



**STATUTES FOR THE ESTABLISHMENT OF PAN AFRICA CHRISTIAN  
UNIVERSITY AS A PRIVATE UNIVERSITY UNDER “THE UNIVERSITIES ACT,  
2012”**

**APPROVED BY THE UNIVERSITY COUNCIL**

**2016**

**UPDATES APPROVED BY THE UNIVERSITY COUNCIL  
IN 2018 & 2020**

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## **PRELIMINARY**

In exercise of the powers conferred under the Pan Africa Christian University Charter, the Council hereby makes the following Statutes.

These Statutes may be cited as the Pan Africa Christian University Statutes, 2016.

### **STATUTE 1: DEFINITION**

The Statutes shall be read in conjunction with the Charter and in the event of any contradictions, the interpretation in the Charter shall prevail. Unless the context otherwise requires, the terms in these Statutes shall be defined in accordance with the definitions such terms have in the Charter as shown below.

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

“**Act**” refers to the Universities Act 2012.

“**Alumni Association**” means the Association of Graduates of the University under Section 42 of the Universities Act, 2012.

“**Association**” means a body representative of the University Staff as recognized by the Council as being an association representative of the staff of the University.

“**Chairman**” means a person appointed by the Vice Chancellor as Chairman of Department.

“**Chancellor**” means the Chancellor of PAC University as referred to in Section 38 of the Act.

“**Charter**” means the charter of PAC University 2015.

“**Chief Legal Officer**” means the person appointed as the Chief Legal Officer of the University under these Statutes.

“**Dean**” means the person appointed to Head a School or Centre as established under Section 40 of the Act.

“**Dean of Students**” means the person appointed by the University Council to be the Dean of Students.

“**Department**” means a Department, which for administrative purposes has been designated by the University Council.

“**Deputy Vice Chancellor**” means a Deputy Vice Chancellor appointed by the University Council.

“**Director**” means a person appointed by the Vice Chancellor as a Director of campus, institute,

directorate or unit.

“**Financial Year**” means the period of twelve months ending on 31<sup>st</sup> December each year as provided for under Section 31 of the Act.

“**Graduate**” means a person upon whom a degree or other academic qualifications has been conferred in accordance with these Statutes.

“**Institute**” means an Institute of the University established by these Statutes.

“**Lecturer**” means a member of staff of the University who is, in terms of appointment, a full professor, associate professor, senior lecturer, lecturer or assistant lecturer or tutorial fellow or a person who holds any other teaching or research post which the University Council, on the recommendation of the Senate, has recognized as a post having academic status in the University.

“**Librarian**” means the person appointed as the librarian of the University under these Statutes.

“**Principal**” means the Principal of constituent college(s) and college(s) established by the University Council under the Charter and these Statutes.

“**Registrar**” means a person appointed as the Registrar of the University by the University Council.

“**School**” means a school of the University established under these Statutes.

“**Senate**” means the Senate of the University as established under the Charter.

“**Statutes**” means Statutes of the University made by the University Council under Section 23 of the Act.

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

“**Student Association**” means an association of students recognized by the University Council as being an organization representative of the students of the University as provided for in Section 41 of the Act.

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

“**University**” means Pan Africa Christian University, also known as PAC University, established under the Act.

“**University Council**” means the Council of the University established under Section 36 of the Act.

“**University Finance Officer**” means the person appointed by the University Council as the

finance officer of the University.

**“University Management Board”** means the committee established under Section 43 of the Act referred to as University Management Board.

**“Vice Chancellor”** means the Vice Chancellor of PAC University appointed under Section 39 of the Act.

**“Warden”** means a warden of student halls of residence in the University established under these Statutes.

Other terms in these Statutes shall be defined in accordance with the Act, Charter and these Statutes.

In these Statutes, the third person plural marker “they” is used in place of words and expressions, which denote masculine and feminine gender (he/she respectively).

## **STATUTE 2: MEMBERSHIP**

1. The members of the University shall be as specified in the Charter.
2. The University Council, on the recommendation of the Management, shall have the power to declare such other persons, members of the University as it may deem fit.
3. Membership of the University shall terminate when a person ceases to belong to any of the categories under the Charter.

## **STATUTE 3: ACCEPTANCE OF THE MISSION, AIMS, PHILOSOPHY, AND OBJECTIVES OF THE UNIVERSITY**

1. Each member of the University, excluding the students and alumni, is required to affirm acceptance of the University Doctrinal Statement, in accordance with the Charter, by affixing his or her name and signature to Schedule I of these Statutes.
2. Each member of the University Council upon appointment, reappointment or co-option, and before taking his or her place on the said Council, shall affirm unconditional acceptance of the Vision, Mission, Philosophy, Aims, and Objectives of the University, and Doctrinal Statement in accordance with the Charter, by affixing his or her name to Schedule II of these Statutes.
3. Each member of the faculty, the administrative staff, the Senate (see exception for students in subsection 1 above) and the Management Board, shall affirm annually their unreserved acceptance of the Vision, Mission, Philosophy, Aims, and Objectives of the University, as well as, the Amplified Doctrinal Statement detailed in Schedule III of the Statutes, and in accordance with the Charter, by signing Schedule IV of the Statutes.

The Vice Chancellor shall be responsible to ensure that each member of the University makes the affirmation as required under this Statute by signing the appropriate Schedule.

#### **STATUTE 4: THE FUNCTIONS OF THE BOARD OF TRUSTEES**

- (1) There is a Board of Trustees established by the Sponsors as specified in the Trust Deed.
- (2) The Board of Trustees is vested with:
  - a) The powers to appoint the following:
    - i. The Chancellor
    - ii. The Chair of the University Council
    - iii. Members of the University Council.
  - b) The function of promoting the University interests, and in furtherance of this function to raise funds, and receive donations, endowments, grants, and other monies.
  - c) The mandate to acquire, hold and dispose all properties, moveable and immovable, of the University as appropriate.
  - d) The responsibility to evaluate the performance of the University Council as stipulated in the Statutes.
  - e) The responsibility to approve the allowances and honoraria of members of the University Council.

#### **STATUTE 5: APPOINTMENT AND REMOVAL OF MEMBERS OF THE UNIVERSITY COUNCIL**

1. In accordance with the Charter, one member each representing and appointed by the Sponsors, and provided they are not members of the University staff, shall be appointed.
2. In all subsequent appointments, the University Council shall, on recommendation of the Management Board, submit to the Sponsors at least six months before the expiry of the term of office of appointed members, a list of nominations from which the Trustees shall make the appointments for a further term of three years. In the event of an insufficient number of persons being nominated, the Trustees shall ask the University Council for further nominations, and if there are insufficient nominations, they may appoint persons of their own nomination.
3. The Trustees shall not reject a nomination from the University Council on the grounds of unsuitability unless they first notify the University Council of these grounds and give the said Council an opportunity for response. In making such response, the University Council may consult with the Management Board. The Trustees will take the Council's concern(s) into consideration.
4. The office of a member of the University Council shall become vacant for reasons enumerated in the Charter.

## **STATUTE 6: OFFICERS OF THE UNIVERSITY COUNCIL**

1. In accordance with the Charter, the officers of the University Council shall be:
  - a) The Chair appointed by the Trustees after consultation with the University Council.
  - b) Deputy Chair appointed by the Trustees, in consultation with the University Council.
  - c) The Vice Chancellor, who is the Secretary.
  - d) Two members appointed by Trustees who are prominent academicians recommended by the University Council and selected according to identified governance needs at any particular time, provided they are not members of the University staff.
  - e) Members representing and appointed by the Sponsors as guided by the University Council and selected according to identified governance needs at any particular time, provided they are not members of the University staff.
  - f) Two persons from the public or private sector appointed by the Trustees.
  - g) Up to two co-opted members recommended by the University Council for a specified term of service to assist as a particular need arises.
  - h) The Deputy Vice Chancellors (ex officio).
2. The Board of Trustees in consultation with the University Council shall appoint the Chair and Deputy Chair of the University Council.
3. An appointee to the position of the Chair and Deputy Chair of the University Council shall normally meet the following qualifications:
  - a) Have a postgraduate degree and a demonstrated reputable Christian witness.
  - b) Have significant and relevant experience working as a senior church leader, or as a senior faculty member, or as a senior member of the administration at a post-secondary institution, or as senior officer from the corporate world.
  - c) Have demonstrated leadership ability in their work, such as, faithfulness in attending meetings and fulfilling assigned responsibilities and demonstrated respect for other opinions, seeking a consensus of the members, able to delegate and follow-up to ensure the completion of the task.
  - d) Maintains unreserved acceptance of the mission, distinctives, philosophy, aims, and objectives of the University and fulfil the qualifications required of all members of the University as stated in the Charter.



4. The duties and powers of the Chair of the University Council shall be:
  - a) To promote the University in accordance with the University's vision, mission, aims, objectives, and philosophy.
  - b) To chair the meetings of the University Council. In the event that the Chair is unable to attend a particular meeting he/she will designate the Deputy Chair to preside over the meeting. If both the Chair and Deputy Chair are unable to attend the meeting, the Council, in consultation with the Chair will designate a member of the University Council to preside over the meeting.
  - c) To ensure that all members of the University Council make the affirmation required by the Charter as provided for in these Statutes.
  - d) As and when it may be deemed necessary, to direct an inspection of the University or an inquiry into the administration and organisation, teaching, research, and other work of the University.
  - e) To evaluate the performance of the Vice Chancellor.
  - f) To give such advice to the University Council and the Senate as he or she may consider necessary for the improvement of the University.
5. In the exercise of the powers conferred under this Statute, the Chair of the University Council shall notify the Council, the Vice Chancellor and the Senate of an intention to direct an inspection of the University, or an inquiry into the work of the University. Such notice shall be given at least four weeks prior to the commencement of any such inspection or inquiry, and the Vice Chancellor and the Senate shall have the right to tender to the Chair of the University Council advice on matters relevant to the inspection or inquiry.
6. The Vice Chancellor shall be the Secretary of the University Council in accordance with the Charter. The duties of the Secretary shall be:
  - a) To maintain accurate and complete records of the meetings of the University Council.
  - b) To ensure, as far as possible, that the resolutions of these meetings are implemented.
  - c) To carry out such other duties as may be entrusted to him or her from time to time by the University Council.
7. A Chair of Council shall be appointed for a term of four years and may be eligible for re-appointment for another one term only.
8. A member of Council shall be appointed for a term of three years and shall be eligible for re-appointment for another one term.
9. Once the second term of service of a member is over, he or she may be eligible for re-appointment but only after one year break after the second term elapses.

#### **STATUTE 7: MEETINGS OF THE UNIVERSITY COUNCIL**

1. Meetings of the University Council shall be held in accordance with the Charter.
2. Ordinary meetings shall be held as necessary, and at least three times each year, at a time

and place to be determined by the University Council. At least three weeks written notice of ordinary meetings specifying the time and place of the meeting shall be given to all members.

3. Where necessary, in order to deal with business urgently requiring the attention of the University Council, other than business required by the Charter to be dealt within the ordinary meetings, the Chair of the University Council, in consultation with the Secretary, may convene a special meeting of the Executive Committee, provided that a written notice that includes a statement of the reason for calling the meeting is sent to all University Council Members as required by this Statute.
4. The Secretary shall send a written notice of all meetings of the University Council to all members within the time specified for the giving of such notice in the Charter or this Statute.

### **STATUTE 8: COMMITTEES OF THE UNIVERSITY COUNCIL**

1. The University Council shall constitute various committees and taskforces as need arises and as stipulated in Schedule VI of these Statutes:
  - a) Executive Committee
  - b) Academic Affairs Committee
  - c) Planning and Development Committee
  - d) Finance Committee
  - e) Human Resources Committee
  - f) University Advancement Committee.
2. Executive Committee of the University Council shall comprise of the following:
  - a) Chair of the University Council (Chair)
  - b) Vice Chancellor (Secretary)
  - c) Chairs of the various Committees of the University Council.
3. Functions of the Executive Committee of the University Council:
  - a) To approve the agenda for the Council meetings
  - b) To deal with and report to the Council on urgent issues
  - c) To deal with any other matter referred to it by the Council.
4. All other committees shall comprise of the following:
  - a) At least two members from the University Council one of whom shall be the chair;
  - b) The Vice Chancellor (ex-officio)
  - c) The relevant Deputy Vice Chancellor (secretary)
  - d) Three members co-opted from outside the University.
5. Functions of other Committees of the University Council:

- a) To set their own terms of reference as approved by the University Council
  - b) To report to the University Council
  - c) To address any other matter referred to it by the University Council or the Executive Committee of the University Council.
6. A member of a Committee of Council shall be appointed for a term of three years and shall be eligible for re-appointment for another one term.
  7. Once the second term of service of a member is over, he or she may be eligible for re-appointment but only after one year break after the second term elapses.
  8. Membership of these committees and their terms of reference are attached as Schedule VII of these Statutes.

### **STATUTE 9: MANAGEMENT BOARD**

1. A Management Board shall be appointed in accordance with the Charter and as stipulated in Schedule VI of these Statutes.
2. Membership of the Management Board shall be as following:
  - a) Vice Chancellor (Chair)
  - b) Deputy Vice Chancellor- Administration Finance and Planning (Secretary)
  - c) All other Deputy Vice Chancellors
  - d) All Registrars
  - e) University Finance Officer
  - f) University Librarian
  - g) University Chaplain
  - h) Dean of Students.
3. The functions of the Management Board shall be as is specified in the Charter.
4. In the absence of the Vice Chancellor, and where the Deputy Vice Chancellor – Administration Finance and Planning is to preside over the meeting, the Management Board shall appoint a secretary for the meeting.

### **STATUTE 10: SUB-COMMITTEES OF THE MANAGEMENT BOARD**

1. There shall be the following Sub-Committees of the Management Board:
  - a) Staff Housing and Space Allocation
  - b) Students Housing
  - c) Guest House
  - d) Maintenance and Security
  - e) Finance and Investment
  - f) Internal Auditing and Risk Management
  - g) Financial Aid
  - h) Procurement and Disposal
  - i) Human Resources
  - j) Planning and Development

- k) University Advancement
- l) Information Communication Technology
- m) Public Relations and Marketing
- n) Resources Mobilization
- o) Catering and Accommodations Committee
- p) Staff Welfare and Housing Committee
- q) Staff Disciplinary
- r) Spiritual Nurture and Outreach
- s) Any other committee as the Management Board may constitute.

2. Membership of these committees and their terms of reference are attached as Schedule VIII of these Statutes.

### **STATUTE 11: SENATE**

1. A Senate shall be appointed in accordance with the Charter.
2. Membership of the Senate shall be as following:
  - a) Vice Chancellor (Chair)
  - b) Deputy Vice Chancellor-Academic Affairs (Secretary)
  - c) All other Deputy Vice Chancellors
  - d) Principals of the Constituent Colleges
  - e) Registrars
  - f) Deans and Directors of Schools, Institutes, Centres, Campuses and Directorates
  - g) Director of Academic Quality Assurance
  - h) University Librarian
  - i) Dean of Students
  - j) Heads of Teaching Departments
  - k) University Chaplain
  - l) Head of ICT
  - m) The President, Vice President, and the Satellite Campus(es) Representative of the Students' Association.
3. In the absence of the Vice Chancellor, the Deputy Vice Chancellor - Academic Affairs shall preside over the meeting, and the Senate shall appoint a secretary for the meeting.
4. The functions and regulations of the Senate shall be in accordance with the Charter.

### **STATUTE 12: COMMITTEES OF THE SENATE**

1. The Senate shall constitute various Standing Committees as stipulated in Schedule VI of these Statutes:
  - a) Deans Committee
  - b) Admissions Committee
  - c) Performance Evaluation and Monitoring Committee
  - d) Academic Quality Assurance Committee
  - e) Library Committee

- f) Students Disciplinary Committee
- g) Academics Awards Committee
- h) Research and Publications Committee
- i) Community Engagement Committee
- j) Staff Training Committee
- k) Students Welfare and Scholarship Committee
- l) Spiritual Oversight Committee
- m) Graduation Committee
- n) Appointment and Promotions Committee
- o) Performance Appraisal Committee
- p) Innovations/Intellectual committee
- q) Information and Communication Technology Committee
- r) Health, Recreation, Environmental and Safety Committee
- s) Academic Collaborations and Linkages Committee
- t) Ceremonial Committee
- u) Collaboration, Linkages and Exhibitions Committee
- v) Any other committee that the Senate may constitute.

2. Membership of these committees and their terms of reference are attached as Schedule IX of these Statutes.

### **STATUTE 13: THE CHANCELLOR**

1. In exercise of the powers conferred under **Section 38 of the Universities Act (2012)**, the Chancellor may notify the University Council of his intention to direct a visitation or inspection of the University and the University Council shall give the Chancellor information or advice on any matters relevant to the visitation or inspection.
2. The Chancellor may direct an inspection of the University including its buildings, equipment and other assets, as he may deem necessary.
3. The Chancellor may arrange for a visitation to the University for carrying out an inspection, an inquiry or any other purpose, provided that he may, at his discretion inform the Chairman of the University Council, the Vice Chancellor and the Principal of his intention to make such a visitation.
4. The Chancellor may from time to time direct an inquiry into the academic programmes of the University's teaching, research or any other work of the University.
5. The Chancellor shall have the right to determine the course of action to take on any recommendations that may be made following an inspection, an inquiry or a visitation.
6. Subject to these Statutes, the Chancellor shall preside over the Congregations of the University and shall in the name of the University and in a manner as may be prescribed from time to time, confer degrees and grant diplomas, certificates and other awards of the University.
7. The Chancellor shall have the powers and functions and shall enjoy such rights and privileges as provided in the Act, the Charter and these Statutes.

8. The Chancellor shall enjoy such other powers and privileges as may be determined by the University Council from time to time but shall include:
  - a) An office provided with facilities, furnishings and decor appropriate to the status of his office.
  - b) The right to determine the method and procedure to regulate a University visitation for a particular or general purpose.
  - c) The right to determine the method, the content and the venue of his or her advice to the Council on any matters affecting the University and where appropriate to propose the ways of putting into effect such advice.
  - d) The right to take part in any other formal or informal activities of the University.

#### **STATUTE 14: OFFICERS OF THE UNIVERSITY**

- 1) The University is to have Principal and Senior Officers with authority, in the name of the University, to perform the functions conferred on the University under the Charter.
- 2) The Principal Officers are:
  - a) The Vice Chancellor
  - b) All Deputy Vice Chancellors
  - c) All Principals of Constituent Colleges.
- 3) The Senior Officers are:
  - a) all Deans and Directors of Schools, Institutes, Campuses, Centres, and Directorates
  - b) all University Registrars
  - c) the University finance officer
  - d) the University Librarian
  - e) the University Chaplain
  - f) the Dean of Students and officers of equivalent grade.

#### **STATUTE 15: VICE CHANCELLOR**

1. The University Council in accordance with the Charter shall appoint the Vice Chancellor.
2. The duties of the Vice Chancellor shall be:
  - a) The overall responsibility for ensuring the achievement of the vision and mission of the university
  - b) Responsible to the Governing Council, through the Chairman, for providing the direction, organization, development, and administration of all the programs of the University.
  - c) The representative and spokesperson of the University.
  - d) To serve as the Chair of the Management Board and Senate, convening meetings as necessary to ensure the effective functioning of these bodies and the University.

- e) To ensure that each member of the University, other than students and alumni, makes the affirmation as required by the Charter.
  - f) To assume administrative responsibility for the day to day operation of the University and its management.
  - g) To provide the University Council with such reports on University affairs as it requires to fulfil its functions effectively.
  - h) To ensure that the financial and other needs of the University are made known in an appropriate way to the supporting constituencies.
  - i) To oversee the implementation of the policies laid down by the University Council and the decisions of the Senate and the Management Board.
  - j) To spearhead the building and maintaining of a Biblically based culture, including maintaining harmony and cooperation among academic and administrative staff.
  - k) To ensure that the accounts of the University are kept in a manner acceptable to the University Council.
  - l) To evaluate the performance of the Deputy Vice Chancellors, Principals of Colleges and all those senior officers that report to the Vice Chancellor.
  - m) To perform any other duties consistent with the fulfilment of the vision, mission, aims, philosophy, and objectives of the University.
3. The Vice Chancellor may delegate duties and powers to any other officer of the University, but notwithstanding any such delegation, shall remain responsible for all matters concerned with the day-to-day operations of the University and shall retain all the powers associated with this office.
  4. A review of the performance of the Vice Chancellor shall be conducted by the University Council prior to re-appointment, in accordance with the provisions of these Statutes. The University Council in the case of a serious offence by the Vice Chancellor shall also conduct a review.
  5. The Vice Chancellor shall be appointed for a term of five years and shall be eligible for re-appointment for another one term only.
  6. The Vice Chancellor shall hold office on such terms and conditions of service as is specified in these Statutes and as may be amended from time to time by the University Council.

## **STATUTE 16: DEPUTY VICE CHANCELLORS**

1. The University Council shall appoint all the Deputy Vice Chancellors.
2. Deputy Vice Chancellor – Academics Affairs
  - a) The duties of the Deputy Vice Chancellor – Academics Affairs shall be to:
    - i. Provide leadership in the Academic Division of the University to ensure provision of quality teaching, research, innovation and community engagement in line with the University’s vision and mission.

- ii. Be responsible for the development, review, and revision of academic curricula, for purpose of relevance, quality assurance and accreditation.
- iii. Oversee and coordinate the implementation of the academic policies and regulations as laid down by the University Council and the Senate and the Management Board.
- iv. Oversee the work of the Registrar Academic Affairs, Deans of Schools, Dean of Students, and Directors of Institutes/Campuses and provide overall supervision with regard to the activities and outputs of students Deans, HODs, Faculty and staff.
- v. Support the Vice Chancellor's office by coordinating the activities of CBLC as a business centre of the University, ensuring achievement of the set business targets and that profitability is achieved and sustained.
- vi. Arrange and oversee, in consultation with the Vice Chancellor, appropriate activities, both on the campus and elsewhere, for the academic and professional development of the faculty.
- vii. Ensure the availability of sufficient high quality learning resources and library materials for reference by both Faculty and students.
- viii. Serve as the secretary to Academic Committee of Council, Secretary to Senate and provide able leadership as Chairperson of the relevant Senate committees.
- ix. Coordinate establishment of examination procedures that are efficient, systematic and transparent.
- x. Oversee the review and action with regards to feedback from course evaluations.
- xi. Supervise development and presentation of the budget for the Academic Division and approve the acquisition of learning resources in line with approved budgets.
- xii. Oversee Students' Council elections and registration of clubs and societies and monitor their activities
- xiii. Manage, administer and establish a robust student admission and registration, system to ensure high quality and competitiveness.
- xiv. Manage the graduation process successfully and oversee the graduate tracking process
- xv. Give oversight to the development of intellectual property rights and trademark licensing for the University's research, products and services.
- xvi. Participate in and oversee the selection, hiring, retention, performance evaluation and other personnel decisions associated with Faculty and Staff.
- xvii. Fully participate in various governance organs such as the University Council and the Management Board
- xviii. Take responsibility for all aspects of academic quality assurance and community programmes of the University, and its campuses.
- xix. Teach one course each semester subject to administrative workload demands.
- xx. Represent PAC University in various forums and maintain links with other necessary organizations as advised by the Vice Chancellor.
- xxi. Perform such other duties related to academic affairs as may be required by the



Vice Chancellor.

- b) The Vice Chancellor in accordance with the provisions of Statute 29 shall conduct a review of the performance of the Deputy Vice Chancellor – Academic Affairs. The University Council in the case of a serious offence by the Deputy Vice Chancellor – Academic Affairs, shall also conduct a review.
- c) The Deputy Vice Chancellor - Academic Affairs shall be appointed for a term of five years and shall be eligible for re-appointment once.
- d) The Deputy Vice Chancellor-Academic Affairs shall hold office on such terms and conditions of service as is specified in these Statutes and as may be amended from time to time by the University Council.

