

GREAT LAKES UNIVERSITY OF KISUMU (GLUK)



GRADUATION POLICY

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<u>Signed:</u>	

Vice Chancellor, Secretary to Council

Date:

Chairman of Council

Date:

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DEFINITION OF TERMS

Award means a degree, diploma or certificate approved by the Academic Board which may be conferred or granted by Council.

Award course means a program of study formally approved/accredited by the University which leads to an academic award granted by the University.

Conferral means the act of granting an award to a student either in person or in absentia at an official ceremony after completion of their course requirements.

Grandaunt means a person who has fulfilled the requirements for completion of an award course and has had their award conferred in accordance with this policy.

EXECUTIVE SUMMARY

Great Lakes University of Kisumu **Graduation** Policy is a set of regulations developed by the University to guide the graduation process up to certification in accordance with the great lakes university of Kisumu guidelines and regulations. This policy provides guidelines to ensure that graduation and certification is carried out effectively and efficiently as per the University approved framework and are underpinned by critical reflection and careful planning.

Signed:

Vice Chancellor, Chair of the University Senate

Date:

1.0. GENERAL UNIVERSITY INFORMATION

Great Lakes University of Kisumu is committed to maintaining high standards of education and training of professionals who are responsible stewards of resources and services in the society. GLUK graduates after going through the learning experience with the institution go out equipped with the following rare and important attributes; high level of integrity, transparency and accountability, they are selfless, inclusive and participatory providing space and voice for all people. Our curricula prepare them to meet the needs of the market and professional bodies.

The following section provides guidelines that are applied to determine the eligibility of the applicants seeking admission to various programmes offered at GLUK.

1.1. Vision, Mission, Philosophy and Core Values of the University.

1.1.1. Vision:

The Great Lakes University of Kisumu (GLUK) is established as a centre of excellence bridging academics with community and institutional based development.

1.1.2. Mission:

The Mission of GLUK is to develop effective and concerned managers or leaders with a vision for the transformation of situations in the African context.

1.1.3. Philosophy of the University:

GLUK believes that all people and communities have capacities and are fully engaged in individual, collective and collaborative actions to solve their own problems.

1.1.4 . Core Values and principles:

All members of the University in their individual and collective capacities shall be fully committed to high standards of good governance and shall act in a manner consistent with the following values and principles which shall provide the framework within which all the University activities shall be performed:

- a) Excellence.
- b) Respect for dignity of every person.
- c) Results orientation.
- d) Accountability and prudent stewardship of resources.
- e) Integrity and honesty.
- f) Mutual respect. g) Inclusive participation.

2.0. INTRODUCTION

The certification process at GLUK starts from the time of making Graduation list to collection of certificates of by students after Graduation from Examinations Office. This process takes the following steps:

3.0 POLICY STATEMENT AND SCOPE

3.1 Policy Scope

Policy review can take place at different levels. For instance at the department level before it is brought to the Faculty

4.0 POLICY OBJECTIVES

The objectives of this policy are to:

- (a) Define who is eligible for formal conferral of an award by University Council;
- (b) Define who is responsible for the management of graduation ceremonies; and
- (c) Outline under what circumstances and how the award may be presented.
- (d) State how the certification process may be done at GLUK

4.1 Graduation Policy

4.1. Every person who fulfils the requirements for completion of an award course is eligible for formal conferral of the award by University Council.

4.2. Certificate, Diploma, Bachelor, Master and Doctoral students cannot graduate at a ceremony unless they have passed all academic requirements, received an invitation to graduate and responded to that invitation.

4.3. The University will provide grandaunts with academic statements, guided by professional bodies, at graduation.

4.4. Eligible students may be awarded without being present at an official ceremony, i.e. conferral *in absentia*.

4.5. Where an award is conferred *in absentia*, the University will make arrangements for either the postal dispatch of the graduation items, or otherwise for collection.

4.6. The University will automatically confer awards *in absentia* for certificate and diploma students who do not respond to their invitation to attend a graduation ceremony.

