

KENYATTA UNIVERSITY

STUDENT INFORMATION HANDBOOK

K



2022 - 2026

The background of the top section is a close-up, slightly blurred image of the Kenyan flag, showing the red, white, green, and black stripes with the traditional Maasai spears and shields in the center.

NATIONAL ANTHEM

Oh God of all creation
Bless this our land and nation Justice be our shield and defender
May we dwell in Unity

Peace and liberty
Plenty be found within our borders

Let one and all arise
With hearts both strong and true Service be our earnest endeavour
And our homeland of Kenya Heritage of splendour

Firm may we stand to defend

Let all with one accord
In common bond united
Build this our nation together And the glory of Kenya

The fruit of our labour
Fill every heart with thanksgiving

KENYATTA UNIVERSITY ANTHEM

Renowned fountain of knowledge Well of learning experience

A bubbling spring of wisdom
A promise of a better tomorrow

A granary of Higher Education
Seat of literary flowering Enhancing national culture
Illuminating our future

A beacon of national pride
Tower of learning might
A star shining bright and clear Ensuring a richer posterity

Kenyatta, Kenya
Oh Kenya, our nation's star
Kenyatta, our nation's pride

Kenyatta, University of our time

This Student Information Handbook belongs to:

Name: _____

Registration Number: _____

School: _____

Residence: _____

Email: _____ Mobile Number: _____

This Student Information Handbook was prepared with available information at the time of publication. However, Kenyatta University reserves the right to amend, without notice or obligation, any information and statement in it as deemed necessary. The online version can be found at www.ku.ac.ke and is considered the most updated version and should be referred to at all times.

This Student Information Handbook provides a resource and reference guide to key University operations, policies and regulations. Additional information can be found in other University publications, including but not limited to: University Calendar, catalogue, brochures and University memoranda. Students should keep abreast with the latest policies and procedures so promulgated. They supersede all other procedures and policies that precede them.

FOREWORD

This Student Information Handbook is meant to give you general information on the academic and non-academic aspects of Kenyatta University, and the services that go along with them. Kenyatta University is guided by very clear and focused vision, mission and philosophy statements aimed at equipping students with the best skills and attitudes to help them fit in society and serve humanity in the best way possible. As a student, you are our most important client. The University is well aware that our students come from diverse backgrounds, and hence, interpret and confront challenges of University life in different ways.

To help you deal with these challenges, the University strives to continuously provide a suitable academic and social environment to help you realize your full potential. It is for this reason that the University has put in place support systems to make your university life as comfortable as possible.

Whereas the University will endeavour to avail and improve support services, we would like you, on your part, to realise that studentship all over the world has been undergoing major paradigm shifts. University education has expanded tremendously and competition in the job market is intense. It is no longer enough to present a degree certificate and a résumé to get employment. Employers want to know your background and especially your alma mater. You are at an advantage if you are an alumnus of a university that is in the limelight for good reasons. The image of your alma mater will always precede you wherever you go. It is therefore your primary duty to enhance this image.

I urge all students to read this handbook carefully in order to familiarise themselves with the services and activities on offer, and policies that inform them. This student handbook contains rules and regulations that will guide your conduct on and outside campus. Compliance with these rules and regulations will make a very big difference in your life while on campus and long after graduating. Your adherence to these rules and regulations, your full participation in academic and non-academic activities, your respect for order and sustained pursuit of our core values will constitute and define your roadmap to success.

Welcome to Kenyatta University and enjoy your studentship.



PROF. PAUL K. WAINAINA, Ph.D
VICE CHANCELLOR, KENYATTA UNIVERSITY



CONTENTS

1.0	GENERAL INFORMATION	1
1.1	Introduction: The Student Information Handbook	2
1.2	Historical Overview of Kenyatta University	3
1.3	Administrative Hierarchy of Kenyatta University	5
1.4	Who is a Kenyatta University Student?	5
1.5	Student Identification	6
1.6	Communication and the Flow of Information in Kenyatta University	6
1.6.1	Notice Boards	6
1.6.2	The Kenyatta University Television and Radio Services	6
1.6.3	The Kenyatta University and KUSA Newsletters	7
1.6.4	The Kenyatta University Website and E-Mail Services	7
1.6.5	Social Media	7
1.6.6	Student Mail Service	8
2.0	THE DIRECTORATE OF STUDENT AFFAIRS	9
2.1	Mandate of the Directorate	10
2.2	Student Clubs and Societies	10
2.3	Student Governance	17
2.4	Other Student Activities	18
2.5	Needy and Vulnerable Students	19
2.6	Resource Centre and Services for VI Students	19
2.7	The Kenyatta University Chaplaincy	20
3.0	SUPPORT SERVICES AND FACILITIES PROVIDED BY OTHER RELEVANT UNIVERSITY OFFICES	21
3.1	Directorate of Sports and Games	22
3.2	Directorate of Career Development and Mentoring Programmes	23
3.3	The Kenyatta University Health Services	23
3.4	Referral, Inpatient and Hospital Insurance Cover	24
3.5	The Endowment & Alumni Programmes Directorate (EAPD)	25
3.6	Directorate of Accommodation Services	25
3.6.1	Residence on Campus	25
3.6.2	Off Campus Accommodation	25
3.7	Directorate of Catering Services	27

3.8	Directorate of Wellness and Rehabilitation Services	28
3.9	Directorate of Disability Services	28
3.10	Directorate of Information, Communication and Technology (ICT)	29
3.11	The Business Student Services Centre (BSSC)	30
3.12	Directorate of Innovation, Incubation and University-Industry Linkages	30
3.13	Centre for International Programmes and Collaboration	31
3.14	Public Complaints Office	31
3.15	Library Services	32
3.16	KU Bookshop	33
3.17	Student Security and Safety on Campus	34
3.17.1	Safety of Students	34
3.18	The Safety and Security of Non-Resident Students	36
3.19	Students' Centre Annex	36

4.0	INFORMATION ON ACADEMIC MATTERS	37
4.1	Attendance of Lectures	38
4.2	Modes of Study	38
4.3	Modes of Delivery	38
4.4	Programmes Offered at Kenyatta University	38
4.5	Admission and registration into Different Academic Programmes	39
4.5.1	Registration of New Students	39
4.5.2	Registration for each Semester	40
4.5.3	University Fees	40
4.5.4	Mode of Payment	40
4.5.5	Orientation	41
4.5.6	Matriculation	41
4.5.7	Inter / Intra School Transfer	41
4.5.8	Semester Off	41
4.5.9	Registration for Continuing Students	42
4.5.10	Withdrawal from a Unit	42
4.5.11	Unit Load	42
4.5.12	Auditing a Unit	43
4.6	University Examinations	43
4.6.1	Examination Regulations	43
4.6.2	Examination Grading	45
4.6.3.	Incomplete	45
4.6.4	Retake	46

4.6.5	Academic Warning	46
4.6.6	Discontinuation on Academic Grounds	46
4.6.7	Practicum, Attachment and Teaching Practice	46
4.7	Examination Irregularity	47
4.7.1	Penalties	48
4.7.2	Appeals on Discontinuation Due to Examination Irregularity	48
4.8	University Awards	49
4.8.1	Result Slips and Transcripts	49
4.8.2	Degree Classification	50
4.8.3	Letter of Completion/Award	50
4.8.4	Graduation	50
4.8.5	Opportunities for Further Studies	52
4.8.6	Convocation/Alumni	52

5.0 GENERAL RULES AND REGULATIONS GOVERNING STUDENT CONDUCT AND STUDENT DISCIPLINARY PROCEDURES 53

5.1	Introduction	54
5.2	Regulations Governing Student Conduct	54
5.3	Disciplinary Procedures and Penalties for General Offences	58
5.4	Major Offences	59

1.0 GENERAL INFORMATION

K





1.1 Introduction: The Student Information Handbook

The Student Information Handbook is an important document which all students must have and familiarise themselves with. It gives important general information about the University, on academic matters, as well as guidelines on student activities, and conduct on campus and even outside it.

The Handbook incorporates summarised basic information which complements detailed information contained in University policies, statutes, documents and circulars from authorised University Officers. It provides wholesome instruction on life on campus, and will remain a major reference point throughout a student's life.

1.2 Historical Overview of Kenyatta University



1965

The history of Kenyatta University dates back to 1965 when the British Government handed over the Templar Barracks to the newly independent Government of Kenya. The Government converted the barracks into a college, then known as Kenyatta College. It offered Secondary and Teacher Training Education leading to the award of Secondary Teacher 1 (S1) and Secondary Teacher Advanced Level (SA) certificates.

