



SOUTH EASTERN KENYA UNIVERSITY

**Information to New Students
And
The Joining Instructions**

JOINING INSTRUCTIONS

1. LETTER OF ACCEPTANCE (JI/1(A))

Form JI/1A to be completed in triplicate and returned during registration.

2. NON-ACCEPTANCE OF OFFER (JI/1(B))

If you do not accept the offer of admission you must complete **FORM JI/1 (B)** and return it to the Admissions Office immediately.

3. STUDENTS PERSONAL DETAILS

You are required to complete **THREE COPIES** of Form JI/2. You should also submit **EIGHT PASSPORT SIZE PHOTOGRAPHS (Color)** together with Form JI/2. Please make sure that you have written your name, registration number and course on the back of each photograph. The photographs should be good quality studio photos and not 'photo me'.

4. MEDICAL EXAMINATIONS (JI/3)

- i) Admission to the University is conditional upon a satisfactory medical report being received. Students must therefore undergo a medical examination by a registered medical practitioner before coming to the University. FORM JI/3 is attached for this purpose. The doctor who examines the student should complete FORM JI/3 and send it to the Senior Medical Officer University, P.O. Box 170 -90200, Kitui. It is mandatory that the medical report reaches the Senior Medical Officer on the date of registration.
- ii) Medical attention at the University - The University Clinic is open to all students but they are advised to be prepared to meet expenses of any medical attention not provided for by the University.
- iii) Dental and Optical Treatment - The University does not provide dental or optical treatment. Students have to make their own arrangements and meet expenses for such treatment.

5. MEDICAL CONSENT FOR MINORS (JI/4)

Parents (or guardians of students who are under 21 years of age are required to sign **FORM JI/4**

6. DECLARATION FOR ADMISSION/RE-ADMISSION/STUDENTSHIP (JI/5)

- i) All candidates accepting an offer of admission must undertake to complete the course they have been admitted to. Students should therefore read carefully and sign **FORM JI/5**.
- ii) **BOND** - Attached to **FORM JI/5** is a **BOND** governing undergraduate admission, re-admission and studentship. Students are expected to familiarize themselves with the conditions spelt out in the **BOND** and to have it executed as required. The executed **BOND** must be returned to the University on the registration day.

7. FEES, LOANS AND BURSARIES (JI/6(A))

Students are advised to familiarize themselves with information provided in **FORM JI/6(A)** regarding fees, loans and bursaries, and to take necessary action regarding each of these items well before reporting to the University.

8. SPONSORSHIP FORM (JI/6(B))

All students who will be sponsored by their guardian and any other sponsor other than the Kenya Government should have **FORM JI/6 (B)** signed by the sponsor as soon as they receive their admission letter.

9. RULES AND REGULATIONS GOVERNING THE ORGANISATION, CONDUCT AND DISCIPLINE OF STUDENTS

All students are expected to read and understand the Rules Governing the

Organization, Conduct and Discipline of Students and are expected to adhere at all times to the parameters of discipline and conduct as per the attached Documents.

10. STUDENTS CONDUCT DECLARATION (JI/7)

Every student must sign declaration **FORM JI/7** signifying that they have read and understood the content and meaning of the Rules and Regulations Governing the Conduct and Discipline of Students. The signed declaration must be submitted during registration.

11. IMPORTANT INFORMATION ON UNIVERSITY PROCEDURES AND PROCESSES (JI/8)

All students are expected to read and understand the procedures and processes of inter-School transfers, withdrawal, deferment and re-admissions outlined in **FORM JI/8**

SOUTH EASTERN KENYA UNIVERSITY
LETTER OF ACCEPTANCE BY THE CANDIDATE

SECTION A: (to be completed in triplicate by those ACCEPTING the offer)

Dear Sir,

Candidate's Name _____
(Surname)

(Other names)

K.C.S.E. Index No. _____ Year _____

With reference to your letter offering me a place in the School of

For a course leading to the Degree of _____

This is to confirm that

I DO ACCEPT the offer and **I PROMISE TO ABIDE** by the Rules and Regulations governing the Organization, Conduct and Discipline of the Students of the South Eastern Kenya University, as spelt out in **DOCUMENT JI/13A** which is prepared in accordance with the South Eastern Kenya University Legal Notice No.102 of 15th July 2008. I also undertake to obey the instructions of the University Authorities at every level of administration.

