

CHUKA



UNIVERSITY

Knowledge is Wealth/Akili ni Mali (*Sapientia divitia est*)



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Chuka University is ... Inspiring Environmental Sustainability for Better Life

CHUKA UNIVERSITY FUNDAMENTAL STATEMENTS

Motto: Knowledge is Wealth/Akili ni Mali (*Sapientia divitia est*)





Slogan: Inspiring Environmental Sustainability for Better Life

Philosophy: Quality education, training, research, extension, environmental sustainability, and entrepreneurship lead to social cohesion, human integrity, and economic development

Vision: A Premier University for the provision of quality education, training and research for sustainable national and global development

Mission: To provide access, generate, preserve and share knowledge for quality, effective and ethical leadership in higher education, training, research and outreach through nurturing an intellectual culture that integrates theory with practice, innovation and entrepreneurship.

Corporate Colours

Red	
Blue	
Green	
Grey	
The Chuka University corporate colours derived from the University's registered Logo are Red, Blue, Green and Grey, interspersed with White.	
(1) Red:	Signifies a torch and symbolises education is the light of the world; provision of higher education is the core mandate of Chuka University.
(2) Blue:	Signifies calming, soothing water and sky associated with heavenly, untouchable powers, and symbolises honesty, stability and patriotism, which are virtues of Chuka University.
(3) Green:	Signifies environmental conservation and renewable energy, designated to describe the academic character of Chuka University.
(4) Grey:	Signifies fertility of the Mt. Kenya region land and depicts creation of wealth through utilisation of knowledge – a phrase used to coin the motto of Chuka University.
(5) White:	Signifies the snow on the peak of Mt. Kenya and represents integrity and social fairness, which are some of the core values of Chuka University.

Core Values

(1)	Customer Value and Focus: Enhancing customer satisfaction levels by providing products and services that meet or exceed customer expectations.
(2)	Diversity and Social Fairness: Appreciation of varied cultures and commitment to ensure balanced distribution of resources and opportunities while instituting affirmative action to cater for marginalised sections of the society.
(3)	Environmental Consciousness: Considering the impact of all activities and programmes to be implemented and taking measures that ensure zero tolerance to environmental damage.
(4)	Fidelity to the Law: Dutiful adherence to the Constitution and other legal, statutory and regulatory requirements.
(5)	Innovation: Creativity in undertaking programmes and activities earmarked to contribute novel, effective and efficient ways of advancing humanity.
(6)	Integrity: Upholding honesty, transparency, accountability and strong moral principles and values in all decisions and actions taken.
(7)	Passion for Excellence: Being outstanding in all services, activities and programmes undertaken by the University.

(8)	Peaceful Co-Existence: Living harmoniously with neighbours and the environment and promoting the ideals of cohesion, integration and unity.
(9)	Professionalism and Confidentiality: Professionalism is the skill, good judgment and polite behaviour exhibited by an expert when discharging responsibilities and delivering services, while confidentiality means commitment to not disclose classified information to unauthorized parties.
(10)	Prudent Utilisation of Resources: Utilising resources without wastage and misappropriation by ensuring maximum value and complying with various planned arrangements, internal controls and government regulations.
(11)	Teamwork: Adopting a participatory and inclusive approach in undertaking operations and functions of the University.
(12)	Timeliness and Devotion to Duty: Timeliness refers to being time-conscious in undertaking activities, assignments and programmes, while devotion to duty is selfless commitment to undertake activities, assignments and programmes for the good and advancement of humanity.

Mandate

The Mandates are enshrined in the **objects** and **functions**.

The objects of the University shall be to–

- (a) Provide directly, or in collaboration with other institutions of higher learning, facilities for quality University education, including technological, scientific and professional education, and the integration of teaching, research, outreach and effective application of knowledge and skills to the life, work and welfare of the citizens of Kenya;
- (b) Provide and advance University education and training to appropriately qualified candidates, leading to the conferment of degrees and award of diplomas and certificates and such other qualifications as the Council and the Senate shall from time-to-time determine and in so doing, contribute to realisation of sustainable national economic and social development;
- (c) Provide programmes, products & services in ways that reflect the principles of equity & social justice.

The functions of the University shall be to–

- (a) Participate in technological innovation as well as discovery, transmission, preservation and enhancement of knowledge, and stimulate the intellectual participation of students in the economic, social, cultural, scientific and technological development of Kenya;
- (b) Inculcate a culture of lifelong learning, responsible citizenry and innovation in technology, engineering and mathematics within the institution and society;
- (c) Engage in teaching, training, scholarship, entrepreneurship, research, consultancy, community service, among other educational services and products, with emphasis on technology and its development, impact and application to society;
- (d) Conduct examinations for and grant such academic awards as may be provided for in the Statutes, and syndicate examinations for award at other institutions as may be approved by Senate; and
- (e) Facilitate the development and provision of appropriate academic programmes.

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PREAMBLE

This Information Handbook contains general information on academic programmes, policies, student services, as well as available facilities at Chuka University. Also included are rules and regulations you are expected to adhere to while you are a student at Chuka University. You will find a lot of information in this handbook that will enable you to adapt to the campus environment with ease. The Chuka University Council reserves the right to interpret and change any section of this hand book from time-to-time as it may deem fit. The student shall bear the responsibility for any misinterpretation of rules and regulations. Please note that the primary purpose of your admission to the University is the pursuit and achievement of your academic goals.