1970

Following an Act of Parliament in 1970, Kenyatta College became a Constituent College of the University of Nairobi (UoN), the name changing to Kenyatta University College (KUC) later on. The institution admitted its first batch of 200 students in 1972 to pursue studies leading to the award of Bachelor of Education (B.Ed.) Degree of the University of Nairobi. In 1975, the Teacher Training Education Programmes, S1 and SA were phased out to give way to the Bachelor of Education Degree Programme and a two-year Undergraduate Diploma in Education.

1978

In July 1978, the Faculty of Education of the University of Nairobi was transferred to Kenyatta University College. Kenyatta University College achieved full-scale University status on August 23, 1985 when the Kenyatta University Act (1985) received Presidential assent. The Act became operational on September 1, 1985. Kenyatta University was inaugurated in December, 1985.



Kenyatta University's Main Campus is set on 1,000 acres of land, some 17 kilometres to the North-East of Nairobi City, along the Thika Super Highway. This is a serene, pleasant environment, conducive for academic engagement.

Kenyatta University has established campuses in strategic locations across the country with the objective of bringing tertiary education closer to the people. These include Mombasa Campus at the Coast; Parklands and City campuses in Nairobi City; Kitui Campus, Nakuru Campus, and Embu Campus.

The presence of Kenyatta University is further assured throughout the country through its Digital and Open Learning centres in towns such as Nairobi, Embu, Nakuru, Kisumu, Kakamega, Mombasa, Garissa and Nyeri.

Currently, KU is one of the premier universities in the country, offering relevant and quality programmes through the following Schools: Education; Pure and Applied Sciences; Humanities and Social Sciences; Security, Diplomacy and Peace Studies; Environmental Studies; Business; Economics; Hospitality Tourism and Leisure Studies; Law; Creative Arts, Film and Media; Engineering and Technology; architecture and Built Environment; Agriculture and Enterprise Development; Public Health and Applied Human Sciences; Medicine; Nursing and Pharmacy. The Graduate School registers and co-ordinates all students who are admitted into Postgraduate programmes for their Masters and Doctorate degrees.

1.3 Administrative Hierarchy of Kenyatta University

The University is headed by the Chancellor who advises the University Council on matters he considers necessary for the betterment of the institution. Up to the year 2002, the President of the Republic of Kenya was the Chancellor of all public Universities. In 2003, the Government effected a major shift in policy that allowed the Head of State to appoint a Chancellor for each University. The Chancellor has authority to confer degrees and award diplomas and certificates to graduates.

The University Council is headed by a chairperson who chairs its meetings. The Council ensures that the University has a proper and functional management structure and also monitors and evaluates the implementation of strategies, policies and plans of the University in accordance with the relevant laws and regulations.

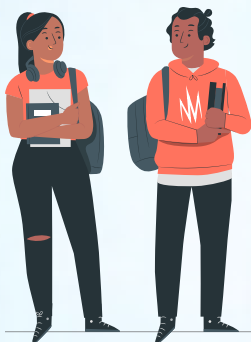
The Vice-Chancellor is the Chief Executive Officer of the University responsible for the day to day running of the institution. She/he chairs Senate and all its committee meetings and is the custodian of all University articles of administration. The Vice-Chancellor is assisted in the running of the University by; four Deputy Vice-Chancellors, four Registrars, a Chief Finance Officer, a Chief University Librarian, Deans of Schools, Chairpersons of Departments, the Chief Legal Officer and Directors of various Directorates, Centres and Units. All these officers and their offices work together to make sure your stay at Kenyatta University is fruitful and enjoyable.

1.4 Who is a Kenyatta University Student?

As per the Statutes of Kenyatta University, a student is a person who is registered in the University during a current academic year for a first or higher degree, diploma, and certificate or, such other qualification or courses of the University as may be approved by the Senate as qualifying a person for the status of a student.

A bona fide student for a particular semester is one who has paid the fees and is registered online for the units offered in that semester.

Only bona fide students are entitled to services offered by the University in a particular Semester.



1.5 Student Identification



Every student is expected to have a valid University Identity/ Smart Card at all times, which he/she must show on demand by any officer of the institution. Crucial services may only be offered on production of the card. This card is University property and is not transferable to any other person. Students are advised to keep their cards safely at all times. Allowing anyone else to use the card or any other University document assigned to you as a student constitutes serious misconduct which attracts disciplinary action as per the rules governing student conduct.

1.6 Communication and the Flow of Information in Kenyatta University

1.6.1 Notice Boards

A major medium of passing information on KU Campuses is the Notice Boards. These are located in various strategic positions on the campuses.

Notices are released by authorised officers of the University on matters pertaining to their specific mandate.

It is imperative that students develop the habit of reading Notices.

Where students are concerned, only the Secretary-General may speak on behalf of KUSA and release circulars as directed by the Students Governing Council as per Article 39(2) of the KUSA Constitution. Copies of such Notices have to be deposited with the Director, Student Affairs.

Secretaries or Organizing-Secretaries of registered clubs and welfare associations may post notices for meetings after they have been approved by the Director, Student Affairs.

During the KUSA election season, student campaign posters will be mounted strictly only on specifically designated notice boards, and nowhere else. Candidates whose supporters or themselves, flout this regulation risk disqualification by the KUSA Electoral Commission.

1.6.2 The Kenyatta University Television and Radio Services

Kenyatta University operates a radio station, the KU 99.9 FM, which draws 90% of its workforce from the student body. The students work as volunteer presenters, reporters, and news anchors/editors. They are recruited through a rigorous audition process held once every academic year. This pool of presenters and reporters comprises

individuals pursuing different degree programmes, creating diversity in knowledge that is of advantage to the student fraternity. This medium has become critical in passing information, entertaining and educating the University Community and residents in its environs. KU 99.9 FM provides opportunities for students to study and enhance their experience in journalism.

The University has a television station that complements and expands the services offered by the radio station.

1.6.3 The Kenyatta University and KUSA Newsletters

The KU Newsletter is a fortnightly publication from the Office of the Vice-Chancellor. It covers and reports on major events in the calendar of the University.

The Information and External Affairs Committee of KUSA is mandated to produce at least one newsletter per semester covering student activities and highlights of University events.

1.6.4 The Kenyatta University Website and E-Mail Services

The Kenyatta University website: www.ku.ac.ke, is a very important source of Information. All students are advised to visit it frequently. Every student has been assigned a corporate e-mail address for individual as well as official communication. It is crucial that one checks his/her e-mail address regularly.

1.6.5 Social Media

The University has created social media platforms to ease the flow of information and encourage inquiries on University matters. Such platforms include Facebook, Twitter, Pinterest and online Chat.

The University places great emphasis on positive and responsible use of these platforms.

Guidelines governing student use of the social media are contained in the KU Student Social Media Policy. Every student is required to read this policy carefully.





Caution:

Abuse or misuse of internet and social media (e.g. Facebook, Twitter, Pinterest, etc.) is prohibited by State Law and the University Rules, Regulations and Policies. (See Social Media Policy http://www.ku.ac.ke/student_affairs/resources)

1.6.6 Student Mail Service

There is a Post Office next to the new Graduate School. Students are advised to give their correspondents an accurate address to minimise chances of their incoming mail/letters from getting misdirected. It should include the following details:

- Student Name Hostel and Room
- Department Kenya University
- P.O. Box 30553 – 00100, NAIROBI.
- Student corporate Email

Every student MUST provide their full details in the Joining Instruction Forms (KU/1 – 6) at the start of First Year, and also ensure that contact information, telephone numbers and next of kin details are up-to-date in the student data system.

A student is encouraged to use his/her corporate Email for all correspondence with the University.

Non-Resident students at KU Main Campus, Ruiru, Parklands and City Campuses should have their letters addressed as follows:

- 
- Student Name
 - Campus (e.g. Ruiru)
 - Department
 - Usambara 2,
 - Office No. 7
 - Kenya University
 - P.O. Box 30553 – 00100,
 - NAIROBI.

It is the responsibility of the students to check their mail in the designated offices.

Addresses of Satellite Campuses and key University offices are indicated at the end of this document.

2.0

THE DIRECTORATE OF STUDENT AFFAIRS

K



2.1

Mandate of the Directorate

The University recognises the students as its primary clientele. The Office of the Director, Student Affairs, is charged with the responsibility of co-ordinating student activities and support services. These services and activities are at the centre of student welfare. The Directorate works closely with other offices of the University in implementing policies that govern the delivery of these services and activities. In the Main Campus, the office of the Director, Student Affairs is located on the first floor of the Business and Student Services Centre (BSSC).

