



KENYATTA UNIVERSITY

PARENTS AND GUARDIANS HANDBOOK

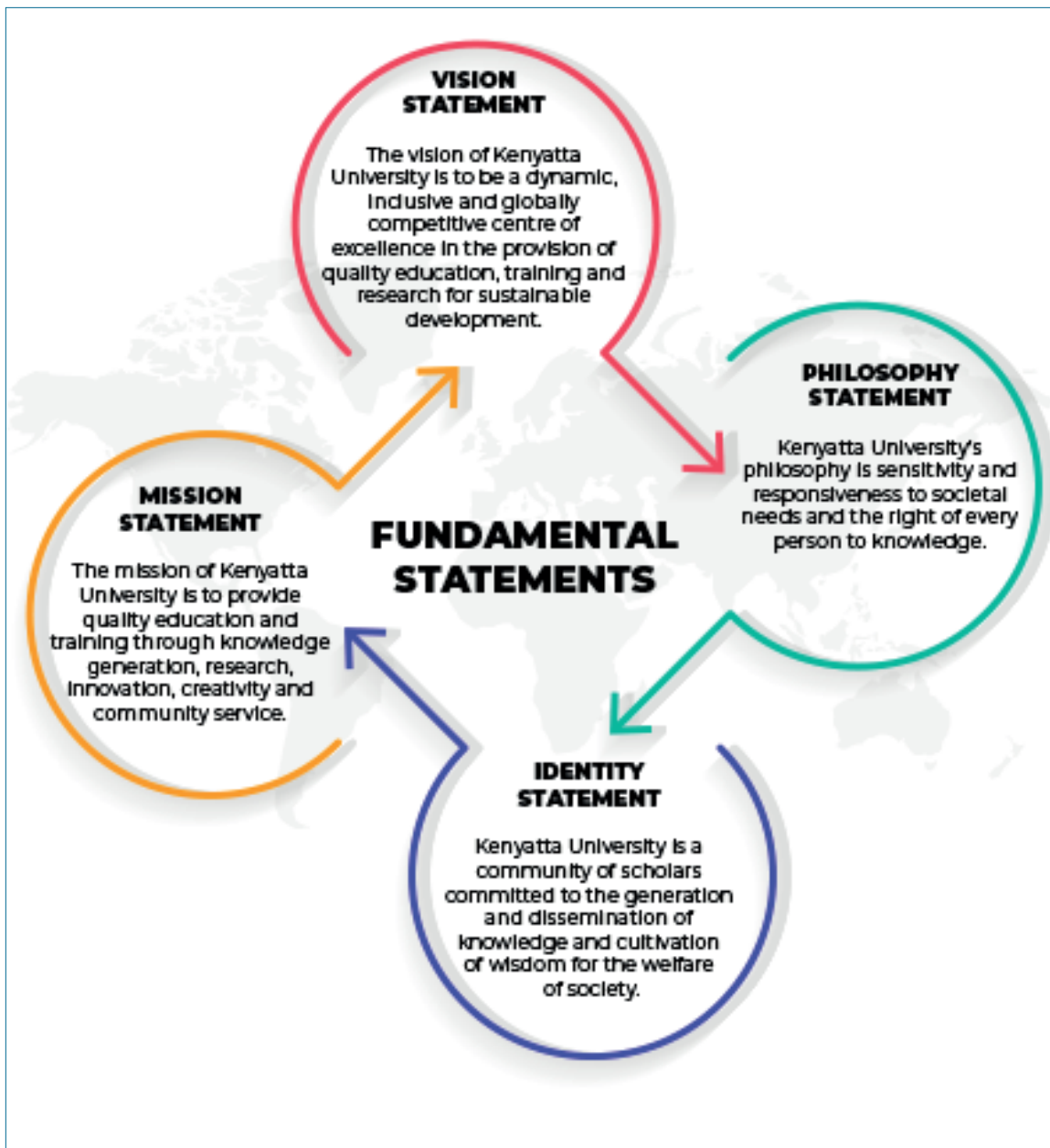
2022 - 2026

KENYATTA UNIVERSITY

Parents and Guardians
Handbook for General
Information

2022 - 2026

Transforming Higher Education... Enhancing Lives



KENYATTA UNIVERSITY CORE VALUES

Truth, Creativity, Excellence, Self-reliance, Innovation, Relevance, Equal Opportunity, Professionalism, Moral Integrity, Democratization, Corporate Governance, Institutional Culture, Competitiveness, Academic Freedom and Respect for Diversity.

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FOREWORD

Kenyatta University is a world-class institution, committed to delivering high quality and distinct learning, teaching and research experiences. The University is focused on discovering new and important knowledge, pursuing innovation and preparing the next generation of educated leaders who are independent, creative thinkers and who possess an international perspective.

By supporting your sons, daughters or significant others to join Kenyatta University, you will discover that you made the right choice. They are joining an institution that is home to some of the world's top scholars, researchers and experts in diverse fields. At Kenyatta University, we strive to expose our students to high quality knowledge through experienced teaching staff, who constantly create new knowledge, new capacities and new teaching methods that are relevant to today's needs.

Kenyatta University prides itself in providing high quality programmes that attract individuals who aspire to be globally competitive. We have invested heavily in infrastructure and facilities to offer our students the best experience, coupled with quality academic programmes and a nurturing environment. Our aim is to not only maintain this position, but to improve it further. Students are provided with a unique and holistic education experience and our graduates attributes are aligned to career outcomes. Our degrees are relevant to the changing requirements of employers and the needs of industry and the community.

What gives Kenyatta University an edge over other institutions, is our emphasis on hands-on knowledge and skills-training imparted to our students. Towards this noble end, Kenyatta University has established meaningful links with industry partners, who guide the University on practical and professional requirements which need to be built into programmes at Kenyatta University. As a result, the University's courses give our graduates a distinct advantage in the workplace. Already, many of our graduates are exposed to new employment opportunities by accessing industrial attachments during their study, or through course-related placements.

We encourage students to enroll in clubs, societies and performing groups to enhance creativity, innovativeness, leadership skills and community outreach. These clubs and performing groups are run by students and add value to the students' academic qualifications at the end of their studies. The University has also put in place other important student welfare programmes such as: Mentoring, Careers as well as a strong Director of Students Affairs Office and Wellness Centre. All students, before graduation go through a programme called, **"Growing Leaders Programme: Leadership Development and Mentorship"**. This unique programme equips our students with very important soft skills which are fundamental in the pursuit of the targets of Kenya's Vision 2030.

To enhance creativity and innovation among our students, the University established the Chandaria-Business, Innovation and Incubation Centre (Chandaria-BIIC). This Centre nurtures the students' business ideas to maturity by providing a unique environment, facilities, links and mentors.

PROF. WACEKE WANJOHI, Ph.D., FRSB, FKNAS
Ag. VICE-CHANCELLOR



1.0 A Brief History of Kenyatta University



Kenyatta University is Located 23 Kilometres from the city of Nairobi on the Nairobi -Thika Super Highway, on 1,100 acres of land. The long journey to University status started in 1965 when the British Government handed over the then Templar Barracks to the Kenya Government. These were converted into an institution of higher learning known as Kenyatta College.

Following an Act of Parliament in 1970, Kenyatta College became a constituent College of the University of Nairobi. Consequently, the name changed from Kenyatta College to Kenyatta University College. It admitted its first batch of 200 students in 1972, to pursue studies leading to the award of the Bachelor of Education of the University of Nairobi. In July, 1978, the Government transferred the Faculty of Education of the University of Nairobi to the Kenyatta University College Campus. As a result, the College became the only institution training teachers at both undergraduate and postgraduate levels.

Kenyatta University College became a full-fledged University on August 23, 1985, when the Kenyatta University Act received Presidential certification thus becoming Kenyatta University. The Act became operational on September 1, 1985 and the University was inaugurated on December 17, 1985. Kenyatta University immediately started establishing new faculties and constituent colleges. In this pursuit, Jomo Kenyatta University College of Agriculture and Technology (JKUCAT) became a constituent College of Kenyatta University in 1988 before it became a full – fledged University in 1994. Machakos University College was established in 2009 as a constituent college of Kenyatta University. It became a full-fledged University in 2016. Currently, the University has one university college, namely Mama Ngina University College that was established in September 2021. It also has seven outlying campuses at Ruiru, Parklands, Nairobi City Centre, Nakuru , Mombasa, Embu and Kitui.

2.0 Management Structure of the University

The following are the important constituents of the University Management and Administration:

- *University Council*
- *Senate*
- *Schools*
- *Directorates/Centres/Units*
- *Departments*
- *Students' Body*

3.0 Special Events/ Days in the University

(a) Graduation

Graduation is currently held twice a year i.e., in the months of July and December.

(b) Culture Week

Culture Week was formally established in July 1992 to help students discover, develop and express their rich and varied talents/gifts in the performing arts and in the sporting arena. This annual event is held during the first semester of every academic year's. It is a major benchmark on our academic year activities.

(c) Inter-Denomination / Interfaith Service Day

This is a day when the University community prays and worships together. It is held in the second semester of the academic year.



4.0 Modes of Study

A student may apply to study under any of the following modes of study, provided the programme chosen is available under the mode:

- *Regular (Full-Time or /Part-Time)*
- *Continuing Education Programme (CEP)*
- *Virtual and Open Learning (VOL)*

A student may apply to change from one mode of study to another by writing to the Registrar (Academic).

