

**UNIVERSITY OF EMBU**

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**STUDENT INFORMATION HANDBOOK**

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ISO 9001:2015 Certified

# FUNDAMENTAL STATEMENTS

## **Vision**

To be a dynamic epicentre of excellence in training and research for service to humanity

## **Mission**

To generate, advance and disseminate knowledge through training, research and innovation for the development of humanity

## **Philosophy**

Enhancing human capacity for societal development

## **Motto**

Knowledge Transforms

## **Core Values**

Integrity  
Professionalism  
Team work  
Innovativeness  
Customer focus



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### MESSAGE FROM THE VICE-CHANCELLOR

On behalf of the University Council, Management and the entire University Community, I welcome you all to the University of Embu. Congratulations for achieving grades that enabled you to secure admission at the University. I thank you for choosing to study at the University of Embu. Your stay at the University marks an important life transition; from studentship to citizenship. The transition comes along with responsibilities, opportunities and challenges that contribute to the realization of your full potential and the achievement of your career aspirations.

The University has put in place the necessary infrastructure, and employed highly qualified and experienced staff to ensure the delivery of relevant, quality and holistic education that will equip you with knowledge and skills in your area of specialization. This will enable you to succeed in the attainment of your objectives, excel in your career choice and ensure that you can serve in the various sectors of the Country's economy. Take full advantage of this opportunity and utilize all the resources availed to you to successfully pursue your course to completion.

Work hard and persevere through the challenges that may come your way. This will assist you develop resilience in life. Make use of available student support services to assist you in dealing with the challenges. Develop a reading culture in order to reap most from the University education. Cultivate good morals, learn to be a global citizen through the University networks, be innovative, open-minded, focused and above all trust in God.

The purpose of this Handbook is to provide you with information about the University to help you settle down quickly at the University. The information includes services offered at the University, academic programmes, student welfare, accommodation, rules and regulations governing student conduct, ICT services, e-learning among others. Kindly go through the Handbook and ensure that you familiarize with every aspect of the information provided therein.

I wish you the very best and welcome you all to this great University.

**Prof. Daniel Mugendi Njiru, Ph.D.**  
**Vice-Chancellor**  
**University of Embu**

**ABBREVIATIONS AND ACRONYMS**

<b>ARE</b>	Academics, Research and Extension
<b>CoD</b>	Chairman of Department
<b>DoS</b>	Dean of Students
<b>DVC</b>	Deputy Vice-Chancellor
<b>DAQA</b>	Directorate of Academics and Quality Assurance
<b>GSP</b>	Government Sponsored Programme
<b>KASNEB</b>	Kenya Accounting Secretariat National Examinations Board
<b>KUCCPS</b>	Kenya Universities and Colleges Central Placement Services
<b>SSP</b>	Self-sponsored Programme
<b>UESA</b>	University of Embu Students Association
<b>UoEm</b>	University of Embu
<b>VC</b>	Vice-Chancellor



**DEFINITION OF TERMS**

The following is the meaning of the terms as used in this handbook:

<b>Academic calendar:</b>	Is the schedule of events that take place within an academic year.
<b>Academic leave:</b>	Deferment of studies or Semester call off.
<b>Academic year:</b>	A period of study which consist of two regular semesters and a trimester. Each Semester/Trimester consist of 14-15 weeks. Academic Year runs from September each year to August of the subsequent year.
<b>Admission:</b>	The process of application, selection, offer of admission to a programme of the University of Embu.
<b>Admission requirements:</b>	The requirements that an applicant must satisfy in order to be eligible for admission. Admission requirements comprise of University entry requirements and programme entry requirements.
<b>Applicant:</b>	A person who applies for a place in a programme offered by the University.
<b>Appeals Committee:</b>	Is the committee which deliberates on disciplinary matter(s) after a formal appeal by a student, with regard to a ruling delivered by the Student Disciplinary Committee, to the Chairperson of Senate.
<b>Call off:</b>	A process whereby an enrolled student, for reasons beyond their control, choses to interrupt/take a break from their studies within the course of their programme.
<b>Deferment:</b>	A process whereby a student chooses to delay start of their study/enrolment to a later date.
<b>Disciplinary Committee:</b>	A committee set up by the University and charged with responsibility of examining alleged misconduct/ examination irregularities brought against any student(s)
<b>Enrolled student:</b>	A person who has been registered to pursue a programmed admitted to at UoEm.
<b>Government Sponsored Programme Students:</b>	Students that are placed at the University and sponsored by the Government.
<b>International students:</b>	Students who are citizens of countries outside the East African Community.
<b>Leave Out:</b>	Official permission for a student to be away from the University premises for a short period within the Semester.
<b>Prerequisite:</b>	Means essential unit to be undertaken and passed before a unit under consideration
<b>Program entry requirements:</b>	The requirements that an applicant must satisfy in order to be eligible for admission to a particular programme. To be eligible for admission to a programme, an applicant must satisfy the minimum programme entry requirements in addition to the University entry requirements.
<b>Programme cycle:</b>	The duration within which a programme is expected to be completed
<b>Prospective student:</b>	An applicant who has been issued with an admission letter.
<b>Registration:</b>	The process that involves enrolment, orientation, payment of fees, unit registration, students requests and clearance from the University
<b>School:</b>	Is a group of academic departments which specialize in particular disciplines of the University as established under the Statutes
<b>Self-Sponsored Programme Students:</b>	Students who make direct application for admission to the University and sponsor their programme of study.
<b>Statutes:</b>	University of Embu Statutes

<b>Student admission number:</b>	It is a unique number assigned to a student upon offer of admission to a programme of the University of Embu.
<b>Student Association:</b>	Means an association of students recognized by the Council as being an organization representative of the students of the University and as provided for by the Statutes
<b>Student registration number:</b>	The student admission number upon enrolment.
<b>University:</b>	The University of Embu
<b>University entry requirements:</b>	The University-wide entry requirements that applicants must satisfy to be eligible for admission to each level of programme offered by the University.
<b>Visiting student:</b>	A student who is taking course(s) at UoEm for a specified duration and is a bona fide student of another accredited institution
<b>Withdrawal from the University:</b>	The process where by an enrolled student seeks to terminate their studentship at UoEm

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CHAPTER ONE

GENERAL INFORMATION

**1.1 Historical Background**

University of Embu (UoEm) was established as a Constituent College of the University of Nairobi (UoN) via a Legal Notice No. 65 of 17<sup>th</sup> June, 2011 by His Excellency Mwai Kibaki, the third President of Kenya. UoEm is the successor of the former Embu Agricultural Staff Training (EAST) College which was established in 1947 as an agricultural training school and was later renamed Embu Institute of Agriculture in 1968. In 1990, it was upgraded to be Embu Agricultural Staff Training (EAST) College whose mandate was to develop and implement short management and technical courses, and offer research and consultancy services to enhance performance in the agricultural sector.

This continued until June 2011 when the College was converted to Embu University College. The University of Embu was formally awarded a Charter by His Excellency Uhuru Kenyatta, the President of Kenya, at a colorful function held at State House, Nairobi on Friday, 7<sup>th</sup> October, 2016. This marked the transition of the Institution from a Constituent College of UoN to a fully- fledged University.

The objective of the University is to play a leading role in the development and expansion of the opportunities for higher education, research and community service. The University envisions to be a centre of excellence for learning and research within and outside Kenya.

University of Embu is located approximately 4 km from Embu town along the main Embu-Meru road. Rainfall distribution is bimodal and the Agro-Ecological Zones begins on Mt. Kenya with the Tropical Alpine Zones I and II. Towards the foot plains, other Agro-Ecological Zones occur at descending altitudes.

## 1.2 University Governance Structure

### a) The Council

The Council is a policy making organ of the University. Its functions include making Statutes in accordance with the Charter, recruitment, appointment and promotion of all staff of the University, determining the terms and conditions of service for all staff, and safeguarding the property and funds of the University.

### b) The Chancellor

The Chancellor advises the Council and management on the strategic direction of the University. He also presides over the Congregations of the University and has the power to confer degrees and grant diplomas, certificates and other awards of the University.

### c) The Vice-Chancellor (VC)

The Vice-Chancellor is the Chief Executive Officer of the University. The VC has the overall responsibility of the direction, organization, administration and programmes of the University. The VC chairs the Management Board, Senate, and any other University Committees as provided for in the University Statutes.

### d) Deputy Vice Chancellor, Academic, Research and Extension (DVC ARE)

The DVC (ARE) is in charge of the Academic division which includes: admissions & registration of students, examinations, allocations of academic facilities, students' welfare and discipline, academic planning and curriculum development, scholarships and bursaries, research & innovations, library issues and linkages.

### e) Deputy Vice Chancellor, Administration, Planning and Finance (DVC, PAF)

The DVC (PAF) is in charge of the administration, finance and planning division which includes: all administrative and financial matters, appointments, promotion and appraisal, planning and development of the University.

### f) Dean of Students (DoS)

The Dean of students is the officer in charge of Students' Welfare and Development.

### g) Dean of School

The Dean of a School is in charge of academic and administrative services in the School.

### h) Director

A director is the head of a directorate at the University.

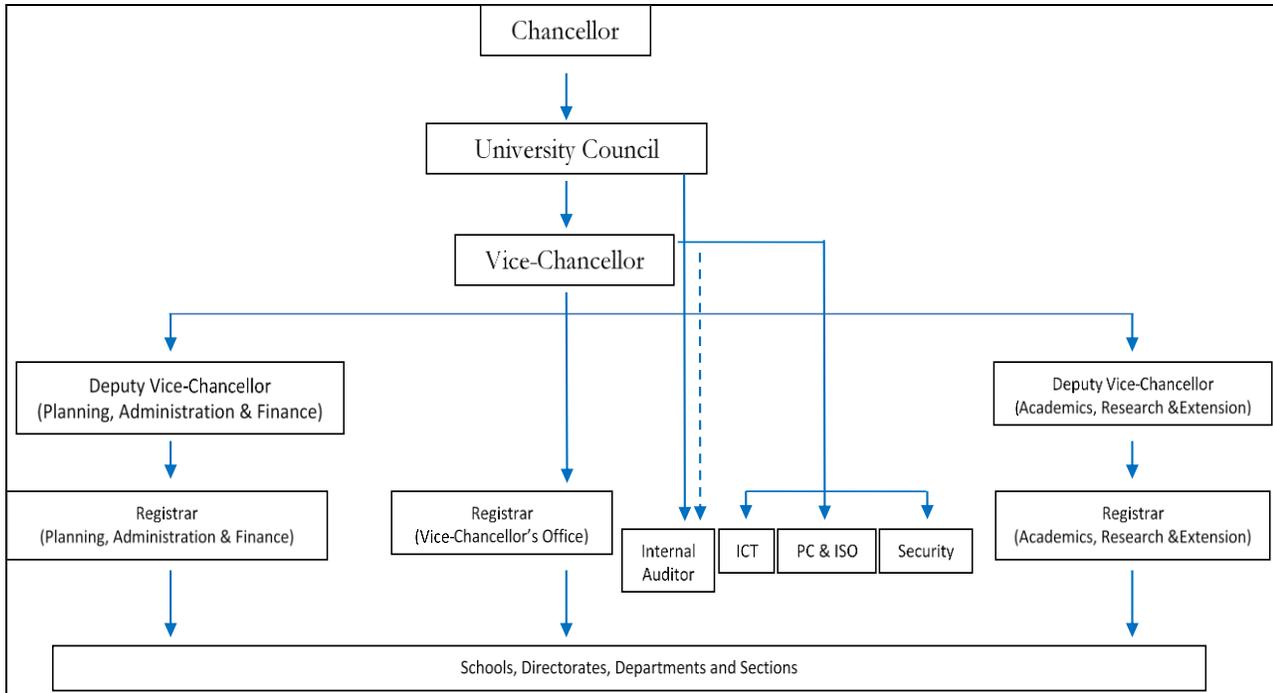
### i) Chairperson of Department (CoD)

The CoD is in charge of the academic and administrative services in a department within a School.

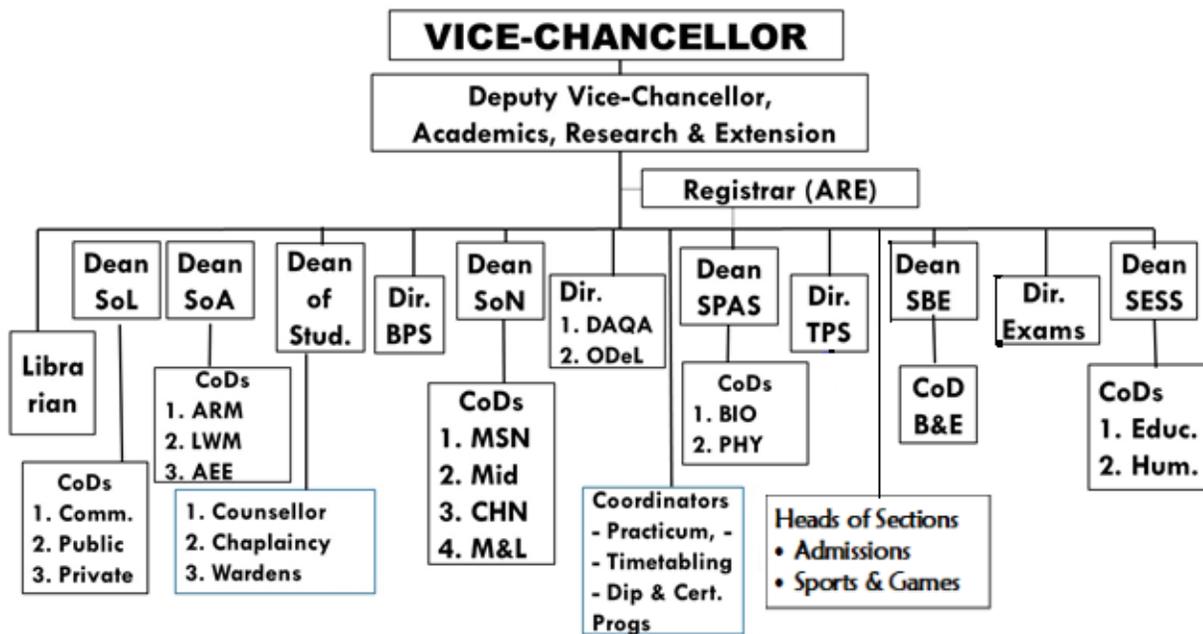
### j) Senate

The Senate is responsible for all academic matters in the University. It considers and recommends regulations regarding: admissions, curriculum, examinations, discipline and welfare of students.