The Director is assisted by the Deputy Directors, Administrators, Chaplains and Wardens at the main campus. In Satellite Campuses, the Director works closely with the Deputy Directors and Wardens.

Key activities undertaken by the Directorate include:

- Participation in the orientation of first year students.
- Registration and renewal of students' Clubs and associations.
- Overseeing student conduct.
- Follow-up on status of sick students.
- Co-ordination and facilitation of activities organised by the Kenyatta University Students Association (KUSA) leadership.
- Facilitation of student representation on various University Committees and Boards.
- Facilitation of student applications for Higher Education Loans Board (HELB).
- Processing of internal and external bursaries.
- Co-ordination of pastoral care and guidance of students through Chaplaincy Services.

The office works closely with other directorates, departments, sections and units to ensure facilitation and participation of students in local, national and international competitions.

2.2

Student Clubs and Societies

Kenyatta University is committed to creativity, excellence and self-reliance. To achieve these objectives, the University encourages and facilitates nurturing of talents through suitable student activities. These are carried out through various Clubs and associations organised and facilitated by the University under the supervision of designated offices in liaison with the Director, Students Affairs.

The University encourages students to enrol in clubs

and associations as a means for nurturing creativity, innovation, leadership skills, community outreach and professional pupillage. These clubs and associations are run by students and add value to their academic qualifications at the end of their studies as follows:

- They provide for social and intellectual interaction among the students on campus.
- They also help in developing links with industry and other professional bodies outside the University, as well as nurturing talent and shaping character.
- Some of the clubs provide services to the community through their outreach programmes.

Associations are county-based and are encouraged only because of their welfare-oriented agenda. Deviation from this welfare-oriented agenda will lead to automatic deregistration of the association (s) concerned.

The following regulations govern the existence of clubs and associations:

- All student clubs and associations should be registered with the Office of the Director, Student Affairs.
- Each club/association must keep an up-to-date constitution, a file for the correspondence, a register of members, and hold elections as per their constitution.
- All clubs/associations are required to have a member of staff as the patron of the club/association.
- A club/association should have at least 15 members.
- To facilitate proper planning officials of a club/association wishing to hold a meeting must make a booking with the building's designated Caretaker through the Director, Student Affairs, at least seven (7) days before the day of the meeting. This procedure must be observed.

At the beginning of every academic year the club/association officials must renew their registration by filling and submitting the relevant official forms to the Director, Student Affairs.

- Club/association officials must submit a plan of action for all activities planned for the current semester, to the Director, Student Affairs
- Professional clubs/associations that wish to invite an external guest are required to submit a written

request signed by the club/association Patron, at least fourteen ((14) days before the function to the Director, Student Affairs. This will be done after close consultation with the Registrar, Corporate Affairs and the Director, Student Affairs. No student is allowed to invite a guest(s) from outside the University without requisite approval.

- Club/association officials are expected to furnish the Director, Student Affairs with Progress reports of their activities at the end of every semester.
- All clubs and associations are expected to organise at least one community outreach activity in an academic year.
- Certificates of active membership in a club/association will be issued at the end of one's study at the University. Certificates of participation may be issued if an event/activity is of substantial magnitude and agreed upon by the officials, the Patron and the Director, Students Affairs.

Students are encouraged to register with at least one of the clubs and/or associations and to actively participate in its programmes.



1	Mechanical Engineering	32	Biochemistry Students
2	Accounting Students' Association	33	Nutrition Club
3	Medical Lab	34	Pro-Life Club
4	Muslim Association	35	AIESEC. Club
5	Computer Science Club	36	Red Cross
6	Environmental Club	37	Industrial and Analytical Chemistry
7	Chama Cha Kiswahili	38	Students In Free Enterprise [S28.I.F.E.]
8	Disabled	39	K.U. Engineering Club
9	Literature Society	40	Christian Union
10	English Club	41	Telecommunication K.U. MODEL [I.TU.]
11	Seventh Day	41	Innovation and Design
12	Geographical Club	43	Microbiology
13	Actuarial and Insurance Students Association	44	Young Researchers Assoc.
14	K.U. Child Welfare Association	45	Female Students in Science and Technology
15	Global Leadership Interlinks Club	46	Youth Against Drug Abuse
16	Business Students Club	47	Scrabble Club
17	Aids Control Org Club	48	Young Preneurs Club
18	Model United Club	49	K.U. Banking Students
19	Public Health	50	Special Need Edu.
20	Triple E. Theatre Club	51	Initiative for Dev. of Education in Africa
21	Message Believers Club	52	Psychology Association
22	Rotaract Club	53	Entrepreneurship Club
23	Journalism Club	54	Christian Postgraduate Fellowship
24	K.U. Hockey Club	55	Finance Society Of K.U.
25	Environmental Health Club	56	Energy Corps Club
26	International Youth Fellowship	57	Management Science
27	President's Award	58	Vides KU Chapter
28	St. John Ambulance	59	Blaze Creative Club
29	Panthera Scouts	60	Stump It Out
30	Economics Club	61	Africa Youth Initiative
31	Biotechnology	62	(ICT Society Of Ku)

63	Information Communication Technology	92	Students in Finance Assoc.
64	Hospitality and Tourism	93	Agriculture for Development
65	Leadership Development Program	94	Population Health
66	Give Unit Club	95	Debating Club
67	Community Management	96	Sociology Club
68	Electrical and Electronic Engineering Club	97	Manufacturing
69	Medicine Students	98	Law Students
70	Traveling Theatre	99	Political Science
71	Student Nurses Assoc.	100	Mist Salsa Entertainment Club
72	Chess Club	101	Biosciences Society
73	High School Students Science & Tech Empowerment Programme	102	Peace Club
74	Animal Health	103	Electrical/Electronic Eng.
75	Educational Psychology	104	Health Information Management
76	Mathematics	105	Human Resource Students Association
77	Networking	106	International Movement for Catholic Students
78	Marketing Society	107	Christian Medical and Dental Association
79	Eco-Waste	108	Bridge Networking
80	Performing Artist	109	Peace Ambassadors Kenya
81	Nigerian Students Assoc.	110	Civil Engineering
82	KU Gender Action Movement	111	Recreation and Exercise Science Assoc.
83	Molecular Cell Biology	112	Agriculture Students Assoc.
84	Actuarial Society	113	Choice Counselling Organization
85	Internetpreneuers	114	Booster Theatrix
86	Amateur Astronomy	115	Scouts
87	KU Theatre Holics	116	Education Students Org
88	Pharmacy	117	Young Volunteers
89	Forensic Science	118	Changed Mentality
90	KU Society Of Upcoming Teachers	119	Korean Culture Club
91	KU I-Motivate	120	Am a Guru Assoc.

121	KU Film Society	146	Decisions Environmental Awareness Solutions
122	KU Health Services Management	147	Marine Students Assoc.
123	Intellectual Decisions and Environmental Awareness Resolutions	148	Information Science
124	Statistics and Actuarial Sciences	149	Charity
125	Entrepreneurship City	150	Direct Intervention Programme (DIPEK)
126	Birding Club	151	Occupational Safety And Health
127	United Mission International	152	World Changers Campus Ambassadors
128	Accounting City	153	Amazing Minds
129	Women in Economics and Accounting	154	Youth Light Foundation
130	Centre for African Leadership Development	155	Agriculture Education And Extension
131	Writer's Guild	156	Procurement And Supply
132	Loveworld	157	Red Cross City Campus
133	Hospitality and Tourism Football Club	158	Worldlife (City Campus)
134	One Vision	159	Counselling Psychology Post Graduate
135	Talent House Production	160	Integrity Club
136	Catholic Community	161	Research And Innovative Technology
137	Nutrisearch Group	162	Muslim Medical Students Assoc.
138	Paravets	163	Chinese Language
139	Equity Africa	164	Young African Entrepreneur And Innovators
140	Class Representatives	165	Icon Of Integrity
141	Youth Alliance For Leadership Development Africa	166	Public Policy And Administration
142	Messianic Association	167	Postgraduate Economics
143	Special Team Building Cohesion	168	Orphan And Vulnerable
144	Chuka Old Boys	169	Modern Mwalimu
145	Open Mic Club	170	Peer Mentors

171	Young Business Leaders	185	Japanese Club
172	Evergreen	186	Real Estate And Construction
173	Rock Health Initiative	187	Kreative Hub
174	Physics	188	Your Voice Matters
175	Stage Performers	189	Blak Blad Rugby
176	Enactus	190	Chandaria Innovators
177	Wellness And Fitness Club	191	Leap Fellows
178	Geographical Information System	192	Permanent Success
179	Aerospace	193	Energy Technology
180	Public Talent Production	194	Usawa Na Haki Kwa Wote Initiative
181	Pivot	195	Society Of Biomedical Engineers
182	Kings Dynasty Productions	196	KU 3-D Printing Club
183	Experiential Skill Centered	197	Bridge Africa Advocacy Foundation
184	Society Of Petroleum Engineers	198	Congolese Students Association



2.3 Student Governance

The Universities Act (2012) and the Kenyatta University Statutes provide for involvement of students in the governance of the University. This is done through Kenyatta University Students Association (KUSA), where all KU students are members.

