulations;

(l) overseeing the development, review and implementation of the University financial management framework and policy;

(m) preparing proposals and submitting reports on borrowing, mortgaging or charging all or any part of movable and immovable property by the University;

(n) preparing and submitting periodic reports on administration, relevant statutory requirements and overall status of the department to the Deputy Vice-Chancellor (Administration, Finance and Planning); and

(o) performing any such other duties as shall be assigned or delegated by the Deputy Vice-Chancellor (Administration, Finance and Planning).

7. The office of the Chief Finance officer shall become vacant if the holder—

(a) dies;

(b) resigns from office by notice in writing addressed to the Chairperson of the Council and copied to the Vice-Chancellor; or
(c) is removed from office by the Council on the recommendation of the Vice-Chancellor, in which case the Chief Finance officer shall be entitled to notice or pay in lieu of notice as stipulated in the University terms and conditions of service.

Statute XIII: The University Librarian

1. There shall be a University Librarian who shall be appointed by the Council through a competitive recruitment process.

2. The University Librarian shall be responsible to the Deputy Vice-Chancellor (Academic, Research and Student Affairs).

3. A person appointed as the University Librarian shall hold office for a term of five years and shall be eligible for re-appointment upon satisfactory performance.

4. A person shall qualify for appointment as the University Librarian if the person—

(a) has a degree in Library and Information Sciences or its equivalent from a University recognized in Kenya;

(b) has at least six years' experience as a Librarian, three of which should be as a Deputy Librarian in a University or equivalent institution;

(c) is a member of at least one recognized professional body;

(d) is computer literate with demonstrable practical experience; and

(e) has proven qualities of leadership, coordination and organization at top management level.

5. The University Librarian shall have the following functions—

(a) being responsible for library planning, budgeting, and staffing in consultation with the human capital office as well as the office responsible for infrastructural development;

(b) being responsible for development and implementation of library policies;

(c) co-ordinating all the library services in the University;

(d) acquiring and conserving library research materials by ensuring that the library is a viable repository of current academic materials and other reading materials of scholarly value;

(e) being responsible for the organization and operation of library services;

(f) adopting, maintaining and ensuring compliance with library standards;

(g) managing the provision of conducive reading space for library users;

(h) establishing and facilitating the use of e-Library;

(i) facilitating the networking and exchange of materials with other libraries locally and internationally;

(j) making proposals for acquisition and conservation of library research materials;

(k) promoting provision of library support services;
(l) being responsible for setting technical standards for all branches of the University’s library, providing the necessary centralized services and their coordination; and

(m) performing such other duties as may be assigned or delegated by the Deputy Vice-Chancellor (Academic, Research and Student Affairs).

6. The office of the University Librarian shall become vacant if the holder—

(a) dies;

(b) resigns from office by notice in writing addressed to the Chairperson of the Council and copied to the Vice-Chancellor; or

(c) is removed from office by the Council, on the recommendation of the Vice-Chancellor, in which case the University Librarian shall be entitled to notice or pay in lieu of notice as stipulated in the University terms and conditions of service.

Statute XIV: The Dean of Students

1. There shall be a Dean of Students who shall be appointed by the Council through a competitive recruitment process.

2. The Dean of Students shall be responsible to the Deputy Vice-Chancellor (Academic, Research and Student Affairs).

3. The Dean of Students shall hold office for a period of five years and shall be eligible for re-appointment upon satisfactory performance.

4. A person shall qualify for appointment as a Dean of students if the person—

(a) has a degree in social sciences, education from a University recognized in Kenya or their equivalent;

(b) has a Master’s degree in Psychology, Guidance and Counselling, Education from a University recognised in Kenya or their equivalent;

(c) has a Doctorate Degree in Psychology, Guidance and Counselling, Education from a University recognised in Kenya or their equivalent;

(d) is a member of a recognized professional body;

(e) is computer literate with demonstrable practical experience;

(f) has proven qualities of leadership, coordination and organization at top management level; and

(g) has at least six years’ experience in management of students’ affairs, three of which should be as a deputy dean of students.

5. The Dean of Students shall be responsible for—

(a) students’ affairs, which shall include social welfare, organization, discipline, counselling, chaplaincy, accommodation, recreation, sports, work study placement, bursary allocation and management, in accordance with the University policies;

(b) coordinating the Student Council matters;
(c) organizing and coordinating students' entertainment and all other cultural and co-curricular activities;

(d) overseeing student accommodation services;

(e) supervising and coordinating all students' publications;

(f) maintaining a communication link between the University administration and the students through their association;

(g) planning, preparing and directing students' welfare activities;

(h) the custody of the constitution of the Students Association;

(i) handling students' minor conflicts and preparing periodic reports on the same to the Registrar (Academic Affairs);

(j) the conduct, as secretariat during students' elections, of office-bearers of the Student Council;

(k) coordinating students' financial support programmes; including, bursary, work-study and Higher Education Loans Board matters;

(l) preparing and submitting periodic reports on the overall status of the Department to the Deputy Vice-Chancellor (Academic, Research and Student Affairs); and

(m) any other duties as may be assigned or delegated by the Deputy Vice-Chancellor (Academic, Research and Student Affairs).

6. The office of the Dean of Students shall become vacant if the holder—

(a) dies;

(b) resigns from office by notice in writing addressed to the Chairperson of the Council and copied to the Vice-Chancellor; or

(c) is removed from office by the Council on the recommendation of the Vice-Chancellor, in which case the Dean of Students shall be entitled to notice or pay in lieu of notice as stipulated in the University terms and conditions of service.

Statute XV: The Corporation Secretary

1. There shall be a Corporation Secretary appointed by the Council through a competitive recruitment process, who shall be the legal advisor to the University Council.

2. The Corporation Secretary shall be responsible to and report operationally to the Council, whilst administratively to the Vice-Chancellor.

3. The Corporation Secretary shall hold office for a term of five years and shall be eligible for re-appointment upon satisfactory performance.

4. A person qualifies to be appointed as a Corporation Secretary if the person—

(a) has a Bachelor of Laws Degree or their equivalent from a recognized University;

(b) has a Master's degree in law from a university recognised in Kenya;

(c) is an advocate of the High Court of Kenya with a current practising certificate;
(d) is a member of the Law Society of Kenya and is a registered Certified Secretary with the Institute of Certified Secretaries Kenya or equivalent;

(e) is computer literate with demonstrable practical experience;

(f) demonstrates outstanding qualities of leadership, coordination and organization at top management level; and

(g) has six years' experience in the legal field environment.

5. The Corporation Secretary shall have the following duties and responsibilities—

(a) ensuring compliance with statutory and regulatory requirements especially on decisions made by the Council;

(b) providing guidance and advising the Council and Council members individually on their duties, responsibilities and powers and how these should be exercised in the best interests of the University;

(c) ensuring that the Council procedures are followed and reviewed regularly, and that the Council complies with the Laws, rules and regulations;

(d) assisting the Chairperson in organizing Council activities, including provision of information, preparation of agenda, issuance of notices and preparation for meetings, Council evaluations and development programs;

(e) providing secretarial services to the Council including ensuring that the Council work plan is prepared and adhered to, circulating Council documents in advance of the meeting, keeping records of attendance at meetings, keeping safe custody of the seal and a record of its usage, and preparing the Council for annual general meetings where applicable;

(f) ensuring that the minutes of the Council and Council committees are promptly prepared and circulated;

(g) ensuring implementation of the decisions of the Council;

(h) keeping the Council abreast of and informed on, current governance thinking and practice;

(i) coordinating the governance auditing process and other Council governance issues; and

(j) performing such duties as may be assigned by the Council or the Vice-Chancellor.

6. The office of the Corporation Secretary shall become vacant if the holder—

(a) dies;

(b) resigns from office by notice in writing addressed to the Chairperson of the Council and copied to the Vice-Chancellor; or

(c) is removed from office by the Council on the recommendation of the Vice-Chancellor, in which case the Corporation Secretary shall be entitled to notice or pay in lieu of notice as stipulated in the University terms and conditions of service.
Statute XVI: The Chief Legal Officer

1. There shall be a Chief Legal Officer appointed by the Council through a competitive recruitment process.

2. The Chief Legal Officer shall be responsible to and report operationally to the Council, whilst administratively to the Vice-Chancellor.

3. The Chief Legal Officer shall hold office for a period of five years and shall be eligible for re-appointment upon satisfactory performance.

4. A person shall qualify for appointment as a Chief Legal Officer if the person—
   (a) has a Bachelor of Laws Degree or their equivalent from a University recognized in Kenya;
   (b) is an advocate of the High Court of Kenya;
   (c) is a member of the Law Society of Kenya and is a registered Certified Secretary;
   (d) is computer literate with demonstrable practical experience;
   (e) has proven qualities of leadership, coordination and organization at top management level; and
   (f) has six years' experience in the legal field environment.