BRIEF HISTORY OF CHUKA UNIVERSITY

The establishment of Chuka University was foretold way back in 1951 by a famous philanthropist and seer by the name Jerusha Kanyua. She prophesied that an academic mountain shall sprout at Ndagani. She advised the youth to take a pen like a spear and a book like a shield.

In 2004, the Egerton University Senate elected Prof. Erastus Njoka to chair a technical committee that was to among other things, explore the possibility of putting up a campus in the eastern part of the country. After several consultative meetings with education stakeholders in Eastern Province and Mount Kenya region, the Njoka Committee recommended to the University Senate to open a campus at Chuka due to its central location, a decision that was ratified by the Egerton University Council on 17th September, 2004. Between September 2004 and August 2005, Egerton University embarked on renovation of structures within Ndagani educational complex in readiness for the opening of Egerton University Eastern Campus College (EUECC).

Chuka University College was established through a Legal Notice No. 161 of 2007 as a Constituent College of Egerton University and the successor of the former Egerton University Eastern Campus College. The college was officially opened on August 1, 2005 and the then Egerton University Vice-Chancellor, Prof. Ezra Maritim appointed Prof. Njoka as the Director of the new campus college.

The Campus College was established on 27th September, 2004 by Egerton University Council in order to enhance access to high quality and affordable University education to the people of the Eastern region and Kenya at large. This endeavour was fast-tracked by the donation of 550 acres of land and other facilities essential for current and future expansion of the institution by the local community. These included all the land and facilities formerly owned by Chuka Polytechnic which was founded in 1956. His Excellency President Mwai Kibaki appointed the first Council of the University College on 12th September, 2008. A prominent businessman and renowned leader, Eng. Wilfred Murungi was appointed the first Chairman of the Chuka University College Council.

The Commission for Higher Education, now Commission for University Education visited the institution in September 2006 to evaluate the existing infrastructure and

recommended to the Government to elevate the training facility to a University college status. The Government elevated EUECC to a constituent college of Egerton University on 23rd August, 2007 and renamed it Chuka University College.

On 8th January, 2013, upon recommendations of Commission for University Education (CUE), the Government elevated Chuka University College to a full-fledged University status, making it the 2nd Public University to be chartered in Kenya and the 9th Public University after University of Nairobi, Moi University, Egerton University, Kenyatta University, Jomo Kenyatta University of Agriculture and Technology (JKUAT), Maseno and Masinde Muliro and Dedan Kimathi University of Science and Technology. Currently, the University has more than 15,000 students who are pursuing various courses at certificate to PhD levels.

The University is located on the slopes of the snow-capped Mt. Kenya in Meru South, Tharaka-Nithi County, Eastern Kenya. The University is situated approximately 186 km from Nairobi along the Nairobi-Meru highway at an attitude of approximately 2,000 metres above sea level. The area has a cool climate with temperatures ranging from 16°C to 24°C and an average rainfall of about 2000 mm per annum. This climate offers an excellent learning environment. Virtually all temperate and tropical plants grow within the region. The University is in a setting that has escaped the negative effects of urbanization, thus providing a tranquil environment for learning and interaction between students and staff from all walks of life, free from the hustle and bustle of mundane activities

Jerusha Kanyua: The Seer who foretold the establishment of Chuka University

The establishment of Chuka University was foretold way back in 1951 by a famous philanthropist and seer named Jerusha Kanyua. Jerusha prophesied that a mountain shall come up at Ndagani and that birds from all over the world would perch at the mountain and fly away happily. The people of Chuka at first thought the ‘mountain’ that was prophesied was the big concentration camp that was established at Ndagani by the colonial Government during the struggle for independence. They also thought the ‘mountain’ was the airstrip at Ndagani where planes used to land during the Mau Mau uprising.

Jerusha’s vision started to unfold in the 1960s during land adjudication in the area when several institutions were located adjacent to each other as if by design. The stadium, airstrip, the primary school, the youth polytechnic, the secondary school and the market centre were all in one conglomerate which would later, thanks to the community, become Chuka University, thus completing the prophecy.

The first white man arrived in Chuka through Embu. The people of Embu fought gallantly to keep off the invaders who had come to Embu via Murang’a. However, they were eventually conquered by the white man who had superior weapons. After learning what had befallen the Embu, the people of Meru, led by Chief Mbogori decided to sue for peace. In fact, they travelled to Embu to welcome the white man.

Jerusha Kanyua was an eccentric born around 1872. When the white man first arrived at Embu, Jerusha joined the team of men who went to welcome him. Earlier on, she had the misfortune of losing 7 children to diseases and the people of the time ostracized her for they attributed the deaths of the children to witchcraft. The white man and his religion came as a godsend to her as he embraced her and all her misfortunes.



Jerusha Kanyua: *“Although she had no formal schooling, she could quote bible verses with amazing accuracy and sing hymns from hymn books.”*

When Dr. Clive Irvine pitched camp at Chogoria establishing a mission hospital in 1922, he trained Jerusha as a midwife. It was after Jerusha joined the mission that African mothers agreed to deliver babies at the hospital as they identified with midwife Jerusha Kanyua. Earlier on, they had shunned the maternity ward, fearing that the white man would kill their children. Jerusha also rehabilitated and adopted children who were abandoned after their mothers died. She always carried a bag containing midwifery paraphernalia and a bible. Dr. Irvine also gave her poison with which to bait the many hyenas that roamed the countryside terrorizing the residents. Mr. Henry Migue, a retired primary school headmaster, informed this writer that he came to know Jerusha in 1948 when she visited his home to condole with his family after the death of his father. Migue was then a 7-year-old boy. In those days, the living did not want to be associated with the dead.