For more information on each of the modes of study, visit the Admissions Block office located at the Main Campus, or the Directors'/Deans' offices of the Satellite Campuses or <http://admissions.ku.ac.ke/>. You may also email: admissions-coordinator@ku.ac.ke

5.0 Modes of Delivery

The University offers its programmes through a blended approach which entails a combination of Face-to-face (physical) and online learning. Every student is expected to have an electronic device (e.g Laptop, Desktop or Smartphone) to enable them undertake online learning.

6.0 Procedure of Admission

Students are admitted to Kenyatta University under two categories:

- Government sponsored Students who are placed into different academic programmes after meeting the placement criteria set by the Kenya Universities and Colleges Central Placement Service (KUCCPS).*
- Self-Sponsored (SSP) students who qualify for admission by fulfilling the prescribed admission criteria approved by the University Senate.*

6.1 Kenya Universities and Colleges Central Placement Service (KUCCPS) Students

The Kenya Universities and Colleges Central Placement Service is an independent board which coordinates the admission of all Government-sponsored students in Kenya. Students selected by this Board must have fulfilled the KUCCPS requirements for the courses to which they have been admitted. KUCCPS can be contacted through the following address:

Kenya Universities and Colleges Central Placement Service

P.O. Box 105166 - 00101
1st Ngong Avenue, Upper Hill, Nairobi
Website: <http://kuccps.net>
Email: info@kuccps.ac.ke

Secondary school students fill the University application forms in their final year. The KUCCPS secretariat selects the successful students and sends their names to the universities they have been selected to join. The respective universities then write letters of admission to the students informing them of the date of commencement of studies.



6.2 Self-Sponsored Students (SSP)

The Self Sponsored Programme (SSP) students are the ones who are responsible for all their financial obligations to the University. They are admitted by the University Senate which determines the admission requirements for each programme.

The criteria for admission to various academic programmes are available at the University website: <http://www.ku.ac.ke/index.php/programmes>

6.3 How to Apply for Admission to SSP Programmes

Qualified applicants can apply for admission online at applications.ku.ac.ke or through filling prescribed admission forms at <http://admissions.ku.ac.ke/index.php/resources>

Applicants who prefer to apply by filling prescribed admission forms can do so at the Main Campus at Admissions Block, Room 12 or at the Satellite Campuses/ Regional Centres located in Nairobi, Embu, Mombasa, Nakuru, Kitui, Kisumu and Garissa on payment of a non-refundable application fee. The application fee may change from time to time and is available on the university website.

Duly completed forms should be returned to the Registrar (Academic), Kenyatta University, P. O. Box 43844-00100, Nairobi. Copies of the relevant certificates, academic transcripts and original application fee receipts must be attached to the application form.



7.0 Registration into Different Academic Programmes

On arrival, each student shall be expected to be registered as a student of Kenyatta University. This shall be subject to rigorous verification of documents by Admission officials.

Students are expected to provide the following documents for verification:

- i. *Original copies of admission letters*
- ii. *Original and photocopies of their KCSE Certificates/Result slips/applicable documents for international students.*
- iii. *Original and copies of the identification Cards/passports*
- iv. *Duly filled joining instructions*

Joining instructions and registration forms can be downloaded from the University Website: <http://admissions.ku.ac.ke/index.php/joining-instructions>
A student is required to register for each semester he/she is taking units. Registration for each semester entails the following:

- i. *Payment of full fees within the set University deadlines*
- ii. *Registration of units online in the student's portal within the set University deadlines*

Unit Registration Forms are available online at <http://www.ku.ac.ke/admission/resources>

8.0 Student Information

Mode of Payment

All payments must be made through deposits in the following Kenyatta University bank accounts:

- iii. *Co-operative Bank- Account No. 0012962461400,*
- iv. *Family Bank- Account No. 045000023316,*
- v. *National Bank of Kenya –Account No. 0100359150801*
- vi. *Equity Bank Ltd. – Account No. 0180290518859*

International students making payments in foreign currency will be required to make fee deposits into the university foreign currency account (USD):

*Account name – Kenyatta University
Account number- 01021010781300
Bank-National Bank of Kenya
Swift Code- NBKEKENXXXX*

After depositing the required fees, pay- in-slips must be presented to Kenyatta University cashier for issuance of an official receipt.

The University does not accept the following modes of payment: cash, personal or institutional cheques, money or postal orders.

Books and Accessories

A student is required to purchase books and other accessories according to programme demand.

Loan Assistance

Students may apply directly to the Higher Education Loans Board (HELB) for assistance, to meet part of tuition, accommodation and book costs. Priority is given to needy students. HELB also gives bursaries to very needy students. The application for the loan is done online through the HELB website : <https://www.helb.co.ke/>

Postponement of Admission

A new student will on written request be allowed postponement of admission for a maximum of two academic years after which the admission will lapse and the student will have to apply afresh.

Inter/Intra School Transfer

- i. *A first year, bona fide KUCCPS student can apply for inter/intra school transfer subject to qualifying for the course applied for within the first three weeks of the academic year. The mode of application will be communicated at the beginning of the semester through the university website.*
- ii. *Application for transfer does not guarantee approval. Students will be notified about the outcome of the applications through the respective Deans of Schools.*
- iii. *An SSP student who wishes to apply for inter/ intra school transfer should do so in writing to the Registrar (Academic).*
- iv. *A student who wishes to transfer from one Department to another or change an area of study within the same programme will be required to apply in writing to the Registrar (Academic) through the respective Chairperson of Department and the Dean of School. Students will be notified of the outcome by the*



Semester Off

A duly registered student who wishes to take a semester off will apply in writing to the Registrar (Academic) any time but not later than two weeks after semester commencement for regular and DOL (Digital and Open Learning) students; and within the first week for Continuing Education Programme (CEP) students.

Feedback on the request will be communicated by the admission section through student corporate email. It is the responsibility of the student to confirm approval of the request before proceeding for the semester-off.

Registration of Continuing Students

Each student must register for every semester within the time allocated for registration. A student will be expected to maintain registration until completing the programme unless she/he applies for semester-off or deferment. Registration will be considered complete after the student has fulfilled financial obligations and registered the units online. Students are advised to confirm their registration status from their student portal accounts before the registration deadline expires.

Withdrawal from a Unit

A student who wishes to withdraw registered units will do so within the registration period of the semester by submitting the completed course reregistration adjustment form to the Dean of a School for unit correction. The forms are available on the University website: <http://www.ku.ac.ke/images/2019/Course%20Registration%20Adjustment%20Form.pdf>

Failure to officially withdraw a registered unit will lead to grade “E” in the Unit at the end of the semester. The grade “E” will be awarded a Zero (0) score and will be included in calculating the final semester cumulative average score.

Unit Load

A student:

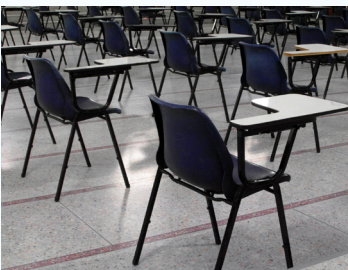
- i. *Will take a minimum of four and a maximum of seven units per semester. The number of units includes retakes and/or re-retakes where applicable.*

- ii. *Whose mean score from the previous semester is not less than 60% will be allowed to take eight units with permission from the Dean of the School, in consultation with the Chairman of the respective Department.*
- iii. *Who is allowed to do an extra unit will be required to pay for it.*
- iv. *Must get approval from the Dean to take less than four units.*
- v. *Will be allowed to take up to four units in another school/institute/ department in consultation with the respective Dean/ Chairman and with approval of the Senate. Such units will be counted as electives.*
- vi. *Is allowed to take units from any level. A pre-requisite unit has to be passed before pursuing the next one in the level.*

Auditing a Unit

- i. *A student may audit a unit with permission from the Registrar (Academic). The said unit will be reflected in the registration form.*
- ii. *An audited unit will not be examined but it will be reflected in the result slip and transcript as follows:*
- iii. *Audited – A*
- iv. *An audited unit will not be converted to a regular unit.*

Examinations Regulations



- i. *All units shall be examined at the end of the semester in which they are taken.*
- ii. *Only those students who are duly registered with the University, School/Institute/ Department shall be allowed to do examinations.*
- iii. *Students are expected and strongly advised to attend all scheduled lectures.*
- iv. *Each student must attend at least 2/3 of the lectures for a unit in a semester, to be allowed to sit for the examination in that unit.*
- v. *Examinations shall consist of Continuous Assessment Tests (CATs) which shall contribute 30% and University Examinations which shall contribute 70% of the final semester grade, unless otherwise approved by Senate. However, CAT marks may be greater than 30% and will be specified in such programmes.*
- vi. *CATs are compulsory. Failure to do CAT(s) shall lead to a Fail in the unit.*

- vii. *Where a course is solely practical, it may be examined wholly by Continuous Assessment and /or Practical Assessment.*
- viii. *(vii) The pass mark unless otherwise approved by Senate shall be in 40%. E.g. the pass mark in the School of Medicine shall be 50 %.*

NB: Students are strongly advised to familiarize themselves with the requirements of each programme they register for.

Examination Grading

Examinations shall be marked out of 100. The marks shall be translated into grades as follows unless otherwise approved by Senate: -

A =	70 and above
B =	60–69
C =	50–59
D =	40–49
E =	0–39

(Specific to School of Medicine)

A =	75% -100%
B =	65% to 74%
C =	50% to 64%
E =	49 and below

Examination Irregularity

A student who is involved in any examination irregularity shall be suspended by the Registrar (Academic) immediately, upon receipt of an incident report, pending appearance before the Students' Disciplinary Committee (SDC.)

