



MAASAI MARA UNIVERSITY

QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2008

ACADEMIC DIVISION PROCEDURE MANUAL

MMU/ACPM/AC/2013

VERSION: A

REVISION: 0

Authorized by: <u>Prof. David K. Serem</u> V.C.	Sign: 	Date: 4 th June 3, 2013
Issued by: <u>Prof. Gerald N. Kimani</u> MR	Sign: 	Date: 4 th June 3, 2013

TABLE OF CONTENTS

PROCEDURE NUMBER 1: COURSE ALLOCATION 3

PROCEDURE NUMBER 2: TIMETABLING 5

PROCEDURE NUMBER 3: TEACHING..... 7

PROCEDURE NUMBER 4: SETTING AND MODERATION OF EXAMINATIONS 10

PROCEDURE NUMBER 5: PROCESSING OF EXAMINATIONS 13

PROCEDURE NUMBER 6: INDUSTRIAL/FIELD ATTACHMENT/TEACHING
PRACTICE OF STUDENTS 17

PROCEDURE NUMBER 7: CURRICULUM DEVELOPMENT AND REVIEW 21

PROCEDURE NUMBER 8: RESEARCH 24

PROCEDURE NUMBER 1: COURSE ALLOCATION

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure transparency, effectiveness, efficiency and timeliness in course allocation.

1.2 SCOPE

This procedure applies to the distribution of course workload in the Schools in the University.

1.3 REFERENCES

- a) Quality Manual – *MMU/QP/MR/2013*
- b) University Statutes
- c) Current University Calendar
- d) Relevant Curriculum
- e) Current University Strategic Plan
- f) Current University Service Delivery Charter

1.4 TERMS AND DEFINITIONS

- a) DVC, AA – Deputy Vice Chancellor Academic Affairs
- b) HOD – Head of Department

1.5 PRINCIPAL RESPONSIBILITY

The Chairs of the Departments shall ensure that this procedure is adhered to.

2.0 METHOD

2.1 This procedure shall start at least six weeks to the start of a semester with the Chair of the Department as per the meetings procedure number 4 in the Administration Procedure Manual convening a departmental meeting to distribute the course workload.

2.2 In allocating the course workload, the meeting shall consider the following:–

- a) Area of specialization,
- b) Relevant curriculum,
- c) Availability of lecturers,
- d) Guidelines on lecturers Teaching workload,
- e) Number of expected students, and
- f) Relevant Courses from other schools.

- 2.3 In the event that there are deficiencies in staffing, the HODs shall proceed as per the procedure on staff recruitment and selection procedure number 1 in the Human Resource Procedure Manual.
- 2.4 After the meeting, the Chair of the Department shall forward the duly completed course allocation schedule to the Dean for approval.
- 2.5 In approving, the Dean of School shall consider:–
 - a) Equity in workload, and
 - b) Competence
- 2.6 In case of any deficiencies, the Dean of School shall make recommendations to the Chair for amendment and resubmission for approval.
- 2.7 Upon approval, the Chair shall forward the same to the University Timetable Director for timetabling as per procedure number 2 in this manual and notify the concerned lecturers of the approved workload as per communication procedure number 1 in the Administration Procedure Manual.
- 2.8 The Chair through the Dean shall forward a copy of the approved allocation to the DVC AA for information.

3.0 LIST OF APPLICABLE RECORDS

- 3.1 Evidence of meetings
- 3.2 Course Allocation schedule.
- 3.3 Evidence of communication

PROCEDURE NUMBER 2: TIMETABLING

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness and timeliness in timetabling.

1.2 SCOPE

The procedure applies to the preparation of the teaching timetables for the Certificate, Diploma, Degree and Post Graduate Programmes.

1.3 REFERENCES

- a) Quality Manual – *MMU/QP/MR/2013*
- b) Current University Calendar.
- c) Course allocations from schools.
- d) Previous teaching timetables.
- e) Relevant Curricula.
- f) Current University Statutes.