It was while working at Chogoria Mission Hospital that Jerusha met and married Mr. Paul Njeru, a carpenter working in the same hospital. Njeru hailed from Cheera area in Chuka. The couple later moved to Ndagani where they teamed up with other Christians. Jerusha was a philanthropist. According to Mr. Migue, at one point, Jerusha carried a sick man on her back from Ndagani to Chogoria Mission Hospital for treatment. During another occasion, Jerusha’s community was debating on what to contribute towards a feast to be prepared for the District Commissioner, who was slated to open a cattle dip near Chuka Hospital. Jerusha offered one of her bulls and

the matter was settled. The dip, which stands to this day is named after her. At Ndagani, she continued to make her preaching forays and midwifery duties in the villages. She was a self-reliant woman who never demanded payment for services she rendered. Since she could no longer bear children, she arranged for her husband to sire children for her with a surrogate. One thing led to another and her husband took in the surrogate as his wife. He then frustrated Jerusha so much that she sought separation. The separation was arranged by Dr. Clive Irvine. Jerusha then built her own houses and started keeping cattle – something unheard of for a woman to do in those days. It was an abomination for a woman to venture into this men’s domain. Her home was at the site of the KK Mwendwa Water Reservoir near gate B.

Jerusha Kanyua died in 1974 at the ripe age of 102. She was laid to rest in her shamba adjacent to Chuka University, where a shop is also named after her. To immortalize her name, the PCEA Ndagani Jerusha Kanyua Memorial Church and the Jerusha Kanyua Cattle Dip are named after the famous philanthropist and seer. During the Mau Mau uprising, the freedom fighters organized to torch all the Christian schools started by the white man. In the wee hours of the night, all such schools were set ablaze. Ndagani Primary School was spared because the freedom fighters feared that the revered Jerusha was residing there. They feared that she would perish in the fire since, on the fateful night, she was residing in one of the houses at the school where she occasionally taught Christian values to the children. The freedom fighters did not wish to kill their midwife who also used to intercede for them through prayers.

In 1963, Chief Kararwa, the then chief of the area retired. Mr. Silas Njoka, the School Head at Ndagani Primary attended an interview held at Chuka Town (Gatumbi) with a view to replace the chief. Being a well-known leader in the community, he was billed to clinch the position without much problem. Indeed he was ranked number one during the interview.

Before the commissioning of the chiefs that was to be done by the District Commissioner at Meru, Njoka requested ‘Cucu’, as Jerusha was commonly known, to pray for him. She placed her hands on his head and prayed, ‘Lord, let not Mr. Njoka abandon these school children to become a chief, Amen.’ When Mr. Njoka arrived in Meru for the coronation, his name was missing from the list of the newly appointed chiefs to his utter shock.

Ndagani Primary School was built in 1937. Jerusha Kanyua visited the school regularly and preached the word of God to the school children. It was in 1951 while she was working as a Sunday school teacher that she prophesied that Ndagani would grow into a great mountain to behold.

The seer had a passion for education although she never went to any formal school. Surprising to the people of the time, Jerusha could recite bible verses and sing from hymn books. The advice she gave to young people at that time was that a pen should be like a spear and a book like a shield. With the establishment of Chuka University at Ndagani in 2013 through award of the Charter, Jerusha’s prophecy came to pass.

MESSAGE FROM THE CHANCELLOR



Let me take this opportunity to welcome you to Chuka University. The University was recently granted a charter thus transforming it from a University College into a full-fledged University. I have watched the University grow tremendously in terms of staff and student numbers and infrastructure. This is clear testimony that the University has continued to work hard to achieve its mandate. It is gratifying to note that it took a short span of time from 2008 to mature into full autonomy. The University has grown tremendously in terms of physical infrastructure and in staff and student numbers. The establishment of the University in this area is a great reward for our country as it has opened access to higher education for the betterment of all the people of Kenya.

I urge the students, management and community neighbouring this Institution to always pursue peace-building. It is one of the reasons we fought for independence from colonialists and a God-given desire for humanity. I should be most pleased to learn that the graduates produced by this Institution are helping Kenya tackle the evils of ethnicity, corruption, disease and poverty and making a positive contribution to the country's development. This should be easy to achieve if all your academic programmes are relevant, have in-built content that teaches patriotism, honesty, innovativeness and hard work. By observing these tenets, Chuka University will be making a positive contribution towards building a prosperous nation. I thank the Chuka University fraternity and all stakeholders for doing us proud.

Prof. Kabiru Kinyanjui, D.Ed.
CHANCELLOR

MESSAGE FROM THE CHAIRMAN OF COUNCIL



Welcome to Chuka University whose tranquillity offers the perfect milieu for learning and interaction among students, staff and the local community. The University offers courses at degree, diploma and certificate levels in all spheres of learning through the Faculties of Agriculture and Environmental Studies; Arts and Humanities; Business Studies; Education and Resources Development; Science, Engineering and Technology, Health Science and Law.