The following shall constitute examination irregularity: -

1. *Passing or receiving relevant verbal, written or electronic communication (relevant to the examination) to or from other candidates or any other source during the examination.*
2. *Unauthorized possession of used or unused examination answer booklet(s) outside the examination room or unauthorized possession of used or unused examination answer booklet(s) inside the room, other than the one issued during that particular examination.*
3. *Possession/having any unauthorized written,*

- graphic or recorded material or otherwise, in the examination room.*
- 4. Copying and/or referring to other candidates' answer booklets, or any other source e.g. parts of the body, clothing etc.*
 - 5. Possession of any notes; recorded on paper, parts of the body or clothing.*
 - 6. Possession and/or use of mobile phones, i-pods, electronic note books or any unauthorized electronic gadget(s) or source inside the examination room.*
 - 7. Returning examination answer booklets with written answers after the examination.*
 - 8. Plagiarism, i.e. falsely accessing another person's work and appending one's name and signature claiming to be one's own. This includes but is not limited to copying other candidate(s) written, published or unpublished material.*
 - 9. Disrupting the conduct of examinations.*
 - 10. Destroying evidence pertaining to examination irregularity*
 - 11. Failure to write one's registration number or deliberately writing the wrong registration number on the answer booklet.*
 - 12. Presenting oneself for an examination in a unit in which one is not registered for.*
 - 13. Claiming for marks in a unit one knows he/she did not register for and/or sit for the examination.*
 - 14. Writing on the examination question paper.*
 - 15. Reading from other candidate's answers scripts or question papers.*
 - 16. Permitting any other candidate to read or copy from one's examination scripts.*
 - 17. Impersonation of other candidates or being impersonated during examination.*
 - 18. Deliberate failure or refusal to hand in the examination script at the end of the examination.*
 - 19. Assaulting and/or threatening an invigilator in the course of his/her duty.*
 - 20. Involvement in and/or influencing tampering with examination data.*
 - 21. Any other offence that is deemed to constitute an examination irregularity.*

Incomplete

- i. Letter (I) representing Incomplete Grade, is used at the end of the semester only and is not used during the withdrawal period.*
- ii. It is assigned to a student who has satisfied all the requirements but because of reasons acceptable to the Senate, is unable to sit for end of semester*

- examinations. Registration and class attendance shall not be a requirement to complete the course.*
- iii. The grade (I) will be translated into a 'Fail' if the student does not make up for work not completed by the next relevant examination sitting. After this period the (I) will be changed to 'Failed' grade "E" equivalent to a Zero score.*

Retake

- (i) A student who fails up to half the units taken in any one semester will be allowed to re-take the failed units when they are next offered unless otherwise approved by Senate. However, if the failed units are pre-requisites for other advanced courses, they must be passed before the student registers for other units in the series.*
- (ii) Retaking of units is NOT permitted after degree classification has been done.*
- (iii) No student will be allowed to retake passed unit(s) for the purpose of improving the grade.*
- (iv) Failed units when retaken will be graded as those of normal examination units.*

Academic Warning

A student who fails in more than half of the units taken in any one semester shall be given an Academic Warning (AW) by the respective Dean of School upon the recommendation of the Senate.

Discontinuation

- (i) A student who fails in all units in any one semester will be placed on Academic Probation for one semester.*
- (ii) A student whose cumulative failures after an Academic Warning from the previous semester are more than half the units taken in two consecutive semesters will be put on Academic Probation.*
- (iii) Appeal against discontinuation will be addressed to the Vice-Chancellor.*

Results Slips and Transcripts

- (i) At the end of each semester, students will be given results slips by the Deans of their respective Schools, showing the grades and Average Scores (AS) with the following letters indicated:*

Pass - P

Academic Warning - AW
Incomplete - I
Withdrawal - W
Auditing - A
Retake - R
Re-Retake - RR
Discontinuation - DISC

- (ii) Provisional results will be released by the respective Deans after each School's Board of Examiners' meeting, pending approval by the Senate.*
- (iii) Transcripts for continuing students will be issued, upon application, at a fee of Kshs. 200.00 per year, unless otherwise approved by Senate.*
- (iv) Upon application by the student to the Registrar (Academic) after graduation, a transcript will be issued free of charge. Additional copies of transcripts will be issued at a fee of Kshs. 200.00 per year unless otherwise approved by Senate.*

Degree Classification

- (i) The final classification/award of a degree/diploma/certificate will be based on all the required Units (core and electives) taken during the programme.*
- (ii) The total number of units required for classification/award may vary from one School to another. All units registered for must be passed before classification/graduation.*
- (iii) No student will be allowed to graduate with a failed unit/course.*
- (iv) The final classification will be based on the cumulative average percentage score where applicable and will be graded as follows unless otherwise approved by Senate:*

70% and above - First Class Honours
60% - 69 - Second Class Honours (Upper Division)
50% - 59% - Second Class (Lower Division)
40% - 49% - Pass
0 - 39% - Fail

Letter of Completion

Upon a written request to the Registrar (Academic) a letter of completion/award will be issued before graduation to a student who has completed his/her studies/has been approved for graduation by the University Senate, and met the entire financial obligation to the University.

Graduation

1. *Only students who have completed and passed all the registered/required number of units (including practicum), and have fully met their financial obligations to the University, shall be allowed to graduate.*
2. *A student who intends to graduate should apply to the Registrar (Academic).*

Convocation/Alumni

Membership of Kenyatta University Convocation is open to all persons who become graduates of Kenyatta University including honorary graduates. Kenyatta University convocation has two main objectives:

- a. *Maintain contact with the Kenyatta University Alumni, informing them of the University's programmes with the hope that they will assist Kenyatta University in fulfilling its education goals.*
- b. *Encourage members to continue their university friendships after graduation through social reunion activities. Active membership is maintained through payment of regular convocation dues.*

Opportunities for Further Studies

The University offers opportunities for further studies as advertised from time to time by the respective schools. However, further enquiries about post-graduate programmes can be made to the Dean, Graduate School.



Teaching Practice Regulations

These will apply to those students pursuing Bachelor of Education (B.Ed) and Bachelor of Nursing programmes. Marks obtained after completion of Teaching Practice/ Attachment will be included in the degree classification.

a) Failure to Follow Regulations for Teaching Nursing Attachment Staff

Any three reported cases of neglect, which have prompted letters of warning, will lead to retaking of Teaching Practice and so will any two reported cases of explicit refusal to follow school regulations having prompted such letters.

b) Unauthorized Absence from School/Hospital Duty

Being absent from duty seven days or more without permission from the head teacher/Supervisor or documented justification will result in immediate suspension from the ongoing Teaching Practice/ Attachment followed later by its Retake. Unauthorized absence for less than seven days will result in a letter of warning. When permission has been granted, the Area Supervisor has to be informed.

c) Insubordination and Lack of Respect for Authority

Any misconduct which results in dismissal from a school/hospital will lead to retaking of Teaching/Nusing Practice/ Attachment as well as any two reported cases of explicit insubordination which have prompted letters of warning. In addition, more serious action may be taken depending on the nature of the misconduct.

Reported lack of respect for colleagues by for instance, publicly criticizing them within the hearing of students/ Clients will result in a private warning by the supervisor or school head and if repeated, a warning and possible retaking of Nursing/Teaching Practice/ Attachment.

d) Failure to live up to the Required Teaching Practice Standards

Any such behaviour like, interfering with posting without prior consent from the Area Supervisor, failure to teach the required number of lessons, failure to record or hand in marks or inform the Area Supervisor of timetable changes may prompt a letter of warning and if repeated, a suspension from TP/Nursing and retaking of Teaching

Practice/ Attachment.

If towards the end of Teaching Practice School examinations are not marked, results not handed in or school property not returned, Teaching Practice results shall be withheld until the Student Teacher has complied with the verdict of the Disciplinary Committee.

e) Unethical and Unprofessional Behaviour

Any such behaviour which brings the teaching/Nursing profession into disrepute and which may range from refusing to participate in co-curricular activities, missing a class, failure to prepare a lesson to the more serious offences such as flirting with students/patients of the opposite sex, being drunk while on duty, having sexual relations with students/patients will result in disciplinary action proportionate to the nature of the misconduct. Such offences shall result in immediate suspension, which in the case of the student teacher having sexual relations with students, will be followed by discontinuation from studying at Kenyatta University.

f) Pregnancy

Since pregnancy is not necessarily sickness, a student who is pregnant at the time she is supposed to go for teaching practice shall be allowed to undertake the teaching practice, unless prevented from doing so by any other reasons acceptable to Senate.

9.0 Student Conduct and Discipline

Sanctions of regulations

The sanctions of regulations and control of students' behaviour are carried out by the Vice Chancellor on behalf of the University Council.

University property

A student or groups of students will be held responsible for any damage to University property, resulting from misuse or willful destruction of such property by that student or group of students.

Academic Responsibility

Attendance of lectures, tutorials, seminars, practicals and other scheduled courses of instructions is compulsory. Non-attendance due to illness or other acceptable cause must be authorized by the Dean of the relevant School.

Processions and Demonstrations

It is a serious offence for any student or group of students whilst within the University to convene, organize, participate or in any way involve oneself/themselves in any demonstration, gathering or procession or in any unauthorized ceremony for which permission has not been obtained from the University or government authorities. It is also a serious offence for any student or group of students to organize or participate in pickets or in any manner of conduct that prevents any student or member of staff from performing their normal duties. Any other similar conduct outside the University campus will be punishable according to the law of the land.

