



Hekima University College

A CONSTITUENT COLLEGE OF THE CATHOLIC UNIVERSITY OF EASTERN AFRICA



HUC Statutes

2022



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MAY 2022

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APPROVAL

These statutes are authorised by Section 23 no 1 of the
Constituent Colleges Convention.

The statutes of Hekima College were first approved in 1986
by the Superior General of the Society of Jesus, the Very
Rev. Fr. Peter-Hans Kolvenbach SJ.

STATUTE 1: PREAMBLE; INTERPRETATION; DEFINITION; ENACTMENT; AMENDMENT

A. Preamble - Historical Preliminary Notes

1. Hekima University College (HUC) began in 1984 as a school of theology founded and maintained by the Major Superiors of the Society of Jesus (Jesuits) in Africa and Madagascar. The College was founded to provide a first theological formation at University level for Jesuit students preparing for the priesthood. From its beginning, Hekima College has welcomed students from other religious congregations and some diocesan seminarians.
2. On November 3, 1992, Hekima College was recognised as a Constituent College of the Catholic University of Eastern Africa (CUEA) in the University Charter (Cap. 210 B). Relations between the College and the University are established by the terms of the Constituent Colleges Convention between CUEA and HUC, dated 10th June, 1993, and further revised on 19th September 2000 in order to set out more clearly provisions and norms in *Sapientia Christiana*, now including provisions of *Veritatis Gaudium*, and *Ex Corde Ecclesiae* where applicable.
3. The Jesuit School of Theology (JST) offers a three-year programme that satisfies the requirements for the first cycle in theology. The programme is designated as a Bachelor's Degree in Theology (BTh) and is as set down in the Apostolic Constitution of Pope Francis, *Veritatis Gaudium*, and the Norms of Application of the same Constitution, as well as the requirements for the Bachelor's degree in Theology of CUEA.
4. In September 2004, HUC initiated an Institute of Peace Studies and International Relations in order to respond to the challenges caused by wars and conflicts in Africa. The Hekima Institute of Peace Studies and International Relations (HIPSIR) follows the provisions of the Kenyan Commission for University Education or CUE. The HIPSIR also follows the provisions set in the Apostolic Constitution of Pope Francis, *Veritatis Gaudium*, and it awards a master's degree (MA) through The Catholic University of Eastern Africa.
5. In accord with the *Constituent Colleges Convention* (Part II, Sect. 5, § 2). HUC may grant diplomas and certificates at JST and HIPSIR.

6. The status of HUC as a Constituent College of CUEA became recognised in the Kenyan Universities Act 2012. In 2019, the CEO of the CUE inaugurated a Council at HUC as the organ with oversight role for finances and employment as well as other responsibilities stated in the Universities Act 2012.
7. In 2016, the Congregation for Catholic Education or CCE in Rome granted HUC the status of an Ecclesiastical Faculty. With this status, HUC is able to host the Faculty of Theology of the Jesuits in Africa and Madagascar or FTJAM. The FTJAM does not offer any civil degree but is able to offer ecclesiastical degrees at all levels. The FTJAM has an aggregate faculty at *L'Institut de Théologie de la Compagnie de Jésus* (or ITCJ) in Abidjan, Ivory Coast. The CCE, through its agency AVEPRO, is the oversight body of the FTJAM.
8. In 2017, the Centre for Research Training and Publications (CRTP) was created to coordinate research initiatives for JST and HIPSIR on various issues pertaining to peace/conflict and theology affecting the continent of Africa. The CRTP is also to carry out training for diverse groups, institutions and communities, in response to various contextual and contemporary challenges and publish research findings for wider dissemination with the aim of exploring solutions to the highlighted issues of concern. The Director of CRTP oversees the day-to-day running and programming of the centre within the HUC organogram.
9. In 2019, the CUE released *The Universities Amendment Regulations* reiterating the Kenyan government's position that "A Constituent College established under a legal order shall make a formal application for award of Charter at least eight months before the end of four years of its existence." Hence HUC began a LIA (Letter of Interim Authority) application process of meeting the requirements for becoming an autonomous tertiary institution in Kenya. https://www.cue.or.ke/index.php?option=com_phocadownload&view=category&id=71:amended-universities-regulations-2019&Itemid=482 (link to CUE *Universities Amendment Regulations*).
10. In the 2019-2020 academic year, the Jesuit Historical Institute in Africa (JHIA) was restructured to become and operate as one of the institutes of HUC following the model of HIPSIR and JST. Founded in 2010, with the explicit desire of the then Fr. General Nicolás that JHIA be anchored and embedded in an academic institution, i.e. HUC, the institute would

continue its aim of collecting, preserving and studying important materials related to the history and mission of the Society of Jesus in Africa. The faculty and students of HUC, particularly those at JST, are to use the rich academic resources of JHIA for their research work. The Director of JHIA oversees the day-to-day running and programming of the institute - within the HUC organogram.

11. In 2021, the Jesuit Centre for Safeguarding in Africa (JCSA) was set up at HUC through a memorandum of understanding (MoU) between HUC and JCSA. The MoU was signed for a period of three years (renewable) beginning 1st June 2021 and ending on 31st May 2024. The JCSA is a training and research centre under the auspices of JCAM, established to coordinate teaching and research activities in English-speaking and French-speaking parts of Africa (the latter through ITCJ). The Director of JCSA oversees the day-to-day running and programming of the institute within the HUC organogram. Under the guidance of the Director, JCSA trains HUC students in the Safeguarding course. The centre seeks to rediscover cultural values that build on existing good practice of creating and enhancing a culture of safeguarding, care and protection.
12. In May 2022, the HUC Board of Trustees (BoT) asked the HUC Council to suspend its application to the CUE for a Letter of Interim Authority (LIA) and to resume collaboration with the Jesuit Province of East Africa towards the establishment of a Hekima University in Molo, Nakuru.

B. Interpretation - Nature, Vision and Purpose/Aim of Hekima University College

Hekima University College is a Catholic and Jesuit institution that blends integral human formation with higher learning to prepare men and women in Africa for the challenges of a faith that reconciles and does justice. This is achieved in pursuing that Truth that sets free, through teaching and research, with full dedication to community service and academic integrity, in the best of the Jesuit tradition of education. As a Jesuit institution under JCAM, HUC is a member of IAJCU and AJCU-AM as well as other bodies like the *Laudato Si* Universities (LSU) which is a global network of Jesuit universities seeking to implement Pope Francis's encyclical. The seven goals of LSU's are: a response to the cry of the Earth, the cry of the poor, ecological economics, adoption of simple lifestyles, ecological education, ecological spirituality and an emphasis on community involvement and participatory action. HUC therefore provides theological-ecological education and research in line with the above. The following are some of the specific aims of HUC:

1. A traditional or primary aim of Hekima University College is to provide training in theology for members of the Society of Jesus in Africa and Madagascar who are preparing for ordination to the Catholic priesthood. It is also to train men and women in peace building and conflict management at a high-quality tertiary education level.
2. As a secondary aim the College will offer formation for men and women seeking to take their place in the evangelizing mission of the Church, be they religious or lay people.
3. HUC will provide a Faith-based education in the Ignatian tradition and a training that prioritizes service to humanity and inculcates high moral values in learners and educators.
4. The College will contribute to advancement of knowledge through teaching, innovative learning, and research.
5. HUC aims to contribute to the religious, economic and social development at community, national and regional levels.
6. The College aims to provide opportunities and programmes that promote lifelong learning and individual advancement for all levels in society.
7. A natural aim of the institution is to build and grow its capacity to offer the highest standards of a holistic education.

C. Definition - List of Abbreviations and Acronyms

AJCU-AM	Association of Jesuit Colleges and Universities – Africa and Madagascar
BoT	Board of Trustees
CCE	Congregation for Catholic Education
CRTP	Centre for Research Training and Publication
CUE	Commission for University Education
CUEA	Catholic University of Eastern Africa
FTJAM	Faculty of Theology of the Jesuits in Africa and Madagascar
HIPSIR	Hekima Institute of Peace Studies and International Relations
HoDs	Heads of Departments
HR	Human Resources
HUC	Hekima University College
HUCSA	Hekima University College Student Association
IAJCU	International Association of Jesuit Colleges and Universities
ICUEA	Inter-University Council of East Africa
ITCJ	Institut de Théologie de la Compagnie de Jésus
JCAM	Jesuit Conference of Africa and Madagascar
JCSA	Jesuit Centre for Safeguarding in Africa
JHIA	Jesuit Historical Institute in Africa
JRS	Jesuit Refugee Service
JST	Jesuit School of Theology
QA	Quality Assurance

D. Amendment

Statutes were revised to accord with the CUEA Charter:	1993.
Revised Following Observations by the Senate of CUEA:	1994.
Revised in Accordance with Constituent Colleges Convention:	1996.
Revised with the Opening of HIPSIR:	2004.
Revised with the Prospect of Further Development:	2007.

E. Enactment and Further Revision

Further revision is hereby made to the Statutes following:

- i. The enactment of the Kenyan Universities Act 2012;
- ii. Erection of the Ecclesiastical Faculty at HUC in 2016;
- iii. Establishment of the Centre for Research Training and Publications (CRTP) in 2017;
- iv. Release of Pope Francis' Apostolic Constitution *Veritatis Gaudium* on ecclesiastical Universities and Faculties of 2018;
- v. Inauguration of the Hekima University College Council in 2019;
- vi. Publishing of *The Universities Amendment Regulations* of the Kenyan Commission for University Education (CUE) in 2019;
- vii. Incorporation into Hekima of the Jesuit Historical Institute in Africa (JHIA) in 2020;
- viii. Creation of the Jesuit Centre for Safeguarding in Africa (JCSA) at Hekima in 2021.

