



TECHNICAL UNIVERSITY OF MOMBASA

STATUTES

Issue No. 1

Revision No. 2

February 2019



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STATUTES

In exercise of the powers conferred under Section 29 of the TECHNICAL UNIVERSITY OF MOMBASA Charter, the Council of the University hereby makes the following statutes.

These Statutes shall be cited as the TECHNICAL UNIVERSITY OF MOMBASA Statutes, 2019.

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ABBREVIATIONS

AA	-	Academic Affairs
ASA	-	academic and student affairs
AFP	-	Administration, Finance and Planning
ALISSO	-	Alumni and International Students and Staff Office
ARE	-	Academic Research and Extension
DQA	-	Directorate of Quality Assurance
DVC	-	Deputy Vice Chancellor
SGSC	-	School Graduate Studies Committee
HR	-	Human Resource
ICTS	-	Information and Communication Technology Services
IP	-	Intellectual Property
PRI	-	Partnerships, Research and Extension
MO	-	Medical Officer
SGS	-	School of Graduate Studies
SODeL	-	School of Open Distance and e-Learning
TUMEL	-	TUM Enterprises Ltd
TVET	-	Technical Vocational and Education Training
VC	-	Vice Chancellor

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STATUTE I

DEFINITIONS

In these Statutes, unless the context otherwise requires:

"**Academic Board**" means the Academic Board of the University College(s) of the University;

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

"**Act**" means the Universities Act 2012;

"**Alumni Association**" means the Alumni Association of the University established under the Technical University of Mombasa Charter;

"**Approved Centre**" means a Centre approved by the University Senate;

"**Associate Dean**" means a person appointed by the Vice Chancellor as an Associate Dean;

"**Cabinet Secretary**" means the Cabinet Secretary for the time being responsible for Education and Training;

"**Campus**" means a campus running the programmes of the University;

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

"**Chancellor**" means the Chancellor of the University as referred to in section 13 of the Charter.

"**Chairman**" means the person appointed by the Vice Chancellor to be the head of an academic Department"

"**Chancellor**" means the Chancellor of the University;

"**College**" means a College of the University established under section 7 of the Charter

"**Constituent College**" means a Constituent College of the University established under section 8 of the Charter

"**Council**" means the Council of the University established under section 18 of the charter

"**Dean**" means the Dean of School/Institute appointed under the Statutes;

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

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

"Deputy Dean of Students" means the Deputy Dean as appointed by University council;

"Deputy Vice Chancellor" means the Deputy Vice Chancellor appointed under section 16 of the charter;

"Director" means the person appointed by the Vice Chancellor to be a Director of the Institute/Centre/Directorate of the University;

"Directorate" means a directorate established by the University;

"Division" means a division charged with the full responsibility for co-ordinating particular University functions so as to achieve a strategic objective of the University;

"School" means a School of the University established under the Statutes;

"Finance Officer" means the person appointed to be the Finance Officer of the University under the Statutes;

"Financial year" means the financial year of the University as provided for under section 26 of the Charter;

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

"Incapacity" means inability to perform functions of the office concerned;

"Institute" means an institute of the University as established by the Statutes;

"Internal Auditor" means the person appointed to be the Internal Auditor of the University;

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

"Corporation Secretary" means the person appointed to be the Corporation Secretary of the University;

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

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"**Management Board**" means the Management Board of the University as established under section 21 of the charter;

"**Manager**" means a person appointed to be a Manager under these statutes

"**Medical Officer**" means the person appointed to be the Chief Principal Medical Officer of the University;

"**Principal**" means a Principal appointed under section 17 of the Charter.

"**Professor**" means a full Professor of the University;

"**Registrar**" means a person appointed to be a Registrar of the University under these Statutes;

"**School**" means a School of the University established under these Statutes;

"**Senior members of Academic Staff**" means staff in the positions of Senior Lecturer, Associate Professor or Professor

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

"**Senate**" means the Senate of the University;

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

"**Statutes**" means Statutes of the University made pursuant to the University Charter;

"**Student**" means a person registered by the University for a Degree, Diploma or Certificate or such other qualification or programme of the University as may be approved by Senate;

"**Students' Association**" means an Association of the students recognized by the Council as being an Organization representative of the students of the University;

"**Thesis**" means the thesis presented to Technical University of Mombasa for examination

"**TVET**" means Technical Vocational and Education Training

"**University**" means the **Technical University of Mombasa** as established under the Section 3 of the Charter;

"**Vice Chancellor**" means the Vice Chancellor of the University as appointed under Section 15 of the Charter;

Other terms in these regulations shall be defined in accordance with the Technical University of Mombasa Charter herein after referred to as the Charter.

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In these Statutes the words and expressions importing Masculine gender include the Feminine gender.

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STATUTE II

MEMBERS OF THE UNIVERSITY

1. The members of the University shall be as defined in **Part III Section 12** of the Charter.
2. The Council, on the recommendation of the Senate, shall have the power to declare such other persons, members of the University as it may deem fit.
3. Membership of the University shall terminate when a person designated as a member ceases to hold any of the offices or status designated under **Part III Section 12** of the Charter.

STATUTE III

OFFICERS OF THE UNIVERSITY

The Principal Officers of the University shall be:

- i. The Chancellor;
- ii. The Chairman of the University Council;
- iii. The Members of the Council;
- iv. The Vice Chancellor;
- v. The Deputy Vice Chancellors;
- vi. The Registrars;
- vii. The Finance Officer;
- viii. The Librarian;
- ix. The Corporation Secretary;
- x. The Internal Auditor;
- xi. The Dean of Students;
- xii. The Deans of Schools & Directors of Institutes;
- xiii. The Chairpersons of Departments;
- xiv. The Medical Officer;
- xv. The Manager ICTS;
- xvi. The Human Resource Manager;
- xvii. The Procurement Officer;
- xviii. The Senior Maintenance Officer;
- xix. The Members of Academic Board; and
- xx. Such other members of staff of the University or any other body formally admitted into association as the Council may determine from time to time.

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STATUTE IV

THE CHANCELLOR

1. There shall be a Chancellor of the University, as provided in Section 38 of the Act and section 13 of the Charter.
2. The Chancellor shall hold office for a term of five years and shall be eligible for reappointment for one further term.
3. The Chancellor shall be the titular head of the University and shall preside over the Congregations of the University and shall in the name of the University and in a manner as may be prescribed from time to time, confer degrees and grant diplomas, certificates and other awards of the University.
4. The Chancellor may from time to time, recommend to the Cabinet Secretary a visitation of the University.
5. The Chancellor may from time to time give advice to the Council which the Chancellor considers necessary for the betterment of the University.
6. The Chancellor shall enjoy such other powers and privileges as may be determined by the Council from time to time and subject to consultation with the Cabinet Secretary and may include:
 - i. An office provided with facilities, furnishings and décor appropriate to the status of his office.
 - ii. The right to determine the method and content of his advice to the Council on any matters affecting the University and where appropriate to propose the ways of putting into effect such advice.
 - iii. The right to take part in any other activities where the Council deems fit.

STATUTE V

THE VICE CHANCELLOR

1. There shall be a Vice Chancellor of the University who shall be appointed in accordance with section 39 of the Act and section 15 of the Charter.
2. The Vice Chancellor shall be competitively recruited by the Council and appointed by the Cabinet Secretary on the recommendation of the Council.

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3. Subject to the provisions of the Act and these Statutes, the conditions of appointment of the Vice Chancellor shall be as set out in the Terms of Service and as may be amended by the Council from time to time.
4. The Vice Chancellor shall hold office for a period of five years and upon expiration of that period shall be eligible for re-appointment for one further term of five years subject to performance.
5. The Vice Chancellor shall be the Chief Executive Officer of the University and shall:
 - i. Be the Academic and Administrative Head of the University and, as such, shall be responsible to the Council for maintaining and promoting the efficiency and good order to the University;
 - ii. Have overall responsibility of the direction, organization, administration and programmes of the University; and,
 - iii. Have such powers and duties as may be provided by these Statutes.
6. The Vice Chancellor shall, by virtue of being the overall Academic and Administrative Head of the University, be the Accounting Officer of the University.
7. The Vice Chancellor shall be the Chairman of the Management Board, Senate, and any other University Committees as provided in these Statutes.
8. The Vice Chancellor shall, by virtue of his office, be a member of every Committee appointed by the Council, unless otherwise explicitly provided.
9. The Vice Chancellor shall be the Secretary to the Council and shall have such other powers and duties as may be conferred upon him by the Council in accordance with the Act.
10. The Vice Chancellor shall be responsible for implementation of policy matters, planning, co-ordination, public relations, security, audit, fundraising and general development of the University.
11. The Vice Chancellor shall appoint Directors of Schools/Centres/Institutes/Units in consultation with DVCs.
12. The Vice Chancellor shall appoint Chairmen of Departments in consultation with DVC (ARE) and Deans of Schools/Institutes.

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13. The Vice Chancellor may assign or delegate any of his duties to a Committee or to a member of the University staff and may, at his discretion, withdraw any such assignment or delegations at any time.
14. The Vice Chancellor may resign from office by giving six months' notice in writing addressed to the Council Chairman, or paying to the University an equivalent of six months' basic salary in lieu of notice, or the Council may terminate his services as Vice Chancellor by giving six months' notice in writing, or paying to him an equivalent of six months basic salary in lieu of notice.
15. Notwithstanding, section 14 above, where the Vice Chancellor is appointed to a state office, the Council may release him with entitled benefits for the period worked.

STATUTE VI

THE DEPUTY VICE CHANCELLOR (ACADEMIC, RESEARCH AND EXTENSION)

1. Subject to the provision of the Charter and these Statutes, the recruitment shall be done competitively and the conditions of appointment of the Deputy Vice Chancellor (Academic, Research and Extension) shall be as set out in the Terms of Service and as may be amended by the Council from time to time.
2. The Deputy Vice Chancellor (Academic, Research and Extension) shall hold office for a period of five years and upon expiration of that period shall be eligible for re-appointment for one further term of five years.
3. The Deputy Vice Chancellor (Academic, Research and Extension) shall be the Head of the Academic, Research and Extension Division of the University which has the following responsibilities:
 - i. Teaching and training which includes planning for academic programmes, preparation of syllabuses and their regulations, timetables, examinations, certificates and transcripts and graduation, library services, and students' attachment.
 - ii. Students affairs which include admissions and records, University community welfare (recreational, sports and games), counseling and discipline;
 - iii. Academic support services which include library services, co-ordination of the allocation of resources for academic purposes and safety in teaching areas;



- iv. Academic quality assurance that shall include issues such as academic staff and programme appraisals.
 - v. Research, Innovation, and Extension programmes to include planning, mobilisation of resources for research and extension and appraising research proposals.
 - vi. Establish collaboration with Technical training institutions within and outside the country.
4. The Deputy Vice Chancellor (Academic, Research and Extension) shall chair the following Committees of the Senate:
- i. Deans' Committee
 - ii. Students' Disciplinary Committee
 - iii. Library Committee
 - iv. Student Affairs Committee
 - v. Partnership, Research and Innovation Committee
 - vi. Scholarships Award Committee
 - vii. TVET Committee
 - viii. Marketing and Community Service Committee
 - ix. Any other Committee as may be established by the Senate.
5. The Deputy Vice Chancellor (Academic, Research and Extension) shall have such other duties as may be assigned or delegated to him by the Vice Chancellor in accordance with these Statutes.
6. The Deputy Vice Chancellor (Academic, Research and Extension) may resign from the office by giving six months' notice in writing addressed to the Chairman of Council, or paying to the University an equivalent of six months basic salary in lieu of notice. The Council may terminate his services as Deputy Vice Chancellor (Academic, Research and Extension) by giving him six months' notice in writing or paying him an equivalent of six month's basic salary in lieu of notice.
7. Notwithstanding, section 6 above, where the Deputy Vice-chancellor (Academic, Research and Extension) is appointed to a state office, the Council may release him with entitled benefits for the period worked.



STATUTE VII

THE DEPUTY VICE CHANCELLOR (ADMINISTRATION, FINANCE AND PLANNING)

1. Subject to the provision of the Act and these Statutes, the conditions of recruitment and appointment of the Deputy Vice Chancellor (Administration, Finance and Planning) shall be done competitively and as set out in the Terms of Service and as may be amended by the Council from time to time.
2. The Deputy Vice Chancellor (Administration, Finance and Planning) shall hold office for a period of five years and upon expiration of that period shall be eligible for re-appointment for one further term of five years.
3. The Deputy Vice Chancellor (Administration, Finance and Planning) shall be the Head of Administration, Finance and Planning Division of the University which has the following responsibilities;
 - i. Financial administration
 - ii. Procurement,
 - iii. Quality Management Systems,
 - iv. Health care services,
 - v. Catering and accommodation service,
 - vi. Registry administration,
 - vii. Transport and
 - viii. Central services.
4. The Deputy Vice Chancellor (Administration, Finance and Planning) shall chair the following Senate Committees:
 - i. Occupational Safety and Health Committee
 - ii. Planning, Development and Budget Committee
 - iii. Information Communication and Technology Services (ICTS) Committee
 - iv. Corporate communications committee
 - v. Human Resource Appointments, Appraisals and Promotions Committee (Non-academic Grades I-4)
 - vi. Staff Disciplinary Committee
 - vii. Any other Committee as may be established by the Senate.
5. The Deputy Vice Chancellor (Administration, Finance and Planning) shall have such other duties as may be assigned or delegated to him by the Vice Chancellor in accordance with these Statutes.
6. The Deputy Vice Chancellor (Administration, Finance and Planning) may resign the office by giving six months' notice in writing addressed to the Council, or paying to the

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University an equivalent of six months' basic salary in lieu of notice. The Council may terminate his services as Deputy Vice Chancellor (Administration, Finance and Planning) by giving six months' notice in writing, or paying him an equivalent of six months' basic salary in lieu of notice.

