



Rongo University
P.O. Box 103– 40404
RONGO, KENYA
Email: vc@rongovarsity.ac.ke
Web: www.rongovarsity.ac.ke

HONORARY DEGREE POLICY

JULY, 2017

**REVISED
JANUARY, 2019**

FOREWORD

Universities must be aware of their societal obligations in their pursuit to offer training and confer necessary certifications upon graduation of students. Conferment of Honorary Degrees is one of the best ways for the University to appreciate the contribution of other stakeholders to the well-being of Kenyans and Humankind.

An elaborate, but open nomination, and processing framework will provide the assurance that only worthy candidates eventually get to be awarded the Honorary Degrees of the University. Moreover, if it happens that an error was made during the process, or if any recipient thereafter behaves in a manner that besmirches the integrity of the conferment, then such Degree can be withdrawn as provided for in the Policy.

It is my hope that this Policy will be properly used to recognize individuals for their selfless their service to humankind in an open and non-partisan manner to enhance the name of the University’s national, regional and global standing.

Signature:

Date:

DR. RACHAEL MASAKE

CHAIRPERSON OF COUNCIL

PREFACE

The Rongo University Honorary Degrees Policy provides a framework for and the types of Honorary Degrees the University will confer on duly processed and deserving candidates. To the extent that the University is an academic institution, an Honorary Degree will be a non-practicing academic statement of recognition to a person who will have contributed immensely to the well-being of humankind, be it in their area of profession or in any other area. Such person/s will not attend academic training or examination in order to get such recognition.

The Policy provides specific processes including nomination; vetting; award; and recall of the degree; if matters arise that render the awardees unworthy of award. However, it is the belief of the University Management that only the persons worthy of the awards shall be processed to the final stage, and that there would never arise a situation when the University will be forced to withdraw an award.

I thank members of the University, and the Committees and Boards that developed and processed this Policy.

Signature:

Date:

PROF. SAMUEL GUDU

VICE-CHANCELLOR

TABLE OF CONTENTS

1. BACKGROUND OF THE UNIVERSITY.....	7
1.1 The Vision.....	7
1.2 The Mission	7
1.3 Core Values.....	7
1.4 Mandate of the University.....	7
2. INTRODUCTION	10
3. Scope of the Policy	10
4. The Cadre of Honorary Degrees of Rongo University	10
5. Procedure for Award of Honorary Degrees.....	10
5.1: Senate Committee.....	10
5.1.1 Composition of the Committee	11
5.1.2 Terms of Reference.....	11
5.1.3 Meetings of the Committee.....	11
5.2 Nomination and Recommendation for Honorary Degrees.....	11
5.3 Cancellation of Honorary Degrees	12
6. EFFECTIVE DATE	12
7. AMENDMENTS.....	12

DEFINITIONS

For the purpose of this Policy and unless specifically provided;

Honorary Degree means an academic honour conferred on account of distinguished contribution to the specified discipline, but without learning or examination

Honorary Doctor of Humane Letters means Honorary Degree conferred for general, non-discipline-related areas, such as peace and gender, among others.

ACRONYMS AND ABBREVIATIONS

Hon. D.S.:	Honorary Doctor of Sciences.
Hon. L.L.D:	Honorary Doctor of Laws.
Hon. D. Arts:	Honorary Doctor of Arts.
Hon. L.H.D:	Honorary Doctor of Humane Letters.

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 colleges, 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. INTRODUCTION

The Honorary Degrees Policy lays the guidelines on the kind of degrees that fit the genre, the necessary administrative structures and procedures, and the kind of persons that may be considered and awarded the Honorary Degrees of Rongo University. The Honorary Degree (*Honoris causa*) is an honour that shall be conferred on individuals with outstanding achievements and distinguished contribution to scholarship, creativity, leadership, humanitarian or public service at both the national and global spheres. Such individual will not undergo university training and examination as is for regular qualifications.

Rongo University, pursuant to provisions of Rongo University Charter, 2016, Section 7 (1) c and other relevant Laws, Statutes, Rules and Regulations and Kenyan Universities Standards and Guidelines, 2014 shall award Honorary Degrees to persons of outstanding performance in a variety of spheres of life. The honour shall be a culmination of a search for persons that merit such honours. The search shall involve participation of university leadership at various levels, Senate, staff, students, alumni, stakeholder input and the Council. A citation of the person shall be prepared and subjected to scrutiny at various levels for recommendation and approval. Honorary Degrees will be awarded in line with the vision, mission and core values of the University.

