



**Quality: Our Agenda**

## **COMMISSION FOR UNIVERSITY EDUCATION**

### **STANDARDS FOR RECOGNITION AND EQUATION OF QUALIFICATIONS**

#### **II. GENERAL REQUIREMENTS FOR RECOGNITION AND EQUATION OF QUALIFICATIONS**

1. The qualification must be Accredited and recognized.
2. The qualification must have been obtained from an accredited and recognized University or Institution.
3. The holder of the Award must have met the Minimum Entry Requirements for an Academic Programme leading to an equivalent qualification in Kenya.
4. All copies of Certificates and Academic Transcripts presented as proof of attainment of entry requirements for a particular qualification must be certified by a Commissioner for Oaths (for Kenyan citizens), a Notary Public (for foreigners) **OR** the issuing University/Institution.

#### **I. Recognition of Diploma Qualifications**

The holder of the Award must have obtained:

1. Kenya Certificate of Secondary Education (KCSE) Mean Grade C - or its Accredited and recognized equivalent **OR**
2. KCSE Mean Grade D + or its Accredited and recognized equivalent with an Accredited and recognized relevant Post-Secondary Certificate, **OR**
3. The Kenya Certificate of Education (KCE), East African Certificate of Education (EACE), "Ordinary Level" Division I or II or an Accredited and recognized equivalent, **OR**
4. The Kenya Certificate of Education (KCE), East African Certificate of Education (EACE), "Ordinary Level" Division III or an Accredited and recognized equivalent, plus an Accredited and recognized Post-Secondary Certificate, **OR**

5. The Kenya Advanced Certificate of Education (KACE) "Advanced Level" with at least one Principal pass and a subsidiary.
6. The holder of the Diploma Award must have obtained the following minimum number of instructional hours:

a. Applied Sciences and Agriculture:	1650
b. Information Technology:	920
c. Computer Science:	920
d. Engineering:	1650
e. Architecture:	1650
f. Health Sciences:	1650
g. Pure and Natural Sciences:	1250
h. Hotel and Hospitality:	1450
i. Arts and Humanities:	1050
j. Social Sciences:	1050
k. Business Studies:	1050

The Diploma classification shall be as detailed in Table 1.6.1 below:

S/No.	Overall Average Mark	G.P.A	Classification
a.	70% and above	3.70 – 4.00	Distinction
b.	60% - 69%	3.00 – 3.69	Credit
c.	40% - 59%	2.00 – 2.99	Pass
d.	Less than 40%	>2.00	Fail

7. The Academic Calendar for the awarding University/Institution must have been divided into one of the following modes:
  - a. Semesters comprising two (2) equal Divisions/Terms of between fifteen – seventeen (15-17) weeks per Academic Year.
  - b. Trimesters comprising three (3) equal Divisions/Terms of between thirteen-fifteen (13-15) weeks per Academic Year; **OR**
  - c. Quarters comprising four (4) equal Divisions/Terms of between nine-twelve (9-12) weeks per Academic Year.

## II. Recognition of Bachelor's Degree Qualifications

The holder of the Award must have obtained:

1. Kenya Certificate of Secondary Education (KCSE) with a Mean Grade of C+ and above or its Accredited and recognized equivalent, **OR**
2. An Accredited and recognized relevant Diploma from an Accredited and recognized Institution, **OR**
3. KCSE Mean Grade C (plain) or its Accredited and recognized equivalent, with an Accredited and recognized relevant Diploma from an Accredited and recognized Institution, **OR**
4. KCSE Mean Grade C- or its Accredited and recognized equivalent, with an Accredited and recognized relevant Post-Secondary Certificate **plus** an Accredited and recognized relevant Diploma from an Accredited and recognized institution, **OR**
5. The Kenya Certificate of Education (KCE), East African Certificate of Education (EACE), "Ordinary Level" **Division I or II** or an Accredited and recognized equivalent, **plus** an Accredited and recognized Diploma from an Accredited and recognized institution, **OR**
6. The Kenya Certificate of Education (KCE), East African Certificate of Education (EACE), "Ordinary Level" **Division III** or an Accredited and recognized equivalent, **plus** an Accredited and recognized Post-Secondary Certificate and an Accredited and recognized Diploma from an Accredited and recognized institution, **OR**
7. The Kenya Advanced Certificate of Education (KACE) "Advanced Level" with two Principal passes and a subsidiary.
8. The holder of the Bachelors Award must have obtained the following minimum number of instructional hours:
  - a. Applied Sciences: 2240
  - b. Arts and Humanities: 1680
  - c. Medical and Allied Sciences: 3960
  - d. Pure and Natural Sciences: 1785
  - e. Social Sciences: 1680
  - f. Business Studies: 1680
9. The Academic Calendar for the awarding University/Institution must have been divided into one of the following modes:

- a. Semesters comprising two (2) equal Divisions/Terms of between fifteen – seventeen (15-17) weeks per Academic Year.
- b. Trimesters comprising three (3) equal Divisions/Terms of between thirteen-fifteen (13-15) weeks per Academic Year; **OR**
- c. Quarters comprising four (4) equal Divisions/Terms of between nine-twelve (9-12) weeks per Academic Year.

### **III. Recognition of Postgraduate Certificate Qualifications**

The holder of the Award must have obtained:

1. An accredited and recognized bachelor's degree from an Accredited and recognized University or Institution.
2. The Postgraduate certificate award must be supported by certified academic transcripts.
3. Research must have constituted not less than one third of the entire programme structure.
4. The holder of the Award must have obtained the minimum of three hundred and fifteen (315) instructional hours.
5. The Academic Calendar for the awarding University/Institution must have been divided into one of the following modes:
  - a. Semesters comprising two (2) equal Divisions/Terms of between fifteen – seventeen (15-17) weeks per Academic Year.
  - b. Trimesters comprising three (3) equal Divisions/Terms of between thirteen-fifteen (13-15) weeks per Academic Year; **OR**
  - c. Quarters comprising four (4) equal Divisions/Terms of between nine-twelve (9-12) weeks per Academic Year.

### **IV. Recognition of Post Graduate Diploma Qualifications**

The holder of the Award must have obtained:

1. An accredited and recognized bachelor's degree from an Accredited and recognized University or Institution.
2. The Postgraduate Diploma award must be supported by certified academic transcripts.
3. Research must have constituted not less than one third of the entire programme structure.

4. The holder of the Award must have obtained a minimum of four hundred and seventy-three (473) instructional hours.
5. The Academic Calendar for the awarding University/Institution must have been divided into one of the following modes:
  - a. Semesters comprising two (2) equal Divisions/Terms of between fifteen – seventeen (15-17) weeks per Academic Year.
  - b. Trimesters comprising three (3) equal Divisions/Terms of between thirteen-fifteen (13-15) weeks per Academic Year; **OR**
  - c. Quarters comprising four (4) equal Divisions/Terms of between nine-twelve (9-12) weeks per Academic Year.

## **V. Recognition of Master's Degree Qualifications**

The holder of the Award must have obtained:

1. An accredited and recognized bachelor's degree with Second Class Honours Upper Division and above or Equivalent from an Accredited and recognized University or Institution.
2. An accredited and recognized bachelor's degree with Second Class Honours Lower Division or Equivalent from an Accredited and recognized University or Institution with a minimum of two years relevant working experience.
3. The bachelor's degree Certificate must be supported by certified academic transcripts.
4. Research must have constituted not less than one third of the entire programme structure.
5. The holder of the Award must have obtained the minimum of six hundred and thirty (630) instructional hours.
6. The academic calendar for the awarding University/Institution must have been divided into one of the following modes:
  - a. Semesters comprising two (2) equal Divisions/Terms of between fifteen – seventeen (15-17) weeks per Academic Year.
  - b. Trimesters comprising three (3) equal Divisions/Terms of between thirteen-fifteen (13-15) weeks per Academic Year; **OR**
  - c. Quarters comprising four (4) equal Divisions/Terms of between nine-twelve (9-12) weeks per Academic Year.

## **VI. Recognition of Doctorate Degree Qualifications**

The holder of the Award must have obtained:

1. An accredited and recognized bachelor's degree with Second Class Honours Upper Division and above **OR** Equivalent from an Accredited and recognized University or Institution.
2. An accredited and recognized bachelor's degree with Second Class Honours Lower Division or Equivalent from an Accredited and recognized University or Institution with a minimum of two years relevant working experience.
3. An Accredited and recognized relevant master's degree from an Accredited and recognized University or Institution.
4. The Bachelor's and Master's degree Certificates must be supported by academic transcripts.
5. Research must have constituted not less than two thirds of the entire programme structure.
6. The holder of the Award must have studied for a minimum of three (3) Academic Years.
7. The academic calendar for the awarding University/Institution must have been divided into one of the following modes:
  - a. Semesters comprising two (2) equal Divisions/Terms of between fifteen – seventeen (15-17) weeks per Academic Year.
  - b. Trimesters comprising three (3) equal Divisions/Terms of between thirteen-fifteen (13-15) weeks per Academic Year; **OR**
  - c. Quarters comprising four (4) equal Divisions/Terms of between nine-twelve (9-12) weeks per Academic Year.