7. Notwithstanding, section 6 above, where the Deputy Vice Chancellor (Administration, Finance and Planning) is appointed to a State Office, the Council may release him with entitled benefits for the period worked.

STATUTE VIII

ADDITIONAL DEPUTY VICE CHANCELLORS

The Council may from time to time appoint such other Deputy Vice Chancellors and allocate such other functions and duties, as it may be deemed necessary. The appointed Deputy Vice Chancellors may head such committees as may be designated by the Council.

STATUTE IX

PRINCIPALS OF COLLEGES AND CAMPUSES

1. Subject to the provisions of the Charter and these statutes, the conditions of recruitment and appointment of Principals shall be done competitively and shall be as set out in the Terms and Conditions of Service subject to amendments thereto as determined by the Council from time to time.
2. A person appointed as Principal shall hold office for a period of five years or for such other term as may be provided by any written law and shall be eligible for re-appointment competitively at the end of the first five year term for a further one term.
3. A Principal shall be the academic and administrative head of the respective College/Campus and as such shall be responsible to the Vice-Chancellor for maintaining and promoting efficient management of the College/Campus.
4. A Principal shall, by virtue of his office, be a member of every School/Institute Board within the respective Management and Academic Board unless otherwise expressly provided.
5. A Principal may assign or delegate any of his duties to a committee or to a member of staff and may withdraw any such assignment or delegation at any time.

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6. A Principal shall have such other duties as may be assigned or delegated to him by the Vice-Chancellor.
7. A person appointed as Principal may resign his office or the Council may terminate his services as College/Campus Principal, by giving six months' notice in writing or paying an equivalent of six months' basic salary in lieu of notice. The Council may terminate the services of the Principal by giving six months' notice in writing or paying an equivalent of six months basic salary in lieu of notice.
8. Notwithstanding, section 8 above, where a Principal is appointed to a state office, the Council may release him with entitled benefits for the period worked.

STATUTE X

THE REGISTRARS

1. Subject to the Charter and these Statutes, the Council shall appoint Registrars who shall hold office upon such terms and conditions as may be determined by the Council from time to time.
2. The Registrars shall discharge the following administrative functions as delegated by the Deputy Vice Chancellor of the respective Division.
 - i. Provide secretariat services to the Management Board and the Senate
 - ii. Be the secretaries to various committees assigned to the respective Division
 - iii. Be the custodians of respective Division records
 - iv. Co-ordinate the work force in the respective Divisions including;
 - a. Administration, planning and control
 - b. Deployment and supervision of staff
 - c. Utilization of resources
 - d. Information processing and dissemination
 - e. Administrative communication
 - f. Administrative records and management
 - g. Day-to-day staff supervision/management
 - h. Staff performance management
 - v. The Registrar (Academic Affairs) shall co-ordinate marketing of academic programmes.
 - vi. The Registrar (Administration and Planning) shall co-ordinate University corporate communication.
 - vii. The Registrar (Partnerships, Research and Innovation) shall co-ordinate partnerships, research and innovation programmes.

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3. Any other duty as may be assigned by the respective Deputy Vice Chancellors and the Vice Chancellor.

STATUTE XI

THE DEAN OF STUDENTS

1. Subject to the Charter and these Statutes, the Council shall appoint a Dean of Students who shall hold office for a term of five years renewable once based on performance.
2. The Dean of Students shall discharge the following functions as delegated by the Deputy Vice Chancellor (Academic, Research and Extension) ;
 - i. Co-ordinate students' activities and welfare.
 - ii. Co-ordinate the work of the Wardens and Counselors.
 - iii. Serve as the Chairman of the Wardens Committee, and offer secretarial services to the Catering and Accommodation Committee.
 - iv. Be the Returning Officer for the election of Students' Association officials.
 - v. Guide and encourage the students to form and develop professional and social clubs and societies and shall in that regard provide the necessary administrative support to such clubs and societies.
 - vi. Be responsible for the coordination of students' accommodation within and without the University and catering services.
 - vii. Provide guidance to the Students' Association.
 - viii. Be a signatory and oversee the management of the Students' Association Account(s).

STATUTE XII

THE FINANCE OFFICER

1. Subject to the Charter and these Statutes, the Council shall appoint a Finance Officer who shall hold office upon such terms and conditions as may be determined by the Council from time to time.

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2. The Finance Officer shall be responsible to the Deputy Vice Chancellor (Administration, Finance and Planning) in the discharge of the functions of his office.
3. The Finance Officer shall be incharge of all financial matters of the University.
4. The Finance Officer shall perform such other duties as may be delegated or assigned to him by the Deputy Vice Chancellor (Administration, Finance and Planning).

STATUTE XIII

THE UNIVERSITY LIBRARIAN

1. Subject to these Statutes, the Council shall appoint a Librarian upon such terms and conditions of service as may be determined by the Council from time to time.
2. The University Librarian shall be responsible to the Deputy Vice Chancellor (Academic, Research and Extension) for the development, management, organization, operation and utilization of University Library Services.
3. The University Librarian shall be responsible for the development and administration of Library User Education programme to all students and staff.
4. Subject to these Statutes, the University Librarian shall in the course of collection, development, organization and operation of the Library, advise the Schools, Institutes and Centres of the University on appropriate steps to take to ensure that all programmes of study approved by the University Senate are well catered for in terms of books and other resource materials and equipment and shall, in addition, thereto strive to develop the library into a viable repository of Kenyan and other materials of scholarly value.
5. The University Librarian shall perform such duties as may be assigned or delegated to him by the Deputy Vice Chancellor (Academic, Research and Extension) in accordance with these Statutes.

STATUTE XIV

THE MEDICAL OFFICER

1. Subject to these Statutes, the Council shall appoint a Medical Officer who shall hold office upon such terms and conditions of service as may be determined by the Council from time to time.

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2. The Medical Officer shall be in charge of health care services and all other related matters within the University.
3. The Medical Officer shall perform duties as may be assigned or delegated to him by the Deputy Vice Chancellor (Administration, Finance and Planning) in the discharge of the functions of his office.

STATUTE XV

THE CORPORATION SECRETARY

1. Subject to these Statutes, the Council shall appoint a Corporation Secretary who shall hold office upon such terms and conditions of service as may be determined by the Council from time to time.
2. The Corporation Secretary shall be in charge of all legal matters of the University.
3. The Corporation Secretary shall perform such duties as may be assigned or delegated to him by the Vice Chancellor in the discharge of the functions of his office and any other duty as may be assigned by the Deputy Vice Chancellor (Administration, Finance and Planning).

STATUTE XVI

THE MANAGER INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES

1. Subject to these Statutes, the Council shall appoint a Manager, Information and Communication Technology Services (ICTS) who shall hold office upon such terms and conditions of service as may be determined by the Council from time to time.
2. The Manager ICTS shall be the head of University Information and Communication Technology Services (ICTS).
3. The Manager ICTS shall perform such duties as may be assigned or delegated to him by the Vice Chancellor in the discharge of the functions of his office and any other duty as may be assigned by the Deputy Vice Chancellor (Administration, Finance and Planning).

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STATUTE XVII

INTERNAL AUDITOR

1. Subject to these statutes, the Council shall appoint an Internal Auditor who shall hold office upon such terms and conditions of service as may be determined by Council from time to time.
2. The Internal Auditor shall be tasked with determining whether the University financial risk Management, Internal Control, Governanace processes and Implementation of best practices as designed and presented by Management of the University is adequate and functional.
3. The Internal Auditor shall perform such duties as may be assigned or delegated to him by the Vice- Chancellor in the discharge of the functions of his office and any other duty as may be assigned by the Council.

STATUTE XVIII

DIRECTOR QUALITY ASSURANCE

1. There shall be a Director Quality Assurance (DQA).
2. The Director (QA) shall be appointed by the Vice Chancellor, from among senior full time members of the Academic Staff for a term of two years and shall be eligible for reappointment for a further term of two years.
3. The Director (QA) shall shall perform such other duties as may be delegated or assigned to him by the Vice Chancellor.

STATUTE XIX

DIRECTOR TECHNICAL VOCATIONAL EDUCATION AND TRAINING

1. There shall be a Director of Technical Vocational Education and Training (TVET).
2. The Director TVET shall be appointed by the Vice Chancellor in consultation with the DVC (ARE) from among senior full time members of staff for a term of two years and shall be elligible for re-appointment for a futher term of two years.

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3. The Director (TVET) shall perform such other duties as may be delegated to him by the Deputy Vice Chancellor (Academic, Research and Extension).

STATUTE XX

TUM ENTERPRISES

1. Subject to these Statutes, there shall be a TUM Enterprises
2. The TUM Enterprises shall be established as a Limited Liability Company.
3. The Company shall be run by a Board as stipulated in the Memorandum and Articles of Association.
4. There shall be a Managing Director of the TUM Enterprises who shall be secretary to the Board.
5. The Secretary shall present Financial Statements and Reports to the Board and the Council.

STATUTE XXI

THE COUNCIL

1. There shall be a Council constituted in accordance to section 36 of the Act and sections 18 and 19 of the Charter.

2. Membership of the Council

The membership shall be as follows:

- i. The Chairperson.
 - ii. The Principal Secretary in the Ministry for the time being responsible for University Education.
 - iii. The Principal Secretary in the Ministry for the time being responsible for Finance.
 - iv. Five members appointed by the Cabinet Secretary through an open process.
 - v. The Vice Chancellor who shall be an ex-officio member of the Council.
3. The office of the member of Council shall become vacant:
 - i. if, not being an ex-officio member, the member resigns his office by writing under his hand addressed to the Vice-Chancellor;
 - ii. if the Council is satisfied that the member is, by reasons of physical or mental infirmity, unable to exercise the functions of his office;

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- iii. Upon death of the member.
4. Where the office of a member of the Council becomes vacant, the Vice-Chancellor shall forthwith notify the vacancy to the appropriate appointing authority.
5. The procedure, conduct and regulation of the affairs of the Council shall be determined in accordance to these Statutes and Charter.
6. The Council shall exercise prudent leadership, innovative enterprise, and good judgment in directing the University and shall always act in the best interest of the University and in accordance with article 10 of the constitution.

7. Functions of the Council

The Council shall:

- i. Make new or additional Regulations, and alter, amend or revoke existing Statutes.
- ii. Make Statutes in accordance with the Charter for any purpose in respect of which Statutes may be made, provided that no Statutes shall be made until Senate has had an opportunity of reporting thereon.
- iii. Determine the method of recruitment, appointment and promotion of all staff of the University.
- iv. Make the appointments authorized by the Charter and these Statutes and to determine the terms and conditions of service for all staff of the University.
- v. Administer the property and funds of the University in a manner and for the purposes which shall promote the interest of the University; but the Council shall not charge or dispose of immovable property of the University except in accordance with the procedures laid down by the Government of Kenya;
- vi. Receive, on behalf of the University, donations, endowments, gifts, grants or other moneys and make disbursements there-from to the University or other bodies or persons;
- vii. Invest any of the funds of the University in securities, treasury bonds, trust funds or in any other body which the Treasury or any other authorized body may, from time to time, approve;
- viii. Borrow money on behalf of the University;
- ix. Buy or lease or dispose property on behalf of the University;
- x. Provide for the welfare of the staff and students of the University;
- xi. Enter into association with other Universities, or other institutions of learning, whether within Kenya or otherwise, as the Council may deem necessary and appropriate;



- xii. Make regulations governing the conduct and discipline of the students of the University, after consultation with the Senate;
 - xiii. Make regulations governing the conduct and discipline of the staff of the University, after consultation with the University Management Board;
 - xiv. Engage with the community;
 - xv. Undertake resource mobilization for the University.
8. The Council shall ensure that a proper management structure is in place and make sure that the structure, functions to maintain corporate integrity, reputation and responsibility.
 9. The Council shall monitor and evaluate the implementation of strategies, policies, and management criteria and plans of the University.
 10. The Council shall constantly review the viability and financial sustainability of the University, and shall do so once every year.
 11. The Council shall ensure that the University complies with all the relevant laws, regulations, governance practices, accounting and auditing standards/ guideline and the constitution.

