

Mount Zion International University of Rwanda - Statutes

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SHORT TITLE

These statutes shall be cited as the Mount Zion International University of Rwanda Statutes.

PRELIMINARY

In discharge of its core mandate of Mount Zion International University of Rwanda Charter 2011, the University Council makes the following Statutes for the better governance, coordination, and management of the University.

The Statutes are made in accordance with powers conferred upon Mount Zion International University of Rwanda under section 43 of its Charter.

These Statutes shall be cited as the Mount Zion International University of Rwanda Statutes, 2011.

The applications of these statutes shall be in accordance with the spirit of Mount Zion International University of Rwanda Charter 2011 and shall be subject to amendment from time to time in line with changes thereof.

STATUTE I: DEFINITIONS

- Any term applied in these Statutes shall be construed in the context or the spirit of the Charter.
- The Statutes shall be read in conjunction with the Charter and in the event of any contradictions, the interpretation in the Charter shall prevail.
- Division – means a constituent part of the University established for purposes of carrying out administrative functions.
- Department - means a constituent part of a school or faculty established for purposes of carrying out specialized academic activities including research.
- Regulations - mean regulations made pursuant to the Mount Zion International University of Rwanda Charter 2011 or these statutes
- Directorate – means a body which for administrative purposes has been designated by the Council to coordinate specific functions of the university.
- Principal – means a head of a constituent college established by the university.
- Director – means a head of a campus/directorate/ institute established by the university.
- Deputy Director – means a deputy head of a campus or directorate established by the university.
- Registrar – means a head of a registration section or department established by the university.
- Deputy Registrar – means a Deputy Registrar of a registration section or department established by the university.
- Dean Students Affairs – means a head of student affairs.
- Associate Dean Students Affairs – means an assistant of the dean of student.
- School/ Faculty / Institute – means a body consisting of department designated for purposes of teaching research and other functions being associated with the university.
- Dean of School/Faculty – means a head of a school / faculty established by the university.
- Associate Dean of a School/Faculty/Campus – means an assistant of a dean of a school/faculty established by the University.
- Academic Head – means the academic leader in a department / school.

- Emeritus professor – means a retired professor allowed to continue to provide certain services to the university due to previous exemplary service.
- Academic Year – means a period of study consisting of two semesters, not necessarily consecutive and any other additional period of study or research as may be prescribed in the regulation for a particular program of study.
- Trimester - means a period of study consisting of 3 terms, not necessarily consecutive and any other additional period of study or research as may be prescribed in the regulation for a particular program of study.
- Associate Faculty / Part-time lecturer – means a part-time academic member of staff who is appointed on a contractual basis for a specified period of time to handle a specified teaching load.
- Adjunct Professor – means a professor who is appointed on a specified non-residential contractual basis.
- Visiting Professor – means a professor on a non-renewable contractual appointment for one to three years.
- Campus – means a tuition facility used wholly or partly for the conduct of university education.
- Constituent Campus – means a constituent part of a campus established for purposes of carrying out specific academic activities.

STATUTE II: THE CHANCELLOR

The Chancellor shall be appointed as specified in Part III Section 11 of the Charter.

The Chancellor shall have the powers and functions and shall enjoy such rights and privileges as provided for in the Charter and in these Statutes.

The Chancellor shall:

Be the titular head of the University and, in the name of the University confer degrees and grant diploma, certificates and other awards of the university;

From time to time in consultation with the Council, direct an inspection of the University or an inquiry into the teaching research or any other of the University, if necessary, or as assigned by the Board.

Arrange for visitation into the general administration and organization of the University or an inquiry into the teaching, research or any other work of the University, if necessary.

Enjoy such powers and privileges and perform such other functions.

Give advice to the Council which he or she considers necessary for the betterment of the University.

The Chancellor may exercise his/her functions through another person who shall, in this capacity, be the Pro-Chancellor or other persons assigned by the board.

STATUTE III: THE PRO-CHANCELLOR

- The Pro-Chancellor shall be appointed as prescribed in Part III Section 12 of the Charter.
- The Pro-Chancellor is an *ex-officio* member and cannot vote in any meeting.
- The Pro-Chancellor shall be appointed by the Board on contractual basis and on such terms and conditions as clearly prescribed in the instrument of appointment.
- The Pro-Chancellor shall:
 - Assist in enhancing university research capacity, in respect to human resource, financial base and infrastructure.
 - Assist in developing strategic relationships through academic and industrial linkages for enhanced impact to society.
 - Assist in enhancing the competitiveness of the university nationally and internationally.
 - Help attract investments, endowments and other forms of assistance.
 - Assist in enhancing university mentorship system
 - Assist in providing leadership on academic programs, research and other scholarly endeavours.
 - Assist in fostering intellectual interaction.
 - Advise on management and administrative structures and academic resource requirements.
 - Assist in enhancing university corporate image
 - Preside over university ceremonies in the absence of the Chancellor
 - The Pro-Chancellor shall perform any other duties as may from time to time be assigned by the Chairman, Board of Trustees / Council / Chancellor.

STATUTE IV: THE UNIVERSITY COUNCIL

The University Council shall be constituted as prescribed under Part III Section 13 of the Charter

Subject to Section 13(12) of the Charter, at all meetings of the council and of any of the Council Committees, the quorum in a meeting shall be one half of the members plus one.

The Council shall establish such committees and delegate / assign functions or duties to each of them as it may deem fit.

The Council shall have powers and functions and shall enjoy such rights and privileges as provided for in the Charter 2011 (14)

STATUTE V: THE MANAGEMENT BOARD OF THE UNIVERSITY

The Management Board shall be established by Article 15 of the Charter, 2011

Membership and functions of the Management Board shall be as set out in the Charter, 2011 section 15 (1).

Unless the Management Board otherwise determines, the Management Board meetings shall be held at least once a month at such time and place the management board shall appoint.

The quorum at meetings shall be at least 50% of the members of the Board.

In the absence of quorum at the first instance, the meeting shall adjourn to the following week at a venue and time determined by members present in the meeting.

For effective performance of its functions, the Management Board may appoint committees and determine membership and its terms of reference.

In case of a tie during voting, the Chairman of the Management Board shall have a casting vote.

Subject to these Statutes and to the Charter, the Management Board may regulate its own meetings and those of its committees.

The Management Board may delegate any of its functions to the Vice-Chancellor or to any committee appointed by the Management Board

The Management Board shall have powers to co-opt other persons into the Board and on its committees

The Vice-Chancellor shall be an *ex-officio* member of all committees appointed by the Management Board and he/she shall not chair such committees

Committees of the Management Board may be comprised of members of the Management Board and other persons not being members of this Board.

Membership of the Management Board shall be:

Vice-Chancellor – Chairman

Deputy Vice-Chancellor, Finance, Administration and Planning - Secretary

Deputy Vice-Chancellors

Registrars

University Librarian

Finance Director

Human Resource Director

Director, Quality Assurance

Director, Internal Information Systems

STATUTE VI: THE SENATE

There shall be a Senate as established by Part III Section 17 of the Charter

The membership shall be in accordance with Article 17(1) of the Charter.

The powers and functions of the Senate shall be as prescribed in Article 17(3) of the Charter.

The Senate shall make regulations governing such matters as are within its powers and recommend to the council any changes in the statute in accordance with the charter, 2011

MEMBERSHIP

There is established a Senate of the University which shall consists of -

- (a) The Vice- Chancellor, as the Chairperson;
- (b) The Deputy Vice –Chancellor(s);
- (c) The Principal of the Constituent Colleges;
- (d) The Legal Secretary;
- (e) The Registrar(s);
- (f) The Deans of Schools,
- (g)Academic Heads
- (h)Directors
- (i)Heads of Departments;
- (j)The University Librarian;
- (k)Dean Students Affairs
- (l)Associate Deans of Schools
- (m)A representative of each school; and
- (n) Campus Deputy Directors, Academic Affairs

MEETINGS OF THE SENATE

Unless the Senate otherwise determines, meetings of the Senate shall be held at least two times in a semester at such time and place as the Chairman of the Senate may appoint

The quorum for a Senate meeting shall be 50% of the membership of the Senate

The resolution of the Senate shall be by a simple majority of those present and voting provided that in the event of a tie, the chairman shall have a second casting vote.

The chairman of the Senate shall be the Vice-Chancellor.

The secretary of the Senate shall be the Registrar, Academic Affairs or in his/her absence a person delegated by the Chairman of Senate.

In the absence of the Vice-Chancellor, the Deputy Vice-Chancellor, Academic and Research Affairs shall preside over all meetings of the Senate.

In the absence of both the Vice-Chancellor and the Deputy Vice-Chancellor Academic Affairs, the Deputy Vice-Chancellor, Finance Administration and Planning shall chair a meeting, or any other Deputy Vice-Chancellor.

In the absence of the Deputy Vice-Chancellors, members present and constituting a quorum shall elect one among themselves to chair a meeting.

A special meeting of the Senate may be convened to deliberate on a specific matter at very short notice.

The Senate will establish relevant committees and delegate/assign functions or duties to each of them as it may deem fit. The Senate may through a special resolution by half of the Senate members delegate to the Chairman of Senate a duty to transact any business or perform any function of the Senate and any decision so taken shall be ratified at a subsequent meeting of Senate.

STATUTE VII: THE VICE-CHANCELLOR

The Vice-Chancellor shall be appointed as prescribed in Part IV, Section 19(1) of the Charter.

The Vice-Chancellor shall be the chief administrative and academic head of the University.

The functions of the Vice-Chancellor shall be those conferred under Section 19(2) of the Charter.

The Vice-Chancellor may appoint and prescribe the duties, terms and conditions of service of such academic and administrative staff (whether paid or honorary) as deemed necessary for the efficient functioning of the university within the university policies and budget, as approved by the Board of Trustees and the University Council.

The Vice-Chancellor upon consultation with the relevant governing organs and/or the appropriate department heads, may transfer or discharge administrative officers, faculty and staff members as and when deemed necessary.

The Vice-Chancellor may assign or delegate any of his/her duties to a committee or to a member of the university faculty or staff and may withdraw any such delegation or assignment at will.

STATUTE VIII: DEPUTY VICE-CHANCELLOR ACADEMIC AND RESEARCH AFFAIRS

The Deputy Vice-Chancellor, Academic and Research Affairs shall be appointed as prescribed under Part IV Section 20 of the Charter.

The conditions of appointment of the Deputy Vice-Chancellor, Academic and Research Affairs shall be set out in terms of service as may be amended by the Board of Trustees from time to time.

The Deputy Vice-Chancellor, Academic and Research Affairs shall hold office for such a period as may be stipulated in the instrument of appointment.

The Deputy Vice-Chancellor, Academic and Research Affairs shall be the head of Academic and Research Affairs Division of the university which has the following responsibilities:

Academic planning and development which include preparation of academic programs, academic policies and procedures, admissions, academic staff development, development of academic facilities.

Teaching which includes preparation of timetables, examinations, certificates, and transcripts.

Coordination of all academic affairs including library and information services.

Assisting in coordination of student affairs

Ensuring that teaching and learning are of high quality.

Planning and organizing university ceremonial functions including graduation.

Coordinating research activities in the university.

The Deputy Vice-Chancellor, Academic and Research Affairs shall provide secretariat to the Senate.

The Deputy Vice-Chancellor, Academic and Research Affairs shall chair the appointments committee for academic staff.

The Deputy Vice-Chancellor, Academic and Research Affairs shall chair the Students Academic Disciplinary Appeals Committee

The Deputy Vice-Chancellor, Academic and Research Affairs shall report directly to the Vice-Chancellor on all matters related to academic affairs.

The Deputy Vice-Chancellor, Academic and Research Affairs shall have such other duties as may be assigned or delegated by the Vice-Chancellor in accordance with these Statutes.

STATUTE IX: DEPUTY VICE-CHANCELLOR, FINANCE ADMINISTRATION AND PLANNING

The Deputy Vice-Chancellor, Finance, Administration and Planning shall be appointed as prescribed in Part IV, Section 20 of the Charter.

The conditions of appointment of the Deputy Vice-Chancellor, Finance, Administration and Planning shall be set out in the terms of service as may be amended by the Board from time to time.

The Deputy Vice-Chancellor, Finance Administration and Planning shall hold office for such a period as may be stipulated in the instrument of appointment.

The Deputy Vice-Chancellor Finance, Administration and Planning shall be responsible for all matters for finance administration and planning of the university and the main responsibilities shall comprise:

- Administrative policies and procedures
- Financial management
- Human resource development
- General welfare
- Fund raising
- Physical planning and development
- Enterprise development and
- General administrative, Finance and planning services

The Deputy Vice-Chancellor, Finance, Administration and Planning shall be the Head of the Finance, Administration and Planning Division of the University.

The Deputy Vice-Chancellor, Finance, Administration and Planning shall chair appointment committees for all non-teaching staff. The Deputy Vice-Chancellor, Finance Administration and Planning shall chair the university Disciplinary Committee handling non-academic matters.