1.2.1 University organogram



1.2.2 Academic Division organogram



### 1.3 Admission of students

University of Embu (UoEm) offers market oriented programmes at undergraduate (certificate, diploma and degree) and postgraduate (Masters and Ph.D.) levels that are focused on the realization of its mission and vision. A student is admitted into a programme when he or she meets the entry requirements into that programme. Admission requirements for all programmes are as stipulated in the programme’s syllabuses and curriculum.

#### 1.3.1 Application procedure

##### i) Government Sponsored Programme (GSP)

GSP students make their applications through Kenya Universities and Colleges Central Placement Services (KUCCPS).

The following is the applicable procedure;

- a) The first application is done at High School before the release of Kenya Certificate of Secondary Education (KCSE) results
- b) After the release of KCSE results, students are given an opportunity to revise their courses before placement is done.
- c) Once the placement is done, a student not satisfied with his/her placement can apply for inter-University transfer within the period prescribed by KUCCPS.

##### ii) Self-Sponsored Programme (SSP)

SSP students make their applications for admission to UoEm to their preferred programmes through the following procedure:

- a) All SSP applicants’ complete application form either electronically or in hard copy and submit to the Admissions Office. The application forms are available at the Admissions Office and on the University Website ([www.embuni.ac.ke](http://www.embuni.ac.ke)).
- b) All applications should be accompanied by copies of relevant certificates and/or result slips, original copy of application fee deposit slip/Mpesa payment transaction code and any other additional requirements as may be prescribed.
- c) Duly filled-in applications and relevant attachments are submitted in hard copy to the Office of the Registrar (ARE) or Admissions Office, **OR** sent electronically to [admissions@embuni.ac.ke](mailto:admissions@embuni.ac.ke)
- d) The University may request for additional information to clarify any aspects of an application when necessary. It is the duty of the applicant to provide such information within the given timelines. Failure to provide the information requested may result in the application being rejected.

#### 1.3.2 Minimum entry requirements and course duration

Below is a summary of minimum requirements in programmes at the University.

Level	Course Duration	Minimum requirements
Doctorate	3 years	Masters in relevant area
Master’s	2 years	Bachelors in relevant area
Post graduate diploma	1 year	Degree in relevant area
Bachelors	4 years	C+ (Plus) at KCSE or equivalent
Diploma	2 Years	C - (minus) at KCSE or equivalent
Certificate	1 year	D+ (Plus) at KCSE or equivalent

**NB:** There is room for progression from a certificate to a doctorate as long as one meets the minimum requirements at each level of study.

**1.3.3 Intakes**

University of Embu has intakes in the following months;

Months	Mode of study
January	Full time/part time (evening & weekends) /part time intensive(two days in a week)
April	Part time intensive (institution based)
May	Full time/part time (evening & weekends) /part time intensive(two days in a week)
August	Part time intensive (institution based)
September	Full time Part Time Intensive (Weekdays) Part Time intensive (evening & weekends)
December	Part time intensive (institution based)

**1.4 Registration and activation of students**

- i) The University Academic Year runs from September each year to August of the subsequent year. Each Academic Year comprises two regular semesters and a trimester as follows;
  - a) First Semester. The semester runs from September to December
  - b) Second Semester. The semester runs from January to April
  - c) Trimester. The semester runs from May to August
- ii) Approved semester dates indicating opening and closing dates are circulated to the students at the beginning of every Academic Year.
- iii) Upon enrolment or reporting to the University, students are expected to register in every semester of the Academic Year until completion of their study programme unless the student has been granted permission to defer/call off their studies. The registration MUST be done within the stipulated timelines. The timelines are communicated from time to time
- iv) A student must report in every semester by activating their student accounts and registering for course units within the stipulated time as shall be communicated from time to time unless with approval to call off the Semester. A student who fails to register for the Semester will be deemed to have absconded studies.
- v) Activation and registration for course units is not dependent on fee payment. However, registration for course units does not qualify a student to sit for end of semester examinations.
- vi) To complete the registration exercise, a student is required to clear fee as per the fee payment and refund guidelines and fulfil the class attendance requirements.
- vii) Only duly registered students are allowed to sit for end of semester examinations.
- viii) A Student is considered to be duly registered after payment of requisite fee and meeting other registration requirements. Student registration can take any of the following forms:
  - a) Registration of new students. This applies to students joining the University for the first time and who must be enrolled as University of Embu students
  - b) Registration of continuing students. This applies to enrolled students when starting a new Semester

**Note:**

New students are required to submit original copies of documents for verification and duly filled in joining instructions as communicated in the admission letter. In the event that a student, for acceptable reasons, is not able to avail all the required registration documents during the registration day, the student may provisionally be registered on condition that required document(s) are made available on or before the registration deadline failure to which the student will be required to postpone their studies until such a time that the documents will be available.

### 1.5 Orientation of students

The University conducts orientation for new students at the beginning of their programme. The orientation involves meeting with various sections or units at the University responsible for different students services. This exercise aims at providing students with information and awareness necessary to help them acclimatize to University life.

### 1.6 Mode of study

The modes of study are defined by the category of studentship; self-sponsored student can study on full time, part time (evening & weekends), part time intensive (institution based) or part time-intensive (two days in a week) basis depending on the programme offered. Government sponsored students are only allowed to study on full-time basis.

### 1.7 Students Requests

Student requests are processed as per the University requirements. Requests may include; deferment of studies, call off, Inter/Intra-school transfer, late registration requests, resumption of studies, withdrawal from the University, fees refund among others. All student's requests are addressed to the Registrar (ARE).

#### 1.7.1 Deferment of Studies

Students may, at the point of reporting/registration, request for deferment of studies. A student wishing to defer their year of entry upon admission, is required to notify the University in writing. The University, whenever possible, will amend the start date of the offer to not later than two (2) Academic Years from the date of admission. Students who do not notify the University of their intention to defer their studies within two (2) Academic Years will be deemed to have forfeited their offer of study.

#### 1.7.2 Call off of Studies

A student who has successfully completed at least one semester of study, and is intending to take a break from their studies should apply for Semester/Academic Year off before the commencement of the semester by filling the call off forms available online or from the Admissions Office. A student who fails to report for the subsequent semester and did not apply to call off his/her studies shall be deemed to have absconded their studies. The University may allow students to apply for more than one semester off within the course of their studies provided that;

- i) The time taken by the student to pursue a program, including the semester(s) off time, does not exceed double the programme cycle.
- ii) The programme is still on offer. In the event that the programme is not on offer, the student will be advised accordingly.

Students are eligible to take a Semester/Academic Year off from a programme in the process of being phased out provided that there is adequate time for the student to resume and complete the programme before it is phased out.

#### 1.7.3 Inter/Intra-School transfer

Students may seek to transfer from the programmes of study that they have been enrolled into as shall be provided for from time to time. GSP students can only seek Inter/Intra School transfer at the beginning of an Academic. An application for transfer by a GSP student may be considered if:

- i) The applicant meets the cluster points for the programme they seek to transfer to in addition to the programme requirements for GSP students,
- ii) The programme he/she wishes to transfer to has capacity to receive the applicant
- iii) The programme he/she wishes to transfer from has the capacity to release the applicant

An application for transfer by an SSP student may be considered if the student meets the programme requirements for SSP students.

The University provides room for applicants to appeal against the outcome of the Inter/Intra-School transfer process.

### 1.7.4 Late Registration

A student seeking to register for a semester past the registration deadline for acceptable reasons may be allowed to register upon approval and payment of a surcharge that shall be determined from time to time.

### 1.7.5 Resumption of Studies

Students on call-of are required to resume their studies at the expiry of the call off period. Such students must apply for resumption by filling in the resumption forms which are available online or at the Admissions Office.

### 1.7.6 Withdrawal from the University

A student may decide to withdraw from the University before completing their programme of study. Students wishing to withdraw from the University should notify the Registrar of on their intention to withdraw. Once an approval to withdraw is granted, a student should commence the clearance process. Students who have successfully withdrawn from the University or have been withdrawn due to failure to register may apply for readmission.

### 1.7.7 Student clearance

A student who intends to graduate/ withdraw from the University must clear from the University by filling in clearance forms that are issued from the Admissions Office.

### 1.7.8 Fees Payment

Students are required to pay fees in full upon reporting. Fees payment should only be made to the University of Embu Bank Accounts and the bank slips submitted to the Students Finance Section to facilitate updating of students accounts. Approved bank accounts are provided on the University website, and on the University fee structure. In the absence of banking services, fees can be paid using the University of Embu M-PESA as detailed on the fee structure.

**NB:** Students enrolled to pursue Bachelor of Science in Nursing will be required to pay Indexing fee (to the Nursing Council of Kenya) within two months of commencement of the programme.

Students are required to pay fees and complete registration within the first three (3) weeks of each semester in which they are enrolled. However, in the event that one is unable to pay fees in full before the deadline given, the following options are available;

### 1.7.9 Phased fee payment

This is an option provided for payment of fees in instalments within a semester of study. In order to be considered for this option, the student shall be required to apply for the same within the first three weeks of the semester. Under this option, an administrative fee of 2.5% will be levied on the outstanding fee balance at each instalment interval. The payment plan shall be as follows:

- i) A **first instalment** of at least 50% of the total fees payable for the semester before the registration deadline. Approval for this payment option shall only be granted once this payment is made.
- ii) A **second instalment** to bring the total fees paid to at least 75% of the total fees payable for the semester by the end of the 7<sup>th</sup> week of the semester (mid-semester).
- iii) The remaining balance of the fees payable by the end of the 11<sup>th</sup> week of the semester.

In the event that a student does not adhere to the approved payment plan as outlined above, the student automatically reverts to the late fee payment option.

### 1.7.10 Late fee payment

Students wishing to register after the fee payment deadline without having received an approval to pay fees through the Phased Fee Payment option will be required to pay a surcharge of Kshs. 3,000.00 over and above the administrative fee of 2.5% of the outstanding fee balance payable at every instalment interval. All outstanding fees (fee balance, administrative fee and penalty) must be paid by the end of the 13<sup>th</sup> week of the semester for a student to be eligible for registration and subsequently sitting for examinations.

## 1.8 Scholarships and Prizes

The University will from time to time announce various types of scholarships and prizes for outstanding performance. Students should be on the look-out for such opportunities.

## 1.9 Student Welfare Services

The University recognizes students as its primary client, and has established the office of the Dean of Students which is charged with the responsibility of coordinating students' activities and support services. The office of the Dean of Students offers the following services:

- i) **Registration of Clubs/Associations and Societies:** All clubs/associations/Societies MUST be officially registered before they commence their activities. The following clubs are duly registered and operate in the University; (i) Red Cross, (b) Business Students Association (BUSA), (iii) Environmental, (iv) Drama and Film Production, (v) Language and Journalism; (vi) Oasis Salsa; Chama cha Kiswahili (CHAKIE); Peer Counsellors; Scouts; Agriculture Student Association; Young Thespians Society; Adroit; E-Sparks; Chemistry; Spin Talent, International Youth Fellowship, Society of Young Scientists, Fire Marshalls and Statistics. Students are encouraged to join clubs of their interest or come up with clubs and associations that encourage holistic growth and development of person through their skills, professionalism and talents. The following societies (religious groups) that are registered within the University; (i) the Young Catholic Students; (ii) the Christian Union; (iii) the Seventh Day Adventists and, (iv) the Muslim Students Association. Other Christian denominations are housed within the three Christian religious groups.
- ii) **Implementation of the rules and regulations governing student code of conduct:** Students conduct and discipline is upheld in the University and is enforced through various policies, regulations and guidelines governing students' conduct. Students are encouraged to familiarize themselves with the provisions of such regulations.
- iii) **Gender Matters:** Every student of the University is accorded equal and fair treatment irrespective of their colour, religion, age, ethnicity, gender, physical disability, political affiliation or ideology. Students are encouraged to treat each other with dignity and respect. The University does not tolerate gender-based violence and sexual harassment.
- iv) **University of Embu Students Association (UESA):** In Accordance with the UoEm Statutes, UESA exists to promote the welfare of students, development and enhancement of their social and academic life and the establishment of co-operation with students' organizations of other universities. The student association is guided by a Constitution which is aligned to the Universities Act of 2012 as amended in 2016 and approved by the University Council. Students participate in the governance of the University through their elected representatives. Students are encouraged to actively participate in the students' association activities. Officials of the students' council are elected annually by the students' body. Although students in their first year of study are not eligible to vie for student council positions, they can vie either as school or departmental delegates as shall be determined by the University of Embu Electoral Commission. The successfully elected delegates shall form the Electoral College that shall elect the Student's Council at a delegate's conference in accordance with the Universities Act of (Amendment) 2016.

- v) **Chaplaincy services:** This service aims at promoting students holistic and spiritual growth through pastoral care and counselling, and also promote a cohesive society through organizing various activities that promote cohesion including interfaith services. Students are encouraged to participate in such activities. The UoEm Chaplaincy aims at offering staff and students sound spiritual and moral formation and guidance through liturgical, doctrinal, social and charitable outreach programmes. Major spiritual and liturgical activities are included in the University Calendar.
- vi) **Students' mentorship programmes:** Various programmes are organized to guide students on matters that affect their wellbeing as professionals and citizens.
- vii) **Handling of complaints:** Students are encouraged to report any grievances, dissatisfaction or points of action they may require to the Office of the Dean of Students. This can be done through registering complaints in the Office of the Dean of Students or through suggestion boxes around the University. This is to promote timely resolution of matters and maintain a conducive learning environment.
- viii) **Processing bursary and financial aid applications:** The University offers assistance to needy students through financial aid. The assistance is based on merit basis. Applications are made each academic year and are open between July and August of every Calendar year. Awards are made once every academic year. Application forms are available online at the Dean of Students sub-portal of the University website.
- ix) **Leisure and entertainment:** The Office of the Dean of Students organizes for students' leisure and entertainment activities such as fresher's night, cultural festival, leaders parties, night vigils among others as need may arise.
- x) **Leave-outs:** Students are required to register their intention to be away for a short period within the semester from the University especially in situations where it affects their class and/or exam attendance. Leave-out forms are available online and must be duly approved before the student leaves the University.
- xi) **Health Services:** The University runs a well-equipped health unit with a referral system that is able to respond to a variety of health concerns from students and staff. Students are encouraged to visit the University's health unit for all their primary, promotive, educative, preventive, curative and rehabilitative health care needs.
- xii) **Counseling:** Students are encouraged to visit the Students' Counsellor to receive guidance and rehabilitation or for any need for which they may require guidance or counsel. This service aims at creating an ambience for subjects such as study habits, anxiety, stress management, feelings experienced on joining University, psychological support, social, physical, intellectual, emotional, personal integral development and moral challenges, psycho-education adjustments in health related issues such as HIV/AIDS, addiction, coping with terminal illnesses etc. The University also trains peer counsellor every year.
- xiii) **Internal and external financial aid liaison:** The Office of the Dean of Students facilitates student financial applications for Higher Education Loans Board (HELB), and the processing of internal and external bursaries. Students are encouraged to participate in various programmes/projects/activities that may be organized to collect funds for purposes of building the University's bursary kitty.
- xiv) **Emergency/Safety:** The University has put in place mechanisms to promote precautions to ensure safety of students, employees, and visitors while they are on campus. Observance of safety is the responsibility of all members of the University community and their active co-operation is required. Students are encouraged to adhere strictly to prescribed safety standards and report incidents involving injury or near-misses (potholes, broken glasses/windows/ dangerous open sockets and other tools) to the Dean of Students for appropriate action.
- xv) **Dress Code:** In an effort to promote safety, professionalism and good image of the University, students are encouraged to wear acceptable and decent attire. While on campus, students should wear attire characterized by minimal skin/body exposure, non-transparency, well fitting, no revealing of

inner wear, non-dramatic jewelry and makeup, well-kept hairdos, closed shoes, prescribed safety attire in desired places e.g. in laboratories/farms, minimal or no dramatic writings or drawings.