Drunkenness

Whereas consumption of alcohol is not prohibited, drunkenness and causing disturbance to other students because of drunkenness will constitute a serious offence. It is also a serious offence to possess, handle or drink illicit brews on the campus. Anyone caught shall be arrested and dealt with according to State Laws apart from appearing before the Students' Disciplinary Committee.

Possession and Abuse of Illegal Drugs

It is a serious offence and against University Regulations to possess, peddle or abuse illegal drugs as a student of this University. Anyone caught shall be arrested and dealt with according to State Laws apart from appearing before the Students' Disciplinary Committee.

Noise

It is an offence and against University regulations to create unreasonable noise or behave in an unruly or rowdy manner to the disturbance or annoyance of other occupants of University premises.

Abuse, Harassment and Fighting

The University is a community of scholars operating where decent, civil behaviour and rule of law are paramount. Behaviour that contradicts this expectation, for instance: fighting, beating others, harassment of all manner, use of abusive language and threats is prohibited.

Correspondence

No student is allowed to make any public statement on behalf of the Student Union or other societies on matters affecting the University without special authority from the Vice Chancellor.

Disciplinary Procedure against Students' Misconduct

- a. *A student may be summoned to appear before the Students Disciplinary Committee to answer a charge or complaint against him/her or to answer questions in regard to any matter under investigation against him/her.*
- b. *A disciplinary procedure will be carried out against a student in his/her absence who in the opinion of the Disciplinary Committee has been duly summoned but has failed to appear.*

Penalties

The Student Disciplinary Committee (SDC) makes decisions and recommendations on student's cases based on the gravity of committed offence(s). A student who is not satisfied with the verdict of the SDC may appeal to the Vice- chancellor

Upholding the Good Name of the University

All Kenyatta University students are expected wherever they are at whatever time and place to show exemplary conduct of good behaviour and be mindful of the welfare of others. They should also uphold friendly co-existence with other members of the University so as to enable effective functionality of the institution.

Dress Code

Students are required to be neat, clean and well-groomed at all times. Further, students should dress appropriately while attending lectures, worship sessions, attachments, internships, teaching/Nursing practice and other official University functions. Students require official wear to attend such functions. Some departments may have specific dress code requirements for the practical aspects of the courses offered such as, uniform and

personal protective gear.

Use of the name “Kenyatta University”

The use of the name “Kenyatta University” is governed and protected by the University Statutes. Use of the name in connection with any advertisement for any trade, business calling or profession is an offence as prescribed under the statutes.



10.0

Programmes Offered in Kenyatta University

In 2002, Kenyatta University undertook a restructuring process which among other things transformed the faculty system into the current School System. Presently, the University is structured into seventeen Schools offering various Certificates, Diplomas, Degrees and Postgraduate programmes as shown below:

School of Agriculture and Enterprise Development

BSc. Crop Protection & Improvement
BSc. Agriculture
BSc. Agricultural Education and Extension.
BSc. Dryland Agriculture and Enterprise Development
BSc. Agricultural Resource Management
BSc. Agribusiness Management
BSc. Animal Health & Production
MSc. Plant Breeding
MSc. Agronomy
MSc. Crop Protection (Pathology & Entomology Options)
MSc. Seed Technology
MSc. Land & Water Management
MSc. Integrated Soil Fertility Management
MSc. Dryland Agriculture
MSc. Agric. Economics
MSc. Agribusiness Management and Trade
MSc. Animal Nutrition
Ph.D. in Integrated Soil Fertility Management
Ph.D. in Land and Water Management
Ph.D. in Dryland Agriculture
Ph.D. in Soil Science
Ph.D. in Agronomy
Ph.D. in Horticulture
Ph.D. in Plant Pathology
Ph.D. in Agricultural Entomology
Ph.D. in Seed and Technology
Ph.D. in Plant Breeding
Ph.D. in Agribusiness
Ph.D. in Agricultural Economics

School of Architecture and the Built Environment

Bachelor of Architectural studies/Bachelor of Architecture
Bachelor of Science in Construction Management
Bachelor of Science in Real Estate Management
Bachelor of Science in Spatial Planning

School of Economics

Bachelor of Economics
Bachelor of Economics & Statistics
Bachelor of Economics & Finance
Master of Economics
Master of Economics (Finance)
Master of Economics (Development)
Master of Economics (Policy & Management)
Master of Economics (Environment)
Master of Economics (Health)
Master of Economics (Agriculture)
Master of Economics (International Trade and Finance)
Master of Economics (Cooperation and Human Development (,In collaboration with University of Pavia)
Master of Economics (Econometrics)
Master of Regional Integration (In collaboration with COMESA)
PhD in Economics

School of Education

Certificate in Early Childhood Development Education
Diploma in Early Childhood Care and Education
Diploma in Primary Teacher Education
Diploma in Public Relations
Diploma in School Management
Diploma in Special Needs Education
Diploma in Guidance and Counselling
Diploma in Clinical and Child Neuropsychology
Diploma in Education, Leadership and Management
Diploma in Teaching of the 3R's (Reading, Writing and Arithmetic)
Bachelor of Education(Arts)
Bachelor of Education(Science)
Bachelor of Education(Early Childhood Education)
Bachelor of Education(Primary Teacher Education)
Bachelor of Education(Special Needs Education)
Bachelor of Education(Professional Teacher Development)
Bachelor of Education(Library Science)
Bachelor of Education(Mathematics and Computer Science)
Bachelor of Library and Information Science
Bachelor of Science(Records Management and Information Technology)
Postgraduate Diploma(Contemporary Issues in Education)
Postgraduate Diploma in Education (PGDE)
Postgraduate Diploma in Physical Education

Postgraduate Diploma in Justice Information Systems
 Postgraduate Diploma in Educational Leadership and Management
 Postgraduate Diploma in Health Education
 Postgraduate Diploma in Leadership and Management
 Postgraduate Diploma in Psycho-Educational Assessment
 Master of Education in Educational Research, Evaluation & Assessment
 Master of Education in Early Childhood Studies with Project
 Master of Education in Comparative and International Studies
 Master of Education in Health Education
 Master of Education in Higher Education
 Master of Science in Knowledge Management (M.Sc. KM)
 Master of Education in Philosophy of Education
 Master of Education
 Master of Library and information Science
 Master of Education in Sociology of Education and Policy Studies
 Master of Education in History of Education
 Master of Education in Speech & Language Pathology
 Master of Education in Special Needs Education
 Master of Education in Educational Psychology
 Master of Education in Guidance and Counselling
 Master of Philosophy, Education and Society
 PhD in Early Childhood Studies by Course Work, Examination and Thesis
 Doctor of Philosophy (Ph.D. in Special Needs)
 Doctor of Philosophy (Education Psychology)
 PhD in Information Science (PhD ISC)
 PHDs in Education

School of Hospitality, Tourism and Leisure Studies

Certificate in Sports Administration
 Diploma in Hospitality
 Diploma in Sports Administration & Management
 Diploma in Tourism
 Bachelor of Science in Hospitality
 Bachelor of Science in Recreation and Sports Management
 Bachelor of Science in Tourism
 Postgraduate Diploma in Hospitality and Tourism
 Postgraduate Diploma in Sports Administration and Management
 Master of Science in Hospitality
 Master of Science in Recreation and Sports Management
 Master of Science in Tourism

PhD in Hospitality
PhD in Recreation and Sports Management
PhD in Tourism

School of Public Health and Applied Human Sciences

Diploma in Nutrition and Health
Bachelor of Science in Community Health
Bachelor of Science in Environmental Health
Bachelor of Science in Occupational Health
Bachelor of Health Service Management
Bachelor of Science in Health Records & Information Management
Bachelor of Science in Population Health
Bachelor of Science in Health Promotion
Bachelor of Science (Community Resource Management)
Bachelor of Education (Physical Education)
Bachelor of Science (Exercise and Sport Science)
Bachelor of Science (Food Nutrition & Dietetics)
Post Graduate Diploma (Food, Nutrition & Dietetics)
Post Graduate Diploma in Physical Education
Master of Science (Environmental Health)
Master of Science (Occupational Health & Safety)
Master in Public Health
Master of Science in Water Supply and Sanitation
Master of Science in Health Information Management
Master of Science in Public Health Systems, Management and Application
Master of Health Management
Master of Public Reproductive Health
Master of Science (Community Resource Management)
Master of Science (Food, Nutrition and Dietetics)
Master of Science (Exercise and Sports Science)
Doctor of Philosophy in Public Health
Doctor of Philosophy in Environmental Health
Doctor of Philosophy in Health Information Management
Doctor of Philosophy in Public Health (Reproductive Health Option)
Doctor of Philosophy in Community Resource Management
Doctor of Philosophy in Food, Nutrition & Dietetics
Doctor of Philosophy in Exercise and Sports Science
Doctor of Philosophy in Physical Education

School of Engineering and Technology

Diploma in Information Technology
Bachelor of Information and Technology
Bachelor of Science (Mechanical Engineering)
Bachelor of Science (Aerospace Engineering)
Bachelor of Science (Civil Engineering)
Bachelor of Science (Petroleum Engineering)
Bachelor of Science (Electrical and Electronic Engineering)
Bachelor of Science (Biomedical Engineering)
Bachelor of Science (Agricultural and Bio-Systems Engineering)
Bachelor of Science (Energy Technology)
Bachelor of Science (Computer Science)
Msc Renewable Energy
Msc in Computer Science.
Phd Renewable Energy
Phd in Computer Science.

