



LEGAL NOTICE NO.....

THE UNIVERSITIES ACT
(No. 42 of 2012)

THE NATIONAL DEFENCE UNIVERSITY- KENYA STATUTES

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THE UNIVERSITIES ACT
(No. 42 of 2012)

THE NATIONAL DEFENCE UNIVERSITY- KENYA STATUTES

IN EXERCISE of the powers conferred by section 23 and 35(1) (a) (ii) of the Universities Act, 2012 and paragraph 36 of National Defence University-Kenya Charter, the Council of the National Defence University-Kenya makes the following Statutes—

THE NATIONAL DEFENCE UNIVERSITY- KENYA STATUTES

PART I – PRELIMINARY

Statute I: Citation

These Statutes shall be cited as the National Defence University – Kenya Statutes, 2023.

Statute II: Interpretation

In these Statutes, unless the context otherwise requires—

“Act” means the Universities Act, No. 42 of 2012;

“academic year” means a period of study consisting of either two semesters or three semesters (trimester), 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;

“Alumni Association” means the Alumni Association of the University established in accordance with paragraph 22 of the Charter;

“Cabinet Secretary” means the Cabinet Secretary for the time being responsible for university education;

“Campus” means campus established under paragraph 10(1) of the Charter;

“Chancellor” means the Chancellor of the University prescribed under paragraph 14(1) of the Charter;

“Charter” means National Defence University-Kenya Charter granted in accordance with section 24 of the Act;

“Chief Librarian” means the person appointed to head the University Library Services under these Statutes;

“Constituent College” means a college established under paragraph 9 of the Charter;

“Constitution” means the Constitution of Kenya, 2010;

“Commandant” means a person appointed as Head of a College of the University;

“Committee of Investigators” means committee of investigators convened under Statute LXX of these Statutes;

“Council” means the Council of National Defence University-Kenya established under Paragraph 16(1) of the Charter;

“Dean” means the Dean of a School as appointed under these Statutes;

“Defence Council” means the Defence Council established under Article 241 (5) of the Constitution;

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

“Deputy Vice-Chancellor” means a Deputy Vice-Chancellor of the University as appointed under the charter;

“Director” means a person appointed/approved as Director of a Directorate, College, or Institute of the University;

“Division” means each component of the University headed by the respective Deputy Vice-Chancellors as provided for in Statutes XXV, XXVI, XXXII and XXXV of these Statutes;

“Financial Year” means the financial year as provided for under the Charter;

“graduate” means a person upon whom a degree or any other academic qualification has been conferred in accordance with these Statutes;

“Head of Legal” means the person appointed to be responsible for the Legal Department of the University under these Statutes;

“Institute” means an Institute of the University established under these Statutes;

“Lecturer” means a member of staff of the University who is, in terms of appointment, a Professor, Associate Professor, Senior Lecturer, Assistant Lecturer, Lecturer, or Tutorial Fellow or a person who holds any other teaching or research post which the Council on the recommendation of the Senate, has recognised as a post having academic status in the University;

“National Security Organs” means the Kenya Defence Forces, the National Intelligence Service and the National Police Service;

“Principal” means a person appointed as head of a Constituent College or a College of the University;

“Registrar” means a Registrar of the University appointed under these Statutes;

“retired military officer” means a person who retired honourably as a commissioned officer of the Kenya Defence Forces and who has been appointed to a position at the University by the Defence Council;

“School” means a School of the University established under these Statutes;

“Serving Officer” means a commissioned officer of the Kenya Defence Forces;

“Statutes” means University Statutes made by the Council in accordance with the Act and the Charter;

“student” means a person registered by the University for the purposes of obtaining education and training towards the acquisition of a particular qualification or any other person who is determined by the Senate to be a student within a similar context;

“Unit” means a body, which for administrative purposes has been designated by the Council as being constituted within a particular department or other bodies of equivalent status within the University;

“University” means National Defence University-Kenya established under the Charter;

“University Management Board” means the University Management established under paragraph 23(1) of the Charter;

“Vice-Chancellor” means the Vice-Chancellor of the University appointed pursuant to paragraph 17(1) of the Charter.

Statute III: The Vision, Mission, Philosophy and Core Values of the University

1. The vision of the University is to be a premier centre of excellence in training and research in national security and strategy.

2. The mission of the University is to advance human intellectual capacity in management of national security through the pursuit of education, research, innovation, and community outreach in order to produce graduates of honour and integrity, capable of securing the country and enhancing national performance.

3. The core values of the University are to uphold academic freedom, intellectual honesty and excellence, diversity, discipline, integrity, dignity and institutional and personal responsibility.

PART II – MEMBERSHIP AND GOVERNANCE OF THE UNIVERSITY

Statute IV: Members of the University

1. Pursuant to paragraph 13(1) of the Charter, the members of the University shall be—

- (a) the Chancellor;
- (b) the members of the Council;
- (c) the Vice-Chancellor;
- (d) the Deputy Vice-Chancellors;
- (e) the Commandants, Principals and Directors of Colleges and Institutions of the University;
- (f) the Commandants, Principals and Heads of Constituent Colleges;
- (g) the Deans and Directors of Faculties or Institutes;
- (h) the Head of Legal;
- (i) the Staff of the University;
- (j) the Chief Librarian;
- (k) the Registrars;
- (l) the Alumni;
- (m) the Students; and
- (n) such other members of staff of the University or any other body formally admitted into association with the University as the Council may determine from time to time.

2. The Council, 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 cease to hold any of the offices or status designated under the Kenya Defence Forces Act, the Charter, these Statutes or any other relevant laws.

Statute V: The Chancellor

1. Pursuant to paragraph 14(1) of the Charter, the President of the Republic of Kenya and Commander-in-Chief of the Defence Forces, shall be the Chancellor of the University.

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

3. The Chancellor may recommend to the Cabinet Secretary and the Cabinet Secretary for the time being responsible for Defence, a visitation to the University.

4. The Chancellor shall direct the Cabinet Secretary and the Cabinet Secretary for the time being responsible for Defence, on the course of action to be taken following a visitation.

5. The Chancellor may, from time to time, direct or advise the Council on matters which the Chancellor considers necessary for the betterment of the University.

6. The Chancellor shall enjoy such powers and privileges and perform such other functions as may be necessary.

Statute VI: The Council

1. Pursuant to paragraph 16(1) of the Charter, the Council of the University shall consist of—

- (a) the Chief of the Kenya Defence Forces, who shall be the Chairperson;
- (b) the Vice-Chief of the Kenya Defence Forces;
- (c) the Director-General of the National Intelligence Service;
- (d) the three Service Commanders of the Kenya Defence Forces;
- (e) the Principal Secretary responsible for university education;
- (f) the Principal Secretary responsible for Defence;
- (g) the Principal Secretary, the National Treasury;
- (h) a person with experience in diplomacy, not being an employee of the University, appointed by the Cabinet Secretary for Defence;
- (i) one senior academician, not being an employee of the University and with experience in matters relating to higher education, appointed by the Cabinet Secretary responsible for university education;
- (j) one person from the public or the private sector with proven entrepreneurial or resource mobilization skills, appointed by the Cabinet Secretary responsible for university education in consultation with the Cabinet Secretary for Defence; and

(k) the Vice-Chancellor, who shall be the Secretary.

2. The Council may co-opt such other persons whose skills or experience are necessary for the purpose of the functions of the Council for such period as it may deem appropriate.

3. In making appointments under subparagraphs (h), (i) and (j), the appointing authority shall have regard to gender equity within the Council.

4. Persons appointed as members of the Council pursuant to subparagraphs (h), (i) and (j) shall hold office for a period of three years.

5. Where the office of a member of the Council becomes vacant, the Vice-Chancellor shall notify the appointing authority within fourteen days and request for the appointment of a replacement.

6. The Council shall—

- (a) make and approve Statutes in accordance with the Act;
- (b) determine, recruit, appoint and promote employees of the University who are not members of the National Security Organs;
- (c) request and accept the secondment and transfer of public officers from public agencies with concurrence of the relevant appointing authority;
- (d) approve the removal from office and any other disciplinary action over staff appointed;
- (e) approve terms and conditions of service for employees of the University who are not members of the National Security Organs;
- (f) approve reports from the Senate on conferment of Honorary Degrees;
- (g) recommend the annual budget of the University to the Ministry responsible for Defence;
- (h) administer the property and finances of the University in a manner and for purposes which promote the best interests of the University;
- (i) recommend to the Ministry responsible for Defence, the purchase, lease or hire or acquisition and holding of any land, buildings, easements or inheritances of any tenure and other freehold or leasehold property;

- (j) recommend the construction or provision of buildings, works, stores, plants and equipment which may from time to time be deemed necessary for the University;
- (k) determine, after considering the recommendations of the Senate, all fees payable to the University;
- (l) on the recommendation of the Senate, and in accordance with these Statutes, approve the creation of new divisions, faculties, schools, institutes, departments, centres or other bodies of learning, research and production in the University;
- (m) consider and recommend to the Cabinet Secretary the establishment of constituent colleges.
- (n) institute, on the recommendation of the Senate, fellowships, scholarships, studentships, exhibitions, bursaries, prizes and other aids to study and research;
- (o) approve the terms and conditions upon which internal and external examiners shall be appointed by the Senate;
- (p) set up such committees as may be appropriate to perform such functions and discharge such responsibilities as it may determine, provided that the Council may not delegate its principal mandate to the committees;
- (q) approve regulations governing the conduct and discipline of students and staff of the University in accordance with the Second Schedule;
- (r) receive, on behalf of the University, donations, endowments, gifts, grants or other moneys and make legitimate disbursements therefrom;
- (s) provide for the welfare of the staff, employees and students of the University;
- (t) monitor and evaluate the implementation of strategies, policies, and the management criteria and plans of the University;
- (u) enter into association, collaboration or linkages with other bodies or organizations within or outside of Kenya as the University may consider desirable or appropriate and in furtherance of the purpose for which the University is established;

- (v) ensure that the University complies with the Constitution, other relevant laws, regulations, good governance practices, accounting and auditing standards;
- (w) make new or additional Statutes, alter, amend or revoke existing Statutes on the recommendation of the Senate and cause them to be *Gazetted*;
- (x) approve staff establishment for the proper functioning of the University;
- (y) mobilize resources for infrastructure development;
- (z) approve investment of any money belonging to the University as the Council may deem fit from time to time;
- (aa) approve a Seal, Coat of Arms and Mace for the University;
- (bb) determine the provisions to be made for capital and recurrent expenditure and for reserves of the University;
- (cc) with the concurrence of the National Treasury, open a bank account or accounts for the funds of the University;
- (dd) receive and giving effect to reports and recommendations from the University Management Board on matters that the Board is authorized by the Charter and these Statutes;
- (ee) cause to be prepared annual financial statements for the University and submit them for audit; and
- (ff) perform any other duties as may be provided in the Statutes and may have such other powers as provided for in the Act.

7. The Council may, subject to such restrictions as it may impose, delegate either generally or specifically, to any person, Committee, or body, the power to appoint any member of the staff of the University.

8. Notwithstanding the generality of Statute VII (7), the Council may delegate to the University Management Board, the power to recruit and appoint any member of staff of the University, subject to ratification by the Council.

9. The Council may delegate any of its functions or duties to a committee consisting of such members of the Council and other persons as the Council may determine and the Council may empower any such committees to act jointly with any committees appointed by the University Management Board.

10. Where the Council has delegated functions to a Committee, person or body, such a Committee, person or body shall not sub-delegate such functions.

Statute VII: Meetings of the Council

1. The Council shall meet not less than four times in every financial year and not more than four months shall elapse between the date of one meeting and the date of the next meeting.

2. The Chairperson may at any time call a special meeting of the Council.

3. The Chairperson shall preside at every meeting of the Council, at which he is present, but in the absence of the Chairperson, the Vice-Chief of the Kenya Defence Forces shall preside over the meeting.

4. The quorum for a meeting of the Council shall be the nearest whole number above half of all the members.

5. A decision on any matter before the Council shall be by consensus.

6. A member who has an interest in a matter being considered or to be considered by the Council shall, as soon as the relevant facts regarding the matter come to the knowledge of the member, disclose the nature of such interest, and shall not be present during any deliberations on the matter.

7. The Council shall cause the minutes of all proceedings of its meetings to be recorded and kept, and shall be signed by the Chairperson or the person presiding at the meeting and the Secretary to the Council.

8. The Council may, at the discretion of the Chairperson, transact any business by electronic consultation and any decision so taken shall be submitted for ratification at the next meeting of the Council.

9. The Chairperson, in emergency cases, may approve on behalf of the Council, a request from the University Management Board provided that the decision so taken shall be submitted for ratification at the next meeting of the Council.

10. Subject to the provisions of the Charter and these Statutes, the Council may regulate its own procedures.

Statute VIII. The Committees of the Council

1. The Committees of the Council shall be—

- (a) the Finance, Planning and Human Resource Committee;
- (b) the Audit, Risk and Compliance Committee;
- (c) the Academic and Research Committee; and
- (d) such other Committee as the Council may establish from time to time.

2. The Council shall appoint the chairperson of each Council Committee, in accordance with the competence of the members, provided that, in the absence of the Chairperson of any Committee, the members present and constituting a quorum may elect one person from among themselves to be the chairperson of the meeting.

3. Unless the Council otherwise determines, the quorum of any Committee of the Council shall be the nearest whole number above half the membership of the Committee.

4. The Council Committees shall cause minutes of their proceedings to be kept by the Council Secretary and such minutes shall be confirmed, subject to any necessary amendment at a subsequent meeting.

5. The Council Committees, where it deems necessary, may co-opt senior members of staff to offer technical expertise from time to time.