The University integrates theory and practical learning and inculcates core human values and personality development to ensure that academic excellence is achieved. Chuka University brings together students and staff from different communities and cultures thus enabling them to mingle and enrich their diverse experiences, values and social outlooks enabling them appreciate one another and learn to build a united nation. The students are exposed to global culture, ethics, standards and international social, economic, and political outlook which broaden their world view in resolving problems. This in turn helps to promote national peace and reconciliation.

It is my humble request to the President and the government of Kenya to continue supporting Chuka University in the realization of its much expanded mandate as a full-fledged University. I would also like to call upon the management, deans, directors, heads of departments, students, staff and other stakeholders to embrace the tenets in the Chuka University charter and use them to steer Chuka University to even greater prosperity.

Dr. Julius Rotich, Ph.D.
CHAIRMAN OF THE COUNCIL

MESSAGE FROM THE VICE-CHANCELLOR



Welcome to Chuka University, the first institution of higher learning of University status to be established in Eastern Province. The Government's objective for establishing the institution was to enhance education access and equity to the people in the eastern region and Kenya at large. This was after the government realized that education leads to better economic, social and political governance and is a catalyst for transforming Kenya into an industrialized middle-income nation as envisaged in the Kenya Vision 2030.

The establishment of Chuka University has brought together students and staff from all parts of the country with different cultures. Apart from specialty courses, our students are taught core courses and participate in extra curricula activities that promote peace-building and reconciliation. Peaceful co-existence among our students is a demonstration of how humankind should live on earth. The vision of Chuka University is to be a premier University for the provision of quality education, training and research for sustainable national and global development. Our vision underpins our deep interest to serve humanity faithfully. The core values that guide the University's activities are passion for excellence and devotion to duty, integrity, transparency and accountability, social fairness, professionalism, timeliness, prudent use of resources, corporate citizenship, customer focus, teamwork and confidentiality. The University draws its inspiration from the good will of its stakeholders.

We are thankful to the government and the public for providing the facilities that we enjoy at this University. We trust that the government will continue supporting us in developing physical facilities and human resources. We assure the government and the people of Kenya that these facilities will be used in the most efficient and effective way possible for the benefit of the nation. This will be possible due to the provision of conducive learning environment.

Prof. Dorcas K. Isutsa, Ph.D.
AG. VICE-CHANCELLOR/CEO

DIVISION OF ACADEMIC, RESEARCH AND STUDENT AFFAIRS



I warmly welcome all the first year students to this Premier University. Congratulations for having worked diligently in previous studies to earn yourselves admission in Chuka University. We pray and trust that you shall do everything that is within your control right to continue excelling in the upcoming studies at this University level. The journey involved in pursuing further studies at the University level comes with a lot of freedom, development and challenges. This Handbook has been deliberately prepared to guide you in the right paths along that academic journey. Consult it regularly during your studies in the University.

It will guide you properly in everything so that you live a problem-free and mistake-free life. In addition, we have the following officers to provide you with guidance whenever a need arises. The Dean of Students, Dean of Faculty, Chair of Department and lecturers will educate you in all matters curricula and extra-curricular. They are assisted by professional counsellors, academic advisors, and peer counsellors. Endeavour to know them and establish good working and learning relationships with them. The Directors of Examinations, Timetabling, & Undergraduate Studies are also available to direct and manage your learning events in the University. Furthermore, we have the Senate, Management Board, and Council to mind your welfare. Follow established protocols to interact with them as appropriate.

I recommend that you uphold respect for humanity and environment. They will serve you better once you do this. Choose role models carefully to concentrate on upright ones and on studies first for there is appropriate time for everything in life. Obey University rules and regulations. Manage time and other resources prudently from the word go. All your grades from the first test in first year to the last test in the final year matter. Aim to be successful for personal, family and country prosperity. Strive to develop into responsible and cohesive citizens. Pray to God and be humble. Devote everything you do to Him to be your overall helper. I wish you all a successful stay and fruitful studies in Chuka University.

Prof. Dorcas K. Isutsa, Ph.D.

Deputy Vice-Chancellor (Academic, Research & Student Affairs)

DIVISION OF ADMINISTRATION, FINANCE, PLANNING AND DEVELOPMENT



Welcome to Chuka University, one of the fastest growing public universities in Kenya. The mission of Chuka University is to provide access, generate, preserve and share knowledge for effective leadership in higher education, training and outreach through nurturing an intellectual culture that integrates theory with practice and innovation. By joining this University, you have joined a fraternity of committed scholars and an institution where quality education is assured.

The University is in the process of establishing an endowment fund for undergraduate students and the awards from the fund will promote academics. Besides provision of affordable education and evolving as a centre of excellence in academics and research, we also take keen interest in the welfare of students.

The University is continually developing facilities for student accommodation, catering, sports and games and hiring human resources including trained counsellors and chaplaincy to provide social counselling and spiritual guidance.

In accordance with the Universities Act of 2012, the University has established the students' union capacitated through training to offer guidance services to the student fraternity. The union is called Chuka University Students Association (CUSA), which serves as the link between the students and the University administration.

This Handbook summarises matters related to University governance structures, policies, services, rules, and regulations to facilitate students' conduct, responsibilities, and corporate communication to enhance good campus environment. Students are advised to consult relevant departments to get help and guidance to enhance good working relationships between them and the administration.