5. The Chief Legal Officer shall have the following functions—
   (a) being the legal advisor to the University;
   (b) being the custodian of legal contracts and documents of the University;
   (c) ensuring legal representation for the University when and where necessary;
   (d) providing legal input in the development of university documents with legal implications;
   (e) regularly reviewing the legal documents for compliance with respective legal provisions;
   (f) preparing and witnessing the execution of the University's legal documents;
   (g) enhancing legal awareness in the University;
   (h) developing and implementing strategies to mainstreaming of ethical values in the University;
   (i) developing and implementing strategies to mainstream integrity in the University;
   (j) preparing and submitting periodic reports on administration and overall status of the Department to the Vice-Chancellor; and
   (k) performing such duties as may be delegated or assigned by the Vice-Chancellor.

6. The office of the Chief Legal Officer shall become vacant if the holder—
   (a) dies;
   (b) resigns from office by notice in writing addressed to the Chairperson of the Council and copied to the Vice-Chancellor; or
Kenya Subsidiary Legislation, 2021

(c) is removed from office by the Council on the recommendation of the Vice-Chancellor, in which case the Chief Legal Officer shall be entitled to notice or pay in lieu of notice as stipulated in the University terms and conditions of service.

Statute XVII: The Chief Procurement Officer

1. There shall be a Chief Procurement Officer who shall be appointed by the Council through a competitive process and who shall be in charge of procurement services in the University.

2. The Chief Procurement Officer shall be responsible to the Vice-Chancellor.

3. A person appointed as a Chief Procurement Officer shall hold office for a period of five years and shall be eligible for re-appointment upon satisfactory performance.

4. A person shall qualify for appointment as a Chief Procurement Officer if the person—

   (a) has a Bachelor's Degree in Procurement or Supplies Chain Management or their equivalent from a University recognized in Kenya;

   (b) is computer literate with demonstrable practical experience;

   (c) is an active member of Kenya Institute of Supplies Management or Chartered Institute of Purchasing Management;

   (d) has three years' experience working as a Deputy Procurement Officer or six years' relevant work experience as Senior Procurement Officer; and

   (e) has proven qualities of leadership, coordination and organization at top management level.

5. The Chief Procurement Officer shall have the following functions—

   (a) advising the Vice-Chancellor on procurement and supplies matters;

   (b) preparing and overseeing the implementation of the University Procurement Plan;

   (c) planning and co-ordinating purchases and procurements;

   (d) co-ordinating and managing distribution of stores;

   (e) implementing and enforcing the Public Procurement and Asset Disposal Act;

   (f) verifying and disposing unserviceable stores;

   (g) preparing and implementing departmental budget;

   (h) being secretary to evaluation Committees;

   (i) preparing and submitting periodic reports on procurement, relevant statutory requirements and overall status of the Department to the Vice-Chancellor; and

   (j) performing such other duties as may be assigned or delegated by the Vice-Chancellor.

6. The office of the Chief Procurement Officer shall become vacant if the holder—
(a) dies;
(b) resigns from office by notice in writing addressed to the Chairperson of the Council and copied to the Vice-Chancellor; or
(c) is removed from office by the Council on the recommendation of the Vice-Chancellor, in which case the Chief Procurement Officer shall be entitled to notice or pay in lieu of notice as stipulated in the University terms and conditions of service.

Statute XVIII: The Chief Internal Auditor

1. The Council shall appoint a Chief Internal Auditor through a competitive recruitment process.
2. The Chief Internal Auditor shall be responsible operationally to the Council, whilst administratively to the Vice-Chancellor.
3. A person appointed as the Chief Internal Auditor shall hold office for a period of five years and shall be eligible for re-appointment upon satisfactory performance.
4. A person shall qualify for appointment as the Chief Internal Auditor if the person—
   (a) has a degree in finance or accounting or their equivalent from a University recognised in Kenya;
   (b) has Certified Internal Auditor (K) or Certified Public Accountants (K) or Certified Information Systems Auditor final or their equivalent;
   (c) is an active member of the Institute of Certified Public Accountants of Kenya;
   (d) has at least six years' experience in internal audit services, three of which should be as a deputy Internal Auditor in a University or equivalent institution;
   (e) is computer literate with demonstrable practical experience; and
   (f) has proven qualities of leadership, coordination and organization at top management level.
5. The Chief Internal Auditor shall have the following functions—
   (a) being in charge of the Internal Audit Department;
   (b) being responsible for formulation, coordination and implementation of all audit policies and work plans;
   (c) initiating and conducting ad-hoc investigations when need arises;
   (d) designing, reviewing, coordinating, implementing, and ensuring adherence with internal control systems;
   (e) developing and implementing audit work plans;
   (f) preparing and presenting audit reports to the Audit Committee of the Council;
   (g) serving as the Secretary to the Audit Committee of the Council;
   (h) being responsible for formulation and implementation of the departmental strategic plan;
   (i) being responsible for preparation and control of the departmental budget;
(j) ensuring compliance with national and international audit and accounting standards;

(k) preparing and submitting periodic reports on internal audit, relevant statutory requirements and overall status of the department to the Vice-Chancellor; and

(l) performing such other duties as may be assigned or delegated by the Vice-Chancellor.

6. The office of the Internal Auditor shall become vacant if the holder—

(a) dies;

(b) resigns from office by notice in writing addressed to the Chairperson of the Council and copied to the Vice-Chancellor; or

(c) is removed from office by the Council on the recommendation of the Vice-Chancellor, in which case the Chief Internal Auditor shall be entitled to notice or pay in lieu of notice as stipulated in the University terms and conditions of service.

Statute XIX: The Chief Medical Officer

1. The Council shall appoint a Chief Medical Officer through a competitive process.

2. The Chief Medical Officer shall be responsible to the Deputy Vice-Chancellor (Administration, Finance and Planning).

3. The Chief Medical Officer shall hold office for a term of five years and shall be eligible for re-appointment upon satisfactory performance.

4. A person shall qualify for appointment as the Chief Medical Officer if the person—

(a) has a Bachelor of Medicine, Bachelor of Surgery or their equivalent from a University recognised in Kenya;

(b) is a member in good standing of the Kenya Medical Practitioners and Dentists Board;

(c) has at least three years' experience as a Deputy Medical Officer in a University or equivalent Institution;

(d) is computer literate with demonstrable practical experience; and

(e) has proven qualities of leadership, coordination and organization at top management level.

5. The Chief Medical Officer shall have the following functions—

(a) being in charge of the health services of the University;

(b) being responsible for formulation and implementation of health service policies of the University;

(c) being responsible for management of patients;

(d) being responsible for management of resources meant for the operations of medical services;

(e) formulating, co-ordinating and implementing the departmental strategic plan;
(f) being responsible for preparation and control of the departmental budget;

(g) being responsible for the development and implementation of the departmental procurement plan;

(h) preparing and submitting periodic reports on medical matters, relevant statutory requirements and overall status of the department to the Deputy Vice-Chancellor (Administration, Finance and Planning); and

(i) performing such other duties as may be assigned or delegated by the Deputy Vice-Chancellor (Administration, Finance and Planning).

6. The office of the Chief Medical Officer shall become vacant if the holder—

(a) dies;

(b) resigns from office by notice in writing addressed to the Chairperson of the Council and copied to the Vice-Chancellor; or

(c) is removed from office by the Council on the recommendation of the Vice-Chancellor, in which case the Chief Medical Officer shall be entitled to notice or pay in lieu of notice as stipulated in the University terms and conditions of service.

Statute XX: Schools, Institutes and Campuses

1. There shall be such Schools, Institutes and Campuses within the University as the Council may, on the recommendation of the Senate, determine.

2. Each School, Institute or Campus shall consist of such bodies as the Council may, on the recommendation of the Senate, determine.

3. It shall be the role of the Management Board of the respective School or Institute to provide strategic guidance for the School or Institute and to effectively oversee and review the management of the School.

4. The membership of the management Board of a School or Institute shall comprise of—

(a) the Dean of School or Institute, who shall be the Chairperson;

(b) the Chairpersons of the Academic Departments; and

(c) the Administrative officer of the School or the Institute, who shall be the Secretary.

5. A Management Board of a School or Institute shall be responsible for—

(a) the efficient management of human, physical and financial resources of the School or Institute;

(b) making proposals to the University Management Board and the Senate on policies that have application across the entire School or Institute;

(c) co-ordinating the School or Institute strategic and development plans;

(d) preparing annual estimates of funds required by the School or Institute and generating revenue;

(e) providing for the welfare of staff and students of the School or Institute;
implementing the rules and regulations governing the association, conduct and discipline of students of the School or Institute in accordance with the Statutes;

(g) co-ordinating quality assurance and standards matters;

(h) co-ordinating development and monitoring implementation of the curriculum;

(i) developing procurement plans and monitoring implementation;

(j) developing, coordinating and monitoring performance contracts;

(k) receiving and deliberating on external examiners' reports; and

(l) any other matters related to the management of the School or Institute.