KUSA leadership positions are filled every academic year through competitive elections. Apart from the general student population, KUSA consists of two major organs: the Student Governing Council (Executive) and the Student Congress (Legislative). KUSA is the mouthpiece of the student community, voicing the views of the students and organising various student activities and events. The leaders sit in key decision-making organs of the University, including the Senate. Please take note of the following:

KUSA constitution and operations are expected to fit within the overall framework of the Universities Act (2012) and the Kenyatta University Statutes:

The KUSA Constitution is all inclusive, providing representation to the diverse categories of KU students. The constitution shall be amended every four years to cater for emerging issues and new realities in the student body.

Students aspiring for KUSA leadership have to satisfy the requirements for seeking electoral positions as stipulated in the KUSA Constitution. (For details see KUSA Constitution at kusa.ku.ac.ke)

The Office of the Director, Student Affairs, facilitates communication between KUSA and the University Management; advises KUSA on key issues concerning University policies, closely monitors financial management by KUSA; and co-ordinates KUSA elections. KUSA co-ordinates students to engage in suitable activities, events. Once a year KUSA, in consultation with the University Management, organises an Honours Day to recognise members of the student body who have made outstanding contribution to the university in academic and co- curricular activities:

KUSA also offers limited financial assistance to deserving and needy students.

2.4 Other Student Activities

The Office of the Director, Student Affairs, prepares and facilitates student participation in international competitions of academic nature.

A major event on the University Calendar is the Kenyatta University Culture Week extravaganza which is scheduled in the first semester of each academic year. This is a week of creativity in various aspects of culture such as fashion and design, music, drama, dance, oratory, lectures, sports and games, among others.

The KU Culture Week has attained international status having hosted performing troupes from China, South Korea, Columbia and Rwanda among others, in the past.

Other student activities include: Mr & Miss KU Pageant, participation in National Drama and Music Festivals, Comedy Shows and Community Outreach Programmes by Clubs and Societies.



2.5

Needy and Vulnerable Students

The Office of the Director, Student Affairs, is charged with the responsibility of identifying and assisting, or recommending for assistance, students who are socio-economically vulnerable.

This is done after authenticating the condition of need through mechanisms established by the University. While we welcome such student's voluntarily sharing their conditions with us, this does not guarantee automatic assistance.

The Director recommends students for loans and, where necessary, bursaries for eligible students from the Higher Education Loans Board (HELB).

The Director recommends students to any other possible funders such as Foundations, the Ministry and National Government Constituency Development Funds (NGCDFs) among others.

The Director works closely with the Directorate of Endowment and Alumni Programmes to assist as many needy students as possible.

2.6

Resource Centre and Services for VI Students

Of all the universities in the country both public and private, Kenyatta University has had a long history of admitting students with special needs for degree and other programmes. Many graduates with disabilities in Kenya are most likely alumni of Kenyatta University.

Kenyatta University admits qualified students with physical, visual, hearing and speech challenges. These students are encouraged to provide assessment reports at the time of registration to help in determining their level of need. Whereas they go to the various departments for instruction, they receive various levels of support at the Directorate of Student Affairs. This office houses the Resource Centre for Visually Impaired (VI) students. The main functions of the Centre include:

Orientation and customization of the VI students to the University

Brailing and de-brailing of lessons, examinations and other academic literature

Repair and maintenance of Braille machines and co-ordination of purchase of Braille papers.



Preparation of a roster of voluntary readers for VI students for both recording and private studies.

Liaising with the Directorate of Disability Services, the University Library and the Kenya Society for the Blind on behalf of VI students.

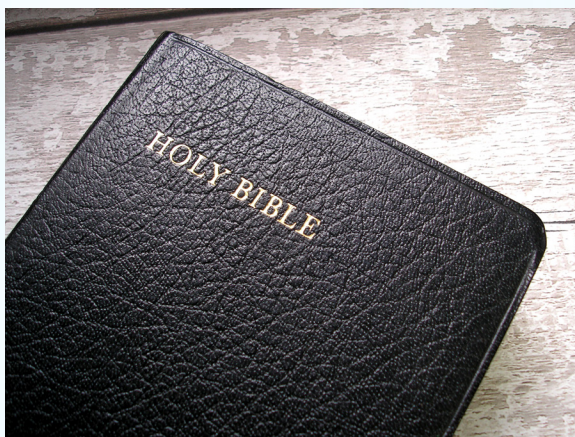
2.7 The Kenyatta University Chaplaincy

Kenyatta University places a high premium on the spiritual welfare of its students. In line with this the University, provides Chaplains for the four major religious persuasions: Catholic, Protestant, Seventh Day Adventist, and the Imam for the Muslim students and community. The Chaplaincy offices are located on the first floor of the BSSC.

Students are encouraged to visit their Chaplains frequently for religious and other counselling services. The Chaplains prepare key worship services and display the schedules or programmes for the same.

The University Chapel, which is mainly used for the Protestant Community Services, is situated next to the Shopping Centre. The Seventh Day Adventist church is located behind Arts Zone. The Mosque is situated adjacent to the KU Arboretum next to the Post Office, while the Catholic Community holds masses at the Christ the Teacher Chapel which is situated behind Arts Zone next to main entrance of KU Primary School.

The Protestant/ Christian Union worship services are held in the Science Zone 39 (SZ 39).



3.0 SUPPORT SERVICES AND FACILITIES PROVIDED BY OTHER RELEVANT UNIVERSITY OFFICES

K



3.1

Directorate of Sports and Games

The Directorate of Sports and Games is located next to the lower playing fields and adjacent to the swimming pool. It is headed by a Director who works closely with the office of the Director of Student Affairs.

The Director, Sports and Games, is assisted by a team of professionals including: senior games tutors, facilities manager, games tutors, assistant games tutors, coaches, lifesavers and games attendants.

Sports and games offer opportunities for students to exploit and excel in their talents. Students are greatly encouraged to participate in sports and games and, whenever possible, participate in the various University teams.

Softball and triathlon, Gymnasia are also available for aerobics, exercises and training classes.

Adapted sports for the physically and visually challenged are also provided.

On the international scene, KU teams regularly participate in the East African University Games, as well as World University Games which are organized by the East African Universities Sports Federation (EAUSF) and International Federation for University Sports (FISU) respectively.



3.2

Directorate of Career Development and Mentoring Programmes



The Directorate is located on the first floor of BSSC room 142, and is headed by a Director who works closely with the Director, Student Affairs. It administers programmes and provides services in career development for prospective and continuing students as well as the alumni, done through individual and group counselling. It also provides guidance on securing of attachments, internships and employment opportunities. The Directorate also coordinates University practicum and attachment programmes. It also manages a national placement and posting programme for KU students, and oversees field supervision and assessment.

The Directorate also hosts the Growing Leaders Programme, providing mentors to students, and training final year students in Leadership.

3.3

The Kenyatta University Health Services

Health services are provided by the Directorate of University Health Services to staff and students. The health Centre at in the Main Campus is located on Mali Road, directly opposite the Transport Yard. Basic medical services are also offered in Health Units within Satellite Campuses.

The Health Centre operates under the Director of University Health Services and personnel include Doctors, Clinical Officers, Pharmacists, a Psychiatrist, Laboratory Technologists, Physiotherapists, Nurses, Records Clerks, Ambulance Attendants, Public Health Officers, Dentists and Nutritionists.

The Health Centre offers a range of services such as: General and Specialist medical consultations; Reproductive Health; HIV Testing and Treatment and immediate professional attention for all medical emergencies on campus.

The students are expected to pay for dental services. There is an eighteen (18) bed Inpatient ward for persons who require close observation and admission, a laboratory that provides a range of medical tests as well as a well-stocked Pharmacy.

Only regular students who are in session and duly registered for the semester are eligible for treatment upon presentation of a valid student identification card. Continuing Education Programmes (CEP) and DSVOL students who may need medical services while in session are expected to pay for such services.





