

KENYATTA UNIVERSITY

Parents and Guardians

Handbook for General Information

2015/2017

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VISION STATEMENT

The vision of Kenyatta University is to be a dynamic, inclusive and competitive centre of excellence in teaching, learning, research and service to humanity.

MISSION STATEMENT

The mission of Kenyatta University is to provide quality education and training and promote scholarship and innovation for sustainable individual and societal development.

IDENTITY STATEMENT

Kenyatta University is a community of scholars committed to the generation and dissemination of knowledge and cultivation of wisdom for the welfare of society.

PHILOSOPHY STATEMENT

Kenyatta University's philosophy is sensitivity and responsiveness to societal needs and the right of every person to knowledge.

OUR CORE VALUES

The values listed below are to be enshrined and inculcated at the institutional and individual levels, respectively. They will enable the Kenyatta University community to contribute to the proportional of institutional and national pride, positive behavior, a strong work ethic and attitudes that promote respect for diversity and environmental conservation:

- | | |
|-----------------------|-------------------------|
| • Truth | • Corporate Governance |
| • Moral Integrity | • Self- Reliance |
| • Excellence | • Institutional Culture |
| • Democracy | • Innovation |
| • Creativity | • Competitiveness |
| • Quality & Relevance | • Respect for Diversity |
| • Academic Freedom | • Professionalism |
| • Equal Opportunity | |

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FOREWORD

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

By supporting your sons, daughters or significant others to join Kenyatta University, you will discover that you made the right choice. They are joining an institution that is home to some of the world's top scholars, researchers and experts in diverse fields. At

Kenyatta University, we strive to expose our students to high quality knowledge through experienced teaching staff who constantly create new knowledge, new capacities and new teaching methods that is relevant to today's needs.

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

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

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

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

PROF. OLIVE M. MUGENDA, Ph.D, MBA, EBS, CBS
VICE-CHANCELLOR

1.0 A Brief History of Kenyatta University

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

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



Main Gate A and dual carriage way

Kenyatta University College became a full-fledged University on August 23, 1985, when the Kenyatta University Act received Presidential thus becoming Kenyatta University. The Act became operational on September 1, 1985 and the University was inaugurated on December 17, 1985. Kenyatta University immediately started establishing new faculties and constituent colleges. In this pursuit, Jomo Kenyatta University College of Agriculture and Technology (JKUCAT) became a constituent College of Kenyatta University in 1988 before itself becoming a full – fledged University in 1994. Currently, the University has one Constituent Colleges namely Machakos Technical University College. It also has eight outlying campuses at Ruiru, Parklands, Nairobi City Centre, Nakuru, Kericho, Nyeri, Mombasa, Embu and Kitui.

2.0 Management Structure of the University

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

- a) University Council
- b) Senate
- c) Schools
- d) Directorates/Centers/Units
- e) Departments
- f) Students Body

3.0 Special Events/Days in the University

(a) Graduation

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

(b) Culture Week

The annual Kenyatta University culture week held during the first semester of every academic year was a pioneer event in the region's Universities. It's a major bench-mark on our academic year activities.

(c) Inter-Denomination / Interfaith Service Day

These are times when the University community pray and worship together. It is currently held in the months of January and September when new students are admitted into the University.

4.0 Modes of Study

In response to societal needs as well as growth in modern technology, Kenyatta University has put in place mechanisms four different modes of study. These are;

- Full-Time Mode
- Institutional-Based Programmes (School Holidays)
- Digital School of Virtual and E-Learning
- Part -Time (Evening and Weekends)

(i) Full-Time Mode of Study

Full-time residential programmes are available to both Kenya Universities And Colleges Central Placement Service (KUCCPS) and Self-Sponsored Students (SSP). The University has successfully institutionalised the integration of both categories where both KUCCPS and SSP students attend classes together. Students register and attend classes on a Full-Time basis each semester.

A semester is defined as the duration of 14-16 weeks during which registration, teaching and examinations take place. Students are expected to register for a maximum of seven (7) units and a minimum of four (4) units per semester.

However, students with an average of Grade B and above in the previous semester are allowed to do an eighth unit with approval of the respective Deans of school in consultation with the Heads of the relevant departments.

Digital School of Virtual and E-Learning

Digital School of Virtual and E-Learning is a flexible, affordable and exciting mode of study. It enables one to manage work and studies beside other commitments. In this mode of study, one does not have to resign or seek study leave to pursue any programme.



Digital School of Virtual and E-Learning (DSVOL)

a) Digital School

The Digital School is a mode of study organized in a way that teaching and learning materials are produced and given to students who enroll for the programmes. The Digital School is a student-centered mode using fully comprehensive reading materials, which are provided. It uses various modes to deliver subject content to students. These include modules (print-based materials), recorded audio and videotapes, tutorials and the internet.

Digital School implies that students do not attend organized, formal face-to-face learning in physical classrooms. Rather, they are situated remotely geographically. Digital School thus, is a process of disseminating knowledge to learners who are removed in space and time from both one another and from the teacher. It uses different pedagogical approaches to enable the learner to access appropriate educational resources and adopts modern and appropriate educational techniques designed for the distant learner to easily access quality education.

Digital School popularity has grown over the years because students study and graduate with degrees without having attended physical classes in the institution. They are able to make savings on accommodation, travel and upkeep.

Kenyatta University has nine digital school Regional Centers. These are located in Embu, Nyeri, Garissa, Mombasa, Nakuru, Kisumu, Kakamega, Nairobi and Marsabit. Each centre is headed by a coordinator and serves as study and resource points as well as for consultation for students in their vicinities. The University is also able to facilitate learning and sitting for examination for students who in the course of their programmes find themselves deployed by their employers outside the country. There are currently students under this mode in countries like Iran, Oman, Namibia and Rwanda.

Through digital school, the University has been able to expand access to education by offering an alternative to qualified applicants who are unable to enroll in other modes of study. Students register each semester at their respective centers. A semester in the DSVOL mode of study is defined as duration of six (6) calendar months during which registration, teaching, learning and examinations take place.

c) e-Learning

The e-Learning (electronic learning) is a pedagogical mode of transmitting knowledge and quality education by digital methods. It seeks to bridge the digital divide by the application of appropriate physical and technological infrastructure to deliver the programmes.

