



UNIVERSITY OF NAIROBI

EXTENSION AND OUTREACH POLICY

FEBRUARY 2014

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UNIVERSITY OF NAIROBI

VISION, MISSION AND CORE VALUES

VISION

A world-class university committed to scholarly excellence

MISSION

To provide quality university education and training and to embody the aspirations of the Kenyan people and the global community through creation, preservation, integration, transmission and utilization of knowledge

CORE VALUES

Freedom of thought and expression

Innovativeness and creativity

Good governance and integrity

Team spirit and teamwork

Professionalism

Quality customer service

Responsible citizenship

National cohesion and inclusiveness

FOREWORD

The University of Nairobi is the largest university in Kenya. With an enrolment of over 60,000 students, it is one of the biggest universities in the continent as well. The university offers more than 4,000 academic programmes in six colleges and several campuses spread all over the major cities and towns in Kenya. Thus, the university has a massive academic output in terms of scholarly work. As part of its mission to embody the aspirations of the Kenyan people and the global community through the creation, preservation, integration, transmission and utilization of knowledge, the university is committed to extension and outreach services and activities, hence the need to develop and institutionalize the University of Nairobi Extension and Outreach Policy.

The policy strives to strengthen two core values highlighted in the University of Nairobi Strategic Plan 2013-2018: 1) innovativeness and creativity, which are intended to be a hallmark in the dynamic implementation of university activities and adaptation to change and 2) responsible citizenship that embraces corporate social responsibility as well as respect and protection of the environment.

The policy provides a guiding framework to encourage, facilitate and systematically implement extension and outreach services of the university. It will ensure that extension and outreach services have a clear purpose drawn from the mission, vision and core values of the university. To this end, it should enable the university to fully contribute to local, national, regional and international development through extension and outreach services. In the end, informed by a sense of professionalism, passion and patriotism, it provides an excellent platform for connecting with and inspiring the people of Kenya society not only by engaging with stakeholders but also by providing leadership and stewardship in the country's development



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1. PREAMBLE

The University of Nairobi has a strong brand name and possesses the basic physical infrastructure and expertise to facilitate and enhance extension and outreach services. There is no doubt that the university engages in high quality research that can be effectively disseminated through extension and outreach. In this respect, both academic and non-academic members of staff at the university are engaged, in one way or another, in extension and outreach services—some of which are not documented. For greater impact on research, there is a need therefore for the university to have a clear structure as well as guidelines for engaging its stakeholders and the society in sharing research outputs and outcomes in a format that can be easily understood. For greater visibility of the University, there is need to document all these services and activities and encourage members of staff to include them in their profiles.

While developing the extension and outreach policy, reference was made to documents such as

- a) the University of Nairobi Research Policy,
- b) the University of Nairobi Intellectual Property Policy,
- c) the University of Nairobi Open Access Policy,
- d) the University of Nairobi Strategic Plan 2013-2018,
- e) the University of Nairobi Research Grants Management Strategic Plan 2013-2018,
- f) the University of Nairobi Research, Production & Extension Strategic Plan 2013-2018, and
- g) the Constitution of Kenya 2010.

2. POLICY OBJECTIVES

The vision, mission and core values of the University of Nairobi demonstrate the importance the university attaches to research and extension. The Extension and Outreach Policy provides a guiding framework to encourage, facilitate and systematically implement extension and outreach services of the university. To this end, the policy will enable the university to fully contribute towards local, national, regional and international development through extension and outreach services. The strategic objectives of this extension policy are to

- a) enhance the university's position as a leader in extension and outreach services,
- b) initiate and strengthen partnerships with the society, and
- c) collaborate with other stakeholders to translate research findings into policy and practice.

3. GUIDING PRINCIPLES

To achieve the broad and strategic objectives of this policy, the extension and outreach services and activities shall be guided by the following principles:

- a) relevance to local, national, regional and international development policies and frameworks (that is, Millennium Development Goals and Kenya Vision 2030),
- b) a clear purpose drawn from the vision, mission, core values and strategic plan of the University of Nairobi,
- c) fostering partnerships and linkages with the public, private sector, industry and the society,
- d) conformity with international best practices in extension and outreach services;
- e) integrity, transparency and accountability,
- f) professionalism and ethical practices, and
- g) commitment, passion and patriotism.

