



# UNIVERSITY OF EMBU

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## SESSION ONE

### ORIENTATION MESSAGES TO FIRST YEAR STUDENTS

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#### MESSAGE FROM THE DEAN OF STUDENTS

##### Introduction

Greetings from the Office of the Dean of Students. First, is to congratulate you on your admission to the University of Embu. Welcome to the University, your home for the next four years. The Dean of Students (DoS) Office is one of the offices that will be dealing with most of student welfare matters. This message therefore intended to give you an over-view of the office roles, location and structure. A detailed documentation about the office and expectations of the office about students is detailed in the Students' Information Handbook. Please read the Handbook as well.

##### Office location

I am sure you have already watched the *Virtual University Tour* video. The video gives you an over-view of the University infrastructure. Amongst the infrastructure includes the Office of the Dean of Students. The office is located next to computer laboratory 2 in the Old Administration Block. The location of the office is designed in a location where most of students' co-curricular activities and services are hosted. These games and sporting, computer laboratories, health services, accommodation, Students' Centre and the Office of the Students Government Offices among others.

##### Structure of the Dean of Students Office

In order to enhance effective and efficient delivery of services to students, the Dean of Students is supported by Deputy Dean of Students, Students' Counsellor, a Senior Administrative Assistant, an Administrative Assistant, a clerk and a Chaplain. The various officers have various functions which are geared towards promoting the social-wellbeing of students within the University. The Chaplain for example, is in-charge of coordinating all religious activities and functions within the University. I strongly urge you to interact with the officers during your stay at the University. Visit the University website to get their contacts and engage them accordingly even via online means.

##### The role of the office of Dean of Students



The Office of the Dean of Students supports students' welfare and social growth to make them get the most out of the University. We help students explore and experience the different aspects of university life with moderation. The specific roles of the Office of the Dean of Students are to:

- 1) Represent students' needs to the University management
- 2) Guide the formation and Registration of student clubs and societies
- 3) Coordinate chaplaincy services
- 4) Coordinate financial aid programmes
- 5) Counseling services
- 6) Process leave-out requests
- 7) Coordinate all student entertainment activities
- 8) Implement the rules and regulations governing University of Embu students' code of conduct
- 9) Overseeing the running of the Student Center Operations
- 10) Facilitate Student leadership and governance through the University of Embu Students Association
- 11) Liaise with other departments that provide students support services such as Accommodation, Catering, Health Unit, Sports and Games, Security and others to ensure that students get quality services.
- 12) Liaise with parents, police, sponsors, community and other stakeholders on all matters relating to students.

### **Important information to students**

1. Communication is made through notice boards, University website, Personal E-mails. Always check on them.
2. Students Government occasionally hold meetings with students in order to discuss students' matters. Such meetings may be in form of public gatherings, popularly known as **Kamukunjis**, that **MUST** be approved by the University Management.
3. Student elections are conducted in every second semester to allow students to participate in administration through representation by student leaders
4. While at the University, you will experience unprecedented freedom. You will be away from parents or watchful eyes of your guardians, kindly note that that freedom has come with responsibility. Please do take care of yourself as you explore the activities or engagements that come with that freedom. Avoid dangerous escapades, keep away from activities that may harm yourself or your life including uncontrolled use alcohol and non-approved drugs, prostitution and early pregnancies, excess partying among others.
5. Take good care of your belongings including laptops and mobile phones. Do not lend anyone.
6. Do not get involved in Radicalization and Terrorism
7. Attend seminars, mentorship programmes and other activities planned/ approved by the University in order to improve on your soft-skills. Such programmes include in disaster preparedness, health promotions, career development among others



**My pieces of advice to you are:**

1. Always plan your activities and budget to spend your monies. These may include Meal planning, Stationery, cloths, fare back home etc
2. Asking for help. There are several frameworks that will assist you navigate the University processes. These include established offices, Students' Government (UESA), fellow students and staff. Use the existing framework while seeking assistance but note, not all persons, especially away from offices, will guide you well.
3. Grooming and dress well while at the University, eat healthy and adopt behavior that will promote your academic and social development within the University. Associate with role models from within the University teaching and non-teaching staff who promote your well-being
4. In the University, you will meet all kinds of persons, the good and the ones who might hurt or endanger your life. Know your roommates, respect your colleagues and staff, be mindful of your neighbors to co-exist harmoniously
5. Know your limits and when to call it a night
6. Take advantage of opportunities for growth – jobs, seminars, training etc

Enjoy your stay at the University. You have a lot to learn, space to explore your talents and potential, build social networks for your future endeavors and always remember, **You are at the University of Embu to build your academic and social life.**

Thank you and may God Bless you!