The Deputy Vice-Chancellor, Finance, Administration and Planning shall report directly to the Vice-Chancellor.

The Deputy Vice-Chancellor, Finance, Administration and Planning shall have such other duties as may be assigned or delegated by the Vice-Chancellor in consultation with all the governing organs of the university and in accordance with the statute.

The Deputy Vice-Chancellor, Finance, Administration and Planning shall provide secretariat to Management Board of the University.

The Deputy Vice-Chancellor, Finance, Administration and Planning shall provide secretariat to the University Executive Committee.

STATUTE X: DEPUTY VICE-CHANCELLOR, LINKAGES AND RESOURCE MOBILIZATION

The Deputy Vice-Chancellor, Linkages and Resource Mobilization shall be appointed as prescribed in Part IV Section 20 of the Charter, 2011.

The conditions of appointment of the Deputy Vice-Chancellor, Linkages and Resource Mobilization shall be set out in the terms of service as may be amended by the Board of Trustees from time to time.

The Deputy Vice-Chancellor, Linkages and Resource Mobilization shall hold office for such a period as may be stipulated in the instrument of appointment.

The Deputy Vice-Chancellor, Linkages and Resource Mobilization shall be the head of the Division of Linkages and Resource Mobilization which has the following responsibilities:

Develop and implement policies and procedures governing university resource Mobilization.

Develop and implement university resource Mobilization strategies taking into account short- and long-term funding needs of the university.

Establish and sustain a university endowment fund.

Organize fundraising campaigns and solicit contributions to university endowment fund.

Participate in overall efforts to mobilize resources and building a sustainable funding base for the university.

Support implementation of resource Mobilization strategies by managing relationship with donors, identifying and mapping potential donors.

Identify, synthesize and implement best practices and lessons learned linked to resource Mobilization and partnership activities.

Evaluate, monitor and advise on the efficient utilization of resources for the development of the University.

Formulate and implement policies governing the University institutional linkages and programs.

Formulate and implement procedures to be followed in establishing linkages and partnerships.

Initiate, promote, facilitate and coordinate both local and international linkages, partnerships, programs, staff and student exchanges and networking.

Promote both local and international staff and students' welfare within the framework of the partnership.

Monitor, appraise, and review linkages periodically upon set criteria.

Recommend from time to time to the Senate potentially feasible linkages and partnerships with the University.

The Deputy Vice-Chancellor, Linkages and Resource Mobilization shall report directly to the Vice-Chancellor.

The Deputy Vice-Chancellor, Linkages and Resource Mobilization shall have such other duties as may be assigned or delegated by the Vice-Chancellor in accordance with these Statutes.

STATUTE XI: DEPUTY VICE-CHANCELLOR, COORDINATION CONSTITUENT COLLEGES, CAMPUSES AND CENTRES

The Deputy Vice-Chancellor, Coordination Constituent Colleges, Campuses and Centres shall be appointed as prescribed in Part IV Section 20 of the Charter by the Board in consultation with the Council.

The conditions of appointment of the Deputy Vice-Chancellor, Coordination Constituent Colleges, Campuses and Centres shall be set out in the terms of service as may be amended by the Board of Trustees from time to time.

The Deputy Vice-Chancellor, Coordination Constituent Colleges, Campuses and Centers shall hold office for such a period as may be stipulated in the instrument of appointment.

The Deputy Vice-Chancellor, Coordination Constituent Colleges, Campuses and Centers shall perform duties in consultation with other Deputy Vice-Chancellors and other relevant university officers.

The Deputy Vice-Chancellor, Coordination Constituent Colleges, Campuses and Centers shall be the Head of the Division of Constituent Colleges, Campuses and Centers which has the following functions:-

Ensuring effective implementation of Campus strategic plan.

Ensuring that operations at the campuses are effective and cost-effective.

Overseeing quality teaching and learning processes at campuses.

Coordinating the determination of the Human resource requirement at Constituent Colleges/Campuses.

Recommending establishment of new or disestablishment of existing constituent college(s), campus(es) and centre(s) to the Management Board of the University.

Overseeing marketing of programs and students admissions at campus level.

Overseeing effective implementation of the university policies and any other administrative guidelines at campuses.

Promoting active participation of staff in campus research activities.

Planning and overseeing campus self-evaluation.

Playing oversight role with aim of strengthening oversight systems.

Liaising with Directors of Campuses and Principals of Constituent Colleges on matters related to staff recruitment, infrastructural development and teaching and make recommendations to the University Management Board.

Serve as Chairman of the Inter-Campus Steering Committee.

Perform any other functions as the Vice-Chancellor may assign from time to time.

STATUTE XII: DEPUTY VICE-CHANCELLOR, STUDENTS WELFARE, ALUMNI AND MARKETING AFFAIRS

The Deputy Vice-Chancellor, Students Welfare, Alumni and Marketing Affairs

Shall be appointed as prescribed in Part IV Section 20 of the Charter by the Board in consultation with the Council.

The conditions of appointment of the Deputy Vice-Chancellor, Students Welfare, Alumni and Marketing Affairs shall be set out in the terms of service as may be amended by the Board of Trustees from time to time.

The Deputy Vice-Chancellor, Students Welfare, Alumni and Marketing Affairs shall hold office for such a period as may be stipulated in the instrument of appointment.

The Deputy Vice-Chancellor, Students Welfare, Alumni and Marketing Affairs shall be the Head of the Division of university which has the following functions;-

Overseeing implementation of regulations, policies and procedures that apply to student non-academic matters.

Coordination of all matters related to student welfare

Advise Senate on matters related to the Student Welfare.

Sensitization of students on available student support systems such as academic advisory, mentorship, guidance and counseling and health care services among others.

Coordination of matters related to student co-curricular activities such as sports, games, drama, music, community outreach programmes, etc.

Promotion of inter-campus / university games and sports and ensures high performance and good conduct.

Promotion of student discipline.

Creation of clear channels of communication with students with the aim of promoting dialogue and solving student issues.

Offering guidance and direction and in enforcing provisions set out in the Mount Zion International University of Rwanda Student Association (MZIURSA) constitution.

Preparation of budgets and work plans relating to student welfare activities and supervise their implementation.

Guiding and encouraging students to form and develop professional and social clubs and societies.

Register and keep records of all student clubs and societies in the University.

Organizing meetings in consultation with the Deans of Schools and other relevant members of staff in order to address issues emanating from the student's council.

Provision of Secretariat service to the Students Welfare Committee.

Formulation, implementation and periodic review of a strategic plan on student welfare.

Being responsible for coordinating all alumni matters.

Formulation and development of marketing policies.

Formulation of strategies and procedures for marketing.

Undertaking research on students needs.

Undertaking traces studies on university graduates and monitoring their performance on job market.

Organizing recruitment meetings with potential employers.

Training on curriculum vitae writing skills and interview skills.

Developing and disseminating database of potential employers to students.

Dealing with enquiries from potential employers.

Developing and providing bookshop services.

Performing any functions as the Vice-Chancellor may assign from time to time.

STATUTE XIII: THE LEGAL SECRETARY

The Legal Secretary shall be appointed by the Board of Trustees as prescribed in Part IV Section 21 of the Charter, 2011

The Legal Secretary shall be equivalent to Senior Lecturer and above.

The Legal Secretary shall serve for such a period as may be stipulated in the instrument of appointment.

The Legal Secretary shall be the legal advisor to the University Management Board, Council and the Board of Trustees

The Legal Secretary shall perform the following functions:

1. Provide legal advice
2. Co-ordinate legal services of the University
3. Perform such other duties as may be assigned to him from time to time.

The Legal Secretary shall report to the Vice-Chancellor

STATUTE XIV: THE PRINCIPALS

PRINCIPAL OF CONSTITUENT COLLEGE

The Principal of a Constituent college shall be appointed by the Council in consultation with the Board of Trustees as prescribed in Part IV Section 22 of the Charter, 2011 among qualified members of staff.

Principal of a Constituent college shall serve for such a period as may be stipulated in the instrument of appointment.

Principal of a Constituent college shall be equivalent to a Senior Lecturer and above.

The Principal of a constituent college shall report to the Deputy Vice-Chancellor, Coordination of Constituent Colleges, Campuses and Centres.

The Principal of a constituent college shall be responsible for the following;

Coordination of academic functions of the college

Execution of administrative duties

Coordination of financial and development activities

General Student and staff welfare

Representation of the college in all matters

The Principal of a Constituent college shall be the chairman of the college academic board.

The Principal of a Constituent college shall be a member of every faculty/school/institute relevant to the college

Principal of a Constituent college may assign any or delegate any of his/her duties to a committee or an individual and may withdraw any such assignment or delegation at will.

Principal of a Constituent college shall have such other duties as may be assigned or delegated to him by the Vice-Chancellor.

STATUTE XV: REGISTRARS

The Registrar(s) shall be appointed in accordance with Part IV, Section 23 of the charter, 2011 and shall hold office upon such terms and conditions as maybe determined by the council.

The Registrar(s) shall report to the Deputy Vice-Chancellor of the relevant division.

REGISTRAR, ACADEMIC AFFAIRS

The Registrar, Academic Affairs shall be appointed by Council in consultation with Board of Trustees normally from among qualified members of staff.

The Registrar, Academic Affairs shall report to the Deputy Vice-Chancellor, Academic and Research Affairs

Registrar, Academic Affairs shall serve for such a period as may be stipulated in the instrument of appointment

The Registrar, Academic Affairs shall be equivalent to a Senior Lecturer and above.

The Registrar, Academic Affairs shall be responsible for:

Coordination of selection, admission and registration of students and maintenance of records.

Coordinate preparation of syllabuses, regulations, timetables, procurement of teaching materials, academic calendar and co-ordination of tuition facilities.

Preparation of the, time-table

Coordination of teaching functions of the university.

Overseeing the administration of examinations, graduation and issuance of certificates

The Registrar, Academic Affairs shall be the Secretary to Senate and to the Deans' Committee and to such other committees as may be prescribed from time to time

The Registrar, Academic Affairs shall perform such other functions as may be assigned to him/her from time to time by the Deputy Vice-Chancellor, Academic and Research Affairs / Vice-Chancellor.

REGISTRAR, PLANNING AND DEVELOPMENT

The Registrar, Planning and Development shall be appointed by Council in consultation with Board of Trustees normally from among qualified staff of the university.

The Registrar, Planning and Development shall report to the Deputy Vice-Chancellor for Finance Administration and Planning.

The Registrar, Planning and Development shall serve for such a period as may be stipulated in the instrument of appointment.

The Registrar, Planning and Development shall be responsible for:

Formulating concepts, strategies plans and programs for short, medium and long-term university growth and development.

Analyzing and forecasting the overall strategic growth and development of the university and advising the Deputy Vice-Chancellor, Finance Administration and Planning.

Preparing university investment strategies for short medium and long ter.

Ensuring consistency in interpretation and implementation of the university strategic plan.

STATUTE XVI DIRECTOR OF A CAMPUS

1. Monitoring and evaluating progress towards achieving the university strategies
 - ii Serve as a Chair of the Campus Management Committee.
 - lii Ensure enforcement of university fee policy.
 - iv. Oversee development of short term and long term business plans.
 - v. Promote collaboration, consolidate partnerships and cooperation among stakeholders

Promote the implementation of the university mission

- vi Preparing student, staff and physical facilities strategies growth
- vii Performing such other duties as may be assigned from time to time by the Deputy Vice-Chancellor, Finance Administration and Planning.
- viii Developing and implementing strategic plans for raising funds.
- ix Developing business plans, implementation, monitoring and evaluation of development programs in collaboration with relevant departments.
- x. 1. Oversee effective preparation of student nominal roll liaison with Registrar

4. The Director of a Campus shall report to the Deputy Vice-Chancellor,

2. Director of a Campus shall serve for such a period as may be stipulated in the instrument of appointment.

3. Director of a Campus shall be equivalent to a Senior Lecturer and above.

Coordination of Constituent Colleges, Campuses and Centres.

Oversee effective preparation of semester academic activities for consideration by the

5. The Director of a Campus shall be responsible for the following:
Deans Committee.

Any other duties as may be delegated by the Deputy Vice-Chancellor, Coordination of Constituent Colleges, Campuses and Centres, verify objectives and report to the Deputy Vice-Chancellor, Finance Administration and Planning.

Preparing strategies and policies on university physical development, human resource requirements to ensure a balance between student population and available academic resources.

DIRECTOR, VIRTUAL CAMPUS

The Director of Virtual Campus shall be appointed as prescribed in part IV section of the Charter, 2011 by the Council in consultation with Board of Trustees normally from among qualified members of staff.

The Director, Virtual Campus, in addition to the duties of a Director, Campus shall perform the following functions:

k) Promote participation in community outreach programs.

l) Ensure availability of adequate academic resources and operational budgets.

To oversee development, designing and management of Open Learning programs.