### 1.10 Complaints and Compliments Handling Mechanisms

University of Embu (UoEm) endeavours to provide quality services to its customers. The University has put in place complaints and compliments handling mechanisms aimed at ensuring speedy response to customer issues and fostering confidence among all stakeholders. Complaints, compliments and suggestions may be made through the following channels:

- i) **Suggestion Boxes:** Complaints/compliments can be deposited in suggestion boxes placed in various strategic positions within the University compound.
- ii) **Offices of the Vice-Chancellor, Deputy Vice-Chancellors OR the Customer Relations Officer (CRCO).** Complaints/compliments (written or verbal) can be submitted directly to the above offices located at the Administration Block, **OR** the office of the Customer Relations & Complaints Officer (CRCO).
- iii) **Email:** Complaints/compliments can be submitted electronically to the Complaints email address through [complaints@embuni.ac.ke](mailto:complaints@embuni.ac.ke)
- iv) **Complaints mobile number.** Verbal complaints/compliments can be made directly through the CRCRO number 0705945412
- v) **Complaints/Compliments Registers:** Complaints/Compliments can be filed in registers that are available in all offices within the University and.
- vi) **Complaints and compliments online forms:** Complaints/compliments can be submitted electronically via the University Website ([www.embuni.ac.ke](http://www.embuni.ac.ke)) by logging in to the complaints/compliments portal and filling in the online forms.
- vii) **Feedback:** Send feedback by writing to the Vice-Chancellor through P.O. Box 6-60100, Embu or through University of Embu Customer Feedback Page available in the University website.

### 1.11 Health Unit Services

#### 1.12.1 Key services offered by the Health Unit

The University Health Unit offers the following key services:

- i) **Curative:** This involves consultation and prescription of drugs
- ii) **Promotive:** This involves health education and guidance & counseling to all patients. In this area we also have a youth friendly clinic where students can discuss their private and personal issues and are protected through confidentiality.
- iii) **Preventive:** This involves prevention of disease occurrence through immunization.
- iv) **Referrals:** In cases where specialized treatment, admission or service is not available at the University Health Unit, a patient may be referred to another health institution. In most cases, referrals are made to the Embu Level Five Referral Hospital.
- v) **Dispensing of drugs:** This is also done at the Department. For drugs which are not available the patients are sent to contracted pharmacies.
- vi) **Youth friendly Services:** This involves access to information on safe, effective and affordable family planning services
- vii) **Laboratory diagnostic Services:** There are lab services in the department which offers basic tests.

**NB:** All health matters relating to a student or staff are treated with utmost confidentiality. Students should therefore not shun the Health Unit due to fear of their information being shared with other parties.

### 1.12.2 Opening Hours

Health Unit opening hours are usually as below:

Monday to Friday 8:00am to 10:00pm.

Saturdays, Sundays and Public Holidays 8:00am to 5:00 pm.

In case a student falls sick or requires medical attention after working hours, they can seek assistance from hostels night attendants on duty in the Accommodations Section who will call the Clinician on duty.

### 1.12.3 Inpatient Services

In case a student falls sick and requires admission in a Hospital, the student will be admitted at the Embu level Five Referral Hospital. Parents/guardians are informed immediately and are expected to pay the hospital bills of all inpatient/hospital admissions. Parents/guardians are allowed to transfer the student to a hospital of their choice after which they inform the Head, University Health Services and the Dean of Students.

### 1.12.4 Out Patient Services

The University Health Unit provides outpatient services. However, expenses for services not provided by the University Health Unit, including but not limited to Ophthalmology, Spectacles, Dental filling, root canal or specialized dental services, Radiology, specialized laboratory services, and Special Drugs that are prescribed by Doctors outside the University health service are catered for by the parents/guardians.

#### Note:

Students are encouraged to be insured with the National Health Insurance Fund (NHIF) and be in possession of their or the contributors NHIF number, National Identification (ID) Number and a copy of their NHIF card. NHIF pays for Admission/Inpatient bills, Specialized Laboratory services, Radiology Tests and any specialized treatment both Out/Inpatient services in any Hospital of choice countrywide.

### 1.12 Catering Services

The Catering system requires students to pay for their meals. The students pay for their meals in cash i.e. Pay As You Eat. There is a variety of food items/dishes to choose from and each food item/dish is priced separately. The dining hall is open from Monday to Sunday for breakfast (6.30 - 9.00a.m.), Mid-morning break (10.00 - 11.00a.m.), lunch (11.30 - 2.30 p.m) and dinner (6.00 - 9.00p.m.).

### 1.13 Accommodation Services

Students who are allocated University accommodation are expected to adhere to rules and regulations governing hostels shared with them during registration. Failure to adhere to the rules will lead to disciplinary action by the University Student Disciplinary Committee.

Admission into the University does not guarantee accommodation in the University hostels. Students who get University accommodation are provided with basic requirements such as beds, mattresses, and bulbs. Every resident student is required to be responsible for items assigned to him/her.

Students staying off-campus must register as non-resident students on the day of registration. Students in the hostels are expected to check-in at the housekeeper's office at the beginning of the semester and clear-out at the end of every semester. Failure to clear will attract disciplinary action.

To maximize student's residential welfare, the University provides accommodation to as many applicants as possible. This may include sharing of rooms and common facilities from time to time. All students must observe and adhere to the room allocation list. Change of rooms or halls once allocation has been made is

not allowed without written permission. For any student to qualify for residence in the students' hostels, the student must be fully registered and must have paid tuition and accommodation fee for a particular semester.

Unauthorized persons are not allowed into the halls of residence as they jeopardize the security of residents. Use of rooms for business activities of whatever nature is **not allowed**. This may endanger the life of residents, their property and that of the University. A resident contravening this regulation is surcharged and expelled from the halls and money paid as rent is forfeited.

### 1.14 Sports and Games

The University sports programmes provide students with unique learning experiences that are not offered in other parts of the University curriculum. Through participation in University sports, students improve their strength, speed and endurance, and acquire the complex skills and poise needed to perform at their best in competitions and sports undertaking.

The Sports and Games Section provides high quality sporting and recreational services for all students. The Section offers indoor and outdoor interscholastic sports and games programmes with educational value to both the students and members of staff. The section forms an integral part of the University that strives to achieve the unparalleled standard of excellence that exists within various academic disciplines at the University. Further, it embraces the concept that the student-athletes are first and foremost students, possessing individual rights, academic abilities, personal interests, and ambitions comparable to those of other members of the student fraternity. Thus the section provides diverse sports and recreational program to meet individual needs of all interested parties. Through sports, we aim at nurturing students' high ideals and admirable personal qualities such as discipline, pride, confidence, courage, respect, responsibility, trust, empathy and leadership.

Additionally, the section provides opportunities for athletic success, opportunities to develop physically, emotionally and socially, opportunities to discover hidden talents, learn about one, and develop a new sense of competence and self-worth. The unique fabric of sports facilitates prospects of being part of a team; learn lessons about life and enjoy elements of motivation to pursue impossible goals and objectives that most youth dismiss as being.

It is the responsibility of Sports and Games section to make sports an intimate part of every student athlete. experience is vested in the Sports and Games staff. Hence, in order to foster student sport and recreational experiences, the section advises all students who consume its service to acquaint themselves with the following vital documents available at the sports online portal:

- i) Code of Conduct.
- ii) Waiver Agreement Form.
- iii) Eligibility Code.
- iv) Current Sports Rule Books

The section offers the following services:

- i) **Training and Coaching:** The section provides personal trainers/coaches who develop comprehensive exercise program specifically for an individual or team. The staff assess an individual or team fitness goals, develop a workout plan, and teach individual or team how to properly perform and condition and keep individual or team informed of progress. From the novice to the experienced exerciser or athlete, our staff has the knowledge and skill to help one achieve personal fitness/athletic goals.
- ii) **Equipment:** The section issues equipment, uniforms, and practice apparel to student-athletes who represent the University in Sports and Games competitions.
- iii) **Facility Management Reservation:** Our fields are available for reservation to any recognized University students, teams, organizations, departments and the general public for training and



competition. Students teams can make requests for facility maintenance and reservations in person or in writing to the Head, Sports and Games Department.

- iv) **Leisure and recreation activities:** The department organizes and conducts activities for fun and enjoyment for students and staff.

### 1.15 Student's Safety and Security on Campus

The Security Department is committed to protecting life and property of UoEm community. The security is manned by a workforce comprised of UoEm security staff, Administration Police and an outsourced private security firm.

The security personnel patrol the University on a 24-hour basis. Reported criminal cases are forwarded to the state law enforcement agencies for investigation and appropriate action. It is emphasized that individual students take personal responsibility in ensuring their own security by being diligent and prudent. Students are expected to take good care of their property, report any strangers around the University and report any incidences to the Security Department. The students are encouraged to discuss any security related issues with security personnel.

## CHAPTER TWO SCHOOLS AND ACADEMIC PROGRAMMES

### 2.1 Introduction

University of Embu has six schools; School of Agriculture (SoA), School of Pure and Applied Sciences (SPAS), School of Nursing (SoN), School of Business and Economics (SBE), School of Education & Social Sciences (SESS) and School of Law (SoL). The University offers various programmes including Certificates, Diploma, Bachelors and Postgraduate programmes.

### 2.2 Undergraduate Studies at the University of Embu

The University of Embu offers Undergraduate Programmes at Bachelor, Diploma and Certificate levels.

#### 2.2.1 Bachelor programmes

##### 2.2.1.1 School of Agriculture

###### i. Bachelor of Science in Agriculture

The objective of the Bachelor of Science in Agriculture programme is to produce competent graduates in agricultural sciences and environmental management with adequate knowledge and skills to effectively exploit agricultural research and development opportunities. Throughout the programme, a strong emphasis is placed on experiential learning through practicals, field courses, attachment and project work.

###### ii. Bachelor of Science in Agricultural Education and Extension

The aim of the Bachelor of Science in Agricultural Education and Extension programme is to provide learners with attitude, skills and knowledge that enhance agricultural productivity, promote investment and encourage participation in agricultural enterprises and extension. The students will also acquire knowledge in the methodology of teaching Agriculture and Biology, management of schools, agricultural institutions and training centers that provide services in Agriculture and community outreach. The programme is a blend of courses in Agriculture as a major and Biological Sciences as a minor and two practical applications in areas of teaching and farm practice.

###### iii. Bachelor of Science in Agribusiness Management

The Bachelor of Science in Agribusiness Management programme seeks to produce graduates with skills and knowledge to effectively and efficiently organize Agribusinesses, which is a major prerequisite of agricultural and economic development. The programme offers a wide exposure to problems affecting the agribusiness industry through real life case studies. Agribusiness field attachment is included in the third year of study to enhance experience and training for students.

###### iv. Bachelor of Science in Management of Agro-Ecosystems and Environment

The aim of the Bachelor of Science in Management of Agro-Ecosystems and Environment programme is to provide scientific training on environmental management so as to enable graduates assess and solve environmental problems in diverse fields such as agriculture, natural resources management, civil and public health management and manufacturing industries among others. The programme is based on a rigorous science-based curriculum that focuses on ecological management of agricultural land and abatement of resources degradation or pollution of developed rural and urban land. The focus of the programme is principles and practices of agro-ecology, agricultural land degradation and understanding the fate and mitigation of pollution.

###### v. Bachelor of Science in Horticulture

The objective of the Bachelor of Science in Horticulture programme is to equip students with managerial and technical skills and knowledge to adequately serve the horticulture industry through propagation, husbandry,



research, extension, marketing and entrepreneurship. On completion, the graduates will be in a position to contribute in research and improvement of production and marketing of horticultural products.

### vi. **Bachelor of Science in Water Resource Management**

The objective of the programme is to provide students with attitude, skills and knowledge that will enable them pursue a career in water resources management and planning and/or undertake postgraduate studies in specialized areas in hydrology, environment and water resources management. In addition to providing a strong theoretical background, the course also incorporates practical training where students are exposed to real working conditions and use of various instruments through field visits and industrial attachments.

### vii. **Bachelor of Science in Range Management**

The objective of the Bachelor of Science in Range Management programme is to provide training on rangeland resource and environment management and planning so as to enable graduates assess and solve problems in all aspects of rangeland livelihoods and environment through extension, teaching, research and consultancy. The course empowers the trained professionals to enhance sustainable natural resources management for increased rangeland production and environmental protection.

### viii. **Bachelor of Science in Agricultural Biotechnology**

Agricultural biotechnology is an area of agricultural science involving the use of scientific tools and techniques, including genetic engineering, molecular markers, molecular diagnostics, vaccines, and tissue culture to modify plants, animals, and microorganisms for the benefit of man. The programme aims at providing students with knowledge and skills necessary for application of biotechnology to address agricultural challenges and subsequently increase agricultural productivity and wealth creation.