**PROF. FREDRICK NJOKA  
DEAN OF STUDENTS**



## **MESSAGE FROM THE HEAD OF ADMISSIONS**

### **Introduction**

Greetings and welcome to the Admissions Section. The Section mainly ensures that you are admitted to the University and that you have met all the basic requirements to start learning at the University. It is also responsible for ensuring that your personal information and documentation processed during your admission, and within the course of your study is well documented and safely kept or availed to relevant organs of the University as required.

### **Structure of the Admissions Section**

To effectively fulfill its mandate, the Admissions Section has five offices. The offices are Head of Admissions Office, Admissions Office, Data Office, Student Requests Office and the Students Registry. The offices are housed in office number 9 to 12 in the University Administration Block. The Admissions Section currently has twelve (12) members of staff who are well versed in matters admission and career guidance and development.

### **Services offered at the Admissions Section**

The services offered at the Admissions Section are largely predicated on the key tasks of the Section as outlined below:

#### **a) Processing admission of students into the University**

The Admissions Section processes applications for admission of new students into various programmes offered at the University. Applicants are required to meet the minimum requirements of their desired programmes so as to secure successful admission at UoEm.

UoEm admits both Government-sponsored and Self-sponsored students. The Government-sponsored students are placed at the University by the Kenya University and Colleges Central Placement Service (KUCCPS). On the other hand, Self-sponsored students are required to make applications to the University by filling in application forms that can be obtained at the Admissions Office or on our website [www.admissions.embuni.ac.ke](http://www.admissions.embuni.ac.ke).

#### **b) Facilitating orientation of new students**

The Admissions Section organizes the orientation exercise for all new students at the beginning of their programme. This is meant to enlighten them about the University and the support services available. All new students are required to attend the orientation exercise.

#### **c) Conducting registration of new and continuing students**

Before the suspension of face to face learning, a student was deemed to have been duly registered upon completing the following:

- Presenting themselves at the Admissions Data Office for activation of their names in the University Enterprise Resource Planning (ERP) System.
- Registration of units.
- Timely completion of fee payment.



However, following the suspension of face to face learning, new students are required to fulfill the following so as to successfully complete the registration process:

- Fill in the joining instructions online through a link that was sent to your student email from admissions@embuni.ac.ke
- Make full payment of first semester fees.
- Activation in the ERP System.

It is important to note that, you will be required to submit dully filled-in hardcopies of Joining Instructions and present original documents (KCSE Result slip, National ID/Birth Certificate) and copies of the same for verification when face to face learning resumes.

#### **d) Processing student requests**

The Admissions Section is tasked with the processing of the following student requests:

- i. Deferment of studies
- ii. Semester call-off
- iii. Resumption of studies
- iv. Late registration
- v. Inter-institution transfer
- vi. Inter/Intra School transfer
- vii. Tuition fee waiver
- viii. Facilitating withdrawal of students from the University
- ix. Coordinating clearance of students from the University

#### **e) Managing, updating and maintaining students records**

All registered students are required to furnish the University with their bio-data. Students' records are managed both at the Student Registry and in the ERP System. Students are required to log into the student portal in ERP system using student email to view/update their bio-data, register for units, access examination results, and access their fee statements among others. At Admissions, we uphold information security hence students' records are held with utmost confidentiality.

#### **f) Responding to admission related enquiries**

The Admissions section has established various media to interact with its interested parties. These include the office mobile phone (0706 528 878), Admissions email address (admissions@embuni.ac.ke), Admissions website ([www.admissions.embuni.ac.ke](http://www.admissions.embuni.ac.ke)), and the Admissions online enquiry platform which is anchored on the Admissions sectional website. We also attend to walk-in clients on a daily basis (working days).

### **Conclusion**

At Admissions we are happy to be the link between your dreams and your future. We offer a wide range of competitive and market driven courses at Certificate, Diploma, Degree, Masters and Ph.D. levels with intakes in January, April, May, August, September and December of every year. Programmes at the University are offered under the Full Time, Full Time Intensive (two days in a week), Part-Time (weekdays evenings and



weekends) and Part-Time Institutional Based (April, August and December sessions) modes of study. Students also undertake Exchange Programme (one semester) with other higher education institutions, in and outside the country, as provided from time to time in their programme of study.

We wish you all the best as you commence your path to the best education that the University offers. You are assured of continuous commitment to this course so as to ensure that you have a conducive environment during your study. We hope to meet again at such a forum when you will be enrolling for your postgraduate Degree.

Thank you

**LIZ MURUGI**

**HEAD OF ADMISSIONS**



## MESSAGE FROM THE HEAD OF FINANCE

### Introduction

Finance Department is among the departments in the Planning, Administration and Finance Division of the University. The Department has 24 employees working in different units. The department has six operational units, namely:

- i. Student Finance: Students are the main customer in this unit
- ii. Payment
- iii. Revenues and reconciliations
- iv. Budgeting
- v. Cash office
- vi. Financial reporting

### Functions of Finance Department

- i. Preparation of institutional budget and setting budgetary controls.
- ii. Receiving revenues such as fees from students, farm sales, sales at the student mess etc.
- iii. Processing payments e.g. salaries, electricity and water bills.
- iv. Preparation of Financial reports.