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

7. At any regular or special meeting of the School or Institute Management Board, the quorum shall be fifty percent plus one of its membership.

8. The Chairperson may at any time call a meeting of the School or Institute Management Board, and shall call a meeting as and when need arises.

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

10. There shall be School or Institute Academic Boards.

11. The membership of the School or Institute Academic Boards shall consist of—

(a) the Dean or Director, who shall be the Chairperson;

(b) the Chairpersons of Departments in the School or Institute;

(c) the School or Institute Academic Staff;

(d) one student representatives from the School or Institute; and

(e) the School or Institute Administrator, who shall be the Secretary.

12. The School or Institute Academic Board shall have the following functions—

(a) considering and making recommendations to the Senate regarding the academic progress of the students;

(b) considering and making recommendations to the Senate concerning syllabi, teaching, research and regulations for the courses of study for degree, diploma and other awards;

(c) regulating the conduct of examinations in the relevant disciplines and making recommendations thereon to the Senate;

(d) recommending to the Senate the names of External Examiners for appointment, and considering and making any other recommendations to the Senate in respect thereof;

(e) formulating development plans for the School or Institute;

(f) acting as the Board of Examiners and shall in that respect, receive and deliberate on examination results and reporting to the Senate;
(g) deliberating on recommendations from the External Examiners; and

(h) dealing with any matters referred to it by the Senate.

13. The School or Institute Academic Board may establish such number of Committees as it deems necessary.

14. The decisions of the Committees shall be forwarded to the School or Institute Academic Board for noting, approval or ratification.

15. The School or Institute Academic Board shall meet at least once every semester, and the quorum for the meeting shall be fifty per cent plus one of the membership for regular meetings.

16. The quorum for a special meeting of the academic Board shall be one third of the membership of the School or Institute Academic Board.

17. Subject to the provisions of these Statutes, the School or Institute Board may regulate its own procedures and those of its Committees.

18. Unless the School or Institute Board otherwise determines, a Committee of the School or Institute Board shall cause a copy of its minutes to be sent to both the Chairperson and the Secretary of the School or Institute Board as soon as such minutes have been confirmed, but not later than seven working days from the date of the meeting.

19. The Chairperson of the School or Institute Board shall be an ex-officio member of every Committee of the School or Institute Board unless otherwise expressly provided.

20. The Secretary of the Academic Board shall cause a copy of its minutes to be sent to both the Chairperson and Members of the School Board as the case may be, as soon as such minutes have been confirmed, but not later than seven working days from the date of the meeting.

21. Each Board of the School or Institute may, at its own discretion, invite other persons to attend its meetings in an advisory capacity, provided that persons so invited shall neither acquire membership of the Board nor have voting rights.

22. There shall be a Dean of School or Institute who shall be appointed by the Vice-Chancellor through a competitive elective process conducted in accordance with Senate rules and regulation and who shall have the overall responsibility of the School or Institute.

23. The Dean of School shall be responsible to the Deputy Vice-Chancellor (Academic, Research and Student Affairs) of the University.

24. A person shall be qualified to be appointed as the Dean of School if the person is of the rank of Senior Lecturer and above.

25. In the absence of a person of the rank of Senior Lecturer and above in the School or Institute, the Vice-Chancellor shall appoint an acting Dean of School from suitably qualified persons with the rank of Lecturer within the School.

26. An Acting Dean of School shall not hold office for a continuous period longer than six calendar months.

27. The Dean of School shall hold office for a period of four years, and shall not be eligible for re-appointment.
28. Where a person previously served as a Dean of School, that person shall not become eligible for re-appointment until four years have elapsed since their last appointment.

29. A member of a School or Institute Academic Board may present a petition to the Senate for the removal of a Dean of School from office and such a petition must have been endorsed by two-thirds of the relevant School or Institute Academic Board membership in a formal School Board meeting.

30. In the absence or incapacity of a Dean of School from the University for a continuous period exceeding six months, or in the event of a vacancy occurring due to sufficient cause, the Vice-Chancellor shall appoint an acting Dean of School.

31. The Dean of School shall be responsible for—
   (a) maintaining student records within the School or Institute;
   (b) convening School or Institute Board meetings;
   (c) managing academic programmes of the School or Institute as required by the Senate under various rules and regulations;
   (d) managing examinations in the School or Institute as the Chief Internal Examiner;
   (e) processing students’ applications and recommending applicants to the Registrar (Academic Affairs) for admission into academic programmes;
   (f) implementing the University’s policy decisions and regulations in respect to the School or Institute;
   (g) representing the School or Institute in the Senate and its Committees;
   (h) working in liaison with other University organs for the effective and efficient management of the School or Institute;
   (i) promoting and maintaining a conducive working environment in the School or Institute;
   (j) planning and coordinating the School’s or Institute’s annual budgetary estimates and inter-departmental activities;
   (k) preparing annual work plans and reports for the School or Institute;
   (l) managing quality assurance and standards matters in the School or Institute;
   (m) developing the curriculum and monitoring its implementation in the School or Institute;
   (n) developing procurement plans and monitoring implementation of the plans in the School or Institute;
   (o) developing, coordinating and monitoring performance contracts; and
   (p) performing such other duties and responsibilities as may be assigned or delegated by the Deputy Vice-Chancellor (Academic, Research and Student Affairs).

32. The office of the Dean of School shall become vacant if the holder—
   (a) dies;
(b) resigns from office by one months' notice in writing addressed to the Vice-Chancellor; or

c) is removed from office by the Vice Chancellor on recommendation of Senate after a petition motion for removal from the Academic Board.

33. Every Campus of the University shall have a Director of a Campus who shall be appointed by the Vice-Chancellor from among senior academic staff in the University.

34. The Director of a Campus shall be in charge of the management of the Campus and shall be responsible to the Deputy Vice-Chancellor (Academic, Research and Student Affairs).

35. A person shall be qualified to be appointed as Director of a Campus if the person has served as a Dean of School, Director, Chairperson of Department or equivalent with proven managerial capabilities.

36. A Director of a Campus shall hold office for a period of four years and shall not be eligible for re-appointment.

37. Where a person previously served as a Director of a Campus, that person shall not become eligible for re-appointment until four years have elapsed since their last appointment.

38. In the absence or incapacity of a Director of a Campus from the University for a continuous period exceeding six months or in the event of a vacancy, the Vice-Chancellor shall appoint an acting Director from the Academic staff.

39. An Acting Director of a Campus shall not hold office for a continuous period longer than six calendar months.

40. A Director of Campus shall have the following functions—

(a) being in charge of the management of the Campus and academic programmes as required by the Senate under various rules and regulations;

(b) being the Chief Internal Examiner in the campus;

(c) maintaining students' records in the campus;

(d) where applicable, overseeing and managing human resources, infrastructure and assets in the campus;

(e) implementing the University's policy decisions and regulations in respect to the Campus;

(f) attending the Senate meetings as a representative of the campus;

(g) working in liaison with other University organs for the effective and efficient management of the Campus;

(h) promoting and maintaining a conducive working environment in the Campus;

(i) planning and coordinating the Campus' budgetary estimates and inter-departmental activities;

(j) preparing annual work plans and reports for the Campus;

(k) being in charge of quality assurance and standards matters in the campus;

(l) developing procurement plans and monitoring implementation in the campus;
(m) developing, coordinating and monitoring performance contracts;
(n) performing such other duties and responsibilities as may be assigned or delegated by the Vice-Chancellor.

41. The office of the Director of a Campus shall become vacant if the holder—
(a) dies;
(b) resigns from office by one months' notice in writing addressed to the Vice-Chancellor; or
(c) is removed from office by Vice-Chancellor.

Statute XXI: Graduate School

1. There shall be a Graduate School to cater for post graduate studies in the University.

2. There shall be a Director of the Graduate School who shall be appointed by the Vice-Chancellor from among academic staff of the rank of Senior Lecturer and above and who shall be in charge of the School.

3. The Director of Graduate School shall be responsible to the Deputy Vice-Chancellor (Academic, Research and Student Affairs).

4. A person shall be qualified to be appointed as the Director of Graduate School if the person has served as a Dean of School, or Director, or Chairperson of a Department, or a Coordinator for at least three years with proven managerial experience.

5. The Director of the Graduate School shall hold office for a period of four years, and shall not be eligible for re-appointment.

6. Where a person previously served but has ceased to be a Director of the Graduate School, that person shall not be eligible for appointment until four years have elapsed since ceasing to be such Director.

7. In the absence or incapacity of the Director of the Graduate School from the University for a continuous period not exceeding six months, the Vice-Chancellor shall appoint an acting Director from among the members of the Graduate School Board referred to in sub-paragraph 10.

8. The Acting Director of Graduate School shall not hold office for a continuous period longer than six calendar months.

9. The office of the Director of Graduate School shall become vacant if the holder—
(a) dies;
(b) resigns from office by one-month notice in writing addressed to the Vice-Chancellor; or
(c) is removed from office by the Vice-Chancellor.