School of Environmental Studies

Bachelor of Environmental Science
Bachelor of Environmental Studies (Resource Conservation)
Bachelor of Environmental Planning and Management
Bachelor of Environmental Studies (Community Development)
Bachelor of Science (Environmental Education)
Master of Environmental Science
Master of Environmental Studies (Agroforestry and Rural Development)
Master of Science (Environmental Education)
Master of Environmental Studies (Climate Change and Sustainability)
Master of Environmental Planning and Management
Master of Environmental studies (Community Development)
Master of Science (Sustainable Urban Development)
Doctor of Philosophy (Environmental Planning and Management)
Doctor of Philosophy (Environmental Studies and Community Development)
Doctor of Philosophy (Environmental Science)
Doctor of Philosophy (Agroforestry and Rural Development)
Doctor of Philosophy (Environmental Education)
Doctor of Philosophy (Climate Change and Sustainability)

Doctor of Philosophy (Sustainable Urban Development)

School of Law

Bachelor of Laws (LL.B)

School of Creative and Performing Arts, Film and Media Studies

Certificate in Film and Theatre Arts

Certificate in Music

Diploma in Digital Animation

Diploma in Film and Theatre Arts

Diploma in Communication and Media Studies

Diploma in Music

Diploma in Fine Art

B.A (Film and Theatre Arts)

B.A (Communication and Media Studies)

Bachelor of Music

Bachelor of Music Technology

Bachelor of Education Music

Bachelor of Science in Fashion Design and Marketing

Bachelor of Arts in Fine Art & Design

Bachelor of Education in Fine Art & Design

Master in Arts (Film Studies)

Master of Art (Theatre Arts)

Masters in Communication and Media Studies

Master of Music Education

Master of Musical Arts (Performance)

Master of Musical Arts (Composition)

Master of Arts (African Music)

Master of Arts (Ethnomusicology)

Master of Science in Fashion Design and Marketing

Master of Arts in Fine Art

PhD. African Music, Ethnomusicology or Musicology

PhD. Music Education

Doctor of Musical Arts

PhD. Fashion Design and Marketing

Ph.D. Fine Art & Design

School of Medicine

Diploma in Mortuary Sciences

Bachelor of Dental Surgery

Bachelor of Science in Physiotherapy

Master of Medicine in General Surgery

Master of Medicine in Obstetrics and Gynecology

Master of Medicine in Paediatrics and Child Health

School of Humanities and Social Sciences

Bridging Course in English
Intensive English Certificate
Beginners' French
Beginners' Japanese
Beginners' Portuguese
Beginners' Chinese Language and Culture
Proficiency in Chinese Language and Culture
Certificate in Enhancement Course
Certificate in French
Certificate in German
Certificate in Japanese
Certificate in Chinese Language and Culture
Diploma in Japanese
Diploma in Chinese Language and Culture
Diploma in Disaster Management
Diploma in Crime Management and Prevention
Post Graduate Diploma in Translation Studies
Post Graduate Diploma in Addiction Treatment Science
Bachelor of Arts
Bachelor of Arts (Psychology)
Bachelor of Arts (Counseling Psychology)
Bachelor of Arts (African Religion and Culture)
Bachelor of Arts (Biblical Theology)
Bachelor of Arts (Christian Studies)
Bachelor of Arts (Islamic Studies)
Bachelor of Arts (Religion and Social Development)
Bachelor of Arts (Archaeology)
Bachelor of Arts (Political Studies)
Bachelor of Arts (Gender and Development Studies)
Bachelor of Arts (Public Policy and Administration)
Master of Arts (Applied Linguistics)
Master of Arts (English and Linguistics)
Master of Art (French)
Master of Arts (Teaching French as a Foreign Language)
Master of Arts in Literature
Master of Arts (Counselling Psychology)
Master of Arts (Sociology)
Master of Arts (Community Development)
Master of Arts (Philosophy)
Master of Arts (Gender and Development Studies)
Master of Arts
Master of Arts (Peace and Conflict Management)
Master of Arts (Diplomacy and International Relations)
Master of Arts (Geography)
Master of Arts (Agricultural Geography)
Master of Arts (Biogeography)
Master of Science (Biogeography)
Master of Science (Climatology)

Master of Arts (Climatology)
 Master of Arts (Economic and Industrial Geography)
 Master of Science (Geomorphology)
 Master of Arts (Geomorphology)
 Master of Arts (Geography of Marketing)
 Master of Arts (Transport Geography)
 Master of Arts (Urban and Regional Planning)
 Master of Arts (Population and Settlement Geography)
 Master of Science (Hydrology and Water Resources)
 Master of Science (Integrated Watershed Management)
 Master of Arts (Kiswahili)
 Master of Arts (Public Policy and Administration)
 Executive Master of Arts (Public Policy and Administration)
 Master of Arts (Leadership and Governance)
 PhD (Applied Linguistics)
 PhD (Counselling Psychology)
 PhD (Gender and Development Studies)
 PhD (Kiswahili)
 PhD (Geography)
 PhD (Philosophy and Religious Studies)
 PhD (Sociology)
 PhD (Literature)
 PhD (Public Policy and Management)

School of Pure and Applied Sciences

Bachelor of Science (Mathematics and Computer Science)
 Bachelor of Science (Actuarial Science)
 Bachelor of Science (Statistic & Programming)
 Bachelor of Science (Conservation Biology)
 Bachelor of Education (Science)
 Bachelor of Science (General)
 Bachelor of Science (Industrial Chemistry with Management)
 Bachelor of Science (Analytical Chemistry with Management)
 Bachelor of Science (Microbiology)
 Bachelor of Science (Forensic Science)
 Bachelor of Science (Molecular and Cell Biology)
 Bachelor of Science (Biotechnology)
 Bachelor of Science (Biochemistry)
 Bachelor of Science (Pure and Applied Physics)
 Bachelor of Science (Telecommunication and Information Technology)
 Master of Science in Applied Mathematics
 Master of Science in Pure Mathematics
 Master of Science in Statistics
 Master of Science in Biostatistics
 Master of Science in Social Statistics

Master of Science (Plant Physiology and Biochemistry)
 Master of Science (Genetics)
 Master of Science (Plant Ecology)
 Master of Science (Plant Taxonomy)
 Master of Science (Ethnobotany)
 Master of Science (Developmental Botany)
 Master of Science (Chemistry)
 Master of Science (Applied Analytical Chemistry)
 Master of Science (Applied Medical Entomology)
 Master of Science (Animal Physiology)
 Master of Science (Immunology)
 Master of Science (Applied Parasitology)
 Master of Science (Aquatic Ecology)
 Master of Science (Animal Ecology)
 Master of Science (Fisheries Science)
 Master of Science (Developmental Biology)
 Master of Science (Applied Marine and Coastal
 Resources Management)
 Master of Science (Biochemistry)
 Master of Science (Medical Biochemistry)
 Master of Science (Biotechnology)
 Master of Science (Microbiology)
 Master of Science (Environmental Microbiology)
 (Option)
 Master of Science (Medical Microbiology (option))
 Master of Science (Physics)
 Master of Science (Electronics and Instrumentation)
 Ph.D. Physics
 Ph.D. Biochemistry
 Ph.D. Medical Biochemistry
 Ph.D. Biotechnology
 Ph.D. Microbiology
 Ph.D. Environmental Microbiology (Option)
 Ph.D. Medical Microbiology (option)
 Ph.D. Chemistry
 Ph.D. Plant Physiology and Biochemistry
 Ph.D. Genetics
 Ph.D. Plant Ecology
 Ph.D. Plant Taxonomy
 Ph.D. Ethnobotany
 Ph.D. Developmental Botany
 Ph.D. Applied Mathematics
 Ph.D. Pure Mathematics
 Ph.D. Statistics
 Ph.D. Biostatistics
 Ph.D. Social Statistics

School of Business

Bachelor of Business Administration
Bachelor of Commerce (BCOM)
Master of Business Administration (MBA)
Executive MBA (EMBA) Degree Programme
Master of Science (Finance)

School of Security, Diplomacy and Peace Studies

Certificate in Security and Correctional Science
Diploma in Security and Correctional Science
Diploma in Security Management and Police Studies
Diploma in Leadership and Security Management
Post-Graduate Diploma in Security and Correctional Science
Bachelor of Security Management and Police Studies
Bachelor of Science in Military Studies
Master of Security Management and Police Studies
Master in Leadership and Security Management
Master in Security Strategic Studies
M.A (Conflict and Peace studies)
M.A (International Relations and Diplomacy)
Ph.D. in Security studies
Ph.D. in Conflict and Peace studies
Ph.D. (International Relations and Diplomacy)

School of Nursing Sciences

Bachelor of Science in Nursing and Public Health.
Bachelor of Science in Nursing and Public Health (Upgrading)
Masters of Science in Nursing in all Specialties

School of Pharmacy

Bachelor of Pharmacy

CHANDARIA INNOVATION CENTRE



11.0 Directorates and Units

11.1 Directorate of Student Affairs

The University recognizes the students as its primary clientele. The Directorate of Student Affairs is charged with the responsibility of coordinating student services and activities that are at the heart of student welfare. In doing this, the Directorate works closely with the other University departments and Parents/Guardians. In the main campus, the Directorate's offices are located on the first floor of the Business and Student Services Centre (BSSC).

11.1.1: Kenyatta University Students Association (KUSA)

This is the students' governance body. It is composed of elected representatives from the different schools, residential areas and religious persuasions. This body is anchored in the Universities Act and statutes. The University Management consults closely with KUSA in ensuring that students' issues are well articulated and addressed so as to ensure the smooth running of the University. The Director, Student Affairs, oversees the activities of KUSA.

