



DEPARTMENT OF PHILOSOPHY AND RELIGIOUS STUDIES
Email: chairman-philosophy-rs@ku.ac.ke Tel/Ext: 4431/4432

SERVICE CHARTER

S/no	Service provided	Requirement	Charges	Timeline
1	Registration of units	a) Registration form(s) b) Result slips or academic certificates for new students	Free	Within the registration stipulated period
2	Missing marks	a) Departmental missing marks query form	Free	As soon as the concerned lecturer receives the query form from the exam coordinator
3	Clearance of students	a) Clearance forms	Free	Immediately
4	Recommendation/Reference Letter	a) Written request by the student b) Student ID	Free	Within 24 Hours
5	Syllabus coverage forms	a) After every two weeks	Free	Immediately
6	Class attendance forms	a) Upon request by the class representatives	Free	Immediately
7	Supplementary examination request form	a) Upon request by the student	Free	Immediately
8	CAT 1&2 Administration and feedback form(s)	a) Upon request by the Class Rep	Free	As stipulated by the university's time table

NB: If at all the service requested for is not forthcoming, kindly consult the chairman of the department on **Tel 0722227754**, or consult him in person, or write an email to him on makokha.tadayo@ku.ac.ke.