4. DEFINITION OF TERMS

4.1 Capacity Development

Strengthening skills, competencies and abilities of people and communities for development

4.2 Community

Specific structured and non-structured collective interest groups conjoined in their search for sustainable solutions of their needs and challenges. Some of these groups may be unable to identify their needs, and the community may participate or could potentially participate as partners in addressing their needs and challenges.

4.3 Engagement with Stakeholders

The process by which an organization involves others who may be affected by the decisions that it makes, or who can influence the implementation of its decisions.

4.4 Extension

These are activities that are systematically undertaken to provide services and knowledge to individuals and communities. They increase availability and utilization of services and knowledge through intervention and interaction with a society.

4.5 Outreach

A one-way initiative of voluntary services to a community in response to social, economic, political and environmental needs. More often than not, the community may not have access to these services.

4.6 Partnership

A collaborative engagement between two or more parties sharing a similar vision aimed at reaching a common goal by devising and implementing a mutually agreed on to modus operandi, while maintaining their respective identities and agendas.

4.7 Research

A scholarly or scientific inquiry or investigation into an area of academic interest which aims to contribute towards a body of knowledge or theory.

4.8 Service

Social accountability and responsiveness to development challenges through the key functions of an institution in close cooperation and interaction with a community. This encompasses making available the institution's intellectual competence and infrastructure to improve service delivery.

4.9 Stakeholder

An individual, a group of people, an institution or an organization that has interest or shares common values with the University of Nairobi.

4.10 Technology

The creation and use of technical means and their interrelation with life, society and the environment, to solve a problem, improve a pre-existing solution to a problem, achieve a goal, handle an applied input/output relation or perform a specific function.

5. CATEGORIES OF EXTENSION AND OUTREACH SERVICES

Extension and outreach services in the University of Nairobi can be broadly categorized as consultancy, membership of boards and committees, provision of technical expertise, technology transfer, translation of research into policy and practice, provision of professional services, engagement with stakeholders, community-based capacity development, humanitarian and voluntary services, and engagement in cultural and environmental activities.

5.1 Consultancy Services

Professional advice that provides expert opinion or advice within a particular area of interest or expertise, usually at a fee paid to a consultant or consulting firm. In the case of University of Nairobi, the consultant may be an individual or a group of individuals employed in the university, specific units, research affiliates or the University of Nairobi Enterprise Services Limited. The university has a pool of highly qualified consultants in all professional fields.

5.2 Membership of Boards and Committees of Public and Private Institutions

As members of the society, the University of Nairobi community contributes in various advisory capacities in private and public institutions and organizations.

5.3 Provision of Technical Expertise to the Society

The University of Nairobi has knowledge and skills in all academic disciplines and fields of specialization which can benefit the society. The provision of technical expertise can be voluntary or at cost.

5.4 Technology Transfer

Technology transfer facilitates the transmission and utilization of skills, knowledge and techniques. The University of Nairobi has the innovative capacity, techniques and expertise that can be transferred to the society in various forms. Technology transfer is important since it encourages use of technology developed by researchers as well as increases their visibility in, relevance to and value to the society. It can leverage resources and encourage partnerships with public and private sectors.

5.5 Translation of Research to Policy and Practice

Sometimes referred to as knowledge translation, the translation of research to policy and practice is the process of moving from what has been learnt through research to its application in different practical contexts. There are a large number of planned knowledge translation models, derived from different disciplinary, contextual (that is, setting), and target audience viewpoints. It is therefore important that researchers develop appropriate strategies for ensuring that their research reaches potential end-users in forms that can be used to develop policies, programmes, and other practical applications. Some of the tasks associated with knowledge translation process are identifying and establishing relationships with potential partners who can put proposed use to good use, identifying barriers to research uptake, considering innovative methods for communicating with different groups of stakeholders, developing appropriate communication products, and creating a research-use strategy.

5.6 Provision of Professional Services

With a wide range of knowledge and skills in all academic disciplines and fields of specialization, the University of Nairobi is capable of providing professional services and expertise to the society either voluntarily, at a cost or through consultancy.

5.7 Community-Based Capacity Development

The University of Nairobi has the capacity to contribute to the local and regional development through strengthening skills, competencies and abilities of communities to address their immediate socio-economic needs and challenges.

5.8 Humanitarian and Voluntary Services

As part of the corporate social responsibility, the University of Nairobi community is devoted to promoting the advancement of human welfare and livelihood through philanthropic, humanitarian and voluntary services.

5.9 Engagement in Cultural and Environmental Activities

The University of Nairobi is committed to upholding responsible citizenship as a core value. In this connection, it engages in a number of activities such as music, art, theatre, sports, entertainment and environmental conservation that promote the respect for and preservation of culture and the environment.

