



SOUTH EASTERN KENYA UNIVERSITY

POLICY ON CUSTODY AND REPRINTING OF CERTIFICATES

Approved for submission to the University Council

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Vice-Chancellor

Date

Our Vision

To be a globally competitive centre of excellence in teaching, research and innovation and service.

Our Mission

To provide quality education through teaching, research, extension, innovation and entrepreneurship with emphasis on dryland agriculture natural resources and environmental management

Our Core Values

Professionalism
Innovation
Integrity
Freedom of Thought
Teamwork

Our Philosophy

Transforming lives through teaching, research, innovation and community service

TABLE OF CONTENTS

1. INTRODUCTION 4

 (1) Background 4

 (2) Policy statement 4

 (3) University Vision 4

 (5) University Core Values 5

 (6) Policy Objectives 5

 (7) Justification 5

2. POLICY GUIDELINES 5

 (1) Storage of certificates..... 5

 (2) Collection of certificate..... 5

 (a) Who can collect a certificate 5

 (b) Collection of certificates 5

 (3) Reprinting of certificates..... 6

 (a) Correction of names 6

 (b) Reprinting of certificates after six months 6

 (c) Approval for reprinting of certificates 6

 (4) Lost or destroyed certificates 6

 (6) Disposal of certificates..... 6

4. IMPLEMENTATION 6

5. REVIEW 6

1. INTRODUCTION

(1) Background

South Eastern Kenya University (SEKU) was established as a chartered university on 1st March 2013. Since then, the University has had three graduations with 118 graduates in the first, 414 in the second and 823 in the third. According to the Strategic Plan 2015-2019, the University will increase the number of graduates in each academic year to 3,000 by the 2019/2020 academic year. Therefore, as the years go by, there will be increased demands on storage and reprinting of certificates.

Currently, the University is holding certificates as follows: first graduation (2013/2014 academic year) - 7; Second graduation (2014/2015 academic year) - 18; KNEC and TVET results slips from 1987 - 52. Going by this trend, the University will be holding a large number of uncollected certificates, hence the need for a formal guideline that creates order in the storage and general management of certificates.

Furthermore, there are rising cases of errors of commission or omission on the part of graduates, which necessitate reprinting of such certificates. In addition, there will be cases of lost or destroyed certificates that will require action on the part of the University.

(2) Policy statement

South Eastern Kenya University is committed to ensuring safe custody of custody of certificates and established known mechanisms of securing the reprinting of certificates. This policy seeks to ensure that ensure that at all stages certificates are managed in a clear transparent manner to the satisfaction of the University's customers, namely its students and graduates.

(3) University Vision

To be a globally competitive centre of excellence in teaching, research, innovation and service.

(4) University Mission

To provide quality education through teaching, research, extension, innovation and entrepreneurship with emphasis on dryland agriculture, natural resources and environmental management.

(5) University Core Values

Professionalism, innovation, integrity, freedom of thought, teamwork, and respect for and conservation of environment

(6) Policy Objectives

The objectives of this Policy are to:

- (a) manage the uncollected certificates
- (b) discourage graduates from leaving their certificates uncollected for a long period of time
- (c) ensure that graduates confirm the correctness of all details pertaining to their names and degree programme
- (d) create ways of managing graduates issues on lost or destroyed certificates.

(7) Justification

Certificates are important documents issued by the University and should be handled with maximum care and sensitivity. A standard defined action is required that is achieved through a policy. It is envisaged that with the number of graduates increasing each year there will be demand on storage and reprinting of certificates. At the same time, cases of lost or destroyed certificates will require action. These certificates require space and security for storage, putting pressure on the available storage facilities. The University needs a procedure that encourages graduates to collect their certificates within a stipulated timeframe, as well as give direction on handling of uncollected, lost or destroyed certificates.

(8) Scope of the Policy

This Policy applies to graduates of South Easter Kenya University

2. POLICY GUIDELINES

(1) Storage of certificates

The certificates shall be stored within a secure building in a water- and fire-proof safe.

(2) Collection of certificate

(a) Who can collect a certificate

The graduate shall collect his or her certificate in person or send a representative bearing an affidavit signed by a commissioner for oaths or a magistrate.

(b) Collection of certificates

- (i) SEKU graduates shall be required to collect their certificates within 6 (six) months after graduation.

- (ii) There shall be a custodial fee of Kes.1000/- charged for the first year after elapse of the collection time frame with an additional Kes.500/- charged for every subsequent 12 months after the initial custodial fee has been charged.

(3) Reprinting of certificates

(a) Correction of names

The graduates shall be allowed to change their names within six (6) months after the date of graduation and the certificate reprinted at no cost.

(b) Reprinting of certificates after six months

There shall be a fee of KES2,000 charged for requests for changes to be made on the certificate if collection of the certificate is done after the stipulated collection time frame.

(c) Approval for reprinting of certificates

The Vice-Chancellor on the behalf of the University Senate shall approve the reprinting of certificates.

(4) Lost or destroyed certificates

The University will not reprint a lost/destroyed certificate but shall provide a letter to act as a replacement.

(5) Spoilt certificates

Certificates that are spoilt shall be destroyed by crossing diagonally and punching two on the top edge.

(6) Disposal of certificates

The University shall dispose of uncollected certificate after a period of fifteen (15) years has elapsed from the date of graduation.

4. IMPLEMENTATION

The Policy shall come into force immediately upon approval

5. REVIEW

The Policy will be reviewed where necessary, from time to time.