11.1.2: Clubs and Societies

Kenyatta University endeavours to achieve holistic formation of its students and encourages them to maximize on their potential. Every student is therefore encouraged to join the various clubs and societies where they can harness their creativity, innovativeness, leadership skills and engage in community service and professional pupillage. The Directorate of Student Affairs is charged with the role of registering and monitoring the activities of all the clubs and societies.

11.1.3: Identification and Assistance of Needy Students

To assist the economically vulnerable students the university operates an internal bursary. This is administered by the Directorate of Endowment and Alumni Programmes. The Director, Student Affairs works closely with this Directorate in identifying and recommending the beneficiaries of this bursary.

11.1.4: Oversight of Students Conduct

The Director of Student Affairs in liaison with other University organs ensures that students carry themselves with decorum in and outside the University and that they project a positive image of the University in accordance with the rules, regulations and policies governing students' conduct. Each Student is advised to acquaint him/herself with the University rules and regulations that are contained in the Student Information Handbook that is issued to every student on admission.

11.1.5: The Chaplaincy

The University places a high premium on the spiritual welfare of all its students. In this regard, it provides Chaplains for four major religious persuasions. These are: Catholic, Protestant, Seventh Day Adventist and Islam. The Chaplains' offices are located at the Business and Students Services Centre (BSSC). The Director, Student Affairs is charged with the role of supervising the chaplaincy.

11.2 Mentoring Programme and Career Development

The Directorate runs three key programmes, namely: Mentoring Programme, Growing Leaders Programme and Career Development and Placement. The objectives of the Mentoring Programme include:

1. *Assisting students to effectively transition from high school to university by helping them to settle down in their social and academic work,*
2. *Building strong social support systems for helping the vulnerable students,*
3. *Building a database of well-trained staff and student mentors,*
4. *Connecting students to the right mentors among many other objectives.*

Through the Mentoring programme, the University harnesses skills and knowledge from experienced teaching and non-teaching staff. The programme has successfully built strong character base for most students as witnessed in their pursuit of academic and professional excellence.

The Growing Leaders Programme offers the "Certificate in Leadership Development and Mentorship Course". This

is a six-week certificate course offered for free to all final year students of the University. The aim is to give them an advantage in the job market and entrepreneurial world.

The third programme, the Career Development is a very vibrant section that oversees the marketing of the University to various potential students from high schools and other institutions. This is in addition to advising KU students who have felt the need to change courses either at the commencement of the course or mid-stream. The section is famous for organizing the annual Career Week, an event that brings together several high schools, organizations and institutions for career mentorship talks, exhibitions and recruitment by the corporate organizations. Additionally, the career advisors participate in several conferences and workshops arranged by organizations seeking career advisory services outside the university. The centre is also in charge of organizing and coordinating industrial attachments and internships for the various schools within KU.

11.3 KU TV/Radio Services

Kenyatta University Media Group is a multimedia setup of KUTV, KU 99.9 FM and KUDigital media outlets with national and regional reach.

KUTV is a dynamic digital TV station revolutionizing the industry. This is being achieved through a mix of localized, interactive and consumer responsive programmes. Our programming is not only unique but also in line with the needs of our audience. KU 99.9 FM is the pinnacle of infotainment that provides a platform for students to nurture their talents and creativity through focus on educational themes and the nexus between academia, business and social issues. KUDigital media platform has attracted significant attention among the youth who spend most of their free time on the internet. The main aim here is to reach our audience with more authoritative messages focusing on education, life style and entrepreneurship matters.

Kenyatta University Media Group is committed to the pursuit of informing, entertaining, nurturing and enhancing lives as part of the mission of Kenyatta University.

Get in touch with us by tuning in to KU 99.9 FM, subscribe to all social media accounts of KUTV, Kenya and tune in to KUTV which is available on all free-to-air



set top boxes on signet and GOTV.

11.4 Directorate of Catering Services

The university offers catering services to students on campus through the various messes located in different zones of the University for ease of access. Of special concern is the provision of affordable and quality meals to students. Students are advised to eat in the university messes where food safety is closely monitored and the prices are pocket friendly. Payment for meals is made at the eating point. For more information, one may contact the Director Catering services through the email director-catering@ku.ac.ke

11.5 Directorate of Accommodation Services

Admission to the University does not guarantee accommodation on campus due to limited accommodation space in the university.

The University Policy on accommodation gives priority to first year undergraduate students (sponsored by the government), students with special needs and international students. The remaining room spaces are balloted for by the rest of the government sponsored students.

University hostels are safe and secure, and are manned on a 24 hour basis by qualified accommodation staff.

To be considered for accommodation, one must be a registered student for the given semester. The student must also apply for the same once a call is made for application for accommodation, at appropriate times through notices on the university website. ,

Payment for Accommodation

1. *Accommodation fee varies depending on, among others, room type and whether a student is government or privately sponsored. Details are available at the directorate of accommodation services which may be reached at: director-accommodation@ku.ac.ke.*
2. *Once a room is allocated, the applicable accommodation fee is invoiced into the student's account. A student may therefore check their fee statement for details of such fees.*
3. *Accommodation fee, just like tuition fee, is strictly paid into the Kenyatta University bank accounts. This rules out payment to any individual or by any*

other means such as mobile money transactions(e.g. M-Pesa or others or cash.

4. *If a student fails to take up the allocated room space in the university hostels, money paid for accommodation can only be transferred to the tuition account or to meals. This is subject to the student filling an accommodation reversal form available at the directorate of accommodation services office, within 7 days from the beginning of the semester.*

11.5.1 Accommodation Regulations

1. *a) University accommodation is governed by various rules and regulations which promote peaceful coexistence of students amid their diversity. These include:
 - i. *It is an offence for a student who has been allocated a room/bed space to sublet it to another student*
 - ii. *It is an offence for a non-resident student to rent a hostel room/bed space from a resident student.*
 - iii. *It is an offence for a resident student to host another student or non-student in the university hostel**
2. *These offences and others lead to serious consequences including heavy fines, expulsion from hostels, suspension from studying at the University, or a combination of the three.*
3. *For details on offences and penalties see the Brochure from the Directorate of Accommodation on the accommodation website <http://accommodation.ku.ac.ke>*

11.5.2 Off-Campus Accommodation

- a) *Students who miss out on accommodation within the campus are assisted to find suitable privately owned hostels outside the university that have been vetted and accredited. Detailed information on the vetted and accredited off campus hostels is found on the university website{www.ku.ac.ke} by clicking on 'students' followed by 'accommodation' then 'off campus accommodation'*
- b) *Students are advised to avoid seeking accommodation in non-accredited hostels.*

c) The Directorate of Accommodation Services monitors accommodation in off-campus hostels by keeping in touch with the proprietors to ensure that students are comfortable.

d) Students residing in off-campus accommodation may contact the relevant university office for assistance in case they encounter challenges requiring support.

For more information on accommodation, one may visit <http://accommodation.ku.ac.ke>

11.6 Directorate of Information and Communication Technology

The Mandate of the Directorate of Information Communication and Technology is to harness and mainstream information and communication technologies into all the teaching, learning, research, operational and management functions of the University and ensure that new developments in ICT are embraced and used to promote the vision and mission of the University.

Infrastructure

Kenyatta University has a world class ICT infrastructure which is integrated in the University's day to day processes, thus making learning easy and enjoyable for our students.

All the University's campuses, digital school learning centres and other outlying offices are inter-connected in a single Wide-Area Network (WAN), making all network services in KU Main Campus available to all the KU satellite campuses.

Internet Services

The University has a bandwidth capacity of 2.7 Gbps provided by KENET. Satellite Campuses connect directly to the main Campus Network. This has enhanced accessibility of resources online and the growth of learning and research in the University. The University has state-of-the-art computer labs in all the campuses, all equipped with high-speed internet connection.

Email Services

KU has implemented a Students' Corporate Email Service. Students email accounts are created using a secondary domain (@students.ku.ac.ke; the project has created more than 90,000 individual email accounts for all students. All individual student accounts are ready and can be retrieved through our online student email retrieval portal <http://studentmails.ku.ac.ke>. Once they retrieve their login details they can go ahead and login via URL: <https://mail.google.com>

Once students graduate, there is the option of changing their KU corporate email account to an alumni email account (@alumni.ku.ac.ke).

ICT Help Desk

All KU bonafide students are trained on how to use various ICT e-resources in the University. The training of all new students is scheduled after every new intake of students. The important ICT resources trained are: student portal, google corporate email and Google apps for education, eduroam wifi login credentials, student/lecturer online survey and the ICT Support site for logging requests (tickets).

To contact us for services, students log a request (ticket) via support.ku.ac.ke, or email us at director-ict@ku.ac.ke/support@ku.ac.ke or visit our website <http://www.ku.ac.ke/ict> for more information.

Computer Lab Services

The University has a large number of computer labs which are used to schedule computer-based programmes for practical sessions, online examinations through e-learning portal as well as online research and training.

Issuance and Personalization of Students Smart Card IDs is also carried out in the computer Lab.

Students online Services

KU has several students online service portals which allow students to access services online.

One such portal is the Student-Lecturer Evaluation System which enables students to evaluate the





performance of their lecturers online.

11.7 Students' Information services Students' online portal

KU supports Student Information Management Systems through which the following services are offered;

1. Online Student Registration, Online Unit Registration, Fee Statement Balances, Examination Results & Online Transcripts
– <https://portal.ku.ac.ke>
2. Online Hostel Booking- <http://hostel.ku.ac.ke>
3. Student-lecturer evaluation survey – <http://survey.ku.ac.ke>

All newly admitted students are trained on the above online services, KU corporate email and Google apps for education.