Prof. Henry Mutembei, Ph.D.
Deputy Vice-Chancellor (AFPD)

CHUKA UNIVERSITY GOVERNING ORGANS

THE UNIVERSITY COUNCIL

The following are the members of the Chuka University Council:

1. Dr. Julius Rotich - Chairman, CU Council
2. Mr. Hiram Kahiro - Rep. CS. National Treasury
3. Dr. Wahome Mungai - Rep. PS Ministry of Education
4. Dr. George Kwedho - Member
5. Mr. Andrew Mugambi - Member
6. Ms. Helen Mungania - Member
7. Ms. Josephine Gitonga - Member
8. Mr. Kennedy Ontiti - Member
9. Prof. Dorcas K. Isutsa - Ag. Vice-Chancellor

FUNCTIONS OF THE COUNCIL

The Council shall be the governing body of the University through which the University shall act and:

- i. Shall administer the property and funds of the University in a manner and for the purposes which shall promote the interest of the University; but the council shall not charge or dispose of immovable property of the University except in accordance with the procedures laid down by the Government of Kenya.
- ii. Shall receive, on behalf of the University, donations, endowments, gifts, grants or other moneys and make disbursements to the University or other bodies or persons.
- iii. Shall approve the appointment criteria and the terms and conditions of service of all University staff.
- iv. Shall provide for the welfare of the staff and students of the University.
- v. May enter into association with other universities, University or other institutions of learning, whether within Kenya or otherwise, as the council may deem necessary and appropriate.
- vi. May, after consultation with the senate, make regulations governing the conduct and discipline of the students of the University.
- vii. All documents, other than those required by law to be under seal, made on behalf of the council, and all decisions of the council may be signified under the hand of the chairperson, the Vice Chancellor or any other members of the council generally or specifically authorized by the council on that behalf.

- viii. Ensure that a proper management structure is in place and make sure that the structure functions to maintain corporate integrity, reputation and responsibility.
- ix. The Council shall monitor and evaluate the implementation of strategies, policies, and management criteria and plans of the University.
- x. The Council shall constantly review the viability and financial sustainability of the University, and shall do so once every year.
- xi. The Council shall ensure that the University complies with all the relevant laws, regulations governance practices, accounting and auditing standards.

THE UNIVERSITY MANAGEMENT BOARD

The University Management Board is the executive arm of the University governing organ. It is charged with the responsibility of running the University on behalf of the Council. Chuka University Management Board Consists of the following members:

- i. The Vice-Chancellor – Chairperson
- ii. Deputy Vice-Chancellor (Administration, Finance, Planning and Development) – Secretary
- iii. Deputy Vice-Chancellor (Academic, Research and Student Affairs)
- iv. Registrar (Administration and Planning)
- v. Registrar (Academic Affairs)
- vi. Finance Officer

THE SENATE

The Senate consists of the following members of University:

- (a) Vice Chancellor - Chairperson
- (b) Deputy Vice-chancellor (Administration, Finance, Planning and Development)
- (c) Deputy Vice-chancellor (Academic, Research and Student Affairs) - Secretary
- (d) The Principal of each Campus
- (e) Directors of Campuses, Schools, Institutes and Centres
- (f) Deans of the Faculties
- (g) Dean of Students
- (h) Chairpersons of Academic Departments
- (i) University Librarian
- (j) Registrars
- (k) Finance Officer
- (l) Two members elected by the Senate or the equivalent Board of each Constituent University College from among the members of that Board.
- (m) One representative from each Faculty Board from among its members.
- (n) Two members elected by the students' organization
- (o) Any other person as may be provided for in the Statutes.

FUNCTIONS OF THE SENATE

The Senate shall have the following powers and duties:

- (a) To satisfy itself regarding the content and academic standard of any course of study in respect of any degree, diploma, certificate or other award of University and to report its findings thereon to the senate.
- (b) To make regulations regarding the eligibility of persons for admission to a course of study.
- (c) To make regulations regarding the standard of proficiency to be gained in each examination for a degree, diploma, certificate or other award of the University.
- (d) To decide persons who have attained the prescribed standard of proficiency and are fit to be granted a degree, diploma, certificate or other award of the University and to report its decision thereon to the council;
- (e) To make regulations governing such other matters as are within its powers in accordance with this order or the statutes; and
- (f) Notwithstanding any of the provision of this order, the Council shall not initiate any action in respect of paragraph (a), (b), (c) or (d) of subparagraph (2) except upon receipt of a report or proposal there under and the Council shall not reject any such report, or reject or amend any regulations as proposed without further reference to the Senate.

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

The Office of the Registrar is housed in the Division of Academic, Research and Student Affairs of the University. It is headed by a Registrar (Academic Affairs), who is responsible for the academic functions spelt out in Statute VI of the University Statutes, 2014, and performs any other duties assigned in accordance with the Statutes. The Office performs these responsibilities through the following sections:



Dr. Samwel Chege, Registrar (Academic Affairs)

The Office liaises with Deans, Directors, Chairpersons of Departments and student leaders to coordinate and enforce teaching, examinations, research and extension policies, rules and regulations for the smooth running of academic activities in accordance with the University Calendar. It also coordinates academic programmes design, development, implementation, review and conformity.

