



## **THE CO-OPERATIVE UNIVERSITY OF KENYA**

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### **PROFESSIONAL COURSES POLICY**

**August 2021**



## **GENERAL INFORMATION**

The Co-operative University of Kenya (CUK) was granted a charter to operate as a public university by the government of Kenya on 7<sup>th</sup> October 2016, with its main campus at Karen, Nairobi County.

### **CUK Vision Statement**

A leading University in Co-operative Training, Education, Research and Innovation.

### **CUK Mission Statement**

To provide education, training, research and consultancy in order to produce leaders and human capital in the fields of co-operatives, community development, rural transformation, business, applied sciences, information and communication technology for Development.

### **CUK Motto**

Quality Co-operative training

### **CUK Core Values**

- i. **Co-operation:** The University will ensure teamwork through synergy to achieve its objectives.
- ii. **Equity:** In discharging its mandate the University will ensure that all its stakeholders are treated with fairness and justice.
- iii. **Integrity:** Uphold strong ethical and moral principles in all decisions and actions.
- iv. **Professionalism:** Ensure and maintain high standards in the discharge of responsibilities and delivery of services.
- v. **Accountability:** Demonstrate and take responsibility for all decisions and actions.
- vi. **Creativity and Innovation:** Encourage generation and nurturing of new ideas to inventions.



## **Broad Objective**

To develop a globally competitive Co-operative University that is excellent in education, training, research, innovation and outreach.

## **Philosophy of CUK**

The Co-operative University of Kenya is founded on the philosophy of:-

- i. Producing leaders and managers with capacity to solve co-operative related problems and issues as guided by the universal co-operative principles, values and ethics;
- ii. Providing high quality and relevant academic and professional training to society;
- iii. Providing the most adaptable and suitable means to improve the social, moral economic and professional status of an individual being and the whole society;
- iv. Linking education, knowledge, faith and reason for better human interaction and societal harmony.

## **The Mandate of CUK**

CUK is a public institution that provides education and training with emphasis on Co-operative development. It provides consultancy and research services to the Co-operative sector and related economies. Specifically, CUK is mandated to execute the following functions:-

- i. To advance learning and knowledge through teaching, research and consultancy on all matters relating to cooperative development, community development, rural transformation, business studies, information and communication technology at national and international level;
- ii. To provide directly, or in collaboration with other institutions of higher learning, facilities for University education (including vocational, professional and scientific education), the integration of teaching, research and effective application of knowledge and skills to the life, work and welfare of the citizens of Kenya;
- iii. To participate in the discovery, transmission and preservation and enhancement of knowledge and to stimulate the intellectual participation of students in the economic, social cultural, scientific and technological development of Kenya;



- iv. To provide and advance University education and training to appropriately qualified candidates, leading to the conferment of degrees and award of diplomas and certificates and such other qualifications as the Council and the Senate shall from time to time determine;
- v. To conduct examinations for such academic awards as may be provided in the Statutes pertaining to the University;
- vi. To examine and make proposals for new faculties, schools, institutes, departments, resource and research centers, degree courses and subjects of study;
- vii. To play a leading role in the development and expansion of the opportunities for higher education and research in agribusiness, Co-operatives and associative economy;
- viii. To develop as an institution of excellence in teaching, training, scholarship, entrepreneurship, innovation, research and consultancy services;
- ix. To participate in commercial ventures and other activities to the benefit of the institution, the community and stakeholders;
- x. To offer Co-operative education, research and training for various categories of personnel of the Co-operative movement, government Officers and general public to serve as a centre of academic excellence in the Co-operative movement in the region;
- xi. To develop and provide educational, cultural, professional, technical and vocational services to the community and in particular foster corporate social responsibility;
- xii. To provide programmes, products and services in ways that reflects the principles of equity and social justice;
- xiii. To facilitate student mobility between different programmes at different training institutions, universities and industry; and
- xiv. To foster the general welfare of all staff and students.



## **FOREWORD**

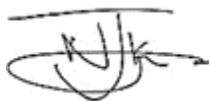
The Co-operative University of Kenya (CUK) Professional courses policy is intended for use by departments offering professional courses at the University. The Policy gives guidelines on how teaching will be conducted and the remuneration of the facilitators. By implementing the policy, there will be good coordination by all the departments teaching professional courses.

The policy emphasizes strengthening CUK's resource base by ensuring that departments adhere to the policy guidelines, be innovative in terms of introducing new courses from various professional bodies and monitoring and evaluating their strategies.

Increase in income has been a key objective in the CUK Master plan, development plan and the strategic plans under the strategic objective of strengthening the CUK financial resource base. The government policy statements on resource management and budgets have emphasized the need to generate resources and be self-sustainable. This has been brought about by the challenges that face higher education that include reduction in government capitation, need to improve and expand the infrastructure, increased cost of providing services, need to comply with the regulations from the regulatory bodies, macro environmental factors such as the global pandemic COVID-19.