E-hospital information management system

The University has implemented an integrated hospital management system that facilitates online transactions and automates outpatients, inpatients, pharmacy, pathology, radiology, operation-theatre, procurement, inventory, nursing and MIS reports.

Graduate School System

It is used by Graduate School Administration, Departments and Graduate Students to update and track the progress of Graduate studies, seamlessly from admission to graduation. Graduate School staff will no longer have to use physical files to track students' progress which was not only time consuming but also inefficient.

Being a web-based system, no client installation is required and all the user needs is a web browser hence it is easily and widely accessible to users.

The system has automated reports which are generated by the system in the friendly format of PDF which is easy to print and send as email attachments.

11.8 Directorate of Research Support & Dissemination

The Directorate of Research Support and Dissemination supports research activities carried out in the University by staff and students. Research is one of the key focus areas at the university, alongside teaching and community outreach. Research is important for generating innovations, and for providing important opportunities to enrich the learning experience of our students at KU. Students with unique ideas are supported to conduct research to develop solutions not only to generate revenue through commercialization, but also to address important societal challenges.

Students are encouraged to look out for information on research activities within and outside the University sent to their corporate emails from time to time, and to take advantage and apply for any opportunities available. For more information, one may visit the website <http://research.ku.ac.ke/en/>

11.9 Director, Innovation, Incubation and University-Industry Linkages

The Directorate of Innovation, Incubation and University-Industry Linkages is located on the second floor of the Chandaria Innovation Centre, next to the Main Gate.

The Directorate, among others, provides mentorship to students on how to be innovators and entrepreneurs. Students are encouraged to visit the directorate physically or through the website www.ku.ac.ke/iiuil for more information

11.10 Centre for Gender Equity and Empowerment

Kenyatta University is committed to the principle of equity and equality. In this regard, every member of the University is accorded equal and fair treatment irrespective of their color, creed, age, race, ethnicity, gender, place of origin, physical disability, political affiliation or ideology. In view of the above, the University has established a Centre for Gender Equity and Empowerment whose aim is to create an environment that respects the diversity of staff and students and enables them to achieve their full potential, contribute fully and derive maximum benefits and enjoyment from their involvement in the life at the University.

The Centre for Gender Equity and Empowerment derives its guiding principles from the above statement that consequently drives to the following mandate: development, dissemination and implementation of the Gender Policy together with the Sexual and Gender-Based Violence Policy and to work towards the attainment of 40% involvement and participation of women in all operations of Kenyatta University. Its mandate also involves formulating ways of having female students in all courses and particularly in science and technology-based Programmes in order to embrace equity. The Centre in addition conducts sensitization workshops that aim at enhancing understanding of gender related issues. It also offers consultancy services and receives and acts on sexual and gender-based violence reports

11.11 Directorate of Disability Services

The University has an enrollment of students with varied disabilities: hearing, physical and visual for whom it has created a support system to enable them function better within a more inclusive environment. A rise in enrollment of students with disabilities at the University has necessitated greater coordination of disability-related services hence the establishment of the Directorate of Disability Services (DODS). We offer the following services to students:



- (i) *Providing students with visually impaired students with information in alternative format such as Braille large print, and in soft copy.*
- (ii) *Identifying, in collaboration with the Directorate of Accommodation Services, suitable accommodation facilities for students with special needs.*
- (iii) *Linking students with Disabilities to bodies that may offer financial assistance to persons with disabilities.*
- (iv) *Acquisition of assistive devices, through linkages with national and international organizations that may provide such devices.*
- (v) *Collaborating with University administration and teaching departments to ensure that students with disabilities particularly those with hearing impairment receive appropriate*

instructional and support services to facilitate their learning.

- (vi) Liaising with the administration, Estates and other relevant sections of the University to remove environmental barriers The Directorate also facilitates disability-sensitization and annually organizes a Disability Awareness Day at the Main and satellite campuses.*



11.12 Directorate of Sports and Games

The Directorate of sports and games is mandated to organize sports, games and recreational activities for students, staff and the community. The vision of the Directorate is to be an effective and competitive centre of excellence in sports training coaching, fitness and character development.

The objectives of the Directorate are to:

- 1. Offer specialized coaching and consultation services to students, staff and the community in different sports disciplines.*
- 2. Provide recreational and leisure time opportunities for the students, staff and Kenyatta university community. Create opportunities for the students with talent in sports to compete at national and international levels; Effectively prepare and enter teams in local, national and international championships.*
- 3. Facilitate skill training and effective utilization of leisure time.*
- 4. Provide continuing education (attachment/ internship) opportunities for personnel in the area of sports science and leisure management for higher academic awards in sports.*

The Directorate offers Football, Rugby, Hockey, Volleyball, Netball, Handball, Basketball, Tennis, Table Tennis, Squash, Badminton, Chess, Scrabble, Darts, Boxing, Bodybuilding, Taekwondo, Swimming, Athletics (Track And Field), Scrabble, Karate, Roll ball, Wood ball, Judo, Goalball, Cricket, Softball for both men and women. The Directorate also offers short-term courses in coaching, sports management, training and mentorship.

The Directorate boasts of a wide range of sports infrastructure for all recreational and competition needs. These include 2 swimming pools, 2 gymnasiums, 5 soccer fields, 10 tennis courts, 10 volleyball courts, 2 rugby fields, 5 badminton courts, 1 squash court, 4 netball fields, 2 athletics track and field, 5 handball courts, 2 hockey

fields, 5 basketball courts, 2 halls for indoor sports, a campsite for team building and camping activities, 1 softball court and 3 cricket pitches.

Internal competitions offered are: Kenyatta University Sports Day, Culture Week sports, Inter Campuses Games Inter Schools, Inter Hostel, Inter Years, Inter-discipline Athletic Competitions and Sports Day for people with disability. University competitions include: Kenya Inter-universities Leagues and Championships, East Africa Universities Games, Africa University Games, World University Games. Other competitions are national leagues, invitational tournaments, friendly matches, club championships (national/regional).

The Directorate works in close partnership with KUSA (Kenya Universities Sports Association) and its affiliate conferences (Nairobi, Rift, Coast, Central, Nyanza and Western); EAUSF (East Africa Universities Sports Federation) FASU (Federation of African Universities Sports) Federation, Africaine Du Sport Universitaire; FISU (International Federation of Universities Sports) Fédération, Internationale du Sport Universitaire and National Sports Federations

11.12.1 Directorate's achievements over the years are: -

- 1. KU football team finished position 3 in the Africa Students' Football Union Championship held in Lagos, Nigeria in 2019.*
- 2. Position 3 in 2018,2016,2014, 2013 and 2010 editions of the East Africa University Games; KU has been the best public University in these editions of the games*
- 3. Winners in 2018, 2017, 2016, 2015, 2014, 2013, 2012 editions of the annual Kenya universities Sports Association women games. KU women teams have emerged champions since the women games were first held in 2012.*
- 4. Winners in the 2017, 2015, 2013,2011,2009,1989 editions of the Bi annual Kenya Inter University Games, KU has won all the editions since the inception of the games in 1989.*

11.13 Community Outreach and Extension Programmes

Kenyatta University takes pride in committing its service to humanity. This is achieved through community outreach activities organized by the Registrar, Corporate Affairs with the objective of facilitating the Kenyatta University Community to reach out and touch the lives of Kenyans; by extending knowledge, skills, information and other resources that would improve the quality of their life. Extension of knowledge and skills is expected to help communities identify, mobilize and utilize the resources available to them for their own development thus making the outreach activities participatory.

The Kenyatta University Community has capacity and resources drawn from diverse areas of training and experiences as guided by the following objectives:

Objectives

1. *To sensitize the University community on the importance of reaching out to communities.*
2. *Conduct baseline surveys on community needs and available resources for evidence-based interventions.*
3. *To work with and facilitate the University community in identifying, developing and implementing community need- based projects.*
4. *To link KU researchers with communities outside the University for dissemination of research outputs that can help improve their lives.*
5. *To mobilize resources to support implementation of the programmes through writing of grant proposals.*
6. *To establish and nurture collaborations with institutions/ organizations and /or individuals in propagating the implementation of the programmes.*
7. *To assist the University community in identifying, planning, developing, implementing monitoring and evaluating projects as guided in the programme.*
8. *To mobilize resources from the University community to mitigate against national crises by addressing some of the basic human needs.*

Existing Programmes in COEP

Community Need Based Projects (CNBP)

This Programme involves participatory identification of specific needs within a community and using that information to develop and implement interventions.

Community Research Based Programmes (CRBP)

These are programmes derived from concluded research findings by the university researchers. They may upscale the application of the key and relevant recommendations from these and other research reports.

Community Learning Based Programmes (CLBP)

These are the programmes associated with students on attachment, teaching practice or other community service requirements in their training. The major programme here is the Students' Community Service Programme.

Students' Community Service Programme

The programme facilitates Kenyatta University students to reach out and offer services to their communities as they also learn from the experience that they acquire through their interaction with the community they serve. The aim of this programme is to enable the University students to participate in community service during the University vacation. The University receives feedback from the host communities.

Response to National Crises Programme

National crisis shall be defined as any occurrence that leads to disturbance of peace and disruption of normal living conditions affecting the entire or sections of the population. Kenyatta University responds to the crisis based on the needs of the people affected.