3. Deputy Vice Chancellor – Administration Finance and Planning

- a) The duties of the Deputy Vice Chancellor – Administration Finance and Planning shall be to:
  - i. Oversee and provide leadership, direction and supervision to the Administration, Human Resource and Finance functions of the University.
  - ii. Oversee development and implementation of the University policies and guidelines in procurement, finance, human resource, planning, general administration and appropriate procedures to ensure efficient performance and delivery of services in line with the University Council and Management Board approvals, Business Plan and the Strategic Plan.
  - iii. Promote the professional development of staff.
  - iv. Oversee the manpower forecasting, selection, hiring, retention, performance, evaluation and other human resource related functions associated with staff.
  - v. Coordinate the design, implementation and monitoring of the University's strategic and development plans in a manner that respects the University budget and planning processes and complies with best practice guidelines related to procurement and contracting.
  - vi. Oversee all aspects of the planning, development and quality control of the administrative services of the University.
  - vii. Advisor to the Vice Chancellor and Management Board on capital development matters.
  - viii. Give oversight to the development of intellectual property rights and trademark licensing for the University's research, products and services.
  - ix. Attend, as required, and fully participate in various governance organs, including the University Council and the Management Board among other Committees and Sub Committees.
  - x. Serve as Secretary to the Management Board and chair of committees of MB as appointed;
  - xi. Serve as Secretary to the Human Resource, Finance, Planning & Development and any other assigned Committee of Council.

- xii. Manage the finances of the University in a manner that is consistent with the needs and Mission of the University.
- xiii. Ensure that proper books of accounts are kept for all aspects of the University's finances, in a manner acceptable to the University Council.
- xiv. Ensure that such financial services as specified by the Management Board and/or the Vice Chancellor meet the needs of students and staff and are maintained in an efficient and appropriate manner.
- xv. Coordinating the activities of the Housing and Hospitality Department, ensuring achievement of the set business targets.
- xvi. Ensure the proper investment of funds, in accordance with the Charter and any guidelines provided by the University Council or the Management Board.
- xvii. Provide regular reports to the Vice Chancellor and the Management Board on the financial affairs of the University.
- xviii. Oversee the preparation of the annual budget for submission to the University Council.
- xix. Oversee the timely annual auditing of accounts, in accordance with the Charter and any relevant directions from the University Council.
- xx. Oversee the implementation of decisions of the Management Board on financial, planning, development and administrative matters.
- xxi. Monitor and ensure that all security measures for the University are adequate.
- xxii. Oversee the maintenance of the University buildings and property including furniture, equipment, etc., and all other property of the University.
- xxiii. Coordinate the development, implementation and monitoring of the University's strategic and development plans.
- xxiv. Coordinate the planning and development of University's physical facilities.
- xxv. Responsible for leading project definition and project feasibility through the design stage.
- xxvi. Develop and direct campus-wide physical planning including the refining and updating of the University Master Plan.
- xxvii. Perform such other duties related to University finances and administration as may be required by the Vice Chancellor.

b) The Vice Chancellor in accordance with the provisions of Statute 29 shall conduct a review of the performance of the Deputy Vice Chancellor – Administration Finance and Planning. The University Council in the case of a serious offence by the Deputy Vice Chancellor – Administration Finance and Planning, shall also conduct a review.

c) The Deputy Vice Chancellor – Administration Finance and Planning shall be appointed for a term of five years and shall be eligible for re-appointment once.

#### 4. Deputy Vice Chancellor – University Advancement

a) The duties of the Deputy Vice Chancellor – University Advancement shall be to:

- i. Offer leadership in the advancement of the University's vision, mission and core values for growth in spiritual, financial and branding matters.
- ii. Initiate, promote and coordinate all University Advancement, Partnership and Linkage activities
- iii. Create appropriate record keeping system(s) for tracking donor participation, identification, and cultivation of prospects plus volunteer involvement in programs
- iv. Analyze and implement general public relations programs, working with volunteer and staff committees, task forces, and recommend programs which will enhance and advance the mission, goals, and objectives of the University.
- v. Create and implement a strategic advancement plan which addresses University priorities.
- vi. Participate with senior administrative staff in the University's planning process and match institutional needs with donor/prospect interest and potential.
- vii. Prepare, or cause to have prepared, all content and materials needed for approved fundraising and public relations programs including proposals to donors and donor prospects, gift recognition/ acknowledgment materials, appeal letters, etc.
- viii. Research or cause to have researched, data on potential individuals, corporations, and Foundation donors identified by Board members, staff and other volunteers, or by virtue of their gift history to like organizations or activities.
- ix. Keep up to date on current fundraising, marketing and public relations programs, international outreaches practices, and procedures being utilized in the not-for-profit sector.
- x. Prepare detailed plans of actions for all approved fundraising and community relations programs including budgets to support their implementation.
- xi. Build public support and attract local, regional and international investments.
- xii. Undertake regular stakeholder scanning, and develop and nurture relationships with partners.
- xiii. Work with the Management Board in analyzing the fundraising programs and planning for future activities.
- xiv. Work with staff and volunteers to ensure that all fundraising and community relations programs are consistent with the overall mission and with the philosophy and concepts of each program and service.
- xv. Oversee and work with Alumni and the Alumni Association in all of its activities.
- xvi. Provide leadership and assistance to the Alumni Association.
- xvii. Work closely with the Director of Alumni Affairs to create an environment that encourages strong support for the University through service, philanthropy, and events.
- xviii. Supervise the aggressive marketing of the programs, products and services of the University.
- xix. Plan and institute resource allocation in support of the University's strategic plan.

- xx. Represent PAC University in various forums and maintain links with and other necessary organizations as advised by the Vice Chancellor.
  
- b) The Vice Chancellor in accordance with the provisions of Statute 29 shall conduct a review of the performance of the Deputy Vice Chancellor – University Advancement. A review shall also be conducted by the University Council in the case of a serious offence by the Deputy Vice Chancellor – University Advancement.
  
- c) The Deputy Vice Chancellor – University Advancement shall be appointed for a term of five years and shall be eligible for re-appointment once.

### **STATUTE 17: PRINCIPALS OF COLLEGES**

1. There are Principals of Colleges appointed by the University Council as may be required in accordance with the Charter.
  
2. The duties of the Principals of Colleges shall be to:
  - a) Oversee all administrative functions of the college as relates to staff management and University services.
  
  - b) Enhance productivity and efficiency of faculty and staff.
  
  - c) Maintain the academic quality and standards in the college.
  
  - d) Maintain student welfare, development, and discipline.
  
  - e) Implement University academic and administrative policy.
  
  - f) Implement decisions of the Vice Chancellor, the Management and the Senate.
  
  - g) Prepare an annual budget for approval by the University and to manage the approved budget and all college resources in consultation with the Vice Chancellor.
  
  - h) Make proposals to the Vice Chancellor about the ethos, educational character, culture, mission, and strategic direction of the college.
  
  - i) Oversee the maintenance of the college buildings and property including furniture, equipment and all other property of the college.
  
  - j) Monitor and ensure that all security measures for the college are adequate.
  
3. The Principals of Colleges report directly to the Vice Chancellor.
  
4. A review of the performance of the Principals of Colleges shall be conducted by the Vice Chancellor in accordance with the provisions of the Statutes.
  
5. The Principals of Colleges shall be appointed for a period of 5 years.

6. The Principals of Colleges shall hold office on such terms and conditions of service, including re-appointment, as is specified in these Statutes and as may be amended from time to time by the University Council.

#### **STATUTE 18: THE REGISTRARS**

1. Subject to the provisions of the Act, Charter and these Statutes, the University Council shall appoint Registrars through competitive hiring who shall hold office upon such terms as the University Council may determine conditions from time to time.
2. The Registrars shall perform such duties as may be delegated or assigned to them by their respective Deputy Vice Chancellors.

#### **STATUTE 19: DEANS AND DIRECTORS OF SCHOOLS, CENTRES, INSTITUTES AND DIRECTORATES**

1. The University Council shall approve the appointment of Deans and Directors of Schools, Centres, Institutes and Directorates in accordance with the Charter.
2. The responsibilities of Deans and Directors are as follows:
  - a) To sit and participate in Senate and Management Board meetings.
  - b) To advise the Deputy Vice Chancellor - Academic Affairs on academic matters.
  - c) To monitor and evaluate the achievement of departmental targets in line with the University's vision and mission.
  - d) To maintain congruency between the University's mission statement and all academic activities.
  - e) To act as the academic leader of the school, responsible for its day-to-day operations: overseeing of the academic advising, monitoring student academic progress; coordinating the efforts of department heads and Dean's committee, etc.
  - f) To observe, supervise, and help evaluate the faculty in the development and implementation of curriculum; to supervise the teaching process, and to review and evaluate the academic programs.
  - g) To oversee and direct the activities of the heads of department, and faculty committees.
  - h) To oversee maintenance of the educational standards and regulations established by the Commission for University Education (CUE).
  - i) To make recommendations regarding the hiring, retention, promotion, and the assignment of faculty.
  - j) To establish programs for the induction of new faculty, for in-service training of all faculty, and for the evaluation of classroom lecturers.
  - k) To ensure that lecturers are familiar with and adhere to university policies in all areas of the university operations.

- l) To conduct regular meetings with faculty and with heads of department, which will deal both with routine university matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern.
- m) To assist in maintaining a comprehensive calendar of university events; to keep the entire university community informed of various school programs and activities.
- n) To provide for the academic guidance of students.
- o) To oversee the student assessment and examination, grading and the reporting of standards and methods used by faculty in measuring student achievement.
- p) To be in charge of students' admission, learning and convocation.
- q) To develop, monitor, and adjust the school's annual budget and funds, linked to the strategic plan of the University.
- r) To serve as a consultant to faculty in matters of classroom management, teaching methods, and general school procedures.

## **STATUTE 20: UNIVERSITY FINANCE OFFICER**

1. The University Council shall approve the appointment of a University finance officer in accordance with the Charter.
2. The University finance officer is responsible for leading and directing the timely and efficient delivery of support services to the University, which includes financial management, accounting, investment management, and risk management.
3. The responsibilities of the finance officer shall be to:
  - a) Formulate annual budgets in close relation with departments for University Management and University Council approval.
  - b) Act as the principal contact officer in dealing with banks and financial institutions with respect to credit terms, funding and communicating the University's performance to them.
  - c) Oversee accounting systems and procedures.
  - d) Create, coordinate, and evaluate the financial programmes and supporting information systems of the University to include budgeting and tax planning.
  - e) Oversee the coordination and activities of the external auditor and ensure all audit issues are resolved.
  - f) Establish and maintain appropriate internal control safeguards.
  - g) Review and improve finance and accounting procedures.
  - h) Develop and implement risk management policies.
  - i) Manage the finance department and its functions.
  - j) Establish and implement short and long range departmental goals, objectives, policies, and operating procedures.
  - k) Be the custodian of the property including furniture and equipment within the section.
  - l) Advise the University on financial matters.
  - m) Attend to any other duties of this office as may be required by the supervisor.
4. A review of the performance of the University Finance Officer shall be conducted by the Deputy Vice Chancellor – Administration Finance and Planning in accordance with the provisions of Statute 29.

5. The University Finance Officer shall hold office on such terms and conditions of service as is specified in these Statutes and as may be amended from time to time by the University Council.

#### **STATUTE 21: UNIVERSITY LIBRARIAN**

1. The University Council shall approve the appointment of the University Librarian in accordance with the Charter.
2. Under the direction of the Deputy Vice Chancellor - Academic Affairs, the University Librarian shall:
  - i. Supervise all library staff.
  - ii. Be responsible for library acquisitions in consultation with the Deputy Vice Chancellor- Academic Affairs and the Heads of Departments.
  - iii. Ensure that library services are maintained in such a manner as to facilitate the academic programmes of the University.
  - iv. Make recommendations to the Deputy Vice Chancellor - Academic Affairs on the development of policies, regulations, and plans to ensure the most efficient operation of the library.
  - v. Be responsible for the care and maintenance of all library resources and make recommendations in this respect to the Deputy Vice Chancellor - Academic Affairs.
  - vi. Serve as the secretary to the Library Committee.
  - vii. Be in-charge of the textbook loan program.
  - viii. Perform such other duties in relation to the management of the library as are required by the Deputy Vice Chancellor - Academic Affairs from time to time.
3. In the performance of the duties of the office, the University Librarian shall work in conjunction with the Library Committee.
4. The Deputy Vice Chancellor- Academic Affairs in accordance with the provisions of Statute 29 shall conduct a review of the performance of the University Librarian.
5. The University Librarian shall hold office on such terms and conditions of service as is specified in these Statutes and as may be amended from time to time by the University Council.

#### **STATUTE 22: DEAN OF STUDENTS**

1. The University Council shall approve the appointment of the Dean of Students in accordance with the Charter.
2. The duties of the Dean of Students shall be to:
  - i. Become acquainted and involved with the needs of University students.
  - ii. Maintain a liaison with the Students Council giving advice when needed in the conduct of student affairs.
  - iii. Facilitate the formulation of policies and regulations on matters of student welfare.
  - iv. Perform such other duties related to students welfare and social development as may be

required from time to time.

3. The Deputy Vice Chancellor – Academic Affairs in accordance with the provisions of Statute 29, shall conduct a review of the performance of the Dean of Students.
4. The Dean of Students shall hold office on such terms and conditions of service as is specified in these Statutes and as may be amended from time to time by the University Council.

### **STATUTE 23: UNIVERSITY CHAPLAIN**

1. The University Council shall approve the appointment of the University Chaplain in accordance with the Charter.
2. The duties of the University Chaplain shall be to:
  - i. Ensure that the University community operates within the University's Statement of Faith.
  - ii. Support activities and initiate programmes that provide occasions for reflecting on personal and community values.
  - iii. Facilitate formation of spiritual disciplines.
  - iv. Provide support for spiritual exploration and appreciation within the overall academic and developmental mission of the University.
  - v. Provide leadership to the spiritual ministries (care groups, fellowships and worship ministries) in the University.
  - vi. Serve the spiritual needs of students and staff of the University in accordance to the Statement of Faith.
  - vii. Give spiritual guidance and counsel to the members of the community.
  - viii. Facilitate the provision of church ordinances to students and staff, including chapels, and care groups.
  - ix. Teach courses as prescribed in the University Workload framework.
  - x. Perform such other duties related to chaplaincy as may be required from time to time.
3. The qualifications of the Chaplain should be as provided in the Human Resources manual.
4. The Vice Chancellor in accordance with the provisions of Statute 29 shall conduct a review of the performance of the University Chaplain.
5. The University Chaplain shall hold office on such terms and conditions of service as is specified in these Statutes and as may be amended from time to time by the University



Council.

#### **STATUTE 24: UNIVERSITY COUNSELOR**

1. The University Council shall approve the appointment of the University Counsellor in accordance with the Charter.
2. The duties of the University Counsellor shall be to:
  - i. Ensure that a biblically based counselling is effectively undertaken in the University by the establishment and effective running of the University counselling unit.
  - ii. Provide guidance and counselling to all the members of the university community.
  - iii. Facilitate counselling on contemporary and emerging challenges such as drugs abuse, HIV and AIDs, sexuality, among others.
  - iv. Facilitate career counselling in conjunction with the various Heads of Department.
  - v. Attend to people who need marital/family counselling, provision of relational counselling, and provision of counselling to those who are bereaved or are going through particular difficulties.
  - vi. Assess and make referrals as deemed appropriate in such cases that require clinical counselling.
  - vii. Utilize leadership, advocacy, and collaboration in seeking to promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive University Counselling Programme that addresses the spiritual, career, and personal/social development for all students and staff.
  - viii. Ensure that students receive appropriate guidance in knowing their own spiritual gifts and calling so that they may be prepared for that which God has purposed for them.
3. A review of the performance of the University Counsellor shall be conducted by the Deputy Vice Chancellor- Administration Finance and Planning in accordance with the provisions of Statute 29.
4. The University Counsellor shall hold office on such terms and conditions of service as is specified in these Statutes and as may be amended from time to time by the University Council.

#### **STATUTE 25: SCHOOLS/INSTITUTES/DEPARTMENTS**

1. There shall be Schools/Institutes of the University as the University Council may from time to time determine.
2. Each Institute/School shall consist of such structures as the University Council may from time to time determine.

## **Schools/Institutes Board**

- (a) There shall be Schools/Institutes Boards whose membership shall consist of:
- i. Dean/Director of the Schools/Institutes
  - ii. All full-time academic staff
  - iii. All full-time academic staff in the associated departments who are engaged in teaching students within the School/Institutes, provided that the academic staff from associated departments shall not normally be members of standing Committees of the Institute/School
  - iv. Full-time non-academic staff of Lecturer Level and above
  - v. Two student representatives elected from among the full-time students of the relevant Institute/School, except that students shall not be entitled to attend deliberations of the Institute/School Board on matters which are considered by the Chair of the Board to be confidential or which relate to the general discipline of students, examination results, the academic performance of students and other related matters
  - vi. Part-time teaching members of staff and teaching assistants may attend school/Institute Board meetings, but shall not have voting rights
  - vii. The Vice Chancellor and the Deputy Vice Chancellors shall be ex-officio members of the Board of Schools/Institutes
  - viii. The Assistant Registrar (in charge) shall be Secretary to all Institute/School Boards.
- (b) Each Board of School/Institute, may at its own discretion, invite other persons to attend its meetings in an advisory capacity; provided that the persons so invited shall not acquire rights of membership to the Board and shall have no voting rights.
- (c) The quorum of the Board of School/Institute shall be the nearest whole number above half the substantive membership of members of Institute/School.
- (d) The Board of each school/institute shall have the following powers:
- i. Consider and make recommendations to the Senate upon all matters relating to syllabuses, teaching, examination, academic planning and formulation of annual and other estimates of expenditure, student progress and research in the subjects of the school/institute.
  - ii. Recommend to the senate, persons for appointment as internal and external examiners in the school/institute.
  - iii. Submit proposals to the Senate for academic development.
  - iv. Determine the rules governing the procedure to be followed at meetings of respective Boards.
  - v. Deal with and report on any matters referred to it by the Senate.
  - vi. Consider and make recommendations to the Senate on policy issues.
  - vii. Consider and make recommendations to Senate on staff welfare matters.

## **The Dean/Director of Institute/School**

- (a) There shall be a Dean/Director of each school/institute, who shall be the Chair of the school/institute Board and who shall also be responsible to the Board for all matters related

to the school/institute, provided that in the absence of the Dean/Director, the Board shall elect a Chair from amongst its members present and forming a quorum.

- (b) The Dean/Director shall formulate the development plan and make recommendations in respect of annual and other estimates of expenditure in the Institute/School.
- (c) There shall be a Director of Institute/School, who shall be appointed by the Vice Chancellor for a period of two years and shall be eligible for re-appointment for a further period of two years only. Any person who has previously served but has already ceased to be a Director shall not become eligible for appointment until four complete years have elapsed since the person ceased to be a Director.
- (d) The Dean/Director may at any time call a meeting of the Board but must call the meeting within ten days of receiving a request for that purpose addressed to them and signed by not less than one-third of the substantive members of the Board.
- (e) Each Board of Institute/School shall hold at least two meetings every semester.
- (f) The newly elected Deans/appointed Directors shall assume office within two weeks upon election/appointment.

### **Duties and Functions of Deans/Directors of Schools/Institutes /Campuses**

The Dean/Director of Schools/Institutes/Campuses shall be:

- a) The Administrative and academic heads of their respective boards
- b) The ex-official members of Departments Boards meetings within their respective boards
- c) The Chair of all Postgraduate Studies Committee for their respective boards
- d) The Chair of all Postgraduate Examination Boards for their respective boards.

### **Departments**

Each teaching Department shall be regarded for administrative purposes as being a constituent part of one Institute/School but may, in relation to other Schools/Institutes, in which such a Department has teaching or other commitments be regarded as being in association with such Institute/School.

### **Chair of Departments**

- (a) There shall be a Chair of each Department appointed by the Vice Chancellor, on behalf of the University Council, from among the full-time members of the academic staff of the Department.
- (b) Before appointing a Departmental Chair, the Vice Chancellor:
  - i. Shall consult and take note of the views of the members of the academic staff in the Department about the appointment.
  - ii. Shall consult and take note of the views of the Deputy Vice Chancellor (Academic Affairs).
  - iii. The Vice Chancellor and the Deputy Vice Chancellors may interview the prospective candidate.

- (c) The Chair of a Department shall hold office for a period of up to two years and shall be eligible for re-appointment for a further two-year period once. Re-appointment shall be based on satisfactory performance.
- (d) After consultation with the Deputy Vice Chancellor (Academic Affairs), the Dean/Director of the Institute/School and the Chair concerned, the Vice Chancellor may terminate the appointment of a Chair of Department.
- (e) The Chair of a Department may resign their appointment as such by giving the Vice Chancellor two months' notice in writing.
- (f) Where the Chair of a Department is unable, either by reason of their absence from the University or any other reasons, to carry out their functions as Chairman, the Vice Chancellor may, subject to the provisions of these Statutes, appoint an Acting Chair of the Department for such period and under such conditions as they may determine, provided that the period of acting appointment does not exceed six months.

### **Duties and Powers of the Chair of Department**

- (a) In addition to the person's teaching, research and other duties and responsibilities, the Chair of Department shall:
  - i. Act as the representatives of the Vice Chancellor in the Departments and administer the University policies at the departmental level.
  - ii. Act as the academic and administrative heads of the department.
  - iii. Hold regular departmental meetings and ensure that the members of staff attend such meetings where the Chair and the entire staff have an opportunity to exchange ideas on policy matters.
  - iv. Represent the Department on the appropriate University Committees and other bodies as required;
  - v. At all times use his or her best endeavour to ensure that proper and acceptable standards of teaching and research are maintained in the Department.
  - vi. Be required to publish annual reports on the department's performance.
  - vii. Submit the departmental budget, procurement plans, annual reports and performance contracts.
  - viii. Monitor and supervise lecture attendance.
  - ix. Submit weekly lecture attendance report.
  - x. Attend to any such duties as may be specified by the Dean/ Director of the School/Institute, Deputy Vice Chancellor or the Vice Chancellor or his designate.
  - xi. Be the chief departmental examiner and coordinate all matters related to students' learning, assessment and academic welfare.
  - xii. Make recommendations with respect to promotion, advancement and promotion of academic and non-academic staff within the Department.
- (b) In performing their duties under part (a) (xii) above, the Chair shall consult full-time academic and non-academic members of the Department and if the Chair is a candidate for promotion, the appropriate recommendations shall be made by the Dean of the relevant Institute/School after consultation with full-time academic members of the Department.

## **The Department Board**

- (a) There shall be a Departmental Board for each Department which shall consist of:
- i. The Chair of Department
  - ii. All full-time members of the academic staff of the Department
  - iii. Honorary, visiting and part-time lecturers in the Department
  - iv. Where relevant, at least one representative of the technical staff in the Department or, where technical staff are assigned to the Institute/School and not to Departments and the Board considers it helpful to have representative of such staff, at least one representative of technical staff in the Institute/School, elected annually by such staff, provided that the technical staff so elected shall not be entitled to attend deliberations on matters considered by the Chair to be confidential
  - v. Full-time technical staff of equivalent grades of lecturer and above
  - vi. Two students in the Department elected annually by the students from amongst themselves, provided that the students so elected shall not be entitled to attend deliberations on matters concerning examinations and other matters considered by the Chair to be confidential.
- (b) The Vice Chancellor, the Deputy Vice Chancellor (Academic Affairs) and the appropriate Dean/Director shall be entitled to attend Departmental Board meetings in an *ex-officio* capacity.
- (c) From time to time, the Chair of Department, after consultation with members of the Departmental Board, may invite other persons to attend.
- (d) Each Departmental Board shall meet at least twice every semester and shall maintain a proper system of Agenda and Minutes for such meetings. Copies of confirmed Minutes shall be sent to the Vice Chancellor, the Deputy Vice Chancellor (Academic Affairs), and the Dean/Director of the School/Institute by the Chair of Department.
- (e) The Chair may at any time convene a meeting of the Department and must call a meeting within ten days of receiving a request for that purpose addressed to them and signed by not less than one-third of the members of the Department.