### Our strengths

- 1) We have a team of qualified and experienced staff who will be serving you on all financial matters, during your study at the university.
- 2) Quick, accurate and friendly services to students.
- 3) Enhanced efficiency as a result of automated fee management systems. This implies that it is possible for a student to make payment from the comfort of your house, and access your statement from student portal without physically interacting with us.
- 4) Respect for customers – every student is important to us.

### Student Finance

University of Embu Student Finance Office is a one of the operational units of the Finance department. The core function of the Student Finance Office is to maintain students' financial records during their period of study at the University.

Student Finance Section has two offices located in University Administration block. The first one is in the 1<sup>st</sup> floor room 102, while the other one is in the ground floor student service bay next to lecture hall ABH 003.

### Fees Payment

All students are required to pay fees in full for the semester before the registration deadline for each semester. The University does not receive fees in form of cash. Students are therefore advised to pay fees through the following accounts:

KCB BANK LIMITED	– 1140846019
EQUITY BANK	– 0190260737294
NATIONAL BANK OF KENYA	– 01001081259300



Pay Bill account number – 418888

This information is also available on the University website, in the student portal and on the fee structure.

### **Phased Fees Payment**

Students who are not able to pay fee in full within the set deadline, have option of applying for phased fee payment method by filling a form obtainable from the Admissions office. If you use this option, you will be charged a late fees payment penalty.

The phased fess payment arrangement allows students to pay fees in instalments/phases, where a student is required to pay at least **50 %** of fees payable in a semester on or before the set registration deadline. The remaining fees is paid in equal instalments as follows:

- (i) First installment: A minimum of 25 % of the remaining balance payable by the end of the seventh week of the semester
- (ii) Second instalment: The total balance payable three weeks before the start of end of semester examinations

Under phased fee arrangement a student is charged a 2.5% administrative fee on the outstanding balance. This arrangement gives the parent/guardian time to raise the the fees.

### **Late Payment of Fees**

Where a student is unable to pay fees in full or at least **50 %** by registration deadline, and still wishes to continue with the studies, the student will be allowed to continue with studies but will be required to pay a **KES 3,000 (Three Thousand Shillings only)** as late payment penalty in addition to the aforementioned 2.5 % administrative fee on balance.

Please note any outstanding fee balances must be paid before for end of semester examinations. Failure to clear fee implies within any of the set deadlines implies that one shall not be allowed to sit for end of semester examinations. Sitting for end of semester examination with fees balance attracts student's disciplinary.

### **HELB Loans & Bursaries**

It is the responsibility of interested students to apply for Higher Education Loans Board (HELB) loan and bursaries in good time to avoid inconveniences in payment of fees. In addition to HELB, there are many other entities that give support to students in form of bursaries. County Governments, Constituency Development Funds, Rattansi Education Fund and Chandaria Foundation are the most common. Please contact their respective Offices to get further information on this matter.

### **Enquiries and Assistance**

Students are highly encouraged to regularly visit their students' portal to access their fees statements. However, where any clarification on fee issues is required, students are advised to use the following options:





- 1) Visit Student Finance Office at the service bay for assistance.
- 2) Call the in-charge, Student Finance on: 0700-913-623
- 3) Email Finance through the email [finance@embuni.ac.ke](mailto:finance@embuni.ac.ke)

THANK YOU.

LAWRENCE KAMONJO  
HEAD OF FINANCE



## MESSAGE FROM THE HEAD OF ACCOMMODATION

### Introduction

The Accommodation Department deals with accommodation and housekeeping in the University's Halls of Residence. Accommodation at the residence is available to undergraduate students, post-graduate students and University visitors.

### Undergraduate Accommodation

Undergraduate accommodation is available on a first-come-first-served basis. The accommodation is booked through online platform at the University of Embu website on scheduled dates which are communicated to students in advance. Due to the limited spaces available in the University hostels, the University does not guarantee accommodation to any student or group of students. However, a few spaces are reserved for persons with disabilities. Undergraduate accommodation is provided in the hostels named after landmarks. They include Kilimambogo, Menengai, Ngong Hills, Taita Hills, Mt. Elgon, Aberdares and Kilimanjaro. Their capacity, charges and amenities will be communicated in due course.

### Postgraduate Accommodation

Postgraduate accommodation is provided at Shimoni Hostel which has special amenities to cater for the students.

### University Guesthouse

University Guesthouse provides accommodation to University visitors including visiting Professors.

### Accommodation Office

The Accommodation's Office attends to students and visitors' needs. The office operates for 24-hours a day, throughout the week when students are in session.