4.7. Bachelor and master students who accept the invitation to attend a graduation ceremony, but then do not attend, will have their awards conferred *in absentia* in the following academic year, unless the student contacts the University to make other arrangements.

4.8. The University will automatically confer awards *in absentia* for doctoral degree students who do not nominate a graduation ceremony to attend (or at which to graduate *in absentia*) within twelve months of completion of their course. These *in absentia* awards will be conferred at the next appropriate graduation ceremony following the twelve month period.

4.9. Where a student has died before conferral of their award, but after completing all the requirements for the award, the award will be conferred *in absentia*.

5.0 CERTIFICATION POLICY

5.1 Approval and signing of Graduation Lists by Senate

- i) The HODs makes departmental lists and presents them to Departmental committee for approval, after approval the HODs forwards them to the Dean.
- ii) The Deans convenes Faculty Academic committee for approval of the lists.
- iii) The Deans presents the approved lists to the Senate
- iv) The DVC AA/Registrar Academics keeps the duly signed lists by the Chair Senate
- v) The DVC AA through the Registrar academics will compile the lists making graduation booklet.
- vi) The DVCAA will present the graduation list in form of book to the VC who will in turn present to the Governing council for signing.

5.2 Procuring and printing of certificates

- i) The designing of certificates is done in conjunction with the IT Department.
- ii) The materials for printing certificates and transcripts are procured through a procurement process supervised by the Office of the DVCAA and the Registrar Academics.
- iii) The procurement officer therefore after receiving the requisition from the office of the Academic Registrar the Officer will do the procurement process and the materials procured will be delivered to Registrar Academics for printing of Transcripts and Certificates.
- iv) In case the university outsources the printing of certificates then the Bidding process will be done.

5.3 Cross-checking graduation lists, confirmation with original student enrolment lists and sealing of certificates.

- i) The Office of DVC AA will cross-check the Graduation lists against the enrollment list.
- ii) The Registrar AA office with the help of the Examinations officer will do the Sealing of certificates.

5.4 Signing and Collecting of Certificates and Transcripts

- i) After printing of certificates the VC and DVC AA will sign in order of faculties. The Registrar AA will sign Transcripts which also will be done in order of faculties.
- ii) The Examinations office will issue certificates and transcripts according to Faculties. A certificate and a transcript collection form will be filled requesting to be issued certificates and transcripts. The collection is done in order.
- iii) The issuance of is confirmed by producing a fully signed copy of certificate and transcript collection form by Registrar AA and Finance to Examinations officer. The examination officer will request a student to sign in a book that he has signed for the documents.

6.0. PROCEDURAL PRINCIPLES

6.1. Council will authorize the conferral of awards, certification, the scheduling and conduct of graduation ceremonies.

6.2. The specified forms of words included in the order of proceedings may not be amended without approval of the University Council.

6.3. The Academic Registrar will manage and coordinate all aspects of University graduation ceremonies and certification authorized by Council and reserves the right to alter ceremony schedules as required.

7.0. ROLES AND RESPONSIBILITIES

Role/Decision/Action	Responsibility
Authorize the conferral of awards and the scheduling and conduct of graduation ceremonies	University Council
Approve the specified form of words included in the order of proceedings	University council
Conferral of award	University Council
Oversee all aspects of a graduation ceremony	Deputy Vice Chancellor AA
Manage and coordinate all aspects of graduation ceremonies authorized by Council	Academic Registrar AA
Conferral of award <i>in absentia</i>	Graduations Manager
Oversee all aspects of certificate and Transcripts	Academic Registrar AA
Coordinate the printing of certificates and transcripts	Academic Registrar AA
Issuance of certificates and Transcripts	Examinations Officer
Provision of academic statements	Graduations Manager

8.0 REFERENCES:

This policy was informed by relevant national legislation and documents such as:

1. The Constitution of Kenya
2. The Commission for University Education Standards and Guidelines
3. Universities Act 2012 (revised 2016)