## **Duties and Powers of the Departmental Board**

The Departmental Board:

- a) Shall arrange for, conduct and control the teaching and instruction of students within the Department and the setting and marking of examination papers in accordance with regulations approved by Senate, the general academic policy agreed upon by the Institute/School's Board and the approved administrative procedures of the University.
- b) Shall make recommendations to the Institute/School Board for the establishment of new courses and the amendment of existing regulations and syllabuses relating to studies within the Department.

- c) May delegate functions and responsibilities to individuals or groups of individuals within the Department.
- d) Shall exercise such other powers as may be conferred upon it by the Institute/School Board, the Senate or the Vice Chancellor.
- e) May provide consultancy services on matters concerning the subject assigned to the Department within the limitation of its capabilities and subject to the general University policy on consultancy services.
- f) Shall formulate the development plan and make recommendations in respect of annual and other estimates of expenditure in the Departmental Budget Committee.
- g) Shall suggest a preliminary short-list of candidates for appointment to academic and non-academic posts within the Department, taking into account the need to maintain strict confidentiality in handling applications, and shall forward such short-lists to the relevant Institute/School short-listing Committee for consideration.
- h) Shall recommend candidates for Staff Development Programmes to the University Staff Training Committee through the relevant Institute/School training committee.
- i) Shall formulate general guidelines on research and innovations and suggest means of funding research programmes in the Department.
- j) Shall submit recommendations to the Senate through the Institute/School in respect of the appointment of Internal and External Examiners and any other consultants in the Department.

### **Board of Examiners**

- a) There shall be a Board of Examiners of each teaching Institute/School, which shall consist of all internal and external examiners appointed by the Senate.
- b) The Dean/Director of Institute/School's shall be the Chair of the Board of Examiners of his respective Institute/School.
- c) The functions of the Board of Examiners shall be to consider examination results and to recommend thereon to the Senate.
- d) The quorum of the Board of Examiners shall be the nearest whole number above half of the substantive members of the Board.

### **Income Generating Unit**

- a) There shall be an Income Generating Unit.
- b) There shall be a Director and Deputy Director for the Income Generating Unit.
- c) The Income generating Unit shall have the following responsibilities:
  - i. Mobilize resources for the University including Income from Self Sponsored Programme
  - ii. Coordinate consultancy services
  - iii. Manage University commercial facilities.

### **Director, Income Generating Unit**

- (a) There shall be a Director of the Income Generating Unit appointed by the Vice Chancellor on behalf of the University Council, competitively from within the University.
- (b) The Director shall hold office for a period of up to five years and shall be eligible for re-appointment for a further five-year period once. Re-appointment shall be based on performance of the previous five years.
- (c) The Director may resign their appointment as such by giving the Board of Directors three months' notice in writing.
- (d) The University Council, through the Vice Chancellor, may terminate the appointment of the Director by giving three months' notice in writing.
- (e) Where the Director of the Income Generating Unit is unable, either by reason of the person's absence from the University or any other reasons, to carry out their functions as Director, the Vice Chancellor shall appoint an Acting Director for a period not exceeding three months.

### **Board of Directors, Income Generating Unit**

- a) There shall be Board of Directors appointed by the Vice Chancellor from among Deputy Vice Chancellors, Directors and Deans of the university.
- b) The Deputy Director shall be a senior Academic staff from the School of Business appointed by the Vice Chancellor.
- c) The University Council shall appoint Co-opted member(s) on the advice of the Vice Chancellor.
- d) The function of the Board shall be to:
  - i. Oversee the running of the Unit
  - ii. Provide policy guidelines
  - iii. Advise the Vice Chancellor on the appointment of the Deputy Director.

### **STATUTE 26: THE BOARD OF POSTGRADUATE STUDIES**

- 1. There shall be a Board of Postgraduate Studies whose membership shall consist of:
  - a) The Director of Postgraduate Studies appointed by the Vice Chancellor from amongst persons holding the rank of Senior Lecturer or above for a period of two (2) years renewable once only for an equivalent period, who shall serve as chairman.
  - b) The Deans/Directors of Schools/Institutes/Campuses.
  - c) Two representatives of the Senate.



- d) Registrar - Academic Affairs who shall serve as its Secretary provided that the Board may, at its discretion, invite other scholars of the University to attend its meetings in advisory capacity only and without the right to vote at such meetings.
2. Notwithstanding the provisions of any other regulation, the Board shall be answerable to the University Senate in respect of the conduct of Postgraduate studies throughout the University and shall in particular, have responsibility over the following matters:
    - a) The co-ordination of postgraduate syllabuses and regulations
    - b) The admission of postgraduate students
    - c) The administration of postgraduate scholarship
    - d) The administration and processing of postgraduate theses, projects or research papers
    - e) The proper conduct and supervision of the postgraduate studies programme
    - f) The general welfare and discipline of postgraduate students.
  3. The Board shall carry the status of an Institute/School and shall in that capacity enjoy all the rights, privileges and immunities of and exercise all the powers equivalent to those of Institute/School in so far as those rights, privileges, immunities and powers are consistent with the provision of this Statute.
  4. The Board shall in respect of each of the matters set out in Clause (2) above exercise the powers and perform the duties set out in the clauses next following.
  5. In respect of the co-ordination of postgraduate syllabuses and regulations, the Board shall:
    - a) Have primary responsibility of the enforcement of the common regulations for the Postgraduate diplomas, Master's and Doctoral degrees in the Schools/Institutes.
    - b) Make available all information related to postgraduate studies throughout the University by publishing a prospectus and bibliographies of records of postgraduate research done or to be done within the University.
    - c) Publish and make available records of published work arising from postgraduate research undertaken within the University, or within any other University as long as such work is, in the opinion of the Board, of particular relevance to postgraduate research in the University.
    - d) Cause to be published and disseminated any material it considers of relevance to the general conduct of the postgraduate studies within the University.
  6. In respect of admission of postgraduate students, the Board shall:
    - a) Receive from departments through Schools/Institutes, details of all postgraduate programmes.
    - b) Ensure that all such programmes are advertised by relevant University department.
    - c) Ensure the postgraduate nominal roll is published.
    - d) Keep under review, the progress of each postgraduate student and make such recommendations thereon to the Senate as may be appropriate.
    - e) Remove from the nominal roll the name of any postgraduate student whose discontinuation or de-registration is approved by Senate.
  7. In respect of the administration of postgraduate scholarships, the Board shall:



- a) Be responsible for receiving from the University all scholarships for postgraduate studies which shall, in that behalf be dealt with in the manner specified thereafter.
  - b) Advertise all such scholarships.
  - c) Allocate such scholarships to those applicants who fulfil the applicable academic requirements as well as any specific terms that may be attached to the scholarships tenable at the University.
8. In respect of the administration and processing of postgraduate thesis, projects and research papers, the board shall:
- a) Be responsible for receiving and approving the nominations by Schools/Institutes, of supervisors for all postgraduate research leading to the preparation of theses, projects or any other similar work, and acting always in that behalf, hold the responsibility specified hereinafter.
  - b) Keep records on the progress of postgraduate research, and in this connection receive from Schools/Institutes recommendations for the de-registration of candidates whose work is unsatisfactory or for their discontinuation for sufficient cause and make such recommendations for the Senate as it shall deem appropriate.
  - c) Process the appointment of Board of Examiners for Postgraduate theses, projects or other related presentations.
  - d) Send out invitations to examiners for postgraduate research presentations, on the recommendation of the relevant Schools/Institutes.
  - e) Cause copies of submitted theses, projects or similar presentations to be forwarded to examiners.
  - f) Receive the written assessment of such theses, projects or similar presentation from the examiners.
  - g) Convene Board of Examiners meetings in consultation with the Deans/Directors of Schools/Institutes/Campuses concerned.
  - h) Cause secretarial services to be provided for the boards of examiners meetings.
  - i) Forward recommendations of the board of examiners to the Vice Chancellor for approval on behalf of the Senate where the verdict of such Board is unanimous; provided that in the absence of unanimity of the examiners, recommendations shall be deliberated upon by the Board and recommendations thereon made to Senate.

**STATUTE 27: ONLINE, OPEN, DISTANCE AND E-LEARNING PROGRAMME**

- a) There shall be a Centre for Online Learning and Teaching. The Centre shall be responsible for supporting all aspects of virtual educational engagement of the Open, Distance and E-Learning (ODEL) which will include structured online learning at PAC University.
- b) The Centre shall be led by a Board whose membership shall consist of:
  - i. The Director appointed by the Vice Chancellor from amongst persons holding the rank of Senior Lecturer or above for a period of three (3) years renewable for a further one term of three years based on satisfactory performance
  - ii. The Deans/Directors of Schools/ Institute/Campuses
  - iii. Two representatives of the Senate
  - iv. The Registrar - Academic Affairs who shall serve as its Secretary

- v. The Directorate may, at its discretion, invite other scholars of the University to attend its meetings in advisory capacity only and without the right to vote at such meetings.
- c) Notwithstanding the provisions of any other regulation, the Centre shall be answerable to the University Senate in respect of the conduct of the virtual and distance programmes of the University and shall in particular, have responsibility over the following matters:
- i. Providing oversight and supervision of all aspects of distance/online learning and teaching;
  - ii. Co-ordinating technical support and services to faculty and students on all aspects of distance/online learning and teaching;
  - iii. Orienting students in the use of online learning and teaching platforms;
  - iv. Training and capacity building of faculty and students in technical and pedagogy/andragogy aspects of distance/online learning and teaching;
  - v. Supporting the development, review and administration of distance/online course syllabus and schedules;
  - vi. Monitoring and evaluation of learning and teaching on the distance/online platforms;
  - vii. Supporting the maintenance of education standards and implementation of quality assurance mechanisms for distance/online learning and teaching;
  - viii. Benchmarking with the international centres of excellence in distance/online learning for customization and adoption of best practices;
  - ix. Deploying educational technologies to facilitate integration and use of ICT educational programmes;
  - x. Reviewing of all distance/online education policies and recommend changes to Senate;
  - xi. Ensuring distance/online exam integrity through establishment and/or installation of the requisite devices, procedures and processes;
  - xii. Guiding the University on how to successfully tackle any other emerging issue which impacts the online/ODEL programmes.
- d) The Centre shall carry the status of an Institute/School and shall in that capacity enjoy all the rights, privileges and immunities of and exercise all the powers equivalent to those of Institute/School in so far as those rights, privileges, immunities and powers are consistent with the provision of this regulation.
- e) In respect of the co-ordination of distance/online programme syllabuses and regulations, the Centre shall:
- i. Have primary responsibility of the enforcement of the common regulations for the distance/online programmes.
  - ii. Make available all information related to distance/online programmes studies by publishing a prospectus of programmes offered.
  - iii. Cause to be published and disseminated any material it considers of relevance to the general conduct of the distance/online programmes.
- f) All distance/online programs will be administered in accordance to the prevailing academic policies and procedures of the University.

## **STATUTE 28: DIRECTORATE OF ACADEMIC QUALITY ASSURANCE (DAQA)**

1. There shall be established a Directorate of Academic Quality Assurance (DAQA) whose membership shall consist of:
  - a) The Director of DAQA appointed by the Vice Chancellor from amongst persons holding the rank of Senior Lecturer or above for a period of two (2) years renewable for a further one term of two years based on satisfactory performance
  - b) The Deputy Director
  - c) One Senior Assistant Registrar
  - d) Two Assistant Registrars who shall be in charge of policy planning and strategy and Research, Documentation and capacity building respectively.
2. Notwithstanding the provisions of any other regulation, the Directorate shall be answerable to the Deputy Vice Chancellor (Academic Affairs) in respect of the quality and standards of the University's academic programmes.

## **STATUTE 29: TERMS AND CONDITIONS OF SERVICE OF UNIVERSITY STAFF**

1. The University Council shall determine the terms and conditions of appointment and promotion of all staff of the University.
2. Subject to these Statutes, the University Council shall appoint and promote such academic and administrative staff as it may deem necessary for the efficient functioning of the University with such duties and upon such terms and conditions as the University Council may prescribe from time to time.
3. Subject to these Statutes, the University Council may make such other appointments and promotions, whether paid or honorary, as it may deem fit.
4. The University Council shall determine the categorization of staff for purposes of terms and conditions of employment.
5. The University Council may review the conditions of appointment and promotion of any staff categories from time to time, provided that in so doing any changes in such conditions shall apply in individual cases only to the extent that the changes are mutually acceptable to the member of staff and the University Council.

## **STATUTE 30: APPOINTMENT AND APPRAISAL OF STAFF TO THE UNIVERSITY**

1. Attention shall be given to qualifications, experience, and adherence to the University Statement of Faith and in accordance with the provisions of the Employment Act.
2. Subject to the approval of the University Council, and where required by the Charter or Statutes, all employees of the University shall be appointed by the University Council, either on contract or on permanent and pensionable terms.
3. All staff shall be subjected to performance appraisal based on job description and annual

targets and as guided by the University HR manual.

4. In employing or terminating the services of a member of staff as provided for in this Statute, the Vice Chancellor or Vice Chancellor's designate, so far as possible, shall confer with the Staff Disciplinary Committee and the Management Board.
5. Every member of staff shall agree in writing to abide by the Code of Conduct as set out in Statute 40 and Schedule V before appointment.
6. In the case of all staff positions other than those provided for in the Charter and in the Statutes, the University Council shall have powers to terminate or suspend the services of a member of staff subject to the terms and conditions of service.
7. A member of staff whose services have been terminated or suspended by the University Council may appeal within fourteen days to the University Council against the termination or the suspension of appointment. The basis for such an appeal and the procedures shall be as outlined in the Human Resource manual.

#### **STATUTE 31: DUTIES DURING THE INCAPACITY OR ABSENCE OF PRINCIPAL AND SENIOR OFFICERS**

1. In the event of the incapacity or absence of the Vice Chancellor, the functions of the Vice-Chancellor are to be performed by one of the Deputy Vice Chancellor as appointed by the Vice Chancellor or the University Council.
2. In the event of the incapacity or absence of both the Vice Chancellor and the Deputy Vice Chancellors, the Vice Chancellor or the University Council may appoint another one of the principal or other senior officer in an acting capacity to perform the duties of the incapacitated or absent Vice Chancellor.
3. The mandate of the acting Vice Chancellor shall be as prescribed in these Statutes.
4. In the event of the absence or incapacity of a principal or senior University officer, the Vice Chancellor may appoint a suitably qualified person from the staff to perform the duties of the incapacitated or absent officer.
5. It is expected that from time to time staff may be called upon to perform duties above their grades when the substantive job holders are away or are unable to perform the same. The opportunity to perform at a higher grade should be seen as part of staff development.
6. The following shall govern an acting position:
  - (a) On approval by the Vice Chancellor, a letter of appointment to an acting position will be given by the Head of Human Resources detailing the terms and period of such appointment.
  - (c) Payment for acting appointment shall only apply if a member of staff acts in a position above their grade for a consecutive period of one calendar months and

up to a maximum of six months.

- (d) Acting Allowance shall be paid at 15% of the basic salary at the entry point of the grade in which the acting position falls.
- (e) There shall be no payment for acting in a position on the same grade or lower.
- (f) A member of staff shall not hold an acting position for more than six consecutive months without being confirmed to that position, provided that no steps have been initiated to fill the vacancy, and that the member of staff meets the job specifications of the position.
- (g) Only those who meet minimum job requirements for the higher duties shall be eligible for acting allowance.

7. For the purpose of this section:

- i. “absence” means being away from duty for a period exceeding fifteen days
- ii. “incapacity” means the inability, for any reason, to perform the functions of the office held

## **STATUTE 32: ADMISSIONS REQUIREMENTS**

1. General Entry Requirements

- i. The University welcomes applications from persons who can demonstrate that they are qualified and able to benefit from the programme they have chosen to study and from the learning, research, social and spiritual environment that the University provides.
- ii. Applicants for admission to the University should be persons who have a wide range of academic qualifications that offer effective preparation for a university education.
- iii. Each programme has an academic entry requirement of which persons will need to fulfil. The academic entry requirements can be found online, in the catalogue/prospectus and brochure of each programme, as well as, at the Admissions Office.
- iv. In addition to the general academic entry requirements, different academic departments may require non-academic qualifications that are specific to their discipline.
- v. Applicants will need to understand that upon admission they will be required to adhere to the philosophy of the University, which includes the vision, mission, core values, and the University Doctrinal Statement.
- vi. The Admissions Policy gives clear guidance on the process of application and the specific entry requirements for the different fields of study.
- vii. Before commencing studies, every student is required to affirm their respect to the University’s Christian heritage by signing the prescribed University’s Code of Conduct.

## **STATUTE 33: EXAMINATIONS AND STUDENTS ASSESSMENT**

1. The Senate shall establish and maintain regulations governing the conduct of examinations and other forms of student assessment, including standards and procedures for grading. In

formulating such regulations, the Senate shall have regard to any policies established by the University Council and recommendations and advice from External Examiners and Heads of Departments. This will be in addition to any new regulations or advice emanating from national and international accrediting agencies.

2. It shall be the responsibility of the Academic Quality Assurance Committee to monitor academic standards in the departments with particular attention to student assessment procedures. The Academic Quality Assurance Committee will be responsible for the adequacy and appropriateness of examinations and other assessment tasks.
3. External Examiners shall be appointed by the Senate, to serve a period of three years, and shall be eligible for re-appointment based on satisfactory performance. An External Examiner shall:
  - i. Be qualified as a lecturer and have had at least five years experience of teaching at University level in a relevant discipline.
  - ii. Not be a member of the University, a consultant to the University, or a visiting lecturer or an adjunct lecturer at the University on a regular basis.
  - iii. Be willing to spend such time at the University as necessary to discharge their responsibilities.
4. Deans of Schools and Heads of Departments shall be responsible for ensuring that exam regulations are observed for courses taught within their department and shall keep the Deputy Vice Chancellor - Academic Affairs informed at all times of measures taken in this connection.
5. The Deputy Vice-Chancellor - Academic Affairs shall receive reports from Deans of Schools and Heads of Departments on the conduct of examinations and other forms of student assessment within the departments. The reports shall be submitted to the Academic Quality Assurance Committee, which shall initiate any further inquiry deemed necessary.
6. In the event of any alleged examination irregularity, involving either a student or member of staff, the same shall be dealt with in accordance with the Regulations governing disciplinary matters of students and staff.

#### **STATUTE 34: DESIGNATION OF DEGREES AND OTHER AWARDS**

1. The University shall have the power to award, confer, and grant the following degrees:
  - i. Bachelors
  - ii. Masters
  - iii. Doctor of Philosophy and other Doctorates
  - iv. Honorary Degrees.
2. The University shall have the power to award/grant the following:
  - i. Certificates
  - ii. Diplomas

- iii. Postgraduate Diplomas.
- 3. Any other academic award as may be approved by the University Senate.
- 4. The University shall have the power to denote the award as it deems fit.

## **STATUTE 35: CONFERRING OF DEGREES AND OTHER AWARDS**

### **1. Bachelor's Degree**

- a) Except as otherwise provided by these Statutes, a candidate shall not be awarded the Bachelor's degree unless the student shall have undertaken approved courses and satisfied the requirements as a student of the University after admission and subsequent registration with the relevant Institute/School.
- b) The Senate may accept, as part of the attendance of a student of the University qualifying him for the award of the Bachelor's degree, periods of attendance as a student of another university or institution recognized by the Senate for this purpose.
- c) The Senate may accept certificate of proficiency issued in any subject by a university or institution and exempt such a candidate from the examination of the University in a course or courses in such a subject.
- d) Notwithstanding clauses (b) and (c) of this Statute, no student shall be awarded the Bachelor's degree unless:
  - i. The student shall have undertaken approved courses of study at the University for at least two academic years, of which one shall be the final year for the four-year degree programmes and three final years for the five and six-year degree programmes provided that in special circumstances the Senate can use its own discretion.
  - ii. The student's period of attendance as a student at such a university or institution and at the University are together not less than the complete period prescribed for the award of the degree.
  - iii. The student shall have passed the final examination and such other examinations of the University as the Senate may determine.
  - iv. The student shall have paid all such fees and all financial obligations to the University as may be determined by the University Council.
  - v. The student shall have complied in other respects with the requirements for the degree as set out in the University's regulations.
- e) Subject to the provisions of clause (d) of this Statute, the Senate may accept periods of attendance and examination in any subject in any Institute/School of the University, or of any other university recognized by the Senate for this purpose, as exempting a candidate from attendance and examination in such a subject.

### **2. Master's Degree**

A candidate shall not be awarded the degree of Masters unless the student has:



- i. Been registered for the degree for the University for a period of at least two academic years.
- ii. Pursued such advanced study or research or both as may be approved by the Senate.
- iii. Performed such other work and complied with such other conditions for the Master's degree as set out in the common regulations for the Master's degree.

### **3. Doctor of Philosophy Degree**

A candidate shall not be awarded the degree of Doctor of Philosophy unless the student has:

- i. Registered for the degree in the University for a period of not less than three academic years as set out in the common regulations for Doctor of Philosophy degree.
- ii. Pursued the subject of a special study or research or both as may be approved by the Senate.
- iii. Worked under a Supervisor (s) approved by the Senate.
- iv. Passed prescribed courses where applicable and has submitted a thesis/dissertation which makes a distinct contribution to the knowledge and understanding of the subject and affords evidence of the exercise of independent critical thinking.
- v. Perform such work and adhere to such regulations as set out in the Ph.D. common regulation.

### **4. Honorary Degrees**

- (a) The University may confer an honorary degree upon a person who has rendered distinguished service in the advancement of any branch of learning or who has otherwise rendered him or her (self) worthy of such an award.
- (b) A proposal to award an honorary degree may be made by a member of the University Council, the Senate or the Alumni Association, and:
  - i. Shall be communicated in writing to the Vice Chancellor
  - ii. Every proposal shall be accompanied by a statement setting forth the degree recommended and the detailed grounds on which the recommendation is based.
- (c) The Vice Chancellor shall:
  - i. Refer such proposal to the Academic Affairs Committee of the University Council
  - ii. In each case, the Board of the School in which the degree is proposed to be conferred shall be consulted.
- (d) Any recommendations made by this Committee for the conferment of any degree shall be reported to both the Senate and the University Council for approval.

### **5. Award of Degrees, Diplomas and Certificates**

- i. For the purpose of conferring Degrees of the University, there shall be held from time to time, a meeting of the whole University, which shall be called a Congregation. If the Senate so decides, diplomas, certificates and other distinctions may be awarded at a Congregation.



- ii. The Congregation shall constitute the Chancellor, the Officers of the University, the Academic Staff, the Alumni Association, the graduands and the students of the University.
- iii. Unless the Senate decides otherwise, a Congregation shall be held at least once a year at the University, and shall be presided over by the Chancellor or in his/her absence by the Vice Chancellor or in the absence of the Vice Chancellor by some other person appointed by the Chancellor.
- iv. A candidate shall not be admitted to a degree, other than an Honorary Degree, unless the Senate has certified such a candidate as having satisfied all the conditions prescribed for such a degree. Such a candidate shall be admitted to that degree at a subsequent Congregation, provided that he/she shall have satisfied all conditions for the conferment of the degree.
- v. The Senate shall determine the procedure for the conferment of the degrees, the academic dress to be worn, and all other matters not provided for in this Statute.
- vi. The Vice Chancellor shall declare a Congregation of the University a meeting convened for the purpose of conferring degrees and other awards and shall pronounce such congregation dissolved at the end of the ceremony.
- vii. The University Council in consultation with the Senate, and the Senate may withdraw any degree, diploma, certificate or other academic qualification conferred or granted where the conferment or grant was contrary to any requirements contrary to the University Regulations or where the qualification(s) obtained was through fraudulent or other improper means.

**STATUTE 36: CONFERMENT OF THE TITLE OF EMERITUS PROFESSOR**

1. The University Council may, on the recommendation of the Vice Chancellor in consultation with the Dean of School and according to the set criteria, confer the title Emeritus Professor on a Professor who retires from active service in the University, in recognition of his/her distinguished academic scholarship and services to university education. The award is not to be a normal entitlement for a retiring Professor, but an exceptional award to a person who has rendered outstanding service.
2. Nominations for designation as Emeritus Professor shall originate from Departments/Institutes/Schools and shall thereafter be forwarded to the Academic Committee. The recommendations of the Committee shall be forwarded to the Vice Chancellor for onward submission to the University Council for consideration.
3. The award shall be subject, but not limited, to the following criteria: -
  - a) The award is made to a distinguished Professor of the University who has left-to retire; to move into an industry/government position; or to go to a non-disciplinary position, such as Vice-Chancellor at another University.
  - b) Professors who resign are not eligible for consideration for an Emeritus title.

