



Bondo University College

A Constituent College of Maseno University

Statutes



Bondo University College

STATUTES

2011

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STATUTES

In exercise of the powers conferred under section 23 of the Bondo University College Order of 11th May, 2009 the Council of the University College hereby makes the following Statutes.

These Statutes shall be cited as the Bondo University College Statutes, 2011.

STATUTE I

Definitions

In these Statutes, unless the context otherwise requires-

“Academic Board”

shall mean the Academic Board of the University College established under statute XVI.

“Academic Department”

shall mean an administrative academic entity associated with a particular discipline within a School or Institute.

“Act”

means Maseno University Act.

“Administrative Department”

shall mean a segment of a division performing specialized professional functions so as to achieve strategic and operational objectives of the University. It co-ordinates the activities of related specialized sections and operates with limited freedom within a division.

“Alumni Association”

shall mean the Alumni Association of the University College established under statute XXXV.

“Associate member of Department”

shall mean an academic seconded to the University on an administrative or research position and whose qualifications are considered by the University as qualifying him/her to be a member of staff of the said Department.

“Associated Department”

shall mean a department which though a full teaching member of one School /Institute, is administratively and academically a constituent of another School/ Institute, as designated by the Council. For example the department of Geography is an associated department of the School of Biological and Physical Science but a constituent department of the School of Education and Social Sciences. Similarly, the department of Mathematics is an associated department of the School of Education and Social Sciences but a constituent department of the School of Biological and Physical Science.

“Centre”

in the academic context, shall mean a multi-disciplinary entity concerned with either teaching or research or both; or concerned with the promotion of cultural, social, scientific, economic and political values, without necessarily offering such studies for its own degrees.

“Chancellor”

shall mean the Chancellor of Maseno University.

“Constituent Department”

shall mean a department which, for administrative purposes, has been designated by Council as being constituted within a particular School.

“Council”

shall mean the Council of Bondo University College.

“Department”

shall mean a department which for administrative purposes has been designated by the Council as being constituted within a particular School or Institute.

“Deputy Principal”

shall mean the Deputy Principal appointed by the Council of the University College.

“Directorate”

shall mean a technical and or specialized functional entity serving various categories of users, Departments, Schools, Institutes, Centres, Units and Divisions and charged with the responsibility of coordinating such technical or specialized activities so as to achieve a strategic objective or goal of the University College.

“Division”

shall mean an organizational compartment charged with full responsibility of coordinating various professional functions so as to achieve a strategic objective of the University College. It coordinates the functions of various administrative departments.

“Faculty”

shall mean a Faculty of the University College established under the Statutes.

“Financial Year”

shall mean the financial year of the University College as provided for under section 18 of the order.

“Graduate”

shall mean a person upon whom a degree or other academic qualifications has been conferred by the University.

“Higher Degree”

shall mean a degree so designated in these statutes.

“Incapacity”

shall mean inability to perform functions of the office concerned.

“Institute”

headed by a Director, shall mean an administrative academic entity, consisting of centres engaged in specialized research in specific areas of academic enterprise. An Institute as defined here shall be the full administrative equivalent of a School, and could offer a common viable degree or several viable degrees within its umbrella.

“Lecturer”

shall mean a member of staff of the University College who is, in terms of appointment, a professor, an associate professor, senior lecturer, 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”

shall mean the person appointed by the Council to be the librarian of Bondo University College.

“Management Board”

shall mean the Management Board of the University College established under Statutes XIV.

“Minister”

shall mean the Minister for the time being responsible for Higher Education.

“Order”

shall mean The Bondo University College Order of 11th May, 2009.

“Principal”

shall mean the Chief Executive Officer of the University College.

“Professor”

shall mean a Professor of the University College.

“Registrar”

shall mean the Registrar appointed by the Council.

“School”

shall mean an administrative academic entity, consisting of closely knit academic disciplines or departments, which singly or jointly with other disciplines or departments, work for a common viable degree or several viable degrees under its umbrella.

“Section”

shall mean a distinct functional area within an administrative department ensuring proper implementation of policies and plans. It coordinates the responsibilities and activities of units.

“Semester”

shall mean a period of study consisting of sixteen weeks or its equivalent in contact hours or as may be prescribed by the Academic Board or Senate.

“Senate”

shall mean the Senate of Maseno University.

“Staff Association”

shall mean an Association of the staff recognized by the Council as being an association representative of the staff of the University College.

“Statutes”

shall mean Statutes of the University College.

“Student Organization”

shall mean an association of students recognized by the Council as an organization representative of the students of the University College.

“Student”

shall mean a person registered by the University College for the purpose of obtaining a qualification through approved process of instruction of the University College or any other person who is determined by the Academic Board to be a student.

“Unit”

shall mean a purely administrative or academic area rendering service to the teaching exercise, or to designate a point of growth within a discipline, which on its own, is not able to offer a full degree programme.

“University College”

shall mean the Bondo University College established under Section 23 of the Bondo University College Order of 11th May, 2009.

“University”

shall mean the Maseno University established under section 3 of the Act.

“Vice-Chancellor”

shall mean the Vice-Chancellor of Maseno University.

STATUTE II

The Chancellor

1. The Chancellor of the Bondo University College shall be the current Chancellor of Maseno University.
2. The Chancellor shall notify the Council of the University College of his/her intention to direct an inspection or visitation of the University College and the Council shall have the right to tender to the Chancellor advice on any matters relevant to such an inspection or visitation.

STATUTE III

The Vice-Chancellor

The Vice-Chancellor of the Maseno University shall be the Vice-Chancellor of the University College subject to the provisions of the Bondo University College Legal Notice No. 56 of 2009.

STATUTE IV

The Principal

- 1 Subject to the provision of the Order and this Statute, the conditions of appointment of the Principal shall be as set out in Schedule I of these Statutes and subject to amendments thereto determined by the Council from time to time.
- 2 The Principal shall hold office for five (5) years, renewable once provided that he or she may resign the office by giving six months notice, in writing, or six months salary in lieu of notice. The Council may terminate the appointment by giving six months notice in writing or six months salary in lieu of notice.
- 3 Where the Principal is appointed from outside the University College, he/she shall be an associate member of the appropriate department in the University College. However, where the Principal is appointed from among the University College staff, he/she shall be expected to seek leave of absence from his/her department for the period he/she holds the office, and shall revert to his /her department at the end of the appointment.
- 4 The Principal shall be the academic and administrative head of the College and as such shall be responsible to the Council for maintaining and promoting good order, scholarship and efficient management standards in the University College.
- 5 The Principal shall by virtue of being the overall administrative and academic head of the University College, be the accounting and chief executive officer of the University College.
- 6 The Principal shall be responsible for policy matters, planning, public relations, fund-raising and general development of the University College.
- 7 The Principal shall be Chairperson of
 - i. Academic Board
 - ii. Management Board
 - iii. Appointments Committees for the following categories of staff in the College:
 - a) Academic Staff up to Senior Lecturer
 - b) Staff in grade thirteen(13) and below
- 8 The Principal shall be the Secretary to the University College Council.
- 9 The Principal may from time to time assign or delegate any of the duties to a committee or to a member of staff of the College and may withdraw such assignment or delegation.
- 10 The Principal shall, by virtue of this office, be a member of every School/Institute Board within the College and a member of every committee appointed by the respective College Management and Academic Boards, unless otherwise expressly provided.
- 11 The Principal shall have such other duties as may be assigned or delegated to him/her by the Council.

STATUTE V

The Deputy Principal -Academic Affairs (AA)

- 1 Subject to the provision of the Order and this Statute, the conditions of appointment of the Deputy Principal (AA) shall be as set out in Schedule I of these statutes. Schedule I will be subject to amendments thereto determined by the Council from time to time.
- 2 The Deputy Principal (AA) shall hold office for five (5) years, renewable once provided that he or she may resign the office by giving six months notice, in writing, or six months salary in lieu of notice. The Council may terminate the appointment by giving six months notice in writing or six months salary in lieu of notice.
- 3 Where the Deputy Principal (AA) is appointed from outside the University College, he/she shall be an associate member of the appropriate department in the University College. However, where the Deputy Principal (AA) is appointed from among the University College staff, he/she shall be expected to seek leave of absence from his/her department for the period he/she holds the office, and shall revert to his /her department at the end of the appointment.
- 4 The Deputy Principal (AA) shall be under the general authority of the Principal and shall have such other duties as may be assigned or delegated to him/her by the Principal or in accordance with Statute IV.
- 5 The Deputy Principal (AA) shall be the Chairperson of the Deans' Committee and any other Committee as directed by the Principal.

STATUTE VI

The Deputy Principal –Planning, Administration & Finance (PAF)

- 1 Subject to the provision of the Order and this Statute, the conditions of appointment of the Deputy Principal (PAF) shall be as set out in Schedule I of these statutes. Schedule I will be subject to amendments thereto determined by the Council from time to time.
- 2 The Deputy Principal (PAF) shall hold office for five (5) years, renewable once provided that he or she may resign the office by giving six months notice, in writing, or six months salary in lieu of notice. The Council may terminate the appointment by giving six months notice in writing or six months salary in lieu of notice.
- 3 Where the Deputy Principal (PAF) is appointed from outside the University College, he/she shall be an associate member of the appropriate department in the University College. However, where the Deputy Principal (PAF) is appointed from among the University College staff, he/she shall be expected to seek leave of absence from his/her department for the period he/she holds the office, and shall revert to his /her department at the end of the appointment.
- 4 The Deputy Principal (PAF) shall be under the general authority of the Principal and shall have such other duties as may be assigned or delegated to him/her by the Principal or in accordance with Statute IV.

- 5 The Deputy Principal (PAF) shall be the Chairperson of the Planning, Development and Establishment Committee and any other Committee as directed by the Principal.

STATUTE VII

The Deputy Principal – Research, Innovation & Outreach (RIO)

- 1 Subject to the provision of the Order and this Statute, the conditions of appointment of the Deputy Principal (RIO) shall be as set out in Schedule I of these statutes. Schedule I will be subject to amendments thereto determined by the Council from time to time.
- 2 The Deputy Principal (RIO) shall hold office for five (5) years, renewable once provided that he or she may resign the office by giving six months notice, in writing, or six months salary in lieu of notice. The Council may terminate the appointment by giving six months notice in writing or six months salary in lieu of notice.
- 3 Where the Deputy Principal (RIO) is appointed from outside the University College, he/she shall be an associate member of the appropriate department in the University College. However, where the Deputy Principal (RIO) is appointed from among the University College staff, he/she shall be expected to seek leave of absence from his/her department for the period he/she holds the office, and shall revert to his /her department at the end of the appointment.
- 4 The Deputy Principal (RIO) shall be under the general authority of the Principal and shall have such other duties as may be assigned or delegated to him/her by the Principal or in accordance with Statute IV.
- 5 The Deputy Principal (RIO) shall be the Chairperson of the Research & Publications Committee, the Outreach and Linkages Committee and any other Committee as directed by the Principal.

STATUTE VIII

Registrars

- 1 There shall be three (3) Registrars as follows;
 - (a) Academic Affairs
 - (b) Planning and Administration
 - (c) Research, Innovation and Outreach
2. The Registrars shall be appointed by Council.
- 3 Subject to this Statute, the Registrars shall hold office upon such terms and conditions as shall be determined by the Council.
- 4 The Registrars shall perform such duties as may be delegated or assigned by the respective Deputy Principals.

STATUTE IX

The College Librarian

- 1 The College Librarian shall be appointed by the Council.
- 2 Subject to this Statute, the College Librarian shall hold office upon such terms and conditions as shall be determined by the Council.
- 3 The College Librarian shall be responsible to the Principal for the organisation and operation of the Library services of the University College.
- 4 The College Librarian shall also be responsible for setting technical standards for the Library and providing certain centralized services such as acquisition, processing, user services and co-ordination.

STATUTE X

Dean of Students

- 1 The Dean of Students shall be appointed by the Council.
- 2 Subject to this Statute, the Dean of Students shall hold office upon such terms and conditions as shall be determined by the Council.
- 3 The Dean of Students shall report to the Deputy Principal (AA) and shall exercise such powers and perform such duties in respect to the students, which shall include welfare organization, discipline, counselling, accommodation, recreation, sports, job placement, and any other duties as directed by the Deputy Principal (AA).

STATUTE XI

Finance Officer

- 1 The Finance Officer shall be appointed by the Council.
- 2 Subject to this Statute, the Finance Officer shall hold office upon such terms and conditions as shall be determined by the Council.
- 3 The Finance Officer shall be responsible to the Principal through the Deputy Principal (PAF) for the management of the finances of the University College.

STATUTE XII

Terms and Conditions of Service for University College Staff

- 1 The Council of the University College shall determine the Terms and Conditions of service of all the staff of Bondo University College.
- 2 Subject to this Statute the Council shall appoint such academic and administrative staff as it may deem necessary for the efficient functioning of the University College with such duties and upon such terms and conditions as the Council may prescribe.
- 3 Subject to this Statute, the Council may make all such other appointments (whether paid or honorary) as it may deem fit.
- 4 The Terms and Conditions of Service for Senior Management Staff shall be set out in Schedule I of these Statutes; for Senior Academic, Library and Administrative Staff, shall be set out in Schedule II of these Statutes; and for staff in Senior Clerical, and Administrative grades shall be as set out in Schedule III of these Statutes; while for those in grades I-IV will be as set out in Schedule IV of these Statutes.

STATUTE XIII

The University College Council

- 1 The membership, powers and functions of the University College Council shall be as prescribed in the Order of 11th May, 2009, (Legal Notice No 56 of 2009).
- 2 The membership of the Council of the University College shall consist of:
 - (a) The Chairperson and Vice-Chairperson, both of whom shall be appointed by the President in consultation with the Chancellor;
 - (b) The Vice-Chancellor of Maseno University;
 - (c) The Principal;
 - (d) The Deputy Principals;
 - (e) The Permanent Secretary of the Ministry for the time being responsible for Higher Education;
 - (f) The Permanent Secretary of the Ministry for the time being responsible for Finance;
 - (g) One person being a member of the Academic Board;
 - (h) One person appointed by the Minister to represent professional associations;
 - (i) One person appointed by the Minister to represent special interest;
 - (j) One person nominated by Alumni to represent its members;
 - (k) One person appointed by the Minister to represent association of technical and vocational education and training institutions;
 - (l) Two persons, one nominated by the academic staff and the other by the non-academic staff;
 - (m) A representative of the student organization;
 - (n) Not more than two persons co-opted by the Council.