### Housekeeping Duties

The Department of Accommodation handles cleaning duties within the University. It also handles collection of sanitary waste and other issues that touch on cleanliness and hygiene.

Thank you

**PETER NDIRANGU**  
**HEAD OF ACCOMMODATION**



## MESSAGE FROM THE HEAD OF CATERING

### Introduction

This is to welcome you to the Catering Department where we are going to provide you with meals and refreshments on a PAYE AS YOU EAT basis.

### Service provided at Students' Dining Hall

Students' Dining Hall, or Students' Mess as it is popularly known, is run by the Catering Department which operates throughout the week from Monday to Sunday including public holidays. We offer cyclic menu at the students' mess which is revised according to the students tastes and preferences and their spending power. The menu is posted to the point of sale to enable the students have a glimpse of what is on offer. Students are required to pay for meals first and present a receipt at the dispensing point before the meal is served.

### Schedule of Meal times at the Students Mess

#### *Breakfast*

A variety of snacks and beverages are served from 6.30 a.m to 9.00 a.m.

#### *10:00 O'clock tea and snacks*

This is offered from 10:00 a.m to 11:00 a.m. We offer a variety of beverages and snacks

#### *Lunch*

Lunch is served from 12:00 Noon to 3:00 p.m. It includes a range of tasty and quality meals

#### *Dinner*

Dinner is served starting from 6:30 p.m to 8:00 p.m. There are a variety of meals provided from which you can make a choice.

We look forward to receiving and serving you and I assure you that it's going to be a memorable experience

Thank you

**JENIFFER KOECH**  
**HEAD OF CATERING**



## MESSAGE FROM THE HEAD OF HEALTH SERVICES

Warm greetings from the University Health Services Section. The Section is mandated with management of your health status within its reach to ensure that you have a healthy life as you study.

The Health Services Section offers the following services:

1. **Curative:** This involves consultation and prescription of drugs
2. **Promotive:** This involves health education and guidance and counseling to all patients. In this area, we have a youth friendly clinic where students can discuss their private and personal issues which are held with utmost confidentiality.
3. **Preventive:** This involves prevention of disease occurrence through immunization.
4. **Referrals:** This is done by clinicians to patients with specialized needs or those who may need admissions to a health facility
5. **Youth friendly Services:** This involves access to information on safe, effective and affordable family planning services.
6. **Laboratory diagnostic Services:** There are laboratory services in the department which offers basic tests.

While at the University, feel free to visit us when need arises. Find more information from the Student Information Handbook.

Thank you.

**AGNES KOOME**  
**HEAD OF HEALTH SERVICES**



## MESSAGE FROM THE HEAD OF SECURITY

The Security Department in the University ensures that there is peace and order within the jurisdiction of the University. For this to be realized, a number of personnel are engaged in this very important role. We have three categories of security personnel who include the internal, outsourced and armed Administration Police.

The Security department undertakes a number of activities which include apprehending offenders, investigation of incidents, taking custody of lost and found items, sensitizing students on matters of drug and substance abuse, security coverage during events within the University, monitoring terrorism matters, manning of the entry points among others. The University Chief Security Office is mandated to ensure that the various categories of security personnel work in harmony to promote security and order within the University. Our report office is located near the School of Agriculture Offices and is manned on twenty-four-hour basis. Many of our officers are stationed strategically on different areas and one is free to engage them in case of any matter.

We strongly take special attention when handling students' issues and for that matter we would kindly and humbly request you to reciprocate this good gesture for the advancement of our University. We thank you most sincerely for choosing our University as the place to learn. God bless you all.

Thank you

**MR. FRANCIS KIRATHE (OGW, HSC)**  
**CHIEF SECURITY OFFICER**



## MESSAGE FROM THE COORDINATOR, TIMETABLING AND TEACHING PROGRAMMES

Greetings and welcome to the University of Embu and specifically to the Department of Timetabling and Teaching Programmes. We are delighted to share our message with you.

The Department is housed in the University Administration Block, Rooms 223 and 224. The offices are on the second floor of the block. The Department offers the following services to all University of Embu students and teaching staff;

1. Preparation of teaching and examination timetables: This is our key responsibility. We prepare timetables for all units being taught within a given semester and circulate the same to all students and teaching staff. We share the timetable through the University website and notice boards. The Teaching Timetable for Semester 1, 2020/2021 will be posted on the University Website. Kindly keep visiting the website. You are advised to carefully read the timetable, check when the units are allocated to teaching and strictly adhere to the same. Ones you know which units you are supposed to take for the semester, follow the steps that you will be taught on how to access online teaching and learning for you to get the learning materials for the units. Always ensure that you are in class as timetabled. If you find your units are clashing or you cannot find them on the teaching timetable, kindly contact us using the emails provided below
2. Allocation of teaching halls: During face-to-face teaching and learning, we use lecture halls for teaching and learning. The lecture halls, as you shall see shortly are spread throughout the University. We allocate the halls so that there are not collisions, or lectures do not miss out on their teaching space
3. Ensuring that teaching and learning facilities are conducive and available for teaching and learning: We ensure that lecture halls have adequate seats, the seats are arranged well and the lecture halls are clean, well lit and have whiteboards or projectors as applicable.
4. Carrying out any other duties incidental to realization of our mandate: We have other responsibilities that are geared to ensure that your teaching and learning takes place effectively. We thus regularly will check if the sound systems in classes are functional, if the classes are congested, if the facilities for teaching and learning are accessible. If we find any fault, we work to ensure that it is rectified