To promote multimedia technology, audio technology and print technology based learning.

To formulate and implement policies governing Open Learning programs.

To formulate and implement guidelines on learning material writing, tutorials etc.

To coordination of student admission, registration and orientation in liaison with Registrar Academic Affairs

To coordinate matters related to University examination in liaison to relevant schools or directorates.

THE FINANCE DIRECTOR

The Finance Director shall be responsible for Coordinating accounting services
The Finance Director shall be appointed by the Council in consultation with the **Board of Trustees as prescribed in Part IV Section 26 of the Charter, 2011.**

The Finance Director shall be responsible for: -

f) Initiate and coordinate campus income generating units.

g) Ensure proper records are maintained in electronic and print form

a) Overall responsibility of direction, organization, administration and marketing of programs of the campus.

b) Plan, implement and coordinate teaching programs at the campus.

c) Promote research, innovations and publications at the campus.

d) Promote best governance practices

e) Promote and sustain the best academic practices at the campus.

h) Oversee the preparation and implementation of campus budget estimates

i) Ensure compliance with university policies, regulations and service charter

j) Coordinate activities related to conferences, seminars, public lectures

k) Enhancement of the university corporate image.

l) Being responsible for overseeing the tendering procurement and storage supplies.

m) Preparing policies and procedures for financial management

n) Performing such other functions as may be assigned to him/her from time to time.

The Finance Director shall report to the Deputy Vice-Chancellor for Finance, Administration and Planning.

The Finance Director shall be equivalent to a Lecturer and above.

The Finance Director shall serve for such a period as may be stipulated in the instrument of appointment

THE MARKETING DIRECTOR

The Marketing Director shall be appointed by the Council as prescribed in Part IV Section 25 of the Charter, 2011.

The Marketing Director shall report to the Deputy Vice-Chancellor for Student Welfare, Alumni and Marketing Affairs

The Marketing Director shall be equivalent to a Lecturer and above.

The Marketing Director shall serve for such a period as may be stipulated in the instrument of appointment.

The Marketing Director shall be responsible for:

Formulation and development of marketing policies

Formulation of strategies and procedures for marketing

Public relations and communications

The Marketing Director shall perform such other duties as may be assigned to him/her from time to time.

THE HUMAN RESOURCE DIRECTOR

The Human Resource Director shall be appointed by the Council in consultation with Board of Trustees as prescribed in Part IV Section 26 of the Charter, 2011.

The Human Resource Director shall report to the Deputy Vice-Chancellor, Finance, Administration and Planning.

The Human Resource Director shall be equivalent to a Lecturer and above.

The Human Resource Director shall serve for such a period as may be stipulated in the instrument of appointment.

The Human Resource Director shall perform the following duties:

Formulation and development of Human Resources policies

Recruitment, deployment, training and development of staff

Oversee the Staff welfare matters

Recommend to Management Board of the University on issues related to staff promotion and retirement.

Performing such other duties as may be assigned from time to time by the Deputy Vice-Chancellor, Student Welfare, Alumni and Marketing Affairs.

DIRECTOR, ENTERPRISE AND INNOVATION DEVELOPMENT

The Director, Enterprise and Innovation Development shall be appointed by the Council in consultation with Board of Trustees as prescribed in Part IV Section 30 of the Charter, 2011.

The Director, Enterprise and Innovation Development - shall report to the Deputy Vice-Chancellor, Research and Development.

The Director, Enterprise and Innovation Development shall be a member of a teaching department.

The Director, Enterprise and Innovation Development - shall hold office for such a period as may be specified in the instrument of appointment.

The Director shall oversee implementation of functions of the Directorate listed below:

To serve as a centre of knowledge and partnerships that foster innovation and entrepreneurship.

To formulate and implement policies that govern innovation and entrepreneurship.

To mobilize resources to support entrepreneurial and innovation related activities.

To promote capacity building in entrepreneurship and innovation.

To receive research output and screening it for economic value.

To promote commercialization of research output with economic value.

To advise the University Management Board on matters related to entrepreneurship and innovation.

DIRECTOR, EXAMINATIONS

The Director, Examinations shall be appointed by the Council in consultation with Board of Trustees as prescribed in Part IV Section 30 of the Charter, 2011.

The Director, Examinations shall report to the Registrar, Academic Affairs.

The Director, Examinations shall be a member of a teaching department

The Director, Examinations shall hold office for such a period as may be specified in the instrument of appointment.

The Director, Examinations shall:

Serve as secretary to the university Examinations Steering Committee

Coordinate all activities related to examination venues.

Coordinate matters related to the university examination documentation and services in timely manner.

Strengthen communication with university departments on examination matters and events.

Develop technologically advanced examination processes which will be a link to all the university campuses.

Safeguard the integrity of examinations in the university.

Plan and coordinate setting, moderation, marking and administration of the University Examinations.

Prepare examinations timetable.

Develop examinations and maintenance of university examinations bank.

Ensure compliance with university examination regulations.

Ensure timely procurement of examination materials.

Prepare examination consolidated mark sheets.

Analyze all examination results.

Keep examination records and documents.

Prepare result slips, academic transcripts and certificates.

Prepare graduation booklet.

Prepare periodic examination reports for consideration by Senate

Advise departmental, school examination boards and Senate on matters related to examinations.

Advise the Registrar, Academic Affairs on human and material resource requirements..

Guide and advise students and staff on matters related to examinations.

Induct new staff in the Examination Section.

Organize regular in-service training for staff in the directorate.

Organize staff induction and briefing on examination invigilation.

Perform any other functions assigned by the Deputy Vice-Chancellor, Academic and Research Affairs/Registrar, Academic Affairs.

DIRECTOR, TEACHING PROGRAMMES

The Director, Teaching Programs shall be appointed by the Council in consultation with Board of Trustees as prescribed in Part IV Section 30 of the Charter, 2011.

The Director, Teaching Programs shall report to the Registrar, Academic Affairs.

The Director, Teaching Programs shall be a member of a teaching department

The Director, Teaching Programs shall hold office for such a period as may be specified in the instrument of appointment.

The Director, Teaching Programs shall:

Oversee Academic planning and development which include preparation of academic programs, academic policies and procedures, academic staff development and development of academic facilities.

Coordination of all activities related to teaching which include advising on teaching requirements and operational budgets in consultation with Deans of Schools and Directors of Campuses.

Ensuring compliance with policies, regulations and procedures governing teaching and learning processes.

Coordination of all matters related to student attachment and internship.

Preparation of teaching timetable and almanac.

Monitoring the processing and issuance of result slips, transcripts and academic certificates.

Coordination of development, review and implementation of curricula

Ensuring that teaching and learning are of high quality by: -

Promoting best teaching practices.

Monitoring teaching.

Ensure compliance with quality management system.

Advising on matters that require intervention.

Ensuring effective implementation of mentorship and academic advisory policies

Providing audit reports on teaching unit load on trimester / semester basis.

Being responsible for induction of new academic staff.

Developing and applying of innovative modes of delivery.

Being responsible for coordinating all alumni matters in consultation with Deputy vice-Chancellor, Student Welfare, Alumni and Marketing Affairs.

Serve as secretary to Curriculum Development and Review Committee.

DIRECTOR, INTERNAL INFORMATION SYSTEMS

The Director, Internal Information Systems shall be appointed by the Council in consultation with Board of Trustees as prescribed in Part IV Section 30 of the Charter, 2011.

The Director, Internal Information Systems shall report to the Deputy Vice-Chancellor. Finance Administration and Planning.

The Director, Internal Information Systems shall be a member of a teaching department.

The Director, internal Information Systems shall hold office for such a period as may be specified in the instrument of appointment.

The Director, Internal Information Systems shall:

Formulate and develop Information Systems policies

Prepare procedures for Information Systems in the University

Establish maintain and supervise Information Systems infrastructure in the University

Be responsible for capacity development for Information Systems

Perform any other duties as may be assigned to him/her by the Deputy Vice-Chancellor. Finance Administration and Planning from time to time

DIRECTOR, QUALITY ASSURANCE

The Director, Quality Assurance shall be appointed by the Council in consultation with Board of Trustees as prescribed in Part IV Section 30 of the Charter, 2011.

The Director, Quality Assurance shall report to the Vice-Chancellor

The duties of the Director, Quality Assurance shall include but not be limited to:

Development of strategies and policies for quality assurance

Consideration and review of mechanisms for promotion and monitoring of academic standards in the University, its Campuses and in collaborating institutions.

Co-ordination of the University's response to national, regional and international quality assurance demands.

Development of strategies for building competences among departments Institutes, Faculties, Schools, Centres on quality assurance

Development of mechanisms for evaluating and monitoring the performance of University staff.

Ensuring compliance with all university policies regulations and quality management systems.

Co-operation with agencies dealing with quality evaluation and accreditation

Ensuring continuous improvement in the entire operations of the university and ensuring compliance with the required standards of higher education training.

Upholding and promoting quality assurance and learners assessment procedures.

Ensuring application of best practices for human resource development and management.

Formulating appropriate quality assurance policies and procedures for enforcing and monitoring performance against desired targets.

Enhancing the process of quality assurance in the areas of curriculum validation and review, learning and teaching processes, staff development and appraisal.

Ascertaining priorities in terms of inputs and output on various quality parameters of higher education and best practice.

Designing and implementing annual plans for institutional – level activities for quality enhancement.

Developing and applying quality benchmarks in institutional and administrative operations.

Organizing workshops and seminars on quality related themes and ensuring dissemination of seminar proceedings.

Promoting a learner friendly environment.

Providing advice on operational areas that require quality enhancement.

Perform any other duties as may be assigned by the Vice-Chancellor.

DIRECTOR, RESEARCH AND DEVELOPMENT

The Director, Research and Development shall be appointed by the Council in consultation with Board of Trustees as prescribed in Part IV Section 30 of the Charter, 2011.

The Director, Research and Development shall report to the Deputy Vice-Chancellor, Academics and Research Affairs.

The duties of the Director, Research and Development shall be:

To plan, develop and recommend policies governing research programs to Senate.

To provide leadership for collaborative research including capacity building, mentorship, assessing needs and identifying research areas of priority.

To mobilize financial and other resources for research.

To coordinate all research activities, publication, production and innovation.

To promote dissemination of research findings.

To initiate and maintain local and international collaboration for research programs.

To identify and advise Senate on resource requirement for research and development.

To produce annual reports on research activities.

To gather and disseminate information on research and funding opportunities to academic staff.

To develop competitive research project proposals.

To develop a strong multidisciplinary research culture and encourage synergy.

To coordinate preparation of research project proposals individually or in teams.

To co-ordinate provision of skills in grant proposal writing to academic staff.

To provide assistance to departments and schools on writing competitive research project proposals

To start and maintain a quarterly research bulletin.

To work out modalities of implementing funded research projects.

To disseminate information on research funding opportunities to departments and

schools.

To develop and review for approval by Senate a format for research project proposals.

To continually review research and development policies to ensure that they reflect the changing needs of the university and funding agencies.

To co-ordinate alumni and outreach research programs.

To perform any other duties as may be delegated by the Deputy Vice-Chancellor, Academic and Research Affairs.

DIRECTOR, ADMISSIONS AND REGISTRATION

The Director, Admissions and Registration shall be appointed by the Council in consultation with Board of Trustees as prescribed in Part IV Section 30 of the Charter, 2011.

The Director, Admission and Registration shall report to the Registrar, Academic Affairs.

The Director, Admission and Registration shall be a member of a teaching department.

The Director, Admission and Registration shall hold office for such a period as may be specified in the instrument of appointment.

The Director, Admission and Registration shall:

Advise the marketing department on programs to be advertised.

Coordinate processing of applications for admission

Dispatch admission letters

Coordinate student registration

Coordinate student orientation

Produce student identification cards

Prepare student nominal roll

Assist students in accessing scholarship and bursaries from bodies that offer such support in liaison with the Dean Students Affairs.

Oversee implementation of policy guidelines on student admission, registration, credit transfers, deferment and resumption of studies.

Prepare summaries of applicants for admission and submit to the Deans Committee for consideration.

Ensure compliance to university admission criteria.
Ensure compliance to university admission process in all campuses.

Prepare student enrolment report every semester / trimester for submission to Deans committee for onward transmission to Senate

Oversee implementation of the university service charter in relation to admission matters.

Ensure in liaison with the Finance Officer compliance with policy guidelines on fee payment and class size.

Promote the university corporate image

Assist in marketing of university programs.

To perform any other duties as may be delegated by the Deputy Vice-Chancellor, Academic and Research Affairs

DIRECTOR, SPORTS AND GAMES

The Director, Sports and Games shall be appointed by the Council in consultation with Board of Trustees as prescribed in Part IV Section 30 of the Charter, 2011.

The Director, Sports shall report to the Deputy Vice-Chancellor, Student Welfare, Alumni and Marketing Affairs.

