

Extension and Outreach Policy

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MOI UNIVERSITY
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Extension and Outreach Policy

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MOI UNIVERSITY

**MU/OP/DVC(R&E)/055-Procedure for Developing of
Quality University Policies**

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Contents

Forward	vii
Executive Summary	viii
Defination of Terms as Used in the Policy	ix
List of Abbreviation and Acronyms.....	xii
1.0 Introduction	1
1.1 Vision	1
1.2 Mission.....	1
1.3 Core Values	1
1.4 Objectives	2
1.5 Quality Policy Statement	2
1.6 Moi University Extension and Outreach Policy	2
2.0 Structure of the Moi University Extension and... ..	4
2.4 The Schools Extension Committee	5
3.0 Financing the Moi University Extension and	6
4.0 Intellectual Property Issues in Relation to	7
5.0 Insurance and Indemnity During Extension and	7
6.0 Monitoring and Evaluation and Quality	8
7.0 Reporting of Extension and Outreach Results.....	8

Forward

Moi University in its statement is committed to preserve, create and disseminate knowledge. The University recognizing that Kenya endorsed the millennium declaration some time in September 2000 has within its programmes in all the eleven (11) schools a component of Extension and Outreach. The University seeks to make positive contributions to the communities around her Campuses which are distributed in various parts of the country. In line with the corporate social responsibility requirements that are geared to fulfilling MD the many researches that, the University students and staff are involved in will make an impact to the development of this country and the world at large if it is applied to the real situations. This is only possible through Research, Extension and Outreach services.

This Policy is meant to guide in how this symbiotic relationship will carried out systematically and sustainable through the office of Deputy Vice Chancellor, Research and Extension.



PROF. B. E. L. WISHITEMI
DEPUTY VICE CHANCELLOR
RESEARCH AND EXTENSION

Executive Summary

Moi University Extension & Outreach Policy is intended to guide the individuals or groups on how to carry out Extension and Outreach activities in tandem with the Mission and Vision of the University. The Policy document gives guidance on the financing of the activities, the formation and functions of Extension and Outreach committee.

it states how the students and staff are to be involved in the activities. The funding of programmes, how the community is involved through CBO's, NGO's, and Government Organizations. All the sections of the Extension & Outreach are involved like Alumni Office, International Office, MUHACU, Outreach, Project office and all the eleven (11) schools of Moi University distributed in all its Campuses as part of corporate social responsibility plan.

Defination of Terms as Used in the Policy

Extension	The process and medium of delivery of officially sanctioned internally generated new knowledge or information to the recipients other than members of the university
Outreach	An officially sanctioned community service by organized groups of the members of the university that employs already known technology, services, products or knowledge
Policy	Set of plans or actions agreed on by an organization or a set of ideas or principles which are sensible or wise
Intellectual Property	Creations of the human mind (intellect) and comprises of industrial property, copyright and plant breeder's rights
Sanctioned	To authorized or make valid by a formal procedure
Knowledge	Acquaintance with facts truth principles as from study or research
Officially	Legally or procedurally sanctioned
Technology	The application of Science Knowledge and Technical to solve problems
Property	Something owned that is physical or tangible
Funds	Supply of money of pecuniary resources for some purpose

Procedures The manner in which the sanctioned action is caused out to produce expected results

Quality Teaching

Inspiring, effective and measurable methods of instructions that produce good results

Sanction and coordination

Making different people or thing work together for a goal so as to affect positively

School team

A group of individuals selected to carry out outreach activities on behalf of the schools

Collaboration

To work together through partnership with other Institutions of learning for mutual benefits

Committee

Selected members representing the respective school of University and member from the office of Deputy Vice Chancellor Research and Extension (DVC R&E)

Coordinators of colleges

Persons appointed by the university to oversee all the activities of the campuses

Sub-committees

Sub -division of the committee members into smaller groups to carry out different tasks of outreach

External Findings

Financial aid obtained through other means not from the Government

Database

Methods of keeping records in an organized manner for easy reference and retrieval

Initiate

Begin

Facilitate	Make the task easy to perform by providing necessary financial and material support on time
National	Kenyan
Technical advice	Giving answers and solutions to concerns and problems by persons with a better understanding of some matters
International exhibition	World fairs and universal exposition held in different parts of the world showing the products of institutions
Financing	A total mix of methods used to provide required funds of outreach purpose
Monitor	To be aware of the impact of outreach activities to the targeted areas of persons or group of persons
Evaluate	The process of observing results to see if there is a progress towards targeted objectives
Insurance	Cover
Project office	Office under Deputy Vice Chancellor Research and Extension that oversees finances of the department by facilitating the processes of procurement and accounting of funds

List of Abbreviation and Acronyms

V. C.	Vice Chancellor
D.V.C	Deputy Vice Chancellor
CADO	Chief Administration Officer
CACO	Chief Academic Officer
F.O.	Finance Officer
MUHACU	Moi University HIV Aids Control Unit
C.B.Os	Community Based Organizations
NGOs	Non Governmental Organizations

1.0 Introduction

Moi University was established in 1984 by an Act of Parliament (Moi University Act, 1984) as the second public University in Kenya. The main campus is located 36 km South of Eldoret town and 310 km Northwest of Nairobi. It currently has eleven Schools and four directorates, a staff and student population which is ever increasing yearly respectively. In addition, the university also currently has nine satellite campuses and three constituent colleges, which form part of the study center network as they are spread right across the country.