1.4 TERMS AND DEFINITIONS

- a) DVC, AA – Deputy Vice Chancellor, Academic Affairs.
- b) Registrar, AA – Registrar Academic Affairs.

1.5 PRINCIPAL RESPONSIBILITY

The NUC Timetabling Director shall ensure this procedure is adhered to and maintained.

2.0 METHOD

- 2.1 This procedure shall start after successful course allocation with the Deans of Schools forwarding the course allocation details to the Director Timetabling within 7 days after course allocation.
- 2.2 Upon receipt of course allocation details from all academic departments, the Director Timetabling shall within four weeks convene a timetable committee meeting to prepare the draft semester timetable.
- 2.3 After the meeting, the Director Timetabling, shall post the draft timetable to all notice boards with copies to the DVC, AA, Registrar, AA, Deans of Schools, Chairmen of academic departments, Examinations Officer and the Dean of Students for review and input.

- 2.4 At the end of the first week of semester, the Director, Timetabling shall in consultation with the School Timetable Coordinators make adjustments on the timetable based on the recommendations received from the various users.
- 2.5 After inclusion of all necessary adjustments, the Director, Timetabling shall generate the final master timetable, timetables for the various programmes and specific lecturer timetables and release them to the various users before the start of the second week of the semester.

3.0 LIST OF APPLICABLE RECORDS

- 3.1 Evidence of meetings.
- 3.2 Evidence of communication.
- 3.3 Master timetable.
- 3.4 Programme timetables.
- 3.5 Lecturer timetables.

PROCEDURE NUMBER 3: TEACHING

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to document and implement quality teaching for the University.

1.2 SCOPE

The procedure applies to teaching in the University.

1.3 REFERENCES

- a) Quality Manual – *MMU/QP/MR/2013*
- b) Current University Statutes
- c) Current University Calendar
- d) Current University rules governing the conduct of examinations.
- e) Relevant Curriculum
- f) Course Outlines
- g) Current University Strategic Plan
- h) Current University Service Delivery Charter

1.4 TERMS AND DEFINITIONS

- a) Teaching – Enabling students acquire holistic knowledge, skills, attitudes, competencies and behavior change.
- b) Course Lecturer – Member of academic staff whose responsibility it is to teach a prescribed unit in a given semester
- c) MR – Management Representative
- d) Logbook – An inventory of students’ learning activities
- e) Academic Year – University Calendar of teaching academic programmes.
- f) University Calendar – University annual publication that includes the almanac, the Statutes, the Act, Academic Programmes, Colleges and Faculties/Schools/institutes.
- g) Semester – Sixteen (16) weeks of University approved academic programmes.
- h) Hand outs – Documents containing specific information from where specific lectures are derived.
- i) DVC, AA – Deputy Vice Chancellor, Academic Affairs

- j) Curriculum – An approved document giving information on the course outline and content of specific programmes.
- k) Tutorials – Formation of students into small groups for enhancement of contact with the lecturer and student participation in discussion.
- l) Reference text books – Textbooks recommended to the students by the lecturers/department as reference material for the course.
- m) CAT – Continuous Assessment Test.

1.5 PRINCIPAL RESPONSIBILITY

The Chair of department shall ensure that this procedure is adhered to.

2.0 METHOD

- 2.1 This procedure shall start with Course Lecturer developing a course outline and teaching materials at least one week before the beginning of the semester and give a copy of the course outline to the Chair of Department and Dean of School.
- 2.2 The Course Lecturer shall provide the course outline to the students during the first contact with the students.
- 2.3 The Course Lecturer shall teach as guided by the course outline.
- 2.4 The Course Lecturer shall administer the first CAT between the 4th – 6th weeks of the semester; while the second CAT shall be administered between 8th –10th weeks of the semester.
- 2.5 The Lecturer shall ensure that CAT marks are availed to the students a week before they sit for their end of semester examinations and maintain a copy of the same.
- 2.6 The lecturers shall monitor students' attendance using the Student Attendance Register and shall note and report to the Chair any cases of absenteeism.
- 2.7 The Chair of the Department shall avail missed lectures form to the class representatives and record issuance in the Delivery Book. If a lecturer misses a lecture/practical, the Chair shall receive the missed lectures form and take action as guided by the Terms of Service.
- 2.8 The Dean of Schools shall ensure evaluation of lecturers by students is done through issuance of standard evaluation forms during the last week of teaching.
- 2.9 The Deans shall ensure analysis of the evaluation forms and preparation of a report to be forwarded to the DVC (AA) for information and the lecturers for improvement before the commencement of the next semester.