Statute IX: The Finance, Planning and Human Resource Committee

1. The Finance, Planning and Human Resource Committee shall—

- (a) oversee the preparation and annual review of the budget for all aspects of the academic service and other activities of the University and report to the Council;
- (b) recommend to the Council annual budgets in light of the overall plan, the annual operating budgets from the academic units and other cost centres, and other relevant information;
- (c) review the University's financial strategy for approval by the Council;
- (d) oversee the University's financial management and financial control systems and making quarterly reports to the Council;
- (e) provide an independent review of the University's reporting functions to ensure the integrity of financial reports;
- (f) monitor, review and oversee the sustainability and progress of the University;
- (g) oversee the University's performance management function;
- (h) review and monitor the implementation and effectiveness of the University's employment policies, plans and strategies through regular reports provided by the University Management Board;
- (i) oversee the formulation and subsequent monitoring and review of policies on recruitment and selection, staff

development and training, performance management and salaries and other conditions of service;

- (j) oversee the relationship between the University and its employees;
- (k) receive reports from the University Management Board on staff discipline which have the potential to receive external public attention;
- (l) review and recommend to the Council the terms and conditions of service for staff, remuneration, salaries, allowances and other staff payments based on the advice of the Salaries and Remuneration Commission;
- (m) receive reports and recommendations from the University Management Board regarding promotions, re-grading, the award of salary increments and contribution payments to staff;
- (n) address matters of occupational health and safety;
- (o) consider and advise on matters referred by the Council, the University Management Board or the Vice-Chancellor;
- (p) hear and determine disciplinary matters as well as complains involving staff from the level of the Director and above for civilian staff only;
- (q) hear and determine appeals from disciplinary or complain processes handled by the University Management Board; and
- (r) perform such other actions on behalf of the Council in relation to the University's financial operations as may be directed.

2. The Committee shall submit quarterly reports to the Council.

3. The Committee shall consist of—

- (a) the Principal Secretary to the National Treasury or his representative;
- (b) a minimum of three other members of the Council, one of whom shall be the chairperson;
- (c) the Vice-Chancellor, who shall be the Secretary; and
- (d) such other persons as may be co-opted on the directions of the Council.

4. The Deputy Vice-Chancellors, the Head of Legal and the Chief Finance Officer shall be in attendance.

Statute X: The Audit, Risk and Compliance Committee

1. The Audit, Risk and Compliance Committee of the Council shall—
 - (a) conduct an annual performance review of the University regarding the attainment of strategic goals;
 - (b) monitor and review policies related to the efficient planning, decision-making processes and models for continuous improvement and reporting to the Council;
 - (c) monitor the University's governance arrangements, policies relating to reporting and disclosing information, the Statutes and regulations and reporting to the Council;
 - (d) consider and approve the annual internal audit work plan;
 - (e) oversee the implementation of the recommendations of the internal and external auditors;
 - (f) oversee all financial and non-financial internal control and risk management functions;
 - (g) provide oversight of the University's internal audit function;
 - (h) provide liaison and facilitating communication between the University's management and external auditor; and
 - (i) consider and evaluate the University's compliance with laws, policies, statutes and report to Council;
 - (j) consider and make recommendations on the University's risk management framework and report to the Council;
 - (k) receive and consider risk assurance reports from the Internal Auditor;
 - (l) receive and consider periodic audit reports from the internal auditor and the external auditor;
 - (m) ensure timely resolution of recommendations by internal and external auditors; and
 - (n) perform such other functions as provided by the law or assigned by the Council.
2. The Committee shall consist of—
 - (a) the Principal Secretary to the National Treasury or his representative;
 - (b) a minimum of three other members of the Council, one of whom shall be the chairperson; and

- (c) such other persons as may be co-opted on the directions of the Council.

3. The Internal Auditor shall be the secretary to the Committee.

4. The Vice-Chancellor shall not be a member of the Committee, but shall only attend a meeting of the Committee on the invitation of the chairperson of the Committee.

5. The Head of Legal shall attend the meetings of the Committee.

6. The Committee shall submit its reports and minutes to the Council at least once every quarter of the year.

Statute XI: The Academic and Research Committee

1. The Academic and Research Committee of the Council shall oversee the performance of the academic and research functions of the University.

2. The Committee shall—

- (a) monitor and oversight the implementation of academic programs within the University;
- (b) oversee the conduct of research within the University;
- (c) monitor and review academic processes and related academic resources with the view of assuring and safeguarding the University's vision and mission;
- (d) consider and recommend to the Council the establishment of colleges, constituent colleges, campuses, schools, institutes and faculties of the University;
- (e) consider and recommend to the Council establishment of linkages and collaboration with other institutions and industry; and
- (f) receive and consider proposals from the Senate regarding academic matters, strategies and regulations governing student admissions, developing new academic programmes, learning and teaching, academic quality assurance, scholarships, student monitoring, student discipline, intellectual property and honorary degrees.

3. The Committee shall consist of—

- (a) at least three members of the Council, one of whom shall be the Chairperson;
- (b) the Chairperson of the Finance, Planning and Human Resource Committee;

- (c) the Vice-Chancellor, who shall be the secretary; and
- (c) any other person co-opted on the directions of the Council;

4. The Deputy Vice-Chancellors and the Head of Legal shall be in attendance in the meetings of the Committee.

Statute XII: The Senate

1. Subject to the provisions of the Charter, the Senate shall be responsible for the University's academic matters and shall undertake the functions assigned to it in the Charter and these Statutes.

2. Pursuant to paragraph 21(1) of the Charter, the Senate shall consist of—

- (a) the Vice-Chancellor, who shall be the Chairperson;
- (b) the Deputy Vice-Chancellors;
- (c) the Deputy Vice-Chancellor (Academic Affairs), who shall be the Secretary;
- (d) the Principals and Deputy Principals of Constituent Colleges;
- (e) the Heads of Colleges and institutions of the University;
- (f) all Deans of Faculties and Schools, and Directors of Institutes and Centres of the University;
- (g) all Heads of the University Departments;
- (h) all Heads of Academic Programmes of the University and the Constituent College;
- (i) the Registrars;
- (j) the Chief Librarian and librarians of the Constituent Colleges;
- (k) the Professors of the University;
- (l) a representative of the teaching staff;
- (m) a representative of the University students;
- (n) the Head of Legal; and
- (o) such other member as the Council may determine from time to time.

3. Persons who are members of the Senate by virtue of their office shall cease to be members when they cease to hold such offices.

4. Pursuant to paragraph 21(2) of the Charter, the Senate shall—
- (a) satisfy itself regarding the content and academic standards of any course of study in respect of any degree, diploma, certificate or other award of the University;
 - (b) propose Statutes to be made by the Council regarding the eligibility of persons for admission to degree, diploma and certificate programmes;
 - (c) propose Statutes to be made by the Council regarding the standard of proficiency to be demonstrated in each examination for a degree, diploma, certificate or other award of the University;
 - (d) determine which persons have attained the prescribed standards of proficiency and are otherwise fit to be conferred a degree, diploma, certificate or other awards of the University;
 - (e) initiate proposals relating to the conduct of the University's academic programmes or affairs generally and to make representations thereon to the Council;
 - (f) recommend to the Council the establishment, or abolition or harmonization of Faculties, Schools, Institutes, Units, Departments, and Centres as the Senate may deem necessary from time to time;
 - (g) recommend to the Council, subject to the Act, the establishment or abolition or supervision, degree and other academic programmes and their titles in the University;
 - (h) set the dates of the academic year and determine the schedule of academic programmes within the academic year;
 - (i) approve all syllabi of the University;
 - (j) make regulations governing methods of assessing and examining student academic performance;
 - (k) evaluate academic records of both undergraduate and postgraduate candidates for the purpose of admission into the University;
 - (l) regulate the conduct of examinations;
 - (m) appoint internal and external examiners;
 - (n) recommend to the Council the terms and conditions for the appointment of internal and external examiners;

- (o) approve examination results;
- (p) approve, subject to the Act, the conferment of degrees including the award of honorary degrees and other academic distinctions;
- (q) determine the qualifications or credits from other Universities or institutions acceptable as equivalent to particular qualifications of the University;
- (r) determine the procedure to be followed in the conferment of degrees and other awards;
- (s) determine the design of academic dress and prescribing its use;
- (t) evaluate research, teaching, staffing and general work of anybody or section of the University and if it so wishes to report and recommend to the Council;
- (u) promote and administer the extra-mural, external and extension work of the University;
- (v) promote cooperation and linkages with other institutions of higher learning and industry;
- (w) make regulations governing the award of fellowships, scholarships, bursaries, prizes and other awards;
- (x) develop, implement and promote quality assurance systems and structures in University operations;
- (y) promote the welfare of University students and staff;
- (z) propose regulations and procedures for the discipline of non-military students and make recommendations thereof to the Council;
- (aa) discontinue a student from a programme of study on academic grounds;
- (bb) receive proposals from various Boards and Faculties, Institutes, Schools, Centres and considering their recommendations and making appropriate decisions;
- (cc) recommend to the Council criteria for appointment and promotion of academic staff of the University;
- (dd) review these Statutes from time to time and making recommendations thereof to the Council provided that all Statutes shall be reviewed at least once every five years;

- (ee) determine general policy matters relating to the library, laboratories, teaching aids, workshops and such other academic services which are in its view necessary for the furtherance of academic objectives;
- (ff) establish *ad hoc* Student Disciplinary Appeals Committee to hear, review and make recommendations to the Senate on student disciplinary appeals; and
- (gg) exercise all such powers as are or may be conferred on the Senate by the Charter, the Act, these Statutes and regulations and do such other functions as the Council may authorize.

Statute XIII: Meetings of the Senate

1. Unless the Senate otherwise determines, ordinary meetings of the Senate shall be held at least once a semester.

2. Special meetings of the Senate may be held from time to time as determined by the Vice-Chancellor or upon receipt of a written request from not less than one-third of the members of Senate, provided that the written request shall state the purpose of the meeting. Such meetings shall be convened within two weeks of the date of the written request.

3. All academic matters in the University whether in general, or in any particular case shall be discussed at the Senate meetings.

4. The quorum for the Senate meetings shall be the nearest whole number above half the membership.

5. The Vice-Chancellor, or in his absence, the Deputy Vice-Chancellor (Academics Affairs) shall preside over all meetings, and in the event of the absence of both the Vice-Chancellor and the Deputy Vice-Chancellor (Academics Affairs), any of the other Deputy Vice-Chancellor present shall chair the meeting.

6. Decisions of the Senate shall be by consensus.

7. The Senate shall meet at such University premises as the Chairperson shall determine from time to time.

8. In exceptional circumstances, the Senate may meet at any other premise on the approval by the Chairperson of Council.

Statute XIV: The Senate Committees

1. The Senate may establish the following committees and boards with membership and with such terms of reference as it may deem fit—

- (a) the Academic Committee, which shall consist of—

- (i) the Deputy Vice-Chancellor (Academic Affairs), who shall be the Chairperson;
 - (ii) the Directors in the Academic and Student Affairs Division;
 - (iii) the Heads of Departments or Programmes;
 - (iv) the Deans or Directors;
 - (v) the Deputy Principals;
 - (vi) the Chief Librarian;
 - (vii) the Registrar (Academic Affairs), who shall be the Secretary; and
 - (viii) the Head of Student Affairs;
- (b) the Library Committee, which shall consist—
- (i) the Deputy Vice-Chancellor (Academic Affairs), who shall be the Chairperson;
 - (ii) the Chief Librarian, who shall be the Secretary;
 - (iii) the Heads of College Libraries;
 - (iv) the Heads of Programmes; and
 - (v) the Registrar (Academic Affairs).
- (c) the Student Disciplinary Committee for students other than students who are members of the National Security Organs, which shall consist of—
- (i) the Deputy Vice-Chancellor (Academic Affairs), who shall be the Chairperson;
 - (ii) at least three other Senate members; and
 - (iii) the Head of Legal;
 - (iv) the Registrar (Academic Affairs) who shall be the Secretary; and
 - (v) the Head of Student Affairs shall be in attendance.
- (d) the Student Disciplinary Appeals Committee for students other than students who are members of the National Security Organs, which shall consist of five members of the Senate, who shall not be members of the Student Disciplinary Committee;
- (e) the Board of Graduate Programmes, which shall consist of—

- (i) the Director of Graduate Programmes, who shall be the Chairperson;
 - (ii) the Director of Examinations;
 - (iii) the Deans or Directors in the Academic and Student Affairs Division;
 - (iv) the Heads of Department or Programmes responsible for graduate programmes;
 - (v) the Chief Librarian;
 - (vi) the Head of Graduate Programmes, who shall be the Secretary; and
 - (vii) the relevant supervisors and examiners shall be in attendance.
- (f) the Collaboration and Linkages Committee, which shall consist of—
- (i) the Deputy Vice-Chancellor (Research, Innovation & Security Studies), who shall be the Chairperson;
 - (ii) the Heads of Colleges;
 - (iii) the Principals and the Deputy Principals;
 - (iv) the Registrars;
 - (v) the Head of Legal; and
 - (vi) in attendance shall be the Director Quality Assurance.
- (g) the Scholarships, Bursaries and other awards Committee, which shall consist of—
- (i) the Deputy Vice-Chancellor (Finance and Administration, who shall be the Chairperson;
 - (ii) the Heads of Colleges;
 - (iii) the Principals;
 - (iv) the Deans or Directors; and
 - (v) in attendance shall be the Registrars, the Heads of Department or Programmes and the Head of Graduate Programmes.
- (h) the Convocation and Ceremonies Committee which shall consist of—
- (i) the Deputy Vice-Chancellor (Academic Affairs), who shall be the Chairperson;

- (ii) the Deputy Vice-Chancellors;
 - (iii) the Deans or Directors;
 - (iv) the Registrars;
 - (v) the Principals and Deputy Principals;
 - (vi) the Heads of College;
 - (vii) the Head of student Affairs, and
- (j) other Committees as may be established by the Senate.
2. The Committees may co-opt any person to attend their meetings on need basis.
3. The terms of reference for the Senate Committees shall be as provided for in the First Schedule.