The mode involves learning online through the internet and Learning Management System (LMS). The University uses the Moodle e-Platform and other interactive methods such as video - conferencing, teleconferencing, Skype and others. The mode also implies studying offline through the delivery of electronic materials packaged into interactive CD-ROMs, DVDs and VCDs; Audio/Visual manuals; pre-recorded simulations and others. Kenyatta University has a digital library equipped with over 23,000 e-Journals and e-Books. These Distance and e-Learning programmes are coordinated by the Digital School of Virtual and Open Learning (DSVOL). For more information visit the website on <http://www.ku.ac.ke/dsvol>.

5.0 Procedure of Admission

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

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

University of Nairobi, Kenya Science Campus

Tel: 0723954927/0734879662

Email: kuccps@uonbi.ac.ke

P.O Box 1051666-0010, Nairobi

Website: kuccps.uonbi.ac.ke

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

b) Self-Sponsored Students (SSP)

The Self Sponsored Programme (SSP) students are the ones who are responsible for all their financial obligations to the University. They are admitted by the University Senate which determines the admission requirements for each programme. The minimum requirement for Bachelors degree is Mean Grade C+ (plus) at Kenya Certificate of Secondary Education (KCSE) or its equivalent. In addition, applicants must meet specific degree programme subject cluster requirements as determined by departments and the available capacity for that degree in that particular year. Diploma or PI holders with Mean Grade C (plain) are also considered for admission provided the diploma is relevant to the area applied for.

The minimum requirements for Diploma Programmes is Mean Grade C (plain) at K.C.S.E or equivalent while the minimum for Certificate Programmes is Mean Grade C- at K.C.S.E or equivalent.

In postgraduate programmes we have Postgraduate, Diplomas, Masters and Doctor of Philosophy Degrees. The minimum requirement for a postgraduate Diploma is a Bachelor's degree while that of Master's degree is a Bachelors degree, second class honour (Upper Division). Those with Bachelor's degrees (Lower Division) are considered on condition that they have a minimum of two years of research and or relevant work experience. All Departments have specific qualifications for all academic programmes as shown in the K.U. website: www.ku.ac.ke. The qualification for Doctor of philosophy Degrees is a Masters degree from a recognized University.

How to Apply for Admission into SSP Programmes

Application forms for qualified candidates can be obtained from Kenyatta University Admissions Block, Room No. 012 or at the Regional Centres located in Nairobi, Embu, Nyeri, Garissa, Mombasa, Nakuru, Kisumu and Kakamega on payment of a non-refundable fee of KShs.2,000/- for East Africans and KShs.3,500/- for candidates from outside East Africa.

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

6.0. Registration into Different Academic Programmes Requirements

A set of joining instruction documents is sent directly to each newly admitted student before the beginning of the academic year. These documents, duly completed, must be submitted by the student to the office of the Registrar (Academic), and must be received at the office by the set deadline.

All students admitted to Kenyatta University must bring with them the original copies of letters offering them admission into the University plus the original and photocopies of their KCSE certificates/result slips and the National Identification Card (ID).

Procedures

A student's registration is activated through the proper submission of all required documents accompanied by the payment of the required fees. A student admitted into a degree programme of Kenyatta University is expected to remain registered in every semester until the completion of the programme.

Any time a student wishes to be away from campus for more than two weeks, he/she must receive authority from the University. Once admitted into the University, a student can only change his/her registration in course units within the first three (3) weeks of the semester.

Registration for Each Semester

- a) A student is required to register for a semester he/she is taking units.
- b) Registration for each semester entails the following:
 - Full payments of fees
 - Registration of units
- c) Registration for each semester must be completed within the first **three weeks of the semester**.

Online Registration

Kenyatta University operates a Students Information Management System that involves:

- Activation of fees payment
- Online registration of units

7.0 Student Information

Mode of Payment

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

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

After depositing the required fees, pay– in-slips must be presented to Kenyatta University cashier for issuance of an official receipt. The University do not accept cash, personal or institutional cheques, money or postal orders.

Accommodation

A student who wishes to stay in the University halls of residence will be required to apply for it. If available, the student will be allocated a room at a fee. (More information under Directorate of Accommodation Services)

Catering

The University operates students catering service whereby food is sold on a pay as you eat system at highly subsidized prices. Each student is expected to have a minimum of Kshs.18,000.00 per academic year to cover catering expenses. (More information under Directorate of Catering Services)

Books and Accessories

A student is required to purchase books and other accessories according to programme demand, the minimum being Ksh. 9,000.00 per academic year.

Loan Assistance

Students may apply directly to the Higher Education Loans Board (HELB) for assistance to meet part of tuition, accommodation and book costs. Priority is given to needy students. HELB also gives bursaries to very needy students.

Postponement of Admission

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

Inter/Intra School Transfer

After fully registering, first year student who wishes to transfer from one school or department to another (inter/intra school or departmental transfer) will apply using prescribed forms available in Deans of schools offices within the first three weeks of the semester. The Deans' Committee will consider the application and the response will be communicated to the respective students by the Registrar (Academic) through the Deans offices.

Semester Off

A student who wishes to take a semester off due to financial or other problems may apply by writing to the Registrar (Academic). Students are advised to apply for semester off early in the semester to avoid unnecessary expenditure. The response to the application will be copied to the Dean of the School, the Director, Students Affairs; Health Services; Students Finance and Director, Accommodation Services.

Registration

Each student must register for every semester within the time allocated for registration. Each student will be expected to maintain registration until completing the programme. Registration will be considered complete only after the student has **paid all the required fees and registered all the semester units online.**

Withdrawal from a Unit

A student who wishes to withdraw from a unit will do so in the first three weeks of the semester by completing withdrawal forms which are issued by the Registrar (Academic) and available in Deans offices. Failure to withdraw officially will lead to grade E at the end of the semester. The grade “E” will be awarded zero (0) score and will be included in calculating the final semester cumulative average score.

Unit Load

A student will take a minimum of four and a maximum of seven units a semester. The number of units includes retakes/re-retakes where applicable. This means that retakes and re-retakes are considered as part of the semester load and hence are supposed to be paid for.

A student 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.

A student 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.

A student is allowed to take units from any series. A pre-requisite unit has to be passed before pursuing the next one in the series.

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 – A

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

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.