10. There shall be a Graduate School Board which shall provide strategic guidance to the School.

11. The Graduate School Board shall comprise of—
(a) the Director of the Graduate School, who shall be the Chairperson;
(b) one representative from each School who is the rank of a Senior Lecturer and above;

(c) the Director of Research, Innovation and Consultancy;

(d) the Director of Examination and Timetabling;

(e) the University Librarian;

(f) any other co-opted member as may be determined by the Board; and

(g) the administrator to the Directorate, who shall be the Secretary.

12. The Graduate School Board shall have the following functions—

(a) promoting post-graduate education at a local, national and international level;

(b) providing quality control for all aspects of graduate education and establish policies and standards that define good practice in all graduate programmes;

(c) representing the interests of graduate students;

(d) providing strategic planning and vision for graduate education at Laikipia University;

(e) fundraising for graduate programmes and education;

(f) promoting internationalization of the Laikipia University graduate studies;

(g) taking lead in the development of graduate school curriculum, implementation, monitoring and evaluation; and

(h) exercising such other powers or perform such other functions as may be assigned or delegated to it by the Senate.

Statute XXII: Chairperson of Academic Department

1. There shall be a Chairperson of an Academic Department who shall be appointed by the Vice-Chancellor in consultation with the Deputy Vice-Chancellor (Academic, Research and Student Affairs) from among the academic staff of the Department.

2. The Chairperson of an Academic Department shall be the academic and administrative head of the Department and shall be responsible to the Dean of School or Institute.

3. The Chairperson of an Academic Department shall hold office for a period of four years non-renewable.

4. A person shall qualify to be appointed as a Chairperson of an Academic Department if the person—

   (a) holds a Doctor of Philosophy Degree; and

   (b) is of the rank of a Senior Lecturer and above.

5. In the absence of a Senior Lecturer and above in the Department, the Vice-Chancellor shall appoint an acting Chairperson of an Academic Department from persons with the rank of Lecturer to serve for a period not exceeding six months.

6. In the absence or incapacity of a Chairperson of an Academic Department from the University for a continuous period exceeding six calendar months or in the event
of a vacancy, the Vice-Chancellor shall appoint an acting Chairperson of an Academic Department for a period not exceeding six calendar months.

7. The office of the Chairperson of an Academic Department shall become vacant if the holder—

(a) dies;

(b) resigns from office by one-months' notice in writing addressed to the Chairperson of the Council and copied to the Vice-Chancellor; or

(c) is removed from office by the Vice-Chancellor.

8. The Chairperson of Department shall have the following functions—

(a) providing overall planning, development, and reviewing of academic programmes in line with the University strategic plan;

(b) liaising with External Examiners on matters of quality assurance of academic programmes;

(c) supervising students' admissions and ensuring quality in terms of teaching, examinations and other processes and programmes in the department;

(d) participating in the process of staff acquisition, development, promotion and maintenance in the department;

(e) evaluating on a regular basis, the quality of teaching and research with appropriate recommendations to the Dean;

(f) representing the Department internally in administrative matters and externally with professional groups;

(g) maintaining personal and professional competence in order to set a good example for the Department in research and teaching;

(h) initiating operational policies within the department for approval and implementation;

(i) establishing effective working relationship within the non-academic divisions of the University in order to effectively deliver on departmental expectations;

(j) managing the teaching loads in a fair, transparent and productive manner;

(k) disseminating information of interest on programmes and services to students;

(l) acting effectively and efficiently on student requests and grievances;

(m) developing and managing the Departmental budget and fiscal affairs in line with regulatory requirements;

(n) maintaining Departmental files and records;

(o) preparing teaching schedules and other assignments as may be required;

(p) being the Chief Internal Examiner of the Department; and

(q) performing any other duties as may be assigned by the Dean.
Statute XXIII: Staff Matters

1. All members of staff shall be subject to the authority of the Council and the Vice-Chancellor pursuant to section 35 (1) (a) of the Act and Article 25 of the Charter and these statutes.

2. All University staff shall be employed in accordance with sections 35 (1) (a) (i) and 40 of the Act, Article 25 of the Charter and these statutes, namely—
   (a) the Academic staff;
   (b) the administrative staff; and
   (c) the support staff.

3. The Council shall determine the categorization and terms and conditions of service for the staff in the University in accordance with the relevant laws, the Charter, the Human Resource Management Policy and the respective Collective Bargaining Agreements.

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

5. The Council may make appointments, whether paid or honorary, as it may deem fit in accordance with the Act, Charter and these Statutes.

6. The Committee for appointment, review and promotion of staff in Grade XIV to Grade XV shall consist of—
   (a) the Chairperson of the Council, who shall be the Chairperson;
   (b) the Chairperson, Human Resource Management Committee;
   (c) two other Council members;
   (d) any other member as may be co-opted by the Committee; and
   (e) the Vice-Chancellor, who shall be the Secretary.

7. The Committee for appointment, review and promotion of staff in Grade XI to XIII shall consist of—
   (a) the Vice-Chancellor, who shall be the Chairperson;
   (b) the Deputy Vice-Chancellors;
   (c) the Principal, in case of a College of the University;
   (d) the Registrars;
   (e) the Finance Officer;
   (f) the respective Dean or Director of School, Institute or Campus;
   (g) the respective Chairperson or Head of Department;
   (h) any other member as may be co-opted by the Committee; and
   (i) the Registrar (Administration and Human Capital), who shall be the Secretary.

8. The Committee for appointment, review and promotion in Grades XII and below shall consist of—
(a) the Deputy Vice-Chancellor (Administration, Finance and Planning), who shall be the Chairperson;

(b) other Deputy Vice-Chancellors;

(c) the Registrars;

(d) the Finance Officer;

(e) the respective Dean or Director of School or Institute or Campus;

(f) the respective Chairperson or Head of Department;

(g) the Registrar (Administration and Human Capital), who shall be the Secretary; and

(h) any other member as may be co-opted by the Committee.

9. The respective union representatives shall be in-attendance during the shortlisting, interview or review of a prospective member.

10. The Council shall develop and approve the course of disciplinary action in accordance with the principles set out in section 63 of the Act, the Employment Act, Collective Bargaining Agreements and other relevant legislation.

11. There shall be established three disciplinary Committees, to handle disciplinary matters for staff, taking into account the grade of the staff involved.

12. The Committees shall conduct disciplinary matters in accordance with relevant employment laws, terms and conditions of service and collective bargaining agreements.

13. The shall be a Committee to handle disciplinary matters for staff in grade I to X and whose membership shall be as follows—

   (a) the Deputy Vice-Chancellor (Administration, Finance and Planning), who shall be the Chairperson;

   (b) the Finance Officer;

   (c) two Senate representatives; and

   (d) the Registrar (Administration and Human Capital), who shall be the Secretary;

In -Attendance

   (a) the Head of respective Department;

   (b) the Legal Officer; and

   (c) one union representative or another employee of their choice.

14. There shall be a Committee to handle disciplinary matters for staff in grade XI to XIII whose membership shall be as follows—

   (a) the Vice-Chancellor, who shall be the Chairperson;

   (b) the Deputy Vice-Chancellor (Administration, Finance and Planning);

   (c) the Deputy Vice-Chancellor (Academic, Research and Student Affairs);

   (d) the Registrar (Academic Affairs);

   (e) the Finance Officer;
(f) One Senate Representative; and
(g) the Registrar (Administration and Human Capital), who shall be the Secretary;

In-Attendance
(a) the Legal officer;
(b) the Head of respective Department; and
(c) one union representative or another employee of their choice.

15. There shall be a Committee to handle disciplinary matters for staff in grade XIV and XV whose membership shall be as follows—
(a) the Chairperson of the Council Human Resource and Management Committee, who shall be the Chairperson;
(b) three other Council members;
(c) the Vice-Chancellor, who shall be the Secretary;
(d) the Deputy Vice-Chancellors;

In-attendance
(a) the Legal Officer;
(b) one union representative or another employee of their choice; and
(c) any other officer that may be invited by the Committee.

16. There shall be a Committee to handle disciplinary matters for the Vice-Chancellor, Deputy Vice-Chancellors and Principals of Colleges within the University whose membership shall be as follows—
(a) the Chairperson of the Council, who shall be the chair the meeting;
(b) a representative of the Principal Secretary for the time being responsible for university education;
(c) a representative of the Principal Secretary for the time being responsible for the National Treasury;
(d) one other Council members;
(e) the Chairperson of the Council Human Resource and Management Committee, who shall be the Secretary;

In-Attendance
(a) the Legal Officer; and
(b) any other officer that may be invited by the Council.

17. A member of staff aggrieved by a decision of the disciplinary committees may appeal the decision as follows—
(a) the staff in Grades XI and above shall appeal to the Chairperson of the Council, who shall constitute an ad hoc appeals committee of at least three (3) Council members, one being a member of the Human Resources Committee to handle the Appeal; and
(b) the staff in Grades I-X shall appeal to the Vice-Chancellor, who shall constitute an ad hoc appeals committee of at least three (3) members, chaired by a Deputy Vice-Chancellor who was not part of the initial Disciplinary Committee to handle the Appeal.

