



MASENO UNIVERSITY AWARD OF HONORARY DEGREES POLICY

2018

TABLE OF CONTENTS

FOREWORD iii

APPROVAL AND COMMENCEMENT iv

VISION AND MISSION v

 Vision v

 Mission v

CORE VALUES v

QUALITY STATEMENT v

PREAMBLE vi

LIST OF ABBREVIATIONS vii

DEFINITION OF TERMS viii

1.0 SITUATIONAL ANALYSIS 1

2.0 SCOPE 1

3.0 OBJECTIVES 2

4.0 GUIDING PRINCIPLES 2

5.0 IMPLEMENTATION FRAMEWORK 3

 5.1 Types of Honorary Degrees that May be Awarded By Maseno University 3

 5.2 Qualification for Nominees for Award of Honorary Degrees 3

 5.3 Identification of Nominees for Award of Honorary Degrees 4

 5.4 Approval of Nominees for Award of Honorary Degrees 5

 5.5 Membership and Term of Reference for the Honorary Degree Senate Ad-hoc Committee 6

 5.6 Revocation of Honorary Awards and Titles 6

 5.7 Roles and Responsibilities in the Implementation Process 7

6.0 STRATEGIC FOCUS/INTERVENTIONS 8

 6.1 Adherence to Policy 8

 6.2 Right to Use Award Nomenclature 8

7.0 MONITORING, EVALUATION AND REPORTING 8

8.0 REVIEW PERIOD 9

9.0 REFERENCE LEGISLATIONS AND POLICIES 9

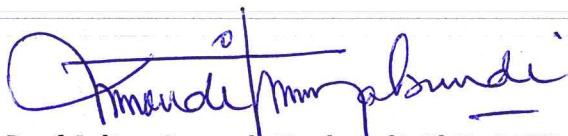
APPENDICE: HONORARY DEGREE NOMINATION FORM 10

FOREWORD

This is the first edition of Maseno University Award of Honorary Degree Policy. Maseno University (MSU) affirms the commitment to maintain the highest standard of academic integrity in the award of degrees and award of diplomas and certificates. An honorary degree or a degree honoris causa (Latin: "for the sake of the honor") is an academic degree for which a university (or other degree-awarding institution) has waived the usual requirements, such as matriculation, residence, a dissertation and the passing of comprehensive examinations. Earning an honorary degree is not same as earning actual doctorate. Honorary degree (honoris causa) is earned in recognition of exemplary work or service to the community which to the opinion of the awarding university deserves an award of an honorary doctorate degree. The beneficiaries of the degree may use the title of 'Doctor' that the degree confirms, although they have not completed a doctoral programme.

MSU strives for a robust pool of honorary degree recipients enriched by individuals from all backgrounds. It thus encourages nominations of distinguished women, members of minority groups, and other individuals with a connection to MSU whose accomplishments the University may wish to celebrate. MSU finds it rewarding to honour individuals who have not already been publicly recognized by a number of other institutions. The Policy takes into consideration the fact that the recipients of honorary doctorate degrees do not earn the degree through academic achievements, rather with generous and enthusiastic actions or lifetime accomplishments that benefit a community, nation or humanity in general. It sets structures in place to ensure that the award is not subject to abuse. It ensures that schools that wish to nominate persons for award are properly guided and steps for such nominations are clearly articulated in a policy. A candidate of awarding school does not necessarily have to be an alumnus of the awarding school.

The Procedures and Guidelines for the award of honorary degrees are provided in this Policy with the purpose of ensuring that quality standards of award are met. This Policy shall be used to identify person(s) that deserve awards of Maseno University honorary degrees. This is because there is need to ensure that the University supports the promotion of the values of honesty, trust, fairness, respect and responsibility in all its academic endeavors and academic award and to ensure that there is protection of University's reputation and standards.



Prof. Julius Omondi Nyabundi, PhD, OGW
VICE CHANCELLOR

APPROVAL AND COMMENCEMENT

This policy shall be known as the Maseno University Award of Honorary Degrees Policy herein after also referred to as Policy No MSU/ACA/PO/009 and shall take effect on approval by Council.

In exercise of the powers conferred by section 23(1) and section 35(1)(a)(iii) of the Universities Act, Section 19(2)(q) of the Charter for Maseno University 2013 and Schedule I(1.2)(q) of the Maseno University Statutes, Maseno University Council certifies that this policy has been made in accordance with all relevant legislations.