You are therefore advised to check on the University Main Website ([www.embuni.ac.ke](http://www.embuni.ac.ke)) to ascertain the Units you are taking are well captured across your Programme. In case you can't find it or you experience any problem with the same, feel free to contact the Timetabler through [timetabling@embuni.ac.ke](mailto:timetabling@embuni.ac.ke), [njue.alex@embuni.ac.ke](mailto:njue.alex@embuni.ac.ke) or [mbunzi.stephen@embuni.ac.ke](mailto:mbunzi.stephen@embuni.ac.ke).

### How to Read the Teaching Timetable

The University Timetable which will be posted on the University Main Website on or before **3<sup>rd</sup> September, 2020**, is read from Left to Right. The first column at the extreme left of the timetable has the Programmes which are written with respect to years of study in



short form. For example, Bachelor of Computer Science (for Year One Semester One) is written as *BSc. Comp Sci Y1S1* while Bachelor of Commerce (for Year One Semester One) appears as *B. Comm. Y1S1*.

Kindly note that your year and semester of study for the coming semester is *Year One Semester One (Y1S1)*.

Once you have located your Programme, read across horizontally with the first row indicating the days of the week, each numbered 1 – 13. 1 indicates the time from 7.00am-8.00am, 2 indicates 8.00am-9.00am, all the way up to 13 for 7.00pm-8.00pm. Please copy the timetable for all your classes and cross-check whether all your units that you will be registered for Semester 1, 2020/2021 are adequately captured.

### Learning Areas within the University

I am sure you have watched the *Virtual Tour of the University* video. From the video, you will realize that the University has five main learning areas located within the only campus of the University of Embu. The areas are

1. Old Campus - Lecture halls in this Campus include Charter Hall (**CH**), Tentatorium Hall (**TH**), Multi-purpose hall (**MPH**), Lecture Hall 3 (**LH 3**), and Nursing Lecture Halls 1 & 2 (**NLH 1 & NLH 2**). The University Laboratories are located in this Campus. We have Computer Labs 1 & 2, Chemistry Labs 1 & 2, Physics Lab, Zoology Lab, Botany Lab, Research Labs 1 & 2, Microbiology Lab, Botany Lab and Nursing Skills Lab.
2. Agricultural Resource Centre – There are three Lecture Halls labelled as ATC 1, 2 & 3.
3. The Learning Centre (LC) - Lecture Halls in the Learning Centre include LC 1, 2, 3, 4, 5, 6, 7 & 8, CLC 01, 02, 11 & 12. The only Laboratory located here is Soil Science Lab.
4. New Administration Block - Lecture Halls in this building are in Three Floors. The Ground floor has ABH 01, 02, 03, 04 & 05. In the **First floor** we have ABH 11, 12, 13, 14, 15, 16, 17 & 18, with ABH 21, 22, 23 & 24 located in the **Second Floor**.
5. The Tuition Block - Has TB 01, 02, 03, 04, 05, 06 and TB 11, 12, 13, 14, 15, 16 and Four Lecture Theatres labelled as LT 01, 02, 03, 04.

THANK YOU

**STEPHEN MBUNZI**  
**COORDINATOR, TIMETABLING**



## MESSAGE FROM THE COORDINATOR, SPORTS AND GAMES

### Introduction

The University of Embu Sports and Games Department serves as a recreational outlet for UoEm students. Our program offers a variety of recreation, sports and games in order to accommodate University of Embu dynamic student body.

### Location

The Games and Sports Office is located on the basement floor of student's mess and next to the Dean of Students Offices.

### Services Offered

The Games and Sports Department provides an all-round leisure/recreation sports and games program for all.

Among the services offered by the department include the following;

- a) Provision of sporting facilities; The facilities include two Basketball Courts, one Football Field, a Rugby Field, two Netball Courts, three Volleyball Courts, one Hockey Pitch, four Handball Courts, three Badminton Courts, one Lawn Tennis Court, one Athletics Track. Scrabble Boards, Chess Boards, Darts Boards and Martial Arts Venues. The University has access to a Swimming Pool with one of our partners in Embu County.
- b) Schedule games and games facilities
- c) Provide basic training equipment and competition gear
- d) Train and coach various teams
- e) Select University athletes/teams for various sports and games.
- f) Facilitate team/ athlete travel to and from training/competition venues.
- g) Facilitate team/ athlete while on official University duties.
- h) Referrals/recommend students to national teams/clubs for trials.