- 3 The Principal shall be the Secretary to the Council.
- 4 Membership of the Council should incorporate key stakeholders including, but not limited to, academic staff and student representatives.
- 5 Unless the Council otherwise determines, a meeting of the Council shall be held quarterly at such time and place as the Chairperson may decide.
- 6 At all meetings of the Council a quorum shall be the nearest whole number above half of the membership of the Council.
- 7 Decisions of the Council shall be by a simple majority vote of those present and entitled to vote, provided that the Chairperson of the Council shall have a casting vote in the event of a tie on any issue and provided that in enactment of Statutes, the provisions of section 23(3) of the Order shall apply.
- 8 The Chairperson may at any time call a meeting of the Council and shall call a meeting within 28 days of receiving a request for that purpose addressed to him/her and signed by at least a third of the members of the Council.
- 9 The Chairperson, or in his absence, the Vice-Chairperson, shall preside at all meetings of the Council at which he/she is present and in the absence of both the Chairperson and Vice-Chairperson, the members present shall elect a temporary Chairperson from among themselves.
- 10 The Council may, at the discretion of the Chairperson, transact any business by the circulation of papers and any decision so taken shall be submitted for ratification at the next meeting of the Council.
- 11 The Council may subject to such limitations as it may deem fit, delegate any of its powers or duties to the Chairperson or to Committees consisting of members of the Council and any co-opted members, provided that Council shall not delegate to the Chairperson or to a Committee the power to approve the annual estimates of expenditure and accounts without further reference to the Council.
- 12 The following are the Committees of the Council. Their Terms of References (TORs) are attached as Schedule V to these Statutes:
 - (a) Executive Committee
 - (b) Finance, Resource Mobilisation and General Purposes Committee
 - (c) Audit, Governance and Risk Management Committee
 - (d) Building, Planning and Development, Farms and Estates Committee
 - (e) Research, Training, Statutes, Sealing and Honorary Degree Committee
 - (f) Appointment, Promotions, Terms and Conditions of Services Committee
 - (g) Staff Disciplinary Committee
 - (h) Grievances Handling and Appeals Committee
- 13 The Chairperson of the Council shall be an ex-officio member of every committee of the Council but shall not be chairperson of any such committee unless specifically so provided.
- 14 The Council shall cause minutes of its proceedings to be kept by the Secretary and such minutes shall be confirmed, subject to any necessary amendment, at a subsequent Council meeting.

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

STATUTE XIV

The University College Management Board

- 1 There shall be a College Management Board whose membership shall be:
 - (a) The Principal Chairman
 - (b) Deputy Principal (AA)
 - (c) Deputy Principal (PAF)
 - (d) Deputy Principal (RIO)
 - (e) College Librarian
 - (f) Finance Officer
 - (g) Registrar (PA) Secretary
 - (h) Registrar (RIO)
 - (i) Registrar (AA)
 - (j) Director ICT
 - (k) Dean of Students
 - (l) Chief Medical Officer
 - (m) Such other members of senior management as the Council may appoint.
- 2 The College Management Board may subject to such limitations as it may deem fit, delegate any of its powers or duties to the Chairman or committees consisting of such members of the College Management Board and other persons as may deem fit, and the College Management Board may empower any such committee or committees to act jointly with committees appointed by the College Academic Board.
- 3 Provided that the College Management Board shall not delegate to the Chairman or to a committee the power to approve, without further reference to the College Management Board, the annual estimates of expenditure.
- 4 The Chairman shall be an ex-officio member of every committee of the College Management Board but shall not be chairman of any such committee unless expressly so provided.

STATUTE XV

The Senate

- 1 The Senate of the University College shall be the Senate of Maseno University.
- 2 The Principal, all Deputy Principals, Deans/Directors of Schools/Institutes and Registrar (AA) of the University College are members of Senate.

STATUTE XVI

The University College Academic Board

There shall be a University College Academic Board whose membership shall be:

- (a) The Principal Chairman
- (b) The Deputy Principal (AA) Secretary
- (c) The Deputy Principal (PAF)
- (d) The Deputy Principal (RIO)
- (e) All Deans of Schools/Faculties, and Directors of Institutes, Boards and Centres.
- (f) All Professors within the College
- (g) One representative of each School or Institute/Boards appointed by the respective Boards from amongst its members.
- (h) University College Librarian
- (i) Dean of Students
- (j) Two members elected by the students' organization who shall not be entitled to attend deliberations of the Academic Board on matters which are considered by the Chairman of the Academic Board to be confidential and which relate to examinations, general Discipline of students, and other related matters.
- (k) Registrar (AA)
- (l) Registrar (RIO)
- (m) Registrar (PA)
- (n) Finance Officer
- (o) Chief Medical Officer
- (p) Legal Officer

Duties and Powers of the University College Academic Board

- (a) To satisfy itself regarding the content and academic standard of any course of study in respect of any degree, diploma and certificate of the University College and to report its findings thereon to the Senate;
- (b) To propose regulations for considerations by the Senate;
- (c) To propose regulations for consideration by the Senate regarding the standard of proficiency to be gained in each examination for a degree, diploma, certificate or other award of the University College;
- (d) To decide which persons have attained the prescribed standard of proficiency and are otherwise fit to be granted a degree, diploma, certificate or other award of the University College and to report its decision thereon to the Senate and;
- (d) To make regulations governing such other matters as are within its powers in accordance with the Order or these Statutes;
- (e) To advise Council on appointment, promotion and appraisal criteria.

The following are the Committees of the College Academic Board. Their Terms of References (TORs) are attached as Schedule VI to these Statutes:

- (a) Deans Committee
- (b) Students Welfare, Catering and Accommodation Services Committee
- (c) Students Disciplinary Committee
- (d) Research, Publications and Press Committee
- (e) Planning, Development and Establishment Committee

- (f) Library and Bookshop Committee
- (g) Staff Training and Development Committee
- (h) Community Outreach Committee
- (i) Industrial Training and Linkages Committee
- (j) Farms and Field Stations Committee
- (k) Health, Recreation and Environment Committee
- (l) Housing and Space Allocation Committee
- (m) Teaching and Examination Time Tabling Committee

STATUTE XVII

Financial Regulations

- 1 All the funds, assets and property, movable and immovable, of the University College shall be managed and utilized by the Council, in accordance with the provisions of this Statute, the Order, Government Financial Regulations and Procedures issued from time to time and the University College Financial Regulations in such manner and for such purposes as in the opinion of the Council, would promote the best interests of the University College. The Financial year of the University College shall run from July 1st to June 30th.
- 2 (a) All the monies of the University College shall be paid into one or other of the following accounts:
 - i) The Endowment Fund
 - ii) The Special Account
 - iii) The Capital Account
 - iv) The Revenue Account
 - v) Research Grants Account
 - vi) Investment Account
- (b)
 - i) There shall be paid into the Endowment Fund all such monies as are received by the University College and declared specifically to be payable into that Fund.
 - ii) The Principal shall not, save with the prior approval of the Council, expend any capital monies of the Endowment Fund and shall pay into the Revenue Account all interest received from investment of the monies of the Endowment Fund.
- (c)
 - i) There shall be paid into the Special Account all such moneys as are received by the University College for special purposes and as are not payable into the Endowment Fund.
 - ii) The Capital monies and the interest therefrom, of the Special Account shall be used and applied for special purposes of which such monies were donated in accordance with conditions of the donation. Provided that if the conditions of the donation do not permit capital monies thereof to be expended the Council may, nevertheless with prior approval of the Chancellor, expend such capital monies, or any portion thereof, if in the opinion of the Council, it is in the best interest of the University College to do so.
- (d)
 - i) 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 the construction and improvement of the University College.
 - ii) The capital monies and the interest therefrom, of the Capital Account shall be used and applied on Capital expenditure for the construction and improvement of the University College.

- (e) There shall be paid into the Revenue Account:
 - i) The Interest received from the investment of monies in the Endowment Fund;
 - ii) All fees, dues and other amounts payable by or in respect of students;
 - iii) All revenue grants by the Kenya Government or by any other Government or person;
 - iv) All sums transferred under this Act from the Endowment or any other amount to the Revenue Account;
 - v) All sums received by the University College and not payable into the Endowment or any other account;
 - vi) The monies standing to the credit of the Revenue Account shall be used and applied for the management and working of the University in such manner and for such purposes as, in the opinion of the Council, are best suited to promote the interests of the University College.
 - (f)
 - i) There shall be paid into the Research Grants Account all such monies as are received by the University College for research purposes;
 - ii) Such monies shall not be paid into any other account;
 - iii) Monies in the Research Grants Account shall be used and applied by the Council for specific purposes in accordance with the agreements made between donors and the Council;
 - (g) Subject to the provisions of Section 20 of the Order 2009, the Council may borrow, either by way of overdraft from a bank or otherwise, such sums as it may from time to time require for the administration of the University College.
- 3
- (a) Stocks or subject to the provisions of Order 2009, the monies standing to the credit of the Endowment Fund shall be invested by the Council in such securities as trustees are authorized to invest in under the provisions of the laws of Kenya. Provided that where any sums are received by the Council for any payment into the Endowment Fund in the form of stocks and shares of any kind other than securities, then the Council may in its discretion retain such shares without converting them into such securities.
 - (b) The monies or any portion thereof standing to the credit of any of the accounts other than the Endowment Fund of the University may be invested by the Council in securities as the Council may think fit.
 - (c) Notwithstanding the provision of sub-sections (1) and (2) of this section, any monies standing to the credit of any of the accounts of the University College including the Endowment Fund, may be temporarily invested for a period not exceeding 12 months pending utilization and in accordance with provisions of Section (19) of the Order 2009.

STATUTE XVIII

Directorate for Partnerships and International Affairs

- 1 There shall be a Directorate for Partnerships and International Affairs, whose function shall be and not limited to academic mobility, research co-operations and Industrial Linkages hereafter called the Directorate.
- 2 The Directorate is managed by the Director and a Board of Management.

- 3 Members of the Board:
 - (a) Chairperson Director of the Board
 - (b) Three (3) Deans/Directors or their representatives
 - (c) Registrar (AA)
 - (d) Registrar (PA)
 - (e) Registrar (RIO) Secretary

- 4 The Board shall be answerable to the Principal and shall, in conjunction with the units, be responsible for the following functions:
 - a) Provision of a focal point for Research and Development as well as postgraduate studies with international, industry and external activities with the University College;
 - b) Coordinate and facilitate the local and international industrial attachments and extension;
 - c) Responsible for welfare of external/international visiting staff and occasional/exchange staff/students while at the Bondo University College;
 - d) Assisting in travel arrangements for BUC academic staff/students as well as visiting scholars and occasional students;
 - e) Coordinating of external activities by BUC staff/students visiting other institutions/universities locally and internationally;
 - f) Involvement in the drafting negotiations leading to the signing of Memoranda of Understanding (MOU) links and/or aid/research agreements including protection of Intellectual Property Rights of the University College and Staff ;
 - g) Scrutinizing draft MOU (Memoranda of Understanding (MOU) and agreements before they are execute;
 - h) Receiving records of all correspondences between the benefiting departments and the collaborating partners;
 - i) Receiving copies of progress reports periodically submitted to the donor under the terms of the MOU/agreement and recommending renewals otherwise;
 - j) Ensuring compliance by the benefiting departments and their international counterparts within the terms of the MOU and agreements;
 - k) Keeping records and updating of all links and agreements the University College has with International Universities/Organizations;
 - l) Process all Linkage and Cooperation MOU's for signing by the Principal after approval by the University College Academic Board;
 - m) Inform academic staff and students of collaborative research opportunities available at the international, regional or local level.

STATUTE XIX

Board of Postgraduate Studies

There shall be a Board of Postgraduate Studies. The Board of Postgraduate Studies shall have responsibility over the following matters;

- (a) Co-ordination of postgraduate syllabi and regulations
- (b) Admission of postgraduate students
- (c) Administration of postgraduate scholarships
- (d) Administration of postgraduate research grants
- (e) Administration and processing of postgraduate theses, projects or research papers
- (f) Proper conduct and supervision of the postgraduate studies programmes

- (g) Verification of final list of Postgraduate Degree awards
- (h) General welfare and discipline of postgraduate students
- (i) Any other business as may be determined by the Academic Board from time to time

Membership of Board of Postgraduate Studies

- (a) Chairperson Director Post Graduate Studies who shall be appointed by the Principal from among persons holding the rank of Senior Lecturer and above
- (b) Four Representatives from the Academic Board
- (c) The person in charge of postgraduate studies in all Schools/Faculties and Institutes
- (d) Registrar (AA) Secretary.

STATUTE XX

Directorate of Information and Communications Technology (ICT)

- 1 There shall be a University College Information and Communications Technology Directorate hereinafter referred to as “ICT-Directorate”.
- 2 The ICT-Directorate shall have and carry the status of a School//Institute and shall in that regard enjoy all rights, privileges, immunities and powers that are consistent with the provisions of this Statute.
- 3 There shall be a Director of the ICT-Directorate hereinafter referred to as “Director of ICT”) who shall be competitively appointed by the University College Council on such terms and conditions as the Council shall determine.
- 4 The Director of ICT shall be responsible to the Principal.
- 5 There shall be an ICT Committee of the University College Academic Board whose membership shall consist of the following:
 - a. Director ICT Chairperson
 - b. All Deans and Directors of Schools/Institutes/Centres or their representatives
 - c. Registrar (AA)
 - d. Registrar (RIO)
 - e. Registrar (PA) Secretary
 - f. Finance Officer
- 6 The ICT Committee may at its discretion, co-opt other persons not exceeding three to attend meetings in an advisory capacity.
- 7 The ICT Committee shall have the powers to:
 - a. Consider and recommend ICT policy, strategies and plans in line with the University College priorities;
 - b. Consider and recommend ICT budget and the allocation of ICT resources among users;
 - c. Consider and consolidate ICT requirements for various University College functions, staff and students;
 - d. Facilitate (and monitor) implementation of large ICT projects;

- e. Consider and recommend quality of service measures to enhance service delivery to various cadres of end users;
- f. Scrutinize any hardware and software license agreements with vendors and service level agreements with Internet Service Providers and advise Management Board and Academic Board accordingly;
- g. Address any other ICT strategic and policy matters as may be referred to it by the University College Management Board and University College Academic Board.