Dated the: 12thday of October2018

Signed Abdullah Said Date 12/10/2018

Prof. Abdullah Naji Said

CHAIRMAN, MASENO UNIVERSITY COUNCIL

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VISION AND MISSION

Vision

To maintain the highest standard of academic integrity in the award of honorary degrees

Mission

To identify person(s) that deserves award(s) of Maseno University honorary degrees

CORE VALUES

- **Excellence**
Honorary degree shall be awarded to a person who has attained outstanding achievement in society and distinguished contribution to scholarship, creativity, leadership, humanitarian or public service
- **Equity**
The University shall ensure that there is equity in award of honorary degrees
- **Integrity**
The University shall ensure integrity in all their undertakings
- **Objectivity**

The University shall demonstrate objectivity and fairness in selecting an individual to be awarded an honorary degree

QUALITY STATEMENT

The Procedures and Guidelines for the award of honorary degrees are provided in this Policy with the purpose of ensuring that quality standards of award are met. This Policy shall be used to identify person(s) that deserve awards of Maseno University honorary degrees. This is because there is need to ensure that the University supports the promotion of the values of honesty, trust, fairness, respect and responsibility in all its academic endeavors and academic award and to ensure that there is protection of University's reputation and standards.

In order to realize this commitment, the University Senate will monitor, evaluate and review the implementation of this policy to ensure that the tenets of the policy effectively adhered to and highest standards of quality are upheld.

PREAMBLE

Maseno University Award of Honorary Degrees Policy documents processes intended to ensure that MSU honorary degrees are awarded to persons who actually deserve to be awarded. This policy highlights the scope, objectives and the guiding principles in the award of honorary degree. It also provides the implementation framework, strategic focus, Monitoring, evaluation and review period of the Policy. The recipients of honorary degrees are usually individuals with outstanding international or national achievement in service to community and can be of any nationality. An Honorary Doctorate is the highest honor awarded to those who have made extraordinary contributions to academia and/or to society in Kenya, internationally, particularly in fields of interest to MSU; to the development of MSU and; to the betterment of culture, society or the local community. The awarding of honorary degrees is one way in which MSU recognizes individuals distinguished by accomplishments consonant with the overarching mission of the University.

To be considered, a nominee must have sufficient stature and recognition to ensure that the awarding of an honorary degree enhances the reputation of MSU. The University shall normally recognize the following categories of individuals: those who have demonstrated interest in activities that contribute to the public good, including public service and/or philanthropy; those who are distinguished scholars or who have made outstanding contributions to the creative or performing arts; those who have distinguished reputations in the area of public service at the national or international levels or those who have had long and distinguished careers in professions such as law, or as educators; those who have made important and noteworthy contributions to MSU and/or the local community and; those who have distinguished professionals, scholarly, intellectuals or creative achievements.

The nomination and approval process for Honorary Doctorates is confidential, and all those involved in the process are expected to maintain that confidentiality. The University strives for a robust pool of honorary degree recipients enriched by individuals from all backgrounds; therefore, encourage nominations of distinguished women, members of minority groups, and other individuals with a connection to MSU whose accomplishments we may wish to celebrate. MSU also finds it rewarding to honor individuals who have not already been publicly recognized by a number of other institutions. This policy provides the steps that shall be followed to identify a person(s) for award of honorary degrees of MSU.

LIST OF ABBREVIATIONS

ASA	-	Academic and Student Affairs
CoD	-	Chairman of Department
CUE	-	Commission for University Education
DD	-	Doctorate in Divinity
DFA	-	Doctor of Fine Arts
DLitt	-	Doctor of Letters
DPS	-	Doctor of Public Service
DSc	-	Doctor of Science
DMus	-	Doctor of Music
DVC	-	Deputy Vice Chancellor
LLD	-	Doctor of Laws
MSU	-	Maseno University
PhD	-	Doctor of Philosophy
VC	-	Vice Chancellor

DEFINITION OF TERMS

Academic programmes: the design of learning content, which is multi-dimensional and includes intentions, structure of content, delivery modes, academic resources and assessment modes

Academic year: a period of teaching and examination organized in a full year in two semesters, or three trimesters or four quarters;

Chairman of Department: the academic and administrative head of the department in the University and the chief examiner.

Council: is the supreme governing body of the University whose function is to oversee activities and operations of the University

Dean of School/Institute: the academic and administrative head of the school/Institute in the University and the chairman of school/ Institute board.

