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EXTENSION AND OUTREACH POLICY

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FOREWORD

Universities are formidable repositories of information, knowledge and skills available to the communities by way of social corporate responsibility. The demand for community service is even greater for the public universities because of their dependency on public funding to carry out their mandates.

I congratulate the University for producing the Extension and Outreach Policy to provide guidelines for her staff and associates on the who, what, how and when in matters of outreach. These guidelines deal with the requisite constitutional and legal provisions, financing, processes and standards expected for those engaged in extension and outreach activities.

I expect that the Policy will facilitate even more extensive community interactions to boost the contribution of the University to the general development of our country and humankind.

Signature:

Date:

DR. RACHAEL MASAKE
CHAIRPERSON OF COUNCIL.

PREFACE

Rongo University is committed to making positive contribution to the national and global agenda on sustainable development. The research by staff, students and associates of the University will make an impact on the development of this country and the region if it is applied to the real situation through extension and outreach services. This Policy is meant to provide a broad framework on how this symbiotic relationship will be carried out systematically and sustainably. The Extension and Outreach Policy provides the basis for provision of extension and outreach services to the Kenyan and international communities. It establishes the framework to undertake extension and outreach services. The need for such a framework is necessitated by the demand for efficient service delivery and dissemination of information generated through research to the general public.

Signature:

Date:

**PROF. SAMUEL GUDU
VICE CHANCELLOR**

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DEFINITION OF TERMS

For the purpose of this policy and unless the context implies otherwise;

Extension means the process and medium of delivery of officially sanctioned, and internally generated new knowledge. It also includes dissemination of information to the recipients other than members of the University.

Intellectual Property means creations of the human mind (intellect) and comprises industrial property, copyright, plant breeder's rights and any other meaning as inferred under the Rongo University Intellectual Property Policy.

Member of University means members as defined by Rongo University Charter, 2016.

Outreach means an officially sanctioned community service by organized groups or an individual member of the University that employs already known technology, services, products or knowledge.

Individual/team means an individual or group of people who provide(s) extension services on behalf of Rongo University.

ACRONYMS/ABBREVIATIONS

IP	Intellectual Property
IPR(s)	Intellectual Property Rights(s)
PSSP	Privately Sponsored Students Program
RU	Rongo University
TTO	Technology Transfer Office

1. BACKGROUND OF THE UNIVERSITY

1.1 The Vision

A world class technology-driven University in learning and practice.

1.2 The Mission

To provide quality and innovative higher education through teaching, research and community service.

1.3 Core Values

1. Integrity
2. Professionalism
3. Innovation
4. Equity
5. Social responsibility.

1.4 Mandate of the University

The University derives its mandate from the Rongo University Charter of 7th October, 2016, which stipulates the objects and functions of the University as follows:

- a) Provide directly, or in collaboration with other institutions of higher learning, facilities for technological, professional, and scientific education;
- b) advance knowledge and its practical application by research and other means;
- c) disseminate the outcomes of research by various means and commercially exploit the results of such research;
- d) participate in scientific and technological innovation as well as in the generation, discovery, transmission and enhancement of knowledge and to stimulate the intellectual life in the economic, social, cultural, scientific, and technological development;
- e) contribute to scientific, technological and industrial development of society in collaboration with industry and other organizations;
- f) make proposals for new academic programmes culminating in degrees, diplomas and certificates;

- g) make proposals for the establishment of Universities, campuses, faculties, schools, institutes, directorates, departments, centres and other resource and administrative units as may be appropriate;
- h) inculcate a culture of innovation in technology, engineering and science amongst staff, students, and society;
- i) promote education in social dynamics, science and technology within the institution and society;
- j) develop an institution of excellence in teaching, training, scholarship, entrepreneurship, research, consultancy, community service, among other educational services and products;
- k) provide a multi-level system of education and training that is relevant to the needs of the local, national and global community covering a wide range of fields and levels with provision for recognition of prior learning and flexibility of transition between educational levels;
- l) play a leading role in the development and expansion of opportunities for socio-cultural, technological and vocational education and training;
- m) provide high quality educational, research, residential, commercial, cultural, social, recreational, sporting, and other facilities;
- n) facilitate student mobility between programmes of study at different accredited technical training institutions, polytechnics, and universities;
- o) promote critical enquiry, independence and creativity in education, training and research within the institution;
- p) participate in commercial ventures and activities that promote the objectives of the institution;
- q) foster the general welfare of students and staff;
- r) provide equal opportunity for development and further training for staff of the institution;
- s) develop and provide educational, cultural, professional, technical and vocational services to the community and, in particular, the fostering of corporate social responsibility;
- t) provide programmes, products, and services in ways that reflect the principles of equity and social justice;
- u) conduct examinations for, and grant such academic awards as may be provided for in the Statutes, and to syndicate examinations for awards at other institutions as may be approved by the Senate;