6. POLICY STATEMENT

- a) The University of Nairobi shall be committed to encourage and facilitate extension and outreach services.
- b) The office of the Deputy Vice Chancellor (Research, Production, and Extension) (DVC [RPE]) shall facilitate:
 - i) the creation and management of an up-to-date data-base of extension and outreach services undertaken by the university,
 - ii) the acquisition of title to inventions as stipulated in the University of Nairobi Intellectual Property Rights Policy,
 - iii) budgetary allocation for deserving extension and outreach services and activities, and
 - iv) inter- and multi-disciplinary partnerships in extension and outreach.
- c) Colleges, faculties, schools, institutes, centres, departments and units shall provide platforms where extension and outreach services and activities are highlighted and documented. The website, newsletters and annual reports are some of these platforms.
- d) Departments and units shall advertise in the website their capacity in offering consultancies, technical expertise, technology transfer and professional services to the public.

- e) The university shall endeavour to adopt best practices in extension and outreach services.
- f) This policy will cover student outreach activities and creative works.
- g) Members of staff who individually provide extension and outreach services are encouraged to include these activities in their profiles.

7. POLICY GUIDELINES AND PROCEDURES

Policy guidelines for each category of extension and outreach services are discussed below.

7.1 Consultancy Services

Consultancy services either can be provided by the university, a college, a school, a centre, a faculty, an institute, a department and a unit or can be provided directly by an individual member of staff of the university.

- a) Under the direction of the Vice Chancellor, all consultancy services from the university as a corporate entity shall be coordinated by the Office of the DVC (RPE).
- b) The Office of the DVC (RPE) shall consult with the relevant college, faculty, school, centre, institute, department, or unit regarding the consultancy and appoint the relevant department to offer the services
- c) All aspects of the consultancy shall be discussed and agreed upon in a departmental meeting, which shall nominate members to participate in the consultancy and forward their names to the Office of the DVC (RPE) for official appointment and engagement.
- d) Where more than one department or unit is involved in the same consultancy, the Office of the DVC (RPE) shall coordinate the formation of a consulting team from the concerned departments and coordinate the management of the consultancy.
- e) The university, college, faculty, school, centre, institute, department or unit receiving an enquiry on consultancy services, on behalf of the university, shall inform the Office of the DVC (RPE) accordingly and shall be guided by the relevant guidelines outlined in this policy.
- f) Remuneration from consultancies shall be paid to a designated university account and shall be distributed to the participating department or departments and staff in line with the existing income-distribution policy.
- g) Consultancies undertaken by individual members of staff are encouraged as long as the consultancies do not impact negatively on the core duties of the department.

7.2 Membership to Boards and Committees of Public and Private Institutions

Appointments to be a board or committee member of public or private institutions can be done by the state, through the university, or, directly, to an individual member of staff by an institution.

The university, college, faculty, school, centre, institute, department and units shall keep up-to-date data-bases of staff appointed to be a board or committee members in public and private institutions.

7.3 Provision of Technical Expertise to the Society

Technical expertise can be provided by the university, a college, a faculty, a centre, an institute, a department, a unit or, directly, an individual member of staff of the university.

- a) Provision of technical expertise to the society shall be coordinated at the departmental level, where a member or members of staff shall be appointed or nominated by the department, according to the expertise being provided.
- b) Where an enquiry has been made to the university regarding the provision of technical expertise, the Office of the DVC (RPE) shall consult with the relevant college, faculty, school, centre, institute, department, or unit and appoint the relevant department to offer the services.
- c) The university, a college, a faculty, a school, an institute, a centre, a department or a unit receiving an enquiry on the provision of technical expertise, on behalf of the university, shall inform the Office of the DVC(RPE) accordingly and shall be guided by the relevant provisions outlined in this policy.
- d) Where more than one department or unit is involved in the provision of technical expertise, the Office of the DVC (RPE) in consultation with the respective college principal or principals shall coordinate the formation of a team of experts from the concerned departments and coordinate the management of the provision of the technical expertise.

7.4 Technology Transfer

All matters to do with technology transfer shall be coordinated, in consultation with the Office of the DVC (RPE), at the college level and the relevant technology transfer units.

- a) In specific and relevant units, technology transfer shall be undertaken either at designated technology transfer centres or during designated university technology transfer open days and exhibitions, or both.
- b) University departments and units are encouraged to participate in technology transfer activities, exhibitions, and trade fairs.