Deans Committee: a standing committee of Senate which academic coordinates school's activities and recommends them to Senate for approval

Department: an academic division into which a faculty/ school is divided for purposes of teaching, examination and administration

Departmental Board: Consists of academic members of staff drawn from the department responsible for quality teaching, research and examinations.

Honorary Degree/ honoris causa: is a degree earned in recognition of exemplary work or service to the community which to the opinion of the awarding university deserves an award of an honorary doctorate degree.

PhD: this is doctorate that is conferred only on submission and assessment of thesis

School Board: Consists of academic members of staff drawn from the Faculty/School responsible for moderation of exams.

School: an academic division so designed or established under the instruments constituting the University

Senate: a body responsible for academic matters in the University and the final authority on all such matters. It ensures academic quality.

1.0 SITUATIONAL ANALYSIS

The practice of award of honorary degrees dates back to middle ages when for various reasons a university would be persuaded or otherwise deem fit to grant exemption from some or all the usual statutory requirements for the award of a degree. The first recorded honorary degree was awarded to Lionel Woodville in the late 1470s by the University of Oxford.

Since 2007 Maseno University (MSU) has awarded a total of five (5) honorary doctorate degrees. The late Honorable Prof. George Saitoti was during the 7th graduation ceremony held in 2007 awarded an honorary doctor of science degree for his immense contribution towards development of Kenyan nation from the then School of Science. During the 9th graduation ceremony held in 2009, Prof. Florida Karani in recognition of her contribution to education in Kenya and beyond was awarded the honorary degree of Doctor of Education of MSU. The Right Honorable Raila Odinga was awarded an honorary degree in 2010 during the 10th Graduation ceremony of MSU. He was awarded the degree of Doctor of Letters (Honoris Causa) of MSU from the School of Arts and Social Sciences. During the 14th Graduation Ceremony held in 2014, MSU awarded two honorary doctorate degrees. The University honored Mr. Michael Joseph as distinguished and visionary leader in telecommunications engineering and management. He was awarded the degree of doctor of sciences (Honoris Causa) of MSU from the School of Science. Mr. Paul Otiende Amollo in recognition of his efforts in championing justice for all was awarded the degree of Doctor of Letters (Honoris Causa) of Maseno University.

This Policy has been developed to guide the process of award of honorary degrees. According to Universities Standards and Guidelines, 2014 (PROG/STD/02 Section 6c), a university shall clearly articulate its policies with regard to the award of an honoris causa degree. MSU Honorary degree Policy is designed for use in identification of person(s) to be awarded with honorary degrees of MSU thus ensuring that quality standards are assured in the process of award. Honorary degree shall be the highest recognition awarded to an individual who has attained outstanding achievements in the society and distinguished contribution to scholarship, creativity, leadership, humanitarian or public service nationally or internationally. The purpose of the award of *Honorary Degrees Policy* is to award honorary degrees on a selective basis to distinguished individuals/ "Candidates" that merit special recognition for outstanding achievement or leadership in a field or activity consistent with the ideals and purposes of MSU. This policy provides the steps that shall be followed to identify a person(s) for award of honorary degrees of MSU.

2.0 SCOPE

This Policy applies to award of MSU honorary doctorate degrees of MSU.

3.0 OBJECTIVES

The objectives of this Policy are to:

- i) Provide a guide that will bring objectivity and fairness in selecting an individual to be awarded an honorary degree
- ii) Provide the criteria for identifying persons for award of honorary degrees
- iii) Assure that the processes used to identify recipients of honorary degrees support the University's commitment to academic integrity.
- iv) specify acceptable and unacceptable conduct in award of honorary degrees

4.0 GUIDING PRINCIPLES

Excellence

- (i) Nominees should have demonstrable distinguished achievement in an activity related to the University's missions of research and scholarship, education, or service.
- (ii) There should be a compelling reason why MSU should bestow its highest honor on the nominee.
- (iii) The award of an honorary degree by the MSU is an honour of the highest level. Honorary degrees are awarded to persons meriting recognition at this level, and who, in turn, will bring honour to the MSU.
- (iv) The award is for distinction in the candidate's own right or in his/her representative capacity.

