

NINTH SCHEDULE

STUDENT RECRUITMENT AGENCIES AND THE ACTIVITIES OF FOREIGN UNIVERSITIES/INSTITUTIONS

SRA/STD/01: Scope

These Standards and Guidelines shall apply to:

1. Agencies for student recruitment into universities/institutions;
2. Agencies for advertising, exhibiting and marketing universities/institutions;
3. Foreign universities or institutions directly advertising, exhibiting or recruiting students;
4. A confederation of agencies for advertising, exhibiting and marketing universities/institutions; and
5. A confederation of agencies for student recruitment into universities/institutions.

SRA/STD/02: Conditions for Licensing

An individual or entity wishing to operate a student recruitment agency in Kenya shall apply to the Commission for University Education for a license.

Guidelines

A licensed Student Recruitment Agency shall:

1. Annually apply for licensing from the Commission in a prescribed format;
2. Pay the requisite application fee as set by the Commission from time to time;
3. While applying for the renewal of the license, submit to the Commission a Self-Assessment Report in a prescribed format;
4. Have a valid Certificate of Incorporation in Kenya obtained from the Registrar of Companies or a valid Certificate of Registration in Kenya from the Registrar of Business Names;
5. Comply with National and County Governments' regulations governing public and health safety including fire safety;
6. Have a valid Memorandum of Agreement and Finance with each of the universities and institutions that it represents or intends to represent;
7. Have its own or leased physical address:
 - (a) If the physical address is owned by the agency, a valid title deed be availed to the Commission;

- (b) If the physical address is leased, a valid lease agreement be availed to the Commission.
- 8. Have a functional:
 - (a) Postal address;
 - (b) Website;
 - (c) Internet;
 - (d) Email address; and
 - (e) Fixed/mobile telephone number.
- 9. Foreign missions wishing to represent or mobilize universities and institutions in their home countries to advertise, exhibit or recruit students in Kenya shall apply for short term licenses as may be prescribed by the Commission from time to time;
- 10. Licensed agencies wishing to operate outside their licensed locations and individual universities wishing to advertise, exhibit or recruit students recruit students in Kenya during a specified time period of the year shall also apply for short term licenses.
- 11. Media and related companies wishing to advertise, exhibit and market universities/ institutions in Kenya during a specified time period of the year shall also apply for short term licenses.

SRA/STD/003: Office Space

A Student Recruitment Agency shall have appropriate and adequate office space.

Guidelines

The office space shall have:

- 1. Sufficient aeration and lighting;
- 2. A reception area and interview/counseling room(s);
- 3. Suitable furniture and related work tools;
- 4. Sufficient clean water;
- 5. Access to clean and well maintained male and female sanitation facilities.

SRA/STD/04: Human Resource

A Student Recruitment Agency shall have adequate and competent human resources to execute its mandate in accordance with its human resource policy.

Guidelines

1. There shall be a clear human resource policy detailing employee management policies, guidelines and practices in the agency;
2. All employees in the agency shall have requisite qualifications and experience in their areas of operation to enable them to advise students, parents and guardians appropriately;
3. At least two employees in the agency shall have a minimum of a Bachelor's degree;
4. A database on employee profiles including citizenship, qualifications, employment details and Certificates of Good Conduct shall be developed and maintained;
5. The citizenship of employees in the agency shall be evidenced by a valid national identification card for Kenyan citizens and a valid passport for foreigners;
6. Foreign employees shall have valid work permits;
7. Certificates of good conduct for both Kenyan and foreign employees shall be obtained from the Kenya Police Service.

SRA/STD/05: Validity of the License

A full license to operate as a student recruitment agency shall last for one calendar year while a short term license shall last for up to three months. Both licenses are renewable provided the licensed agency adheres to these Standards and Guidelines.