18. The Vice-Chancellor and the Chairperson of the Council shall constitute respective ad-hoc Committees comprising at least three members to handle the appeals.

19. All appeals shall be lodged in writing within fifteen (15) days from the date the decision was communicated to the employee.

20. All appeals shall be dispensed with, within sixty (60) days from the date of receipt of the letter of appeal.

21. Retirement of staff shall be guided by the relevant legislation, human capital manual and policies, and government circulars in operation at the time.

22. The office of a member of staff shall become vacant if the holder—
   (a) dies;
   (b) resigns from office by giving notice in accordance with the relevant laws, the Charter, the contract of service and Collective Bargaining Agreements; or
   (c) is removed from office by the Council in accordance with relevant laws, the Charter, the Terms and Conditions of Service and Collective Bargaining Agreements.

23. The Council shall remunerate staff in accordance with the relevant University and Government policies and any other legislation.

24. The Council shall remunerate staff appointed in an acting capacity in accordance with the relevant University and Government policies and any other legislation.

25. Staff Unions

   Members of staff shall be eligible to join trade unions established in accordance with section 12 of the Labour Relations Act, 2007 and other relevant laws.

26. Unions shall manage their operations as provided under the relevant laws.

27. Unions shall enter into Recognition Agreements and Collective Bargaining Agreements with the Council as provided for under section 54 of the Labour Relations Act.

Statute XXIV: Students Matters

1. Unless otherwise expressly provided in these Statutes, all matters affecting the education, social, and general welfare of students, including their academic and general conduct, shall be governed by the Laikipia University Student Handbook and Laikipia University Students' Association constitution approved by the Senate and the Council.

2. There shall be a Students Association referred to as Laikipia University Students Association as established by Article 21 of the Charter and in accordance with section 41 of the Act.

3. The Students Association shall be governed by a Student Council elected pursuant to section 41 (1) (A-I) of the Act.
4. There shall be a returning officer appointed by the Vice-Chancellor to oversee the students’ Council elections.

5. The Student Council shall undertake such other functions as provided in section 41(2) of the Act, the Student Association constitution and the Charter.

6. The Students Association shall have regard to, and reflect national diversity and gender equality.

7. The Students’ Association shall operate according to the Act, these Statutes and its constitution as approved by the Council.

8. There may be such other student clubs or associations as may be approved by the Senate.

9. The Deputy Vice-Chancellor (Academic, Research and Student Affairs) shall have the overall responsibility of students’ discipline.

10. The following shall be the Committees dealing with students’ discipline—

(a) the Dean of Students’ Disciplinary Committee; and

(b) the Deputy Vice-Chancellor (Academic, Research and Student Affairs) Disciplinary Committee.

11. The Dean of Students’ disciplinary Committee shall—

(a) be responsible for handling petty offences committed by students as prescribed in the Laikipia University Student Handbook;

(b) have the power to issue a warning or recommend any other disciplinary action to the Disciplinary Committee chaired by the Deputy Vice-Chancellor (Academic, Research and Student Affairs); and

(c) comprise of—

(i) the Dean of Students, who shall be the Chairperson;

(ii) the University Security Officer;

(iii) the students Counsellor;

(iv) one student Council Representative; and

(v) one representative from the Registrar (Academic Affairs), who shall be the Secretary;

12. The Deputy Vice-Chancellor (Academic, Research and Student Affairs) Disciplinary Committee shall—

(a) hear and determine all other student disciplinary matters except for examination malpractices or offences;

(b) receive recommendations on disciplinary actions from the Dean of Students’ Disciplinary Committee;

(c) have power to caution or recommend to the Senate, a student for suspension or expulsion; and

(d) comprise of—
(i) the Deputy Vice-Chancellor (Academic, Research and Student Affairs), who shall be the Chairperson;
(ii) the Registrar (Academic Affairs), who shall be the Secretary;
(iii) two Senate Representatives;
(iv) the Security Officer;
(v) the Dean of Students;
(vi) the Students Counsellor;
(vii) two Students Association Representatives; and
(viii) the Legal Officer.

13. A student aggrieved by a decision of the Dean of Students' disciplinary Committee may appeal the decision to the Deputy Vice-Chancellor (Academic, Research and Student Affairs) who shall constitute and Chair an ad-hoc Committee consisting of at least three members of staff one being a Senate Representative to hear the appeal.

14. All appeals shall be lodged in writing within fifteen days from the date the decision was communicated to the student.

15. All appeals shall be dispensed with, within thirty days from the date of receipt of the letter of appeal.

16. The decision of the Deputy Vice-Chancellor (Academic, Research and Student Affairs) appeals Committee shall be final.

17. A student aggrieved by a decision of the Disciplinary Committee chaired by Deputy Vice-Chancellor (Academic, Research and Student Affairs) may appeal against the decision to the University Council.

18. Upon receipt of an appeal under paragraph 18, the Council shall constitute an ad-hoc Committee consisting of at least three members of the Council, one being a member of the Academic, Research and Sealing Committee to handle the appeal.

19. All appeals shall be lodged in writing within fifteen days from the date the decision was communicated to the student.

20. All appeals shall be dispensed with, within sixty days from the date of receipt of the letter of appeal.

Statute XXV: The Alumni Association

1. There shall be established the Laikipia University Alumni Association pursuant to section 42 of the Act and Article 23 of the Charter that shall consist of members of the convocation of the University and such other persons as may be declared to be members pursuant to the Alumni Association constitution.

2. The roll of Alumni members shall be compiled and kept by the Deputy Vice-Chancellor (Academic, Research and Student Affairs).

3. The Alumni Association shall develop a constitution to regulate its operations.

4. The Association shall perform such functions as prescribed in the Charter, its Constitution and the Act.
Statute XXVI: Rules and Regulations for Students

1. Admission of students to any academic programme shall be in accordance with the Laikipia University Admissions Policy and these Statutes.

2. All academic irregularities and disciplinary procedures shall be handled in accordance with the Laikipia University Examination Policy, Laikipia University Postgraduate Policy, the Laikipia University Student Handbook, and these Statutes.

3. Any examination malpractice shall be reported by the invigilator to the Chairperson of Department or a Director of Campus within twenty-four hours.

4. The Chairperson of Department or Campus Director shall submit a report of any examination malpractice received to the Dean of School or Institute within two working days for determination by the Disciplinary Committee.

5. Any examination malpractice shall be handled by a Disciplinary Committee chaired by the respective Dean of the School where the student belongs.

6. The Disciplinary Committee shall be constituted as prescribed in the Laikipia University Examination Policy.

7. The Disciplinary Committee shall convene within fourteen days upon completion of the examination period and shall thereafter present its recommendations to the Senate for deliberations within fourteen days.

8. The Senate shall communicate its decision to the student through the Registrar (Academic Affairs) within seven days.

9. A student aggrieved by a decision of the Senate may appeal the decision to the University Council.

10. All appeals shall be lodged in writing within fifteen days from the date the decision was communicated to the student and no appeal shall be admitted after the expiry of the time limit.

11. The Council shall constitute an ad hoc committee consisting of at least three members, one being a member of the Academic, Research and Sealing Committee.

12. All appeals shall be dispensed with, within sixty days from the date of receipt of the letter of appeal.

Statute XXVII: Designation of Degrees, Diplomas and Certificates

1. Subject to section 20(e) of the Act and paragraph 10 of the Charter, and these Statutes, the University may confer, grant or award the following—

(a) a Bachelor's Degree;
(b) a Postgraduate Diploma;
(c) a Master's Degree;
(d) a Doctorate Degree;
(e) an Honorary Degree;
(f) a Diploma; and
(g) a Certificate.
2. A candidate shall qualify to be conferred with a Bachelor's degree if the candidate—
   (a) undertakes an approved programme of study in the University as provided in the regulations;
   (b) undertakes an approved programme of study at a recognized institution and the candidate's period of attendance as a student at such a university or institution and at the University are together not less than the complete period prescribed for the conferment of the degree and as provided in the regulations;
   (c) passes the prescribed examinations and such other examinations of the University as the Senate may determine;
   (d) pays such fees to the University as the Council may determine from time to time; and
   (e) complies in other respects with the requirements for the degree.

3. The Senate shall, on the recommendation of Schools or Institutes, approve a candidate for the award of Postgraduate Diploma.

4. A candidate shall be awarded a Postgraduate Diploma if they have been registered in the University and have successfully completed the Credit Factors according to the requirements of the programme approved by the Senate.

5. The Senate shall, on the recommendation of Schools or Institutes, approve a candidate for the conferment of a Master's Degree.

6. A candidate may be conferred with a Master's degree in any School or Institute, provided that they are registered for the degree as a student of the University as specified in the regulations, and pursued such advanced study or research, or both as may be approved by the Senate.