Equity

- (i) Nominees should reflect the social and cultural diversity of Kenya as well as academic diversity of the University itself.
- (ii) In the conferring of an honorary degree, the main purpose is to honour distinction in scholarship and creativity to persons irrespective of age, gender, religion or social standing. Honorary doctorates are awarded in every discipline in the humanities and the sciences and in every branch of the visual and performing arts.
- (iii) Every effort will be made to ensure that the list of honorary graduands for each ceremony includes both men and women and reflects diversity in the areas in which the candidates have distinguished themselves and the degrees to be conferred.

Confidentiality

- (i) Nominations are reviewed by the Senate Ad-hoc committee on the selection guidelines. The selection of honorary degree recipients considered by Senate requires the utmost care and confidentiality. Nominators should not discuss nominations with the nominee.
- (ii) All recommendations for honorary degrees received by Senate are held in strict confidence from the time they are received and are kept confidential in order to protect the privacy of nominees. When a recipient has been approved by Council and has accepted the honor, the MSU community and the nominator will be informed.
- (iii) Due to the need for strict confidentiality, nominators should not seek letters of support or reference. The Senate Secretariat, on behalf of the committee, shall contact the nominator should it require further information. Unfortunately, not all nominations are successful in any given year. The Committee does keep nominations active for a period of three years and additional material may be added to the nomination.

5.0 IMPLEMENTATION FRAMEWORK

The awarding of honorary degrees has the potential to bring recognition to the University, or to bring the University into disrepute. Therefore, it is important to consider its merit and to observe the award guiding principles that include types of degrees to be awarded, qualification for award, identification for nominees and procedure for award. The responsibility of ensuring the policy is adhered to is vested on DVC ASA under the direction of Senate. Should the need arise to withdraw an honorary degree this policy provides guidelines on who is to implement this and how it is done.

5.1 Types of Honorary Degrees that May be Awarded By Maseno University

- (i) Honoris Causa of Doctor of Sciences
- (ii) Honoris Causa of Laws
- (iii) Honoris Causa of Humane Letters; and
- (iv) Honoris Causa of Fine Arts
- (v) Any other as may be determined by Senate

5.2 Qualification for Nominees for Award of Honorary Degrees

Nominees should meet one or more of the following qualifications to be considered for the award of MSU honorary degrees:

- (i) Have demonstrable distinguished achievement in an activity related to the University's missions of research and scholarship, education, or service.
- (ii) Have a particular reason for recognition by MSU, such as an association with the University or a relationship of his/her achievement to work that is unique or highly characteristic of MSU.
- (iii) The honorary degree should have a special meaning to the individual being recognized.
- (iv) Individual should personify the core values of the University and should exemplify the personal and professional characteristics to which the University wishes its students to aspire.
- (v) Reflect the social and cultural diversity of Kenya as well as academic diversity of the University itself.
- (vi) The range of achievement considered in this selection process is broad and includes such fields as research, scholarship, the arts, business and professional and voluntary service, including exceptional service or significant contribution to the university, the community, nation or the world.
- (vii) Particular attention shall be given to those who have a connection with MSU. Where this is not the case, there should be a compelling reason why MSU should bestow its highest honor on the nominee.
- (viii) Awarding of honorary degrees will normally be limited to no more than one per convocation ceremony.
- (ix) MSU administrators, School/Faculty, and staff are not eligible for honorary degrees until one calendar year after retirement.
- (x) An honoris causa shall not be awarded to individuals who have close working relations with the University such as members of staff, Council members and Trustees
- (xi) The nominee should accept to be awarded honoris causa. In the event of a candidate being unwilling or unable to accept the degree, the Honorary Degrees Ad-Hoc Committee of Senate will be asked to propose an additional candidate(s) for consideration by the Senate.

5.3 Identification of Nominees for Award of Honorary Degrees

- (i) Every academic year the Deputy Vice Chancellor Academic and Student Affairs shall request deans of schools to nominate persons for award of honorary degree(s) in readiness for award of honorary degrees during the next graduation ceremony. Nominees form is attached as an appendix.
- (ii) Senate will receive nominations from the academic units.
- (iii) The Senate shall form an Ad-hoc committee to consider the nominations for the award and make recommendations to Senate for consideration of the most suitable nominee(s) based on the set criteria