Guidelines

1. The term of the license shall commence from the date of issue or as may otherwise be stated in the license itself;
2. An annual license shall end twelve months (or as may otherwise be stated in the license itself) from the date of commencement;
3. A short-term license shall end three months (or as may otherwise be stated in the license itself) from the date of commencement
4. The Commission may vary or nullify the license if the agency contravenes any of the terms and conditions under which the license is issued;
5. An agency wishing to continue operating as a student recruitment agency shall apply for the renewal of its license in the manner prescribed by the Commission at least one month prior to expiry; and
6. An agency whose license has expired and has not applied for renewal shall cease operations or be deemed to be in contravention of the Universities Act.

SRA/STD/06: Quality of Service

A Student Recruitment Agency shall promote the highest standards of student recruitment, advertising, exhibiting and marketing for universities/institutions.

Guidelines

A student recruitment agency shall:

1. Have and display a Service Charter detailing its services and timelines;
2. Develop and institutionalize internal quality assurance mechanisms;
3. Only recruit students for admission into the universities and institutions approved by the Commission;
4. Clearly outline the services rendered to students before and after they join the universities and institutions they are recruited into;
5. Track and record the progress of the students they place in universities and institutions;
6. Develop and maintain alumni records;
7. Evaluate and document feedback from the students, parents, guardians and related clients they serve.

SRA/STD/07:

Obligations of a Licensed Student Recruitment Agency

A Student Recruitment Agency shall recruit qualified students for admission into universities/institutions that are accredited and recognized in their countries of origin.

Guidelines

1. Recruit for admission only qualified students meeting requisite entry requirements as set by the Commission from time to time;
2. Recruit students for admission into accredited and recognized universities and institutions in their countries of origin;
3. Ensure that the students upon graduation submit their qualifications to the Commission for recognition and equation.

TENTH SCHEDULE

RECOGNITION AND EQUATION OF QUALIFICATIONS (OF DEGREES, DIPLOMAS AND CERTIFICATES) CONFERRED OR AWARDED BY FOREIGN UNIVERSITIES AND INSTITUTIONS

SREQ/STD/01: Scope

These Standards and Guidelines shall apply to applicants (individuals and organizations) for the recognition of degrees, diplomas and certificates conferred or awarded by foreign universities and institutions. Applications for this service shall be made by the individual holder of the foreign qualification, a current or prospective employer of the said individual, a university or institution where the said individual has sought admission for further studies, a court of law or a lawful government investigative agency.

SREQ/STD/02: Application Procedure for Recognition and Equation of Qualifications

Applicants for recognition and equation of qualifications shall submit the following documents to the Commission:

1. A duly filled application Form CUE/QAS/1 for Recognition and equation of qualifications;
2. Original and certified copies of High School Certificates;
3. Original and certified copies of University Certificates and Academic Transcripts;
4. Original and certified copy of either a valid:
 - (a) National Identity Card (ID) or a valid Passport for Kenyan Citizens; or
 - (b) Passport, Work Permit/Visa and Letter of Provisional Admission/Intent into Kenyan Universities for foreigners intending to pursue further studies in Kenyan Universities; or
 - (c) Passport, Work Permit/Visa and Letter of invitation for interview or employment offer for foreigners intending to work in organizations based in Kenya;
5. All certificates and transcripts submitted by Kenyan citizens must be commissioned (i.e. signed and stamped) by either:
 - (a) An Advocate who is a Commissioner of Oaths, or
 - (b) The respective issuing University/Institution.
6. All certificates submitted by Foreigners must be notarized (i.e. signed and stamped) by either:
 - (a) An Advocate who is a Notary Public, or
 - (b) The respective issuing University/Institution.

7. National Identity Cards or Passports submitted by Kenyan Citizens must be certified by An Advocate and Commissioner for Oaths;
8. Passports, Work Permits and Visas submitted by foreigners must be certified by an Advocate and Notary Public;
9. Where certificates and transcripts are in a foreign language, copies translated in English bearing the official stamp of the Foreign University/Institution or the local Embassy/Mission of the home country of the University issuing the Certificates and Academic transcripts or a certified and registered translation company must be submitted;
10. Submission of applications and collection of letters shall be done during the following Commission official working hours:
 - (a) Morning: 8.00 am - 1.00 pm
 - (b) Afternoon: 2.00 pm - 5.00 pm