STATUTE XXI

Centre for Outreach and Extension Services

1. There shall be a Centre for Outreach and Extension services to host Special Programmes, herein after referred to as the “Outreach Centre”.
2. There shall be a Director of the Centre who shall be appointed by the Principal on such terms and conditions as Council shall determine and, who shall be responsible for the execution of the policy of the Centre and for the control and management of its day-to-day business.
3. The Centre shall host the following Special Programmes *inter alia*:
 - (a) Outreach and Transfer of Technology
 - (b) Community Service and Mentorship
 - (c) Social Corporate Responsibility
 - (d) Special Aquaculture Farming Program
 - (e) Poverty Alleviation Programmes
 - (f) Environmental Management & Climate change
 - (g) Cultural Diversity
4. The Centre shall be governed by a Board which shall consist of the following members:
 - (a) The Deputy Principal (RIO) Chairperson
 - (b) Director Secretary
 - (c) All Registrars
 - (d) Extension and Outreach Coordinator(s)
 - (e) One Dean nominated by the Management Board
 - (f) One Academic Board Representative
 - (g) The Director of Partnerships and International Affairs
 - (h) Two co-opted members from outside the University College
5. The Board shall be answerable to the Principal and shall, in conjunction with the units be responsible for the following functions: -
 - a. Promotion of the outreach and extension services;
 - b. To constantly liaise with the academic units on matters relating to the outreach and extension services;
 - c. To review and make recommendations on appropriate outreach and extension programmes and services;
 - d. To develop a technology transfer policy;
 - e. To perform any other functions and undertake any other business activities as may be assigned or delegated to the Management Board;

- f. The Board shall have the power to regulate in such manner as it may deem fit, its own procedures.

STATUTE XXII

Centre for Research, Innovation and Technology

1. There shall be a Centre for Research, Innovation and Technology (CRIT).
2. There shall be a Director who shall be appointed by the Principal from among persons holding the rank of Senior Lecturer and above and who shall be responsible for the execution of the policy of the Centre and for the control and management of its day-to-day business.
4. The Centre shall be governed by a Board which shall consist of the following members:-
 - a. Chairperson of the Board who shall be appointed by the Principal from among the Professors of the University College
 - b. Director of the Centre who shall be the Secretary to the Board
 - c. Registrar (AA)
 - d. Four Deans nominated by the Management Board
 - e. Four Academic Board Representatives
 - f. Two co-opted members from outside the University College
 - g. Director of Partnerships and International Affairs
 - h. Registrar (RIO)
5. The Board shall be answerable to the Principal and shall, in conjunction with the units, be responsible for the following functions:
 - a. An intellectual and cultural Centre that draws upon the nation's indigenous knowledge base and promotes social and cultural heritage;
 - b. To develop Indigenous Knowledge Systems (IKS) conscious scientists who recognize the important role of the resource-rich but economically disadvantaged communities;
 - c. To share indigenous knowledge with communities, enrich, develop and add value to that knowledge in a language of the community and to facilitate the sharing of discoveries and innovation by scientists;
 - d. To pursue human centered knowledge development that will promote people-to-people learning;
 - e. To seek and transform the scientific ethos and change ethics and practices to ensure a genuinely reciprocal relationship between the rural communities and those in formal sector;
 - f. To support a paradigm shift in pedagogical approaches to ensure that the local communities endowed with natural and cultural resources use them sustainably for posterity;
 - g. To support educational initiatives aimed at ensuring that scientific teaching materials are developed in local languages;
 - h. To contribute to the national economic development and poverty alleviation by aggressively exploring Kenya's comparative advantage in natural resources and indigenous knowledge systems;
 - i. To develop policies on Research, Consultancies and Intellectual Property Rights
 - j. Liaise with the Centre for Outreach and Extension Services for dissemination of its products;
 - k. Any other emerging issues in the Centre.

STATUTE XXIII

Centre for Gender Mainstreaming and Development

1. There shall be a Centre for Gender Mainstreaming and Development.
2. There shall be a Director who shall be appointed by the Principal from among the persons holding the rank of senior lecturer and above and who shall be responsible for the execution of the policy of the Centre and for the control and management of day- to- day business.
3. The Centre shall be governed by a Board which shall consist of the following members:
 - a. Chairperson of the Board who shall be appointed by the Principal from among the senior academic staff
 - b. Director of the Centre who shall be the Secretary of the Board
 - c. All Registrars
 - d. Four Academic staff representatives, balanced by gender.

The Board shall be answerable to the Principal and shall in conjunction with the units be responsible for the following functions:

- i) Promote equity in gender staff appointment and promotion;
- ii) Enhance gender equity in student admissions and management;
- iii) Sexual harassment based on gender;
- iv) Mainstreaming gender equity among staff and students;
- v) Incorporate gender equity in research, innovation and outreach initiatives;
- vi) Incorporate gender equity issues in curriculum ;
- vii) Promote research in gender issues.

STATUTE XXIV

Aids Control Unit

1. There shall be a Unit for control and management of HIV/AIDS and other emerging diseases.
2. There shall be a Director who shall be appointed by the Principal from among the persons holding the rank of senior lecturer and above and who shall be responsible for the execution of the policy of the centre and for the control and management of day- to- day business.
3. The Centre shall be governed by a Board which shall consist of the following members:
 - a. Chairperson of the Board who shall be appointed by the Principal from among the senior academic staff.
 - b. Director of the Centre who shall be the Secretary of the Board.
 - c. All Registrars.
 - d. Four Academic staff representatives, balanced by gender.
4. The Board shall be answerable to the University College Principal and shall in conjunction with the relevant units be responsible for the following functions:
 - i) Creating awareness of the effects of HIV/AIDS in campus and general (community).
 - ii) Create awareness of the impact of HIV/AIDS on social and economic development of Kenya.
 - iii) Establish VCT Centres in the University College.
 - iv) Build partnerships with relevant stakeholders such as National HIV/AIDS Control Council.

- v) Solicit for funding for HIV/Aids control, awareness and prevention e.g. ARVs, circumcision, condoms, etc.
- vi) Create awareness of the effects of other diseases in the campus and general community.
- vii) Create awareness of the impact of other such diseases on social and economic development.

STATUTE XXV

Directorate for Quality Assurance and Performance Contracting

1. There shall be a Directorate for Quality Assurance and Performance Contracting.
2. There shall be a Director who shall be appointed by the Principal from among the academic staff holding the rank of senior lecturer and above and who shall be responsible for the execution of the policy of the Directorate and for the control and management of day- to- day business.
3. The Directorate shall be managed by a Board which shall consist of the following members:
 - (a) Chairperson of the Board who shall be appointed by the Principal from among the senior academic staff
 - (b) Director shall be the Secretary of the Board
 - (c) All Deans/Directors from Schools/Faculties/Institutions
 - (d) All Registrars
 - (e) Four Academic staff representatives

The Board shall be answerable to the Principal and shall in conjunction with the relevant units be responsible for the following functions:

- a. Establish quality standards for management and activities for the University college
- b. Provide for objective performance contracting for staff and University College Schools/ Institutes
- c. Provide for a follow up and monitoring mechanisms for the realisation of the performance contracts, including reasons for non achievement.
- d. Provide quality assurance and quality control of all academic programmes.

STATUTE XXVI

Schools, Institutes and Departments of the University College

- 1 There shall be Schools, Institutes and Departments within the University College approved by the Council following recommendation from the University College Academic Board.
- 2 The Academic Board will advise Council on the establishment of Schools/Institutes/ Departments from time to time.
- 3 The following constitute the current Schools and respective Departments of the University College:
 - i) School of Education and Social Sciences (SESS)
 - ii) School of Mathematics and Acturial Science (SMAS)

- iii) School of Biological & Physical Sciences (SBPS)
- iv) School of Agriculture, Food Security and Biodiversity (SAFSB)
- v) School of Engineering Sciences (SESC)
- vi) School of Spatial Planning & Natural Resource Management (SPNR)
- vii) School of Business and Legal Studies (SBLs)
- viii) Institute of Cultural Studies and Material Science (ICSM)

Governance of Schools and Institutes

- 1 Each School/ Institute shall be headed by a Dean who shall be competitively elected by members of the School/Institute Board for a period of two (2) years renewable once. In the absence of an elected Dean, the Principal shall have powers to appoint an Ag. Dean from amongst the cadres in (2) below for a period of not more than one year.
2. Deans shall be elected from qualified permanent academic staff members, holding the position of at least Senior Lecturer in the respective Schools or Faculties. Senior Lecturers shall be eligible for election only if they have served for at least two years as a substantive Chairperson of the Department or a Director of an Institute or School.
- 3 Each School shall be governed by a Board whose membership shall consist of:
 - (a) Dean of School - Chairperson
 - (b) All Professors, Associate Professors, Senior Lecturers, Lecturers and Assistant Lecturers/ Tutorial Fellows within the School
 - (c) College Librarian
 - (d) Professors from teaching staff of Schools and Institutes associated with the academic business of the School and who are currently teaching in the Departments within the School
 - (e) One student representative elected by secret ballot, from each year of study, from among full- time students of the School
 - (f) Representatives from other Schools serviced by the Schools
 - (g) School's Administrator - Secretary

The Board of each School may at its own discretion, invite/co-opt five other persons to attend its meetings in an advisory capacity; provided that persons so invited shall not acquire right of membership to the Board and shall have no voting rights.

4. The Board of each School shall have the following powers:
 - (a) To consider and make recommendations to Council through the School Academic Board concerning the progress of students within respective School;
 - (b) To make recommendations to Senate through the Academic Board concerning syllabi and regulations dealing with courses of study for Degrees and other awards;
 - (c) To regulate and conduct examinations in courses assigned to the School and make recommendations thereon to the Senate through the Academic Board;
 - (d) To recommend to the Senate through the Academic Board the names of external examiners for appointment;
 - (e) To make recommendations to Senate through the Academic Board on quality assurance and quality control;
 - (f) To consider and make recommendations on any question relating to the School;
 - (g) To deal with any matters referred to it by the Senate or the Academic Board;
 - (h) To regulate in such manner as it may deem fit, its own procedures;

5. There shall be a Board of Examiners of each School appointed by Senate in consultation with Academic Board and with the Dean as Chairperson.

Academic Departments

1. Each School shall consist of such constituent departments or units as the Council may from time to time determine.
2. Each academic department shall be regarded for administrative purposes as being a constituent part of one School. Departments/units may be involved in other Schools in the provision of service course teaching. Such a Department/unit will be an associate department of the School.
3. Each Department shall be headed by a Chairperson who shall be appointed by the Principal in consultation with Dean of the School. A Chairperson, who shall be the chief examiner of the department, shall serve for a term of three years, renewable once.
4. A Departmental Board shall consist of all Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers, Tutorial Fellows and Chief and Principal Technologists in the Department.
5. There shall be Departmental Board meetings called by the Chairperson at least once a semester. Such meetings shall constitute all members of academic staff of the Department and members of associated departments who are currently teaching in the Department. The quorum shall be fifty percent plus one person of the full time members.
6. The Department shall be the basic unit in academic functioning of the University College and shall be responsible for the following functions
 - (a) To make recommendations to the School concerning students academic progress;
 - (b) To make recommendations to the School on teaching, syllabi and examinations;
 - (c) To recommend to the management on matters pertaining to personnel and resources for the conduct of academic programmes;
 - (d) To make recommendations to the School on quality assurance and quality control;
 - (e) To deal with any other matters referred to it by the School, College and Council.

Academic Programmes and Designation of Degrees

The University College shall have power to offer and recommend for conferment, and not limited to the following degrees:

Undergraduate and Postgraduate Programmes

1. In the School of Education and Social Sciences
 - Bachelor of Education (Arts) with IT
 - Bachelor of Education (Science) with IT
 - Bachelor of Education (Special Needs Education) with IT
 - Bachelor of Arts in Social Development and Management
 - Bachelor of Arts in Literature
 - Bachelor of Arts in Linguistics
 - Master of Education in Curriculum Studies
 - Master of Education Administration
 - Master of Education in Guidance and Counseling

Master of Education in Planning and Economics of Education
Doctor of Philosophy
Doctor of Letters

2. In the School of Mathematics and Acturial Science

Bachelor of Science (Actuarial Science)
Bachelor of Science (Mathematics)
Master of Science
Doctor of Philosophy
Doctor of Science

3. In the School of Biological & Physical Sciences

Bachelor of Science (Meteorology)
Bachelor of Science (Community Health & Development)
Bachelor of Science (Biology)
Bachelor of Science (Chemistry)
Bachelor of Science (Physics)
Master of Science
Doctor of Philosophy
Doctor of Science

4. In the School of Agriculture, Food Security and Biodiversity

Bachelor of Science in Animal Science
Bachelor of Science in Agricultural Pest Management
Bachelor of Science in Agribusiness Management
Bachelor of Science in Agricultural Extension Education
Bachelor of Science in Food Security
Master of Science in Animal Breeding and Genetics
Master of Science in Livestock production Systems
Master of Science Animal Science and Production
Master of Science in Agribusiness Management
Master of Science in Crop Protection
Masters of Science in Agronomy
Masters of Science Horticulture
Master of Science in Agricultural Extension and Education
Master of Science in Poultry Science
Doctor of Philosophy
Doctor of Science

5. In the School of Engineering Sciences

Bachelor of Science (Electrical Engineering)
Bachelor of Science (Mechanical Engineering)
Bachelor of Science (Civil Engineering)
Bachelor of Science (Material Science)
Bachelor of Science (Construction Management)
Bachelor of Science (Renewable Energy Technology and Management)
Master of Science
Doctor of Philosophy
Doctor of Science

6. In the School of Business and Legal Studies

Bachelor of E-Commerce
 Bachelor of Business Administration
 Bachelor of Marketing
 Bachelor of Purchasing &Supplies Management
 Bachelor of Leadership & Management
 Bachelor of Human Resource Management
 Bachelor of Project Management
 Bachelor of Ecotourism Administration
 Bachelor of Hotel &Hospitality Administration
 Bachelor of Tours &Travel Administration
 Bachelor of Leisure & Recreation Administration
 Bachelor of Entrepreneurship
 Masters of Business Administration
 Bachelor of Laws
 Master of Laws
 Doctor of Philosophy
 Doctor of Laws

7. In the School of Spatial Planning & Natural Resource Management

Bachelor of Science (Spatial Planning)
 Bachelor of Science (Fisheries Sciences)
 Bachelor of Science (Maritime Studies)
 Bachelor of Science (Conservation & Management)
 Bachelor of Science (Land Use & Natural Resource Management)
 Bachelor of Science (Geospatial Analysis)
 Bachelor of Science (Water Resources & Environmental Management)
 Master of Science (Spatial Planning)
 Master of Science (Environmental Planning and Management)
 Doctor of Philosophy
 Doctor of Science

8. In the School of Health Sciences

Bachelor of Science in Dental Science
 Bachelor of Science in Pharmaceutical Science
 Master of Science in Dental Science
 Master of Science in Pharmaceutical Science
 Doctor of Philosophy
 Doctor of Science

9. In the School of Informatics and Innovative Systems

Bachelor of Science (Computer Science)
 Bachelor of Science (Information Technology)
 Bachelor of Science (Informatics)
 Master of Science (Information Systems)
 Master of Science (Computer Science)
 Master of Science (Information Technology and Systems)
 Master of Science (Informatics)
 Master of Science (Information Technology Systems Security and Audit)
 Master of Science (Telematics)
 Doctor of Philosophy
 Doctor of Science

In addition to the above degrees which will be awarded by Senate, the University College shall have powers to award diplomas, Certificates and other short courses.