STATUTE 2: MEMBERS OF THE UNIVERSITY

The members of HUC are the following:

A. Student

A student is anyone duly admitted into HUC by the Principal and is actively enrolled in an accredited programme or a credit course at HUC.

B. Staff

A staff is anyone employed by the Council of HUC or engaged by the Principal to serve as an admin, support or faculty staff as defined in the appointment letter duly issued by HUC.

C. Other Membership

Other Membership includes members of the HUC Council or the Board of trustees as well as members of the alumni association. All those on whom HUC duly conferred honorary degrees or awards are also members.

STATUTE 3: RIGHTS AND PRIVILEGES OF THE UNIVERSITY STAFF

All members of HUC are entitled to the rights and privileges guaranteed by the laws of the land, Kenya, and those rights and privileges specific to their particular membership or role at HUC. In general, staff members -

- i. are part of the extended Jesuit family as collaborators in the mission, thus may receive some training in the Jesuit vision;
- ii. shall as far as possible have the support and mandate of the management in the discharge of their duties;
- iii. in order to discharge their duties properly, have a right to identify the information that they will need and to receive it in a timely way;
- iv. are entitled to a fair wage commensurate with what HUC can afford;
- v. may access or request for outside specialist advice through the office of the Principal;
- vi. shall receive freely from HUC all materials, equipment, facilities or services to be used for purposes of their work-related operations;
- vii. shall have HUC cover all expenses for their induction, training, development, travels and/or programmes that members attend on behalf of HUC.
- viii. The details of rights and privileges as well as responsibilities of HUC Staff are to be spelt out in the HR manual of HUC.

STATUTE 4: THE BOARD OF TRUSTEES

The governance of HUC will be so organised as to ensure a sense of co-responsibility of the whole academic community, according to the status of its members, for the common good and the realization of the goals of the institution. To this end, government will be both personal and collegial. The principal officers of HUC are the Chancellor of the Catholic University of Eastern Africa; Chairman of the Board of Trustees; Principal; Deputy Principals; Deans; Directors of Institutes or Centres. Collegial authorities will be the Senate of CUEA, the Board of Trustees, the Council, the Management Board, and the Academic Board, according to the roles stipulated for those organs by the government of Kenya through the relevant regulatory bodies.

Members of the HUC Board of Trustees or BoT are the sponsors of the College. They are the founding body and are to:

- (a) ensure the Catholic, Jesuit and Ignatian character as well as vision and mission of HUC;
- (b) provide financial and other resources for the viability and sustenance of HUC;
- (c) be the highest immediate authority in the Jesuit oversight of HUC;
- (d) be constituted by the body of Jesuit Major Superiors of Africa and Madagascar;
- (e) oversee the broad orientations and policies of the College;
- (f) ensure that HUC has sufficient number of resident academic staff to function well and make available other visiting Jesuit lecturers from the jurisdictions of Africa and Madagascar;
- (g) in consultation with the academic staff of the College, advise on the destination of Jesuits for advanced studies with a view to becoming staff members in the future;
- (h) ensure that as many jurisdictions as possible are represented on the academic/administrative staff.

A. The Chairman of the Board of Trustees

The President of the Jesuit Conference of Africa and Madagascar will be the Chairman of the Board of Trustees or BoT. The Chairman of the Board of Trustees acts in many matters in the name of the BoT. The duties of the Chairman of the BoT are to:

- (a) lead the sponsorship of HUC through the provision of financial and other resources;
- (b) promote the progress of the College, to advance scientific studies and freedom in research and teaching according to the principles and methods of each individual discipline, to ensure that Catholic Doctrine is integrally followed, that the norms of the Holy See and of the Society of Jesus for priestly and religious formation are fully implemented, and to oversee the faithful implementation of these statutes;
- (c) help ensure coordination between the personal and collegial authorities and the close relationship of all members of the HUC community;
- (d) on behalf of the Chancellor of the ecclesiastical faculty give or take away from the lecturers in the theological school the canonical mission or permission to teach, according to the norms of the Apostolic Constitution, *Veritatis Gaudium* (section II, article 9, 5);
- (e) ensure that all lecturers and all administrators, at the time of their appointment, are informed about the Catholic and Jesuit identity of the College and its implications, and about their responsibility to promote, or at least to respect, that identity;
- (f) ensure good relations and accord with the Local Ordinary in all matters pertaining to the latter's pastoral responsibility for his diocese in matters of doctrine, morals and ecclesiastical discipline;
- (g) make an annual visitation of the College and afterwards to make a report to the Board of Trustees.
- (h) keep close contact with the Local Ordinary on all matters concerning the College and keep him informed about its progress especially in those matters that are of special concern to him, and to promote cooperation between the College and the Catholic University of Eastern Africa as well as with other academic institutions.
- (i) ensure that the College adheres to rules and regulations of the CUE and the Ministry of Education.

STATUTE 5 : THE CHANCELLOR

The College is under the authority of the Chancellor of the Catholic University of Eastern Africa according to the terms of the Constituent Colleges Convention. The Chancellor of Hekima University College is thus the Chancellor of the Catholic University of Eastern Africa.

Thus the current Chancellor of HUC is Rt. Rev. Charles Kasonde, bishop of Solwezi, Zambia.

STATUTE 6: THE COUNCIL

The HUC Council is the body of appointed members who jointly oversee the activities of the University.

A. MEMBERS AND MEETINGS OF COUNCIL

The Council members shall be appointed by the BoT. The members will contribute towards a blend of Jesuit education and the business, governance, legal, academic, administrative, ecclesiastical and public sector expertise, to the operations of HUC. The Council is expected to provide strategic direction, exercise control and remain accountable through effective leadership, entrepreneurial integrity and good judgment. The members are appointed by the Board of Trustees through the Conference of Jesuit Superiors of Africa and Madagascar (JCAM). It should be diverse in its composition and conduct; should be independent but flexible, pragmatic, objective and focused on balanced and sustainable performance of the university.

The Council:

- (a) shall meet at least two (2) times a year;
- (b) ensures no business shall be transacted at any Council meeting unless the quorum of members stated in the Council Charter are present at the time when the meetings proceed to business;
- (c) meets to review the progress of the College, its orientations and policies;
- (d) gives directions to the College authorities, referring these first, if need be, to the BoT Chair;
- (e) members shall be appointed for a renewable term of three years.

B. FUNCTIONS OF COUNCIL

While the core functions of operational management of the University, teaching, research and publications are carried out by the HUC executive team and the academic, professional and administration staff, the Council retains the responsibility of leading and oversight in ensuring that the HUC vision permeates all of the University's functions. In carrying out its responsibilities and powers, the Council shall at all times recognize its overriding responsibility to act with integrity, diligence and in accordance with the law. The Council appoints the Principal of HUC and other senior management staff in consultation with the BoT; ensures the financial viability of the College with special attention to fiscal management; carries out all the duties outlined in the Council Charter.

The following list sets out the fundamental responsibilities of the Council as stated in the Council Charter:

1. to ensure that the university is run in accordance with the principles and values of Jesuit education. The council thus has a general oversight role in the running of the institution, but not the day-to-day management;
2. to monitor the performance of the Principal. The Council evaluates the Principal, ensures that the Principal demonstrates commitment to the University's vision, mission, core values and mandate; achieves set performance objectives and targets; puts in place effective administrative structures, processes and systems; and promptly responds to Council members' requests for information.
3. to oversee the University's performance: Council receives a report from the Principal at every meeting of Council as well as from its own Committees that consider regular reports from the functional areas of the University;
4. to oversee the academic activities of HUC: Council receives a report from the Senate (HUC Academic Board) at every meeting;
5. to oversee academic promotions and development of the University;
6. to approve the University's mission, strategic direction, annual budget, policy manuals and business plan;

7. to oversee risk management and risk assessment across the University (including, if necessary, taking reasonable steps to obtain independent audit reports of entities in which HUC has an interest or has entered into a joint venture or partnership);
8. to approve and monitor systems of control and accountability for the University;
9. to approve significant commercial activities;
10. to establish policies, strategic plans and procedural principles, which are consistent with the local legal requirements and expectations of the Board of Trustees;
11. to regularly review its own performance (Council self-evaluation) at least once a year; and to organize and conduct induction and development programmes for Council members. Where possible the evaluation would be in the context of an Ignatian retreat.
12. to appoint/confirm full-time employees of the faculty, based on the recommendation of the Principal or the relevant committee;
13. The College Council will carry out other functions that may be referred to it by the HUC management or policy document. For example, the College's HR policy states that the Council will carry out "a major Training Needs Assessment every three (3) years or as agreed from time to time by the College Council. However, the College Council will be expected to carry out annual reviews to identify any training gaps that may arise. The purpose is to identify performance gaps in the College that exist due to lack of skills, knowledge, attitude or value and directs training resources to addressing the identified needs."

STATUTE 7: THE CHAIRPERSON OF COUNCIL

The Chairperson of the Council may be appointed directly by the BOT or elected from among its members and then confirmed by the BOT Chairman. The Council Chairman is primarily responsible for the activities of the Council and its committees. The Chairperson acts as the spokesperson for the Council and is the principal contact for the Principal.