SREQ/STD/03: General Requirements for Recognition and Equation of Qualifications

1. An applicant for recognition and equation of qualifications under these standards and guidelines shall adhere to the following general requirements:
 - (a) The qualification must have been obtained from an Accredited and Recognized University or Institution in the country of origin;
 - (b) The qualification must be Accredited and Recognized in the country of origin;
 - (c) The holder of the Award must have met the Minimum Entry Requirements for an Academic Programme leading to an equivalent qualification in Kenya.
 - (d) The awarding university/institution shall provide the total number of instructional hours allocated to the academic programme for whose qualification recognition and recognition have been sought, in line with prescribed standards and requirements by the relevant professional bodies (where applicable).
2. One instructional hour shall be equivalent to:
 - (a) One (1) contact hour in a lecture-designed session;
 - (b) Two (2) contact hours in a tutorial-designed or open-learning-designed session;
 - (c) Three (3) contact hours in a laboratory-designed or practicum session; and
 - (d) Five (5) contact hours in a farm or similar practice.
3. A credit hour shall be equivalent to a minimum of 13 instructional hours;

4. A student's workload in a year shall be approximately 1500 – 1800 study hours, with not more than 1/3 of the hours allocated to instructional/supervised sessions, including lecture and laboratory sessions. The rest of the hours shall be dedicated to tutorials and seminars; carrying out assignments; independent and private studies; placements; preparation of projects; and examinations;
5. All copies of certificates and academic transcripts presented as proof of attainment of entry requirements for a particular qualification must be certified by an Advocate and Commissioner for Oaths (for Kenyan Citizens), an Advocate and Notary Public (for foreigners) OR the issuing University/Institution.

SREQ/STD/004: Specific requirements for recognition and equation of qualifications

In addition to the general requirements stated in SREQ/STD/002, an applicant shall also adhere to specific minimum requirements for each level of qualification. These shall include Certificate, Diploma, Bachelor's degree, Post Graduate Diploma, Master's degree and Doctorate degree.

SREQ/STD/005: Recognition of Certificate Qualifications

For a Certificate qualification to be recognized, the holder shall have fulfilled the Minimum entry requirements, minimum standards for instructional hours spread out in a structured academic calendar, and received the qualification in accordance with the classification systems stipulated under these Standards and Guidelines.

Guidelines

1. Minimum entry requirements

The holder of a Certificate qualification must have obtained either of the following with a minimum pass in the cluster subjects:

- (a) Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain);
- (b) Kenya Certificate of Education (KCE) Division III;
- (c) East Africa Certificate of Education (EACE) Division IV with a minimum of a pass in the cluster subject;

- (d) Kenya Certificate of Education (KCE) Division IV with a minimum pass in all cluster subjects;
- (e) Kenya Advanced Certificate of Education (KACE) with 3 Subsidiaries;
- (f) A Pass in a relevant Artisan course;
- (g) An equivalent qualification from an accredited and recognized institution.

2. Standards for instructional hours

The academic programme leading to the award of the Certificate qualification must have been covered in the following minimum number of instructional hours:

(i)	Applied Sciences and Agriculture:	390
(ii)	Information Technology:	117
(iii)	Computer Science:	117
(iv)	Engineering:	390
(v)	Architecture:	390
(vi)	Health Sciences:	390
(vii)	Pure and Natural Sciences:	159
(viii)	Hotel and Hospitality:	184
(ix)	Arts and Humanities:	133
(x)	Social Sciences:	133
(xi)	Business Studies:	133

3. Classification System for Certificate qualifications

The classification system for Certificate qualifications shall be as detailed in Table below:

S/No.	Overall Average Mark	G.P.A.	Classification
1.	70% and above	3.70 - 4.00	Distinction
2.	60% - 69%	3.00 - 3.69	Credit
3.	40% - 59%	2.00 – 2.99	Pass
4.	Less than 40%	>2.00	Fail

4. Academic calendar for Certificate Qualifications

The academic calendar for the awarding University/Institution must have been divided into one of the following modes:

- (a) Semesters comprising two (2) equal divisions/terms of between fifteen – seventeen (15-17) weeks per academic year; or
- (b) Trimesters comprising three (3) equal divisions/terms of between thirteen-fifteen (13-15) weeks per academic year; or
- (c) Quarters comprising four (4) equal divisions/terms of between nine-twelve (9-12) weeks per academic year.