- (iv) Proposals for consideration by the committee should be presented in the standard format as indicated in the attached nomination form to the Registrar, with full supporting information. The Ad-Hoc Committee shall have discretion as to which names are to be recommended to the Senate.
- (v) The University is under no obligation to award an honorary doctorate in any year.
- (vi) Normally not more than one honorary degree will be awarded at each Convocation ceremony.
- (vii) Prior to award, a public citation including the name of the recipient, honoris causa degrees who shall be vetted, selected and nominated for award
- (viii) The University shall prepare a citation of the cause to award the said degree and make announcement in at least two daily papers with a wide circulation in Kenya

5.4 Approval of Nominees for Award of Honorary Degrees

- (i) It is the task of the Senate Committee to investigate and judge nominees' relative merits and make recommendations to Senate. The following considerations shall be made on the nominees and shall guide the Senate Committee's deliberations. The person in opinion of the committee
 - a. shall represent the values MSU celebrates,
 - b. have achievements seen to be an inspiration to students who will graduate at convocation
 - c. shall have achievements or service that are truly outstanding
 - d. have in one way or other had their contribution to scholarship or profession benefitting some significant segment of society
 - e. have not been recognized by the field or profession in which they are said to excel
 - f. the nominees are considered appropriate for MSU to honor them at the time consideration is being made for approval
 - g. The Senate will recommend to Council for approval a person who shall according to Senate be the most appropriate for the award of the identified honorary degree.
- (ii) The Senate after receiving the nominations will make recommendation(s) to Council on candidates for honorary degrees to be awarded in the Graduation ceremony
- (iii) The Senate shall approve the recommendations from Senate Ad-hoc Committee regarding both the names of individuals to be honored and the degree to be awarded in each instance. The Ad-hoc Committee will be made up of seven members of Senate, one of who will be the chairperson as shown below.
- (iv) The Senate forwards its recommendation to Maseno University Council

- (v) Council considers and approves Honorary Doctorates and forward it's approved list to the Vice Chancellor for necessary arrangements and preparations for the award.
- (vi) The Vice Chancellor shall inform the Chancellor and the nominee(s) of the proposed award(s) for necessary preparations
- (vii) An Honorary Doctorate might not be awarded in the year in which it is approved.

5.5 Membership and Term of Reference for the Honorary Degree Senate Ad-hoc Committee

The Senate Committee will propose a list of names to the Senate. In its report the Sub-Committee will recommend the Degrees to be awarded, and the introducers of the candidates during the day of conferring the awards. The list proposed will normally contain no more than five names. The Committee shall be made up of the following seven (7) Senate members, one of who shall be char-person of the Ad-Hoc Committee;

- (i) Two professors
- (ii) Three deans of schools/Institutes
- (iii) Two chairs of departments

The terms of reference for the Committee shall (based on the guidelines in this Policy) be:

- (i) analyze the achievements and contributions of identified persons and the proposed; honorary degree to be awarded
- (ii) rank the proposed nominees;
- (iii) make recommendations to Senate;
- (iv) any other as may be determined by Senate

5.6 Revocation of Honorary Awards and Titles

The University reserves the right to withdraw or revoke honorary degrees.

- (a) The Council may, at its sole and unfettered discretion, revoke an honorary award or Title under the following circumstances
 - (i) If the recipient has engaged in activities which have brought disrepute to MSU
 - (ii) If the recipient's continued association with the University would bring disrepute to the University.
 - (iii) The University may, in accordance with its obligations, notify external organizations about any suspected misrepresentation and withdrawal of the honorary degree.
- (b). Upon revocation of the honorary awarded degree or Title by the University Council, the individual is advised in writing that they are no longer permitted to cite or imply that they are a recipient of the honorary awarded degree title. Additionally, the University will request the return of any materials issued to the recipient.

5.7 Roles and Responsibilities in the Implementation Process

The following is a table showing the persons/groups responsible for policy implementation;

Process	Responsibility	Timelines
Call for nominations	DVC ASA	Between 1 st and 30 th July or five months before award
Submission of Nominations	Departments/Schools / Institutes	Between 1 st August and 15 th August or four months before award
Presentation of Nominees to Senate	DVC ASA/ Members of Senate	By 20 th of August or within four months before award
Short listing of nominees	Ad-Hoc Committee of Senate	By 25 th of August or within four months before award
Vetting and recommending for approval the shortlisted	Senate	30 th of August or within four months before award
Approval of nominee(s)	Council	By 15 th of September or within two months before award
Notifying the Chancellor of the approved nominee(s) for award	VC	By end of October or within two months before award
Announcement of person(s) to be awarded with Honoris Causa in at least two daily papers with a wide circulation in Kenya	VC	Between November and December within one month before award