PART III – MANAGEMENT OF THE UNIVERSITY

Statute XV: The University Management Board

1. There shall be a University Management Board which shall consist of—
- (a) the Vice-Chancellor, who shall be the Chairperson;
 - (b) the Deputy Vice-Chancellors;
 - (c) the Deputy Vice-Chancellor (Finance and Administration), who shall be the Secretary;
 - (d) the Heads of colleges, constituent colleges and institutions of the University;
 - (e) the Deans and Directors of faculties and institutes;
 - (f) the Registrars;
 - (g) the Head of Legal;
 - (h) the Chief Librarian;
 - (i) the Chief Finance Officer; and
 - (j) other officers who may be co-opted by the Board.
2. The University Management Board shall be responsible for—
- (a) managing and administering the day to day operations and affairs of the University;
 - (b) proposing rules and regulations to the Council for the administration of the University;

- (c) drawing the University budget for consideration by the Council;
- (d) submitting proposals and plans to the Council on matters related to development, management and administration of the University;
- (e) developing the University's master and strategic plans;
- (f) implementing the University's policies and submitting reports to the Council;
- (g) ensuring the University relates cordially with its employees;
- (h) preparing reports on staff discipline matters;
- (i) reviewing and recommending to the Council terms and conditions of service, remuneration, salaries, allowances and other university staff payments;
- (j) recommending to the Council staff promotion, re-grading, the award of salary increment and contributive payments;
- (k) hearing and dealing with disciplinary matters as well as grievances involving staff below the level of Director;
- (l) hearing and dealing with appeals from grievance processes handled by other levels of management below the University Management Board; and
- (m) dealing with any other matter referred to it by the Council.

3. The University Management Board may set up such committees as may be appropriate to perform such functions and discharge such responsibilities as it may determine.

Statute XVI: Meetings of the University Management Board

1. The Vice-Chancellor may, in his absence, appoint one of the Deputy Vice-Chancellors, or in their absence, any other member of staff to chair the University Management Board meetings.

2. At all University Management Board meetings, the quorum shall be the nearest whole number above half of the membership of the Board.

3. Unless the University Management Board otherwise determines, a meeting of the University Management Board shall be held at least once every three months.

4. Decisions of the University Management Board shall be by consensus.

5. The Vice-Chancellor may at any time convene a special meeting of the University Management Board.

Statute XVII: The Vice-Chancellor

1. There shall be a Vice-Chancellor of the University who shall be appointed by the Chancellor on the advice of the Council.

2. A person qualifies to be appointed as the Vice-Chancellor if the person is a Serving Officer not below the rank of Lieutenant General or a retired General or General or if a person is neither serving nor retired military officer, should have not less than ten years of experience in strategic leadership in public service.

3. The Vice-Chancellor shall be a holder of at least a master's degree or its equivalent in security or related studies from a University recognized in Kenya.

4. The Vice-Chancellor shall possess strategic leadership and management skills.

5. The Vice-Chancellor shall—

- (a) be the administrative and academic head of the University;
- (b) be the accounting officer of the University;
- (c) be responsible to the Council for academic, administrative and other programmes of the University;
- (d) promote the academic positioning of the University and report to the Council;
- (e) facilitate and maintain cooperation with government institutions, regulatory agencies, local and international institutions of higher learning and other stakeholders;
- (f) direct, organize and administer University programmes;
- (g) implement the Council decisions and directives and promote efficiency and good order in the University;
- (h) manage the general conduct and discipline of staff and students of the University;
- (i) be a member of every Committee appointed by the Council, unless otherwise directed by the Council or as provided in these Statutes; and
- (j) be the Chairperson of the Senate, the University Management Board, and any other University Committee as may be provided in these Statutes.

6. The Vice-Chancellor shall have such other powers and duties as may be conferred upon him by the Council in accordance with the Charter and these Statutes.

7. The Vice-Chancellor may assign or delegate any of his duties to a Committee or to a member of staff and may at his discretion, withdraw any such assignment or delegation at any time.

8. The Vice-Chancellor shall be appointed upon such terms and conditions of service as shall be contained in the appointment instrument and in accordance with these Statutes.

9. The office of the Vice-Chancellor shall become vacant if the Vice-Chancellor—

- (a) resigns by notice in writing addressed to the appointing authority;
- (b) is removed from office by the appointing authority in accordance with the instrument of appointment;
- (c) by reason of physical or mental infirmity after confirmation by a board of registered medical practitioners, is unable to exercise the functions of the office;
- (d) is adjudged bankrupt by a court of competent jurisdiction; and
- (e) is convicted of a felony.
- (f) being a Serving Officer, is redeployed by the Defence Council or ceases to be a Serving Officer; and
- (g) completes the term of his appointment in accordance with the instrument of appointment.

Statute XVIII: The Centre for Security and Strategic Studies

1. There shall be a Centre for Security and Strategic Studies which shall be headed by a Director.

2. The Director of the Centre for Security and Strategic Studies shall be responsible to the Vice-Chancellor in the performance of his functions.

3. A person qualifies to be appointed as a Director for the Centre for Security and Strategic Studies if the person is a Serving Officer or a retired military officer who holds or has held the rank of at least a Brigadier with a minimum of Masters' Degree in Security and Strategic Studies or in a relevant field.

4. The Director for the Centre for Security and Strategic Studies shall be responsible for—

- (a) coordinating security and strategic studies at the Centre;
- (b) creating capacity for research in national security;

- (c) coordinating strategic leadership workshops, seminars and activities;
- (d) conducting research and analysis in national, regional and international issues with a view to generating reports and memoranda for government and defence leadership; and
- (e) independent and leading-cutting edge research and analysis in related areas.

5. The Centre for Security and Strategic Studies shall have other staff as the Council may, in consultation with the Public Service Commission, determine from time to time.

Statute XIX: The Head of Legal

1. There shall be an office of the Head of Legal.

2. The Head of Legal shall be responsible to the Vice-Chancellor in the performance of his functions.

3. A person qualifies to be appointed as the Head of Legal if the person—

- (a) is a Serving Officer of the rank of Brigadier;
- (b) is an advocate of the High Court of Kenya; and
- (c) is a member of the Law Society of Kenya in good standing.

4. The Head of Legal shall be responsible for—

- (a) providing legal advice to the University;
- (b) advising on development and review of Statutes, policies and other legal instruments that govern the University;
- (c) undertaking conveyancing on behalf of the University;
- (d) advising on good corporate governance practices;
- (e) monitoring compliance with legal regulatory frameworks;
- (f) representing the University in legal matters; and
- (g) undertaking other legal duties as may be assigned by the Council, the Senate, the University Management Board and the Vice-Chancellor.

5. The office of the Head of Legal shall become vacant if the Head of Legal is redeployed by the Defence Council or ceases to be a Serving Officer.

Statute XX: The Directorate of Corporate Communications

1. There shall be a Directorate of Corporate Communications which shall be headed by a Director.

2. The Director of Corporate Communications shall be responsible to the Vice-Chancellor in the performance of his functions.

3. A person qualifies to be appointed as a Director Corporate Communications if the person is a Serving Officer of the rank of Brigadier and a holder of a Postgraduate Degree.

4. The Director of Corporate Communications shall—

- (a) develop and review the University's corporate communications policy and design appropriate programmes and infrastructure for its implementation;
- (b) oversee the implementation of both internal and external corporate communication strategies;
- (c) develop standards and regulations in the management of the University's corporate communications function;
- (d) analyse information on University programmes, significant events and their impact on the University's members and partners in any specific aspect of the University's mandate;
- (e) research and implement measures to enhance the university's image amongst stakeholders, the public and the local as well the international press;
- (f) identify the university's events and packaging them for dissemination to the media and the public in general;
- (g) oversee the preparation and organization of venues where University programmes, events and projects can be propagated and promoted effectively and appropriately;
- (h) prepare media supplements documentaries, information, educative communication material, press/media releases and features;
- (i) promote corporate visibility, identity, image and vision;
- (j) ensure that the University website is effective and updated; and
- (k) perform such other functions as may be assigned by the Vice-Chancellor.

5. The Director Corporate Communications shall have such other staff as the Council may, in consultation with the Public Service Commission, determine from time to time.

Statute XXI: The Directorate of Quality Assurance

1. There shall be a Directorate of Quality Assurance which shall be headed by a Director.

2. The Director of Quality Assurance shall be responsible to the Vice-Chancellor in the performance of his functions.

3. A person qualifies to be appointed as a Director of Quality Assurance if the person is a Serving Officer of the rank of at least a Colonel and holder of a Postgraduate Degree or a civilian with a minimum postgraduate degree.

4. The Director of Quality Assurance shall be responsible for—

- (a) monitoring implementation of quality assurance policy, strategy and processes in line with regional and international best practices;
- (b) ensuring compliance standards and regulations as set by the Commission for University Education and the University;
- (c) monitoring and reporting on the quality of training in—
 - (i) academic programmes;
 - (ii) student assessment;
 - (iii) academic integrity;
 - (iv) quality of teaching; and
 - (v) research;
- (d) establishing a framework for institutional self-assessment; and
- (e) coordination of quality assurance, quality control, and quality enhancement.

5. The Director of Quality Assurance shall have such other staff as the Council may, in consultation with the Public Service Commission, determine from time to time.

Statute XXII: The Office of Strategy and Collaboration

1. There shall be an Office of Strategy and Collaboration which shall be headed by a Director.

2. The Director of Strategy and Collaboration shall be responsible to the Vice-Chancellor in the performance of his functions.

3. A person qualifies to be appointed as a Director Strategy and Collaboration if the person is a Serving Officer not below the rank of Colonel with a minimum postgraduate degree.

4. The Director Strategy and Collaboration shall—

(a) for Institutional Strategy and Collaboration Services—

- (i) ensure the formulation, implementation, monitoring and evaluation of development policies of the University and its various units;
- (ii) coordinate the development of the strategic plan and undertake periodic review of the implementation of the same;
- (iii) integrate quality indicators within strategic or operational plans to measure achievements and institutional effectiveness;
- (iv) oversee the dissemination of the strategic plan and other development plans to all stakeholders;
- (v) evaluate the University operational and strategic plans to ensure they meet the vision, mission and objectives;
- (vi) appraise University plans to ensure that efficiency and effectiveness in resource allocation and utilization is achieved;
- (vii) undertake research work pertinent to policy, strategy and planning undertakings;
- (viii) monitor and evaluate the impact of the University's policy, strategy, planning and development undertakings;
- (ix) with the approval of the Vice-Chancellor, initiate collaboration with other institutions for the achievement of the University's mandate; and
- (x) develop collaboration strategies with other institutions for consideration by the Vice-Chancellor.

(b) for International Affairs—

- (i) act as central coordinating office in leading the process of integrated internationalization and global engagements of the institution;
- (ii) coordinate and oversee the development and updating of policies and guidelines pertaining to international affairs;
- (iii) coordinate and oversee the establishment, development and review of the University's bilateral and multilateral relations and programmes with global partners;

- (iv) spearhead the integration of global perspectives into curriculum;
- (v) provide leadership to engage stakeholders in global awareness initiatives;
- (vi) provide logistical, technical and administrative support for international engagements in campus or abroad;
- (vii) coordinate and oversee international diplomatic relations strategy with other government agencies and diplomatic missions overseas;
- (viii) in consultation with the Director Corporate Communications, coordinate the development, promulgation and oversight of the protocol for the management of high-level international visits and delegations;
- (xi) lead and coordinate in the management of an international visitor programme for high level visitors to the University;
- (xii) plan and coordinate on offshore visits undertaken by senior officials of the University; and
- (xiii) coordinate matters involving endowment funds, scholarships and other grants from foreign sources.

Statute XXIII: The Office of the Chief of Staff

1. There shall be an Office of the Chief of Staff which shall be headed by a Chief of Staff.

2. The Chief of Staff shall be responsible for—

- (a) the coordination of administrative and other support functions in the Vice-Chancellor's office;
- (b) the co-ordination of all activities in the Vice-Chancellor's office;
- (c) disseminating instructions from the Vice-Chancellor to intended recipients;
- (d) protocol functions within the office of the Vice-Chancellor; and
- (e) maintaining the University's master calendar of events.

3. A person qualifies to be appointed as a Chief Officer if the person is a Serving Officer of the rank of a Lieutenant Colonel.

Statute XXIV: The Supply Chain Management Services

1. There shall be a Directorate of Supply Chain Management Services which shall be headed by a Director.

2. The Director Supply Chain Management Services shall be responsible to the Vice-Chancellor in the performance of his functions.

3. A person qualifies to be appointed as the Director Supply Chain Management Services if the person is either a civilian or a Serving Officer of the rank of Lieutenant Colonel.

4. The Director Supply Chain Management Services shall be a registered supplies practitioner in accordance with the Supplies Practitioners Management Act, 2007.

5. The Director Supply Chain Management Services shall be the head of the procurement function within the University and shall perform such procurement functions in accordance with the provisions of the Public Procurement and Asset Disposal Act, 2015.

6. The Directorate of Supply Chain Management Services shall have such other staff as the Council may, in consultation with the Public Service Commission, determine from time to time.

Statute XXV: The Deputy Vice-Chancellors

1. There shall be three Deputy Vice-Chancellors who shall be responsible to the Vice-Chancellor in the performance of their functions.

2. A Deputy Vice-Chancellor shall be responsible for a Division within the University.

3. A Deputy Vice-Chancellor shall exercise such powers and perform such duties as may be provided for by these Statutes.

4. A Deputy Vice-Chancellor who is a Serving Officer or a retired military officer shall be of or have held the rank of Major General and shall be appointed upon such terms and conditions of service applicable to military officers or retired military officers.

5. A Deputy Vice-Chancellor who is not a Serving Officer or a retired military officer shall be recruited and appointed by the Council in accordance with the terms and conditions of service for the University's staff.

6. A Deputy Vice-Chancellor, who is neither a Serving Officer nor a retired military officer, shall be at least an Associate Professor, have relevant experience of at least fifteen years' cumulative experience in university management, with four years' experience as a dean, registrar or head of programme, and other qualifications as stipulated in the terms and conditions of service.

7. A Deputy Vice-Chancellor, who is not a Serving Officer or retired military officer, shall hold office for a period of three years and shall be eligible for re-appointment for one further term.

8. The office of a Deputy Vice-Chancellor who is neither a Serving Officer nor a retired military officer shall become vacant if the Deputy Vice-Chancellor—

- (a) resigns by notice in writing addressed to the appointing authority;
- (b) is removed from office by the Council in accordance with terms and conditions of his or her appointment;
- (c) by reason of physical or mental infirmity, after confirmation by a board comprising of not less than three registered medical practitioners, is unable to exercise the functions of the office;
- (d) is adjudged bankrupt by a court of competent jurisdiction;
- (e) is summarily dismissed pursuant to disciplinary proceedings;
- (f) dies;
- (g) completes the term of his appointment; or
- (h) being a Serving Officer, is redeployed by the Defence Council or ceases to be a Serving Officer.

