



UNIVERSITY OF EMBU

ORIENTATION MESSAGES TO FIRST YEAR STUDENTS

MESSAGE FROM THE DEAN OF STUDENTS

Congratulations for passing your KCSE exams and making it to the University. We wish to welcome you to the University of Embu (UoEm); your home for the next four years.

The Office is located next to Computer Laboratory 2 in the Old Administration Block. It is led by the Dean of Students supported by Deputy Dean of Students, 2 Hostel Wardens, Students' Counsellor, 2 Senior Administrative Assistants, Office Assistant and 2 Interns. We also have a Chaplain.

The role of the Office is to support the welfare and social growth of students to ensure that they get the most out of UoEm. We help you explore and experience the different aspects of university life with moderation.

Specifically, the functions of the Office of the Dean of Students include:

1. Representing students' needs to the University Management
2. Guiding the formation and registration of student clubs and societies
3. Coordinating chaplaincy services
4. Facilitating financial aid programmes i.e.: meal assistance for the most needy
5. Providing Counseling services i.e.: peer counseling and regular counseling services
6. Processing leave-out requests
7. Processing Student entertainment requests such as Fresher's Night
8. Students' discipline and the implementing the student code of conduct
9. Overseeing the running of the student center operations
11. Student leadership and governance through UESA
12. Liaising with other departments that provide students support services such as Accommodation, Catering, Health Services, Sports and Games, Security and others to ensure that students get quality services.
13. Liaising with parents, police, sponsors, community and other stakeholders on all matters relating to students.

During your stay at the University, please note that communication will be available via noticeboards, university website, and student email addresses. Always refer to these sources of information so that you remain well informed.



The University of Embu Students Association (UESA) Council elections conducted in the second semester of every Academic Year. After student leaders have been elected and sworn in, they will be consulting with you from time to time.

We encourage you to always manage your time well. Ensure that you surround yourself with good and safe company. Refrain from engaging in dangerous escapades and social evils that may result to tragic adversities.

We wish you success as you begin your journey that will change your life forever.

PROF FREDRICK NJOKA
DEAN OF STUDENTS



MESSAGE FROM THE HEAD, DEPARTMENT OF HEALTH SERVICES

The Department of Health Services caters to medical needs of students while they are in session.

Students are required to produce a valid student identification card at every visit.

Our opening hours are as below:

- ❖ Monday to Friday - 8:00 a.m. To 10:00 p.m.
- ❖ Weekends and Public Holidays - 8:00 a.m. To 5:00 p.m.

Kindly note that in the event a student requires medical attention after hours, they are advised to seek assistance from the University Hostel attendants on duty who will then contact the clinician on-call. The Department of Health Services offers outpatient services (medical consultation, laboratory and pharmacy) at no additional cost to students. Students who require health services which are not available at the Department are referred to Embu Level 5 Hospital. Parents/Guardians are expected to cater for expenses for specialized services such as but not limited to optical, specialized dental procedures, radiology services and some specialized laboratory services.

If a student is found to be in need of in-patient care, they are referred to Embu Level 5 Hospital for admission. The parents/guardians are informed of the student's condition as soon as possible and are expected to cater for the inpatient hospital bill. The parents/guardians are also allowed to transfer the student to a hospital of their choice but are advised to inform the University Head of Health Services and the Dean of Students.

Finally, students are encouraged to have a valid National Health Insurance Fund (NHIF) cover. The cover comes in handy to supplement the health services provided by the University such as when a student requires specialized radiology or in patient services.

Welcome to the University of Embu.

DR. MAKENA MURIITHI
HEAD, HEALTH SERVICES



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.

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), 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

The Finance Department has six operational units, namely:

- a) Student Finance (you will be our main customer in this unit)
- b) Payment
- c) Revenues and reconciliations
- d) Budgeting
- e) Cash office
- f) Financial reporting

KEY FUNCTIONS OF FINANCE DEPARTMENT

- i. Implementation of the University budget.
- 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 in all fee related matters, during your four years stay at the university.
- 2) Fast, 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' fee accounts during their period of study at the University.

Student Finance is automated, meaning that you will be able to transact and interact with us, without having to visit finance offices physically.

1) FEES PAYMENT

The University does not accept fees in form of hard cash. Students are therefore required to pay fees through the following accounts:

KCB BANK LIMITED	–	1140846019
EQUITY BANK	–	0190260737294
NATIONAL BANK OF KENYA	–	01001081259300
Pay Bill account number	–	418888



Our bank accounts are also available on the University website, in the student portal, and on the fee structure.

