

THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

(A Constituent College of JKUAT)

STATUTES

Revised Edition, 2011



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STATUTES

In exercise of the powers conferred under Paragraph 23 of The Order, August 2007, the Council of the University College hereby makes the following Statutes.

These Statutes shall be cited as The Statutes, November 2010.

STATUTE I

DEFINITIONS

In these Statutes, unless the context otherwise requires:

Academic Board means the Academic Board of the University College;

Academic Year means a period of study consisting of two semesters, not necessarily consecutive, and any other additional period of study or research as may be prescribed in the regulations for a particular programme of study;

Centre means research, teaching, production or any other purposes which may be constituted by the Council as being constituted within the University College;

Chairman means the person appointed by the Principal to be the head of an academic Department

Chancellor means the Chancellor of the University;

Convocation means the Convocation of the University College;

Council means the Council of the University College established under Section 11 of the Order;


Dean of Students means the person appointed by the Council to be the Dean of Students of the University College;

Department means a Department which, for administrative purposes has been designated by the Council as being constituted within a particular Faculty, Institute or School;

Deputy Principal means the Deputy Principal appointed by the Council of the University College;

Director/Dean means the person appointed by the Council or the Faculty Board Members to be a Director/Dean of the University College;

Division means an organizational compartment charged with the full responsibility for co-ordinating particular University College functions so as to achieve a strategic objective of the University College;



Faculty means a Faculty of the University College established under the Statutes;

Financial year means the financial year of the University College as provided for under section 18 of the Order;

Graduate means a person upon whom degree or other academic qualification has been conferred by the University College;

Incapacity means inability to perform functions of the office concerned;

Institute means an Institute of the University College established by these Statutes;

Lecturer means a member of the staff of the University College who is, in terms of appointment, a Professor, an Associate Professor, Senior Lecturer, Assistant Lecturer/Tutorial Fellow or Teaching Assistant, or a person who holds any other teaching post which the Council has recognized as a post having academic status in the University College;

Librarian means the person appointed to be the Librarian of the University College;

Management Board means the Management Board of the University College;

Minister means the Minister for the time being responsible for Technical and Vocational Education and Training;

Order means the Mombasa Polytechnic University College Legal Notice No. 160 of 23 August 2007;

Principal means the Principal of the University College;

Professor means a full Professor of the University College;

Registrar means the Registrar appointed by the Council;

School means a School of the University College established under these Statutes;


Semester means a period of study consisting of sixteen weeks or its equivalent in contact hours, or as may be prescribed by the Academic Board and/or Senate;

Senate means the Senate of the University;

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

Statutes means Statutes of the University College made pursuant to the University College Order 2007;

Student means a person registered by the University College during a current academic year of study for a first or higher Degree, Diploma or Certificate or such other qualification or course of the University College as may be approved by the University College Academic Board as qualifying a person for the status of a student;



Students Organization/Union means an Association of the students recognized by the Council as being an Organization representative of the students of the University College;

TIVET means Technical, Industrial, Vocational and Entrepreneurship Training;

University means the Jomo Kenyatta University of Agriculture & Technology established under Section 3 of the Jomo Kenyatta University of Agriculture & Technology Act;

University College means the Mombasa Polytechnic University College established under Section 3 of the Order;

Vice-Chancellor means the Vice-Chancellor of the University appointed under Section 12 of the University Act;

Other terms in these Statutes shall be defined in accordance with the Order, herein after referred to as the Legal Order No. 160 of 2007.

In these Statutes, the words and expressions implying masculine gender include the feminine gender as well.

STATUTE II

MEMBERS OF THE UNIVERSITY COLLEGE


1. The members of the University College shall be as defined in Part III Section 7 of the Order.
2. The Council shall, on the recommendation of the Academic Board, have the power to declare such other persons, members of the University College as it may deem fit.
3. Membership of the University College shall terminate when a person designated as a member ceases to hold any of the offices or status designated under Section 7 of the Order.

STATUTE III

OFFICERS OF THE UNIVERSITY COLLEGE

The Principle officers of the University College shall be:


- (i) The Chancellor;
- (ii) The Vice – Chancellor;
- (iii) The Chairman of the University College Council
- (iv) The Vice – Chairman of the University College Council

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- (v) The Members of the Council;
 - (vi) The Principal;
 - (vii) The Deputy Principals;
 - (viii) The Registrars;
 - (ix) The Finance Officer;
 - (x) The Librarian;
 - (xi) The Legal Officer;
 - (xii) The Internal Auditor;
 - (xiii) The Dean of Students;
 - xiv. The Deans of Faculties and Directors of Institutes/ Schools/ Centres/Units;
 - xv. The Chairmen of Departments;
 - xvi. The Medical Officer;
 - xvii. The Members of Academic Board; and
 - xviii. Such other members of staff of the University College or any other body formally admitted into association determine.

STATUTE IV

THE CHANCELLOR

1. The Chancellor of the University shall be the Chancellor of the University College appointed in accordance with Section II of the University Act.
2. The Chancellor may arrange for a visitation to the University College for the purpose of carrying out an inspection, an inquiry or any other purpose, provided that he may, at his discretion inform the Chairman of the Council and the Principal of his intention to make such a visitation.
3. The Chancellor shall have the powers and functions and shall enjoy such rights and privileges as provided in the Order and these Statutes.
4. Subject to these Statutes, the Chancellor shall preside over the Congregations of the University College and shall, in the name of the University College and in a manner as may be prescribed from time to time, confer degrees and other awards of the University.
5. The Chancellor shall enjoy such other powers and privileges as may be vested onto him by the Council of the University College, from time to time but shall include:
 - (i) The right to determine the method and procedure to regulate a visitation for a particular or general purpose.

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- (ii) The right to determine the method, the content and the venue of his advice to the Council University College on any matters affecting the University College and where appropriate to propose the ways of putting into effect such advice.
 - (iii) The right to take part in any other formal or informal activities of the University College.

STATUTE V


VICE-CHANCELLOR

1. The Vice-Chancellor of the University shall be the Vice-Chancellor of the University College.
2. The Vice-Chancellor shall exercise such powers and enjoy such privileges as conferred under the Order and in these Statutes.

STATUTE VI

THE PRINCIPAL

1. Subject to the provisions of the Order, and these Statutes, the Principal shall be appointed by the Minister on the recommendation of the Council.
2. The Principal shall hold office for a period of five years and upon expiration of that period shall be eligible for re-appointment for one further term of five years.
3. The Principal shall be the Chief Executive of the University College and shall—:
 - (i) Be the Academic and Administrative Head of the University College and, as such, shall be responsible to the Council for maintaining and promoting the efficiency and good order to the University College;
 - (ii) Have overall responsibility of the direction, organization and administration of programmes of the University College;
 - (iii) Have such powers and duties as may be provided by these Statutes.
4. The Principal shall, by virtue of being the overall Academic and Administrative Head of the University College, be the Accounting Officer of the University College.
5. The Principal may assign or delegate any of his duties to a Committee or to a member of the University College staff and may, at his discretion, withdraw any such assignment or delegations at any time.
6. The Principal shall, by virtue of his office, be a member of every Committee appointed by the Council and Management Board, unless otherwise explicitly provided.

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7. The Principal shall be responsible for implementation of policy matters, planning, co-ordination, public relations, security, audit, fund-raising and general development of the University College.
 8. The Principal shall be the Chairman of the University College Management Board, Academic Board and any other University College Committees as provided in these Statutes.
 9. The Principal shall appoint Chairmen of Departments, Directors of School/Centres as provided for in Statute XXI.
 10. The Principal shall be Secretary to the Council and shall have such other powers and duties as may be conferred upon him by the Council in accordance with The University College Order 2007.
 11. The Principal may resign from office by giving six months notice in writing addressed to the Council Chairman, or paying to the University College an equivalent of six months' basic salary in lieu of notice, or the Council may terminate his services as Principal by giving six months' notice in writing, or paying to him an equivalent of six months' basic salary in lieu of notice.

STATUTE VII

THE DEPUTY PRINCIPAL (ACADEMIC AFFAIRS)


1. Subject to the provision of the Order and these Statutes, the conditions of appointment of the Deputy Principal (Academic Affairs) shall be as set out in the Terms of Service and as may be amended by the Council from time to time.
2. The Deputy Principal (Academic Affairs) shall hold office for a period of five years and upon expiration of that period shall be eligible for re-appointment for one further term of five years.
3. The Deputy Principal (Academic Affairs) shall be the Head of the Academic Division of the University College which has the following responsibilities:
 - (i) Students' affairs which include admissions, registration and records.
 - (ii) Teaching which includes planning for academic programmes, preparation of syllabuses and their regulations, timetables, examinations, certificates and transcripts and graduation, library services, laboratories and training workshops and students' attachment and training of Academic staff.
 - (iii) Academic support services which include library services, co-ordination of the allocation of resources for academic purpose and safety in teaching areas.
 - (iv) Research, innovation, and extension programmes to include planning, mobilisation of resources for research and extension and appraising research proposals.
 - (v) Academic programmes and Staff Appraisals.

4. The Deputy Principal (Academic Affairs) shall be in-charge of the Academic Affairs of the University College.
5. The Deputy Principal (Academic Affairs) shall provide Secretariat to the Academic Board and its Committees. The Committees of Academic Board are:
 - (i) Deans Committee.
 - (ii) Students Disciplinary Committee.
 - (iii) Library Committee.
 - (iv) Industrial Training and Linkages Committee.
 - (v) Students Welfare, Bursaries and Scholarships Committee.
 - (vi) Research, Innovation and Extension Committee.
 - (vii) Staff Development Committee.
 - (viii) Catering and Accommodation Services Committee.
 - (ix) Marketing, Exhibition and Corporate Communication Committee.
6. The Deputy Principal (Academic Affairs) shall provide the Secretariat for the Honorary Degrees Committee of the Council.
7. The Deputy Principal (Academic Affairs) shall be responsible for the allocation of academic facilities e.g. buildings, rooms and offices in the University College as well as the formulation of the rules governing their allocation and utilisation.
8. The Deputy Principal (Academic Affairs) shall have such other duties as may be assigned or delegated to him by the Principal in accordance with these Statutes.
9. The Deputy Principal (Academic Affairs) may resign from office by giving six months notice in writing addressed to the Chairman of Council, or paying to the University College an equivalent of six months' basic salary in lieu of notice. The Council may terminate his services as Deputy Principal (Academic Affairs) by giving him six months' notice in writing or paying him an equivalent of six month's basic salary in lieu of notice.

STATUTE VIII

THE DEPUTY PRINCIPAL (ADMINISTRATION, FINANCE AND PLANNING)


1. Subject to the provision of the Order and these Statutes, the conditions of appointment of the Deputy Principal (Administration, Finance and Planning) shall be as set out in the Terms of Service and as may be amended by the Council from time to time.
2. The Deputy Principal (Administration, Finance and Planning) shall hold office for a period of five years and upon expiration of that period shall be eligible for re-appointment for one further term of five years.
3. The Deputy Principal (Administration, Finance and Planning) shall be in charge of the Administration, Finance and Planning Division of the University College whose

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- responsibilities shall include staff recruitment and training, promotions and discipline, personnel administration, financial administration, health care services, registry administration, legal matters, transport and central services.
4. The Deputy Principal (Administration, Finance and Planning) shall provide Secretariat for the following Committees of the Academic Board:
 - (i) Occupational Health, Recreation, Environmental and Safety Committee.
 - (ii) Planning and Development Committee.
 - (iii) Information Technology and Communication Services (ITCS) Committee.
 - (iv) Budget Committee.
 - (v) Enterprises Committee.
 5. The Deputy Principal (Administration, Finance and Planning) shall have such other duties as may be assigned or delegated to him by the Principal in accordance with these Statutes.
 6. The Deputy Principal (Administration, Finance and Planning) may resign from office by giving six months notice in writing addressed to the Council, or paying to the University College an equivalent of six months' basic salary in lieu of notice. The Council may terminate his services as Deputy Principal (Administration, Finance and Planning) by giving six months' notice in writing, or paying him an equivalent of six months' basic salary in lieu of notice.

STATUTE IX

THE REGISTRAR (ACADEMIC AFFAIRS)

1. Subject to these Statutes, the Council shall appoint a Registrar (Academic Affairs) upon such terms and conditions as may be determined by the Council from time to time.
2. The Registrar (Academic Affairs) shall hold office for a period of five years and upon expiration of that period shall be eligible for re-appointment for one further term of five years.
3. The Registrar (Academic Affairs) shall coordinate academic matters in the University College namely: Admissions, curriculum design, development and implementation, examinations, academic ceremonies, student welfare and implementation of academic policy as well as rules and regulations of the University College.
4. The Registrar (Academic Affairs) shall perform duties as may be assigned or delegated by the Deputy Principal (Academic Affairs) in accordance with these Statutes
5. The Registrar (Academic Affairs) shall be the Secretary to the Academic Board.
6. The Registrar (Academic Affairs) may resign the office by giving three months' notice in writing addressed to the Chairman of Council, or paying to the University College an equivalent of three months' basic salary in lieu of notice. The Chairman of the Council may,



on recommendation of the Council, terminate his services as the Registrar (Academic Affairs) by giving him three months' notice in writing or paying him an equivalent of three months' basic salary in lieu of notice.

STATUTE X


THE REGISTRAR (ADMINISTRATION AND PLANNING)

1. Subject to these Statutes, the Council shall appoint a Registrar (Administration and Planning) upon such terms and conditions as may be determined by the Council from time to time.
2. The Registrar (Administration and Planning) shall hold office for a period of five years and upon expiration of that period shall be eligible for re-appointment for one further term of five years.
3. The Registrar (Administration and Planning) shall perform duties as may be assigned or delegated by the Deputy Principal (Administration, Finance and Planning) in accordance with these Statutes.
4. The Registrar (Administration and Planning) shall be the Secretary to the Management Board.
5. The Registrar (Administration and Planning) may resign the office by giving three months' notice in writing addressed to the Chairman of the Council, or paying to the University College an equivalent of three months' basic salary in lieu of notice. The Chairman of the Council may, on the recommendation of the Council, terminate his services as the Registrar (Administration and Planning) by giving him three months' notice in writing, or paying him an equivalent of three months' basic salary in lieu of notice.

STATUTE XI

THE DEAN OF STUDENTS

1. There shall be a Dean of students who shall be the head of the University College student services department.
2. The Dean shall be appointed by the Council on the advice of the Principal from among full time members of the Academic staff for a term of two years.
3. The Dean of the Students shall report to the Deputy Principal (Academic Affairs).
4. The Dean of Students shall be responsible for the co-ordination of students' activities and welfare and, in this connection, shall also co-ordinate the work of the counsellors, wardens, sports and games, health, students' work study programme and entertainment services.

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5. The Dean of students shall be responsible for the coordination of student accommodation within and without the University College.
 6. The Dean of Students shall be the Returning Officer for the Student's Union elections.
 7. The Dean of Students shall guide and encourage the students to form and develop professional and social clubs and societies and shall, in that regard, provide the necessary administrative support to such clubs and societies.
 8. The Dean of Students shall provide guidance to the Student's Union.
 9. The Dean of students shall be a signatory and oversee the management of the Students' Union Fund Account(s).

STATUTE XII

THE FINANCE OFFICER

1. Subject to the Order and these Statutes, the Council shall appoint a Finance Officer who shall hold office upon such terms and conditions of service as may be determined by the Council from time to time.
2. The Finance Officer shall be incharge of all financial matters of the University College.
3. The Finance Officer shall perform such other duties as may be assigned or delegated to him by the Deputy Principal (Administration, Finance and Planning) in the discharge of the functions of his office.
4. The Finance Officer may resign the office by giving three months' notice in writing addressed to the Council, or paying to the University College an equivalent of three months' basic salary in lieu of notice. The Chairman may, on the recommendation of the Council, terminate his services as the Finance Officer by giving three months' notice in writing or paying to him an equivalent of three months' basic salary in lieu of notice.

STATUTE XIII

THE LIBRARIAN

1. Subject to these Statutes, the Council shall appoint a Librarian upon such terms and conditions of service as may be determined by the Council from time to time.
2. The Librarian shall be responsible to the Deputy Principal (Academic Affairs) for the development, management, organization, operation and utilization of University College Library Services.

3. The Librarian shall be responsible for the development and administration of Library User Education programme to all students.
4. Subject to the Order and these Statutes, the Librarian shall, in the course of collection, development, organization and operation of the Library, advise the Faculties, Institutes, Schools and Centres of the University College on appropriate steps to take to ensure that all courses of study approved by the University College Academic Board are well catered for in terms of books and other resource materials and equipment and shall, in addition, thereto strive to develop the library into a viable repository of Kenyan and other materials of scholarly value.
5. The Librarian shall be a member of the Academic Board.
6. The Librarian shall perform such duties as may be assigned or delegated to him by the Deputy Principal (Academic Affairs) in accordance with these Statutes.
7. The Librarian may resign the office by giving three months' notice in writing addressed to the Council, or paying to the University College an equivalent of three months' basic salary in lieu of notice. The Chairman may, on the recommendation of the Council, terminate his services as the librarian by giving three months' notice in writing or paying him an equivalent of three months' basic salary in lieu of notice.

STATUTE XIV

MEDICAL OFFICER

1. Subject to the Order and these Statutes, the Council shall appoint a Medical Officer who shall hold office upon such terms and conditions of service as may be determined by the Council from time to time.
2. The Medical Officer shall be incharge of health care services and all other related matters within the University College and shall report to the Dean of students.
3. The Medical Officer shall perform such other duties as may be assigned or delegated to him by the Deputy Principal (Administration, Finance and Planning) in the discharge of the functions of his office.
4. The Medical Officer may resign the office by giving three months' notice in writing addressed to the Council, or paying to the University College an equivalent of three months, basic salary in lieu of notice. The Chairman of the Council may, on the recommendation of the Council, terminate his services as the Medical Officer by giving three months' notice in writing or paying him an equivalent of three months' basic salary in lieu of notice.



STATUTE XV


LEGAL OFFICER

1. Subject to the Order and these Statutes, the Council shall appoint a Legal Officer who shall hold office upon such terms and conditions of service as may be determined by the Council from time to time.
2. The Legal Officer shall be incharge of all legal matters of the University College.
3. The Legal Officer shall perform such duties as may be assigned or delegated to him by the Principal in the discharge of the functions of his office.
4. The Legal Officer may resign the office by giving three months' notice in writing addressed to the Council, or paying to the University College an equivalent of three months' basic salary in lieu of notice. The Chairman of the Council may, on recommendation of the Council, terminate his services as the Legal Officer by giving three months' notice in writing, or paying him an equivalent of three months' basic salary in lieu of notice.

STATUTE XVI

DIRECTOR OF INFORMATION TECHNOLOGY AND COMMUNICATION SERVICES

1. There shall be a Director (ITCS) who shall be the head of University College Information Technology and Communication Services (ITCS).
2. The Director (ITCS) shall be appointed by the Principal on behalf of the University College Council from among senior full time members of the Academic staff for a term of two years and shall be eligible for reappointment for a further term of two years.
3. The Director (ITCS) shall have the following responsibilities:
 - (i) To co-ordinate University College ITCS services.
 - (ii) To ensure that all ITCS structures, processes and activities are aligned to corporate ITCS policies and objectives.
 - (iii) Supervision of staff in the Directorate.
 - (iv) To ensure implementation of the University College ITCS Policy and Strategy.
 - (v) To serve as Secretary to the University College ITCS Committee of the Academic Board.
 - (vi) To oversee the development, maintenance, repair and updating of ITCS infrastructure.
 - (vii) To advise the University College Management on ITCS matters.
 - (viii) To prepare and present the ITCS budget to the ITCS Committee.
 - (ix) To liaise with other institutions in sharing of professional good practice.

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- (x) To ensure ITCS staff members are regularly updated on current technologies through training.
 - (xi) To conduct the training of ITCS personnel and users to ensure optimal utilization of ITCS resources.
 - (xii) To oversee both in-house and outsourced ITCS projects.

The Director (ITCS) shall perform such other duties as may be delegated or assigned to him by the Principal.

STATUTE XVII

DIRECTOR INSTITUTE OF RESEARCH INNOVATION AND EXTENSION (IRIE)

1. There shall be a Director (IRIE) who shall be the head of University College Research Innovation and Extension (IRIE).
2. The Director (IRIE) shall be appointed by the Principal on behalf of the University College Council from among senior full time members of the Academic staff for a term of two years and shall be eligible for reappointment for a further term of two years.
3. The Director (IRIE) shall have the following responsibilities:
 - (i) To co-ordinate University College IRIE services.
 - (ii) To ensure that all IRIE structures, processes and activities are aligned to corporate IRIE policies and objectives.
 - (iii) Supervision of staff in the Directorate.
 - (iv) To ensure implementation of the University College IRIE Policy and Strategy
 - (v) To serve as Secretary to the University College IRIE Committee of the Academic Board.
 - (vi) To oversee the development, maintenance, repair and updating of IRIE infrastructure.
 - (vii) To advise the University College Management on IRIE matters.
 - (viii) To prepare and present the IRIE budget to the IRIE Committee.
 - (ix) To liaise with other institutions in sharing of professional good practise.
 - (x) To ensure IRIE staff members are regularly updated on current technologies through training.
 - (xi) To conduct the training of IRIE personnel and users to ensure optimal utilization of IRIE resources.
 - (xii) To oversee both in house and outsourced IRIE projects.

The Director (IRIE) shall perform such other duties as may be delegated or assigned to him by the Deputy Principal (Academic Affairs).



STATUTE XVIII

MANAGING DIRECTOR ENTERPRISE UNIT (MDEU)

1. There shall be a Managing Director (Enterprise) who shall be the head of University College Enterprises Unit.
2. The Managing Director (Enterprise) shall be appointed by the Council on behalf of the University College from within and without the University College for a term of three years and shall be eligible for reappointment for a further term of three years.
3. The Managing Director (Enterprise) shall have the following responsibilities:
 - (i) To co-ordinate University College Enterprise services.
 - (ii) Supervision of staff in the Enterprise Unit.
 - (iii) To ensure implementation of the University College Enterprise Unit Policy and Strategy.
 - (iv) To serve as Secretary to the Enterprise Committee.
 - (v) To advise the University College Management on Enterprise matters.
 - (vi) Prepare and present the Enterprise Unit budget to the Enterprise Committee.
 - (vii) To oversee both in house and out sourced Enterprise Unit projects.

The Managing Director (Enterprise) shall perform such other duties as may be delegated or assigned to him by the Deputy Principal (AFP).

STATUTE XIX

DIRECTOR MARKETING, EXHIBITION AND CORPORATE COMMUNICATION (MECC)

1. There shall be a Director (MECC) who shall be the head of Marketing, Exhibition and Corporate Communication.
2. The Director (MECC) shall be appointed by the Principal on behalf of the University College Council from within University College for a term of two years and shall be eligible for reappointment for a further term of two years.
3. The Director (MECC) shall have the following responsibilities:
 - (i) To co-ordinate all marketing, exhibition and corporate communication activities in the University College.
 - (ii) To ensure smooth running of all activities of the MECC directorate.
 - (iii) To ensure implementation of the University College Marketing and Exhibition Policy and Strategy.
 - (iv) To serve as Secretary to the Marketing, Exhibition and Corporate Communication Committee.


- (v) To advise the University College Management on Marketing, Exhibition and Corporate Communication matters.
- (vi) To prepare and present the budget to the Marketing, Exhibition and Corporate Communication Committee.


The Director (Marketing, Exhibition and Corporate Communication) shall perform such other duties as may be delegated or assigned to him by the Deputy Principal (Academic Affairs).

STATUTE XX

THE COUNCIL

1. There shall be a Council constituted in accordance to Section II (1) of the Order.
2. In the performance of its functions, the Council shall, subject to the Order, make new or additional Regulations, and alter, amend or revoke existing Statutes generally for the governance, control and administration of the University College.
3. Pursuant to the provisions of the Order and without deviation from the generality of its authority as provided in the Order, the Council shall have the following powers and duties:
 - (i) To make Statutes in accordance with the Order for any purpose in respect of which Statutes may be made, provided that no Statutes shall be made until the Academic Board has had an opportunity of deliberating on the matters thereon.
 - (ii) To acquire and provide land, furniture and equipment including specialised scientific equipment, vehicles and machinery and other means and facilities required for carrying out the work of the University College in accordance with the Order.
 - (iii) Subject to the Order and these Statutes, to determine the method of recruitment, appointment and promotion of all staff of the University College.
 - (iv) To make the appointments authorised by the Order and these Statutes and to determine the terms and conditions of service for all staff of the University College.
 - (v) To provide for the welfare of every person in the employment of the University College, including former employees of the University College on pension or similar arrangements, spouse, widow/widower and dependants of such persons including the payment of money, pension or other funds for the benefit of such persons.
 - (vi) With the recommendation of the Academic Board, to establish, confirm, abolish or hold in suspense any Professorship, Lecturership or other academic posts.
 - (vii) To approve estimates of expenditure required to carry out the work of the University College and to provide the requisite monies in furtherance of the approved expenditure.
 - (viii) To provide, control and regulate the finances of the University College as provided in the Order and Statutes.