I require/do not require Government Loan (Delete one which is applicable)

FULL NAME: _____

I.D. NO.: _____

SCHOOL/DEGREE COURSE ADMITTED: _____

UNIVERSITY REGISTRATION NO.: _____

SIGNATURE: _____

SECTION B: (to be completed by those NOT ACCEPTING the offer)

Dear Sir,

Candidate's Name: _____
(Surname)

(Other Names)

University Reg. No. _____

K.C.S.E. Index No: _____

With reference to your letter offering me a place in the School of _____

For a course leading to the Degree/ _____

_____ This is to confirm that I **WILL NOT ACCEPT** the offer, because of the following reasons:-

(Mark X against that which is applicable)

1	Family problems	
2	Ill health	
3	I have been offered and Overseas Scholarship	
4	I have taken on employment	
5	I have joined the Module II Programs	
6	Any other reasons	

Yours faithfully, _____

Signature: _____

Date: _____

SOUTH EASTERN KENYA UNIVERSITY

STUDENT'S PERSONAL DETAILS (Deans Copy)

Information provided in this form is intended to help the Office of the Registrar understand the student welfare better. It will be used for purposes of improving the student's welfare while at the University.

(To be completed in triplicate (i.e. three copies) and in capital letters)

1. Full Name: (Surname first) _____
2. Gender: Male/Female _____
3. National Registration Number (I/D) _____
- K.C.S.E. Index No. _____ YEAR _____
4. University Registration Number _____
5. Date of birth _____
6. Religion _____
7. Nationality _____
8. Contact address _____
- Cell Phone No. _____ Email address _____
9. a) Marital status _____
- b) Name and address of spouse (if married) _____
10. Full name of father/guardian _____
11. Full name of mother _____
12. a) Occupation of father/guardian _____
- b) Occupation of mother _____
13. Name/s of brothers and sister/s and addresses _____
- _____
- _____
14. Place of birth Village/Estate _____
- Location/Street _____ Name of Chief _____
- Division _____ District _____ Province _____
15. Place of Permanent Residence: Village/Estate: _____

16. District of Residence _____
(I.e. District at which your loan/allowances will be processed and paid)

17. Give names and addresses of two persons who can be contacted in case of emergency

NAME	RELATIONSHIP	ADDRESS & TEL.NO
i) _____	_____	_____
ii) _____	_____	_____

18. Name and address of secondary school attended _____
Date _____ From _____ To _____

19. K.C.S.E. results - (Subjects and grades)

20. Any other institutions attended and qualifications attained _____

21. Games/Sports: Which games are you interested in? _____

22. If you represented your school, etc. in games please give details. _____

23. Clubs, Societies and Hobbies: Which clubs, societies and hobbies are you interested in?
Please give details of your participation. _____

24. Do you suffer from any impairment? If so give details. _____

25. Please give any information you think is useful for you to communicate to the University.

I certify that the information I have provided is correct.

Signature _____ Date _____

Copy: Senior Medical Officer,
Academic Registrar,
Dean of the School

SOUTH EASTERN KENYA UNIVERSITY
STUDENT ENTRANCE MEDICAL EXAMINATION

REGISTRATION NO: _____

IMPORTANT:

It is a University requirement that all the students joining the University must complete **Part 1** of this form. Thereafter he/she must complete **Part II** with assistance of a qualified and registered medical doctor. **Part III** will be filled by the examining doctor who will thereafter print on the form his full name and Medical Practitioners and Dentists Board Registration Number.

The completed form must be submitted to the office of the Senior Medical Officer, South Eastern Kenya University, P.O. Box 170, and 90200, Kitui on or before the time of registration for further appropriate action.

Any student seeking medical treatment at the University Clinic must identify himself/herself using Student Identity Card.