### ix. **Bachelor of Science in Animal Science and Production**

The programme aims at providing students with knowledge and skills in animal production to address current and emerging challenges and subsequently increase productivity and wealth creation. The programme covers animal behaviour, welfare, microbiology, anatomy and physiology, biochemistry, nutrition, health and genetics which underpin animal production and their application to the major livestock industries.

### x. **Bachelor of Science in Agricultural Economics**

The program's objective is to produce skilled, motivated, nationally and internationally competitive graduates who will function effectively in a globalized and dynamic agro-industry. The programme gives students a firm grounding in economics and quantitative methods in the main disciplinary fields of agricultural economics. These fields are farm management and production economics, agricultural marketing and international trade, development economics, and rural development and agricultural policy.

## 2.2.1.2 School of Pure and Applied Sciences

### i. **Bachelor of Science in Biology**

A degree in BSc Biology imparts a foundation of information about botany, zoology, microbiology, ecology, parasitology, entomology as well as organismal, molecular and cell biology. Students attend classes and laboratory sessions, gaining valuable knowledge regarding living organisms. A BSc in Biology can serve as a terminal degree to enter research and laboratory careers or be used as a preparation for graduate work in biological sciences. For students planning to attend medical or veterinary school, or graduate school in biological and applied Sciences, the course provides a strong foundation. The experience, also prepares students well for research and technical positions in universities, government, and industry.

**ii. Bachelor of Science in Microbiology and Biotechnology**

A degree in Microbiology and Biotechnology encompasses the study of bacteria, algae, protozoa, fungi, and viruses in terms of their ecology, biochemistry, physiology, genetics, and their roles in disease and industrial processes. Of particular interest is the use of microbes in industrial applications for the production of foods and natural products, as well as their rapidly expanding role in Biotechnology and Genetic engineering studies. This course provides learners with specialist skills in food, medical and environmental microbiology and biotechnology while also giving a broad understanding of the biological sciences. Completion of the Bachelor of Science in Microbiology and Biotechnology may allow the student to continue into more specialized and in-depth advanced study leading to the Master in Microbiology, or venture into careers in the food and pharmaceutical industries, quality control and diagnostic laboratories, medical, agricultural and other research institutions among others.

**iii. Bachelor of Science in Environmental Conservation and Natural Resource Management**

BSc in Environmental Conservation and Natural Resource Management encompasses the study of environment, management of forestry and watershed resources, arid and semi-arid lands resources, wildlife and fisheries resources and non-renewable resources. The course is a field, laboratory and class work based science, and composed of four core subject areas, *viz*, biological sciences, physical sciences, environmental science and policy. The students will learn how natural resource systems function, how to maintain the functions that are important for ecosystem sustainability and for man's use. They will also deal with economic, social and political issues of natural resource use and environment management decision-making processes. The degree will serve as a background to specialized graduate studies in Conservation Biology as well as the broader Ecology. The graduates are a perfect fit in government and industry in areas such as resources use planning, environmental monitoring and impact assessment, natural resource development, conservation information and education, regulatory activities, and policy development.

**iv. Bachelor of Science in Biochemistry**

In BSc. Biochemistry, the learner will explore the chemical processes within and related to living organisms. It is a laboratory based science that brings together Biology and Chemistry. By using chemical knowledge and techniques, biochemists can understand and solve biological problems. Biochemistry focuses on processes happening at a molecular level and inside cells, studying components like proteins, lipids and organelles. Biochemistry covers a range of scientific disciplines, including genetics, microbiology, forensics, plant science and medicine. Completion of the Bachelor of Science in Biochemistry will allow the student to continue into more specialised and in-depth advanced study leading to the Master in Biochemistry. Interests and expertise includes genetics, genetic engineering, immunology and immunochemistry, and biochemistry. Biochemists work alongside chemists, healthcare professionals, policy makers, engineers and many more professionals in government and industry.

**v. Bachelor of Science in Environmental Science**

Environmental science focuses primarily on both the understanding of our natural and man-made environments, environmental science degrees draw from diverse fields of studies and require a strong background in the more traditional sciences: biology, physics, chemistry, geography, ecology, biotechnology, economics, business, and sociology. The degree to which any of these fields of study becomes prevalent within an environmental science education largely depends on the specialization one chooses. Due to the fact that environmental science is a generalist degree, students often complete specializations within a more select area, *i.e.* energy, sustainability, conservation, etc. True to most science degrees, environmental science programs often require significant field work, lab work, or other data-oriented work. A degree in environmental science opens exciting prospects into a wide range of careers including sustainability, renewable energy, conservation, agriculture, urban planning and development, natural resource management, and education.

### vi. **Bachelor of Science in Wildlife Management and Conservation**

A BSc degree in Wildlife Management and Conservation encompasses studies in subjects such as wildlife anatomy and physiology, wildlife biology and behavior, conservation, hunting and game management, habitat management, wildlife diseases, game farming and ranching among others. The Purpose of the programme is to educate wildlife professionals with ability to manage and control projects in wildlife management and nature protection based on ecological and environmental principles. Graduates of the course hold theoretical knowledge that supports further study at MSc level. A terminal BSc Wildlife Management and Conservation degree will enable the graduates work in government and industry in provision of advisory services on matters of wildlife resource use law and policy, participate and provide leadership in the formulation of appropriate early warning systems in respect of wildlife ecosystem change, venture in wildlife resource based entrepreneurship, analyse relationships between humans and the physical, biological and social environment and relate the emanating issues to the sustainability and integrity of wildlife biodiversity.

### vii. **Bachelor of Science in Analytical Chemistry**

Analytical Chemistry is the science of measurement and identification of the chemical compounds that underlie most aspects of modern life and plays a central part within the industries and real-life scenario. The programme provides a specialized approach with in-depth coverage of core techniques and methodologies needed for chemical analysis. Graduates will acquire attitude, skills and knowledge on the development of tools and methods for measurement of physico-chemical properties and application of those techniques in qualitative and quantitative analyses. The graduates of this programme have adequate competency to any industrial world ranging from pharmaceutical, manufacturing, self-industrial enterprises (home-based/micro-industries), motor industry to any industry just but to mention a few.

### viii. **Bachelor of Science in Industrial Chemistry**

Industrial Chemistry is the branch of Chemistry which applies physical and chemical processes towards the transformation of raw materials into products that are of benefit to society. The goal of Bachelor of Science in Industrial Chemistry programme is to produce graduates with skills, attitude and knowledge necessary for conducting physical and chemical analyses of materials, preparing and executing industrial and experimental plans, analyzing and interpreting industrial data for industrial outputs. The graduates have adequate competencies to work, consult or run chemical-based industries.

### ix. **Bachelor of Science**

A student may take units from any of the following combinations

- a. Botany, Zoology and Chemistry
- b. Physics, Chemistry and Mathematics.

In the first and second years of study, students must take a minimum of three course units from each of the departments plus three common undergraduate courses as prescribed.

In the third and fourth years of study, students can major in two subjects. Where two subjects are chosen, both subjects should be in the physical or biological sciences. A major in Biology (Botany and Zoology) can serve as a stepping-stone for a wide variety of career opportunities. For students planning to attend medical, dental, or veterinary school, or graduate school in biological and applied sciences, the biology major provides a strong foundation in the basic life sciences. The experience, also prepares students well for research and technical positions in universities, government, and industry.

### x. **Bachelor of Science in Computer Science**

The main objective of Bachelor of Science in Computer Science is to facilitate the acquisition, adoption and adaptation of computer science knowledge, techniques and tools. Graduates will acquire the ability to apply



computer science knowledge, skills, techniques and tools to innovate and to create best-possible solutions to practical problems of varying complexity in a wide range of contexts.

### **xi. Bachelor of Science in Statistics**

The aim of the program is to provide students with a wide range of skills, knowledge, and attitudes to respond to their need for effective data analysis and management of surveys. This programme shall therefore equip students with knowledge, skills and attitudes that will enable them work as statisticians in diverse fields. Apart from teaching, the graduates could work in planning, statistics bureaus, research institutions, medical and pharmaceutical industry and non-governmental organizations such as public opinion pollsters among others. The graduates are equipped with competencies to analyse and interpret a wide range of data including national pandemic data such as COVID-19 data.

### **xii. Bachelor of Science in Information Technology**

The overall goal of this programme is to equip students with skills, attitude and knowledge in information and communication technology. The programme is designed to produce graduates who will meet the ever increasing global demands for information technology experts who are versatile, innovative and dynamic enough to cope with the pace of computing evolution. In general, the programme seeks to provide training in the development, use and support of computer-based systems and their importance in various sectors including health, governments, non-profit organizations, financial sector, production and manufacturing sectors among others.

### **xiii. Bachelor of Science in Mathematics with Computing**

The program aims at producing graduates with a solid mastery of mathematics and computer skills so as to enable them to venture into the demanding and dynamic field of research, training and innovation. This degree is designed to prepare students for careers in which understanding of computational mathematics is necessary; like mathematical analysis, systems analysis, and computer programming. Graduates of the programme will be expected to offer solutions in diverse fields including financial, insurance, manufacturing, education and research sectors.

### **xiv. Bachelor of Business Information Technology**

Business information technology encompasses every day aspect of our lives. Automation using computer-based systems is being witnessed in various sectors of the economy including businesses leading to an increased demand for business information technology experts. Generally, the Bachelor of Business Information Technology aims to create Information Technology professionals who add value to the organization by having both strong technical background and the ability to liaise with team members and other stakeholders including clients. This programme aims at producing experts including systems designers, business system analysts, programmers, financial risk analysts, forensic accountants, investment analysts and website developers whose demand in the economy continues to rise. The programme is additionally aimed at creating graduates who are job creators not necessarily job seekers.

## **2.2.1.3 School of Nursing**

### **i. Bachelor of Science in Nursing**

The programme has two options under which students are admitted depending on their qualifications.

#### **a) Direct Entry**

The direct entry programme admits students who have only Kenya Certificate of Secondary Education (KCSE) and meet minimum entry requirements for the programme. The programme is geared towards preparing graduate nurses who will provide safe and sustainable nursing care to the clients/patients, families

and communities at different healthcare settings. The programme offers a wide and deep foundation of theoretical and professional experience in Nursing. The programme will prepare the graduates for clinical practice, community service and research after which they will be eligible for both local and international practice. This programme will provide graduates with relevant knowledge, skills and attitude that will meet the individual, professional, institutional, county, national and global nursing needs today and in the future. The graduates are able to address emerging and current issues in nursing and human health which will aid in meeting the demands of today's dynamic world.

### b) Upgrading for Diploma (KRCHN) graduates

The upgrading programme admits students who are graduates of nursing diploma programmes and equivalent programmes. The programme offers an opportunity to practising nurses who wish to further their studies as they continue serving humanity. The programme offers a wide and deep foundation of theoretical and professional experience in Nursing. The programme develops and enhances knowledge and skills by offering the diploma graduates with a wide and deep foundation of theoretical and professional experience in Nursing. This in turn prepares the graduates for clinical practice, community service and research after which they will be eligible for both local and international practice.

## ii. Bachelor of Science in Community Health and Development

The Bachelor of Science in Community Health programme seeks to prepare graduates who have the necessary knowledge, skill and attitude to create linkages between the community and the formal health sector. Most communities worldwide are faced with many health challenges that with appropriate knowledge and skills could be solved at community level. During the training, the community health students will be prepared on how to involve communities in seeking solutions to the health related problems they face in partnership with statutory and voluntary bodies. It is envisaged that graduates of the programme will be instrumental in advocating for health promotion and prevention of diseases both at the county and national level through strategic engagement with key service providers and other bodies.

### 2.2.1.4 School of Business and Economics

#### i. Bachelor of Commerce

The Bachelor of Commerce degree programme prepares undergraduate students for careers in business management both in the public and private sectors of the economy. The programme has six distinct options which include accounting, finance, marketing, insurance, human resources management, business information systems, procurement and supply chain management & operations management.

#### ii. Bachelor of Economics

A growing economy and demand for education in Kenya, and the world at large, needs the input of highly skilled economists. The government, whose economic policies shape the growth and stability of the economy, needs the input of economists. The private sector, which is an important instrument for socioeconomic transformation, also needs well trained economists. The Bachelor of Economics programme is designed to produce graduates who will fit into these needs.

#### iii. Bachelor of Purchasing and Supplies Management

The degree programme is designed to prepare students for positions in corporate management, public service, consulting and pursuit of postgraduate programmes in purchasing and supplies management fields. The skills gained will meet the needs of people working both in public and private sectors of the economy. The course incorporates units that will enable the graduates of the programme meet demands of the job market by providing solutions to problems prevailing in private and public procurement systems.



### iv. **Bachelor of Economics & Statistics**

The programme is suitable for students of economics who wish pursue careers in planning, research, business analysis and academia by empowering them with both quantitative and qualitative tools of analysis. The degree not only equips students with economic aspects, but also with analytical tools necessary for economic analysis.

### v. **Bachelor of Science in Finance**

The programme strives to meet the high-end skills demand in the market for investment management and fund management. The programme is devoted to producing well-rounded graduates capable of taking on the challenge of undertaking complex business tasks within dynamic and risky environments. The graduates will be flexible professionals ready for both career and academic progression in the field of quantitative finance, corporate finance and international finance.

### vi. **Bachelor of Economics and Finance**

The programme prepares the students for a career in both private and public sectors of the economy. It seeks to impart economics and financial skills demanded by the modern society. Emphasis will be given to analysis and intersection of applications of economic and financial theories and models to real life situations. The study of economics and finance is central to understand business dynamics, markets, trade, government policies, international issues, globalization, health, development, and the environment. This programme is for students intending to become financial analysts, advisors, corporate financial managers, and economists in the public and private sectors.

#### 2.2.1.5 **School of Education and Social Sciences**

##### i. **Bachelor of Education (Science) and Bachelor of Education (Arts)**

The Bachelor of Education (Science/Arts) degree programme is intended to prepare teachers for teaching in secondary schools. However, it is also suitable for people who are involved in educational management and training in the tertiary institutions both in the public and private sectors. Students who go through the programme can also become trainers in tertiary institutions as well as institutions of higher learning. The programme seeks to equip learners with skills and other competencies that facilitate effective teaching and learning.

##### ii. **Bachelor of Criminology and Security Studies**

The programme aims at providing an authoritative academic discipline that prepares students to actively pursue careers in the fast-growing criminal justice field. Students graduating from this programme will have the capacity to not only understand, but also manage the crime problem. They will be adequately equipped to take active roles in crime prevention, community policing, law enforcement, evidence analysis, and probation administration. The graduates have adequate expertise for involvement in forensic science, prisons supervision, juvenile justice management, drug control initiatives, and crime victim care.