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- (ix) To control, manage and regulate accounts, investments, property and all the business affairs of the University College and, for that purpose, appoint bankers, auditors, lawyers or any agents as the Council may deem necessary from time to time.
 - (x) To promote and to make financial provisions and facilities for research within the University College.
 - (xi) To determine, after considering the recommendations of the Academic Board, all fees payable to the University College.
 - (xii) To invest any money belonging to the University College including any unapplied income, in such of stocks, funds, fully paid shares or securities as the Council may, from time to time, deem fit in accordance with the general law for the investment of trust money or in the purchase of freehold or lease hold properties, including rents and subject to the Order with the powers of varying such investments from time to time by sale or reinvestment or otherwise.
 - (xiii) Subject to Section 4(i) (k) of the Order, to sell, buy, exchange, lease, tenant or take on lease moveable and immoveable property on behalf of the University College.
 - xiv. To borrow money on behalf of the University College and, for that purpose and subject to the Order, to mortgage or charge all or any part of the property unless the conditions of the property so held provide otherwise, and to give such other security whether upon moveable and immoveable property or otherwise as the Council may deem fit.
 - xv. To enter into, vary, carry out or terminate contract on behalf of the University College.
 - xvi. To select a seal, arms and mace for the University College and to have the sole custody and use of the seal.
 - xvii. On the recommendation of the Academic Board, to provide by Statutes for the creation of new Divisions, Faculties, Schools, Institutes, Departments, Centres or other bodies of learning, research and production in the University College, whether formed by the sub-division of any one or more than one of any such new body or otherwise, and for the abolition from time to time of any such body, and to approve the establishment, abolition or sub-division of any such body however so described from time to time.
 - xviii. To institute, on the recommendation of the Academic Board (subject, where appropriate, to any conditions acceptable to the Council which might be made by the donors) Fellowships, Scholarships, Exhibitions, Bursaries, Prizes and other aids to study and research.
 - xix. To determine the terms and conditions upon which Internal and External Examiners shall be appointed by Academic Board.
 - xx. To take into consideration and, if Council deem it proper so to do, give effect to reports from the Management Board on those matters upon which the Management Board is authorized or required by these Statutes to make reports.

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- xxi. Subject to the Order, these Statutes and any other written law to exercise powers of removal from office and other disciplinary control over the academic staff, the senior administrative staff and all other staff in the University College. In the case of the academic and senior administrative staff this power shall be exercised for the reasons, on the grounds and in the manner pursuant to the procedures set out in the Statutes which procedures shall include the following rights for the member of staff:
 - (a) To appear and be heard by Council or any person or body to whom the Council has delegated this function.
 - (b) To appeal to the full Council.
 - xxii. The Council may empower any such Committees to order jointly with any Committees appointed by the Academic Board, provided that the Council shall ratify such decisions in the next full Council meeting.
 - 4. Subject to the Order and these Statutes, the Council may refer any financial matters affecting the academic policy of the University College to the Academic Board for advice.
 - 5. Subject to the Order and these Statutes, the Council shall determine the method and conditions of appointment and promotion, terms of service and remuneration of all staff of the University College.
 - 6. Subject to the Order and these Statutes, the Council shall authorise, control and/or harmonize the establishment, and abolition of Faculties, Schools, Institutes, Departments and Centres.
 - 7. Subject to the Order and these Statutes, the Council shall authorise and/or control the establishment and abolition of academic, library, administrative, technical, secretarial and all other posts necessary for the proper functioning of the University College.
 - 8. The Council shall control the appointment of any other persons working for the University College, pay honoraria, fees and other remuneration as the Council may determine from time to time, including members of the Committees established under these Statutes.

Meetings and Committees of the Council

- 9. Unless the Council otherwise determines, a meeting of the Council shall be held at least four times in each calendar year at such a place and time as the Chairman may determine.
- 10. At all meetings of the Council, a quorum shall be the nearest whole number above half the membership of the Council.
- 11. Decisions of the Council shall be by a simple majority vote of those present and voting, provided that the Chairman of the Council shall have a casting vote in case of a tie of votes.
- 12. The Chairman may at any time call a meeting of the Council and shall call a meeting within twenty eight (28) days of receiving a request for that purpose addressed to him and signed by at least a third of the membership of the Council.



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13. The Chairman, or in his absence, the Vice-Chairman, shall preside at all meetings of the Council. In the absence of the Chairman and the Vice-Chairman, the members present and forming a quorum shall elect one person from among themselves to chair the meeting.
 14. The Council may, at the discretion of the Chairman, transact any business by the circulation of papers; and decision so taken shall be submitted for ratification at the next meeting of the Council.
 15. Where the Council has delegated to a Committee the functions of financial nature, such Committee shall not in turn delegate such functions to its Chairman, any member or particular members of the Committee without the written approval of the Council.
 16. Council may establish such other Committees with the membership and with such terms of reference as it may deem fit. The following are the Council Committees for the time being and their membership and terms of reference are appended as Schedule I of these Statutes:
 - (i) Executive Committee.
 - (ii) Finance and General Purposes Committee.
 - (iii) Human Resource Management Committee.
 - (iv) Staff Appointment Committee.
 - (v) Appraisal and Promotion Committee.
 - (vi) Staff Disciplinary Committees.
 - (vii) Audit Committee.
 - (viii) Statutes Committee.
 - (ix) Physical Planning, Building and Development Committee.
 - (x) Sealing Committee.
 17. The Council shall nominate the Chairman of each Council Committee provided that, in the absence of the Chairman of any Committee, the members present and constituting a quorum may elect one person from among themselves to chair that meeting.
 20. The Chairman of the Council shall be an ex-officio member of every Committee of the Council.
 21. Unless the Council otherwise determines, a quorum of any Committee of the Council shall be the nearest whole number above half the membership of the Committee.
 22. The Council shall cause minutes of its proceedings to be kept by the officer designated for that purpose and such minutes shall be confirmed, subject to any necessary amendment, at a subsequent meeting.
 23. The Principal shall be the Secretary to the Council and custodian of the minutes, resolutions and other documents.
 24. Subject to the provisions of the Order and these Statutes, the Council shall have power to regulate, by such means as it may deem fit, its own procedure of meetings and that of any of its Committees.



STATUTE XXI

THE MANAGEMENT BOARD

1. There shall be a Management Board of the University College which shall consist of:
 - (i) Principal – Chairman;
 - (ii) Deputy Principals;
 - (iii) Registrars;
 - (iv) Registrar, Administration and Planning – Secretary;
 - (v) Deans of Faculties;
 - (vi) Directors of Institutes/Schools/Centres/Units;
 - (vii) Such other members of Senior Management, as the Council may determine in accordance with the Statutes;
2. The Management Board shall assist the Principal in the day to day management of the University College and shall, in this respect be responsible for:
 - (i) The efficient management of the human, physical, and financial resources of the University College;
 - (ii) Making proposals to the Council and the Academic Board on policies that have application across the entire institution;
 - (iii) The coordination of the University College Strategic and Development Plans;
 - (iv) Any other matters related to the management of the University College.

STATUTE XXII

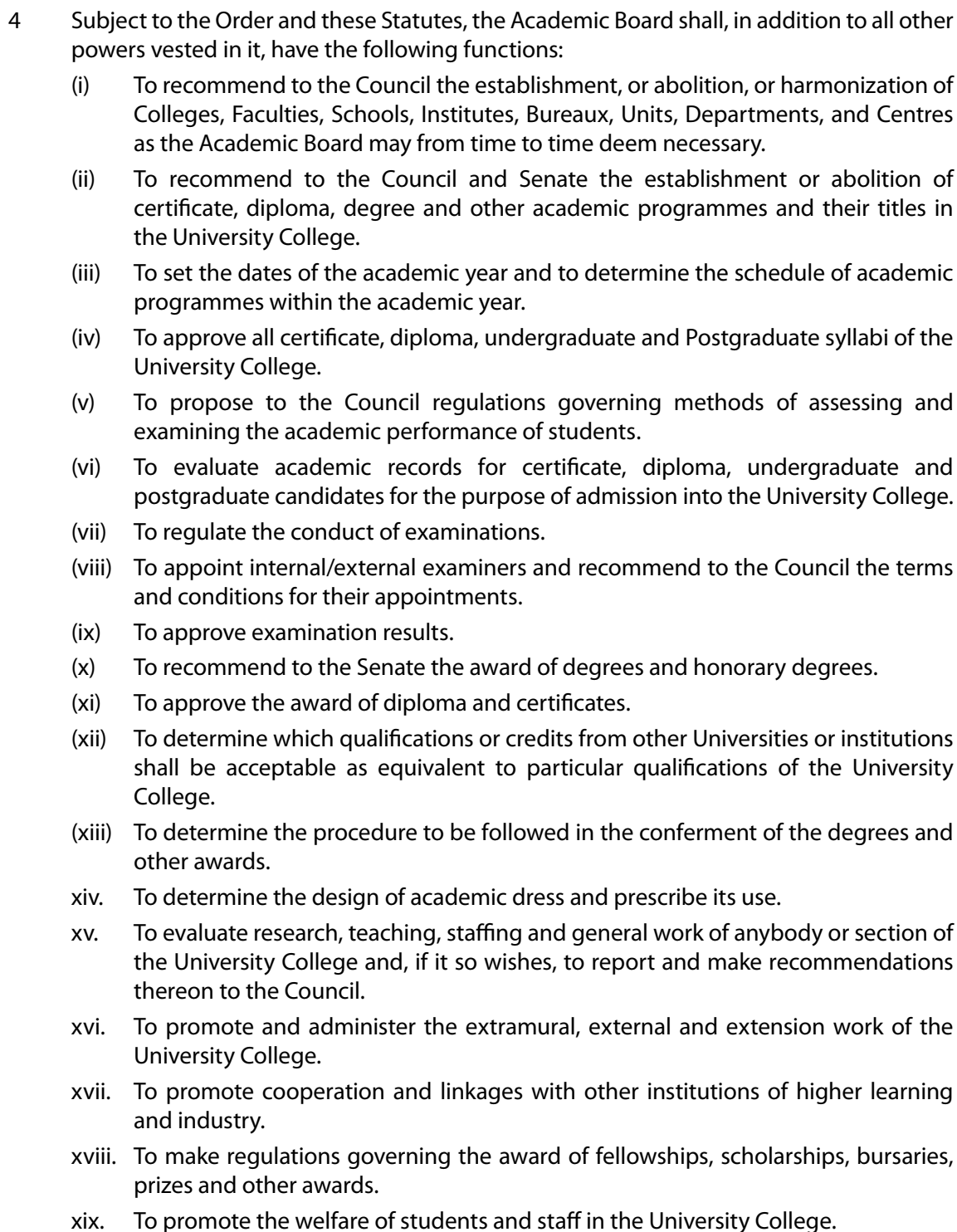
THE ACADEMIC BOARD


Membership:

1. The membership of the Academic Board shall be as prescribed in Section 14 (1) of the Order.


Powers and duties of the Academic Board:


2. The powers and duties of the Academic Board shall be as prescribed in Section 14 (3) of the Order and in these Statutes.
3. The Academic Board shall exercise full responsibility over the academic work of the University College and shall, subject to the Order and these Statutes, take appropriate measures to promote the academic work of the University College both in teaching and research and for the regulation and superintendence of the education and discipline of the students of the University College.

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- 4 Subject to the Order and these Statutes, the Academic Board shall, in addition to all other powers vested in it, have the following functions:
- (i) To recommend to the Council the establishment, or abolition, or harmonization of Colleges, Faculties, Schools, Institutes, Bureaux, Units, Departments, and Centres as the Academic Board may from time to time deem necessary.
 - (ii) To recommend to the Council and Senate the establishment or abolition of certificate, diploma, degree and other academic programmes and their titles in the University College.
 - (iii) To set the dates of the academic year and to determine the schedule of academic programmes within the academic year.
 - (iv) To approve all certificate, diploma, undergraduate and Postgraduate syllabi of the University College.
 - (v) To propose to the Council regulations governing methods of assessing and examining the academic performance of students.
 - (vi) To evaluate academic records for certificate, diploma, undergraduate and postgraduate candidates for the purpose of admission into the University College.
 - (vii) To regulate the conduct of examinations.
 - (viii) To appoint internal/external examiners and recommend to the Council the terms and conditions for their appointments.
 - (ix) To approve examination results.
 - (x) To recommend to the Senate the award of degrees and honorary degrees.
 - (xi) To approve the award of diploma and certificates.
 - (xii) To determine which qualifications or credits from other Universities or institutions shall be acceptable as equivalent to particular qualifications of the University College.
 - (xiii) To determine the procedure to be followed in the conferment of the degrees and other awards.
 - xiv. To determine the design of academic dress and prescribe its use.
 - xv. To evaluate research, teaching, staffing and general work of anybody or section of the University College and, if it so wishes, to report and make recommendations thereon to the Council.
 - xvi. To promote and administer the extramural, external and extension work of the University College.
 - xvii. To promote cooperation and linkages with other institutions of higher learning and industry.
 - xviii. To make regulations governing the award of fellowships, scholarships, bursaries, prizes and other awards.
 - xix. To promote the welfare of students and staff in the University College.

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- xx. To propose regulations and procedures for the discipline of students and make recommendations thereof to the Council.
 - xxi. To require any student to withdraw from the University College on academic grounds.
 - xxii. To receive records and reports of proceedings of various Boards of Faculties, Institutes, Schools, Centres and to consider their recommendations and make appropriate decision.
 - xxiii. To propose to the Council the mode of consultation for the appointment of Principal, Directors of schools, Institutes and Centres and Chairmen of Departments.
 - xxiv. To recommend to the Council appropriate criteria for appointment and promotion of all academic staff of the University College.
 - xxv. To recommend, for the review of the Statutes, to the Statutes Committee.
 - xxvi. To prepare estimates of expenditure required to carry out the academic work of the University College and to submit them to the Council for approval.
 - xxvii. To determine general policy matters relating to the library, laboratory facilities, teaching aids, workshops and such other academic services which are in its view necessary for the furtherance of the academic objectives of the University College.
- 5 The Academic Board shall exercise such other powers as may be conferred to the Academic Board by the Order, by these Statutes or by the regulations and to do such other acts as the Council shall authorise.
 - 6 The Academic Board, in consultation with the Senate may, for good cause, withdraw from persons any degrees or other distinctions or titles conferred on them, and revoke any diplomas or certificates granted to them by the University College and withdraw all privileges connected therewith.

Meetings of the Academic Board

- 7 Unless the Academic Board otherwise determines, ordinary meetings of the Academic Board shall be held at least once a semester at such time and place as the Chairman of the Academic Board may determine.
 - 8 The Chairman of the Academic Board may at any time call an extra-ordinary meeting of the Academic Board; and must call a meeting within ten (10) days of receiving a request for that purpose addressed to him in writing and signed by not less than one third of the members of the Academic Board.
 - 9 All matters of detail concerning staff appointment, promotion, discipline and other personal affairs of academic and other staff of the University College and matters affecting the admission and academic assessment of students whether in general or in any particular case, shall be discussed only at special meetings of Academic Board.
 - 10 The quorum for the Academic Board meetings shall be the nearest whole number above half the membership of the Academic Board.
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- 11 The Principal, or in his absence, the Deputy Principal (Academic Affairs) shall preside over all meetings of the Academic Board and, in the event of the absence of both the Principal and the Deputy Principal (Academic Affairs), the members present and constituting a quorum shall appoint one among themselves to chair the meeting.
 - 12 The Registrar (Academic Affairs) shall be the Secretary to the Academic Board.
 - 13 The Chairman of the Academic Board shall have a casting vote in case of a tie of votes whether or not he has voted on the matter.

Academic Board Committees


14. Academic Board may establish such Committees with membership and with such terms of reference as it may deem fit. The following are Academic Board Committees for the time being, and their membership and terms of reference are appended as schedule I of these Statutes;
 - (i) Deans Committee.
 - (ii) Students Disciplinary Committee.
 - (iii) Library Committee.
 - (iv) Industrial Training, Linkages and Marketing Committee.
 - (v) Students Welfare, Scholarships and Bursaries Committee.
 - (vi) Research, Innovation and Extensions Committee.
 - (vii) Staff Development Committee.
 - (viii) Catering & Accommodation Services.
 - (ix) Marketing, Exhibition and Corporate Communication Committee.
 - (x) Occupational Health, Recreation, Environment and Safety Committee.
 - (xi) Planning and Development Committee.
 - (xii) Information Technology and Communication Services Committee.
 - (xiii) Budget Committee.
 - xiv. Enterprise Committee.
15. Membership of these Committees and their Terms of Reference are attached as a Schedule to these Statutes.

STATUTE XXIII

COMMITTEES

Appointment of Committees

1. The Council, Boards of Faculties, Institutes, Schools, the Departments and Alumni Association may, respectively, appoint such and so many standing, special, ad-hoc or



advisory Committees as may to them seem fit, and any such Committee may include students and persons who are not members of the body appointing the Committee. The powers and duties of any Committee shall be such as the body appointing it may from time to time direct and shall include the power to appoint Sub-Committees as it deems fit.

2. The body appointing a Committee may make rules of procedure for the Committee, but subject thereto every Committee may determine its own procedure, time and place of meeting.
3. The bodies appointing a Joint Committee may make rules of procedure for the Committee, but subject thereto every Committee may determine its own procedure, time and place of meeting.

Proceedings

1. The Council, the Senate, Boards of Faculties and Alumni Association, respectively, may from time to time make standing orders for governing their respective proceedings, subject to the provisions of the Order and the Statutes.
2. Unless otherwise provided by the Order, these Statutes and Regulations when any matter or question is put to a vote, it shall be determined by the majority of the members of the body concerned present and voting on the matter or question, and in case of equality of votes, the Chairman or other presiding officer shall have a casting vote whether or not he has voted before on the matter in question.
3. Unless otherwise provided by the Order or the Statutes, the quorum for all Committees of the Council, the Senate and Boards of Faculties, Institutes and Schools or Departments and their Committees shall be the nearest whole number above half of the total membership of any of these bodies.

Powers of Delegation

1. Subject to the provisions of the Order, and these Regulations, the Council, the Senate, Boards of Faculties, Institutes and Schools, Departments and Alumni Association may, subject to such conditions as they may deem fit to impose, delegate any of the powers or duties conferred or imposed under or by virtue of the Order and these Statutes to their respective chairmen or any others of their members or to any body comprising such member or members and such other persons as they may respectively appoint.
2. Subject to the Order or the Statutes, any such delegation shall be revocable at will and shall not preclude the person or body making the delegation from exercising any of the powers or duties conferred upon or imposed under or by virtue of the Order, or the Statutes.
3. Council shall not delegate its powers to alter, amend, add to or revoke any of the provisions of these Statutes.



STATUTE XXIV


FACULTIES, INSTITUTES AND SCHOOLS

1. There shall be Faculties, Institutes and Schools and such other Units within the University College, as the Council may determine from time to time.
2. Each Faculty, Institute and School shall consist of such bodies as the Council may from time to time determine, and may include a representative of the Advisory Panels for each Department within each Faculty, Institute or School.
3. Each teaching Department shall be regarded, for administrative purposes, as being a constituent part of one Faculty, Institute or School but may, in relation to other Faculties, Institutes, Centres or Schools in which such a Department has teaching or other commitments, be regarded as being in association with such Faculty, Institute or School.
4. Faculties, Institutes and Schools shall make recommendations to the Academic Board and the Council with regard to the constituent Departments to be associated with the particular Faculties, Institutes and Schools.
5. Faculties, Institutes and Schools shall, in relation to the matters in Clause 10 of this Statute, be governed by a Board which shall have the following membership:
 - (i) Dean of Faculty or Principal of school or Director of institute.
 - (ii) All Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers and full-time academic staff of equivalent grades in the Associated Departments who are engaged in teaching students within the Faculty, Institute, Centre and School, provided that the academic staff from associated Departments shall not normally be members of a Standing Committee of the Faculty, Institute, Centre and School.
 - (iii) Full-time technologist staff of equivalent grades of Lecturer and above.
 - (iv) Two student representatives elected from among the full-time students of the relevant Faculty, Institute, Centre and School, except that students shall not be entitled to attend deliberations of the Faculty, Institute, Centre and School Board on matters which are considered by the Chairman of the Board to be confidential, or which relate to the general discipline of students, examination results, academic performance of students and other related matters.
 - (v) Part-time teaching members of staff and teaching assistants may attend Faculty, Institute, Centre and School Board meetings, but shall not have voting rights.
 - (vi) The Principal and the Deputy Principal (Academic Affairs) shall be ex-officio members of the Boards of Faculties, Institutes and Schools.
6. The Registrar (Academic Affairs) shall be Secretary to all Faculty, Institute and School Boards.
7. Each Board of Faculty, Institute and School may, at its own discretion, invite other persons to attend its meetings in an advisory capacity; provided that the persons so invited shall not acquire rights of membership to the Board and shall have no voting rights.

8. The quorum of the Boards of Faculties, Institutes and Schools shall be the nearest whole number above half the substantive membership of members of Faculties, Institutes and Schools.
9. The Board of each Faculty, Institute and School shall have the following powers:
 - (i) To consider and make recommendations to the Senate/Academic Board upon all matters relating to syllabuses, teaching, examination, academic planning and formulation of annual and other estimates of expenditure, student progress and research in the subjects of the Faculty.
 - (ii) To recommend to the Academic Board and Senate, persons for appointment as Internal and External Examiners in the Faculties, Institutes and Schools.
 - (iii) To submit proposals to the Senate/ Academic Board for academic development.
 - (iv) To determine the rules governing the procedure to be followed at meetings of respective Boards.
 - (v) To deal with and report on any matters referred to it by the Academic Board.

The Deans of Faculty and Directors of Institutes and Schools

4. There shall be a Dean of each Faculty who shall be the Chairman of the Faculty Board, and who shall also be responsible to the Board for all matters related to the Faculty provided that in the absence of the Dean, the Board shall elect a Chairman from amongst its members present and forming a quorum.
5. The Dean shall be appointed by the Council on the advice of the Principal from among the Lecturers of the Faculty provided that such a person shall be eligible for appointment if he/she has served for at least two years in a substantive academic position. Provided also that prior to the recommendation to the Council, the Principal shall consult the Management Board and the members of the Faculty.
6. The Dean shall serve for a term of two years and shall be eligible for re-appointment for a further one term of two years.
7. Any person who has previously served but has already ceased to be Dean shall not be eligible for re-appointment until four complete years have elapsed since he/ she ceased to hold office as Dean.
8. There shall be a Director of each Institute or School who shall be appointed from amongst the existing members of academic staff by the Principal for a period of two years, and shall be eligible for re-appointment for a further period of two years only. Any person who has previously served but has already ceased to be a Director shall not become eligible for re-appointment until four complete years have elapsed since he ceased to be a Director.
9. In the case of an Institute or School having more than one Department, the Director shall be appointed as in the case of a Dean of Faculty as in this Statute.
10. The Dean or Director may at any time call a meeting of the Faculty, Institute or School Board. However, he/she shall call a meeting within ten (10) days upon receiving a request



for that purpose addressed to him and signed by not less than one-third of the substantive members of the Faculty, Institute or School Board.


11. Each Board of Faculty, Institute or School shall hold at least two meetings every semester.

Duties and Functions of Deans of Faculties and Directors of Institutes and Schools

12. Subject to the provision of the Order and these Statutes, the conditions of appointment of the Deans of Faculties and Directors of Institutes and Schools shall be as set out in the Terms of Service and as may be amended by the Council from time to time.
19. The Deans of Faculties and Directors of Schools and Institutes shall be the Administrative and Academic Heads of their respective bodies.
20. The Deans of Faculties and Directors of Institutes and Schools shall be ex-officio members of Departmental Board meetings within their respective bodies.
21. The Deans of Faculties and Directors of Schools and Institutes shall be the Chairmen of all Postgraduate Examination Boards for their respective bodies unless that responsibility is given to a member of the Faculty, School or Institute.
22. The Deans of Faculties and Directors of Institutes and Schools, shall from time to time, give advice to their respective bodies on matters concerning the development of the respective bodies.

Chairmen of Departments

23. There shall be a Chairman of each Department appointed by the Principal on behalf of the University College Council, from among the full-time members of the academic staff of the Department.
24. Before appointing a Departmental Chairman, the Principal shall:
 - (i) Consult and take note of the views of members of the academic staff in the Department about the appointment.
 - (ii) Consult and take note of the views of the Management Board.
25. The Chairman of a Department shall hold office for a period of up to two years and shall be eligible for re-appointment for a further two year period only.
26. After consultation with the Deputy Principal (Academic Affairs), the Dean of the Faculty and the Chairman concerned, the Principal may terminate the appointment of a Chairman of a Department.
27. The Chairman of a Department may resign his appointment as such by giving the Principal one months' notice in writing.
28. Where the Chairman of a Department is unable, either by reason of his absence from the University College or for any other reasons, to carry out his functions as Chairman, the Principal may, subject to the provisions of Section 2 of these Statutes, appoint an acting Chairman of the Department for such period and under such conditions as he may




determine, provided that the period of appointment does not exceed the balance of the period of office of the substantive Chairman.

Duties and powers of Departmental Chairmen

29. In addition to teaching, research and other duties and responsibilities, the Chairman of Department shall:
- (i) Serve as Chairman of Departmental Board meetings.
 - (ii) Represent the Department on the appropriate University Committees and other bodies as required.
 - (iii) At all times, use his best endeavor to ensure that proper and acceptable standards of teaching and research are maintained in the Department
 - (iv) Make recommendations with respect to probation, advancement and promotion of academic staff within the Department provided that:
 - (a) In so doing, the Chairman shall consult full-time academic members of the Department.
 - (b) If the Chairman is himself a candidate for promotion, the appropriate recommendations shall be made by the Dean of the relevant Faculty after consultation with full-time academic members of the Department.
 - (v) Serve as Executive Officer of the Department in the implementation of Departmental policy as determined by the Departmental Board and other University authorities and be responsible for the day-to-day administration of the Department.

