

# **GUIDELINES FOR PREPARING A PROPOSAL FOR ESTABLISHMENT OF A UNIVERSITY**

The basic requirements for the establishment of a new university are stipulated in the Universities (Establishment of Universities) (Standardization, Accreditation and Supervision) Rules, 1989, Section 7 (1) (a-f). Rule 7 is the basis for preparing a proposal document for establishing a new university.

These guidelines, however, give more details on what is expected under each section of the above Rules. Section 7(1)(a-f) should form the different chapters of the proposal so that the Introduction, becomes chapter one; Section 7(1)(a) becomes chapter two and Section 7(1)(b) becomes chapter three and so on.

These guidelines should be used together with the Universities Act (cap.210B) and the Universities Rules, 1989.

## **1. CHAPTER 1: INTRODUCTION**

1.1 The historical background of the proposed university, indicating the historical, economic, Socio-cultural, and other perspectives that have shaped the evolution of the idea of a university and the persons involved.

The experience the sponsors have to enable them to start a university.

1.2 This chapter should include the list and brief description of other related institutions, if any, under the same sponsors.

1.3 Justification for the proposed University.

1.4 The Vision, Mission and Philosophy of the proposed University.

### **a) Vision**

A statement on what the institution is expected to develop into in future.

### **b) Mission**

This should include:

- Purpose statement;

- Business statement; and
- Value statement.

**c) Philosophy**

This is a description of the institutional beliefs, values and tenets upon which the institution will be founded.

## **CHAPTER 2: THE PROPOSED NAME, LOCATION AND ACADEMIC CHARACTER**

### **2.1 The Proposed Name**

- a) The name that will be legally protected.
- b) The name should not be the same as that of an existing institution.

### **2.2 Location**

This section provides the description of the seat of the proposed University including the L.R. number, administrative district, postal address, telephone and fax numbers, e-mail etc.

### **2.3 The Academic Character**

- a) The sponsor, which should be a legal entity.
- b) Academic orientation of the proposed university, which should be consistent with the philosophy of the university.
- c) A list of the programmes to be offered.
- d) Type of academic organization, for example, departments and faculties.
- e) Teaching – Learning processes including research.
  - Mode of delivery.
  - Organisation of academic year.
- f) Expected initial student enrolment and the expected enrolment as the university expands.

## **CHAPTER 3: AIMS AND OBJECTS**

The aims and objects of the proposed university which must be consistent with the needs of university education in Kenya.

### **3.1 The aims**

These are broad statements of goals of the proposed university.

### **3.2 Objectives**

This should include teaching, research and community service, and should be stated in measurable terms.

### **3.3 Functions**

Functions are activities to be undertaken to achieve the stated objectives of the university.

### **3.4 Strategies** for achieving the stated objectives.

## **4. CHAPTER 4: FORM OF GOVERNANCE**

The form of governance through which the academic and Administrative affairs of the university are to be conducted.

### **4.1 (a) Organs of Governance** to include:

- Board of Trustees or equivalent (Trust Deed should be appended).
- Governing Council or equivalent.
- Senate or equivalent.
- Management Board or equivalent.

### **b)** For each organ state its:

- Membership, indicating Chairman and Secretary:
- Terms of reference:
- Standing Committees.

### **c)** Organisational Chart indicating relationships between the organs of governance.

### **4.2 Administrative and Academic Structures:**

- a) Chief officers of the proposed university indicating:
  - Appointing Authority.
  - Broad responsibilities.
  - Reporting relationships.

- b) Administrative and academic organizational charts depicting reporting relationships between the officers.

## 5. **CHAPTER 5: ACADEMIC PROGRAMMES**

- 5.1 An outline of the academic programmes intended to be conducted at the university, indicating areas of specialization where applicable.
- 5.2 The phases of implementation of the programmes.
- 5.3 The justification for mounting the programmes, which must be consistent with the aims and objectives of the university.

*N/B. Detailed curricula of academic to be mounted in phase one which have been approved by the Commission should be appended.*

## 6. **CHAPTER 6: ACADEMIC RESOURCES**

Academic resources (including finances, staff, library services and equipment) and physical facilities appropriate to and adequate for the proposed academic programme or programmes to be conducted at that university which have or can be procured and the manner in which these will be sustained on a long-term basis.

### 6.1 **Human Resources**

This should include both academic and non-academic staff.

#### a) Academic Staff

Their qualifications and experience indicating part-time and full-time staff.

Each Department should have at least:-

- One Professor/Associate Professor
- Two other academic staff at the level of a lecturer.

The person to initiate the programme should be professionally qualified and experienced to provide academic leadership.

b) Non-academic Staff

Qualified and experienced non-academic staff who will support the various services of the proposed university.

6.2 **Library Resources**

- a) appropriate and up-to-date collection,
- b) collection capacity,
- c) seating capacity.
- d) library staff,
- e) library services,
- f) access to information,
- g) equipment, and
- h) a detail description of the proposed university library prepared in accordance with the University Rules 1989 and Guidelines for University Libraries in Kenya (to be appended).

6.3 **Physical Resources**

These are teaching facilities available at the proposed university.

They should include:

- land,
- academic and administrative offices,
- lecture rooms,
- laboratories,
- utility services (water, sewage, electricity)
- fire safety,
- games and sports facilities,
- health facilities, and
- library facilities.

6.4 **Financial Resources**

- a) Sources of finance and expected income from each source for the first four years.
- b) Expected income and expenditure for the first ten years taking into account the expected expansion in student enrolment, staff recruitment and development, expansion of programmes and capital development.
- c) The proposed university should have a Trust Fund where all monies raised for the university are accredited.

7. **CHAPTER 7: TIME TABLE**

- 7.1 A Time Table which indicates the steps expected to be taken in the next three years towards the realization of the aims and objects for which the university is to be established.
- 7.2 Gant chart showing when various activities will be undertaken.

8. **APPENDICES**

**Appendix I**

Detailed curricula of the programmes to be mounted in phase one prepared in accordance with the Guidelines for preparing Curriculum of the Commission for Higher Education.

**Appendix II**

Trust Deed

**Appendix III**

This should give the detailed description of the proposed University Library.

**Appendix IV – Physical Resources**

Copies of the following documents:

- Architectural Drawing of the buildings.
- Charge of user documents.
- Certificate of Search.
- Borehole log.
- Laboratory Analysis of Water (Chemical and Biological) – From recognized laboratories.

**Appendix V**

A ten year Master Plan indicting physical, academic and financial resources.

**Appendix VI**

- Rules and Regulations governing student conduct and discipline.
- Terms and conditions of service for staff.

## **Appendix VII**

Student Handbook to include:

a) **University Admission Requirements**

- Minimum entrance requirement.
- Other admission requirements.
- Application for admission to the University.

b) **Financial Requirements**

- Tuition fees
- Accommodation & Catering.
- Examination fees.
- Medical fees.
- Registration fees.

c) **Student Welfare Services**

- Counselling services
- Sports facilities
- Health Services