The health centre is open 24 hours a day, 7 days a week. The student medical scheme covers outpatient and inpatient expenses when one is admitted at the Health Centre, but does not cater for dental and optical care.

Expectant students are encouraged to seek support from Ghana Ante-Natal Clinic which is still part of the Directorate of University Health Services. Expectant students accommodated in the University Hostels are expected to organize alternative accommodation outside the University during the last trimester of pregnancy (i.e. three months to delivery). Currently, the University does not provide accommodation for students with babies.

3.4 Referral, Inpatient and Hospital Insurance Cover

General or chronic cases which cannot be immediately handled at the KU Health Centre are referred to Kenyatta National Hospital and payments for outpatient services rendered are met by Kenyatta University.

Inpatient admission to any other health facility other than the Kenyatta University Health Centre is the responsibility of the parent/ guardian.

International students are expected to take Medical Insurance cover ahead of reporting to Kenyatta University and provide evidence of the same during registration. These students are expected to renew the medical cover a month prior to expiry, and submit updated information to the Centre for International Programmes (CIP). Parents/guardians are strongly advised to take out the National Hospital Insurance Fund (N.H.I.F) to cover their sons and daughters under 25 years of age. Students who are above 25 years are expected take annual N.H.I.F cover for themselves.

All students are required to produce their N.H.I.F. cards or proof of other medical insurance cover on admission to the University.

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

1. **Nursing Department - 020503836**
2. **Ambulance Service - 020503838**



3.5 The Endowment & Alumni Programmes Directorate (EAPD)

The Endowment and Alumni Programmes Directorate (EAPD) is located on the second floor of the Alumni Building at the Main Campus. It is headed by a Director who works closely with the office of the Director of Student Affairs.

The Directorate administers resources from benefactors in order to support the education of orphaned and vulnerable students (OVS) through the OVS programme. The application for support as an OVS is done before joining the University.

The Directorate also mobilizes graduates to register as members of the alumni association of Kenyatta University. This provides students with an opportunity to support the welfare activities and gives them a platform from which they are able to network with other alumni, and share relevant information on opportunities available in the market place for career growth and personal development.

For more information, visit <http://eapd.ku.ac.ke>

3.6 Directorate of Accommodation Services

3.6.1 Residence on Campus

The office of the Director, Accommodation Services, is located in the Western Zone, next to the Amphitheatre and opposite the Nyayo Hostels Gate. It is mandated to offer accommodation to students on campus, and facilitate access to off-campus accommodation for those who do not get accommodation on campus. Take note of the following:

The University has limited accommodation in the hostels, so admission into the University does not guarantee accommodation in the hostels.

The University Policy on accommodation gives priority to First Year undergraduate students sponsored by the government. The remaining bed spaces are balloted for by the rest of the government sponsored students.

Students are served during the day by Housekeepers, and by Hostel Night Attendants at night. Students are advised to reach out to them for necessary support. Wardens who are academic members of staff are also available for consultation on psycho-social matters and may be reached through the respective Housekeepers.

The Directorate has Rules and Regulations governing hostels that must be adhered to by all the students accommodated in hostels. Failure to adhere to the rules will lead to disciplinary action by the Accommodation Disciplinary Committee.

NB: Paying for Accommodation

- *Students are advised to pay for accommodation only after they confirm that they have been allocated rooms.*
- *The accommodation fee is paid strictly through the Kenyatta University bank accounts and NOT by M-PESA or in cash.*
- *Money paid for accommodation can only be transferred to the tuition account or to meals if one fails to get bed space in the hostels.*

Accommodation Regulations

- *It is an offence for a student who has been allocated a room/bed space to sublet it to another student*
- *It is an offence for a non-resident student to rent a hostel room/bed space from a resident student.*
- *It is an offence for a resident student to host a stranger in the university hostel whether the stranger is a student of Kenyatta University or not.*

These offences lead to serious consequences including heavy fines, expulsion from hostels, suspension from studying at the University, or a combination of the three. For details on offences and penalties see the Brochure from the Directorate of Accommodation Services.

3.6.2 Off Campus Accommodation

Students who do not secure accommodation within the campus are assisted to find suitable vetted accommodation outside the university. Detailed information on the vetted and accredited off campus hostels is found on the university website (www.ku.ac.ke). Click on 'Students' followed by 'Accommodation' then 'Off-campus accommodation' to access the information.

Students staying in off-campus accommodation are advised to register as non-resident students with the office of Coordinator, Off-campus Accommodation, in Usambara Hostel 2, Room 7.

In case of any problem with off campus accommodation, a student may seek help from the Coordinator, Off-Campus Accommodation, at Usambara Hostel 2, Room 14 or contact the Director Accommodation via email: director-accommodation@ku.ac.ke

Non-Resident students are assigned two wardens (a male and a female) located at BSSC, Room 258, whom students are free to consult on issues touching on their welfare. Further, they have male and female Non-Resident Congress Persons to support them with regard to welfare issues, who are available at BSSC Room 146

In case of a problem while outside the university, the students are advised to call the relevant University offices for assistance.

3.7 Directorate of Catering Services

The office of the Director, Catering Services, is located in the Western Zone, next to the Western Mess. The Department is charged with the responsibility of co-coordinating the catering services in the different eateries in the University. Of special concern is the provision of affordable and quality meals for students in the messes. For enquiries one may contact the Director through the email; director-catering@ku.ac.ke



3.8

Directorate of Wellness and Rehabilitation Services

The Directorate is located on the first floor of BSSC room 143. It is headed by a Director who is assisted by a team of professional counsellors. It 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, and relationship management. It also equips students with information regarding smooth navigation of university life so as to ensure their timely graduation. The Directorate also engages in preventative and management aspects of HIV/AIDS. This includes sensitisation of students and staff so as to equip them with knowledge on HIV and AIDS. Kenyatta University is a registered HIV testing site and hence HIV testing services are provided at Ghana 4 clinic on all working days from 8.00 am to 5.00 pm.

3.9

Directorate of Disability Services

In recognition of the population with special needs, the University established the Directorate of Disability Services, which is headed by a Director and is located next to Bishop's Square, adjacent to the Western Mess. In liaison with other offices, it offers the following services:

- *Coordination of the special vans acquired by the University to assist in the movement of students with challenges across the University*
- *Coordinating and facilitating comprehensive quality services to students with disability*
- *Sensitizing the University community on matters affecting persons with disabilities.*
- *Establishing links with national and international organizations and other institutions dealing with disability matters.*
- *Combating all forms of discrimination/harassment against persons with disabilities.*



3.10

Directorate of Information, Communication and Technology (ICT)



The Directorate provides ICT services to the University Community, and is headed by a Director whose office is located on the third floor of the Central Administration Complex (CAC).

The Directorate offers the following services:

- *Internet services.*
- *KU E-mail access.*
- *Smart Card personalization and issuing.*
- *Computer access (for research, assignments, data capture).*
- *Resetting student portal passwords, ICT Systems Orientation.*
- *Online student registration, student Portal Activation.*
- *Access to the lecture materials from the KU Learning Management System (LMS)/E-learning platform.*
- *Facilitation of Online Lecturer Evaluation.*

The Directorate has several student Computer Labs, located in different places within the University: Student Computer Centre, Post-Modern Library, BSSC and Arts Complex. In addition to offering general services, some of the computer labs offer specialized services e.g. The Post-Modern Library Laboratory which offers services for students with special needs, and registration of laptops among others.

All students are strongly advised to register their laptops to reduce the risk of theft.

Students must attend ICT Orientation once they join the University, to understand how to navigate the various ICT services provided by the University.

For any enquiry or issues on ICT services, click on the link <https://support.ku.ac.ke/> and select the required service to submit a Support Request/ticket. For more information visit <http://ict.ku.ac.ke/>

3.11

The Business Student Services Centre (BSSC)

This is a student services facility adjacent to the Kenyatta University Amphitheatre which provides offices for most of the student support services and student-based activities in the University.

The BSSC houses the following facilities/offices:

- *Office of the Director, Student Affairs.*
- *Kenyatta University Students Association (KUSA) Offices.*
- *KU Students Huduma Centre.*
- *Chaplaincy Wing.*
- *Directorate of Wellness and Rehabilitation Services.*
- *Computer Labs.*
- *Directorate of Careers Development and Mentoring Programme.*
- *Banking Services (Equity and National Banks)*
- *Food courts.*

Adjacent to it is the modern and spacious Kenyatta University Amphitheatre which is used for conferences and performances.