## **VII. Institutional Recognition**

In circumstances where:

The qualification does not meet the minimum workload requirements as per The Universities Standards and Guidelines.

**And/or**

The holder of the qualification did not meet the minimum admission requirements as per the Universities Standards and Guidelines.

**But**

The awarding University or Institution is Accredited and recognized by an Accrediting Body operating under International Conventions or Regional Conventions to which Kenya is a signatory, or the Laws of the Country of Operation with which Kenya has diplomatic relations.

**And/or**

The qualification was obtained under a collaborative arrangement authorized and/or recognized by CUE.

The Commission may grant only Institutional Recognition.

**VIII. Qualifications Not Recognizable**

Granted that Recognition and Equation of Qualifications is bound by International Conventions or Regional Conventions to which Kenya is a signatory and by the Laws of the Country in which Foreign Universities and Institutions operate - provided Kenya has diplomatic relations with the said countries, the Commission will not recognize foreign qualifications if:

1. The Academic Programme is not Accredited and recognized.
2. The awarding University or Institution is not Accredited and recognized by an Accrediting Body operating under International Conventions or Regional Conventions to which Kenya is a signatory, or the Laws of the Country of operation with which Kenya has diplomatic relations.
3. The Degree/Award does not meet the minimum workload requirements as per The Universities Standards and Guidelines.
4. The holder of the qualification did not meet the minimum admission requirements as per The Universities Standards and Guidelines.
5. If the qualification was obtained under a collaborative arrangement that is neither authorized nor recognized by CUE.

## IX. Equation of Qualifications

In addition to the requirements for Recognition of Qualifications as provided in Sections II-VIII above, Equation of Qualifications shall be based on:

1. Previous qualifications before enrolling for the given qualification to confirm adherence to the minimum entry qualifications in line with The Universities Standards and Guidelines, 2014 for an Academic Programme.
2. Content and duration of study in line with The Universities Standards and Guidelines, 2014 for an Academic Programme (certified Academic Transcript(s) must be presented).
3. In the case of professional programmes, registration to practice in the Country of origin.
4. The Academic Calendar for the awarding University/Institution must have been divided into one of the following modes:
  - a. Semesters comprising two (2) equal Divisions/Terms of between fifteen – seventeen (15-17) weeks per Academic Year.
  - b. Trimesters comprising three (3) equal Divisions/Terms of between thirteen-fifteen (13-15) weeks per Academic Year; **OR**
  - c. Quarters comprising four (4) equal Divisions/Terms of between nine-twelve (9-12) weeks per Academic Year.
5. The duration of study and credit hours for a given qualification. The holder of the Award must have obtained the minimum number of total instructional hours as detailed in Table X.5.1 below in a three (3) contact hour programme spread over a sixteen (16) week Semester OR Equivalent duration:

S/No.	Programme	Contact Hours	Minimum Number of Units
a.	Arts and Humanities	1680	35
b.	Social Sciences	1680	35
c.	Pure and Natural Sciences	1785	37
d.	Applied Sciences	2240	47
e.	Medical & Allied Sciences	3960	83



The Degree classification shall be as detailed in Table X.5.2 below:

<b>S/No.</b>	<b>Overall Average Mark</b>	<b>G.P.A.</b>	<b>Classification</b>
a.	70% and above	3.70 - 4.00	First Class Honours
b.	60% - 69%	3.00 - 3.69	Second Class Honours (Upper Division)
c.	50% - 59%	2.50 – 2.99	Second Class Honours (Lower Division)
d.	40% to less than 50%	2.00 – 2.49	Pass

## **X. Bridging and Pre-University Qualifications**

These qualifications were viable when the Commission for Higher Education, the precursor to the Commission for University Education was handling both Tertiary and University Education. But, with the enactment of The Universities Act No. 42 of 2012 and The Universities Act No. 42 of 2012, Revised Edition 2016 [2015], Bridging and Pre-University qualifications are no longer within the mandate of CUE; and not recognized and equated as university level or degree awarding qualifications. Hence, CUE has expunged these qualifications from the general requirements for Recognition and Equation of Universities and degree awarding Qualifications.