Departmental Board

30. There shall be a Departmental Board for each Department which shall consist of:
- (i) The Chairman of the Department.
 - (ii) All full-time members of the academic staff of the Department.
 - (iii) Honorary and visiting lecturers in the Department.
 - (iv) Technologists of equivalent grades of lecturer and above.
 - (v) At least one elected representative of technical staff in the Department provided that the so elected staff shall not be entitled to attend deliberations on issues concerning matters considered by the Chairman to be confidential.
 - (vi) Two students in the Department, elected annually by the students from among themselves, provided that the students so elected shall not be entitled to attend deliberations on matters concerning examinations and other matters considered by the Chairman to be confidential.
31. The Principal, the Deputy Principal (Academic Affairs) and the Faculty Dean shall be entitled to attend Departmental Board meetings in an ex-officio capacity.
32. From time to time, the Chairman of the Department, after consultation with members



of the Departmental Board, may invite other persons to attend Departmental Board meetings provided such persons have no voting rights.

33. Each Departmental Board shall meet at least twice every semester and shall maintain a proper system of Agenda and Minutes for such meetings. Copies of confirmed Minutes shall be sent to the Principal, the Deputy Principal (Academic Affairs) and the Dean of Faculty by the Chairman of Department.

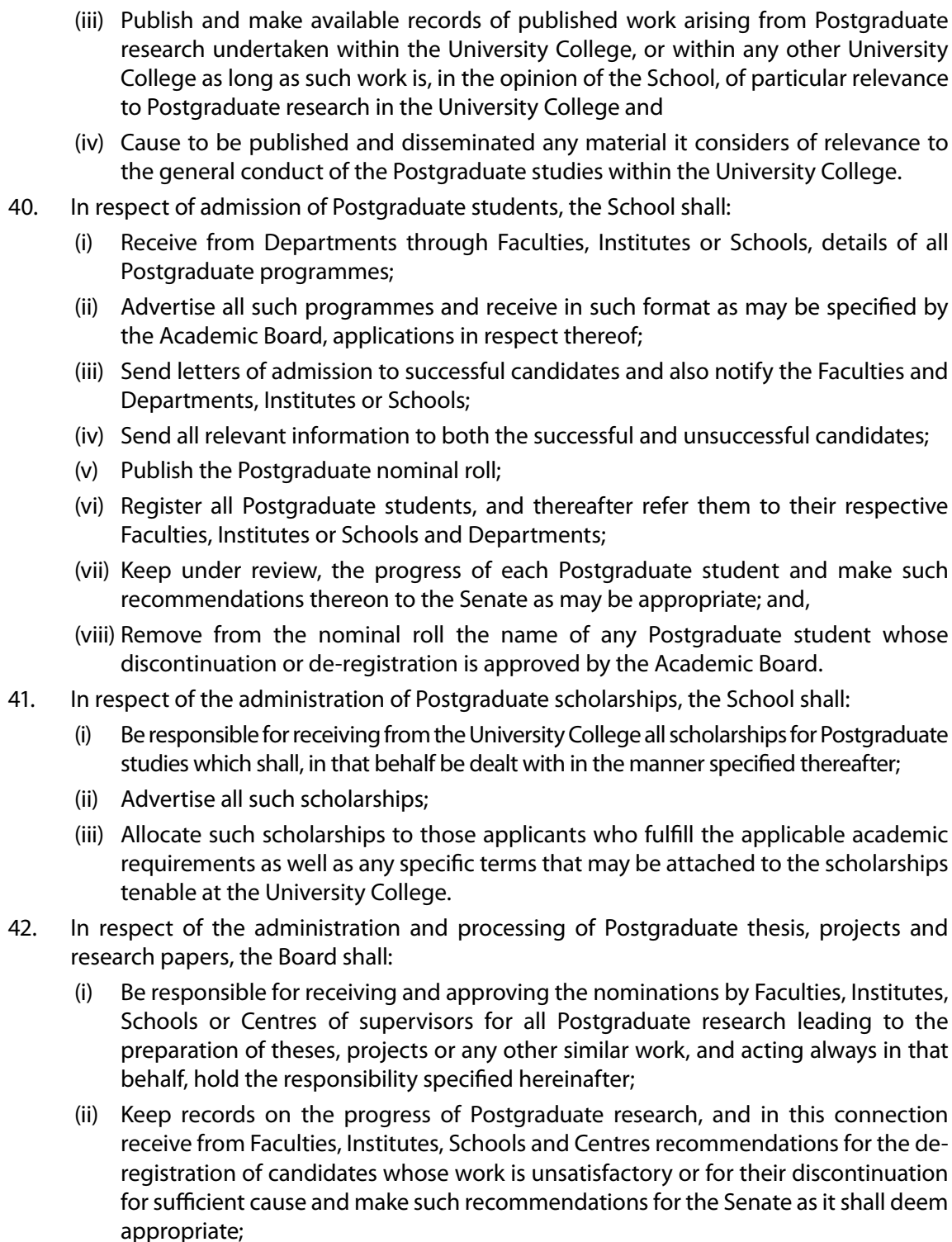
Duties and Powers of the Departmental Boards


34. Subject to the provisions of the Order and these Statutes, the authority of the Academic Board and/or the Senate, and such other regulations as the Faculty of which the Department forms a part may make, the Departmental Board:
- (i) Shall arrange for, conduct and control the teaching and instruction of students within the Department and the setting and marking of examination papers in accordance with regulations approved by Academic Board, the General academic policy agreed upon by the Faculty Board and the approved administrative procedures of the University College;
 - (ii) Shall make recommendations to the Faculty Board for the establishment of new programmes and the amendment of existing regulations and syllabuses relating to studies within the Department;
 - (iii) May delegate functions and responsibilities to individuals or groups of individuals within the Department;
 - (iv) Shall exercise such other powers as may be conferred upon it by the Faculty Board, the Academic Board or the Principal;
 - (v) May provide consultancy services on matters concerning the subject assigned to the Department within the limitation of its capabilities and subject to the general University Policy on Consultancy Services;
 - (vi) Shall formulate the development plan and make recommendations in respect of annual and other estimates of expenditure in the Department Budget Committee;
 - (vii) Shall suggest a preliminary short-list of candidates for appointment to academic and technical posts within the Department, taking into account the need to maintain strict confidentiality in handling applications, and shall forward such short-lists to the relevant Faculty Short-Listing Committee for consideration;
 - (viii) Shall recommend candidates for Staff Development Programmes to the University College Staff Training Committee, through the relevant Faculty training Committee;
 - (ix) Shall formulate general guidelines on pure and applied research and suggest means of funding research programmes in the Department;
 - (x) Shall submit recommendations to the Academic Board and/or Senate, through the Faculty, in respect of the appointment of Internal and External Examiners and any other consultants in the Department;

- (xi) Shall constitute a Departmental Training Committee to oversee the training needs and developments of the TIVET programmes.

Board of Postgraduate Studies

35. There shall be a School of Postgraduate Studies whose membership shall consist of:
 - (i) The Director of the School appointed by the Principal from amongst persons holding the rank of Senior Lecturer or above for a period of two (2) years renewable once only for an equivalent period, who shall serve as Chairman;
 - (ii) The Deans/Directors of Faculties/Institutes/Schools/Centres/Units;
 - (iii) Two representatives of the Academic Board;
 - (iv) The University Registrar (Academic affairs) who shall serve as its Secretary provided that the School may, at its discretion, invite other scholars of the University College to attend its meetings in advisory capacity only and without the right to vote at such meetings.
36. Notwithstanding the provisions of any other regulation, the School shall be answerable to the University College Academic Board in respect of the conduct of Postgraduate studies throughout the University College and shall, in particular, have responsibility over the following matters:
 - (i) The co-ordination of Postgraduate syllabuses and regulations;
 - (ii) The admission of Postgraduate students;
 - (iii) The administration of Postgraduate scholarships;
 - (iv) The administration and processing of Postgraduate theses, projects or research papers;
 - (v) The proper conduct and supervision of the Postgraduate studies programmes;
 - (vi) The general welfare and discipline of Postgraduate students.
37. The School shall carry the status of a Faculty, School, Institute or Centre and shall in that capacity enjoy all the rights, privileges and immunities of and exercise all the powers equivalent to those of Faculty, Institute or School in so far as those rights, privileges, immunities and powers are consistent with the provision of this regulation.
38. The School shall, in respect of each of the matters set out in Clause (2) above, exercise the powers and perform the duties set out in the clauses next following.
39. In respect of the co-ordination of Postgraduate syllabuses and regulations, the School shall:
 - (i) Have primary responsibility of the enforcement of the common regulations for the Postgraduate diplomas, Master's and Doctoral degrees in the Faculties, Institutes, Schools and Centres;
 - (ii) Make available all information related to Postgraduate studies throughout the University College by publishing a prospectus and bibliographies of records of Postgraduate research done or to be done within the University College;

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- (iii) Publish and make available records of published work arising from Postgraduate research undertaken within the University College, or within any other University College as long as such work is, in the opinion of the School, of particular relevance to Postgraduate research in the University College and
- (iv) Cause to be published and disseminated any material it considers of relevance to the general conduct of the Postgraduate studies within the University College.
40. In respect of admission of Postgraduate students, the School shall:
- (i) Receive from Departments through Faculties, Institutes or Schools, details of all Postgraduate programmes;
 - (ii) Advertise all such programmes and receive in such format as may be specified by the Academic Board, applications in respect thereof;
 - (iii) Send letters of admission to successful candidates and also notify the Faculties and Departments, Institutes or Schools;
 - (iv) Send all relevant information to both the successful and unsuccessful candidates;
 - (v) Publish the Postgraduate nominal roll;
 - (vi) Register all Postgraduate students, and thereafter refer them to their respective Faculties, Institutes or Schools and Departments;
 - (vii) Keep under review, the progress of each Postgraduate student and make such recommendations thereon to the Senate as may be appropriate; and,
 - (viii) Remove from the nominal roll the name of any Postgraduate student whose discontinuation or de-registration is approved by the Academic Board.
41. In respect of the administration of Postgraduate scholarships, the School shall:
- (i) Be responsible for receiving from the University College all scholarships for Postgraduate studies which shall, in that behalf be dealt with in the manner specified thereafter;
 - (ii) Advertise all such scholarships;
 - (iii) Allocate such scholarships to those applicants who fulfill the applicable academic requirements as well as any specific terms that may be attached to the scholarships tenable at the University College.
42. In respect of the administration and processing of Postgraduate thesis, projects and research papers, the Board shall:
- (i) Be responsible for receiving and approving the nominations by Faculties, Institutes, Schools or Centres of supervisors for all Postgraduate research leading to the preparation of theses, projects or any other similar work, and acting always in that behalf, hold the responsibility specified hereinafter;
 - (ii) Keep records on the progress of Postgraduate research, and in this connection receive from Faculties, Institutes, Schools and Centres recommendations for the de-registration of candidates whose work is unsatisfactory or for their discontinuation for sufficient cause and make such recommendations for the Senate as it shall deem appropriate;

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- (iii) Process the appointment of Board of Examiners for Postgraduate theses, projects or other related presentations;
 - (iv) Send out invitations to examiners for Postgraduate research presentations, on the recommendation of the relevant Faculties, Institutes or Schools;
 - (v) Cause copies of submitted theses, projects or similar presentations to be forwarded to examiners;
 - (vi) Receive the written assessment of such theses, projects or similar presentation from the examiners;
 - (vii) Convene Board of Examiners meetings in consultation with the Deans of Faculties or Directors of Institutes, Schools or Centres concerned;
 - (viii) Cause secretarial services to be provided for the Boards of Examiners meetings;
 - (ix) Forward recommendations of the Board of Examiners to the Principal for approval on behalf of the Academic Board where the verdict of such Board is unanimous; provided that in the absence of unanimity of the examiners, recommendations shall be deliberated upon by the Board and recommendations thereon made to Senate.

STATUTE XXV


TIVET PROGRAMMES

1. For the time being, Certificate, Diploma, Higher Diploma and Bachelor of Technology programmes shall constitute at least sixty percent (60%) of the training programmes carried out in the University College. This ratio shall be reviewed and approved by the Council from time to time to meet the national needs as per the government policies and TIVET guidelines.
2. The University College shall ensure adequate resources are available to cater for TIVET programmes.
3. In its programmes, the University College shall ensure the upward mobility of TIVET graduates.

STATUTE XXVI

ADVISORY PANELS

1. There shall be Advisory Panels in every teaching Faculty, Institute and School.
2. Members of the Advisory Panels shall be drawn from the relevant industry, professional bodies and institutions.
3. Advisory Panel members shall be appointed by the Council on the recommendation of the Principal and in consultation with the Faculty, Institute or School concerned.

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4. Members of the Advisory Panels shall serve for a term of two years upon whose expiration they shall be eligible for re-appointment for another term of two years.
 5. The rules of procedure of an Advisory Panel meeting shall be made by the Panel.
 6. The Advisory Panels shall be chaired by the Dean or Director of concerned Faculty, Institute or School. The Chairmen of the Departments shall be members of the Advisory Panels and such other members as the Principal may appoint from time to time.
 7. Besides the Dean/Directors and Chairman of the Faculty Board, there shall be at least two (2) and not more than five (5) external Advisory Panel members drawn from the relevant industry, professional bodies and institutions.
 8. Report of the Advisory Panel shall be forwarded to the Principal who shall forward it to the implementing organs for integration of the advice into the University College programmes.

Functions of Advisory Panels

9. The function of Advisory Panels shall be to advise the Faculties, Institutes and Schools on:
 - (i) The organization of courses in a Faculty, Institute, School or Centers of the University College;
 - (ii) The professional examinations for which students in such Faculty, Institute and School or Section should be entered;
 - (iii) The requirements of industry and commerce both as regards the numbers of students and the character of training;
 - (iv) Arrangements for industrial or commercial experience during training; and,
 - (v) Any other matters relating to a Faculty, Institute and School or Section.

STATUTE XXVII

UNIVERSITY COLLEGE ENTRANCE REQUIREMENTS

1. The University College shall endeavour to facilitate mobility of students who have undertaken different recognized programmes of training at different levels.
2. The entrance requirements for Certificate, Diploma, Degree and Postgraduate courses shall be in accordance with the University College Academic Policy Document, Schedule III.
3. The minimum admission requirements shall be as follows:

Pre-Certificate Programmes

- A minimum of D+ (Plus) at the KCSE, or
- Government Trade Test I in relevant area of study and with a minimum of two years of experience, or
- Craft Certificate in relevant area of study and with a minimum of two years of experience.



Certificate Programmes

- A minimum of C – (minus) at the KCSE, or
- Pre-Certificate with a Credit pass in relevant area of study, or
- Pre-Certificate with a Pass in relevant area of study with a minimum of two years of experience, or
- Any other qualifications as approved by Academic Board as equivalent to the above.

Diploma Programmes

- A minimum of C (plain) at the KCSE, or
- Certificate with a Credit pass in relevant area of study, or
- Certificate with a Pass in relevant area of study with a minimum of two years of experience or
- Any other qualifications approved by the Academic Board as equivalent to the above.


Degree Programmes

- A minimum of C+ (plus) at the KCSE, or
 - A Diploma with a Credit pass, or
 - A Diploma with a Pass and with a minimum of two years of experience or
 - Higher Diploma; or
 - Any other qualifications approved by the Academic Board as equivalent to the above requirement.
 - In addition, applicants must meet the specific Faculty requirements.
4. In admission to degree programmes offered by the University College, due regard shall be given to the national development goals of TIVET. Consideration shall also be given to the holders of Diplomas and Higher Diplomas from National Polytechnics and other tertiary institutions recognized by the Academic Board of the University College.

STATUTE XXVIII

COLLEGE FEES

1. Every person wishing to be registered as a student for a Degree, Diploma, Certificate or other award of the University College shall pay to the University College such registration fees and such other fees as the Council may from time to time determine.
2. The University College shall have the right to preclude any student from attending classes, participating in any academic activity or enjoying any other University College



facilities, unless such a student shall have paid to the University College all fees and other dues or provided that the University College shall at its discretion exempt any student from this requirement.

3. The University College shall have the right to stop a student who is a debtor to the University College from registering or sitting for examinations.
4. The University shall have the right to withhold examination results from any student who is a debtor to the University College until such debt is paid in full.
5. The University College shall have the right to withhold the conferment of any Degree and award of any Diploma or Certificate on any person until all outstanding fees and other dues are settled with the University College. The fees and other charges shall be as set out by the Academic Board.
6. The fees shall be as stated in the fee structure as approved by the Council from time to time.

STATUTE XXIX

UNIVERSITY COLLEGE EXAMINATIONS

1. The University College examinations shall be conducted under the control of the Senate/Academic Board.
2. Unless the Senate/Academic Board otherwise determines, there shall be Internal and External Examiners of the University College appointed by the Senate/Academic Board. The Internal Examiners shall prepare examination papers assigned to them. The examiners shall moderate the examination papers and evaluate the examinations.
3. External Examiners shall be appointed from outside the University College for periods and on such terms as the Council, on the recommendation of the Senate/Academic Board, may from time to time determine. The duties of External Examiners shall include quality assurance of University College examinations.
4. There shall be University College Ordinary Examinations, Special Examinations and Supplementary Examinations to be held under such conditions as the Senate/Academic Board may prescribe.
5. In case of re-examination of a candidate who has failed in the ordinary University College examinations, or who is sitting special examinations, an Internal Examiner who has not taught the course being examined shall act as an External Examiner.
6. Every candidate for a University College examination shall pay to the University College in respect of such examination fees as the Council shall prescribe from time to time, and such other fees payable to the University College; two weeks prior to the start of semester examinations.
7. All ordinary University College examinations shall normally be held at the end of the semester in which the courses have been taught.

8. In the event of any alleged examination irregularity involving either a student or member of staff, the same shall be dealt with in accordance to the Regulations governing disciplinary matters.
9. There shall be a Board of Examiners of each teaching Faculty, Institute or School which shall consist of all internal and external examiners appointed by the Academic Board.
10. Publication of all University College examination results shall be the responsibility of the Registrar (Academic Affairs). Any queries regarding the published examination results shall be made to the Registrar (Academic Affairs).

University College Examinations Office

11. The University College shall establish an Examinations Office within the academic division headed by an Examinations Officer.
12. The person appointed to the office shall be of the highest integrity. In this regard, an evaluation of the office and privileges that go with the office shall be reviewed from time to time as the Council may deem it fit.
13. The Examinations Officer shall report to the Registrar (Academic Affairs).
14. The Examinations Officer shall be responsible for the coordination of the University College examinations. Its functions shall include the following:
 - (i) Ensuring implementation of the recommendations of the University College Academic Board/Senate regarding examinations;
 - (ii) Production of examination materials;
 - (iii) Issuing of examination transcripts;
 - (iv) Custody and security of examinations materials;
 - (v) Preparation and custody of examinations records;
 - (vi) Administration of external examinations;

STATUTE XXX

DEGREES OF THE UNIVERSITY COLLEGE

1. The University College shall for the time being offer degrees in the following areas:
 - (i) Applied and Health Sciences
 - (ii) Architecture
 - (iii) Business and Social Studies
 - (iv) Engineering
2. The University College shall also offer Degrees in Technology to be designated as Bachelor of Technology (BTech) to entrants with TIVET qualifications.



STATUTE XXXI

GRANTING OF ACADEMIC CERTIFICATES AND DIPLOMAS

A. Pre-Certificate

1. Except as otherwise provided by these Statutes, a candidate shall be eligible for grant of any Pre-Certificate Academic Award if he/she has undertaken an approved course and satisfied the requirements of the Academic Board in respect of the grant.
2. A student shall be granted a Pre-Certificate award if:
 - (i) He shall have undertaken approved course of study at the University College for the duration as stipulated in the academic policy;
 - (ii) His period of attendance as a student at the University College is not less than the complete period prescribed for the granting of the Pre-Certificate academic award as prescribed in the Academic Policy;
 - (iii) He shall have passed the final examination and such other examinations of the University College as the Academic Board may determine;
 - (iv) He shall have paid such fees to the University College as may be determined by the Council;
 - (v) He shall have complied in other respects with the requirements of the course of study as set out in the Faculty regulations in accordance with the Academic Policy.

B. Certificates


3. Except as otherwise provided by these Statutes, a candidate shall be eligible for grant of any certificate academic award if he has undertaken an approved course and satisfied the requirements of the Academic Board in respect of the grant.
4. A student shall be granted a Certificate award if:
 - (i) He shall have undertaken approved course of study at the University College for a duration as stipulated in the Academic Policy;
 - (ii) His period of attendance as a student at the university is not less than the complete period prescribed for the granting of the certificate academic award as prescribed in the Academic Policy;
 - (iii) He shall have passed the final examination and such other examinations of the University College as the Academic Board may determine;
 - (iv) He shall have paid such fees to the University College as may be determined by the Council;
 - (v) He shall have complied in other respects with the requirements of the course of study as set out in the faculty regulations in accordance with the Academic Policy.

C. Diplomas

- 5 Except as otherwise provided by these Statutes, a candidate shall be eligible for grant of any Diploma academic award if he has undertaken an approved course and satisfied the requirements of the Academic Board in respect of the grant.
- 6 The Academic Board may accept, as part of the attendance of a student of the University College qualifying him for the granting of a Diploma academic award, periods of attendance as a student of another university or institution recognized by the Academic Board for this purpose.
- 7 The Academic Board may accept certificate of proficiency issued in any subject by a University or an institution and exempt such a candidate from the examination of the university in a course or courses in such a subject.
- 8 Notwithstanding Clauses 2 and 3 of this Statute, a student shall be granted a Diploma academic award if:
 - (i) He shall have undertaken approved course of study at the University College for duration as stipulated in the academic policy;
 - (ii) His 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 granting of the Diploma academic award as prescribed in the Academic Policy;
 - (iii) He shall have passed the final examination and such other examinations of the University College as the Academic Board may determine;
 - (iv) He shall have paid such fees to the University College as may be determined by the Council;
 - (v) He shall have complied in other respects with the requirements of the course of study as set out in the faculty regulations in accordance with the Academic Policy.
9. Subject to the provisions of Clause 4 of this Statute, the Academic Board may accept periods of attendance and examination in any subject in any Faculty of the University College, or of any other University recognized by the Academic Board for this purpose, as exempting a candidate from attendance and examination in such a subject.

D. Higher Diplomas

10. Except as otherwise provided by these Statutes, a candidate shall be eligible for grant of any Higher Diploma award if he has undertaken an approved course and satisfied the requirements of the Academic Board in respect of the grant.
11. The Academic Board may accept, as part of the attendance of a student of the University College qualifying him for the granting of a Higher Diploma award, periods of attendance as a student of another university or institution recognized by the Academic Board for this purpose.


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12. The Academic Board may accept certificate of proficiency issued in any subject by a university or an institution, and exempt such a candidate from the examination of the University College in a course or courses in such a subject.
 13. Notwithstanding Clauses 2 and 3 of this Statute, a student shall be granted a Higher Diploma award if:
 - (i) He shall have undertaken approved course of study at the University College for duration as stipulated in the academic policy;
 - (ii) His period of attendance as a student at such a university or institution and at the University College are together not less than the complete period prescribed for the granting of the Higher Diploma award as prescribed in the Academic Policy;
 - (iii) He shall have passed the final examination and such other examinations of the University College as the Academic Board may determine;
 - (iv) He shall have paid such fees to the University College as may be determined by the Council;
 - (v) He shall have complied in other respects with the requirements of the course of study as set out in the Faculty regulations in accordance with the Academic Policy.
 14. Subject to the provisions of Clause 4 of this Statutes the Academic Board may accept periods of attendance and examination in any subject in any Faculty of the University College, or of any other University recognized by the Academic Board for this purpose, as exempting a candidate from attendance and examination in such a subject.

STATUTE XXXII

AWARDING OF DEGREES

A. Bachelor Degree

1. Except as otherwise provided by these Statutes, a candidate shall be eligible for any Academic Award if he has undertaken an approved course and satisfied the requirements of the Senate in respect of the award.
2. The Academic Board may accept, as part of the attendance of a student of the University College qualifying him for an Academic Award, periods of attendance as a student of another university or institution recognized by the Academic Board for this purpose.
3. The Academic Board may accept Certificate of Proficiency issued in any subject by a university or an institution and exempt such a candidate from the examination of the University College in a course or courses in such a subject.
4. Notwithstanding Clauses 2 and 3 of this Statute, a student shall receive an Academic Award if:

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- (i) He shall have undertaken approved course of study at the University College for a duration as stipulated in the academic policy;
 - (ii) His 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 award of the academic award as prescribed in the Academic Policy;
 - (iii) He shall have passed the final examination and such other examinations of the University College as the Academic Board may determine;
 - (iv) He shall have paid such fees to the University College as may be determined by the Council;
 - (v) He shall have complied in other respects with the requirements of the course of study as set out in the Faculty regulations in accordance with the Academic Policy.
5. Subject to the provisions of Clause 4 of this Statute the Academic Board and Senate may accept periods of attendance and examination in any subject in any Faculty of the University College, or of any other University recognized by the Academic Board and Senate for this purpose, as exempting a candidate from attendance and examination in such a subject.

B. Masters Degrees

6. A candidate shall be awarded a Masters Degree in any Faculty if:
- (i) He has been registered for the degree of the university for a period of at least eighteen months;
 - (ii) He has pursued such advanced study or research or both as may be approved by the Senate;
 - (iii) He has performed such other work and complied with such other conditions for the Master's Degree as set out in the common regulations for Master's Degree.

C. Doctor of Philosophy degree

7. A candidate shall be awarded the Degree of Doctor of Philosophy in any Faculty if:
- (i) He has registered for the Degree in the University College for a period of not less than three years as set out in the common regulations for Doctor of Philosophy Degree;
 - (ii) He has pursued the subject of a special study or research or both as may be approved by the Senate;
 - (iii) He has worked under Supervisors approved by the Senate;
 - (iv) He has passed prescribed courses where applicable, and has submitted a thesis which makes a distinct contribution to the knowledge and understanding of the subject, and affords evidence of the exercise of independent critical thinking.