9. The office of the Deputy Vice-Chancellor who is a retired military officer shall become vacant if the Deputy Vice-Chancellor is redeployed by the Defence Council, completes his engagement or his contract is terminated in accordance with the terms and conditions of service of retired general officers.

Statute XXVI. The Deputy Vice-Chancellor (Academic Affairs)

1. There shall be a Deputy Vice-Chancellor (Academic Affairs) who shall be responsible to the Vice-Chancellor.

2. The Deputy Vice-Chancellor (Academic Affairs) shall head the University's Academic and Student Affairs Division and shall be the Secretary to the Senate.

3. The Deputy Vice-Chancellor (Academic Affairs) shall, under the general authority of the Vice-Chancellor be responsible for—

- (a) management of the University's academic function;
- (b) provision of secretariat services to the Senate;
- (c) enhancement of University academic policies and offering programmes which are relevant and responsive to national security needs;
- (d) curriculum review and development of new programmes consistent with the mandate of the University;
- (e) with the approval of the Council, establishment and expansion of partnerships and collaborations between the University and

relevant institutions, nationally, regionally and globally in furtherance of the purpose for which the University has been established;

- (f) ensuring the content and academic standards of any course of study in respect of any degree, diploma, certificate or other award of the University meets the requisite standards;
- (g) promoting the enrolment of postgraduate students and developing strategies to ensure that they complete their studies on schedule;
- (h) coordinating the application of Information Communication Technology in fostering teaching and learning;
- (i) overseeing student academic welfare and related matters within the University; and
- (j) undertaking other duties as may be assigned or delegated by the Vice-Chancellor.

4. The Division of Academic and Student Affairs shall have the following Directorates—

- (a) the Academic Affairs;
- (b) the Registrar (Academics Affairs);
- (c) the Graduate Programmes;
- (d) the Examinations; and
- (e) the Library services.

Statute XXVII: The Directorate of Academic Affairs

1. There shall be a Directorate of Academic Affairs which shall be headed by a Director.

2. The Director of Academic Affairs shall be responsible to the Deputy Vice-Chancellor (Academic Affairs) in the performance of his functions.

3. A person qualifies to be appointed a Director of Academic Affairs if the person is a Serving Officer of the rank of at least Brigadier with a postgraduate degree.

4. The Director of Academic Affairs shall—

- (a) coordinate academic seminars, consultancies, workshops, conferences and symposia;
- (b) coordinate the University academic programmes;
- (c) supervise staff in the Directorate;

- (d) make recommendations with respect to discipline, probation, advancement, and promotion of academic staff;
- (e) enhance proficiency in teaching and learning and advancing faculty activities;
- (f) plan and coordinate academic schedules and University academic calendar; and
- (g) perform such other duties as may be assigned from time to time by the Deputy Vice-Chancellor (Academic Affairs).

5. The Directorate of Academic Affairs shall have such Departments and other staff as the Council may, in consultation with the Public Service Commission, determine from time to time.

Statute XXVIII: The Registrar (Academic Affairs)

1. Subject to the provisions of the Charter and these Statutes, the Council may employ, appoint or approve an officer seconded from the public service to be the Registrar (Academic Affairs).

2. The Registrar (Academic Affairs) shall hold office on such terms and conditions as the Council may determine from time to time and shall be responsible to the Deputy Vice-Chancellor (Academic Affairs).

3. A person qualifies to be appointed as a Registrar (Academic Affairs) if the person—

- (a) is a holder of an earned PhD with ten years' cumulative experience in university management with four years' experience as a registrar, deputy registrar, head of programme or student services position in a university; and
- (b) possesses other requirements as may be prescribed by the Council from time to time.

4. The Registrar (Academic Affairs) shall—

- (a) co-ordinate the admission of students into the University Programmes;
- (b) management of the student registry;
- (c) co-ordinate the processing, verification and issuance of the University certificates and transcripts;
- (d) be responsible for the custody of the University certificates and transcripts;
- (e) oversee credit transfer and prior learning credit process;
- (f) develop the academic calendar;
- (g) co-ordinate the processing of examination results;

- (h) supervise the co-ordination, evaluation and certification of all graduation applications; and
- (i) perform other duties as may be assigned by the Deputy Vice-Chancellor (Academic Affairs).

5. The office of the Registrar (Academic Affairs) shall become vacant if the Registrar (Academic Affairs)—

- (a) resigns by notice in writing addressed to the appointing authority;
- (b) is removed from office by the Council in accordance with the terms and conditions of appointment;
- (c) by reason of physical or mental infirmity, after confirmation by a board comprising of not less than three registered medical practitioners, is unable to exercise the functions of the office;
- (d) is adjudged bankrupt by a court of competent jurisdiction; or
- (e) completes his term of appointment.

6. The office of Registrar (Academic Affairs) shall have such Departments and other staff as the Council may, in consultation with the Public Service Commission, determine from time to time.

Statute XXIX: The Directorate of Examinations

1. There shall be a Directorate of Examinations which shall be headed by a Director.

2. The Director of Examinations shall be responsible to the Deputy Vice-Chancellor (Academic Affairs) in the performance of his functions.

3. A person qualifies to be appointed as a Director of Examinations if the person—

- (a) in the case of a Serving Officer or a retired military officer, the person shall be or shall have held at least the rank of Brigadier with at least a postgraduate degree;
- (b) in the case of a civilian, the person—
 - (i) is a holder of a postgraduate degree; and
 - (ii) has ten years' experience in teaching and examinations processing in a university.

4. The Director of Examinations shall—

- (a) co-ordinate examinations;
- (b) co-ordinate exam timetabling;
- (c) co-ordinate internal and external examiners;

- (d) ensure the examination records and registry are updated and maintained constantly; and
- (e) oversee the administration of examinations.

5. The Directorate of Examinations shall have such Departments and other staff as the Council may, in consultation with the Public Service Commission, determine from time to time.

6. The office of the Director Examinations shall become vacant if the Director—

- (a) resigns by notice in writing addressed to the appointing authority and copied to the Secretary of Council;
- (b) is removed from office by the Council in accordance with terms and conditions of the appointment;
- (c) by reason of physical or mental infirmity, after confirmation by a board comprising of not less than three registered medical practitioners, is unable to exercise the functions of the office;
- (d) is adjudged bankrupt by a court of competent jurisdiction.
- (e) completes the term of his/her appointment; or
- (f) being a Serving Officer, is redeployed by the Defence Council or ceases to be a Serving Officer.

Statute XXX: The Chief Librarian

1. There shall be University Library Services which shall be headed by a Chief Librarian.

2. The Chief Librarian shall either be a civilian or a Serving Officer.

3. A person qualifies to be appointed as a Chief Librarian if the person—

- (a) in the case of a Serving Officer, the person shall at least be of the rank of at least a Colonel with a PhD in Library Studies or a relevant field of study;
- (b) in the case of a civilian, the person shall have the following qualifications and experience—
 - (i) a PhD in library studies or related field of study; and
 - (ii) 10 years' experience in the management of a university library; and
- (c) possesses other qualifications as provided for in the terms and conditions of service.

4. The Chief Librarian shall—

- (a) oversee development and implementation of library policies and procedures and day to day operations of the University's central library;
- (b) manage the University libraries and learning resources;
- (c) manage the human resource, budgets, and administrative and technical orientation of the University libraries;
- (d) select, develop, catalog and classify library resources;
- (e) conduct regular checks on the university libraries and ensure that the library database are up to date;
- (f) advise the administration on measures to modernise and upgrade the University libraries;
- (g) develop and administer Library User Education Programme for the University; and
- (h) perform such other duties as may be assigned by the Deputy Vice-Chancellor (Academic Affairs).

5. The Chief Librarian shall be responsible to the Deputy Vice-Chancellor (Academic Affairs) for the management, organization, operation and utilization of University library services.

6. Subject to the provisions of the Charter and these Statutes, the Chief Librarian shall—

- (f) develop, organise and operationalize the University libraries;
- (g) advise colleges, institutes and directorates on steps to take to ensure courses of study approved by the Senate are well catered for in terms of books, other resources, equipment; and
- (h) develop the Library into a viable repository of national and other materials of scholarly value.

7. The office of the Chief Librarian shall become vacant if the Chief Librarian—

- (a) resigns by notice in writing addressed to the Chairperson of the Council and copied to the Secretary of Council;
- (b) is removed from office by the Council in accordance with the terms and conditions of the appointment;
- (c) by reason of physical or mental infirmity, after confirmation by a board comprising of not less than three registered medical practitioners, is unable to exercise the functions of the office;
- (d) is adjudged bankrupt by a court of competent jurisdiction;

- (e) completes the term of his/her appointment;
- (f) being a Serving Officer, is redeployed by the Defence Council or ceases to be a Serving Officer; or
- (g) dies.

8. The Chief Librarian shall have such Departments and other staff as the Council may, in consultation with the Public Service Commission, determine from time to time.

Statute XXXI: The Directorate of Graduate Programmes

1. There shall be a Directorate of Graduate Programmes which shall be headed by a Director.

2. The Director of Graduate Programmes shall be responsible to the Deputy Vice-Chancellor (Academic Affairs) in the performance of his functions.

3. A person qualifies to be appointed as a Director of Graduate Programmes if the person—

- (a) in the case of a Serving Officer or a retired military officer, the person shall be or shall have held at least the rank of Brigadier with a PhD degree; or
- (b) in the case of a civilian, the person—
 - (i) is a holder of a PhD degree; and
 - (ii) has ten years' experience in managing postgraduate programmes in a university.

4. The Directorate of Graduate Programmes shall—

- (a) manage graduate programmes;
- (b) coordinate graduate studies;
- (c) enforce common regulations for graduate programmes; and
- (d) coordinate approval and appointment of nominated departmental and faculty staff as members of the Board of graduate Programmes, supervisors and thesis, project, dissertation, examinations and publications.

5. The Directorate of Graduate Programmes shall have such Departments and other staff as the Council may, in consultation with the Public Service Commission, determine from time to time.

6. The office of the Director Graduate Programmes shall become vacant if the Director Graduate Programmes—

- (a) resigns by notice in writing addressed to the Chairperson of the council and copied to the Secretary of Council;
- (b) is removed from office by the Council accordance with terms and conditions of the appointment;
- (c) by reason of physical or mental infirmity, after confirmation by a board comprising of not less than three registered medical practitioners, is unable to exercise the functions of the office;
- (d) adjudged bankrupt by a court of competent jurisdiction.
- (d) completes the term of his or her appointment; or
- (e) being a Serving Officer, is redeployed by the Defence Council or ceases to be a Serving Officer.

Statute XXXII: The Deputy Vice-Chancellor (Finance and Administration)

1. There shall be a Deputy Vice-Chancellor (Finance and Administration) who shall be responsible to the Vice Chancellor in the performance of his functions.

2. The Deputy Vice-Chancellor (Finance and Administration) shall head the Division of Finance and Administration.

3. The Deputy Vice-Chancellor (Finance and Administration) shall—

- (a) be the University's Authority to Incur Expenditure Holder;
- (b) be the Secretary to the University Management Board;
- (c) manage human resource and general administration;
- (d) develop appropriate human resource management policies and procedures in conformity with the Act, the Charter and other application legislations;
- (e) prepare estimates, allocation of funds, control of expenditure and financial accounting;
- (f) be responsible for—
 - (i) physical infrastructural development;
 - (ii) corporate planning;
 - (iii) financial administration;
 - (iv) catering and accommodation services;
 - (v) procurement planning;

- (vi) estate management;
- (vii) staff recruitment, training, appraisal and promotion, discipline and staff welfare;
- (viii) payroll administration;
- (ix) the University healthcare services and centralised services;
- (x) the management of staff registry; and
- (g) perform such other functions as may be assigned by the Vice-Chancellor.

4. The Division of Finance and Administration shall have the following directorates—

- (a) the Administration;
- (b) the Information Communication and Technology; and
- (c) the Finance and Accounts.

Statute XXXIII: The Directorate of Administration

1. There shall be a Directorate of Administration which shall be headed by a Director.

2. The Director of Administration shall be responsible to the Deputy Vice-Chancellor (Finance and Administration) in the performance of his functions.

3. A person qualifies to be appointed as a Director of Administration if the person is a Serving Officer of the rank of a Brigadier.

4. The Director of Administration shall—

- (a) coordinate logistics, administrative and human resources affairs within the University for efficient operations;
- (b) coordinate uniformed personnel issues at the University;
- (c) plan and coordinate the development of the University lands and properties consistent with the University's vision and mandate;
- (d) oversight the development and maintenance of the University's physical master plan;
- (e) ensure safe custody of University assets or assets placed at the disposal of the University for usage;
- (f) coordinate catering and accommodation departments;
- (g) coordinate the University welfare office;

- (h) be the appropriate superior authority for officers of the rank of major and lieutenant colonel;
- (i) be responsible for coordinating security and fire matters within the University Seat; and
- (j) perform such other duties as may be assigned by the Deputy Vice-Chancellor (Finance and Administration).

5. The Directorate of Administration shall have such Departments and other staff as the Council may, in consultation with the Public Service Commission, determine from time to time.

Statute XXXIV: The Directorate of Information, Communication and Technology

1. There shall be a Directorate of Information, Communication and Technology which shall be headed by a Director.

2. The Director of Information, Communication and Technology shall be responsible to the Deputy Vice-Chancellor (Finance and Administration) in the performance of his functions.

3. A person qualifies to be appointed as a Director of Information, Communication and Technology if the person—

(a) being a Serving Officer—

(i) is of the rank of Brigadier; and

(ii) is a holder of a postgraduate degree in information in Information, Communication and Technology or a related field,

(b) being a civilian—

(i) is a holder of at least a post graduate degree in Information, Communication and Technology or a related field; and

(ii) has at least ten years' experience as an Information, Communication and Technology Officer in a University environment.