Students' Admissions and Enrolment

- Marketing academic programmes to attract students for admission

- Preparing letters of offer for government and self-sponsored students
- Guiding prospective students on available courses and requirements
- Registration of new and continuing students
- Issuing University Identity cards to students
- In collaboration with Finance Department, ensuring all fees due is paid
- Writing recommendation letters to students on request
- Dealing with student deferment and inter-faculty/programme transfer cases

Students' Certificates and Transcripts

- Certificates and final transcript production
- Maintain records of graduations, certificate and final transcripts
- Issuing certificates for Degree/Diploma /certificates to graduated students
- Compile and maintain alumni members' records

Students' Records Registry

- Keeping and maintenance of students' records. This service facilitates academic progression from application through graduation, and includes enrolment, communication, complaints, and discipline record keeping.
- Collecting, recording, maintaining and reporting of student data to Ministries, regulators and other stakeholders.

Secretariat Services

- Provision of secretarial and technical services to the Senate, Committees and Boards of the Senate (Deans' Committee; Students' Welfare Committee; Library and Bookshop Committee; Students' Disciplinary Committee; Research, Extension and Publications Committee; Farms, Field Stations and Vocational Training Committee; Undergraduate and Postgraduate Schools.

CHUKA UNIVERSITY CAMPUSES

Since inception, Chuka University has grown from strength to strength and currently has opened five Campuses, namely: Main in Chuka, Embu in Embu Town, Igembe near Maua Town, Chogoria in Nturiri, and Nairobi City Central Business District.

IGEMBE CAMPUS



Welcome to Igembe Campus for quality and affordable education for sustainable national and global development. Igembe Campus is a public institution of Chuka University strategically located only 3 km from Maua Town in Igembe Central Constituency in Meru County, Kenya. Igembe Campus was established in September, 2011 in line with the Chuka University's Strategic Plan 2012-2017 and Kenya Vision 2030's aims of accessing quality and affordable University education to many qualified Kenyans in various parts of our country.

Igembe Campus offers flexible and interactive modes of study like Full-Time Regular Programmes, Evening and Weekend Modes, School-Based Programmes (offered during school holidays) and Work Based Programmes. Igembe Campus offers the following academic programmes:

- Master of Business Administration
- M.Sc. Community Studies & Extension
- M.Ed. (Educational Management, Guidance and Counselling, Curriculum and Instruction, Educational Foundations)
- MA (English, Kiswahili, Geography, History, Literature, Religious Studies, Sociology, Communication)
- Postgraduate Diploma in Education
- Ph.D. programmes in most of the above
- Bachelor of Commerce
- Bachelor of Purchasing and Supplies Mgt
- B.Sc. (Ecotourism and Hospitality Mgt)
- Bachelor of Catering and Hotel Mgt
- B.Sc. (Community Development)
- BA (Criminology and Security Studies)
- B.Ed. (Early Childhood Development)
- B.Ed. (Arts)
- B.Ed. (Primary Option)
- Bachelor of Arts
- Dip. in Business Management
- Dip. in Procurement and Logistics Mgt
- Dip. in Ecotourism & Hospitality Mgt
- Dip. in Tourism and Hotel Management
- Dip. in Education (Primary option)
- Dip. in Education (Secondary option)
- Cert. in Business Management
- Cert. in Procurement and Logistics Mgt
- Cert. in Tourism and Hospitality Mgt
- Bridging Certificate in English, Kiswahili, Physics, Chemistry and Mathematics

EMBU CAMPUS

Chuka University Embu Town Campus is one of the four campuses of Chuka University. Embu campus was established in line with the Chuka University's strategic objectives of increasing access to University Education. The establishment of the Campus in 2011 was welcome to the communities of Embu and Kirinyaga Counties and its environs.



Huka University Campus premises

The establishment was done in response to clients' growing demand for affordable and quality higher education in Embu County and its environs. Embu campus was located 100 m from the Embu County Assembly hall, off Embu-Meru highway. In particular, students can enrol for the following programmes.

- | | |
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| <ul style="list-style-type: none"> • Master of Business Administration • M.Sc. in Community Development • M.Ed. (Educational Management, Guidance & Counselling, Curriculum & Instruction, Educational Foundations) • MA (English, Kiswahili, Geography, History, Literature, Religious Studies, Sociology, Communication) • Postgraduate Diploma in Education • Ph.D. programmes in most of the above. • Bachelor of Commerce • Bachelor of Purchasing & Supplies Mgt • B.Sc. in Ecotourism and Hospitality Mgt • Bachelor of Catering and Hotel Mgt • B.Sc. in Community Development | <ul style="list-style-type: none"> • BA (Criminology and Security Studies) • B.Ed. (Early Childhood Development) • B.Ed. (Arts) • B.Ed. (Primary and Secondary Options) • Bachelor of Arts • Dip. in Business Management • Dip. in Procurement and Logistics Mgt • Dip. in Ecotourism and Hospitality Mgt • Dip. in Tourism and Hotel Management • Dip. Ed. (Primary & Secondary Options) • Cert. in Business Management • Cert. in Procurement and Logistics Mgt • Cert. in Tourism and Hospitality Mgt • Cert. in Bridging Mathematics |
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CHOGORIA CAMPUS

Chogoria Campus was envisioned in 2013 when Chuka University was chartered. It was then launched in 2019 and became operational after receiving the first students in the same year. September 6th 2021 was a great day for Chuka University, Chogoria Campus as the first government sponsored pioneer class reported in the new campus. The campus was allocated 120 students in the Bachelor of Education (Arts) and Bachelor of Commerce programmes. This gave a great boost to the campus, which already had students in other self-sponsored programmes including, Diploma in Business Management, Certificate in Computer science, Master of Arts in English language and Linguistics and Master of Business Administration. The students are

settled and happy to be trailblazers in a new environment charting their new path as University students. We are grateful to Chuka University Management for great support towards the development of quality infrastructure, deployment of teaching staff and the establishment of a medical unit at the campus, among other things. This has enhanced the settling of the pioneer group and created interest among potential students who are continuing to enroll at the campus.