- c) Long service should normally be a period of service of at least ten years as a Professor or equivalent.
  - d) Distinguished service should be recognized as:
    - i. Maintaining an international reputation for academic distinction
    - ii. Having demonstrated significant contributions and commitment to the University
    - iii. Intending to continue contributing to the scholarship and professions of the University, which are valued by the University.
4. This honour shall carry no formal duties with it but a Professor so designated may be expected to contribute to the academic life of the University by actual residence in or within easy reach of the University in such manner as he/she may find most rewarding and agreeable. This may take the form of lectures, seminar or colloquia, guidance of research or acting as a senior supervisor of candidates for higher degrees.
  5. Such facilities and services as exist in the University for its Staff to carry on their intellectual pursuits and academic responsibilities shall be open to the Professor.
  6. Where and when residential accommodation is available on the University, it may be offered free to the Professor as long as the person continues to contribute to the scholarship and professions of the University.
  7. The Professor Emeritus will, for all purposes of courtesy and on ceremonial occasions, be accorded the style, precedence and dignity of a Professor of the University but no Professor Emeritus by reason of the appointment will be a member of any University body or be in the employment of the University and exercise any administrative and executive functions.
  8. The Title of Emeritus Professor may be withdrawn by the University Council, on recommendation by the Senate, for any reason, which appears to it sufficient.
  9. The title will be styled "Emeritus Professor X" and will be without a named field.
  10. The Emeritus Professors shall be appointed by the University Council.

**STATUTE 37: CONFERMENT OF THE TITLE OF VISITING OR ADJUNCT ACADEMIC STAFF**

1. The University Council may confer the title Visiting/Adjunct Professor or Visiting/Adjunct Lecturer on persons of distinction in appropriate fields who are not members of staff of the University as it consider appropriate and on such terms and conditions as it may decide.
2. Nominations for appointment shall originate from Departments /Institutes/Schools and forwarded to the Vice Chancellor who shall thereafter forward the proposal to the Appointments and Promotion Committee. The recommendations of the Committee shall be forwarded to the University Council for confirmation.
3. These positions are limited-term contract positions, tagged to their appointment conditions and/or funding sources; or annually renewable agreements with annually reviewed funding

or exchange arrangements.

4. A Visiting/Adjunct Professor or Visiting/Adjunct Lecturer will be accorded the style, precedence and dignity of a Professor/Lecturer of the University.
5. Any person on whom the University Council has conferred the title Visiting/Adjunct Professor or Visiting/Adjunct Lecturer will not thereby be a member of any University body nor eligible for election to the same, unless the membership of any University body provides that there may be co-opted members in which case a Visiting/Adjunct Professor/Lecturer may be co-opted as a member of such body.
6. Appointments will be made for an initial period of up to two academic years and, based on satisfactory performance, may be renewed annually thereafter up to a normal maximum total period of five years.
7. The duties of each Visiting/Adjunct Professor and Visiting/Adjunct Lecturer shall be prescribed by the Vice Chancellor at the time of appointment. These duties shall normally include teaching and/or research in the Department/Institutes/School or Departments to which the Visiting/Adjunct Professor or Visiting/Adjunct Lecturer is attached. The function of a Visiting/Adjunct appointee, in general, includes involvement in teaching, research or consulting, and should be engaged in publicly advertised lecture programmes.
8. Visiting/Adjunct Professors and Visiting/Adjunct Lecturers appointed under these Regulations shall not automatically be members of the appropriate University Academic Committees but may be co-opted as 'Other Persons'.
9. Within the University, Visiting/Adjunct Professors and Visiting/Adjunct Lecturers shall have such privileges and rights as members of the academic staff as the University shall determine.
10. A person awarded the title of Visiting/Adjunct Professor or Visiting/Adjunct Lecturer shall by virtue of the title become a member of the University.

### **STATUTE 38: GRADUATION CEREMONY**

1. For the purpose of conferring degrees, meetings of the whole University shall be held at regular intervals. The meeting shall be called a graduation ceremony.
2. Notwithstanding the provisions of this Statute, a graduation ceremony shall not be convened any time where there are no candidates eligible for the award of a degree, or as determined by the University Council in consultation with the Senate.
3. Degrees shall be conferred and certificates awarded as determined by the Senate and approved by the University Council in accordance with the Charter and the Statutes.
4. In accordance with the Charter, the Chancellor shall preside over the graduation and shall, in the name of the University, confer degrees and award certificates on candidates as presented to him or her by the Deputy Vice Chancellor - Academic Affairs on behalf of the Senate.

5. Graduation ceremonies shall take place at the University Main Campus or as determined by the University Council in consultation with the Senate, which may include a virtual ceremony.

### **STATUTE 39: CONDITIONS FOR WITHDRAWAL OF DEGREES AND ANY ACADEMIC AWARDS**

1. In accordance with the Charter, the University may withdraw any degree, diploma, certificate or other academic qualification conferred or granted under the Charter for the reasons specified in the Charter.
2. The withdrawal of any academic qualification conferred on an individual shall be done on the following conditions:
  - a) On discovery that the student had not met the minimum graduation requirement; and/or
  - b) On discovery that the degree was obtained fraudulently.
3. The Senate shall make a thorough investigation into the reason(s), which led to the inappropriate acquisition of a degree or certificate of Pan Africa Christian University and shall submit their findings to the University Council for appropriate action to be taken.
4. An honorary degree will be withdrawn if, in the opinion of the University Council and after thorough investigation, it is confirmed that the recipient's conduct contradicts the basis on which the degree was awarded.

### **STATUTE 40: UNIVERSITY FEES**

1. In order to be registered at the University, every applicant shall pay to the University registration fees, and such other fees, as the University Council shall from time to time determine and as per the University's Financial Policy.
2. The University shall have the right to preclude/prevent any student from attending classes, participating in any academic activity or enjoying any other University facilities, unless such a student shall have paid to the University all fees and other dues.
3. When the student pays part of the expected fees for the semester, the statutory fees will first be deducted from the amount paid, before deducting the tuition fee.
4. The University shall have the right to bar a student who is a debtor to the University from registering or sitting for examinations.
5. The University shall have the right to withhold the conferment of any degree, diploma, certificate or any award from any person until all outstanding fees and other dues are settled with the University.
6. The University shall publish fees statement containing fees payable by the students as approved by the University Council termly.

## **STATUTE 41: STAFF CODE OF CONDUCT**

1. Pan Africa Christian University is a Christian university distinguished by a clear mission. In order to accomplish this mission all members of staff of the University shall be expected to conduct themselves in a manner appropriate to an educational community of Christians who acknowledge Jesus Christ as Lord and Saviour, whose members seek to shape their values, attitudes, relationships, and conduct according to the precepts of Scripture.
2. Membership in the Pan Africa Christian University community is obtained by application and invitation. Those individuals who accept an invitation to join the community agree to uphold its standards of conduct and shall be expected to sign a copy of the code of conduct. The provisions that apply in this regard are fully described in the code of conduct as set out in Schedule V of these Statutes.
3. Faculty or staff seconded to the University from a partnering institution or organization will be required to affirm these statements notwithstanding their commitments to the seconding agency. They will therefore be expected to function with sensitivity and respect to the Code of Conduct of the University and will work to promote harmony and not division.
4. The University Council may make further regulations governing the Code of Conduct.

## **STATUTE 42: STUDENTS CODE OF CONDUCT AND DISCIPLINE**

1. Admission to the Pan Africa Christian University student community is obtained by application and invitation.
2. Those students who accept an invitation to join the community shall read, understand and agree to respect and uphold the Philosophy and Statement of Faith and its standards of conduct and shall be expected to sign a copy of the code of conduct. The provisions that apply in this regard are fully described in the code of conduct as set out in Schedule V of these Statutes.
3. For all matters of discipline, students must comply with provisions of the Code of Conduct as found in Schedule V and Schedule X of these Statutes.
4. When a member of the University community feels a student is living in violation of the Code of Conduct, it is recommended that, where feasible, the steps of loving confrontation and dialogue be followed. Where circumstances warrant and proof of violation is evident, the infraction should be brought to the attention of the Dean of Students.
5. The emphasis in student discipline is on counselling and support rather than on imposing penalties. The primary aim is to enable students to develop self-discipline and character qualities necessary for their intended ministry or career, rather than responding to external constraints. If the infraction is critical and deserving of disciplinary action, the Student Disciplinary Committee will follow the appropriate steps of action.
6. The University Counsellor is responsible for student counselling. If he or she is not

satisfied with a student's progress after appropriate counselling and self-discipline, he or she will report the matter to the Dean of Students, who will then bring it to the attention of the Student Disciplinary Committee for consideration as outlined in Statute 12 and Schedule V.

7. The Senate is entrusted with the responsibility of ensuring that student discipline is maintained. The Senate shall make regulations governing the discipline of students for breaches of the Code of Conduct and regulations governing student conduct and shall publish such regulations in the Student Handbook.
8. The Vice Chancellor has the authority to suspend a student for serious moral or legal problems. The Senate must ratify the suspension within two weeks.
9. The Senate has the power to expel a student.
10. On matters of mass discipline the Senate has the power to take appropriate action including closing the University. The University Council should ratify such action within two weeks.

#### **STATUTE 43: STUDENT ASSOCIATION**

1. All registered students of the University shall be members of Pan Africa Christian University Student Association (hereinafter referred to as the STUDENT ASSOCIATION). The Students Association shall elect an Executive Committee as provided for in the Charter and Schedule X of these Statutes.
2. A general meeting of Student Association shall be convened by the Chairperson of the Association annually for the purpose of:
  - i. To receive the results of the election of the Executive Committee to represent student interests for the ensuing academic year.
  - ii. To receive a report from the outgoing Executive Committee.
  - iii. To hand over the leadership from the outgoing Executive Committee to the newly elected one for the next academic year.
  - iv. To deal with any other business relevant to the functions of the Executive Committee.
3. The Executive Committee shall hold students forums from time to time to deal with issues that appertain to the welfare of members.
4. The Student Association and The Executive Committee shall operate under a constitution approved by the Senate provided that no provision of such a constitution shall be valid if it is inconsistent with the Charter or these Statutes.

#### **STATUTE 44: ALUMNI ASSOCIATION**

1. There shall be, in accordance with the Charter, an Alumni Association of the University, which shall consist of graduates and those who have completed a programme of at least one year at the University.
2. The objectives of the Alumni Association shall be to:
  - i. Create an environment for alumni to associate socially and professionally.
  - ii. Serve its members with spiritual and academic stimulation.
  - iii. Promote and publicize Pan Africa Christian University through personal contacts and holding public functions among others.
  - iv. Provide a mechanism for alumni to interact with each other and with the University.
  - v. Provide its members with encouragement through periodic fellowship.
  - vi. Promote among potential students the benefits of study at the University.
  - vii. Initiate projects and engage in fund raising for the development of the University including scholarships.
  - viii. Promote the reputation and well-being of the University.
  - ix. Make suggestions to the Senate in relation to the development of academic programmes.
  - x. Engage in other activities, consistent with the Charter and Statutes that will advance the interests of the University.
3. To be a member one must pay a non-refundable subscription fee that will be set and levied from time to time with the approval of the Management Board and the University Council.
4. There shall be a constitution governing the affairs of the Alumni Association drawn up by its members and approved by the University Council on the recommendation of the Management Board. Notwithstanding such approval, no provision of this constitution shall be valid if it is inconsistent with the Charter or these Statutes.
5. The Alumni Association shall consult with the Vice Chancellor in the planning and execution of its activities.

#### **STATUTE 45: FINANCIAL PROVISIONS – GUIDELINES**

1. All the funds, moveable and immovable assets and property of the University shall be managed and utilized by the Management Board in accordance with part VI of the Act, the provisions of the Charter and these Statutes and in such manner and for such purposes as, in the opinion of the Management Board shall promote the best interests of the University, provided that the Management Board shall not charge or dispose of any immovable property vested in it without the prior approval of the University Council and the Trustees.
2. Pursuant to provisions under these Statutes, the University Council may borrow funds for such purposes from such sources and under such arrangements as may be approved by a resolution of University Council from time to time.
3. All the monies of the University shall be paid into one or other of the following accounts:
  - a) The Endowment Fund



- b) The Special Account
  - c) The Capital Account
  - d) The Revenue Account
  - e) The Research Grants Account.
4. The Financial Year of the University shall commence on the first day of January and ending on 31<sup>st</sup> December.
5. The annual budget is to make provisions for all the estimated expenditures of the University for the Financial Year, and in particular provide:
- a) For the payment of salaries, allowances, and other charges in respect of the University.
  - b) For the payment of any pensions, gratuities, and other charges in respect of retirement benefits which may be payable out of the funds of the University.
  - c) For the proper maintenance and development of the buildings and grounds of the University.
  - d) For the purchase, proper maintenance, repair, and replacement of the equipment and other moveable property of the University.
  - e) For the funding of teaching, enterprises, research, and innovation activities of and in the University.
  - f) For corporate and marketing activities.
  - g) For the creation of reserve funds to meet future or contingent liabilities in respect of retirement benefits, insurance, replacement of buildings, equipment, or in respect of such other matters as the University Council may deem necessary from time to time.
  - h) For the funding of student scholarships.
  - i) For any other operating costs of the University.

### **The Endowment Fund**

There shall be paid into the Endowment Fund all such monies as are received by the University and as are declared specifically to be payable into that Fund.

- (a) Subject to the Act, the University Charter and provision of these Statutes, the monies standing to the credit of the Endowment Fund shall be invested by the University Council in such securities as Trustees are authorized to invest in under the provisions of the laws of Kenya; provided that where any sums received by the University Council for payment into the Endowment Fund are in the form of stocks and shares of any kind other than securities, then the University Council may at its discretion retain such stocks and shares without converting them into such securities.



- (b) The interest from the Endowment Fund shall be applied for the purpose for which the Fund was established.
- (c) The University Council shall not, save with the prior resolution of a regular or a special meeting of the University Council; expend any capital monies of the Endowment Fund.

### **The Special Account**

1. There shall be paid into the Special Account all such monies as are received by the University for special purposes and as such are not payable into the Endowment Fund.
2. The capital monies and the interest there from of the Special Account shall be used and applied for the special purposes for which such monies were established.
3. Money designated for any unit of the University shall be paid into the Special Account and may be used for the furtherance of the interests of the Unit from which it was generated, provided that, such revenue or any portion thereof may be utilized by the University for any other purpose with the prior consent of the Unit that generated the revenue.
4. Such unit funds shall be accounted for in the same manner as all other University funds.

### **The Capital Account**

1. There shall be paid into the Capital Account all such monies as are received by the University for the purpose of capital expenditure for construction and improvement of the University.
2. The capital monies and the interest there from, of the Capital Account shall be used and applied on capital expenditure for the construction and improvement of the University.
3. Any monies allocated by the University for capital expenditure purposes from any other sources will be paid into this account.

### **The Revenue Account**

1. There shall be paid into the Revenue Account:
  - a) All fees, dues and other amounts payable by or in respect of students
  - b) All revenue grants by the Kenya Government or by any other donor
  - c) All other sums received by the University and not payable into the Endowment Fund or any other account
  - d) Revenue received from consultancies undertaken by the University.
2. The money standing to the credit of the Revenue account shall be used and applied for the management and working of the University in such manner and for such purposes as, in the opinion of the University Council, are best suited to promote the interests of the University.

### **The Research Grants Account**

1. There shall be paid into the Research Grant account all such money as are received for research. The balance of such funds shall not be surrendered at the end of the financial year except for research funded by the exchequer, which must comply with the regulations. Money allocated for research shall be used for research only.

### **General Financial Provisions**

1. The monies of any portion thereof standing to the credit of any of the accounts, other than the Endowment Fund and Special Account Fund of the University, may be invested by the University Council in such securities as the University Council may deem fit.
2. Subject to any other written law, nothing in these Statutes shall be construed as prohibiting the University from maintaining any other account including accounts in foreign countries.
3. The University Council shall cause to be prepared annually budgets (both recurrent and capital) of the University. Such budgets shall be approved by the University Council in accordance with the provision of the Act, the Charter and these Statutes.
4. In accordance with the Act, the Charter and these Statutes, the University Council shall cause to be prepared annual audited accounts of the University.
5. The auditor may carry out a special audit or inspection of any aspect of the University financial management, unless directed to the contrary by the relevant Cabinet Secretary, and inform the Chairman of University Council, of his intention and purpose of carrying out such special audit or inspection.
6. The Vice Chancellor shall make available to the auditor facilities and all the information necessary for carrying out the audit function.

### **STATUTE 46: SERVICE OF NOTICES AND DOCUMENTS**

1. Except where otherwise expressly provided by the Act or any other written Law, any notice or document required by or for the purposes of the Act, the Charter or the Statutes to be given or sent to any person, may be given or sent either personally, electronically or by registered post to that person at their last known physical, email or postal address.
2. Where a notice or other document is sent by registered post or electronically, service thereof shall be deemed to have been properly effected by properly addressing and posting a letter containing the notice or other document, and shall be deemed to have been effected four days from the date of posting or the date of electronic communication, respectively.

### **STATUTE 47: CONTRACT AND PECUNIARY INTERESTS**

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

- a) A contract which, if made between private persons would by law be required to be in writing and to be under Seal, may be made on behalf of the University in writing under the Common Seal.
  - b) A contract which, if made between private persons would by law, be required to be in writing, and signed by the parties to be charged therewith may be made on behalf of the University in writing signed by any person acting under the express or implied authority of the University Council.
2. A contract, made according to sub-clauses (a) and (b), hereof may in addition to any other manner effectual in law be varied or discharged in the same manner in which it is authorized to be made.

### **Pecuniary Interest**

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

### **STATUTE 48: MISCELLANEOUS PROVISIONS**

1. These Statutes shall come into effect on the day they are approved by the University Council.
2. The University Council may add to, amend, alter, or revoke these Statutes, in accordance with the Charter, as it deems necessary from time to time. Such amendments, additions, or alterations shall go into effect on the first day of the next academic year unless the University Council directs otherwise.

## **SCHEDULE I: AFFIRMATION OF UNIVERSITY DOCTRINAL STATEMENTS**

As a Christian who has been born again by the Spirit of God and is a member of the Pan Africa Christian University, I affirm my belief in the following, which is the Doctrinal Statement of the University.

The standard of all Biblical and theological interpretations set forth by the University faculty, and the basis of all philosophy and practices taught and exemplified by all members of the University shall be constituted in the following Doctrinal Statement, which stipulates that:

- i. The Bible is inspired by God and the only infallible and authoritative Word of God and the only rule for Christian faith and conduct.
- ii. The whole Bible is the all sufficient rule for faith and practice.
- iii. There is one God, eternally existent in three persons; God the Father, God the Son, and God the Holy Spirit.
- iv. In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal future return to this earth in power and glory to rule over the nations.
- v. The only means of salvation is through repentance toward God and faith in the Lord Jesus Christ and that this results in regeneration by the Holy Spirit.
- vi. The redemptive work of Christ on the cross provides healing in the human body in answer to believing prayer.
- vii. In the Baptism of the Holy Spirit with the outward evidence of speaking in tongues.
- viii. In the sanctifying power of the Holy Spirit, whose indwelling enables the Christian to live a holy life.
- ix. In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

Having understood the above, I affirm by affixing my name below that I accept without reservation this Doctrinal Statement:

Name of Person (printed) \_\_\_\_\_

Signature of Person \_\_\_\_\_

Date \_\_\_\_\_

**SCHEDULE II: AFFIRMATION BY MEMBERS OF THE UNIVERSITY COUNCIL**

Having read PART II of the Pan Africa Christian University Charter containing the Mission, Philosophy, Aims, and Objectives of the University, including the Doctrinal Statement, I hereby affirm by affixing my name and signature below that I accept without reservation the Mission, Philosophy, Aims, and Objectives of the Pan Africa Christian University as contained in the Charter.

Name of Person (printed) \_\_\_\_\_

Signature of Person \_\_\_\_\_

Date \_\_\_\_\_

## **SCHEDULE III: AMPLIFIED DOCTRINAL STATEMENT OF PAN AFRICA CHRISTIAN UNIVERSITY**

### **1) The Inspiration And Authority Of The Scriptures**

We affirm our belief in the supernatural origin of the Christian faith through the divine inspiration of the Scriptures. We believe that the Bible is fully inspired (verbally) and completely trustworthy. We accept the positive insights of Biblical criticism, which illuminate our understanding of the Scriptures and strengthen our confidence in the Bible as the Word of God. We reject critical methods of study, which deny the supernatural revelation, or the historicity of essential Biblical material such as the miracles of Jesus as recorded in the gospels.

### **2) The Necessity Of Faith**

We gladly affirm the universal character of the claims of the Scriptures: God's love for the world (John 3:16); that Christ is the propitiation for the sins of the whole world (1 John 2:2); that all things have been reconciled to God through Christ (Colossians 1:20); that God desires all people to be saved (1 Timothy 2:4), and desires to unite all things in Christ (Ephesians 1:10).

However, the Scriptures also affirm that while this gospel is preached to all people, it is not effective apart from each individual coming to a commitment of personal faith in Jesus Christ (Ephesians 2:8-9). This faith comes only by hearing the Word of God (Romans 10:12-24). Christ is the only way to fellowship with God (John 14:16) and apart from personal trust in Him there can be no hope for the life to come. We reject every form of universalism which professes that there are other ways to achieve fellowship with God than through Jesus Christ or which profess that Christ's death will ultimately reconcile all men to God (Acts 4:12).

### **3) The Baptism Of The Holy Spirit**

While we recognise that, according to the Scriptures, all true believers have received the Holy Spirit (Romans 8:9), we affirm that there is an experience in the Holy Spirit clearly taught in Scripture, subsequent to conversion, called the infilling or baptism of the Holy Spirit (Acts 1:8; 2:4; 10:44-45). This experience has been, and continues to be, the distinctive source of spiritual dynamism and activity, which has characterised the Pentecostal movement.

God's chosen method of confirming this experience to the recipient is the sign-gift of "speaking with other tongues." We recognise that this experience is intended to initiate the believer into a life of new power for godly living and Christian service. We also claim that it is essential for the Spirit-filled Christian to cultivate a daily, close personal relationship with the Lord Jesus Christ in order to retain this power and anointing.

### **4) Ecumenism**

We believe in the unity of the Body of Christ around the person and work of the Lord Jesus Christ. Christian unity is first spiritual. It is the essential unity of those individuals who have been born of the Spirit of God (John 3:16; 1 Corinthians 12:13).

Christian unity is also rooted in the fundamental doctrines of the Word of God, our "one faith" (Ephesians 4). Doctrinal purity must never be sacrificed for the sake of organisational unity. We will not align ourselves with any "Christian" body or endeavour, which is not clearly founded on the authority and trustworthiness of the Scriptures and the essential doctrines of the Christian faith.

## **5) The Local Church**

While the Church of Jesus Christ is, first of all, a spiritual body, it is made visible in each place through the gathering together of local congregations for worship and ministry (Hebrews 10:25). It is assumed everywhere in the New Testament that membership in the spiritual body of Christ is always expressed through membership in the local body of believers (Romans 12:5). Devotion and loyalty to the church is an essential witness to one's devotion and loyalty to Jesus Christ.

It is recognised in both Scripture and experience, that the Church is both a divine and human institution and, as such, is subject to imperfections. However, this fact does not justify any believer disassociating himself/herself from a local body of believers. Fellowship and service in the local church are indispensable for Christian growth. The local church provides needed spiritual nourishment, opportunities for the use of gifts and talents, and a means of necessary discipline for every believer.