The Director, Sports shall be a member of a teaching department

The Director, Sports shall hold office for such a period as may be specified in the instrument of appointment.

The Director, Sports shall:

Formulate and implement policies governing sports and games

Coordinate sporting programmes of the university

Prepare budget estimates and operational budgets

Promote corporate image of the university through various facets of sports.

Perform any other duties as may be delegated by the Deputy Vice-Chancellor, Academic and Research Affairs Dean Students Affairs.

DIRECTOR, UNIVERSITY PUBLICATIONS

The Director, University Publications shall be appointed by the Council in consultation with Board of Trustees as prescribed in Part IV Section 30 of the Charter, 2011.

The Director, University Publications shall report to the Deputy Vice-Chancellor, Academic and Research Affairs.

The Director, University Publications shall be a member of a teaching department

The Director, University Publications shall hold office for such a period as may be specified in the instrument of appointment.

The Director, University Publications shall co-ordinate all matters related to information dissemination in the university.

The Director, University Publication shall oversee: -

Formulation and implementation of policies governing the university publications.

Preparation and implementation of publishing schedules.

Selection and approval of scripts for publication.

Maintenance of a register of all publications.

Identification and advising on publication financial requirements.

Coordination of all matters related to University publications.

Designing and formatting of the University Website to ensure its content covers aspects on: -

Evolution

Physical infrastructure

Human resource

Governance

Teaching programs

Quality Management Systems

Research programs and publications

Community outreach programs

Staff welfare schemes

Student support systems

Student co-curricular activities

Student development systems

Merit award schemes

Partnerships, collaborations

Public lectures and conferences among others.

Updating of the website content periodically.

Performing any other duties as may be delegated by the Deputy Vice-Chancellor, Research and Development.

DIRECTOR, SCHOOL-BASED PROGRAMMES

The Director, School Based Programs shall be appointed by the Council in consultation with Board of Trustees as prescribed in Part IV Section 30 of the Charter, 2011.

The Director, School-Based Programs shall report to the Dean, School of Education.

The Director, School-Based Programs shall be a member of a teaching department

The Director, School-Based Programs shall hold office for such a period as may be specified in the instrument of appointment.

The Director, School-Based Programs shall be responsible of:

Academic planning which includes identifying session units, lecturers, teaching requirements, timetabling etc.

Coordination of all activities related to teaching School-Based Education Programs.

Ensuring that teaching and learning are of high quality by:

Promoting best teaching practices.

Monitoring and evaluating teaching.

Identifying and correcting non-conformities.

Instituting quality assurance practices.

Advising on matters that require intervention.

Ensuring effective implementation of mentorship and academic advisory policies.

Providing audit reports on teaching session unit load

Coordination of execution of the following duties:

Ensuring compliance with university regulations, guidelines and rules governing teaching practice.

Periodic review of regulations, guidelines and rules governing teaching practice and make recommendations to the Dean, School of Education.

Planning and organizing teaching practice.

Preparing and submitting budget estimates to the Dean, School of Education

Identifying of teaching practice requirements and making recommendations to the Dean, School of Education.

Identifying of teaching practice assessors and make recommendations to the Dean, School of Education.

Issuing teaching practice materials to students.

Planning and organizing induction sessions for students and assessors.

Sourcing of schools to host students on teaching practice and making recommendations to the Dean, School of Education.

Receiving, collating and consolidating teaching practice marks for forwarding to the School-Based Examination Coordinator.

Advising Heads of participating Departments on all matters related to teaching practice.

Overseeing organization and administration of School-based examinations.

Promoting a positive examination culture.

Disseminating information on examinations to staff and students in the School of Education and participating departments.

Advising staff and students on regulations and procedures relating to examinations.

Ensuring availability of examination materials and safe custody of examination booklets, stationary and examination papers among others.

Issuing of examination cards.

Arranging for central setting, internal and external moderation, typing, proofreading and invigilation of examination papers.

Arranging for central marking of examination scripts.

Receiving examination marks and marked scripts and arranging for internal and external moderation of marks prior to submitting to the Dean, School of Education.

Verifying and issuing of result slips.

Coordinating all matters related to postgraduate Programs.

Liaising with the University timetable on matters related to teaching and examination timetables.

Performs any other duties assigned by the Dean, School of Education from time to time.

DIRECTOR, GRANTS, ENDOWMENT AND SCHOLARSHIPS

The Director, Grants, Endowment and Scholarships shall be appointed by the Council in consultation with Board of Trustees as prescribed in Part IV Section 30 of the Charter, 2011.

The Director, Grants, Endowment and Scholarships shall report to the Dean, School of Education.

The Director, Grants, Endowment and Scholarships shall be a member of a teaching department

The Director, Grants, Endowment and Scholarships shall hold office for such a period as may be specified in the instrument of appointment.

The Director, Grants, Endowment and Scholarships shall:

Develop and implement the University's resource mobilization strategies with regard to the short- and long-term needs of the University.

Serve as a technical resource to proposal development units by analyzing solicitations, interpreting regulations and award provisions, clarifying compliance issues, etc.

Review and negotiate critical award terms and conditions from resource donors.

Identify and map potential donors and manage relationships with existing donors.

Advise the Deputy Vice-Chancellor, Resource Mobilization, on matters of concern and elements of risk that can be detrimental to successful donor support.

Serve as secretary to the University endowment fund.

Design and organize fundraising campaigns and solicit contributions to University endowment fund.

Responds to audit matters regarding the University endowment fund.

Articulate and advocate for the University's position on matters of regulation and other contractual issues. Collaborate with staff to monitor prime contract and subcontract performances for donor satisfaction and the University's development.

Train other staff in standardized procedures for efficient donor award management.

Advise the University Management and general staff on critical

contractual issues and indications of high risk based on established expert knowledge of the University's policy, donor regulations, and specific award terms and conditions.

Closely engage in managing disputes, business-sensitive transactions, and delicate donor relationships to preserve the reputation and good standing of the University.

Conducts periodic reviews of the donor portfolio.

Perform any other duties as may be assigned from time to time by Deputy Vice-Chancellor, Linkages and Resource Mobilization.

DIRECTOR, LINKAGES AND PARTNERSHIPS

The Director, Linkages and Partnerships shall be appointed by the Council in consultation with Board of Trustees as prescribed in Part IV Section 30 of the Charter, 2011.

The Director, Linkages and Partnerships shall report to the Dean, School of Education.

The Director, Linkages and Partnerships shall be a member of a teaching department

The Director, Linkages and Partnerships shall hold office for such a period as may be specified in the instrument of appointment.

The Director, Linkages and Partnerships shall be responsible of:

Formulate and implement policies governing the University institutional linkages and programs.

Formulate and implement procedures to be followed in establishing linkages and partnerships.

Initiate, promote, facilitate and coordinate both local and international linkages, partnerships, programs, staff and student exchanges and networking. Promote both local and international staff and students' welfare within the framework of the partnership. Monitor, appraise, and review linkages periodically upon set criteria.

Recommend from time to time to the Senate potentially feasible linkages and partnerships with the University.

Perform any other duties as may be assigned from time to time by Deputy Vice-Chancellor, Linkages and Resource Mobilization.

DEPUTY DIRECTORS

The Deputy Directors shall be appointed by the Council in consultation with Board of Trustees as prescribed in Part IV Section 30 of the Charter, 2011.

Deputy Directors shall serve for such a period as may be stipulated in the instrument of appointment.

Deputy Directors shall be equivalent to a Lecturer and above.

The Deputy Directors shall report to the relevant Directors.

Duties of Deputy Directors shall be stipulated in the instrument of appointment.

STATUTE XVII: INTERNAL AUDITOR

The Internal Auditor shall be appointed by the Council in consultation with Board of Trustees.

The Internal Auditor shall report to the Deputy Vice-Chancellor, Finance Administration and Planning

The Internal Auditor shall hold office for such a period as may be specified in the instrument of appointment.

The Internal Auditor shall be responsible for:

Evaluating the university controls to determine their effectiveness and efficiency.

Recommending improvement to university controls, operations and risk mitigation solutions.

Determining the level of compliance with internal financial policies, procedures, statutory and regulatory requirements.

Evaluating and verifying final accounts.

Conducting special audits on specific operational areas as may be assigned from time to time by the University Council.

Verifying vouchers and schedules for authenticity and making recommendations to the Deputy Vice-Chancellor, Finance Administration and Planning.

Making periodic reports to the University Council.

Coordinating matters related to external auditing.

STATUTE XVIII: THE CHAPLAIN(S)

The Chaplain he or she shall be appointed by the Council as prescribed in Part IV Section 27 of the Charter, 2011 who shall hold office upon such terms and conditions as may be determined by the Council.

The Chaplain shall report to the Dean Students Affairs.

The University Chaplain he or she shall be equivalent to a Lecturer and above.

The University Chaplain shall be a member of a teaching department of the University

The University Chaplain shall be responsible for:

Promotion of worship, pastoral care, and spiritual development at the University

Provision of counseling services.

Coordination of linkages and collaborations with other churches and other religious organizations.

Observance and promotion of practices of the religious principles and virtues.

Any other duties as may be assigned to him/her from time to time by the Dean Students Affairs.

STATUTE XIX: THE LIBRARIAN

The University Librarian shall be appointed by the Council as prescribed in Part IV Section 28 of the Charter, 2011

The University Librarian shall report to the Deputy Vice-Chancellor, Academic and Research Affairs

The University Librarian shall be equivalent to a Senior Lecturer and above.

The University Librarian shall be responsible for:

Formulating and implementing policy governing the operations of the library.

Overseeing of operations of information and services.

Developing and maintaining standards of the library and in all branches of the library

Overseeing general operations of the University library.

General planning, programming and budgeting.

Supervising and coordinating all library services.

Sourcing and maintaining library equipment and machines.

Designing and maintaining appropriate physical plan and arrangement.

Managing library staff.

Providing comprehensive reference and information service.

Developing inter-library loan programs with local and international libraries.

Designing and implementing library information system.

Providing excellent facilities for documentation and maintenance of books, stocks, electronic documents, magazines and other instructional materials.

Promoting procurement of e-learning materials in the University.

Promoting reading and research oriented culture in the University by making users aware of new information, books, journals etc.

Advising the University Library Committee on matters related to library facilities and services.

Providing secretariat to the Library Committee.

Perform any other duties as may be assigned from time to time by the Deputy Vice-Chancellor, Academic and Research Affairs/Vice-Chancellor.

DEPUTY LIBRARIAN

The Deputy Librarian shall be appointed by the Council in consultation with Board of Trustees from among qualified members of staff.

The Deputy Librarian shall serve for such a period as may be stipulated in the instrument of appointment.

The Deputy Librarian shall be equivalent to a Lecturer and above.

The Duties of Deputy Librarian shall be stipulated in the instrument of appointment.

SENIOR ASSISTANT LIBRARIAN

The Senior Assistant Librarian shall be appointed by the Council in consultation with Board of Trustees from among qualified members of staff.

The Senior Assistant Librarian shall serve for such a period as may be stipulated in the instrument of appointment.

The Senior Assistant Librarian shall be equivalent to a Lecturer and above.

The Duties of Senior Assistant Librarian shall be stipulated in the instrument of appointment.

STATUTEXX: THE DEANS, ACADEMIC HEADS AND HEADS OF DEPARTMENTS

The Deans, Academic Heads, and Heads of Departments of the university shall be appointed by the Council as prescribed in Part IV Sections 29, and 32 of the Charter, 2011.

The Deans, Academic Heads, and Heads of Departments shall hold office for a period As may be specified in the instrument of appointment.

The Heads of Departments shall report to the Dean of the relevant school.

The Deans and Academic Heads shall report to the Registrar, Academic Affairs.

The Deans shall be the chairpersons of their respective Faculty/School Board.

Academic Heads/ Heads of Department shall be chairpersons of their respective sections/departments.

The Responsibilities of Heads of Departments, Deans of School and Academic Heads shall be specified in the instrument of appointment.

The Dean shall coordinate the affairs of their respective board as the case may be necessary.

The Deans shall oversee the overall coordination of services in their faculties/schools.

STATUTE XXI: DEAN STUDENTS AFFAIRS

The Deans of Students of the university shall be appointed by the Council as prescribed in Part IV Section 31 of the Charter.

The Dean Students Affairs shall report to the Deputy Vice-Chancellor, Student Welfare, Alumni and Marketing Affairs.

The Dean shall be responsible for:

Overseeing implementation of regulations, policies and procedures that apply to student non-academic matters.

Coordination of all matters related to student welfare

Advise Senate on matters related to the Student Welfare. Sensitization of students on available student support systems such as academic advisory, mentorship, guidance and counseling and health care services among others.

Coordination of matters related to student co-curricular activities such as sports, games, drama, music, community outreach programs, etc.

Promotion of inter-campus / university games and sports and ensures high performance and good conduct.

Promotion of student discipline and serving as a liaison person between the university and law courts and security agency in matters related to discipline.