### Games tournaments

The Department organizes tournaments within and without the University. The tournaments include the following;

- a) Internal Games such as Inter-Years/ Inter-Schools/ UESA Tournaments
- b) Regional/Conference Games within KUSA Central, FKF, MKBL and KVF Leagues
- c) Open Tournaments
- d) National/East Africa/Africa /World University Games (KUSA National Play-Offs, KUSA Women Championships)

In conclusion, I urge you to be committed to your team and the University recreational programs. Sports should enrich your University live, make it memorable, boost your leadership skills and enhance your confidence level. On behalf of the department and myself, I wish you a memorable exciting sporting environment at University of Embu. For more information, kindly visit Sports and Games Department website or call 0723856970/ 0789340000.

Thank you

**MR. D. MACHARIA**  
**COORDINATOR, SPORTS & GAMES**





## MESSAGE FROM THE DIRECTOR, DIRECTORATE OF ACADEMIC QUALITY ASSURANCE

The University of Embu's Directorate of Academic Quality Assurance (DAQA) was established in order to contribute to the achievement of the University's Mission and in the realization of its vision. The University is keen to ensure quality in teaching, research development, curriculum development, student progression and welfare, all focused on the needs of various players in the African region and beyond. Currently, the University exploits various mechanisms to maintain quality teaching and learning including monitoring of student admission and registration, monitoring semester take-off, ensuring quality teaching and learning through student-lecturer evaluation of teaching and learning, as well as monitoring examination processes. In fact, the University of Embu is among the few Universities in Kenya that monitor the whole learning process. I want to assure you that all our programs follow a well-defined process to ensure that the curriculum provided is a progressive curriculum that incorporates contemporary, best global practices and perspectives, supported by cutting edge learning resources. At the University of Embu, students are taught by academic staff who know how to make the teaching-learning experience engaging and interesting and who are knowledgeable in their field of study and are actively engaged in research. For a good learning experience, the Directorate periodically organizes for institutional and program self-assessments to ensure that the University conforms to the requirements of various stakeholders. To enable the Directorate to achieve its objectives, we encourage all students to periodically give us feedback on teaching and learning in the University.

I wish you well in your studies and welcome to University of Embu.

THANK YOU.

**DR. ESTHER ARUNGA**  
**DIRECTOR, ACADEMIC QUALITY ASSURANCE**



## MESSAGE FROM THE DIRECTOR, UNIVERSITY EXAMINATIONS

The management of university examinations forms the University's academic integrity. The University clearly embraces this fact. The University is ISO 27001: 2013 and ISO 90001:2015 Certified so that its standard of operation can be tested beyond doubt.

Each academic programme developed and mounted stipulates how the learners will be trained and assessed and the when programme will be reviewed.

The following are the types of examinations offered by the University for each Academic Programme:

1. Continuous assessment evaluation that carries 30% of the total mark: This includes but not limited to two sitting continuous assessment tests (CATs), assignments, and practicals (for science based and related courses – conducted in laboratories or in the field)
2. End of Semester examinations: These are sit-in examinations that are carried out at the end of a learning period, which basically is the semester. The examination carries 70% of the total score.

During processing of examination, which takes place at the end of each semester, the continuous assessment evaluation score is combined with the score for end of semester examination. This constitutes the total score that a student gets for a unit for that semester. The grading of the overall score varies from one programme to the other and from level of study.

Each Academic Department has an appointed Examinations Coordinator who works under the respective Chairman of Department (CoD) in the management and administration of examinations in the department. In case if you have any issue with the examination, you are thus required to first consult your lecturer. If you do not get satisfied with the lecturer's response, then proceed to the Departmental Examination Coordinator, after which you may see the Chairman of Department and the Dean of School in that order. You may also consult the Registrar (Academics, Research and Extension) or the DVC(ARE) on the same matter if it is not resolved.

The administration and management of the University Examinations is based on Semester dates approved by the University Management. This provides the basis for the preparation of the Examination Processing Schedule (EPS). The overall administration and management of University Examinations is domiciled in the Directorate of University Examinations (DUE) and has the following key steps:

- a. The Departments prepares end of semester examinations and engage external examiners in reviewing the draft examination papers
- b. DUE prepares and packages the examination papers in readiness for end of semester examination session where it oversees the same in line with the end of semester examination timetable