The Students are eligible for outpatient services at the University Clinic only. Those requiring hospitalization for further specialized care, are referred to Kitui General Hospital.

Please note that the medical services are provided only when the students are in session. Privately sourced medical services outside the University Clinic will not be honored or paid for.

For full information regarding the students' medical scheme, please check on the Students Information Handbook.

PART 1:

SURNAME: _____ OTHER NAMES: _____

SEX: _____

DATE OF BIRTH: _____ PLACE OF BIRTH _____

NATIONALITY: _____ MARITAL STATUS: _____ NO. OF CHILDREN: _____

NAME OF PARENT/GUARDIAN/NEXT OF KIN: _____

POSTAL ADDRESS: _____

TELEPHONE NO (HOME): _____ OFFICE: _____

PART II: (To be completed by the student with the doctor's help)

Have you ever been admitted into hospital? _____

If so, when and for what illness _____

Have you ever suffered from any of the following? _____

Allergy	Yes/No	Infectious Mononucleosis	Yes/No	Jaundice/Hepatitis	Yes/No
Anemia		Yes/No		Peptic Ulcer	Yes/No
Asthma		Yes/No		Mental illness	Yes/No
Back problem		Yes/No		Poliomyelitis	Yes/No
Bilharzia		Yes/No		Severe headaches	Yes/No
Bladder problem		Yes/No		Surgery	Yes/No
Chest infections		Yes/No		Thyroid disease	Yes/No
Diabetes mellitus		Yes/No		Tuberculosis	Yes/No
Epilepsy		Yes/No			

Eye problem	Yes/No	Speech problem	Yes/No
Heart disease	Yes/No	Hearing problem	Yes/No
High blood pressure	Yes/No	Sexually transmitted disease	Yes/No
Blood transfusion	Yes/No	Irregular menstrual periods	Yes/No
Are you on any treatment now?	Yes/No	HIV infection	Yes/No
AIDS	Yes/No		

If the answer to any of the above is YES, please give details _____

Who's your doctor? _____

Any other medical cover? _____

FAMILY MEDICAL HISTORY:

Has any member of your family suffered from any of the following?

Diabetes mellitus	Yes/No	Heart disease	Yes/No
Bronchial asthma	Yes/No	High blood pressure	Yes/No
Mental illness	Yes/No	Sickle cell disease	
Yes/No			
Tuberculosis	Yes/No		

SIGNATURE _____ DATE _____

AUTHORIZATION STATEMENT

I hereby authorize any doctor, hospital, clinic or medical provider, any insurance company or any company, institution any other person who has any record or information about me and/or any of my family members to provide University with complete information including copies of their records with reference to my sickness or accident, any treatment, examination, advice or hospitalization. Any photocopy of this authorization shall be taken as the original copy.

PART III: (To be completed by the Examining Doctor) _____

Immunization _____ (Attach copy of immunization record).

Height _____ Weight _____ Any deformity _____

Visual Acuity _____ LE 6 _____ RE 6 _____

Hearing _____ Nose _____ Throat _____

Lymphatic glands _____

CARDIOVASCULAR SYSTEM:

Pulse _____ /minute Regular/irregular _____

Heart sounds _____ Blood pressure _____

RESPIRATORY SYSTEM:

Clinical findings _____ Respiratory rate _____

Percussion _____ Auscultation _____

CXR, X-Ray and report should be submitted together with the form.

ALIMENTARY SYSTEM:

Teeth _____ Tongue _____ Abdomen _____

GENITO-URINARY SYSTEM:

Urethral discharge _____ L.M.P _____ Uterus _____

Urine _____ S.G _____ Albumin _____ .Sugar _____

Deposit _____

HIV test _____

COMMENTS BY THE EXAMINING DOCTOR:

DOCTOR'S NAME (Printed) _____ SIGNATURE _____

MEDICAL PRACTITIONERS & DENTISTS BOARD REG. NO. _____

DATE _____ Official Stamp _____

PART IV:

COMMENTS BY THE UNIVERSITY SENIOR MEDICAL OFFICER:

Special remarks _____

Does the student require any special medical needs? _____

**SENIOR MEDICAL OFFICER
UNIVERSITY CLINIC** _____

DATE _____

SOUTH EASTERN KENYA UNIVERSITY

EMERGENCY OPERATIONS

This applies to students who are minors (i.e. under 21 years of age)

Name of Student _____

Date of Birth _____

Course Admitted to _____

Registration No. _____

Approval of your parents (or guardian) is required for the Vice Chancellor of the South Eastern Kenya University to give consent on their behalf, for any emergency operation to be carried out on you should a situation calling for such an operation arise. Parents (or guardians) are therefore required to complete the consent from below if you are less than 21 years of age.

FORM OF CONSENT

I agree that the Vice Chancellor of the South Eastern Kenya University may give consent for any emergency operation being performed on _____ (insert name), if it has not proved possible to contact me in time.

Name _____

Signed _____

Relationship _____

Address _____

Telephone _____

Date _____

SOUTH EASTERN KENYA UNIVERSITY

DECLARATION FOR ADMISSION/RE-ADMISSION/STUDENTSHIP

(To be completed in duplicate)

I, _____

holder of National Identity Card No. _____ And student Registration No. _

having been notified of my admission/re-admission to the South Eastern Kenya University,
School/Degree Course_____

Do hereby bind myself solemnly and undertake to comply with the following conditions.

1. That throughout my academic pursuit and stay in the University, I will as any other citizen of the country conduct myself in accordance with the provisions of the Laws of Kenya.
2. That I will diligently apply myself to my prescribed course of study within the University in accordance with the relevant statutes rules, syllabi and practices of the University.
3. That I undertake to attend all scheduled lectures, tutorials, seminars and practicals and all other instructional activities that will be required of me by University Authorities during my academic pursuit in the University.
4. That I acknowledge and duly submit myself to the disciplinary authorities of the University as defined in the Rules and Regulations Governing the Organization and Conduct of students of the University. In particular:-
 - a) bind myself to refrain from engaging in any unlawful activities that may be deemed to be prejudicial to the interest of the University and other students and in particular I will abstain from inciting, obstructing or in any manner stopping any other students from attending lectures or obstructing a member of the University from giving lectures or such other instructions;
 - b) undertake not to convene or join any unauthorized and/or unlawful demonstrations, processions, gathering and activities or in any way to be a party to any activities deemed prejudicial to the good order and running of the University;
 - c) undertake at all times to conduct myself in such manner as to uphold the dignity of the University and not to permit anyone to influence me to commit any breach of rules, regulations or practices of the University;
 - d) undertake to conduct myself at all times, within and outside the precincts of the University, in a responsible and socially acceptable manner which upholds the dignity of and public confidence in the University
5. That I bind myself by this instrument fully conscious that should I be found in breach of any of the above conditions, or should I in any way conduct myself in a manner prejudicial to the University, other students, members of the University or members of the public, I shall be expelled from the University; and
6. That I unconditionally execute the relevant bond required of me by the University as a condition of admission/re-admission/studentship.