3.0 LIST OF APPLICABLE RECORDS

- 3.1 Course outline
- 3.2 Class attendance list
- 3.3 CAT Marks
- 3.4 Students Report on missed lectures
- 3.5 Course/Lecturer Evaluation Sheet
- 3.6 Lecturer Evaluation Report
- 3.7 Delivery Book

PROCEDURE NUMBER 4: SETTING AND MODERATION OF EXAMINATIONS**1.0 GENERAL****1.1 PURPOSE**

The purpose of this procedure is to ensure transparency, effectiveness, efficiency, integrity and timeliness in setting and moderation of examinations.

1.2 SCOPE

This procedure is applicable to setting and moderation of all examinations in the University.

1.3 REFERENCES

- a) Quality Manual – *MMU/QP/MR/2013*
- b) Current Applicable University Policies
- c) University Calendar

1.4 TERMS AND DEFINITIONS

- a) University Exam – Is a measurement tool to test skills and knowledge acquired within a specific period.
- b) Setting of Exams – Developing of test items
- c) Moderation – This is the process of assessing test items and test papers to ensure their appropriateness.
- d) Internal Moderation – Moderation that is conducted by Academic Staff at Departmental level to ensure that the required standards are met in connection with curriculum, course outlines, marking schemes and table of specification.
- e) External Moderation – This is Moderation that is conducted by the relevant University External Examiner.

1.5 PRINCIPAL RESPONSIBILITY

The Dean of the School shall ensure that this procedure is followed.

2.0 METHOD

- 2.1 This shall start with the Registrar AA as per the communication procedure number 1 in the Administration Procedure Manual reminding Deans of Schools of the examination dates within the first 2 weeks of every semester.
- 2.2 The Dean shall within 2 days of receipt of the communication write a memo to the chairs of the departments to ensure implementation of the same.

- 2.3 Upon receipt, the Chair shall ensure that the lecturers set both regular and supplementary examinations by the 4th week of the semester and hand in a set of hand written examination papers, course outlines and marking schemes. The Chair shall maintain evidence of the submission in the Exam Reception Register.
- 2.4 The Chair shall convene a departmental meeting to conduct internal examination moderation in the 5th week of the semester.
- 2.5 During the moderation, the meeting shall consider the following in moderating the papers and marking schemes:–
- a) Clarity of the questions
 - b) Levels of the question items
 - c) Coverage of the curriculum
 - d) Number of questions
 - e) Allocation of marks
- 2.6 Upon completion of the internal moderation exercise, the Chair shall take the moderated examinations to the External Examiners by the 6th week of the semester using official University Transport.
- 2.7 Upon receipt of the externally moderated examinations, the Chair shall forward the same to the respective course lecturers who shall consider and incorporate the changes recommended by the External Examiners by the 8th week.
- 2.8 The individual Lecturers shall hand in the examinations to the chair of the department who shall record them in the Departmental Exam Reception register and forward them to the University Examinations Officer for processing 5 weeks before the start of the examinations.
- 2.9 The Dean shall convene a consultative meeting with the Chairs of Departments to deliberate on the setting and moderation exercise during the 10th week.
- 2.10 Upon receipt of the University Examination Timetable, the Chair of the department shall prepare an examination invigilation schedule and display the same on the school notice board.
- 3.0 LIST OF APPLICABLE RECORDS**
- 3.1 Evidence of communication
 - 3.2 Evidence of meetings
 - 3.3 Examination reception Register

- 3.4 Delivery Book
- 3.5 Examination invigilation schedule
- 3.6 External Examination Moderators Report

PROCEDURE NUMBER 5: PROCESSING OF EXAMINATIONS

1.0 GENERAL

1.1 PURPOSE

This procedure is to ensure transparency, effectiveness, efficiency, integrity and timeliness in the processing of examinations.