- c) Income and royalty generated from technology transfer activities shall be paid to a designated university account and shall be distributed to the participating department or departments and staff according to the existing university income-distribution policy.
- d) In cases where technology transfer involves intellectual property rights, the University of Nairobi Intellectual Property Policy shall apply.

7.5 Translation of Research into Policy and Practice

Every year, the university produces numerous research reports, publications and out-puts that can inform policy and practice.

- a) Translation of research to policy and practice shall be coordinated at the departmental level, where staff and student researchers are encouraged to include policy considerations or recommendations, or both, in research reports and, where possible, to publish policy-oriented articles or briefs.
- b) For visibility and recognition purposes, policy briefs shall bear the university logo, names of the authors, their contact information and the department or unit.
- c) In allocating its own research funds, the university shall give priority to policy-related work.
- d) Staff and student research funded by university sources must include a policy or practice, or both, dimension in their research design.
- e) Relevant policy makers will be, as much as possible, key stakeholders in all research projects.
- f) Research methods courses at the university shall include aspects of research dissemination and translation of research into policy.

7.6 Provision of Professional Services

Professional services can be provided by the university, a college, a faculty, an institute, a centre, a department, a unit or, directly, an individual member or members of staff of the university.

- a) Provision of professional services shall be coordinated at the departmental level, where participating staff shall be appointed or nominated by the department according to the professional service being provided.
- b) Where an enquiry has been made to the university regarding the provision of professional services, the Office of the DVC (RPE) shall consult with the relevant college, faculty, school, centre, institute, department, or unit and appoint the relevant department or unit to offer the services
- c) A college, faculty, school, centre, institute, department or unit receiving an enquiry on the provision of professional services, on behalf of the university, shall inform the Office of the DVC (RPE) accordingly and shall be guided by the relevant provisions outlined in this policy.

- d) Where more than one department or unit is involved in the provision of professional services, the Office of the DVC (RPE) shall coordinate the formation of a team of experts from the departments or units and coordinate the management of the provision of the services.

7.7 Community-Based Capacity Development

Community-based capacity development shall be coordinated at the college, faculty, school, centre, institute, departmental or unit level.

- a) The college, faculty, school, centre, institute, department, or unit shall keep up-to-date documentation of engagement in community-based capacity development.
- b) Where community-based capacity development involves structured partnerships, relevant university policies regarding links and partnerships shall apply.
- c) Where an enquiry has been made to the university regarding community-based capacity development, the Office of the DVC (RPE) shall consult with the relevant college, faculty, school, centre, institute, department, or unit and appoint the relevant department or unit to offer the services.
- d) Departments and units are encouraged to organize community-based capacity development activities and events.

7.8 Humanitarian and Voluntary Services

Humanitarian and voluntary services shall be coordinated at the university, college, faculty, school, centre institute, departmental or unit level.

- a) The university, college, faculty, school, centre, institute, department, or unit shall keep up-to-date documentation of their engagement in humanitarian and voluntary services.
- b) Departments and units are encouraged to organize activities and events that promote humanitarian and voluntary services.
- c) These activities and events shall bear the university brand-name and logo for visibility purposes.

7.9 Engagement in Cultural and Environmental Activities

Cultural and environmental activities shall be coordinated at the college, faculty, school, centre, institute, departmental, or unit level.

- a) The college, faculty, school, centre, institute, department or unit shall keep up-to-date documentation of their engagement in cultural and environmental activities.
- b) Colleges, faculties, schools, centres, institutes, departments and units are encouraged to organize activities and events geared towards the preservation and conservation of culture and the environment.

- c) These activities and events shall bear the university brand-name and logo for visibility purposes.

8. IMPLEMENTATION OF THE POLICY

This policy shall be implemented with effect from the date of its approval by the University of Nairobi Council.

9. QUALITY ASSURANCE AND ETHICAL ISSUES

The provision of extension and outreach services and activities shall be guided, as much as possible, by the University of Nairobi Quality Management System, as well as Vision, Mission and Core Values.

10. FUNDING

Depending on the overall university budgetary allocation, requests for funding for extension and outreach activities shall be determined on a case-to-case basis.

11. MONITORING AND EVALUATION

The implementation of the extension and outreach policy shall be monitored and evaluated annually.

12. REVIEW AND REVISION OF THE POLICY

The review and revision of this policy shall be done as and when need arises