Meetings of the Council

12. Unless the council otherwise determines, a meeting of the Council shall be held quarterly in each calendar year.
13. At all meetings of the Council a quorum shall be the nearest whole number above half the membership of the Council.
14. Decisions of the Council shall be by consensus. In the event of no consensus, a simple majority vote of those present and voting, provided that the Chairman of the Council shall have a casting vote in case of an equality of votes. Provided that in the enactment of Statutes, the provision of Section 29 (3) of the Charter shall apply in which case, a resolution passed at a meeting of the Council shall be supported by a majority of not less than three-fourths of the members present and voting, being not less than two thirds of the total membership of the Council.
15. The Chairman may at any time call a meeting of the Council and shall call a meeting within Twenty Eight (28) days of receiving a request for that purpose addressed to him and signed by at least a third of the membership of the Council.
16. The Chairman, or in his absence, the members present and forming a quorum shall elect one person from among themselves to chair the meeting.



17. The Council may, at the discretion of the Chairman, transact any business by the circulation of papers and decision so taken shall be submitted for ratification at the next meeting of the Council.

Committees of the Council

18. The Council may, subject to such limitations as it may deem fit, delegate any of its powers or duties to the Chairman or to committees consisting of such members of the Council and other persons as it may determine. The Council may empower any such committees to act jointly with any committees appointed by the Senate. The Council shall not delegate to the Chairman or a Committee, the power to approve the Annual Estimates of Revenue and Expenditure and Audited Accounts without further reference to the Council.
19. Where the Council has delegated to a Committee the functions of financial nature such committee shall not in turn delegate such functions to its Chairman, any member or particular members of the Committee without the written approval of the Council.
20. Council may establish such committees with the membership and with such terms of reference as it may deem fit. The following are the Council Committees for the time being and their membership and terms of reference are appended as Schedule I (A) of these Statutes.
 - i. Executive Committee
 - ii. Finance, Planning and General Purpose Committee
 - iii. Human Resource Management Committee
 - iv. Audit Risk and Compliance Committee
 - v. Sealing and Statutes Committee
21. The Council shall nominate the Chairman of each Council Committee provided that in the absence of the Chairman of any Committee the members present and constituting a quorum may elect one person from among themselves to chair that meeting.
22. Unless the Council otherwise determines, the quorum of any Committee of the Council shall be the nearest whole number above half membership of the Committee.
23. The Council shall cause minutes of its proceedings to be kept by the Officer designated for that purpose and such minutes shall be confirmed, subject to any necessary amendment at a subsequent meeting.
24. Subject to the provisions of the Charter and these Statutes, the Council shall have power to regulate by such means as it may deem fit its own procedure of meetings and that of any of its Committees.



STATUTE XXII

THE SENATE

I. There shall be a Senate of the University, as provided for in Section 20 of the Charter.

Membership

2. The Senate shall consist of:

- i. The Vice-Chancellor, who shall be the Chairperson;
- ii. The Deputy Vice-Chancellors;
- iii. The Principals of each Constituent College;
- iv. The Principals of each college within the University;
- v. The Registrars;
- vi. The Deans and Directors;
- vii. The Dean of Students;
- viii. The Chairpersons of Departments;
- ix. The University Librarian;
- x. One member of the Academic Board;
- xi. One representative of each of the College Academic Boards appointed by the respective boards from amongst its members;
- xii. One representative of each of the School board appointed by the respective boards from amongst its members;
- xiii. Two representatives of the Students' Association from both gender;
- xiv. The following members shall attend only regular Senate Board meetings and Senate Committees related to their areas of jurisdiction :
 - a) The Finance Officer
 - b) The Corporation Secretary
 - c) The Manager ICTS
 - d) The Procurement Manager
 - e) The Senior Maintenance Officer
 - f) The Human Resource Manager
 - g) The Senior Corporate Communications Officer



3. The members of the Student Association shall not participate in the deliberations of the senate related to examinations, grades and such other issues that may pose a conflict of interest.
4. The Registrar for the time being in charge of Academic Affairs shall provide secretariat services.

Functions of the Senate

5. The functions of the Senate shall be to:
 - i. Determine the content and academic standard of any programme of study in respect of any degree, diploma, certificate or other award of University and report its findings thereon to the Council.
 - ii. Propose regulations for consideration by the Council regarding the eligibility of persons for admission to a programme of study;
 - iii. Propose regulations for consideration by the Council regarding the standard of proficiency to be gained in each examination for a degree, diploma, certificate or other awards of the University;
 - iv. 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 and to report its decision thereon to the Council;
 - v. Recommend to the Council the establishment or abolition, or harmonization of Colleges, Schools, Institutes, Campuses, Departments, Units, and Centres;
 - vi. Make recommendation to the Council for establishment or abolition of degree and other Academic programmes and their titles in the University;
 - vii. Set the dates for academic year and to determine the schedule of academic programmes within the academic year;
 - viii. Evaluate academic records of both undergraduate and postgraduate for the purpose of admission into the University;
 - ix. Regulate the conduct of examinations;
 - x. Recommend internal and external examiners, and their terms and conditions for appointment;
 - xi. Approve the examination results;
 - xii. Approve the award of degrees including the award of honorary degrees and other academic distinctions;
 - xiii. Promote co-operation and linkages with other institutions of higher learning;
 - xiv. Make regulations governing the award of fellowships, scholarships, bursaries, prizes and other awards;
 - xv. Develop, implement and promote Quality Assurance Systems and structures in all University operations;
 - xvi. Promote welfare of students and staff of the University;

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- xvii. Discontinue a student from a programme of study on academic grounds;
 - xviii. Receive proposals from various Boards and Institutes, Schools, Centres and to consider their recommendations and make appropriate decisions;
 - xix. Review statutes from time to time and to present recommendations thereon to the Council provided that all statutes shall be reviewed at least once every five years;
 - xx. Recommend to Council appropriate criteria for appointment and promotion of Academic staff of the University;
 - xxi. Determine general policy matters relating to the library, laboratory facilities, teaching aids, workshops and such other academic services which are in its view necessary for the furtherance of the academic objectives of the University;
6. Notwithstanding any of the provision of these Statutes, the Council shall not initiate any action in respect of paragraph (i), (ii), (iii), or (iv) of subsection (5) except upon receipt of a report or proposal thereunder, and the Council shall not reject any such report or amend any regulations as proposed without further reference to the Senate.

Meetings of the Senate

7. There shall be four types of Senate meetings:
- i. Regular Senate Meeting
 - ii. Senate Board of Examiners
 - iii. Special Senate Meeting
 - iv. Extra-ordinary Senate Meeting
8. Unless the Senate otherwise determines, ordinary meetings of the Senate shall be held at least once a semester at such time and place as the Chairman of the Senate may determine.
9. The Chairman of the Senate may at any time call a special senate meeting where need arises.
10. The Chairman of the Senate may at any time call an extra-ordinary meeting of the Senate and must call a meeting within ten days of receiving a request for that purpose addressed to him in writing and signed by not less than one third of the members of the Senate.
11. The quorum for the Senate meetings shall be the nearest whole number above half the membership of the Senate.
12. The Vice Chancellor, or in his absence, the Deputy Vice Chancellor (Academic, Research and Extension) shall preside over all meetings of the Senate, and in the event of the absence of both the Vice Chancellor and the Deputy Vice Chancellor (Academic, Research and Extension) , any of the other Deputy Vice Chancellors present shall chair the meeting. In the absence of the Vice Chancellor and all the Deputy Vice Chancellors,

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members present and constituting a quorum shall elect one from among them to chair the meeting.

13. The Chairman of the Senate shall have an original and a casting vote in case of an equality of votes.

Senate Committees

14. Senate may establish such committees with membership and with such terms of reference as may deem fit. The following are Senate committees for the time being and their membership and terms of reference are appended as schedule I(B) of these Statutes.

- i. Deans' Committee
- ii. Students' Disciplinary Committee
- iii. Library Committee
- iv. Student Affairs Committee
- v. Partnerships, Research and Innovation Committee
- vi. Scholarships Award Committee
- vii. TVET Committee
- viii. Occupational Safety and Health Committee
- ix. Planning, Development and Budget Committee
- x. Information Communication and Technology Services (ICTS) Committee
- xi. Marketing, Community Service and Corporate Communications Committee
- xii. Human Resource Appointments, Appraisals and Promotions Committee (Grades I-13)
- xiii. Staff Disciplinary Committee
- xiv. Any other Committee as may be established by the Senate.

STATUTE XXIII

THE MANAGEMENT BOARD

1. There shall be a Management Board as provided for in section 21 of the Charter

Membership

2. Membership shall be:
 - i. The Vice-Chancellor, who shall be the Chairperson;
 - ii. The Deputy Vice-Chancellors;
 - iii. The Principals of Colleges and Campuses within the University;
 - iv. The Registrars;

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- v. The Finance Officer;
 - vi. The Dean of Students;
 - vii. The Corporation Secretary;
 - viii. The University Librarian;
 - ix. The Human Resources Manager; and
 - x. Such other member of senior management as the Council may determine in accordance with these statutes.
3. The Chairperson of Management Board may invite other officers to attend the Management Board meeting when specific matters pertaining to their Departments are being discussed and such officers shall be in attendance but not eligible to vote.
 4. The Registrar for the time being in charge of Administration and Planning shall be the Secretary to the Management Board.

Functions of the Management Board

5. The Management Board shall assist the Vice-Chancellor in the day-to-day management of the University and shall, in this respect, be responsible for:
 - i. The efficient management of the human, physical, and financial resources of the University;
 - ii. Making proposals to the Council and Senate on policies that have a University wide application;
 - iii. Appointment of from grades I to I3;
 - iv. Implementation of rules and regulations governing the conduct, behavior and discipline of staff as approved by the Senate and the Council;
 - v. The coordination of the University strategic and development plans; and
 - vi. Any other matter related to the management of the University.

STATUTE XXIV

COLLEGES OF THE UNIVERSITY

1. The Council may, on the advice of Senate, establish a College of the University as provided in section 7 of the Charter.
2. A College shall consist of such Schools, Institutes and Centres as may be provided by these statutes.

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College Management Board

3. There shall be, for each College, a College Management Board whose membership shall be:
 - i. The Principal - Chairman
 - ii. Deans of Schools Institutes and Centres
 - iii. College Accountant
 - iv. College Registrar - Secretary
 - v. The Board shall co-opt such other members as it may deem necessary.
4. The College Management Board shall be responsible for the administrative functions of the College and for this purpose its functions shall include:
 - i. Management of human resource, facilities and finances of the College
 - ii. Planning for College needs and development;
 - iii. Preparation of annual estimates of the funds required by the College
 - iv. Generation of revenue and administration of all funds entrusted to it;
 - v. Provision of the welfare of staff and students;
 - vi. Implementation of rules and regulations governing the conduct, behavior and discipline of staff and students of the College as approved by the Senate and the Council;
 - vii. Repair and maintenance of College equipment and facilities.

Meetings of the College Management Board

5. Unless the College Management Board otherwise determines, a meeting of the College Management Board shall be held at least once in each semester at such time and place as the Chairman may appoint.
6. At all meetings of the College Management Board quorum shall be the nearest whole number above half the membership of the College Management.
7. Decisions of the College Management Board will be by a simple majority vote of those present and voting provided that the Chairman of the College Management Board shall have a casting vote in the event of an equality of votes.
8. The Chairman may at any time call a meeting of the College Management Board and shall call a meeting within fourteen (14) days of receiving a request for that purpose addressed to him and signed by a 50% of the members of the College Management Board

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9. The Chairman of the College Board shall chair the meetings of the Board and in his absence the Vice Chancellor shall appoint an acting Principal who shall chair the Board meetings.
10. The College Management Board may subject to such limitations as it may think fit, delegate any of its powers or duties to the Chairman or a committee or committees consisting of such members of the College Management Board and other persons as it may think fit, and the College Management Board may empower any such committee or committee to act jointly with committee appointed by the College Academic Board. Provided that the College Management Board shall not delegate to the Chairman or to a committee the power to approve, without further reference to the College Management Board the annual estimates of expenditure.
11. 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.
12. Unless the College Management Board otherwise determines, a quorum of any committee of the College Management Board shall be the nearest whole number above half the membership of the committee.
13. The College Management Board shall cause a copy of its minutes to be sent to the secretary, University Management Board as soon as such minutes have been confirmed and duly signed.
14. Subject to the provisions of these statutes, the College Management Board shall have power to regulate by such means as it may think fit its own procedures of its own meetings and those of its committees.