DATED THIS _____ DAY OF _____ 20 ____

SIGNED

Witness to the above signature _____

Parent/Guardian

Dean of the School _____

SOUTH EASTERN KENYA UNIVERSITY

BOND

GOVERNING UNDERGRADUATE ADMISSION, RE-ADMISSION AND STUDENTSHIP

1. **THIS BOND** is made by the South Eastern Kenya University Council and Senate (hereinafter referred to as 'The University' and forms part of the **(binding terms and conditions)** upon which anyone may be admitted, re-admitted into, or permitted to remain in undergraduate studentship in the University.
 2. **THIS BOND** shall be considered ready for execution as from _____ and once executed shall remain in force in its present form for all undergraduates governing their admission, re-admission and studentship throughout their tenure of studentship, subject to such special decision as the enacting Authority may at its sole discretion take in relation to particular cases, until such time as the University may vary the bonds content, in such manner as the enacting Authority may deem fit.
 3. **THIS BOND** shall bind jointly and severally, all persons being admitted or re-admitted into, or allowed to remain in studentship in the University, and their parent/guardian and the enacting Authority and an appropriate undertaking in the form prescribed in **THIS BOND** shall be made by **both** the person admitted or readmitted into or allowed to remain in studentship in the University, and the parent/guardian of the person in the presence of a Judge, a Magistrate or an Advocate.
 4. **THIS BOND** shall bind the Parent/Guardian of any student being admitted or re-admitted into, or allowed to remain in studentship in the University to pay to the Student Finance Office, at the beginning of each academic year, or at such other time as the University Academic Board may prescribe and communicate to the persons in question, a fee of Kenya Shillings Sixteen Thousand (KShs.16, 000/=) or such other fee as the University may determine from time to time.
 5. By **THIS BOND** the Parent/Guardian undertakes to pay the required fee, and the applicant undertakes to secure this undertaking and to ensure the fee is dully paid and delivered on time as required in the terms of Paragraph 4 hereof.
-

THIS BOND IS EXECUTED at _____

THIS _____ DAY OF _____ 20 _____

(I). SIGNATURE OF
PARENT/GUARDIAN)

BEFORE ME

Judge, Magistrate or Advocate)
(Signature and Stamp)

(II). NAME IN FULL
SIGNATURE OF STUDENT
OR APPLICANT

(III). SCHOOL/DEGREE COURSE

(IV). UNIVERSITY
REGISTRATION NO.

Judge, Magistrate or Advocate)
(Signature and Stamp)

(V). BEFORE ME

ACADEMIC REGISTRAR
(On behalf of the University College)

SOUTH EASTERN KENYA UNIVERSITY

FEES STRUCTURE FOR MASTERS PROGRAMME

No.	Item Description	1 st Year Students		MSc. 2 nd Year		MBA 2 nd Year	
		All Masters Programmes				Semester I	Semester II
		Semester I	Semester II	Semester I	Semester II		
A.	Tuition	60,000	60,000	60,000	60,000	60,000	60,000
B.	Statutory						
1.	Library Fee	3,000	-	3,000	-	3,000	-
2.	Computer Laboratory	5,000	-	5,000	-	5,000	-
3.	Medical Fees	5,000	-	5,000	-	5,000	-
4.	Registration Fees	1,000	1,000	1,000	1,000	1,000	1,000
5.	Student Identity Card	500	-	500	-	500	-
6.	Caution Money	5,000	-	-	-	-	-
7.	Student Union Fees	500	-	500	-	500	-
8.	Examination Fees	6,000	6,000	-	-	6,000	-
9.	Supervision	-	-	6,000	6,000	-	6,000
10.	Project Examination	-	-	-	-	-	6,000
11.	Thesis Examination	-	-	9,000	-	-	-
Sub-Total=		26,000	7,000	30,000	7,000	21,000	13,000
TOTAL=		86,000	67,000	90,000	67,000	81,000	73,000

NOTE:

- ❖ Students must pay the required fees at the bank nearest to their residential homes and bring the bank deposit slips with them when they report for registration.

SOUTH EASTERN KENYA UNIVERSITY

FEES STRUCTURE FOR DOCTORIAL PROGRAMME

No.	Item Description	First Year of Study		
		Semester 1	Semester 2	Total
A.	Tuition	75,000.00	75,000.00	150,000.00
B.	Statutory			
1.	Library Fee	2,125	2,125	4,250
2.	Computer Laboratory	2,500	2,500	5,000
3.	Medical Fees	2,500	2,500	5,000
4.	Registration Fees	1,000	1,000	2,000
5.	Student Identity Card	500	-	500
6.	Caution Money	5,000 (once)	-	5,000
7.	Student Union Fees	500	-	500
8.	Examination Fees	6,000	6,000	12,000
Sub-Total=		20,125	14,125	34,250
Total=		95,125	89,125	184,250

NOTE:

- ❖ Students must pay the required fees at the bank nearest to their residential homes and bring the bank deposit slips with them when they report for registration.