Creation of clear channels of communication with students with the aim of promoting dialogue and solving student issues.

Offering guidance and direction and in enforcing provisions set out in the Mount Zion International University of Rwanda Student Association (MZIURSA) constitution.

Serving as signatory to the Student's Welfare Accounts.

Ensuring that students get fair medical attention from the University dispensary and monitor any referral cases.

Ensuring that students get proper Catering and Accommodation Services and in this respect liaise closely with the Manager of Central Catering and Accommodation Services.

Preparation of budgets and work plans relating to student welfare activities and supervise their implementation.

Serving as the Returning Officer during the Students Council elections and ensure fair elections and peaceful campaigns.

Holding consultative meetings with members of student governing council, class representatives and chairpersons and patrons of clubs and societies in order to promote dialogue and student cohesion.

Guiding and encouraging the students to form and develop professional and social clubs and societies and shall in that regard provide the necessary administrative support to clubs and societies as well as promote and market the same activities within and outside the University.

Occasionally meet chairmen and patrons of various clubs and societies in order to promote dialogue and harmonization of Students Welfare Activities.

Register and keep records of all student clubs and societies in the University.

Organizing meetings with Deans of Schools and other relevant members of staff in order to address issues emanating from the student's council.
Provision of Secretariat service to the students.

Formulation, implementation and periodic review of a strategic plan on student welfare.

Performing any other duties as may be assigned from time to time by the management.

ASSOCIATE DEAN STUDENTS AFFAIRS

The Council shall appoint an Associate Dean Students Affairs who shall hold office upon such terms and conditions as may be determined by the Council from time to time.

The Associate Dean Students Affairs shall perform such duties as may be delegated or assigned by the Dean Students Affairs.

STATUTE XXII: SCHOOLS, INSTITUTE AND DEPARTMENTAL ACADEMIC BOARD(S)

Subject to the provisions of the Charter, 2011, IV (33) there shall be a Board for each school, Institute or department that shall work with the Senate on curriculum, programs, examination, quality and other academic related matters.

School Board shall consist of the Deans of Schools Heads of Departments and two student representatives from the school.

The Institute Board shall consist of the Director and other members of the institute or other co-opted members.

The Departmental Board shall consist of academic members of the department together with two student representatives.

Other teaching staff members of the University may attend Board meetings as ex-official members.

The Director of the Institute shall chair the Institute Board.

The Dean of the School shall be the chairperson of the School Board.

The Head of Department shall be the chairperson of the Departmental Board.

Students shall not be allowed to sit in board meetings when examination results are being discussed.

The quorum for the School/Departmental Board shall be 50% of the membership plus one.

The chair of the Board shall appoint the Secretary to the Board.

The Department shall make recommendations to the School Board whereas the School Board shall make recommendations to Deans Committee / Senate.

The School/Institute /Departmental Board may delegate some of its functions to the chairman and the decision made under such circumstances shall be endorsed at the next meeting.

The School / Institute/Departmental Board shall transform itself into a Board of examiners for purposes of examination.

The School/Institute/Departmental Board shall meet at least once a month

In case of voting, the chairperson shall have a casting vote.

POSTGRADUATE STUDIES BOARD

Membership

Dean, School of Postgraduate Studies - Chairman

Registrar, Academic Affairs

Deans of Schools

Two Senate Representatives

Finance Director

Director, Research and Development

Director, Quality Assurance

Director, Teaching Programs and Alumni Support Services.

Director, Admissions and Registration

University Librarian

Inter-campus Academic Coordinator Director, Examinations

Academic Heads

Terms of reference

Formulate and implement policies governing postgraduate training.

Co-ordinate postgraduate programs.

Ensure and maintain an environment that nurtures excellence and high standards of professionalism in research.

Promote development of postgraduate students welfare systems for attainment of academic excellence.

Receive and consider postgraduate research proposals from schools and make recommendations to the Senate.

Solicit for and coordinate postgraduate scholarships and awards.

Receive and consider recommendations from schools on postgraduate student supervision and examination of Masters and PhD theses.

Institute quality assurance practices in the preparation and production of theses and dissertations.

Ensure quality teaching and learning processes for the postgraduate programs.

Make recommendations to Senate on the award of Masters and PhD degrees and any other approved postgraduate certificate and diploma.

Provide policy guidelines that ensure high levels of research and dissemination of research findings.

Ensure compliance with the university Quality Management system

Receive and shortlist applicants for admission into various postgraduate programs in consultation with Deans of Schools / Heads of Departments and forward shortlist to Director, Admissions and Registration.

Provide the following services

Orientation of newly admitted postgraduate students

Internet access facility

Theses editing

Enhancement of research skills of postgraduate students

Organize postgraduate seminars

Organizing meetings of Board of Examiners

Perform any other duties as may be assigned from time to time by Senate.

STATUTE XXIII: STAFF OF THE UNIVERSITY

The University shall have academic and administrative staff as prescribed by Part IV, Section 34 of the Charter

The University shall appoint and employ members of staff for teaching, research and for other related purposes whose terms of service shall be as prescribed in the instruments of appointment.

STATUTE XXIV: STUDENTS ASSOCIATION

There shall be a student association established in accordance with the provisions of Part IV Section 35 of the Charter and these Statutes

The governance and functions of the association shall be approved by the council

STATUTE XXV: THE ALUMNI ASSOCIATION

There shall be an Alumni Association as prescribed by Part IV Section 36 of the Charter.

STATUTE XXVI: ANNUAL ESTIMATES, ACCOUNTS AND AUDITS OF THE UNIVERSITY FUNDS

The management of the finances of the university shall be as prescribed under Part V, Section 38.

STATUTE XXVII: CONFERRING OF DEGREES AND AWARDING OF DIPLOMAS AND CERTIFICATES

The university shall confer degrees and award diplomas and certificates to students who have satisfactorily fulfilled the requirements for each particular degree, diploma or certificate offered, the criteria of which are established for each program by the respective department and approved by the Board as prescribed by Part II Section 6 (b and c) of the Charter.

Current requirements are:

Bachelors degree requirements:

Students must complete all courses and minimum unit requirement (56 units) with satisfactory grades and the grades must be certified by an examiner upon submission to the Registrar, Academic Affairs. The bachelors degree requires a minimum cumulative average score of 40% unless specified otherwise.

Students must file a completed Application for Graduation form with the Registrar, Academic Affairs.

All requirements for the bachelors degree must be completed within seven calendar years from the date on which the student begins undergraduate work at the university.

Without prejudice to the mode of study, students must be in attendance at the University for the last one-half of the study period preceding graduation and complete the half of the units required for the degree.

Masters degree requirements:

Students must complete all courses and unit requirements which satisfactory grades, and the grades must be certified by an examiner upon submission to the Registrar, Academic Affairs.

All degrees at the graduate level require a minimum cumulative average score of 50%.

Students must file a completed Application for Graduation form with the Registrar, Academic Affairs.

Students must complete a minimum of eight units in addition to a thesis (equivalent to 8 units) or a minimum of 12 units in addition to a project report (equivalent to 4 units) of their degree requirements.

Doctoral degrees:

These shall be awarded upon successful completion of the requirements of the respective degree

Subject to requirements of various schools, candidates for doctoral degrees may undertake coursework and examination, and are required to write an extensive dissertation on a selected topic in their area of study which shall be examined through reports of at least three examiners (including an external examiner) and an oral examination

To qualify for the award of the doctoral degree, a candidate's dissertation (equivalent to a minimum of 16 units) must meet the required standard as evidenced through the three assessment reports and the candidate must prove sufficient mastery of the subject matter through an oral examination

Honorary degrees

Upon approval of the Chancellor and the University Council, the university may grant an honorary degree for meritorious achievement or distinguished service. Criteria and procedures for granting honorary degrees shall be recommended to the Chancellor and the University Council for approval by the Vice-Chancellor after consultation with the Senate.

STATUTE XXVIII: GRADUATION CEREMONY

A graduation ceremony of the university shall be held at least once a year and shall be presided over by the Chancellor or any other person nominated by the Chancellor in consultation with the University Council.

A candidate shall not be granted a degree, diploma, certificate other than an honorary degree, unless the candidate has paid such fees as may be prescribed by the Board, and unless the Registrar has authenticated and approved such candidate has fulfilled all the requirements prescribed for the degree.

The procedure for conferring of degrees, and awarding diploma and certificate the regalia to be worn and all other matters regarding the graduation exercise shall be determined by the Ceremonial Committee and approved by the Vice-Chancellor.

STATUTE XXIX: UNIVERSITY EXAMINATIONS

University examinations shall be conducted under the control of the Deputy Vice-Chancellor, Academic and Research Affairs on behalf of Senate.

The Director for Quality Assurance shall promulgate regulations which will safeguard the academic integrity of the university.

STATUTE XXX: COMMITTEES OF COUNCIL

FINANCE AND DEVELOPMENT COMMITTEE

Membership

Chairman

Vice- Chairman

Vice-Chancellor - Secretary

Two other Council members

Three persons with relevant experience and expertise may be co-opted.

Terms of Reference

To act on behalf of the Council in matters of finance and the general purposes.

To pay regard to the necessity to refer matters of major importance on development and building to the council for final approval.

To receive, consider and recommend to the council for approval the Annual Estimates and expenditure.

To deal with development and building matters as the committee may deem appropriate.

Regulation of meetings

The Committee shall regulate its own meetings in accordance with the principles of best practice.

STUDENT AFFAIRS COMMITTEE

Membership

Chairman

Vice- Chairman

Vice-Chancellor - Secretary

Two other Council members

Three persons with relevant experience and expertise may be co-opted.

Terms of reference

To receive and consider operational guidelines for planning, promoting and managing student affairs and advise the Council.

To serve as a liaison committee between the Alumni Association and the University.

To deal with such student welfare matters as Council may refer to the Committee from time to time.

To deal with such aspects of student welfare as the committee may deem appropriate.

Regulation of meetings

The Committee shall regulate its own meetings in accordance with the principles of best practice.

STAFF AFFAIRS COMMITTEE

Membership

Chairman

Vice- Chairman

Vice-Chancellor - Secretary

Two other Council members

Three persons with relevant experience and expertise may be co-opted.

Terms of Reference

To act on matters referred to the committee by the Council and make recommendations to the Council on matters related to: -

Terms of service for employees of the University.

Methods of recruitment, appointment and promotions of all staff of the University.

Staff recruitment.

Research, outreach programs, staff discipline and dispute resolution.

Staff welfare as the Committee may deem appropriate.

Regulation of meetings

The Committee shall regulate its own meetings in accordance with the principles of best practice.

LEGAL AND ENDOWMENT AFFAIRS COMMITTEE

Membership

Chairman

Vice- Chairman

Vice-Chancellor - Secretary

Two other Council members

Three persons with relevant experience and expertise may be co-opted.

Terms of Reference

To hear appeals made to the Council by staff from decisions of Disciplinary Committees and make recommendations to the Council.

To authorize affixing of the University seal to appropriate documents on behalf of the Council

To receive and consider recommendations on University Endowment Scheme and advise the Council.

To deal with endowment and legal matters as the committee may deem necessary.

SPECIAL PURPOSE COMMITTEE

Membership

Chairman

Vice- Chairman

Vice-Chancellor - Secretary

A representative of each Council Committee

Three persons with relevant experience and expertise may be co-opted

Terms of Reference

To deal with matters that may be referred to the committee by the Council

To act on behalf of the University Council on matters of urgency and report to the

Council.

Regulation of meetings

The Committee shall regulate its own meetings in accordance with the principles of best practice

STATUTE XXXI: COMMITTEES OF MANAGEMENT BOARD

UNIVERSITY EXECUTIVE COMMITTEE

University Executive Committee shall be established in accordance with article 9 (g) of the Mount Zion International University of Rwanda Charter, 2011.

Membership

Vice-Chancellor – Chairman

Chairman, Board of Trustees / as an ex-official member

y Vice-Chancellor, Finance, Administration and Planning – Deput
tary Secre

Deputy Vice-Chancellors,

Registrar, Academic Affairs

Director, Quality Assurance

Director, Internal Information Systems

Terms of Reference

To deal with matters that may be referred to the Committee by Chairman of the University Council.

To act on behalf of the University Council on matters of urgency and report to the council.

UNIVERSITY MANAGEMENT BOARD

Membership

Vice-Chancellor- Chairman

Deputy Vice-Chancellors

Registrar, Academic Affairs

University Librarian

Finance Director

Human Resource Director

Director, Quality Assurance

Director, Internal Information Systems

Terms of Reference

To administer the University finances, and in furtherance of that function:-

Prepare, review and recommend annual budgets and monthly financial statement to the Board of Trustees through the Council.

Collect fees; and Facilitate annual audit of the University accounts.

To establish and maintain efficient and effective policies and procedures in all areas of financial management.

To make recommendations to the Council concerning matters of capital development and University staff establishment.

To recommend for the hiring, promotion and release of staff and employees upon approval by the Board.