College Academic Board

15. There shall be, for each College, a College Academic Board whose membership shall be:
 - i. The Principal - Chairman
 - ii. The College Registrar - Secretary;
 - iii. All Deans of Schools, Directors of Schools/Institutes within the College;
 - iv. All Chairmen of Teaching Departments within the College;
 - v. All Professors and Associate Professors within the College / campus not being members of the Board by virtue of any other provision of this Statute;
 - vi. One representative from each School, Teaching School or Institute in the College;
 - vii. The College Librarian;
 - viii. Two elected Student representatives;
 - ix. Such other full-time academic members of the University, not exceeding three, appointed by Senate on the Recommendation of the College Academic Board;



16. The student representatives shall not participate in the deliberations of the College Academic Board on matters related to examinations, grades and such other issues that may pose a conflict of interest.
17. The College Academic Board shall be responsible for the administration and management of the academic programmes of the College on behalf of senate, and to that end its functions shall include to:
 - i. Propose regulations to the Senate for the admission of students to the programmes in the College and their continuance with such programmes;
 - ii. Consider and select, and to recommend to the University Admissions Board for approval, the undergraduate students who apply to The Technical University of Mombasa for admission to the programmes at the College;
 - iii. Consider and select postgraduate students, to approve admissions, programmes and appoint supervisors and examiners
 - iv. Grant scholarships, fellowships and awards and to revoke any such grants in accordance with these Statutes and regulations
 - v. Direct and make regulations on the teaching and research within the College in accordance with the University rules and these Statutes
 - vi. Recommend names of examiners for appointment by Senate
18. Unless the Academic Board otherwise determines, Academic Board meetings shall be held at least two times in each semester at such time and place as the Chairman of the Academic Board may appoint .
19. The Chairman of the Academic Board may at any time call for an extra- ordinary meeting of the Academic Board and shall call a meeting within ten (10) days of receiving a request for that purpose addressed to him and signed by not less than one third of the members of the Academic Board.
20. The Chairman of the Academic Board shall chair the meetings of the Board and in his absence the Vice Chancellor shall appoint an acting Principal who shall chair the Board meetings.
21. At any meeting of the Academic Board a quorum shall be the nearest whole number above half the membership of the Academic Board, for the time being.
22. The Chairman of the meeting shall have original and casting vote.
23. The Academic Board may, subject to such limitations as it may think fit, delegate any of its powers or duties to a committee consisting of such members of the Academic Board and other persons as it may think fit and the Academic Board may empower any such



committee to act jointly with any committee appointed by the College Management Board.

24. Subject to the provisions of this Statute, the Academic Board shall have power to regulate, by such means as it may think fit, procedures of its own meetings and those of its committees.

STATUTE XXV

COMMITTEES

Other Committees

1. The Council, Senate, Management Board, Boards of Colleges, Schools, Institutes, , the Departments and Alumni Association may, respectively, appoint such and so many standing, special, ad-hoc or advisory Committees as may to them seem fit, and any such Committee may include students and persons who are not members of the body appointing the Committee. The powers and duties of any Committee shall be such as the body appointing it may from time to time direct and shall include the power to appoint Sub-Committees as it deems fit.
2. The body appointing a Committee may make rules of procedure for the Committee, but subject thereto every Committee may determine its own procedure, time and place of meeting.
3. The bodies appointing a Joint Committee may make rules of procedure for the Committee, but subject thereto every Committee may determine its own procedure, time and place of meeting.

Proceedings

4. The Council, the Senate, the Management Board, Boards of Colleges, Schools and Alumni Association, respectively, may from time to time make standing orders for governing their respective proceedings, subject to the provisions of the Charter, and the Statutes.
5. Unless otherwise provided by the Charter, these Statutes and Regulations when any matter or question is put to a vote, it shall be determined by the majority of the members of the body concerned present and voting on the matter or question, and in case of equality of votes, the Chairman or other presiding officer shall have a casting vote whether or not he has voted before on the matter in question.



6. Unless otherwise provided by the Charter or these Statutes, the quorum for all Committees of the Council, the Senate, Management Board and Boards of Colleges, Schools and Institutes or Departments and their Committees shall be the nearest whole number above half of the total membership of any of these bodies.

Powers of Delegation

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

STATUTE XXVI

SCHOOLS, INSTITUTES AND CAMPUSES

1. There shall be Schools, Institutes, Campuses and such other Units as the Council may determine from time to time.
2. Each School, Institute and Campus shall consist of such bodies as the Council may from time to time determine, and may include a representative of the Advisory Panels for each Department within each School, Institute, or Campus.
3. Each teaching Department shall be regarded, for administrative purposes, as being a constituent part of one School, Institute, or Campus but may; in relation to other Schools Institutes, Centres in which such a Department has teaching or other commitments, be regarded as being in association with such School, Institute or Campus.
4. Schools, Institutes and Campuses shall make recommendations to the Senate with regard to the constituent Departments to be associated with the particular Schools and Institutes .

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Schools and Institutes Boards

5. Schools and Institutes shall be governed by a Board which shall have the following membership:
 - i. Dean of School or Director of Institute/Campus;
 - ii. All Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers/Tutorial Fellows, Teaching/Graduate Assistants and full-time academic staff of equivalent grades in the Associated Departments who are engaged in teaching students within the School, Institute and Centre provided that the academic staff from Associated Departments shall not normally be members of Standing Committee of the School, Centre and Institute.
 - iii. Full-time Technologist staff of equivalent grades of Lecturer and above.
 - iv. Two student representatives elected from among the full-time students of the relevant School, Institute and Centre, except that students shall not be entitled to attend deliberations of the School, Institute and Centre Board on matters which are considered by the Chairman of the Board to be confidential, or which relate to the general discipline of students, examination results, academic performance of students and other related matters.
 - v. Part-time teaching members of staff may attend School, Institute, Centre, Campus and School Board meetings, but shall not have voting rights.
 - vi. The Vice Chancellor and the Deputy Vice Chancellor (Academic, Research and Extension) shall be ex-officio members of the Boards of School, Institute, or Campus.
6. The Registrar (Academics Affairs) shall provide secretariat services to all School, Institute or Campus.
7. Each Board of School, Institute, or Campus may, at its own discretion, invite other persons to attend its meetings in an advisory capacity; provided that the persons so invited shall not acquire rights of membership to the Board and shall have no voting rights.
8. The quorum of the Boards of School, Institute, or Campus shall be the nearest whole number above half the substantive membership of members of Schools and Institutes .
9. The Board of each School, Institute or Campus shall have the powers to:
 - i. Consider and make recommendations to the Senate/Academic Board upon all matters relating to syllabuses, teaching, examination, academic planning and formulation of annual and other estimates of expenditure, student progress and research in the subjects of the School.

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- ii. Recommend to the Academic Board/Senate, persons for appointment as Internal and External Examiners in the Schools and Institutes .
- iii. Submit proposals to the Senate/Academic Board for academic development.
- iv. Determine the rules governing the procedure to be followed at meetings of respective Boards.
- v. Deal with and report on any matters referred to it by the Senate.

The Deans of School, Associate Dean and Directors of Institutes/Campus

Dean of School

10. There shall be a Dean for each School, who shall be the Chairman of the School Board and who shall also be responsible to the Board for all matters related to the School, provided that in the absence of the Dean, the Associate Dean shall Chair the board meeting. In the absence of the Dean and the Associate Dean, the Board shall elect a Chairman from amongst its members present and forming a quorum.
11. The Dean shall be competitively appointed from among the Professors, Associate Professors, and Senior Lecturers from the School. However, Lecturers shall qualify if they have previously served as Chairmen of Departments.
12. The Deans shall serve for a three year term with the option of renewal once based on performance.
13. The Dean may at any time call a meeting of the School, however, he/she shall call a meeting within ten days upon receiving a request for that purpose addressed to him and signed by not less than one-third of the substantive members of the School.
14. Each Board of School shall hold at least two meetings every semester.
15. The Dean may resign his position by giving the Vice Chancellor a two months' notice in writing.

Associate Dean

16. There may be an Associate Dean appointed by the Vice Chancellor, on behalf of the University Council, from among the senior members of the School.
17. Before appointing an Associate Dean, the Vice Chancellor shall consult and seek views from the Deputy Vice Chancellor (Academic, Research and Extension) and sitting Dean of the concerned School;



18. The Associate Dean shall hold office for a period of up to two years and shall be eligible for re-appointment for a further two-year period once. Re-appointment shall be based on performance of the previous two years.
19. After consultation with the Deputy Vice Chancellor (Academic, Research and Extension) and the Dean of the School, the Vice Chancellor may terminate the appointment of the Associate Dean.
20. The Associate Dean may resign his appointment as an associate dean by giving the Vice Chancellor two months' notice in writing.
21. Where the Associate Dean is unable, either by reason of his absence from the University or any other reasons, to carry out his functions as Associate Dean, the Vice Chancellor may appoint another senior member of the School to serve as an Associate Dean.

Director

22. There shall be a Director of each Institute/School/Unit/Campus who shall be appointed from amongst the existing members of academic staff by the Vice Chancellor for a period of two years, and shall be eligible for re-appointment for a further period of two years only.
23. Any person who has previously served but has already ceased to be a Director shall not become eligible for appointment until four complete years have elapsed since he ceased to be a Director.
24. The Director may at any time call a meeting of the Institute/School/Campus/Unit. However, he/she shall call a meeting within ten days upon receiving a request for that purpose addressed to him and signed by not less than one-third of the substantive members of the Institute/School/Campus/Unit.
25. Each Board of Institute/School/Campus/Unit shall hold at least two meetings every semester.

Duties and Functions of Deans of Schools and Directors of Institutes /Schools/Campuses /Units

26. Subject to the provision of the Charter and these Statutes, the conditions of appointment of the Deans of Schools and Directors of Institute/ School/Campus /Unit shall be as set out in the Terms of Service and as may be amended by the Council from time to time
27. The Deans of Schools, Directors of Institutes/ Schools/Campuses /Units shall be the Administrative and Academic Heads of their respective bodies.

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28. The Deans of Schools, Directors of Institutes/ Schools/Campuses and unit shall be ex-officio members of Departmental Boards meetings within their respective bodies.
29. The Deans of Schools, Directors of Institutes/ Schools/Campuses /Units shall be the Chairmen of all Postgraduate Examination Boards for their respective bodies unless that responsibility that is to a member of the School Institute or unit.
30. The Deans of Schools, the Directors of Institutes, shall from time to time, give advice to their respective bodies on matters concerning the development of the respective bodies.

Chairmen of Departments

31. There shall be a Chairman of each Department appointed by the Vice Chancellor on behalf of the University Council, from among the full-time members of the academic staff of the Department who are at the level of Lecturer and above
32. Before appointing a Departmental Chairman, the Vice Chancellor shall consult the Deputy Vice Chancellors and the Dean of the concerned School.
33. The Chairman of a Department shall hold office for a period of up to two years and shall be eligible for re-appointment for a further two year period only.
34. After consultation with the Deputy Vice Chancellor (Academic, Research and Extension) and the Dean of the School, the Vice Chancellor may terminate the appointment of a Chairman of the Department.
35. The Chairman of a Department may resign his appointment as such by giving the Vice Chancellor one month notice in writing.
36. Where the Chairman of a Department is unable, either by reason of his absence from the University or for any other reasons, to carry out his functions as Chairman, the Vice Chancellor may, appoint an acting Chairman of the Department for such period as he may determine, provided that the period of appointment does not exceed the balance of the period of office of the substantive Chairman.

Duties and powers of Departmental Chairmen

37. In addition to teaching, research and other duties and responsibilities, the Chairman of Department shall:
 - i. Serve as Chairman of Departmental Board meetings.
 - ii. Represent the Department on the appropriate University Committees and other bodies as required.

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

Departmental Board

38. There shall be a Departmental Board for each Department which shall consist of:

- i. The Chairman of the Department.
- ii. All full-time members of the academic staff of the Department.
- iii. Honorary and visiting Lecturers in the Department.
- iv. Technologists of equivalent grades of Lecturer and above.
- v. The Technologist/Technician In-charge of workshops/laboratories in the department.
- vi. At least one elected representative of technical staff in the Department provided that the so elected staff shall not be entitled to attend deliberations on issues concerning matters considered by the Chairman to be confidential.
- vii. Two students in the Department, elected annually by the students from among themselves, provided that the students so elected shall not be entitled to attend deliberations on matters concerning examinations and other matters considered by the Chairman to be confidential.

39. The Vice Chancellor, the Deputy Vice Chancellor (Academic, Research and Extension) and the School Dean shall be entitled to attend Departmental Board meetings in an ex-officio capacity.



40. From time to time, the Chairman of the Department, after consultation with members of the Departmental Board, may invite other persons to attend Departmental Board meetings provided such persons have no voting rights.
41. Each Departmental Board shall meet at least twice every semester and shall maintain proper system of Agenda and Minutes for such meetings. Copies of confirmed Minutes shall be sent to the Vice Chancellor, the Deputy Vice Chancellor (Academic, Research and Extension), the Principal of the concerned College and the Dean of School by the Chairman of Department.