- v) generally, facilitate the development and provision of appropriate and accessible academic and other programmes.

2. OBJECTIVES OF THE POLICY

- i. To provide a platform for the University to share information, knowledge and innovation with the general Kenyan public and international community.
- ii. To provide the basis for industrialization and/or provision of products and relevant services emanating from the University.
- iii. To define the flow of knowledge, skills, tools and products from the University to the stakeholders.
- iv. To provide the basis for partnership, and utilization of funds set aside for Extension and Outreach services for the benefit of the community and the General public.
- v. To provide access to and regulations on the general administration of Extension and Outreach services with regard to provision of a service to the general public.
- vi. To provide publicity for products, programmes, goods and services generated by Rongo University for use by stakeholders.
- vii. To foster national development, protection of indigenous knowledge, the environment and gender mainstreaming.

3. SCOPE

The provisions of Rongo University Extension and Outreach Policy shall apply to staff, students, community and other stakeholders involved in all extension and outreach activities.

4. JUSTIFICATION

The purpose of this Policy is to give a framework for engaging the communities and private sector in delivering services and products with a view to obtaining mutual benefit. Community service is a major mandate of Rongo University and the University is mandated to carry out research for development so that the products of research that has benefit to the communities should be delivered to the communities.

5. EXTENSION AND OUTREACH UNIT

There shall be established a University Extension and Outreach Unit under the office of the Deputy Vice Chancellor (for the time being in charge of Research and Extension activities). The Unit shall be responsible for coordinating all the University Extension and Outreach services.

The Extension and Outreach policy framework will be achieved by:-

- i. Ensuring Annual allocation amounting to 20% of the University Research fund to extension and outreach activities;
- ii. Creating an enabling environment for collaboration on dissemination of information and innovative technology with national and international partners through linkages and networks;
- iii. Fostering interactive partnerships with the private sector and community for information sharing, development and preservation of indigenous knowledge;
- iv. Monitoring and evaluating of extension and outreach activities.

5.1 Membership of the Extension and Outreach Unit

The Unit shall comprise of

- i. Deputy Vice Chancellor in charge of research (Chairperson);
- ii. One representative from each School;
- iii. Director of the Privately Sponsored Students Program(PSSP);
- iv. Head of the University Health Unit;
- v. University Librarian ;
- vi. Dean of Students;
- vii. One Student Representative;
- viii. Co-opted members as need may arise for technical advice.

5.2 The Functions of the Unit

- i. To receive, consider and approve extension and outreach activities to be undertaken throughout the year.
- ii. To recommend allocation of funds for extension outreach and approved projects.
- iii. To carry out appropriate reviews on extension and outreach services in line with changes in the academic environment and government extension policies.
- iv. To establish committees to undertake tasks related to the University extension and outreach services.

- v. To coordinate the development of proposals for outreach activities.
- vi. To establish relevant contacts for students and staff for collaboration in extension and outreach activities.
- vii. To promote linkages with the community, industry and other stakeholders.

5.3 The School Extension and Outreach Committee

There shall be established in each school, a School Extension and Outreach Committee. The Dean of the School shall normally be the Chairperson. Membership of the Committee shall comprise one representative from each department in the School. The School Extension and Outreach Committee may co-opt other members for technical advice. The School Extension and Outreach Committee shall meet once in every quarter of the year and the quorum shall be at least 50% of the membership.