##### iii. **Bachelor of Library and Information Sciences**

The Bachelor of Library and Information Sciences (LIS) is a multidisciplinary professional degree programme that provides education, training, research and consultancy opportunities to those interested in careers in knowledge management, librarianship, records and archives management and information communication technologies (ICTs). The current dynamics and technological changes in the society have brought a growing demand for knowledge and information at the work place, in education and in leisure. Information scientists, librarians, archivists, knowledge managers and many other information professionals meet that demand by providing effective access to information resources and services. Access to specialized and up-to-date information through computers and online retrieval systems enhances productivity in the hands of business corporations, governments, decision makers and researchers. The world has become increasingly dependent on information for the growth and health of its economy.

### 2.2.1.6 School of Law

#### Bachelor of Laws

The Bachelor of Laws aims to equip learners with relevant skills and knowledge that meet the individual and professional needs in legal education and related areas to be able to provide legal services in the Country and globally in order to stir and stimulate growth. Graduates are empowered to critically assess, interpret and apply the law with a historical, comparative and jurisprudential background that is essential for a thorough and critical understanding of law and legal institutions. Students who go through the programme are equipped with generic practical skills such as problem solving, analysis, research and practical legal skills such as legal writing, drafting and argumentation. Law students are required to make constructive use of the knowledge and skills they acquire by contributing to national development and the community through legal aid, community service, street law and similar outreach activities.

### 2.2.2 Diploma Programmes

- i. Diploma in Crop Protection
- ii. Diploma in Agribusiness and Entrepreneurship
- iii. Diploma in Agricultural Extension
- iv. Diploma in Water Resources Technology
- v. Diploma in Horticulture
- vi. Diploma in Seed Technology
- vii. Diploma in Animal Production and Nutrition
- viii. Diploma in Agricultural Biotechnology
- ix. Diploma in Information Technology
- x. Diploma in Data Management and Analysis
- xi. Diploma in Analytical chemistry
- xii. Diploma in Applied Biology
- xiii. Diploma in Community Health
- xiv. Diploma in Purchasing and Supplies
- xv. Diploma in Business Management with IT
- xvi. Diploma in Project Management
- xvii. Diploma in Library and Information Science
- xviii. Diploma in Social Work and Community Development
- xix. Diploma in Hospitality and Tourism Management
- xx. Diploma in Criminology & Security Management
- xxi. Diploma in Corporate Communication

### 2.2.3 Certificate Programmes

- i. Certificate in Agribusiness and Entrepreneurship
- ii. Certificate in Agricultural Extension
- iii. Certificate in Analytical Chemistry
- iv. Certificate in Computer & Portable Devices Repair & Maintenance
- v. Certificate in Information Technology
- vi. Certificate in Environmental Impact Assessment and Environmental Audits
- vii. Proficiency Certificate in ICT
- viii. Proficiency Certificate in Data Analysis
- ix. Certificate in Purchasing & Supplies
- x. Certificate in Business Management with IT
- xi. Certificate in Analytical chemistry
- xii. Proficiency Certificate in Japanese

### 2.3 Postgraduate Studies at the University of Embu

The University of Embu offers Postgraduate Programmes at postgraduate diplomas, Masters and Ph.D. levels. All information regarding postgraduate studies at the University of Embu can be accessed through the Board of Postgraduate studies website <http://bps.embuni.ac.ke/>.

#### 2.3.1 Postgraduate Diploma programmes

Postgraduate Diploma in Education (PGDE)

#### 2.3.2 Masters Programmes

- i. Master of Business Administration
- ii. Master of Arts in Linguistics
- iii. Master of Arts in Literature
- iv. Master of Arts in Kiswahili
- v. Master of Education in Educational Administration & Planning
- vi. Master of Education in Instructional Methods and Educational Technology
- vii. Master of Science in Agricultural Resource Management
- viii. Master of Science in Plant Breeding and Biotechnology
- ix. Master of Science in Horticulture
- x. Master of Science in Entomology
- xi. Master of Science in Genetics and Plant Breeding
- xii. Master of Science in Plant Ecology
- xiii. Master of Science in Chemistry
- xiv. Master of Science in Genetics
- xv. Master of Science in Crop Protection
- xvi. Master of Science in Management of Agro-ecosystems and Environment
- xvii. Master of Science in Soil Science
- xviii. Master of Science in Agroforestry
- xix. Master of Science in Land and Water Management
- xx. Master of Science in Agricultural Economics
- xxi. Masters of Science in Agricultural Extension
- xxii. Master of Science in Applied Microbiology
- xxiii. Master of Science in Computer Science
- xxiv. Master of Science in Statistics
- xxv. Master of Science in Physics
- xxvi. Master of Science in Applied Mathematics/ Pure Mathematics
- xxvii. Master of Science in Information Technology
- xxviii. Master of Economics

#### 2.3.3 Ph.D. Programmes

- i. Ph.D.in Business Administration
- ii. Ph.D.in Chemistry
- iii. Ph.D.in Physics
- iv. Ph.D.in Land and Water Management
- v. Ph.D.in Soil Science
- vi. Ph.D.in Crop Protection
- vii. Ph.D.in Management of Agro-ecosystems and Environment
- viii. Ph.D.in Genetics and Plant Bleeding

- ix. Ph.D. in Biology of Conservation
- x. Ph.D. in Statistics
- xi. Ph.D. in Biological Sciences
- xii. Ph.D. in Agricultural Resource Management
- xiii. Ph.D. in Agroforestry
- xiv. Ph.D. in Horticulture
- xv. Ph.D. in Biotechnology
- xvi. Ph.D. in Agricultural Economics
- xvii. Ph.D. in Agricultural Extension
- xviii. Ph.D. in Entomology
- xix. Ph.D. in Genetics
- xx. Ph.D. in Plant Ecology
- xxi. Ph.D. in Applied Parasitology
- xxii. Ph.D. in Applied Microbiology
- xxiii. Ph.D. in Education
- xxiv. Ph.D. in Information Systems
- xxv. Ph.D. in Computer Science

#### 2.4 Professional programmes

- i. CPA Part 1, Section 1& 2
- ii. CPA Part 2, Section 3& 4
- iii. CPA Part 3, Section 5 & 6
- iv. Accounting Technicians Diploma Level I, II & III

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**CHAPTER THREE****COURSE REQUIREMENTS****3.1 Semester Registration**

Every student is supposed to register for each semester unless he/she plans to take semester off or defer studies. The following are important information to note about semester registration.

- i) Students register within the first three weeks of the semester.
- ii) A student who fails to register within the said period shall be deemed to have deferred (for first years) or called off (for continuing students) the semester. New students are expected to formalize the deferment by submitting a written application to the Registrar (ARE).
- iii) Only registered students shall be allowed to attend classes and take examinations in their respective courses/programmes. It is an offence to attend class or participate in any official academic activity unless registered in prescribed manner.

**3.2 Course Syllabus and Outline**

- i) The department shall provide a course syllabus indicating the way the course will be taught. The outline gives the purpose and objectives of the course and outlines the syllabus and what is to be covered. It provides a statement of the knowledge, skills and aptitudes the student would be able to acquire and the tasks he or she would be able to perform at the end of the course.
- ii) The course or unit outline shows the schedule of classes, assignments, continuous assessment tests practicals, trips and any other planned activities as applicable. It indicates the methodologies to be used to deliver content and the facilities required such as equipment, tools, appliances, and materials. It also provides the methods of assessment to be used, indicates when tests, quizzes, or assignments will be taken and states the contribution of each assessment to the final grade. In addition, the course outline gives a list of class texts, references, and bibliography for further reading.

**3.3 Class Attendance**

- i) Attending lectures, practical sessions and other scheduled class activities is mandatory for all students in the relevant modes of study. It is the duty of the student to make arrangements to attend classes as scheduled. A class attendance register is kept for this purpose. A student should attend at least 75% of the total lectures for each unit in the Semester, or as otherwise prescribed in the programme syllabus, failure to which the student shall be NOT be allowed to sit for end of semester examinations or the student shall automatically be deemed to have failed the unit(s).
- ii) A student who is absent from classes for more than 25% in a semester, with or without permission, is not eligible for end of Semester examinations.

**3.4 Continuous Assessment Tests (CATs)**

- i) Continuous assessment is done during the scheduled classes in the semester. Individual lecturers and departments determine the nature of assessments and make arrangements for them. Evaluation is adequately spaced to cover a wide part of the Semester.
- ii) CAT 1 is done between the 6<sup>th</sup> and 7<sup>th</sup> week of the Semester while CAT 2 is done during the 10<sup>th</sup> or 11<sup>th</sup> week of the Semester.
- iii) Results of Continuous Assessment Tests (CATs) are availed to students before the start of end of semester examination periods.
- iv) A student who is unable to sit for Continuous Assessment Test (CATs) due to unavoidable circumstances such as medical condition, bereavement or any other acceptable reasons, should report the matter to the respective lecturers, Chairman of Department and the Dean of Students, and shall be given a make-up CAT before End of Semester examinations.

### 3.5 Practical Requirements

Some academic programmes have practical requirements incorporated in the course work. All practical requirements have to be met in order to complete the programme. Failure to attend practical sessions and submission of practical reports as scheduled is not allowed and leads to students retaking the unit when next offered.

### 3.6 Seminars

Students are encouraged to attend seminars, professional meetings/conferences and carry out other scholarly activities in and out of the University. In some cases, term papers and assignments may form part of course requirements whose failure to submit would require the student to retake the unit when next offered.

### 3.7 Field Attachment/Teaching Practice/Practical Experience

For professional development, students are required to undertake field attachment and/or teaching practice or practical experience as prescribed in their programme syllabuses. This involves professional practical work experience in an organization, private business, industry or a public agency. While on practicum or attachment, students are expected to obey respective professional, institutional and UoEm regulations as applicable.

### 3.8 Monitoring and evaluation of academic processes

The University of Embu has a functional Directorate of Academics and Quality Assurance (DAQA) whose objective is to continuously monitor teaching and learning processes to ensure satisfaction and quality enhancement in accordance with best practices and prescribed standards.

The Directorate of Quality Assurance monitors the following Academic Processes;

- a) **Monitoring of Students Registration Process:** This process involves monitoring of registration process of the students during registration.
- b) **Monitoring of Lecture take off:** This process involves monitoring of lecturer take within the semester.
- c) **Evaluation of Teaching and Learning:** This involves students evaluating teaching and learning of the unit taught by assessing the course lecturer within the semester.
- d) **Monitoring of Examinations Administration:** This involves checking adherence to examination timetables and invigilation schedules during examination periods of every semester.

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**CHAPTER FOUR****EXAMINATIONS AND ACADEMIC ADVANCEMENT****4.1 Examinations**

The University employs both formative and summative evaluation to determine the performance of a student in each course registered for. Whereas the formative evaluation (in the form of quizzes, continuous assessment tests, practical tests, take away assignments, seminar papers etc.) provides feedback to students and thereby giving them a chance to improve on identified areas of weaknesses, the summative evaluation gives the final grade for a course registered for. End of Semester examinations are designed to ensure that only those who have attained the desired learning experiences are progressed to the next level until they attain the minimum requirements for the award of the applicable certificate in the programme of study. The University takes student examinations very seriously and has put in place stringent measures to safeguard the integrity of the examination process. Students are therefore required to familiarize themselves with the rules and regulations currently governing the conduct of examinations to avoid the sanctions associated with non-adherence to the examination regulations.

**4.2 Types of end of semester Examinations****i) Ordinary examinations**

- a) Ordinary Examinations are examinations that are administered at the end of every Semester and shall consist of written papers or practicals.
- b) A candidate who absents himself/herself from an Ordinary University examination without reasonable cause shall be deemed to have failed the examination for the unit and shall score a zero.
- c) Students who are physically challenged may be granted additional time by the Invigilator upon recommendation of the Chairperson of Department.

**ii) Special examinations**

Special Examinations are taken by students who failed to sit for the end of semester examinations due to medical or compassionate grounds.

**iii) Supplementary examinations**

- a) Under the supplementary system of examinations, a student who obtains a grade F (Fail) in a unit and has made other programme requirements may be allowed to sit for a Supplementary Examination in the same course unit on payment of the applicable fees. The maximum grade that a student can score after sitting for supplementary examinations is the lowest pass grade in the programme.
- b) A student will be eligible to sit for Supplementary examinations at a specified period for supplementary examinations as shall be determined from time to time.

**iv) Retake examinations**

- a) Under a retake system of examinations, a student who obtains a grade F (Fail) in a course unit will be allowed to retake the unit (that is register and undertake all the learning experiences – class attendance, practicals, practicum, CATs, end of semester examinations as applicable) when next offered.
- b) A retake unit is graded in a similar way as ordinary unit: The student gets the grade he/she scores

### 4.3 Unit retake

Under the retake examinations system, candidates who fail a prescribed number of units at the end of an academic year are required to register afresh for the failed units when next offered under such terms as shall be spelt out by Senate for each programme from time to time. A key advantage of the retake examination system is that, unlike a supplementary examination where the maximum score is a pass of grade 'D', the marks obtained are graded like an ordinary examination.

#### 4.3.1 Unit retake opportunities

The University shall grant a candidate an opportunity to redo a unit after failing to attain a pass mark in an ordinary or special examination. The candidate shall be granted the following opportunities to redo a failed unit:

- i) Retake (R) - This is the opportunity granted to a candidate who has failed a unit in the first attempt in an ordinary or special examination.
- ii) A Re-Retake (RR) - This is the final opportunity granted to a candidate who has failed a Retake (R) examination.
- iii) A candidate who fails a Re-Retake (RR) examination for a unit(s) shall not be eligible for another chance to retake the unit and consequently shall be required to repeat the year of study.
- iv) A candidate may be allowed to Retake or Re-Retake (RRR) under special circumstances, which must be approved by the Deputy Vice-Chancellor in-charge of Academics on the recommendation of the Dean of a School and the Chair of the Department.