7. The Senate shall, on the recommendation of Schools or Institutes, approve a candidate for the conferment of a Doctorate Degree.

8. A candidate shall be conferred with a Doctorate degree in a School or Institute of the University provided that they have been registered for the degree as a student of the University as specified in the regulations for Admission, and pursued such advanced study or research, or both as may be approved by the Senate.

9. Subject to the provisions of Act, the Charter, these Statutes, and the relevant guidelines, the University may confer honorary degrees.

10. A proposal to grant an honorary degree from the relevant School may be made by a member of the Council or a member of the Senate or a member of academic staff or the Alumni Association and shall be communicated in writing to the Vice-Chancellor by the Dean of the respective School.

11. Every proposal under subparagraph (10) shall be accompanied by a statement setting forth the degree recommended and the detailed grounds on which the recommendation is based.

12. There shall be a Committee for the conferment of honorary degrees consisting of—
   (a) the Vice-Chancellor, who shall be the Chairperson;
   (b) the Deputy Vice-Chancellor (Academics and Student Affairs); and
(c) three members of the Senate.

13. In each case set out in subparagraph (12), the Dean of the School in which the degree is proposed to be conferred shall be consulted. The proposal for conferment of an honorary degree shall be considered by the Senate and shall be approved by the Council.

14. An honorary degree shall be conferred by the Chancellor presiding at the Convocation at which it is being conferred, and where the recipient is the presiding Chancellor, by the Vice-Chancellor.

15. A candidate shall be awarded a Diploma or Certificate if they have been registered in the University and have successfully completed the Credit Factors according to the requirements of the programme approved by Senate.

Statute XXVIII: Convocation of the University

1. For the purpose of conferring Degrees and awarding Diplomas of the University, there shall be held from time to time, a meeting of the University, which shall be called “The Convocation”. If the Senate so decides, other academic distinctions may be conferred and Certificates awarded at a Convocation.

2. Subject to the provisions of the Act and the Charter, the Convocation shall be constituted of graduands and the members of the University as prescribed by the Charter.

3. The Convocation shall be convened at least once every academic year and shall be presided over by the Chancellor. In the absence of the Chancellor, the Chairperson of the Council shall preside over the Convocation.

4. The procedure for summoning the Convocation, for the presentation of graduands, conferment of degrees and granting of diplomas and certificates and all other such matters regarding the Convocation, shall be determined by the Senate and approved by the Council.

5. The Vice-Chancellor shall declare a meeting convened for the purpose of conferring Degrees and awarding Diplomas as the Convocation of the University and shall pronounce such Convocation dissolved at the end of the meeting.

Statute XXIX: Processing and Issuance of Certificates

1. The certificates conferred or awarded in respect of degree or diploma programmes shall be approved by the Senate.

2. All certificates in respect of degrees and diplomas shall be sealed in a meeting by the Academic, Sealing and Research Committee of the Council.

3. The certificates awarded in respect of certificate programmes shall be recommended to the Senate for approval by the College or Institute or School Academic Boards.

4. The format and features to appear on the certificate shall be determined by the Senate and approved by the Council.

5. The degree and diploma certificates shall be signed by the Vice-Chancellor, the Deputy Vice-Chancellor (Academic, Research and Student Affairs) and the Registrar (Academic Affairs).

6. The certificates for certificate programmes shall be signed by the Deputy Vice-Chancellor (Academic, Research and Student Affairs) and the Dean of the respective School.
7. All certificates shall be issued by the office of the Registrar (Academic Affairs) upon presentation by the student of the clearance and relevant identification documents.

8. No certificate shall be issued to a person other than the student.

Statute XXX: Cancellation or Withdrawal of Certificates

1. The Senate may cancel or withdraw such certificates, diplomas, degrees, including honorary degrees, or any other awards presented for any of the following reasons—

(a) where evidence of falsification of academic documents for entry into the University to pursue the programme for which the certificate was issued is discovered after one has graduated from the University;

(b) where a graduate or one purporting to be a graduate of the University is found guilty of falsifying transcripts or the certificate; and

(c) where a graduate is involved in plagiarism or any other form of academic dishonesty in respect to the awarded degree.

Statute XXXI: Intellectual Property

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

2. Any intellectual property developed in the University shall be guided by the Industrial Property Act, 2001 and the Laikipia University Intellectual Property Policy.

Statute XXXII: General Financial Provisions

1. The University Management Board shall consider and forward the annual budget to the Council for consideration and approval before submission to the Cabinet Secretary for the time being responsible for university education.

2. The budget for the University shall be rationalized by the Council and distributed to various vote heads.

3. The funds of the University shall comprise—

(a) such sums as may be provided by Parliament;

(b) monies or assets that may accrue to or vest in the University in the course of the exercise of powers vested in the University or in the performance of the functions of the University as prescribed in the Act and any other written law; and

(c) all monies from any other source provided for, donated or lent to the University.

4. The University may, subject to any other written law, regulations and guidelines, appeal to the general public or otherwise for subscriptions, donations or bequests for its benefit.

5. The University shall incur expenditure in accordance with approved budget by the Cabinet Secretary for the time being responsible for university education, and any other approved expenditure under any head of the estimates may not be exceeded without approval by the Council.
6. All the funds, assets and all movable and immovable property of Laikipia University shall be sourced, managed and utilized by the Council in accordance with the provisions of these Statutes, the Charter, the Public Finance Management Act, the Universities Act, the Public Procurement and Asset Disposal Act and any other relevant legislations, in such manner and for such purposes as in the opinion of the Council would promote the best interest of the University.

7. The Council shall have power to purchase, retain, sell or transfer real or personal property and securities, including financial instruments of any description, on behalf of the University, and may also apply monies to any purpose to which capital monies arising under the Act may be applied provided that this does not contravene the Constitution of Kenya, 2010.

8. All such movable property, shares, funds and securities as may from time to time become the property of the University shall be in the name of the University and shall be dealt with in such manner as the University may from time to time determine subject to the provisions of the Public Financial Management Act, 2012.

9. All the monies of the University shall be paid into the respective University bank accounts approved by the Council from time to time, in accordance with the Laikipia University Financial Management Policy and any other relevant written law, regulations and guidelines.

10. There shall be designated signatories to all University bank accounts, approved by the Council to sign all cheques, RTGS or EFT forms for the purposes of disbursement of University monies in accordance with the provisions of the University Financial Management Policy.

11. The Council may designate a bank account where payments of a general nature shall be disbursed from, subject to the provisions of the Public Finance Management Act 2012 and Laikipia University Financial Management Policy.

12. There shall be paid into a Special Account all such as may be received by the University for special purposes and which are not payable into any other University account and such monies and the interest from the Special Account shall be used and applied for the purposes for which such monies were received.

13. Subject to the approval of the Treasury, and in line with the provisions of the Public Financial Management Act, 2012, the Council may borrow such sums, either by way of overdraft from a Bank or otherwise, as may from time to time be required for the administration of the University.

14. Subject to the provisions of the Act, the Public Finance Management Act 2012, and in furtherance of the University’s purposes, the Council shall have power to carry on any business which the University is authorized to carry on by means of, or through the agency of a body corporate.

15. The University may invest any of its funds or any portion thereof in securities which the Treasury or any other authorized body may, from time to time, approve for that purpose, in line with the provisions of the Universities Act and the Public Finance Management Act, 2012.

16. Subject to approval by the National Treasury, the University may deposit any monies not immediately required for the purposes of the University, with such bank or banks as may be determined from time to time.
17. Any unexpended balance of the grant made under the Act may be carried forward in the account of the University from one year to the next and may be expended as the University may determine.

18. The Council shall cause to be kept proper books of records of all accounts of income, expenditure and assets of the University and the preparation of financial reports on quarterly, annually or any other period in accordance with the provisions of Public Finance Management Act, 2012 and the International Public Sector Accounting Standards.

19. The University shall within three months from the end of each financial year submit to the Kenya National Audit Office the accounts of the University in accordance with section 47 of the Act and provisions of the Public Financial Management Act, 2012.

20. In accordance with the Act, the financial year of the University shall be the period of twelve months ending on the thirtieth day of June in each year.

21. The University accounts shall be audited and reported upon in accordance with the provisions of the Public Audit Act 2015, the Public Finance Management Act 2012, the Constitution of Kenya and any other relevant legislation.

Statute XXXIII: Miscellaneous

1. The Council may, on its own motion or through a proposal from the Senate, amend, add to, or alter these Statutes or Regulations made pursuant to these Statutes as it deems fit from time to time, provided that the amendments shall not be inconsistent with the provisions of any written law.

2. The Council may, and where required by the Act and the Charter, issue such guidelines and directions as it considers appropriate to regulate the affairs of the University.

3. Any Statutes in existence immediately before the effective date hereby stand revoked.

4. Any rules, regulations, order, notification, policies and other administrative actions made or issued immediately before the effective date shall remain in force as long as they are not inconsistent with these Statutes, subject to being brought into conformity within a period not exceeding six months from the effective date.