SREQ/STD/06: Recognition of Diploma Qualifications

For a Diploma qualification to be recognized, the holder shall have fulfilled the Minimum entry requirements, minimum standards for instructional hours spread out in a structured academic calendar, and received the Award in accordance with the classification systems stipulated under these Standards and Guidelines.

Guidelines

1. Minimum entry requirements

The holder of a Diploma qualification must have obtained any of the following:

- (a) Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus);
- (b) EACE Division III with a minimum Credit pass in Cluster subjects;
- (c) KCE Division III with a minimum Credit pass in Cluster subjects;
- (d) KACE with 1 Principal pass and 2 Subsidiaries
- (e) A Pass in a relevant Craft or Certificate course;
- (f) Equivalent qualifications except where stated otherwise in the respective individual course syllabuses.

2. Standards for instructional hours

The academic programme leading to the award of the Diploma qualification must have been covered in the following minimum number of instructional hours:

- (a) Applied Sciences and Agriculture: 1650
- (b) Information Technology: 920
- (c) Computer Science: 920
- (d) Engineering 1650

(e)	Architecture:	1650
(f)	Health Sciences:	1650
(g)	Pure and Natural Sciences:	1250
(h)	Hotel and Hospitality:	1450
(i)	Arts and Humanities:	1050
(j)	Social Sciences:	1050
(k)	Business Studies:	1050

3. Classification System for Diploma qualifications

The classification system for Diploma qualifications shall be as detailed in Table below:

S/No.	Overall Average Mark	G.P.A.	Classification
1.	70% and above	3.70 - 4.00	Distinction
2.	60% - 69%	3.00 - 3.69	Credit
3.	40% - 59%	2.00 – 2.99	Pass
4.	Less than 40%	>2.00	Fail

4. Academic calendar for Diploma Qualifications

The academic calendar for the awarding University/Institution must have been divided into any one of the following modes:

- Semesters comprising two (2) equal divisions/terms of between fifteen – seventeen (15-17) weeks per academic year;
- Trimesters comprising three (3) equal divisions/terms of between thirteen-fifteen (13-15) weeks per academic year;
- Quarters comprising four (4) equal divisions/terms of between nine-twelve (9-12) weeks per academic year.

SREQ/STD/07: Recognition of Bachelor's Degree Qualifications

For a Bachelor's degree qualification to be recognized, the holder shall have fulfilled the Minimum entry requirements, minimum standards for instructional hours spread out in a structured academic

calendar, and received the qualification in accordance with the classification systems stipulated under these Standards and Guidelines.

Guidelines

5. Minimum entry requirements

The holder of a Bachelor's degree qualification must have obtained any of the following with a minimum pass in the cluster subjects:

- (a) KCSE with a Mean Grade of C+ and above or its Accredited and Recognized equivalent;
- (b) An Accredited and Recognized relevant Diploma from an Accredited and Recognized Tertiary Institution;
- (c) KCSE Mean Grade C (plain) or its Accredited and Recognized equivalent with an Accredited and Recognized relevant Diploma from an Accredited and Recognized Institution;
- (d) KCSE Mean Grade C- or its Accredited and Recognized equivalent with an Accredited and Recognized relevant Post-Secondary Certificate plus an Accredited and Recognized relevant Diploma from an Accredited and Recognized institutions;
- (e) The Kenya Certificate of Education (KCE), East African Certificate of Education (EACE), "Ordinary Level" Division I or II or an Accredited and Recognized equivalent, plus an Accredited and Recognized Diploma from an Accredited and Recognized institution;
- (f) The Kenya Certificate of Education (KCE), East African Certificate of Education (EACE), "Ordinary Level" Division III or an Accredited and Recognized equivalent, plus an Accredited and Recognized Post-Secondary Certificate and an Accredited and Recognized Diploma from an Accredited and Recognized institution;
- (g) The KACE "Advanced Level" with two Principal passes and a subsidiary.