To recommend prudent operational systems to the Council relating to schemes of service, salaries, benefits and other staff motivational schemes to be approved by the Board of Trustees.

To oversee the preparation of all publications of the University.

To advise the Council on general matters pertaining to statutory and legal compliance and, legal compliance and;

To be responsible of all matters necessary for the successful functioning of the university as delegated by the Council.

UNIVERSITY MANAGEMENT STEERING COMMITTEE

Membership

Deputy Vice-Chancellor, Finance Administration and Planning –
Chairman

Deputy Vice-Chancellor, Academic and Research Affairs
Deputy Vice-Chancellor, Coordination of Constituent Colleges,
Campuses and Centres
Deputy Director, Finance In-charge of Projects and Development

Terms of Reference

To receive all matters for deliberations by the Management Board in compliance with the Section 16 (1) of the University Charter.

To advise the Vice-Chancellor on matters that require urgent intervention for smooth running of the university.

To deal with matters that may be referred to it by the Management Board and make recommendations to the Board.

To identify matters related to university policies for consideration by the Management Board.

To prepare agenda in consultation with the Vice-Chancellor for Management Board meetings.

To fix in consultation with the Vice-Chancellor dates for Steering Committee and Management Board Meetings.

To deal with any other pre-management Board activities that may be found desirable to boost the performance of the Management Board.

FINANCE COMMITTEE

Membership.

Deputy Vice-Chancellor, Finance Administration and Planning –
Chairman

Deputy Vice-Chancellor, Academic and Research Affairs

Deputy Vice-Chancellor, Constituent Colleges, Campuses and Centres

Registrar, Academic Affairs

Finance Director

Human Resource Director

Two co-opted members with relevant experience and expertise.

Terms and reference

To formulate and implement rules and procedures for control of expenditure and administration of financial matters.

To determine and advise the Management Board on levels of fees and other charges.

To prepare and submit financial estimates to the Management Board.

To exercise such other functions as the Management Board may assign from time to time.

HUMAN RESOURCE COMMITTEE

Membership

Deputy Vice-Chancellor, Finance Administration and Planning –
Chairman

Deputy Vice-Chancellor, Coordination of Constituent Colleges,
Campuses and Centres.

Deputy Vice-Chancellor, Academic and Research Affairs

Human Resource Director – Secretary

Registrar, Academic Affairs

Librarian

Director, Quality Assurance

Finance Director

Alternate members

Ex-officio Alternate members

Vice-Chancellor

Deputy Vice-Chancellor, Academic and Research Affairs

Terms of reference

Review periodically human resource management and administrative policies procedures and practices.

Deal with matters related to human resource requirements.

Review periodically terms of service and conditions.

Oversee implementation of the university compensation and benefit schemes

Develop and implement policies that support diversity in the university.

Review and make recommendations on salary levels, incentives, severance and other matters related to staff welfare.

Formulate and implement policies and schemes that support employee morale and satisfaction.

Coordinate all matters related to staff development.

Coordinate all matters related to staff selection and recruitment and appraisal and deployment.

Report all recommendations to the University Management Board.

Deal with any other matters that may be delegated by the Management Board.

TENDER COMMITTEE

Membership

Deputy Vice-Chancellor, Finance, Administration and Planning –
Chairman

Deputy Vice-Chancellor, Academic and Research Affairs

Deputy Vice-Chancellor, Coordinator of Constituent Colleges
Campuses and Centres

Finance Director

Librarian

Procurement officer

Registrar, Academic Affairs

Co-opted members with relevant expertise/ User department

Terms of Reference

To review the University policies regarding purchases of goods and Services and make recommendations to the Management Board

To invite tenders for supply of goods and services to the University, select awardees and make recommendations to the Management Board

To make recommendations to the Management Board on matters related to supplies and disposal of goods and services

To advise the Management Board on matters related to tendering

To promote integrity and fairness of those procedures laid down in the procurement and disposal policy

To increase transparency and accountability in procurement of goods and services in the University

To Verify information presented by evaluation committee before approving or rejecting it

To scrutinize tender evaluation documents to ascertain whether they gave fair equal opportunity to all tenders

TENDER EVALUATION COMMITTEE

Membership

- Procurement Officer- Chairman
- Finance Directorate Representative
- Internal Audit Department Representative
- User department Representative

Terms of Reference

- To open all tenders for the University
- To assign an identification number on each tender received
- To enter each tender in the tender opening registry
- To prepare tender opening minute
- To check completeness of tender documents
- To evaluate each supplier on:
 - Financial strength
 - Technical capability
 - Commercial compliance
 - Industrial relations
 - Business Structure
 - Directorship
 - Staff
 - Visit supplier if necessary
 - Make recommendations to the tender board.

STAFF APPRAISAL COMMITTEES

TEACHING STAFF APPRAISAL COMMITTEE Membership

- Chairman. Appointee of the Vice-Chancellor

Human Resource Director – Secretary

Two Academic Representatives
Chairperson, Staff Welfare Association

Director, Quality Assurance

Inter-Campus Human Resource Coordinator

ADMINISTRATIVE STAFF APPRAISAL COMMITTEE Membership

Chairperson, Appointee of the Vice-Chancellor

Human Resource Director- Secretary

Two Administrative Representatives

Chairman, Staff Welfare Association

Inter-Campus Human Resource Coordinator

Terms of Reference

To review and make recommendations to the Management Board of the University from time to time on criteria for promotion

To carry out annual appraisal for evaluation of all staff and make recommendations to the Human Resource Committee for onward transmission to Management Board of the University.

To review applications for promotion and make recommendations to the Management Board of the University.

To make recommendations to the Management Board of the University on improvements in job grade classification.

STAFF APPOINTMENTS AND PROMOTIONS COMMITTEES

NON - ACADEMIC STAFF APPOINTMENTS AND PROMOTIONS COMMITTEE

Membership

Deputy Vice-Chancellor, Finance, Administration & Planning -
Chairman

Deputy Vice – Chancellor, Academic and Research Affairs

Deputy Vice-Chancellor, Linkages and Resource Mobilisation.

Deputy Vice-Chancellor, Constituent Colleges & Campuses and Centres

Finance Director

Legal Secretary

Two Senate Representatives

Head of relevant Department/Directorate/Section

Librarian

Chairman, Appraisal Committee

Human Resource Director - Secretary

**ACADEMIC STAFF AT THE RANK OF SENIOR LECTURER
AND BELOW APPOINTMENTS AND PROMOTIONS
COMMITTEE**

Membership

Deputy Vice – Chancellor, Academic Affairs - Chairman

Deputy Vice-Chancellor, Finance, Administration & Planning

Deputy Vice-Chancellor, Research and Development

Deputy Vice-Chancellor, Constituent Colleges, Campuses and Centres

Director of relevant campus.

Dean of relevant school

Head of relevant Department

Chairman, Appraisal Committee

Director, Quality Assurance

One Senate Representative

Human Resource Director – Secretary

Terms of Reference

To review and make recommendations to the Management Board for onward transmission to the University Council from time to time on criteria for promotion from one grade to a higher grade.

To cause annual appraisal exercise for the evaluation of all staff and make confidential recommendations to the Vice-Chancellor

To review and evaluate internal promotions and make recommendations to the Vice-Chancellor.

To conduct interviews and make recommendations to the Vice-Chancellor.

To ensure that the departmental and School Short listing Committees are functional and that short listing is fair to all the candidates.

ACADEMIC STAFF AT THE RANK OF ASSOCIATE PROFESSOR AND ABOVE APPOINTMENTS AND PROMOTIONS COMMITTEE

Membership

Chairman, University Council- Chairman

One Council Representative

Deputy Vice-Chancellor, Finance, Administration and Planning

Dean of the Relevant School

Head of the Relevant Department

One Departmental Representative

One Co-opted Subject Specialist

Human Resource Director – Secretary

Terms of Reference

To conduct interviews and make recommendations to the Management Board for onward transmission to the University Council.

DEPUTY VICE-CHANCELLORS AND VICE-CHANCELLOR APPOINTMENT AND PROMOTIONS COMMITTEE

Membership

Chairman of Council – Chairman

Vice-Chairman, University Council

One Council Representative

Two Board of Trustees representatives

Human Resource Director- Secretary

Terms of Reference

To conduct interviews and make recommendations to the University Council for onward transmission to the Board of Trustees.

CAMPUS COMMITTEES

A. CAMPUS MANAGEMENT COMMITTEE

Membership

- Campus Director – Chairman
- Deputy Directors
- Campus Librarian
- Associate Dean Students Affairs
- Quality Assurance Officer

Terms of Reference

- To institutionalize university operational structures and systems
- To arrange for conduct and control the teaching and instruction of students.
- To institutionalize university examination processes, procedures and policies.
- To carry out administrative functions
- To identify staff and recommend for recruitment, promotion and retention to the relevant Appointments and Promotions Committee for full-time employment and to the Deans Committee for part-time employment.
- To identify and recommend qualified candidates for admission to the Admissions Committee
- To ensure that all students meet university financial obligations.
- To market the university, enhance its corporate image and promote social responsibility
- To institutionalize university financial resource mobilization and management practices

To institutionalize university remuneration and staff welfare policies

To institutionalize staff training and development policies

To promote research and community services

To ensure that all teaching and learning activities are compliant with quality assurance standards.

To institutionalize university monitoring and evaluation mechanisms.

To perform any other duties as directed by the University Senate from time to time.

B. CAMPUS STEERING COMMITTEE

Membership

Campus Director (Chairman)

Campus Deputy Directors

Two co-opted persons with relevant competencies and experience

Terms of Reference

Dealing with matters that may be referred to the committee by Campus Management Committee

Advising the Campus Director on matters that require urgent attention or intervention for smooth running of the campus.

Identifying matters for consideration by the Campus Management Committee

INTER-CAMPUS STEERING COMMITTEE Membership

Deputy Vice-Chancellor, Constituent College, Campuses and Centres - Chairman

Directors of Campuses

Registrar, Academic Affairs

Director, Quality Assurance

Human Resource Director

Finance Director

Campus Deputy Directors

Co-opted resource person(s).

Terms of Reference

To receive and analyse reports from Campuses at least once in every three months

To prepare campus report for consideration by the Management Board of the University.

To advise the Management Board of the University on the growth and expansion of campuses.

To advise the Management Board of the University on issues related to promotion, transfer and training.

To ensure compliance with the university policies and service charter

To advise the Senate on academic matters related to campus.

CAMPUS FINANCE COMMITTEE

Membership

Deputy Director, Finance, Administration and Planning-Chairman

Credit Controller

A representative of the Board of Trustees- Ex-official member

Quality Assurance Officer

Terms of Reference

To consider campus requisitions and expenditure and make recommendations to the Campus Director.

To consider and consolidate estimates before forwarding to the Campus Director.

To advise the Campus Director on matters related to finance and development of the Campus.

CAMPUS HUMAN RESOURCE COMMITTEE

Membership

Deputy Director, Finance Administration and Planning – Chairman

Deputy Director, Academic Affairs.

Campus Librarian

Deputy Director, Quality Assurance

Terms of reference

Deal with matters related to Campus human resource requirements.

Implement university policies that support diversity in the Campus.

Coordinate all matters related to campus staff development.

Coordinate all matters related to staff selection and recruitment and appraisal.

Report all recommendations to the University Management Board.

Deal with any other matters that may be delegated by the Management Board.

VII) CAMPUS STUDENTS WELFARE COMMITTEE

Membership.

Deputy Director, Academic Affairs – Chairman.

Associate Dean Students Affairs – Secretary

Campus Chaplain.

Student Counselors

Two Student Representatives.

Terms of Reference

To deal with matters related to Students' affairs as the Committee may deem appropriate.

To deal with such matters as Campus Management Committee may refer to the Committee from time to time.

VIII) CAMPUS RESEARCH COMMITTEE

Membership

Deputy Director, Academic Affairs - Chairperson

Research Coordinator– Secretary

Program Coordinator

Deputy Director, Quality Assurance

Terms of Reference

To establish research priorities for the university

To coordinate all research activities in the Campus

To make recommendations to the Campus Management Committee on matters related to research

To undertake and facilitate fundraising from external sources in support of research at the Campus

To allocate research funds and monitor their use

To produce an annual report on research in the Campus

To receive and evaluate research reports from recipient of research grants

IX) CAMPUS ACADEMIC COMMITTEE

Membership

Deputy Director, Academic Affairs – Chairperson

Research Coordinator – Secretary

Program Coordinator

Deputy Director, Quality Assurance

Terms of Reference

To ensure compliance with University regulations governing student admission and registration, teaching, supervision and examinations.

To ensure that programs on offer are cost effective.

To coordinate all matters related to mentoring and career guidance.

To coordinate inter-disciplinary courses in the Campus.

To monitor and evaluate the teaching and learning processes.

To deal with all matters related to teaching and academic resources.