6.0 STRATEGIC FOCUS/INTERVENTIONS

6.1 Adherence to Policy

- (i) Interpretation and adherence to Policy shall be vested on Senate.
- (ii) The Deputy Vice Chancellor Academic and Student Affairs shall ensure that the provisions of the Policy are not violated by any party in the implementation of the Policy.
- (iii) The nominees and persons approving nominees for honorary degrees staff be expected to operate in accordance with the Constitution of Kenya, 2010, the Public Officers Code of Conduct and Ethics Act, 2003 and any other relevant Legislation and relevant Maseno University policies and regulations.
- (iv) Any officer found to have participated in fraudulent activity in the nomination for award of honorary degree will be subjected to necessary disciplinary action as provided for in the Public Officers Code of Conduct and Ethics Act, 2003.

6.2 Right to Use Award Nomenclature

- i. Honorary awards and titles are purely titular; they award no rights on the recipient and carry with them no formal academic qualification. They are a means through which the University may acknowledge an individual's outstanding scholarly achievements, community service and/or service to the University.
- ii. Recipients of honorary awards and titles shall be entitled to cite the official award abbreviation but, in doing so, should note the honorary status of the award/title. Honorary award titles may be cited either in full or in shortened form, but not in a mixture of both forms.
- iii. A person who has been awarded with an honorary award may use the post nominals relevant to the award. A letter will be sent to the honorary award recipient advising the post nominals that the individual may use, in accordance with the following examples:

	Award	Post Nominal
(vi)	Honoris Causa of Doctor of Sciences	Hon DSc MSU
(vii)	Honoris Causa of Laws	Hon DLL MSU
(viii)	Honoris Causa of Humane Letters; and	Hon DLitt MSU
(ix)	Honoris Causa of Fine Arts	Hon DA MSU

7.0 MONITORING, EVALUATION AND REPORTING

The progress of Policy implementation will be done following a proposal to award honorary degree(s). The report of the Policy implementation will be considered by Senate.

DVC ASA is responsible for monitoring, evaluation and reporting on the implementation of the provisions of this Policy. The Senate and Directorate of Quality Assurance and Management will ensure that award of honorary degrees is in line with the set standards and with this Policy.

8.0 REVIEW PERIOD

This Policy will be reviewed after every three years or as may be determined by Senate if there are changes that relate to award of honorary degrees in the CUE Standards, 2014 and when the University feels there is need to review this Policy. The reviewed Policy will then take effect on approval by Council

9.0 REFERENCE LEGISLATIONS AND POLICIES

The following are relevant reference documents.

- (i) Constitution of Kenya, 2010
- (ii) Maseno University Academic Integrity Policy, 2012
- (iii) Maseno University Service Charter, 2012
- (iv) Maseno University Statutes, 2013
- (v) Public Officers Ethics Act, 2012
- (vi) Universities Act, 2012
- (vii) Universities Standards and Guidelines, 2014



**OFFICE OF THE DEPUTY VICE-CHANCELLOR, ACADEMIC AND STUDENT
AFFAIRS**

APPENDICE: HONORARY DEGREE NOMINATION FORM

Nominee

Name: _____ Current field of Endeavour: _____

Contract Email: _____ Contract Telephone: _____

Current Mailing Address: _____

Please provide the following information on the Candidate:

- Nomination Summary
- Curriculum Vitae
- Why the nominee's achievements are truly outstanding.
- In what way society has benefitted by this nominee's contribution.
- Any other additional information (as appropriate)

Does the candidate have any affiliation with Maseno University? Yes No Don't Know

If yes, please explain: _____

*Please note that Senate Ad-Hoc Committee on award of Honorary Degrees will recommend to Senate regarding both the names of individuals to be honored and the degree to be awarded in each instance.

Nominator Information

Nominators should keep the nomination confidential from the nominee.

Please be aware that neither your name nor any personal information about you, as nominator, may appear in your nomination letter. Your personal information is not given the Senate Committees. The Registrar, Academic and Student Affairs may contact the nominator should further information be required.

Please submit this nomination form and all supporting documents to:

**Office of the Deputy Vice-Chancellor, ASA and Secretary to Senate
Maseno University
P.O. Box 40105, MASENO
Email: dvcaa@maseno.ac.ke or mjkipsat@yahoo.com
Tel: 0722583130 or 0701020334**