1.2 SCOPE

This covers Course work/Continuous Assessment Tests (CATs), Theses/ Projects/ Clinical/Teaching Practice (TP)/Industrial Attachment/Field Courses/Oral/Written and University end year/semester examinations as stipulated in the University Statutes.

1.3 REFERENCES

- a) Quality Manual – *MMU/QP/MR/2013*
- b) University Statutes
- c) University Calendar
- d) University rules governing the conduct of examinations.
- e) Relevant Curriculum

1.4 TERMS AND DEFINITIONS

- a) University Exam – Is a measurement tool to test skills and knowledge acquired within a specific period.
- b) CAT– Continuous Assessment Test
- c) Setting of Exams – Developing of test items
- d) Moderation – This is the process of assessing test items and test papers to ensure their appropriateness.
- e) Internal Moderation – Moderation that is conducted by Academic Staff at Departmental level to ensure that the required standards are met in connection with curriculum, course outlines, marking schemes and table of specification.
- f) External Moderation – This is Moderation that is conducted by the relevant University External Examiner.

1.5 PRINCIPAL RESPONSIBILITY

The Dean of the School shall ensure that this procedure is followed and maintained.

2.0 METHOD

- 2.1 This procedure shall start with the Course lecturer collecting the examination scripts from the Chair who shall ensure the lecturer signs in the Examination reception Register.
- 2.2 Upon collection of the scripts, the Course Lecturer shall mark and enter all the marks in individual mark sheets within 4 weeks after the end of the examination period.
- 2.3 The Course Lecturer shall submit the marked scripts, marking schemes, course outline, question paper, examination attendance list and individual mark sheets to the chair of the department who shall ensure they sign in the Examination reception register.
- 2.4 Upon receipt of the documents in 2.3, the chair shall convene a departmental meeting to internally moderate the marks and arrange for external examination moderation within two weeks of receipt.
- 2.5 Upon receipt of the externally moderated exams, the chair of the department shall convene a departmental meeting to listen to the presentation of the external examiner(s).
- 2.6 The individual lecturers shall be responsible for incorporation of the agreed external examiner(s) suggestions.
- 2.7 After the implementation of the external examiner's suggestions, the chair of the department shall prepare the consolidated mark sheets and forward the same to the Dean.
- 2.8 Upon receipt of the consolidated mark sheets the Dean shall convene the school board of examiners for final moderation.
- 2.9 After moderation by the school board, the Dean shall table the results in Senate for discussion and approval.
- 2.10 In approving the results, the Senate shall be guided by:-
 - a) Completeness of the results,
 - b) Appropriate rubrics,
 - c) Consolidated mark sheets,
 - d) Pass/failure rates, and
 - e) Adherence to the procedure.

2.11 Upon approval by the Senate, the Dean of school shall release provisional examination results to students.

2.12 Ph.D./ Masters Thesis/Projects

2.12.1 This shall start with the Dean of School receiving a letter of intent to submit the thesis/project for examination from a candidate.

2.12.2 Upon receipt of the letter of intent, the Dean shall convene a meeting of the school post-graduate committee to appoint external examiner and two internal examiners and the examination board consisting of:

- a. Dean as the Chair
- b. Senate representative
- c. School representative
- d. Two supervisors
- e. Two internal examiners
- f. External examiner

2.12.3 The Dean shall table the names of the external examiner, internal examiners and the examination board in the subsequent Senate meeting for approval.

2.12.4 Upon approval, the DVC AA shall write letters of appointment to the internal and external examiners.

2.12.5 The Dean shall write to the candidate requesting for six spirally bound copies with a CD containing an editable soft copy of the thesis/project within one week after approval of the board of examiners.