- c. The Department oversees marking and compilation of examination results and scoring. The Department engages external examiners in reviewing the marking and scoring of the examination scripts and mark sheets. The Departmental Board of Examiners (The Board is constituted of all lecturers and professors in a Department) then considers the results, and if satisfied, approves the same and forward to the School Board
- d. The respective School Board of Examiners (Constituted of all senior teaching staff and Chairmen of Department) considers the examination results as forwarded from the Departmental Board of Examiners, and if satisfied, approves the results and forward to Senate for consideration. The School Board of Examiners may recommend award of Diplomas/ Certificates and conferment of degrees to a class that has satisfied a programme's learning experiences requirements
- e. The Senate (Constituted as per the University Statutes) considers the recommendations of the School Board of Examiners and approves if satisfied. The Senate approves awards Diplomas/ Certificates and confers degrees to a class that has satisfied a programme's learning experiences requirements. The award and conferment is done during a graduation ceremony held at the University grounds in a ceremony presided over by the University Chancellor
- f. In all the above processes, records are kept for future reference.

The University of Embu has developed and implemented policies and guidelines to guide her in the various stages of administering and managing examinations at levels (Certificate, Diploma, Undergraduate and Graduate).

In order to maintain integrity and confidentiality of the examination processing and security of the examination documents, the examination offices at the departments, Schools and DUE are restricted areas. **NO ONE IS ALLOWED ACCESS UNLESS WITH STRICT APPROVAL FROM RELEVANT UNIVERSITY ORGANS.**

I wish you well as you join and study at the University of Embu.

THANK YOU

**DR. CHARLES N ONYARI**  
**DIRECTOR, UNIVERSITY EXAMINATIONS**



## MESSAGE FROM THE UNIVERSITY LIBRARIAN

The University Library offers both online and face to face services. The following are the online and face-to-face services offered at the University Library;

- i. Access to electronic books and electronic journals.
- ii. Access to institutional information resources such as thesis, projects, research papers and past exam papers through UoEm digital repository.
- iii. Access to Turnitin similarity /plagiarism detection services
- iv. Renewal of books through online renewal platform
- v. Online printing; Users will request for printing services at reprographics section and send the documents to be printed to the printing email. After printing, users will be required to pay the applicable charges by Mpesa.
- vi. Information literacy
- vii. User advisory services (reference consultation and research assistance)
- viii. Responding to user enquiries through online chat platforms such as ask a librarian and Library email
- ix. Access to Online Access Public Catalogue (OPAC)
- x. Borrowing and retuning of information materials e.g. books
- xi. Access to the internet/ Wi-Fi
- xii. Study/ reading space
- xiii. Reprographics services i.e. photocopying, printing and bindery services

### Library opening times

- i. The University Library remains open from 8.00 a.m. to 5:00 p.m. from Monday to Friday
- ii. During the Covid-19 containment period, we have put in a few additional users' guidelines in order to mitigate the spread of COVID-19. The guidelines include reservation of reading space through an online application accessible from the University website. We have also made provisions where after a user has used a book in the library, he/she is required to deposit the same in a *Book Isolation Box* where the book is kept in that box for a period of time.

### Online Library Reading Space Reservation

In order for you to reserve a reading place in the University Library, you are required to book the space through an online library reservation form, following the following steps:

- i. Go to Library Website – <https://library.embuni.ac.ke>
- ii. Click on the link on the left panel to open the library reservation form [Direct link to Reservation Form](#)
- iii. Fill the form appropriately and you will receive a confirmation mail through your cooperate mail.



## Searching the Online Public Catalogue (Opac)

You can search the catalogue by searching for Title, author, subject, call number, ISSN/ISBN. You search the catalogue by first accessing the University Library website through [www.library.embuni.ac.ke](http://www.library.embuni.ac.ke) or through the University website. While at the Library website, click on the *library catalogue* icon or access the same using [www.catalog.embuni.ac.ke](http://www.catalog.embuni.ac.ke). This gives you the following dialogue window where you type either title, author or call number of a reference material you intend to search in the library

## Searching the Online Catalogue

The screenshot shows the University of Embu Online Library Catalog search results for 'Introductory Statistics'. The page features a navigation bar with links to Home, New Books, Africana Collection, Audio-Visual Resources, and Theses and Dissertations. A search bar at the top contains the text 'Introductory Statistics' and a 'Go' button. Below the search bar, there are links for 'Advanced search', 'Authority search', and 'Tag cloud'. The main content area displays the search results, including a list of books with their titles, authors, and call numbers. The first result is 'Introductory Statistics' by Ross Sheldon M., with a call number of QA276.R68 2010. The second result is 'INTRODUCTORY STATISTICS/' by ROSS SHELTON. M. The page also includes a sidebar for refining the search and a 'Place hold' button for the first result.