X) CAMPUS POSTGRADUATE COMMITTEE

Membership

Campus Associate Dean, Postgraduate Studies

Campus Program Coordinators

Campus Research Coordinators

Senior Lecturers and above from relevant programme.

Terms of Reference

To coordinate all matters related to postgraduate training

To receive and consider recommendations on supervisors and members of Board of

Examiners, and advise Campus Deputy Director, Academic Affairs.

To monitor student progress

To organize student research proposal defence meetings and seminars.

XI) VIRTUAL LEARNING ACADEMIC STEERING COMMITTEE Membership

Deputy Vice-Chancellor, Coordination Constituent Colleges,
Campuses and Centres – Chairperson
Registrar, Academic Affairs

Dean(s) of School(s)

Director, Examinations

Director, Quality Assurance

Director, Virtual Campus

Head of Department, Accounting and Finance

Head of Department, Early Childhood

Director, Teaching Programs

Director, Admissions and Registration

Deputy Finance Director,

Head of Department, Information Technology

Terms of Reference

To develop operational policies and procedures to govern Virtual Learning programs.

To oversee development/procurement of e-journals, e-books, e-learning contents etc.

To determine requirements for Virtual Learning.

To oversee establishment of a digital library.

To prepare a work plan and program implementation plan.

To deal with any other matters related to virtual learning.

XII) CAMPUS SECURITY COMMITTEE

Membership

Deputy Vice-Chancellor/ Deputy Director, Finance Administration and Planning Chairman

Chief Security Officer / Senior Security Officer.

Dean/Associate Dean Students Affairs.

Two Staff Representatives (Nominees of Management Board / Campus Management Committee.

Two representatives of the Mount Zion International University of Rwanda Students Association, MZIURSA.

Terms of reference

Formulate policies on security for protection of University facilities, employees, students, and clients.

Assess effectiveness of policies on security periodically and make recommendations to the Management Board.

Ensure a high level of preparedness to deal with security threats.

Advise the Vice-Chancellor / Director on emerging issues related to security.

Serve as a liaison body between the university campus and external security agencies.

Coordinate all campus matters related to security.

Deal with any other security related matters as may be assigned to the Committee by the Management Board.

XIII) CAMPUS STUDENTS DISCIPLINARY COMMITTEE

Membership

Deputy Director, Finance, Administration and Planning- Chairperson

Deputy Director, Academic Affairs.

Associate Dean Students Affairs.

Human Resource Officer.

Campus Counselors.

Student Representative.

Quality Assurance Officer.

Relevant Associate Dean and coordinators.

Any other member having competencies in the required field.

Terms of Reference

To deal with all student disciplinary matters and make recommendations to the Campus Director.

XIV) CAMPUS STUDENT WELFARE COMMITTEE

Membership

Associate Dean Students Affairs

Campus Counselor

Chaplain

Club patrons

Sports Officer

Representative of Student Council

Terms of Reference

Preparing student semester budget

Organizing for all student activities within the campus

Coordinating club activities.

Organizing and overseeing sports activities within the campus.

Identifying and arranging for counseling for affected students.

Preparing and organizing students for national drama and music festival through the coordinator of coordinator of associate Dean Students Affairs.

Addressing student issues through a democratized system.

Management of student grievances

Catering and accommodation of students where applicable.

Management of student entertainment activities.

XV) MANAGEMENT INFORMATION SYSTEMS COMMITTEE

Membership

Technical Coordinator, Virtual Campus – Chairman

Manager, Information Communication Technology, Virtual Campus

Director, Information Systems

Director, Teaching Programs

Finance Director

Head, Department of Information Technology

Librarian

Director, Admissions and Registration

Director, Publications

Director, Examinations

Deputy Director, Management Information System

Terms of Reference

- To periodically assess and evaluate the effectiveness of the University Management Information Systems and make recommendations to the Management Board.
- To prepare periodic plans for improvement of the University Management Information Systems and advise the Management Board.
- To receive and consider reports from users of the University Management Information Systems and provide technical advice and support.
- To perform any other functions as may from time to time be referred to the Committee by the Management Board.

XVI) STAFF WELFARE COMMITTEE.

Membership

- Deputy Vice-Chancellor, Finance, Administration & Planning - Chairperson
- Director of Human Resources - Secretary
- One Senate Representative
- One elected academic staff Representative
- One elected non-academic staff Representative
- Inter-campus Human Resource Coordinator

Terms and reference

- To make recommendations to Senate on matters related to staff welfare.
- To formulate and implement policies on University health, recreation, Environment, Occupational Safety Gender and Disability.
- To perform any other duties as may from time to time be assigned by the Management Board.

XVII) ENTERPRISE DEVELOPMENT MANAGEMENT COMMITTEE

Membership

- Chairperson – Appointee of the Vice-Chancellor in consultation with Management Board.
- Finance Director

Director, Research and Development

Director, Institute of Capacity Building

Dean, School of Business and Economics

Terms of Reference

To formulate and implement guidelines to govern university income generating activities

To receive and consider applications to establish and operate income generating activities and make recommendation to the Management Board of the University.

To identify income generating activities in consultation with schools, institutes and departments and campuses and make recommendations to the Senate

To design, develop and establish monitoring and evaluation mechanisms of income generating activities.

To periodically review and coordinate matters relating to income generating activities and submit annual reports to the Management Board of the University.

To draw up contracts, agreements, memorandums of understanding and / or other requisite legal instruments in respect of income generating activities

To perform any other duties as may from time to time be assigned to the Committee by the Management Board of the University.

STATUTE XXXII: BOARDS AND COMMITTEES OF SENATE

SENATE EXECUTIVE COMMITTEE

Membership

Vice-Chancellor – Chairperson

Deputy Vice-Chancellors

Registrar, Academic Affairs

Deans of Schools

Dean Students Affairs

Librarian

Director, Quality Assurance

Human Resource Director

Terms of Reference

To deal with matters that may be referred to the committee by the Vice-Chancellor

To act on behalf of Senate on matters of urgency and report to Senate

To prepare agenda for meetings of Senate.

UNIVERSITY EXAMINATION BOARD

Membership

Deputy Vice-Chancellor, Academic and Research Affairs– Chairperson

Deputy Vice-Chancellors

Registrar, Academic Affairs – Secretary

Director, Examinations

Deputy Directors, Academic Affairs

Deans of Schools

Heads of Departments

Dean Students Affairs

University Librarian

Examination Officers

Terms of Reference

To receive and consider University Examination results from School Academic Board.

To perform any other function referred to the board by the Senate.

SCHOOL ACADEMIC BOARD

Membership

Dean of the School - Chairman.

Heads of Departments in the School.

School Examination Officer

Academic staff at the level of Associate Professor and above.

Terms and Reference.

To deal with matters related to the day-to-day administration of the School

To ensure that proper and acceptable standards of teaching and research are maintained in the school.

To serve as the examination moderation committee in the School.

To make recommendations with respect to Students Selection and Admission in the School to the Deputy Vice-Chancellor, Academic and Research Affairs through the Registrar Academic Affairs.

To perform other functions as may from time to time be referred to the Board by the Deputy Vice-Chancellor, Academic and Research Affairs.

DEPARTMENTAL ACADEMIC BOARD

Membership

Head of Department- Chairperson

All teaching staff in that department, however, part time staff have no voting rights at meeting of the Board.

Two student representatives

Terms and Reference

To deal with matters related to the day-to-day administration of the Department.

To ensure effective implementation of Departmental and University policies.

To make recommendations with respect to student selection and admission to the Dean of the relevant school.

To ensure that proper and acceptable standards of teaching and research are maintained in the Department.

To serve as the internal examination moderation committee of the department.

To perform such other duties as may be assigned or delegated to the Board by the relevant School Academic Board.

HIV/ AIDS CONTROL BOARD

Membership

Dean, School of Health Sciences or his / her appointee - Chairperson

University Counselor - Secretary

Dean Students Affairs

University Chaplains

2 Senate representatives

2 student representatives

Terms of reference

To promote education of behaviour change.

To develop HIV / AIDS policies and codes.

To mobilize support and participate in HIV / AIDS prevention and management activities.

To promote Voluntary Counseling and Testing, VCT.

To establish and manage a Voluntary Counseling and Testing (VCT) Centre.

To promote research on HIV/ AIDS.

To promote gender sensitive and non-discriminative practices.

To mainstream HIV / AIDS education in the university.

To develop strategies for monitoring and evaluating HIV / AIDS activities and programs.

To create an HIV / AIDS database.

To perform any other functions relevant to the prevention and management of HIV/ AIDS.

CURRICULUM DEVELOPMENT AND REVIEW COMMITTEE

Membership

Deputy Vice-Chancellor, Academic and Research Affairs – Chairman.

Registrar, Academic Affairs - Secretary

Academic Heads

Librarian

Director, Examinations

Director, Teaching Programs

Head, Department of Educational Management, Policy & Curriculum Studies

Two co-opted members with relevant expertise and experience.

Director, Teaching Programs

Terms of reference

To receive and consider proposed and reviewed curricula from School Academic Boards and make recommendations to Senate

To ascertain appropriateness of a proposed / reviewed curriculum in the areas listed below using the university prescribed questionnaire:

Relevance and accuracy of the proposed curriculum

The expected learning outcome of the program / each unit .

Course content, referencing materials, coding, pre-requisite and the contact hours of each unit.

A need assessment outcomes

To verify and confirm adequacy of academic resources that will support implementation of proposed curricula.

To verify and confirm compliance of proposed curricula to relevant university regulations.

To make recommendations to Senate from time to time on University curriculum development and review policy as need arises.

To coordinate all matters related to development and review of curricula.

To deal with any other matters related to curriculum development and review.

RESEARCH COMMITTEE

Membership

Director, Research and Development - Chairman

Director, Enterprise and Innovation Development– Secretary

Directors of Institutes

Deans of schools

Finance Director

University Librarian

Registrar, Academic Affairs

Chairmen of school research committees

Terms of Reference

To develop and monitor implementation of the university research policy.

To periodically review and make recommendations to the Senate on the University research policy.

To establish and coordinate research activities and prioritize them in accordance with the needs of the university.

To make recommendations to the Senate on matters related to research.

To solicit for external funding in support of research activities of the university. To allocate research funds and monitor their use.

To receive and consider reports from research grant recipients and make recommendations to Senate.

To produce an annual report on research in the University.

To receive and evaluate research reports from recipient of research grants through departmental and school research committees.

HEALTH AND SAFETY COMMITTEE

Membership

Head, Human Research Programs – Chairman

Head, Department of Medical Laboratory Sciences

Head, Department of Midwifery

Head of Laboratories

Head, Department of Public Health

Clinician - In-Charge of Health Center

Chief Security Officer

A representative of School of Law

Terms of Reference

Developing and implementing occupational health and safety monitoring policies, plans and programs.

To develop and monitor implementation of the university research policy.

To periodically review and make recommendations to the Senate on the University research policy.

To establish and coordinate research activities and prioritize them in accordance with the needs of the university.

To make recommendations to the Senate on matters related to research.

To solicit for external funding in support of research activities of the university. To allocate research funds and monitor their use.

To receive and consider reports from research grant recipients and make recommendations to Senate.

To produce an annual report on research in the University.

To receive and evaluate research reports from recipient of research grants through departmental and school research committees.

Developing and implementing occupational health and safety monitoring policies, plans and programs.

Assisting the University Management Board in improving safety and health in the workplace by:

Identifying, assessing and controlling occupational safety and health hazards.

Conducting regular occupational health and safety risk assessments.

Participating in investigations of accidents and dangerous occurrences.

Holding occupational health and safety for and making recommendations to the Management Board for corrective action.

Sensitizing university staff and students on health and safety emergency procedures.

Advising the management board on all matters related to occupational health and safety.

DEANS COMMITTEE

Membership

Deputy Vice-Chancellor, Academic and Research Affairs – Chairman

Deputy Vice-Chancellor, Student Welfare, Alumni and Marketing Affairs.

Academic Heads

Director, Virtual Campus

Deans of Schools.

Librarian

Dean Students Affairs

Directors of Institutes

Director, Admissions and Registration

Director, Research and Development

Director, Teaching Programs

Director, Quality Assurance

Director, Examinations

Inter-campus Academic Affairs Coordinator

Registrar, Academic Affairs – Secretary

Terms of Reference

To ensure student admission, registration and supervision, teaching activities and examination, administration are in compliance with relevant university policies

To coordinate all matters related to mentoring and career guidance.

To coordinate inter-disciplinary courses in the University.

To receive and consider shortlists for part-time lecturer / associate faculty from various departments.

To perform any other duties as may from time to time be referred to it by Senate

LIBRARY COMMITTEE

Membership

Deputy Vice – Chancellor, Academic and Research Affairs – Chairman or his / her assignee.