4. The Directorate of Information, Communication and Technology shall—

(a) formulate, implement, monitor, co-ordinate and evaluate Information, Communication and Technology policies, strategies and programmes;

(b) be responsible for the University Information, Communication and Technology infrastructure;

- (c) co-ordinate research and development on emerging technological issues;
 - (d) preparing Information, Communication and Technology status reports and ensure professional standards and guidelines are implemented; and
 - (e) co-ordinate and supervise staff in the Directorate.
5. The Directorate of Information, Communication and Technology shall have such Departments and such other staff as the Council may, in consultation with the Public Service Commission, determine from time to time.
 6. The office of the Director of Information, Communication and Technology shall become vacant if the Director of Information, Communication and Technology—
 - (a) resigns by notice in writing addressed to the Chairperson of the Council and copied to the Vice-Chancellor;
 - (b) is removed from office in accordance with the terms and conditions of appointment;
 - (c) by reason of physical or mental infirmity, after confirmation by a board comprising of not less than three registered medical practitioners, is unable to exercise the functions of the office;
 - (d) is adjudged bankrupt by a court of competent jurisdiction;
 - (e) is summarily dismissed in accordance with the disciplinary proceedings;
 - (f) completes the term of his or her appointment;
 - (g) being a Serving officer, is redeployed by the Defence Council; or
 - (h) ceases to be a Serving Officer.

Statute XXXV: The Directorate of Finance and Accounts

1. There shall be a Directorate of Finance and Accounts which shall be headed by a Chief Finance Officer.
2. The Chief Finance Officer shall be responsible to the Deputy Vice-Chancellor (Finance and Administration) in the performance of his functions.
3. A person qualifies to be appointed as a Chief Finance Officer if the person—

- (a) is a civilian;
- (b) has at least a postgraduate degree in Finance or Accounting or their equivalent;
- (c) is an active member of the Institute of Certified Public Accountants of Kenya;
- (d) has at least ten years experience in finance or accounts; and
- (e) demonstrates leadership as well as ability to coordinate and organise at senior management level.

4. The Chief Finance Officer shall—

- (a) organize, review, plan, coordinate, design, develop and implement accounting services and systems;
- (b) oversee the implementation of financial and accounting policies and principles;
- (c) be responsible for budgetary control and preparation and filling of monthly, quarterly and annual financial returns;
- (d) formulate and implement the University's finance strategies;
- (e) ensure that the University books of account are maintained as required by law;
- (f) ensure safe custody of sensitive financial documents such as bank account documentation, cheque books and invoices;
- (g) be a signatory to the Bank accounts;
- (h) ensure that all financial receipts and payments are properly documented and accounted for;
- (i) execute payment instructions upon approval by the Vice-Chancellor;
- (j) maintain the asset register and managing insurance policies in favour of the University;
- (k) advise the University management on all financial matters;
- (l) oversee the implementation of public sector accounting standards including accounting policies and concepts of government accounting systems both manual and digital; and
- (m) undertake other duties as may be assigned by the Deputy Vice-Chancellor (Finance and Administration).

5. The office of the Chief Finance Officer shall become vacant if the Chief Finance officer—

- (a) resigns by notice in writing addressed to the Chairperson of the Council and copied to the Vice-Chancellor;
- (b) is removed from office by the Council in accordance with the terms and conditions of the appointment;
- (c) by reason of physical or mental infirmity after confirmation by a board comprising of not less than three registered medical practitioners, is unable to exercise the functions of the office;
- (d) is adjudged bankrupt by a court of competent jurisdiction; or
- (e) completes the term of his appointment; or
- (f) being a Serving Officer, is redeployed by the Defence Council or ceases to be a serving officer.

6. The Directorate of Finance and Accounts shall have such Departments and other staff as the Council may, in consultation with the Public Service Commission, determine from time to time.

Statute XXXVI: The Deputy Vice-Chancellor (Research, Innovation and Security Studies)

1. There shall be a Deputy Vice-Chancellor (Research, Innovation and Security Studies), who shall be the head of the Division of Research, Innovation and Security Studies.

2. The Deputy Vice-Chancellor shall be responsible to the Vice Chancellor in the performance of his functions.

3. The Deputy Vice-Chancellor (Research, Innovation and Security Studies) shall, under the general authority of the Vice-Chancellor, be responsible for—

- (a) promoting learning in military strategy and national security;
- (b) contributing to policy and strategy formulation in defence and national security;
- (c) promoting research in security, innovation and strategic studies;
- (d) collaborating with think tanks and other relevant organisations in pursuit of academic excellence focusing on defence and national security;
- (e) publishing books, policy briefs/papers, monographs and special reports on national security and defence policy;
- (f) generating research articles for publication in peer reviewed journals;

- (g) chairing committees as may be assigned by the Senate or University Management Board;
- (h) allocating and management of applied research facilities and resources; and
- (i) performing such other functions as may be assigned by the Vice-Chancellor.

4. The Division of Research, Innovation and Security Studies shall have the following Directorates—

- (a) the Policy and Strategy;
- (b) the Security Studies; and
- (c) the Research and Innovation.

Statute XXXVII: The Directorate of Policy and Strategy

1. There shall be a Directorate of Policy and Strategy which shall be headed by a Director.

2. The Director of Policy and Strategy shall be responsible to the Deputy Vice-Chancellor (Research, Innovation and Security Studies) in the performance of his functions.

3. A person qualifies to be appointed as the Director of Policy and Strategy if the person is a Serving Officer of the rank of Brigadier with at least a postgraduate degree or a civilian with a post graduate degree.

4. The Director of Policy and Strategy shall be responsible for—

- (a) coordinating research and analysis of national, regional and international defence environment to inform defence policy and strategy;
- (b) identifying emerging trends on technology, policy, strategy and security;
- (c) assessing the efficacy of existing military policies and strategies;
- (d) co-ordinating the development of new policies and reviewing of existing policies to align with emerging trends;
- (e) identifying practical strategies to address emerging and future security challenges;
- (f) participating in the development of the defence policy, national security policy;

- (g) contributing articles to the University journals, newsletters and other research publications;
- (h) performing such other functions as may be assigned by the Deputy Vice-Chancellor (Research, Innovation and Security Studies).

5. The Directorate of Policy and Strategy shall have such Departments and other staff as the Council may, in consultation with the Public Service Commission, determine from time to time.

Statute XXXVIII: The Directorate of Security Studies

1. There shall be the Directorate of Security Studies which shall be headed by a Director.

2. The Director of Security Studies shall be responsible to the Deputy Vice-Chancellor (Research, Innovation and Security Studies) in the performance of his functions.

3. A person qualifies to be appointed as a Director of Security Studies if the person is a Serving Officer of at least the rank of Brigadier with at least a postgraduate degree.

4. The Directorate of Security Studies shall be responsible for—

- (a) identifying and compiling lessons learnt from military operations;
- (b) coordinating research on contemporary and future wars;
- (c) developing concepts on new doctrine;
- (d) coordinating development of possible threat scenarios;
- (e) coordinating development and execution of wargames;
- (f) participating in publication of professional military manuals;
- (g) contributing articles to University Journals, newsletters and other research publications; and
- (h) performing any other function delegated by the Deputy Vice-Chancellor (Research, Innovation and Security Studies).

5. The Directorate of Security Studies shall have such Departments and other staff as the Council may, in consultation with the Public Service Commission, determine from time to time.

Statute XXXIX: The Directorate of Research and Innovation

1. There shall be a Directorate of Research and Innovation which shall be headed by a Director.

2. The Director of Research and Innovation shall be responsible to the Deputy Vice-Chancellor (Research, Innovation and Security Studies) for the performance of his functions.

3. A person qualifies to be appointed as a Director of Research and Innovation if the person is a civilian with a PhD degree.

4. The Directorate of Research shall be responsible for—

- (a) coordinating and promoting research within the University;
- (b) providing facilities and resources necessary to undertake research;
- (c) linking the defence industry and Kenya's socio-economic development;
- (d) custody and dissemination of research reports;
- (e) coordinating grant writing within the University;
- (f) promoting innovation and technology transfer;
- (g) managing intellectual property within the University; and
- (h) evaluating research programmes;

5. The Directorate of Research shall have such Departments and other staff as the Council may, in consultation with the Public Service Commission, determine from time to time.

Statute XL: The Internal Auditor

1. There shall be the Directorate of Internal Audit which shall be headed by a Chief Internal Auditor.

2. A person qualifies to be appointed as a Chief Internal Auditor if the person is a civilian and may be seconded from the public service or recruited by the Council.

3. The Chief Internal Auditor shall administratively be responsible to the Vice-Chancellor but functionally responsible to the Council.

4. A person qualifies to be appointed as a Chief Internal Auditor if the person—

- (a) is a holder of a degree in Commerce, Business Administration, Economics or any related field from a recognised institution in Kenya;
- (b) is a holder of CPA (K) or ACCA;
- (c) has at least ten years' experience in public audit; and

- (d) is a member of the Institute of Internal Auditors and Institute of Certified Public Accountants of Kenya in good standing.

5. The Chief Internal Auditor shall have the following functions—

- (a) conducting internal audit of the University departments and activities in compliance with established guidelines and principles of auditing;
- (b) interpreting University policies and procedures;
- (c) reviewing and revising existing internal audit control systems;
- (d) preparing audit programmes, audit policies, supervise and provide team leadership to internal auditors;
- (e) enhancing internal controls in the University;
- (f) assisting in identification and management of risks within the University;
- (g) be the secretary to the Audit, Risk and Compliance Committee of the Council;
- (h) preparing periodic reports for the University Management and the Council; and
- (i) performing such other duties as may be assigned by the Council or Vice-Chancellor from time to time.

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

- (a) resigns by notice in writing addressed to the Chairperson of the Council and copied to the Vice-Chancellor;
- (b) is removed from office by the Council in accordance with the terms and conditions of his appointment;
- (c) completes the term of his appointment;
- (d) by reason of physical or mental infirmity after confirmation by a board comprising of at least three registered medical practitioners, is unable to exercise the functions of the office;
or
- (e) is adjudged bankrupt by a court of competent jurisdiction.

7. The Directorate of Internal Audit shall have such Departments and other staff as the Council may, in consultation with the Public Service Commission, determine from time to time.

Statute XLI: The University Chaplain

1. There shall be an office of the University Chaplain which shall be headed by a Serving Officer of the rank of at least a Lieutenant Colonel with a postgraduate degree in theology.

2. The University Chaplain shall—

- (a) lead public prayers at all University functions;
- (b) coordinate spiritual programmes in the University and colleges;
- (c) counsel, mentor and holistic character formation in the University;
and
- (d) perform any other duties assigned by the Vice-Chancellor.

Statute XLII: The Staff of the University

1. The Staff of the University shall be categorised as academic, administrative, technical and support.

2. All Staff of the University from the National Security Organs shall be subject to their terms and conditions of service.

3. The Council may request and accept the secondment and transfer of service of public officers from relevant public agencies with the concurrence of the relevant appointing authority.

4. The Council shall determine, recruit, appoint and promote Staff of the University who are not members of the National Security Organs.

5. The Council may, subject to such restrictions as it may impose, delegate either generally or specifically, to any person, committee, or body, the power to appoint any member of the staff of the University.

6. The Council may review the conditions for appointment, promotion, dismissal of University Staff who are not members of the National Security Organs.

7. The Council shall determine the number of personnel employed by the University and the categorisation of its employees.

8. The Academic Staff of the University shall consist of all members of staff who are engaged in teaching, research or extension.

9. The technical staff of the University shall consist of staff engaged in—

- (a) the service in the laboratories;
- (b) the field instructions;
- (c) the operational training workshops;

- (d) such similar environment in the teaching department under the general direction of the heads of teaching departments; and
- (e) such other members of staff as the Council may from time to time determine.

10. The administrative staff of the University shall consist of—

- (a) the Vice-Chancellor;
- (b) the Deputy Vice-Chancellors;
- (c) the Commandants, Principals and Directors, of Colleges and Institutions of the University;
- (d) the Principals and Heads of Constituent Colleges;
- (e) the Deans and Directors of Faculty or Institutes;
- (f) the Head of Legal;
- (g) the Chief Librarian;
- (h) the Registrars; and
- (i) the Administrators.

11. The support staff of the University shall consist of staff engaged in general duties and as the Council may from time to time determine.

12. All members of staff of the University shall, subject to these Statutes, be appointed either—

- (a) in the manner and upon the terms and conditions of service prescribed in their mode of engagement either as defence officers or otherwise as categorised in these Statutes; or
- (b) in the case of a person seconded to the services of the University from another institution, the government or any government agency, on terms and conditions agreed upon with the Council.

13. All members of staff of the University shall—

- (a) be subject to the general authority of the Council and of the Vice-Chancellor; and
- (b) be deemed to be employed in accordance with these Statutes or otherwise specifically provided by these Statutes or by the terms of a particular appointment.

Statute XLIII: The Terms and Conditions of Service of University Staff

1. The Council shall approve the terms and conditions of appointment and promotion of all staff of the University who are not employees of the National Security Organs.

2. The Council shall ensure that there are in place procedures for the following staffing matters—

- (a) the investigation and response to all allegations of misconduct against a member of staff;
- (b) disposal of disciplinary cases including the dismissal of such members of staff by reason of misconduct and for appeals against disciplinary action;
- (c) dismissal, interdiction and termination of members of staff and appeals against such dismissal and termination; and
- (d) develop regulations for the removal from office and dismissal of staff of the University.

3. No staff of the University or any other person working in or in connection with any department of or under the control of the University shall, except with express authority of the Vice-Chancellor—

- (a) offer any person employment as a member of University staff, or sign letters of appointment for such staff;
- (b) dismiss any administrative, academic, technical or support staff of the University; and
- (c) be allowed to organise or participate in any form of unauthorised meetings within the University precincts.

PART IV COMMITTEES AND DELEGATION

Statute XLIV: General Provisions Relating to Committees

1. The Council, the University Management Board, the Senate, Colleges, Schools, Departments, Institutes, Directorates and the Alumni Association may appoint standing, special, advisory or ad hoc committees as they may deem fit and any such committee may include students and persons who are not members of the body appointing the committee.

2. The functions and duties of the committees shall be such as the body appointing it may direct provided that the body appointing a committee may not delegate its principal mandate to the committee.

3. The body appointing a committee may make rules or procedures for the committee, but subject thereto, every committee may determine its own procedures of conduct of its business.

Statute XLV: Committee Proceedings

1. The Council, Senate, Colleges, Schools, Departments, Institutes, Directorates and the Alumni Association, may make standing orders to govern their respective proceedings, subject to the provisions of these Statutes.