STATUTE XXVII

Rules and Regulations for the Undergraduate Degree and Diploma Programmes

Admission Requirements

1 Admission Procedures and Requirements for the Bachelor's Degree

1.1 Admission Procedures:

- (a) Enquiries for all Bachelor's Degree programmes offered should be made to the Registrar (Academic Affairs), Bondo University College, P. O. Box 210-40601, Bondo, Kenya.
- (b) The closing date for receiving applications for the Bachelor's degree programmes shall be as determined by the Academic Board from time to time.

1.1 Minimum Entry Requirements for Bachelor's Degree:

The entry requirements set out below are only *minimum*, and they in no way entitle an applicant to a place in the University College.

Applicants must:

- (a) Have the Kenya Certificate of Secondary Education with a mean grade of C+ (C plus) passed at one sitting from at least seven subjects drawn from subject groupings as specified by the Kenya National Examinations Council or its equivalent.

OR

- (b) Have one of the following combinations of passes in the Kenya Advanced Certificate of Education examination:
 - i) Two (2) Principal passes obtained at the same sitting.

OR

- ii) Two (2) Principal passes obtained at different sittings provided the passes are of grade C or higher.

OR

- (c) Hold a Diploma of a recognized institution with a "credit" pass or higher or an equivalent qualification from a recognized institution in the relevant field of specialization acceptable to the University College Academic Board. Those with a "pass" diploma will be considered if they have at least two years relevant experience after graduation.

OR

- (d) Hold a certificate from a recognized institution with a "credit" pass or higher or equivalent qualification from a recognized institution in the relevant field of specialization, acceptable to University College Academic Board.

OR

- (e) Have exceptional experiential knowledge and information.

AND

- (f) Meet additional or specific entry requirements as may be specified by the respective Department, School offering the programme.

2 Admission Procedures and Requirements for the Diploma

2.1 Admission Procedures

- (a) Enquiries for all diploma programmes offered should be made to the Registrar (AA), Bondo University College, P. O. Box 210-40601, Bondo, Kenya.
- (b) The closing date for receiving applications for the Diploma programmes shall be as determined by the University College Academic Board from time to time.
- (c) Minimum Entry Requirements for Diploma Programmes:

The entry requirements set out below are only *minimum*, and they do not in any way, entitle an applicant to a place in the University.

Applicants must:

- i) Have the Kenya Certificate of Secondary Education with a mean grade “C” passed at one sitting from at least seven subjects drawn from subject groupings as specified by the Kenya National Examinations Council or equivalent, provided that candidates with disabilities will be given special consideration with regard to the number of subjects taken at KCSE.

OR

- ii) Hold a certificate from a recognized institution with a “credit” pass or higher or equivalent qualification from a recognized institution in the relevant field of specialization, acceptable to University College Academic Board.

OR

- iii) Have exceptional experiential knowledge and information.

AND

- iv) Meet additional or specific entry requirements as may be specified by the respective Department, School offering the diploma programme.

2.2 Mature Entry

- (a) There shall be a mature age qualifying scheme for admission to the University College, the conditions for which shall be as follows:
- i) Candidates must be 25 years of age, or older on 1st July of the year in which admission is sought;
- ii) Candidates should have completed their full-time school at high school or University College education at least five years before the date they are seeking admission;
- iii) Candidates should be able to show.
- 1) That they have attended extra-mural classes or residential courses in which case

a recommendation from the extra-mural class tutor (s) or residential tutor will be necessary.

OR

- 2) That they have attended a residential course at an adult education centre or post-secondary institution in which case a recommendation from the principal of the institution attended will be necessary.

OR

- 3) That they can obtain, from a person acceptable to the University, a recommendation that they are qualified to benefit from a university education.
- iv) Candidates must give the name and full address of a referee who is a person conversant with university standards, preferably a graduate, and who is well placed to assess the candidate's potential as a university student. Candidates should ensure that they obtain the consent of the individual to act as a referee.
- v) No candidate who has previously attended any university shall be admitted to a degree course, under these regulations, for which they failed to qualify during their previous attendance, unless they produce evidence of further study satisfactory to the University College.

3 Duration of Study and Course Loading

- (a) The duration of study for a diploma and bachelor's degree shall be as prescribed under the respective academic programmes and approved by the College Academic Board and the Senate respectively.
- (b) Candidates shall fulfill other conditions as may be stipulated by the respective Schools/ Institutes and Departments from which the diploma or the degree is sought.

4 Degree Structure and Course Requirements

- (a) The Bachelor's Degrees are structured as specified under individual academic programmes and approved by the University College Academic Board and the Senate.
- (b) Courses taken to fulfill graduation requirements shall be drawn from those specified by the respective School and Department.

5 Undergraduate Credit Transfer

The respective Schools may stipulate guidelines on credit transfer and present them at the Academic Board for approval.

STATUTE XXVIII

Examination Regulations for The Bachelor's Degree And Diploma

1 Examination Processing and General Requirements

- (a) All examinations shall be conducted under the authority of the University College Academic Board as specified under various rules and regulations.
- (b) To be eligible to take university examinations every candidate shall pay to the University in respect of the examinations such fees as the Council shall prescribe from time to time.

- (c) Only students who have registered for scheduled courses within the first two (2) weeks of the semester and fulfilled all other requirements shall be eligible for taking examinations.
- (d) To be eligible to sit for end of semester examinations, candidates must be registered in the course being examined, obtain clearance from the Finance Officer and must have attended 70% of the unit teaching time in a semester.
- (e) There shall be internal and external examiners of the University College appointed by the University College Academic Board upon the recommendation of the Boards of Schools/ Institute, who shall prepare examinations and examine students in papers assigned to them by the School/Institute.
- (f) Final examination marks shall be agreed upon between the internal and external examiners.
- (g) Provided that where no such agreement can be reached the chief examiner concerned shall make the final decision.
- (h) In the case of re-marking, a moderator may be appointed from within or outside the University College who had no part in teaching the candidate(s) in the subject for the Paper under examination.
- (i) Subject to approval by the University College Academic Board, departments may establish Moderating Committees chaired by the Chairperson of department and consisting of senior academic staff who shall moderate the examinations.
- (j) A student shall be permitted to proceed to the next year of study, provided he/she re-sits the courses failed when next offered.
- (k) In the event of any alleged examination irregularity, the College Academic Board shall appoint a committee which shall investigate the alleged irregularity. Any person involved in the alleged irregularity shall be required to appear before the Committee. The Chairperson of the Examination Irregularity Committee shall then report the findings of the Committee to the Principal who on behalf of the College Academic Board shall decide what further action may be necessary provided that the Committee report and the action of the Principal shall be presented to the College Academic Board.

2 Assessment Criteria and Procedures

(a) Ordinary Examinations

- i) The ordinary Examinations shall be graded on the basis of percentage marks consisting of thirty percent (30%) as continuous assessment and seventy percent (70%) as final examinations.
- ii) Where a course is mainly practical in nature, it may be examined wholly or substantially by continuous and/or practical assessment. This also applies to Industrial Attachment which is regulated by general University College Industrial Attachment Guidelines and specific School Industrial Attachment Guidelines respectively.
- iii) The total marks scored for each course shall be translated into letter grades as follows:

70 % and above	A	(Excellent)
60-69 %	B	(Good)
50-59 %	C	(Average)
40-49%	D	(Below average)
Below 40%	F	(Fail)

- iv) Other designations related to examinations shall be as follows:

P: Pass
 I: Incomplete
 K: Course in progress

CT: Credit Transfer

Au: Audit

(b) Special Examinations

A student who completes the coursework but due to unavoidable circumstances, acceptable to the University College Academic Board, is unable to sit for end-of-semester examinations shall, on written request, be allowed to take special examinations when next offered.

(c) Remarking of Examinations

- i) A candidate shall be allowed to appeal to the Dean of School through the Chairperson of department for remarking of an examination, on payment of a non-refundable fee to be determined from time to time by the Council.
- ii) Remarking shall be done by an examiner (or examiners) other than the original one and shall be moderated by a moderating committee as established under Clause 1 (h) of this Statute.
- iii) A candidate must appeal within seven (7) days after results are published by the Registrar (AA).
- iv) Marking of the appealed cases must be done within seven (7) days after the student submits the request on official School forms.

(d) Examination Irregularities and Malpractices

The following academic malpractices are considered serious and any student guilty of committing any of them shall be liable for discontinuation or expulsion from the University College:

- 1. Copying or reading from another candidate's script or from any other unauthorized source.
- 2. Bringing into the examination room any unauthorized materials relevant to the examination, e.g., books, notes, electronic devices with pre-set formulae, mobile phones, pre-written answers, etc.
- 3. Abetting, aiding or covering up an examination malpractice.
- 4. Seeking or obtaining a deferment of examination on false pretence.
- 5. Plagiarism.
- 6. Exchange of examination material in the examination room.
- 7. Taking examination by proxy.
 - i) Being engaged in any other misconduct relating to examinations such as taking an examination script out of the examination room instead of handing it over to the examiner at the end of examination time.
 - ii) Refusal to stop writing after the invigilator has declared time out.

(e) Disciplinary Procedures and Penalties:

- i) Any examination malpractice shall immediately be reported in writing by the invigilators through the chief examiner of the Department to the Dean of School where the course is taught. The report shall include statements by the student involved, invigilators and examiners.
- ii) On receiving the report of examination malpractice, the Dean shall convene, not later than two (2) weeks after the end-of-Semester Examinations, a School Disciplinary Committee shall be constituted to deliberate on the case.
- iii) The membership of the Disciplinary Committee shall be as follows:
 - 1. The Dean of School where the Course is offered who shall also be the Chairperson
 - 2. Two (2) Chairpersons of Departments, including the department where the course was taught and the department in which the student was registered.

- 3. Two (2) School representatives from within the school where the course was offered.
- 4. School Administrative Assistant, who shall serve as Secretary to the Committee.
- iv) The Disciplinary Committee shall conduct its procedures, unless otherwise stated, in accordance with protocols stipulated.
- v) The recommendations of the Disciplinary Committee shall be reported to the School Board of Examiners and the University College Academic Board as soon as possible, but before the University College Academic Board deliberates on the relevant examination results.

(f) Appeal:

- i) An expelled or suspended student may appeal to the Principal who will constitute an Appeals Committee to determine the case within a period of ninety (90) days from the date of notification of the discontinuation. An appeal not submitted within the ninety days shall not be considered.
- ii) The decision of the appeal case shall be communicated to the student within a period of ninety (90) days from the date of notification of the appeal.

(g) Rescinding of a Degree or Diploma

The University College may rescind any degree or diploma awarded to a graduate who, while registered in a particular programme, committed an academic offence which if it had been detected before graduation, would have resulted in expulsion. Notification of a rescinded degree or diploma shall be communicated to all relevant parties.

(h) Expulsion from the University

A student may be expelled from the University under the following conditions:

- i) Being involved in an examination malpractice.
- ii) Declared by the Students Disciplinary Committee to have demonstrated gross misconduct.
- iii) Discovered to have been admitted irregularly, e.g. forging of admission documents.
- iv) A student expelled from the University for Irregular Admission will not be entitled to previous academic records.

(i) Classification of the Degree and Diploma

- i) Bachelor’s Degree and Diploma shall be classified on weighted average percentage marks of all core courses taken in all the years of study at the University as follows:

Degree

Per cent (%) Bracket	Degree Classification
70 and above	First Class Honours
60-69	Upper Second Class Honours
50-59	Lower Second Class Honours
40-49	Pass
Below 40	Fail

Diploma

Per cent (%) Bracket	Diploma Classification
70 and above	Distinction
55-69	Credit
40-54	Pass
Below 40	Fail

- ii) The student’s academic transcript shall show all the courses taken, including scores for each course and the respective letter grade, including the “F” grade(s).
- iii) The Provisional transcript shall be issued and signed by the Dean of School/Institute offering the degree or diploma.
- iv) The final official Transcript shall be signed and issued by the Registrar (AA).

STATUTE XXIX

Rules and Regulations for the Postgraduate Degree, Diploma and Certificate Programmes

1.0 Rules and Regulations for Postgraduate Certificate Programmes

1.1 Application and Admission Requirement Procedures

- (a) Applicants shall fulfill the following minimum requirements:
 - i) Hold at least a first Degree or the equivalent from a recognized institution.
 - ii) Meet special requirements as may be prescribed by the Department, School/Institute.
- (b) Applicants shall be admitted to only one postgraduate certificate programme at a time.
- (c) Application forms may be obtained from the Director, Board of Postgraduate Studies upon payment of a prescribed non-refundable fee.
- (d) Admission shall be confirmed by a letter from the Director, Board of Postgraduate Studies.