Duties and Powers of the Departmental Boards

42. Subject to the provisions of the Charter and these Statutes, the authority of the Senate, and such other regulations as the School of which the Department forms a part may make, the Departmental Board:
 - i. Shall arrange for, conduct and control the teaching and instruction of students within the Department and the setting and marking of examination papers in accordance with regulations approved by Senate, the General academic policy agreed upon by the School Board and the approved administrative procedures of the University;
 - ii. Shall make recommendations to the School Board for the establishment of new programmes and the amendment of existing regulations and syllabuses relating to studies within the Department.
 - iii. May delegate functions and responsibilities to individuals or groups of individuals within the Department
 - iv. Shall exercise such other powers as may be conferred upon it by the School Board, the Senate or the Vice Chancellor;
 - v. May provide consultancy services on matters concerning the subject assigned to the Department within the limitation of its capabilities and subject to the general University Policy on Consultancy Services;
 - vi. Shall formulate the departmental development plan and make recommendations in respect of annual and other estimates of expenditure in the Departmental Budget Committee;
 - vii. Shall constitute a departmental short-listing committee. The Committee shall, in consultation with Human Resource Department, suggest a preliminary short-list of candidates for appointment to academic and technical posts within the Department, taking into account the need to maintain strict confidentiality in handling applications, and shall forward such short-lists to the relevant School Short-Listing Committee for consideration and further transmission to the Management Board;

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- viii. Shall recommend candidates for award of scholarships to the University's Scholarship Award Committee, through the relevant School Dean/Director;
- ix. Shall formulate general guidelines on research and suggest means of funding research programmes in the Department;
- x. Shall submit recommendations to the Senate, through the School, in respect of the appointment of Internal and External Examiners and any other consultants in the Department;
- xi. Shall constitute a Departmental Training Committee to oversee the training needs and development of academic programmes.

School of Graduate Studies

- 43. There shall be a School of Graduate Studies, headed by a Director.
- 44. The Director of School of Graduate Studies shall be appointed by the Vice Chancellor from amongst persons of the academic staff. Such a person shall be a Senior Lecturer and above and shall serve for a period of two years, renewable once.
- 45. There shall be a Board, School of Graduate Studies whose membership shall consist of;
 - i. The Director of the School who shall be the Chairman
 - ii. The Deans of Schools and Directors of Institutes/Schools/Centres;
 - iii. Two representatives of the Senate;
 - iv. University Librarian;
 - v. The Registrar (Academic affairs) who shall serve as its Secretary
 - vi. The School of Graduate Studies may, at its discretion, invite other scholars of the University to attend its meetings in advisory capacity only and without the right to vote at such meetings.
- 46. Notwithstanding the provisions of any other regulation, the School of Graduate Studies shall be answerable to the University Senate in respect of the conduct of Graduate studies throughout the University and shall in particular, have responsibility over the following matters:
 - i. The co-ordination of graduate syllabuses and regulations
 - ii. The admission of graduate students
 - iii. Soliciting of funds in support of graduate programmes to cater for scholarships, fellowship and equipment
 - iv. The administration of graduate scholarship



- v. The administration and processing of graduate theses, projects and research papers
 - vi. The proper conduct and supervision of the graduate studies programme
 - vii. The general welfare and discipline of graduate students.
47. The School of Graduate Studies shall carry the status of a School, Institute or Centre and shall in that capacity enjoy all the rights, privileges and immunities of and exercise all the powers equivalent to those of School, Institute or School in so far as those rights, privileges, immunities and powers are consistent with the provision of these statutes.
48. The School of Graduate Studies in respect of each of the matters set out in clause 46 above shall exercise the powers and perform the duties set out in the clauses next following.
49. In respect of the co-ordination of graduate syllabuses and regulations, the School of Graduate Studies shall:
- i. Have primary responsibility of the enforcement of the common regulations for the Postgraduate diplomas, Master's, Doctoral and Higher Doctoral degrees in the Schools, Institutes and Centres;
 - ii. Make available all information related to graduate studies throughout the University by publishing a prospectus and bibliographies of records of graduate research done or to be done within the University;
 - iii. Publish and make available records of published work arising from graduate research undertaken within the University, or within any other University as long as such work is, in the opinion of the Board, of particular relevance to graduate research in the University and
 - iv. Cause to be published and disseminated any material it considers of relevance to the general conduct of the postgraduate studies within the University.
50. In respect of admission of graduate students, the School of Graduate Studies shall:
- i. Receive from departments through Schools or Institutes, details of all postgraduate programmes;
 - ii. Advertise all such programmes and receive in such format as may be specified by Senate, applications in respect thereof;
 - iii. Send letters of admission to successful candidates and also notify the Schools and Departments or Institutes;
 - iv. Send all relevant information to the successful and unsuccessful candidates;
 - v. Publish the postgraduate nominal roll;

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- vi. Register all postgraduate students, and thereafter refer them to their respective Schools, Institutes or Schools and Departments;
- vii. Keep under review, the progress of each postgraduate student and make such recommendations thereon to the Senate as may be appropriate and
- viii. Remove from the nominal roll the name of any postgraduate student whose discontinuation or de-registration is approved by Senate.

51. In respect of the administration of graduate scholarships, the Board shall:

- i. Be responsible for receiving from the University all scholarships for postgraduate studies which shall, in that behalf be dealt with in the manner specified thereafter
- ii. Advertise all such scholarships
- iii. Allocate such scholarships to those applicants who fulfill the applicable academic requirements as well as any specific terms that may be attached to the scholarships tenable at the University.

52. In respect of the administration and processing of postgraduate thesis, projects and research papers, the board shall:

- i. Be responsible for receiving and approving the nominations by Schools, Institutes or Centres, of supervisors for all postgraduate research leading to the preparation of theses, projects or any other similar work, and acting always in that behalf, hold the responsibility specified hereinafter.
- ii. Keep records on the progress of postgraduate research, and in this connection receive from Schools, Institutes and Centres recommendations for the de-registration of candidates whose work is unsatisfactory or for their discontinuation for sufficient cause and make such recommendations for the Senate as it shall deem appropriate.
- iii. Process the appointment of Board of Examiners for Postgraduate theses, projects or other related presentations.
- iv. Send out invitations to examiners for postgraduate research presentations, on the recommendation of the relevant Schools or Institutes
- v. Cause copies of submitted theses, projects or similar presentations to be forwarded to examiners.
- vi. Receive the written assessment of such theses, projects or similar presentation from the examiners.
- vii. Convene Board of Examiners meetings in consultation with the Deans of Schools or Directors of Institutes, Schools or Centres concerned.
- viii. Cause secretarial services to be provided for the boards of examiners meetings.

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- ix. Forward recommendations of the board of examiners to the Senate for approval.

STATUTE XXVII

SCHOOL OF OPEN, DISTANCE AND e-LEARNING

1. There shall be a School of Open Distance and e-Learning (SODeL) headed by a Director.
2. The Director of SODeL shall be appointed by the Vice Chancellor from amongst persons holding the rank of Senior Lecturer or above.
3. The Director of SODeL shall hold office for a period of two (2) years renewable once for an equivalent period.

School of Open Distance and e-Learning Board

4. There shall be a SODeL Board whose membership shall consist of:
 - i. The Director of the School who shall serve as Chairman;
 - ii. The Deans of Schools/Institutes.
 - iii. Two representatives of the Senate;
 - iv. The Registrar (Academic Affairs) who shall serve as its Secretary
 - v. The Board may, at its discretion, invite other scholars of the University to attend its meetings in advisory capacity only and without the right to vote at such meetings.
 - vi. ICTS Manager.
5. The School shall have the following responsibilities:
 - i. The co-ordination of programmes.
 - ii. The admission of students
 - iii. The proper conduct and supervision of programmes
 - iv. The administration and processing of examinations
 - v. The general welfare and discipline of students and provide guidance to the University on other matters pertaining to students affairs in the approved centres
 - vi. The maintenance of education standards and implementation of quality assurance mechanisms

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6. The School shall carry the status of a School, Institute, Centre or unit of the University.
7. The School shall in respect of each of the matters set out in Clause (5) above exercise the powers and perform the duties set out in the clauses next following.
8. In respect of the co-ordination of Open Distance and e-Learning program syllabuses and regulations, the School shall:
 - i. Have primary responsibility of the enforcement of the common regulations in all approved centres;
 - ii. Make available all information related programmes of study by publishing a prospectus of programmes offered in the approved centres;
 - iii. Cause to be published and disseminated any material it considers of relevance to the general conduct of the programmes.
9. In respect of admission of Open Distance and E-Learning program students the School shall:
 - i. Advertise all such programmes and receive in such format as may be specified by Senate, applications in respect thereof.
 - ii. Send letters of admission to successful candidates and also notify the Schools and Departments or Institutes.
 - iii. Send all relevant information to the successful and unsuccessful candidates.
 - iv. Publish the Open Distance and E-Learning programs nominal roll.
 - v. Register all Open Distance and e-Learning program students, and thereafter refer them to their respective approved centres.
 - vi. Keep under review, the progress of each student and make such recommendations thereon to the Senate as may be appropriate and
 - vii. Remove from the nominal roll the name of any student whose discontinuation or de-registration is approved by Senate.
10. In respect of the administration and processing of Open Distance and E-Learning programs the School shall:
 - i. Process the appointment of Board of Examiners for examinations.
 - ii. Send out invitations to examiners for recommendation of the respective programmes from the approved centres.
 - iii. Convene Board of Examiners meetings in consultation with the approved centres concerned.
 - iv. Cause secretarial services to be provided for the Boards of Examiners meetings.

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- v. Forward recommendations of the Board of Examiners to the Senate for approval.

STATUTE XXIII

TVET PROGRAMMES

1. The University shall continue to offer Certificate, Diploma, Higher Diploma and Bachelor of Technology programmes to meet the national needs as per government policies and TVET guidelines.
2. The University shall ensure adequate resources are available to cater for TVET programmes.
3. In its programmes, the University shall ensure the upward mobility of TVET graduates.
4. In order to ensure continuity of the TVET programmes, there shall be a TVET committee as provided in these Statutes.

STATUTE XXIX

ADVISORY PANELS

1. There shall be Advisory Panels in every teaching School and Institute.
2. Members of the Advisory Panels shall be drawn from the relevant industry, professional bodies and institutions.
3. Advisory Panels members shall be appointed by the Council on the recommendation of the Vice Chancellor and in consultation with the School or Institute concerned.
4. Members of the Advisory Panels shall serve for a term of two years upon whose expiration they shall be eligible for re-appointment for another term of two years.
5. The rules of procedure of an Advisory Panel meeting shall be made by the Panel.
6. The Advisory Panels shall be chaired by the Dean or Director of concerned Institute or School. The Chairmans of the Departments shall be members of the Advisory Panels and such other members as the Vice Chancellor may appoint from time to time.
7. Besides the Dean/Directors and Chairman of the School Board, there shall be at least two (2) and not more than five (5) external Advisory Panel members drawn from the relevant industry, professional bodies and institutions.

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8. Report of the Advisory Panel shall be forwarded to the Vice Chancellor who shall forward it to the implementing organs for integration of the advice into the academic programmes.

Functions of Advisory Panels

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

STATUTE XXX

ALUMNI ASSOCIATION

1. There shall be an Alumni Association which shall be established under section 23 of the Charter.
2. The Alumni Association shall act as an interactive forum for the members and perform such other functions as may be specified in these Statutes.
3. The Alumni Association shall govern the conduct of its own proceedings.
4. The Alumni Association shall have the right to meet and discuss any matter relating to the University and transmit resolutions thereon to the Council and the Senate, and may exercise such other functions as these Statutes may prescribe.
5. The Association shall consist of the following:
 - i. All holders of certificates, diplomas and degrees of Technical University of Mombasa, including honorary graduates.
 - ii. All former students of Mombasa Polytechnic University College / Mombasa Polytechnic / Mombasa Technical Institute / Mombasa Institute of Muslim Education (MIOME) who are holders of certificates or diplomas.

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- iii. Permanent and contracted members of Academic staff.
 - iv. Ex-Officio members of the Alumni Association who shall include the former and the current Principals, Deputy Principals, Vice Chancellor, Deputy Vice Chancellors, Members of the Council, Emeritus Professor, Professors, Lecturers, Research Fellows, Librarian, Registrars, Dean of Students and Finance Officer.
 - v. Any other members as may be provided for by Senate and the Alumni Association.
6. The Alumni Association shall elect from among its members, an executive committee consisting of:
- i. The Chairman;
 - ii. The Treasurer;
 - iii. Secretary
 - iv. Any other official as prescribed by the regulations of the Alumni Association;
7. The names of the graduates of the University shall be automatically included in the Alumni Roll immediately after conferment of the degrees and award of diplomas and certificates upon payment of necessary fees.
8. The Executive Committee of the Alumni Association shall meet quarterly.
9. There shall be an Annual General Meeting of the Alumni Association called by its Secretariat.
10. The quorum and procedure of the Alumni Association shall be prescribed in the rules made by the Alumni Association and approved by the Council.
11. The agenda for every meeting shall be published in the press at least fourteen days before the day appointed for holding such a meeting.
12. All resolutions of the Alumni Association shall be copied to Chairman of the Council and the Vice Chancellor.

STATUTE XXXI

TERMS AND CONDITIONS OF SERVICE OF UNIVERSITY STAFF

1. The Council of the Technical University of Mombasa shall determine the terms and conditions of appointment and promotion of all staff of the University.
2. Subject to these Statutes, the Council shall appoint and promote such academic and administrative staff as it may deem necessary for the efficient functioning of the

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University with such duties and upon such terms and conditions as the Council may prescribe from time to time.