STATUTE XXXIII

AWARDING OF CERTIFICATES AND DIPLOMAS

1. For the purpose of awarding of the University College Certificates and Diplomas, there shall be held from time to time, a meeting of the whole University College which shall be called a Congregation.
2. The Academic Board may award Certificates and Diplomas and other Academic Distinctions upon completion of the relevant course of study or at a congregation.
3. The Congregation shall be constituted of the Chancellor, the Officers of the University College, the Academic Staff, the Alumni Association, the graduands and the Students of the University College.
4. Unless the Academic Board decides otherwise, a Congregation shall be held at least once a year at the University College, and shall be presided over by the Chancellor or, in his absence by the Vice-Chancellor or in the absence of the Vice-Chancellor, by some other person appointed by the Chancellor.
5. The Procedure for the awarding of Certificate and Diploma, the Academic Dress to be worn and all other matters not provided for in this Statutes shall be determined by the Academic Board.
6. The Principal shall declare a Congregation of the University College a meeting convened for the purpose of awarding Certificates and Diplomas and shall pronounce such congregation dissolved at the end of the ceremony.

STATUTE XXXIV

CONFERMENT OF DEGREES


1. For the purpose of conferring Degree Academic Awards of the University, there shall be held from time to time, a meeting of the whole University which shall be called a Congregation.
2. The Senate may award Degrees and other Academic Distinctions upon completion of the relevant course of study or at a Congregation.
3. The Congregation shall be constituted of the Chancellor, the Officers of the University College, the Academic Staff, the Alumni Association, the graduands and the Students of the University College.
4. Unless the Senate decides otherwise, a Congregation shall be held at least once a year at the University College, and shall be presided over by the Chancellor or, in his absence, by the Vice-Chancellor or, in the absence of the Vice-Chancellor, by some other person appointed by the Chancellor.

5. A candidate shall not be conferred the relevant academic award, other than an Honorary Degree, unless the Deputy Principal (Academic affairs) has certified such a candidate as having satisfied all the conditions prescribed for such an award. Such a candidate shall be conferred relevant academic award at a subsequent Congregation, provided that he shall have satisfied all conditions for the conferment of the academic award.
6. The Procedure for the conferment of the awards, the academic dress to be worn and all other matters not provided for in these Statutes shall be determined by the Academic Board.
7. The Vice-Chancellor shall declare a Congregation of the University College a meeting convened for the purpose of conferring academic awards and shall pronounce such Congregation dissolved at the end of the ceremony.

STATUTE XXXV

THE CONVOCATION

1. There shall be the Convocation which shall consist of all persons whose names appear on the Convocation Roll, to be compiled and kept by the Registrar (Academic Affairs) who shall be the Secretary.
2. The following shall be entitled to have their names entered on the Convocation Roll:
 - (i) All persons who become graduates of University College, including honorary graduates;
 - (ii) Former students of Mombasa Institute of Moslem Education (MIOME), Mombasa Technical Institute (MTI), Mombasa Polytechnic and the University College who are holders of Certificates, Diplomas and or Degrees;
 - (iii) Ex-Officio members of the Convocation who shall include the former and the current Principal, Deputy Principals, Vice-Chancellor, Deputy Vice-Chancellors, Members of the Council, Emeritus Professors, Professors, Lecturers, Research Fellows, Librarian, Registrars, Dean of Student Welfare and Finance Officer.
2. The objectives of the Convocation shall be to promote the reputation and well being of the University College, including fund-raising, for the development of the University.
3. Subject to the provisions of these Statutes, the Convocation shall be empowered:
 - (i) To discuss and state its opinion on any matters within the sphere of competence of the University College;
 - (ii) To elect from among its members, an Executive Committee consisting of the Chairman, Treasurer, and any other official as prescribed by the regulations of the Convocation;
 - (iii) To elect one representative to the Council from among its members.

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4. The Convocation Roll shall be conclusive evidence that any person whose name appears therein at the time of claiming to vote as a member of the Convocation is entitled to vote, and that any person whose name does not appear therein is not so entitled.
 5. The names of the graduates of the University College shall be automatically included in the Roll immediately after conferment of the Degree and award of Diplomas and Certificates upon payment of prescribed fees. Such automatic enrolment shall not, however, relieve the new graduates of the duty of registering their addresses with the Secretariat, and keeping it informed of any subsequent changes of address.
 6. It shall be the duty of the Secretariat to take steps for the holding of an Annual General Meeting of the Convocation.
 7. Notice of such meetings shall be given not less than two months before the date of the meeting. Any member desiring to bring forward any business at such a meeting shall forward a statement in writing to the Secretariat setting forth in the form of motions the subject or subjects proposed for consideration thereat. Such motions must be lodged with the Secretariat at least four weeks before the date of the meeting.
 8. The agenda for every meeting shall be published in the press at least fourteen days before the day scheduled for holding such a meeting.
 9. The quorum and procedure of the Convocation shall be prescribed in the rules made by the Convocation and approved by the Council.
 10. A copy of all resolutions of the Convocation and a statement of such other matters as the Convocation may from time to time decide, shall be duly certified by the Chairman of the Convocation and sent to the Chairman of the Council and Chairman of the Senate/ Academic Board for information.

STATUTE XXXVI

FINANCIAL PROVISION – GUIDELINES

1. All funds, movable and immovable assets and property of the University College shall be managed and utilized by the Council in accordance with the Order and these Statutes and in such manner and for such purposes as, in the opinion of the Council, shall promote the best interests of the University College, provided that the Council shall only charge or dispose of any immovable property in accordance with the provisions of the Public Procurement and Disposal Act.
2. Pursuant to Section 3(2) (c) of the Order, the Council may borrow funds for such purposes from such sources and under such arrangements as may be approved by a resolution of Council from time to time.
3. All monies of University College shall be paid into one or other of the following accounts:
 - (i) Endowment Fund;

- (ii) Capital Account;
 - (iii) Revenue Account;
 - (iv) Research Grants Account;
 - (v) Staff Development Fund Account;
 - (vi) Special Accounts.
4. In accordance with Section 18 of the Order, the Financial Year of the University College shall commence on the first day of July of each year and end on 30th June of the succeeding year.

Endowment Fund

5. There shall be paid into Endowment Fund all such monies as are received by the University College and as are declared specifically to be payable into that Fund.
6. Subject to Section 19 of the Order, monies standing to the credit of the Endowment Fund shall be invested by the Council in such securities as Trustees are authorized to invest in under the provisions of the laws of Kenya; provided that where any sums received by the Council for payment into the Endowment Fund are in the form of stocks and shares of any kind other than securities, then the Council may at its discretion, retain such stocks and shares without converting them into such securities.
7. The Council shall not, save with the prior resolution of a regular or a special meeting of Council; expend any monies of the Endowment Fund.

Special Account

8. There shall be paid into the Special Account all such monies as are received by the University College for special purposes.
9. Revenue generated by any Unit of the University College shall be paid into the Special Account and shall be used for the furtherance of the interests of the Unit from which it was generated. Provided that such revenue or any portion thereof may be utilized by the University College for any other purpose with the prior consent of the person for the time being responsible for the administration of the Unit that generated the revenue.
10. Such Unit funds shall be accounted for in the same manner as all other University College funds.

Capital Account

11. There shall be paid into the Capital Account all such monies as are received by the University College for the purpose of capital expenditure for construction and improvement of the University College.
12. Capital monies, and the interest therefrom, shall be used and applied on capital expenditure for the construction and improvement of the University College.



Revenue Account

13. There shall be paid into the Revenue Account:
 - (i) All fees, dues and other amounts payable by or in respect of students;
 - (ii) All revenue grants by the Kenya Government or by any other donor;
 - (iii) All other sums received by the University College and not payable into the Endowment Fund or any other account.
14. The money standing to the credit of the Revenue Account shall be used and applied for the management and working of the University College in such manner and for such purposes as, in the opinion of the Council, are best suited to promote the interests of the University College.

Staff Development Fund Account


15. There shall be paid into the Staff Development Fund Account all such moneys as are received by the University College for the purpose of staff development and training.
16. The Staff Development Fund Account money, and the interest therefrom, shall be used and applied on staff development and training for capacity enhancement.

Research Grants Account

17. There shall be paid into the Research Grant Account all such monies as are received for research. Balance of such funds shall not be surrendered at the end of the financial year. Money allocated for research shall be used for research only.

General Financial Provisions

18. Monies or any portion thereof standing to the credit of any of the accounts other than the Endowment Fund and Special Account Fund of the University College may be invested by the Council in such securities as the Council may deem fit.
19. Subject to any other written law, nothing in these Statutes shall be construed as prohibiting the University College from maintaining any other account including foreign accounts.
20. Pursuant to Section 19 of the Order, any money standing to the credit of any of the accounts of the University College, including Endowment Fund and Special Account Fund may be temporarily invested for a period not exceeding twelve months pending utilization in accordance with specific provisions of these Statutes.
21. The Council shall cause to be prepared by 31st January annually estimates of revenue and expenditure (both recurrent and capital) of the University College; and such estimates shall be approved by the Council in accordance with the provision of Section 20 of the Order.

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22. In accordance with Section 21(1) of the Order, the Council shall cause to be prepared audited accounts of the University College annually.
 23. The accounts of the University College shall be audited in accordance with Section 21(2 - 3) of the Order.
 24. The Auditor appointed may carry out a special audit or inspection of any aspect of the University College financial management provided that he shall, unless directed to the contrary by the Minister, notify the Chairman of Council of his intention and purpose of carrying out such special audit or inspection.
 25. The Principal shall make available to the Auditor facilities and all the information necessary for carrying out the audit function.

STATUTE XXXVII


SERVICE OF NOTICES AND DOCUMENTS

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

STATUTE XXXVIII

CONTRACT AND PECUNIARY INTERESTS

1. Contract on behalf of the University College may, in addition to any other manner effectual in law, be made as follows:
 - (i) A Contract which, if made between private persons would by law, be required to be in writing and to be under Seal, may be made on behalf of the University College in writing under its Common Seal;
 - (ii) A Contract which, if made between private persons would by law, be required to be in writing and signed by the parties charged therewith may be made on behalf of the University College in writing signed by any person acting under the express or implied authority of the Council.

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2. A contract, made according to Sub-Clause (i) and (ii) hereof may, in addition to any other manner effectual in law, be varied or discharged in the same manner in which it is authorized to be made.

Pecuniary Interest

3. No member of the authorities of the University College shall take or hold any interest in any property belonging to the University College other than as a Trustee for the purpose thereof.
4. If a member of an authority of the University College has any pecuniary interest, direct or indirect, in any contract of proposed Contract for the purchase, sale or other disposition of land and other University property or for the provision of goods or services or for the purposes of the University College and is present at a meeting of one of the said authorities or a Committee or Sub-Committee thereof at which the contract is the subject of consideration, he shall at the meeting, as soon as practicable after the commencement thereof; disclose the fact and shall withdraw from the meeting during the consideration or discussion of or vote on any question with respect to the Contract or proposed Contract.
5. The Council may prescribe in the Statutes or the rules for determining whether any member has any pecuniary interest in such a contract.

STATUTE XXXIX

MISCELLANEOUS

1. The University College disclaims all responsibility for loss of or damage to any property belonging to students or their guests while such property is on University College premises.
2. Whereas the University College recognizes the constitutional guarantee for freedom of association and assembly and fully subscribes to the guarantee, the University College shall not permit its premises and other facilities to be used as offices or for the purpose of the management or promotion of any political party.
3. No political rallies, fetes or other activities shall be allowed on University College grounds or premises without the prior written approval of the Principal provided that in granting or refusing such approval the Principal shall take into account the interests of the University College including safety of its property.
4. Unless specifically authorized to do so by the Principal, no members of staff shall make public, political or policy statements on behalf of the University College and, if made contrary to this Clause, such statements shall be of no effect to the University College and the University College shall not take any responsibility for such statements.

5. A member of staff nominated to a Parliamentary or Civic seat or appointed to Public Service other than a Professor, shall be required to resign their positions from the University College.
6. These Statutes shall commence on the _____ day of _____ 2009 except where it is provided otherwise in any other Statutes.
7. The regulations appended hereto will come into force in accordance with the provisions of Clause 6 of this Statute and are to be read subject to these Statutes and the Order.
8. The Rules and Regulations in force on the day prior to the commencement of these Statutes shall, unless replaced by these Statutes referred to in Clause 7 of this Statute, continue in force as though they were incorporated into Rules set out above and will in all other respects be subject to the provisions of the Order and these Statutes.
9. The Status of the University College shall be as provided by Section 25 of the Order.

SCHEDULES

SCHEDULE 1: COMMITTEES

A. COUNCIL COMMITTEES

1. Executive Committee

Membership:

- (i) The Chairman of the Council shall be the Chairman of the Committee;
- (ii) The Vice – Chairman of the Council;
- (iii) The Permanent Secretary, Ministry responsible for of Higher Education, Science and Technology;
- (iv) The Permanent Secretary, Ministry responsible for Finance;
- (v) The Vice-Chancellor;
- (vi) The Principal – Secretary.

Where applicable, the following to be in attendance:

- (i) Deputy Principals;
- (ii) Registrars;
- (iii) Finance Officer.

Terms of Reference:

To act on behalf of the Council except in so far as the Council may wish to limit powers of the Executive Committee in any respect.

2. Finance and General Purposes Committee

Membership:

- (i) A Chairman appointed by the Council from among its members;
- (ii) Honorary Treasurer;
- (iii) Permanent Secretary, Ministry responsible for Finance;
- (iv) Permanent Secretary, Ministry responsible for Higher Education, Science and Technology;
- (v) At least two other Council members preferably residents of Mombasa;
- (vi) Principal – Secretary to the Committee;
- (vii) One Representative of the Academic Board.

Where applicable, the following to be in attendance:

- (i) Deputy Principals;
- (ii) Registrars;
- (iii) Finance Officer.

Terms of Reference:

The Finance Committee is responsible for the management of the University College's entire finances and recommends to Council for approval, the University College's annual budget and certain items of major expenditure.

The Committee is also responsible for:

- (i) The administration of special funds benefactions;
- (ii) Investment policy;
- (iii) Staff loan schemes;
- (iv) Financial decisions of the Terms of Service Committee;
- (v) Ensuring the preparation of proper books and records of accounts of income and expenditure, assets and liabilities of the University;
- (vi) Fund raising for the University;
- (vii) To supervise and or advice on any other activities of the University College as may be mandated by the Council.

NOTE:

The power to approve the Annual Estimates and Expenditures vest in full council.

3. Human Resource Management Committee

Membership:

- (i) A Chairman appointed by the Council from among its members;
- (ii) Representative of Industry;
- (iii) Permanent Secretary, Ministry of Higher Education Science and Technology;
- (iv) Kenya Association of Technical Training Institutions – Representative;
- (v) Senate Representative;
- (vi) Principal – Secretary;
- (vii) One representative of the Academic Board.

Where applicable, the following to be in attendance:

- (i) Deputy Principals;
- (ii) Registrars;
- (iii) Finance Officer.

Terms of Reference:

- (i) To advise the council on the Schemes of Service and Terms and Conditions of Service for staff;
- (ii) To advise Council on Staffing requirements and Recruitment of Senior Officers and recommend to Council staff for promotions into all established Academic and administrative posts provided that the Principal can make temporary appointments to such posts for renewable contractual periods not exceeding one year;
- (iii) To effect appointments to posts on Non-Academic Terms of Service on behalf of Council;
- (iv) To review salaries, conditions and Terms of Service for University staff when necessary or when directed to do so by Council and make recommendations to Council;
- (v) To provide for the welfare of the staff and students of the University College;
- (vi) To advise the Council on matters relating to Staff Development;
- (vii) To supervise and or advice on any other activities of the University College as may be mandated by the Council;
- (viii) To consider disciplinary cases and appeals and recommend to the Council appropriate action taken or to be taken on behalf of the Council.



4. Staff Appointment Committees

Membership:

- (i) For Lecturers, Assistant Lecturers and Equivalent Grades
 - (a) Principal – Chairman.
 - (b) Deputy Principals.
 - (c) Registrars.
 - (d) Registrar (Administration and Planning) – Secretary.
 - (e) Dean of Faculty or Director of Institute Concerned.
 - (f) Chairman of the Department concerned.
 - (g) One Academic Board representative.
 - (h) One other member of Academic staff appointed by the department, to represent that department.
 - (i) Finance Officer.

Membership:

- (ii) For Senior Lecturers and Equivalent Grades
 - (a) The Council Chairman – Chairman.
 - (b) Principal.
 - (c) Deputy Principals.
 - (d) Registrars.
 - (e) Registrar (Administration and Planning) – Secretary.
 - (f) Two members of the Academic Board appointed by the Chairman of Academic Board to represent the Academic Board.
 - (g) Dean of Faculty or Director of Institute concerned.
 - (h) Chairman or Head of the Department concerned.
 - (i) Finance Officer.

Membership:

- (iii) For Professors, Associate Professors and Equivalent Grades
 - (a) Chairman of Council – Chairman.
 - (b) Vice-Chairman of Council.
 - (c) Principal.
 - (d) Deputy Principals.
 - (e) Registrars.

- (f) Registrar (Administration and Planning) – Secretary.
- (g) Dean of Faculty or Director of Institute concerned.
- (h) Two members of Council appointed by the Chairman of Council.
- (i) Chairman or Head of the department concerned.
- (j) Finance Officer.

Membership:


- (iv) For visiting staff
 - (a) Principal – Chairman.
 - (b) Deputy Principals.
 - (c) Registrars.
 - (d) Registrar (Administration and Planning) – Secretary.
 - (e) Dean of Faculty or Director of Institute concerned.
 - (f) Head of the Department concerned.
 - (g) One Academic Board representative.
 - (h) Finance Officer.

Membership:

- (v) For Staff on Non-Academic Terms of Service
 - (a) Principal – Chairman.
 - (b) Deputy Principals.
 - (c) Registrars.
 - (d) Registrar (Administration and Planning) – Secretary.
 - (e) Dean of Faculty or Director of Institute concerned.
 - (f) Chairman or Head of the department concerned.
 - (g) One senior member of staff from the department concerned appointed by the Chairman of Department (should not be of lower grade than the one under Consideration).
 - (h) One Academic Board representative.
 - (i) Finance Officer.

Note:

1. If the Dean of the Faculty or Director of Institute concerned is a candidate or is also the Chairman of the department, an extra Senate Representative should be appointed and the same should happen if the chairman of the department concerned is a candidate.

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2. If the Dean of the Faculty or Director of Institute concerned and the Chairman of the Department concerned are both candidates for the same appointment then two extra Senate Representatives should be appointed.
 3. Where the Chairman of the Department concerned or the Dean of the Faculty or Director of Institute concerned is in a grade lower than the one under consideration he/she should not sit in the appointment Committee meeting but another Senate Representative of equivalent grade or higher to the one under consideration should be appointed.

Terms of Reference

To consider staff and recommend to Council for appointment and promotions into all established academic and administrative posts provided that the Principal can make temporary appointments to such posts for renewable contractual periods not exceeding one year. When this is done, due care should be taken regarding relevance and adequacy of qualifications of the persons being so appointed by the Principal. Appointments to posts on Non-Academic terms of Service should be effected by the Committee on behalf of Council.

5. Appraisal and Promotions Committee

- (i) Academic and Non-Academic Staff of the rank equivalent to Senior Administrative Assistant and below.

Membership:

- (a) Principal – Chairman;
- (b) Deputy Principal (Administration and Planning);
- (c) Deputy Principal (Academic Affairs);
- (d) Registrars;
- (e) Registrar (Administration and Planning) – Secretary;
- (f) Two Academic Board representatives;
- (g) Finance Officer.

In Attendance:

- (h) Officer in charge of human resource management;
- (i) The Committee may co-opt other members as they deem necessary.

Terms of Reference:

- (a) To draw up criteria for appointment, promotion and for grading of staff;
- (b) To recommend rewarding of meritorious performance and recommend deserving cases to the promotion Committee of the Council;
- (c) To draw up policies pertaining to appointment, appraisal and promotions in the University College and make recommendations to Academic Board;

(ii) Staff below the rank equivalent to Senior Administrative Assistant.

Membership:

- (a) A Chairman appointed by the Principal from among the members of Academic Board;
- (b) Registrars;
- (c) Registrar (Administration and Planning) – Secretary;
- (d) One Academic Board Representative;
- (e) Librarian;
- (f) Finance Officer.

In Attendance:

- (a) Officer in charge of human resource management;
- (b) One Chief Technician appointed by the Principal;
- (c) One Senior Caterer/Housekeeper appointed by the Principal;
- (d) The Committee may co-opt other members as they deem necessary.

Terms of Reference:

- (a) To draw up criteria for appointment, promotion and for grading of staff;
- (b) To recommend rewarding of meritorious performance and recommend deserving cases to the Human Resources Committee of Council;
- (c) To draw up policies pertaining to appointment, appraisal and promotions in the University College and make recommendations to the Academic Board;

6. Staff Disciplinary Committees

Membership:

- (i) For Staff in the Academic Terms of Service
 - (a) Vice-Chairman of Council (Chairman);
 - (b) Principal;
 - (c) Deputy Principals;
 - (d) Registrars;
 - (e) Registrar (Administration and Planning) – Secretary;
 - (f) Two members of Council not employed by the University (appointed);
 - (g) Two Academic Board Representatives;
 - (h) Dean of the Faculty or Director of Institute concerned;
 - (i) Chairman or Head of the department concerned;
 - (j) Finance Officer.

In attendance:

- (k) A trade union representative;
- (l) Legal Officer.

(ii) For Staff on Non-Academic Terms of Service

Membership:

- (a) Deputy Principal (AFP) – Chairman;
- (b) Registrars.;
- (c) Registrar (Administration and Planning) – Secretary;
- (d) Dean of the Faculty or Director of Institute concerned;
- (e) Chairman of Head of the Department concerned;
- (f) One Academic Board representative;
- (g) Finance Officer.

In attendance:

- (h) A trade union representative;
- (i) Legal Officer.

Terms of Reference:

To consider charges and evidence on staff disciplinary cases and recommend to Council the appropriate action to be taken in the case of staff on Academic Terms of Service, and in the case of staff on non academic terms of service to take action on behalf of Council.

7. Audit Committee

Membership:

- (i) Chairman of the Council (ex-officio member);
- (ii) A Chairman appointed by the Council from among its members;
- (iii) Two Council members appointed by the Council;
- (iv) Permanent Secretary – Ministry for the time being in charge of Technical Education and Training.
- (v) Permanent Secretary – Ministry of Finance;
- (vi) Internal Auditor – Secretary to the committee;
- (vii) Other persons may be co-opted by the Committee as may be desired.

Terms of Reference:

- (i) The Audit Committee is responsible for the auditing of the University College's entire finances and reports to Council its findings;

- (ii) Identifying and recommending External Auditors for appointment by the Council;
- (iii) Review financial statements prior to approval by the Council;
- (iv) Ensure the effectiveness of Internal Audit function;
- (v) Ensure the carrying out and effectiveness of the Annual Statutory Audits;
- (vi) Co-ordination of Internal and External Audit coverage;
- (vii) Review significant and extra-ordinary transactions;
- (viii) Review current accounting policies and guide on amendments thereto, and generally oversee systems of internal controls and their effectiveness;
- (ix) Ensure that there are effective measures in place to mitigate against identified business risks;
- (x) To supervise and/or advice on any other activities of the University College as may be mandated by the Council.

8. Statutes Committee

Membership:

- (i) Chairman of the Council (ex-officio member);
- (ii) A Chairman appointed by the Council from among its members;
- (iii) Vice-Chancellor – JKUAT;
- (iv) Permanent Secretary – Ministry for the time being in charge of Technical Education and Training;
- (v) Principal – Secretary;
- (vi) Other persons may be co-opted by the Committee as may be desired.


Terms of Reference:

- (i) To advise the Council on legal matters;
- (ii) To draft the Statutes for approval by the Council;
- (iii) To recommend to the Council the review of the Statutes of the University College from time to time and whenever necessary;
- (iv) To advise and or perform on any other matter of the University College as may be mandated by the Council.

9. Physical Planning, Building and Development Committee

Membership:

- (i) Chairman of the Council (ex-officio member);
- (ii) A Chairman appointed by the Council from among its members;
- (iii) Hon. Treasurer;

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- (iv) One member of Council (appointed);
 - (v) Permanent Secretary – Ministry for the time being in charge of Technical Education and Training;
 - (vi) Permanent Secretary – Ministry of Finance;
 - (vii) One member – Senate Representative;
 - (viii) Principal – Secretary;
 - (ix) Other persons may be co-opted by the Committee as may be desired.

Terms of Reference:

The Building Committee is responsible for the management of the University's College's physical planning and development to include building projects. The Committee shall be responsible for:

- (i) Receiving, considering and processing proposals of physical development plans as well as maintenance from the Academic and Management Board and cause the University College development plans to be prepared and approved by Council;
- (ii) The approval of plans and budgets for development expenditure;
- (iii) Approval of contractors and building professionals for development projects;
- (iv) Authorization of expenditure for the alterations of buildings and major maintenance within the tendering threshold;
- (v) The monitoring of progress in construction and liaison with architects, quantity surveyors etc;
- (vi) General supervision of campus development including such issues as use of planning and location of buildings;
- (vii) Performing such other duties as may be referred to it by the Council from time to time.

10. Sealing Committee

Membership:

- (i) Chairman of the Council (ex-officio member);
- (ii) A Chairman appointed by the Council from among its members;
- (iii) Hon. Treasurer;
- (iv) One Council member (appointed);
- (v) Principal – secretary;
- (vi) Other persons may be co-opted by the Committee as may be desired.