## **6) Cultural Adaptation**

We believe that God is the judge of all people and all cultures. He accepts what is good and rejects what is evil from all cultures. No one race or culture has any Scriptural justification for claiming inherent superiority over any other. The Bible is the supreme rule of faith and practice for the people of God in all cultures.

We believe that wherever the Gospel is preached and wherever the church of Jesus Christ is established, the forms of worship and ministry should be adapted, as much as possible, to indigenous patterns of thought and life. However, all practices of the indigenous culture must be judged by the revealed Word of God. Only those indigenous patterns of thought and practices, which are consistent with the will of God, are acceptable within the Christian community.

## **7) The Supreme Mission Of The Church**

We believe that the supreme task of the Church of Jesus Christ is to glorify God and to preach the Gospel, making disciples among all nations (Mark 16:15; Matthew 28:19-20). We believe this mandate is for all Christians, particularly those engaged in full-time Christian service. We are committed to keeping this priority evident in all aspects of the University's programmes. This commitment shall be reflected in the classroom where training in evangelism shall be given prominent emphasis. It will also be reflected in our commitment to retaining strong working relationships with local churches.

We recognise that other types of programmes, such as medical, educational, welfare, and agriculture may be legitimate and, at times, essential for the Church. However, such work is secondary and not primary to the supreme mission of the church.

**SCHEDULE IV: THE AMPLIFIED DOCTRINAL STATEMENT**

Having read PART II of the Pan Africa Christian University Charter containing the mission, philosophy, aims, and objectives of the university, including the Doctrinal Statement, and having read Schedule III of the Statutes containing the Amplified Doctrinal Statement, I hereby affirm by affixing my name and signature below that I accept without reservation the Mission, Philosophy, Aims, and Objectives of the Pan Africa Christian University as contained in the Charter and the Amplified Doctrinal Statement as contained in the Statutes.

Name of Person (printed) \_\_\_\_\_

Signature of Person \_\_\_\_\_

Date \_\_\_\_\_



## SCHEDULE V: UNIVERSITY CODE OF CONDUCT

The Code of Conduct reflects the University's values and helps it protect its distinctively Christian character. These standards are intended to reflect a preferred lifestyle for those who belong to the Pan Africa Christian University Community rather than 'campus rules' and apply both on and off campus.

All members of Pan Africa Christian University are responsible to:

- a) Obey the law and conduct themselves as responsible citizens who contribute to the welfare of the greater community (Romans 13:1-7). Among other things, this precludes the use of marijuana and drugs for non-medical purposes and conduct that disrupts classes or the general operation of the University. It also includes demonstrating respect for the property of others and of the University.
- b) Obey Jesus' commandment to his disciples (John 13:34-35) echoed by the apostle Paul (Romans 14; I Corinthians 8, 13) to love one another. In general, this involves showing respect for all people regardless of race or gender and regard for human life at all stages. It includes making a habit of edifying others, showing compassion, demonstrating unselfishness, and displaying patience.
- c) Refrain from practices that are Biblically condemned. These include but are not limited to drunkenness (Ephesians 5:18), swearing or using profane language (Ephesians 4:29, 5:4; James 3:1-12), harassment (John 13:34-35; Romans 12:9-12; Ephesians 4:31), all forms of dishonesty including cheating and stealing (Proverbs 12:22; Colossians 3:9; Ephesians 4:28), abortion (Exodus 20:13; Psalms 139:13-16), involvement in the occult (Acts 19:19; Galatians 5:19), and sexual sins including premarital sex, adultery, homosexual behaviour, and viewing of pornography (I Corinthians 6:12-20; Ephesians 4:17-24; I Thessalonians 4:3-8; Romans 1:26-27; I Timothy 1:9-10). Furthermore married members of the community agree to maintain the sanctity of marriage and to take every positive step possible to avoid divorce.
- d) Utilize careful judgement in the exercise of personal freedom (Galatians 5: 16 – 6:10; Romans 12:1-15:13; I Corinthians 8:9-13; 13:1-13; Ephesians 4:17-6:18; I Thessalonians 4:1-5:24). This entails the responsible use of time and material resources, and the honest pursuit of knowledge including regular attendance at classes, chapel services, and University events. It also requires that students abstain from the use or possession of alcoholic beverages, tobacco in any form, other forms of substance abuse, all forms of gambling, and that students maintain modest, inoffensive behaviour in personal relationships. Because many contemporary forms of amusement are of questionable value or diminish one's moral sensitivities, members of the community are to utilize discretion in their choice of entertainment including television, movies, and live productions.

As a member of Pan Africa Christian University, I agree to abide by the Code of Conduct.

Name of Person (printed) \_\_\_\_\_

Signature of Person \_\_\_\_\_

Date \_\_\_\_\_

## **SCHEDULE VI: CONSTITUTING VARIOUS UNIVERSITY COMMITTEES**

### **1. Appointment of Committees**

- i. The University Council, the Management, the Senate, Schools, Departments, the Alumni Association and any other university management body may appoint such and so many standing, special, ad-hoc or advisory Committees as may deem fit, and any such Committee may include students and persons who are not members of the body appointing the Committee. The powers and duties of any Committee shall be such as the body appointing it may from time to time direct and shall include the power to appoint sub-committees as it deems fit.
- ii. The Body appointing a Committee may make rules or procedures for the Committee, but subject thereto every Committee may determine its own procedure, time and place of meeting.
- iii. The University Council, the Management, the Senate, the Board of Schools/Institutes and Departments, the Alumni Association and any other university management body may appoint such and so many joint committees as may seem to them fit, and any such committees may include students and persons who are not members of the body appointing the Committee. The powers and duties of any Committee shall be such as the body appointing it may from time to time direct and shall include the power to appoint Sub-Committees as it deems fit.
- iv. The bodies appointing a joint committee may make rules or procedure for the committee, but subject thereto every committee may determine its own procedure, time and place of meeting.

### **2. Proceedings**

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

### **3. Powers of Delegation**

- i. Subject to the provisions of these Statutes, the University Council, the Management, the Senate, the Schools, Departments and the Alumni Association may, subject to such conditions as deemed fit to impose, delegate any of the powers or duties

conferred or imposed under or by virtue of these Statutes to the Chair or any other of their members or to committees consisting of such members of the University Council and other persons as the University Council may determine.

- ii. The power of delegation conferred by these Statutes shall include a power on the part of the person or body to whom the delegation is made himself or itself to delegate the powers and duties delegated to him or it.
- iii. Subject to these Statutes, any such delegation shall be revocable at will and shall not preclude the person or body making the delegation from exercising any of the powers or duties conferred upon or imposed under or by virtue of these Statutes.
- iv. The University Council shall not delegate its powers to alter, amend, add to or revoke any of the provisions of these Statutes.

## **SCHEDULE VII: TERMS OF REFERENCE FOR UNIVERSITY COUNCIL COMMITTEES**

### **1. FINANCE COMMITTEE OF COUNCIL**

#### **Membership**

- (i) Chairperson
- (ii) Vice Chancellor
- (iii) Two Council members (appointed)
- (iv) Co-opted Members as per the Charter.

#### **In Attendance**

- (i) Deputy Vice Chancellor Administration Finance and Planning
- (ii) Finance Officer
- (iii) Registrar Finance
- (iv) Chief Internal Auditor.

#### **Terms of Reference**

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

The committee will also:

- i. Consider, advise and approve development plans and development expenditure.
- ii. Consider and approve expenditure for major maintenance works.
- iii. Consider and advise on investment policy and staff loan scheme.
- iv. Advise the Financial consequences of the decisions of the Terms of Service/ human resource Committee.
- v. Ensuring the preparation of proper books and records of accounts of income and expenditure, assets and liabilities of the University.
- vi. Advise on and fund raise for the University and oversee administration of such funds and any other special funds.
- vii. Exercise such other functions as the University Council may confer from time to time.

### **2. HUMAN RESOURCE COMMITTEE OF COUNCIL**

#### **Membership**

- (i) Chairperson
- (ii) Vice Chancellor
- (iii) Two University Council member (appointed)
- (iv) Co-opted Members as per the Charter.

### **In Attendance**

- (i) Deputy Vice-Chancellors
- (ii) Finance Officer
- (iii) Registrars.

### **Terms of Reference**

- (i) To update the University Council on institutional performance and resources management, corporate governance and strategic planning.
- (ii) To formulate and review from time to time the Code of Conduct of University employees.
- (iii) To review and make recommendations to the University Council on establishments, salaries, conditions and terms of Service for the University staff when necessary.
- (iv) Exercise such other functions as the University Council may confer from time to time.

## **3. ACADEMIC AFFAIRS COMMITTEE OF COUNCIL**

### **Membership**

- i. Chairperson
- ii. Vice Chancellor
- iii. Two University Council member (appointed)
- iv. Co-opted Members as per the Charter.

### **In Attendance**

- i. Deputy Vice-Chancellor Academic Affairs
- ii. Finance Officer
- iii. Registrars Academic Affairs.

### **Terms of Reference**

- i. Advise University Council on policy and strategic needs relating to academic activities and general areas of teaching, learning and services to students.
- ii. Advise, inform and receive feedback from the University Senate on institutional policies and procedures in relation to teaching, learning and research.
- iii. Ensure fitness for purpose and effectiveness of University structures and mechanisms responsible for establishment, maintenance and enhancement of the standards of academic provision.
- iv. Consider the effectiveness of University services in support of learning and quality, through systematic feedback and/or service provider report.

- v. Consider reports from designated groups/nominees regarding operational implications and enhancement needs of implementing university policy on learning quality.
- vi. Consider reports from Senate and its committees, regarding the establishment, abolition or harmonization of schools, institutes, teaching departments, divisions, centres as the Senate may deem necessary.
- vii. Encourage and support research and scholarship in the university.
- viii. Foster, facilitate and undertake projects to promote quality delivery of tuition.
- ix. Consider and approve matters relating to prizes, awards and honorary degrees.
- x. Consider and approve all matters relating to sealing and security of academic documents.
- xi. Exercise any other function as the University Council may confer from time to time.

## **SCHEDULE VIII: TERMS OF REFERENCE FOR COMMITTEES OF THE UNIVERSITY MANAGEMENT**

### **1. PLANNING, ESTABLISHMENT AND DEVELOPMENT COMMITTEE**

#### **Membership**

- (i) Deputy Vice Chancellor (Administration Finance and Planning) - Chair
- (ii) Deputy Vice Chancellor (University Advancement)
- (iii) Deputy Vice Chancellor (Academic Affairs)
- (iv) Registrar (Administration Finance & Planning) – Secretary
- (v) Deans/Directors of Campuses/Schools/Institutes
- (vi) Two Senate Representatives
- (vii) Dean of Students
- (viii) Procurement Officer
- (ix) Human Resource Officer
- (x) Finance Officer
- (xi) Registrars
- (xii) University Librarian
- (xiii) The committee may co-opt other members they deem necessary.

#### **Terms of Reference**

- i. Make recommendations to the Management Board on the development and planning of the University.
- ii. Recommend to Management Board the level of staffing and expenditure for the various departments of the University.
- iii. Plan and recommend allocation and maintenance of University facilities.
- iv. Draw up criteria for promotion and for grading of staff.
- v. Recommend rewarding of meritorious performance and recommend deserving cases to the promotion committee of the University Council.
- vi. Draw up policies pertaining to appraisal and promotions in the University and make recommendations to the Management Board.
- vii. Perform such other duties as may be referred to it by the Management Board and/or the Vice Chancellor from time to time.

### **2. COMMUNITY ENGAGEMENT COMMITTEE**

#### **Membership**

- (i) Deputy Vice Chancellor (Administration Finance and Planning) - Chair
- (ii) Registrar (Administration Finance & Planning)- Secretary
- (iii) One member of the Senate from each Institute/School
- (iv) Two student representatives

- (v) Dean of Students.

### **Terms of Reference**

- 1) To make recommendations to the University Management Board on various ways in which the University will reach out to offer services to the public.
- 2) To plan for effective participation by all persons at the University in community service.
- 3) To arrange for contributions by the University Community towards the developments and other needful causes.
- 4) To make appropriate arrangements for open days at the University.
- 5) To liaise with other stakeholders so that the University can exhibit at agricultural shows, trade fairs and such other fora.
- 6) To enhance the relationship between the University and PAC community.
- 7) To deal with any other matters referred to it by Senate, the Vice Chancellor or any other University Committee.

### **3. TENDER COMMITTEE**

#### **Membership**

- (i) A head of Department appointed in writing by the Vice Chancellor – Chair
- (ii) Head of Finance Department appointed in writing by the Vice Chancellor - Vice Chair
- (iii) Registrar Administration Finance & Planning- Member
- (iv) Registrar Academic Affairs - Member
- (v) Three Heads of a Department/School, appointed in writing by the Vice Chancellor - Member
- (vi) Chief Procurement Officer - Secretary

#### **In Attendance**

- (i) Chief Internal Auditor

#### **Terms of Reference**

- 1) To review, verify and ascertain that all procurements and disposal has been undertaken in accordance with the Public Procurement and Disposal Act.
- 2) To invite tenders for supply of goods and services to the University.
- 3) To approve selection of the successful tender or proposal.
- 4) To award procurement contracts in accordance with the provisions of the Act.
- 5) To review the selection of procurement method and where a procurement method, other than open tender, has been proposed, to ensure that the adoption of the other procurement method in accordance with the Act.
- 6) To invite tenders and award sale contracts for excess or unserviceable movable University property.
- 7) To undertake any other functions and duties as are provided under the Act and the regulations or as may be stipulated by the Authority.

#### **NOTE**

Where the items to be purchased are perishable or are prone to fluctuations of prices in the market and where situations being handled are critical and require immediate or urgent actions, the Management Board may take action outside the normal tender procedure and report to University Council.



#### **4. STAFF PERFORMANCE APPRAISAL COMMITTEE**

##### **Membership**

- (i) Deputy Vice Chancellor (FA) - Chair
- (ii) Deputy Vice Chancellors
- (iii) Registrar (FA) – Secretary
- (iv) Registrars
- (v) Senate Representative
- (vi) Dean of School/ Director of Institute concerned
- (vii) Head of Department concerned
- (viii) Human Resource manager

The committee may co-opt any other resource person(s) as it may deem fit

##### **Terms of Reference**

- i. Formulation of appraisal standards.
- ii. Carrying out the appraisal of all the staff in the University.
- iii. Prepare an appraisal report and hand it over to the Vice Chancellor for action.
- iv. Deal with such other matters as referred to it by the Vice Chancellor.

#### **5. STAFF APPOINTMENT AND PROMOTION COMMITTEE**

##### **Membership**

##### **(a) For Lecturers, Assistant Lecturers and Non Academic Staff in Grades F0-F2**

- (i) Vice Chancellor - Chair
- (ii) Deputy Vice Chancellors
- (iii) Dean of School or Director of Institute concerned
- (iv) Chair of the Department concerned
- (v) One Senate Representative
- (vi) One other member of Staff appointed by the department, to represent that department

##### **In Attendance**

- (i) Finance Officer
- (ii) Registrar (Academic Affairs)
- (iii) Registrar (Administration Finance and Planning)
- (iv) Human Resource Officer

##### **(b) For Senior Lecturers and Non Academic Staff in Grade F3 and above**

- (i) Vice Chancellor - Chair
- (ii) Deputy Vice Chancellors
- (iii) Principals colleges and Directors of institutes

- (iv) Dean of School or Director of Institute concerned
- (v) Chair of the Department concerned
- (vi) Two members of Senate appointed by the Chair of Senate to represent the Senate
- (vii) One other member of Staff appointed by the department, to represent that department

**In Attendance**

- (i) Finance Officer
- (ii) Registrar (Academic Affairs)
- (iii) Registrar (Administration Finance and Planning)
- (iv) Human Resource Manager

**(c) For Professors, Associate Professors and Non Academic Staff in Grades F4 and F5**

- (i) Chair of University Council - Chair
- (ii) Vice Chancellor
- (iii) Deputy Vice Chancellors
- (iv) Dean of School or Director of Institute concerned
- (v) Chair of the Department concerned
- (vi) Two members of University Council appointed by the Chair of University Council
- (vii) Two members of Senate appointed by the Chair of Senate

**In Attendance**

- (i) Finance Officer
- (ii) Registrar (Academic Affairs)
- (iii) Registrar (Administration Finance and Planning)
- (iv) Human Resource Manager

**(d) For Visiting Staff**

- (i) Vice Chancellor - Chair
- (ii) Deputy Vice Chancellors
- (iii) Vice Chancellor
- (iv) Dean of School or Director of Institute concerned
- (v) Chair of the Department concerned
- (vi) One Senate Representative

**In Attendance**

- (i) Finance Officer
- (ii) Registrar (Academic Affairs)
- (iii) Registrar (Administration Finance and Planning)
- (iv) Human Resources Manager

**(e) For Staff on Non-Academic Grades A-G**

- (i) Deputy Vice Chancellor (AFP)- Chair
- (ii) Principals of colleges
- (iii) Dean of School or Director of Institute concerned
- (iv) Chair of the Department concerned
- (v) One senior member of staff from the department concerned appointed by the Head of Department (should not be of lower grade than the one under consideration)
- (vi) One Senate Representative
- (vii) Finance Officer
- (viii) Registrar (Academic Affairs)
- (ix) Registrar (Administration Finance and Planning)
- (x) Human Resource Manager

**Note**

1. If the Dean of the School or Director of Institute and School concerned is a candidate or is also the Chair of the Department, an extra Senate Representative should be appointed and the same should happen if the Chair of the Department concerned is a candidate.
2. If the Dean of the School or Director of Institute and School concerned and the Chair of the Department concerned are both candidates for the same appointment then two extra Senate Representatives should be appointed.
3. Where the Chair of Department concerned or the Dean of the School or Director of Institute and School concerned is in a grade lower than the one under consideration he/she should not sit in the appointment Committee meeting but another Senate Representative of equivalent Grade or high to the one under consideration should be appointed.

**Terms of Reference**

The terms of reference for staff appointment and promotion committee is as follow:

1. To determine suitable methods of recruitment and selection for declared positions.
2. Carry out interviews for the shortlisted candidates.
3. To appoint/recommend for appointment or promotions of successful candidates to the respective positions.

Provided that, the Vice Chancellor can make temporary appointments to Academic and administrative posts for renewable contractual periods not exceeding one year. When this is done, due care should be taken regarding relevance and adequacy of qualification of the persons being so appointed by the Vice Chancellor. The Committee on behalf of University Council should effect appointments to posts on Non-Academic Terms of Service.

## **6. STAFF DISCIPLINARY COMMITTEES**

### **(a) Academic and Non- Academic Staff (Grades F4 and above)**

- (i) Chair of HR Committee of University Council – Chairperson
- (ii) Two members of University Council
- (iii) Vice Chancellor
- (iv) Deputy Vice Chancellors
- (v) Principal of college concerned
- (vi) Dean of School or Director of Institute concerned
- (vii) Chair of the Department concerned
- (viii) Registrars

#### **In-Attendance:**

- i. Finance Officer
- ii. Chief Legal Officer
- iii. Human Resources Officer

### **(b) Academic and Non-Academic (Grades F0-F3)**

- (i) Vice Chancellor - Chair
- (ii) Deputy Vice Chancellors
- (iii) Principal of college concerned
- (iv) Dean of School or Director of Institutes concerned
- (v) Chair of the Department concerned
- (vi) One Senate Representative
- (vii) Registrars

#### **In-Attendance:**

- (i) Finance Officer
- (ii) Chief Legal Officer
- (iii) Human Resource Officer

### **(c) For Staff on Non-Academic Grades A-G**

- (i) Deputy Vice Chancellor (FA) - Chair
- (ii) Dean of School or Director of Institute concerned
- (iii) Chair of the Department concerned
- (iv) One Senate Representative
- (v) Registrars

#### **In-Attendance:**

- (i) Finance Officer
- (ii) Chief Legal Officer
- (iii) Human Resource Officer

### **Terms of Reference**

1. To consider charges and evidence on staff disciplinary cases.
2. To recommend appropriate action.

## **7. STAFF TRAINING COMMITTEE**

### **Membership**

- (i) Deputy Vice Chancellor (Academic Affairs) - Chair
- (ii) Deputy Vice Chancellors
- (iii) Human Resource Manager
- (iv) Deans/Directors of schools/Institutes/campuses concerned
- (v) Schools Representative
- (vi) Finance Officer
- (vii) Registrar (Academic Affairs) - Secretary
- (viii) Registrars
- (ix) Librarian

### **Terms of Reference**

- 1) To formulate and review the training policy in the University.
- 2) To plan for staff training and development.
- 3) To recommend staff for training.
- 4) To award scholarship.
- 5) To deal with any other matters referred to it by the Vice Chancellor.

## **8. RESOURCE MOBILIZATION COMMITTEE**

### **Membership**

- (i) Vice Chancellor – Chair
- (ii) Deputy Vice Chancellors
- (iii) Director, Income Generating Unit
- (iv) Registrar (Administration Finance & Planning):- Secretary
- (v) Registrars
- (vi) Officer in-charge of Fund raising
- (vii) Finance Officer
- (viii) Director of Alumni

### **Terms of Reference**

- 1) Mobilize funds for the University.
- 2) Create, sustain and avail a directory of donors.
- 3) Mobilize staff to write proposals in different sub-committees on specific areas of need.
- 4) Advise on development partners for the University.
- 5) Develop structure and policy for resource team.

## **9. UNIVERSITY PERFORMANCE EVALUATION, MONITORING AND QUALITY ASSURANCE COMMITTEE**

### **Membership**

- (i) Vice Chancellor: Chair
- (ii) Deputy Vice Chancellors
- (iii) Registrars
- (iv) Deans and Directors
- (v) Finance Officer
- (vi) Director Quality Assurance
- (vii) Human Resources Manager
- (viii) Director Performance Contracting - Secretary

### **Terms of Reference**

1. Aligning performance targets to the strategic plan.
2. Developing the overall performance targets for the University in liaison with the departments.
3. Monitoring of set performance contract targets.
4. Submitting bi-annual and annual reports to the University Management.
5. Evidence gathering and consolidation.
6. Training of teaching and non-teaching staff on implementation of performance contracts.
7. Training of staff on key implementation areas of performance contract.
8. Recommending prioritization of allocation of resources to key areas of performance contract.
9. Developing an annual work plan for implementation of performance contracts.
10. Develop and implement a quality improvement plan.
11. To promote quality provision of services at the Institution.
12. To put in place a comprehensive system to monitor quality in the University.
13. To develop and implement quality assurance systems, policies and procedures.
14. To ensure dissemination of information relevant to quality assurance to all departments in the University.

## **10. HEALTH, RECREATION, ENVIRONMENTAL AND SAFETY COMMITTEE**

### **Membership**

- (i) Deputy Vice Chancellor (FA) - Chairperson
- (ii) Dean of Students
- (iii) Registrars
- (iv) Two Senate Representatives
- (v) One student representative who is a member of the Senate

### **Terms of Reference**

1. To deal with such matters as the Senate may refer to the Committee from time to time.
2. To deal with matters relating to the Health of students, staff and medical services that may be referred to the Committee.

3. To recommend to the Senate environmental and safety measures and policies to be adopted by the University.

## **11. CATERING AND ACCOMMODATION SERVICES COMMITTEE**

### **Membership**

- (i) Deputy Vice Chancellor (FA)
- (ii) Deputy Vice Chancellors
- (iii) Registrars
- (iv) Dean of Students
- (v) Two Senate representatives
- (vi) Two student representatives
- (vii) Catering Manager
- (viii) Accommodation Officer

### **Terms of reference**

1. To deal with such matters as Senate may refer to the committee from time to time.
2. To deal with such aspects of students accommodation as the committee deems appropriate.
3. To advise the university on matters related to accommodation and catering.
4. To review and make recommendation to the University on hostel allocation.
5. To deal with such other matters as may be referred to it by the Vice Chancellor.

