

GUIDELINES FOR THE POLICY ON SHORT COURSES

GOVERNANCE AND MANAGEMENT

In the context of the Policy on short courses, the different University organs shall have the following roles;

a) University Council

The University Council shall be responsible for:

The direction of the administrative, financial and academic affairs of the University and as such, the Council shall:

- i. Formulate the Policy
- ii. Fixing scales of fees

Council may, subject to limitations that the Council may deem fit, delegate any of its functions to any of its Committees and Boards. In the alternative, the University Council may authorize any of its Committees to act with any other Committee appointed by Senate.

b) University Senate

The University Senate shall be responsible for the organization, control and direction of the academic matters of the University and as such, the Senate shall:

- i. Initiate the policy on short courses and advise council on the required facilities to implement the policy
- ii. Direct and regulate the structure of any short course in the University.
- iii. Advise the University council regarding the eligibility and qualifications of persons for admission leading to the award of certificate
- iv. Make regulations regarding the content and the academic and professional standards of short courses
- v. Make Regulations regarding standards of the proficiency to be attained in each short course.
- vi. Consider and report to the University Council on any matter relating to, or in connection with the academic and professional work of the University

- vii. Senate may delegate any of its functions or powers to the Faculty, School, Institute, Directorate, Centres, Board of Studies or Committees as it may consider fit.

c) Faculty, School, Institute, Directorate, Centres

Each Faculty, School, Institute or other academic bodies shall have a board consisting of the following:

- i. Dean/ Director who shall be the Chairperson
- ii. The Deputy Dean or Director
- iii. Heads of Department
- iv. Such number of students in the faculty as Senate may prescribe representing a variety of courses of study in the Faculty.
- v. Such other persons as Senate may decide
- vi. A representative of teaching staff

The Board of a Faculty, Institute, School, Directorate and Centres or other academic bodies shall:

- i. Approve the identified short courses
- ii. Regulate the systems of short courses within the Faculty, Institute, School, Directorate and Centres

The Dean or Director of Faculty, Institute, School, Directorate and Centres

The Dean or Director shall be responsible for:

General supervision, administration and management of the affairs of Faculty, Institute, School, Directorate and Centres and as such, the Dean/Director shall:

- i. Promote and maintain efficient teaching of short courses
- ii. Advertise and receive applications for short courses.
- iii. Issue certificates on successful completion of short courses
- iv. Notify Senate on all matters relating to short courses.
- v. Assign and provide Terms of Reference (ToR) to all persons to facilitate on short courses

d) Academic Departments

Each department shall have the board composed of the Faculty members in that department.

Each department shall, subject to the direction of the Senate and the Faculty, Institute, School, Directorate and Centres or other academic/professional body do the following;

- i. Conduct needs assessment
- ii. Initiate and recommend short courses to the Faculty, Institute, School, Directorate and Centre Boards
- iii. Identify and recommend competent staff to teach short courses
- iv. Organize Training of Trainers for staff identified to teach short courses
- v. Identify and advise on available facilities to be used to teach short courses

MANAGEMENT PROCESSES

e) Financial Management

- 1.1.1 Short courses shall be run on full-cost recovery basis (i.e. self-sustaining).
- 1.1.2 Revenue from short courses shall be deposited onto the School/Faculty bank account intact.
- 1.1.3 A 20% fee based on gross revenue will normally be levied by the University on completion of the course as a contribution to administrative and infrastructural costs and in recognition of the University's national and international reputation.
- 1.1.4 10% of the gross revenue shall be remitted to the Department and 5 % gross revenue to the Faculty/School where the short course is offered.
- 1.1.5 The balance of the revenue (65%) shall be used to facilitate the short course, including payment of allowances and purchase of materials or any other appropriate costs, based on a budget.
- 1.1.6 The teaching rate per hour shall be determined from time to time in accordance with the funds realized from short courses.
- 1.1.7 The processing of payments in respect to short courses shall be done in accordance with the University's financial management procedures.

1.2 Assessment and Evaluation of Short Courses

- 1.2.1 Where a certificate of Competence/Proficiency is to be awarded, the Head of Department shall ensure that assessment tasks are aligned to the intended outcomes.
- 1.2.2 Where exams are to be administered, the University guidelines on examinations shall apply.

Certification of Competence/Proficiency

- 1.2.3 The University shall issue Certificates of Competence/Proficiency and only in justifiable circumstances, letters of attendance.
- 1.2.4 Certificates issued shall be based on a standardised format and may only reflect achieved competence/proficiency.
- 1.2.5 Where approval is granted for recognition of attendance rather than competence, a Certificate of Attendance will be issued.
- 1.2.6 The use of the University's logo, name and brand on the certificate shall only be authorized by Council as appropriate, and may not be used by any external partner without prior permission.
- 1.2.7 Short courses shall not be reflected on 'whole qualification' academic transcripts.

1.3 Partnerships and Collaborations

- 1.3.1 Partnerships and Collaborations shall only be considered where they promote/contribute to the University's intellectual environment, community engagement efforts, linkages, reputation, and/or competitiveness.
- 1.3.2 Where a short course involves partnerships and collaborations, details of the proposed arrangements, including entering into a partnership/collaboration, shall be spelt out in a Memorandum of Understanding (MoU)