#### 4.3.2 Unit retake requirements

- i) A candidate with a Retake shall register for the Retake when the unit is next offered upon the payment of a requisite fees as shall be defined from time to time for each retake unit over and above the Semester fees.
- ii) A candidate retaking a unit shall be required to attend at least 50 % of the classes in each unit retaken to qualify to sit for the end of semester examinations. In addition, the candidate will be required to fulfil all other requirements for the unit e.g. practicals, assignments and CATs among others.
- iii) A candidate with a retake shall register for the unit when next offered provided that the total number of units he/ she is to register for in the Semester shall not exceed a total of nine (9) units. However, under special circumstances, registration for a tenth unit may be approved through a written approval by the Dean of the School.
- iv) A candidate shall not be allowed to proceed to the subsequent year of study with two or more failed units from the previous years. For example, a candidate with two or more units to retake in the first year shall not be allowed to proceed to the third year of study.
- v) A student with a retake unit shall not register for other unit(s) which the failed unit that is yet to be retaken or is being retaken is a pre-requisite.
- vi) At the end of a normal eight-semester study period in a four year programme, a retake can only be carried over for a maximum of another four academic years or for a period equivalent to the programme duration in the case of programmes that extend beyond four academic years.
- vii) A candidate who fails a Retake in a Re-Retake unit(s) shall be awarded a Fail (F) and will not be eligible for another opportunity unless under clause 4.3.1 (iv) above.
- viii) A candidate who is unable to pass a retake(s) even after two attempts and after repeating the year will be deemed to be unable to proceed with the programme and will be discontinued. The candidate may however apply to change the programme of study and apply for credit transfer in the units passed where applicable.

#### 4.3.3 Retake units for repeat year candidates

- i) A candidate may be allowed to retake a Unit TWICE after which he/she shall be required to repeat the year.
- ii) A candidate shall be allowed to repeat a year of study ONLY ONCE and shall be required to pay the statutory fees for each Semester repeated in addition to the applicable fee for each retake unit registered for.
- iii) A candidate repeating a particular year of study will be required to take only the failed units and shall not be allowed to register for additional units.

#### 4.3.4 Examination Regulations Under the Retake System

- i) A candidate shall be allowed to proceed to the next year of study after attaining a Pass in all the units offered in the year provided that the student does not have two or more failed units from previous years. For example, a candidate who has passed his third year will be allowed to proceed to fourth year if he/she has one retake unit from his previous years.
- ii) Any candidate who fails to:
  - a) Attain the pass mark in less than 40% of the units taken in an academic year shall be required to Retake the failed units when next offered. For example, if a candidate is in third year and is taking 12 units and fails to attain a pass mark in less than 5 units, he/she will be required to retake the failed units when next offered as long as he/she has no more than one failed unit in first year.
  - b) Attain the pass mark in between 40% and 75% of the units taken in an academic year shall be required to repeat the year. For example, if a candidate is taking 12 units in an academic year and fails to attain a pass mark in 5-9 units, he/she will be required to repeat the year and register only for all the failed units.
  - c) Attain the pass mark in more than 75% of the units taken in an academic year shall be discontinued. For example, if a candidate is taking 12 units in an academic year and fails to attain a pass mark in more than 9 units, he/she will be discontinued from her programme of study.

#### 4.4 Remarking of Examination

- i) A student who is not satisfied by the examination results outcome shall, within a period prescribed, after release of examination results be allowed to appeal to the DVC (ARE) through the Chairman of Department for remarking of examination papers on payment of non-refundable remarking fee determined by the University Senate.
- ii) Remarking shall be done by different Internal Examiner(s) appointed by the Deputy Vice-Chancellor for the time being in-charge of academics in consultation with the Chairman of Department.
- iii) The remarked script, together with the grades and comments, shall be approved by the Deans' Committee on behalf of Senate and communicated to the student in writing. The results of remarking are final. Such an appeal may be made only once in respect of each paper.

#### 4.5 Disposal of Examination Answer Scripts

The Chairpersons of the Departments are required to retain examination answer scripts for five (5) academic years from the time the examination is taken after which they are archived for further three (3) years then destroyed.

#### 4.6 General Examination Rules and Regulations

Examinations are a very important component of a student's academic life and students are expected to familiarize themselves with Examinations Rules and Regulations. Candidates should be aware that committing

any form of Examination irregularity attracts severe disciplinary action. The following Examination Rules and Regulations should be observed:

- i) At the start of each semester (within the first three weeks), every student should register for courses and the Examinations that they are due to take during that semester.
- ii) Students should note that they are required to attend all course units they are registered for and sit for CATs in those units in order to be allowed to sit for the end of Semester Examinations.
- iii) A student who experiences a problem, which is likely to affect his/her Examination performance (i.e. sickness, bereavement etc.), must report to the Chairman of Department before sitting for the Examinations.
- iv) Queries/issues regarding student ID card, fees payment and registration status, should be sorted out with ICT department, Students' Finance Office and the Admissions Office respectively before the start of Examinations.
- v) Examinations will take place as indicated in the timetable and students are strongly advised to read the Examinations Timetable carefully. Misreading the timetable is not an acceptable reason for missing an Examination or being late for an Examination.
- vi) A student who has met all the requirements to sit for end of semester examinations will be issued with an Examination Card. This Card, together with the student ID card, **MUST** be produced at each Examination sitting. Students should note that, nothing should be written on the Examination card. The student ID and Examination card should be displayed on the desk throughout the Examination.
- vii) Lateness to the Examination venue is not acceptable and no student will be allowed to enter an Examination room 30 minutes after the start of an Examination. No student will be allowed to leave the Examination room before 30 minutes have elapsed after the start of the Examination. Students are expected to remain in the Examination venue until the Examination is complete except in cases of an emergency.
- viii) A student caught cheating in Examinations e.g. by copying, having or making reference to unauthorized materials, communicating to other students verbally or through other means, will be **EXPELLED** from the University. Laptops, mobile phones, unauthorized electrical appliances, text books and notes recorded on any medium are prohibited in the Examination Room. Students caught in possession of these items will be deemed to have committed an examination irregularity and will be **EXPELLED** from the University.
- ix) Students are not allowed to take Examination answer booklets from the Examination room.
- x) Students should not smoke in or carry food/drinks into the Examination Room.
- xi) Students will be allowed to enter the Examination Room ten minutes to the Examination time, when the room is well arranged.
- xii) Once the students are seated, the invigilator will direct them to confirm that they do not have any unauthorized material, including any notes written on clothes or the body. The invigilator will remind the students about the penalties for being involved in Examination irregularities
- xiii) The students will then be instructed to write their registration number on the answer booklet and read the instructions on the cover page of the booklet.
- xiv) The invigilator shall then go through the Examination question paper and direct the students to confirm that they have the correct Examination Paper and that all the questions are included.
- xv) The invigilator then directs the students on when to start the Examination.
- xvi) The invigilator writes on the board the starting and end time of the Examination.
- xvii) At the end of the Examination, the Chief Invigilator will inform the students to stop writing and hand in their answer booklets.

#### 4.7 Continuation and Discontinuation on Academic Grounds

Continuation in any programme on academic grounds is determined by the student's progressive performance as expressed by the grades attained at the end of each semester of the academic year.

- i) Under the supplementary examination system for programmes not regulated by a professional body,

- a candidate who:
- a) Fails up to one half of the units taken in an academic year will be allowed to sit for supplementary examinations when next offered.
  - b) Fails more than half of the units taken will be discontinued.
- ii) For programmes regulated by professional bodies that provides for supplementary examinations, the regulations governing the administration of supplementary examinations as spelled out in the programme shall apply.
  - iii) Under the retake examination system, a candidate:
    - a) Who fails to attain the pass mark in more than 75% of the units taken in an academic year shall be discontinued.
    - b) Who is unable to pass a retake(s) even after two attempts and after repeating the year will be deemed to be unable to proceed with the programme and will be discontinued. The candidate may however apply to change the programme of study and apply for credit transfer in the units passed where applicable.
  - iv) A candidate who fails to attain at least 70 % attendance in a given course unit shall not be allowed to sit for examination in that course unit.
  - v) Under the retake system of examinations, a student may proceed to the next year of study with a maximum of **two (2) retakes** units from the preceding year of study whose examinations shall be done when the unit(s) is/are next offered.
  - vi) A candidate shall be allowed to repeat a year of study once.
  - vii) A student who repeats a year of study and subsequently fails in any unit during supplementary examinations at the end of repeating year shall be discontinued.
  - viii) Discontinuation is recommended by the School Board and approved by Senate.
  - ix) A discontinued student and his/her sponsors will be informed in writing of the Senate’s decision at the earliest time possible.
  - x) A discontinued student forfeits his/her right to any academic certificate from UoEm. However, she/he may apply for fresh re-admission in another programme.
  - xi) All communication regarding students’ academic progression shall be done in writing within fourteen (14) days after the Senate has approved the results.

#### 4.8 Grading System

UoEm uses the Mark Grade System. Course Mark is a measure of performance of a student for a Semester. A course mark ranges from 0 to 100 %. Each course/ unit is assessed based on the Continuous Assessment Test and End of Semester Examinations. Distribution of marks is subject to the respective School’s rules and regulations.

The letter grades with their corresponding percentage range values as shown below:

##### Grading System

Score	Grade
70% and above	A
60% and above but less than 70%	B
50% and above but less than 60%	C
40% and above but less than 50%	D
*Below 40%	F

**NB:** Pass mark for taught Doctorate, masters, medical courses and some programmes that are regulated by professional bodies is 50%

The letter grades having no corresponding numerical values are used as qualifiers to indicate the

status of the student. The following are the qualifiers in use:

<b>RA</b>	=	Readmission
<b>R</b>	=	Retake
<b>RC</b>	=	Repeat course
<b>RY</b>	=	Repeat Year
<b>SU</b>	=	Supplementary
<b>SP</b>	=	Special
<b>I</b>	=	Incomplete course
<b>W</b>	=	A course withdrawn

#### 4.9 Awards and Recognition

Awards and recognition are given to students who exhibit exemplary/outstanding scholarly achievement. Students who achieve excellent scores receive recognition as follows:

- i) **Valedictorian:** Award of student with the highest grade/ mark and gives a valedictory speech at the graduation ceremony.
- ii) **Vice-Chancellors' Award:** Awarded each academic year to students who have excelled in their study.
- iii) **Other** recognition may be given by the Vice-Chancellor, Dean of School, or Chairpersons of Departments. Recognition may or may not be accompanied by a token/present/reward.

#### 4.10 Graduation

- i) The graduation ceremony shall be held at a time and place as may be determined by the University Senate.
- ii) To be considered for graduation, a student has to meet the following requirements:
  - a) Complete the minimum residence time requirement.
  - b) Complete and pass all the specified courses in the programme of study.
  - c) Attain the minimum number of contact hours required for the programme in which the student is registered.
  - d) Have no pending disciplinary case.
  - e) Meet all financial obligations and outstanding liabilities.
- iii) A candidate who is preparing to graduate has to fill the necessary forms and submit to the office of the Registrar (ARE) through the Programme Department and School at least four **(4) weeks** before the actual date of graduation.

#### 4.11 Classification of Certificates

Students who qualify for graduation receive certificates for their academic achievements. The certificates are classified under the categories listed below:

##### Classification of Certificates

Classification	Score
<b>Undergraduate Degree</b>	
First Class Honours	70% and above
Second Class Honours (Upper Division)	60% and above but less than 70%
Second Class Honours (Lower Division)	50% and above but less than 60%
Pass	40% and above but less than 50%
<b>Diploma &amp; Certificates</b>	

Distinction	70% and above
Credit	60% and above but less than 70%
Pass	40% and above but less than 60%

**Note:**

Notwithstanding the above guidelines, the University reserves the right to deny or withdraw honours to a candidate for any reasons that are deemed contrary to the University’s mission and philosophy.

**4.12 Academic Transcripts and Certificates**

- i) A continuing student is issued with a provisional results slip at the end of each semester. The provisional results slip covers the results approved by the School Board of Examiners and can be obtained through the student’s portal.
- ii) Students shall be issued with a Transcript for each year of study at the end of the study programme.
- iii) Certificates shall be conferred/ awarded during the convocation ceremony.
- iv) Certificates are issued only once but in case of defacement /lost a certificate, a copy of certificate/transcript can be used at a cost.
- v) The University Examinations Office shall retain copies of certificates issued to its students.
- vi) Certified duplicates of Transcript(s) are sent to third parties upon request by a student. The request has to be presented to the Registrar (ARE) in writing. A fee is charged accordingly.
- vii) Replacements of lost transcripts is usually done after payment of the requisite fees.
- viii) Students who fail to collect their certificate within 6 (six) months after graduation shall be charged an annual prescribed storage fee determined by the University Senate.

## CHAPTER FIVE

## RULES AND REGULATIONS GOVERNING STUDENTS CODE OF CONDUCT

**5.1 Introduction**

Rules and regulations governing students' code of conduct are made by Senate in accordance with the provision of the Statutes and shall be binding to every student of the University upon registration and so long as such a student remains registered. Every student before he/she is registered is required to read the rules and regulations issued together with admission letter and to sign a declaration appended that he/she has read and understood the contents and meaning hereof and that he/she undertakes to be bound by them.

**5.2 General Conduct**

All the students of the University shall conduct themselves with the highest standard of integrity, personal discipline and morality and, in particular, shall:

- i) Respect and adhere to the administrative and academic procedures and structures established by the University.
- ii) Respect the rights and privileges of the members of the University community at all times.
- iii) Refrain from any conduct that might bring the University or any section or programme thereof to disrepute, ridicule or public odium.
- iv) Carry themselves in all public fora or places with such humility and dignity as befits their status as mature and responsible citizens.
- v) Refrain from all acts of violence, hooliganism, unruly or rowdy behaviour, or any conduct likely to cause a breach of the peace and disturbance to others within or outside the University.
- vi) Wear acceptable and appropriate attire at all times and in particular while attending lectures, practicals, during meal time in the dining hall, or at any University function.
- vii) Not keep motor vehicles/motor bikes on the University premises without prior written permission of the University Administration. Such permission will not be given without proof of a current driving license and a valid certificate of insurance. Such permission may be refused or withdrawn without assigning any reasons thereof.
- viii) Desist from tampering with fire-fighting appliances wherever installed and shall use such appliances for firefighting purposes only.
- ix) Desist from misuse or wilful damage to or destruction of University/private property within the institution in default of which such student or group of students shall bear full responsibility thereof.
- x) Refrain from/and/or avoid such drunkenness or drunken behaviour as would constitute a disturbance to other students and staff of the University.
- xi) Refrain from creating noise that may cause disturbance or annoyance to the University community.
- xii) Desist from abuse of drugs and totally refrain from the use of drugs, the possession and use of which is prohibited by law.
- xiii) Not possess keys to rooms or buildings of the University other than those obtained through the official channel.
- xiv) Avoid and/or desist from tampering with official documents that may come into their possession by any means whatsoever.
- xv) Not engage in fund-raising activities without written authority from the Government and approval by the University administration.
- xvi) Not engage in/or use University facilities for political purposes.
- xvii) Not either as individuals or through the students' associations and societies use University logo, telephone, printing or mailing facilities for unauthorized purposes.