3. Scope of the Policy

This Policy shall apply for all persons, committees and boards, the citation, procedures and nominees for Honorary Degrees of Rongo University and shall be operational through the Vice-Chancellor.

4. The Cadre of Honorary Degrees of Rongo University

The cadre of Honorary Degrees of Rongo University shall include:

- i. Honorary Doctor of Sciences (Hon. D.S);
- ii. Honorary Doctor of Laws (Hon. L.L.D);
- iii. Doctor of Arts (Hon. D. Arts)
- iv. Doctor of Humane Letters (Hon. L.H.D).

5. Procedure for Award of Honorary Degrees

5.1: Senate Committee

There shall be established a Standing Senate Sub-Committee in charge of processing nominees for *Honoris Causa*.

5.1.1 Composition of the Committee

Membership of the Senate Sub-Committee in charge of Honorary Degree awards shall comprise:

- i. Deputy Vice-Chancellor, responsible for academic affairs as Chairperson;
- ii. One full Professor drawn from every School of the University;
- iii. At least two Deans of teaching Schools nominated by Senate;
- iv. The Dean of the School being considered to award the Honorary Degree;
- v. An expert on attendance capacity;
- vi. Registrar in charge of Academic Affairs shall serve as Secretary.

5.1.2 Terms of Reference

The terms of reference for the sub-committee shall be to:

- i. Manage the process for Honorary Degree awards.
- ii. Carry out other functions as may be recommended by Senate from time to time.

5.1.3 Meetings of the Committee

- i. Meetings of the Committee shall be properly constituted if 50%+1 of the members are present;
- ii. The Committee may sit as many times as possible, but not less than once every quarter of the academic year;
- iii. In the absence of the Chairperson at a properly constituted meeting, and having met the criterion on quorum, members present shall nominate one of those present, provided that such a member is a full professor, to chair the meeting.

5.2 Nomination and Recommendation for Honorary Degrees

- i. The University shall call for nominations for consideration of Honorary Degrees which shall be vetted, selected and nominated for conferment at least fourteen (14) months before the next awarding Graduation;
- ii. Such proposals may be made by a member of the Council, Senate, academic staff, Alumni, students, or other stakeholders;
- iii. A proposal for award of an Honorary Degree shall be made at least twelve (12) months before the awarding Graduation ceremony;
- iv. A proposal for award of the degree shall be made to the respective School (or directly to the Vice-Chancellor as the situation may determine), provided that every proposal shall be accompanied by a statement on the degree recommended and a detailed resume of the proposed person, including the reasons for such recommendation, which will form the draft citation;

- v. Whereas the process shall be as confidential as possible the nominator shall alert the nominee of their intention to nominate them and shall get their acceptance before forwarding the proposal;
- vi. Each nomination shall be accompanied by a cover letter comprising the following:
 - a) Biographical summary of the candidate
 - b) Summary of the accomplishments of the nominee and any supporting documents.
 - c) Specific contribution of the nominee
 - d) Originality of the nominee's contribution
 - e) Rationale for isolating the nominee from among peers
 - f) Reasons why the nominee deserves to be awarded by the University.
- vii. The Dean of the School shall inform the Vice-Chancellor of the proposal by Internal Memo;
- viii. The Dean of the School shall table the proposal for discussion and make recommendations at a School Board and submit the proposal to the Vice-Chancellor;
- ix. The Vice-Chancellor shall have the proposal tabled at Senate, which shall refer the proposal to the Senate sub-committee specified in section 4.1.1 above;
- x. The Committee shall hold such meetings, and consult staff, alumni and other stakeholders, as may be necessary and make recommendations to the Vice-Chancellor as to the suitability of the proposed Honoray Degree award;
- xi. The Vice-Chancellor shall have the recommendations discussed by the Top Management and Senate which shall make recommendations for approval to Council as the case may be;
- xii. On approval by the Council, the citation to award the Honoray Degree shall be announced in at least two daily newspapers with a wide circulation in Kenya.
- xiii. An Honoray Degree shall be awarded by the Chancellor at a Congregation, but if the degree is being awarded to the Chancellor of the University, by the Vice-Chancellor.
- xiv. Only one Honoray Degree can be awarded to any candidate.

5.3 Cancellation of Honorary Degrees

Subject to provisions of Rongo University Statutes, 2016. Senate may recommend the cancellation of a Honoray Degree issued to a candidate.

6. EFFECTIVE DATE

This Policy shall become effective immediately upon approval by the University Council.

7. AMENDMENTS

This Policy will be amended from time to time by the University Council.