2. Unless otherwise provided by the Charter, these Statutes and regulations, all matters before a committee shall be determined by consensus.

3. Unless otherwise provided by the Charter or these Statutes, the quorum for all committees of the Council, University Management Board, Senate, Schools, Institutes or Departments and their committees shall be the nearest whole number above half of the total membership.

Statute XLVI: Power of Delegation

1. Subject to the provisions of the Charter and these Statutes, the Council, the University Management Board and the Senate, may, subject to such conditions as deemed fit, impose, delegate any of the functions or duties conferred or imposed under or by virtue of the Charter, these Statutes, to the Chairperson or any other of their members or to committees consisting of such members and other persons as they may determine and such delegation shall not be subjected to further delegation.

2. Subject to the Charter and these Statutes, any delegation by the Council, University Management Board and the Senate shall be revocable at will and shall not preclude the Council, the University Management Board and the Senate from exercising any of the powers or duties conferred upon or imposed on them under or by virtue of the Charter or these Statutes.

3. The Council shall not delegate its powers to approve, alter, amend, add to or revoke any of the provisions of these Statutes.

PART V – COLLEGES AND CAMPUSES

Statute XLVII: Establishment of a Constituent College

1. The Cabinet Secretary may, on the recommendation of the Council and on the advice of the Commission for University Education by order published in the gazette, establish or declare an institution of learning or higher education or any other training establishment specializing in national security issues to be a constituent college of the University.

2. The Constituent College shall have a governing council that shall be independent from the Council.

3. A Constituent College shall have a College Management Board and College Academic Board as provided under these Statutes.

4. The Constituent College shall be headed by a Principal appointed by the Governing Council in accordance with the establishing legal instruments.

5. A Principal of a Constituent College shall be the academic and administrative head of the Constituent College and shall, under the general authority of the Vice-Chancellor, have such powers and duties as may be provided for in these Statutes.

6. A Constituent College shall have its academic programmes, examinations and related academic regulations approved by the Senate.

7. Standards in a Constituent College shall be maintained at the same level as those of the University, and in line with the Commission for University Education's standards.

8. Students who—

- (a) complete their studies at the Constituent College shall graduate at the University; or
- (b) were admitted into a Constituent College but have to graduate after the college has been granted a Charter shall have the option to choose whether to graduate from the new university or the University. The Senates of the two universities shall make provisions for transitional arrangement.

9. A Constituent College shall only offer academic programmes that it is able to support through adequacy and appropriateness of academic resources.

Statute XLVIII: The Heads of Colleges and Institutes of the University

1. The Commandants, Principals and Directors of the Colleges referred to in section 20 of the Charter together with such other College as may be established under paragraph 10 of the Charter shall be appointed by the Defence Council.

2. The Commandants, Principals or Directors shall have the overall responsibility for academic and administrative direction of the College, and shall be responsible to the Vice-Chancellor for the academic programmes of the College.

3. The Commandants, Principals or Directors of a Colleges shall be the chief examiner for their respective Colleges.

4. The Commandants or Directors shall prepare periodic reports that shall be tabled at the University Management Board meetings.

5. The Colleges within the University shall—

- (a) promote responsible management at the College;
- (b) carry out teaching and training;
- (c) conduct research, extension and development;

- (d) provide professional services and consultancy;
- (e) promote student and staff welfare within the College; and
- (f) promote the University's corporate image.

Statute XLIX: The College Academic Board

1. There shall be a College Academic Board for each College of the University whose membership shall consist of—

- (a) the Commandant, the Director or the Principal, who shall be the Chairperson;
- (b) the Heads, Deans and Chairpersons of Academic Departments or Programmes;
- (c) the Academic Registrar or a representative who shall be the Secretary;
- (d) the College Librarian or a representative;
- (e) the Academic leaders; and
- (f) any other person co-opted by the Board as may be deemed fit.

2. The Director of Examinations shall be entitled to attend meetings of any College Academic Board where exams and related matters are being considered or discussed and shall for that purpose be considered as a member of the College Academic Board.

3. The College Academic Board shall—

- (a) oversee development and review of academic programmes;
- (b) oversee implementation of academic programmes;
- (c) consider and approve matters related to examinations;
- (d) undertake preliminary selection of students for admission into programmes on behalf of the Senate Academic Committee;
- (e) ensure compliance and implementation of rules and regulations governing the conduct, behaviour and discipline of staff and students; and
- (f) implement decisions of the Senate and the University Management Board.

Statute L: The Campuses

1. The Council may, on the recommendation of the Senate, establish Campuses in accordance with the provisions of the Charter, and these Statutes.

2. A Campus shall be headed by a Director, who shall be responsible for the academic programmes and administration of the Campus.

Statute LI: The Campus Management Board

1. There shall be, for each Campus, a Campus Management Board whose membership shall be—

- (a) the Campus Director, who shall be the Chairperson;
- (b) the Heads of Programmes, the Directors of Schools, Institutes and Centres;
- (c) the Campus Accountant;
- (d) the Campus Registrar, who shall be the Secretary;
- (e) the Campus Librarian; and
- (f) any other person co-opted by the Board as may be deemed fit.

2. The Campus Management Board shall be responsible for administrative and academic functions of the Campus and for this purpose, its functions shall include—

- (a) management of personnel, facilities and finances of the Campus;
- (b) planning for Campus needs and development;
- (c) preparation of annual estimates of the funds required by the Campus;
- (d) generation of revenue and administration of all funds entrusted to it;
- (e) provision of staff and student welfare;
- (f) implementation of rules and regulations governing staff and student conduct, behaviour and discipline as approved by the Senate and the Council; and
- (g) repair and maintenance of Campus equipment and facilities.

3. The Campus Directors shall be responsible to the Commandant or the Principal of the College.

4. The Campus Directors shall prepare periodic reports that shall be tabled in the Campus Management Board meetings at which they shall be in attendance.

5. Unless the Campus Management Board otherwise determines, a meeting of the Campus Management Board shall be held at least once in a semester.

6. At all meetings of the Campus Management Board, a quorum shall be the nearest whole number above half the membership of the Campus Management Board.

7. Decisions of the Campus Management Board shall be by consensus.

8. The Campus Director shall be the Chairperson of the Campus Management Board meetings and in the absence, the Campus Director shall appoint one of the members who shall chair the Campus Management Board meetings.

9. The Campus Management Board shall cause a copy of its minutes to be sent to the Secretary, Campus Management Board as soon as such minutes have been confirmed and duly signed.

10. Subject to the provisions of these Statutes, the Campus Management Board shall have power to regulate and set procedures of its own meetings.

Statute LII: The University Admission Requirements

1. Admission requirements for the University's programmes shall be set by the Senate in accordance with the Commission for University Education guidelines.

2. The Council shall, on the recommendation of the Senate, formulate an admissions policy to provide the framework and guidelines for admission, exemption and credit transfer.

3. The colleges in conjunction with the University Admissions Office shall ensure a seamless admission system.

4. The Senate shall, on the recommendation of a College Academic Board, determine entry requirements and assessment processes for each University programme.

PART V - EXAMINATIONS AND DEGREES

Statute LIII: Examinations

1. The University examinations shall be conducted under the authority of the Senate and shall be categorized as—

- (a) continuous assessment tests;
- (b) ordinary;
- (c) special;
- (d) supplementary;
- (e) re-sit;
- (f) practical;

(g) field attachments; and

(h) on-the-job training examinations.

2. There shall be external examiners who shall be appointed by the Senate upon the recommendation of the College Academic Boards and Constituent College Academic Boards.

3. External examiners shall moderate draft examination questions and marked examination scripts.

4. There shall be Departmental, School, Faculty and Institute Boards of Examiners which shall constitute all the internal examiners.

5. Internal examiners shall prepare examination for the course taught where appropriate and submit the same to the Head of Programme or the Dean.

6. In the case of re-marking examinations, an internal examiner shall be appointed from within the University provided the person has had no part in teaching the candidate in the subject of the paper under examination.

7. In the event of an examination irregularity, the invigilator shall report the matter to the Heads of Programme or Department who shall process the case for disciplinary action as provided for in the examination policy or rules and regulations.

8. Subject to approval by the Senate, professional examinations shall be conducted in accordance with the respective Standing Orders and the Regulations of the respective National Security Organs.

Statute LIV: Designation of Degrees and Other Awards

1. The University shall have power to confer, award and grant the following degrees—

- (a) the Bachelor's Degrees;
- (b) the Postgraduate Diplomas;
- (c) the Masters' Degrees;
- (d) the PhD; and
- (e) the Honorary Degrees.

2. A College of the University shall have power to award or grant the following—

- (a) the Certificates;
- (b) the Diplomas;
- (c) the Higher Diplomas; and

(d) any other academic award approved by the Senate.

3. A College of the University shall have the power to designate awards as it deems fit.

Statute LV: Conferment of Degrees

1. The University shall have powers to confer the degrees approved by the Senate.

2. Any degree conferred by the University shall be authenticated by a degree certificate bearing the University Seal.

3. The degree certificate shall be signed by both the Vice-Chancellor and the Deputy Vice-Chancellor (Academic Affairs).

4. The Senate may recommend the conferment of University degree only after a candidate has met all the requirements.

5. A student may be conferred a degree in absentia provided that all the requirements set out for the conferment are met.

6. A deceased student who satisfied the academic requirements for a degree of the University shall be conferred the degree posthumously.

Statute LVI: Bachelor's Degree

1. Except as otherwise provided by these Statutes, a candidate shall not be awarded the Bachelor's degree unless the candidate shall have undertaken approved courses and satisfied the requirements as a student of the University after admission and registration with the relevant School or Institute.

2. The Senate may accept, as part of the attendance of a student of the University qualifying the student for the conferment of the Bachelor's degree, periods of attendance as a student of another university or institution recognised by the Senate for this purpose in accordance with the University's credit transfer policy.

3. A student shall not be awarded a Bachelor's degree unless the student has—

- (a) passed the final examinations and such other examinations of the University as the Senate may determine; and
- (b) complied with other respects of requirements for the degree as set out in the University regulations.

Statute LVII: Master's Degree

A candidate shall not be conferred a Master's degree unless the candidate has—

- (a) been registered for the degree at the University or the Constituent College for a period of at least two academic years; and

- (b) met such other requirement and conditions as set out in the University regulations.

Statute LVIII: Doctor of Philosophy Degree

A candidate shall not be conferred the degree of Doctor of Philosophy unless the candidate—

- (a) has registered for the degree in the University College or Constituent College for a period of not less than three academic years;
- (b) has been supervised by a supervisors approved by the Senate; and
- (c) passed the prescribed courses where applicable, and successfully defended a thesis or dissertation which makes a distinct contribution to the knowledge and understanding of the subject and affords evidence of the exercise of independent critical thinking.

Statute LIX: Honorary Degrees

1. The University may confer an honorary degree upon a person who has attained outstanding achievements in society and distinguished contribution to scholarship, creativity, leadership, humanitarian or public service, nationally or internationally.

2. A proposal to confer an honorary degree may emanate from the Faculty or the Senate and approved by the Council in accordance with Universities Standards and Guidelines.

Statute LX: Conferment of Degrees and Award of Diplomas and Certificates

1. For the purposes of conferring degrees of the University, there shall be held, a meeting of the whole University which shall be called a Convocation.

2. If the Senate approves, diplomas, certificates and other distinctions may be awarded at a Convocation.

3. The Convocation shall be constituted by the Chancellor, the Council, the Administrative Staff of the University, the Academic Staff of the University, the Alumni Association, the graduands and the students of the University.

4. Unless the Senate decides otherwise, the convocation shall be held at least once in a calendar year at the University seat, and shall be presided over by the Chancellor or the Chairperson of the Council.

5. The procedure for the conferment of degrees, the academic dress to be worn and all other matters not provided for in this statute shall be determined by the Senate.

6. The Vice-Chancellor shall declare a Convocation of the University a meeting convened for the purpose of conferring degrees and other awards and shall pronounce such convocation dissolved at the end of the ceremony.

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

PART VI —FINANCIAL PROVISIONS AND INTELLECTUAL PROPERTY

Statute LXI: Fees

1. The Council may determine categories of programmes which fees are payable, the amount thereof and the manner in which such fees are to be paid.

2. A student shall not be conferred any degree unless the student has paid all monies due from the student to the University in the form of fees or otherwise and has fulfilled all the academic requirements for that degree, except in so far as being exempted from them.

3. The Council may at any time and on the recommendation of the Senate review fees payable by students.

Statute LXII: University Finance

1. All the funds, movable and immovable assets and property of the University shall be managed and utilised by the Council in accordance with the Charter and this Statute and in such manner and for such purposes as, in the opinion of the Council, shall promote the best interests of the University.

2. The Council shall not charge or dispose of any immovable property vested in it without the prior approval of the Chancellor.

3. Pursuant to provisions of these Statutes, the Council may borrow funds for such purposes from such sources and under such arrangements as may be approved by a resolution of the Council from time to time.

4. All the monies of the University shall be paid into any of the bank accounts approved by the Council from time to time.

5. The University may invest any of its funds in securities, treasury bonds, trust funds or in any other securities, which the National Treasury through the Council may, from time to time, approve.

6. The University may place on deposit with such banks as may be approved by the Council, from time to time, any monies not immediately required for the purpose of the University.

7. The financial year of the University shall commence on the first day of July and end on 30th June in the following year.

8. Before commencement of a financial year, management shall prepare the University's estimates of revenue and expenditure for that year, for consideration and approval by the Council.

9. The annual estimates shall make provisions for all the estimated expenditure of the University for the financial year concerned, and in particular shall provide for the—

- (a) payment of the salaries, allowances and other charges in respect of the staff of the University;
- (b) payment of pensions, gratuities and other charges in respect of retirement benefits which are payable out of the funds of the University;
- (c) proper maintenance of the University's buildings and grounds;
- (d) proper maintenance, repair and replacement of the University's equipment and other movable property;
- (e) funding of the cost of the University's teaching, research and outreach activities;
- (f) development purposes; and
- (g) creation of such funds to meet future or contingent liabilities in respect of retiring benefits, insurance or replacement of buildings or equipment and in respect of such other matters as the Council may think fit.

10. In drawing its annual estimates and development plans, the University shall consult with the Government agency responsible for University grants.