3. Subject to these Statutes, the Council may make such other appointments and promotions, whether paid or honorary, as it may deem fit.
4. The Council shall determine the categorization of staff for purposes of terms and conditions of employment.
5. The Council may review the conditions of appointment and promotion of any staff categories from time to time, provided that in so doing any changes in such conditions shall apply in individual cases only to the extent that the changes are mutually acceptable to the member of staff and the Council.
6. The terms and conditions of employment for staff in The Technical University of Mombasa shall be read together with the Labour Laws, Government Guidelines, University Policies, and Collective Bargaining Agreements that may be agreed upon by the Council and the respective Staff Unions from time to time.

STATUTE XXXII

UNIVERSITY FEES

1. Every person wishing to be registered as a student for a degree, diploma, certificate or other award of the University shall pay to the University such registration fees and such other fees as the Council may from time to time determine.
2. In matters related to fees, the University Fee Policy shall apply.
3. The University shall have the right to preclude any student from attending classes, participating in any academic activity or enjoying any other University facilities, unless such a student shall have paid to the University all fees and other dues, provided that the University shall at its discretion exempt any student from this requirement.
4. The University shall have the right to stop a student who is a debtor to the University from registering or sitting for examinations.
5. The University shall have the right to withhold examination results from any student who is a debtor to the University until such debt is paid in full.
6. The University shall have the right to withhold the conferment of any Degree and award of any Diploma or Certificate on any person until all outstanding fees and other dues are settled with the University. The fees and other charges shall be as set out by Senate.



7. The fees shall be as stated in the fee structure as approved by the Council from time to time.

STATUTE XXXIII

UNIVERSITY EXAMINATIONS

1. The University examinations shall be conducted under the control of the Senate.
2. Unless the Senate otherwise determines, there shall be Internal and External Examiners of the University appointed by the Senate. The Internal Examiners shall prepare examination papers assigned to them. The examiners shall moderate the examination papers and evaluate the examinations.
3. External Examiners shall be appointed from outside the University for periods and on such terms as the Council, on the recommendation of the Senate, may from time to time determine. The duties of External Examiners shall include quality assurance of University examinations.
4. There shall be University Ordinary Examinations, Special Examinations and Supplementary Examinations to be held under such conditions as the Senate may prescribe.
5. In case of re-examination of a candidate who has failed in the ordinary University examinations, or who is sitting special examinations, an Internal Examiner who has not taught the course being examined shall act as an External Examiner.
6. Every candidate for a University examination shall pay to the University in respect of such examination fees as the Council shall prescribe from time to time, and such other fees payable to the University; two weeks prior to the start of semester examinations.
7. All ordinary University examinations shall normally be held at the end of the Semester in which the courses have been taught.
8. In the event of any alleged examination irregularity, involving either a student or member of staff, the same shall be dealt with in accordance to the Regulations governing disciplinary matters.
9. There shall be a Board of Examiners of each teaching School, Institute which shall consist of all internal and external examiners appointed by the Senate.



10. Publication of all University examination results shall be the responsibility of the Deputy Vice Chancellor (Academic, Research and Extension). Any queries regarding the published examination results shall be made to the Registrar (Academic Affairs).

University Examinations Office

11. The University shall establish an Examinations Office within the academic division headed by an Examinations Officer.
12. The person appointed to the office shall be of integrity.
13. The Examinations Officer shall report to the Registrar (Academic Affairs).
14. The Examinations Officer shall be responsible for the coordination of the University examinations. Its functions shall include the following:
 - i. Ensuring implementation of the recommendations of the University Academic Board/Senate regarding examinations
 - ii. Production of examination materials
 - iii. Issuing of examination transcripts
 - iv. Custody and security of examinations materials
 - v. Preparation and custody of examinations records
 - vi. Administration of external examinations

STATUTE XXXIV

CERTIFICATES, DIPLOMAS AND DEGREES OF THE UNIVERSITY

- I. The University shall for the time being offer Certificates, Diplomas and Degrees in various disciplines.

STATUTE XXXV

CONFERRING OF DEGREES AND OTHER AWARDS

- I. Subject to these Statutes, the University may:

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- i. Award Diplomas or Certificates or other awards
 - ii. Confer degrees of Bachelor, Master and Doctor and such other degrees as may be provided for by the Statutes; and
 - iii. Confer honorary degrees or any other academic distinction to a person who has rendered distinguished service to the advancement of any branch of learning or who has otherwise rendered service in any field of human endeavour worthy of such a degree or academic distinction.
2. The University shall have power to award, confer and grant the following:
- i. Certificates
 - ii. Diplomas
 - iii. Higher Diplomas
 - iv. Bachelor's Degrees
 - v. Postgraduate Diplomas
 - vi. Masters Degrees
 - vii. Doctorate Degrees
 - viii. Honorary Degrees

Any other academic award as may be approved by the University Senate.

Certificates

3. Except as otherwise provided by these Statutes, a candidate shall be eligible for award of any certificate academic award if he has undertaken an approved programme and satisfied the requirements of the Senate in respect of the award.
4. A candidate shall be awarded a Certificate if:
 - i. He shall have undertaken approved programme of study at the University for a duration as stipulated in the Academic Policy;
 - ii. He shall have passed the final examination and such other examinations of the University as the Senate may determine;
 - iii. He shall have paid all the fees to the University as determined by the University Fee Policy;
 - iv. He shall have complied in other respects with the requirements of the programme of study as set out in the School regulations in accordance with the Academic Policy.



Diplomas

5. Except as otherwise provided by these Statutes, a candidate shall be eligible for award of any Diploma if he has undertaken an approved programme and satisfied the requirements of the Senate in respect of the award.
6. A candidate shall be awarded a Diploma if:
 - i. He shall have undertaken approved programme of study at the University for duration as stipulated in the academic policy;
 - ii. He shall have passed the final examination and such other examinations of the University as the Senate may determine;
 - iii. He shall have paid all the fees to the University as determined by the University Fee Policy;
 - iv. He shall have complied in other respects with the requirements of the programme of study as set out in the School regulations in accordance with the Academic Policy.

Higher Diplomas

7. Except as otherwise provided by these Statutes, a candidate shall be eligible for award of any Higher Diploma if he has undertaken an approved programme and satisfied the requirements of the Senate.
8. A candidate shall be awarded a Higher Diploma if:
 - i. He shall have undertaken approved programme of study at the University for duration as stipulated in the Academic Policy;
 - ii. He shall have passed the final examination and such other examinations of the University as the Senate may determine;
 - iii. Subject to the provisions of He shall have paid all the fees to the University as determined by the University Fee Policy;
 - iv. He shall have complied in other respects with the requirements of the programme of study as set out in the School regulations in accordance with the Academic Policy.



Bachelor's Degree

9. Except as otherwise provided by these Statutes, a candidate shall be eligible for conferment of a degree if he has undertaken an approved programme and satisfied the requirements of the Senate.
10. A candidate shall receive an Academic award if:
 - i. He shall have undertaken approved programme of study at the University for a duration as stipulated in the academic policy;
 - ii. He shall have passed the final examination and such other examinations of the University as the Senate may determine;
 - iii. Subject to the provisions of He shall have paid all the fees to the University as determined by the University Fee Policy;
 - iv. He shall have complied in other respects with the requirements of the programme of study as set out in the School regulations in accordance with the Academic Policy.

Postgraduate Diploma

11. A candidate shall be awarded a Postgraduate Diploma if he has:
 - i. Been registered for the diploma of the University for a period of at least six months;
 - ii. Pursued such advanced study or research or both as may be approved by the Senate;
 - iii. Performed such other work and complied with such other conditions for the Postgraduate Diploma as set out in the common regulations for Postgraduate Diploma.

Masters Degree

12. A candidate shall be conferred a Masters Degree if he has:
 - i. Been registered for the degree of the University for a period of at least eighteen months;
 - ii. Pursued such advanced study or research or both as may be approved by the Senate;



- iii. Performed such other work and complied with such other conditions for the Master's Degree as set out in the common regulations for Master's Degree.

Doctor of Philosophy Degree

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

Honorary Degrees

14. The University may confer an honorary degree upon a person who has rendered distinguished service in the advancement of any branch of learning or who has otherwise rendered himself worthy of such an award.
15. A proposal to award an honorary degree may be made by a member of the Council, the Senate or the Alumni Association, and:
- i. Shall be communicated in writing to the Vice Chancellor.
 - ii. Every proposal shall be accompanied by a statement setting forth the degree recommended and the detailed grounds on which the recommendation is based.
16. The Vice Chancellor shall:
- i. Refer such proposal to the Senate.
 - ii. In each case, the Board of the School or Institute in which the degree is proposed to be conferred shall be consulted.
17. Any recommendations made by the Senate for the conferment of any degree shall be forwarded to the Council for approval.

Process of Awarding and Conferment

Award

18. For the purpose of awarding and conferring of Academic Awards of the University, there shall be held from time to time, a meeting of the whole University which shall be called a Congregation.
19. The Senate may award Certificates, Diplomas, and confer Degrees, and other Academic Distinctions upon completion of the relevant programme of study or at a Congregation.
20. The Congregation shall be constituted of the Chancellor, the Officers of the University, the Academic Staff, the Alumni Association, the graduands and the Students of the University.
21. Unless the Senate decides otherwise, a Congregation shall be held at least once a year at the University, and shall be presided over by the Chancellor.
22. A candidate shall not be conferred the relevant academic award, other than an Honorary Degree, unless the Senate has certified such a candidate as having satisfied all the conditions prescribed for such an award. Such a candidate shall be conferred relevant academic award at a subsequent Congregation, provided that he shall have satisfied all conditions for the conferment of the academic award.
23. The Procedure for the Conferment of the Awards, the Academic Dress to be worn and all other matters not provided for in these Statutes shall be determined by the Senate.
24. The Vice-Chancellor shall declare a Congregation of the University a meeting convened for the purpose of awarding and conferring of Academic Awards, and shall pronounce such Congregation dissolved at the end of the ceremony.

Withdrawal of Academic Awards

25. The Council in consultation with the University Senate may withdraw any degree, diploma, certificate or other academic qualification conferred or granted where the conferment or grant was contrary to any requirements contrary to the University Regulations or where the qualifications obtained was through fraudulent or other improper means.



STATUTE XXXVI

FINANCIAL PROVISIONS AND GUIDELINES

1. All funds, movable and immovable assets and property of the University shall be managed and utilized by the Council in accordance with the Charter and these Statutes and in such manner and for such purposes as, in the opinion of the Council, shall promote the best interests of the University, provided that the Council shall only charge or dispose of any immovable property in accordance with the provisions of the Public Procurement and Disposal Act.
2. The Council may borrow funds for such purposes from such sources and under such arrangements as may be approved by a resolution of Council from time to time.
3. All monies of University shall be paid into one or other of the following accounts:
 - i. Endowment Fund Account
 - ii. Special Accounts
 - iii. Capital Account
 - iv. Revenue Account
 - v. Expenditure Account
 - vi. Research Account
 - vii. Staff Development Fund Account
4. In accordance with Section 50 of the Act, the Financial Year of the University shall commence on the first day of July of each year and end on 30th June of the succeeding year.

Endowment Fund Account

1. There shall be paid into an Endowment Fund Account all such monies as are received by the University and as are declared specifically to be payable into that Account.
2. Monies standing to the credit of the Endowment Fund Account shall be invested by the Council in such securities as Trustees are authorized to invest in under the provisions of the laws of Kenya; provided that where any sums received by the Council for payment into the Endowment Fund Account are in the form of stocks and shares of any kind other than securities, then the Council may at its discretion retain such stocks and share without converting them into such securities.

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3. The Council shall not, save with the prior resolution of a regular or a special meeting of the Council, expend any monies of the Endowment Account.

Special Accounts

4. There shall be paid into the Special Account all such monies as are received by the University for special purposes.
5. The monies and interest there from of the Special Account shall be used and applied for special purposes of which such monies were donated in accordance with the conditions of the donation. Such monies shall be accounted for in the same manner as all other University funds.

Capital Account

6. There shall be paid into the Capital Account all such monies as are received by the University for the purpose of capital expenditure for construction and improvement of the University.
7. Capital monies, and the interest there from, shall be used and applied on capital expenditure for the construction and improvement of the University.

Revenue Account

8. There shall be paid into the Revenue Account:
 - i. All fees, dues and other amounts payable by or in respect of students;
 - ii. All other sums received by the University and not payable into the Endowment Account or any other account;
9. The money 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.

Expenditure Account

10. There shall be paid into the Revenue Account all revenue grants by the Government of Kenya or by any other donor.
11. The Expenditure Account shall be used to pay salaries and suppliers

Staff Development Fund Account

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

Research Account

14. There shall be paid into the Research Account all such monies as are received for research, innovation and technology transfer. Balance of such funds shall not be surrendered at the end of the financial year. Money allocated for research shall be used for the specified research, innovation and technology transfer only.