5.4 Functions of the School Extension and Outreach Committee

The functions of the School Extension and Outreach Committee shall include:-

- i. To receive and evaluate Extension/Outreach proposals from members of the School.
- ii. To make recommendations to the Extension and Outreach Committee on the suitability and feasibility of each proposed extension or outreach proposal.
- iii. To determine and monitor from time to time the changes in extension or outreach activities for conformity with the laid down guidelines in compliance with other University Policies and development plans.
- iv. To harmonize extension and outreach activities with Extension and Outreach Policy.

5.5 Financing of Extension and Outreach Activities

5.5.1 Sources, Allocation and Distribution of Extension and Outreach Funds

The Council shall determine the amount of money to be allocated for extension and outreach activities in any financial year. Sources of such funding could be from, but not limited to, the following:

- i. 10% retention funds from research projects
- ii. Fundraising through proposal writing and bidding

- iii. Grants for technology transfer
- iv. Collaborative research
- v. Contractual research
- vi. Sale of outreach products

5.5.2 Uses of Extension and Outreach Funds

The Extension and Outreach Fund that the University Council will establish shall be used to offer grants for disseminating research findings, services and products for community development activities, to facilitate partnerships with industry and other stakeholders and to enhance research and extension networks.

Extension and Outreach teams or individuals may also source external financing for extension or outreach activities provided that the external financiers shall be individuals, groups, associations or organizations that are not involved in criminal or antisocial activities.

5.5.3 Collaborative Contractual Agreements

Extension and Outreach activities to be undertaken by joint teams comprising member(s) of the University and organization(s) or individual(s) shall be guided by a contractual arrangement agreed upon by both parties before the inception of the extension or outreach exercise. Such contracts shall cover financing, personnel, responsibilities and duties of each party for mutual benefits.

5.6 Intellectual Property Issues in Extension and Outreach

5.6.1 Registration and Disclosure Issues

Persons intending to use products from the University in Extension and outreach activities should consult with the Technology Transfer Office (TTO) to avoid inadvertent disclosure that may violate the (Intellectual Property) IP policy of the institution. To avoid any mistakes, filing of detailed extension and outreach plans with the office of the Deputy Vice-Chancellor (Research) who is for the time being in charge of extension and outreach.

5.6.2 Compliance with the Intellectual Property Policy

Any staff member or team shall ensure compliance with the regulations in Intellectual Property Policy of the University in all their extension and outreach activities.

5.7 Insurance and Indemnity during Extension and Outreach Activities

5.7.1 Insurance Cover for Students on Off-campus Activities

Rongo University students on attachment, field trips, internship and school assessment shall have group insurance cover as they would under normal University activity.

5.7.2 Cover for Non-University Members

Non-University members in collaborative extension or outreach activity with University members shall not normally enjoy the group insurance cover as University members. However, the University Council may establish a fund for temporary insurance cover for non-University members on such collaborative extension or outreach activities.

5.7.3 Staff Cover.

University staff will be covered under the normal insurance cover when on official duty.

5.7.4 Third Party Liability of Rongo University

The University Council shall determine coverage of third party insurance for University extension or outreach activities in conformity with national laws and professional practice.

5.8 Monitoring and Evaluation

5.8.1 The extension and outreach committee of the University Unit shall have an oversight of all Extension and Outreach Activities and ensure that they are undertaken in line with the University Strategic Plan and any other regulations and policies.

5.8.2 The Extension and Outreach Committee shall establish a monitoring and evaluation system on implementation of the policy that shall be operational after approval by the Senate.

5.8.3 The Extension and Outreach Committee shall initiate reviews of this policy as need may arise.

5.9 Reporting of Extension and Outreach Results

Each group involved in extension or outreach activities shall submit quarterly reports to the School and Extension and Outreach Committee and such reports shall be used to measure performance.

Groups involved in activities that take more than twelve months shall submit a final report in addition to quarterly reports in conformity with the signed agreement of the parties involved in the project.

All reports shall conform to the signed agreement of the parties involved in the project. The final reports shall be submitted through the Schools Extension and Outreach committees to the Unit for consideration and record.

6. EFFECTIVE DATE

This policy shall be effective from the date of approval by the Council.

7. AMENDMENTS

This policy shall be amended from time to time by the University Council as may be recommended by the Senate, University Management Board and other competent bodies of the University.