## **12. STAFF WELFARE AND HOUSING COMMITTEE**

### **Membership:**

- (i) Deputy Vice Chancellor (FA)
- (ii) Deans/Directors of Schools/Institutes/campuses
- (iii) Two Senate Representatives
- (iv) Two members of Non-academic staff entitled to housing
- (v) Registrars
- (vi) Finance Officer
- (vii) Human Resource Manager
- (viii) Registrar (Administration Finance & Planning):- Secretary
- (ix) Chief Legal Officer

### **Terms of Reference**

- 1) To allocate University houses to entitled staff based on the Housing Regulations approved by University Council from time to time.
- 2) To review the University housing policy as the need arises and to make appropriate recommendations to Management Board and the Staff Housing Policy Committee of University Council.
- 3) To consider such staff Welfare Matters as the Management Board may refer to the Committee from time to time.

- 4) To consider the following staff Welfare Matters and make recommendations thereof to Management Board:
  - a) Staff Medical Scheme
  - b) Staff Remuneration including salaries and allowances
  - c) Staff conditions and terms of service
  - d) Staff Children tuition fees waiver
  - e) Staff tuition fees waiver
  - f) Staff Retirement Benefits
- 5) To make appropriate recommendation to the Management Board.
- 6) To deal with any other matter referred to it by the Vice Chancellor.

### **13. INCOME GENERATING COMMITTEE**

#### **Membership:**

- (i) Deputy Vice Chancellor (FA) – Chair
- (ii) Deputy Vice Chancellors
- (iii) Two resource persons appointed by the Vice Chancellor
- (iv) Finance Officer
- (v) Registrars
- (vi) The Committee may co-opt any other resource person(s) as it may deem fit

#### **Terms of Reference**

- 1) To formulate operating and financial policies and guidelines for all income generating units in the University and present the said guidelines for approval by Management Board and University Council.
- 2) To receive and review recommendations from departments regarding the optimum utilization of production units based in departments for training, research and production activities.
- 3) To receive quarterly reports from all IGU's and production units, and based upon these reports make recommendations regarding the operations of units.
- 4) To deal with any other matters referred to it by Management Board, the Vice Chancellor or any other University Committee.
- 5) To mobilize resources to build the University revenue base.

### **14. INFORMATION AND COMMUNICATION TECHNOLOGY COMMITTEE**

#### **Membership**

- (i) Deputy Vice Chancellor (FA) - Chair
- (ii) Deputy Vice Chancellors
- (iii) Registrars
- (iv) Librarian
- (v) Director Information and Communication Technology -Secretary
- (vi) Finance Officer
- (vii) Senate Representative



## **In Attendance**

- i. System Network Administrator

## **Term of Reference**

- 1) To co-ordinate the information and Communication Technology matters of the University and have mandate to co-opt not more than three (3) academic staff members with ICT expertise.
- 2) To establish, formulate, and review University's ICT development priorities and advise Management Board on matters pertaining to new ICT Policies.
- 3) To administer on behalf of Management Board ICT facilities of the University and manage the information Systems.
- 4) To advise Management Board on the allocation of funds available for ICT development and on the procurement of computers and computer components.
- 5) To organise internal staff training / induction courses to update staff on new ICT development.
- 6) To make strategies plan on ICT for the University.
- 7) To strengthen internal ICT network and boost communication / interaction within the University
- 8) To formulate up to date regulations and guidelines governing ICT policies such a security, classification of information, antivirus protection, internet usage, Email services etc. within the University WAN.
- 9) To advise Management Board on establishment of Interconnectivity links with other institutions.
- 10) To prepare and submit to senate an annual report and budget for functioning of ICT operations within the University.
- 11) To formulate the role of University Network Administrators for provision of efficient network services.
- 12) To deal with such matters as Management Board and Vice Chancellor may refer to it from time to time.
- 13) To make recommendations to the University on all matters concerning ICT.

## **SCHEDULE IX: TERMS OF REFERENCE FOR COMMITTEES OF THE UNIVERSITY SENATE**

### **1. DEANS COMMITTEE**

#### **Membership**

- (i) Deputy Vice Chancellor (Academic Affairs) - Chair
- (ii) Deans/Directors of Schools/Institutes/campuses
- (iii) Director, Board of Postgraduate Studies
- (iv) University Librarian
- (v) Dean of Students
- (vi) Registrar (Academic Affairs)

#### **Note:**

The Committee may co-opt any other such other members, as it may deem necessary.

#### **Terms of Reference**

- 1) To deal with matters that may be referred to the Committee by the Vice Chancellor or Senate.
- 2) To function as the University's Admission Board and in this respect:
  - a) To receive, consider and approve all applications for admission to the University for undergraduate courses and to make recommendations to the Senate from time to time on the University's admission policy including the admission requirements and procedures
  - b) To receive and review applications for admission from occasional students
  - c) To receive, consider and approve as appropriate, applications for inter-school transfer of students
- 3) To make recommendations to Senate on regulations governing admissions, levels of fees and any other matter relevant to the foregoing Terms of Reference.
- 4) To consider prizes and exchange programmes offered to the University particularly regarding determination of conditions and other details of awards.
- 5) To consider and allocate funds for travelling to conferences.
- 6) To consider and advise Senate on regulations and guidelines on the curricula in the Schools/Institutes.
- 7) To advice Senate from time to time on broad matters of policy and principles regarding the curricula.
- 8) To make recommendations to Senate on proposals from Boards of Schools/Institutes which have implications for other Schools/Institutes or for the system in the University as a whole.
- 9) To make recommendations to Senate on the awarding and conferment of the honorary degrees.
- 10) To receive and consider students' general requests.

## **2. RESEARCH AND PUBLICATIONS COMMITTEE**

### **Membership**

- (i) Deputy Vice Chancellor (Academic Affairs) - Chair
- (ii) Registrar (Academic Affairs)
- (iii) Deans of Schools
- (iv) Librarian
- (v) Director, Research:-Secretary

### **In Attendance**

- (i) Legal Officer
- (ii) Public Relations Officer

### **Terms of Reference**

- 1) To co-ordinate all research activities in the University or from external funding agencies.
- 2) To establish research priorities for the University.
- 3) To allocate funds to Schools/Institutes for use in the promotion of research activities and to scrutinize the annual estimates for staff grants prior to their inclusion in general estimates.
- 4) To identify the need for special facilities for research.
- 5) To advise and make recommendations to the Senate on the general research policy of the University.
- 6) To direct the affairs of the University Publication on behalf of the Senate.
- 7) To control on behalf of the Senate the use of the University Crest and imprints
- 8) To maintain a register of all publications.
- 9) To submit an annual report on publications to the Senate.
- 10) To administer the publications fund of the University and grant aid to designated publications.
- 11) To receive and consider minutes and papers from the Research Committees of Institute/School Boards and to take action as the Committee sees it fit.
- 12) To cause to be published an annual report on research in the University.
- 13) To make recommendations to the Senate on the allocation of funds available for research and publication.
- 14) To receive and evaluate reports from recipients of research grants through the Chair of Departments and Deans/Directors of relevant Schools/Institutes /Campuses on the use of research funds received from all sources.
- 15) To allocate research funds to individual applicants out of the funds voted by the University Council for this purpose.
- 16) To monitor the use of research fund.
- 17) To organize special seminar for presentation of research findings.

### **3. LIBRARY COMMITTEE**

#### **Membership**

- (i) Deputy Vice Chancellor (Academic Affairs):– Chair
- (ii) Librarian
- (iii) Registrar (Academic Affairs)
- (iv) Deans/Directors of Schools/Institutes/Campuses
- (v) Heads of Teaching Departments
- (vi) Finance Officer
- (vii) One Student Representative who is a member of Senate.

#### **In-Attendance**

- (i) Two Senior Library Staff

#### **Terms of Reference**

- 1) To consider the facilities and resources needed and advise the Senate on all matters relating to the development of Library as a resource centre for learning and research.
- 2) To make recommendations to the Senate on Library policy regarding establishment of specialized Libraries such as departmental, research or textbook collections.
- 3) To make recommendations to the Senate on the stocking, staffing and equipping of the Library services.
- 4) To update the Senate on the functioning of the University libraries.
- 5) To formulate up-to-date rules and regulations governing the use of the University libraries.
- 6) To advise the Senate on the planning of major additions to Library building and services.
- 7) To deal with any other matters referred to it by Senate, the Vice Chancellor or other University Committees.
- 8) To establish broad guidelines governing the operations of the library.

### **4. STUDENTS' DISCIPLINARY COMMITTEE**

#### **Membership**

- ii. Deputy Vice Chancellor (Academic Affairs) - Chair
- iii. Dean of Students
- iv. Dean/Director of Institute/School in which the affected student is registered
- v. Chair of Department referring the case
- vi. Legal Officer
- vii. Chair of the Students Association
- viii. Registrar (Academic Affairs) - Secretary
- ix. Any other person co-opted by the Committee

#### **In Attendance**

- (i) Security Officer
- (ii) Students Counsellor(s)

## **Terms of Reference**

- 1) To receive and consider matters of disciplinary nature affecting students on behalf of Senate, and to report to the University Council on appropriate action taken, but the disciplined student may appeal to the Vice Chancellor.
- 2) To investigate issues surrounding misconduct by students which may have adverse effect on the students and to recommend to Senate appropriate corrective measures.
- 3) To recommend to the Senate serious disciplinary cases that may require suspension or expulsion.
- 4) To formulate and review, from time to time the code of conduct for University students and in particular to recommend to Senate amendments to the “Rules and Regulations Governing the Conduct and Discipline of Students” if the need arises.

## **5. STUDENTS WELFARE AND SCHOLARSHIP COMMITTEE**

### **Membership**

- (i) Deputy Vice Chancellor (Academic Affairs) - Chair
- (ii) Four Senate Representatives
- (iii) Two student representatives who are members of Senate
- (iv) Registrar (Academic Affairs) - Secretary
- (v) Dean of Students
- (vi) Student Counsellor
- (vii) Housing and Hospitality Manager

### **Terms of Reference**

- 1) To deal with such matters as the University may refer to the Committee from time to time.
- 2) To deal with such aspects of students’ welfare as the Committee may deem appropriate.
- 3) To deal with matters referred to the Committee on aspects such as catering services in the University.
- 4) To deal with matters relating to the health of students and medical services that may be referred to the Committee.
- 5) To deal with matters relating to recreation and development of games and sporting facilities.
- 6) To advise on matters pertaining to the University Students Association.
- 7) To advise on matters relating to students careers.
- 8) To serve as the governing body for sports, recreation and entertainment.
- 9) To advise on proper principles of University policy on sports, recreation and entertainment.
- 10) To prepare and supervise the expenditure of sports, recreation and entertainment.
- 11) To be an arbiter on sports, recreation and entertainment disputes in the University.
- 12) To review and make recommendations to the University on criteria for Bursary.
- 13) To receive applications for bursaries, evaluate them and award bursaries on behalf of the Senate.

- 14) To fundraise for bursaries on behalf of the University.
- 15) To coordinate students work-study programme.

## **6. CEREMONIAL COMMITTEE**

### **Membership:**

- (i) Vice Chancellor - Chair
- (ii) Deputy Vice Chancellors
- (iii) Registrars
- (iv) Deans/Directors of Schools/Institutes/campuses
- (v) Dean of Students
- (vi) Public Relations Officer-Secretary
- (vii) Chief Legal Officer
- (viii) Procurement Officer
- (ix) Security Officer
- (x) Two student representatives who are members of Senate
- (xi) The Committee may co-opt any other person as it may deem fit

### **Terms of Reference**

- i. To plan and organize all the ceremonial events of the University.

## **7. COLLABORATION, LINKAGES AND EXHIBITIONS COMMITTEE**

### **Membership**

- (i) Deputy Vice Chancellor (AA) - Chair
- (ii) Registrar (AA) - Secretary
- (iii) Registrars
- (iv) Deans/Directors of Schools/Institutes/Campuses
- (v) Two Senate Representatives
- (vi) Institute/School Representatives
- (vii) Chief legal Officer
- (viii) Librarian
- (ix) Public Relations Officer
- (x) Two resource persons appointed by the Vice chancellor
- (xi) The Committee may co-opt any other person as it may deem fit.

### **Terms of Reference**

- 1) To recommend for approval of linkages initiated by departments, Schools/Institutes and individuals.
- 2) To fundraise for linkages, collaborations and exhibitions.
- 3) To administer funds for Linkages.
- 4) To promote exchange and co-operation with other universities, and institutions.
- 5) To organize, encourage and support seminars, workshops and conferences.
- 6) To periodically review the operations of the linkages and collaborations.
- 7) Co-ordinate University Exhibitions.

- 8) Co-ordinate and promote collaboration with industries.
- 9) Co-ordinate and promote public-private partnerships.
- 10) To formulate detailed guidelines for departments and Schools/Institutes on the procedures to be followed in formulating links.
- 11) To monitor, appraise, evaluate and review links periodically upon a set criteria.
- 12) To make recommendations to the Senate concerning policies to govern Linkages.
- 13) To deal with any other matters referred to it by the Vice Chancellor.

## **8. INNOVATION AND INTELLECTUAL PROPERTY RIGHTS COMMITTEE**

### **Membership**

- (i) Deputy Vice Chancellor (AA) - Chair
- (ii) Registrar (AA) – Secretary
- (iii) Deans/Directors of Schools/Institutes/campuses concerned
- (iv) Directors of Research
- (v) Chief Legal Officer

### **In- Attendance**

- (i) The innovator/inventor
- (ii) Head of Department of the innovator/inventor
- (iii) Representatives of any collaborative Institution

### **Terms of Reference**

- 1) To establish procedures for technology transfer consistent with the Intellectual Property (IP) Policy.
- 2) To establish guidelines to deal with areas of conflicts of interest in the context of technology transfer and commercialization.
- 3) To provide guidelines on the necessity of bridging works to facilitate availability of an innovation or invention and the need to seek IP protection to form partnerships for the carrying out of such bridging works.
- 4) To provide guidelines on the transfer and licensing of any intellectual property held by the University.
- 5) To establish guidelines and procedures for disclosure of IP.
- 6) To evaluate all innovations disclosed in a timely manner.
- 7) To grant approval and advise the innovators or inventors concerning the publishing of material related to their innovations or inventions whether for academic, distribution or defensive purposes.
- 8) To initiate exemption, review and amendment of the IP policy and all matters pertaining to the IP administration.
- 9) To receive and determine the disputes arising from the terms of the policy or implementation of this policy.
- 10) To provide guidance in the setting up of new companies by the University, innovators/inventors and other entrepreneurs using University innovations or inventions and ensuring compliance with the policy and other University policies.

## **SCHEDULE X: RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS OF THE UNIVERSITY**

### **SECTION 1: CODE OF CONDUCT**

The Code of Conduct reflects the University's values and helps it protect its distinctively Christian character. These standards are intended to reflect a preferred lifestyle for those who belong to the University community rather than 'campus rules' and apply both on and off campus. All members of the University are expected to:

- i. **Obey the law of Kenya and conduct themselves as responsible citizens and/or residents who contribute to the welfare of the greater community** (Romans 13:1-7). This precludes, among other things, conduct that disrupts classes or the general operation of the University. It also includes demonstrating respect for the property of others and of the University and 'To Love one Another' as commanded by the Lord Jesus and echoed by the Apostle Paul (John 13:34-35, Romans 14: 1 Corinthians 8: 13). In general this involves showing respect for all people regardless of religion, race, tribe, social status, or gender. It also involves regard for human life at all stages, edifying others, showing compassion, demonstrating unselfishness, and displaying patience.
- ii. **Live a life consistent with biblical teachings.** Members of the University community must refrain from vices such as: drunkenness and all forms of drug abuse (Ephesians 5:18), swearing or using profane language (Ephesians 4:29, 5:4, James 3:1-12), assault and harassment (John 13:34-35, Romans 12:9-12, Ephesians 4:31), all forms of dishonesty including cheating and stealing (Proverbs 12:22, Colossians 3:9, Ephesians 4:28), abortion (Exodus 20:13; Psalms 139:13-16), involvement with the occult (Acts 19:19; Galatians 5:19), and sexual sins including premarital sex, adultery, homosexual behaviour, and all forms of pornography (1Corinthians 6:12-20, Ephesians 4:17-24, 1Thessalonians 4:3-8, Romans 1:26-27, 1Timothy 1:9-19). Furthermore, married members of the community agree to uphold the sanctity of marriage and to take every step possible to avoid divorce.
- iii. **Utilize careful judgment in the exercise of personal freedom** (Galatians 5:16-6:10; Romans 12:1-15:13; 1 Corinthians 8: 9-13; 13: 1-13; Ephesians 4: 17-6:18; 1 Thessalonians 4:1-5: 24). This entails the responsible use of time and material resources, and the honest pursuit of knowledge including regular attendance of classes, chapel services, care groups, fellowships, and other University events.
- iv. **Abstain from all unacceptable behaviour** such as the use or possession of alcoholic beverages, tobacco in any form, other forms of substance abuse, and all forms of gambling.
- v. Students are also **expected to maintain modest, inoffensive behaviour in inter-personal relationships.**
- vi. Members of the community are to **utilize discretion in their choice of entertainment** (including television, movies, internet and live productions), because many contemporary forms of amusement are of questionable value or diminish one's moral sensitivities.



## **SECTION 2: STUDENT LIFE**

### **Introduction**

Students at PAC University should be responsible citizens of the community. It is expected that each student will seek to live an upright and holy life in accordance with Biblical teaching and as indicated under the Code of Conduct in the Students Handbook. Should a student fail to live up to the wholesome standards of the University's Statement of Faith, appropriate measures will be taken. The University will attempt to exercise redemptive disciplinary action. Discipline is intended to restore an individual.

In addition to the provisions of the Code of Conduct, the University expects each student to comply with the following basic standards:

- i. Students are to conduct themselves according to the highest Biblical/moral standards with all persons, especially those of the opposite sex. Note: Immorality of any kind (fornication, adultery, pornography, etc.) will not be tolerated and students proven to have violated these standards will be suspended immediately upon investigations by University authorities.
- ii. Male students are not permitted in the women residences (which include dorms, flats, houses, lounges etc.) nor are the women allowed in the men's residences (dorms, flats, houses, lounges etc.). Exceptions to these rules will occur only when authorized by the Dean of Student's Office. Note: Married students living without their spouses present are subject to the same regulations as single students.

### **Students Association and Representation**

#### **Pan Africa Christian University Students Association (PACUSA)**

All the full time and part time students enrolled for certificate, diploma, undergraduate and postgraduate studies qualify for membership in PACUSA upon the payment of the annual student activity fees as set by the Management.

PACUSA's vision is "To be a Christ-centred, mature, and interactive student community that is balanced and holistic in all students' matters."

PACUSA's mission statement is "To seek to promote growth of a Christ-centred community through fellowship and care of members by facilitating dialogue with all the relevant stakeholders and development of relevant clubs and student activities."

#### **1. AIMS**

- a. The aims of PACUSA shall be:
  - i. To be actively involved in all matters pertaining to spiritual growth, social welfare, and academic development of the members.
  - ii. To maintain cordial relationships between the members, faculty, and staff of PAC University.

- iii. To creatively initiate, promote, and support clubs and activities beneficial to the members.
  - iv. To do and act in all ways that shall be deemed to promote the ultimate welfare of the members and PAC University.
  - v. To serve as a link to other student bodies in other Universities.
- b. To achieve these aims PACUSA shall:
- i. Encourage and mobilize its members to attend and participate in all forums that enhance spiritual formation.
  - ii. Endeavour to provide facilities and encourage participation in recreational activities.
  - iii. Initiate programmes that enhance fellowships, student well-being, and address special needs of the different groups that constitute the Association.
  - iv. Liaise with relevant departments in PAC University for the provision of various services depending on the needs of the students at various times.
  - v. Encourage dialogue, maintain good communication, and settle disputes that affect students.

PACUSA has the following organs:

a) Students' Council

- a) The Chairperson
- b) The Vice-Chairperson
- c) The Secretary General
- d) The Finance Secretary
- e) The Graduate/International Students Representative
- f) Organizing Secretary for Social Welfare & Co-Curricular Activities
- g) Satellite Campus(es) Representative

ii) **Nominated members:**

- h) Mr. PAC University or Ms PAC University (to sit in Council on rotational basis)
  - i) The Christian Union Chairperson
  - j) Persons Living with Disabilities Representative
- i. The Dean of Students (or delegate) as Ex-officio member.
- b) Student Senate

## **1. Membership**

- i. The Vice-Chairperson/Academic Secretary
- ii. The Secretary General
- iii. The Programme Representatives
- iv. The Satellite Campus(es) Representative
- v. A representative from each Diploma Program
- vi. Post-Graduate Students Representatives
- vii. Registrar Academic Affairs (*Ex-officio*)

## **2. Programme Representative**

The Students Senate shall comprise of one representative from each Undergraduate Programme and a representative from each Diploma Program. The Program Representatives shall work in conjunction with the respective class representatives in each year of study to present the needs, questions and grievances of their respective programs to the Student Senate. The Students Council will coordinate the elections of the Programme Representatives.

## **3. Qualifications**

The Student Senators shall abide by the qualifications of the Students Council as in this Constitution.

## **4. Objectives**

- a) To meet regularly and discuss academic issues that affect the students.
- b) To inform the Students Council on students' academic issues.
- c) To provide representation on various committees related to academic matters as may be required by the University and make recommendations to the Students Council.
- d) To present the needs, questions, and concerns of their classes.

For more information on PACUSA refer to the Association's Constitution.

## **Academic Regulations**

Upon beginning their programme of studies at Pan Africa Christian University, each student is given his/her own copy of the Prospectus containing the academic regulations. Each student is responsible for understanding and following these regulations. Questions concerning academic

matters should be directed towards the DVC-Academic Affairs and/or the Registrar (Academic). Students should equip themselves with other resources that will assist them in their educational experience at PAC University including the Research and Writing Manual and Information Technologies Resource Manual, as well as, the Prospectus.

## **Personal Appearance and Grooming**

- i. Appropriate personal appearance and grooming, both on and off campus, should be maintained as part of our Christian witness and lifestyle. Modesty is the biblical principle that we follow here at PAC University. Modesty means all that which is morally, socially, and reasonably acceptable. Dressing is one of the means of communicating the institution's value system. As a Christian institution, PAC University has a dress code that displays our biblical convictions, and that reflects the vision of the University of being a world class Christian University.

### **a. Male Students**

Male students are expected to wear properly groomed hair if they are not bald or clean-shaven. The beard should be shaved and well kempt at all times. Male students are not expected to braid their hair in any form or be in dreadlocks, wear headscarf or earrings or studs, wear hats in class, display bare chest, or cut tattoos on their bodies. Male students should be neatly dressed at all times to reflect the corporate culture of Pan Africa Christian University.

### **b. Female Students**

Female students may wear dresses and skirts that are not above knee line. Slits up the knee are acceptable. Dressing that is unacceptable for female students includes and is not limited to: mini-skirts, neck lines that are four inches below the shoulders, body tight trousers, bare backs, navel-gazers (tumbo-cut). It is acceptable to wear modest earrings but unacceptable to pierce one's nose, navel, eyebrows, tongue, or any other part of the body. One is also not allowed to cut tattoos on any part of the body after admission as a student.

## **Restrictions**

### **1) Interaction Between Students**

Interaction between male students and female students should be in open, well lit, public places, such as the Student Centre, gazebos, and other designated meeting areas.

**Note:** Visiting in the students lounge must end at 11:00 pm Monday to Thursday and at Midnight Friday to Sunday. This rule applies to staff, students, and visitors unless there is special arrangement through the Dean of Students Office.

### **2) Curfew**

All residents are asked to observe the curfew restrictions concerning noise (Monday to Thursday at 11:00 pm and 12:00 pm Friday to Sunday) when visiting or having visitors.

**Note:** Noise must cease or greatly diminish after 11:00 pm Monday to Friday and at 12:00 pm Friday to Sunday. This includes conversations, musical instruments, radio, TV, cell phones,

etc. Lights must be turned off for those in shared rooms or dorms at 11:00 pm or midnight on Friday - Sunday. Consideration must be given to those who wish to sleep.

Married students living with their spouses are asked to observe the curfew restrictions concerning noise, when visiting or hosting visitors and they should not host members of the opposite sex without their spouse being present.