All semester fees shall be payable in full before the registration deadline for the semester, as shall be communicated from time to time.

Any Students who is not able to pay fee in full within the set deadline, will be advised to take one of the following three options:

- 1) Take academic leave/ defer studies to go look for money
- 2) Apply for phased fee payment method (payment in instalments).
- 3) Pay late fee payment penalty.

2) ACADEMIC LEAVE/ CALL-OFF

Application for semester call-off is done in writing to the Deputy Vice-Chancellor (Academic, research and extension). A written approval for call off is normally given to applicants upon application by filling a call-off form.

Upon call-off, your fee account will be temporarily suspended. However, any fee paid during call-off is carried forward to be utilized upon resumption.

3) PHASED FEES PAYMENT

This arrangement allows students to pay fees in instalments as follows:

50% of fees payable within the first three weeks of the semester or before the set registration deadline.

The remaining half is paid two equal instalments of **25%** as follows:

- (i) First installment: by the end of the seventh week of the semester.
- (ii) Second instalment: three weeks to start of exams

Under phased fee arrangement a student is charged a monthly administrative fee on the outstanding balance at the rate of 2.5%.

4) LATE FEE PAYMENT PENALTY

This applies where a student does not pay at least 50% of the fee for the semester.

In this case, the student will be required to pay a one off late payment penalty of **KES 3,000** in addition to the aforementioned 2.5% administrative fee.

5) PAYMENT BY CHEQUE

All fee cheques should be delivered to Student Finance Office physically. This will facilitate follow-up with the banks in the event the cheque is dishonored.

6) ISSUANCE OF EXAM CARDS

The policy of the University is that all fee must be paid before start of Examinations. Failure to clear fee implies that one will not be allowed to sit for examinations.

7) ENQUIRIES AND ASSISTANCE

Students are highly encouraged to regularly visit the 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 0700913623
- 3) Email Finance Department for any enquiries via finance@embuni.ac.ke

THANK YOU.

LAWRENCE KAMONJO
HEAD OF FINANCE



MESSAGE FROM THE DIRECTOR, ODEL

I wish to welcome you to the University of Embu. By joining the University of Embu, you are identifying yourself with an institution that empowers students to embrace technology in learning. The University has adopted blended Learning as a viable mode of delivery in teaching and learning. Blended learning is a mixture of learning methods that incorporate multiple teaching modals—most frequently eLearning or online and traditional face-to-face learning in physical classrooms. What is important to note here is that a student who is studying through blended learning becomes the driver of his or her learning. The tradition in this University is that students attend all the face to face classes in physical classrooms without fail. In the same way we expect you to be committed to studying online and attend all your online classes without fail.

From my experience, students who study through face to face as well as online gain twice. This means, you attend your lectures face to face, listening and taking notes as the lecturer is teaching. Your lecturer asks questions and you respond and at the end of the class you feel that you have benefitted from the lesson.

With online learning you experience a similar satisfaction. Your teacher will refer you to another class which is not physical but it is an online class. Those of you who have Facebook accounts, Twitter or WhatsApp you are conversant with engaging in discussions with friends. This online class I am talking allows you to interact with your teacher and fellow students through a virtual Platform known as Moodle Learning Management System. You will require a Username and Password to log on this Platform.

How do you benefit from studying online?

You log on the University of **Embu Moodle Learning Management System** and together with other students in your class, you engage in constructive and meaningful discussions centered around the topic that your lecturer or Facilitator (in face to face environments we call your teacher lecturer, in online environments we call your teacher a Facilitator or instructor) will give you. When you log into this online platform you will see a WELCOME MESSAGE and a PHOTO of your Unit Facilitator. Important are the Unit Facilitator Notes. You will immensely benefit from these well researched notes that your facilitator has taken time to prepare for you to read. You will also find resources such as e-books, e-journals and other reading materials uploaded under Tools and Resources section. Some resources are linked to the Open Educational Resource databases in the University Library. What is very interesting is that you will meet other students online. These are your classmates. You will chat with them, discuss relevant topics and questions together. Your facilitator will guide you on what to read and discuss. Your Facilitator might also choose to give you individual assignments.

Studying online is very interesting, fulfilling and enjoyable. Some students confess it is lots of fun

Some of the group activities online might include watching videos on YouTube or some that your facilitator might have shot from the surrounding for teaching or demonstration



Purposes, you might be given diagrams or illustrations, mathematical equations, audio recordings and so forth.