3.12

Directorate of Innovation, Incubation and University - Industry Linkages

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

The Directorate offers the following services to students among others;

- *Assistance with innovative business ideas*
- *Networking activities.*
- *Marketing assistance.*
- *High-speed Internet access.*
- *Help with accounting/financial management.*
- *Access to bank loans, loan funds and guarantee programmes.*
- *Help with presentation/ pitching skills.*
- *Links to higher education resources.*
- *Links to strategic partners.*
- *Access to angel investors or venture capital.*
- *Comprehensive business training programmes.*
- *Advisory boards and mentors.*
- *Management team identification.*
- *Help with business etiquette.*
- *Technology commercialization assistance.*
- *Assistance with regulatory compliance.*
- *Intellectual property management.*

For more information, visit www.ku.ac.ke/iiuil

3.13

Centre for International Programmes and Collaboration

The Centre for International Programmes and Collaboration (CIPC) is headed by a Director who works closely with the office of the Director of Student Affairs and Congress Person (International Students). The Centre is located on the 3rd Floor of the Directorate Complex Building.

It offers support and guidance while promoting the welfare of international students on matters such as processing relevant travel documents, securing accommodation, airport transfers, providing orientation to enable students settle in time and linking them to service offices within the university and in their respective Embassies/High Commissions.

The Centre also provides support and guidance to Kenyatta University students who may be proceeding for international exchange programmes.

For more information, visit <http://international.ku.ac.ke>

3.14

Public Complaints Office

The Public Complaints Office operates under the Directorate of Quality Management Systems (QMS) and is located on the 1st Floor, Directorate Complex Building, Room 106. The Directorate receives and addresses complaints from students, staff, public and the University community.

Complaints may be received through the following ways;

- *Registering the complaints physically at the above office in Main Campus or at the Satellite Campuses Complaints offices.*

Visiting the QMS website and filling out a complaints form (<http://complaints.ku.ac.ke/>)

- *Visiting the KU Homepage (www.ku.ac.ke) and at the bottom of the page, under Public complaints click on “You have a complaint, Click here.”*



3.15

Library Services

Kenyatta University is home to the Post-Modern Library, situated next to the Central Administration Complex (CAC). There are also libraries in Satellite campuses (City, Parklands, Kitui, Embu, Nakuru, Mombasa and Ruiru). The library's mandate is to provide information resources to support students in their learning.

The Post-Modern Library holds a large collection of both print and electronic information resources. The print resources consist of journals, magazines, newspapers and over 500,000 volumes of books and bound periodicals. In addition, the library has subscribed to various full text electronic databases (electronic books, journal articles) in various disciplines.



Students are required to register with the library in order to access research materials, including e-resources. Once registered, a student is able to access the e-resources even when outside the University via laptops, phones and desktops provided they have internet access.



Students MUST attend the Library Orientation Programme which is held during the Orientation Week. In addition, students are encouraged to attend additional Orientation sessions held on weekly basis in the Library. During orientation, students are shown how to borrow books, access e-resources and get assistance from the librarians.

The library offers various services to all users, including those with special needs. These include, but are not limited to: Kenyatta University journals, journal publishing guide, Turnit-in, Past Papers, lending/borrowing, reference and information services, binding and photocopying services. For more information on the services kindly visit: -

<https://maktaba.ku.ac.ke>

The library gives information literacy to students to help them understand the following: Information sources, responsible use of information, plagiarism, publishing, referencing and citation.

The University has an Institutional Repository (IR) which contains publications authored by KU community. Students are encouraged to access this information to enrich their research work as well as publish through the repository <https://ir-library.ku.ac.ke>

Students are encouraged to use the Library Social media platform which includes Facebook, Twitter and Chat on their website for communication. To access these platforms, go to the KU Library homepage: <https://library.ku.ac.ke>

The library facilitates registration of laptops to secure the gadgets. All students are strongly advised to register their laptops immediately they report to the University. Further, students are advised to take care of their electronic valuables while in the library.

3.16

KU Bookshop

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

3.17

Student Security and Safety 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, which is located next to the Transport Yard, and opposite the Sports and Games Directorate.

The Directorate has Security Officers distributed across the University who are readily available to assist students 24 hours a day, 7 days a week. The Directorate basis and can be accessed through the following telephone numbers:

- 0725 471 487
- 0786 401 124
- 870 4408

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

- *Students are discouraged from loitering during the night both within and outside campus.*
- *Students are advised to;*
 1. *Avoid walking in deserted and dark areas.*
 2. *Take care of their personal property especially valuables.*
 3. *Report any stranger hanging around the hostel in the university.*
 4. *Inform the security Directorate about any situation that may be a threat to their security, safety and peace.*
 5. *Avoid attending parties and functions with /of strangers.*
 6. *Use the pedestrian footpaths provided while walking within the University and cross the roads at the ONLY designated crossing points.*
 7. *Desist from hawking as this is prohibited within the University premises.*

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

3.17.1 Safety of Students

1. Fire Prevention

It is illegal for students to:

- *Cook in their hostel rooms as this possess the risk of fire.*
- *Make illegal electrical connections, or interfere with any electrical cable.*



Students are advised to report any faulty or exposed electrical connection to the Director, Security services (0725 471 487 or 0786 401 124).

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

2. Fire Safety

The university has a fire unit on call 24 hours.

In case of fire outbreak, students are advised to adhere to the following fire action plan:

- *Sound the alarm by shouting fire! Fire! Fire! (And where applicable, break the fire alarm glass).*
- *Call emergency help 0725471487 or 0786401124*
- *If possible, tackle the fire with all available fire safety appliances without taking personal risks.*

Should you hear the fire alarm:

- *Leave the room through the nearest exit.*
- *Close but do not lock the doors and windows behind you.*
- *Do not stop to collect personal belongings.*
- *Report to the designated fire assembly points outside the building.*
- *Do not re-enter the building for any reason unless authorized to do so.*

In case of an emergency:

- *Remain calm and use common sense. Take time before acting.*
- *Evacuate the building immediately when you hear audio alarm, see visible alarm, when directed by authorities or when the environment in the building becomes life threatening (e.g., smell of natural gas, smoke etc.).*
- *Do not use elevator during emergency.*
- *Know the location for all exits from your living area.*

3. Health safety

All Students are expected to observe Covid- 19 Protocols at all times:

- *Hand-washing.*

-
- *Wearing face masks while in enclosed places.*
 - *Observing physical distance (1.5 meters).*
 - *Using sanitizers.*
 - *Avoid sharing personal items like phones and pens.*
-

3.18

The Safety and Security of Non-Resident Students

Students who miss out on campus accommodation are advised to seek off campus accommodation in the vetted and accredited off-campus hostel ONLY. Information on these hostels is available on the University website at accommodation.ku.ac.ke. These hostels are generally safe for students' residence.

Students residing outside the University are advised to;

- *Avoid being out late at night.*
- *Be in the company of some friends if one must be out late.*
- *Avoid walking in deserted and/or dark areas*
- *Avoid drunkenness and socializing in public places whose security cannot be determined.*
- *Use pedestrian footpaths and cross at designated points and ensure adherence to traffic laws when walking on public roads*

If you feel you may be in any kind of danger, call these University Rapid Response Numbers: 0725 471 487 and 0786 401 124.

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

3.19

Student Centre Annex



The Student Centre Annex is adjacent to the Arts complex (popularly known as Twin Towers).

It is a recreation centre for students and, alcohol is served here strictly according to the National Alcohol Policy, and according to regulations outlined in this Handbook.

While at the centre, students are expected to uphold decorum.

4.0

INFORMATION ON ACADEMIC MATTERS

K



4.1 Attendance of Lectures

The primary objective of enrolling at Kenyatta University is to study and graduate on schedule. Consequently, it is a crucial responsibility for the student to attend lectures, tutorials, seminars and practicals, and also undertake other scheduled instructions like attachments, practicums and teaching practice.

Every student MUST attend at least 2/3 of the lecture hours in every unit to be eligible to sit for the examinations. Inability to attend classes for a week or more due to illness or any other acceptable reason should be communicated to the Director, Student Affairs, in advance by filling out the Student Absence Form. Students are advised to present the signed form to their respective Chair of Department and respective Dean.

4.2 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 preferred 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 located at the Main Campus or Directors/Deans offices in the Satellite Campuses or Email: admissions-coordinator@ku.ac.ke

4.3 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.

4.4 Programmes Offered at Kenyatta University

Kenyatta University is structured into Schools offering various Certificates, Diplomas, Degrees and Postgraduate courses.