Terms of Reference:

To authorize, on behalf of Council the application of the University College Seal on documents.

11. Enterprise Unit Committee

Membership:

- (i) The Council Chairman shall be an ex-officio member;
- (ii) One of the independent members of the Council (Chairman);
- (iii) The Principal;
- (iv) The Deputy Principal Administration Finance and Planning;
- (v) Two representatives from the Academic Board;
- (vi) The Managing Director who shall be Secretary.

Terms of Reference:

- (i) Formulate the guidelines for creation of an enterprise unit;
- (ii) Formulate operating policies for an enterprise unit;
- (iii) Promote policies that enhance the use of MPUC infrastructure for income generating activities and plans for investments;
- (iv) Formulate policies on sourcing for funds by the Enterprises Unit and sharing of profits to motivate the staff members that bring business opportunities to the Enterprises Unit.

B ACADEMIC BOARD COMMITTEES


1. Deans Committee

Membership:

- (i) Deputy Principal (Academic Affairs) – Chairman;
- (ii) Registrar (Academic Affairs) – Secretary;
- (iii) Deans of Faculties;
- (iv) Directors of Institutes/Schools/Centres/Units;
- (v) Director, Board of Postgraduate Studies;
- (vi) Librarian;
- (vii) Dean of Students.

Terms of Reference:

- (i) To deal with matters that may be referred to the Committee by the Principal or Academic Board.
- (ii) To function as the University College's Admission Board and in this respect:
 - (a) To receive, consider and approve all applications for admission to the University College for undergraduate courses and to make recommendations to the Academic Board from time to time on the University's College's admission policy including the admission requirements and procedures;

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- (b) To receive and review applications for admission from occasional students;
 - (c) To receive, consider and approve as appropriate, applications for inter-faculty transfer of students;
 - (iii) To make recommendations to Academic Board on regulations governing admissions, levels of fees and any other matter relevant to the foregoing Terms of Reference;
 - (iv) To consider prizes and exchange programmes offered to the University College particularly regarding determination of conditions and other details of awards;
 - (v) To consider and allocate funds for traveling to conferences;
 - (vi) To consider and advise Academic Board on regulations and guidelines on the curricula in the Faculties;
 - (vii) To advise Academic Board from time to time on broad matters of policy and regarding the curricula;
 - (viii) To make recommendations to Academic Board on proposals from Boards of Faculties, Institutes, Centres and Schools which may have implications for other Faculties or for the system in the University College as a whole.

2. Students Disciplinary Committee

Membership:

- (i) Deputy Principal (Academic Affairs) – Chairman;
- (ii) Registrar (Academic Affairs) – Secretary;
- (iii) Dean of Students;
- (iv) Dean of the Faculty in which the affected student is registered;
- (v) Chairman of the Students' Organization;
- (vi) One student representative who is a member of Academic Board.

In attendance:

- (vii) Chairman of Department or Warden referring the case;
- (viii) Legal Officer;
- (ix) Officer responsible for Counseling;
- (x) Any other person co-opted by the Committee.

Terms of Reference:

- (i) To receive and consider matters of disciplinary nature affecting students on behalf of the Academic Board, and to report to the Academic Board on appropriate action taken, provided that the disciplined student may appeal to the Principal;
- (ii) To investigate issues surrounding misconduct by students that may have adverse effect on the students and to recommend to the Academic Board for appropriate corrective

- measures;
- (iii) To recommend to the Academic Board serious disciplinary cases that may require suspension or expulsion;
 - (iv) To formulate and review, from time to time the code of conduct for University College students and in particular to recommend to the Academic Board amendments to the "Rules and Regulations Governing the Conduct and Discipline of Students" if the need arises.

3. Library Committee

Membership:


- (i) Deputy Principal (Academic Affairs) – Chairman;
- (ii) Registrar (Academic Affairs);
- (iii) Deans of Faculties;
- (iv) Directors of Institutes/Schools/Centres/Units.Two Academic Board representatives;
- (v) Two student representatives who are Academic Board members;
- (vi) Librarian – Secretary.

Terms of Reference:

- (i) To consider the facilities and resources needed and advise the University College Academic Board on all matters relating to the development of the Library as a resource centre for learning and research;
- (ii) To make recommendations to the Academic Board on Library policy regarding the establishment of specialized libraries such as departmental, research or textbook collections;
- (iii) To make recommendations to the Academic Board on the stocking, staffing and equipping of the library;
- (iv) To prepare and submit to the Academic Board an annual report on the functioning of the University College libraries;
- (v) To formulate up-to-date rules and regulations governing the use of the University College Libraries;
- (vi) To advise the Academic Board on the planning of major additions to Library building and services;
- (vii) To deal with any other matters referred to it by the Academic Board, the Principal or other University College Committees.

4. Industrial and Training, Linkages Committee

Membership:

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- (i) Deputy Principal (Academics Affairs) – Chairman;
 - (ii) Registrars;
 - (iii) Registrar (Academic Affairs) – Secretary;
 - (iv) Deans of Faculties;
 - (v) Two departmental Academic Board representatives;
 - (vi) Faculty representatives;
 - (vii) Directors of Faculties/Institutes/Schools/Centres/Units;
 - (viii) One representative from each faculty;
 - (ix) Any other person co-opted by the Committee.

In attendance:

- (x) Public Relations Officer.

Terms of Reference

- (i) To act as a clearing house for links initiated by Departments, Institutes, faculties, individuals etc;
- (ii) To solicit and administer funds for linkages and industrial attachment;
- (iii) Formulate and or review regulations governing industrial attachment, placement and supervision;
- (iv) To promote interchange, contact and co-operation with other universities, institutions and industry;
- (v) To study and make known the needs of the University College and as far as possible, co-ordinate the means of meeting those needs with the industry;
- (vi) Co-ordinate students exchange programmes;
- (vii) To formulate detailed guidelines for departments and Faculties on the procedures to be followed in formulating links;
- (viii) To monitor, appraise, evaluate and review links periodically upon a set criteria;
- (ix) To make recommendations to the Academic Board concerning policies to govern linkages;
- (x) To deal with any other matters referred to it by Academic Board, the Principal or any other University College Committee.

5. Students Welfare, Bursaries and Scholarships Committee

Membership:

- (i) Deputy Principal (Academic Affairs) – Chairman;
- (ii) Registrar (Academic Affairs);

- (iii) Dean of Students – Secretary;
- (iv) Four representatives of the Academic Board;
- (v) Two student representatives who are members of Academic Board.

In attendance:


- (vi) Medical Officer;
- (vii) Officer in charge of Sports;
- (viii) Catering Manager;
- (ix) Accommodation Manager.

Terms of Reference

- (i) To deal with such aspects of students' welfare as the Committee may deem appropriate.
- (ii) To deal with matters referred to the Committee on aspects such as catering services in the University.
- (iii) To deal with matters relating to the health of students and medical services that may be referred to the Committee.
- (iv) To deal with matters relating to recreation and development of games and sporting facilities.
- (v) To advise on matters pertaining to the University College students organization.
- (vi) To advise on matters relating to students careers.
- (vii) To serve as the governing body for sports, recreation and entertainment.
- (viii) To advise on proper principles of University College policy on sports, recreation and entertainment;
- (ix) To prepare and supervise the expenditure of sports, recreation and entertainment;
- (x) To be final arbiter on sports, recreation and entertainment disputes in the University College;
- (xi) To review and make recommendations to the Academic Board on criteria for Bursary allocation and award of scholarships;
- (xii) To receive applications for bursaries, evaluate them and award bursaries on behalf of the Academic Board;
- (xiii) To solicit for bursaries and scholarships on behalf of the University College;
- (xiv) To deal with such matters as the Academic Board may refer to the Committee from time to time.

6. Research, Innovations and Extension Committee

Membership:

- 
- (i) Deputy Principal (Academic Affairs) – Chairman;
 - (ii) Registrar (Academic Affairs);
 - (iii) Deans of Faculties;
 - (iv) Directors of Institutes, Schools/Centres/Units/Schools;
 - (v) Director (Institute of Research, Innovations and Extension) – Secretary;
 - (vi) Three members of Academic Board appointed by the Principal.

In attendance:

- (i) Legal Officer.

Terms of reference:

- (i) To co-ordinate all research and business incubation activities in the University College or from external fund agencies;
- (ii) To establish research priorities for the University College;
- (iii) To receive, evaluate and approve proposals for funding from faculty staff;
- (iv) To receive, evaluate and approve business plan proposals for incubation from students and staff;
- (v) To allocate funds to approved research proposals;
- (vi) To identify the need for and recommend the acquisition of special facilities for research;
- (vii) To advise and make recommendations to the Academic Board on the general research policy of the University College.
- (viii) To direct the affairs of the University College Publication on behalf of the Academic Board;
- (ix) To select and approve scripts for publication under imprint, whether pamphlets, books or other matters designed to advance the cause of knowledge and learning;
- (x) To advise and encourage responsible students and staff publications and journalism;
- (xi) To control, on behalf of the Academic Board, the use of the University College Crest and imprints on all publications and materials;
- (xii) To advice various Departments on their publishing programmes;
- (xiii) To maintain a register of all publications and research activities;
- (xiv) To submit an annual report to the Academic Board;
- (xv) To administer the publications fund of the University and grant aid to designated publications;
- (xvi) To receive and consider minutes and papers from the Research Committees of Faculty Boards and to take action as the Committee sees it fit;
- (xvii) To cause to be published an annual report on research in the University College;

- (xviii) To make recommendations to the Senate on the allocation of funds available for research and publication;
- (xix) To receive and evaluate reports from recipients of research grants through the Chairmen of Departments and Deans of relevant Faculties on the use of research funds received from all sources;
- (xx) To allocate research funds to individual applicants out of the funds voted by Council for this purpose;
- (xxi) To monitor the use of research funds;
- (xxii) To organize special seminar for presentation of research findings;
- (xxiii) To ensure the patenting of the discoveries or innovations made at the University College.

7. Staff Development Committee

Membership:

- (i) Deputy Principals;
- (ii) Deputy Principal (Academic Affairs) – Chairman;
- (iii) Registrars;
- (iv) Registrar (Academic Affairs) – Secretary;
- (v) Deans of Faculties;
- (vi) Directors of Institutes/Schools/Centres/Units;
- (vii) Director Board of Postgraduate studies;
- (viii) Faculty Academic Board Representatives;
- (ix) Librarian.

In attendance:

- (i) Finance Officer;
- (ii) Officer in charge of human resource management;
- (iii) One non-academic staff member.

Terms of Reference:

- (i) To formulate and review the training policy in the University College;
- (ii) To plan for staff training;
- (iii) To serve as a clearing house for all training programmes;
- (iv) To award scholarships received by the University College;
- (v) To receive and process applications for training;
- (vi) To deal with any other matters referred to it by the Academic Board, the Principal or any other University College Committee.

8. Catering and Accommodation Services Committee

Membership

- (i) Deputy Principal (Academic Affairs) – Chairman;
- (ii) Dean of Students – Secretary;
- (iii) Registrar (Academic Affairs);
- (iv) Two Academic Board representatives, one of whom should be a Faculty Dean.

In attendance:

- (i) Medical Officer;
- (ii) Finance Officer;
- (iii) Catering Manager;
- (iv) Accommodation Manager;
- (v) Two student representatives who should be members of Academic Board.

Terms of Reference:

- (i) To co-ordinate the activities of Catering and Accommodation Services;
- (ii) To consider modalities for regulating the conduct and management of the Catering and Accommodations Services;
- (iii) To look into the maintenance of discipline and security in the kitchens and halls of residence;
- (iv) To look into immediate and future needs of Catering and Accommodation Services and make appropriate recommendations to Academic Board;
- (v) To look into effective procurement procedures of stores and food-stuffs;
- (vi) To deal with any other matters referred to it by Academic Board, the Principal or any other University College Committee.

9. Marketing, Exhibition and Corporate Communication (MECC) Committee

Membership:

- (i) Deputy Principal (Academic Affairs) – Chairman;
- (ii) Registrars;
- (iii) Director MECC – Secretary;
- (iv) Deans and Directors of Faculties/School/Institutes/Centres;
- (v) Any other person co-opted by the Committee.

In attendance:

- (i) Finance Officer;
- (ii) Librarian.

Terms of Reference

- (i) Planning, implementing and controlling the MPUC marketing strategy so as to ensure that the revenue and volume targets are met as per the MPUC budget;
- (ii) Developing and implementing a marketing policy for the University College;
- (iii) Carrying out market research to determine and examine the market conditions, competitor advantage, customer characteristics, needs and satisfaction;
- (iv) Oversee corporate communication activities through establishing relationships and links with customers (students), parents, the media, the local community and other publics through advertising, public relations, corporate social responsibility and/or promotion of our programmes and institution at large;
- (v) Managing the overall activities of the customer relationships sections which will nurture a customer focused and customer driven culture to ensure unsurpassed customer service and satisfaction;
- (vi) Promoting a positive and visible image of the University College through organizing, coordinating, and ensuring participation of MPUC in outreach activities such as trade fairs, exhibitions, community work, road shows, etc;
- (vii) Developing and executing the brand portfolio strategy, brands management and merchandising activities to achieve the planned brand visibility of MPUC as a market leader in Engineering, Science and Technology;
- (viii) Establishing and enhancing good relationship with industries and other training / learning institutions;
- (ix) Acting as the editorial board of the University Collect publications;
- (x) Monitoring, reviewing and reporting to the Principal on all marketing activities and results;
- (xi) Any other duties as assigned by the Principal and MPUC Management.

10. Occupational Health, Recreation, Environment and Safety Committee

Membership:

- (i) Deputy Principal (Administration, Finance and Planning) – Chairman;
- (ii) Dean of Students;
- (iii) Registrars;

- (iv) Registrar (Administration and Planning) – Secretary;
- (v) Two Academic Board members;
- (vi) One student representative who is a member of the Academic Board.

In attendance:

- (i) Medical Officer of the University College Health Services;
- (ii) Accommodation Manager;
- (iii) Sports Officer.


Terms of Reference:

- (i) To deal with matters relating to the health of students, staff and medical services that may be referred to the Committee;
- (ii) To recommend to the Academic Board on environmental and safety measures and policies to be adopted by the University;
- (iii) To develop and recommend internal standards and policies related to health, recreation and safety;
- (iv) To convey information and developments relative to these standards and policies to the University College community;
- (v) To monitor, evaluate and prepare reports concerning University College health, recreation and safety programmes;
- (vi) To ensure mechanisms are in place for systematic hazard identification and risk assessment;
- (vii) To promote health and safety and foster a credible “Safety Culture”;
- (viii) To identify and recommend health and safety priority areas for the purpose of rational resource allocation;
- (ix) Fulfill the intent of the relevant responsibilities as outlined in the Public Health Act and other relevant laws and rules for the time being in force;
- (x) To submit an annual report of its activities to the Academic Board;
- (xi) To deal with such other matters as the Academic Board may refer to the Committee from time to time.

11. Planning and Development Committee

Membership:

- (i) Deputy Principal (Administration, Finance and Planning) – Chairman;
- (ii) Deputy Principal (Academic Affairs);
- (iii) Registrars;

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- (iv) Registrar (Administration and Planning) – Secretary;
 - (v) Deans/Directors of Faculties, Institutes, Schools or Centres;
 - (vi) Two Academic Board representatives;
 - (vii) Dean of Students;
 - (viii) University College Librarian.

In attendance:


- (i) Medical Officer;
- (ii) Finance Officer;
- (iii) Officer in charge of Planning;
- (iv) Legal Officer;
- (v) The Committee may co-opt other members they deem necessary.

Terms of Reference:

- (i) To make recommendations to the Academic Board on the planning and development of the University College;
- (ii) To recommend to Academic Board the level of staffing and expenditure for the various Departments of the University College;
- (iii) To plan and recommend allocation and maintenance of academic facilities;
- (iv) To perform such other duties as may be referred to it by the Academic Board and/or the Principal from time to time.

12. Information Technology and Communication Services (ITCS) Committee

Membership:

- (i) Deputy Principal (Administration, Finance and Planning) – Chairman;
 - (ii) Registrars;
 - (iii) Deans of Faculties;
 - (iv) Directors of Faculties/Institutes/Schools/Centres/Units;
 - (v) Dean of Students;
 - (vi) Director of ITCS – Secretary;
 - (vii) Librarian;
 - (viii) Chairman, Computing Department;
 - (ix) Students' representative in the Academic Board.
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In attendance:

- (i) Officer in charge of Planning;
- (ii) Finance Officer;
- (iii) Legal Officer.

Terms of Reference:

- (i) To receive, consider and process proposals of ITCS development plans from the Academic and Non-Academic Departments;
- (ii) To advise on the co-ordination of University College ITCS services;
- (iii) To develop and review the University College ITCS development policy;
- (iv) To advise the Academic Board on ITCS matters;
- (v) Perform any other functions as mandated by the Academic Board pertaining to University College ITCS.

13. Budget Committee

Membership:

- (i) Deputy Principal (Administration, Finance and Planning) – Chairman;
- (ii) Deputy Principal (Academic Affairs);
- (iii) Registrars;
- (iv) Registrar (AP) – Secretary;
- (v) Deans of Faculties;
- (vi) Director ITCS;
- (vii) Managing Director Enterprise Unit;
- (viii) Finance Officer – Secretary;
- (ix) Librarian.
- (x) Director IRIE.

Terms of Reference:

- (i) To evaluate and approve budgets from departments in line with funds available;
- (ii) Oversee and approve expenditure;

- (iii) Oversee and approve virement;
- (iv) To explore and recommend alternative sources of funding.

14. Enterprises Management Committee

Membership:

- (i) The Deputy Principals;
- (ii) The Deputy Principal Administration, Finance and Planning – Chairman;
- (iii) Registrars;
- (iv) Deans of Faculties;
- (v) Directors of Institutes and Schools;
- (vi) Finance Officer;
- (vii) University Librarian;
- (viii) Managing Director, Enterprise Unit – Secretary.

In attendance:

- (i) Legal Officer;
- (ii) Such other members as the Committee may require from time to time.

Terms of Reference:

- (i) Approve all activities of income generating units;
- (ii) To identify business opportunities, draw plans and mobilise resources for investment projects;
- (iii) Approve budgetary support to Enterprises Unit;
- (iv) Coordinate capacity building programmes for Enterprises Unit;
- (v) Monitor and evaluate the performance of Enterprises Unit and its activities;
- (vi) To formulate operating and financial policies and guidelines on how to utilise income generating infrastructure of the University College;
- (vii) To advise the MPUC Management on matters related to the Enterprise Unit.

SCHEDULE II

DESIGNATION OF DEGREES

The University shall for the time being, have powers to confer the following degrees:

Applied and Health Sciences	
Bachelor of Science (Environmental)	BSc
Bachelor of Science (Human Nutrition and Dietetics)	BSc
Bachelor of Science (Marine Resource)	BSc
Bachelor of Medicine and Surgery	MBChB
Bachelor of Pharmacy	BPharm
Bachelor of Science (Public Health)	BSc
Master of Science	MSc
Doctor of Philosophy	PhD
Architecture	
Bachelor of Architecture	BArch
Master in Architecture	MArch
Business and Social Studies	
Bachelor of Business Administration	BBA
Bachelor of Commerce	BCom
Bachelor of Development Studies	BDS
Bachelor of Hospitality Management	BHM
Bachelor of Mass Communication	BMS
Bachelor of Tourism Management	BTM
Master of Business Administration	MBA
Master of Arts (Development Studies)	MA
Engineering	
Bachelor of Computer Engineering	BEng
Bachelor of Engineering in Building & Civil	BEng
Bachelor of Engineering in Chemical	BEng
Bachelor of Engineering in Electrical	BEng


Bachelor of Engineering in Electrical Power & Industrial Electronics	BEng
Bachelor of Engineering in Telecommunication & Information	BEng
Bachelor of Engineering in Instrumentation & Control	BEng
Bachelor of Engineering in Marine	BEng
Bachelor of Engineering in Mechanical	BEng
Bachelor of Engineering in Medical	BEng
Master in Engineering	MEng
Technology	
Bachelor of Business Information Technology	BTech
Bachelor of Food Technology	BTech
Bachelor of Information Technology	BTech
Bachelor of Medical Laboratory Technology	BTech
Bachelor of Technology in Applied Chemistry	BTech
Bachelor of Technology in Industrial Microbiology & Biotechnology	B.Tech
Bachelor of Technology in Architecture	BTech
Bachelor of Technology in Building & Civil	BTech
Bachelor of Technology in Electrical Power & Industrial Electronics	BTech
Bachelor of Technology in Geomatic Engineering	BTech
Bachelor of Technology in Instrumentation & Control	BTech
Bachelor of Technology in Telecommunication & Information	BTech
Bachelor of Technology in Marine Engineering	BTech
Bachelor of Technology in Mechanical Engineering	BTech
Bachelor of Technology in Mechatronics	BTech
Bachelor of Technology in Medical Engineering	BTech
Bachelor of Technology in Mining & Mineral Processing	BTech
Bachelor of Computer Technology	BTech
Bachelor of Multimedia Technology	BTech
Master of Technology	MTech
Doctor of Technology	DTech



SCHEDULE III

INSTITUTE OF RESEARCH, INNOVATION AND EXTENSION

1. There shall be an Institute of Research, Innovation and Extension whose membership shall consist of:
 - (i) The Director of the Institute appointed by the Principal from amongst persons holding the rank of Senior Lecturer or above for a period of two (2) years renewable once only for an equivalent period, who shall serve as chairman;
 - (ii) The Deans/Directors of Faculties/Institutes/Schools/Centre;
 - (iii) Two representatives of the Academic Board;
 - (iv) The University Registrar (Academic affairs) who shall serve as its Secretary provided that the Institute may, at its discretion, invite other experts to attend its meetings in advisory capacity only and without the right to vote at such meetings.
2. Notwithstanding the provisions of any other regulation, the Institute shall be answerable to the University College Academic Board in respect of the conduct of Research, Innovation and Extension activities within and without the University College and shall in particular, have responsibility over the following matters:
 - (i) Mobilisation of research funds;
 - (ii) Advertising and or dissemination of information on research areas, opportunities and funding;
 - (iii) Receiving and evaluation of research proposals for funding;
 - (iv) Allocate research funding to those applicants who fulfill the applicable research requirements as well as any specific terms that may be attached to the funding tenable at the University College;
 - (v) Disbursement of research funds;
 - (vi) Monitoring and evaluation of research, innovation and extension activities;
 - (vii) Dissemination of the research and innovation products;
 - (viii) Identifying, developing and maintaining research, innovation and extension linkages between the University College and other institutions and industry;
 - (ix) Coordination of the business incubation unit;
 - (x) Ensuring and facilitating the registration and protection of intellectual property rights of products and innovation arising from research and innovation activities; and,
 - (xi) Publication of research reports.
3. The Institute shall carry the status of a Faculty, School, Institute or Centre and shall in that capacity enjoy all the rights, privileges and immunities of and exercise all the powers equivalent to those of Faculty, Institute or School in so far as those rights, privileges, immunities and powers are consistent with the provision of this regulation.


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4. The Institute shall in respect of each of the matters set out in Clause (2) above, exercise the powers and perform the duties set out in the clauses next following:
- (i) Have primary responsibility of the enforcement of the common regulations regarding research, innovations and extension in the University College;
 - (ii) Make available all information related to Postgraduate studies throughout the University College by publishing a prospectus and bibliographies of records of research, innovations and extension done or to be done within the University College;
 - (iii) Publish and disseminate records of published work arising from research, innovations and extension activities undertaken within the University College, or within any other University College as long as such work is, in the opinion of the School, of particular relevance to research, innovations and extension in the University College; and,
 - (iv) Cause to be published and disseminate any materials of seminars, workshops and conferences it considers of relevance to the general conduct of research, innovations and extension activities within and without the University College.

SCHEDULE IV

COMMON REGULATIONS FOR THE MASTER'S DEGREES IN ALL FACULTIES

Eligibility for the Master's Programme

1. The following shall be eligible for registration for the Master's degrees in the University College.
 - (i) Holder of a Bachelor's degree of the Mombasa Polytechnic University College;
 - (ii) A candidate who has obtained a degree or an equivalent qualification from other institutions recognized by the Senate as a comparable academic status;
 - (iii) In exceptional cases, Senate may also admit to the Master's programme, non-holders of a first degree provided such candidates can, on the basis of the research and academic work they have done, show that they are well qualified to undertake postgraduate work, by passing qualifying examinations;
 - (iv) An intending candidate shall be required to produce evidence of his/her competence to work for the degree. The Senate may decline to admit as a candidate for the degree, any person whose attainments are, in its opinion, not sufficiently high to warrant such admissions.
2. In addition to producing evidence of eligibility for registration, candidates for the Master's degree may be required to appear for interviews by the Faculty concerned, to determine their suitability for registration.

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3. Subject to the approval of Senate, Faculties may formulate regulations requiring applicants to have attained such academic or equivalent qualifications, as may be consistent with the goals of their Master's programmes.

Duration of the Master's Programmes:

4. The Master's programme in all faculties shall normally extend over a period of eighteen (18) months from the date of registration.

5. i) Minimum duration

A candidate registered for the degree of Master of Science shall carry out a programme of original study or research over a minimum period of twelve (12) months after the date of registration or after completion of any required coursework and examination and shall submit a thesis or project based on the study or research done. Provided that for part-time candidates the minimum period shall be eighteen (18) months.

- ii) Maximum duration

No candidate for the degree of Master of Science shall be registered as a full-time student for more than thirty six (36) months or as a part time student for more than forty eight (48) months without submitting his thesis, except by permission of Senate.