Your facilitator might give you quizzes and other forms of assessments to do online. Be active and follow the instructions of your teacher. All these activities earn you marks that are part of your Semester Continuous Assessment.

Therefore, you need concentrate on your work.

For any enquiries, please contact the Director, ODEL on her direct line which is: +254722830019 or the ODeL Student Support Line: +254758131736.

You can also send an email to odel-studentsupport@embuni.ac.ke and you will get instant assistance.

**PROF. SPERANZA NDEGE,
DIRECTOR, OPEN, DISTANCE AND E-LEARNING**



MESSAGE FROM THE DIRECTOR, DIRECTORATE OF QUALITY ASSURANCE

Greetings from the Directorate of Academic Quality Assurance,

I want to welcome each one of you to University of Embu! You will often hear that University of Embu is a special place, and it is! Its depth of character, traditions, diversity, commitment to academic excellence, as well as its beautiful natural surroundings contribute to making UoEm such an exemplary academic environment. We want you to enjoy the campus and take full advantage of everything it offers.

The University of Embu 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 Directorate is responsible for prescribing and maintenance of quality standards of the University's academic programmes and processes. To achieve this, various mechanisms have been set that is, monitoring of student admission and registration, monitoring of semester lecture take-off, ensuring quality learning through students' teaching and learning evaluation at the end of every semester, monitoring of examination processes, evaluation of teaching practice and practicum experience and conducts Graduate Tracer Studies surveys among others.

I guarantee that all our programmes 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. For a good learning experience, the Directorate periodically organizes for institutional and programme self-assessments to ensure that the University conforms to the requirements of various stakeholders and regulatory bodies.

A theme that will guide you through is "Every Moment Counts." Nothing should stop you from achieving success in any way you choose to define it. Take advantage of every opportunity to develop yourself. This includes utilizing the many student resources and support services available to you and I encourage all students to periodically give feedback on teaching and learning in the University.

As you set out on the incredible journey that will help to shape the thinkers, workers, citizens, and difference-makers you are destined to be, I want you to know that the entire University community is here to support, sustain, and encourage you as you commit to study at UoEm. We could not be more privileged to welcome you into this vibrant learning community. It is you who make us what we are, and we look forward to the fresh ideas and energy you bring to our University. We are so happy you have made the decision to join us. You will see us around as you enjoy the campus life. Please feel free to say hello or stop by and visit our offices, 2nd floor at the Administration Block or reach us through daqa@embuni.ac.ke.

DR. ESTHER ARUNGA,
DIRECTOR, ACADEMIC QUALITY ASSURANCE



MESSAGE FROM THE COORDINATOR, TIMETABLING

A Brief Guide on How to Read the University Timetable

The following are the steps to enable you read the teaching timetable;

1. locate the programme you were admitted for, e.g. Bachelor of Commerce (B. Com. Y1S1), Bachelor of Education (Maths/Chemistry) etc. then read horizontally
2. On the Teaching Timetable, 1 means 7:00 a.m., 2 means 8:00 a.m. and so on up to 13 for 8:00 p.m.
3. Looking at B. Com. Y1S1 on Tuesday with **CCS 101A-350** from 1-3 in LT 01-144 in the timetable, means;
 - (i) **CCS 101A-350** – B. Com. Y1S1 is in Group A of CCS 101 with 350 students
 - (ii) 1-3 implies teaching is from 7:00-10:00 a.m. and;
 - (iii) LT 01-144, means that B. Com. Y1S1 one will be taught CCS 101, in LT 01 (Lecture Theatre 1), with a room capacity of 144 students.
4. Identify the unit code for a unit you have registered for in the current semester (Semester I, 2021/22) e.g. **CCS 101**.
5. Note the **day of the week** and **time** when the unit is scheduled.
6. Repeat the above procedure (ignoring grouping if the unit(s) has/have not been grouped) to locate the time and dates for all your units you have registered for in the semester.