5. All pending disciplinary matters immediately before the effective date shall be determined as if they were commenced and conducted in accordance with these Statutes and in compliance with the Charter and the relevant law.

6. All instruments issued under the repealed Statutes and in force immediately before the effective date shall be deemed to have been issued under these Statutes.

7. Any existing office or position changed under these statutes shall be brought into conformity with these statutes within a period not exceeding two years from the effective date except where a holder of such position or office are on other terms of employment, such officer shall remain in office as per their terms and conditions of service.

8. Where there is a conflict in the interpretation of these Statutes, the interpretation given thereof by the Council shall prevail.

9. Where there is a conflict between these Statutes and any other written law, the provisions of the written law shall apply to the extent of the inconsistency.
10. Subject to the provisions of section 23(2) of the Act, these Statutes and any subsequent amendments or review thereto shall be published in the Kenya Gazette.
Annexure: 1

A DIRECTORATES UNDER THE OFFICE OF THE VICE-CHANCELLOR

1. There shall be established a Directorate of Quality Assurance and Standards.

(a) The Directorate shall be headed by a Director who shall be appointed by the Vice-Chancellor from amongst the academic staff in the University after a competitive recruitment process.

(b) A person shall qualify for appointment as a Director of Quality Assurance if the person is a holder of Doctor of Philosophy and has a minimum of three years’ experience in quality assurance and standards.

(c) The Director shall be responsible for quality and assurance matters in the University.

(d) The Director shall be responsible to the Vice-Chancellor.

(e) A person appointed as a Director for Quality Assurance and Standards shall hold office for a term of four years and shall be eligible for re-appointment for one further term.

(f) The Director of Quality Assurance and Standards shall have the following functions—

i. ensuring that set performance standards and indicators in all aspects of University functions are appropriate and relevant;

ii. monitoring and implementing quality assurance activities in all units in accordance with the set standards;

iii. providing advice and guidance to implementation units on the execution of quality assurance activities;

iv. co-ordinating internal evaluation of quality assurance systems;

v. analysing quality assurance reports and identifying issues arising from them for the attention of the University Management Board at all academic and administrative levels;

vi. coordinating all professional accreditation activities and external evaluation activities of the University and its academic programmes;

vii. monitoring the implementation of recommendations of internal and external evaluations;

viii. analysing topical quality assurance matters in higher education, arising from debates and practices in the regional and global contexts, and updating the University community and Management Board accordingly;

ix. updating the Vice-Chancellor on the operations of the Laikipia University quality assurance system and on the overall quality status of the University;

x. linking Laikipia University with the Commission for University Education and other relevant agencies in quality assurance matters;

xi. coordinating the award of certificates of international standard as set by the International Organization for Standardization;
xii. monitoring the maintenance of the awarded certificates of international standard in the University as set by the International Organization for Standardization; and

xiii. undertaking such other responsibility that may be assigned or delegated by the Vice-Chancellor.

(g) The office of the Director of Quality Assurance and Standards shall become vacant if the holder—
   i. dies in office;
   ii. resigns from office by notice in writing addressed to the Vice-Chancellor; and
   iii. is removed from office by the Vice-Chancellor on reasonable grounds.

2. There shall be established a Directorate of Resource Mobilization and Investments.

   (a) The Directorate shall be headed by a Director who shall be outsourced or appointed by the Vice-Chancellor from amongst the University staff after a competitive recruitment process.

   (b) A person shall qualify for appointment as a Director of Resource Mobilization and Investments if the person holds a minimum of a Master's Degree in a relevant field with at least three years' experience in resource mobilization or equivalent position.

   (c) The Director shall hold office for a term of four years and shall be eligible for re-appointment for one further term.

   (d) The Director shall be responsible to the Vice-Chancellor.

   (e) The Director of Resource Mobilization and Investment shall have the following functions—
      i. developing, implementing and monitoring fundraising strategies;
      ii. engaging county and national governments, companies, trusts, partners, donors, banks and foundations within Kenya and abroad to raise funds;
      iii. coordinating University endowment fund;
      iv. ensuring preparation of periodic updates and reports on the Directorate to the Vice-Chancellor and partners as need be;
      v. assisting in the preparation of project proposals for corporate and other funding agencies;
      vi. organising fundraising events for partnership building between implementers and potential partners;
      vii. managing and optimising returns from Income Generating Units;
      viii. identifying, recommending and implementing means to grow the Endowment Fund;
      ix. identifying, recommending and implementing means to attract funds through strategic collaborations, linkages, partnerships and networks;
x. coordinating capacity building for raising funds through research, innovation projects and consultancies; and

xi. undertaking such other responsibilities that may be delegated or assigned by the Vice-Chancellor.

(f) The office of the Director of Resource Mobilization and Investment shall become vacant if the holder—

i. dies;

ii. resigns from office by notice in writing addressed to the Vice-Chancellor; and

iii. is removed by the Vice-Chancellor on reasonable grounds, except where the Director was outsourced, in which case the Director of Resource Mobilization and Investment shall be entitled to notice or pay in lieu of notice as provided for in the terms of employment.

3. There shall be established a Directorate of Corporate Affairs.

(a) The Directorate shall be headed by a Director who shall be appointed by the Vice-Chancellor from amongst the University staff after a competitive recruitment process.

(b) A person qualifies to be appointed as a Director of Corporate Affairs if the person holds a minimum of a Master's degree in Communications or Marketing or any other relevant field.

(c) The Director shall hold office for a term of four years and shall be eligible for re-appointment for one further term.

(d) The Director shall be responsible to the Vice-Chancellor.

(e) The Director of Corporate Affairs shall have the following functions—

i. developing and implementing strategies to ensure maintenance of the University's corporate image;

ii. ensuring participation and coverage of the University in relevant exhibitions and marketing activities;

iii. undertaking market analysis and research to identify trends and opportunities for the furtherance of the mission of the University;

iv. issuing press releases, arrange interviews, and compile press kits;

v. being responsible for marketing of the University and its products;

vi. coordinating Trade Fairs and Exhibitions and the participation of the University in such activities;

vii. developing and maintaining a University newsletter, web and social media presence;

viii. coordinating resolution of public complaints and access to information in the University; and

ix. undertaking such other responsibilities that may be assigned or delegated by the Vice-Chancellor.
(f) The office of the Director of Corporate affairs shall become vacant if the holder—
   i. dies in office;
   ii. resigns from office by notice in writing addressed to the Vice-Chancellor; and
   iii. is removed from office by the Vice-Chancellor on reasonable grounds.

B DIRECTORATES UNDER THE OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC, RESEARCH AND STUDENT AFFAIRS)

1. There shall be established a Directorate of Research, Innovation and Consultancy.
   a. The Directorate shall be headed by a Director who shall be appointed by the Vice-Chancellor from amongst the academic staff in the University after a competitive recruitment process.
   b. A person qualifies to be appointed a Director of Research, Innovation and Consultancy if the person holds at least a Doctor of Philosophy Degree with proven work record in research, innovation and consultancy.
   c. The Director shall hold office for a term of four years and shall be eligible for re-appointment for one further term.
   d. The Director shall be responsible to the Deputy Vice-Chancellor (Academic, Research and Student Affairs).
   e. The Director of Research, Innovation and Consultancy shall have the following functions—
      i. developing and reviewing a research policy and operational procedures which shall assist in setting out research priorities;
      ii. facilitating funding for research;
      iii. facilitating community outreach with the neighbouring communities;
      iv. providing and creating a conducive research environment for producing quality proposals, research outputs, benefit sharing, and adherence to ethical practices in research;
      v. ensuring transparency and accountability in the conduct of all research activity;
      vi. establishing research priorities and agenda;
      vii. providing capacity building and monitoring of research projects;
      viii. organising seminars and conferences at the University for dissemination of research findings;
      ix. coordinating research, innovation and consultancy services in collaboration with other departments;
      x. strengthening capacity in research and innovation; and
      xi. undertaking such other responsibilities that may be assigned or delegated by the Deputy Vice-Chancellor (Academic, Research and Student Affairs).
f. The office of the Director of Research, Innovation and Consultancy shall become vacant if the holder—
   i. dies in office;
   ii. resigns from office by notice in writing addressed to the Vice-Chancellor; and
   iii. is removed from office by the Vice-Chancellor on reasonable grounds.