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 (CAT) which shall contribute 30% and University Examinations which shall contribute 70%. CAT marks may be greater than 30%.

Failure to do CAT shall lead to fail in the unit. Where a course is solely of practical work, it may be examined wholly by continuous assessment and /or practical assessment.

The pass mark in all courses shall be 40%. Each unit shall be marked out of 100. The marks shall be translated into literal grades as follows: -

A = 70 and above

B = 60 – 69

C = 50 – 59

D = 40 – 49

E = 0 – 39

Examination Irregularity

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

The following shall constitute examination irregularity: -

- a. 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.
 - b. Unauthorized possession of used or unused examination answer booklet(s) outside the examination room.
 - c. Possessing any unauthorized written material relevant to the examination in the examination room.
 - d. Copying from other candidate's answer booklets or any other source e.g. body parts or dress.
 - e. Possession of any notes recorded on paper, parts of the body or clothing.
 - f. Possession of Mobile Phones, unauthorized text books, Laptops, iPods or any other electronic gadget.
 - g. Returning examination answer booklets with written answers after the examination.
 - h. Plagiarism, i.e. falsely accessing another person's work and appending one's name and signature claiming to be one's own.
 - i. Disrupting the conduct of examinations.
 - j. Destroying evidence pertaining to examination irregularity.
- II) Any student found guilty of an examination irregularity by the Students' Disciplinary Committee shall be discontinued.
- III) Any student who is discontinued due to involvement in an examination irregularity can appeal to the Vice-Chancellor against the discontinuation.

Examination Grading

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, because of reasons acceptable to the Senate is unable to sit the final examination and whose work is in good standing.
- Class attendance shall not be a requirement to complete the unit.
- The grade (I) will be considered failing if the work is not made up by the next relevant examination sitting. After this period the (I) will be changed to failing grade “E” i.e. = Zero score.

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. However, if the failed units are pre-requisites for other advanced units, they must be passed before the student enrolls in other unit(s) in the series.
- No retaking of units is permitted after degree classification has been done.
- No student will be allowed to retake unfailed unit(s) for the purpose of improving the grade.
- Failed units when retaken will be graded as those of normal examination units.
- No student will be allowed to retake a course/unit more than twice.

Academic Warning

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

Discontinuation

- A student who fails in all units in any one semester will be discontinued.
- 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 discontinued.
- Appeal against discontinuation will be addressed to the Vice-Chancellor.

Results Slips and Transcripts

- A student will be given a results slips by the Dean showing literal grades and the following letters indicated:
 - Pass - P
 - Academic Warning - AW
 - Incomplete - I

- Retake - R
 - Re-Retake - RR
 - Discontinuation - DISC
- b. Provisional results will be released by the respective Deans of Schools after the School's Board of Examiners' meeting pending approval by the Senate.
 - c. Upon a written request by the student, a transcript will be issued free of charge by the Registrar (Academic) at the end of the degree programme.
 - d. Transcripts requested for before Graduation will be issued at a fee of Kshs. 200.00 per academic year.
 - e. Additional transcripts after the free copies on graduation will issued at a fee of Kshs. per set/year.

Degree Classification

- a. The final classification of the degree will be based on all the required Units (core and electives) taken during the degree programme. The total number of units required for degree classification may vary from one School to another.
- b. A student may be allowed to graduate with one failed required (core or elective) unit without doing retake provided the student requests for approval formally by writing to the Registrar (Academic) through the Chairman of Department and Dean of the School.
- c. The total score will be based on cumulative score average to arrive at the following final classification:

70% and above - First Class Honours

60% - 69% - Second Class Honours (Upper Division)

50% - 59% - Second Class (Lower Division)

40% - 49% - Pass

0 - 39% - Fail

Letter of Completion

Upon request to the Registrar (Academic) a letter of completion will be issued before graduation to a student who has completed the degree programme and met the entire financial obligation to the University.

Graduation

- a. Only students who have completed and passed all the required number of units including practicum shall graduate.
- b. A student who intends to graduate should apply to the Registrar (Academic).

Convocation/Alumni

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

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

Opportunities for Further Studies

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

Teaching Practice Regulations

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

a) Failure to Follow Regulations for Teaching Staff

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

b) Unauthorized Absence from School Duty

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

c) Insubordination and Lack of Respect for Authority

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

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

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

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

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

e) Unethical and Unprofessional Behavior

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

f) Pregnancy

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

8. Student Conduct and Discipline

Sanctions of regulations

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

University Property

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

Academic Responsibility

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

Procession and Demonstrations

It is serious offence for any student or group of students whilst within the University to convene, organize, participate or in any way involve in any demonstration, gatherings or processions or in any unauthorized ceremonies for which permission has not been obtained from the University or government authorities. It is 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. Any other similar conduct outside the University campus will be punishable according to the law of the land.

Drunkenness

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

Possession and Taking Illegal Drugs

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

Noise

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

Correspondence

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

Disciplinary Procedure against Students Misconduct

- a. A student may be summoned to appear before the Students Disciplinary Committee to answer a charge of complaint against him/her to answer questions in regard to any matter under investigation against him/her.

- b. A disciplinary procedure will be carried out against a student in his/her absence who in the opinion of the Disciplinary Committee has been duly summoned but has failed to appear.

Punishment

Such a fine as may be determined by the Senate will be imposed on a student if found guilty of an offence.

Upholding the Good Name of the University

All Kenyatta University students are expected wherever they are at whatever time and place to show exemplary conduct of good behaviour and be mindful of the welfare of others.

They should also uphold friendly co-existence with other members of the university so as to enable effective functionality of the institution.

Financial Aid Office

The University has a Financial Aid Office to assist very needy students. Though the University has no funds to assist all students, this office has limited scholarships to deserving and needy students under the Orphans and Vulnerable Students (OVS) program.

The scholarships will be announced in the media so that they are disbursed competitively. The office also provides information and possible ways of getting help outside the University.

Dress code

The dress code is meant to prepare students for the world of work. Students are required to be neat, clean and well-groomed at all times while in the University. Appropriate attire should be worn during lectures and formal functions and the midriff, upper torso and undergarments should not be exposed. The dress code for students may range from business to casual wear. Some occasions may require business dress such as formal functions, attachments, internships and teaching practice. Each department may have specific dress code requirements for the practical aspects of the courses offered. Uniform and safety shoes may be required by some departments as indicated above.