The Chairperson ensures that:

- a) There is the regular calling of Council meetings, approving the agenda and chairing the meetings.
- b) A record of proceedings of all Council activities is kept.
- c) The Council respects the Jesuit ethos and satisfies its duties and responsibilities; is responsible to the stakeholders for the leadership of the Council and ultimately for its effectiveness, and is the link between the Council and the Society of Jesus or Jesuits.
- d) Council members when appointed participate in an induction programme on Jesuit education and are thereafter continually developed based on identified development needs in the Jesuit way of proceeding;
- e) Council members receive all information required for them to perform their duties.
- f) The Council develops and adheres to an annual work plan and has sufficient time for consultation and decision-making;
- g) The Council constitutes committees as necessary and that the committees function properly;
- h) The performance of the Council, Council members, the Principal, are evaluated annually;
- i) In reviewing the performance of the individual members of Council, that there is an orderly succession of members of Council.
- j) Problems relating to the performance of individual Council members are addressed;
- k) Internal disputes and conflicts of interest concerning individual Council members are addressed;
- l) The Council has appropriate contact with the management; there are

explicitly defined authority levels and distinction of roles and duties between Council members and the Principal and his/her team.

- m) There is a smooth transition for the office of Council Chairman. For the inaugural Council, the Chairman will be appointed by the HUC Board of Trustees (BOT) to serve for three years – renewable. Subsequently, the Council will elect one of its own as Chairman, who will then be approved/confirmed by the BOT for a renewable term of three years.
- n) The Council is accountable to the BOT. Only the BOT has the power to remove the Chairman before his or her tenure expires. The Chairman is ultimately accountable to the BOT, financially or otherwise.
- o) The Chairman is to promote the wellbeing and efficient operation of this organ of university by ensuring that its members work together effectively and have confidence in the policies and procedures of the institution.
- p) Until the college becomes a university and has a President, the Chairman be dedicated to the task of fundraising or create sufficient clout or structures to attract funding to the university.
- q) The Council establishes due oversight, discusses only relevant issues and not interfere with the executive (day-to-day) responsibilities of the Principal or Vice-Chancellor.
- r) Responsibility is delegated to committees and appropriate reports are given to Council on the discharge of those responsibilities.
- s) Members of the Council observe the principles of proper behaviour in public life (the Jesuit and Catholic values). For example, the Council should embody selflessness, integrity, objectivity, accountability, openness, honesty and servant leadership.
- t) A constructive working relationship with the Principal - who is the executive head of the institution, with both parties recognising that their roles are formally distinct. The relationship between both should be mutually supportive, but must also have the checks and balances imposed by the different roles.
- u) Council is responsible for policy - while the university management is responsible for the day-to-day implementation of those policies. However, the details of the distinction of those roles and in the Chairman's "working

relation” with the executive authorities of the institution will be worked out by the Council so as to avoid any unnecessary interference.

- v) Council works closely with the university management to ensure the institution functions within the legal framework provided by the Jesuit and ecclesiastical requirements, the university charter, statutes, policy documents, ordinances and other laid down regulations.
- w) In case of legal conflict between the institution and the Kenya Government or any other body, the Chairman will not be personally liable but would be expected to exercise leadership role in helping to resolve the conflict.
- x) At its inaugural meeting, the Council elect a Vice-Chairman in case the Chairman is temporarily unavailable or impeded from exercising his/her function.
- y) The dignity of the office of the Chair of Council is maintained.
- z) Lastly, the Chairman should possess some vital personal attributes, including but not limited to the following:
 - i. The chairman should have diplomacy and sensitivity
 - ii. Have sound judgement and judiciousness
 - iii. Be a person with demonstrable authority and proven leadership experience
 - iv. Ability to deal with conflict in a constructive manner
 - v. Possess skills of networking, influencing and advocacy
 - vi. Be able to establish good working relationships with a diverse range of people (faculty, staff, students, members and committees of Council)
 - vii. Have some understanding of the socio-economic and political dynamics of the region
 - viii. Should be based in Kenya
 - ix. Have sympathy with and understanding of the university and ecclesiastical culture
 - x. It would be helpful if the Chairman has a doctoral degree or possesses some notable academic achievement.

STATUTE 8: THE PRINCIPAL

The Principal has the duty to govern the entire college following the HUC objectives as stated in the Statutes, and to promote in a suitable way its unity, cooperation and progress. The Principal is appointed by the Council in consultation with the Board of Trustees for a period of six years. The following are the essential duties attached to the office, to:

- (a) direct, promote and coordinate all the activities of HUC;
- (b) be the representative of the College to ecclesiastical authorities and other institutions;
- (c) convoke the Academic Board and preside over it;
- (d) chair the Management Board, act on its behalf, call its meetings and preside over them;
- (e) watch over the administration of temporal affairs of the College;
- (f) refer more important matters to the Council;
- (g) attend the annual meeting of the BoT and give a report on the progress of the College;
- (h) keep close contact with external linkages, with the Vice-Chancellor of CUEA, the Deans of HUC, and the Dean and President of FTJAM, on academic and other matters;
- (i) oversees the work of all the standing committees of HUC by working closely with the committee chairpersons and responding to committee recommendations;
- (j) act as the secretary of Council, prepare agenda and take minutes of all Council meetings;
- (k) carry out other duties as required by the Council or related to the office of Principal.

STATUTE 9: THE DEPUTY PRINCIPALS

A. THE DEPUTY PRINCIPAL- ACADEMIC AFFAIRS

The Deputy Principal for Academic Affairs is appointed by the Council for a renewable term of three years. He assists the Principal in academic matters. In all that he does, he acts according to the mind of the Principal and under his direction. He is to:

- (a) promote and coordinate all matters regarding studies in the entire College, and provide for their needs;
- (b) liaise with and foster co-operation among various academic deans and directors of institutes relevant to academic programmes of HUC.
- (c) prepare the meetings of the Academic Board;
- (d) admit or exclude students in the name of the Principal and through the QA Committee according to the relevant norms;
- (e) provide, in consultation with the Principal, and supervise the job description for academic deans and heads;
- (f) see that the instructions of higher authorities are carried out.

B. THE DEPUTY PRINCIPAL ADMINISTRATION AND FINANCE

The Deputy Principal for Administration and Finance is appointed by the Council for a renewable term of three years. He assists the Principal in matters of administration. In all that he does, he acts according to the mind of the Principal and under his direction. He is to:

- (a) promote and coordinate all administrative matters in the entire College, and to provide for their needs;
- (b) liaise with and foster co-operation among the various HoDs;
- (c) prepare the meetings of the Management Board;
- (d) oversee HUC finances by working closely with the accounts department;
- (e) provide, in consultation with the Principal, and supervise the job description of HoDs and administrative staff;
- (f) see that the instructions of higher authorities are carried out.

STATUTE 10: THE UNIVERSITY LIBRARIAN

The Librarian is appointed by the Council for a renewable term of three years. Such appointment is to ordinarily be from among the full-time faculty staff members of HUC. The Librarian must be qualified to head their specific office and is answerable to the relevant Deputy Principal as the case may be. The librarian must ensure that:

1. The College Library is to be an adequate instrument of study and research for staff and students. Every effort must be made to provide an annual budget that will enable it to be maintained and improved.
2. Ten percent of the College's annual budget should go to the library. This is based on the government guideline as provided for in LIBR/STD/09: "the University shall provide at least ten percent (10%) of the total institutional operational budget annually for acquisition of information resources excluding personal emoluments and capital development."
3. Other relevant information regarding the library *modus operandi* are contained in the HUC library manual.

STATUTE 11: DEAN OF STUDENTS

The Dean of students is appointed by the Council for a renewable term of three years. Such appointment is to ordinarily be from among the full-time faculty staff members of HUC. The Dean of students is answerable to the relevant Deputy Principal as the case may be.

STATUTES 12 - 23: OTHER ADMINISTRATIVE AND ACADEMIC POSITIONS

A. Registrars, Chief Librarian, Deans and Directors

The Registrars, Chief Librarian, Deans and Directors, are appointed by the Council for a renewable term of three years. Such appointments are to ordinarily be from among the full-time faculty staff members of HUC. They must be qualified to head their specific school or centre/institute/office. They are answerable to the relevant Deputy Principal of the College who shall be responsible for their job description after due consultation.

B. Other Admin and Academic Positions

Other administrative and academic positions, including departmental heads, are appointed by the Principal as authorized by the Council. The period or term of all such appointments are subject to the HR policy or the needs of HUC as judged by the Principal. They are answerable to the relevant Deputy Principal of the College who shall be responsible for their job description.

STATUTE 24: THE UNIVERSITY MANAGEMENT BOARD

The Management Board is the chief collegial administrative body within the College and gives opportunity to the management staff to be involved in the responsibility of running the College and planning for the future. The Principal is the chairman of the board. The members of the Management Board are all the administrative and academic heads. Other staff members may be invited to the meetings of the Board as required. The Board has a consultative vote in all matters unless the Statutes indicate that in certain affairs the vote is deliberative. The Management Board will meet at least twice a year or when convoked by the Principal and whenever at least a third of the members request it in writing, indicating the matters to be treated. Matters of minute details may be referred to the standing committees of the Management Board.

The more important administrative and management matters in the College may be brought directly to the Management Board. In particular, the Management Board has the following duties:

- (a) to ensure that the various departments of HUC are functioning in a smooth and healthy manner;
- (b) to provide suggestions for the smooth running of HUC and to propose regulations for consideration by Council;
- (c) to make regulations governing such other matters as are within its powers in accordance with the regulations governing university organs;
- (d) to ensure HUC adheres to rules and standards of the regulatory bodies;
- (e) to decide by deliberative vote on any matter that the chairman presents to the Board for decision.