1.2 Duration of Study and Course Requirements

- (a) A Postgraduate certificate programme shall last a minimum of four (4) months and a maximum of twelve (12) months for full-time students for the whole programme.
- (b) Part-time students shall be registered for a maximum of twenty-four (24) months.
- (c) A student must take and pass all prescribed courses to qualify for the award of postgraduate certificate.

1.3 Examinations

- (a) All examinations shall be conducted under the authority of the University College Academic Board as specified under various rules and regulations.
- (b) Only candidates who have registered and have fulfilled all the requirements shall be eligible for taking examinations.
- (c) Subject to approval by the University College Academic Board, Departments may establish moderating committees chaired by the Chairperson of Department and consisting of senior academic staff who shall moderate the examinations.
- (d) Every candidate shall pay to the University in respect of examinations such fees as the Council shall from time to time prescribe.

- (e) **Examinations shall consist of:**
- i) Assignments, laboratory practical, fieldwork, industrial attachment and such other continuous assessment as required by the Department, School, and Institute concerned which shall constitute forty per cent (40%) of the total marks for each course.
 - ii) The final examinations shall constitute sixty per cent (60%) of the total marks for each course.
 - iii) Seminars and courses which are of a practical nature shall be assessed entirely by continuous assessment.
- (f) **Marks obtained in examinations shall be converted into Letter Grades as follows:**
- | | | |
|----------------|---|-------------|
| 70 % and above | A | (Excellent) |
| 60-69% | B | (Good) |
| 50-59% | C | (Average) |
| 0-49% | F | (Fail) |
- (g) **Special Examinations:**
- i) Special examinations will be offered to candidates who, due to circumstances acceptable to the University College Academic Board, were unable to sit for the ordinary examinations.
 - ii) Special examinations shall be graded on the same guidelines as those for the ordinary examinations.
 - iii) Special examinations shall be held concurrently with the supplementary examinations unless otherwise specified by the University College Academic Board.
- (h) **Re-sit Examinations**
- i) A candidate who fails twenty-five per cent (25%) or less of the total of all courses in an academic year shall be required to do re sit examinations in each paper failed.
 - ii) Candidates shall be awarded grade “C” (50%) in all courses passed at re sit examination.
 - iii) Re-sit examination in any particular course shall be taken once only.
- (i) **Discontinuation**
- A student shall be discontinued for:
- i) Failing more than twenty five percent (25%) of the total courses taken in an academic year.
 - ii) Failing a re-sit examination.
 - iii) Committing serious examination malpractice.
 - iv) Failing to register for and attend scheduled lectures for two (2) weeks or longer without the consent of the University College Academic Board.
 - v) Absconding for a maximum period of sixty (60) days or more.

2.0 Rules and Regulations for Postgraduate Diploma Programmes

2.1 Application and Admission Requirement Procedures

- (a) Applicants shall fulfill the following minimum requirements:
 - i) Hold at least a first degree or the equivalent from a recognized institution
 - ii) Meet special requirements as may be prescribed by the Department, School and Institute.
- (b) Applicants shall be admitted to only one Postgraduate diploma programme at a time.
- (c) Application forms shall be obtained from the Director, Board of Postgraduate studies upon payment of a prescribed non-refundable fee. Admission shall be confirmed by letter from the Director, board of Postgraduate Studies.

2.2 Duration of Study and Course Requirements

- (a) A Postgraduate diploma programme shall last a minimum of nine (9) months for full time student and a maximum of twenty four (24) months for part-time student for the whole programme.
- (b) A student must take and pass all prescribed courses to qualify for the award of postgraduate diploma.

2.3 Examinations

- (a) All examinations shall be conducted under the authority of the University College Academic Board as specified under various rules and regulations.
- (b) Only candidates who have registered and have fulfilled all the requirements shall be eligible for taking examinations.
- (c) Subject to approval by the University College Academic Board, Departments may establish Moderating Committees chaired by the Head of Department and consisting of senior academic staff who shall moderate the examinations.
- (d) Every candidate shall pay to the University College in respect of examinations such fees as the Council shall from time to time prescribe.
- (e) Examinations shall consist of:
 - i) Assignments, laboratory practical, fieldwork, industrial attachment and such other continuous assessment as required by the Department, School, and Institute concerned which shall constitute forty per cent (40%) of the total marks for each course.
 - ii) The final examinations, which shall constitute sixty per cent (60%) of the total marks for each course.
 - iii) Seminars and courses which are of a practical nature shall be assessed entirely by continuous assessment.
- (f) Marks obtained in examinations shall be converted into letter grades as follows:

70 per cent and above	A (Excellent)
60-69 per cent	B (Good)
50-59 per cent	C (Average)
Below 50 per cent	D (Fail)
- (g) **Special Examinations:**
 - i) Special examinations will be offered to candidates who, due to circumstances acceptable to the University College Academic Board, were unable to sit for the ordinary examinations.
 - ii) Special examinations shall be graded on the same guidelines as those for the ordinary examinations.
 - iii) Special examinations shall be held concurrently with the examinations unless otherwise specified by the University College Academic Board.
- (h) **Re-sit Examinations**
 - i) A candidate who fails twenty-five per cent (25%) or less of the total all courses in an academic year shall be required to do resit examinations in each paper failed.
 - ii) Candidates shall be awarded grade “C” (50%) in all courses passed at re-sit examination.
 - iii) Re-sit examination shall be taken once only.
- (i) **Discontinuation**
 A student shall be discontinued for:
 - i) Failing more than twenty five percent (25%) of the total courses taken in an academic year.
 - ii) Failing a re-sit examination.

- iii) Committing serious examination malpractice.
- iv) Failing to register for and attend scheduled lectures for two (2) weeks or longer without the consent of the University College Academic Board.
- v) Absconding research work for a maximum period of sixty (60) days or more.

3.0 Rules and Regulations for Postgraduate Master's Programmes

3.1 Application and Admission Requirement Procedures

- (a) Application forms may be obtained from the Director, Board of Postgraduate studies upon payment of a prescribed non-refundable fee.
- (b) All applications for registration shall be processed in the first instance through the relevant department in which registration is sought. The department shall then forward all such applications with appropriate comments to the School Board concerned for approval and onward transmission to the Board of Postgraduate Studies.
- (c) Applicants shall be admitted to only one degree programme at a time.
- (d) Admission shall be confirmed by letter from the Director, Board of Postgraduate Studies.
- (e) Admission shall be offered to holders of a Bachelor's Degree with a First Class Honours, Upper Second Class Honours or equivalent qualification from recognized Institutions.
- (f) In exceptional cases, the University College Academic Board may also admit to the Master's programme a non-holder of Upper Second Class Honours provided that such candidate can, on the basis of the research and other scholarly work done; demonstrate to the satisfaction of the University College Academic Board qualification to undertake postgraduate studies.
- (g) Subject to approval by the University College Academic Board, Departments may formulate regulations requiring applicants to have attained other academic qualifications as may be consistent with the goals of their Masters programmes or to appear for interview to determine their suitability for admission.
- (h) In exceptional cases, holder of Lower Second Class Honours may be admitted if they have two years of relevant experience.

3.2 Duration of Study and Course Loading

- (a) Full-time candidates for the Masters degree shall be registered for a minimum of eighteen (18) months and a maximum of thirty-six (36) months except in the case of special cases where School will guide the University College Academic Board.
- (b) Part-time candidates for the Masters degree by coursework, examination and thesis must successfully complete all coursework and thesis to qualify for the award of the Master's degree.

3.3 Transfer of Credits

- (a) Course credits may be considered for transfer to a Masters degree programme provided they have been obtained from a recognized institution.
- (b) No more than thirty per cent (30%) of the total required course credits will be accepted from other institutions.
- (c) All credits transferred should be of grade B and above and should be indicated in the transcript.
- (d) The relevant department shall guide the Board of Postgraduate studies on transferable courses through their School and Institute.

3.4 Masters Degree Options

There shall be two (2) options for the Masters degree:

- (a) Master’s degree by coursework, examination and thesis
 - Under this option, the candidates shall be required to do coursework, take Examinations, conduct research, and submit a thesis at the end of their study programme.
- (b) Master’s degree by coursework, examination and project.
 - Under this option, the candidates shall take prescribed courses and examinations and a project equivalent to three courses.

3.5 Conduct of Study and Supervision

- (a) Candidates registered in accordance with these regulations shall be required to pursue their programmes of study under the guidance of supervisors approved by the University College Academic Board on the recommendation of the Department and School Board concerned through the Board of Postgraduate Studies.
- (b) There will normally be one (1) or two (2) supervisors appointed for each candidate. Both supervisors must be members of the academic staff in the relevant field of study of the department offering the degree programme. Where there are more than one supervisor, there will be first/main and second supervisors.
- (c) Candidates shall be required to consult with their supervisor(s) at least once per month.
- (d) Supervisors shall submit progress reports on the candidate to the Board of Postgraduate studies through the Chairperson of the Department and Dean/Director of School on a prescribed form once every three (3) months.
- (e) Where the progress of the candidate is unsatisfactory, the candidate shall be warned in writing by the Director, Board of Postgraduate Studies through the Dean of School and Chairperson of Department concerned. If the candidate shows no improvement after the warning within three (3) months, the Director, Board of Postgraduate Studies shall recommend to the University College Academic Board for the candidate’s deregistration.
- (f) Where in the judgment of the Board of Postgraduate Studies, a candidate is not receiving proper supervision from the supervisor(s), the Board shall order change of the supervisor(s).

3.6 Examinations

- (a) Masters degree examinations shall be conducted under the authority of the University College Academic Board as specified under various rules and regulations.
- (b) Examinations shall consist of:
 - i) Continuous assessment based on assignments, laboratory practical and such other tests as the regulations of the department may prescribe, which shall constitute forty per cent (40%) of the total marks for each course.
 - ii) The final examinations shall constitute sixty per cent (60%) of the total marks for each course.
 - iii) Continuous assessment for programmes conducted by research/thesis only shall be reflected in the candidate’s progress reports submitted by the supervisor(s).
- (c) Courses which are purely of a practical nature and/or seminars may be assessed entirely by continuous assessment.
- (d) Marks obtained in examinations shall be converted into letter grades as follows:

70 % and above	A	(Excellent)
60-69 %	B	(Good)

50-59 %	C (Average)
Below 50 %	D (Fail)

- (e) Re-sit Examinations
 - i) A candidate who fails in twenty five per cent (25%) or less of the total courses taken in an academic year shall be required to re-sit examination once only.
 - ii) Candidates shall be awarded grade “C” (50%) in all courses passed in re-sit examination.
- (f) Discontinuation

A student shall be discontinued for:

 - i) Failing more than twenty five percent (25%) of the total courses taken in an academic year.
 - ii) Failing a re-sit examination.
 - iii) Committing serious examination malpractice as defined under Statute XXIX, Section 6.1 of these regulations.
 - iv) Failing to register for and attend scheduled lectures for two (2) weeks or longer without the consent of the University College Academic Board.
 - v) Absconding research work for a maximum period of sixty (60) days or more.
- (g) Special Examinations:
 - i) Special examinations will be offered to candidates who, due to circumstances acceptable to the University College Academic Board, were unable to sit for the ordinary examinations.
 - ii) Special examinations shall be graded on the same guidelines as those for the ordinary examinations.
 - iii) No student shall be permitted to proceed to the next year of study without having satisfied all examination requirements.
 - iv) Examination results shall be processed and approved by the School Board of Examiners and submitted to the Board of Postgraduate Studies for ratification before being presented to University College Academic Board by the relevant School/ Dean.

3.7 Submission and Examination of Thesis or Project

- (a) At least three (3) months before a thesis/project is submitted, a candidate shall with the consent of the supervisor(s) give notice in writing to the Director, Board of Postgraduate Studies indicating intention to submit thesis/project. The notice must be accompanied with an abstract of the thesis/project.
- (b) Upon receiving the notice to submit thesis, the Chairperson of the Department shall identify the external examiner and two internal examiners to the Board of Postgraduate Studies through the Dean of School or Director Institute.
- (c) The thesis/project shall be loosely bound (six copies) and shall be accompanied by a signed declaration by the candidate confirming that the “Thesis/Project has not been previously submitted for a Degree in any other University and that the Thesis/Project is the original work of the candidate.”
The thesis/project shall bear the signature(s) of the supervisor(s) indicating approval to submit.
- (d) Upon receiving the thesis/project, the Board of Postgraduate Studies shall forward the same to the examiners within two (2) weeks. The University College Academic Board, on the recommendation of the Board of Postgraduate Studies, shall appoint a Board of Examiners consisting of:

- i) The Dean of the School-Chairperson
- ii) The Director, Board of Graduate Studies
- iii) Departmental representative
- iv) The supervisor(s), acting as internal examiner(s)
- v) Two School representatives
- vi) The External Examiner, to be present if available. This is not required for the Master's projects.
- vii) An Academic Board representative
- (e) The external and internal examiners shall be required to submit within two (2) months independent written assessments of the thesis/project to the Director, Board of Postgraduate Studies indicating:
 - i) Whether or not the thesis/project is adequate in form and content;
 - ii) Whether or not the thesis/project reflects an adequate understanding of the subject, and, in consequence;
 - iii) Whether or not the degree should be awarded.
- (f) As soon as all the examiners' reports are received, the Director, Board of Postgraduate Studies shall convene a meeting of the Board of examiners at which the reports and other academic matters arising from the thesis/project shall be considered. The Board of Examiners shall subject the candidate to an oral examination to enable it to arrive at a satisfactory recommendation on the merit of the thesis/project. The passing of the candidate shall be based on the decision of the majority of the Board of Examiners.
- (g) If the Board will require the candidate to resubmit and defend the Thesis/Project, this shall be done once only.
- (h) If the Board of Examiners will judge the candidate to have failed in both the quality of the Thesis/Project and the defense, the decision of the Board shall be final.
- (i) The decision of the Board of Examiners shall be communicated verbally to the candidate immediately following the defence and in writing by the Director, Board of Postgraduate Studies within two (2) weeks after the defence.
- (j) Where required, a signed certificate of corrections shall be issued by the supervisor(s)
- (k) A consolidated report and appropriate recommendation shall be submitted to the Chairperson of University College Academic Board through the Director, Board of Postgraduate Studies.