Use of the name “Kenyatta University”

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

9.0 Programmes Offered in Kenyatta University

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

School of Agriculture and Enterprise Development

- Bachelor of Science in Agricultural Education and Extension
- Bachelor of Science (Agriculture Resource Management)
- Bachelor of Science (Dry land Agriculture and Enterprise Development)
- Bachelor of Science (Animal Science)
- Bachelor of Science (Agribusiness Management and Trade)
- Bachelor of Science in Animal Production and Health Management
- Bachelor of Science in Agriculture
- Bachelor of Science in Crop Improvement and Protection
- Bachelor of Science in Agriculture (Crop Science)
- Bachelor of Science in Agriculture (Animal Science)
- Master of Science in Animal Nutrition and Management
- Master of Science in Dry land Agriculture
- Master of Science in Integrated Soil Fertility Management
- Master of Science in Land and Water Management
- Master of Science in Agribusiness
- Master of Science in Agronomy
- Master of Science in Plant Breeding
- Master of Science in Crop Protection (Entomology)
- Master of Science in Crop Protection (Plant Pathology)
- Master of Science in Seed Technology and Trade
- Doctor of Philosophy in Integrated Soil Fertility Management

School of Applied Human Sciences

- Certificate in Sports Administration and Management
- Diploma Programme in Sports Administration and Management
- Diploma in Nutrition and Health
- Post Graduate Diploma in Nutrition
- Postgraduate Diploma in Sports Administration
- Bachelor of Science in Foods, Nutrition and Dietetics
- Bachelor of Education (Physical Education)
- Bachelor of Science (Recreation and Sports Management)

Bachelor of Science (Exercise and Sport Science)
Bachelor of Science in Community Resource Management
Bachelor of Science in Fashion Design and Marketing (Bsc FDM)
Master of Science in Fashion Design and Marketing (Msc FDM)
Master of Science in Community Resource Management
Master of Science (Physical and Health Education)
Master of Science (Leisure and Recreation Management)
Masters of Science (Exercise and Sports Science)
Master of Science in Foods, Nutrition and Dietetics

School of Economics

Bachelor of Economics {B. Econ}
Bachelor of Economics and Finance (B. Econ and Finance)
Bachelor of Economics and Statistics (B. Econ & Statistics)
Master of Economics (M.Econ)
Master of Economics (Policy and Management)
Master in Economics (Cooperation and Human Development)
Master of Economics (Finance)
Master of Economics (International Trade & Finance)
Master of Economics (Health)
Master of Economics (Development)
Master of Economics (Environment)
Master of Economics (Agriculture)
Master in Economics (Cooperation and Human Development)
Master of Economics (Econometrics)
Doctor of Philosophy in Economics

School of Education

Certificate in Early Childhood Development Education
Diploma Course in Clinical Child Neuropsychology
Diploma in Teaching of 3 R's - (Reading, Writing and Arithmetic)
Diploma in Guidance and Counseling
Diploma in School Management
Diploma in Educational Leadership and Management
Diploma in Early Childhood Care and Education
Diploma in Special Needs Education
Postgraduate Diploma in Psychoeducational Assessment
Postgraduate Diploma in Contemporary Issues in Education
Postgraduate Diploma in Social Science Research

Postgraduate Diploma in Health Education
Postgraduate Diploma in Early Childhood Studies
Post Graduate Diploma in Educational Leadership and Management
Bachelor of Education (Special Education) Programme
Bachelor of Education in Early Childhood Education
Bachelor of Library & Information Science (BLIS)
Bachelor of Science (Records Management & Information Technology)
Bachelor of Information Science (BIS) (Records and Archives Management)
Bachelor of Education & Diploma in Primary Education
Bachelor of Education (Science)
Master of Education in Educational Psychology
Master of Education in Guidance and Counseling
Master of Education in History of Education
Master of Education in Philosophy of Education
Masters of Education in Sociology of Education and Policy Studies
Masters of Education in Comparative and International Studies
Master of Education in Health Education
Master of Science (Records Management and Archives Administration)
Master of Education (Early Childhood Studies)
Master of Education Degree in Special Education
Master of Education in Research, Evaluation and Assessment
PhD with Course Work in Early Childhood Studies – Ph.D. (ECS)
Doctor of Philosophy (PhD) - Educational Psychology

School of Hospitality and Tourism

Diploma in Hospitality and Tourism Management
Diploma in Travel and Tourism Operations
Bachelor of Science in Hospitality and Tourism Management
Bachelor of Philosophy in Hospitality (BPHIL)
Bachelor of Science in Tourism Management
Master of Science in Hospitality and Tourism Management
Doctor of Philosophy in Tourism Management

School of Public Health

Bachelor of Science in Environmental Health (Bsc (EVH)
Bachelor of Health Services Management (BHSM)
Bachelor of Science in Health Records and Information Management (Bsc. HRIM)
Bachelor of Science in Population Health
Bachelor of Science in Community Health Programme
Master of Science Health Information Management (Msc.HIM)

Master of Health Management (MHM)
Master of Public Health Programme (MPH)
Master of Public Health Programme (Monitoring and Evaluation)
Master of Science in Public Reproductive Health

School of Engineering and Technology

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

School of Environmental Studies

Bachelor of Environmental Planning and Management (BEPM)
Bachelor of Environmental Science (B. Env. Sc)
Bachelor of Environmental Science (Resource Conservation)
Bachelor of Environmental Studies (Community Development)
Bachelor of Science (Environmental Education)
Master of Environmental Planning and Management (MEPM)
Master of Environmental Science (M.Env.Sc.)
Master of Environmental Studies (Agro forestry and Rural Development)
Master of Environmental Studies (Community Development)
Master of Science in Sustainable Urban Development
Masters in Environmental Studies (Climate Change and Sustainability)
Master of Science (Environmental Education)
Doctor of Philosophy in Environmental Planning and Management (PhD)
Doctor of Philosophy – Environmental Studies

School of Law

Bachelor of Laws (LL.B)

