



SOUTH EASTERN KENYA UNIVERSITY

**POLICY ON PRINTING, CUSTODY AND REPRINTING OF
CERTIFICATES**

JUNE, 2018

Vision

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

Mission

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

Core Values

Professionalism
Innovation
Integrity
Freedom of Thought
Teamwork
Respect for and conservation of the environment

Philosophy

Transforming lives through teaching, research, innovation and community service

ABBREVIATION AND ACRONYMS

SEKU – South Eastern Kenya University

DEFINITION OF TERMS

Certificate – an official document attesting a fact issued to students upon completing their studies.

Post humously – happening after a person's death

Lost certificate – A certificate that whose whereabouts cannot be traced

Destroyed certificate – certificates that are torn

Spoilt certificate – certificates that are defaced or torn

FOREWARD BY THE CHAIRMAN OF COUNCIL

The South Eastern Kenya University Council is committed to ensuring that the printing, custody and reprinting of certificates in the University is done in a manner that upholds integrity, trust and security. The processes involved should create confidence and satisfaction to the stakeholders, especially students and recipients of the certificates. This policy will ensure that proper systems and procedures of managing certificates within the university are put in place. It provides a clear framework that enables issuance and collection of certificates within a stipulated period. In addition, it addresses issues relating to the correctness, loss and damage of certificates.

I urge that every effort be made to ensure that the provisions of this policy are fully implemented by the entire university fraternity.

DR. REUBEN CHIRCHIR
CHAIRMAN OF COUNCIL

PREFACE BY THE VICE CHANCELLOR

South Eastern Kenya University was established as a chartered university on 1st March 2013. The Charter envisages the University to issue certificates to the successful candidates enrolled in the various levels training. This responsibility requires the University to have a proper documented procedure that is known to all stakeholders, hence this policy.

Since its establishment, the University has had five graduation ceremonies, and certificates printed and issued to the graduates. Therefore requirements for consistent handling of the certificates are needed. This is what this policy addresses as it provides guidelines on the printing, custody and reprinting of certificates at South Eastern Kenya University.

PROF. GEOFFREY M. MULUVI Ph.D
VICE-CHANCELLOR

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1. INTRODUCTION

(1) **Policy statement**

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

(2) Policy Objectives

The objectives of this Policy are to:

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

(7) Justification

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

(8) Scope of the Policy

This Policy applies to graduates of South Eastern Kenya University.

2. POLICY GUIDELINES

(1) Printing of Certificates

- (a) The University will only print certificates for students approved for graduation by Senate and Council.
- (b) The certificates shall only be printed by a Security Printer.
- (c) The certificate shall only be printed with security features which cannot be reproduced.

(2) Storage of certificates

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

(3) Collection of certificate

(a) Who can collect a certificate

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

(b) Collection of certificates

- (i) SEKU graduates shall be required to collect their certificates within 6 (six) months after graduation.
- (ii) There shall be a custodial fee of Kes.1000/- charged for the first year after elapse of the collection time frame with an additional Kes.500/- charged for every subsequent 12 months after the initial custodial fee has been charged or as reviewed from time to time.

(4) Reprinting of certificates

(a) Correction and Reprinting of certificates

- (i) Certificates shall be reprinted or corrected within six months (6) after the date of graduation ONLY if there is an error on the certificate caused by either the University or the Printer.
- (ii) The University shall not be held liable for any errors on the certificates if they are not collected within six (6) months after the date of graduation.

(b) Approval for reprinting of certificates

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

(5) Lost or destroyed certificates

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

(6) Spoilt certificates

Certificates that are spoilt shall be destroyed by crossing diagonally and punching two holes on the top edge and a destruction certificate issued.

(7) Disposal of certificates

The University shall dispose of uncollected certificate after a period of ten (10) years has elapsed from the date of graduation.

4. IMPLEMENTATION

The Policy shall come into force immediately upon approval

5. REVIEW

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