3. UNIVERSITY COLLEGE ACCOUNT NUMBER(S) FOR FEES PAYMENT

ACCOUNT NAME	BANK	BRANK	ACCOUNT NUMBER
South Eastern University College	National Bank of Kenya	Kitui	0102152862000
South Eastern University College	Equity Bank of Kenya	Kitui	0720295920757
South Eastern University College	Barclays Bank of Kenya	Kitui	2021558152
South Eastern University College	Co-op Bank of Kenya	Kitui	01129300544600
South Eastern University College	Kenya Commercial Bank	Kitui	1127693166

SOUTH EASTERN KENYA UNIVERSITY

TO BE COMPLETED BY THE SPONSORING AUTHORITY

Name of candidate _____

Course Admitted to _____

Registration Number _____

We are prepared to sponsor the above named candidate for the course of study leading to the degree of Bachelor of (insert course for which the candidate has been admitted)

SIGNATURE _____

TITLE _____

NAME _____

ADDRESS _____

TELEPHONE NUMBER _____

DATE _____

- NB:**
1. All privately sponsored candidates are requested to get this form signed by their sponsors as soon as they receive their offers. Students in this category should make arrangements to pay fees due in advance prior to the registration day.
 2. Kenyan students applying for Loan from Higher Education Loans Board do not need to complete this form.

SOUTH EASTERN KENYA UNIVERSITY

REGULATIONS GOVERNING THE ORGANIZATION CONDUCT AND DISCIPLINE OF STUDENTS
AT THE UNIVERSITY

D E C L A R A T I O N

I, _____ ID.No. _____
declare that I have read the regulations governing the Organization, Conduct and Discipline of
Students at the South Eastern Kenya University, and understood their content and meaning, and
undertake to abide by them.

SIGNED _____ DATE _____

SCHOOL ADMITTED TO & DEGREE COURSE _____

KCSE INDEX NO. _____ YEAR _____

UNIVERSITY REGISTRATION NO. _____

THIS DECLARATION IS EXECUCUTED AT _____ THIS _____

DAY OF _____

BEFORE ME:

.....
(JUDGE, MAGISTRATE OR COMMISSIONER FOR OATHS)
SIGNATURE & STAMP

.....
ACADEMIC REGISTRAR
On behalf of the University

IMPORTANT INFORMATION ON UNIVERSITY PROCEDURES AND PROCESSES

Deferment of admission

An application who for any reason is unable to take up the offer of admission will be required to inform the Academic Registrar by either filling in Form JI/1B of the Joining Instructions or writing directly to the academic registrar. This information should reach the academic registrar at least one week prior to the date of registration. An applicant will be required to apply to defer admission on an annual basis but after the second year the offer of admission will lapse and the applicant will be required to re-apply afresh for admission. It is important that an applicant who defers admission ensures that he or she receives an official letter of deferment of admission from the academic registrar. An applicant who fails to inform the academic registrar of his/her deferment of admission will be deemed to have forfeited his/her position and will be deregistered from the course admitted to.

Student Identity Cards

After the registration formalities and payment of the identity card charges, every student is issued with a student identity card bearing his/her picture and name, registration number and the course and School, school, institute registered in and the duration of the course. The identity card allows easy identification of students and gives the student access to various University services (e.g. the library, the student clinic, the halls of residence etc. every student must ensure that they have their student identity card at all times and that the card has the correct information and is valid for the duration the student is in the University.

Loss of identity card

A student who loses his/her University identity card will be required to report the loss to a police station and acquire an abstract. They will also be required to report the loss to their School offices from where they get a letter confirming the loss and their student status. After getting these two documents the student should report to the School library for a clearance note to indicate that the card is not held in the library.

After that the student reports to the Admissions Office (Main Campus) for a re-issue of the student card upon payment of the relevant fees

Temporary withdrawal

If for any reason a student who is already registered for a particular course has to leave the course for a particular period, the student will be required to apply to the academic registrar for temporary withdrawal. All applications for temporary withdrawal must be endorsed by the Dean of the respective School/school/institute and must state the reasons for and the duration of such withdrawal. Any student who withdraws from a course without seeking appropriate authority will be deemed to have absconded from the course and will therefore be de-registered from the course.