School of Visual and Performing Arts

Certificate in Music
Certificate in Theatre Arts and Film Technology
Diploma in Fine Art
Diploma in Music
Diploma in Theatre Arts and Film Technology
Bachelor of Arts a Film Technology
Bachelor of Education (Fine Art)
Bachelor of Arts (Fine Art)
Bachelor of Arts Theatre Arts and Film Technology
Bachelor of Music (B. Mus)
Bachelor of Music (Technology)
Bachelor of Education (Music)
Master of Arts (Fine Art)
Master of Arts in Theatre Arts and Film Studies
Doctor of Philosophy in Fine Art
Doctor of Philosophy in Theatre Arts and Film Studies

School of Health Sciences

Bachelor of Science Nursing and Public Health (B.Sc NPH)
Bachelor of Medicine and Bachelor of Surgery (MBCHB)
Bachelor of Pharmacy (B. Pharm)
Bachelor of Science (B.Sc.) Medical Laboratory Science
Master of Science in Infectious Disease Diagnosis

School of Humanities and Social Sciences

French for Beginners Course
Beginners Course in Portuguese Language
Certificate in Japanese Language
Certificate in Security and Correctional Science
Certificate in African Studies
Certificate in Kiswahili Language
Certificate in Arabic Language
Certificate in Gikuyu Language
Certificate in Dholuo Language
Certificate in African Environment
Certificate in African Philosophy
Certificate in Intensive English
Diploma in Security and Correctional Science

Diploma in Crime Management and Prevention
Diploma in Disaster Management
Diploma in Gerontology
Postgraduate Diploma in Translation and Interpretation Studies
Postgraduate Diploma in Leadership and Management
Bachelor of Arts in Psychology
Bachelor of African Religion and Culture
Bachelor of Biblical Studies
Bachelor of Biblical Theology
Bachelor of Christian Studies
Bachelor of Arts (Sociology)
Bachelor of Islamic Studies
Bachelor of Religion and Social Development
Bachelor of Arts in English and Linguistics
Bachelor of Arts in Japanese
Bachelor of Arts and Bachelor of Education in French
Bachelor of Art (Psychology)
Bachelor of Arts (Counseling)
Bachelor of Arts/ Bachelor of Education German
Bachelor of Tourism Studies
Bachelor of Arts and Bachelor of Education Arts
Bachelor of Public Policy and Administration (BPPA)
Bachelor of Arts Literature
Bachelor of Arts in Gender and Development Studies
Master of Science in Infectious
Master of Arts in Psychology
Master of Arts in Religious Studies
Master of Arts in English and Linguistics
Master of Arts in Applied Linguistics
Master of Arts in English and Linguistics
Masters in French
Master of Science in Integrated Watershed Management
Master of Arts History, Archaeology and Political Studies
Masters of Arts in Peace and Conflict Management Studies
Masters of Arts Programme in International Relations and Diplomacy
Master of Arts in Kiswahili
Master of Arts in Literature
Master of Arts in Literature
Master of Arts (Sociology)

Master Arts (Community Development)
Master of Arts in Gender and Development Studies
Doctor of Philosophy in Kiswahili
Doctor of Philosophy (PhD) In Linguistics
PhD Programme (Sociology)
PhD In Counseling Psychology

School of Pure and Applied Sciences

Diploma in Forensic Science
Postgraduate Diploma in Forensic Science
Bachelor of Science Forensic Science
Bachelor Science Molecular and Cellular Biology (B.Sc. MCB)
Bachelor of Science in Biotechnology
Bachelor of Science in Biochemistry
Bachelor of Science (Industrial Chemistry)
Bachelor of Science (Analytical Chemistry)
Bachelor of Science (Analytical Chemistry with Management)
Bachelor of Science (Industrial Chemistry with Management)
Master of Science in Biochemistry
Master of Science in Biotechnology
Master of Science Degree Programme
Master of Science (Applied Analytical Chemistry)
Master of Science in Mathematics
Bachelor of Science (Statistics and Programming)
Bachelor of Science (Actuarial Science)
Bachelor of Science (Mathematics & Computer Science)
Bachelor of Science (B.Sc.)
Bachelor of Science (Conservation Biology)
Bachelor of Education (B.Ed. Science)
Bachelor of Science (Statistics and Computing)
Bachelor of Science (Biology)
Bachelor of Science in Telecommunication and Information Technology
Bachelor of Science (Pure Physics) and Bachelor of Science (Applied Physics)
Master of Science in Pure Mathematics
Master of Science in Applied Mathematics
Master of Science in Statistics
Master of Science in Biostatistics
Master of Science in Social Statistics
Master of Science in Plant and Microbial Science

Master of Science in Zoology
Master of Science (Physics)
Master of Science in Applied and Theoretical Physics
Master of Science (Electronics and Instrumentation)
Master of Science (Telecommunications)

School of Business

Bachelor of Business Administration
Bachelor of Commerce (BCOM)
Master of Business Administration (MBA)
Executive MBA (EMBA) Degree Programme
Master of Science (Finance)
Doctor of Philosophy (Ph.D)

School of Creative Arts and Media Studies

Certificate in Film and Theatre Arts
Certificate in Digital Animation
Diploma in Film and Theatre Arts
Diploma in Digital Animation
Diploma in Communication and Media Studies
Bachelor in Communication and Media Studies
Bachelor of Film and Theatre Arts
Masters of Film and Theatre Arts
Master of Communication and Media Studies
Doctorate in Film and Theatre Arts
Doctorate in Communication and Media Studies

10.0 Directorates and Units

10.2 Directorate of Student Affairs

Our central role in the University programmes stems from the clientele, the students, who is the most important person on campus. The student deserves the most courteous and attentive treatment we can give. The Office of the Director, Student Affairs, is charged with the responsibility of coordinating student activities and welfare in conjunction with other University offices. We also provide a link between the students, University and parents/ guardians. The spacious Kenyatta University Business and Student Services Centre (BSSC) also houses Mentoring Office, Wellness Centre, Food courts, Cyber Café, Salon and Banking Halls.

Kenyatta University Student Association (KUSA)

We co-ordinate Kenyatta University Student Association (KUSA) activities such as elections, inaugurations and inductions of the leaders. KUSA is a Student Government headed by the President, a cabinet and Congress (Parliament)

Clubs and Societies

The Director of Student Affairs is in charge of the extra-curricular life of the students. The students are encouraged to participate in as many of the student clubs and activities as possible in order to involve themselves fully in the University activities. This serves as a channel for creativity, innovativeness, leadership skills, community outreach and professional pupilage.