4.0 Rules and Regulations for the Degree of Doctor of Philosophy

4.1 Eligibility for Registration

Candidates wishing to pursue a Doctor of Philosophy (PhD) programme at Bondo University College must meet the following requirements;

- (a) Have appropriate preparatory academic training as evidenced by at least one of the following:
 - i) Be a holder of a Masters Degree of Bondo University College.
 - ii) Be a holder of a Masters Degree or an equivalent academic qualification from any other recognized institution.
 - iii) Is a candidate enrolled for a Masters degree in Bondo University College for at least one year who has, to the satisfaction of the University College Academic Board, shown exceptional progress in the research work to merit upgrading, after satisfying a panel of experts in the area of study.
 - iv) Be a holder of a Bachelor's Degree whom the University College Academic Board has specially exempted from the Masters programme, after satisfying a panel of experts in the area of study.

- (b) Fulfill specific requirements as maybe stipulated by respective Department, School /Institute with regard to the field of study.

4.2 Application and Admission Procedures

- a. Application forms may be obtained from the Director, Board of Postgraduate Studies upon payment of a prescribed non-refundable fees and returned duly completed
- b. Where a candidate is to pursue the programme by research/thesis only, the candidate will be required to present a research proposal at a seminar.
- c. All applications for registration shall be processed in the first instance through the relevant Department in which registration is sought. The Department shall then forward all such applications with appropriate comments to the School/Institute Board concerned for approval and onward transmission to the Board of Postgraduate Studies.
- d. Before recommending a candidate for registration, the Department and School/Institute Board concerned shall ensure that:
 - i) The proposed field of study is academically sound and can successfully be pursued and supervised.
 - ii) There exist adequate facilities and resources for effective research
 - iii) The appropriate fees have been paid.

4.3 Duration of study

- (a) The programme shall take a minimum of three (3) and a maximum of five (5) calendar years for full time candidates, and seven (7) calendar years for those studying on a part-time basis except by special permission of the Academic Board.
- (b) Continuance of registration shall be dependent on evidence of satisfactory progress report as approved by the Academic Board.
- (c) On recommendation of the School/ Institute/ Board concerned, the Academic Board may permit a candidate to change registration status from full-time to part-time or *vice versa*.

4.4 Doctor of Philosophy Degree Options

There shall be two (2) options:

- (a) Doctor of Philosophy degree by coursework, examination, research and thesis
 - Under this option, the candidates shall be required to do coursework, take examinations, conduct research, and submit a thesis at the end of their study programme.
- (b) Doctor of Philosophy degree by research and thesis.
 - Under this option, the candidates shall conduct research, and submit a thesis at the end of their study programme.

4.5 Conduct of Study and Supervision

- (a) The PhD programme shall be conducted either by Coursework, Examination, Research and Thesis or by Research and Thesis only.
- (b) Each candidate shall be required to attend and participate in seminars at the relevant Department and School/Institute.
- (c) A candidate shall be required to pursue the programme of study under the supervision of academic staff appointed in that capacity by the University College Academic Board on the recommendation of the Department and School/Institute Board through the Board of Postgraduate Studies.
- (d) There will normally be one (1) or two (2) supervisors appointed for each candidate. Both supervisors must be members of the academic staff in the relevant field of study

- of the department offering the degree programme. Where there are more than one supervisor, there will be first/main and second supervisors.
- (e) A candidate shall be required to consult the supervisors at least once every month.
- (f) The supervisors shall be required to submit individually or jointly progress reports on the candidate to the Director, Board of Postgraduate studies through the Chairperson of Department and Dean of School/Institute once every six (6) months.
- (g) Where the performance of the candidate is unsatisfactory, the candidate shall be given a written warning by the Director, Board of Postgraduate Studies through the Dean/Director of Faculty/ School/Institute and Head of Department.
- (h) A recommendation for de-registration shall be made to the University College Academic Board by the Director, Board of Postgraduate Studies after receipt of two (2) consecutive unsatisfactory reports following the warning.

4.6 Examinations

- (a) Examinations for the PhD Degree shall be conducted under the authority of the University College Academic Board as specified under various rules and regulations.
- (b) Examinations shall consist of:
 - i) Continuous assessment based on assignments, laboratory practicals and such other tests as the regulations of the department may prescribe, which shall constitute forty per cent (40%) of the total marks for each course.
 - ii) The final examinations shall constitute sixty per cent (60%) of the total marks for each course.
 - iii) Continuous assessment for programmes conducted by research/thesis only shall be reflected in the candidate’s progress reports submitted by the supervisor(s).
- (c) Courses which are purely of a practical nature and/or seminars may be assessed entirely by continuous assessment.
- (d) Marks obtained in examinations shall be converted into letter grades as follows:

70 % and above	A	(Excellent)
60-69 %	B	(Good)
50-59 %	C	(Average)
Below 50 %	D	(Fail)

- (e) Re-sit Examinations
 - i) A candidate who fails in twenty five per cent (25%) or less of the total courses taken in an academic year shall be required to re-sit examination once only.
 - ii) Candidates shall be awarded grade “C” (50%) in all courses passed in re-sit examination.
- (f) Discontinuation

A student shall be discontinued for:

 - i) Failing more than twenty five percent (25%) of the total courses taken in an academic year.
 - ii) Failing a re-sit examination
 - iii) Committing serious examination malpractice as defined under Statute XXIX, Section 6.1 of these regulations.
 - iv) Failing to register for and attend scheduled lectures for two (2) weeks or longer without the consent of the University College Academic Board.
 - v) Absconding research work for a maximum period of sixty (60) days or more.
- (g) Special Examinations
 - i. Special examinations will be offered to candidates who, due to circumstances acceptable to the University College Academic Board, were unable to sit for the

- ordinary examinations.
 - ii. Special examinations shall be graded on the same guidelines as those for the ordinary examinations
 - iii. No student shall be permitted to proceed to the next year of study without having satisfied all examination requirements.
 - iv. Examination results shall be processed and approved by the School Board of Examiners and submitted to the Board of Postgraduate Studies for ratification before being presented to University College Academic Board by the relevant School/ Dean.
- (h) Continuous assessment of programmes conducted by research/thesis only shall be reflected in the candidate's Progress Reports submitted by the Supervisors.

4.7 Submission and Examination of Thesis

- (a) To complete the PhD programme, a candidate will be required to submit a thesis embodying the results of original research. The thesis shall be written according to the format and specifications stipulated by Departments and Schools, Institutes and approved by the Board of Postgraduate Studies.
- (b) The thesis shall be submitted (six copies) and in loose binding and must include a declaration by the candidate that the "Thesis has not been submitted for a degree in any other University and that it is the original work of the candidate". The thesis shall bear the signature of the supervisors indicating approval to submit.
- (c) A candidate shall with consent of the supervisors give notice of intention to submit the thesis at least three (3) months before the date of submission. The notice shall be accompanied with an abstract of the thesis.
- (d) Upon receiving the notice to submit thesis, the Chairperson of the Department shall identify the external examiner and two internal examiners to the Board of Postgraduate Studies through the Dean of School/Institute.
- (e) On recommendation of the Board of Postgraduate Studies, the University College Academic Board shall appoint at once an internal examiner who did not supervise the student but in a related discipline, to examine and submit written reports on the thesis.
- (f) The examiners shall be required to submit to the director, Board of Postgraduate Studies within two (2) months independent written Reports on the thesis 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 displays original thought and significant contribution to knowledge and therefore,
 - iii) Whether or not the degree should be awarded.
- (g) The thesis shall be defended before a Board of Examiners appointed by the University College Academic Board Constituted as follows:
 - i) The Dean/ Director of the School- Chairperson
 - ii) The Director, Board of Graduate Studies
 - iii) One Departmental representative
 - iv) The supervisor(s), acting as internal examiner(s)
 - v) Two School representatives
 - vi) The External Examiner (to be present if available)
 - vii) A University College Academic Board representative
- (h) The defence of the thesis shall be within three (3) months of the submission
 - i) The decision of the Board of Examiners which shall be unanimous shall be communicated verbally to the candidate immediately following the defence, and in writing by Director, Board of Postgraduate Studies within two (2) weeks after defence.

- ii) The Director, Board of Postgraduate Studies shall subsequently communicate the decision of the Board of Examiners to the Chairperson of University College Academic Board.
- iii) The University College Academic Board may require a candidate to re-submit a thesis for re-examination in a revised form once only within six (6) months.
- iv) Where corrections to the thesis are required, the supervisors shall submit a signed certificate of corrections to the Director Board of Postgraduate Studies.
- v) A thesis accepted by the University and subsequently published in part or whole and in whatever form shall bear the inscription: 'Work forming part of the requirements for the Degree of Doctor of Philosophy of Bondo University College'.

5.0 Rules and Regulations for Higher Doctorates other than Honorary Degrees

5.1 Eligibility for Consideration

The following shall be eligible for consideration of a higher Doctorate of Bondo University College:

- (a) A holder of the Doctor of Philosophy degree of Maseno University.
- (b) A holder of the Doctor of Philosophy degree from any other recognized University of at least five years' standing, provided that at the time of application, the candidate will have been either:
 - i) A full-time or part-time member of the academic staff of Bondo University College or
 - ii) In research association with Bondo University College and provided that in both cases i) and ii) respectively in this section, the association with Bondo University College shall have been for at least five years, such that a part of the work submitted shall have been contributed at Bondo University College during the said period.
- (c) A holder of a degree of another University equivalent to the Ph.D degree of Maseno University, or a person whose attainment in qualification and scholarship is approved by the University College Academic Board as equivalent to the Ph.D degree of Maseno University; provide that in either case the applicant shall in addition fulfill the conditions specified in paragraph b) i) ii) above.

5.2 Award criteria

The higher Doctorate shall be awarded only for the original published work such as would give a candidate authoritative international standing in his/ her particular field of research. The application must be based wholly or substantially on original work of distinction carried out by the candidate. The term 'published' shall mean printed in a refereed journal, book or monograph which shall have been made available to the public.

5.3 Application Procedures

- (a) A candidate for a higher Doctorate shall apply to the Board of Postgraduate Studies, indicating the discipline in respect of which he/she wishes to be considered. However, the University College Academic Board, on the recommendation of the Board of Postgraduate Studies may approve the consideration of the application under a different discipline.
- (b) In his/her application the applicant shall include the following:
 - i. His/her full curriculum vitae.
 - ii. A concise statement (not exceeding 2000 words) of the focus of the scholastic contribution of the work intended for submission.

5.4 Submission and Examination of Theses

- (a) Upon receiving the application, the Board of Postgraduate Studies shall make consultations with the School/Institute wherein the discipline in question falls, and if satisfied with the merits of the intended application, shall invite the applicant to place together the published contributions which must strongly support the application, and to submit copies of the same in three sets.
- (b) The sets of publications specified in (a) above shall be accompanied by a theses of no more than 50,000 words, typed or printed double-space on A4 paper. The theses shall be a unifying account of the works submitted indicating their significance to the advancement of knowledge.
- (c) Where a part of the work submitted has been published jointly with other collaborators, the candidate shall specify in the theses his/her contribution.
- (d) The theses shall include a declaration by the candidate confirming that it has not been submitted for the degree in any other institution and that its contents are the original work of the candidate.
- (e) The theses shall comply with the “Rules and Regulations for submission of theses for a higher degree of Bondo University College see Statute XXIX section 4.7.
- (f) The submission of the applicant’s works, as specified in (a) to (e) above shall be accompanied by evidence of payment of a non-refundable fee.
- (g) Upon receipt of the documents specified in (a) and (f) above the Board of Postgraduate Studies shall in consultation with the relevant School/Institute propose to the University College Academic Board the names of three examiners , at least two of whom shall be shall be external examiners. The examiners will be requested to submit their signed confidential reports within two months from the date of their letter of invitation.
- (h) The external examiners’ reports shall include an evaluation of the importance and originality of the candidate’s contribution to the field of knowledge and the scholarly distinction which would entitle him/her to be regarded as an authority in his/her field. of knowledge.. The reports shall state whether or not, in the examiner’s opinion, the degree should be awarded.
- (i) Upon receipt of the reports of the three examiners, the Board of Postgraduate Studies shall, within one month, arrange all the documents in a discussible form and forward them to the Chairman of the University College Academic Board, who shall then convene a meeting of the Evaluation Panel to review the examiners’ reports and determine the outcome.
- (j) The Evaluation Panel shall comprise
 - i) Principal of Bondo University College Chairperson
 - ii) Deputy Principals
 - iii) Dean of the relevant School/Institute
 - iv) Director of the Board of Postgraduate Studies
 - v) Three Senior University College Scholars one of whom shall be from the relevant discipline and appointed by the Academic Board
 - vi) Not more than three members may be co-opted by the Academic Board as appropriate
 - vii) Registrar (AA) Secretary
- (k) A theses for the Higher Doctorate degree shall be defended before a public audience provided that while members of the public shall be free to ask the candidates questions relevant to the subject of his/her theses, only the Panel examiners shall participate in the final assessment of the theses and the candidate’s performance in the defense of the same.

- (l) The decision of the Evaluation Panel shall be subject to approval by the University College Academic Board.
- (m) The examiners' reports and the report of the Evaluation Panel shall be held in the strict confidence.
- (n) An unsuccessful candidate for the award of the Higher doctorate would be permitted to re-apply only once after the expiration of a period of three years.

6.0 Examination Irregularities, Disciplinary Procedures and Penalties for Postgraduate Students

6.1 Examination and Research Malpractices

The following academic malpractices are considered serious and any student guilty of any of them shall be liable to discontinuation or expulsion from the University college:

- (a) Copying or reading from another candidate's script or from any other unauthorized source.
- (b) Bringing into the examination room any unauthorized materials relevant to the examination, e.g., books, notes, electronic devices with pre-set formulae, mobile phones, pre-written answers, etc.
- (c) Abetting, aiding or covering up an examination malpractice.
- (d) Seeking or obtaining a deferment of examination on false pretence.
- (e) Plagiarism.
- (f) Giving of false or forged research data and/or results and purporting them to be true.
- (g) Any deviation from the research/project procedures as prescribed in the approved research project proposal without consent of the designated supervisors.
- (h) Any other misconduct relating to research/examination.

STATUTE XXX

Conferment of Degrees and Award of Diplomas

1 Diploma

A candidate shall be awarded the Diploma if he/she has been registered in the University College and has successfully completed all the courses in a programme approved by Academic Board.