6. The Master's programme in any Faculty shall consist of:
 - (i) Either coursework and examination involving full-time attendance at the University; or
 - (ii) Coursework, examination and thesis, also involving full-time attendance at the University and where the entire second year of the programme is devoted to the thesis; or
 - (iii) Under exceptional circumstances, thesis only which may be taken on full-time or part-time basis. Provided that no candidate shall qualify for the award of a Master's degree by thesis only, unless he has been in attendance at the University in the faculty in which he is registered, for such period as the regulations of the faculty concerned may require.
7. Subject to the approval of Senate, faculties may require the candidate to attend such a course or courses in the candidate's area of study or to endow the candidate with specialized skills or knowledge to assist him in his study or research. Performance in courses offered may be assessed.
8. On the recommendation of the Faculty Board concerned and within the first one year, the Senate may permit a candidate to change his registration status from part-time student or vice versa once only, in which case regulation 5 (ii) above shall apply to such a candidate as if he had initially been admitted to the status he now seeks.

Submission and Processing of Applications:


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

Conduct of Studies and Supervision:

14. A candidate registered in accordance with these regulations shall be required to pursue his programme of study under instruction or supervision by academic staff appointed in that capacity by the Senate on the recommendation of the Faculty Board concerned.
15.
 - i) Candidates shall be required to consult their supervisor(s) at least once a month and to submit every four (4) months a written progress report to the Director, Board of Postgraduate Studies through the Supervisor, the Chairman of the Department and the Dean of the Faculty with an advance copy to the Director (BPS).
 - ii) Each candidate shall be required to attend and participate in seminars organized at the relevant Faculty/Department on a regular basis to enable the faculties and the supervisors to assess the candidate's progress more effectively and to keep candidates in constant touch with their respective facilities.
16. Recommendations on the appointment of supervisors shall be processed in the first instance by the Department through the relevant FPSC. The recommendations shall be forwarded to the Faculty Board concerned for approval and onward transmission of the Senate through the BPS.

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17. Before recommending the appointment of any supervisor(s), the Faculty Board concerned shall satisfy itself that the proposed supervisor(s) are competent in the subject area and field of research in which the candidate proposes to work.
 18. Normally, two (2) or more supervisors will be appointed for each candidate, from among the academic staff of the Faculty concerned. However, faculty Boards may appoint additional supervisor(s) as they deem necessary in individual cases.
 19. Where an additional supervisor is appointed from outside the University, such a supervisor should show evidence of competence in the area of study through publications produced since obtaining his degree.
 20. It shall be the duty of the supervisor to direct and supervise the work of the student in so far as it relates to the programme of study. In particular, a supervisor shall be required to:
 - (i) Maintain constant and effective contact with candidates assigned to him.
 - (ii) Submit individually or jointly with other supervisors academic reports through progress of each candidate every four months.
 - (iii) Certify at the end of every four months on prescribed forms that the candidate has received adequate supervision.
 - (iv) Inform the BPS through the relevant FPSC and Faculty Board at once, if in his opinion, a given candidate is unlikely to reach the standard required for the award of a Master's degree.
 21. Where the progress of a given candidate is so unsatisfactory as to result in his being de-registered, such a candidate shall be given a written warning by the Dean of the Faculty to the effect that unless he shows signs of improvement within three months, he would have to be de-registered. A recommendation for a de-registration shall be made to Senate through the BPS after two consecutive negative reports after the warning.


Examination of Candidates:

22. All coursework shall be examined at the end of the semester in which the course units were taken.
 23. Candidates by coursework and examination shall be examined in all the courses for which they have registered during the particular year of study.
 24. Candidates by coursework, examination and thesis have the coursework examined during the first year of study, while the second year of study shall be devoted to research, seminars and the preparation of a thesis.
 25. Assessment of coursework during any year of study will (unless otherwise specified in the departmental regulations) consist of:
 - (i) A written examination which shall constitute 70% of the total marks in each course; and
 - (ii) Continuous coursework assessment based on essays, laboratory assignments
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- and such other tests as the regulations of the Faculty concerned may prescribe, constituting 30% of the overall end-year assessment.
26. The pass-mark in all faculties shall be 50%. Candidates taking the first year examinations shall be required to pass in all the courses for which they are registered before they can proceed to the second year. Supplementary/Special examinations, if any, shall be governed by faculty regulations approved by Senate.
 27. The first year examination results shall be processed through the Departmental and Faculty Boards concerned and submitted to Senate for approval.


Submission and Examination of Thesis:

28. A candidate shall give notice in writing with an abstract of the work to the Director, Board of Postgraduate Studies at least three months before the intended date of submission with copies to the Dean and Chairman of Department.
29.
 - i) Every thesis submitted for examination shall be in six (6) copies in loose bound, and must include a declaration by the candidate confirming that the thesis has not been submitted for a degree in any other institution, and that the contents of the thesis are the original work of the candidate. Every thesis shall bear, the signature of the supervisor(s) indicating that the thesis has been submitted "with the knowledge of the supervisor(s)";
 - (ii) The final version of the thesis (6 copies) in bound form after examination shall remain the property of the university.
30. A thesis submitted for a degree must be adequate in form and content. It must also include full bibliography of the materials used in its preparation whether published or otherwise, and it must also conform with the regulations for the submission of thesis.
31. The Senate shall, on the recommendation of the Board of the Faculty concerned, appoint in respect of each candidate presenting a thesis, a Board of Examiners consisting of:
 - (i) Dean of the Faculty/Chairman of the concerned department as a member of the Board of Examiners;
 - (ii) An External Examiner;
 - (iii) Two Internal Examiners, one of whom must not have supervised the candidate;
 - (iv) Two other persons competent in the discipline related to the candidate's area of research, at least one of whom should be external to the Department;
 - (v) The Director of Postgraduate Studies or a representative.
32. The External Examiner and each of the Internal Examiners shall be required to submit within two (2) months an independent written assessment of the thesis direct to the Director, (BPS) indicating:
 - (i) Whether or not the thesis is adequate in form and content;
 - (ii) Whether or not the thesis reflects an adequate understanding of the subject and in consequence;

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- (iii) Whether or not the degree should be awarded;
 - (iv) Any correction to be made before award of the degree.
33. As soon as all the examiners' reports are received, the Director (BPS) shall convene a meeting of the Board of examiners in consultation with the Dean of Faculty concerned at which the examiners' recommendation and other academic matters arising from the thesis shall be considered. A consolidated report and appropriate recommendation shall be prepared for submission to Senate through the BPS within two weeks.
 34. Candidates shall be required to present themselves for oral examination and the Dean of Faculty shall inform them of the time and place of the meeting of the Board of Examiners. Provisional results shall be released to the candidates after the meeting only where the recommendation of the Board of examiners is unanimous.
 35. Where the recommendation of the Board of Examiners is unanimous for or against the award of the degree, and where such unanimous recommendation is consistent in all respects with the reports of the external examiners, and the results of an oral examination, the Director of the BPS shall forward such recommendation to the vice-Chancellor for approval on behalf of the Senate.
 36. Where the recommendation of the Board of Examiners is not unanimous, the recommendation is not consistent in material respect with the matters referred to in the full BPS for an appropriate recommendation to Senate.
 37. The Senate, may on the advice of the Board of Examiners and the BPS, invite a candidate to re-submit a thesis. The period of re-submitting thesis shall be divided into three (3) months for minor corrections and six (6) months for major corrections and re-submission twelve (12) months.
 38. A thesis accepted by the University and subsequently published in part or in whole and in whatever form, shall bear the inscription, "Work forming partial fulfillment of and the requirements for the degree of Master of Mombasa Polytechnic University College".

Upgrading of registration Status:

39. Any candidate who desires that the registration status be upgraded to the Doctor of Philosophy, shall, if he has pursued his approval programme of study or research for at least fifteen months, apply through the relevant FPSC and Faculty Board to the BPS for his registration to be upgraded without having first obtained the Master's degree.
 40. Before recommending upgrading, the Board of the Faculty to which an application to upgrade registration status is submitted, shall be required to satisfy itself of the following matters:
 - (i) That the candidate has received adequate instruction and or supervision and has shown exceptional progress in the Master's thesis work and that the work forms an adequate basis for a Ph.D thesis;
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- (ii) That a panel of competent persons constituted by the Faculty Postgraduate Studies Committee for the purpose have examined the candidate orally and by written progress reports and have satisfied themselves that the candidates' project can make a good Ph.D project;
 - (iii) That facilities are available in the University or elsewhere for research in that field at the doctoral level.
41. If the BPS has approved the evidence as sufficient to warrant upgrading or candidacy to the Doctor of Philosophy, it shall recommend to the senate that the candidate's registration status be upgraded.
42. If the registration of a candidate is upgraded, the period spent on the master's shall count towards the Ph.D registration provided that the total registration period for such a candidate shall not be less than 36 months.

SCHEDULE V:

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

Eligibility for Registration:


1. The following shall be eligible to apply for registration for the degree of Doctor of Philosophy in the University:
Either:
 - i) A holder of Master's degree from the Mombasa Polytechnic University College; or
 - ii) A holder of a Master's degree or equivalent academic qualifications of another recognized institution; or
 - iii) A candidate who is registered for Master's degree and whose registration has been upgraded.

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

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

Submission and Processing of Applications:

3. Applications shall be submitted to the Board of Postgraduate studies on the prescribed forms.

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4. In submitting an application, an intending candidate shall submit for approval of the Faculty Board concerned and the Senate, a study or research proposal not exceeding twenty (20) (double spaced) typed pages excluding bibliography and appendices and the place at which he intends to carry out the study or research.
 5. All applications for registration shall be processed in the first instance through the relevant Faculty Board of Postgraduate Studies Committee (FPSC) in consultation with the Department in which registration is sought. The (FPSC) shall then forward all such applications with appropriate comments to their respective Faculty boards for approval and onward transmission to the Board of Postgraduate Studies.
 6. Before recommending a candidate for registration, the Faculty concerned shall satisfy itself that:
 - (i) The proposed field of study is academically sound and can successfully be pursued under the supervision of the Mombasa Polytechnic University College.
 - (ii) There exists adequate opportunities for consulting his supervisor(s)
 - (iii) There exists adequate academic facilities and resources for effective research.

Form and Duration of Registration:

7. i) Minimum duration

A candidate registered for the degree of Doctor of Philosophy shall carry out a programme of original study or research over a minimum period of twenty four (24) months after the date of registration or after completion of any required coursework and examination and shall submit a thesis based on the study of research done.

Provided that for part-time candidates the minimum period shall be thirty six (36) months.

- (ii) Maximum duration

No candidate for the degree of Doctor of Philosophy shall be registered as a full-time student for more than forty-eight (48) months or as a part-time student for more than seventy-two (72) months without submitting his thesis, except by permission of Senate.

8. Subject to the approval of Senate, Faculties may require the candidate to attend such a course or courses in the candidate's academic area of study or to endow the candidate with specialized skills or knowledge to assist him in his study or research. Performance in courses offered may be assessed.
9. On the recommendation of the Faculty Board concerned and within the first two years from the time of Registration, the Senate may permit a candidate to change his registration status from a part-time to a full-time student or vice versa once only, in which case regulation 7(ii) above shall apply to such a candidate as initially been admitted to the status he now seeks.

Conduct of Studies and Supervision:

10. A candidate registered in accordance with these regulations shall be required to pursue his programme of study under the supervision of academic staff appointed in that capacity by Senate on the recommendation of the Faculty Board concerned and the Board of Postgraduate Studies.
11.
 - i) Candidates shall be required to consult their supervisors(s) or co-supervisors at least once every month and to submit a written progress report every four months to the Dean of the Faculty through the supervisor(s) and Chairman of the department with a copy to the Director BPS.
 - (ii) Each candidate shall be required to attend and participate in seminars organized at the relevant faculty/Department on a regular basis to enable the faculties and the Supervisors to assess the candidate's progress more effectively and to keep candidates in constant touch with their respective faculties.
12. Recommendation on the appointment of supervisors shall be processed in the first instance by the Department through the Faculty Postgraduate Studies Committee. The recommendation shall then be forwarded to the faculty Board for approval and onward transmission to the Senate through the board of Postgraduate Studies.
13. Before recommending the appointment of any supervisor, the Faculty Board shall satisfy itself that the proposed supervisor is competent in the subject area and field of research in which the candidate proposes to work.
14. Where a supervisor is appointed from outside the University, such a supervisor should show evidence of competence in the area of study through publication produced since obtaining his higher degree, as indicated in a curriculum vitae. Such evidence should be requested from only one of the respective external supervisors.
15. Normally, two supervisors will be appointed for each candidate, one of whom must be among the academic staff in the Department. However, faculty Boards may appoint additional supervisor(s) as they deem necessary in individual cases.
16. It shall be the duty of each of the supervisors to direct and supervise the work of the student in so far as it relates to the programme of study. In particular, a supervisor shall be required to:
 - (i) Maintain constant and effective contact with candidate(s) assigned to him.
 - (ii) Submit individually, or jointly with other supervisor(s) academic reports through the Chairman of Department and the Dean of the Faculty to the Director BPS on the progress of each candidate every four months.
 - (iii) Certify at the end of every four months on prescribed forms that the candidate has received supervision. The candidate should also certify that he has received adequate supervision.


(iv) Inform the BPS through the relevant FPSC and Faculty Board at once, if in his opinion a given candidate is unlikely to reach the standard required for the award of a Ph.D degree.

17. Where the performance of a candidate is considered unsatisfactory as shown by:
Either i) Failure to consult the supervisor as required under Regulation II (i); or
ii) The receipt of an unsatisfactory report from the supervisor(s) under Regulations 16 (iv).

Then the candidate shall be given a written warning by the Dean, copied to the Director, Board of Postgraduate Studies, to the effect that, unless he shows signs of improvement within three months, he would be considered for de-registration. A recommendation for de-registration shall be made to the Senate through the BPS only after receipt of two consecutive negative reports following the warning.

Submission of Thesis and Examination of the Candidate:

18. At least three months before a thesis is submitted, a candidate shall give notice in writing to the Director of the BPS with copies to the Dean of the Faculty and Chairman of the Department and an abstract outlining the general scope of work.
- (i) Every thesis submitted for examination shall be in six (6) copies and in loose binding form, and must include a declaration by the candidate confirming that the thesis has not been submitted for a degree in any other institution of higher learning and that the contents of the thesis are the original work of the candidate. Every thesis shall bear the signature of the supervisor(s) indicating that the thesis has been submitted with his knowledge.
- (ii) The final version of the thesis (6 copies) after examination and approval for the award of the degree must be in bound form. All six copies shall remain the property of the Mombasa Polytechnic University College.
19. A thesis submitted for the degree of Doctor of Philosophy must make a distinct contribution to knowledge and show understanding of the subject and display originality of thought. It must also include a complete bibliography or references to the materials used in its preparation, whether published or otherwise, and it must also conform to the regulations for the submission of theses of the Mombasa Polytechnic University College.
20. The Senate shall, on the recommendation of the Board of the Faculty concerned, appoint in respect of each candidate presenting a thesis, a Board of Examiners consisting of:
- (i) Dean of the Faculty;
- (ii) An External Examiner;
- (iii) Two Internal Examiners one of whom must not have supervised the candidate; and
- (iv) Two other persons competent in the discipline related to the candidate's area of research, at least one of whom should be external to the Department;

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- (v) Chairman of the concerned department; and
 - (vi) The director of Postgraduate studies or a representative.
21. The External Examiner and the Internal Examiners shall each be required to submit to BPS within two months of submission of the thesis, an independent written assessment of the thesis indicating:
- 22.
- (i) Whether or not the thesis is adequate in form and content;
 - (ii) Whether or not the thesis reflects an adequate understanding of the subject and displays original thought;
 - (iii) Whether or not the degree should be awarded;
 - (iv) Any corrections to be made before the award of the degree;
 - (v) Whether or not the thesis makes significant contribution to the existing knowledge.
23. Within a month of the receipt of all the examiner's reports, the BPS in consultation with the Dean of the Faculty concerned shall convene a meeting of the Board of Examiners at which the Examiners' reports, other academic matters arising from the thesis, and the candidates defence shall be considered. Provided that where an external examiner is not able to attend, his report shall suffice.
24. Candidates shall be required to present themselves for oral examinations and the Dean shall inform them of the time and place of the meeting of the Board of Examiners. Provisional results shall be release to the candidate after the meeting only where the recommendations of the Board of Examiners is unanimous.
25. Where the recommendation of the Board of Examiners is unanimous for or against the award of the degree, and where such unanimous recommendation is consistent in all respects with the reports of the external examiner and the results of an oral examination, the Director of BPS shall forward such recommendation to the Vice-Chancellor for approval on behalf of the Senate.
26. Where the recommendation of the Board of Examiners is not unanimous or the recommendation is not consistent in material purpose with the matters referred to in regulation 22 above, it shall be referred to the full Board of BPS for an appropriate recommendation to Senate.
27. The Senate may, on the advice of the Board of Examiners and BPS, permit a candidate to re-submit a thesis for re-examination. The period of re-submitting thesis will be divided into four (4) months for minor corrections, eight (8) months for major corrections and for re-submission twelve (12) months.

A thesis accepted by the Mombasa Polytechnic University College and subsequently published in part or in whole and in whatever form, shall bear the inscription "Work forming part of the requirements of the degree of Doctor of Philosophy of the Mombasa Polytechnic University College."



SCHEDULE VI:

COMMON REGULATIONS FOR HIGHER DOCTORATES OF MOMBASA POLYTECHNIC UNIVERSITY COLLEGE OTHER THAN HONORARY DEGREE

1. The following regulations shall apply to candidates for the degree of Doctor of Science in the Faculties of Agriculture, Engineering, Science and Institute of Human Resource Development.
2. The following shall be eligible for the award of Higher Doctorate of the Mombasa Polytechnic University College.
 - (i) Holder of Bachelor's degree of University College for at least six (6) years standing; or
 - (ii) Holder of degree of any other University for at least six (6) years standing who has been admitted by the Senate to the status of a Bachelor's degree of the University and who, at the time of application, has been associated with the Mombasa Polytechnic University College in a teaching, research or other approved role for a minimum of three (3) years.
3. A candidate for a Higher Doctorate will normally apply for the Higher Doctorate of that Faculty or Institute in which the subject for his previous degrees would have been studied, but in certain cases the Senate may permit a candidate to apply within the purview of that other Faculty.
4. A candidate for a Higher Doctorate may make application at any time for the Degree and must submit evidence of his qualifications and bibliography of published work in internationally recognized journals or books containing original contributions to knowledge. A Higher Doctorate is awarded only for original published work such as would give a candidate authoritative international standing in his subject.
5. Subject to the recommendation of the Faculty concerned, the BPS will consider the application and if approved, request the candidate to submit three copies of each such printed contributions as he may desire to present together with three (3) copies of a thesis of not more than 5,000 words. The thesis, which must comply with the Regulations for the submission of thesis for Higher Degrees of the Mombasa Polytechnic University College, must give a brief, unifying account of the printed work submitted and indicate its significance. Where a part of the work submitted is not in the candidate's sole name, the candidate, must provide written evidence of his own part, if any, has been submitted for a higher degree of this or any other University by himself or any of his collaborators. All three (3) copies of the printed works and the thesis shall remain the property of the University.
6. The senate, on the recommendation of the Faculty Board concerned, shall appoint for each candidate, a panel of examiners not less than three (3) in number. At least one of these shall be an external to the University. The examiners may require the candidate to present himself for interview and may consult with other authorities to satisfy themselves of the quality of the work submitted.

7. The examiners shall submit a joint report and make a recommendation on the award of the Higher Doctorate or otherwise, to the senate.
8. A candidate who fails to qualify for the award of a Higher Doctorate will be allowed to re-apply for the same degree within five (5) years.

SCHEDULE VII:

REGULATIONS FOR PREPARATION AND SUBMISSION OF THESIS FOR HIGHER DEGREE OF MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

1. These regulations are supplementary to the University College regulations for individual higher degree; the latter, in each case, provides that the thesis shall be submitted, after due notice, to the Director, Board of Postgraduate Studies (six copies) and that, if the degree is awarded, each copy shall remain the property of the University.
2. The thesis must be type-written or printed on good quality paper of A4 size (210 x 297mm). The type must be double spaced and one side of the paper only. The minimum font size should be courier 10 cpi or universal scalable 12 cpi or equivalent. Copies must be clear. There should be a 50mm margin on the left hand and a 25mm margin on the right hand side of the paper. Typing should begin about 40mm from the upper margin and there should be a 25mm margin at the bottom of the page. Pages should be numbered consecutively and the number should appear just below the centre of the upper margin. Special techniques in presentation may be necessary in Mathematics and, in some disciplines, candidates must consult their supervisors regarding this matter.
3. The front (title) page must be arranged as follows:


Full name of candidate.

Then a thesis submitted in (partial) fulfillment for the Degree of (insert name of degree) in the Mombasa Polytechnic University College. This statement should appear at the middle of the page.

The year.

(The whole title page should be symmetrically arranged).

4. The second page must contain information in the order indicated below:
 - (a) A signed declaration by the candidate with the following statement:
'This thesis is my original work and has not been presented for a degree in any other University'.

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- (b) A signed declaration by each of the University supervisors with the following statement: 'This thesis has been submitted for examination with my (our) approval as University Supervisor(s).
 5. The third page of the thesis (and following if necessary) should contain a table of contents with page numbers.
 6. A summary of the contents of the thesis not exceeding a thousand words should follow, beginning on a new page.
 7. Tables, text figures, diagrams, and plates should be numbered in separate sequences and should be cited by number in the text. Each table, text figure, diagram and plate should have a full caption. Text figures and diagrams should in general be reproduced by photographic or similar means. There should be a 60mm margin around all text figures, diagrams and plates, and all lettering must be in stencil or its equivalent.
 8. Literature must be cited by author and date or by number in the text, and a list of references must appear at the end of the thesis. Departments may vary in the way they should like literature cited and candidates should consult their supervisors.
 9. Each copy of the thesis to be bound in black. Advice might be sought from the University Librarian on this matter.
 - (i) The spine of the thesis should be embossed in gold with surname and initials of the candidate, the degree for which the thesis is being submitted, and the year. The writing should read from the bottom to the top of the spine;
 - (ii) The top cover should be embossed in gold with the title, author's name, degree (including University) and the year of submission.
 10. Candidates should consult their supervisor if they require any advice on any matter concerning the form of thesis not covered by these regulations.

SCHEDULE VIII:

MPUC LIBRARY REGULATIONS

Admission to the library and use of books is conditional upon strict observance of the following regulations and ignorance of these will not be an excuse for non-observance.

1. Definition

In these regulations unless the context otherwise requires:

- (i) 'Book' includes all resources held by the library, e.g. journals, pictures, photographs, maps phono-records, sound cassettes, microfilms, etc. forming part of the library collection;
- (ii) 'User' is any person who has been admitted to use the library.

2. Hours of Opening

The University Library will be open at such times as may be determined by the Library Committee. The hours of opening will be posted outside the Library.

3. Admission to the use of the Library

- (i) All members of the University College staff, students and alumni.
- (ii) Non-members of the University showing particular need may apply to the University Librarian.

4. Discipline

- (i) Good order must be observed in the Library, e.g. placing of feet on furniture, removal of shirts, eating or sleeping, are forbidden. Silence **MUST** be observed;
- (ii) Smoking and the use of open fire in any part of the Library is prohibited;
- (iii) Cases, parcels, overcoats, hats etc, must be left in the baggage area;
- (iv) All users leaving the library carrying books or parcels must show them to the security;
- (v) Stealing and attempting to steal a Library book or property is an offence and those caught will be severely dealt with;
- (vi) The University College Librarian shall suspend any user whose conduct in the Library is in his opinion, disorderly. Such persons shall be reported to the University authorities for further disciplinary action.

5. Damage, Loss of Library Books and/or Library Property

- (i) Users will be held responsible for any damage occurring to a book while in their possession and be required to pay for the value of the book plus administrative costs;
- (ii) Users are responsible for checking that the books they borrow are not damaged before they are borrowed, otherwise they will be held responsible for the damage and will be charged;
- (iii) Any defect in, or damage to a book should be reported to the circulation Librarian. Users must report at once any loss or damage to books while in their possession;
- (iv) The marking and defacing of any books is strictly forbidden. Refreshments, ink bottles and any other material which might accidentally damage Library books or property must not be brought to the Library;
- (v) Willful damage of Library property will be paid for by the person responsible.

6. Registration

- (i) All Prospective or aspiring users must be registered as Library members;
- (ii) All registered users will be issued with Library borrowing tickets. The tickets must be produced whenever books are borrowed and on demand by library staff;


- (iii) The Library tickets must not be lent to other people and loss of any tickets should be reported immediately to the Circulation Librarian;
- (iv) The University identification card must be produced whenever demanded by Library Staff for the purpose of correct identification.

7. Borrowing

- (i) The right to borrow from the Library is accorded to persons mentioned in clause 3 above who are also registered as Library users;
- (ii) All persons wishing to become library users must complete the registration form which is obtained from the Circulation Librarian and must sign the declaration to abide by the Regulation;
- (iii) Users must ensure that the address given on the registrar form is up-to-date;
- (iv) Certain materials may not be borrowed for use outside the Library;
- (v) No book shall be taken out of the Library until it has been officially issued;
- (vi) The user in whose name a book is issued shall be solely responsible for returning it;
- (vii) After a book has been in possession of a user for one week, it may be recalled to the Library. All users must ensure that books in their possession are returned to the Library within three days of recall;
- (viii) Books which have already been borrowed by other readers may be reserved by filling a Book Reservation Form available at the Circulation Desk. No reader should reserve or request for a book he already has. If the behavior is detected, borrowing privileges may be withdrawn;
- (ix) Library books may not be taken out of the country without the permission of the University Librarian;
- (x) Undergraduates may borrow up to 4 books at a time; postgraduates, teaching staff, senior administrative and senior Library staff, 5; staff in grades A-F (or equivalent) 3, and staff in grades I-IV, 2 books. The replacement cost for a lost or damaged borrower's ticket shall be Kshs.10.00;
- (xi) The loan period for undergraduates shall be two weeks, postgraduates and all non-teaching staff one month and teaching staff one semester. The loan for any book may be renewed but may also be reduced by the University Librarian depending on the demand for the book;
- (xii) The University Librarian may permit other persons to borrow two books for purposes of special study upon such conditions and for such period as may seem appropriate in each case. Applications for this purpose should be made to the University Library.