These societies are run by the students, and add value to their academic qualifications at the end of their studies. Members of staff, on the other hand, participate as advisors or patrons.

Identifying and Assisting Needy Students

The Office of the Director, Student Affairs, is also charged with the responsibility of identifying and assisting or recommending for assistance, students who are vulnerable socio-economically. The University operates an Internal Bursary administered through Financial Aid Office which assists such students.

Oversight of Good Student Conduct

The Director, Student Affairs, in liason with other offices, is expected to ensure that students carry themselves with decorum in and outside the University and project a positive image of the University in accordance with rules, regulations and policies governing student conduct which apply to all students.

10.3 Mentoring Programme

Mentorship is the process of harnessing experience, knowledge and sharing it with others. It is a nurturing process, which provides the opportunity for more experienced individuals, to share their professional knowledge, expertise and experiences with others who are less experienced. A mentor thus helps an individual to reach his/her potential by guiding and encouraging them to grow and excel. A mentor also inspires, counsels and encourages the mentee in developing their vision for the future and to acquire skills needed to advance on a career path. In the process, a mentee gains insight and access to new skills and knowledge through the mentor's example and support. The programme is grounded on "parenting" away from "parents".

The Kenyatta University Mentoring Programme offers a unique social and academic support to the students through mature and experienced peers and members of staff.

The Programme incorporates four modes of mentorship namely: staff to students, students to students, and the Growing Leaders Programme.



Participants during a Mentoring Workshop

The Staff Mentoring Program and the Student to Student Nurture and Mentorship Programme mode target all students in all disciplines and years of study, utilizing staff and students as mentors respectively. The two modes are guided by clearly spelt policies and codes of conduct and ethics. Students should register with the mentoring office in order to be assigned mentors.

The Growing Leaders Programme offers “Certificate in Leadership Development and Mentorship course, which targets all finalists’ students. The aim of the course is to inculcate good leadership and management skills to all our graduands, which are vital ingredients for a working nation as enshrined in Kenya’s Vision 2030. The course is also meant to give the graduands an opportunity to explore and challenge their leadership skills beyond academic work. The course is offered twice a year in January and September.

10.4 KU TV/Radio Services

Kenyatta University Television and Radio Services have become an extremely useful and interactive platform for students, staff and the industry to engage on issues affecting and influencing them. Apart from up to date entertainment programs, the radio/TV services provides an avenue for students to nurture their talents, share ideas and develop their creative skills in not just announcing and anchoring but also in formulation and production of broadcast content. Kenyatta University Television and Radio Services is committed in the pursuit of informing, entertaining, nurturing and enhancing lives as part of the mission of Kenyatta University.



Presenters at K.U Radio Station

Tune in to **KU 99.9 FM for more information!!** Welcome to infotainment redefined. Get in touch with the real world through the **KU TV/Radio Services.**

10.5 Directorate of Catering Services

Directorate of Catering Services is composed of competent hospitality staff. Its main role is to offer quality catering services in a hygienic friendly and relaxed environment to the students and the university community.

The Directorate runs restaurants and catering units which are all tailored to suit the needs of students in the various segments. The core customers are 40,000 plus university students who reside both within as well as other satellite campuses namely Parklands, Ruiru, Kericho and Kitui.

The University at Main campus has dedicated three main Dining Halls, popularly known as “Nyayo Mess” “Eastern Mess” and “Western Mess” (all situated at strategic points in the university), to the students who are served with meals at subsidized prices. These Dining Halls are only accessible to the students who enjoy nutritious tasty meals that are pocket friendly. The students’ dining halls meal times are as shown below:

Kitchen	Breakfast	Lunch	Supper
Eastern Kitchen	6.00am-8.30am	11.00am-3.00pm	5.00pm-12.00am
Western Kitchen	6.00am-8.30am	11.00am-3.00pm	5.00pm-9.30pm
Nyayo Kitchen	6.00am-8.30am	11.00am-3.00pm	5.00pm-9.30pm

Other site for meals include Food Court, situated at the Business and Student Service Centre (BSSC) for fast foods and various beverages. More restaurants are open to the wider Kenyatta University Community but also accessible to students at non-subsidized rates. They include the Mugumo Restaurant, (next to Ole Moiyo Lecture Halls), Kenyatta University Conference Centre (KUCC) and Business and Student Services Centre Restaurant.

Food Outlets

The Directorate has opened food outlets at strategic areas which serve fast foods and soft drinks at affordable prices. The outlets include Ngong, Aberdares, Art zone, 8.4.4, Mugumo and Old Library.

The Bakery

The bakery is situated at the Nyayo Kitchen and is manned by a team of professionals who specialize in production of pastries, cakes, bread rolls, doughnuts and various delicacies for sale to students, restaurants and student kitchens.

Regulations

- Misuse or willful destruction of property within Catering Units by a student or a group of students will constitute a serious offence, and the students or group of students involved in such an act will be held wholly responsible for any damage caused.
- No utensils or crockery may be carried out of the dining halls. Kenyatta University catering equipment is clearly marked and should remain in the dining halls.
- Any movement of cutlery and crockery must be accompanied by written permission from the Catering Manager. Any student found holding KU utensils and crockery outside the dining halls will pay Ksh.500/= for each item held illegally.
- Students are forbidden from entering the kitchen, server or store without prior permission from the Catering Manager.
- No food from outside will be allowed in the dining halls.



10.6 Directorate of Accommodation Services

The University has limited accommodation in the Halls of Residence. Consequently, admission to the University does not guarantee allocation of bed space in the halls of residence. It is the prerogative of the Directorate of Accommodation Services to allocate rooms in the Halls of Residence in accordance with the existing university policy.

To qualify for allocation of a bed space in the students hostels, a student must be fully registered by having paid fully both tuition and accommodation fees for the semester. Challenged students are given special consideration in room allocation.



Nyayo Hostel

All first year KUCCPS students are guaranteed accommodation upon admission to Kenyatta University. The rest of students are usually subjected to random balloting.

The students are well taken care of in the Hostels. Housekeepers oversee the hostels during the day while Hostels Night Attendants Section takes care at night. In addition, KU security guard the hostels for 24 hours.

To ensure safety and security, students are advised to adhere to the Accommodation Rules and Regulations governing hostels and other relevant University policies while in the University halls of residence.