STATUTE 25: APPOINTMENT OF UNIVERSITY COMMITTEES

The standing committees of HUC are advisory committees of the Management Board. They are:

- (a) **Chaplaincy Committee:** Oversee religious celebrations and provide pastoral care for all the students and staff of HUC.
- (b) **Collaboration:** Explore possible collaborations & review existing collaborations.
- (c) **Finance Committee:** Oversee departmental budgeting, investments, income/expenditures and other finance-related aspects of HUC.
- (d) **Planning Committee:** Strategic planning, monitoring of existing plan, long & short term.
- (e) **Quality Assurance:** Ensure HUC upholds standards in academics and other aspects of college life; including student admissions and staff evaluation.
- (f) **Research, Grants, and Scholarships, Committee:** Plan, implement & review protocol for grants and scholarships at HUC.
- (g) **Staff Recruitment, Development & Training Committee:** Explore in-service training and other aspects of staff development.
- (h) **Staff Disciplinary Committee:** Take up any official complaint of offence, as referred to it by the Principal against a staff member.
- (i) **Staff Welfare Committee:** Organize staff social events or solidarity action on behalf of members of staff.
- (j) **Student Disciplinary Committee:** Take up an official complaint of offence, referred to it by the Principal, against a student.

STATUTE 26: TERMS AND CONDITIONS OF SERVICE OF UNIVERSITY STAFF

The terms and conditions of service of HUC staff should be detailed in the HR Policy manual, which must provide each employee of Hekima University College with a reference document on policies, rules, regulations and the terms and conditions of employment. It incorporates policies and procedures for the good of the institution and the welfare of the employees in order to create a healthy working environment.

The HUC is responsible for ensuring that the policies therein comply with local laws, market practices and contractual agreements, and that all employees understand their responsibilities, rights and privileges. The policy shall provide minimum guidance to the management of HUC as far as policies are concerned, but it is not intended to be a substitute for good judgment and discretion.

Policies in the manual may need to change from time to time. Hekima University College reserves the right to change or eliminate any benefit described in the manual. When such changes occur, the employee will be notified in writing through a general notice and amendments made to the manual. The updated manual will be signed by the Principal, stamped and dated.

STATUTE 27: UNIVERSITY FACULTIES

1. JST:

In pursuance of the aims of the institution, the Jesuit School of Theology at HUC will:

- (a) provide a Bachelor's degree in Theology or BTh, as a three-year theology programme for ordination to the Catholic Priesthood, as well as provide post-graduate theology degrees or any other theological preparation for ministry in the Church and prepare students for further theological studies at a more advanced level;
- (b) give students a basic understanding of Christian Revelation as found in the Scriptures and as taught in the Tradition and the Magisterium of the Church, so that they may be witnesses to the Kingdom of God in Africa and Madagascar and collaborate with the local, regional and universal Church in its mission of evangelization according to the particular charisms;

- (c) engage in theological research and writing particularly with a view to searching for an African understanding and expression of Christian Revelation;
- (d) pay special attention to questions of unbelief and to that dimension of faith which is the promotion of justice as well as to the understanding and implementation of the teachings of the Second Vatican Council, in compliance with the wishes of Pope John Paul II as expressed to the Society of Jesus in September 1983;
- (e) attend especially to an ecumenical approach in the teaching of theology and cultivate contacts with other Christians;
- (f) study the main teachings of other religions, especially Islam and the traditional African religions and learn to dialogue with them;
- (g) co-operate with other institutions engaged in theological and spiritual formation; and
- (h) seek more suitable ways of communicating Christian Doctrine to the contemporary world so that problems posed by the progress of science and technology may be adequately answered and the People of God gradually led to a proper and more mature life of faith.

2. HIPSIR:

In pursuance of the HUC aims, the general objective of the Hekima Institute of Peace Studies and International Relations (HIPSIR) is to train men and women to provide instruction and expertise in peace building and conflict management and international relations at a high-quality tertiary education level. HIPSIR will offer a civil two-year MA degree course in Peace Studies and International Relations. To achieve its objective, HIPSIR will:

- (a) engage the professors and students as a community to teaching, learning and research on conflict issues in Africa so as to provide solutions for peace and political stability;
- (b) monitor issues of conflicts in Africa and search for their root causes including the new world economic and political order that tends to marginalise the continent while exploiting its resources;
- (c) study the Catholic social teaching as well as the teachings and wisdom of other religious traditions, especially the African cultural and religious vision on peace and reconciliation; including environmental and migration related issues emphasized by the Catholic Social Teaching and

Jesuit apostolic preferences;

- (d) develop a database and documentation centre on conflict management and peace studies;
- (e) cooperate with academic institutions, governmental and non-governmental organisations and religious institutions involved in the search for peace in Africa and around the world;
- (f) foster space for understanding through dialogue toward peace and justice.
- (g) provide a culturally sensitive approach as well as an ecumenical and inter-religious perspective to conflict and peace;
- (h) carry out research and produce regular publications;
- (i) respond to conflicts facing society through analysis of peace and conflict transformation;

STATUTE 28: DIRECTORATE OF POST-GRADUATE STUDIES (DPS)

In the absence of the said directorate at HUC, the Deputy Principal for Academic Affairs oversees this responsibility until such a time that HUC appoints a substantive Director of Post-graduate studies.

STATUTE 29: ACADEMIC DEPARTMENTS

Academic Board

The Academic Board is the chief collegial academic body within the College and gives opportunity to the academic staff and students to be involved in the responsibility of running the College and planning for the future. The Principal is the chairman of the board. The members of the Academic Board are all the academic and relevant heads. Other lecturers or fulltime academic staff may sometimes be invited to the meetings of the Academic Board as required. The Director or a representative of CUEA's office of Linkages, the Dean of the Faculty of Theology as well as the Dean of the school of Arts and Social Sciences at CUEA have the right to attend the meetings of the Academic Board of HUC. The students elect two members, preferably one male and one female, with JST and HIPSIR represented. The Academic Board has a consultative vote in all matters unless the Statutes indicate that in certain affairs the vote is deliberative. The Academic Board will meet at least twice a year or when convoked by the

Principal and whenever at least a third of the members request it in writing, indicating the matters to be treated.

The more important academic matters in the College are brought to the Academic Board. In particular, the Academic Board has the following duties:

- (a) to satisfy itself regarding the content and academic standard of any course of study in respect of any degree, diploma, certificate or other award of the College, and to submit its findings thereon to the Senate of CUEA for approval;
- (b) to propose regulations or recommendations for consideration by the Senate of CUEA regarding the standard of proficiency to be gained in each examination for a degree, diploma, certificate or other award of the College;
- (c) to decide by deliberative vote which persons have attained the prescribed standard of proficiency and are otherwise fit to be granted a degree, diploma, certificate or other award of the College and to report its decision thereon to the Senate of CUEA which receives and approves examination results and recommends successful candidates to the Chancellor for the conferment of awards;
- (d) to make regulations governing such other matters as are within its powers in accordance with the Convention or the statutes;
- (e) to ensure HUC adheres to rules and standards of the CUE.

STATUTE 30: UNIVERSITY CENTRES

To meet the objectives of the schools and institutes at the College, HUC is to:

- (a) Establish centres, such as for the advancement of information technology, communications, research training and publications, as well as for training in safeguarding and other relevant issues.
- (b) Provide a conducive environment for studies and accommodation or residence/hostel for students and staff.
- (c) Nurture a faith and university culture that is made up of a community of men and women of excellence - as understood in the Jesuit tradition of education.

- (d) Promote the Spiritual Exercises. Thus non-teaching staff are to be afforded the opportunity to have five days leave, not including annual leave, to make a spiritual retreat arranged through the HUC Chaplaincy.
- (e) Conceive and offer relevant academic programs that are benchmarked against the highest standards; develop and offer programmes and activities targeting leaders and workers in public and private sectors, as well as the poor, marginalized and those having special needs.
- (f) Acquire and maintain adequate infrastructure, teaching and learning facilities that meet the needs of programmes in a modern university environment.
- (g) Employ and continually develop effective teams of personnel to carry out the functions and responsibilities of HUC.
- (h) Support research activity and funding, including facilitation of publication by staff and students of HUC in reputable scholarly journals.
- (i) Foster integration and interaction with other Jesuit universities, colleges and non-academic institutions, such as JRS, around the world, through active participation in joint forums and collaborative programmes.
- (j) Develop curricula and prepare appropriate, student-centered teaching-learning materials and activities for every program on offer in order to produce holistic graduates.
- (k) Construct, equip and maintain additional physical facilities for existing and new academic programmes at the Riara Road (Post-graduate) campus.
- (l) Acquire land for expansion to accommodate new programmes.
- (m) Recruit, retain and reward staff in accordance with the approved national and international criteria, observing tenets of fairness and justice.
- (n) Enhance staff capacity building by supporting degree studies and other continuing professional development programmes.
- (o) Source, sustain and grow financial resources, including reserves, to support the programmes and services.
- (p) Establish and manage schools, departments and courses, in adherence

to set guidelines and standards, and to facilitate optimal utilization of available space and other resources.

- (q) Ensure strict adherence to admission requirements and procedures, and enforce observance of regulations governing conduct and academic activity.
- (r) Encourage and nurture the attitude of scholarship among lecturers, and professors and between them and students, through formalized advising supervision mentorship and seminars.
- (s) Develop and implement a well-regulated financial assistance programme for needy and bright students in order to enhance equity.
- (t) Control costs through efficient leadership so that the HUC offers excellent education that is affordable to the majority.
- (u) Establish a functional institutional structure for linkages and partnerships including funding mechanisms; greater collaboration among professors and schools/institutes as well as among individual lecturers across the Jesuit universities and colleges; participate fully in activities of national, regional and international university networks in order to obtain adequate exposure.
- (v) Enhance marketing of the university in the print, electronic and social media, and also through the Church networks.
- (w) Develop outreach programmes that respond to socio-economic, political, religious, and other concerns at community, national and continental levels.
- (x) Establish and strengthen relationships with regional and international agencies of the Church, African Union, United Nations, among others.
- (y) Undertake periodic Situation Analysis for purposes of identifying, understanding the drivers and success factors of the university sub-sector of education in Africa and socio-economic demands for university academic programs.
- (z) Build a strong sense of corporate identity at HUC.