B.Comm Y1S1

University of Embu

	1 7:00 - 8:00	2 8:00 - 9:00	3 9:00 - 10:00	4 10:00 - 11:00	5 11:00 - 12:00	6 12:00 - 13:00	7 13:00 - 14:00	8 14:00 - 15:00	9 15:00 - 16:00	10 16:00 - 17:00	11 17:00 - 18:00	12 18:00 - 19:00	13 19:00 - 20:00
Mo													
Tu	CCS 101A- 350 LT 01-144 LO									BAC 103A- 270 MPH-100 SN			
We	CCS 103A- 350 LT 03-108 FK												
Th				BBA 101A- 250 GK							BMS 113- 150 LT 01-144 IK		
Fr							BET 103- 380 LT 03-108 EM			BFI 112B- 200 TH-144 EMM			
Sa													

Timetable generated:8/23/2021

aSc Timetables

Take note of some additional information below the unit code. The information includes;

1. The initials on the left-hand-side below the unit code. This is the lecture hall where you would attend your face to face lecture.
2. The initials on the right-hand-side below the unit code are the initials of the lecturer's names teaching the unit.

In the University we have 5 learning areas as highlighted below:

1. **Old Campus:** Lecture halls found in the old campus are Charter Hall (CH), Tentatorium Hall (TH), Multipurpose hall (MPH), Nursing Lecture Hall 1 & 2 (NLH 1 & NLH 2), Chemistry Lab A & B, Physics Lab A & B, Computer Lab 1, 2 & 3, Botany Lab, Zoology Lab, Microbiology Lab, Nursing Skills Lab, Research Lab 1 & 2.



2. **Agricultural Resource Centre** – Lecture hall in ARC include ARC 1, 2 & 3.
3. **Learning Centre** – LC 1 – LC 8 & CLC 01, 02, 12, Micro Teaching Lab and the Soil Science Lab.
4. **Tuition Block** – LT 01, LT 02, LT 03, LT 04, TB 01 – 06, TB 11 – 16, TB 21 – 26.
5. **New Admin Block** – ABH 01 – ABH 05, ABH 11 – ABH 18, ABH 21 – ABH 24
6. For more clarification on how to read the timetable or access the given lecture halls and Laboratories, contact the undersigned through the email timetabling@embuni.ac.ke

Thank you.

MR. STEPHEN MBUNZI
COORDINATOR, TIMETABLING AND TEACHING PROGRAMMES



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 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 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. 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 the query 'Introductory Statistics'. The page header includes the university logo and navigation links: Home, New Books, Africana Collection, Audio-Visual Resources, and Theses and Dissertations. The search bar shows the query 'Introductory Statistics' and a 'Go' button. Below the search bar, there are links for 'Advanced search', 'Authority search', and 'Tag cloud'. The search results section displays 'Your search returned 5 results. Found 571 results in the library's OpenLibrary collection'. The first result is 'Introductory Statistics by Ross Sheldon M.' with a call number of 'QA276.R68 2010 (3)'. The second result is 'INTRODUCTORY STATISTICS/ by ROSS SHELTON, M'. The page also features a sidebar with 'Refine your search' options for Availability, Authors, Holding libraries, Home libraries, and Item types. Arrows point to the Title, Author, and Call Number fields in the search results.

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
 - 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@remotexs.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 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
- 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
- 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:
- ii. Request for reservation of books that are on high demand,

- iii. Monitor your issued books status and overdue,
- iv. Update your user profile,
- v. Renew books that were issued to you by yourself from anywhere. (Undergraduates are allowed to renew only once)

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



MESSAGE FROM THE HEAD OF CATERING

This is to welcome you to the Catering Department where we are going to provide you with meals.

LEVEL OF SERVICE TO BE PROVIDED AT STUDENT MESS

Student mess is run by the catering department and it is operational all days of the week (Monday to Sunday) including public holidays.

We offer cyclic menus 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.

SCHEDULE OF MEAL TIMES AT THE STUDENTS MESS

I. Breakfast

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

The method of selling is at the point of sale whereby dispensing of meals is as result of issuance of dispensed receipts.

II. 10 O'clock tea and snacks

This is offered from 10 a.m. to 11 a.m.

We offer a variety of beverages and snacks.

III. Lunch

Lunch is served from 12 p.m. to 3 p.m. and we offer a range of tasty and quality meals.

IV. Dinner

We serve a variety of meals from 6.30pm to 8Pm.

Congratulations on your admission to the University of Embu. 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 COORDINATOR, SPORTS AND GAMES

I take this opportunity to welcome you to the University of Embu. The University Sports and Games Department provides both recreational and competitive sports for all students. Our program offers a variety of recreation, sports and games in order to accommodate a dynamic student's population.

The department offices are located between Charter Hall and Security Offices at the Old Administration Block.