## Library of Congress Classification (L.C.C) outline

The Library materials are classified according to the Library of Congress Classification (LCC) outline. The library materials are thus classified and labelled as follows in the library

- i. A -- GENERAL WORKS
- ii. B -- PHILOSOPHY. PSYCHOLOGY. RELIGION
- iii. C -- AUXILIARY SCIENCES OF HISTORY
- iv. D -- WORLD HISTORY AND HISTORY OF EUROPE, ASIA, AFRICA, AUSTRALIA, NEW ZEALAND, ETC.
- v. E -- HISTORY OF THE AMERICAS
- vi. F -- HISTORY OF THE AMERICAS
- vii. G -- GEOGRAPHY. ANTHROPOLOGY. RECREATION
- viii. H -- SOCIAL SCIENCES



- ix. J -- POLITICAL SCIENCE
- x. K -- LAW
- xi. L -- EDUCATION
- xii. M -- MUSIC AND BOOKS ON MUSIC
- xiii. N -- FINE ARTS
- xiv. P -- LANGUAGE AND LITERATURE
- xv. Q -- SCIENCE R -- MEDICINE
- xvi. S -- AGRICULTURE
- xvii. U -- MILITARY SCIENCE
- xviii. V -- NAVAL SCIENCE
- xix. Z -- BIBLIOGRAPHY. LIBRARY SCIENCE. INFORMATION RESOURCES (GENERAL)

### Borrowing matrix

In order for the library users to have access to learning materials and for the resources to be optimally utilized, the library has made provision under which a student or a staff of the University can borrow the physical learning material. The summarized provisions are as summarized below;

Category of users	Max number of books to borrow	Duration	Renew
Certificate/ Diploma/ Undergraduate	2	30 days	1
Post graduate	6	30 days	2

### Electronic resources

The University has subscribed to thousands of databases through Kenya Library and Information Services Consortium (KLISC). These may be found and accessed through the Library website

### Procedure for accessing the e-resources at University of Embu library website

Students are encouraged to use the wide variety of e-resources available at the Library. To access the resources, follow the following simple steps;

- i. Go to University of Embu website, <http://www.embuni.ac.ke//>
- ii. From the main menu, go to library dropdown menu and select library website
- iii. From the library webpage menu open E-RESOURCES where a list of electronic databases is displayed with the subject description for each
- iv. Select the database that covers your subject area by clicking on it



## Procedure for accessing electronics information resources outside the University

The University is alive to the fact that a student does not need to be physically present at the University Campus to access learning materials. The University has therefore a provision that allows student to access the materials remotely (Away from the University at their comfort). The University used RemoteX applications. To access RemoteX, follow the following simple steps;

- i. Go to University of Embu library website, [www.library.embuni.ac.ke](http://www.library.embuni.ac.ke)
- ii. Click on **Off Campus E-resource** Access from the website menu. This will take you to the portal login page.
- iii. Enter your embuni email and password.

**NB:** If you do not have an account, use reset password link sent from [embuni@remotex.co](mailto:embuni@remotex.co) to your cooperate email and activate your account

- iv. Choose a database based on your subject area and Open the link. Once you open the database link you should be able to see that access is provided by University of Embu.
- v. Search for a topic of your choice and download
- vi. Kindly contact the University Librarian through [asklibrarian@embuni.ac.ke](mailto:asklibrarian@embuni.ac.ke) for more inquiries

## Procedure for accessing past papers

In order for students to be able to revise for their examinations, the University has a database for past papers for end of semester examinations that have been done in the past. To access the past papers, follow the following simple steps;

- i. Visit the library webpage at [www.library.embuni.ac.ke](http://www.library.embuni.ac.ke)
- ii. On the library website home page, click on the past papers link provided at the top menu or at the left navigation panel.

Alternatively you can directly link to the past papers through [www.repository.embuni.ac.ke/handle/embuni/2420](http://www.repository.embuni.ac.ke/handle/embuni/2420)

- iii. Choose your appropriate sub-community from either undergraduate (for diploma/ Bachelors) or Postgraduate (Masters/ PhD):
- iv. Choose your department from the collection options provided.
- v. Browse/search within the collection by either using:
  - a) Unit code e.g COM 100
  - b) Unit name e.g Communication Skills
- vi. Save the results by downloading to your PC.

## Other useful information

- i. Every registered student of University of Embu has a library account. This account allows you to:
  - a. Request for reservation of books that are on high demand,



- b. Monitor your issued books status and overdue,
  - c. Update your user profile,
  - d. Renew books that were issued to you by yourself from anywhere.  
(Undergraduates are allowed to renew only once)
- ii. For more information on library, click the links provided below;
- <https://youtu.be/Qv8UZ8aWEw4>
- [https://youtu.be/CS\\_hQJyZqTQ](https://youtu.be/CS_hQJyZqTQ)

Kindly note that the Library carries out scheduled trainings on information literacy. The trainings covers access to e-resources, referencing skills, writing skills among others. Please register for such trainings when they are advertised on the University Library websites. The trainings are offered free of charge.

Always visit our website and social media to stay updated.

Thank you

**MR. JAMES NJUE**  
**UNIVERSITY LIBRARIAN**