The university has already been accredited by KASNEB and KISM to offer their professional courses. It's expected that the university will in the near future be accredited to offer other professional courses from other examination bodies. Students admitted for the various programmes will be expected to register for at least one of those courses, and this will make our students marketable in the job market once they graduate from their respective programmes.

It is the aim of the University to create and maintain an innovative culture and achieve a diverse portfolio of incomes and provide efficient services to our customers. This policy will enable the CUK to meet its mandate of being self-sustainable.



**VICE-CHANCELLOR**

**THE CO-OPERATIVE UNIVERSITY OF KENYA**

<b>Table of contents</b>	<b>Page</b>
General Information .....	2
CUK Vision Statement.....	2
CUK Mission Statement.....	2
CUK Motto.....	2
CUK Core Values.....	2
Broad Objective.....	3
Philosophy of CUK.....	3
The Mandate of CUK.....	3
Foreword.....	5
Preamble.....	7
Policy Scope .....	7
Purpose of the Policy .....	7
Guidelines for students’ admission.....	7
Tuition Fees .....	8
Facilitation Fees.....	9
Effective date of implementation.....	9
Review of Policy.....	9
Appendix I.....	10



## **A preamble**

The purpose of this policy is to provide guidelines on how the professional courses will be managed and also provide the basis for enumerating the facilitators who will teach various courses. The respective department can mount any professional course with the guidance of this policy as it articulates how the programme will be managed.

Its therefore expected that there will be no inconsistencies in terms of how the courses will be managed.

By implementing the policy, the university will be able to realize an increase in revenue base that will ensure that the university will be self-sustaining.

## **Policy scope**

This policy covers the teaching of the professional courses at the CUK and remuneration of the facilitators for the various courses.

## **Purpose of the policy**

The purpose of this policy is to provide guidelines on how the professional courses will be managed and also provide the basis for enumerating the facilitators who will teach various courses.

## **Guidelines for students' admission**

1. A candidate shall make a formal request for admission by downloading the prescribed application form from the university website and filling in the details, pay the requisite application fees and submit the form to the account's office for receipt of the application fees. See the attached application form APPENDIX I
2. The student will then submit the application form to the respective department where the course is being offered
3. The officer in charge of the programme at the department will then compile the list after verifying the details and take the list of students to the admission office for the issue of the admission numbers



4. The list of students who have applied for the various courses will be presented to the deans committee for noting
5. Once the students have been given the admission numbers, they will use the same number for payment of the tuition fees
6. Students will do self-registration in the Uniplus once they get the admission numbers
7. The officer in charge of the programme will have to issue the timetable for the courses/units on offer one month prior to the commencement of teaching to enable students register for the units
8. Registration and payment of the tuition fees shall be on unit(s) basis

### **Tuition fees**

The following are the proposed fees structure for the professional courses. The fees are charged as per the units registered. The fees charged is subject to review from time to time.

#### **PROPOSED FEE'S STRUCTURE**

##### **i) FOR KASNEB COURSES**

<b>CS, CPA &amp; CIFA</b>	<b>FEES PER LEVEL OR PER SECTION</b>
CAMS 1/2	4,000
ATD Level 1/2/3	5,000
PART I Section 1/2	5,000
PART II Section 3/4	6,000
PART III Section 5/6	7,000

##### **i) KISM, CHRM, COURSES**

<b>APS-K, CPSP-K</b>	<b>FEES PER LEVEL OR PER PART</b>
<b>APS-K 1/2</b>	5,000
<b>CPSP-K 1/2/3/4</b>	6,000



### **Facilitation Fees**

- I. The facilitators for each course unit will be paid at the rate of Ksh 1,350 per hour for 30 hours per course/unit in a class that has a minimum of 15 students. In a class that has less than 15, the facilitators will be paid on a pro rata basis.
- II. The HOD in charge of the professional course in the department where the course is being offered will be expected to appoint lecturers in the Uniplus for the purpose of paying the facilitation fees
- III. The dean/director will then approve the claims which will then be approved by the DVC Academic Affairs

### **Effective date of implementation**

This professional course policy and procedures shall take effect upon approval by the University Council and supersedes any previous such policy.

The Senate on the recommendation of the respective department shall review this Policy regularly. Notwithstanding recommendations of the departments concerned, this Policy shall be reviewed every three years from the time it receives final approval from relevant University organs.

### **Review of policy**

This policy shall be reviewed every three (3) years unless the respective departments recommend the review.

### **Signed by the Chair of Senate**



23rd August, 2021

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**Prof. Kamau Ngamau**

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**Date**