The students who cannot obtain accommodation within campus are advised to seek the same in approved private hostels around the campuses. The Directorate monitors accommodation in off-campus Hostels by keeping in touch with the landlords and landladies to ensure that University students are comfortable

10.7 Directorate of Information and Communication Technology

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

Infrastructure

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

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

Internet Services

The University has a bandwidth capacity of 615 mbps during peak hours. During off peak hours (after 5pm and on weekends), the University enjoys unlimited bandwidth from our ISP KENET. Intercampus network is now available via secure VPN. This has enhanced accessibility of resources online and the growth of learning and research in the University. The University has state-of-art computer labs within the campus, all equipped with high-speed internet connection.

Email Services

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



Students at the Computer Lab

10.8 Students' Information services

Students' online portal

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

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

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

Kenyatta University E-learning portal

The University has implemented an e-learning management system using Moodle. The system makes available all lecture notes; power-point presentation; video clips; references and other digital learning resources organized pedagogically and didactically manner.

The KU Moodle Services are accessible from any internet connected computer and from the University network and on the internet at the following links:

1. <http://masomo.ku.ac.ke>
2. <http://ibp.ku.ac.ke>
3. <http://dsvol.ku.ac.ke>

E-hospital information system management system

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

Graduate School System

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

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

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

10.9 Centre for Gender Equity and Empowerment

The Social Pillar of Kenya Vision 2030 envisages a nation where women and men enjoy high quality of life and equity. Within the framework of Vision 2030, Kenyatta University is committed to the principle of equity and equality. In this regard, every member of the University is accorded equal and fair treatment irrespective of their color, creed, age, race, ethnicity, gender, place of origin, physical disability political affiliation or ideology. The Constitution of Kenya reiterates this principle by affirming that women and men have the right to equal treatment, including the right to equal opportunities in political, economic, cultural and social spheres.

In view of the above, Kenyatta University believes that excellence will be achieved through recognizing the value of every individual. Her aim is to create an environment that respects the diversity of staff and students and enables them to achieve their full potential; to contribute fully; and to derive maximum benefits and enjoyment from their involvement in the life of the University.

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

The objectives of the two policies which have been widely disseminated among the KU community are:

i) **Gender Policy**

The Gender Policy aims at fostering gender equity among students and staff and to promote women's participation in decision-making; as well as ensuring that the curriculum design, development and implementation, pedagogy and material developments are gender-responsive. Other areas covered by the policy are, Gender and research, Gender and Health and Gender and Marginalized and vulnerable groups.

ii) **Sexual and Gender-Based Violence Policy**

This is meant to enhance better understanding and appreciation of gender-based violence and sexual harassment throughout the entire Kenyatta University community with the aim of eradicating these crimes. It also aims at strengthening safety and security measures for all members of Kenyatta University Community, especially female students and staff.

The Center's Mission and vision is to mainstream gender perspectives in all operations of Kenyatta University and ensure a safe and conducive learning and working environment. **To ensure this the centre developed the Gender Policy and Sexual Gender Based Violence Policy (SGBVP).**



Students and staff of Kericho Campus after the training on gender mainstreaming.

10.10 Institutional Based Programmes (IBP)

Background

In 1998, Kenyatta University pioneered the concept of School Based Programmes when it established the Institute for Continuing Education (ICE). The programme targeted mainly non-graduate teachers wishing to pursue degree courses. A lot has changed since then and the programme has evolved to be known as, Institutional Based Programmes (IBP), widening the scope for the target groups. Although many other Universities in the country have adopted the initial model, the KU programme that has continued to be perfected dynamically remains the most popular. Our IBP students come to us from different countries, counties and from varied walks of life.

Why IBP?

The advantage of studying under IBP mode is that it offers flexibility and enables the students to maximize on school holidays sessions. To further increase the flexibility of Institutional Based Programmes the University has allowed the students of institutional based programmes to take a maximum of two units per session under the e-learning mode when they are off session. This will enable students access reading materials and interact with lecturers on-line through the moodle platform hence accelerate their studies and reduce the study period. Kenyatta University's Institutional Based Programmes mode is on the cutting edge of teaching and learning practices. It combines face to face learning with online learning. We have engaged the latest educational technology to ensure quality education and at the same time meet the demands of our students.

Centre for Institutional Based Programmes (CIBP)

The University has an established centre (CIBP) that coordinates IBP. The Centre is situated at the Directorate Complex 3rd floor wing B. The roles of the Centre for Institutional Based Programmes are:

- Marketing and promotion of IBP programmes.
- Handling enquires on admission of Institutional based programmes
- Referring and directing students to relevant offices/officers for action.
- Coordinating students so that their problems are resolved without delay.
- Following up with Deans of schools, Chairmen and the Deputy Vice-Chancellors to ensure Institutional based students' issues are addresses promptly.
- Monitoring the administration the e-Learning units across all the departments for IBP students.

Current Trends

Whereas initially, the School Based programme targeted mainly mature age employed teachers who enrolled for Bachelors or Masters degrees, a major shift is emerging in the current IBP composition. The new IBP face is attracting younger students who are not necessarily practicing teachers. Some school leavers are finding the IBP study mode a viable option, offering the same opportunities as the Regular/ODEL programmes. Graduating students also find it advantageous to enroll in the IBP postgraduate programmes which give them flexibility to do contract jobs. The integration of e-Learning in IBP is obviously more appealing to younger, tech savvy digital students. With such a trend, the future of IBP is predictably younger students.



A group of students taking a Masters degree through IBP

10.11 Directorate of Sports and Games

The Directorate of Sports and Games is housed next to the Sports fields in the heart of the Main Campus. Close by is the Directorate of Security services.

The Directorate is charged with offering services to the entire University Community at both competitive and recreational level. In the hall mark charge, competition, the Directorate operates both intra mural and extra mural competitions. The range is Inter years, Inter schools, Inter Departments, Inter-Campus and moves on into leagues, championships and invitational competitions at conference, National, Regional and Continental and Global levels.

The Directorate of Sports and Games sits at the Main Campus but is charged with managing sports needs in all of Kenyatta University's Campus. We have programs at Main, Ruiru, Parklands, City, Mombasa, Kitui, Nyeri, Nakuru, Embu and Kericho Campuses. All these outlying Campus have Games tutors and Coaches who are in charge of students' competition and recreation needs.