11. Annual estimates shall be approved by the Council before the commencement of the financial year to which they relate, and shall be submitted to the Cabinet Secretary for the time being responsible for Defence.

12. In accordance with the Charter and this Statute, the colleges of the University shall maintain books of account of income, expenditure and assets.

13. Within a period of three months from the end of each financial year, the Management, through the Council and the Cabinet Secretary, shall submit to the Auditor General, the accounts of the University together with a statement of—

- (a) income and expenditure during that year; and
- (b) assets and liabilities of the University on the last day of that year.

14. The accounts of the University shall be audited by the Auditor General in accordance with the Public Audit Act, 2015.

15. The Auditor General may transmit to the Cabinet Secretary for the time being responsible for Defence, a special report on any matters incidental to their powers under Part IV, Section 24(3) and (4) of the Public Audit Act which shall apply to any report made under this paragraph.

16. The auditor appointed under the Charter may carry out a special audit or inspection of any aspect of the University's financial management provided that they shall, unless directed to the contrary by the Cabinet Secretary responsible for the National Treasury, notify the Vice-Chancellor of his intention to carry out such special audit or inspection.

17. The Vice-Chancellor shall make available to the auditor facilities and all the information necessary for carrying out the audit function.

Statute LXIII: Procurement

1. The University shall undertake procurement in accordance with the provisions of the Public Procurement and Asset Disposal Act, 2015.

2. The Vice-Chancellor shall be responsible for preparation and submission of the Annual Procurement Plan to the Council for approval.

3. The Vice-Chancellor shall be responsible for the implementation of procurement regulations.

4. The Council shall oversight the procurement function and, in this respect, receive regular reports on implementation of the annual procurement plan.

Statute LXIV: Intellectual Property

1. The University shall endeavour to fulfill its mission by contributing to the body of knowledge for the public good through innovation, academic rigour, publication, and other training, teaching and research activities.

2. The University shall promote and encourage the creation of original works of authorship and also technological innovations, all of which shall require intellectual property protection.

3. The protection of the University's intellectual property rights shall be as provided for in the Intellectual Property and Innovations Policy.

PART VIII MISCELLANEOUS PROVISIONS

Statute LXV: Associations, Collaborations or Linkages

The Council may enter into associations, collaborations and linkages with other bodies or organisations within or outside of Kenya in accordance with the Act and the relevant University policies for purposes of—

- (a) training and exchange programmes;
- (b) research and development;
- (c) running specialised programmes in support of government institutions; and
- (d) any other areas as the University may consider desirable or appropriate and in furtherance of the purpose for which the University is established.

Statute LXVI: Alumni Association

1. Pursuant to the provisions of paragraph 22 (1) of the Charter, there shall be an Alumni Association, which shall consist of all persons whose names appear on the Alumni Association Membership Register, to be compiled and kept by the Registrar (Academic Affairs) who shall be the Secretary.

2. The following shall be entitled to have their names entered on the Alumni Association Membership Register—

- (a) all graduates of the University, including honorary graduates;
- (b) all former students of the University who are degree, diploma or certificate holders;
- (c) past and present academic staff of the University may be admitted as associate alumni members; and
- (d) any other member as may be prescribed for by the Senate and the Alumni Association.

3. The objectives of the Alumni Association shall be to promote the reputation and well-being of the University, including fundraising for the development of the University.

4. Subject to the provisions of this Statute, the Alumni Association shall—

- (a) discuss matters relating to the University and shall transmit resolutions and recommendations to the University Management Board; and
- (b) be governed through its constitutive documents which shall be approved by the Council and shall not be in conflict with the vision, mission and core values of the University.

5. The Alumni Association Roll shall be conclusive evidence that any person whose name appears therein at the time of claiming to vote as a member of the Alumni Association is entitled to vote, and that any person whose name does not appear therein is not so entitled.

6. 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 or certificates and such automatic enrolment shall not, however, relieve the new graduates of the duty of registering their addresses with the Secretary and keeping it informed of any subsequent change of address.

7. It shall be the duty of the Secretary to take steps for the holding of an Annual General Meeting for the Alumni Association.

8. Notice of such meetings shall be given not less than two months before the date of the meeting and any member desiring to bring forward any business at such a meeting shall forward a statement in writing to the Secretary setting forth in the form of motions the subject proposed for consideration thereat. Such motions shall be lodged with the Secretary at least four weeks before the date of the meeting.

9. The quorum and procedure of the Alumni Association shall be prescribed in the rules made by the Alumni Association and approved by the University.

10. A copy of all resolutions of the Alumni Association and a statement of such other matters as the Alumni Association may from time to time decide, shall be duly certified by the Chairperson and sent to the Vice-Chancellor for information.

Statute LXVII: 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 them at the last known physical or postal address.

2. Where a notice or other document is sent by post, service thereof shall be deemed to have been properly effected by properly addressing and posting a letter containing the notice or other document, and shall be deemed to have been effected seven days from the date of posting.

Statute LXVIII: Contracts

1. Contracts on behalf of the University may, in addition to any other manner provided in law, be made as follows—

- (a) 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 the Common Seal; and
- (b) a contract which, if made between private persons would by law, be required to be in writing, and signed by the parties to be 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 in accordance with paragraph 1 (a) and (b), may, in addition to any other manner provided in law, be varied or discharged in the same manner in which it is authorised to be made.

Statute LXIX: Personal and Pecuniary Interest

1. No member of the University shall take or hold any interest in any property belonging to the University other than as a trustee for the purposes thereof.

2. If a member of an authority of the University has any personal or pecuniary interest, direct or indirect, in any contract or proposed contract for the purchase, sale or other disposition of land and other University property or for the provision of goods or services or for the purposes of the University 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/she shall at the meeting, as soon as practicable after the commencement thereof, disclose 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.

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

Statute LXX: Memorandum of Understanding or Agreement

1. The University may enter into a Memorandum of Understanding or Memorandum of Agreement with other institutions, private parties, Government agents and departments in accordance with provisions of the relevant laws in the interest of the functions of the University.

2. Any such agreements made between the University and other institutions, Government agents and departments shall be executed on the mutual understanding agreed upon in the agreements provided that they shall not contravene the relevant laws, the Charter or these Statutes.

Statute LXXI: Committee of Investigators

1. The Vice-Chancellor, a Deputy Vice-Chancellor, Commandant or Principal may, through a convening order, convene an *ad hoc* Committee of Investigators to investigate and report on the facts relating to—

- (a) the absence of any staff of the University who is not a member of the National Security Organs;
- (b) traffic accident involving University vehicles or staff;
- (c) any complaint against staff of the University;

- (d) any complaint against the University by third parties;
- (e) any irregularity on the administration or marking of exams; or
- (f) such other matter as the Vice-Chancellor, a Deputy Vice-Chancellor, Commandant or Principal may determine.

2. A Committee of Investigators convened to investigate any matter shall consist of not less than three persons who shall all be staff of the University.

3. The convening authority shall appoint the chairperson and members of the Committee of Investigators by name.

4. A Committee of Investigators shall investigate and report on the facts relating to any matter referred to them and, if directed to do so, to express their opinion on any question arising out of any such matter and make such recommendations as it deems fit.

5. Where any matter is the subject of an investigation by any authority of the Kenya Defence Forces or by a civil authority, or is the subject of proceedings under service law of any of the National Security Organs, or the subject of proceedings in a civil court whether within or outside Kenya, and—

- (a) a Committee of Investigators has not been convened with reference thereto, the convening authority may defer the convening of a Committee of Investigators until the completion of such investigation or proceedings as aforesaid and upon completion thereof shall not be required to convene a Committee of Investigators if satisfied that investigations by a Committee of Investigators is not necessary; or
- (b) a Committee of Investigators has already been convened with reference thereto, the convening authority may stay the proceedings of the Committee until such investigation or proceedings have been completed and shall then dissolve the Committee of Investigators if satisfied that such a Committee of Investigators is not necessary.

6. A Committee of Investigators shall assemble at the time and place stated in the order convening the Committee.

7. In commencing the proceedings of a Committee of Investigators, the chairperson shall lay the terms of reference before the Committee, and the Committee shall proceed to hear and record evidence in accordance with paragraph 23 hereinafter.

8. The chairperson may from time to time adjourn the proceedings of the Committee of Investigators.

9. The Committee of Investigators shall sit on such occasions and in such places as he/she may from time to time direct provided that the convening

authority may at any time direct the Committee to reassemble for such purpose as may be specified by the convening authority.

10. A Committee of Investigators shall hear the evidence of the witnesses who have been made available by the convening authority, and may hear the evidence of such other person as they think fit.

11. While a witness who is not a member of the University is giving evidence before a Committee of Investigators, he may be represented, but subject to paragraph 14 his representative shall not be entitled to be present at any other time.

12. A witness who is not a member of the University shall be entitled to receive the reasonable expenses of his attendance and a reasonable allowance in respect of loss of time.

13. A Committee of Investigators may receive any evidence which it considers relevant to the matter referred to it, whether oral or written and whether or not it would be admissible in a civil court.

14. Where it appears to the convening authority, or if a Committee of Investigators has been convened either to the convening authority or to the chairperson, that any witness or other person who is not a member of the University may be affected by the findings of the board, the convening authority or, as the case may be, the chairperson shall take such steps as are in his view reasonable and necessary to secure that such witness or other person has notice of the proceedings and, if he so desires, has an opportunity of being present, and represented, at the sittings of the Committee, or at such part thereof as the convening authority or, the chairperson, may specify.

15. Any witness or other person referred to in paragraph 14 may give evidence, question witnesses or call witnesses to give evidence on the matters which may affect him, and, if he is represented, his representative may question witnesses, but a representative shall not address the Committee of Investigators except with the permission of the chairperson.

16. The convening authority shall have power to direct that, subject to paragraph 18, every witness before a Committee of Investigators shall be examined on oath:

Provided that, where a child of tender years as defined in the Children Act, 2022 called as a witness does not, in the opinion of the Committee, understand the nature of an oath, his evidence may be received notwithstanding that it is not given on oath if the board members are satisfied that the witness is telling the truth to justify the reception of the evidence.

17. Subject to paragraph 18, an oath shall be administered to any person in attendance before the Committee of Investigators as an interpreter.

18. An oath shall be administered before the Committee of Investigators in the form and manner prescribed by the Oaths and Statutory Declarations Act.

19. Subject to paragraph 20, any document or thing produced to a Committee of Investigators by the witness when giving his evidence shall be made an exhibit.

20. When an original document or book is produced to a Committee of Investigators by a witness, the Committee of Investigators may, at the request of the witness, compare a copy of it or an extract therefrom of the relevant parts with the original, and after they have satisfied themselves that such copy or extract is correct and the chairperson has certified thereon that the Committee of Investigators has compared it with the original and found it correct, the Committee of Investigators may return the document or book to the witness and attach the copy or extract to the record of the proceedings as an exhibit.

21. Every exhibit shall—

- (a) be marked with a number or letter and be signed by the chairperson or have a label affixed to it bearing a number or letter and the signature of the chairperson.
- (b) be attached to or kept with a record of the proceedings unless in the opinion of the Committee of Investigators it is not expedient to attach it to or keep it with the record.

22. When an exhibit is not attached to or kept with the record of the proceedings under paragraph 21(b), the chairperson shall ensure that proper steps are taken for its safe custody.

23. The chairperson shall record or cause to be recorded the proceedings of the Committee of Investigators in writing and in sufficient detail to enable the convening authority to follow the course of the proceedings:

Provided that the chairperson shall to the extent possible ensure that the proceedings are recorded verbatim in the Hansard form.

24. The evidence of each witness shall be recorded in narrative form recording as nearly as possible as the words used:

Provided that the chairperson shall to the extent possible ensure that any particular question and answer are recorded verbatim in the Hansard form.

25. The evidence of each witness, as soon as it has been taken down in accordance with paragraph 23 or 24 shall be read over to him and shall be signed by him.

26. A record of the proceedings shall be signed by the chairperson and such other members of the Committee of Investigators as there may be and forwarded to the convening authority.

Statute LXXII: Political Activities

1. 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 activity.

2. No political rallies, fetes or other activities shall be allowed on University grounds or premises.

3. Any member of staff interested in contesting a parliamentary or civic seat shall be required to resign from the service of the University before presenting himself or herself for nomination for such election.

4. The employee shall make full disclosure to the University of his/her intention to vie for parliamentary or civic seat, failing which constitutes a disciplinary case.

Statute LXXIII. Amendment and Review of the Statutes

These Statutes may be amended by the Council, on the recommendation of the University Management Board and the Senate.

FIRST SCHEDULE

(s. xiv (3))

COMMITTEES OF THE SENATE AND THEIR TERMS OF REFERENCE

1. The terms of reference for the Academic Committee of the Senate shall be to—

- (a) scrutinize and recommend to the Senate proposals for development and review of academic programmes;
- (b) consider and recommend to the Senate the appointment of Part-Time Lecturers, Thesis/Project Supervisors and external examiners;
- (c) receive, consider and recommend to senate as appropriate, applications for inter University transfers of students;
- (d) develop tools that guide the management of academic programmes; and
- (e) deal with matters that may be referred to it by the Vice-Chancellor or the Senate.

2. The terms of reference of the Library Committee of the Senate shall be to—

- (a) assist and advise the Chief Librarian on all matters relating to the Library Services;
- (b) make recommendations to the Senate on Library policy;
- (c) prepare and submit to Senate an annual report on the functioning of the University libraries;
- (d) make recommendations to the Senate on Library policy regarding the establishment of specialized libraries such as Departmental, research or textbook collections;
- (e) make recommendations to the Senate on the stocking, staffing and equipping of the library services; and
- (f) deal with any other matters referred to it by the Senate or the Vice-Chancellor.

3. The terms of reference for the Student Disciplinary Committee shall be to—

- (a) receive and consider matters of disciplinary nature affecting students who are not members of the National Security Organs on behalf of the Senate, and award an appropriate penalty;
- (b) investigate issues surrounding misconduct by students which may have adverse effect on the students and to determine appropriate corrective measures;
- (c) investigate, collect and listen to evidence on disciplinary cases against students who are not members of the National Security Organs and make appropriate determination;
- (d) develop for Senate approval and review, from time to time the code of conduct for students;
- (e) review and recommend to the Senate any appropriate amendments to the Rules and Regulations Governing the Conduct and Discipline of Students; and
- (f) deal with any other matters referred to it by Senate or the Vice-Chancellor.