1. JHIA

In line with the HUC aims, the general objective of the Jesuit Historical Institute in Africa (JHIA) is to provide a cost-effective academic environment for research on the religious histories, cultures and traditions of Africa and Madagascar. To achieve its objective, JHIA will:

- a) collect and preserve records on African religious traditions and cultures;
- b) document the evolution of Christianity in Africa, particularly the role played in it by the Jesuits as well as other missionary groups or agents of evangelization;
- c) ensure this collected information is made available to students and researchers at HUC irrespective of academic discipline;
- d) have a thesis bank that accepts master's and doctoral dissertations from anywhere in the world that touch on African histories, cultures and traditions;
- e) through its Thesis Bank enable students, staff and researchers at HUC, to easily identify existing areas of research;
- f) maintain a catalogue of all acquisitions for easy referencing;
- g) remain an extension of the mission of the Archivum Romanum Societatis Iesu in Rome, in view of the needs of the universal Society on matters pertaining to Jesuit historical centers and archives;
- h) promote, like other Jesuit historical centers and archives, research and publications on the history of the Society and to supervise Jesuit archives in JCAM, including the guidelines for Jesuit archives, and the training of archivists;
- i) work to preserve in HUC as much research work as possible about Africa.

2. CRTP

In line with the HUC aims, the general objective of the Centre for Research Training and Publications (CRTP) at HUC is to coordinate research initiatives for JST and HIPSIR on various issues pertaining to peace/conflict and theology affecting the continent of Africa.

The CRTP is also to carry out training for diverse groups, institutions and communities, in response to various contextual and contemporary challenges and publish research findings for wider dissemination with the aim of exploring solutions to the highlighted issues of concern. The CRTP is headed by a director who reports directly to the Deputy Principal for Academic Affairs.

3. JCSA

In line with the HUC aims, the general objective of the Jesuit Centre for Safeguarding in Africa (JCSA) is that it be a training and research centre at HUC under the sponsorship of JCAM. The centre is to coordinate teaching and research activities on safeguarding in English-speaking and French-speaking parts of Africa (the latter through ITCJ). The Director of JCSA oversees the day-to-day running and programming of the institute within the HUC organogram. Under the guidance of the Director, JCSA is to train HUC students in the Safeguarding course. The centre seeks to rediscover cultural values that build on existing good practice of creating and enhancing a culture of safeguarding, care and protection.

STATUTE 31: INTERNATIONAL PROGRAMMES CENTRE

In the absence of an international programme centre at HUC, the International Office and the Collaboration Committee shall provide this service where required, until such a time that HUC decides to establish such a centre.

STATUTE 32: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) CENTER

The HUC Information and Communication centre shall ensure the provision of Information and Communication Technology (ICT) Resources for all staff and students. The ICT Resources provided for academic purposes and College businesses are extremely valuable assets which are relied upon for the delivery of College services. There should be a policy designed to detail all areas of the College's business and to recognize academic freedom when using ICT Resources. The intention is that this policy will enable the College to carry out its activities, by protecting and preserving College ICT Resources at the appropriate level.

ICT Policy

The objectives of the ICT policy are:

- To provide guidance for the acceptable use of ICT Resources at HUC.
- To outline development, implementation and sustainability of ICT in the College.
- To promote efficient and effective usage and operations of ICT based

systems in the College.

- To ensure users have proper awareness and concern for the security of ICT resources and adequate appreciation of their responsibilities during its use.
- To ensure users are aware of their legal obligations when using ICT resources.

STATUTES 33-34: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AND OTHER INSTITUTES

At such a time when HUC shall offer technical and vocational education and training programmes, the College shall register with TVET (the Kenyan Technical and vocational educational and training authority) and other similar bodies or institutes.

STATUTE 35: COMMON UNIVERSITY ENTRANCE REQUIREMENTS

To enrol in the BTh degree programme in theology students must:

- a) have completed their secondary education and have obtained the qualification giving access to university in their own country;
- b) have completed a recognized programme of philosophy of at least two years at a level judged satisfactory by the QA or admissions committee;
- c) have a sufficient knowledge of English to be able to participate in the course with profit from the beginning;
- d) present a recommendation in writing from their Ordinary if they are students for the priesthood; other students must be suitably recommended in writing.
- e) A candidate may be admitted into the BTh degree programme without a degree in Philosophy but with a social science, arts or humanities degree, and is not intending to or training to be ordained to the Catholic Priesthood. However, they would be required to take a basic Philosophy course at HUC.

STATUTE 36: UNIVERSITY FEES

The HUC shall have separate fee structures for its various programmes, and these are published on the College’s website:

- Fees for the Bachelor of Theology
- The Baccalaureate in Theology
- Post-Graduate Diploma in Pastoral Theology
- Master of Theology
- Licentiate in Sacred Theology
- Master of Arts Degree in Peace Studies and International Relations
- Sabbatical Fee Structure

STATUTE 37: UNIVERSITY EXAMINATIONS

All examinations at HUC shall be verified through the office of the relevant Dean and, if required, by the Academic Board. The examinations and results of all degree programmes must be approved by the CUEA Senate.

STATUTE 38: DESIGNATION OF DEGREES AND OTHER AWARDS

A. Bachelor’s Degree in Theology

1. The three-year theology programme in preparation for priesthood is drawn up according to the spirit and norms of the Apostolic Constitution, *Vertiatis Gaudium* (2017), the General Norms for Jesuit Studies (1980), and other pertinent Church documents.
2. The programme aims to present as profoundly as is possible in the first cycle and to explain systematically the main body of Catholic teaching derived from divine revelation. It also aims to seek solutions to human problems of today in the light of that revelation. Special attention is given to African themes in theology and pastoral practice as well as to the history of Christianity in Africa.

3. In teaching theology every effort is made to illustrate from the internal structure, the proper object of each matter as well as from its connection with other disciplines, the basic unity of theological instruction, to show, that is, how all the disciplines converge in a profound understanding of the mystery of Christ, so that this can be announced with a greater effectiveness to the people of God and to all nations.
4. Revealed truth is always considered in connection with contemporary society and especially with the evolving social and cultural situations of the countries of Africa and Madagascar. Understanding the development of African Christianity and preparing students to contribute to this in their turn, is a central concern of the programme. The theological status of African religions and of the African Instituted Churches together with the tasks of evangelization and dialogue are emphasized.
5. Particularly in the areas of doctrine and morals, knowledge of the teaching of the magisterium and fidelity to it are of the greatest importance. In all courses the patrimony of the Church always constitutes the main body of teaching. Hypothetical and personal opinions arising from new research and new ways of responding to new questions and problems will also be presented, but critically, modestly and as theological opinions.
6. In all courses students are led to a good grasp of the material presented, are encouraged to form their own personal synthesis, and are introduced to theological research.
7. The three-year programme is organized in such a way as to provide an organic exposition of the whole of Catholic doctrine, the main courses each year being taught so as to ensure a progressive and organic vision of the whole.
8. The programme consists of required courses, elective courses, seminars, and pastoral field work projects that are accompanied by pastoral and theological reflection.
9. The required courses aim to present the main body of divine revelation in sacred scripture and an introduction to biblical exegesis, fundamental theology, Christian anthropology, doctrinal or systematic theology, moral and spiritual theology, pastoral theology, liturgy, Church history, patrology and canon law.

10. The elective courses generally aim to supplement areas of systematic and pastoral theology emphasizing themes of special importance to the life of the Church in Africa.
11. Seminars are specifically designed to introduce students to the habit and method of personal research, the sharing of this with colleagues, and the presentation of the results in a written paper.
12. The aim of courses in pastoral theology and of the pastoral field work accompanied by reflection is twofold: firstly, theological, so as to help the students to realize that developments in theology often begin from the pastoral life of the Church and partly find their solutions in theological reflection on the Christian life; and secondly, pastoral, so as to help them enrich and develop the pastoral activities of the Church through theological reflection. For this reason, pastoral fieldwork together with reflection on it and the presentation of this reflection are assigned credits in the same way as other courses.
13. Attendance at lectures is obligatory in such a way that a student who is absent from one-third of the periods assigned to a course may not ordinarily undergo assessment in that course.
14. In the first five semesters each course will have its assessment in the form of a written or oral exam, an essay or essays, a project or an interview, or some combination of these.
15. There will be a comprehensive exam at the end of the three-year programme so students may show that they have received a full and scientific formation at the level which is aimed at in the institutional course.
16. The grade of the final award will be based on a combination of the results of the final examination and the accumulation of results over the first six semesters, to be combined in a proportion of 40%- 60% respectively.
17. The College will provide a fourth year of theology, the so-called “pastoral year,” for those students who will not proceed to the second cycle in a faculty of theology.

Extension Courses

18. The College may organize other programmes which will contribute to the personal, doctrinal and spiritual formation especially of those engaged full-time in the mission of the Church.
19. Such programmes will be organized according to the need and in consultation with other institutions especially CUEA, and with bodies such as the Association of Sisterhood of Kenya and the Religious Superiors Conference of Kenya (RSCK).
20. For all such programmes the approval of the Local Ordinary may be sought where necessary.