2.12.6 Upon receipt of the thesis/project copies the Dean shall distribute them to the external examiner and the two internal examiners with letters of appointment, thesis/project marking guidelines, form of acknowledgement of receipt of the thesis/project and a form indicating date of completion.

2.12.7 Upon receipt of the thesis/project and the accompanying documents, the examiners shall complete the exercise within 30 days and return to the Dean signed thesis/project report and marks sheet indicating the grade attained.

2.12.8 Upon receipt of the thesis/project examination report and the accompanying documents the Dean shall notify the candidate and convene a meeting of the board of examiners for the candidate oral defense within 7 days.

2.12.9 Upon defense the outcome of the process shall be classified as:

- a. No Corrections
- b. Minor Corrections
- c. Major corrections

2.12.10 If the outcome is 2.12.9 (b), the candidate shall be required to effect the corrections in consultation with the supervisors within four weeks.

2.12.11 If the outcome is 2.12.9 (c), the candidate shall be required to go back to the field/laboratory and collect more data, analyze and resubmit the thesis/project within one calendar year for re-examination.

2.12.12 If the outcome is 2.12.9 (a) or after addressing the issues in 2.10.9 (b) and (c), the candidate shall submit six hard bound copies with a CD containing a soft copy of the thesis/project to the school within 3 months and the marks shall be forwarded to Senate for approval to graduate.

3.0 LIST OF APPLICABLE RECORDS

- 3.1 Exam Reception and dispatch Register
- 3.2 Evidence of communication
- 3.3 Evidence of meetings
- 3.4 External Examiners reports
- 3.5 Marked scripts
- 3.6 Marking schemes
- 3.7 Course outline
- 3.8 Question paper
- 3.9 Examination attendance list
- 3.10 Individual mark sheets
- 3.11 Letter of intent
- 3.12 Appointment letters
- 3.13 Thesis/Project reports

PROCEDURE NUMBER 6: INDUSTRIAL/FIELD ATTACHMENT/TEACHING**PRACTICE OF STUDENTS****1.0 GENERAL****1.1 PURPOSE**

The purpose of this procedure is to ensure effectiveness, efficiency, timeliness and consistency in undertaking industrial/field attachment/teaching practice.

1.2 SCOPE

The procedure is applicable in the conduct of industrial/field attachment/teaching practice in all Schools in the University.

1.3 REFERENCES

- a) Quality Manual – *MMU/QP/MR/2013*
- b) University Statutes
- c) University Calendar
- d) University rules governing the conduct of examinations.
- e) Relevant Curriculum
- f) Course Outlines
- g) Current University Strategic Plan
- h) Current University Service Delivery Charter

1.4 TERMS AND DEFINITIONS

- a) Industrial/ Field Attachment/ Teaching Practice – Placement of students in relevant institutions for practical exposure for a period not exceeding three months.
- b) Field Course – A course in which part is conducted away from the university for a specified period
- c) Field Assessor – A member of the academic staff charged with evaluating student in the field
- d) Zone – A defined geographical area for purposes of field attachment
- e) Zonal Supervisor – A member of the academic staff charged with the responsibility of coordinating students and assessors in a given zone.
- f) Logbook – A student's document containing instructions that students use for recording daily activities while on attachment.

- g) Teaching Practice Manual – A booklet that gives guidelines on schemes of work and lesson plans for students on teaching practice
- h) Teaching Practice assessment guideline – A booklet that gives field assessors guidelines on assessment of schemes and lesson plans.
- i) CP – Counselling Practicum
- j) TP – Teaching Practice
- k) FA – Field Attachment
- l) IA – Industrial Attachment

1.5 PRINCIPAL RESPONSIBILITY

The Deans shall ensure that this procedure is followed

2.0 METHOD

- 2.1 This procedure shall start at the beginning of every Academic Year with the Dean of Schools in consultation with the respective chair of departments, recommending the appointment of the Attachment Coordinators (TP/FA/IA/CP) by the DVC, Administration and Finance.
- 2.2 Upon appointment, the Attachment Coordinators shall identify the list of students due for attachment at least four months before the commencement of the exercise.
- 2.3 The Attachment Coordinator shall identify the potential zones for student placement in consultation with the Chair of the department(s) as guided by:–
 - a) Accessibility
 - b) Number of Assessors/Supervisors
 - c) Distance from the University
 - d) Current approved budget
 - e) Security
- 2.4 The Attachment Coordinator shall submit the identified zones to the Dean who shall convene a School Board Meeting for approval based on the criteria in 2.3.
- 2.5 The Attachment Coordinator shall act on the recommendations of the School Board accordingly.
- 2.6 Upon approval by the School Board, the Dean shall table the identified zones in a Senate meeting for approval.

