





MASENO UNIVERSITY

DOCUMENT	PROCEDURE FOR LINKAGES AND COLLABORATION		
DOC. NO:	MSU/VC/LOC/OP/02	ISSUE NO:	3
DATE OF ISSUE	10 TH MARCH. 2023	REV. NO	2
AUTHOR	DIRECTOR LOC		
AUTHORIZED BY:	DVC PRI	ISSUED BY:	MR
SIGNATURE		SIGNATURE	

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0.1 DOCUMENT CHANGES

#	Date (dd-mm-yy)	Details of Change		Authorization
		Page	Clause/sub clause	Title
1	10 /03/2023	3	3.0; Inclusion of MSU Linkages, Partnership and Collaboration Policy	DVC PRI
2	10/03/2023	4	6.2; Statement “the Director LOC shall forward the Developed MoU to the Legal Officer for vetting “ added	DVC PRI
3	10/03/2023	4	6.4; Amended to include the statement “to the VC for signing”	DVC PRI
4	10/03/2023	4	6.5; Statement deleted	DVC PRI
5	10/03/2023	8	6.11.1; Adjusted to include the statement “in liaison with the stores controller”	DVC PRI
6	10/03/2023	9	6.13.7; Replace the word certificate with report.	DVC PRI

0.2 DOCUMENT DISTRIBUTION

Document shall be available on the University website for authorized users.

1.0 PURPOSE:

This procedure ensures effective and efficient mechanism for establishing links, collaborations and partnerships.

2.0 SCOPE:

This procedure covers initiation, negotiation and authorization of collaborative links and partnerships between Maseno University and other institutions or organizations.

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3.0 REFERENCES:

- 3.1 ISO 9001-2015 Quality Management System requirements.
- 3.2 Maseno University Strategic Plan
- 3.3 Maseno University Statutes 2013 (Revised 2018)
- 3.4 MSU/VC/MR/OP/01
- 3.5 Maseno University, Linkages, Partnership and Collaboration Policy

4.0 TERMS AND DEFINITIONS / ABBREVIATIONS

- 4.1 **VC** - Vice-Chancellor (Chief Executive Officer)
- 4.2 **LOC** – Linkages, Outreach and Consultancies
- 4.3 **MoU** - Memorandum of Understanding

5.0 RESPONSIBILITIES

Director, LOC shall be responsible for the effective implementation of this procedure.

6.0 METHOD

- 6.1 Initiation of collaborative links shall be done by any of the following:
 - i. Directorate of LOC
 - ii. Heads of Departments or individual members of staff
 - iii. Universities, Institutions or Organizations either local or international
- 6.2 The host department in consultation with Director, LOC shall negotiate the terms of collaborations with the partner institutions and produce a draft MoU.
- 6.3 All draft MoU's shall be vetted by the University Legal Officer to ensure compliance with relevant policies and protect the University interests.
- 6.4 The Director LOC shall forward the developed MoU to the Legal Officer for vetting.
- 6.5 The Legal Officer shall forward the MoU to the VC for signing.
- 6.6 The Director LOC shall send the final MoU to the partner institution for countersigning.
- 6.7 All the MoU's shall be signed by all the partners concerned before they are implemented.

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- 6.8 The department responsible for the collaboration/linkage shall take responsibility for its implementation.
- 6.9 Director LOC shall be responsible for monitoring collaborative links to ensure compliance with provisions of the MoU and agreements.