General Financial Provisions

15. Monies or any portion thereof standing to the credit of any of the accounts other than the Endowment Fund Account and Special Accounts of the University may be invested by the Council in such securities as the Council may deem fit.
16. Subject to any other written law, nothing in these Statutes shall be construed as prohibiting the University from maintaining any other account including foreign accounts.
17. Any money standing to the credit of any of the accounts of the University, including Endowment Fund and Special Account Fund may be temporarily invested for a period not exceeding twelve months pending utilization in accordance with specific provisions of these Statutes.
18. The Council shall cause to be prepared by 31st January; annual estimates of revenue and expenditure (both recurrent and capital) of the University; and such estimates shall be approved by the Council in accordance with section 44 of the Act.
19. The Council shall cause to be prepared audited accounts of the University annually as provided for in section 47(3) of the Act. The accounts so audited shall be in accordance with the provisions of the Public Audit Act 2003.
20. The Vice Chancellor shall make available to the Auditor facilities and all the information necessary for carrying out the audit function.



STATUTE XXXVII

SERVICE OF NOTICES AND DOCUMENTS

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

STATUTE XXXVIII

CONTRACT AND PECUNIARY INTERESTS

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

Pecuniary interest

3. No member of the authorities of the University shall take or hold any interest in any property belonging to the University other than as a Trustee for the purpose thereof.
4. If a member of an authority of the University has any pecuniary interest, direct or indirect, in any contract of proposed Contract for the purchase, sale or other

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disposition of land and other University property or for the provision of goods or services or for the purposes of the University and is present at a meeting of one of the said authorities or a Committee or Sub-Committee thereof at which the contract is the subject of consideration, he shall at the meeting, as soon as practicable after the commencement thereof; disclose the fact and shall withdraw from the meeting during the consideration or discussion of or vote on any question with respect to the Contract or proposed Contract.

5. The Council may prescribe in the Statutes the rules for determining whether any member has any pecuniary interest in such a contract.

STATUTE XXXIX

MISCELLANEOUS

1. The University disclaims all responsibility for loss of or damage to any property belonging to students or their guests while such property is on University premises.
2. Whereas the University recognizes the constitutional guarantee for freedom of association and assembly, and fully subscribes to the guarantee, the University shall not permit its premises and other facilities to be used as offices or for the purpose of the management or promotion of any political party.
3. Political rallies, fetes or other activities shall NOT be allowed on University grounds or premises without the prior written approval of the Vice Chancellor provided that in granting or refusing such approval the Vice Chancellor shall take into account the interests of the University including safety of its property.
4. Unless specifically authorized to do so by the Vice Chancellor, no members of staff shall make public, political or policy statements on behalf of the University, and if made contrary to this clause, such statements shall be of no effect to the University and the University shall not take any responsibility for such statements.
5. A member of staff nominated to a National Assembly or Senatorial or County Assembly shall be required to resign their positions from the University.
6. Where a member of staff has been appointed to another Public Service Organization, he shall be required to take leave of absence as per the Terms of Service.
7. These Statutes shall commence on the _____ day of _____ 2013 except where it is provided otherwise in any other Statutes.



8. The Rules and Regulations appended hereto will come into force in accordance with the provisions of Clause 7 of these Statutes and are to be read subject to these Statutes and the Charter.
9. The Rules and Regulations in force on the day prior to the commencement of these Statutes shall, unless replaced by these Statutes referred to in Clause 8 of these Statutes, continue in force as though they were incorporated into Rules and Regulations set out above and will in all other respects be subject to the provisions of the Charter and these Statutes.
10. The Status of the University shall be as provided by Section 3 of the Charter.
11. In accordance to section 29 (2) of the Charter, the Council shall not make, amend, or revoke any Statutes relating to the functions and privileges of the Vice Chancellor or Senate without first obtaining the recommendations of the Senate.



SCHEDULES

SCHEDULE I

COMMITTEES

A. COUNCIL COMMITTEES

1. Executive Committee

Membership

- i. The Chairman of the Council shall be the Chairman of the Committee;
- ii. The five members of the council appointed as per section 36(1)(d) of the Act;
- iii. The Vice-Chancellor who shall be the Secretary.

Where applicable the following shall be in attendance:

- i. Deputy Vice Chancellors
- ii. Registrars
- iii. Finance Officer
- iv. Corporation Secretary

Terms of Reference

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

2. Finance, Planning and General Purposes Committee

Membership

- i. A Chairman appointed by the Council from among its members
- ii. The Principal Secretary in the Ministry responsible for University Education;
- iii. The Principal Secretary, Ministry responsible for Finance;
- iv. Two members appointed under section 36(1)(d) of the Act;
- v. The Vice-Chancellor who shall be the Secretary.

The following shall be in attendance:

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- i. Deputy Vice Chancellors
- ii. Principals of Colleges
- iii. Registrars
- iv. Finance Officer
- v. Corporation Secretary

Terms of Reference

Subject to approval by the Council, the Committee shall:

1. Manage the University's entire finances and recommend to the Council for approval, the University's annual budget and certain items of major expenditure.
2. Manage the University's physical planning and development including physical projects.
3. Be responsible for:
 - i. Investments
 - ii. Ensuring the preparation of proper books and records of accounts of income and expenditure, assets and liabilities of the University
 - iii. Fund raising for the University
 - iv. Administration of special funds benefactions
 - v. Receiving, considering and recommending proposals of physical development plans;
 - vi. Considering of plans and budgets for recurrent and development expenditure;
 - vii. Monitoring of construction projects in progress;
 - viii. Performing such other duties as may be referred to it by the Council from time to time;

3. Human Resource Management Committee

Membership

- i. A Chairman appointed by the Council from among its members
- ii. The Principal Secretary in the Ministry responsible for University Education;
- iii. Two members appointed under section 36(1)(d) of the Act;
- iv. The Vice-Chancellor who shall be the Secretary.

The following shall be in attendance:

- i. Deputy Vice Chancellors

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- ii. Principals of Colleges
- iii. Registrars
- iv. Finance Officer
- v. Human Resource Manager
- vi. Corporation Secretary
- vii. Dean/Director and Chairman/Head of Department (for cases of employment and disciplinary of staff in their respective Schools/Departments)

Terms of Reference

Subject to approval by the Council, the Committee shall:

- i. Advise the Council on the Schemes of Service and Terms and Conditions of Service for staff
- ii. Advise Council on Staffing requirements and Recruitment of Senior Officers and recommend to Council staff for promotions into all established Academic and administrative posts provided that the Vice Chancellor can make temporary appointments to such posts for renewable contractual periods not exceeding one year
- iii. Draw up criteria for appointment, promotion and for grading of staff.
- iv. Consider and recommend for appointment and promotion of staff at grade 14 and above.
- v. Consider and recommend disciplinary cases and appeals and appropriate action taken or to be taken on behalf of the Council of staff at grade 14 and above.
- vi. Receive and consider from Management appointment and promotion of staff at grade 1 to 13.
- vii. Receive and consider from Management disciplinary cases and appeals and appropriate action taken or to be taken on behalf of the Council of staff at grade 1 to 13.
- viii. Receive reports from management on persons employed on contract.
- ix. Review salaries, conditions and Terms of Service for University staff when necessary or when directed to do so by Council.
- x. Advise the Council on matters relating to the welfare of staff and students of the University
- xi. Recommend rewarding of meritorious performance and deserving cases.
- xii. Consider policies pertaining to appointment, appraisal and promotions in the University.
- xiii. Advise on any other activities of the University as may be mandated.

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4. Audit Risk and Compliance Committee

Membership

- i. A Chairman appointed by the Council from among its members;
- ii. The Principal Secretary in the Ministry responsible for Finance;
- iii. Three members appointed under section 36(1)(d) of the Act;
- iv. Internal Auditor who shall be the Secretary to the committee.

Terms of Reference

Subject to approval by the Council, the Committee shall:

- i. Receive and consider reports on University internal and external finances and submit its findings.
- ii. Review financial statements prior to approval by the Council.
- iii. Ensure the effectiveness of Internal Audit function.
- iv. Ensure the carrying out and effectiveness of the Annual Statutory Audits.
- v. Co-ordinate Internal Audit coverage.
- vi. Advise on systems of internal controls and their effectiveness.
- vii. Ensure that there are effective measures in place to mitigate against identified business risks.
- viii. Supervise and/or advise on any other activities of the University as may be mandated by the Council.

5. Sealing and Statutes Committee

Membership

- i. A Chairman appointed by the Council from among its members;
- ii. The Principal Secretary in the Ministry responsible for University Education;
- iii. Two members appointed under section 36(1)(d) of the Act;
- iv. The Vice-Chancellor who shall be the Secretary.

The following shall be in attendance:

- i. Deputy Vice Chancellors
- ii. Principals of Colleges
- iii. Registrars
- iv. Finance Officer
- v. Corporation Secretary



Terms of Reference

Subject to approval by the Council, the Committee shall:

- i. Authorize on behalf of Council the application of the University Seal on documents.
- ii. Receive and recommend for approval/amendments of Statutes.
- iii. Recommend the review of the Statutes of the University from time to time and whenever necessary.
- iv. Advise and or perform on any other matter of the University as may be mandated by the Council.

B. SENATE COMMITTEES

I. Deans Committee

Membership

- i. Deputy Vice Chancellor (Academic, Research and Extension) – Chairman
- ii. Principals of Colleges
- iii. Deans of Schools
- iv. Directors of Schools/Institutes/Centres/Units
- v. University Librarian
- vi. Dean of Students.
- vii. Registrar (Academic Affairs) – Secretary

Terms of Reference

Subject to approval by the Senate, the Committee shall:

- i. Deal with matters that may be referred to the Committee by the Vice Chancellor or Senate.
- ii. Function as the University's Admission Board and in this respect:
 - a. Receive, consider and approve all applications for admission to the University for programmes and make recommendations to the Senate from time to time on the University's admission policy including the admission requirements and procedures;
 - b. Receive, consider and approve as appropriate, applications for inter/intra-departmental and inter/intra-School transfer of students;

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- iii. Make recommendations to Senate on regulations governing admissions, fees and any other matter.
- iv. Consider and recommend prizes and exchange programmes offered to the University particularly regarding determination of conditions and other details of awards.
- v. Consider and allocate funds for academic staff traveling to conferences.
- vi. Consider and advise Senate on regulations, guidelines, policy matters and principles regarding the curricula.
- vii. Make recommendations to Senate on proposals from Boards of Schools, Institutes, and Centres which may have implications for other Schools or for the system in the University as a whole.

2. a. Students Disciplinary Committee

Membership

- i. Deputy Vice Chancellor (Academic, Research and Extension) – Chairman
- ii. Registrar (Academic Affairs) – Secretary
- iii. Deputy Dean of Students
- iv. Chairperson of Department in which the affected student is registered
- v. Two student representatives

In attendance:

- vi. Corporation Secretary
- vii. Officer responsible for Counseling

Any other person co-opted by the Committee

Terms of Reference

Subject to approval by the Senate, the Committee shall:

- i. Receive and consider matters of disciplinary nature affecting students on behalf of the Senate.
- ii. Investigate issues surrounding misconduct by students that may have adverse effect on the students and recommend appropriate action.
- iii. Recommend disciplinary cases that may require suspension or expulsion from the University.
- iv. Formulate and review from time to time the code of conduct for University students and in particular recommend amendments to the Rules and Regulations Governing the Conduct and Discipline of Students.



b. Student Appeals Committee

Membership

- i. Vice Chancellor – Chairman
- ii. Registrar (Academic Affairs) – Secretary
- iii. Dean of Students
- iv. Dean of the School in which the affected student is registered
- v. President of TUMSA and One Student Representative

In attendance:

1. Corporation Secretary
2. Officer responsible for Counseling
3. Any other person co-opted by the Committee

Terms of Reference

- i. Receive and consider matters of Appeal of the decisions of the Student Disciplinary Committee.
- ii. May Uphold or overturn decisions of the Student Disciplinary Committee upon hearing of the Appeal.

The Appeals Committee shall be the final Appeal a student can make concerning the decision of the Student Disciplinary Committee.

3. Library Committee

Membership:

- i. Deputy Vice Chancellor (Academic, Research and Extension) – Chairman
- ii. Principals of Colleges
- iii. Registrar (Academic Affairs)
- iv. Deans of Schools
- v. Directors of Institutes/Schools/Centres
- vi. Finance Officer
- vii. University Librarian – Secretary

Terms of Reference

Subject to approval by the Senate, the Committee shall:

- i. Consider facilities and resources needed and advise on all matters relating to the development of Library as a resource centre for learning and research.
- ii. Make recommendations regarding rules and regulations, guidelines and principles of managing the Library.
- iii. Make recommendations on the stocking and equipping of the Library.

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- iv. Prepare and submit an annual report on the functioning of University Libraries.
- v. Deal with any other matters referred to it by the Senate.

4. Student Affairs Committee

Membership

- i. Deputy Vice Chancellor (Academic, Research and Extension) – Chairman
- ii. Principals of Colleges
- iii. Registrars
- iv. Dean of Students
- v. Finance Officer
- vi. Directors of Institutes/Centres/Schools
- vii. Deans of Schools
- viii. University Librarian
- ix. Medical Officer
- x. TUMSA President
- xi. TUMSA Secretary General

Where applicable the following shall be in attendance:

- xii. Catering Manager
- xiii. Accommodation Manager
- xiv. Sports and Games Officer
- xv. Industrial Liaison Officer
- xvi. Security Officer

Terms of Reference

To deal with students' matters referred to the Committee on aspects such as:

- i. Catering and Accommodation services.
- ii. Health and Medical services.
- iii. Recreation, Entertainment, Games and Sports.
- iv. Students' Association, Clubs and Societies.
- v. Students' Safety and Security.
- vi. Students' Careers.
- vii. Bursaries and Scholarships.
- viii. Industrial Linkages, Attachments and Placements.
- ix. Collaboration with other Universities and Institutions.
- x. Dealing with such matters as the Senate may refer to the Committee from time to time.