11.14 Health Services



Health Services are offered at a Health Centre under the Directorate of University Health Services, located between the University Chapel, the gymnasium and the University Motor Yard (transport), at the Main Campus. It is headed by a director and is open 24 hours, seven days a week.

It is composed of the following sub-units: the Outpatient Clinic, the Sick Bay and the Kenyatta University Family Welfare and Counselling Centre. Most of the drugs prescribed are available in the pharmacy and majority of lab tests are performed at the health Centre's laboratory. There are specialized clinics which include: Reproductive Health, Diabetes & Hypertension, Dental, Nutritional, Psychiatric and Ear Nose & Throat (ENT&). Satellite Campuses have health units offering basic medical services.

The students' medical scheme covers outpatient and inpatient expenses at the health centre, but does not cater for dental and optical care. Payments for services rendered to students outside the KU Health Centre, whether inpatient or outpatient is the responsibility of parents/guardians. General or chronic cases which may not be immediately handled at the KU Health Centre are referred to Kenyatta National Hospital.

Parents/Guardians are strongly advised to take the National Hospital Insurance Fund (N.H.I.F), which will cover their sons and/or daughters, who are under 25 years old. Students who are above 25 years are advised to take annual N.H.I.F cover for themselves

International students are required to take Medical Insurance cover ahead of their reporting to Kenyatta University and provide evidence of the same during registration. The students are required to renew their medical covers one month to their expiry and submit evidence of the same to the Centre for International Programmes (CIP).

The following numbers are for emergency medical services - 24 hours a day:

- | | | |
|----|--------------------|--------------|
| 1) | Nursing Department | - 020503836 |
| 2) | Ambulance Service | - 0202503838 |

11.15 Directorate of Endowment and Alumni Programmes

The Endowment and Alumni Programmes' Directorate (EAPD) at Kenyatta University was established with the purpose of coordinating and consolidating all activities relating to endowment, resource mobilization, scholarships and the alumni fraternity. The Directorate has four sections: Kenyatta University Foundation (KUF), Financial Aid Office (FAO), Alumni Programmes and Endowment.

The Directorate runs various programmes for Orphans and Vulnerable Students' (OVS). This support entails:

Administration of KU scholarships which are advertised in May-June yearly, liaising with the leadership of the student body in the disbursement of the Somesha Mwenzako KUSA - Initiative Fund to needy students. Mentorship programmes for students enrolled for the OVS Fund scholarships, community outreach service, which is conducted every second semester of the year, as a way of giving back to the society and running of income -generating activities (e.g. managing the OVS tuck-shops) that build students' business skills.

Alumni Programmes is the arm that seeks to serve all alumni of the KU community. Since inception, various initiatives targeting KU Alumni have been ongoing. These include: membership registration, issuing of the MasterCard, communication through existing platforms (WhatsApp groups, face book, twitter), Alumni reunions, and participation of Alumni in key university functions like graduations election of Chancellor and establishing Alumni Chapters.

11.16 Directorate of Wellness and Rehabilitation Services

The Directorate of Wellness and Rehabilitation Services seeks to ensure the psychological wellness of students and staff by providing psychological counselling in intra and inter personal issues, such as stress management, alcohol and substance abuse as well as relationships. Students receive information regarding smooth navigation of University life, thus ensuring their timely graduation.

The Directorate also advises students on issues such as: Pursuance of healthy academic practices, avoiding all forms of examination malpractices, prudent use of resources, avoidance of toxic relationships and observance of safety measures. In addition, the Directorate engages in the preventive and management aspects of HIV/AIDS response. The preventive aspects include sensitization talks that increase HIV knowledge among staff and students. Kenyatta University is a registered HIV testing site and thus HIV testing services are provided at the Ghana 4 clinic on all week days from 8 to 5pm. Clients who are HIV positive are screened for TB and other opportunistic conditions and linked to Comprehensive care at the same clinic:

In the spirit of impactful fulfillment of its mandate, the Directorate organizes events such as HIV testing, alcohol and drugs abuse prevention campaign week and also synchronizes some of the activities with major University events such as the Culture Week. In addition, various student clubs such as KUSACO, Red Cross, Peer Counsellors and Amazing Minds are always at the forefront in helping the Directorate fulfill its mandate, in ways that are youth friendly. The Directorate also has vibrant partnerships with external bodies that include: NACC, AHE, NASCOP, APHIA JIJINI, KEMSA, NACADA, World Vision, Basic Needs and Alfajiri Community Based Organization.

11.17 Directorate of Security Services

11.17.1 Student Safety and Security on Campus

Kenyatta University is committed to the provision of Security and Safety to all students on Campus. The University has a Directorate of Security Services headed by a Director. It is located next to the Transport Yard, and opposite the Sports and Games Directorate. The Directorate has security officers distributed across the University and its campuses who are readily available and accessible for assistance on-a-24 hour basis and can be accessed through the following telephone numbers: 0725471487 or 0786401124 ,0208704408.

Students are advised to take personal responsibility so as to ensure their own security and safety. For instance Students are advised:

- a) *To avoid loitering during the night both within and outside the campus.*
- b) *To avoid walking in deserted and dark areas.*

- c) *To take care of their personal property, especially valuables*
- d) *Report any stranger hanging around the hostels in the university*
- e) *To inform the Security Directorate about any situation that may be a threat to their security, safety and peace.*
- f) *Avoid attending parties and functions with /of strangers.*
- g) *That while walking, use the pedestrian footpaths provided within the University and cross the roads ONLY at the designated crossing points.*

For further information about security and safety visit <http://security.ku.ac.ke/>

11.17. 2 The Safety and Security of Non-Resident Students

While on Campus during the day, Commuter or Non-Resident students shall be guided by the Rules and Regulations governing students' life on Campus.

The responsibility for the safety and security of non-resident student lies in their own hands. The habits and character of an individual has a lot to do with his/her safety levels. It is therefore incumbent upon every student residing outside the university compound to ensure the following:

- i) *Avoid staying out late at night.*
- ii) *Be in the company of some friends if one must be out late.*
- iii) *Avoid drunkenness and socializing in public places whose security cannot be determined.*
- iv) *Apply discretion in all circumstances.*
- v) *While walking along public roads, use pedestrian footpaths, cross at the designated points and adhere to traffic laws.*
- vi) *If in any kind of danger, the student should call the following security emergency numbers: 0725471487, 0786 401 124 or 0208704408*

Note: The Law of the Land is fully operational inside and outside the University premises, and must be adhered to by all citizens; students included.

11.17.3 Fire Safety Unit

The university has a fire unit on call 24 hours that is managed by qualified personnel. The fire safety unit is responsible for prevention and management of occurrences of fire incidences in the University.

Fire Prevention

It is illegal for students to cook in their hostel rooms as this possess a risk of fire.

Students are advised to refrain from making illegal electrical connection or interfering with any electrical cables.

Students are warned against smoking and use of candles in the hostels as these may pose risk of fire.

11.18 Confucius Institute

The Confucius Institute at Kenyatta University was unveiled in 2008 becoming the second Confucius Institute in Kenya. The Institute has since grown and graduated thousands of students at various levels of Chinese language proficiency. The Institute serves the Kenyatta University student fraternity as well as other interested parties and stakeholders.

The Institute has continued to be vibrant, executing its core mandate of teaching Chinese Language and Culture through the regular classes and other related classroom and club activities, as well as enhancing cultural ties between Kenya and the People's Republic of China. An important long-term goal of the Institute is to expand students' career choices and opportunities through their acquisition of Chinese as a foreign language.

This is in recognition of the fact that the world is becoming very competitive and this calls for acquisition of diverse skills. Acquisition of skills in foreign languages such as Chinese and other United Nations working languages by Kenyans, will make them competitive in the global job market.

The Institute's vision is to be a dynamic, self-reliant and independent centre of excellence in provision of quality teaching in all Chinese Language and Culture Programmes.

11.19 Library Services

Kenyatta University Post Modern Library plays a very central role in supporting learning, teaching and research in the University. This is done through the provision and dissemination of personalized and specialized information services for academic excellence, quality education and innovative research. It has fully embraced ICT to maximize access to information resources.

The library has a seating capacity of 6000. It holds a large collection of over 500,000 volumes of books and 32 titles of periodicals in print. It also subscribes to over 35 electronic databases of full text books and journals which are accessible within all the campuses and also through the off-campus access platform.

It offers various services to all users, including those with special needs such as the visually impaired, physically-challenged and the hearing-impaired. The services include lending, reference and information services, current awareness service (CAS), selective dissemination of information (SDI), bindery and photocopying services, reading carrels, discussion rooms, laptop registration as well as free wifi to enhance information access.

The library also offers user information literacy training covering general orientation, the online public access catalog, search techniques for electronic databases, citation and referencing management tools, anti-plagiarism policy and Turnitin software training, publishing advice and institutional repositories. All these inculcate lifelong learning skills and responsible use of information in scholarly writing.

The Library participates in community outreach services as part of the institutional corporate social responsibility in form of book donations and hosting visiting schools. During such visits, staff advise students on working hard so as to secure an opportunity to study in Kenyatta University and other higher education institutions.

11.20 Kenyatta University Bookshop

The University has a bookshop that sells books, stationery and accessories. Parents are encouraged to request the students to visit the bookshop for purchase of books and other accessories.



For further details, please see
The Student Information Handbook or contact
The Director, Student Affairs
P.O. Box 43844 00-100, GPO, Nairobi
E-mail: dean-sa@ku.ac.ke
Cell-phone: 020 2310720, 020 8704469