4. The terms of reference of the Board of Graduate Programmes shall be—

- (a) co-ordination, formulation and review of rules and regulations governing postgraduate studies;
- (b) consideration and recommendation to Senate the approval and registration of postgraduate research proposals;
- (c) monitor and track progress reports of postgraduate students;
- (d) co-ordination and processing of postgraduate projects and theses and their submission and examination by internal and external examiners;
- (e) consideration and recommendation to the Senate the appointment of internal and external examiners;
- (f) enforcement of rules, regulation and policies on supervision of postgraduate students;

- (g) recommendation to Senate the registration and deregistration of postgraduate students in accordance with the relevant rules, regulations and policies;
- (h) organization of postgraduate workshops and presentations by Masters and Doctorate candidates before their graduations;
- (i) coordination of binding of postgraduate student thesis/projects; and
- (j) dealing with any other matters referred to it by Senate or the Vice-Chancellor.

5. The terms of reference of the Research, Extension, Innovation and Intellectual Property Committee shall be to—

- (a) consider and recommend to Senate policies dealing with research, innovation, technology, production and income generating units;
- (b) coordinate research and innovation initiatives in the University;
- (c) develop policies and regulations governing University research and innovation;
- (d) oversee the dissemination and publication of research findings and reports;
- (e) oversee the incubation and licensing of innovations;
- (f) ensure that the University's intellectual property are registered as required by law and are protected; and
- (g) deal with any other matters referred to it by Senate or the Vice-Chancellor.

6. The terms of reference of the Collaboration and Linkages Committee shall be to—

- (a) consider and recommend to Senate all policy documents dealing with Collaborations and Linkages;
- (b) receive and recommend to the Senate all Memorandum of Understanding or Agreement pertaining to collaboration and linkages;

- (c) assist the University in establishing collaboration with industry and other stakeholders;
 - (d) lobby for bursaries, research grants, scholarships and funds for capacity building; and
 - (e) deal with any other matters referred to it by Senate or the Vice-Chancellor.
7. The terms of reference of the Scholarships, Bursaries and Other Awards Committee shall be to—
- (a) lobby for bursaries, research grants, scholarships and funds for capacity building;
 - (b) review and make recommendations to the Senate on criteria for awarding bursaries;
 - (c) receive applications for bursaries, evaluate them and award bursaries on behalf of the Senate;
 - (d) solicit for bursaries and other students financial support services on behalf of the University; and
 - (e) deal with any other matter referred to it by Senate or the Vice-Chancellor.
8. The terms of reference of the Convocation and Ceremonies Committee shall be—
- (a) overall organization and preparations of Graduation Matriculation and Induction of students in all colleges of the University;
 - (b) coordination of orientation of students to the University Seat;
 - (c) recommendation for the Senate consideration of the University's Academic dress including hoods and gowns;
 - (d) preparation of venues for graduation ceremony;
 - (e) prepare a guest list for graduation for the Senate consideration;
 - (f) development of programme for the ceremony, fliers, banners and invitation cards;
 - (g) organization of students' graduation rehearsal and the Vice-Chancellor's graduation procession;

- (h) develop a budget for the ceremony for approval; and
- (i) prepare the VC's forward for the programme and speech for the ceremony.

SECOND SCHEDULE

(s. vi (6))

RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS

I PREAMBLE

1. These Regulations are made by the Council in accordance with the provisions of paragraph 16(5)(m) of the Charter to provide for the control, good governance and administration of the University.
2. These Regulations shall apply to every student of the University upon registration and so long as such student remains registered.
3. Every student shall, before the student is registered, be required to read these regulations and to sign a declaration appended hereunder that the student has read and understood the contents and meaning hereof and that the student undertakes to be bound thereby.
4. Failure or refusal to comply with paragraph 3, may constitute a ground for denial of registration.
5. Nothing in these Regulations shall preclude the University from requiring any student to execute any assurance and undertaking to be of good conduct throughout his/her stay at the University. Such assurance or undertaking when required and executed shall have the same effect as if it were incorporated herein.
6. For purposes of these Regulations, the term “student” means and includes—
 - (a) any person who has been formally admitted to a course of study or programme for an undergraduate degree or diploma by the University;
 - (b) all occasional students who are registered students of another university but are admitted to a course of study within the University;
 - (c) all postgraduate students registered by the University for higher degree, diploma or other qualifications as may be approved by the Senate; and
 - (d) any other person who is determined by the Senate to be a student.

II. THE CONDUCT OF STUDENTS

7. The following provisions shall apply with respect to the conduct of students within and so far as is applicable, outside the University precincts.

(a) General Conduct

All the students of the University shall conduct themselves with the highest standard of integrity, personal discipline and morality and, in particular, shall—

- (i) respect and adhere to the administrative and academic procedures and structures established by the Charter, for the control, governance and operations of the University;
- (ii) respect the rights and privileges of the members of the University community at all times;
- (iii) refrain from any conduct that might bring the University or any section or programme thereof to disrepute, ridicule or public odium;
- (iv) conduct themselves in all public places with such humility and dignity as befits their status as mature and responsible citizens;
- (v) refrain from all acts of violence, hooliganism, unruly or rowdy behavior, or any conduct likely to cause a breach of the peace and disturbance to others within or outside the University campus;
- (vi) wear acceptable and appropriate attire at all times and in particular while attending lectures, practicals, during meals time in the college messes or at any University functions;
- (vii) not keep motor vehicles on the University premises without prior written permission of the College Commandant or the Principal and such permission shall not be given without proof of a current driving license, a valid road license and a valid certificate of insurance: Such permission may be rejected or withdrawn without assigning any reasons thereof;
- (viii) desist from tampering with fire-fighting appliances wherever installed and shall use such appliances for firefighting purposes only;

- (ix) desist from misuse or willful damage to or destruction of University property in default of which such student or group of students shall bear full responsibility thereof;
- (x) refrain from and avoid such drunkenness or drunken behavior as would constitute a disturbance to other students and staff of the University;
- (xi) refrain from creating noise that may cause disturbance or annoyance to the University community;
- (xii) desist from abuse of drugs and totally refrain from the use of drugs the possession and use of which is prohibited by law;
- (xiii) not possess keys to rooms or building on the campus other than those obtained through the official channel;
- (xiv) avoid and desist from tampering with official documents that may come into their possession by any means whatsoever;
- (xv) not engage in fund-raising activities without written authority from the Vice-Chancellor;
- (xvi) not engage in or use the University facilities for political purposes; and
- (xvii) not remove furniture or equipment from rooms or buildings in which it is meant to be used, without written permission from the relevant authorities.

(b) **Conduct with the Public**

In addition to any other liability that may be attached thereto, students remain accountable to the University in respect of their relationship with members of the general public and of conduct and utterance in matters that lie in the public domain wherefore—

- (i) all correspondence to the press or other mass media by students shall bear their names and private addresses; and
- (ii) all public statements affecting the University shall receive prior written approval of the Vice Chancellor.

(c) **Academic Conduct**

All students shall apply themselves diligently to the courses of study approved by the Senate and for which they are registered and, in particular shall—

- (i) except for good cause, attend all lectures, tutorials, seminars, practicals and other scheduled courses or instructions;
- (ii) in case of absence from class for good cause, e.g. on account of illness, such absence shall be authorized by the Head of Programme on production of certified evidence e.g. a medical certificate;
- (iii) refrain from any conduct whose object or logical consequence is to disrupt the operation of academic programmes of the University;
- (iv) abide by all other regulations made by the Colleges for the proper conduct of specific programmes;
- (v) not engage in plagiarism, cheating or any other academic irregularity which may undermine the academic standing of the University; and
- (vi) in case of any academic irregularities, the same shall be referred to the Senate through the Academic Committee for appropriate action.

8. SPORTS AND RECREATION

Students shall be expected to participate in as many of the University's sporting and recreational activities as they are able. Observance of such rules as may be enacted by the Colleges shall be obligatory.

9. CHANNELS OF COMMUNICATION

In the redress of grievances, students shall be expected to go through the laid down channels and procedures and in particular the following order—

- (a) the class senior student;
- (b) the academic advisers, if any;
- (c) the Head of Programme; and

- (d) the College Commandant or Principal.

III. THE DISCIPLINE OF STUDENTS

10. The following provisions shall apply to all disciplinary actions taken against students in respect of disciplinary offences specified herein, whether such offences are committed within or outside the University precincts.

11. DISCIPLINARY AUTHORITY

For purposes of these regulations, the Vice Chancellor, acting on behalf of the Senate, is the disciplinary authority of the University and may in that capacity—

- (a) vary or add to the list of disciplinary offences specified herein but such action shall cease to have effect unless approved at the next meeting of the Senate and the Council; or
- (b) suspend any student suspected of committing any disciplinary offence under this regulation from the University pending appropriate disciplinary action; and
- (c) take any other measures or actions necessary for the proper operation of disciplinary procedures set out herein.

12. DISCIPLINARY OFFENCES

The following conduct shall constitute specific disciplinary offences under these regulations—

- (a) boycott of scheduled lectures, tutorials, seminars, practicals, field trips and other courses of instruction and assault of or issuance of threats to other students of staff in contemplation or furtherance of any such boycotts and students who have willfully missed more than one-third of scheduled lectures, tutorials, seminars, practicals and other instruction shall be barred from sitting end-of-semester examinations;
- (b) assault of members of staff while discharging official duties;
- (c) possession of knives, swords, sticks, metal bars or any other items or articles which might endanger the lives of members of staff or students or any other persons;
- (d) any form of picketing or organized obstruction of students and staff in any manner whatsoever;

- (e) writing, publishing or distributing of anonymous literature of a malicious or libelous nature including placards;
- (f) any attempt to conceive, design or effect any scheme or strategy of whatever nature whose object or logical consequence is to disrupt the due operation of nature whose object or logical consequence is to disrupt the due operation of academic or other programmes of the University;
- (g) malicious or willful damage to or loss of University property;
- (h) disorderly conduct and molestation of other members of the University or obstruction of motor vehicles within or outside the University precincts;
- (i) use of profane or foul language against any members of the University community or the general public;
- (j) any attempt to convene or organize demonstrations, gatherings, processions or public ceremonies within the University premises without the explicit approval of the Vice-Chancellor;
- (k) being drunk and disorderly and the abuse of or use of drugs, the possession and use of which is prohibited by the law; or
- (l) involvement in cheating in academic matters, examination leakages or impersonation in University examinations and breach of any rules and regulations specialized in examinations which are upgraded from time to time, and issued to students and pinned on the University notice boards.

Notwithstanding any action that may be taken by the police or Law Courts under the foregoing paragraph, the University may take independent disciplinary action against any affected student.

13. DISCIPLINARY PROCEDURES

The Students' Disciplinary Committee shall be the hearing panel for all disciplinary offences against students who are not members of the National Security Organs. Disciplinary offences against students who are members of the National Security Organs shall be referred to their respective service authorities.

(1) MEETING OF THE DISCIPLINARY COMMITTEE

The Chairperson shall normally call a meeting of the Students Disciplinary Committee to be held within one month of the report of a disciplinary offence being received by him/her.

(2) NOTICE OF MEETING

- (a) the Secretary shall notify the affected student and the complainant of the date and time of the meeting and of their right to be present and to call a witness or witnesses;
- (b) at all proceedings of a Students Disciplinary Committee before which a student is summoned, the procedure adopted shall be determined by the Committee and the student shall be entitled to representation in person or by counsel of his/her choice;
- (c) the Committee shall hold an enquiry but shall not be required to adhere to the rules of evidence or procedures as applied in a Court of Law. However, the Committee shall ensure that both sides are heard and that persons required to be witnesses do not sit as members of the Committee; and
- (d) the Committee's decision shall be arrived at by consensus.

(3) POWERS OF THE STUDENTS' DISCIPLINARY COMMITTEE

(1) The Committee shall have power to recommend any one or more of the following measures and/or penalties depending on the nature and gravity of the offences committed and the evidence called in support thereof—

- (a) to dismiss the case against the student;
- (b) to issue a letter of warning or reprimand and such letter shall form part of the student's personal record and a copy thereof shall be sent to the parent or guardian of the affected student;
- (c) to require the student to make good any loss or damage to the University's property and/or pay damages commensurate with the nature and gravity of the offence;
- (d) to suspend the student from the University for a specific period;
- (e) a combination of any two or more of the above;

(f) discontinuation of the Student; and

(g) any other penalty or penalties as the Committee may deem fit.

(2) In arriving at an appropriate penalty or combinations thereof, the Students' Disciplinary Committee shall be at liberty to consider the total conduct (past and present) of the student within or outside the University and not merely the immediate circumstances furnishing the reason for disciplinary action against him/her.

(3) A student shall be informed of the decisions of the Student Disciplinary Committee within fourteen days from the date of the conclusion of the proceedings.

(4) The record and decision of any Disciplinary action taken against a student shall be furnished to the Registrar Academic Affairs and shall form part of the student's records.

(5) Students have the right to appeal to the Senate through the Vice Chancellor against the decision of the Student Disciplinary Committee if he considers himself aggrieved by the said decision and such appeals shall be made in writing within fourteen (14) days of the date of communication of the Student Disciplinary Committee's decision.

(6) The Senate may, in considering an appeal from the decision of the Students Disciplinary Committee—

(a) substitute a recommendation of a penalty with the dismissal of the offences; or

(b) substitute a penalty for another penalty or combination thereof provided that the Senate shall not enhance a penalty recommended by the Students Disciplinary Committee except upon hearing the student.

14. MISCELLANEOUS MATTERS

(1) The University disclaims all responsibility for loss of or damage to any property belonging to students or their guests while such property is within the University premises.

(2) The Council, on the recommendation of the Senate, reserves the right to change, add, amend or otherwise vary these regulations at any time without notice.

APPENDIX

I..... ID/NO.....

Do hereby declare that I have read the regulations governing the conduct and discipline of students at the National Defence University–Kenya and understood their content and meaning, and undertake to abide by them.

Made on the, 2023.

GENERAL FRANCIS OMONDI OGOLLA,
Chairperson, National Defence University-Kenya Council.