6. Standards for instructional hours

The academic programme leading to the conferment of the Bachelor's degree qualification must have been covered in the following minimum number of instructional hours:

- | | | |
|-----|------------------------------|------|
| (a) | Applied Sciences: | 2240 |
| (b) | Arts and Humanities: | 1680 |
| (c) | Medical and Allied Sciences: | 3960 |
| (d) | Pure and Natural Sciences: | 1785 |
| (e) | Social Sciences: | 1680 |
| (f) | Business Studies: | 1680 |

7. Classification System for Bachelor's qualifications

The classification system for Bachelor's degree qualifications shall be as detailed in table below:

S/No.	Overall Average Mark	G.P.A.	Classification
1.	70% and above	3.68 - 4.00	First Class
2.	60% - 69%	3.33 - 3.67	Upper Second Class
3.	50% - 59%	3.0 – 3.32	Lower Second Class
4.	40% - 49%	2.00 – 2.99	Pass
5.	Less than 40%	>2.00	Fail

8. Academic calendar for Bachelor's Degree Qualifications

The academic calendar for the awarding University/Institution must have been divided into any one of the following modes:

- (a) Semesters comprising two (2) equal divisions/terms of between fifteen – seventeen (15-17) weeks per academic year;
- (b) Trimesters comprising three (3) equal divisions/terms of between thirteen-fifteen (13-15) weeks per academic year;
- (c) Quarters comprising four (4) equal divisions/terms of between nine-twelve (9-12) weeks per academic year.

SREQ/STD/08: Recognition of Postgraduate Certificate

For a Postgraduate Certificate qualification to be recognized, the holder shall have fulfilled the Minimum entry requirements, minimum standards for instructional hours spread out in a structured academic calendar, and received the qualification in accordance with the classification systems stipulated under these Standards and Guidelines.

Guidelines

1. Minimum entry requirements

The holder of a Postgraduate Certificate qualification must have obtained an Accredited and Recognized Bachelor's degree from an Accredited and Recognized University or Institution.

2. Standards for instructional hours

The academic programme leading to the award of the Postgraduate Certificate qualification must have been covered in a minimum of three hundred and fifteen (315) instructional hours and it should not be less than six (6) months.

3. Academic calendar for Post graduate Certificate Qualifications

The academic calendar for the awarding University/Institution must have been divided into one of the following modes:

- (a) Semesters comprising two (2) equal divisions/terms of between fifteen – seventeen (15-17) weeks per academic year;
- (b) Trimesters comprising three (3) equal divisions/terms of between thirteen-fifteen (13-15) weeks per academic year;
- (c) Quarters comprising four (4) equal divisions/terms of between nine-twelve (9-12) weeks per academic year.

SREQ/STD/009: Recognition of Post Graduate Diploma

For a Postgraduate Diploma qualification to be recognized, the holder shall have fulfilled the Minimum entry requirements, minimum standards for instructional hours spread out in a structured academic calendar, and received the Award in accordance with the classification systems stipulated under these Standards and Guidelines.

Guidelines

Minimum entry requirements

The holder of a Postgraduate Diploma qualification must have obtained an Accredited and Recognized Bachelor's degree from an Accredited and Recognized University or Institution.

1. Standards for instructional hours

The academic programme leading to the award of the Postgraduate Certificate qualification must have been covered in a minimum of four hundred and seventy three (473) instructional hours and should not be less than one (1) academic year.

2. Academic calendar for Post graduate Diploma Qualifications

The academic calendar for the awarding University or Institution must have been divided into one of the following modes:

- (a) Semesters comprising two (2) equal divisions/terms of between fifteen – seventeen (15-17) weeks per academic year;
- (b) Trimesters comprising three (3) equal divisions/terms of between thirteen-fifteen (13-15) weeks per academic year;
- (c) Quarters comprising four (4) equal divisions/terms of between nine-twelve (9-12) weeks per academic year.