## **XI. Charges**

CUE is mandated by The Universities Act No. 42 of 2012 to levy charges for services rendered for Recognition and Equation of Degrees, Postgraduate Diplomas, Postgraduate Certificates, or such other academic awards conferred or awarded by Foreign Universities and Institutions. With effect from 21<sup>st</sup> November 2014, as published in the Kenya Gazette, Notice No. 8477 and No. 6853 of 26<sup>th</sup> August 2016, the charges are as follows:

1. First application by holder of the Academic Award: **KES 6,000/=**.
2. More than one Award from the same University or Institution: **KES 6,000/=**.
3. Awards from different Institutions **KES 6,000/=** each.
4. Subsequent application on the same Academic Award by the holder: **KES 3,600/=**.
5. Express (same day) service by Holder of the Academic Award: **KES 10,000/=** each.
6. By prospective employer or any other body:
  - a. Within the Republic of Kenya: **KES 12,000/=** per Award.
  - b. Outside the jurisdiction of the Republic of Kenya: **USD 300** per Award.

## **XII. Modes of Payment**

Kindly follow the step-by-step guidelines in CUE's portal for the Recognition and Equation of Qualifications: <https://imis.cue.or.ke/RecognitionAndEquationforQualifications/> that require all payments for this service to be done via eCitizen platform. Please follow the system prompts through the payment process.

## **XIII. Procedure for Recognition and Equation of Qualifications**

1. Submission of applications shall be done via CUE's portal for the Recognition and Equation of Qualifications: <https://imis.cue.or.ke/RecognitionAndEquationforQualifications/>
2. The following documents must be submitted to CUE:
  - a. A duly filled application via CUE's portal for the Recognition and Equation of Qualifications: <https://imis.cue.or.ke/RecognitionAndEquationforQualifications/> for the Recognition of Degrees, Postgraduate Diplomas and Postgraduate Certificates.
  - b. Original and certified copies of ALL required Certificates.
  - c. Original and certified copies of Academic Transcripts to support the Certificates.
  - d. Original and certified copy of National Identity Card (ID) or a valid Passport for Kenyan Citizens.
  - e. Original and certified copy of a valid Passport, Work Permit/Visa and Letter of Provisional Admission/Intent into Kenyan Universities for foreigners intending to pursue further studies in Kenyan Universities.
  - f. Original and certified copy of a valid Passport, Work Permit/Visa and Letter of invitation for interview or employment offer for foreigners intending to work in organizations based in Kenya.

**Note: An applicant is required to upload on CUE's portal for the Recognition and Equation of Qualifications, certified copies of all the documents stated above, and present the original documents when physically collecting the Letters of Recognition/Equation of Qualifications.**

3. Certificates and certified Academic transcripts submitted by Kenyan citizens must be certified by:
  - a. An Advocate and Commissioner of Oaths, **OR**
  - b. The respective issuing University/Institution.
4. Certificates submitted by Foreign Institutions must be certified by:

- a. An Advocate and Notary Public, **OR**
  - b. The respective issuing University/Institution.
5. National Identity Cards or Passports submitted by Kenyan Citizens must be certified by An Advocate and Commissioner for Oaths.
6. Passports, Work Permits and Visas submitted by foreigners must be certified by an Advocate and Notary Public.
7. Where certificates and transcripts are in a foreign language, copies translated in English bearing the official stamp of the Foreign University/Institution or the local Embassy/Mission of the home country of the University issuing the Certificates and Academic transcripts must be submitted.
8. Collection of Letters of Recognition and Equation of Qualifications shall be done during the following CUE official working hours:
  - a. Morning: 8.00 am - 1.00 pm
  - b. Afternoon: 2.00 pm - 5.00 pm
9. Application for express service must reach CUE before 1.00 pm on the day of application.
10. Letters of Recognition and Equation of Qualifications will normally be collected within forty-eight (48) hours unless the applicant has sought express service.
11. Letters of Recognition and Equation of Qualifications sought under express service will be collected within twelve (12) hours.
12. If the timelines stipulated under numbers 6,7,8 and above cannot be adhered to, the underlying reasons and the new timelines will be given to the applicant and documented accordingly.