The Directorate is a regional powerhouse in sports excellence. Since inception of the Kenya National University Games in 1989, KU has retained the 1st position overall. We have also retained the 1st Position overall in the National Women Championships since inception in 2012. This is an annual competition.

At the Eastern African level we have several podium finishes, the best being a runners-up overall in 2010. The competitions range in terms of sports codes as follows:- Ball games, racket games, Board games, martial arts, strength events, track and field, swimming and new games e.g. Woodball and Rollball. The Directorate strives to continue improving the service delivery to its clients and to innovate new ways to assert its position as the premier sports department in the Universities in the region.



Students in the playing field

10.12 Directorate of Community Outreach and Extension Programmes

The Directorate of Community Outreach and Extension Programmes was established in August 2007 to fulfill Kenyatta University vision and mission of **service to humanity**.

To achieve its mission, the Directorate works closely with Kenyatta University community both academic, non academic members of staff and students and in some cases collaborate with private and public sectors with similar mission of service to humanity to improve quality of life among communities in Kenya.

The directorate is guided by its mission and objectives as indicated below.



Training seminar for students before field projects



Children's Home project by KU Students



Door to door medical camp visits by KU students

Mission

To reach out to communities and extend knowledge, skills, information, and other resources and to further help communities identify, mobilize and utilize resources available to them to improve quality of life.

Objectives of COEP

In summary the directorate's Programmes/Projects are guided by the following objectives:

- Expose students to the social economic ,cultural and spiritual life of their communities that will have an impact on their social and personal moral values
- Provide the students with an opportunity to identify with the problems and need of their communities
- Offer students an opportunity to acquire and apply knowledge and skills that will enable them deal with the community issues and problems

- Enable students develop cooperative and team spirit
- Expose students to the actual community development issues involving production ,distribution and consumption of goods and services
- Expose students to networking processes and information sharing among themselves and the wider society
- Enable students realize their creativity and innovativeness in making contributions toward addressing the needs of the communities.

In order to help students address some of the challenges they are likely to encounter in the field, they are taken through briefing sessions and training seminars before going out to the communities of offer services. In addition, they are accompanied by club patrons/departmental representatives to COEP who guides them during the execution of community service projects. The training content includes some identified contemporary issues facing the communities such as:

- HIV/AIDS
- Drugs and substance abuse and management
- Food and nutritional security
- Environmental conservational and management
- Income generating projects
- Basic financial skills and entrepreneurship skills
- Human development tasks in relation to community service
- Volunteerism
- Motivational talks to schools and children's homes
- Peace building and conflict resolution
- Peer pressure and self worth among others

The knowledge and skills imparted to students through their academic programmes, training seminars under COEP and also what they learn from their interaction with the communities they serve help students develop leadership and networking skills and give them self-confidence.

These aspects will form a strong base for students as future agents of change in the communities where they will live and work after completing their studies at Kenyatta University as they seek to improve quality of life for individuals, families and communities.

10.13 Centre for Career Development and Placement

The CCDP promotes career literacy among Kenyatta University community through career guidance to prospective, continuing and alumni students of Kenyatta University.

CCDP also organizes public lectures by professionals in the industry who are familiar with the labour market trends. Students are also enlightened on job seeking skills such as CV writing and mock interviews in order to give them a competitive over graduates from other Universities.

The Centre also maintains a database for all attaching and employing institutions so as to assist students in need of the same.



Student during career workshop

The flag ship programme for CCDP is career week which is an annual event. In the University where corporate organizations are invited to set up tents in the University to enhance interactions between the industry and the students who are advised on opportunities available for attachment in their organizations and how to apply and be considered for the same.

10.14 AIDS Control Unit (ACU)

ACU is committed to the formulation and promotion of programmes and activities for the prevention and management of HIV and AIDS within the university, its campuses and neighbouring communities with main theme as Accelerating Progress Towards Zero:

Activities Jan-March 2015:

1) 12th Annual HIV Testing Week

The 12th annual HIV Testing week was marked from 9th -14th February 2015 with the **Theme: My Status; My Stronghold** which was officially opened by Prof. John Okumu (DVC-Acad) on behalf of the Vice Chancellor on 11th February 2015.

Since the year 2003 KU-ACU has organized a HIV Testing week which is used as a platform to sensitize KU fraternity and neighboring communities of the Zero Campaign. This year KU hired HTC counselors from LVCT Health, National Organization of Peer Educators (NOPE) and got volunteers from Kenya Medical Research Institute. During the one week exercise, 955 clients were counseled and tested. Testing went on in 3 different campuses namely KU-Main (747) City (47) and Ruiru (161).

Other activities also took place like;

- **Seminar for students with special needs** was held targeting mainly the first years



- **Campus Sexuality forum officiated by Mr. Ken Njiru of Uungwana Initiative.** This forum served as a platform for student to learn how to avoid irresponsible sexual behavior



- **Variety show and Mr. and Miss Status exercise** aimed at; sensitizing people on the importance of one knowing their status, promoting behavior change modeling industry and talents.
- **Sports day;** meant to sensitize both the players and spectators on issues such as HIV testing, abstinence, condom use. Most sports participants find little time engaging in other activities and hence this is an easier avenue of reaching them with the behavior change communication messages.



11. Facilities at Kenyatta University

10.1 Library Services

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

The Library has a seating capacity of 6000. It holds a large collection of over 600,000 volumes of books and 42 titles of periodicals in print. It also subscribes to over 40 electronic databases of full text books and journals which are accessible within all the campuses and also through off-campus platform.

The Library also offers various services to all users, including those with Special Needs such as the Visually Impaired, physically challenged and the hearing impaired. The services include Lending, Reference and Information Services, User Information Literacy training, Current Awareness Service (CAS), Selective Dissemination of Information (SDI), Bindery and Photocopying service.



Post-Modern Library



Central Administration Complex



Students' Shuttle



**College of
Economics
& Business
Building**



**School of
Law-
parklands**



**K.U
Campanile**



**Science Zone
Laboratories
complex**



**Graduate
School**



**SDA
Chapel**



**Ongoing
construction
of the
referral
hospital**



**K.U
Arboretum**



**Kenyatta
university
conference
Centre
(KUCC)**