1 Bachelor's Degrees

- (a) Except where otherwise provided by the Statutes, a candidate shall be conferred the Bachelor's degree who has undertaken an approved course of study and satisfied all the requirements as an undergraduate after admission and subsequent registration for the prescribed period.
- (b) The University College Academic Board may accept, as part of the attendance of a student of the University qualifying the student for the conferment of the Bachelor's Degree, a period of attendance as a student of another University or Institution recognized by the University College Academic Board. This would permit the student exemption from some examinations of the University. Provided that no student shall be conferred the bachelor's Degree unless:

- i) The student shall have undertaken an approved course of study of the University College for at least two (2) academic years, of which one shall be the final year;
 - ii) The period of attendance as a student at such other University or Institution and at Bondo University College are together not less than the complete period prescribed for the conferment of the degree;
 - iii) The student shall have passed such examinations of the University as shall be prescribed by the University College Academic Board;
 - iv) The student shall have complied in all other respects with the requirements for conferment of the degree; and,
 - v) The student shall have paid fees as determined by the Council.
- (c) Subject to the provisions of clauses (a) to (c) of paragraph 2 of this Statute, the University College Academic Board may accept periods of attendance and examinations of a candidate in any other School of the University as exempting the candidate from attendance in such subject prescribed for a degree.
- (d) A person who has graduated in another University, or is able to give satisfactory evidence of his qualifications, may be admitted as a student to courses of study and research in the University College and may proceed to a higher degree under special conditions as Senate may prescribe.

2 Masters Degrees

A candidate shall be conferred a Masters degree if he/she has been registered in the University College and has pursued such advanced programme of study or research, or both, as may be approved by the University College Academic Board, and has successfully completed.

3 Doctor of Philosophy

A candidate shall be conferred the Degree of Doctor of Philosophy if he/she:

- (a) Has been registered for the degree as a student of the University for a period of not less than thirty-six (36) months and after satisfying the requirements for the award concerned, or after admission to the status of that degree, or after admission as a research student;
- (b) Has worked in consultation with a supervisor or supervisors as the University College Academic Board may direct; and
- (c) 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.

5. Higher Doctorate

Subject to the provisions of paragraph 2(d) of this Statute, a candidate shall not be awarded a higher Doctorate in any School/Institute, until at least five years after he/she has been awarded the degree of Doctor of Philosophy.

STATUTE XXXI

Honorary Degree

- 1 (a) A proposal to grant an Honorary Degree may be made by a member of the Academic staff from a particular Department through the School to the Academic Board and Senate.
(b) Every such proposal shall be accompanied by a written statement setting forth the Degree recommended and the detailed grounds on which the recommendation is based.
- 2 (a) Such proposal shall be referred to the Honorary Degree Committee of the Council as provided for in schedule V of the Statutes.
(b) In each case, the Dean/Director of the School in which the Degree is proposed to be conferred shall be consulted.
- 3 Any recommendations made by the Honorary Degree Committee for the conferring of any Degree shall be reported to both the Council and the Academic Board for confirmation.

STATUTE XXXII

Emeritus Professorship

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

STATUTE XXXIII

Congregation of the University College

- 1 For the purpose of conferring degrees and awarding Diplomas of the University College, there shall be held from time to time a meeting of the University College, which shall be called a Congregation. If the University College Academic Board so decides, other academic distinctions may be conferred and Certificates awarded at a Congregation.
- 2 The Congregation shall be constituted of the members of the University College as defined in the Bondo University College Legal Notice No. 56 of 2009, and the graduands.
- 3 The Congregation shall be presided over by the Chancellor. Provided that, in the absence of the Chancellor, the Vice-Chancellor or some other person nominated by the Chancellor shall preside over the Congregation.
- 4 The procedure for summoning a congregation, for the presentation of graduands and all other such matters regarding the congregation, shall be as determined by the University College Academic Board and approved by the Council.
- 5 The Vice-Chancellor shall declare a meeting convened for the purpose of conferring degrees and awarding diplomas at a congregation of the University, and shall pronounce such congregation dissolved at the end of the meeting.

STATUTE XXXIV

Intellectual Property Rights

- 1 The term “Intellectual Property” shall be used broadly to include inventions, copyrightable works, tangible research property and intangible cultural property.
- 2 For internally funded research, the Principal Investigator and the University College shall be co-owners of the patent in case of an invention.
- 3 For externally funded research the Principal Investigator and the University College, and if the donor so wishes, shall be co-owners of the patent.
- 4 All inventions shall be vetted by the patenting office.
- 5 Royalties shall be shared between Bondo University college and the Inventor(s) respectively on a sliding scale between 90%:10% and 60% :40% respectively as may be decided by the Council from time to time.

STATUTE XXXV**Alumni Association**

- 1 (a) The Alumni Association shall consist of all persons whose names appear on the alumni association roll to be compiled and kept by the Deputy Principal (AA).
(b) All graduates of Bondo University College shall be entitled to have their names entered on the Alumni Association Roll.
(c) The Principal, Deputy Principals, Academic staff, including for this purpose, Honorary Professors and Lecturers, the University Librarian, the Registrars and the Finance Officer shall be ex-officio members of the alumni association and shall be entitled to have their names entered on the Alumni Association Roll.
- 2 Subject to the provisions of the Statutes, the Alumni Association shall be empowered:
 - (a) To discuss and state its opinion upon any matter within the sphere of competence of the University College;
 - (b) To elect from amongst its members an Executive Committee and develop a constitution, functions and duties which shall be prescribed by regulations promulgated by the Council after consultation with the Alumni Association;
 - (c) To elect one (1) member to the Council from amongst its members in a manner determined by the Council.
- 3 The Deputy Principal (Academic Affairs) shall provide the Secretariat for the Alumni Association and shall keep the Roll thereof. The Roll shall be conclusive evidence that any person whose name appears therein and claiming to vote as a member of the Alumni Association is entitled. The names of new graduates shall be considered to be automatically included in the roll on conferment of the Degrees and award of Diplomas. Such automatic enrollment shall not, however, relieve the graduate of the duty of registering and updating address with the Secretariat.
- 4 There shall be a Chairperson of the Alumni Association who shall be elected by the convocation from amongst members during the annual meeting of the Alumni Association. The Chairperson shall hold office for a period of two (2) years. In the case of incapacity or resignation of the chairperson, the Secretariat shall take necessary steps to initiate the election of a successor to fill the vacancy for the unexpired period. No member shall be eligible to be elected Chairperson unless normally resident in Kenya.
- 5 It shall be the duty of the Secretariat to take steps for the holding annually of a meeting of the Alumni Association. Notices of such meetings shall be given two (2) months before the date of the meeting. Any member desiring to bring forward any business at such meeting shall forward to the secretariat setting forth in the form of motions the subject or subjects proposed for consideration thereafter. Such motions must be lodged with the secretariat at least four (4) weeks before the date of the meeting.
- 6 Notice of every meeting of the convocation, with a statement of the business to be brought before the meeting, shall be sent to each member at the last registered address at least fourteen (14) days before the date of the meeting.

- 7 The quorum and procedure of the Alumni Association shall be as prescribed in the rules made by the Alumni Association and approved by the Council.
- 8 A copy of all resolutions made by the Alumni Association meetings shall be duly certified by the Chairperson and sent to the Chairperson of Council and Chairperson of University College Academic Board.

STATUTE XXXVI

Staff Associations

There shall be associations of the academic and non-academic staff respectively, the functions of which shall be the promotion of staff welfare. The Terms of Reference of the associations shall be subject to approval by the Council in accordance with the Bondo University College Legal Notice No. 56 of 2009 and this Statute.

STATUTE XXXVII

Miscellaneous

- 1 The Statutes and the Regulations referred to hereunder commence on the date approved by the University Council, excepting that where it is provided otherwise in any regulation such other date shall be deemed to be the commencing date for that particular regulation.
- 2 The Regulations appended hereto will come into force in accordance with the provisions of paragraph 1 of this Statute, and are to be read subject to the Bondo University College Legal Notice No.56 of 2009 and the Maseno University Act, 2000.
- 3 The University College Council may amend, add to or alter the Regulations as it deems fit from time to time. Provided that in accordance with section 12(1) of the Order, the Council shall not amend, alter or add to the Regulations governing courses of study and other academic matters without receipt of a proposal or report thereon by the University College Academic Board and provided further that the Council shall not reject any such report or request or amend any regulations so proposed without further reference to the University College Academic Board.
- 4 The Rules and Regulations in force on the day prior to the commencement of the Statutes shall, unless superseded by the Statutes or the Regulations referred to in paragraph 1 of this Statute, continue in force as though they were incorporated in the Rules and Regulations set out above and shall in all other respects be subject to the provisions of the Statutes and the Bondo University College Legal Notice No. 56 of 2009.
- 5 No person may, except with the written consent of the Council, use the word “University” together with the word “Bondo” in furtherance of, or as, or in connection with any advertisement for any trade, business, calling or profession. Provided nothing in this clause shall be construed as preventing the *bona fide* use by any person of any title in pursuance of the grant to him or her of a degree, diploma, certificate or other award by the University.

In Attendance

Others by invitation

Terms of Reference

- a) To look at the Terms and Conditions of Service for members of Management and other matters that are deemed necessary for the Committee.
- b) To act on behalf of the Council except insofar as the Council may wish to limit the powers of the Executive Committee in any respect.
- c) To pay due regard to the necessity to refer matters of major importance to the Council for final approval.

2 Finance, Resource Mobilization and General Purposes Committee

Membership

Chairperson of Council	Chairperson
Vice Chairperson of Council	Member
Vice-Chancellor	
Principal	
Permanent Secretary, Ministry for the time being responsible for Higher Education	Permanent Secretary, Ministry of Finance
Two Council Members (to be appointed)	
Deputy Principal (AA)	
Deputy Principal (PAF)	
Deputy Principal (RIO)	
Academic Board Representative	
Staff Associations Representative (2 : 1 Academic ; 1 non academic)	
Student Organization Representative	

In Attendance

Representative Inspector General (State Corporations)
 Finance Officer
 Registrars

Terms of Reference:

This Committee shall oversee:

- (a) To explore ways of raising funds for the University, both internally and externally.
 - i. To liaise with external sources, that is:
 - Development Partners/linkages
 - Local entrepreneurs/resources
 - Staff/students and parents
 - Alumni
 - Endowment fund
 - Commercial loans provides
 - ii. To liaise with internal sources i.e.
 - Expansion of School based programme
 - Consultancies
 - Commercialization of Research and Development
 - Starting and expanding income generating activities of the University College

- iii. To act on behalf of Bondo University College Council on all issues concerning Resource Mobilization and Income Generation Activities.
 - iv. To compile and maintain a data bank of all Resource Mobilization and Income Generation Activities in the University College and periodically report to the Council on their contribution to finance University College's business.
 - v. To decide on those Income Generation Activities which could be commercialized or outsourced by College Management.
 - vi. To ensure that College facilities and assets used for Resource mobilization and Income Generation are properly maintained ; and
- (b) To provide linkages and synergy amongst all Income generating Activities;
 - (c) To develop appropriate and conducive policies to guide and promote Resource Mobilization and Income Generation activities in the University College;
 - (d) To develop policies on utilization of Resources for the development of the core business of the University College;
 - (e) To recommend to Council the provision of initial capital for potential Income generating activities;
 - (f) To monitor and evaluate Resource Mobilization and Income Generation Activities in the University College ;
 - (g) To undertake any other business related to Resource Mobilization and Income Generation Activities as assigned by Council from time to time;
 - (h) To act on behalf of Council except so far as the Council may wish to limit the powers of Finance, Resource Mobilization and General Purposes Committee in any respect;
 - (i) The Finance, Resource Mobilization and General Purposes Committee shall pay due regard to the necessity to refer matters of major importance to the Council for final approval;
 - (j) The Finance, Resource Mobilization and General Purposes Committee shall not have the power to approve the Annual Estimates and Expenditure.

3 Audit, Governance and Risk Management Committee

Membership

Vice Chairperson of Council Chairperson
One Council Member (to be appointed)
Permanent Secretary, Ministry for the time being responsible for Higher Education
Permanent Secretary, Ministry of Finance
Internal Auditor Secretary

In Attendance

Representative Inspector General (State Corporations)
Others by invitation

Terms of Reference:

The mandate of the Audit, Governance and Risk Management Committee shall include:

- (a) Safeguarding of assets;
- (b) Enhancing operation of adequate systems and control processes;
- (c) Preparation of accurate financial reporting of results, operations and statements in compliance with Legal and Statutory requirements and standards;
- (d) Reviewing audit issues raised by both internal and external audits;
- (e) Reviewing Risk management strategies;
- (f) Enhancing Institutional Governance;

- (g) Monitoring of the performance contract and adherence to Quality Assurance Standards;
- (h) Resolving unsettled and unimplemented Public Investment Committee's (PIC) recommendations.

4 Planning, Building & Development, Farm & Estates Committee

Membership

Chairperson (to be appointed by Council)
 One member of Council (to be appointed)
 Principal
 Permanent Secretary, Ministry for the time being responsible for Higher Education
 Permanent Secretary, Ministry of Finance
 Permanent Secretary, Ministry of Public Works
 Deputy Principal (AA)
 Deputy Principal (PAF)
 Deputy Principal (RIO)
 Academic Board Representative
 Student Organization representative

In attendance

Registrar(PA)
 Registrar (RIO)
 Finance Officer
 Dean of Students
 Estates Manager/Clerk of works
 Two co-opted members from relevant Schools/Institutes

Terms of Reference

- a. To be in charge of overall University Planning (short, medium, and long term) including University College Master Plan and Strategic Plan;
- b. To take charge of all arrangements for development of new buildings once the finance have been made available;
- c. To receive and consider the report on the performance of various contractors for the proceeding tender or contract period;
- d. To be responsible for authorizing expenditure for all maintenance work with the provision that the Committee will have the authority to delegate the minor maintenance work to the University College Management;
- e. To act on behalf of the Council or the Finance, Resource Mobilization and General Purposes Committee in receiving management policies of the Farm and advice the Council or the Finance, Resource Mobilization and General Purposes Committee on matters related to the efficient running of the Farm;
- f. To be responsible for authorizing expenditure for the Farm;
- g. To receive progress reports on the Farm's management and activities;
- h. To review the Farm policies regarding procurement of goods, machineries and services and to approve procedures related thereto;
- i. To review Terms and Conditions of service for the farm employees from time to time and recommend to the Finance, Resource Mobilization and General Purposes Committee;
- j. To report progress to Council or the Finance, Resource Mobilization and General Purposes Committee;

- k. To recommend and to effect as appropriate any modifications in physical facilities as may be necessary;
- l. To recommend to Council on acquisition of new fixed assets including land and to advise the Council on utilization of such assets and land.