B. Master's Degree in Theology

1. The College realised that there is a growing need for theologians in Africa who have graduate qualifications in theology, specialising in the various branches of the sacred sciences. In response to this need, the Jesuit School of Theology has developed and is developing Master of Theology programmes in Systematic Theology, Moral Theology, and Sacred Scripture.
2. The Master's degree programme requires two years of full-time study and comprises core courses, specialisation courses, and research courses. A student must complete sixteen credits in core courses, twelve credits in specialisation courses, and fourteen credits in research courses. Four of these credits are made up by two seminars, which count as two credits each. A total of forty-two credits are required for the completion of the programme. The minimum term of study for the MTh is three trimesters; the maximum term of study for any MTh student is four years.
3. The Master's programmes expose students to the core features of their chosen area of specialisation within the Catholic tradition, and train students to conduct research in that chosen branch. Research consists of at least one-third of the programme, and students are required to research and produce a thesis of 20,000 to 22,000 words on a topic in their branch of theology.
4. Attendance at lectures is obligatory in such a way that a student who is absent from one-third of the periods assigned to a course may not ordinarily undergo assessment in that course.

5. Upon successful completion of a Master's programme, students should be qualified to proceed to doctoral studies in the same branch of theology, to organise and teach introductory courses in the branch of specialisation, to engage in contextual dialogue relating to contemporary African issues in the branch of specialisation, and to research and publish original work in that branch.

C. Master of Arts Degree in Peace Studies and International Relations

1. The Master of Arts programme in Peace Studies and International Relations is an intensive two-year academic programme drawn up according to the spirit and norms of the Apostolic Constitution, *Veritatis Gaudium* (2017), the 34th General Congregation (1995) Decree 16 on *The Intellectual Dimensions of Jesuit Ministries* and decree 17 on Jesuits and University Life, and the requirements for the Degree of Master of Arts of the Catholic University of Eastern Africa.
2. The MA programme aims at an in-depth study of the major subject areas of the theory and practice of conflict transformation, peace building and international relations. It takes seriously the context of the African continent ravaged by violent conflicts and searches for solutions that are sensitive to the integral human, social, cultural and spiritual well-being of people.
3. The contemporary dynamic of conflict and conflict resolution will be explored with keen consideration of the structures and mechanisms set by African traditional culture as alternative dispute resolution and reconciliation.
4. Peace today and particularly peace in Africa cannot be achieved without the active participation of the international community. The complexity of the wars in Africa has revealed that lasting solution requires a fundamental understanding of the contemporary international political economy, the geopolitical interests in international affairs, and the practice of international relations.
5. In searching for understanding and solutions to the problem of conflict, attention will be given to the social teaching of the Church as applied to political, social and economic realities of Africa and the world. The role

of the Church in politics and governance, her vision on leadership and responsibility in fostering peace, harmony and solidarity among people will be explored.

6. The programme may consist of core courses, electives, seminars and thesis.
7. The core courses are compulsory for all candidates registered for the MA programme and must be examined for the award of the MA degree. They comprise courses on the theory of conflict, international relations, conflict management, foreign policy analysis, international security, social teaching of the Church, theology of peace building, African international relations and social research and methods.
8. Where offered elective courses are those preferred by students depending on their needs and area of interest. All elective courses registered must be passed.
9. Seminars and public forums are non-credit two-hour session of presentation and discussion given by an academic, a professional or an activist in the field of peace, international relation, conflict and reconciliation. It intends to widen the scope of the students' grasp of matters concerning peace and international relations.
10. The thesis which should not exceed 20,000 words is a requirement for the award of the degree. Students are requested to submit a proposal and defend it as fulfilment of the comprehensive examination.
11. In order to graduate, each candidate for MA must take a total of 33 credits in course work. The proposal and defence of the thesis proposal will count for 10 credits and the thesis itself, when completed and marked will count for 15 credits.
12. Attendance at lectures is obligatory in such a way that a student who is absent from one-third of the periods assigned to a course may not ordinarily undergo assessment in that course. The final mark given for a course will be the combination of class participation, continuous assessment and, oral or written final examination.

STATUTE 39: REQUIREMENTS FOR CONFERMENT OF DEGREES (BACHELOR’S AND MASTER’S DEGREES)

1. The courses in theology are planned and carried out in such a way as to satisfy all the requirements of the Apostolic Constitution, *Veritatis Gaudium*, and its norms of application.
2. The Faculty of Theology in CUEA awards the Bachelor’s and Master’s degrees in theology to the students of HUC who have successfully fulfilled all the conditions laid down in the Statutes and regulations for the attainment of these degrees.
3. The FTJAM will grant the equivalent ecclesiastical degrees in Theology to those who successfully complete the corresponding programme and meet the ecclesiastical language requirements.
4. The Faculty of Arts and Social Sciences of CUEA awards the Master’s degree in Peace Studies and International Relations to the students of HUC who have fulfilled all the conditions laid down by the Statutes and regulations for the attainment of this degree.
5. Hekima University College may grant Certificates and Diplomas to the students who complete programmes set for specific purposes by the JST or HIPSIR.

STATUTES 40: CONVOCATION AND CONFERMENT OF DEGREES AND OTHER AWARDS

All Hekima University College degrees are granted at the convocation and conferment ceremony of the Catholic University of Eastern Africa.

STATUTE 41: HONORARY DOCTORATE DEGREES

Hekima University College may request the CUEA Senate to grant honorary doctorate degrees to individuals for exceptional academic contribution or service to the community.

STATUTE 42: DOCTOR OF SCIENCE DEGREE (DSc) AND DOCTOR OF HUMANE LETTERS (DHL)

At such a time when HUC shall decide to offer doctoral degrees, the College shall present such degrees to the CUEA Senate and the CUE for approval.

STATUTE 43: CONFERMENT OF THE TITLE OF EMERITUS PROFESSOR

Hekima University College may grant the status of honorary or emeritus professor, after following due procedure, to individuals for exceptional academic contribution to the university community.

STATUTE 44: ALUMNI ASSOCIATION

Hekima University College shall have an active alumni association and maintain a data base of all students who have graduated from HUC. The College shall have an alumni officer who is to maintain regular correspondence with the alumni.

STATUTE 45: STUDENT ASSOCIATION

The College shall have an active Student Association for the promotion of the social and academic welfare of students as well as the promotion of cooperation with associations of students in other universities and academic institutions. Membership of the Student Association is open to all students registered at HUC.

STATUTE 46: FINANCIAL PROVISIONS AND GUIDELINES

1. HUC is owned and its financial viability is guaranteed by the Society of Jesus through the Jesuit Conference of Africa and Madagascar (JCAM).
2. The financial affairs of HUC are managed by the Senior Accountant under the supervision of the Principal, who bears the ongoing responsibility for the present running and future development of the College.
3. The HUC financial year is the period of twelve months commencing on the first of January and ending on the thirty-first of December. These dates may be changed according to the organisation of the academic year.

4. The expenses incurred by CUEA on account of the dependence of HUC on it are borne by HUC.
5. Jesuit lecturers, administrative staff and other Jesuit staff contribute their services to the College and are not paid salaries. Visiting lecturers are remunerated at the university hourly rate for such services.
6. The non-Jesuit religious on the staff are paid according to the agreed terms and in line with HUC Human Resource Policy. As vowed religious, they are not to be paid directly but through their respective religious congregations.
7. The stipend thus made directly to the religious congregation is not taxable.
8. Lay employees are paid according to current local rates and are given the other benefits provided by local legislation and the HUC Human Resources Policy.
9. The tuition fees of Jesuit students are paid by their major superiors. Those of external students are fixed at the level of tuition fees in other local or comparable ecclesiastical institutions.
10. An official audit of incomes and expenditures is made annually by an independent professional audit firm and submitted to the Council and also presented to the Board of Trustees.

STATUTE 47: UNIVERSITY COLLABORATIONS

The Collaboration Committee shall establish procedures for drawing up MoUs for collaboration with other universities. All such MoUs shall be signed by the respective heads of the institutions.

STATUTE 48: INTELLECTUAL PROPERTY FRAMEWORK

HUC shall put in place a framework that protects intellectual property rights. This includes the prohibition of photocopying of publications beyond the acceptable limit. There shall also be clear rules against plagiarism. It is illegal to produce any written or oral presentation of an academic work depending on a source other than that of the alleged author, without explicitly mentioning the source. Students and staff are to be referred to the college's official plagiarism policy.

STATUTE 49: SEALING AND AUTHENTICATION OF DOCUMENTS

The seal of HUC shall be safely kept by the Registrar and must only be used with the permission of the Principal.

STATUTE 50: SERVICE OF NOTICES AND DOCUMENTS

HUC shall ensure that anyone who is required to be given a notice or document must be duly served the document or notice and all documents be timely delivered or sent for filing.

STATUTE 51: CONTRACT AND PECUNIARY INTERESTS

The HUC Finance Policy manual shall be the reference document for all financial matters. The award of major contracts should be through the Tender Board.

STATUTE 52: MISCELLANEOUS

As far as possible, HUC will make available opportunities for making or giving the Spiritual Exercises. Hekima aims at offering staff and students a sound spiritual and moral formation through liturgical, doctrinal, social and charitable outreach programmes. The purpose of creating these opportunities for spiritual guidance is to build a living and witnessing Christian community on campus.

The Jesuit community of HUC is to take special responsibility, preferably through the HUC chaplaincy, in promoting Ignatian Spirituality at HUC. However, there must be a healthy separation between HUC as a tertiary level institution in Kenya and the Jesuit Community of HUC. Hence all must note these and other related issues:

1. The Jesuit residence is a private area for the Jesuits at HUC.
2. All other non-Jesuit students and staff of HUC may only go to the Jesuit residence upon invitation from a member of the Jesuit community.
3. The personnel of HUC only receive their instructions from authorized College persons or organs.
4. All are to respect and abide by the HUC statutes and organogram as will be updated from time to time.
5. It is as important to respect the letter as is the spirit in which these statutes are written, namely, the harmonious functioning of Hekima University College.

SCHEDULE 1: APPOINTMENT OF THE CHANCELLOR

The appointment of the Chancellor of the Catholic University of Eastern Africa is the responsibility of the bishops of AMECEA.