8. Fines and Payments for lost Books

- (i) Any borrower, who fails to return or renew a book on the date due, shall be charged a fine of one shilling per day for the first 10 days. Thereafter, two shillings per book

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- per day up to 30 days for students and 90 days for staff after which the book will be assumed lost (Sundays and Public Holidays are included in calculating the fines charged);
- (ii) Users who lose library books will be required to pay the current replacement cost of the books plus 20% administrative charges;
 - (iii) All Library books remain the property of the University and replacement costs paid will not be refunded when the books are returned.

9. Clearance

- (i) All users are required to clear with the Library and must pay lost books and overdue fines before they leave the University. All borrowing tickets must be surrendered to the Librarian when clearing;
- (ii) Students who fail to comply with clauses 9 (i) above shall have their examination results withheld;
- (iii) Staff who fail to comply with clause 9 (i) above will have the cost of replacement of the books plus administrative cost deducted by the Finance Officer from their terminal benefits.

10. Exclusion from Use of the Library

The Library Committee shall have power to suspend or exclude from all use of the Library, any user who persistently disregards Library Regulations, or, for any other adequate cause, shall be considered to be, in its opinion, undesirable.

11. General Information

- (i) Library books removed from shelves should be left on the desk to be collected by the Library staff for re-shelving;
- (ii) As seating in the Library is limited, readers must not reserve seats by leaving personal items on them. Such items will be removed by Library Staff;
- (iii) The Library accepts no responsibility at all for personal property (including borrowed books) left anywhere in the Library;
- (iv) Library Staff are charged with the duty of giving service to users and to also ensure that Library rules and regulations are observed for the mutual benefit of the entire community;
- (v) The Librarian will be glad to assist in any problems that cannot be solved by other Library Staff;
- (vi) A suggestion box is available at the entrance and readers are welcome to make suggestion for the improvement of Library services;
- (vii) An appeal is made for co-operation for the benefit of all members of the University community.



SCHEDULE IX


GENERAL RULES AND REGULATIONS GOVERNING STUDENTS' CODE OF CONDUCT AND DISCIPLINE

Preamble:

1. These regulations are made by the University College Council in accordance with the provision of THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE ORDER OF 23RD AUGUST 2007 and whose objective and purpose inter alia is to provide for the control, governance and administration of The Mombasa Polytechnic University College (hereinafter referred to as the University College).
2. The regulations shall be binding upon every student of the University College upon registration and so long as such a student remains registered.
3. Every student shall, before she/he is registered, be required to read the regulations and to sign a declaration form appended hereunder that she/he has read and understood the contents and meaning hereof and that she/he undertakes to be bound thereby.
4. Failure or refusal to comply with clause (i) herein above any of these rules may constitute a ground for denial of registration.
5. Nothing in these regulations shall preclude the University College from requiring any student to execute any bond, assurance undertaking to be of good conduct throughout his/her stay at the University College. Such bond, assurance or undertaking when required and executed shall have the same effect as it were incorporated herein.
6. For purposes of these regulations, the term "student" means and includes:
 - (i) Any person who has been formally admitted to a course of study for an undergraduate, degree, postgraduate diploma and certificate within the University College;
 - (ii) All occasional students who are registered students of another University College but are admitted to a course of study within The Mombasa Polytechnic University College;
 - (iii) All undergraduate and postgraduate students who are registered within the University College for higher degree, diploma or other qualifications as may be approved by the University College Council.

Organization of Students

7. There shall be established in the University College an Association of students, hereinafter referred to as the Student Union of Mombasa Polytechnic University College (SUMPUC) whose objective and purpose shall be:
 - (i) To promote the academic and social welfare of the students of the University College;
 - (ii) To act as a link between students, the University College academic staff and other University College administration;
 - (iii) To promote the academic welfare of the students of the University College;

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- (iv) To represent students' opinion in matters affecting their welfare in the University College Council;
 - (v) The development, establishment and encouragement of worthy traditions of social and academic life on the University College campus;
 - (vi) To establish and enhance co-operation with such other student organizations within the University College and other institutions of higher learning as may be recognized by the University College Council.
8. The SUMPUC shall determine its own organs and procedures and in particular, shall develop a constitution setting out clearly:
 - (i) The Officers of that Union;
 - (ii) The duties and powers of such officers;
 - (iii) The frequency of and procedures at meetings;
 - (iv) The possible sources of funds of the Union;
 - (v) The purposes to which the funds of the Union are to be applied;
 - (vi) The manner and form in which such students' union shall be represented in the University College Council respectively.
 9. The purposes of Section 2 of the Order, the University College Council recognizes the University College Students Union as being an organization representative of the student of the University College.
 10. In addition to any other permits required by law, all meetings and other activities of the University College Students Association (whether professional, academic or otherwise) to be held within the University College precincts shall not take place until permission is first obtained from the relevant University College authorities.

Academic Discipline

11. MPUC strives to build an academic community of integrity. The following regulations on academic discipline at MPUC are anchored in fundamental values of academic integrity. Academic integrity is the commitment to the five core values, i.e honesty, trust, fairness, respect and responsibility. Honesty advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research and service. Trust fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential. An academic community of integrity establishes clear standards, practices and procedures and expects fairness in interaction of students, faculty and administrators. Academic integrity recognizes the participatory nature of the learning process, and honours and respects other opinions and ideas. Finally, academic integrity upholds personal accountability and expects responsibility and action in the face of wrongdoing.

Disciplinary Procedures and Penalties

12. The following are disciplinary procedure and penalties:

- (i) Any cases of cheating or malpractice in University College examinations shall immediately be reported, in writing, by the Invigilators through the Chief Internal Examiner (Chairman of Department), to the Dean of respective Faculty.
- (ii) The report shall include the complete identity of the student, the examination, time, venue and nature of the offense. It shall be signed by the reporting invigilator, at least one more invigilator and the Chief Invigilator;
- (iii) The Dean of Faculty, upon receiving the report, shall as soon as possible refer the matter to the Registrar, Academic Affairs, who in consultation with the Deputy Principal, Academic Affairs will set a date as soon as possible for the Academic Disciplinary Committee (ADC) to deliberate on the matter. The Academic Disciplinary Committee (ADC) shall investigate, consider and dispose of the cases in accordance with established University College rules.

Academic Disciplinary Committee Membership and Penalties

13. The Academic Disciplinary Committee shall be composed of the following members:

Membership	Role
Deputy Principal (Academic Affairs)	Chairman
Dean of Students	Member
Dean of the Faculty in which the affected student is registered	Member
Chairman of Department or Warden referring the case	Member
Chairman of the Students' Organization	Member
Registrar (Academic Affairs)	Secretary
One student representative who is a member of Academic Board	Member
Any other person co-opted by the Committee	Member
Legal Officer	In attendance
Officer responsible for counseling	In attendance

Disciplinary Action/Penalties

- (i) The ADC may take any of the following actions, depending on the gravity of the offense, and the circumstances under which it was committed;
- (ii) The committee may recommend various forms of counseling alongside any of the penalties imposed;
- (iii) Under certain circumstance, such as when there is impending investigation to be done, the student may be suspended indefinitely;

- (iv) On completion of a suspension period, the student is required to apply in writing to the Registrar (Academic Affairs) for re-admission. The ADC may recommend specific conditions on re-admission;
- (v) A student who commits an offense that would cause him/her to be suspended a second time shall be expelled;
- (vi) All other decisions and recommendations of the ADC, except expulsions, shall be immediately implemented, pending approval by Academic Board;
- (vii) An aggrieved student may appeal the decision of the ADC to the Chairman of Academic Board. Such an appeal carries a non-refundable fee as stipulated in the schedules.

Categories of offenses and penalties

S/N	OFFENCES	PENALTY
CATEGORY A - MINOR OFFENCES		
1.	Disobeying instructions of invigilators;	Written warning to offender copied to sponsor.
2.	Disrupting an examination by making noise or being a nuisance;	
3.	Forgoing medical reports in order to obtain determent of an examination;	
4.	Intentional failure to respond to summons of the Academic Disciplinary, or other recognized University College Committee.	
CATEGORY B - MODERATE OFFENCES		
1.	Passing verbal, written or electronic communication to other candidates in the examination room, being in possession of or bringing into the examination room unauthorized materials such as books, notes, papers, electronic devices or formulation, pre-written answers;	Nullification of grade/ cancellation of results.
2.	Attending, or attempting to attend classes or other academic activity whilst not duly registered;	
3.	Discussing with each other during examination;	
4.	Plagiarism, i.e. using the words or ideas of another person as if they were one's own without acknowledgment of the same;	
5.	Presenting, attempting to present materials lifted from or published (books, papers, articles, and internet information for purposes of satisfying an assignment, project, or examination, without regard or acknowledgement of the source;	

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| 6. | Obtaining or attempting to obtain someone else's material for purposes of preparing for examination by false pretense, theft or any other reason as long as the materials are obtained without the consent from the owner for the purpose of an examination or fulfillment of examination requirements; | Nullification of grade/
cancellation of
results. |
| 7. | Presenting assignments or projects consisting of materials which have been lifted or copied from another candidate, or copying or attempting to copy from another candidate or facilitating such copying or sharing of materials. | |

CATEGORY C - SERIOUS OFFENCES

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| 1. | Copying or reading from other candidates or from some other unauthorized source; | Suspension from
college for upto a
period of three (3)
years. |
| 2. | Lobbying for undeserved examinations grades; | |
| 3. | Abetting, aiding or covering up an examination malpractice; | |
| 4. | Attending or attempting to attend classes, lectures or any other University College activity after being barred, suspended, dismissed, discontinued or expelled from the University College for any reason whatsoever; | |
| 5. | Threatening or attempting to threaten an instructor or any other officer of the University College for the same reasons; | |
| 6. | Presenting, or attempting to present oneself for an examination without a valid Student's Identify Card, or any other required and/or acceptance form of identification; | |
| 7. | Being a nuisance by disturbing others in class, library, examination room or anywhere else, by means of loud music, howling, screaming, shouting or other form of unpleasant vocalization. | |
| 8. | Destroying or attempting to destroy evidence. | |

CATEGORY D - VERY SERIOUS OFFENCES

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| 1. | Offering or attempting to offer gifts, bribes, presents to an instructor or any other officer or servant for purposes of gaining undue advantage in academic work or examination and/or changes in grades; | Dismissal/ expulsion
from the University
College. |
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CATEGORY D - VERY SERIOUS OFFENCES

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| 2. Exerting or attempting to exert undue influence of any kind whatsoever, on any officer or servant of the University College, for purposes of obtaining undue academic advantage. | Dismissal/ expulsion from the University College. |
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CATEGORY E- MISCELLANEOUS OFFENCES


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| Committing or being involved in any activity or act which is deemed by the Academic Disciplinary Committee to be an academic offence. | As decided by ADC. |
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Academic Conduct

14. All students shall apply themselves diligently to the courses of study approved by the University College Council and for which they are registered and in particular shall:
 - (i) Except for good cause, attend all lectures, tutorials, seminars, practicals and other scheduled courses for instructions as prescribed in the academic policy;
 - (ii) In case of absence from class for a good cause e.g. on account of illness, such absence must be authorized by the Dean of the relevant Faculty on production of certified evidence e.g. a medical certificate;
 - (iii) Refrain from any conduct whose object or logical consequence is to disrupt the operation of academic programmes of the University College;
 - (iv) Abide by all other regulations made by the departments and Faculties for the proper conduct of specific programmes;
 - (v) Not engage in plagiarism, cheating or any other academic irregularity which may undermine the academic standing of the University College.
15. In case of any academic irregularities, the same shall be referred to the Academic Board through the Chairperson of Department for appropriate action.

Conduct while in Residence

16. All students shall conduct themselves with responsibility and maturity while in residence at the University College and, in particular, shall strictly observe the following:
 - (i) Adhere to the list of allocation of rooms determined by the Dean of Students; change of rooms, halls or hostels once allocation has been done shall not be allowed except with the written permission of the Dean of Students. All applications for change of rooms, halls or hostels shall be made to the Dean of Students through the Accommodation Manager before the commencement of the academic year for which the change is sought. No student shall be allocated a room except upon production of evidence that s/he has made prior payment for the same to the appropriate authority;

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- (ii) Share rooms in addition to other facilities of common use;
 - (iii) Admit visitors to their rooms only between the hours of 10.00 am and 10.00 pm. Any extension of these hours will be made with the approval of the Dean of students;
 - (iv) Remove no furniture or equipment from their rooms or any other part of the halls or from other premises within the Halls and catering services except by permission from the Head of Department concerned;
 - (v) Take reasonable care of furniture, fittings and any other items in the Halls of Residence. Any replacement or repair due to loss or damage to any of these items deemed to have been caused by the negligence of a student or persons connected with him/her, shall be borne by the student.
 - (a) Surrender all keys issued in respect of the rooms to the Accommodation Manager before proceeding for vacation.
 - (b) Use video tapes, radios or any musical instruments in the halls of residences only on condition that the sound does not cause any disturbance to the other residents and that they are played between the hours of 6.00 am and 11.00 pm.
 - (c) Report all absence from residence in the halls to the Accommodation Manager. Any student absent from residence for a continuous period of two weeks without prior permission from the Accommodation Manager shall be deemed to have forfeited his/her residence.
 - (d) A student who intends to be absent from the Halls of Residence for more than seven days shall obtain written permission from the Dean of Students and leave his/her contact address.
 - (e) A student shall forfeit all monies paid to the University College if she/he decided to vacate his/her room during the term unless it is on medical grounds in which the Chief Medical Officer will notify the University College authorities in writing.

Boarding Rules and Regulations

17. Conduct rules, regulations and conduct:

- (i) All residents shall respect the rights of other occupants by creating a conducive atmosphere for learning and co-existence;
- (ii) No person shall reside in the halls of residence unless she/he has fully paid;
- (iii) A resident found accommodating unauthorized person will be expelled from the halls of residence without a refund;
- (iv) Residents are not allowed to modify, add or remove any property within the halls of residence;
- (v) No student under the influence of alcohol will be allowed into halls of residence;
- (vi) Ladies are not allowed into the male hostels after 8pm and male students are not allowed in the ladies hostel after 8pm. Any student found flouting this rule will be excluded from the hostel;

- (vii) All students entering halls of residence after 10pm will be required to identify themselves with the halls Janitor at the reception;
- (viii) All residents must keep their rooms clean by disposing all litter in provided bins;
- (ix) Loud music is prohibited in the halls of residence at all times;
- (x) No student is permitted to conduct business of any kind in the halls of residence;
- (xi) No extra mattresses are allowed in the halls of residence;
- (xii) STRICKLY NO COOKING IN THE ROOMS;
- (xiii) All residents are required to take care of the existing facilities in the halls of residence;
- (xiv) Residents shall be charged for any damages noted.

Vacational Residence

- (i) Students are prohibited from residing in the University College during vacation, except with written permission from the Dean of Students;
- (ii) Students on such authorized vacation residence shall be housed in a specified hall of residence. Rules governing student conduct in the halls of residence when the University College is in session (4.0 above) shall apply without exception.

Conduct in Relation to the Catering Services


- (a) To facilitate satisfactory and efficient services in the catering department, students are required to conduct themselves in an orderly manner and be courteous to the catering staff. In addition, all students shall observe the following:
 - (i) Appear for meals at the prescribed times only.

The said meal times shall be as follows:

Breakfast	6.00 am	-	8.00 am
Lunch	11.30 am	-	2.00 pm
Dinner	6.00 pm	-	8.00 pm

Or, at such times as shall be notified to the students by the Catering Department from time to time. The meal times must be adhered to strictly.

- (b) All meals shall be served in the dining halls only. Except for good cause, no meals or beverages shall be carried out of the dining halls. Any student seeking to remove meals from the dining hall must first seek permission from the Catering Manager of her/his dining hall and if necessary support such request with a certificate from the Medical Officer in charge of the student health services.
- (ii) No crockery, cutlery or other utensils shall be removed from the dining halls.
- (iii) No student shall enter the server, kitchen or stores without prior permission from the Catering Manager.

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- (b) The following shall be the prescribed procedure regarding the Pay As You Eat (PAYE) system of service in the dining halls:
 - (i) A notice of the items on the menu for every meal shall be posted at appropriate and strategic notice boards near the dining halls at the time that the meal prior to its being served, or at least early enough, but in any event not less than three (3) hours before the said meal is served;
 - (ii) Each student shall peruse the itemized menu before proceeding to the cashier to pay for the items she/he has selected, or any of them and obtain an item pre-coded receipt for the same from the said cashier;
 - (iii) S/he shall then go on to the server, show the receipt to the catering personnel on duty there and wait to be served with the items she/he has paid for;
 - (iv) S/he shall then proceed towards the exit where she/he presents the receipt to an awaiting officer who will check it against the food served;
 - (v) The student shall then go through the last turnstile and proceed to the dining tables.
 - (c) Students will be required to queue and observe a civil and orderly manner for all services in the dining hall at all times.
 - (d) Any student complaints or grievances whatsoever, arising from the administration of the Catering services shall be addressed to the office of the Dean of Students through the Catering Manager.

Provided nothing in these rules shall be needed to prevent the Catering Manager, the University College Administration or any other officer with the authority to do so from altering, changing or restructuring the said procedure or system or any part thereof without any notice to the students, if the situation so warrants.

Conduct in Relation to Health Matters

- 18. A part from complying with the general Law of Health, all students shall be required to comply with health requirements as may be laid down by the University College from time to time.
 - (i) Students shall seek medical attention, for all cases requiring such services at the University College Health Centre;
 - (ii) All cases of emergency or serious illness in the Hall of Residence requiring medical attention must be reported at once to the nurse on duty;
 - (iii) In all cases, absence from classes on account of sickness, the University College Medical Officer will submit a report to the Dean of Students, Registrar, Academic Affairs and Chairperson of the Department concerned, respectively;
 - (iv) Except in the emergency cases where a student wishes to seek medical services outside the University College he/she shall notify the University College Medical Officer;

- (v) Students shall avail themselves for medical examination as and when required by the University College Administratio;
- (vi) Students are informed of the availability of a Voluntary Counseling and Testing Unit (VCT) services at the Students Centres in case one wishes to know his/her HIV/AIDS status;
- (vii) The University College will not pay medical bills incurred by a student without authority and prior referral by the University College Medical Officer.

Marriage of Students

19. A student who intends to get married and remain a student of the University College shall, for welfare purposes only, notify the Dean of Students.

Counseling


- (i) Under the Coordinator, the counseling office provides services aimed at improving the well being of students. Students with individual problems or concerns are advised to avail themselves of these services.
- (ii) All matters presented on a personal level to the Guidance and Counseling office shall be treated in strict confidence.

Sports and Recreation

20. Students shall be expected to participate in as many of the University College sporting and recreational activities as they are able. Observance of such rules as may be enacted by the games and Sports Department will be obligatory.

Clubs and Societies

- (i) No clubs or societies shall operate in the University College unless they are registered by the University College authorities.
- (ii) Students proposing to form a club or society within the University College shall observe the following procedures:
 - (a) Prepare:
 - (i) The objectives of the intended club or society;
 - (ii) The names and designations of the interim office bearers and patron;
 - (iii) An indication of likely membership;
 - (iv) Possible sources of funding.
 - (b) The interim office bearers shall discuss the proposal with the Dean of Students.
 - (c) The interim office bearers shall apply for registration of the club/society to the Deputy Principal, Academic Affairs through the Dean of Students.
 - (d) Upon registration, the clubs or societies shall operate strictly in accordance with the provision of their approved constitutions.

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- (e) All scheduled club/society activities must be approved by the Dean of students. For these purposes, a list of scheduled activities shall normally be forwarded to the Dean of Students at the beginning of each semester.
 - (f) The University College may refuse and/or cancel the registration of a club or society without assigning any reason thereunto.

Channels of Communication

21. In the redress of grievances, students shall be expected to go through the laid down channels and procedures and in particular the following:
 - (i) Academic Matters:
Class representatives, Academic Advisers, Chairperson of Departments, Deans of Faculties and the Deputy Principal, Academic Affairs, in that order.
 - (ii) Welfare Matters:
House keepers, Accommodation Manager, Cateresses/Caterers, Catering Manager, Wardens and Dean of Students and the Deputy Principal, Academic Affairs, in that order.
 - (iii) The hierarchy of the Students Association or organization shall be expected to adhere to the procedures in (i) and (ii) above to ensure peaceful and non-violent dealing and processing of students' grievances.
 - (iv) Failure to adhere to the above procedures (i) and (ii) shall be a violation of University College regulations.

Pregnancy

22. Apart from the general rules on pregnancy, all female students of the University College shall abide by the specific rules and regulations made concerning student's pregnancy while at the University College.
23. It should be clearly understood that the University College does not expect students to get pregnant while they are still pursuing their courses of study. Students should therefore avoid getting pregnant by all means.
24. The Family Planning section of the University College would be glad to render advisory and other services related to the matter. The University College strongly recommends that all female students avail themselves and make use of these services.
25. It will therefore be in the interest of the students to read and understand the rules which are issued on admission. Strict observance of the said rules will enable female students complete their studies in good time and without undue stress. The following specific rules shall apply in case of student pregnancy.

Reporting the Pregnancy

26. Every expectant student must report to the University College Officer before the end of her first three (3) months of pregnancy for the following reasons:
- (i) Information;
 - (ii) Guidance and counseling;
 - (iii) Advice on:
 - (a) Antenatal care.
 - (b) Confinement.
 - (c) Her conduct during the period of pregnancy.
 - (d) Special examinations in case the University College examinations are done while the student is on confinement.
 - (e) The period of absence while the student is on confinement.
 - (f) Post natal care.
 - (g) Child welfare.
 - (h) Family planning.

Rules for Pregnant Students in Residence

- (i) In the event of pregnancy either before or after taking residence in the halls, one must move out of the halls of residence at least three (3) months before confinement;
- (ii) A pregnant student who proceeds on confinement will be allowed up to a maximum of three (3) weeks to resume her studies in the University College;
- (iii) In view of (i) above, the Registrar, Academic Affairs should be advised on the exact duration the student stays away from the halls of residence for the purpose of refunding the student any money paid to the University College for accommodation/catering.
- (iv) All affected students:
 - (a) May re-apply to the Dean of Students for accommodation in the halls of residence three (3) months after confinement.
 - (b) Shall be expected and required to participate fully in all aspects of training/learning as contained in the University College regulations without exception or excuse of inability because of pregnancy.
 - (c) Shall, subject to recommendation by the University College Chief Medical Officer, be allowed to sit special examinations in case the University College examinations were held while the student was admitted in hospital or on confinement.



Conduct with the Public

27. In addition to any other liability that may be attached thereto, students remain accountable to the University College in respect of their relationship with members of the general public and of conduct and utterance in matters that lie in the public domain wherefore:
- (i) All correspondence to the press or other mass media by students or officials of the University College Students' Association in their individual capacities shall bear their names and private addresses;
 - (ii) All public statements affecting the University College which are intended to be issued on behalf of any association of students must receive prior written approval of the Principal;
 - (iii) Invitation to Government ministers, representatives of foreign governments or other public personalities to visit the University College in their official capacity shall be channeled through the Dean of Students to the relevant University College Authorities.

Security

- (i) Students getting into the University College premises anytime (may) be required to identify themselves from time to time at the gate;
- (ii) Vandalism is prohibited. Any student involved in damage to college property will be required to pay for the damage;
- (iii) Stealing is prohibited. Anybody found stealing will be suspended for a maximum of 3 years;
- (iv) Students are expected to keep property in a secure place and to lock their doors. Any case of theft should be reported to the Security Officer;
- (v) Unauthorized entry into restricted areas or an authorized tempering with equipment is prohibited;
- (vi) Fighting in the University College is prohibited. It is also against the penal code;
- (vii) Holding unauthorized parties and gatherings is prohibited;
- (viii) Behaviour of a guest is the direct responsibility of the host/hostess;
- (ix) Lost and found items should be given and claimed from the Security Officer.

Visitors

- (i) Visitors will not be allowed in the University College between 8.00 pm and 6.00 am;
- (ii) All visitors must sign the visitors' book and identify themselves at the gate on entry and departure. Visitors must wear visitor's identification card at ALL times when at the University College premises;
- (iii) Any luggage leaving the Mombasa Polytechnic University College compound must be inspected by the security personnel.

NOTE: Failure to comply may lead to expulsion. All students are subject to penalty.

Disciplinary Authority and Composition of the Students' Disciplinary Committee


28. For the purposes, of these regulations the Principal, acting on behalf of the Council, is the Disciplinary Authority of the University College and may in that capacity:
- (i) Vary or add the list of disciplinary offences specified herein.
 - (ii) Suspend from the University College pending further disciplinary action, any student suspected of committing an offence under these rules and regulations.
 - (iii) On behalf of the academic board, take any measure necessary for proper operation of and maintenance of order in the University College.