Deputy Vice-Chancellor, Constituent Colleges, Campuses and Centers

Registrar, Academic Affairs

Director, Teaching Programs

Finance Director

Deans of Schools

Director, Information Systems

Director, Quality Assurance

Librarian - Secretary

Any other member co-opted by the committee as it may deem necessary

Inter-campus Academic Affairs Coordinator

Director, Quality Assurance

Terms of Reference

To ensure the availability of the physical facilities, equipment and other resources required in the library and to advise the Senate on all matters relating to the development of the library as a resource centre for learning and research.

To make recommendations to the Senate on library policy regarding the establishment of specialized libraries such as School / Departmental / Campus Library.

To make recommendations to the Senate on the stocking, staffing and equipping of the library services.

To submit to the Senate an annual report on the functioning of the university libraries.

To formulate up to date rules and regulations governing the use of the University libraries.

To advise the Senate on the planning and growth of the university libraries and other specialized libraries

ADMISSIONS COMMITTEE

Membership

Deputy Vice-Chancellor, Academic and Research Affairs - Chairman

Registrar, Academic Affairs

Deans of Schools

Dean Students Affairs

Marketing Director

Finance Director

Director, Teaching Programs

Director, Quality Assurance

Director, Internal Information Systems

University Timetabler Relevant, Head of Department

Director, Admissions and Registration - Secretary

Inter-campus Academic Affairs Coordinator

Terms of Reference

To make recommendations to Senate from time to time on University admissions policy including entry requirements and procedure and marketing strategies.

To receive and approve applications for admissions to the university.

To coordinate all admissions matters in the University.

To perform any other function relating to admissions as may be assigned by the Senate from time to time

To perform any other function relating to admissions and registration as may be assigned by the Senate from time to time.

REGISTRATION COMMITTEE

Membership

Deputy Vice-Chancellor, Academic and Research Affairs – **Chairman**

Registrar, Academic Affairs

Director, Quality Assurance

Director, Internal Information Systems

Librarian

University Timetabler

Department Representatives - (One representative per department)

Inter-campus Academic Affairs Coordinator

School Representatives - (One representative per school)

Director, Admissions and Registration – **Secretary**

Terms of Reference

To plan and organize students registration.

To oversee student registration exercise.

To plan and organize students orientation.

To perform any other duties that may from time to time be assigned to the committee by the Deputy Vice-Chancellor, Academic and Research Affairs, Examinations.

TEACHING PROGRAMMES COMMITTEE

Membership

Deputy Vice-Chancellor, Academic and Research Affairs - Chairman

Registrar, Academic Affairs

Director, Marketing

Director, Publications

Director, Quality Assurance

Director, Teaching Programs - Secretary

Terms of Reference

Coordinate all matters relating to teaching.

Be responsible for organizing and overseeing teaching plans.

EXAMINATIONS STEERING COMMITTEE

Membership

Vice-Chancellor or his/her assignee- Chairman

Deputy Vice-Chancellor, Academic and Research Affairs

Deputy Vice-Chancellor, Constituents Colleges, Campuses and Centers

Deputy Vice-Chancellor, Student Welfare, Alumni and Marketing Affairs

Registrar, Academic Affairs

Director, Quality Assurance

Director, Teaching Programs

Two representatives of Schools

Two representatives of Directors of Campuses

Director, Internal Information Systems

Director Examinations – Secretary

Terms of Reference

To deal with matters on Students affairs as the Committee may deem appropriate.

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

STUDENTS STEERING COMMITTEE

Membership

Dean Students Affairs – Chairperson

Associate Dean Students Affairs

Director, Performance & Creative Arts

Director, Sports and Games

University Counselor

Coordinator, Mentorship Programs

Coordinators of Clubs

Members of Mount Zion International University of Rwanda Student Council

Inter-campus Students Affairs Coordinator

Terms of Reference

To act on behalf of the Student Welfare Committee on matters of urgency and report to the committee.

To receive and consider matters related to student co-curricular activities and make recommendations to the Student Welfare Committee.

To deal with matters that may be referred to the committee by the Student Welfare Committee.

To consider any matters related to Students Welfare and make recommendations to the Student Welfare Committee.

STUDENT DISCIPLINARY COMMITTEE

Membership

Deputy Vice-Chancellor, Coordination of Constituent College, Campuses and Centres – Chairman

Deputy Vice-Chancellor, Student Welfare, Alumni and Marketing Affairs.

Registrar, Academic Affairs – Secretary

Dean Students Affairs

Chaplains

University Counselor

Two Senate representatives

Dean of relevant school

Head of relevant department

Two student representatives

Terms of references

To consider matters of disciplinary nature, except those related to examinations.

To recommend to Senate serious disciplinary cases that may require suspension or expulsion.

To formulate and review from time to time the policies on university student code of conduct of students.

STUDENT APPEALS COMMITTEE

There shall be a Student Appeals Committee in each Constituent College / Campus whose membership shall be constituted from time to time by the Deputy Vice-Chancellor, Coordination of Constituent Colleges & Campuses and Centres in consultation with the Vice-Chancellor.

Membership

Vice-Chancellor or his / her appointee – Chairman

Deputy Vice-Chancellors

Registrar, Academic Affairs

Two co-opted staff members from relevant school / department.

Two co-opted students from student governing council

Terms of Reference

To hear and determine appeals made to it from decisions of student disciplinary committee.

The decision of the Appeals committee shall be final.

TIMETABLING COMMITTEE

Membership

Deputy Vice-Chancellor, Academic and Research Affairs – Chairman

Director, Teaching Programs

Director, Examinations

Departmental Timetablers

Estate Manager

University Timetabler- Secretary

Terms of reference

Preparation and provision of teaching and examinations timetables.

Overseeing uploading of timetables to the Management Information System.

Dealing with matters related to physical facilities for teaching and examinations.

Advising Senate on timetabling requirements.

Performing any other duties as may from time to time be assigned by the Senate.

INSTITUTIONAL AND INDUSTRIAL LINKAGES COMMITTEE

Membership

Deputy Vice-Chancellor, Linkages and Resource Mobilization- Chairperson

Registrars

Librarian

Dean Students Affairs

Director, Research and Development

Director, Quality Assurance

Director, Teaching Programs

Directors of Institutes

Graduands and Alumni Relations Officer

Institutional Linkages and Industry Partnerships Officer - Secretary

Associate Deans of Schools

Terms of Reference

To promote interchange, contact and co-operation with other universities, institutions and industries.

To monitor, appraise, evaluate and review linkages periodically upon a set criteria.

To formulate and implement policies governing the University institutional linkages and programs and make recommendations to Senate.

To formulate and implement procedures to be followed in establishing linkages, industrial partnerships programs and make recommendations to Senate.

To initiate, promote, facilitate and coordinate both local and international linkages, partnerships, programs, staff , student exchanges and networking.

To promote both local and international staff and students' welfare within the framework of the partnership.

To receive and consider nominees for participation in student and staff exchange programs.

To be responsible for planning of visits by faculty from partner institutions.

To recommend from time to time to the Senate potentially feasible linkages and partnerships with the University.

To perform any other such duties as may from time to time be assigned to the committee by the Senate.

BOARD OF POSTGRADUATE STUDIES

Membership

Dean, School of Postgraduate Studies - Chairman

Registrar, Academic Affairs

Deans of Schools

Two Senate Representatives

Finance Director

Director, Research and Development

Director, Quality Assurance

Director, Teaching Programs

Director, Admissions and Registration

University Librarian

Director, Examinations

Academic Heads

Inter-campus Students Affairs Coordinator

Terms of reference

Formulate and implement policies governing postgraduate training.

Co-ordinate postgraduate programs in all schools

Ensure and maintain an environment that nurtures excellence and high standards of professionalism in research.

Promote development of postgraduate students' welfare systems for attainment of academic excellence.

Receive and consider postgraduate research proposals from schools and make recommendations to the Senate.

Solicit for and coordinate postgraduate scholarships and awards.

Receive and consider recommendations from schools on postgraduate student supervision and examination of Masters and Ph. D theses.

Institute quality assurance practices in the preparation and production of theses and dissertations.

Ensure quality teaching and learning processes for the postgraduate programs.

Make recommendations to Senate on the award of Masters and PhD degrees and any other approved postgraduate certificate and diploma.

Provide policy guidelines that ensure high levels of research and dissemination of research findings.

Ensure compliance with the university quality assurance system

Receive and shortlist applicants for admission into various postgraduate programs in consultation with Deans of Schools / Heads of Departments and forward shortlist to Director, Admissions and Registration.

Provide the following services

Orientation of newly admitted postgraduate students

Internet access facility

Theses editing

Enhancement of research skills of postgraduate students

Organize postgraduate seminars

Organizing meetings of Board of Examiners

Perform any other duties as may be assigned from time to time by Senate.

CEREMONIAL COMMITTEE

Membership

Deputy Vice – Chancellor, Academic and Research Affairs - Chairperson

Deputy Vice-Chancellors

Registrars,

Marketing Director

Deans of Schools

Dean Students Affairs

Finance Director

Director, Quality Assurance

Director, Examinations

University Librarian.

Manager, Central Catering and Accommodation Services,

Head, University Health Centre

Graduands and Alumni Relations Officer

Public Relations and Corporate Affairs Officer

Chief Security Officer

Estate Manager

Director, Teaching Programs - Secretary

Any other person(s) as the Vice-Chancellor may deem necessary

Terms of Reference

To plan and organize University ceremonial functions including graduation ceremonies.

Perform any other duties from time to time as may be assigned by the Vice-Chancellor.

LEGAL LIAISON COMMITTEE

Membership

Deputy Vice-Chancellor, Finance, Administration and Planning – Chairman

Registrar, Academic Affairs

Human Resource Director

Dean, School of Law

Head, Department of Public Law

Head, Department of Private Law

Legal Secretary – Secretary

Terms of Reference

Advise the University on all legal and endowment matters

Advise the University on new and existing policies

Perform other functions as may be referred to the committee from time to time by the university.

HONORARY DEGREES COMMITTEE

Membership

Vice-Chancellor - Chairman

Deputy Vice-Chancellors,

Dean of School concerned

Two Senate representatives

Registrar, Academic Affairs – Secretary

Terms of Reference

To formulate and implement criteria for selecting nominees for award of Honorary degrees.

To consider nominations of the award of Honorary Degrees and make recommendations to the Senate.

To deal with any other matters related to nominations of the award of Honorary Degrees.

LABORATORY COMMITTEE

Membership

Director, Research and Development - Chairperson

Registrar, Academic Affairs

Dean, School of Pure and Applied Sciences

Dean, School of Health Sciences

Dean, School of Pharmacy

Dean, School of Nursing

Dean, School of Medicine

Head of Laboratories / Technician In-charge of Laboratories.

Procurement Officer.

Ex-officio members

Director, Quality Assurance.

Inter-campus coordinator Academic Affairs

Terms of reference

Develop and implement the University laboratory strategic plan.

Review periodically and implement policies governing management of laboratories equipment and chemicals.

Reviewing and making recommendations on investment and management of laboratories, equipment and other related facilities to the Management Board of the University

Periodically assess and review laboratory functional capacities and recommend upgrading and expansion to the Management Board of the University.

Oversee proper inventory management, maintenance of laboratory equipment and other laboratory materials.

To perform any other duties as may from time to time be assigned to the committee by the University Management.

MERIT AWARD COMMITTEE

Membership

Dean of a School – Chairman (Nominated by Senate)

Dean Students Affairs

Director, Research and Development

Director, Quality Assurance

2 co-opted Senate members

Terms of Reference

Formulation of requirements / criteria for selection of awardees.

Identifying and establishing categories of merit awards

Identifying accomplishments / achievements for recognition

Soliciting for nomination and evaluating nominees for merit award

Performing other duties that may be assigned from time to time by Senate.

STATUTE XXXIII: DESIGNATION AND CONFERRING OF DEGREES

The University shall award the degrees which shall be designated as indicated below:

(a) BACHELORS DEGREES

All Bachelor's degrees shall be abbreviated appropriately to include "B" in the chosen initials, i.e. Bachelor of Education Science will be abbreviated as B.Ed (Sc.).

(b) MASTERS DEGREES

All Masters degrees shall be abbreviated to include "M" in the initials, i.e. Master of Pharmacy shall be abbreviated to M.Pharm.

(c) DOCTORAL DEGREES

Doctoral degrees shall be abbreviated to include "D" in the initials, i.e. Doctor of Philosophy shall be abbreviated to Ph.D.

STATUTE XXXIV: HONORARY DEGREES

The University shall have powers to confer honorary degrees as shall be approved by the University Senate. Honorary degrees shall bear the word "Honorary" to indicate that it is an honorary degree.

STATUTE XXXV: MISCELLANEOUS PROVISIONS

These Statutes shall be amended from time to time to keep up with changing trends in University education and to provide for better management of the University.

Amendments to any part of these Statutes may be originated by any person or committee but such amendment shall only take effect upon approval of both the Council and the Board of Trustees

Subject to the provisions of this Statute, the Board may amend any provisions of this Statute, as it deems necessary in accordance with the provisions of the Charter.