SREQ/STD/10: Recognition of Master's Degree

For a Master's degree qualification to be recognized, the holder shall have fulfilled the Minimum entry requirements, minimum standards for instructional hours spread out in a structured academic calendar, and received the Award in accordance with the classification systems stipulated under these Standards and Guidelines.

Guidelines

1. Minimum entry requirements

The holder of a Master's degree qualification must have obtained either of the following:

- (a) An Accredited and Recognized Bachelor's degree with Second Class Honours Upper Division from an Accredited and Recognized University or Institution;
- (b) An Accredited and Recognized Bachelor's degree with Second Class Honours Lower Division with a minimum of two years relevant working experience;
- (c) An Accredited and Recognized Bachelor's degree with a Pass and a relevant Post graduate Diploma or a minimum of three (3) years relevant working experience

2. Standards for instructional hours

The academic programme leading to the award of the Master's degree qualification must have been covered in a minimum of six hundred and thirty (630) instructional hours.

3. Academic calendar for Master's degree Qualifications

The academic calendar for the awarding University/Institution must have been divided into one of the following modes:

- (a) Semesters comprising two (2) equal divisions/terms of between fifteen – seventeen (15-17) weeks per academic year;
- (b) Trimesters comprising three (3) equal divisions/terms of between thirteen-fifteen (13-15) weeks per academic year;
- (c) Quarters comprising four (4) equal divisions/terms of between nine-twelve (9-12) weeks per academic year.

SREQ/STD/11: Recognition of Doctorate Degree Qualifications

For a Doctorate degree qualification to be recognized, the holder shall have fulfilled the Minimum entry requirements, minimum standards for instructional hours spread out in a structured academic calendar, and received the qualification in accordance with these Standards and Guidelines.

Guidelines

4. Minimum entry requirements

- (a) The holder of a Doctorate degree qualification must have obtained following:
 - (i) An Accredited and Recognized relevant Bachelor's degree from an Accredited and Recognized University or Institution;
 - (ii) An Accredited and Recognized relevant Master's degree from an Accredited and Recognized University or Institution;
- (b) The Bachelors and Master's degree Certificates must be supported by academic transcripts.
- (c) Research must have constituted not less than two thirds of the entire programme structure.

5. Standards for duration of study

The holder of a Doctorate degree qualification must have studied for a minimum of three (3) academic years.

6. Academic calendar for a Doctorate degree Qualifications

The academic calendar for the awarding University/Institution must have been divided into one of the following modes:

- (a) Semesters comprising two (2) equal divisions/terms of between fifteen – seventeen (15-17) weeks per academic year;
- (b) Trimesters comprising three (3) equal divisions/terms of between thirteen-fifteen (13-15) weeks per academic year;
- (c) Quarters comprising four (4) equal divisions/terms of between nine-twelve (9-12) weeks per academic year.

SREQ/STD/12: Institutional Recognition

In circumstances where:

The qualification does not meet the minimum workload requirements as per The Universities Standards and Guidelines;

and/or

The holder of the qualification did not meet the minimum admission requirements as per The Universities Standards and Guidelines;

But

The awarding University or Institution is accredited and recognized by an accrediting body operating under International Conventions, Regional Conventions or the Laws of the Country of Operation;

and/or

The qualification was obtained under a collaborative arrangement not authorized and/or recognized by the Commission:

The Commission may only consider the grant of Institutional Recognition.

SREQ/STD/13: Qualifications Not Recognizable

Granted that Recognition and Equation of Qualifications is bound by International Conventions, Regional Conventions and by the Laws of the Countries in which Foreign Universities and Institutions operate, the Commission will not recognize foreign qualifications if:

- (a) The Academic programme is not Accredited and Recognized;
- (b) The awarding University or Institution is not Accredited and Recognized by an Accrediting Body operating under International Conventions, Regional Conventions or the Laws of the Country of Operation;
- (c) The degree/award does not meet the minimum workload requirements as per these ~~The Universities~~ Standards and Guidelines;
- (d) The holder of the qualification did not meet the minimum admission requirements as per these ~~The Universities~~ Standards and Guidelines;
- (e) If the qualification was obtained under a collaborative arrangement that is neither authorized nor recognized by Commission.