For more information on the various programmes or courses, visit the Kenyatta University Homepage <http://www.ku.ac.ke/> and click on 'Academic programmes.' One may also visit the Admissions Office Block located at the Main campus or the Directors/Deans Offices at the Satellite Campuses.

4.5

Admission and registration into Different Academic Programmes

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 Collages Central Placement Services (KUCCPS).*
- *Self-Sponsored (SSP) students who qualify for admission by fulfilling the prescribed admission's criteria approved by the University Senate.*

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

A student who is admitted to Kenyatta University is expected to start learning in the semester he/she is admitted. However, he/she may postpone his/her admission for a maximum of two academic years by writing to the Registrar (Academic) before the start of the semester or academic year.

4.5.1 Registration of New Students

Registration shall be subject to rigorous verification of documents by Admissions Officials. On arrival, each student shall be expected to be registered as a student of Kenyatta University. Students are expected to provide the following documents for verification:

- *Original copies of letters offering them admission into the university.*
- *Original and photocopies of their KCSE Certificates/Result slips/ applicable documents for international students.*
- *Original and a copy of the Identification Card/ passport*
- *Duly filled Joining Instructions and Registration Form.*

A student admitted into a degree programme at Kenyatta University is expected to remain registered in every semester until completion of the study programme.

Joining Instructions and Registration Forms can be downloaded from the university website: <http://admissions.ku.ac.ke/index.php/joining-instructions>.

4.5.2 Registration for each Semester

A student is required to register for each semester he/she is taking units. Registration for each semester entails the following:

- *Payment of fees in full within the set University deadlines.*
- *Registration of units online through the student's portal within the set University deadlines. Unit Registration Forms are available online at: <http://www.ku.ac.ke/admission/resources>.*

4.5.3 University Fees

All students shall be required to pay fees as approved by the University and details of which are available in the admission letter as well as individual student portal. The Fees may change from time to time as approved by the university Senate.

4.5.4 Mode of Payment

All payments are to be made through bank transfers or deposits into the following Kenyatta University accounts:

- | | | |
|--------------------------|---|----------------------------|
| • Co-operative Bank | - | Account No. 00129062461400 |
| • Family Bank | - | Account No. 045000023316 |
| • National Bank of Kenya | - | Account No. 01003059150801 |
| • 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 money in any of the accounts, pay-in-slips must be presented to the Cashier, Kenyatta University for issuance of official receipt.

The University will not accept cash, personal cheques, institutional cheques, money/postal orders or mobile money transactions e.g. MPESA.

4.5.5 Orientation

Orientation is mandatory and comprises a series of activities whose primary objective is to familiarize new students with the University officers and systems, expectations from and obligations of students as well as the various services available at the University. Orientation takes place after registration.

4.5.6 Matriculation

This is a mandatory University formal event when entering the University, during which students are welcomed and accepted as students of Kenyatta University. The ceremony includes the Vice-Chancellor's address and the administration of the Matriculation Oath to the new students by their respective Deans.

4.5.7 Inter / Intra School Transfer

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.

Application for transfer does not guarantee approval. Students will be notified about the outcome of the applications through the respective Deans of Schools.

An SSP student who wishes to apply for inter/intra school transfer should do so in writing to the Registrar (Academic).

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 Dean of School.

4.5.8 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 for regular and DSOL (Digital and Open Learning) students; and within the first week for Continuing Education Programme (CEP) students.

Feedback on your 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.

4.5.9 Registration for 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.

4.5.10 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 a Dean of 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.

4.5.11 Unit Load

A student:

- *Will take a minimum of four and a maximum of seven units a semester. The number of units includes retakes and/or re-retakes where applicable.*
- *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.*
- *Who is allowed to do an extra unit will be required to pay for it.*

- *Must get approval from the Dean to take less than four units.*
- *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.*
- *Is allowed to take units from any level.*

A pre-requisite unit has to be passed before pursuing the next one in the level.

4.5.12 Auditing a Unit

A student may audit a unit with permission from the Registrar (Academic).

The said unit will be reflected in the registration form.

An audited unit will not be examined but it will be reflected in the result slip and transcript as follows:
Audited – AS.

An audited unit will not be converted to a regular unit.

4.6 University Examinations

4.6.1 Examinations Regulations

All units shall be examined at the end of the semester in which they are taken.

Only those students who are duly registered with the University, School/Institute/ Department shall be allowed to do examinations.

Students are expected and strongly advised to attend all scheduled lectures.

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.

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.



CATs are compulsory. Failure to do CAT(s) shall lead to a Fail in the unit.

Where a course is solely practical, it may be examined wholly by Continuous Assessment and /or Practical Assessment.

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.

4.6.2 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

4.6.3. Incomplete

Letter (I) representing Incomplete grade, is used at the end of the semester only and is not used during the withdrawal period.

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.

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.

4.6.4 Retake

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.

Retaking of units is NOT permitted after degree classification has been done.

No student will be allowed to retake passed unit(s) for the purpose of improving the grade.

Failed units when retaken will be graded as those of normal examination units.

4.6.5 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.

4.6.6 Discontinuation on Academic Grounds

A student who fails in all units in any one semester will be placed on Academic Probation for one semester.

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.

Appeal against discontinuation will be addressed to the Vice-Chancellor.

4.6.7 Practicum, Attachment and Teaching Practice

Practicum, Attachment and Teaching Practice are a must for students taking degree programmes where they are requisite. While away on these courses, KU students are expected to conduct themselves in the manner befitting the good image and name of the university. Sufficient evidence of misconduct shall lead to appropriate disciplinary action.

4.7 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 (SCD.)

The following shall constitute examination irregularity: -
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.

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.

Possession/having any unauthorized written, graphic or recorded material or otherwise, in the examination room.

Copying and/or referring to other candidate's answer booklets, or any other source e.g. parts of the body, clothing etc.

Possession of any notes recorded on paper, parts of the body or clothing.

Possession and/or use of a mobile phone, i-pods, electronic note book or any unauthorized electronic gadget(s) or source inside the examination room.

Returning examination answer booklets with written answers after the examination.

Plagiarism, i.e., falsely accessing another person's work and appending one's name and signature claiming it to be one's own. This includes but is not limited to copying other candidate(s) written, published or unpublished material.

Disrupting the conduct of examinations.

Destroying evidence pertaining to examination irregularity.

Failure to write one's registration number or deliberately writing the wrong registration number on the answer booklet.

Presenting oneself for an examination in a unit in which one is not registered for.

Claiming for marks in a unit one knows he/she did not register for and/or sit for the examination.

Writing on the examination question paper.

Reading from other candidate's answer scripts or question papers.

Permitting any other candidate to read or copy from one's examination scripts.

Impersonation of other candidates or being impersonated during examination.

Deliberate failure or refusal to hand in the examination script at the end of the examination.

Assaulting and/or threatening an invigilator in the course of his/her duty.

Involvement in and/or influencing tampering with examination data.

Any other offence that is deemed to constitute an examination irregularity.

4.7.1 Penalties

Any student found guilty of an examination irregularity by the Students' Disciplinary Committee shall be discontinued.

4.7.2 Appeals on Discontinuation Due to Examination Irregularity

Any student who is discontinued due to involvement in an examination irregularity may appeal to the Vice-Chancellor against the discontinuation and such appeals shall attract a fee of Kshs. 1000.

4.8 University Awards

4.8.1 Results Slips and Transcripts

At the end of each semester, students will be given result slips by the Dean of their respective School showing the grades and Average Scores (CAS) with the following letters indicated:

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



Provisional results will be released by the respective Deans after each School's Board of Examiners' meeting, pending approval by the Senate.

Transcripts for continuing students will be issued, upon application, at a fee of Kshs. 200.00 per year, unless otherwise approved by Senate.

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.

4.8.2 Degree Classification

The final classification/award of a degree/diploma/certificate will be based on all the required Units (core and electives) taken during the programme.

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.

No student will be allowed to graduate with a failed unit/course.

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*

4.8.3 Letter of Completion/Award

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.

4.8.4 Graduation

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.

A student who intends to graduate should apply to the Registrar (Academic).





4.8.5 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.

4.8.6 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:

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.

Encourage members to continue their University friendships after graduation through social reunion activities.

Active membership is maintained through payment of regular membership fees.

5.0

GENERAL RULES AND REGULATIONS GOVERNING STUDENT CONDUCT AND STUDENT DISCIPLINARY PROCEDURES

K



5.1

Introduction

Kenyatta University students are expected to display exemplary conduct and to uphold the good name and image of the University. In this regard, the students are required to observe proper discipline in all areas of life; whether within or outside any University Campus.