### **Good Mannerisms**

- i. After using the toilet, make sure it is left clean and tidy. The person using it after you will be most grateful.
- ii. When making field trips or any kind of educational outings be attentive, courteous and friendly to lecturers, drivers, and all persons you come in contact with. Students are expected to behave in a respectful manner during all trips.
- iii. Respect the order of queues.
- iv. Give way and hold doors for others.
- v. Always stand and walk on the left side of corridors and stairways.
- vi. If a visitor appears to be lost, offer him/her your assistance.
- vii. Offer a helping hand to University staff whenever it is needed.
- viii. Greet and address people politely.

### **Special Requirements**

#### **1) Attendance of Class, Chapel and Care Groups**

Punctual attendance is required at all scheduled classes for which the student is registered. Chapels, Care Groups, and other specified University activities are considered as part of the curriculum; therefore, punctual attendance is expected of all students. These are not optional activities. For more detailed information regarding attendance requirements, especially emergencies, refer to the Academic Regulations.

#### **2) Absence from Campus**

When a dormitory student leaves the campus for any reason to be away overnight, he/she should let the Student Residence Officer or the Dean of Students know of their absence. This policy is in the best interest of the student.

### **Spiritual Life**

Pan Africa Christian University is an interdenominational university by student and community representation. As students of a Christian university whose mandate is discipleship, every student is required to live a life that is distinctively Christian and in harmony with the University's Christian values and in keeping with Biblical principles. Chapels, Care Groups and other specified University activities are considered as part of the curriculum; therefore, punctual attendance is expected of all students. These are not optional activities.

Spiritual life activities at PAC University consist of both required and personal choice activities. Spiritual nurturing is an important key to collective unity and effective ministry. To strengthen this very important dimension of university life, the Spiritual Development Team, which constitutes faculty, staff, and students, plans some regular activities.

### *i. Chapel and Care groups*

The spiritual life of the institution stands out as the distinctive mark of our institution. Every student is strongly encouraged as a biblical principle, to be part of, and actively involved in a local church. As a distinctively Christian University, it is required as indicated above that all full-time students attend Chapel services and care group meetings without fail. Failure to do so will result in disciplinary actions being taken by the institution as this is in contravention to our core values as a community.

### *ii. Fellowships*

Besides students being given opportunities to minister in Chapel, it is encouraged and expected that they will also be involved in other fellowships created in the institution, such as, the men and women fellowships, dorm fellowship (especially for those residing in the institution's housing units), 4Real Fellowship (a fellowship for the young and young at heart), Keshas (all night prayer vigils) etc.

### *iii. Christian Outreach*

In keeping with the biblical mandate to make disciples, PAC University endeavours to raise and send missions teams to schools and college rallies, evangelistic meetings, hospital visitation, prison ministry, youth work, inland missions, etc. These provide a rich source of practical experience for students to positively impact, affect, and change their society even as they are being trained. These also provide an opportunity for internship and mentoring to take place among the students. For more details about Missions at PAC University, see the Missions Coordinator of the Christian Union or the Chaplaincy office.

## **Cafeteria**

PAC University has a cafeteria that provides a wide variety of excellent meals for residents, non-residents, and visitors at a very affordable cost. The University does not provide catering services, however, it has outsourced a service provider who runs a cafeteria within the campus with student friendly rates. The service provider is competitively contracted on renewable terms in order to offer quality services that are evaluated from time to time

## **Resident Life**

The Student Council Social Affairs Coordinators will also serve as Resident Advisors. It is assumed that the maturity of each student will encourage peaceful coexistence and that all facilities will be kept neat and clean.

### **1) Resident Meetings**

Once a week all students in each dormitory will meet every Tuesday evening in the dorm for a time of community business and prayer. A dorm coordinator who is chosen by his/her peers guides these meetings. In these meetings, problems that have arisen should be dealt with.

### **2) Bedding and Linens**

The University provides each student with a bed, mattress, and pillow. Individual students are responsible for providing their own blankets, pillowcases, sheets, towels, and mosquito net (if desired).

### **3) Dorm Desks**

It is the intention that every dormitory resident will have their own desk in the dorm. Desks are not to be removed from the classrooms without the permission of the Registrar.

### **4) Saving Utilities**

Because of the constant rising costs, each student is asked to help avoid the needless waste of utilities by making sure that water and lights are not turned on needlessly nor left on needlessly.

### **5) Cleanliness**

Students are expected to keep the dormitory (i.e., their personal living space) and bathroom clean at all times. As well, students are responsible for the regular washing of their own laundry. Periodic checks of the bathrooms and dormitories will be made to ensure that they are kept in a clean and tidy manner.

### **6) Lights Out**

Out of courtesy and respect for fellow brothers and sisters, the University will observe an 11:15 pm curfew in the dorms, which means that lights shall be out, and dorm rooms shall be quiet until 6:00am.

### **7) Inter-Term Campus Housing**

This policy is formulated by the University Management Board and applies to all students. Foreign students may apply for permission to remain on campus by making a written request through the Administration Finance and Planning Office before the beginning of the final exam period. If approved, the current daily rate as established by the Management Board will be charged.

### **8) Emergencies**

The Dean of Students Office is available to handle after office hours and weekend emergencies when the normal office hours are over. As well, students should report to the Dean of Students Office regarding visitors, sickness, petitions for an emergency leave of absence, etc.

Day-visitors are welcome on campus; however, their presence should not interfere with your classes, chapels, or assignment schedules. It is expected, as a common courtesy that you introduce your guests to faculty and administrative staff as you cross paths on campus. Visitors are not allowed to sleep over-night on campus without permission of the Dean of Students Office and payment for the same. Due to our already full dormitories, overnight visitors are discouraged.

### **9) Departure**

At the end of each semester, resident students who do not have permission to remain on campus during the inter-term period must collect their personal effects and leave after their final exam. The dorm keys, sports equipment, music equipment, etc. must be returned. In the event that University property has been damaged or lost by the student, proper financial arrangements to cover this damage or loss must be made before leaving the campus. Please note that the University is not responsible for any personal belongings that have been left behind, accidentally or intentionally.

## **Other Welfare Services**

### **1) Student Lounge**

This room has been designed to provide a comfortable, relaxed environment for all students. It is



not meant to be a study room or committee meeting room but a place where students can visit with other students and campus guests, play games, or watch television.

## **2) Students Shop (Duka)**

This exists for the convenience of the University community. In its inventory, it has sodas, sweets, toothpaste, aspirin, deodorant, etc.

## **3) Bookshop Services**

The Evangel bookshop at the administration building stocks books, other reading materials, and stationary to cater for the University community, e.g., pens, pencils, paper, envelopes, stationery, etc. A number of other services are also available including photocopying.

## **4) Recreational and Social Activities**

A regular schedule of intramural sports activities is arranged by the Student Council Committee for Sports and Social activities under the leadership of the Campus Affairs Coordinators and the Sports Coordinator. There are also, opportunities that arise for competition with other Universities. All students are encouraged to participate in the sports programme.

## **5) Fundraising meetings**

The University does not facilitate private fundraising meetings on campus. Students in financial need may apply for assistance from the Student Council Benevolent Fund.

## **6) Health**

Illnesses that prevent a student from attending classes or requires medical attention are to be reported immediately to the Registrar or Dean of Students. The student is also responsible to inform their lecturers that they will be unable to attend any classes. Please refer to the Medical Policy for other related medical matters.

### **SECTION 3: MEDICAL POLICY**

All full time students must have an adequate medical cover. This is in line with Commission for University Education (CUE) and Government expectations. There is a coverage that is available at the University and officially endorsed by the Student Council.

If a student is not satisfied with the coverage available through the University, they may obtain their own coverage from a qualified insurance provider and simply provide the University, through the Dean of Students Office, with proof and the details. Since Insurance policies are an annual engagement, the University requires a letter of renewal every year for those with alternate medical covers.

As a student, you must have medical insurance. If proof of another insurance cover is not given during registration the PAC University option will be applied.

### **SECTION 4: STUDENT DISCIPLINE**

#### **Role of the University Senate**

The Senate, which is chaired by the Vice Chancellor, is entrusted with the responsibility of ensuring that student discipline is maintained. The Senate makes regulations governing the discipline of students for breaches of the Code of Conduct and regulations governing student conduct. These regulations are published in the Student Handbook. The Student Disciplinary



Committee operates under the Senate and deals with all matters of student's discipline referred to it.

### **Code of Conduct**

The University's basic standard of behaviour requires a student: (a) to not violate any County or state laws, and (b) to not interfere with or disrupt the orderly educational process of PAC University. Any student violating either of these basic principles is violating the rules and regulations of PAC University. A student is not entitled to greater immunities of privileges before the law than those privileges enjoyed by the citizens of Kenya.

For all matters of discipline, students must comply with the provisions of the Code of Conduct. When a member of the University community feels a student is living in violation of the Code of Conduct, it is recommended that, where feasible, the steps of loving confrontation and dialogue be followed. Where circumstances warrant a proof of violation is evident, the infraction should be brought in writing to the attention of the Dean of Students.

### **The Disciplinary Purpose and Process**

The University strives to be fair in the handling of student conduct cases. The procedures outlined in this section represent the steps employed to reach a resolution in cases of alleged misconduct. The University's policies concerning students' behaviour are in terms of an educational and rehabilitative approach. The former approach emphasizes assisting students to understand and accept responsibilities for their behaviour. Both the interests of the student and the University are taken into account in deciding the desirability of undertaking a programme of rehabilitation within the University. When a member of the University community feels another member is living in violation of what the University's Code of Conduct prescribes, it is recommended that, where feasible, the steps of loving confrontation and dialogue described in Mathew 18:15-22 be followed.

Where circumstances warrant and proof of offence is evident, infraction should be brought to the attention of the Dean of Students. Upon receiving a report regarding alleged violation(s), the Dean of Students will consider information acquired from the reporting party and will conduct further investigation to augment that information. If the Dean of Students determines that there is sufficient information to proceed with the student discipline process, the Office of the Dean of Students will give written notice to the student of the following:

1. The nature of the conduct in question and the basis for the allegation, including a brief statement of the factual basis of the charges, including the date or period of time and the location of the alleged incident where necessary, as well as, the University policies and regulations allegedly violated.
2. The nature of the student disciplinary procedures is to be accomplished by providing the student access to the PAC University Student Code of Conduct.
3. That the student has seven days from the date the notice was given to contact the Office of the Dean of Students for scheduling an initial meeting. Meetings are to be scheduled within five days of the student contacting the Office of the Dean of Students.
4. That if the student does not contact the Office of the Dean of Students within the seven-day period or fails to keep any scheduled appointment(s), a hold may be placed on the

student's University records. The student will be notified that this action has been taken. The placement of a hold on the student's University records may, for example, prevent the student from any future registering and from obtaining transcripts, verifications, or a degree certificate from the University. The hold will be removed only when the student either attends a scheduled meeting at the Office of the Dean of Students, or requests in writing that the case be referred to the Student Disciplinary Committee for a hearing.

5. That no degree or other credential may be conferred on a student until any pending disciplinary charges against a student are fully resolved. The Office of the Dean of Students may place a hold on that student's University records to prevent him or her from receiving their certificate.

In addition, the Dean of Students may direct the student to act or refrain from acting in a manner specified by the Dean. These directions may include directing the student not to intentionally contact, telephone, or otherwise disturb the peace of others specifically named for a specified period of time. These directions will not terminate the student's status as a student, and will not be construed as a finding of responsibility on the part of any student.

In cases involving an active police investigation, if the Dean of Students in conjunction with PAC University Disciplinary Committee determines that notice to the student may interfere with the criminal investigation, the Dean of Students may delay notice to the student for a reasonable period of time, for example, when the investigation involves the safety of a member of the campus community.

If the Dean of Students is not satisfied with a student's progress after appropriate counselling and self-discipline, he/she will report the matter to the DVC-Academic Affairs, who will then bring it to the attention of the Student Disciplinary Committee for consideration. If the infraction is critical and deserving of disciplinary action, the Student Disciplinary Committee will follow the appropriate steps of action.

The Vice Chancellor has the authority, in consultation with the Senate, to suspend a student for serious moral or legal problems. The Executive Committee of the University Council of the University must ratify the suspension within two weeks.

Only the University Council has the power to expel a student. This shall be done in consultation with the Vice Chancellor.

- a. The Committee shall normally meet at the request of the Dean of Students to decide appropriate steps of action. The extent of disciplinary action will depend upon the seriousness of the offence. The University reserves the right to take the following disciplinary actions:
  - i. **Warning:** This initial action of discipline may include counselling arrangements and the restrictions of privileges. Records will be kept.
  - ii. **Social Probation:** This action may include restriction of privileges and any other action, which is deemed redemptive and educational. It permits a student to remain on campus with particular conditions specified. Records of discipline will be kept and the students' parents, sponsors, and other affected stakeholders will be notified.

- iii. **Suspension:** In cases of flagrant violation of the moral stance of the University or continued behaviour, which originally caused the imposition or probation, students may be suspended. Suspensions may occur either during the semester or at the end of semester. During suspension, students are not permitted to attend classes or be involved in any campus activity. Parents, sponsors, and other affected stakeholders will be notified of the suspension. Credits from other institutions acquired during the time of suspension will not be accepted for transfer into PAC University.
- iv. **Expulsion:** when a student's behaviour so grossly violates the moral stance of the University community that it endangers the safety and/or moral character of others, the Senate may expel the student immediately awaiting ratification by the University Council. An appropriate notation on the student's record will be indicated with reasons for termination and parents, sponsors, and other affected stakeholders will be informed.
- v. **Criminal Activities:** Criminal activities will be reported to the police; however, the University reserves the right to take independent disciplinary measures as per the Code of Conduct without prejudice to what the courts may do.

## **SECTION 5: LIBRARY**

The University has a fully equipped library which is known as the Richard Ondeng' Library. It is accessible to all registered students during the duration of study. The Library has subscribed to scholarly, peer-reviewed e-journals and e-books through KLISC (Kenya Library & Information Services Consortium).

The e-resources links are available on the Library page on the University's website. The PAC University Library also houses a print book collection (presently around 30,000 volumes), as well as, magazines and pamphlet collections. The books are arranged according to the internationally recognized Library of Congress Classification Scheme.

### **Library Staff**

The library staff consists of the University Librarian, the Assistant Librarian, and several library assistants. The Library staff is trained to provide efficient service to all the Library users and to ensure that all Library regulations are observed. The Library staff is trained to provide efficient service to all the Library users and to ensure that all Library regulations are observed. Users of the Library should, therefore, not hesitate to approach the staff for guidance and help when required. Problems that cannot be solved by the Library assistants should be brought to the attention of the University Librarian. In the absence of the Librarian, suggestions or problems should be brought to the attention of the DVC - Academic Affairs.

### **Library Books**

#### **i. How to Find a Book**

- a. Every book in the Library is listed in the online public access library catalogue (**KOHA**) according to title, author, and subject. Shelves are clearly labelled to assist in locating the books. Note: Oversized books, (too tall for the ordinary shelves) are located on a special shelf designated OS in the line of the call number.

- b. Students will use the computerized library catalogue to find books in the Library. Details on this programme will be covered during the Library orientation and are included in the Information Technologies Resource Manual.

**ii. Reserve /Short Loan Books**

Reserve books are usually taken from the regular shelves, at the request of the instructors, and placed on the special shelf marked “Reserve Book Shelf”. Most textbooks are also found on this section. Books in this section may be used in the Library for the hours specified and may not leave the Library except for overnight loans, after 9:00pm on weekdays and 5:00pm on Saturdays. These books must be returned to the Library and to the shelf by 8:00am the following day except on Sundays. A fine of Ksh.10/= per volume per hour is charged for all “Reserve Books” not returned on time.

**iii. Reference Books**

Reference books are kept in a special reference section and marked ‘REF’ in red above the book numbers. These books include thesis, encyclopaedias, dictionaries, and general and specific reference volumes. **Please note that Reference Books can never leave the Library at any time.**

**iv. Journal and Periodical Collection**

The Library subscribes to various scholarly hard copy journals that support the curriculum of the University. The Library also subscribes to a number of magazines and newspapers to supplement the book collection. These are arranged in a single alphabetical arrangement, with the most recent edition on the top. Dated journals are bound, classified and arranged on the shelves in the Journals Section. **Please note journals /Periodicals (magazines and newspapers) cannot leave the library at any time.**

**v. Signing Out a Book**

When you have found a book you want to check out, go to the circulation desk. Present your student ID card. **NO BOOK MAY BE BORROWED WITHOUT THE PRESENTATION OF YOUR STUDENT ID CARD.** Open the front cover of the book and take out the white card. Write your name as it appears on the student ID on the space provided. The Library assistant will then stamp the card and replace it with a white slip showing the date you must return the book. Details regarding book sign out, return and reservation are managed at the Circulation Desk using the *Resource Mate* programme.

**vi. Return of Books**

When you are finished with a book you had borrowed (checked out), hand it over to the Library staff to check it in. **DO NOT PUT ANY BOOK BACK ON THE SHELF OR LEAVE THEM LYING AT THE CIRCULATION DESK.**

**Other Library Regulations**

**i. Library Hours**

- a. The Library is opened 8:00 am to 10:00pm, Mondays to Friday and 9:00am to 6:00pm on Saturday while the University is in session. The Library is always closed on Sundays and public holidays. During the inter-term breaks in April,

August and December, the Library is open for shorter hours. Books may be read in the Library during the inter-term but not signed out.

- b. All Library users are expected to observe silence inside and around the library premises. Cell phones shall be either on silent alert or completely off.

*ii. Loan Periods*

Students may borrow up to six books at one time for a period of two weeks, renewable once. All books loaned must be returned not later than the last day of exams at the end of the semester. Books may not be borrowed from the Library during the inter-term breaks. Books returned after the end-of-semester deadline will incur a fine of Ksh 500/= each.

**NOTE:** Any user of the PAC University library is responsible for any book issued to him/her and will be required to pay the cost of or damage to books borrowed.

*iii. Library Fines*

Fines of Ksh 5/= per volume per day will be charged for the late return of books. A fine of Ksh 10/= per volume per hour is charged for all reserve books not returned on time. Fines of Ksh 500/= per volume is charged for books remaining out after the examination period has ended. **THE RESPONSIBILITY FOR RETURNING BOOK IS WITH THE USER.** All unpaid accumulated Library fines will be added to the students account at the end of the semester. An unpaid student account prevents a student from writing exams and could prevent him/her from graduating.

*iv. Seating Space*

Seating in the Library is on a first come basis. There is no reserved table space. Library assistants are instructed to remove books etc., left on unattended table. The Library takes no responsibility for the loss or damage of any private property left in the Library.

*v. Re-Shelving of Books*

When you are finished using a book that you have not signed out within the Library, do not put it back on the shelf. Place it on the designated return books trolleys. Return all books you have signed out to a Library assistant. Your co-operation in not re-shelving the books is important in keeping the books in proper order so that they may be easily found.

*vi. Damage and Loss of Library Materials*

Any user who causes damage (this includes writing or marking the materials) or loss of any Library material or other property will be charged for replacement at current costs. On top of this a processing fee of KSH. 500 will be charged. The marking of books and other Library materials will be regarded as damage. Absolutely **NO food or beverages** are to be brought into the Library. Bottles of ink must also not be brought into the library.

*vii) Theft and Attempted Theft*

If you are stopped by the security guard at the check point and found to have materials that are not properly checked out, the Library will record the details of the incident, including your name, the time, and date. If it is determined, that you attempted to steal any Library materials, you will receive a letter of warning and a copy of this letter will be submitted to the Dean of Students for inclusion in your University records. You will

also be required to replace the material in question with the latest version of the same. In addition you will be banned from the Library for one semester.

**vii. *Non-University Users***

People who are not part of the University community may apply for a Library Pass. If granted, the Pass must be brought each time the holder uses the Library. Holders of such a Pass may use the Library holdings in the library, but do not have borrowing privileges. Such users are required to pay a membership fee and should see the Librarian for details.

**viii. *Young Readers Corner***

The young readers' corner is a collection of children's books for use by the children of members of the PAC University community. Parents may sign out two books per child at a time for two weeks. A separate sign out procedure is in place for these books as they are not included as part of the University library catalogue. Please see the Library assistants on duty for assistance.

**ix. *Electronic Gadgets***

Mobile telephones, computers, and any other electronic gadgets must be silent in the Library at all times. Mobile phones that do not have a mute function must be shut off. No phone conversation should be done inside the library.

## **Library Discipline**

- i. All users must observe total silence in the Library and its environs at all times.
- ii. All users are required to show their college IDs to the security officer upon entrance to the Library.
- iii. Use of mobile phones is strictly prohibited in the Library.
- iv. All bags, cases, folders, etc. must be left in the luggage area outside the Library.
- v. Users are not allowed to leave their baggage overnight in the Library. The Library shall not take any responsibility for loss of personal property or books already signed out to a user.
- vi. Users are not allowed to log in using their personal passwords at the search computers or to access the Internet from there. Do not shut down the Resource Mate programme after you are through with your search.
- vii. All users are required to show all items to the security officer before leaving the Library.
- viii. No student is allowed to enter the circulation area without the consent of the Library staff.
- ix. Anyone caught marking, defacing, or mutilating books or any other Library material will be expected to pay for the material with the most current edition of the same.
- x. Good order must be observed in the Library at all times, for example, placing of feet on the furniture, eating and drinking, smoking, sleeping, etc. will not be allowed.
- xi. Group discussions are only allowed in the discussion room and the noise must be kept to a minimum and should not disturb any other user in the Library.
- xii. Use of sound equipment's like radios, Walkman's, cell phones, etc. is strictly prohibited in the Library and its environs.
- xiii. Seats in the Library may not be reserved.



- xiv. Users are not allowed to reshelv books after removing them from the shelf. Leave the books on the table or on the trolley near the door.
- xv. No Library equipment may be moved, modified, or tampered with without permission from the Librarian.

### **Exclusion from the Use of the Library**

- i. The Library Committee shall have the power to suspend or exclude from the library any user who disregards the library rules and regulations.
- ii. The Library staff have the right to ask students to leave the Library if they are behaving inappropriately or causing disturbance to other users.

## **SECTION 6: COMPUTER LABORATORY USAGE**

### **Student Access & Storage**

- i. All lab users will receive a “user name” and password upon acceptance of their application for computer lab access. You are responsible for all activity under your account including any consequences from how your account is used. Your password is **not to be shared** with anyone else. If at any time, you feel unsure of the security of your account or you determine that an unauthorized person has accessed your account, please ask the Information Technology Department to change your password.

NB: Only those registered as lab users can use the computers at the lab.

- ii. Once processed, the lab fee for the current semester is non-refundable, and will not be returned upon the cancellation or termination of an account, or if one chooses not to utilize the computer systems on the campus. A refund of 50% of the current semester payments can be given if a user has never used the lab services, and intends not use even in the remaining part of the current semester, and if this request is made before the end of the first month of the semester that the payment was made.
- iii. All student accounts have a dedicated disk drive for storing files. At no time should student data be stored on the hard drive, desktop, or network shares. If you are having difficulty accessing your “home directory,” please notify the Information Technology Department.
- iv. Student home directories should never exceed 20MB in space. Students who are over the limit will be warned to clean off files to meet the space requirement. If an account ever reaches 20MB or more, access to the account will be restricted, and the student will need to contact the Information Technology Department to unlock the account again. Upon the expiration of your account in the computer lab, the drive and all files in it will be deleted.
- v. The home directories and shares are intended for the storage of documents and schoolwork only. **No software, photos, or music files** may be stored on the network under any circumstances. Any software, photos or music files found in the personal storage areas will be deleted immediately, without warning or notification to the user. Repeat offences will result in the user’s storage capacity reduced to 5MB or less.

- vi. No copy-written materials may be stored on the network without the express permission in writing by the author. The user storing copy-written information must notify the Information Technology Department in writing, and a copy of the letter of permission by the author must be submitted.
- vii. The public shares may never be used to distribute personal work with the intent to copy. Assignments should not be stored on the shares, as these are accessible by anyone on the network. If a school-related assignment is found on the public shares, the author will be notified and the file removed.
- viii. Users are not allowed to use PAC University Internet to download music or any other software. Users found downloading music or software will have their accounts deactivated until the next working day.