1.1 Vision

To be the university of choice in nurturing innovation and talent in science, technology, and development.

1.2 Mission

To preserve, create and disseminate knowledge and conserve and develop scientific, technological and cultural heritage through quality and relevant teaching and research; to create a conducive working and learning environment; and work with government and private sector for the betterment of society.

1.3 Core Values

- i. Promote and defend academic freedom, scholarship and relentless search for truth.
- ii. Foster teamwork, collaboration, creativity and innovation, effective communication, tolerance, perseverance and a culture of peace.
- iii. Embrace excellence, openness, consultation and consensus building, efficiency and effectiveness.
- iv. Practice professionalism, meritocracy, exemplary leadership, equality, integrity and social justice.
- v. Maintain a sense of self respect, discipline, responsibility, Institutional loyalty and national patriotism.

1.4 Objectives

- i. To pursue excellence in teaching, research and outreach
- ii. To produce well informed, practical, and self-reliant graduates capable of contributing to development in rural and urban areas.
- iii. To produce well informed, practical, and self-reliant graduates capable of contributing to development in rural and urban areas.
- iv. To offer expertise in area of national development.
- v. To promote science and technology for national development.
- vi. To participate fully in the promotion of culture and develop individuals who are responsive to the needs and well being of others.
- vii. To offer a range of opportunities for training through continuing education.
- viii. To secure and manage resources to achieve the above goals efficiently.

1.5 Quality Policy Statement

Moi University is committed to providing quality education and services that meet the needs of its customers and stakeholders through quality and relevant teaching, research and community service and outreach. The University is committed to a quality work and learning environment that is grounded in intellectual and academic freedom, teamwork, quest for excellence, professionalism, discipline and continuous improvement of its products (programmes/activities) and services so as to achieve client/customer satisfaction. To be able to realise this commitment, the University will continually review its products (programmes/activities) and services to conform to the Quality Management Systems based on the ISO 9001 - 2008 Standards.

1.6 Moi University Extension and Outreach Policy

Member of university shall be taken to mean member as defined by Statute II of Moi University.

Extension shall be interpreted to mean the process and medium of delivery of officially sanctioned, internally generated new knowledge or information to the recipients other than members of the university.

Outreach, by the same token, shall be taken to mean officially sanctioned community service by organized groups of the members of the university that employs already known technology, services, products or knowledge.

Moi University is a state corporation established under the Moi University Act of 1984, and Cap 210A of the laws of Kenya. The functions of the university, as set out in Part II 4 (1), include provision of university education aimed at producing mature and conscientious graduates with skills, ability and desire to contribute to the well being and development of the people of Kenya, provide education for national service, develop and transmit knowledge and skills through research and training, foster national consciousness and unity and preserve, produce, process, and disseminate knowledge and stimulate the intellectual life and cultural development of Kenya. Part III (13) of the Moi University Act vests general governance, including the **right to administer property and funds of the University, in the University Council.**

Moi University has established the appropriate administrative offices and procedures to facilitate quality teaching, training and research. Consequently, some training curricula, such as in Health Sciences and related programmes, Education, Nursing, Forestry, Fisheries and related natural resource management programmes, among others, have compulsory community or industry based activities.

Moreover, **because of the emphasis on demand driven research there is need for research** results from members of the university staff to enter the public domain. It is desirable that professional interaction between the members of the university and the public should be guided and facilitated in a structured manner.

The Moi University Extension and Outreach policy will provide the basis for provision of extension and outreach services to the Kenyan and international communities by members of the University. This is in line with the current Moi University Strategic Plan (2005-2015) that has taken into consideration the relevant global, national and institutional policy frameworks.

Specific offices shall be set up to sanction and coordinate extension and outreach services in order to meet the University mission of preservation, creation and dissemination of knowledge and development of scientific, technological and cultural heritage, and working with the government and private sector for advancement of society.

Extension and outreach projects shall normally be carried out by departmental or school teams, but the University Council may authorize establishment of specific centers to be known as **Extension and Outreach Centers** that shall be in charge of specialized extension and outreach projects.

The Moi University extension and outreach activities shall not be in competition, nor seek to replace other government institutions. The University extension and outreach activities may be carried out in collaboration with other government institutions, non-governmental or community-based organizations or individual communities.

2.0 Structure of the Moi University Extension and Outreach Services

2.1 There shall be established a committee of the University to be known as **Moi University Extension and Outreach Committee** that shall be the central organ for coordinating all University extension or outreach projects.

The chairperson of the committee shall normally be the Deputy Vice-Chancellor in charge of extension and outreach services or such other officer, as the University shall designate.

2.2. The membership of the committee shall comprise the College Principals, one representative from each of the academic unit, Head of the University Health Services, University Librarian,

Farm Manager or equivalent and the Dean of Students. The committee can co-opt other persons as the case may arise for technical advice.

