



COMMISSION FOR UNIVERSITY EDUCATION

FORM/CUE/Acc./11

GUIDELINES FOR PREPARING A PROPOSAL FOR ESTABLISHMENT OF A NEW UNIVERSITY IN KENYA – 2015

A. BACKGROUND INFORMATION

1. Legal basis

The basic requirements for the establishment of a new university are stipulated in the *Universities' Regulation, 2014*. Regulation 5 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 Regulations. Section 5(1)(a-i) should form the different chapters of the proposal in the order given in these guidelines.

These guidelines should be used together with the *Universities' Act No. 42 of 2012*, the *Universities Regulations 2014* and the *Universities Standards and Guidelines, 2014*.

2. Language and Format

The proposal should use formal language similar to that used in reports. Each paragraph should be numbered using the decimal system up to two decimal places. Thereafter, letters of the alphabet followed by Roman numerals should be used.

The cover page should bear the name of the proposed University and the following words in font number 16 and appropriately spaced:

**“PROPOSAL FOR THE ESTABLISHMENT OF A UNIVERSITY SUBMITTED TO THE
COMMISSION FOR UNIVERSITY EDUCATION”**

3. Submission of the Proposal

Two spiral bound copies of the proposal should be submitted to the Commission together with an application Form (**FORM/CUE/Acc./I**) and an application fee of Ksh.810,000/=. The application form can be obtained from the Commission's Offices at Gigiri or be downloaded from the Commission's website (www.cue.or.ke).

The Proposal should include the following sections and sub-sections:

CHAPTER 1: INTRODUCTION

1.1 Historical Background

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

1.2 Experience of the sponsor

The experience the sponsor(s) has that enable them start the University. Priority should be given to the experience of the legal entity sponsoring the University; however, the experience of the key members can also be provided.

1.3 Other Related Institutions

This section should include the list and brief description of other related institutions, if any, under the same sponsor(s).

1.4 Justification for the proposed university

This should include an indication of the niche the University is expected to fill. It should as far as possible include facts and figures.

1.5 Vision, Mission and Philosophy

The Mission should include a business statement, a Value Statement and a Purpose Statement. The Philosophy should include the core beliefs and values that will guide the proposed university.

CHAPTER 2: THE PROPOSED NAME, LOCATION AND ACADEMIC CHARACTER

2.1 The Proposed Name

This is the name that will be legally protected. The name should not be the same as that of an existing institution. A brief background on the choice of name should be included.

2.2 The Location

This should include the description of the seat of the proposed University, including the LR numbers and administrative district, postal address, telephone number, fax number etc. The same information should also be given for other proposed campuses if any.

2.3 The Academic Character

2.3.1 *The sponsor*

- a) This subsection should include the name of the Sponsor;
- b) The Sponsor should be the legal entity sponsoring the University; and
- c) A Board of Trustees must be registered to hold in trust all resources of the University.

2.3.2 *Academic Orientation*

This section should indicate:

- a) The Academic Orientation which should be consistent with the Philosophy of the proposed University;
- b) The general thrust of the University's academic and research programmes;
- c) The mode(s) of delivery and teaching/learning processes.

2.3.3 *Academic Organization*

This subsection should:

- a) Indicate the organization of the University into units such as departments and faculties or schools;
- b) The organization of the University's calendar into trimesters or semesters.

2.3.4 *Initial student Enrolment*

- a) This subsection should include the expected initial student enrolment and the projected enrolment as the University expands. This should be given in tabular form covering at least the first 4 years;
- b) A brief statement on the strategy the University will employ to attract and retain students should be given.

CHAPTER 3: AIMS AND OBJECTIVES

The aims and objects of the proposed University must be consistent with the objectives of university education in Kenya. The aims, objectives and strategies should be given under discrete subheadings.

3.1 Aims

These are broad statements of the goals of the proposed University.

3.2 Objectives

These are specific objectives of the proposed University. They should include teaching, research and community service.

3.3 Strategies for the Objectives

There should be one or more strategies for achieving each objective.

CHAPTER 4: FORM OF GOVERNANCE

4.1 Organs of Governance

This section should comprise of the form of governance through which the academic and administrative affairs of the University are to be conducted. The section should highlight the various governance organs of the University, their composition, appointment and committees. These should include:

- 4.1.1 *Board of Trustees (The Trust Deed and Certificate of incorporation should be appended);*
- 4.1.2 *The Chancellor or equivalent;*
- 4.1.3 *Governing Council or equivalent;*
- 4.1.4 *The Vice Chancellor;*
- 4.1.5 *The Senate or equivalent;*
- 4.1.6 *The Management Board or equivalent;*
- 4.1.7 *The Faculty Boards;*
- 4.1.8 *The Departmental Boards;*
- 4.1.9 *Student body.*

An organogram capturing the interrelationship of the organs should be provided

4.2 Senior Officers

In this section,

- a) Indicate the Senior Officers of the University giving the broad responsibility, appointing authority and reporting relationship for each officer;
- b) Provide a chart on the administrative structure. The chart should include all officers discussed.