Students Disciplinary Committee

29. There shall be a Students' Disciplinary Committee of the Academic Board established under the Statutes of Mombasa Polytechnic University College.
30. There are certain instances where the violation or contravention of the University College code of conduct will constitute a serious offence and as such attract instant disciplinary action against the student(s) concerned. In this case, the Principal on his/her initiative or on the recommendation of the Students' Disciplinary Committee will give summary/ immediate suspension or dismissal to the student(s) concerned if it is in the interest of the security and the maintenance of order and discipline in the University College. Such action may be taken against a student who is under investigation pending completion of the investigation. The University College Council therefore shall have the right to expel a student who commits ANY OR A COMBINATION OF THE FOLLOWING:
- (i) Boycott or agitation for boycott of lectures, tutorials, practical or academic programme;
 - (ii) Maliciously or willfully damaging University College property;
 - (iii) Assaulting any member of staff discharging his/her duties;
 - (iv) Found in possession of any drug or drugs, the possession of which is prohibited;
 - (v) Convicted by a court of law of any criminal offence which the council deem serious enough to warrant expulsion from the University College;
 - (vi) Duplication of hostel room keys;
 - (vii) Illegal stay in the hostels.

Criminal Offences and General Misconduct

31. The following are some of the criminal offences and general misconduct that will lead no serious disciplinary action being taken against a student:
- (i) Drunkenness;
 - (ii) Drug abuse;
 - (iii) Drug trafficking;


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- (iv) Possession of illicit intoxicants;
 - (v) Illegal trade or hawking;
 - (vi) Fighting;
 - (vii) Physically assaulting, molesting, bullying or abusing another person;
 - (viii) Arson;
 - (ix) Theft;
 - (x) Impersonation;
 - (xi) Forgery;
 - (xii) Fraud, money laundering;
 - (xiii) Possession of fire arms or any other offensive weapon;
 - (xiv) Refusing to obey instruction from an authorized officer;
 - (xv) Interfering with rights and freedom of other people;
 - (xvi) Procuring an abortion;
 - (xvii) Abetting crime or failure to report a criminal activity to the University College;
 - (xviii) Rape or attempted rape;
 - (xix) Sexual harassment;
 - (xx) Un-natural acts or indecent assault (e.g. homosexuality, lesbianism);
 - (xxi) Inciting fellow students, staff or other members of the University College community;
 - (xxii) Commandeering, hijacking or misuse of University College or private, public vehicles;
 - (xxiii) Picketing;
 - (xxiv) Boycott of scheduled lectures, practicals, other courses of instruction or examinations;
 - (xxv) Intimidation of or issuance of threats, written or verbal, to students with intent to disrupt academic activities or other process;
 - (xxvi) Malicious or willful damage to University College property, that of other students or members of the public;
 - (xxvii) Any attempt to convene or organize or any participation or involvement in demonstrations, gathering, processions or public ceremonies for which permission has not been obtained from the University College administration or government authorities;
 - (xxviii) Authorship, publication and/distribution of anonymous letters or any other literature of a malicious or libelous nature including placards;
 - (xxix) Any other obnoxious acts or repugnant conduct as may be prejudicial to good order or the proper functioning of the University College;
 - (xxx) Gambling, bribery, cultic practices, use of pornographic materials, dishonesty (cheating, plagiarism etc.).

Disciplinary Penalties on Criminal Cases and General Misconduct

32. If a Students' Disciplinary Committee finds a student guilty of misconduct, the committee may recommend one or more of the following penalties:
- (i) That the student be served with written or verbal reprimand or warning;
 - (ii) That the student be compelled to fully recompense for any loss of damage as shall be commensurate with the nature or gravity of the offence committed;
 - (iii) That mark(s) and grade(s) obtained in a study unit or units be withdrawn;
 - (iv) That the student be suspended for a specified period of up to a maximum of 3 years or a further period;
 - (v) That the student be expelled from the University College;
 - (vi) That the student be excluded from halls of residence for such a period as the committee may deem fit;
 - (vii) That any other disciplinary measures or sanctions be imposed. Alternatively the committee may pardon the accused student, or make any other decision that it deems necessary in the prevailing circumstances.

Cases of Minor Misconduct

33. Complaints of minor misconduct may be made in writing to the Dean of Students and shall indicate the circumstances concerned so as to enable him/her to decide an appropriate action. The Students' Social Disciplinary Committee in consultation with the Dean of Students will, at its discretion, determine whether a student's behaviour constitutes a minor misconduct or otherwise.
- (i) Such cases include, but are not limited to, causing disturbance, being a nuisance to others, unbecoming behavior or any other behavior that the Dean of Students or the Students' Social Disciplinary Committee in their opinion, considers to be minor in nature;
 - (ii) On notification of such a complaint, the Dean of Students may appoint a committee to conduct a hearing and receive representations from all parties concerned;
 - (iii) The accused student(s) shall be notified of the time, place and nature of the alleged misconduct and shall be given an opportunity to make a written statement within a reasonable time and/or appear before the Student Social Disciplinary Committee or appear before the Student Social Disciplinary Committee in person;
 - (iv) If it appears from the explanation contained in the complaint that the accused student(s) should be given the opportunity of making an admission of guilt, the Students' Social Disciplinary Committee shall notify the student(s) in writing;
 - (v) Of the time, place and nature of the alleged misconduct;
 - (vi) Of the opportunity to make an admission of guilt arising thereof within a specified period of time and that the admission of guilt shall not be recorded as an offence;
 - (vii) That they are under no obligation to admit guilt;

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- (viii) That failure on their part to admit guilt will not be held against them in the event of a possible hearing;
 - (ix) That they have a right to defend themselves against the alleged misconduct and the contents of the charges;
 - (x) If the accused student(s) pleads not guilty, the Student Social Disciplinary Committee shall in its discretion decide what further steps should be taken to hear and determine the matter;
 - (xi) In case of minor misconduct, the following disciplinary measures may be imposed;
 - (a) A fine, as may be determined by the Disciplinary Committee.
 - (b) A claim for such monetary amount as may be sufficient to compensate for any damage, loss or cost incurred as a result of the student's misconduct.
 - (c) Suspension for a definite period.
 - (d) Any other disciplinary measures of sanctions, pardon or any other decision deemed necessary in the prevailing circumstances.

Procedure in the case of misconduct

Notification of misconduct

- (i) Any complaint of misconduct by or in respect to a student shall be forwarded in writing to the Dean of Students at the earliest time possible, enclosing any information that would facilitate speedy investigation.
- (ii) A student shall not be charged with misconduct until a written, signed statement containing an accusation, complaint or allegation made against him/her has been submitted to the Dean of Students or any other person authorized by him/her.

Preliminary investigation

- (i) The Dean of Students and/or any other person shall conduct a preliminary investigation or a committee authorized by him/her to establish the basis of the complaint, accusation or allegation brought to him/her notice, or into the behavior of a student that might constitute misconduct and prepare a written report/charge sheet;
- (ii) The Dean of Students, committee or any person conducting the preliminary investigation may obtain information from a person including the student against whom the complaint, accusation or allegation has been made;
- (iii) The Dean of Students, committee or any person conducting the investigation shall consult and conduct the investigation at own discretion;
- (iv) If any student is required to assist the security officers in the investigation, the Dean of Students shall refer him or her to the security or other relevance office in writing clearly stating the nature of the problem;
- (v) On receiving such summons to report to either the security or any other office, the student shall be bound to report without fail;


- (vi) The security or any other authorized officer shall then compile a comprehensive report and send it to the respective Dean for action;
- (vii) If the Dean of Students is of the opinion that there are reasonable grounds for a charge of misconduct based on the results of the preliminary investigations, she/he shall draw up a written charge and forward it to the Chairman of the respective Disciplinary Committee for hearing and determination;
- (viii) The Chairman of the Students' Disciplinary Committee shall convene a meeting of the committee within 14 working days to avoid the student being continuously absent for a long time.

Guiding Principles

- (i) Security officers in the course of investigation shall not harass or intimidate students physically or otherwise;
- (ii) Students shall abide by summons issued by the Dean in relation to a complaint under investigation. Failure to do so shall constitute a disciplinary action;
- (iii) A student shall not be summoned directly by the security office unless in the event, she/he has been caught in the course of committing a crime whose evidence is likely to be interfered with if left unattended;
- (iv) Security officers have the right to pursue any student found or suspected to be in the process of committing a crime without prior consultation with the respective Dean. However, the Dean must be informed of such an activity taking place;
- (v) If a local search is required, the warrant to do so shall be issued by the respective Dean after consultation with the Security Officer. During the search, the student involved and the officer in charge of the service point relevant to the case shall be present to witness the operation;
- (vi) Depending on the nature of the offence, the respective Dean in consultation with the Security Officer may, through the office of the Principal, refer the complaint for further investigation and action to the law enforcement agents in the public domain;
- (vii) Any student involved in breaking of the Kenyan law within and or outside the University College premises shall be handed over to the law enforcement agents for appropriate investigation and action.


General Guidelines in Hearing of a Disciplinary Case

- (i) The quorum of the Students' Disciplinary Committees shall be 2/3 of all the members appointed by the Principal;
- (ii) The Student Disciplinary Committees shall conduct all their meetings and hearing in camera unless the Chairman of the Committee or the Principal orders otherwise;
- (iii) The Chairman of a Students' Disciplinary Committee or the Principal may refer the hearing to another body of the University College if she/he is of the opinion that the charge concerned should be heard by another body;

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- (iv) The Chairman of a Students' Disciplinary Committee or the Principal may stop the hearing at any point before the case is determined if she/he is convinced that the proceedings do not meet the conditions stipulated or it is not in the best interest of all the parties involved;
 - (v) The proceedings of a Students' Disciplinary Committee shall be recorded and kept in strict confidence;
 - (vi) In case the substantive secretary to the committee is absent, the Chairman of a Students' Disciplinary Committee shall appoint another person to provide secretariat services to the Committee. If the person appointed is not a member of the Disciplinary Committee, s/he shall not have a right to vote. All documents and recordings shall thereafter be kept in safe custody by the Chairman;
 - (vii) In cases where a Students' Disciplinary Committee requires special expertise, the Chairman of the Committee may appoint a member to attend, but in an advisory capacity only;
 - (viii) If in any stage during the hearing of a disciplinary case, one or more members of a Students' Disciplinary Committee are no longer able to attend/participate in the proceedings, the hearing shall continue provided that the remaining members form a quorum;
 - (ix) A member of a Students' Disciplinary Committee who has himself/herself laid a complaint of misconduct against a student shall disqualify himself/herself from the proceedings of the Committee for the hearing of a charge arising there from. In addition, where there is a possibility of conflict of interest by a member, such a member shall disqualify himself/herself from the committee proceedings;
 - (x) If a student charged with misconduct fails to attend his/her hearing, the hearing may be conducted in his/her absence. The case may also be determined thereof and at the discretion of the Chairman;
 - (xi) If a student charged with misconduct interferes with or obstructs any proceedings of a disciplinary case or refuses an instruction of the Chairman of such a Committee, she/he may be ordered to withdraw from the proceedings by the Chairman. The proceedings may then continue in his or her absence;
 - (xii) If a student charged with misconduct admits guilt in respect of a charge, a Student Disciplinary Committee shall decide whether or not the evidence concerning the charge should be adduced.


Implementation of Disciplinary Measures

- (i) In considering the imposition of appropriate disciplinary measures, the Student Social or Academic Disciplinary Committee shall ensure that such disciplinary measures are as far as possible appropriate to and commensurate with the nature and gravity of the misconduct of which the student has been found guilty;


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- (ii) If the Disciplinary Committee finds a student guilty, the Committee shall notify the student in writing of the finding(s) and of the disciplinary measures(s) imposed by the Committee on him/her;
 - (iii) If the Disciplinary Committee finds a student not guilty, the student shall be notified in writing to that effect;
 - (iv) The Students' Social or Academic Disciplinary Committee or the University College shall not be held liable for any inconvenience, expose, embarrassment, compensation or any other claim arising, in the event that the student(s) is found to be GUILTY OR NOT GUILTY;
 - (v) When an appeal is lodged against a decision of the Students' Social or Academic Disciplinary Committee, the enforcement of any disciplinary measure imposed by the Disciplinary Committee continue to apply pending the outcome of the appeal;
 - (vi) If a student in respect of whom the Disciplinary Committee has imposed a disciplinary measure fails to exercise his/her right of appeal, the respective Committee shall enforce the disciplinary measure without any reference to the student in question;
 - (vii) If a student is temporarily or permanently deprived in terms of this code of a right or privilege, which she/he enjoys as a student, or if she/he is temporarily or permanently denied admission to the University College, such a student shall forfeit any claim for repayment, refund, reduction or remission of money paid or payable to the University College;
 - (viii) The respective Disciplinary Committee may, at conclusion of disciplinary proceedings decide whether to disclose the finding arrived at, the disciplinary measure(s) imposed, the name of the student concerned and the Faculty with which she/he is registered either in the form of statement or in some other way or whether or not to disclose the said particulars to any interested person or body.

Disciplinary Appeals Procedures

34. The student shall have the right to appeal against the decision of a Students' Disciplinary Committee. Once the appellant has complied, the following steps shall be taken:
- (i) The Disciplinary Appeals Committee shall hear appeals against findings of a Disciplinary Committee;
 - (ii) This committee shall consist of at least five members appointed by the Principal on behalf of the Academic Board and who were not members of the Disciplinary Committee listed and who heard the student. The Principal or designee shall chair the Disciplinary Appeals Committee while the Dean of Students will provide the secretariat services to the Committee.
 - (iii) A student who has been found guilty of misconduct may, within 14 working days of being informed in writing of the finding of the Disciplinary Committee concerned appeal to the Disciplinary Appeals Committee by lodging a written notice of appeal with the Principal. The notice will furnish detailed grounds for his/her appeal;

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- (iv) However, a student who has been found guilty of misconduct after having pleaded guilty to the charge against him/her shall have no right of appeal against such finding;
 - (v) On receipt of a notice of appeal, the Principal shall forward the same to the Dean of Students who will prepare the relevant documents and records for each appeal and invite the students to attend the hearing;
 - (vi) The appeal shall be heard solely on the grounds of the record of the hearing concerned together with any documents, evidence and exhibits earlier placed. Evidence or exhibits may be introduced at the appeal;
 - (vii) The appellant will be allowed to make written or verbal representations to the Disciplinary Appeals Committee, with the approval and consent of the Committee;
 - (viii) Upon consideration and determination of an appeal, the Disciplinary Appeals Committee may:
 - (a) Uphold the appeal wholly or in part and set aside or amend the decision of the Disciplinary Committee concerned.
 - (b) Disallow the appeal and confirm the decision of the Disciplinary Committee either wholly or in part.
 - (c) Impose any other disciplinary measures or sanctions, pardon the accused student or make any other decision that it may deem necessary in the prevailing circumstances.
 - (d) Refer any question pertaining to the hearing back to the Disciplinary Committee concerned and order that a report be submitted.
 - (ix) The decision of the Disciplinary Appeals Committee shall be final;
 - (x) After disposing of an appeal, the Disciplinary Appeals Committee shall, without delay communicate its findings to the Academic Board;
 - (x) The provisions of disclosure of findings shall apply.

Enforcement of Rules and Regulations

- (i) The responsibility of maintaining discipline at the University College is vested in the Principal who may from time to time delegate such authority and powers to other officers of the University College for Purpose of investigation and enforcement;
 - (ii) The administrative and academic staff of the University College have authority in areas of their jurisdiction or competence to ensure that the rules and regulations are adhered to by the students;
 - (iii) Students on Field Attachment/Internship/Teaching Practice shall be subject to the supervision and disciplinary authority of the mandated University College staff and of the officers of the host organization under whom the University College has placed them upon;
 - (iv) In the event of breach of these rules and regulations on Field Attachment/Internship/Teaching Practice, and depending on the nature of severity of the offence, the staff and officers responsible shall take the following actions:
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- (a) Warn or caution the student either verbally or in writing.
- (b) Report the student in writing to the Dean of Faculty enclosing all documentary evidence.
- (c) Take any other actions that may deem appropriate.

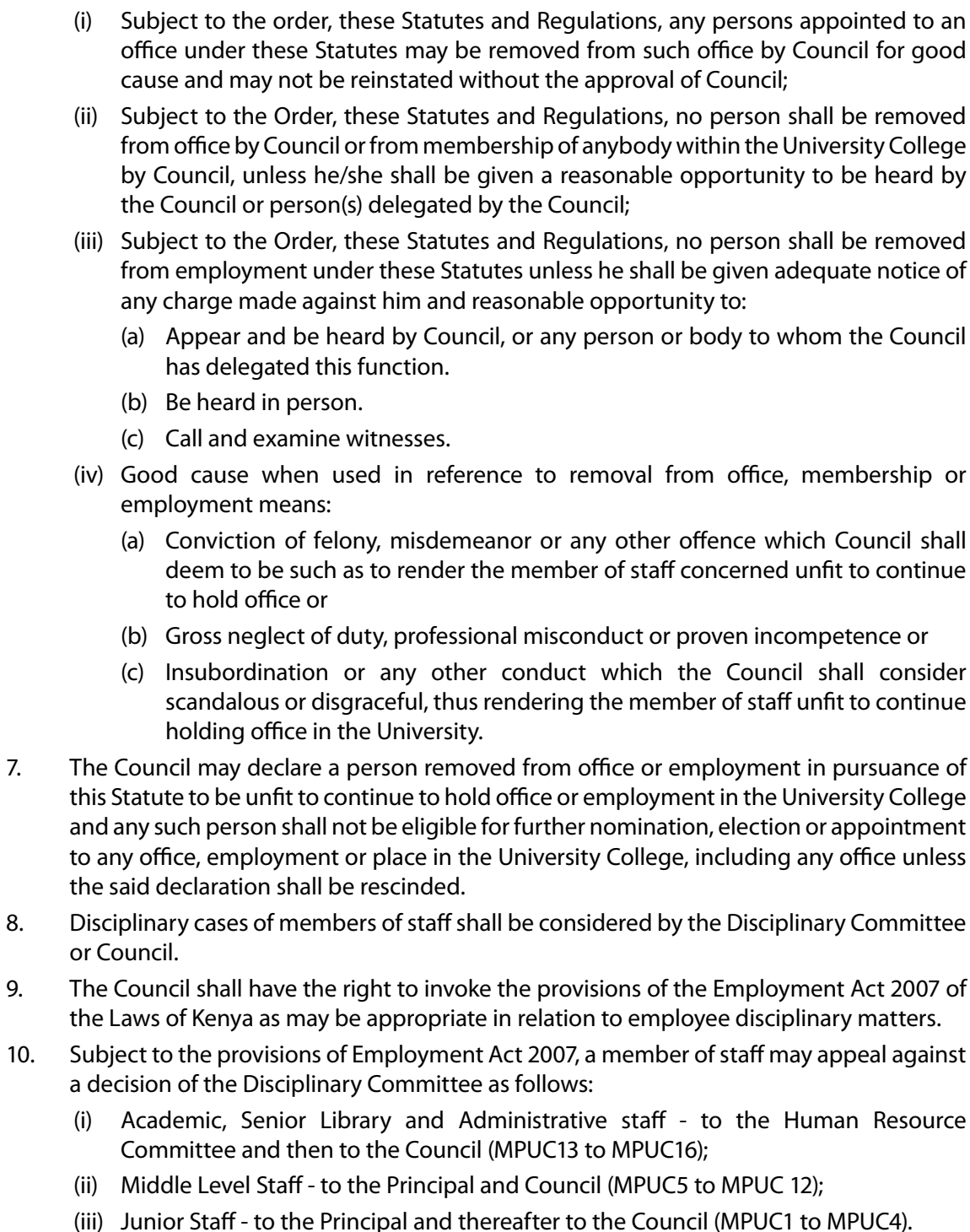
Saving Clause

35. The provision of these rules and regulations and any decisions made by the Students' Disciplinary Committee thereof shall not derogate from, or prejudice the right of the police or any member of the public so entitled to bring any action or institute legal proceedings in respect of the same state of facts against any student in a Court of Law, nor shall anything herein preclude the state from taking any action which it may deem necessary against any student.

SCHEDULE XI

STAFF MATTERS

1. Subject to Paragraph 16 of the Order and these Statutes, ALL employees of the former Mombasa Polytechnic and those employed on secondment shall be deemed to be employed by University College on full-time basis as provided by the schemes of service and terms of service (Schedule I) for the University College except where a member opts otherwise.
2. Subject to these Statutes all members of staff of the University College shall be subject to the general authority of Council and of the Principal.
3. All members of staff shall be deemed to be employed on full-time basis except as otherwise provided by the terms of service, as spelt out in the letter of appointment and in accordance with University College schemes of service.
4. Subject to existence of vacancies in the University College staff establishment, appointment of new members of academic staff of senior lecturer level and equivalent staff in administrative service by the Council on the recommendation of Human Resource Committee on such terms and conditions as prescribed in the University College terms and conditions of services, where such terms and conditions shall be made known to the member of staff at the time of the appointment.
5. Subject to existence of vacancies in the University College staff establishment, appointment of new members of academic staff of lecturer level and equivalent staff in administrative service by the Principal on the recommendation of the head of the unit operation, on such terms and conditions as prescribed in the University College terms and conditions of services, where terms and conditions shall be made known to the member of staff at the time of the appointment, and report to the Council.
6. Disciplinary procedures shall be approved by the Council as Regulations and shall be appended to the terms and conditions of service for University College staff provided that they shall include, among others, the following conditions:


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- (i) Subject to the order, these Statutes and Regulations, any persons appointed to an office under these Statutes may be removed from such office by Council for good cause and may not be reinstated without the approval of Council;
 - (ii) Subject to the Order, these Statutes and Regulations, no person shall be removed from office by Council or from membership of anybody within the University College by Council, unless he/she shall be given a reasonable opportunity to be heard by the Council or person(s) delegated by the Council;
 - (iii) Subject to the Order, these Statutes and Regulations, no person shall be removed from employment under these Statutes unless he shall be given adequate notice of any charge made against him and reasonable opportunity to:
 - (a) Appear and be heard by Council, or any person or body to whom the Council has delegated this function.
 - (b) Be heard in person.
 - (c) Call and examine witnesses.
 - (iv) Good cause when used in reference to removal from office, membership or employment means:
 - (a) Conviction of felony, misdemeanor or any other offence which Council shall deem to be such as to render the member of staff concerned unfit to continue to hold office or
 - (b) Gross neglect of duty, professional misconduct or proven incompetence or
 - (c) Insubordination or any other conduct which the Council shall consider scandalous or disgraceful, thus rendering the member of staff unfit to continue holding office in the University.
7. The Council may declare a person removed from office or employment in pursuance of this Statute to be unfit to continue to hold office or employment in the University College and any such person shall not be eligible for further nomination, election or appointment to any office, employment or place in the University College, including any office unless the said declaration shall be rescinded.
 8. Disciplinary cases of members of staff shall be considered by the Disciplinary Committee or Council.
 9. The Council shall have the right to invoke the provisions of the Employment Act 2007 of the Laws of Kenya as may be appropriate in relation to employee disciplinary matters.
 10. Subject to the provisions of Employment Act 2007, a member of staff may appeal against a decision of the Disciplinary Committee as follows:
 - (i) Academic, Senior Library and Administrative staff - to the Human Resource Committee and then to the Council (MPUC13 to MPUC16);
 - (ii) Middle Level Staff - to the Principal and Council (MPUC5 to MPUC 12);
 - (iii) Junior Staff - to the Principal and thereafter to the Council (MPUC1 to MPUC4).

11. Members of the University College who are in the employment of the University College shall retire from employment on the thirtieth day of June next after the date on which they attain the retirement age.
12. A member of staff may resign his appointment in such manner and on giving such notice as may be prescribed in the Regulations or in the Terms and Conditions of Service under which such member of staff is engaged. Likewise, the University College may terminate an appointment of any member of staff by giving such notice as may be prescribed in the Terms and Conditions of Service under which such member of staff is engaged.

SCHEDULE XII

STUDENT MATTERS

1. Subject to the Order and these Statutes, all matters affecting the education, welfare, use of University College facilities and discipline of students shall be governed by the Students Regulations and Rules, Schedule X.
2. All students shall have the right to use and enjoy the privileges and facilities of the University College only if they are bona fide students. The method of election of officers of the Students' Organization shall be prescribed in the Students Rules and Regulations.
3. i) In case where a student is a member of, or is admitted to any meetings of Council, Academic Board or any other body established under or in accordance with the Order and these Statutes, the student shall withdraw from the meeting when it is declared by the Chairman of the meeting that the meeting is about to discuss a reserved area of business and shall not return to the meeting until the discussion on the reserved area of business is concluded.
 - (ii) Papers for consideration at any such meeting as aforesaid and minutes and other records which relate to reserved areas of business shall not at any time be made available to students.
 - (iii) Reserved areas of business include matters affecting the appointments, promotion, discipline and other personal affairs of members of the academic and other staff of the University and matters affecting the admission and academic assessment of a student whether in general or in any particular case. Subject to the foregoing, the Chairman of the meeting may decide in any case of doubt whether a matter is a reserved area of business or not and his decision shall be final.
 - (iv) There shall be a Student Disciplinary Committee of Academic Board chaired by Deputy Principal, Academic Affairs.
 - (v) Subject to these Statutes, the Disciplinary Committee shall have such powers in relation to matters of students' discipline as shall be prescribed in the regulations and the period of office of the members of the Disciplinary Committee shall be prescribed in the regulations.

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4. Subject to these Statutes and the regulations, a student may, within a period which shall be specified in the regulations, appeal to the Principal against the decision or recommendation of the Disciplinary Committee, and to Council against the decision or recommendation of the Principal.

OUR VISION

A World Class University College of Engineering,
Science and Technology

OUR MISSION

To offer quality technological education and training through the promotion of scholarship, entrepreneurship, research and innovation, and outreach to community for industrial and technological development

OUR MOTTO

"Jidduh Tajiduh"

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