2.3 The functions of the Committee shall be:

- 2.3.1. To receive, consider and approve extension and outreach activities to be undertaken throughout the year.
- 2.3.2. To allocate funds for extension and outreach for approved projects in consultation with other University Administrative offices
- 2.3.4. To carry out frequent and necessary review on extension and outreach strategy of the University in tandem with changes in the academic environment and government extension policies.
- 2.3.5. To establish sub-committees to undertake tasks related to the programmes and projects of university extension and outreach.
- 2.3.6. To coordinate the development of extension or outreach proposals in the university for external funding and support.
- 2.3.7. To establish international contacts for students and staff for collaboration in extension and outreach services
- 2.3.8. To create, develop, promote and sustain a conducive environment for extension and outreach in the University Colleges, Schools and Departments, and to link them to the professional community and government agencies and institutions.
- 2.3.9. To maintain a database of all extension and or outreach projects undertaken or proposed to be undertaken and detailed reports of completed projects.
- 2.3.10. To initiate, and facilitate and promote information dissemination in matters that cannot be handled effectively at the Schools level, such as participation at national or international exhibitions or trade fairs, among such other fora.

2.4 The Schools Extension Committee

- 2.4.1. There shall be established a school Extension and Outreach committee. The School board shall normally elect the chairperson to its Committee. Membership of the Committee shall comprise one representative from each of the departments in the School. The School Extension and Outreach Committees may co-opt other members for technical advice.
- 2.4.2. The functions of the Schools Extension and Outreach Committee shall include:
- i. To receive and evaluate extension/outreach proposals from the members of the School.
 - ii. To make recommendations to the Moi University Extension and Outreach Committee on suitability and feasibility of each proposed extension or outreach project.
 - iii. Determine from time to time the changes in extension or outreach activities to conform to the laid down guidelines in compliance to other Moi university policies and development plans.
 - iv. Monitor and evaluate the extension or outreach activities undertaken by members of the school to conform to university mission, the letter and spirit of the University Extension Policy and internationally recognized ethics.
 - v. Coordinate activities of Extension and Outreach Centers to be in tandem with the yearly University Extension and Outreach Committee Master Plan.
 - vi. Liaise with the office of the deputy Vice Chancellor in charge of extension and outreach services in ensuring timely arbitrations in case of conflict.

3.0 Financing the Moi University Extension and Outreach Services

- 3.1 The Moi University Council shall determine the amount of money to be allocated for Extension and Outreach in any financial year.
- 3.2 Extension or outreach teams or individuals may also source external financing for extension or outreach **projects**. In such cases the external financiers shall be individual, groups, associations or organization that are not involved in any way to criminal or antisocial activities.
- 3.3 Extension and outreach **projects** to be undertaken by joint teams comprising member(s) of the University and organization(s) or individual(s) who are not members of the University shall be undertaken under contractual terms that shall be agreed upon before the inception of the extension or outreach exercise. Such contracts shall cover financing, personnel, responsibilities and duties of each party for their mutual benefits.

4.0 Intellectual Property Issues in Relation to Extension and Outreach

- 4.1 The team or individuals proposing to undertake extension or outreach activity shall disclose to the School Extension and Outreach Committee and the Moi University Extension and Outreach Committee all and any intellectual property issues that may arise during such exercise as per the current Moi University Intellectual Property Policy.
- 4.2 The team shall ensure compliance with the laws on intellectual property rights in conformity with Moi University Intellectual Property Rights. Such teams shall ensure that they do not expressly promote a commercial product to the detriment of any such other product from rival companies unless the initial proposal clearly stated that this shall be the case.
- 4.3 Products and services that are solely the property of the University or member of the University are exempt from this limitation, provided that such service or product has been registered with the Moi University Intellectual Property Office.

5.0 Insurance and Indemnity During Extension and Outreach Activities

- 5.1 Members of Moi University on extension or outreach activity shall enjoy the same insurance cover as they would under normal University duty.
- 5.2 Non-University members in joint extension or outreach activity with University members shall not normally enjoy the group insurance cover as university members.
- 5.3 The University Council may establish a fund to purchase temporary insurance cover for non-University members running such joint extension or outreach services.
- 5.4 The Moi University Council shall set regulations covering third party insurance for members of the public who may get into any harm or incur loss as a direct or indirect result of Moi University extension or outreach activities in conformation with national laws or professional practice.

6.0 Monitoring and Evaluation and Quality Assurance of Extension and Outreach Activities

- 6.1 The Moi University Extension and Outreach Committee shall have oversight on extension and outreach activities
- 6.2 The Committee shall put in place supervisory and monitoring and evaluation instruments that will be used to achieve this.

7.0 Reporting of Extension and Outreach Results

- 7.1 Each group involved in Extension and/or Outreach activities that take more than six months shall be required to submit quarterly reports to the school and University Extension and Outreach Committee.
- 7.2 Those Groups involved in activities that take more than twelve months shall be required to submit a final report in addition to quarterly reports.