Note:

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For issues relating to items i to v, the Dean of Students shall be the Secretary. The Registrar (AA) shall be the Secretary for items vi to ix.

5. Partnership, Research & Innovation Committee

Membership

- i. Deputy Vice Chancellor (Academic, Research and Extension) – Chairman
- ii. Principals of Colleges
- iii. Directors of Institutes/, Schools/Centres
- iv. Deans of Schools
- v. Two senate representatives
- vi. Finance Officer
- vii. Corporation Secretary
- viii. Library Representative
- ix. Registrar (Partnerships, Research and Innovation) – Secretary

Terms of reference:

To co-ordinate all research and business incubation activities from internal and external sources by:

- i. Establishing research priorities.
- ii. Receiving, evaluating and approving proposals for funding.
- iii. Receiving, evaluating and approving business plan proposals.
- iv. Allocating funds to approved research proposals.
- v. Identifying special facilities for research and incubation.
- vi. Advising the Senate on the general research policy of the University.
- vii. Maintaining a database for University research, publication, and innovation.
- viii. Organizing seminars and conferences on research and innovation.
- ix. Causing to be published Research, Innovation and Technology activities in the University journal.
- x. Causing to be published a compendium of all Research and Innovation activities.
- xi. Administering the publications fund of the University and grant aid to designated publications.
- xii. Ensuring patenting of the discoveries or innovations made in University.
- xiii. Dealing with such matters as the Senate may refer to the Committee from time to time.



6. Scholarships Award Committee

Membership

- i. Deputy Vice Chancellor (Academic, Research and Extension) – Chairman
- ii. Deputy Vice Chancellors
- iii. Principals of Colleges
- iv. Registrars
- v. Deans of Schools
- vi. Directors of Institutes/Schools/Centres
- vii. University Librarian
- viii. Finance Officer
- ix. Human Resource Manager
- x. Registrar (Academic Affairs) – Secretary

Terms of Reference

- i. To formulate and review the scholarship policy.
- ii. To solicit funds for scholarships
- iii. To receive and process applications for scholarships.
- iv. To award scholarships received by the University.
- v. To deal with such matters as the Senate may refer to the Committee from time to time.

7. TVET Committee

Membership

- i. Deputy Vice Chancellor (Academic, Research and Extension) - Chairman
- ii. Principals of Colleges
- iii. Registrars
- iv. Finance Officer
- v. Deans of Schools
- vi. Directors of Institutes/Schools/Centres
- vii. University Librarian
- viii. Director (TVET) – Secretary

Terms of Reference

- i. To cause to develop policies and guidelines for effect implementation of TVET programmes.

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- ii. To ensure that all TVET related certificate, Diploma, and Higher Diploma structures, are aligned to existing University curricula.
- iii. To ensure alignment between the University Charter, TVET Act and the University Act.
- iv. To advise the Schools on the development of TVET programmes.
- v. To cause mobilization of resources.
- vi. To advise the Senate on TVET related matters.
- vii. To deal with such matters as the Senate may refer to the Committee from time to time.

8. Occupational Safety and Health Committee

Membership

- i. Deputy Vice Chancellor (Administration, Finance and Planning) - Chairman
- ii. Principals of Colleges
- iii. Dean of Students
- iv. Registrars
- v. Two Senate members
- vi. Finance Officer
- vii. Medical Officer
- viii. Corporation Secretary
- ix. Registrar (Administration and Planning) – Secretary

Where applicable the following shall be in attendance:

- x. Human Resource Manager

Terms of Reference

To coordinate all Occupational Safety and Health activities such as:

- i. Recommending to the Senate on environmental and safety measures and policies to be adopted by the University.
- ii. Developing and recommending internal standards and policies.
- iii. Monitoring, evaluating and preparing reports.
- iv. Ensuring mechanisms are in place for systematic hazard identification and risk assessment.
- v. Promoting health and safety and foster a credible “Safety Culture”.
- vi. Identifying and recommending health and safety priority areas for the purpose of rational resource allocation.

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- vii. Dealing with such matters as the Senate may refer to the Committee from time to time.

9. Planning, Development and Budget Committee

Membership

- i. Deputy Vice Chancellor (Administration, Finance and Planning) – Chairman
- ii. Deputy Vice Chancellor (Academic, Research and Extension)
- iii. Principals of Colleges
- iv. Registrars
- v. Deans of Schools
- vi. Directors of Institutes/Schools/Centres/Unit
- vii. Dean of Students
- viii. Finance Officer
- ix. University Librarian
- x. Corporation Secretary
- xi. Project Manager

The following shall be in attendance:

- xii. Officer in charge of Planning
- xiii. Human Resource Manager

Terms of Reference

- i. To evaluate and recommend budgets from departments in line with funds available.
- ii. To recommend allocation of expenditure.
- iii. To recommend virement.
- iv. To explore and recommend alternative sources of funding.
- v. To make recommendations on staffing levels.
- vi. To plan and recommend, maintenance and allocation of facilities.
- vii. To monitor and evaluate the implementation of the Strategic Plan including Performance Contracting.
- viii. To plan University expansion including implementation of the Master Plan.
- ix. To advise on development and implementation of physical projects.
- x. To deal with such matters as the Senate may refer to the Committee from time to time.

Note:

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For issues relating to items v to x, the Registrar (Administration and Planning) shall be the Secretary. The Finance Officer shall be the Secretary for items i to iv.

10. Information Communication & Technology Services (ICTS) Committee

Membership

- i. Deputy Vice Chancellor (Administration, Finance & Planning)- Chairman
- ii. Principals of Colleges
- iii. Registrars
- iv. Finance Officer
- v. Deans of Schools
- vi. Directors of Institutes/Schools/Centres
- vii. Corporation Secretary
- viii. Dean of Students
- ix. University Librarian
- x. Manager ICTS – Secretary

Terms of Reference

- i. To develop and review ICTS development policy.
- ii. To advise on ICTS matters.
- iii. To receive, consider and process proposals of ICTS development plans.
- iv. To deal with such matters as the Senate may refer to the Committee from time to time.

11. Marketing and Community Service Committee

Membership

- i. Deputy Vice Chancellor (Academic, Research and Extension) – Chairman
- ii. Deputy Vice Chancellors
- iii. Principals of Colleges
- iv. Registrars
- v. Finance Officer
- vi. Deans of Schools
- vii. Directors of Institutes/Schools/Centers
- viii. Dean of Students
- ix. University Librarian
- x. Registrar (AA) – Secretary

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Terms of Reference

- i. To develop and implement a marketing policy.
- ii. To monitor, review and report all marketing activities and outputs.
- iii. To plan, implement and control marketing strategy.
- iv. To coordinate all marketing activities.
- v. To deal with such matters as the Senate may refer to the Committee from time to time.

12 Corporate Communications Committee

Membership

- i. Deputy Vice Chancellor (Administration, Finance and Planning) – Chairman
- ii. Deputy Vice Chancellors
- iii. Principals of Colleges
- iv. Registrars
- v. Finance Officer
- vi. Deans of Schools
- vii. Directors of Institutes/Schools/Centers
- viii. Dean of Students
- ix. University Librarian
- x. Corporate Communications Officer – Secretary

Terms of Reference

- i. To oversee corporate communication activities through establishing relationships with stakeholders.
- ii. To manage the overall activities of the customer relationships.
- iii. To develop and execute a brand portfolio strategy.
- iv. To cause to publish a monthly newsletter and a quarterly magazine.
- v. To monitor, review and report all marketing activities and outputs.
- vi. To promote Corporate and Social Responsibility activities.
- vii. To deal with such matters as the Senate may refer to the Committee from time to time.

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13. Human Resource Appointments, Appraisals and Promotions Committee

Membership:

a. For Academic/non-Academic staff: Grades 5-13

- i. Vice Chancellor – Chairman
- ii. Deputy Vice Chancellors
- iii. Principals of Colleges
- iv. Registrars
- v. Finance Officer
- vi. Corporation Secretary
- vii. Human Resource Manager
- viii. Dean/Director of School/Institute concerned
- ix. Chairman/Head of Department concerned
- x. Registrar (Administration and Planning) – Secretary

b. For Non Academic staff: Grades 1-4

- i. Deputy Vice Chancellor (Administration, Finance and Planning) – Chairman
- ii. Deputy Vice Chancellors
- iii. Principals of Colleges
- iv. Registrars
- v. Corporation Secretary
- vi. Finance Officer
- vii. Human Resource Manager
- viii. Chairman/Head of Department concerned
- ix. Registrar (Administration and Planning) – Secretary

Terms of Reference

Subject to approval by the Senate, the Committee shall:

- i. Advise on the Schemes of Service and Terms and Conditions of Service for staff
- ii. Advise on Staffing requirements and Recruitment of staff.
- iii. Draw up a criterion for appointment and promotion of staff.
- iv. Consider and recommend for appointment and promotion of staff from grades I to 13.
- v. Receive reports from management on persons employed on contract.
- vi. Advise on matters relating to the welfare of staff.
- vii. Recommend rewarding of meritorious performance and deserving cases.
- viii. To cause to develop policies pertaining to appointment, appraisal and promotions in the University.

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- ix. To deal with such matters as the Senate may refer to the Committee from time to time.

14. Staff Disciplinary Committee

a. Grade I-13

Membership

- i. Deputy Vice Chancellor (Administration, Finance and Planning) – Chairman
- ii. Deputy Principals of Colleges./Deputy /Directors of Campuses
- iii. Deputy Registrars
- iv. Chief Accountant
- v. Deputy Human Resource Manager
- vi. Chairman/Head of Department concerned
- vii. Registrar (Administration and Planning) – Secretary

In attendance:

- i. Two representatives of the relevant trade union
- ii. Corporation Secretary

b. Grade 14 and above

Membership

- i. Chair of Human Resource Committee of the Council;
- ii. Members of Human Resource Committee of the Council;
- iii. The Vice-Chancellor who shall be the Secretary.

In attendance:

- i. Deputy Vice Chancellors
- ii. Principals of Colleges
- iii. Registrars
- iv. Finance Officer
- v. Human Resource Manager
- vi. Dean/Director of School/Institute concerned
- vii. Corporation Secretary
- iv. Two representatives of the relevant trade union

Terms of reference

- i. To consider charges and evidence on staff disciplinary cases.
- ii. To take action on behalf of Council and report to Council.

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C. Staff Disciplinary Appeals Committee

a. Grade I-13

Membership

- i. Vice Chancellor – Chairman
- ii. Deputy Vice Chancellor – ARE
- iii. Principals of Colleges/Directors of Campuses
- iv. Registrars
- v. Finance Officer
- vi. Human Resource Manager
- vii. Dean/Director of School/Institute concerned
- viii. Registrar (Administration and Planning) – Secretary

In attendance:

1. Two representatives of the relevant trade union
2. Corporation Secretary

Terms of Reference

- i. Receive and consider matters of Appeal of the decisions of the Staff Disciplinary Committee.
- ii. May uphold or overturn decisions of the Staff Disciplinary Committee upon hearing the appeal.

The Appeals Committee is the final Appeal a staff can make concerning the decision of the Staff Disciplinary Committee for grade I-13.





SCHEDULE II

ENTERPRISE BOARD

The Board of Directors shall constitute the following:

- i. Chairman of Council -Chairman
- ii. Two members of the Council appointed under section 36(1) (d) of the Act.
- iii. The Principal Secretary Representative from the National Treasury
- iv. The Vice Chancellor;
- v. The Deputy Vice Chancellor (Administration Finance and Planning)
- vi. Corporation Secretary
- vii. One elected representative from the Senate
- viii. The Managing Director - Secretary

The objective of the Enterprise Board shall be to generate funds for the University.

Notwithstanding the provisions of any other regulation, the University Enterprise Unit Board shall be answerable to the University Council in respect of Enterprise Unit activities and shall have among others the following responsibilities:

- i. To identify business opportunities, draw plans and mobilise resources for investment projects;
- ii. To formulate operating and financial policies and guidelines on how to utilise income generating infrastructure of the University;
- iii. Performing any other activities of the Enterprise Unit as may be delegated by the Council from time to time;
- iv. Subject to the Council's approval, the board may source funds externally.



SCHEDULE III

GENERAL RULES AND REGULATIONS GOVERNING STAFF CODE OF CONDUCT AND ETHICS

1. Subject to these Statutes, there shall be a Code of Conduct and Ethics which shall provide the minimum standards and obligations relating to the behaviour expected of staff members of the University.
2. Staff members of the University shall comply with all requirements and provisions of the Code of Conduct and Ethics.

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