### **Email Use**

- i. All registered lab users are provided with a personal email account and address book. This account is accessed with your user name and password, and is for your use only. Do not allow any other person to use this account. You will be held responsible for any activity under the account.
- ii. Outgoing emails may contain attachments, but the email may not exceed 250KB without prior authorization from the Information Technology Department. The server will not process any outgoing email that is larger than this size restriction.
- iii. Emails that contain obscene, profane, lewd, vulgar, inflammatory, threatening, or disrespectful language are not to be sent at any time.
- iv. The harassment of another person is expressly prohibited. Harassment is persistently acting in manner that distresses or annoys another person.
- v. The email system is not to be used for the distribution of unsolicited email, mass mail outs, or the sending of advertising. This includes emails sent to the University-body as well as to people outside of the University.

### **Computer Operations**

- i. Only the computers in the computer lab are available for student use. These computers may only be logged on to using your user name and password. The network has security measures in place to prevent unauthorized users from using the system. User accounts will only be activated upon the full payment of lab fees.
- ii. The search computers in the library are intended for Resource Mate searching and educational research only. They may only be logged on to using the Library user name, not your own. The Resource Mate programme should never be closed, nor should these computers be shut down without permission from the Library Staff. If the search software is closed, do not attempt to open it again. Notify the Library Staff immediately, and allow them to correct the problem. Please limit use of these computers if there is a queue.
- iii. No **computer settings** may be changed at any time on the PAC University network. Any user found to be changing these settings will have their account deactivated until the following day. These settings include, but are not limited to:
  - a. Background wallpaper
  - b. Screen resolution
  - c. Screen savers



- d. Sound settings
  - e. Icons
  - f. Desktop themes
  - g. Mouse pointers
  - h. Network settings
- iv. At no time should additional software be installed on PAC University computers. This includes games, word processing programmes, maintenance utilities, and personal programmes.
  - v. No user should be involved in any activities that may damage or interrupt computer equipment. Disassembling computer parts or altering settings on computing hardware or software is prohibited. This includes the unplugging of equipment from power sources, network connections, or peripheral devices including mice and keyboards.
  - vi. A user found disassembling or changing computer settings will have their account deactivated until the next working day.

### **Etiquette & Safety**

- i. Email should not be used to send anyone you do not know personal contact information. This includes, but is not limited to your email address, mailing address, telephone number, the college mailing address, date of birth, etc.
- ii. Under no circumstances should attempts be made to obtain unauthorized access to the Pan Africa Christian University systems. This includes attempting to log in through another user account or attempting to access another person's files without their express consent. Discovery of unauthorized access attempts will result in the immediate deletion of the user account and the removal of access privileges for the remainder of the users' time at PAC University.
- iii. Deliberate attempts to disrupt computer systems, alter settings therein, or destroy data by spreading computer viruses or by any other means should never be made.
- iv. Computers should never be left unattended while you are logged in. If at any time you need to leave the computer, save all of your work and log off.
- v. Users should maintain silence when working in the lab. Our computer lab is a place of research. If you need to talk to another person, please move to where they are so you can talk in appropriate low tones. Users who engage in disruptive noise will have their account deactivated until the next working day.

### **Personal Computers**

- i. The use of personal computers on the PAC University network is permitted provided the user registers their device with the Information Technology Department. A user must pay the lab fee for the current semester to be allowed to use their own computers in the network. Any required hardware and software must be provided by the user, including cables, network cards, and peripherals. There is a one-time set-up fee of KSh. 500.00 for machines to be used on the network, and the Information Technology Department must do the network configuration of the client. This service can be withdrawn at any time without warning and without a refund of the set-up fee.
- ii. Any user on the PAC University network is subject to the terms of the PAC University Acceptable Use of Computer Technology Agreement, whether or not they are using a PAC University computer or a personal computer connected to PAC University network resources.

## Other Miscellaneous Regulations

- i. Visitors and children are not allowed into the computer lab.
- ii. Eating or drinking within the computer lab is prohibited.
- iii. Music in the lab is not allowed, unless one has earphones on, and keeps a low volume.
- iv. Your co-operation is needed:
  - It is the goal of the IT Staff to offer efficient services to the computer lab users. We request that you be patient to wait for your turn in case the I.T. person is attending to another user or performing some other urgent responsibility.
  - Bad language or shouting disrespectfully must never be used against the I.T. Staff under any circumstances. Any user guilty of this attitude will have their account disabled indefinitely. An extreme case will result in the cancellation of user account for the remaining part of the semester without the option of a refund.

## **SCHEDULE XI: COMMON REGULATIONS FOR THE MASTER'S DEGREES IN ALL SCHOOLS/INSTITUTES**

### Eligibility for the Master's Programme

1. The following shall be eligible for registration for the Master's degrees in the University:
  - a) Holder of a Bachelor's degree of the University.
  - b) A candidate who has obtained a degree or an equivalent qualification from other institutions recognized by the Senate as of comparable academic status/University.
  - c) In exceptional cases, Senate may also admit to the Master's programme, non-holders of a first degree provided such candidates can, on the basis of the research and academic work they have done, show that they are well qualified to undertake postgraduate work, by passing qualifying examinations.
2. Subject to the approval of Senate, Schools may formulate regulations requiring applicants to have attained such academic or equivalent qualifications, as may be consistent with the goals of their master's programmes.

### **Duration of the Master's Programmes**

1. The Master's programme in all Schools/Institutes shall normally extend over a period of two (2) academic years from the date of registration.
2. Durations:
  - (a) Minimum Duration**

A candidate is registered for the degree of Master's Programme over a minimum period of two (2) academic years. The first year will be used for any required coursework and examination. The second year, a candidate shall submit a thesis based on the research.
  - (b) Maximum Duration**

No candidate for the degree of Master of Arts shall be registered as a full-time student for more than four (4) academic years or as a part-time student for more than five (5) academic years without submitting his or her thesis, except by permission of Senate.
3. The Master's Programme in any School/Institute shall consist of:
  - a) Coursework and examinations, involving full-time attendance.
  - b) Thesis involving full-time attendance, and where the entire second year of the programme is devoted to the thesis.
4. Subject to the approval of Senate, Schools/Institutes may require the candidate to attend such a course or courses in the candidate's area of study or to endow the candidate with specialized skills or knowledge to assist him in his study or research. Performance in courses offered may be assessed.

5. Submission and Processing of Applications:
  - (a) Applications shall be submitted to the Registrar Academic Affairs on the prescribed forms.
  - (b) All applications for registration shall be processed by Board of Postgraduate Studies (BPS) in consultation with the Departments in which registration is sought and submitted to the Admissions office for submission to Admissions Committee.
  - (c) If satisfied with an applicant's suitability, the University shall register the candidate.
6. Before recommending a candidate for registration, the Institute/School concerned shall satisfy itself that:
  - (a) The proposed field of study is academically sound and can be pursued under the supervision of the University.
  - (b) The candidate has adequate opportunities for consulting his or her supervisor(s) at least once a month.
  - (c) The candidate can obtain access to material relevant to his or her study or research.
  - (d) The candidate has adequate facilities for practical work, where this is applicable.

### **Conduct of Studies and Supervision**

1. A candidate registered in accordance with these regulations shall be required to pursue the programme of study under instruction or supervision by academic staff appointed in that capacity by the Senate on the recommendation of the Institute/School Board concerned.
2. Candidates shall be required to consult their supervisor(s) at least once a month and to submit every three (3) months a written quarterly progress report to the Director, Board of Postgraduate Studies through the Supervisor, the Chairman of the Department and the Dean/Director of the Institute/School with an advance copy to the Director (BPS).
3. Each candidate shall be required to give a minimum of two (2) seminar presentations on a regular basis. The frequency of such seminars shall be determined by the Department. Seminar presentations are necessary to enable the Schools/Institutes and the supervisors to assess the candidate's progress more effectively and to keep candidates in constant touch with their respective Schools/Institutes. Proof of successful presentations of seminars shall be required for submission of the thesis.

### **Appointment of supervisors**

1. Recommendations on the appointment of supervisors shall be processed in the first instance by the Departmental Boards and then forwarded to the BPS, provided that the Department report periodically such recommendations to the Institute/School and thereafter the BPS shall report the appointments to Senate.
2. Before recommending the appointment of any supervisor(s), the BPS shall satisfy itself that the proposed supervisor(s) are competent in the candidate's subject area and the proposed field of research and are competent to supervise the candidate.

3. Normally, two (2) or more supervisors will be appointed for each candidate, from among the academic staff of the Institute/School concerned. However, Institute/School may appoint additional supervisor(s) as they deem necessary in individual cases.
4. Where an additional supervisor is appointed from outside the University, such a supervisor should avail evidence of competency in the candidate's subject area of study through publications produced since obtaining his degree. The curriculum vitae for the proposed supervisor shall be provided.
5. It shall be the duty of the supervisor to direct and supervise the work of the student in so far as it relates to the programme of study. In particular, a supervisor shall be required to:
  - a) Maintain constant and effective contact with the candidates assigned
  - b) Submit individually or jointly with other supervisors academic reports through the relevant Chair of Department and Dean/Director of Institute/School to the BPS on the progress of each candidate every three months
  - c) Inform the BPS through the relevant Department promptly, if in their opinion a given candidate is unlikely to reach the standard required for the award of a Master's degree.
6. Where the progress of a given candidate is as unsatisfactory as to result in his being de-registered, such a candidate shall be given a written warning by the Dean/Director of the Institute/School to the effect that unless signs of improvement are made within three months he/she would have to be de-registered. A recommendation for de-registration shall be made to the Senate through the BPS after two consecutive negative reports following the warning.
7. In the event that there is a disagreement between the student and his/her supervisor(s), the school postgraduate committee shall appoint an arbitration committee to arbitrate on the matter.

### **Examination of Candidates**

1. All candidates' coursework and examination shall be examined in all the courses for which they have registered during the particular year of study. Assessment of coursework during any year of study will be done during the semester in which the courses are taken (unless otherwise specified in the Institute/School regulations) consist of:
  - a) A written examination which shall constitute 40% of the total marks in each course; and
  - b) Continuous coursework assessment based on essays, assignments and such other tests as the regulations of the Institute/School concerned may prescribe, constituting 60% of the overall end-year assessment.
2. The pass mark in all Schools/Institutes shall be 60%. Candidates taking the first year examinations shall be required to pass in all the courses for which they are registered before they can proceed to the second year. Retakes of examination can only be done when the course is on offer.
3. The first year examinations results shall be processed through the Department and Institute/School concerned and submitted to Senate for approval.

## Submission and Examination of Thesis

1. A candidate shall give notice in writing with an abstract of the work to the Director, Board of Postgraduate Studies at least three months before the intended date of submission with copies to the Dean/Director and Chair of Department.
2. Requirements:
  - a) Every thesis submitted for examination shall be in Four (4) copies in loose bound, and a soft copy version of the same, and must include;
    - i. A declaration by the candidate confirming that the thesis has not been submitted for a degree in any other Institution
    - ii. A declaration that the contents of the thesis are the original work of the candidate
    - iii. The signature of the supervisor(s) certifying that the candidate has pursued his study in accordance with the regulations and recommending the thesis for examination
  - b) The final version of the thesis (6 copies) in bound and soft copy forms after examination shall remain the property of the University
22. A thesis submitted for the degree must be adequate in form and content. It must also include full bibliography of the materials used in its preparation whether published or otherwise, and it must also conform with the regulations for the submission of thesis of the University.
23. The Senate shall, on the recommendation of the Board of the Institute/School concerned, appoint in respect of each candidate presenting a thesis, a Board of Examiners consisting of:
  - a) Dean/Director of the Institute/School of the concerned department as a member of the Board of Examiners
  - b) An external examiner;
  - c) Two internal examiner one of whom must not have supervised the candidate
  - d) Two other persons competent in the discipline related to the candidate's area of research, at least one of whom should be external to the Department
  - e) The Director Board of Postgraduate Studies or a representative
24. The external examiner and each of the internal examiners shall be required to submit within two (2) months an independent written assessment of the thesis direct to the Director (BPS) indicating:
  - a) Whether or not the thesis is adequate in form and content
  - b) Whether or not the thesis reflects an adequate understanding of the subject and in consequence
  - c) Whether or not the degree should be awarded
  - d) Any correction to be made before award of the degree
25. As soon as all the examiners' reports are received, the Director (BPS) shall convene a meeting of the Board of Examiners in consultation with the Dean/Director of Institute/School concerned at which the examiners' recommendation and other

academic matters arising from the thesis shall be considered. A consolidated report and appropriate recommendation shall be prepared for submission to Senate through the BPS within two weeks.

26. Candidates shall be required to present themselves for oral examination and the Dean/Director of Institute/School shall inform them of the time and place of the meeting of the Board of Examiners. Provisional results shall be released to the candidate after the meeting only where the recommendation of the Board of Examiners is unanimous.
27. Where the recommendation of the Board of Examiners is unanimous for or against the award of the degree, and where such unanimous recommendation is consistent in all respects with the reports of the external examiners, and the results of an oral examination, the Director of BPS shall forward such recommendation to the Vice Chancellor for approval on behalf of the Senate.
28. Where the recommendation of the Board of Examiners is not unanimous or the recommendation is not consistent in material respect with the matters referred to in regulation 29, it shall be referred to the full BPS for an appropriate recommendation to Senate.
29. The Senate may, on the advice of the Board of Examiners and the BPS, invite a candidate to correct/re-submit a thesis. The period of re-submitting thesis shall be divided into three (3) months for minor corrections and six (6) months for major corrections. Re-submission shall be within twelve (12) months and shall be subjected to the normal processes of the Senate.
30. A thesis accepted by the University and subsequently published in part or in whole and in whatever form, shall bear the inscription, "work forming partial fulfilment of the requirements for the degree of Master of Pan Africa Christian University".

## **SCHEDULE XII: COMMON REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY IN ALL SCHOOLS/INSTITUTES**

### **Eligibility for Registration**

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

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

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

### **Submission and Processing of Applications**

3. Applications shall be submitted to the Board of Postgraduate Studies on the prescribed forms.
4. In submitting an application, an intending candidate shall submit for approval of the Department concerned and the BPS, research proposal not exceeding twenty (20) (double spaced) typed pages excluding bibliography and appendices and the place at which he intends to carry out the study or research provided that the Department shall report to the Institute/School.
5. Before recommending a candidate for registration, the Institute/School concerned shall satisfy itself that:
  - a) The proposed field of study is academically sound and can successfully be pursued under the supervision of the University.
  - b) There exists adequate opportunities for consulting his or her supervisor(s).
  - c) There exists adequate academic facilities and resources for effective research.

### **Form and Duration of Registration**

#### **(a) Minimum Duration**

A candidate registered for the Degree of Doctor of Philosophy shall carry out a programme of original research over a minimum period of three (3) academic years after the date of



registration or after completion of any required coursework and examination and shall submit a thesis based on the study of research done. Provided that for part-time candidates the minimum period shall be five (5) academic years.

#### **(b) Maximum Duration**

No candidate for the degree of Doctor of Philosophy shall be registered as a full-time student for more than five (5) academic years or as a part-time student for more than seven (7) academic years without submitting his thesis, except by permission of Senate.

6. Subject to the approval of Senate, Schools/Institutes, may require the candidate to attend such a course or courses in the candidate's academic area of study or to endow the candidate with specialized skills or knowledge to assist him in his study or research. Performance in courses offered may be assessed.
7. On the recommendation of the School Board concerned and within the first two years from the time of registration, the Senate may permit a candidate to change his registration status from a part-time student or vice versa once only, in which case regulation 5 above shall apply to such a candidate as initially been admitted to the status he now seeks.

#### **Conduct of Studies and Supervision**

8. A candidate registered in accordance with these regulations shall be required to pursue his/her programme of study under the supervision of academic staff appointed in that capacity by Senate on the recommendation of the Institute/School concerned and the BPS.
9. Candidates shall be required to consult their supervisor(s) or co-supervisors at least once every month and to submit the prescribed quarterly report forms available in the BPS every three months and every six months for part-time candidates to the Dean/Director of the Institute/School through the supervisor(s) and Chair of the Department with a copy to the Director, BPS.
10. Each candidate shall be required to give a minimum of four (4) seminar presentations on a regular basis. The frequency of such seminars shall be determined by the Department. Seminar presentations are to enable the Institute/School and the supervisors to assess the candidate's progress more effectively and to keep candidates in constant touch with their respective Institute/School. Proof of successful presentation of seminars shall be required for submission of Thesis.
11. Recommendations on the appointment of supervisors shall be processed in the first instance by Departmental Boards and forwarded to the BPS. Provided that the Department shall report periodically such recommendations to the Institute/School and the BPS shall report the appointments to the Senate. The minutes of the meeting in which the recommendations were made must be presented to the Director, BPS.
12. Before recommending the appointment of any supervisor, the Department shall satisfy itself that the proposed supervisor is competent in the subject area and field of research in which the candidate proposes to work.

13. Where a supervisor is appointed from outside the University, such a supervisor should show evidence of competence in the area of study through publications produced since obtaining his higher degree, as indicated in a curriculum vitae. Such evidence should be requested only once from the respective external supervisors.
14. Normally, two supervisors will be appointed for each candidate, one of whom must be among the academic staff in the Department. However, Department may appoint additional supervisor(s) as they may deem necessary in individual cases.
15. Allocation of students for supervision to academic members of staff should be done in a fair and equitable manner taking into consideration the area of specialization, funding, teaching load and other related research activities.
16. It shall be the duty of each of the supervisors to guide and supervise the work of the student in so far as it relates to the programme of study. In particular, a supervisor shall be required to:
  - a) Maintain constant and effective contact with candidate(s) assigned.
  - b) Certify at the end of every three months on the prescribed forms that the candidate has received supervision. The candidate should also certify that he has received adequate supervision.
  - c) Inform the BPS through the relevant Department and Institute/School at once, if in his opinion a given candidate is unlikely to reach the standard required for the award of a PhD degree.
17. Where the performance of a candidate is considered unsatisfactory as shown by:
  - Either
  - i. Failure to consult the supervisor as required under Regulation 10
  - Or
  - ii. The receipt of an unsatisfactory report from the supervisor(s) under Regulation 16 (c) then the candidate shall be given a written warning by the Dean/Director, copied to the Director Board of Postgraduate Studies to the effect that, unless he shows signs of improvement within three months, he would be considered for de-registration. A recommendation for de-registration shall be made to the A through the BPS only after receipt of two consecutive negative reports following the warning.
18. In the event that there is a disagreement between the student and his supervisor(s) or between his supervisor(s), the BPS shall appoint an arbitration Committee to arbitrate on the matter.

### **Submission of the Thesis and Examination of the Candidate**

19. At least three months before a thesis is submitted with the approval of all the supervisors, a candidate shall give notice in writing to the Director of the BPS with copies to the Dean/Director of the Institute/School, and Chair of the Department and an abstract outlining the general scope of work.
20. Every thesis submitted for examination shall be in four (4) copies and in loose binding form, and a soft copy version of the thesis, and must include a declaration by the candidate

confirming that the thesis has not been submitted for a degree in any other institution of higher learning and that the contents of the thesis are the original work of the candidate. Every thesis shall bear the signature of the supervisor(s) indicating that the thesis has been submitted with his knowledge.

21. The final version of the thesis (6 copies) after examination, and a soft copy of the same, and approval for the award of the degree must be in bound form. All six copies shall remain the property of the University.
22. A thesis submitted for the degree of Doctor of Philosophy must make a distinct, significant and substantial contribution to the knowledge and show understanding of the subject and display originality of thought. It must also include a complete bibliography or references to the materials used in its preparation, whether published or otherwise and it must also conform to the regulations for the submission of theses of the University.
23. The Department shall, on the recommendation of the Board of the Institute/School Concerned, appoint in respect of each candidate presenting a thesis, a Board of Examiners consisting of:
  - a) Dean/Director of the Institute/School, or his/her competent representative
  - b) An External Examiner
  - c) Two Internal Examiners one of whom must not have supervised the candidate
  - d) Two other persons competent/conversant in the discipline related to the candidate's area of research, at least one of whom should be external to the Department
  - e) The Director of the BPS or a representative
24. The External Examiner and the Internal Examiners shall each be required to submit to BPS within two (2) months of submission of the thesis, an independent written assessment of the thesis indicating:
  - a) The scope, form and character of the thesis
  - b) Whether or not the thesis is adequate in form and content
  - c) Whether or not the thesis reflects an adequate understanding of the subject and displays original thought
  - d) Whether or not the degree should be awarded
  - e) Any corrections to be made before the award of the degree
  - f) Whether or not the thesis makes a distinct, significant and substantial contribution to the existing knowledge
25. The examiners must acknowledge receipt and acceptance to examine the thesis within two (2) weeks of submission of the thesis failure to which the thesis shall be recalled within two (2) months.
26. Within a month of the receipt of all the examiner's reports, the BPS in consultation with the Dean/Director of the Institute/School concerned shall convene a meeting of the Board of Examiners at which the Examiners' reports, other academic matters arising from the thesis, and the candidates defence shall be considered, provided that where an external examiner is not able to attend, his report shall suffice. A consolidated report and appropriate recommendation shall be prepared for submission to Senate through the BPS within two weeks.

27. Candidates shall be required to present themselves for oral examinations and the Dean/Director shall inform them of the time and place of the meeting of the Board of Examiners. Provisional results shall be released to the candidate after the meeting only where the recommendation of the Board of Examiners is unanimous.
28. Where the recommendation of the Board of Examiners is unanimous for or against the award of the degree, and where such unanimous recommendation is consistent in all respects with the reports of the external examiner and the results of an oral examination, the Director of BPS shall forward such recommendation to the Vice Chancellor for approval on behalf of the Senate.
29. Where the recommendation of the Board of Examiners is not unanimous or the recommendation is not consistent in material purpose with the matters referred to in regulation 29 above, it shall be referred to the full Board of BPS for an appropriate recommendation of the Senate.
30. The Senate may, on the advice of the Board of Examiners and BPS, permit a candidate to correct/re-submit a thesis for re-examination. The period of re-submitting the thesis shall be four (4) months for minor corrections and eight (8) months for major corrections. Re-submission shall be within twelve (12) months and shall be subject to the normal Senate processing.
31. A thesis accepted by the Senate and subsequently published in part or in whole and in whatever form, shall bear the inscription "work forming part of the requirements of the degree of Doctor of Philosophy of Pan Africa Christian University".

### **SCHEDULE XIII: REGULATIONS FOR PREPARATION AND THE SUBMISSION OF THESIS**

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

Full name of the Candidate Then “A thesis submitted in (partial)\* fulfilment for the Degrees of (insert name of degree) in the PAC UNIVERSITY. This statement should appear at the middle of the page. The year (the whole title page should be symmetrically arranged).
4. The second page must contain the order indicated below:
  - a) A signed declaration by the candidate with the following statement: “This thesis is my original work and has not been presented for a degree in any other University”.
  - b) A signed declaration by each of the University supervisors with the following statement: “This thesis has been submitted for examination with my (our) approval as University Supervisor(s)”.
5. The third page of the thesis (and following if necessary) should contain a table of contents with page numbers.
6. A summary of the contents of the thesis not exceeding a thousand words should follow, beginning on a new page.
7. Tables, text, figures, diagrams, and plates should be numbered in separate sequences and should be cited by number of the text. Each table, text figure, diagram and plate should have a full caption. Text, figures and diagrams should in general be reproduced by photographic or similar means. There should be a 60mm margin around all text, figures, diagrams and plates, and all lettering must be in stencil or its equivalent.
8. Literature must be cited by author and date or by number in the text, and a list of references must appear at the end of thesis. Departments may vary in the way they should like literature cited and candidates should consult their supervisors.
9. Each copy of the thesis to be bound in black. Advice might be sought from the University Librarian in this matter.

- a) The spine of the thesis should be embossed in gold with surname and initials of the candidate, the degree for which the thesis is being submitted, and the year. The writing should read from the bottom to the top of the spine.
  - b) The top cover should be embossed in gold with the title, author, degree (including and University) and the year of submission.
10. Candidates should consult their supervisor if they require any advice on any matter concerning the form of a thesis not covered by these regulations. The word “partial” is only to be used if there are other parts in the degree programme.