SCHEDULE 2: COUNCIL COMMITTEES

The Council shall set up committees to oversee the following aspects of university governance:

1. AUDIT, RISK AND GOVERNANCE COMMITTEE
2. FINANCE, PLANNING AND RESOURCE MOBILISATION COMMITTEE
3. HUMAN RESOURCE AND STAFF WELFARE COMMITTEE
4. ACADEMIC AND STUDENT WELFARE COMMITTEE

SCHEDULE 3: STAFF APPOINTMENT

The appointment of staff is the responsibility of Council. This includes the following Staff cadres - Principal, Deputy Principals, Deans, Registrars, Accountant and Librarian. The appointment of lecturers and academic all admin staff may be delegated to the Principal:

Lecturers and Academic Staff

1. The College shall have an academic staff of sufficient number and quality. In assessing this requirement, the authorities shall take due account of present needs and future development, in view of the importance of research and high academic standards in teaching and learning.
2. The College academic staff is composed mainly of members of the Society of Jesus from the jurisdictions of Africa and Madagascar. Regular members of academic staff are either permanent (with tenure) or on contract (without tenure).
3. The College also welcomes visiting lecturers from other institutions.
4. Those who teach matters touching on faith and morals are to be conscious of their duty to carry out their work in full communion with the Magisterium of the Church.
5. Each member of the staff teaching a course concerning faith or morals shall after making a profession of faith, receive from the Chairman of the

Board of Trustees a canonical mission for this work; for they teach in virtue of the mission they have received from the Church.

6. All other lecturers receive a mission to teach from the Principal who is delegated for this by the Chairman of the Board of Trustees and the Council. This includes visiting lecturers invited according to the norms of the Ecumenical Directory 1993, sections 87-89 and 194-195, as well as *Veritatis Gaudium*, section III, article 18, where applicable.
7. Members of the academic staff shall not assume obligations contrary to the proper fulfilment of their duties which is to apply themselves to serious educational and scholarly work.
8. Members of the College academic staff may not at the same time be members of academic staff of another academic institution. They may be visiting lecturers provided that what has been said in V, 7 is safeguarded.
9. There shall be regular meetings of the academic staff for discussion of the ordinary affairs of the College and to promote collaboration in teaching both in relation to the content and method of courses. The regular academic staff meetings shall be called and presided over by the dean of the respective school or institute.
10. Members of the College academic staff will be ordinary professors, associate professors, senior lecturers, lecturers and assistant lecturers. Promotion in rank will normally take place according to the harmonised norms for promotion of the CUEA. The HUC may develop its own promotion criteria in line with that of CUEA or be approved by the CUEA Senate.
11. Fulltime faculty staff are proposed by the Academic Board and appointed by the Council in consultation with the Board of Trustees. Such faculty must:
 - (a) be distinguished by learning, witness of life, a sense of responsibility and concern for inculturation;
 - (b) have a doctorate or equivalent title or exceptional and singular scientific accomplishment; if the doctorate is not canonical, the lecturer in theology should ordinarily hold at least a canonical licentiate;
 - (c) show documentary proof of suitability for doing scientific research, especially by a published dissertation;
 - (d) have published additional scholarly work, have at least three years

- successful teaching experience in a post of lower rank, and have participated actively and constructively in the affairs of the College;
12. Before appointment to the rank of associate or ordinary professor in theology a lecturer must receive a declaration of *nihil obstat* from the Holy See.
 13. Ordinary and associate professors cease to be members of the academic staff in accordance with Statutes V, 24-28.
 14. Senior lecturers are proposed by the Academic Board and appointed by the Council. They must:
 - (a) be distinguished by learning, witness of life, a sense of responsibility and concern for inculturation;
 - (b) have a doctorate or equivalent title or exceptional and singular scientific accomplishment; if the doctorate is not canonical, the lecturer in theology should ordinarily hold at least a canonical licentiate;
 - (c) show documentary proof of suitability for doing scientific research, especially by a published dissertation; have published additional scholarly work, have at least four years successful teaching experience in a post of lower rank, and have participated actively and constructively in the affairs of the College;
 15. Senior lecturers and lecturers hold College posts either permanently, when tenure is granted, or for a length of time to be determined at the time of appointment.
 16. Senior lecturers and lecturers cease to be members of the College academic staff in accordance with Statutes V, 24-28.
 17. Lecturers are proposed by the Academic Board and appointed by the Council. They must:
 - (a) be distinguished by learning, witness of life, a sense of responsibility and concern for inculturation;
 - (b) have a doctorate or equivalent title or exceptional and singular scientific accomplishment; if the doctorate is not canonical, the lecturer in theology should ordinarily hold at least a canonical licentiate;

- (c) show documentary proof of suitability for doing scientific research, especially by a published dissertation;
18. Assistant Lecturers are appointed by the Principal having heard the advice of the Academic Board. They shall:
 - (a) have a canonical licentiate for the theological programme or a Master's degree in the appropriate academic field;
 - (b) hold a College post for one year only, or for such time as is specified at the time of appointment in accordance with College Regulations.
 19. Assistant lecturers cease to be members of the College staff in accordance with Statutes V, 24-28.
 20. Diocesan priests and religious must have the authorisation of their ordinaries or major superiors to become members of HUC academic staff;
 21. All lay lecturers, whether they belong to the Catholic Church or to other Churches or ecclesial communities, must be notified before appointment as permanent staff member or under specific contract that they are requested to respect and promote the Jesuit vision and mission characteristic of Hekima College's identity.
 22. Visiting lecturers should have in proportionate measure the requirements mentioned for members of the College academic staff. They may be invited to give special courses or occasional lectures. The participation of visiting lecturers is highly desirable for the good of the College. They are appointed by the Principal on the advice of the Academic Board or the Dean.
 23. Visiting lecturers are not members of the College academic staff. Resident visiting lecturers may be invited to Academic staff meetings and meetings of the Academic Board; others may be invited by way of exception.
 24. Appointment to the College academic staff ceases by retirement, resignation, withdrawal by the lecturer's Ordinary or major superior, on expiry of the time defined in the appointment, unless it is renewed, or by withdrawal of a lecturer's canonical mission or mission to teach by the person who granted it.
 25. Professors and lecturers shall retire on completion of their 69th Year, but they may continue to be engaged in various capacities as required by HUC.

26. Notice of intending resignation or withdrawal by superiors for whatever reasons should be given at least 12 months before the resignation or withdrawal is due to take effect.
27. A canonical mission or mission to teach is withdrawn for grave reasons touching the lecturer's personal life, for example, conduct unbecoming his state of life and calculated to be damaging, in one whose mission is the formation of priests and ministers of the Church.
28. A lecturer who consistently, after repeated warnings, continues to teach doctrine at variance with the repeated and clearly stated teaching of the Magisterium or shows disrespect for the authorities of the Church renders him/herself unfit to have a canonical mission continued.
29. In such cases, the lecturer must be clearly informed in writing of the complaints against him/her and must be given an opportunity to present explanations and defence. The matter should, as far as possible, be settled between the lecturer and the Principal. If this fails it should be referred to the Academic Board which may deal with the matter either itself or through the standing staff disciplinary committee or a special committee nominated by the Principal. The Principal will make a decision on the lecturer based on the recommendation of the disciplinary committee, but always allowing the lecturer to explain him/herself.
30. In more grave or urgent cases, the Principal in consultation with Council may immediately suspend a lecturer (pending further investigation) for the duration of the regular procedure – such as investigative or disciplinary. The BoT will be informed of such cases.

SCHEDULE 4: SENATE COMMITTEES

The Senate shall set up committees to oversee the following aspects of university governance:

1. DEANS COMMITTEE
2. THE PLANNING, ESTABLISHMENT AND DEVELOPMENT COMMITTEE
3. RESEARCH AND INNOVATION COMMITTEE
4. LIBRARY COMMITTEE
5. STUDENTS' DISCIPLINARY COMMITTEE
6. STUDENT PRIZES, AWARDS AND RECOGNITIONS COMMITTEE

7. STUDENTS' WELFARE AND BURSARY COMMITTEE
8. LINKAGES AND COMMUNITY OUTREACH COMMITTEE
9. GRADUATION AND CEREMONIES COMMITTEE

SCHEDULE 5: TERMS AND CONDITIONS OF SERVICE FOR STAFF

1. The College shall have the [officials] administrative staff it needs to assist the authorities in the running of the College. These include the Registrar, the Librarian, Senior Accountant, HR Manager, the Deputy Principal for Administration and Finance, and the Deputy Principal Academic Affairs.
2. The Registrar, who will ordinarily be a member of the teaching staff, assists the Deputy Principal for Academic Affairs in the running of the College's academic programmes and takes charge of the secretariat.
3. The Librarian, who attends all meetings of the academic staff and is a member of the Academic Board as well as the Management Board, is responsible for keeping the library up to date and for its day-to-day running. He or she works in close association with the academic staff and brings the more important issues concerning the library for discussion at staff meetings. He or she is ultimately responsible to the Principal.
4. The Senior Accountant prepares the annual budget and ensures the annual income, keeping the Council informed of the financial state and needs of the College through the Principal. He or she is immediately responsible to the Deputy Principal for Administration and Finance.
5. The HR Manager serves as a link between the HUC management and the staff. The HR office oversees the recruiting, interviewing, hiring and salary placement of new staff. It also advises the Management on issues concerning staff evaluation, promotion, benefits, leave or discipline. The HR Manager assists with strategic planning, enforcing HUC policies and practices. He or she is immediately responsible to the Deputy Principal for Administration and Finance.
6. The Deputy Principal for Administration and Finance looks after the material upkeep of the College and its ongoing maintenance as well as the general responsibilities stated in the Statutes (IV, A, 5). Important issues are brought to the Principal or to the appropriate staff meetings which he/she attends. He/she is immediately and ultimately responsible to the Principal.