The Vice-Chancellor is mandated by the University Act to ensure proper student conduct and cultivation of best practices on behalf of the Council. All students are expected to conduct themselves in accordance with the rules and regulations governing the conduct of the students.

These rules and regulations are also contained in the Joining Instructions, Form KU/2 which every new student is expected to read carefully before appending their signature as an indication of his/her commitment to abide by them during their stay at the University.

Note: Being a student of Kenyatta University does not preclude one from the State Law. Contravention of the laws of the land will be handled, in addition to the University regulations, by the State Law Organs.

5.2

Regulations Governing Student Conduct

Responsibility for University Property and other Property

Property is sacrosanct and is to be respected whether private or public. In this respect, all students are expected to respect all University property, their fellow students' property and any other property. It shall be a serious offence for any student or group of students to damage University, individual or public property through misuse or wilful destruction of such property.

Theft

Any student who engages in theft or is found in possession of University or other people's property will be held responsible.

Hosting Undesirable Persons

It shall be an offence for any student or group of students to collaborate and/or host undesirable persons.

Fire Fighting Appliances

Firefighting appliances are critical for the safety of the students in the various buildings on Campus. They should not be tampered with or taken away from where they are installed. It shall be an offence against University regulations to interfere with, damage or remove, other than for firefighting purposes, any firefighting appliances.

Noise

Students are entitled to a serene environment devoid of distractive noise and disturbances. It shall be an offence against University regulations to create unreasonable/offensive 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 where decent, civil behaviour and observance of law are paramount. Behaviour that contradicts this expectation, for instance fighting, beating others, harassment of all types, use of abusive language and threats, are prohibited.

Processions and Demonstrations

It shall be a serious offence for any student or group of students whilst within the University to convene, organize, participate or in any way be involved in any demonstrations, gatherings or processions or in any ceremonies for which permission has not been obtained from the University or Government authorities. It shall also be a serious offence for any student or group of students to organize or participate in pickets or in any manner prevent any student or member of staff from performing their normal duties.

Incitement or Disruption of Programmes

All students' issues shall be addressed through the laid down framework, specifically the elected students' leadership. A student or group of students who gather and addresses other students without following due procedures will be breaching the University rules and regulations. It shall be a serious offence for a student or group of students to incite other students to go on strike or/and plan to disrupt the smooth running of university programmes.

Drunkenness

Whereas consumption of alcohol is in itself not prohibited, it is to be taken in moderation and in accordance with the law which stipulates the age, time and place and manner of drinking. It is thus gross misconduct to be drunk and disorderly, disturb peace and harass fellow students or other people.

Possession and Abuse of illegal Drugs

It is a serious offence to possess, peddle or take illegal drugs.

Correspondence

Correspondence to the press or other mass media by members of the student community in their individual capacities shall bear their individual names and their private addresses.

- *No student shall make any public statement on behalf of the Student Association or other Societies on matters affecting the University except members of the Student Leadership, after consultation with the Vice-Chancellor.*
- *Correspondence by individual students or by officials of the Students' Organizations (including Students' Societies) to representatives of foreign governments or other sponsoring bodies shall be sent through the office of the Director, Students Affairs, who in consultation with the Vice-Chancellor, will forward as appropriate.*
- *Invitation to Government officials, representatives of foreign governments or other public persons shall be done by the relevant University officer with approval of the University Management.*

Notice Boards

Notice boards are official media of communication to the students and University community by designated officers or student association officials. It shall be an offence for students to post non official materials on the notice boards. Officials of groups who need to post notices will do so in consultation with the Director of Students' Affairs.

Abuse of Internet and social media

It shall be an offence under the State Law and University rules, regulations and policies for a student to abuse or misuse internet and social media (Facebook, Twitter, Pinterest etc.) (See social media Policy)

Character Assassination

It is an offence for a student to use social media to post any content that might be embarrassing to an individual or that could be construed to portray an individual negatively or assassinate an individual's image or character.

Roller Skating, Skate boarding and Cycling

The University Management has designated areas where students can practice and learn skating and cycling while in the required protective gear. It is an offence for a student to engage in these activities outside the designated areas.

Use of Pedestrian footpaths and Road Crossing Points

Students are expected to use the pedestrian footpaths provided while walking within the University and cross the roads ONLY at the designated crossing points. It is an offence for to walk on the roads and cross roads at points that are not designated for crossing.

Motor Vehicles

Students are not allowed to keep motor vehicles on University premises without written permission from the Registrar (Administration). Such permission will not be given without proof of a current driving license, a valid road tax/license and a current certificate of insurance. Such permission may be refused or withdrawn without assigning any reason thereof.

Impersonation

It shall be an offence for a student to impersonate another or to be impersonated by another during the examination process or any other process/activity.

5.3

Disciplinary Procedures and Penalties for General Offences

The Vice-Chancellor is mandated by the University Act to supervise student conduct and to correct misconduct on behalf of the Council.

The Vice-Chancellor does this through the Student Disciplinary Committee, a Senate Committee. The Committee is constituted in accordance with Section 14 (2) (f) of the Kenyatta University Act 1985; Schedule 2.3 of Kenyatta University Statutes, 2013.

The Student Disciplinary Committee deals with examination irregularities and general offences committed by students in their day to day activities. Offences that the University Senate considers as major and/or constitute serious threat to the University may be handled by the University Council.

A student or students breaching the rules and regulations governing their conduct will be summoned to appear before the Student Disciplinary Committee (SDC) where they will be given an opportunity to be heard. A student will be summoned up to a maximum of three times to appear before the SDC. Failure to honour the third summons will lead to the SDC making a decision without further reference to the student.

On general offences, the Committee will make decisions and recommend appropriate penalties depending on the gravity of the offence (s).

The penalties will include: -

- *Letters of warning which will be carried in the student's file.*
- *Payment of damages.*
- *Suspension from the University for a Specific Period.*
- *Expulsion from halls of residence.*
- *Expulsion from the University.*
- *A combination of any two or more of the above.*
- *Any other penalties as the committee may deem fit.*
- *A student not satisfied by the verdict of the Student Disciplinary Committee may appeal to the Vice-Chancellor.*

5.4 Major Offences

Some major offences may not be handled through the normal students' disciplinary procedure. The Senate shall have the right to expel a student from the University without reference to the student when he/she commits any of the following offences:

- *Boycotts or/and incites or forces other students to boycott lectures.*
- *Malicious or wilful damage to University property.*
- *Assault of any member of staff in the discharge of official duties.*
- *Conviction by a Court of Law for any criminal offence, which the Council shall deem serious enough to warrant expulsion from the University.*

Note:

The University may suspend a student accused of committing a general offence pending appearance before the Students Disciplinary Committee if it considers such an offence serious enough to warrant such action.

CONTACTS OF KEY UNIVERSITY OFFICES AND SATELLITE CAMPUSES

Welfare Matters Director, Student Affairs P.o Box: 43844-00100 Nairobi Tel: +254 20 8710901-19 Or Tel: 020-2310720 Hotline: 0724264311 Email: Dean-Sa@Ku.ac.ke	Embu Campus Tel No: 068-30327 Mobile No: 0701084866 Email: Director-Embu@Ku.ac.ke
Security Matters Director, Security Services P.o Box: 43844-00100 Nairobi Tel: 0208704408 Hotline: 0725 471 487, 0786 401 124 Email: Director-Security@Ku.ac.ke	Essential Service Matters Registrar (Administration) P.o Box: 43844-00100 Nairobi Tel: +254 20 870 Ext 3058/3059 Email: Registrar-Admin@Ku.ac.ke
Registrar (Academic) Academic Matters P.o Box: 43844-00100 Nairobi Email: Registrar-Acad@Ku.ac.ke	City Campus Kenyatta University, P.o. Box 43844 – 00100,Nairobi Tel: 020 2310622, 0113223649 Email: Citycampus@Ku.ac.ke
Mombasa Campus P. O Box 16778-80100, Mombasa Tel: 020 8704908,020 8704913, 020 8704900 E-Mail: Info@Msa.ku.ac.ke, Director-Mombasa@Ku.ac.ke	Parklands Campus P. O. Box 802-00600, Ngara, Nairobi Tel:+254 20870 Ext 4800 E-Mail: Parklands@Ku.ac.ke
Nakuru Campus P.o. Box 1795-20100 Tel: 0208704750/1 Email: Director-Nakuru@Ku.ac.ke	

NOTES

For further details, please 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