- 2.7 Upon approval by the Senate the Attachment Coordinator shall contact the relevant institutions for placement. The Chairs shall nominate zonal supervisors for appointment by the Deans.
- 2.8 The Attachment Coordinator shall organize a formal briefing on attachment expectations before the students go to the field.
- 2.9 The zonal supervisors shall issue logbooks, lesson preparation booklets and introductory letters to the Institutions where applicable.
- 2.10 The Attachment Coordinator shall hold a two day induction workshop for potential assessors a week before the commencement of exercise.
- 2.11 The zonal supervisors shall post assessors with relevant material for the exercise as guided by the schools' guidelines.
- 2.12 Upon completion of assessment, the assessors shall submit duly graded assessment forms to the zonal supervisors who shall hand the same to the Attachment Coordinator for further processing.
- 2.13 Upon completion of the attachment period, the Attachment Coordinator shall receive attachment reports from students and confidential reports from the stations where the students were attached for further processing as outlined in the procedure 4 on processing of examinations in this manual.
- 2.14 Upon compilation of the final attachment grades, the Attachment Coordinator shall submit the same to the Chair of the relevant department for further processing.

3.0 LIST OF APPLICABLE RECORDS

- 3.1 Appointment letters for the Attachment coordinator, assessors and Zonal Supervisors
- 3.2 Evidence of briefing
- 3.3 Induction workshop attendance list
- 3.4 Letters of introduction for students
- 3.5 Posting schedule of students
- 3.6 Posting schedule of assessors
- 3.7 Logbooks
- 3.8 Assessors Guidebook
- 3.9 Timetable for students where applicable
- 3.10 Lesson Preparation Booklets
- 3.11 Evidence of meetings

- 3.12 Attachment reports
- 3.13 Confidential reports

PROCEDURE NUMBER 7: CURRICULUM DEVELOPMENT AND REVIEW

1.0 GENERAL

1.1 PURPOSE

This procedure is to ensure effectiveness, efficiency and timeliness in the development and review of an academic programme.

1.2 SCOPE

This covers preparation and review of curriculum from certificate to Ph.D. level in the University.

1.3 REFERENCES

- a) Quality Manual – *MMU/QP/MR/2013*
- b) University Statutes
- c) CUE Guidelines
- d) Relevant Curriculum
- e) National Development Plan
- f) National Education Policy
- g) Current University Strategic Plan
- h) Current University Statutes
- i) Professional associations/bodies Guidelines
- j) Current University Service Delivery Charter

1.4 TERMS AND DEFINITIONS

- a) Curriculum – A summary giving main contents of lectures, courses to be taught and examination of a specified programme
- b) Course – Series of lectures in pursuit of units of a particular programme
- c) Course Description – Definition of main topics as specified in the curriculum
- d) CUE – Commission for University Education
- e) DCB – Departmental Curriculum Board

1.5 PRINCIPAL RESPONSIBILITY

The Deputy Vice Chancellor, Academic Affairs shall ensure that this procedure is implemented.

