





MASENO UNIVERSITY

DOCUMENT TITLE:	PROCEDURE FOR LINKAGES AND COLLABORATION		
DOC. NO:	MSU/ PRI/LOC/OP/02	ISSUE NO:	2
DATE OF ISSUE:	8 TH JUNE, 2018	REV. NO:	1
AUTHOR:	DIRECTOR LOC		
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SIGNATURE:		SIGNATURE	

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0.1 DOCUMENT CHANGES

#	Date (dd-mm-yy)	Details of Change		Authorization
		Page	Clause/sub clause	Title
1.	08/06/2018	1	Inclusion of Author, Title and issuance by MR on cover page	DVC PRI
2.	08/06/2018	2	Clause 0.2 reviewed to state the procedure shall be available on the University website	DVC PRI
3.	08/06/2018	2	0.1 Inclusion of page and title columns in document change table	DVC PRI
4.	08/06/2018	2-4	Rearrangement of clauses as a result of omission of title that was previously clause 1.0	DVC PRI
5.	08/06/2018	2	1.0 omission of title.	DVC PRI
6.	08/06/2018	3	3.1 and 3.4 Reference to ISO 9001:2015 and MSU/VC/MR/OP/01	DVC PRI
7.	08/06/2018	3	Omission of title hence purpose becomes clause 1.0	DVC PRI
8.	08/06/2018	All	Change of font type and size	DVC PRI

0.2 DOCUMENT DISTRIBUTION

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

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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.

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

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.

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- 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 Legal Officer shall forward the MoU for registration once satisfied.
- 6.5 The Director LOC shall forward the final 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.
- 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.