SREQ/STD/14: Equation of Qualifications

In addition to the requirements for Recognition of Qualifications as provided in Standards 001-012 above, Equation of Qualifications shall be based on:

- (a) Previous qualifications before enrolling for the given qualification to confirm adherence to the minimum entry qualifications in line with these ~~The Universities~~ Standards and Guidelines ~~The Universities Standards and Guidelines for an Academic Programme~~;
- (b) Content and duration of study in line with these ~~The Universities~~ Standards and Guidelines ~~The Universities Standards and Guidelines, 2014 for an Academic Programme~~ (Academic Transcript(s) must be presented);
- (c) In case of professional programmes, registration to practice in the country of origin.
- (d) The academic calendar for the awarding University/Institution must have been divided into one of the following modes:
 - (i) Semesters comprising two (2) equal divisions/terms of between fifteen – seventeen (15-17) weeks per academic year;
 - (ii) Trimesters comprising three (3) equal divisions/terms of between thirteen-fifteen (13-15) weeks per academic year; OR
 - (iii) Quarters comprising four (4) equal divisions/terms of between nine-twelve (9-12) weeks per academic year.
- (e) The duration of study and credit hours for a given qualification. The holder of the Award must have obtained the minimum number of total instructional hours as detailed in Table

IX.5.1 below in a three (3) contact hour programme spread over a sixteen (16) week Semester:

S/No	Programme	Contact Hours	Minimum Number of Units
1.	Arts and Humanities	1680	35
2.	Social Sciences	1680	35
3.	Pure and Natural Sciences	1785	37
4.	Applied Sciences	2240	47
5.	Medical & Allied Sciences	3960	83

The degree classification systems shall be as detailed in Table IX.5.2 below:

S/No.	Overall Average Mark	G.P.A.	Classification
1.	70% and above	3.70 - 4.00	First Class Honours
2.	60% - 69%	3.00 - 3.69	Second Class Honours (Upper Division)
3.	50% - 59%	2.50 – 2.99	Second Class Honours (Lower Division)
4.	40% to less than 50%	2.00 – 2.49	Pass

SREQ/STD/15: Charges

The Commission shall as mandated by The Universities Act No. 42 of 2012 levy charges for services rendered under these Standards and Guidelines as will be gazetted by the Commission from time to time.

Guidelines

With effect from 21st November 2014, as published in the Kenya Gazette, Notice No. 8477 and No. 6853 of 26th August 2016 the charges are as follows:

- (a) First application by holder of the academic award: KES 6,000/=
- (b) More than one award from the same University or Institution: KES 6,000/=

- (c) Awards from different Institutions KES 6,000/= each
- (d) Subsequent application on the same academic award by the holder: KES 3,600/=
- (e) Express (same day) service by Holder of the Academic Award: KES 10,000/= each
- (f) By prospective employer or any other body:
 - (i) Within the Republic of Kenya: KES 12,000/= per award
 - (ii) Outside the jurisdiction of the Republic of Kenya: USD 300 per award

SREQ/STD/16: Modes of Payment

Payments shall be made in such a manner as may be prescribed by the Commission from time to time.

Guidelines

- (a) The mode of payment shall either be through deposits into the Commission's bank account or mobile money transfer into the Commission's account.

- (b) The Commission's bank account is:

Commission for University Education

Kenya Commercial Bank Ltd.

Moi Avenue Branch

P.O Box 30081, Nairobi, Kenya

Account Number: 1108031625

SWIFT CODE: KCBLKENX

- (c) When using mobile money transfer, the Commission's mobile money transfer account is **M-PESA Pay bill Number 522790**, and M-PESA account number is the applicant's ***full names***.