2.0 METHOD

- 2.1 This procedure shall start with the Chairs of Departments in consultation with Dean of School the establishing a need to review an existing programme or introduce a new one based on any of the following:–
 - a) Market Demand
 - b) Paradigm Shift
- 2.2 Upon identification of the need, the Dean in consultation with the chair of department shall form a departmental curriculum board which shall conduct a baseline survey for the introduction of the new programme or review of the existing programme.
- 2.3 The DCB shall prepare a need assessment report and present the same in a School Board meeting for deliberation.
- 2.4 The DCB shall prepare and present a feasibility report to the School Board for discussion and identify a consultant/expert on the specific curriculum as applicable.
- 2.5 Upon approval by the School Board, the Dean shall present the same to Senate for approval.
- 2.6 In approving, the Senate shall consider:-
 - a) Curriculum development guidelines,
 - b) Number of required units,
 - c) Course description,
 - d) Appropriateness of the programme, and
 - e) Personnel and other resources.
- 2.7 In the event of disapproval, Senate shall refer it to the relevant School with appropriate recommendations and suggestions for implementation and resubmission.
- 2.8 Upon approval, the DCB shall translate the report into a prototype curriculum which shall be forwarded to the identified consultant/expert for input.
- 2.9 Upon receiving the input from the consultant/expert, the prototype curriculum shall be tabled in a School Board meeting for discussion.
- 2.10 Upon approval by the School Board, the Dean shall convene a stakeholder's consultative meeting which shall include regulatory bodies, consumers, relevant government departments and professional associations to deliberate on the prototype curriculum.

- 2.11 The DCB shall prepare a draft curriculum incorporating the stakeholders input to be tabled in the School Board for further deliberations, amendments and approval.
- 2.12 Upon approval by the school board, the Dean shall present the same to the Senate.
- 2.13 Upon approval by the senate, the Chairman of Senate shall forward it to the Commission for University Education for appropriate action.
- 2.14 The DVC (AA) shall ensure that any issues raised by the Commission for University Education is addressed accordingly.
- 2.15 Once approved, the DVC (AA) shall distribute copies of the curriculum to the relevant Deans of Schools for information and circulation to the relevant departments for implementation.

3.0 LIST OF APPLICABLE RECORDS

- 3.1 Evidence of meetings
- 3.2 Evidence of communication
- 3.3 Evidence of baseline survey
- 3.4 Evidence of involvement of stakeholders
- 3.5 Prototype Curriculum
- 3.6 Approved Curriculum
- 3.7 Letter of Appointment of the consultant/expert

PROCEDURE NUMBER 8: RESEARCH

1.0 GENERAL

1.1 PURPOSE

This procedure is to ensure effectiveness, efficiency and timeliness in the development and implementation of research.

1.2 SCOPE

This covers preparation, review of research proposals, sourcing of funds, implementation and dissemination of research findings.

1.3 REFERENCES

- a) Quality Manual – *MMU/QP/MR/2013*
- b) University Statutes
- c) National Development Plan
- d) National Education Policy
- e) University Strategic Plan
- f) Current University Statutes
- g) Current University Service Delivery Charter
- h) NCST guidelines
- i) Current University research policy

1.4 TERMS AND DEFINITIONS

- a) NCST – National Council for Science and Technology
- b) Research Committee – A group comprising representatives from schools tasked with implementation of the University Research Policy
- c) Research – a systematic study of finding out new facts or information or confirmation of the same

1.5 PRINCIPAL RESPONSIBILITY

The Director research shall ensure that this procedure is followed

2.0 METHOD

- 2.1 This shall start during the month of July every year with the Director Research convening a Research Committee meeting to developing a research schedule.
- 2.2 Upon development, the Director shall table the schedule in Senate for approval.
- 2.3 In approving the schedule the Senate shall be guided by the provisions of the University Research Policy.

