



Annex VIII. Process Documentation Guide

			
Institution/Organization Name:		Kenya School of Law	
Affiliations; Ministry / Department/ County/Parent Company:		Office of the Attorney General & Department of Justice (OAG & DOJ)	
Economic Sector Alignment:		N/A. Since we fall under Political Sector in the Vision 2030	
Big 4 Alignment:		N/A. Since we are an enabler of big 4 agenda in capacity development	
Accounting Officer:		Dr. Henry K. Mutai	
Period: FY		2021/23	
Process Documentation			
Service Name	Offering Academics Services – Advocates Training Programme and Paralegal Training Programme – Procedure for student discipline process		
Brief Description Document Purpose/service	Ensure student the disciplinary process is conducted in accordance with relevant laws and laid down criteria		
Document Control: Change Record/ Version Number	Reference: KSL/ QMS / ASD Issue/ Rev: 03/01		
Process Owner: Name and Position	Principal Officer Academic Services		
Process Writer (s); Name and Position	1. Principal Officer Academic Services		
	2.		
Process Reviewer (s) Name and Position	1. Management Representative		
	2.		
STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	Refer matter to Director	1	Principal Officer, Academic service, Director

2.	Issuance of show cause letter	7	Principal Officer, Academic service, Student
3.	Make a decision on the response	2-30	Director, Principal Officer, Academic service, Student
4.	Addressing the students appeal by the Board		Director, Student

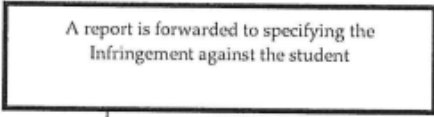
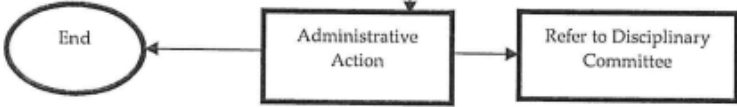

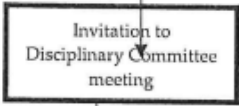
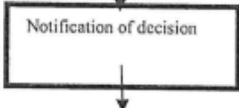

(Add rows where necessary)

EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
Trigger 1:	1.			
	2.			
(if any other, add rows)				

Process Maps/Visuals

Attach the flowchart/maps for the steps discussed

Flowchart	
ACTIVITY	RESPONSIBILITY
	Complainant
	Principal Officer, Academic Services, Director,
	Principal Officer, Academic Services
	Disciplinary Committee, Principal Officer, Academic Services
	Principal Officer, Academic Services
	Student, Director, Principal Officer, Academic Services