- xviii) Not remove furniture or equipment from rooms/buildings in which it is meant to be used, without written permission from the relevant authorities.
- xix) Not use the name of the University either as an individual, club society or student organization without prior written approval from the Vice-Chancellor.

### 5.3 Conduct with the Public

In addition to any other liability that may be attached thereto, students remain accountable to the University in respect of their relationship with members of the general public and of conduct and utterance in matters that lie in the public domain wherefore:

- i) All correspondence to the press or other mass media by students or officials of the Student Association in their individual capacities shall bear their names and private addresses.
- ii) All public statements affecting the University which are intended to be issued on behalf of any association of students must receive prior written approval of the Vice-Chancellor.
- iii) Invitation to Government Cabinet Secretaries, Principal Secretaries, Representatives of Foreign Governments or other public personalities to visit the University in their official capacity shall be channelled through the Dean of Students to the relevant University authorities.

### 5.4 Academic Conduct

All students shall apply themselves diligently to the courses of study approved by the Senate and for which they are registered and, in particular shall:

- i) Except for good cause, attend all lectures, tutorials, seminars, practicals and other scheduled courses or instructions.
- ii) In case of absence from class for good cause, e.g. on account of illness, such absence must be authorized by the Dean of the relevant School/Institute on production of certified evidence e.g. a medical certificate.
- iii) Refrain from any conduct whose object or logical consequence is to disrupt the operation of academic programmes of the University.
- iv) Abide by all other regulations made by the departments and Schools/Institutes for the proper conduct of specific programmes.
- v) Not engage in plagiarism, cheating or any other academic irregularity which may undermine the academic standing of the University.
- vi) In case of any academic irregularities, the same shall be referred to the Senate through the Deans Committee for appropriate action.

### 5.5 Residential conduct

All students shall conduct themselves with responsibility and maturity while in residence at the University and, in particular, shall strictly observe the following:

- i) Adhere to the list of allocation of rooms determined by the Dean of Students. Change of rooms or hostel, once allocation has been made, will not be allowed without written permission from the Dean of Students or the officer responsible for room allocation. No student shall be allocated a room except upon production of evidence that he/she has made prior payment for the same to the appropriate authority.
- ii) Share rooms in addition to other facilities of common use.
- iii) Admit visitors to their rooms only between the hours of 10.00 a.m. and 10.00 p.m. Any extension of these times will be made with the approval of the Dean of Students and Halls' doors will be closed at 10.30 p.m.
- iv) Remove no furniture or equipment from their rooms or any other part of the halls or from other premises within the halls and catering services except by permission from the Head of Department concerned.

- v) Take reasonable care of furniture, fittings and any other items in the Halls of Residence. Any replacement or repair due to loss or damage to any of these items deemed to have been caused by the negligence of a student or persons connected with him/her, shall be made good at the student's expense.
- vi) Surrender all keys issued in respect of the rooms to the Hostel Administrator before proceeding for vacation. Loss of any key or keys so issued shall be replaced at the student's expense.
- vii) Use entertainment media or any musical instruments in the Halls of Residence only on condition that the sound does not cause any disturbances to the other residents and that they are played only between 6.00 a.m. and 10.00 p.m.
- viii) Report all absence from residence in the Halls to the Halls' Administrator.
- ix) A student who intends to be absent from the Halls of Residence for more than seven days shall obtain written permission from the Dean of Students and leave his/her contacts address. Any student absent from residence for a continuous period of two weeks without prior permission from the Dean of Students shall be deemed to have forfeited his/her residence.
- x) Forfeit all monies paid to the University if he/she decided to vacate his/her room during the term unless it is on medical grounds in which case the Medical Officer will notify the University authorities in writing.
- xi) Cooking of whatever sort and use of unauthorized electrical appliances that can endanger the life of residents, their property and that of the University in the Halls of residence is illegal.
- xii) Tampering with electrical wiring is prohibited.

### 5.6 Conduct in Relation to the Catering Services Offered by the University

To facilitate satisfactory and efficient services in the catering department, students are required to conduct themselves in an orderly manner, and be courteous to the catering staff. In addition, all students shall observe the following:

- i) Appear for meals at the prescribed times only or at such times as shall be notified to the students by the Catering Department from time to time. The meal times must be adhered to strictly.
- ii) All meals shall be served in the dining hall(s) only. Except for good cause, no meals or beverages shall be carried out of the dining hall(s). Any student seeking to remove meals from the dining hall must first seek permission from the Catering Manager of his/her dining hall and if necessary support such request with a certificate from the Medical Officer in charge of the student health services.
- iii) No crockery, cutlery or other utensils shall be removed from the dining hall(s).
- iv) No student shall enter the servery, kitchen or stores without prior permission from the Catering Manager.
- v) All students shall be required to produce Students' Identity Cards or other prescribed means of identification before he/she is allowed entry into the dining hall(s).
- vi) No visitor(s) shall be allowed to dine in the University Dining Hall(s). Meals are served in the said dining hall(s) at subsidized rates for bonafide students only. Students shall entertain their visitors at the Students' Centre or any other cafeteria available to them in the University.
- vii) The following shall be the prescribed procedure regarding Pay As You Eat (PAYE) system of service in the dining hall(s):
  - a) A notice of the items on the menu for every meal shall be posted at appropriate and strategic notice boards near the dining halls prior to the time the meal is served, or at least early enough, but in any event not less than one (1) hour before the said meal is served.
  - b) Each student shall peruse the itemized menu before proceeding to the cashier to pay for the items he/she has selected, or any of them, and obtain an item pre-coded receipt for the same from the said cashier.
  - c) He/she shall then go on to the servery, show the receipt to the catering personnel on duty there, and wait to be served with the items he/she has paid for.

- d) He shall then proceed towards the exit where he/she shall present the receipt to a waiting officer who will check it against the food served.
- e) The student shall then go through the last turnstile and proceed to the dining tables.
- viii) PROVIDED nothing in these rules shall be deemed to prevent the Catering Manager, the University administration or any other officer with the authority to do so from altering, changing or restructuring the said procedure or system or any part thereof without any notice to the students, if the situation so warrants.
- ix) Students will be required to queue and observe a civil and orderly manner for all services in the dining hall at all times.
- x) Any student complaints or grievances whatsoever, arising from the administration of the catering services shall be addressed through the correct channels of communication and in this case, to the office of the Dean of Students through the Catering Manager.

### 5.7 Health

- i) Apart from complying with the general Law on Health, all students shall be required to comply with health requirements as may be laid down by the University from time to time.
- ii) The students are eligible for outpatient services at University Dispensary or any other arrangement. Such services shall be provided only when the students are in session. Those requiring hospitalization or requiring specialized care will be referred to Embu Level Five Hospital. The cost of such specialized treatment or privately sourced medical services will be borne by the student/ student's parent or guardian
- iii) All cases of emergency or serious illness in the Halls of Residence requiring medical attention must be reported at once to the Halls' Administrator.
- iv) In all cases of absence from classes on account of sickness, the University Medical Officer will submit a report to the Dean of Students, Dean of the relevant School, Registrar (ARE) and Chairman of the Department concerned, respectively.
- v) Except in emergency cases, where a student wishes to seek medical services outside the University, he/she shall notify the University Medical Officer. The University will not pay medical bills incurred by a student without authority and prior referral by the University Medical Officer.
- vi) Students shall avail themselves for medical examination as and when required by the University Administration.

### 5.8 Counseling

- i) The counselling office provides services aimed at improving the well-being of students. Students with individual problems or concerns are advised to avail themselves for these services.
- ii) On recommendation by the relevant authorities, a student may be subjected to mandatory counselling.
- iii) All matters presented on a personal level to the Guidance and Counselling Office shall be treated in strict confidence.

### 5.9 Sports and recreation

- i) Students shall be expected to participate in as many of the University sporting and recreational activities as they are able to.
- ii) Observance of such rules as may be enacted by the Games and Sports Department will be obligatory.

### 5.10 Clubs and societies

- i) No clubs or societies shall operate in the University unless they are registered by the University authorities.
- ii) Students proposing to form a club or society within the University shall prepare the following particulars:

- a) The objectives of the intended club or society;
  - b) The names and designations of the interim office bearers and patron;
  - c) An indication of likely membership;
  - d) Possible sources of funding.
- iii) The interim office bearers shall discuss the proposal with the Dean of Students.
  - iv) The interim office bearers will then apply for the registration of the club/society to the Deputy Vice-Chancellor (Academics, Research and Extension) through the Dean of Students.
  - v) Upon registration, the clubs or societies shall operate strictly in accordance with the provision of their approved constitutions.
  - vi) All scheduled club/society activities must be approved by the Dean of Students. For these purposes, a list of scheduled activities shall be forwarded to the Dean of Students at the beginning of each semester.
  - vii) The University may refuse and/or cancel the registration of a club or society without assigning any reason thereunto.

### 5.11 Channels of communication

In the redress of grievances, students shall be expected to go through the laid down channels and procedures and in particular the following order, failure to which shall be a violation of University Regulations:

- i) Academic Matters  
Class Representatives, Academic Advisers, Head of Departments, Deans/ Directors of Schools/Institutes, and the Deputy Vice-Chancellor (Academics, Research and Extension) in that order.
- ii) Welfare Matters  
House Keepers, Hostel Administrator, Hostel Manager, Wardens, Dean of Students and Deputy Vice-Chancellor (Academics, Research and Extension) in that order.
- iii) The hierarchy of the Students' Association or organization shall be expected to adhere to the procedures in (a) and (b) above to ensure peaceful and non-violent dealing and processing of students' grievances.

Failure to adhere to the above procedures shall be a violation of University Regulations.

### 5.12 Pregnancy

Female students are urged to note the following rules and regulations which pertain to cases of pregnancy.

#### i) The stand of University with regard to student pregnancy

It should be clearly understood that the University does not expect students to get pregnant while they are still pursuing their courses of study. The University strongly recommends that all female students avail themselves to the reproductive Health Unit for advisory services relating to the matter.

Apart from the general rules on pregnancy, all female students of the University shall abide by the specific rules and regulations made concerning students' pregnancy while at the University. It will therefore be in the interest of the students to read and understand the rules which are issued on admission. Strict observance of the said rules will enable female students complete their studies in good time and without undue stress. The following specific rules shall apply in case of student pregnancy.

#### ii) Reporting the Pregnancy

Every expectant student must report to the University Medical Officer before the end of her first three (3) months of pregnancy for information, guidance and counselling advice on:

- a) Antenatal care
- b) Confinement
- c) Her conduct during the period of pregnancy

- d) Special examinations in case the University examinations are done while the student is on confinement
- e) The period of absence while the student is on confinement
- f) Post-natal care
- g) Child welfare
- h) Reproductive health

### iii) Rules for pregnant students in Residence

- a) In the event of pregnancy either before or after taking residence in the halls, one must move out of the halls of residence at least three (3) months before confinement. A pregnant student who proceeds on confinement will be allowed up to a maximum of three (3) weeks to resume her studies in the University. However, the period can be extended under special circumstances.
- b) All affected students:
  - i. Can re-apply to the Dean of Students for accommodation in the Halls of Residence three (3) months after confinement.
  - ii. Will be expected and be required to participate fully in all aspects of training/learning as contained in the University Regulations without exception of excuse of inability because of pregnancy.
  - iii. Should not expect any privileges e.g. special diet except on recommendation from the University Medical Officer and where special diet is provided, the affected students shall meet the extra cost, if any, of such service.
  - iv. Will, subject to recommendation by the University Medical Officer, be allowed to sit special examinations in case the University examinations were held while the student was admitted in hospital or on confinement.

### 5.13 Discipline of students

The following provisions shall apply to all disciplinary actions taken against students in respect of disciplinary offences specified herein, whether such offences are committed within or outside the University precincts.

#### i) Disciplinary authority

For purposes of these regulations, the Vice-Chancellor, acting on behalf of the Council, is the disciplinary authority of the University and may in that capacity:

- a) Vary or add to the list of disciplinary offences specified herein.
- b) Suspend any student suspected of committing any disciplinary offence under this regulation from the University pending appropriate disciplinary action.
- c) Take any other measures or actions necessary for the proper operation of disciplinary procedures set out herein.

#### ii) Disciplinary offences

- a) These provisions shall apply to any violation of the rules and regulations laid down for the governance and control of the conduct of students of the University whether such offences are committed within or outside the University precincts.
- b) Without prejudice to the generality of the above provisions, the following conduct shall constitute specific disciplinary offences under these regulations;
  - i) Boycott of scheduled lectures, tutorials, seminars, practicals, field trips and other courses of instruction and assault of or issuance of threats to other students or staff in contemplation or furtherance of any such boycotts. Students who have wilfully missed more than one-third of scheduled lectures, tutorials, seminars, practicals and other instructions shall be barred from sitting end of semester examinations.

- ii) Assault of members of staff while discharging official duties.
- iii) Possession of knives, swords, sticks, metal bars or any other items or articles which might endanger the lives of members of staff or students or any other person(s).
- iv) Any form of picketing or organized obstruction of students and staff in any manner whatsoever.
- v) Writing, publishing and/or distributing of anonymous literature of a malicious or libellous nature including placards.
- vi) Any attempt to conceive, design or effect any scheme or strategy of whatever nature whose object or logical consequence is to disrupt the due operation of academic or other programmes of the University.
- vii) Malicious or wilful damage to or loss of University/ private property within the Institution.
- viii) Disorderly conduct and molestation of other members of the University and/or obstruction of motor vehicles within or outside the University precincts.
- ix) Use of profane and/or foul language against any members of the University community or/the general public.
- x) Admission of unauthorized person(s) into the Hostels.
- xi) Any attempt to convene or organize or any participation or involvement in demonstrations, gatherings, processions or public ceremonies for which permission is required but has not been obtained from the University authorities or the Government authorities.
- xii) Being drunk and disorderly and the abuse of or use of drugs, the possession and use of which is prohibited by the Law.
- xiii) Involvement in cheating in academic matters, examination leakages or impersonation in University examinations and breach of any rules and regulations specified in examinations which are upgraded from time to time, and issued to students.
- xiv) Cohabiting with another student of the opposite gender or with any other person(s) whilst in the University premises.
- xv) Conviction in a Court of Law for commission of a criminal offence of such nature as should in the opinion of Council, warrant expulsion from the University.
- xvi) Notwithstanding any action that may be taken by the police or Law Courts under the foregoing paragraph, the University may take independent disciplinary action against any affected student.