- 2.4 In the event of disapproval, Senate shall refer the schedule back to the Director with appropriate recommendations for amendment and resubmission.
- 2.5 Upon approval, the Director shall convene a Research Committee Meeting to deliberate on the schedule as guided by the research policy.
- 2.6 The Research Committee shall identify potential funding agencies/opportunities.
- 2.7 The Director shall call for proposals through a circular on a given theme and subthemes to all members of staff as per the schedule.
- 2.8 Upon receipt of the call, the researchers shall submit concept notes as guided by the call.
- 2.9 Upon receipt of the concept notes, the Director shall convene a Research Committee meeting to review the concept notes as guided by the policy.
- 2.10 The Director shall communicate the decision to the applicants and advise the successful ones to develop full proposals.
- 2.11 Upon receiving the communication from the Director, the successful applicants shall develop full proposals as per the call and forward the same to the Director.
- 2.12 Upon receipt of the full proposals, the Director shall convene a meeting of the Research Committee to review the proposals as guided by the Policy and recommend for award of funds.
- 2.13 Upon award, the Director shall table the awardees' list at the Senate for approval.
- 2.14 Upon receipt of the funds the researchers shall embark on the research and submit quarterly reports based on the University Research Policy.
- 2.15 On completion of the research, the researcher shall be required to submit a report to the Director and present the findings in a workshop and thereafter publish the same in refereed journals.

3.0 LIST OF APPLICABLE RECORDS

- 3.1 Research Schedule
- 3.2 Evidence of meetings
- 3.3 Evidence of communication
- 3.4 Concept Notes
- 3.5 Calls for proposals
- 3.6 Research Proposals
- 3.7 Research policy

- 3.8 Publications
- 3.9 Research Reports
- 3.10 Evidence of workshops

PROCEDURE NUMBER 9: ACADEMIC TRIPS

1.0 GENERAL

1.1 PURPOSE

This procedure is to ensure transparency, effectiveness, efficiency and timeliness in the planning and execution of Academic trips

1.2 SCOPE

This covers planning, preparation and execution of academic trips in the University.

1.3 REFERENCES

- a) Quality Manual – *MMU/QP/MR/2013*
- b) University Statutes
- c) Course outline
- d) Relevant Curriculum
- e) Current University Strategic Plan
- f) University Statutes

1.4 TERMS AND DEFINITIONS

- a) Academic Trip: a short visit to an organization/industry/protected areas with an academic objective as implied in the course description and course outline
- b) DVC AA - Deputy Vice Chancellor Academic Affairs.

1.5 PRINCIPAL RESPONSIBILITY

The Chair of department shall ensure that this procedure is followed

2.0 METHOD

- 2.1 This shall start within the first two weeks of the semester with the chair of departments receiving requests on the intended trip(s) as contained in the course outline from course lecturers.
- 2.2 Upon receipt of the request, the chair shall convene departmental meeting to discuss, approve the requests and prepare a schedule.
- 2.3 In approving the requests, the members shall be guided by:-
 - a) University almanac (Academic Calendar),
 - b) Appropriateness of the trip, and
 - c) Staff commitment.
- 2.4 In the event of disapproval, the Chair of the department shall refer the request back to the lecturer with appropriate recommendations for amendment and resubmission.

- 2.5 Upon approval, the chair shall forward the schedule to the Dean who shall table it at the Dean Committee meeting for discussion, approval and preparation of University-wide schedule of academic trips.
- 2.6 Upon approval by the Deans committee the concerned lecturer shall prepare a program of activities and a budget for approval by DVC (AA) through the chair and Dean.
- 2.7 In approving the budget, the DVC (AA) shall consider:-
- a) Schedules of academic trips from the entire University,
 - b) Adherence to the Curriculum during teaching, and
 - c) Availability of resources.
- 2.8 In the event, the DVC (AA) shall refer the programme of activities and budget back to the Dean of School with appropriate recommendations for action.
- 2.9 Upon approval of the budget, the lecturer shall conduct a reconnaissance of the venue to be visited through telephone, letter or visit where necessary.
- 2.10 Upon approval and reconnaissance, the concerned lecturer shall request for facilitation as per approved budget. This shall be as per the Imprest management procedure number 5 in the Finance Procedure Manual.
- 2.11 Upon facilitation, the concerned lecturer shall undertake the academic trip and make a report to the chair within a week of the trip.

3.0 LIST OF APPLICABLE RECORDS

- 3.1 Course outline
- 3.2 Curriculum
- 3.3 Evidence of meetings
- 3.4 Academic Trips Schedules
- 3.5 Budget
- 3.6 List of students
- 3.7 Trip Report