5 Research, Training, Statutes, Sealing and Honorary Degree Committee

Membership

Chairperson to be appointed by Council

Two (2) Council members

Principal

Permanent Secretary, Ministry for the time being responsible for Higher Education

Permanent Secretary, Ministry of State for Public Service

Deputy Principal (AA)

Deputy Principal (PAF)

Deputy Principal (RIO)

Academic Board Representative

Non-Academic Board Representative

Student Organization Representative

In Attendance

Representative Inspector General (State Corporations)

Registrars

Finance Officer

Terms of Reference:

- i. To examine the format and the contents of the University College Statutes and make appropriate recommendations to Council for approval as provided for in the Bondo University College Order 2009.
- ii. To authorize on behalf of Council the application of the University College Seal on documents.
- iii. To receive and consider proposals and nominations for the award on honorary degrees.
- iv. To recommend to Council award of honorary degrees.

To deal with all matters related to Research. In particular:-

- i. To provide policy guidelines on University College research activities;
- ii. To fund raise and co-ordinate all fund-raising activities for research in the University College;
- iii. To have in place a comprehensive research structure for resource mobilization and funding process;
- iv. To set priorities and targets for research activities in the University College;
- v. To submit annual progress and financial reports to Council on all research / innovation activities in the University College;
- vi. To advise on Consultancies, technology transfer and intellectual property rights;
- vii. To receive and consider on behalf of Council all Academic Board reports touching on research programmes;
- viii. To be the custodian of Bondo University College Research Policy and Intellectual Property Policy on behalf of Council and recommend its review from time to time;
- ix. To deal with any other research matter that Council may refer to it.

To deal with all matters related to Training. In particular:-

- i. To provide policy guidelines on University College training;
- ii. To receive and consider on behalf of Council all Academic Board reports on staff training needs of the University College;
- iii. To advise Council on all matters relating to the Training Policy;
- iv. To be the custodian of University College Training Policy on behalf of Council and to recommend its review from time to time;
- v. To make recommendations for the sourcing, administration and distribution of scholarships;
- vi. To oversee a reward scheme for excellence in teaching, research and extension;
- vii. To receive regular reports from, and provide advice to, the Principal on the development of policy and procedures relating to research and academics;
- viii. To consider and report on any matters referred to it by the Council, University College Academic Board, or the Principal.

6 Appointments, Promotions, Terms and Conditions of Service Committee

(a) Senior Management Staff : Principal and Deputy Principals

Membership:

Chairperson of Council Chairperson
 Vice Chairperson of Council
 Vice-Chancellor
 Principal (unless a candidate)
 Two members of Council appointed by the Chairperson of Council
 Permanent Secretary, Ministry for the time being responsible for Higher Education
 Permanent Secretary, Ministry of Finance
 Permanent Secretary, Ministry of State for Public Service

(b) Emeritus Professor

Membership:

Chairperson of Council Chairperson
 Two (2) members of Council appointed by the Chairperson of Council
 Principal
 Permanent Secretary, Ministry for the time being responsible for Higher Education Deputy
 Principal (AA)
 Deputy Principal (PAF)
 Deputy Principal (RIO)
 Academic Board representative (1)
 Dean of School/Institute concerned
 Head of Department concerned
 Professor (1) whose area of specialization is related to that of the nominee appointed by the Principal

In attendance:

Representative Inspector General (State Corporations)
 Registrars
 Finance Officer

7 Staff Disciplinary Committee

7.1 Grade: Thirteen (13) and above

Membership

Chairperson (to be appointed by Council)

Two (2) Council members

Principal

Permanent Secretary, Ministry of State for Public Service

Deputy Principal (AA)

Deputy Principal (PAF)

Deputy Principal (RIO)

Academic Board Representative

Non-Academic Board Representative

Head of Department

In Attendance

Registrar (PA)

Legal Officer

Terms of Reference:

To consider and advise Council of action to be taken in regard to disciplinary matters for staff on Academic and non-Academic Terms of Service

7.2 Grade: Twelve (12) and below:

Membership

Chairperson Deputy Principal from a Division other than that from which the concerned staff member belongs.

Deputy Principal (PAF)

Deputy Principal (AA)

Deputy Principal (RIO)

Dean School concerned or Registrar from the division concerned

Head of Department concerned

Academic Board Representative

Non-Academic Board Representative

Staff representative

In Attendance

Registrar(PA)

Legal Officer

Terms of Reference:

- i. To consider and advise Academic Board of action to be taken in regard to disciplinary matters for staff on Academic and non-Academic Terms of Service;
- ii. To deal with any matters referred to it by the Principal and the Academic Board or other committee and make recommendations to the Academic Board;
- iii. To deal with any other disciplinary cases of staff and make recommendations to the Academic Board;

8 Grievances Handling and Appeals Committee

Membership

Chairperson of Council
Vice Chairperson of Council
One member of Council (appointed)
Principal
Deputy Principal (AA)
Deputy Principal (PAF)
Deputy Principal (RIO)

In attendance

Registrars
Two Deans of Schools/Faculties

Terms of Reference:

This committee will oversee:

- (a) Staff, students and other stakeholders grievances; and
- (b) Staff and students appeal against disciplinary action.

Schedule VI

Committees of the University College Academic Board

1 Deans Committee

Membership

Deputy Principal (AA)	Chairperson
Deputy Principal (PAF)	
Deputy Principal (RIO)	
Deans of Schools	
Directors of Institutes/Centres	
College Librarian	
Dean of Students	
Registrar (AA)	Secretary

Terms of Reference

- a) To deal with matters that may properly be referred to it by the Principal or the Academic Board;
- b) To function as the University's Admission Board in order to:
 - i. Approve all applications for admission to the University for Undergraduate Courses and to make recommendations to University College Academic Board from time to time on the University's admission policy including the admission requirements and procedures;
 - ii. Review applications for admission from occasional students;
 - iii. Consider and approve as appropriate applications for inter/intra-School transfer of students;

In attendance

Dean and Chairperson of respective School/Department
Legal Officer

Terms of Reference

- (a) To deal with any matters referred to it by the Principal and the Academic Board or other committee and make recommendations to the Academic Board;
- (b) To deal with any other disciplinary cases of students and make recommendations to the Academic Board.

4 Research, Publications and Press Committee

Membership

Deputy Principal (RIO) Chairperson
Deputy Principal (AA)
Deputy Principal (PAF)
Deans of Schools
Directors of Institutes and Centres
Two Academic Board representatives
University College Librarian
Public Relations Officer
Two Students’ representatives
Director CRIT Secretary
Patents Officer
Manager of University Farms and Field Stations

In Attendance

Registrar (RIO)
Registrar (AA)
Finance Officer
Director, ICT

Terms of Reference

- a) To develop and recommend to the Academic Board the research policy of the University College;
- b) To review University College research policy and make recommendation to Academic Board;
- c) To establish research priorities for the University College;
- d) To receive and approve all research proposals and co-ordinate collaborative research projects;
- e) To make recommendations to Academic Board on the allocation of funds available for research and travel in connection with research and for traveling to conferences;
- f) To receive reports from recipients of grants on the use of research funds received from all sources;
- g) To allocate research funds to individual applicants out of the funds voted by Academic Board for this purpose;
- h) To formulate proposals for applications for research funds from external donors;
- i) To develop and recommend to the Academic Board an Intellectual Property Rights Policy;

- i) To advise the Academic Board on relative merits and weighting of patents and publications with regard to promotional criteria for academic staff ;
- k) To prepare annual budget estimates or a submission for all allocation of funds from the University College resources;
- l) To identify and recommend to the University College the establishment of research facilities or laboratories;
- m) To act as a clearing house for Publications/articles authored by members of Departments, Institutes, Schools, etc;
- n) To advise and bring about campus newsletters, University magazines and research journals and other formal University College documents;
- o) To receive and consider manuscripts for publication;
- p) To direct the affairs of University College Press;
- q) To recommend to Academic Board publication opportunities or matters that would complement education materials availability;
- r) To seek ways of making University College Press a self-supporting institution;
- s) To cause to be conducted courses to University College staff on education materials preparation for publication and related aspects;
- t) To encourage staff to produce instructional materials.

5 Planning, Development and Establishment Committee

Membership

Deputy Principal (PAF) Chairperson
 Deputy Principal (AA)
 Deputy Principal (RIO)
 Deans of Schools
 Directors of Institutes/Centers
 Two Academic Board Representatives
 Dean of Students
 University College Librarian
 Chief Medical Officer
 Planning Officer
 Legal Officer
 Finance Officer
 Estates Manager
 Registrar (AA)
 Registrar (RIO)
 Registrar (PA) Secretary
 (Committee may Co-opt members as deemed necessary)

Terms of Reference

- a) To make recommendations to the Academic Board on planning and development of the University College.
- b) To recommend to the Academic Board the level of staffing and expenditure for various departments of the University College.
- c) To plan and recommend allocation of resources and maintenance of Academic Facilities.
- d) To perform other duties as may be referred to it by the Academic Board and/ or the Principal from time to time.

6 Library and Bookshop Committee

Membership

Deputy Principal (AA)	Chairperson
Deputy Principal (PAF)	
Deputy Principal (RIO)	
University College Librarian	
Bookshop Manager	
Deans of Schools	
Directors of Institutes/ Centre	
Public Relations Officer	
Two Academic Board representatives	
Two Students' Representatives	
Registrar (AA)	Secretary

In attendance:

Registrar (PA)
Finance Officer

Terms of Reference

- To assist and advise the Librarian on all matters relating to the Library.
- To make recommendations to the Academic Board on Library policy.
- To prepare and submit to Academic Board an annual report on the functioning of the University College Libraries and the University College Bookshop.
- To make recommendations to the Academic Board with regard to the matters concerning the running of the Bookshop.

7 Staff Training and Development Committee

Membership

Deputy Principal (PAF)	Chairperson
Deputy Principal (AA)	
Deputy Principal (RIO)	
Deans of Schools	
Directors of Institutes/Centres	
Two Academic Board Representatives	
One Non – Academic staff member	
University College Librarian	
Medical Officer	
Registrar (AP)	Secretary
Registrar (AA)	
Finance Officer	
Committee may Co-opt members as they deem necessary	

Terms of Reference:

- To formulate and review the training policy in the University College;
- To plan for staff training;
- To serve as a clearing house for all training programmes;
- To award scholarships received by the University College;

- e) To receive and process applications for training;
- f) To draw up policies and criteria pertaining to appointments, appraisals, and promotions in the University College and make recommendations to the Academic Board;
- g) To recommend rewarding of meritorious performance and recommend deserving cases to the promotion committee of the Council;
- h) To deal with any other matters referred to it by Academic Board, the Principal or any other University College committees.

8 Community Outreach Committee

Membership

Deputy Principal (RIO)	Chairperson
Four School representatives	
Two Academic Board representatives	
Public Relations Officer	
Director of Partnerships and International Affairs	
Director (Centre for Outreach and Extension Services)	
One representative of Alumni Association	
Registrar (RIO)	Secretary

Terms of Reference

- (a) To develop and recommend to the Academic Board the Outreach policy of the University.
- (b) To establish outreach priorities.
- (c) To receive and approve outreach proposals, including outreach activities.
- (d) To identify and make recommendations on ways of raising funds to support outreach activities.
- (e) To encourage activities with Schools/Faculties and Departments on matters pertaining to institutional linkage, continuing education and extension programmes.
- (f) To cause to promote a closer linkage of research, training and extension through staff and student involvement in outreach programmes including public sector interaction.
- (g) To encourage and promote consultancy services by staff to clients/farmers on request.

9 Industrial Training and Linkages Committee

Membership

Deputy Principal (AA)	Chairperson
Deputy Principal (PAF)	
Deputy Principal (RIO)	
Deans of Schools	
Two Academic Board Representatives	
Students' Representatives	
Director of Partnerships and International Affairs	
Registrar (AA)	Secretary

In attendance

Public Relations Officer

11 Health, Recreation and Environment Committee

Membership

Deputy Principal (PAF)	Chairperson
Two Academic Board Representatives	
Chief Medical Officer	
Finance Officer	
Dean of Students	
Registrar (PA)	Secretary
Director of Sports	
Committee may Co-opt members as they deem necessary	

Terms of Reference

- (a) To deal with matters relating to health of students, staff and medical services that may be referred to the Committee;
- (b) To recommend to the Academic Board on environmental and safety measures and policies to be adopted by the University College;
- (c) To develop and recommend internal standards and policies related to health, recreation and safety;
- (d) To convey information and developments relative to these standards and policies to the University College community;
- (e) To monitor, evaluate, and prepare reports concerning University College health, recreation and safety programmes;
- (f) To ensure mechanisms are in place for systematic hazard identification and risk assessment;
- (g) To submit an annual report of its activities to the Academic Board;
- (h) To deal with such other matters as the Academic Board may refer to the Committee from time to time

12 Housing and Space Allocation Committee

Membership

Deputy Principal (PAF)	Chairperson
Deputy Principal (AA)	
Deputy Principal (RIO)	
Registrar (PA)	Secretary
Registrar (AA)	
Registrar (RIO)	
Estate Manager	
Finance Officer	

Terms of Reference

- i. To allocate University College Houses to entitled staff on the basis of the Housing Regulations approved by University College Council from time to time;
- ii. To review the University College Housing Policy as the need arises and to make appropriate recommendations to the Management Board.

13 Teaching and Examination Time Tabling Committee

Membership

Deputy Principal (AA)	Chairperson
Deans of Schools or their representatives	
Dean of Students	
Students' representative	
Registrar (AA)	Secretary
Time Tabling Coordinator	

Terms of Reference

- i. To liaise with all Schools and learning units to harmonize the examination and teaching time tables;
- ii. To liaise with the Academic Division to ensure that learning resources are optimally and effectively utilized;
- iii. To advise the Academic Board on the expansion of teaching facilities;
- iv. Advise on any matter that maybe referred to it by the Academic Board.



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