### 5.14 Disciplinary Procedures

#### i) Academic matters

As per the provisions of these Statutes, Senate shall receive and approve recommendations from School/Institute Board of Examiners with respect to inter alia the following matters:

- a) Who qualifies to sit University examinations
- b) Who writes supplementary examinations
- c) Who repeats which years
- d) Who has breached examination regulations
- e) Who should be discontinued from approved programmes of study.

The decision of the Senate is binding subject only to appeal for review on the basis of fresh evidence to the Chairman of the Senate.

#### ii) General disciplinary matters

The Students' Disciplinary Committee will have powers to deal with all students' disciplinary matters and make recommendations to the Senate.

### 5.15 Meeting of the Disciplinary Committee

The Chairman shall call a meeting of the Disciplinary Committee to be held within one (1) month of the report being received by him/her.

#### Notice of meeting

- i) The Secretary shall notify the affected student and the complainant of the date and time of the meeting and of their right to be present and to call a witness or witnesses.
- ii) At all proceedings of a Disciplinary Committee before which a student is summoned, the procedure adopted shall be determined by the Committee and the student shall be entitled to representation in person and not by any other person or lawyer.
- iii) The Committee shall hold an enquiry but shall not be required to adhere to the rules of evidence or procedures as applied in a Court of Law. However, the Committee shall ensure that both sides are heard and that persons required to be witnesses do not sit as members of the Committee.
- iv) The Committee's decision shall be arrived at, either by consensus or by simple majority votes through secret ballot.

### 5.16 Powers of the Students' Disciplinary Committee

- i) The Committee shall have power to impose any one or more of the following measures and/or penalties depending on the nature and gravity of the offences committed and the evidence called in support thereof.
  - a) To dismiss the case against the student.
  - b) To issue a letter of warning or reprimand and such letter shall form part of the student's personal record and a copy thereof shall be sent to the parent or guardian of the affected student.
  - c) To require the student to make good any loss or damage to University/ private property in the institution, and/or pay damages commensurate with the nature and gravity of the offence.
  - d) To suspend the student from the University for a specific period.
  - e) To expel the student from the halls of residence.
  - f) A combination of any two or more of the above.
  - g) To recommend to the Senate the expulsion of a student.
  - h) To impose any other penalty or penalties as the Committee may deem fit to impose.
- ii) The Senate shall have the right to suspend a student who commits any or a combination of the following offences pending appearance before the Disciplinary Committee:-  
A student who:
  - a) Boycotts or agitates for a boycott of lectures, tutorials, practicals or any other courses of instruction or academic programmes.
  - b) Maliciously or wilfully damages University/private property in the institution.
  - c) Assaults any member of staff or student.
  - d) Is found in possession of any drug or drugs the possession of which is prohibited.
  - e) Is convicted by Court of Law of any criminal offence which the Academic Board shall deem serious enough to warrant expulsion from the University.
- iii) In arriving at an appropriate penalty or combinations thereof, the Students' Disciplinary Committee shall be at liberty to consider the total conduct (past and present) of the student within or outside the University and not merely the immediate circumstances furnishing the reason for disciplinary action against him/her.
- iv) The record and decision of any Disciplinary action taken against a student shall be furnished to his/her Warden, Chairman of the Department, Dean of the School/Institute, Dean of Students and the Vice-Chancellor and shall form part of the student's record at those levels.

- v) The sovereignty of the state, together with the state security machinery to safeguard that sovereignty embraces the entire Republic, within which the University falls. Accordingly, the provisions of these regulations and any decisions made by the disciplinary Committee and the University shall not derogate and/or be construed as derogating from the right of the Police or any member of the public so entitled, to bring any action or to institute criminal proceedings in respect of the same set of facts against any student in a Court of Law, nor shall anything herein preclude the state from taking any action which it may deem necessary against any student in the interest of security and public order.
- vi) Students appearing before the Students' Disciplinary Committee shall be informed of the Committee's decision within fourteen (14) days from the date of the conclusion of proceedings.
- vii) Students have the right to appeal to the Vice-Chancellor against the decision of the Disciplinary Committee if he/she considers himself/herself aggrieved by the said decision and such appeals will be made in writing within fourteen (14) days of the date of communication of the Committee's decision.

### 5.17 Miscellaneous matters

- i) The University disclaims all responsibility for loss of or damage to any property belonging to students or their guests while such property is on University premises.
- ii) The Senate reserves the right to change, add, amend or otherwise vary students' regulations at any time without notice.

CHAPTER SIX

LIBRARY

6.1 Introduction

The University Library, Prof. George Magoha Library is named after the former Vice-Chancellor of the University of Nairobi (Between January, 2005 and January, 2015) when the University of Embu was a Constituent College of the University of Nairobi. Prof. Magoha played a leading role in the establishment of UoEm.

University of Embu Library’s main aim is to provide a conducive, physical and virtual study and research environment to users. The library offers various services including issuing of library resources, Online Public Access Catalogue, Information Literacy, renewals for issued learning resources, reprographic services, reservation of learning resources for library users, access to e-resources and exam past papers, access to institutional repository, selective dissemination of information service, and similarity checks (anti-plagiarism)

6.2 Physical layout of the Library

The library’s physical arrangement is as given in table 6.1

Table 6.1: Physical Layout of the University Library

Floor	Sections
Ground floor	<i>Humanities Library - classes (A to P)</i> , Reprographics section, Electronic Resources Lab, Information Commons, Postgraduates section, Special needs section, Circulation/Issue Desk and Deputy Librarian office amongst others.
First floor	<i>Law Library - (classes’ j and K)</i> , Circulation/Issue Desk, Librarian office, Periodicals Section, Boardroom and general reading sections amongst others.
Second floor	<i>Pure and Applied Science library - (Classes Q- Z)</i> , Postgraduates sections and staff information commons for staff amongst others.

6.3 The Library of Congress Classification (LCC) System

The University Library uses the LCC classification scheme to organize the books on the shelves. The classification scheme uses letters and/or numbers (call numbers) to arrange the books so that books on the same topic are together. The main classes of LCC are;

- A – General works
- B – Philosophy and religion
- C – History Excluding American
- EF - American History
- G- Geography and Anthropology
- H – Social Sciences
- P - Political Science
- K - Law
- E - Education
- M - Music
- N – Fine Arts
- P- Languages
- Q - Sciences
- R - Medicine
- S - Agriculture
- T - Technology



U - Naval Science  
 Z - Bibliography and Library Science

Kindly visit the Library Website ( <https://library.embuni.ac.ke/>) for detailed guide on LCC

#### 6.4 A Guide to Library Electronic & Print Information Resources

University of Embu Library provides access to both print and electronic information resources to support teaching, learning and research programmes of the University. The ground floor houses the e-resources lab and books on Social Sciences and Humanities. The first floor houses books on Pure and Applied Sciences. The Library has an Online Public Access Catalogue (OPAC) to facilitate browsing of library print materials from the Internet. In addition, the Library facilitates access to electronic books (e-books) and electronic journals (e-journals) in all subject areas. The UoEm Library has over 20,000 volumes of print books, 1,000,000 e-books and e-journals.

Kindly visit the Library Website ( <https://library.embuni.ac.ke/> ) for detailed guide on how to access these resources.

#### 6.5 Library Rules and Regulations

Library guidelines and regulations help the library to create a conducive atmosphere for all in pursuit of learning, research and discovery. They are not designed to be punitive. Students are expected to read the Library Rules and Regulations and abide by them. The Rules and Regulations are available in the Library website.

Below are the summarized library guidelines and regulations. For detailed information, visit the library website:

- i) To be issued a book, you should have a Student’s ID. If you have lost your Student’s ID, please report to the library immediately.
- ii) All bags, briefcases, overcoats etc. should be left at the baggage store at the library entrance.
- iii) Respect the borrowing guidelines for various categories of books. The guideline is as follows

User category	No of books allowed to borrow	Duration	Overdue fine
Undergraduate student	4	14 days	5/= per day
Postgraduate Student	6	30 days	5/= per day
All (Short loan books)	1	2 hours	5/= per hour

The library System sends reminders on overdue books a day before due date, on the due date, five days and 14 days after the overdue date. The users with overdue book that are more than 14 days are surcharged accordingly to ensure the replacement of the library book.

- iv) Order and silence must be maintained at all times in the Library. No phone calls are allowed inside the library. The phone should also be put in vibration or silent mode.
- v) Smoking, eating, drinking and sleeping in the Library is prohibited.
- vi) Damage of library materials, equipment, property, or building is prohibited and must be reported immediately to a member of library staff. Those responsible must pay for the damage.

## CHAPTER SEVEN

## OTHER SUPPORT SERVICES

**7.1 Information, Communication and Technology (ICT) services**

The ICT Section is committed to providing quality and efficient ICT related guidance and support to both students and staff. The Section offers the following services and facilities tailored to better serve the students body.

## i) Issuance of Student Identification Cards (ID)

Every student is required to have a valid ID during the course of their study at the University. The process of issuing students with ID cards is usually carried out during student registration. If an ID is lost or misplaced during the duration of stay at the University, the student is required to:

- a) Report the matter to the Security Office immediately and fill an Abstract form,
- b) Pay an ID replacement fee at the University Finance Office,
- c) Visit the ICT office, with a copy of the Abstract and Proof of payment, to be issued with a new ID.

## ii) Allocation of Student Email

Every student is allocated a University Email address during admission to the University. The email should be used by a student responsibly. Use of the email should not be in violation of any University Policy and should ensure that confidential or proprietary information is safeguarded.

## iii) Access to Wireless Fidelity (Wi-Fi) and Internet

The ICT Department provides Wi-Fi at various areas within the University that is available to all students on admission to the University.

## iv) Access to University Website Services

The University of Embu website, [www.embuni.ac.ke](http://www.embuni.ac.ke), is accessible to the public. Students can, however, access services such as student portal, e-resources, e-library, teaching and examination timetables, past papers, journals, articles, e-books, thesis and articles, through use of the cooperate emails.

## v) Access to Computer Laboratory Resources

The University has several computer laboratories that are accessible to all students on the strict understanding that they are to be used solely for conducting student academic activities (lectures and research).

## vi) Access to Student Android Applications

This application can be downloaded by searching for **University of Embu** or **UoEm** in the Play Store. This application will allow students to view timetables, news and notices and others functions such as access to student portal.

## vii) Access to Student Portal

The student portal is accessible from the university website or by using the following link <http://portal.embuni.ac.ke/>. Newly admitted students are required to create an account in the student portal as shall be guided by ICT from time to time. The student portal has several features including Unit Registration, Self-Reporting, Check Fees Structure, Balance and Status, Online Hostel Booking among others.

**7.2 Student Management Information System**

The University has automated most of its processes using the Enterprise Planning Resource (ERP) system. Among the processes include the online Student Management Information System (SMIS). SMIS provides students access to registration information, fees statement and Exam results among other services.

Kindly visit the University Website @ [www.embuni.ac.ke](http://www.embuni.ac.ke) for detailed guide on how to access your student portal.

### 7.2.1 Registration Info

This section contains a student's bio data as captured by Admissions during the admissions process. The bio data is captured under the following categories: Main Details, Institution Attended, Work/Research Experience, Referees, Enrolment Profile, Attendance, Emergency Contacts, Dependents, Other Details. Some of these details can be edited to have information changed by the student to add any additional information that may have been acquired during the stay of the student within the University

### 7.2.2 Session Reporting

This facilitates self-reporting for students into a semester pending approval by an admissions officer. On reporting, a student invoice for that semester will be generated for the student to be able to see and clear their fees

### 7.2.3 Academic Details

This section contains the academic records of a student during his/her stay within the University. One can also view/access their examination card, result slips, register for units within the semester on full payment of fees, apply for supplementary exams and retakes and view programs offered by the University.

### 7.2.4 Fees Reports

This section allows for the student to view the fee structure associated with the programme they are undertaking. It also provides a financial statement of the student in details from the date the student is admitted to the University.

### 7.2.5 Course Evaluation

This section deals with evaluation of teaching exercise that is usually conducted during the end of each semester to facilitate quality assurance process and to evaluate the course Lecturers

### 7.2.6 Accommodation

One can be able to view hostels and previous bookings from this section. It also facilitates booking of hostels that may be rendered as available at the beginning of each Academic Year. On booking of a hostel, the system will automatically generate an invoice to that effect and one will be required to pay for the booking on or before allocations are done during the reporting dates

The system also facilitates requests based on accommodation facilities e.g. repair requests, replacement of items, etc.

#### Note

- The system will only load respective hostels and rooms based on your gender.

### 7.3 University of Embu E-Learning Platform

The University of Embu, like other world class universities, has embraced e-Learning as a mode of teaching and learning. E-Learning allows teaching and learning to be conducted online.

### 7.4 Access to an e-Learning Platform

The University uses the Moodle e-Learning Management System, which has particularly been singled out as an extremely superior platform. It is ranked among the world's most popular learning management systems and credited for its numerous activities and other inbuilt operations (forums, chats, glossaries, wikis, assignments, quizzes, SCORM players, folders, file, e-Book, Page, urls e.t.c.)

### 7.5 Basic e-Learning requirements for students

Due the advances in global dynamics and the need to adopt to the changing world, there is need for all students to acquaint themselves with basic skills and facilities required for e-learning. Students are therefore required to ensure that they acquire basic literacy skills and have basic facilities for accessing internet connectivity, including a laptop or a smart phone. The University will strive to ensure that students acquire basic literacy skills and knowledge for e-learning

- i) The students are strongly advised to possess requisite computer literacy skills to enable them chat online, do quizzes, assignments and upload documents online.
- ii) It is important for students to understand that they are responsible for ensuring that they have consistent and reliable access to the online environment.
- iii) Students must ensure timely completion of the online quizzes and assignments. Instructors (Lecturers) may choose not to accept late assignments.
- iv) Students should demonstrate participation in a given e-Learning unit within the first week of the class

Kindly visit the University Website @ [www.embuni.ac.ke](http://www.embuni.ac.ke) for detailed guide on how to access University of Embu E-Learning Platform

#### **To note:**

Information about students held by the University is treated with utmost confidentiality. In case of any breach of the same, students are encouraged to raise the issues with the office of the Dean of Students.