2. There shall be established a Directorate of TVET, Careers Placement and Alumni.
   a. The Directorate shall be headed by a Director who shall be appointed by the Vice-Chancellor from amongst the academic staff in the University after a competitive recruitment process.
   b. A person shall be eligible for appointment as a Director of TVET, Careers Placement and Alumni if the person holds at least a Doctor of Philosophy with proven knowledge in career placement, alumni and endowment matters.
   c. The Director shall hold office for a term of four years and shall be eligible for re-appointment for one further term.
   d. The Director shall be responsible to the Deputy Vice-Chancellor (Academic, Research and Student Affairs).
   e. The Director of TVET, Careers Placement and Alumni shall be responsible for—
      i. co-ordinating the TVET functionality in the University;
      ii. linking students with employment industry;
      iii. engaging in recruitment of high school students who wish to join the University;
      iv. co-ordinating career guidance for students in the University;
      v. maintaining and updating the Alumni Association roll;
      vi. co-ordinating University engagement with Alumni Association;
      vii. creating and maintaining network with the corporate world; and
      viii. undertaking such other responsibility that may be assigned by the Deputy Vice-Chancellor (Academic, Research and Student Affairs).
   f. The office the Director of TVET, Careers Placement and Alumni shall become vacant if the holder—
      i. dies in office;
      ii. resigns from office by notice in writing addressed to the Vice-Chancellor; and
      iii. removed from office by the Vice-Chancellor on reasonable grounds.

3. There shall be established a Directorate of External Linkages.
a. The Directorate shall be headed by a Director who shall be appointed by the Vice-Chancellor from amongst the academic staff of the University after a competitive recruitment process.

b. A person qualifies to be appointed a Director of External Linkages if the person holds a Doctor of Philosophy with proven knowledge in external linkages matters.

c. The Director shall hold office for a term of four years and shall be eligible for re-appointment for one further term.

d. The Director shall be responsible to the Deputy Vice-Chancellor (Academic, Research and Student Affairs).

e. The Director of External Linkages shall have the following functions—
   i. developing strategies and policy for linkages and collaborations with institutions and industry;
   ii. coordinating University engagement with external clients, partners and stakeholders;
   iii. developing agreements with regional and international institutions of higher learning, and the corporate world in areas of strategic benefit;
   iv. nurturing regional and international academic and administrative research linkages and consultancies;
   v. expanding the University’s academic and customer driven programmes to have a global perspective;
   vi. facilitating student and School, Institute or Campus exchange programmes regionally and internationally; and
   vii. undertaking such other responsibility that may be assigned or delegated by the Deputy Vice-Chancellor (Academic, Research and Student Affairs).

f. The office of a Director of External Linkages shall become vacant if the holder—
   i. dies in office;
   ii. resigns from office by notice in writing addressed to the Vice-Chancellor; and
   iii. is removed from office by the Vice-Chancellor on reasonable grounds.

4. There shall be established a Directorate of Human Rights and Gender Affairs.

a. The Directorate shall be headed by a Director who shall be appointed by the Vice-Chancellor from amongst academic staff of the University.

b. A person qualifies to be appointed a Director of Human Rights and Gender Affairs if the person holds a Doctor of Philosophy with proven record in gender or human rights affairs.

c. The Director shall hold office for a term of four years and shall be eligible for re-appointment for one further term.

d. The Director shall be responsible to the Deputy Vice-Chancellor (Academic, Research and Student Affairs).
e. The Directorate shall have the department of Human Rights and the department of Gender Affairs each headed by a coordinator.

f. The Director of Human Rights and Gender Affairs shall have the following functions—
   i. coordinating outreach programmes on gender;
   ii. developing programmes and training on gender issues;
   iii. coordinating gender initiatives;
   iv. mainstreaming gender in the University;
   v. undertaking and coordinating human rights in the University;
   vi. advising the University on statutory requirements on gender; and
   vii. undertaking such other responsibility that may be assigned or delegated by the Deputy Vice-Chancellor (Academic, Research and Student Affairs).

g. The office of the Director of Human Rights and Gender Affairs shall become vacant if the holder—
   i. dies in office;
   ii. resigns from office by notice in writing addressed to the Vice-Chancellor; and
   iii. is removed from office by the Vice-Chancellor on reasonable grounds.

5. There shall be established a Directorate of Examination and Time Tabling.
   a. The directorate shall be headed by a Director who shall be appointed by the Vice-Chancellor from amongst academic staff of the University after a competitive recruitment process.
   b. A person qualifies to be appointed a Director of Examination and Time Tabling if the person is holder of a Doctor of Philosophy with proven knowledge on academic matters.
   c. The Director of Examination and Time Tabling shall hold office for a term of four years and shall be eligible for re-appointment for one further term.
   d. The Director of Examination and Time Tabling shall be responsible to the Deputy Vice-Chancellor (Academic, Research and Students' Affairs).
   e. The Director of Examination and Time Tabling shall have the following functions—
      i. preparing master timetable for teaching and examination;
      ii. co-ordinating the administration of University examinations;
      iii. co-ordinating internal and external examination moderation;
      iv. overseeing the processing of examinations from setting to the declaration of results;
      v. co-ordinating the marking centre and ensuring security of examinations; and
vi. undertaking such other responsibility that may be assigned or delegated by the Deputy Vice-Chancellor (Academic, Research and Student Affairs).

f. The office of the Director of Examination and Time Tabling shall become vacant if the holder—
   i. dies in office;
   ii. resigns from office by notice in writing addressed to the Vice-Chancellor; and
   iii. is removed from office by the Vice-Chancellor on reasonable.

C DIRECTORATES UNDER THE OFFICE OF THE DEPUTY VICE-CHANCELLOR (ADMINISTRATION, FINANCE AND PLANNING)

1. There shall be established a Directorate of Planning and Performance Management.
   a. The Directorate shall be headed by a Director who shall be appointed by the Vice-Chancellor from amongst the University staff after a Competitive recruitment process.
   b. A person shall qualify for appointment as a Director of Planning and Performance Management if the person holds a Master's Degree in Business Administration or Economics or their equivalent, with three years' experience in Planning and Performance Contracting.
   c. A person appointed as the Director of Planning and Performance Management shall hold office for a term of four years and shall be eligible for re-appointment for one further term.
   d. The Director of Planning and Performance Management shall be responsible to the Deputy Vice-Chancellor (Administration, Finance and Planning).
   e. The Director of Planning and Performance Management shall have the following functions—
      i. developing and regularly reviewing performance management framework as aligned to the national performance management guideline and appraisal system which shall include but not limited to performance management, indicators, targets, standards and weights;
      ii. co-ordinating the drafting of the University Council performance targets and weights for performance indicators;
      iii. co-ordinating implementation of performance contracting and annual work plans;
      iv. co-ordinating the mainstreaming of the performance contracting system including preparation of reports in the University;
      v. compiling and coordinating the announcement of performance evaluation results;
      vi. co-ordinating environmental management activities in the University;
      vii. co-ordinating the development or reviewing of the University Strategic and Master Plans;
viii. preparing bi-annual rolling plans for the University's Strategic and Master Plans;
ix. co-ordinating activities that promote National Cohesion and National Values mainstreaming in the University;
x. undertaking and coordinating disability mainstreaming in the University; and
xi. undertaking such other responsibility that may be assigned or delegated by the Deputy Vice-Chancellor (Administration, Finance and Planning).

f. The office of the Director of Planning and Performance Management shall become vacant if the holder—
   i. dies;
   ii. resigns from office by notice in writing addressed to the Vice-Chancellor; and
   iii. is removed from office by the Vice-Chancellor on reasonable grounds.

2. There shall be a Directorate of Information, Communication and Technology.
   a. The Directorate shall be headed by a Director who shall be appointed by the Vice-Chancellor from amongst the University staff after a competitive recruitment process.
   b. A person qualifies to be appointed as a Director of Information, Communication and Technology if the person holds a minimum qualification of a Master's Degree in Computer Science or Information Technology or a related qualification, with three years' experience in Information, Communication and Technology.
   c. The Director of Information, Communication and Technology shall be responsible to the Deputy Vice-Chancellor (Administration, Finance and Planning) in the functions of his office.
   d. A person appointed as a Director of Information, Communication and Technology shall hold office for a term of four years and shall be eligible for re-appointment for one further term.
   e. The Director shall have the following functions—
      i. developing SMART metrics for hardware, software, and storage;
      ii. ensuring strategic capacity planning of the directorate;
      iii. managing the Information and Communication Technology Department including directly supervising staff;
      iv. communicating with technology team and other departments as the collaboration requires;
      v. Develop business requirements for Information and Technology;
      vi. coordinating Information Technology activities to ensure data availability and network services with as little downtime as necessary;
      vii. overseeing departmental finances including budgeting and forecasting;
viii. implementing Information and Communication Technology policies;
ix. identifying security vulnerabilities and eliminate them with strategic solutions that increase data security;
x. directing and supporting the implementation of new software and hardware;
xi. identifying and recommending new technology solutions; and
xii. preparing periodic reports on the overall status of the Directorate to the Deputy Vice-Chancellor (Administration, Finance and Planning).

f. The office of the Director of Information, Communication and Technology shall become vacant if the holder—
i. dies in office;
ii. resigns from office by notice in writing addressed to the Vice-Chancellor; and
iii. is removed from office by the Vice-Chancellor on reasonable grounds.

Dated the 30th June, 2021.

KEN NYAUNDI,
Chairperson, Laikipia University Council.