Inter-School transfers

Inter-School transfers are processed within the first three weeks of the first semester. Students should note that transfers can only be offered if there is a vacant position and if the student meets the requisite admission criteria for the particular course. Students should also note that merit is used as criteria for transfer and that all applicants to a particular course will be ranked in order of merit.

A student wishing to transfer will be required to fill in the inter School transfer application form which is available at the admissions officer Room A112 upon payment of Kshs.250/= at the student finance office Room G2. the form must be completed and returned within the stipulated time.

Students who will have succeeded in their application for transfer will receive an official letter of transfer from the academic registrar and will be expected to report and register in their new courses by the fourth week of the semester at the latest.

It is important for students to note that all inter-School transfers are subject to approval by the deans committee and that once the transfers have been approved the exercise is closed and no late applications or appeals will be considered.

Absence due to illness

A student who misses any lectures practical's continuous assessments, examinations etc. due to illness, must inform in writing the lecturer concerned, the chairman of department and the dean of the School of such absence as soon as is feasibly possible.

Nominal roll

The Nominal Roll is a record of students registered in each degree programmed every semester/year. It gives important details on the student as well as recording the progress of the student from semester to semester (and yearly). It is important for every student to ensure that he/she signs the nominal roll in the Dean's office of their respective School at the beginning of each semester and to ensure that the information given in the nominal roll is correct and up to date.

Course/subject registration

Every student is required to register for the courses/subjects he will undertake by filling in the relevant form at the Dean's office at the beginning of every semester (first three weeks). The student must ensure that the registration is complete by having the form approved and signed by the chairman of department where the courses are to be offered and the deans of the respective School. When registering for the courses the student will do well to ensure that the correct courses and the course codes are used and that the form is returned to the Dean's Office promptly.

EXAMINATIONS PROCESSES AND PROCEDURES

i) Rules and Regulations

Examinations are very important component of a student's academic life and students are expected to familiarize themselves with examination rules and regulations in the courses they have chosen and that they have fulfilled all the examination requirements in each semester.

ii) Registration

At the start of each semester (within the first three weeks) every student must register for courses and the examinations that they are due to take during that semester by filling in the relevant forms at the deans/ directors offices. It is important that students get the right information from their respective faculties on the examinations they are expected to take in each semester.

iii) Attendance

Students should note that they are required to attend all courses they are registered in and to take the requisite continuous assessment tests in those courses in order to be allowed to sit the end of semester examinations.

iv) Problems

A student who experiences a problem, which is likely to affect his/her examination performance (i.e. sickness, bereavement etc.) must report such problems in writing to the chairman of the department offering the courses the student is taking, and to the Dean of the School. Any problem that is reported after the examination results are known will not be acceptable for examination appeals.

v) Examination cards

Every student who is registered for University examinations must be issued with an examination card by their respective School. This card must be produced at each examination sitting.

vi) Lateness

Lateness to examination venues will not be tolerated and no student will be allowed to enter an examination 30 minutes after the start of an examination, and also no student will be allowed to leave the examination room during the last 30 minutes of the examination.

vii) Cheating

Any student caught cheating in examinations e.g. by copying, having or making reference to unauthorized materials; communication to other students verbally or through other means will be expelled from the University and shall not be eligible for admission to any other programme of the University. Students are advised to ensure that at no time do they carry authorized materials such as notes, books, handbags, mobile phones e.t.c. into the examination rooms.

The penalty for cheating in examination is immediate suspension followed by EXPULSION as per the university statutes XXVII

viii) Missing an examination

Missing an examination without good cause is a serious offence. Misreading of examination timetables is not taken to be a good cause of missing examinations and it's therefore not condonable.

ix) Answer books

Students must not take answer books from the examination rooms.

x) Examination results

Provisional examinations results may be obtained from the respective office of the dean of School.

xi) Academic transcripts

Academic transcripts are available at the end of each academic year and are issued on application by the academic registrar.