We offer the following services:

- Provision of leisure/recreation and sports program for all students.
- Schedule and hire sporting facilities; - 2 Basketball Courts, 1 Football Field, 1 Rugby Field, 2 Netball Courts, 3 Volleyball Courts, 1 Hockey Pitch, 4 Handball Courts, 3 Badminton Courts, 1 Lawn Tennis Court, 1 Athletics Track. Scrabble Boards, Chess Boards, Darts Boards and Martial Arts Venues.
- Provide basic training equipment and competition gear such as balls, nets etc.
- Train and coach various university teams.
- Select university athletes/teams.
- Facilitate team/ athlete travel to and from training/competition venues while on official university duties.
- Do referrals/recommendations to federation and national teams/clubs for trials.

Sports and games are classified as stated below:

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

To enable us plan and project for your recreational and sporting needs, you are kindly requested to register for your sporting discipline you intend to participate in via Google form using this link; <https://forms.gle/gCb2Q2wcsdU6DoUU9>.

In conclusion, I urge you to be committed to your team and the university recreation and sporting programs. Sports will enrich your university life, make it memorable, boost your leadership skills and enhance your confidence and academic 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 our Offices, Department Website or call 0723856970/0789340000 or Email sports@embuni.ac.ke.

M D MACHARIA
COORDINATOR, SPORTS & GAMES



MESSAGE FROM THE CHIEF SECURITY OFFICER

Welcome to the University of Embu, the University of Performers.

The University of Embu has a Security Department that handles matters related to security and safety of students and members of staff.

The security plan within the University is well spread and visible, particularly at the gates. This is done to ensure that in case of any eventualities, students can readily access the security services. The security **HOTLINE NUMBER IS 0724343333**.

The students' identification card is an important document which should be secured at all times. Ensure that you produce the same for security verification when necessary. This is done to purely create an enabling and a conducive learning environment. Having said that, it is important to note that your security starts with you.

Lastly I wish you quick settling and focus in order to walk as per the University's motto of '*Knowledge transforms*'.

Welcome to the University of Embu.

MR. FRANCIS KIRATHE (OGW, HSC)
CHIEF SECURITY



MESSAGE FROM THE DIRECTOR, UNIVERSITY EXAMINATIONS

Allow me first to congratulate you for your good performance in your 2020 KCSE results. Welcome to the University of Embu where Knowledge Transforms.

Teaching and learning experiences in academic institutions are evaluated through examinations offered in various forms and times. The Directorate of University Examinations plays the following key roles (among others):

- a) Management of examination processing (drafts, moderation, formatting, issuance of examination materials, storage of examination materials and records, etc.): includes sensitization of staff and students.
- b) Preparation and safe custody of academic certificates and transcripts
- c) Issuance and certification of academic certificates and transcripts
- d) Preparation of the Examination Processing Schedule (EPS)
- e) Providing Secretariat for the Senate Board of Examiners,
- f) Preparation and custody of the Senate Board of Examiners' documents and records
- g) Processing documents for the Students Disciplinary/Appeals Committee on Examination Irregularities.

There are two main types of examinations offered at the University of Embu:

1. **Formative Examinations:** This is usually called the Continuous Assessment Tests (CAT's) and administered at least twice in a semester. Depending on the programme requirements, this may include assignments, practical (laboratory/field), field/industrial attachment (practicum), project reports and teaching practice. The CAT constitutes 30% of the evaluation score.
2. **Summative Examinations:** This is referred to End of Semester Examinations and constitutes 70% of the final evaluation score.

All examinations are important and contribute to the final grade and classification for the student. Examination irregularities or malpractices are not condoned at the University and lead to expulsion. Information on what constitutes examination irregularities are captured in the Students' Hand Book – important to read!

The administration of examinations at the University is based on laws, rules and regulations guided by Examination Policy. The timelines for examinations are based on:

- a) Semester dates
- b) Examination Processing Schedule
- c) Teaching Timetable
- d) Examinations Timetable
- e) Any other approved changes/policies

The student is required to strictly adhere to set timelines to avoid missing up on the examinations and facing disciplinary action. It's thus a challenge to all students to start working hard right from the word GO!



Pass marks/Grade/Overall Classification:

Score	Grade	Final/Overall Classification
0 – 39	F	FAIL
40 – 49	D	PASS
50 – 59	C	SECOND CLASS HONORS (LOWER DIVISION)
60 - 69	B	SECOND CLASS HONORS (UPPER DIVISION)
70 - 100	A	FIRST CLASS HONORS

DR. C N ONYARI
DIRECTOR, UNIVERSITY EXAMINATIONS