CHAPTER 5: ACADEMIC PROGRAMMES

This section should include:

- 5.1 An outline of the academic programmes intended to be conducted at the University, indicating areas of specialization where applicable;
- 5.2 An indication of the phases of implementation of the programmes;
- 5.3 The justification for mounting the programmes - This must be consistent with the aims and objectives of the University. This section should give the justification for each programme and should avoid repeating the justification given in Chapter 1

N.B. Detailed curriculum for programmes to be mounted in Phase 1 should be bounded as separate documents labeled as Appendix 1a.

CHAPTER 6: ACADEMIC RESOURCES

This section should include the academic resources (including finances, staff, library services and equipment) 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 section should include:

- 6.1.1 The proposed establishment for both academic and non-academic staff and the staff in-post;
- 6.1.2 Teaching staff and their qualifications and experience, indicating part-time and full-time staff. Each Department should have at least:-
 - One Professor/Associate Professor
 - 2 Other academic staff at the level of lecturer

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

- 6.1.3 Strategy for bringing on board the requisite staff.

Give a projection of the establishment for teaching staff and senior administration staff for the first 4 years.

Reference should be made to Standards and Guidelines on Academic Programmes in the Universities Standards and Guidelines, 2014

6.2 Library Resources

This section should include the:

- 6.2.1 *Vision, Mission and Objectives of the library;*
- 6.2.2 *Library Services available;*
- 6.2.3 *Number of volumes and titles available by discipline;*
- 6.2.4 *Number of journals titles the Library has subscribed to and the range of e-materials (e-journals, books, databases etc) available at the library;*
- 6.2.5 *Space available by functional areas and sitting capacity;*
- 6.2.6 *ICT infrastructure (inter and intranet connectivity, access points, number of computers etc);*
- 6.2.7 *Current and projected number of library staff;*
- 6.2.8 *Equipment.*

Reference should be made to Standards and Guidelines for University Libraries in the Universities Standards and Guidelines, 2014

6.3 Physical Resources

This section should comprise of:

6.3.1 *Teaching facilities available at the proposed university*

These should include offices, administrative offices, departmental areas, (including academic staff offices and seminar rooms), classrooms and laboratories.

6.3.2 Land including LR number of all parcels of land and indicate whether they are contiguous or not. State the parcel where the seat of the university will be;

6.3.3 Utility services like water, disposal sewage and electricity. Indicate safe yield of borehole (if any) and capacity of generator;

6.3.4 Fire and public safety provisions

Reference should be made to Standards of Physical Resources in the Universities Standards and Guidelines, 2014

6.4 Financial Resources

6.4.1 This section should indicate how the initial establishment and operation costs will be financed. Give figures on anticipated costs and sources of finance;

6.4.2 A detailed projection, with figures, on how the University will be sustained in the first four (4) years of operation should be provided;

6.4.3 Endowment fund if any should be provided;

6.4.4 Where establishment involves acquisition of debts, indicate how they will be serviced.

CHAPTER 7: TIME TABLE

In this section,

7.1 A timetable, which indicates the steps expected to be taken in the next four (4) years towards the realization of the Aims and Objects for which the University is to be established, should be provided;

7.2 A Gant Chart showing when various activities will be undertaken should be provided.

IMPORTANT:

The following Appendices must be given in addition to other exceptionally useful Appendices can.

8. APPENDICES

Appendix 1:

Detailed curricula of the programmes to be mounted in Phase 1, prepared in accordance with the Curriculum Design Guidelines and Standards and Guidelines on Academic Programmes.

Appendix 11:

Trust Deed and Certificate of Incorporation.

Appendix III:

Description of the University Library

Appendix IV:

Physical resources to include copies of the following documents:

- a) Land title deeds;
- b) Borehole log (if applicable);
- c) Chemical and biological laboratory analysis of water (NB. These must be from recognized laboratories);
- d) Change of user certificate (where applicable);
- e) Certificate of search;
- f) Approved architectural drawings of the buildings.

Appendix V:

- a) 5 years Master Plan showing the physical, financial and academic development of the university. It should include the Site Plan;
- b) 5 years Strategic Plan.

Appendix VI:

Rules and Regulations governing students' discipline.

Appendix VII:

Terms and Conditions of Service of Staff.

Appendix VIII:

Students Handbook - to include admission requirements, admission procedures and fees.