7. The Deputy Principal for Academic Affairs promotes and coordinate all matters regarding studies at HUC and provides for their needs as well as the general responsibilities stated in the Statutes (IV, A, 4). Important issues are brought to the Principal or to the appropriate staff meetings which he/she attends. He/she is immediately and ultimately responsible to the Principal.

SCHEDULE 6: COMMON REGULATIONS FOR THE MASTER'S DEGREES IN ALL FACULTIES, ELIGIBILITY FOR THE MASTER'S PROGRAMME

1. For admission into the Master's degree in Theology, candidates must satisfy the following requirements:
 - (a) hold a Bachelor's degree in Theology or equivalent in Theology, Philosophy of Religion, or Religious Studies, with either:
 - i) an upper second-class honour (B+) or a cumulative Grade Point Average of 3.00 on a scale of 4.00, or
 - ii) a lower second-class honours (B) or a cumulative Grade Point Average of 2.50 on a scale of 4.00. In addition, the QA or Admissions committee may consider if such candidate has received relevant academic training, or demonstrated research capability through published research, paper presentation, peer-reviewed publications or relevant working experience;
 - (b) if their first degree was not done in English, be proficient in listening, speaking, reading and writing English language at IELTS Overall Band Score of 7.0 or its equivalent;
 - (c) write a statement of purpose indicating the intended field of research;
 - (d) have or acquire a suitable knowledge of Latin and Greek for enrolment in the degree programme in theology. Courses in these languages, as well as in Hebrew and English, are to be available at HUC.
 - (e) provide two letters of recommendation by competent scholars or referees with doctorates;
 - (f) be in a position to spend four semesters of full-time residence.
2. For admission into the Master of Arts in Peace Studies and International Relations degree programme, candidates must satisfy the following requirements:

- (a) have a university degree from an accredited or recognized university with a good standing, that is, with a minimum of second-class honours, upper division, or its equivalent;
 - (b) be fluent in spoken and written English with a proficiency in one foreign language (French recommended) before graduation;
 - (c) provide official transcripts of all post-secondary academic work;
 - (d) present two letters of recommendation indicating academic qualification. One letter could be from the sponsor or a professional colleague if one has been working at least for the past 2 years;
 - (e) present a personal statement of why one is applying to HUC;
 - (f) provide evidence of financial assurance.
3. Authentic copies of documents which give testimony to a student's qualifications, as set out above, must be presented at the time of application for admission to the College.
 4. The QA or Admissions Committee shall send to the Principal for approval the names and records of the students who have been admitted. The Principal shall be the final judge of the sufficiency of a candidate's qualifications for entry to the degree programmes according to the above norms, or to the certificate programme, or as an occasional student.

SCHEDULE 7: COMMON REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

At such a time when HUC shall decide to offer doctoral degrees, the College shall ensure in all faculties:

- ELIGIBILITY FOR REGISTRATION;
- SUBMISSION AND PROCESSING OF APPLICATIONS;
- FORM AND DURATION OF REGISTRATION;
- CONDUCT OF STUDIES AND SUPERVISION;
- SUBMISSION OF THE THESIS AND EXAMINATION OF THE CANDIDATE.

SCHEDULE 8: CONDUCT OF STUDENTS

As a Jesuit Institution, besides academic excellence, Hekima University College expects from its students moral integrity in view of the leadership role they are supposed to take in the African and global society. Students are encouraged to take part in the various activities which the College may organise for their spiritual and ethical formation. Student associations and discussion groups in this line are welcomed by the College. With a disciplined structure in place, HUC will ensure the following:

1. Because of the purpose for which the College was initially founded the main body of students at the JST may consist of members of the Society of Jesus engaged in the course of theological formation required for a first degree in Theology.
2. Other properly qualified students preparing for priesthood should also be admitted, as may students seeking theological formation at university level, provided they are duly qualified.
3. The College may also admit to its certificate/diploma programme in theology a limited number of students preparing for priesthood either because they are not fully qualified or do not wish to pursue a degree in theology.
4. In the same way, it may admit some occasional students provided a due proportion is maintained between Jesuit degree students and all others.
5. Students must faithfully observe the laws of the College about the various programmes and about discipline - in the first place in all that pertains to the study programme, class attendance and examinations - as well as about the life of the College.
6. The students annually elect representatives from their number to be members of the Academic Board in the way set out above in III, 9. They are encouraged also to keep contact with the Principal and the Dean of Students who will always welcome their suggestions and ideas about studies or about the College as a whole. Students are assigned a personal tutor from among the members of the academic staff.
7. Other relevant information regarding HUC students are contained in the Student Handbook or in the College's Prospectus.

SCHEDULE 9: DISCIPLINARY PROCEDURE FOR STUDENTS

For serious reasons students can be suspended from certain rights or be deprived of them or even be expelled from the College, but always after they have been heard and been given the opportunity to defend themselves, in such a way that the rights of the students, of the College and of the ecclesial community are appropriately protected. The HUC student disciplinary committee must therefore ensure there is clarity about:

- DISCIPLINARY AUTHORITY
- DISCIPLINARY OFFENCES
- DISCIPLINARY PROCEDURES

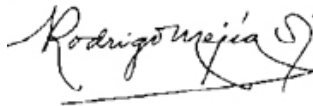
SCHEDULE 10: DISCIPLINARY PROCEDURE FOR STAFF

There should be a standing staff disciplinary committee, and the management should be clear about the

- PRINCIPLES WHICH SHOULD GUIDE THE DISCIPLINARY PROCESS;
- COMPOSITION OF THE STAFF DISCIPLINARY COMMITTEE;
- CONDUCT OF THE DISCIPLINARY HEARING;
- POWERS OF THE DISCIPLINARY COMMITTEE;
- DISCIPLINARY MEASURES;
- RIGHT OF APPEAL;
- PROCEDURE FOR CONDUCTING OF THE APPEALS;
- POWERS OF THE APPEALS COMMITTEE;
- COMPOSITION OF THE APPEALS COMMITTEE;
- APPEAL TO COUNCIL.

APPROVAL OF STATUTES BY THE HUC COUNCIL

These Statutes were approved by the Hekima University
College Council at its meeting on Monday
the 23rd of May 2022:

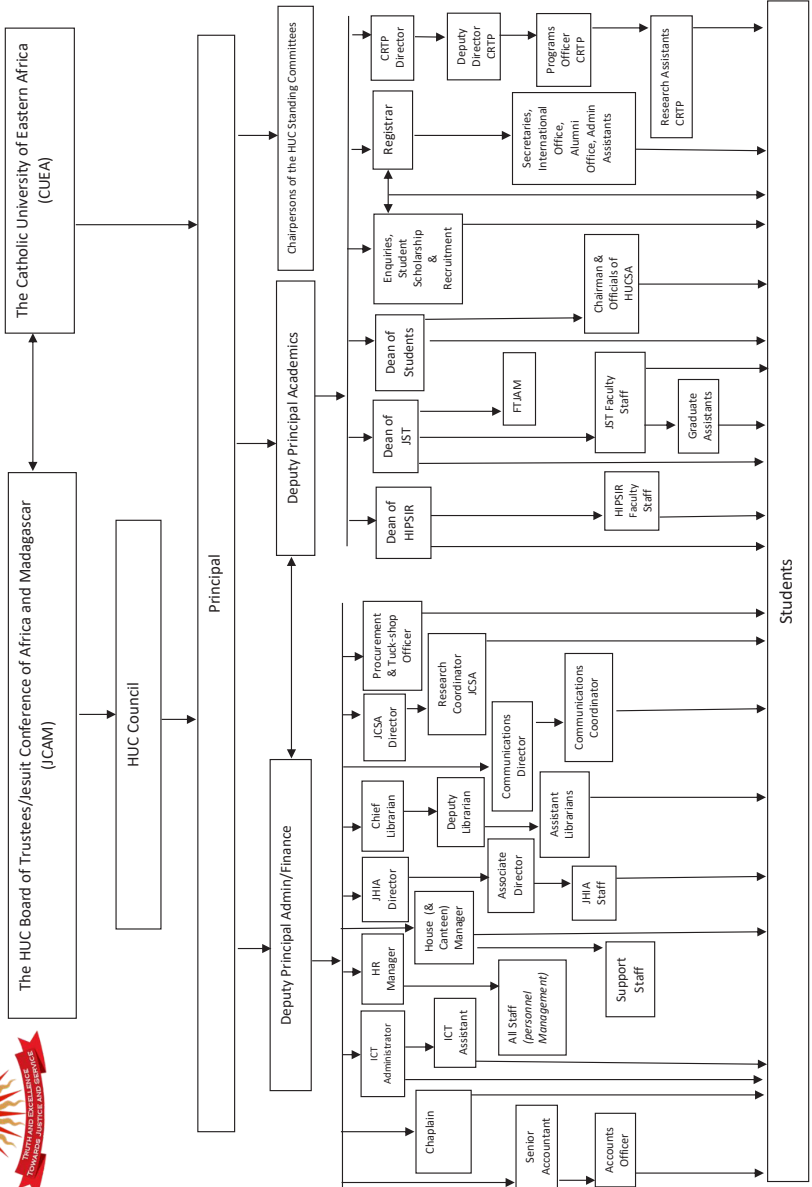


Bishop Rodrigo Mejía Saldarriaga SJ
(Chairman of HUC Council)



HEKIMA UNIVERSITY COLLEGE
 A CONSTITUENT COLLEGE OF THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

ORGANOGRAM CHART 2022





Hekima University College

Hekima University College Statutes - 2022

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