*Dr. Humphrey K. Ireri, PhD.
Director, Chogoria Campus*

The community has also embarked on construction of students' hostels, staff houses, shops and other facilities that will supplement what the campus is offering as the student population increases. I invite potential students to apply to study at Chuka university-Chogoria campus in various certificate, diploma, bachelors and postgraduate programmes. Our intakes are in January, May and December of every year. I wish you all the best as you serve the society in various spheres of life.

DEPARTMENTS, FACULTIES, DIRECTORATES & BOARDS

Chuka University academic departments consist of teaching staff of given disciplines. The Departments are responsible for:

- Academic advising and career guidance of students.
- Initiating processing of examinations and undertaking curricula development.
- Appointment of class and Faculty representatives to liaise with the Chairpersons and Deans on matters pertaining to academics.
- Reporting student absence that may have significant effect on academic status.
- Ensuring that all students enrolled in the department maintain a satisfactory record and meet the obligations of the courses in which they are enrolled.
- Recommending to the Faculty Board and Senate suspension or discontinuation of students who fail to register or attend classes for two consecutive weeks.
- Ensuring that all students regularly attend classes and other related events.

Chuka University has operationalised the Faculties of Agriculture and Environmental Studies; Arts and Humanities; Business Studies; Education and Resources Development; Science and Technology; Health Sciences; and Law to coordinate academic programmes on offer. In addition, it has set up the Directorates of Examinations & Timetabling; Research, Extension & Publications; Quality Assurance and Performance Contracting, as well as the Boards of Postgraduate Studies, and Undergraduate Studies & Practicum to strengthen pertinent activities in the Departments and Faculties. The University offers a wide range of demand-driven academic programmes to cater for both academic and developmental needs of the prospective students. The academic programmes are specially tailored to meet the emerging socio-economic needs of our societies such as food security, human capital building, social integration and peace building for national cohesion.

Presently the office bearers of the above-mentioned organs are shown below:

1.	Prof. Sammy Musundi	Dean, Faculty of Science, Engineering & Technology
2.	Prof. Geoffrey Gathungu	Dean, Faculty of Agriculture
3.	Dr. Eric M. Elias	Dean, Faculty of Education & Resources Development
4.	Dr. Gilbert Miriti	Dean, Faculty of Business Studies
5.	Prof. Stephen Wambugu	Dean, Faculty of Humanities and Social Sciences
6.	Prof. Gilbert Nduru	Dean, Faculty of Environment and Resources Dev't
7.	Dr. Wycliffe N. Otiso	Dean, Faculty of Law
8.	Prof. Moses Muraya	Director, Board of Postgraduate Studies
9.	Dr. John Ogembo	Director, Board of Undergraduate Studies & Practicum
10.	Ms. Florence Muthua	Director, Performance Contracting
11.	Prof. Colomba Muriungi	Director, Quality Assurance
12.	Dr. Shelmith Munyiri	Director, Research, Extension and Publications
13.	Mr. Justus Kathuru	Director, Examinations & Timetabling
14.	Dr. John M. Kamoyo	Coordinator, Igembe Campus
15.	Dr. Jafford Njeru Rithaa	Director, University Farms, Buildings and Enterprises
16.	Prof. Stephen Wambugu	Chair, Department of Social Sciences
17.	Dr. Christine Atieno	Chair, Department of Humanities
18.	Prof. Mercy W. Njagi	Chair, Department of Education
19.	Prof. Isaac M. Nkari	Chair, Department of Business Administration
20.	Dr. Joseph Masinde	Chair, Department of Management Science
21.	Prof. Lucy K. Gitonga	Chair, Department of Nursing
22.	Mr. David M. Gitonga	Chair, Department of Computer Sciences
23.	Prof. Eunice Githae	Chair, Department of Biological sciences
24.	Prof. Ombaka Ochieng	Chair, Department of Physical Sciences
25.	Dr. Roseline Kahindi	Chair, Department of Animal Sciences
26.	Mr. Geoffrey Kosgei	Chair, Department of Agricultural Studies
27.	Dr. Grace O. Abucheli	Chair, Department of Plant Sciences

28.	Dr. Lemmy M. Muriuki	Chair, Department of Environmental Studies & Resources Development
29.	Dr. Jonathan Kathenge	Chair, Department of Distance Education
30.	Dr. Moses Kathuri	Director, Embu Campus

FACULTY OF EDUCATION AND RESOURCES DEVELOPMENT

The Faculty endeavours to promote academic excellence and holistic transformation for the development of humanity and society. Our programmes are engineered to generate, preserve and share knowledge for effective leadership in education sector, training, research and outreach through nurturing an intellectual culture that integrates theory with practice and innovation. Undergraduate programme provides a unique experience of teacher preparation that provides sound content knowledge, educational foundation knowledge, practical skills and experiences that shape reflective practice in collegial environment. The Faculty of Education and Resources Development offers the

following degree, diploma and certificate programmes and courses:

- Cert. Early Childhood Education
- Dip.Ed. (Primary Option)
- Dip.Ed. (Secondary Option)
- Diploma in Counselling Psychology
- Diploma in Early Childhood Education
- B.Ed. (Arts Education)
- B.Ed. (Primary Option)
- B.Ed. (Science Education)
- B.Ed. in Early Childhood Development
- M.Ed. in Curriculum and Instruction
- M.Ed. in Educational Foundations
- M.Ed. in Educational Management
- M.Ed. in Guidance and Counselling
- M.Ed. in Science Education
- Ph.D. in Curriculum and Instruction
- Postgraduate Diploma in Education

FACULTY OF BUSINESS STUDIES



The Business School Complex

The Faculty endeavours to develop competent and morally upright business managers for the increasingly globalised business environment. This is in line with Chuka University vision of offering quality education, training and research for national and international development and specifically attainment of Kenya vision 2030. The Faculty provides a student advisory services including assignment of specific academic staff for provision of advice on any academic related issues.

Programmes

The Faculty offers the following academic programmes and courses:

- Cert. in Business Management
- Cert. in Procurement and Logistics Mgt
- Dip. in Accounting
- Dip. in Business Management
- Dip. in Human Resource Management
- Dip. in insurance & Risk Management
- Dip. in Procurement and Logistics Mgt
- B. Entrepreneurship & Enterprise Mgt

- B.Sc. in Economics and Statistics
 - Bachelor of Commerce
 - Bachelor of Co-operative Management
 - Bachelor of Procurement and Logistics Mgt
 - M.Sc. in Economics
 - M.Sc. in Entrepreneurship & Enterprise Mgt
 - M.Sc. in Finance
 - M.Sc. in Operations Management
 - M.Sc. in Procurement and Logistics Mgt
 - Master of Business Administration
 - Ph.D. in Agribusiness Mgt
- Ph.D. in Business and Management
- KASNEB Courses**
1. **KATC** Intermediate/final
 2. **CICT**
 3. **CPA/CPS/ISA (FA)** Part 1 (section 1 & 2) & ISA (FA) Level
 4. **CPA/CPS/ISA (FA)** Part 2 (section 3 & 4) & ISA (FA) Level
 5. **CPA/CPS/ISA (FA)** Part 3 (section 5 & 6) & ISA (FA) Level 3

FACULTY OF AGRICULTURE AND ENVIRONMENTAL STUDIES

The Faculty of Agriculture and Environmental Studies (FAES) aims at eliminating poverty and improving livelihoods in the community by producing graduates with skills and competences that contribute toward increased food productivity through sustainable utilization of locally available resources. FAES also aims to achieve its mission through collaborative research with various stakeholders in the society. The Faculty realises the fact that farming and recourses utilisation are industries based on science and technology that rely heavily on the environment. FAES therefore offers courses relevant to the changing environmental needs. In addition to providing knowledge and skills to the students to be competent, they are also equipped with entrepreneurial and management skills for self-employment. The following are programmes offered in the Faculty:

- Certificate in Animal Health and Production
- Certificate in Hospitality and Tourism Mgt
- Diploma in Agriculture and Rural Dev't
- Diploma in Animal Health and Production
- Diploma in Farm Resources Management
- Diploma in Horticulture
- Dip. in Agricultural Education & Extension
- Diploma in Meat Science and Technology
- Diploma in Tourism and Hotel Management
- Bachelor of Catering and Hotel Mgt
- B.Sc. in Agricultural Economics
- B.Sc. in Agriculture
- B.Sc. in Animal Products Technology
- B.Sc. in Animal Science
- B.Sc. in Ecotourism and Hospitality Mgt
- B.Sc. in Ecotourism
- B.Sc. in Environmental Science
- B.Sc. in Food Science and Technology
- B.Sc. in Horticulture
- B.Sc. in Natural Resource Management
- B.Sc. in Wildlife Enterprise and Mgt
- Bachelor of Tourism Mgt
- Bachelor of Hotel Management
- B.Sc. in Agricultural Education & Extension
- Bachelor of Agribusiness Management
- M.Sc. in Agricultural Economics
- M.Sc. in Agronomy
- M.Sc. in Animal Science
- M.Sc. in Crop Protection
- M.Sc. in Agribusiness Management
- M.Sc. in Dryland Agriculture
- M.Sc. in Environmental Science
- M.Sc. in Horticulture
- M.Sc. in Natural Resources Management
- M.Sc. in Plant Biotechnology
- M.Sc. in Plant Breeding
- M.Sc. in Soil Science
- M.Sc. in Wildlife Management

- Masters in Hotel Management
- Masters in Tourism Management
- Ph.D. in Agricultural Economics
- Ph.D. in Agronomy
- Ph.D. in Crop Protection
- Ph.D. in Dry Land Agriculture
- Ph.D. in Environmental Science

Teaching in the Faculty

Experience the high quality of learning offered at the faculty. This faculty provides a good studying environment for the students, high quality teaching by competent, highly motivated and committed lecturers, and provision of well-equipped laboratories and field demonstration units.

Practicals and field demonstrations

Students in the Faculty practice theoretical knowledge acquired through practicals, field demonstrations, field trips and field attachment.

Research

Research in the faculty concentrates on three core areas: livestock productivity, crop productivity and environmental issues. Research in livestock and plant sciences focuses on genetics, breeding, reproduction, development, nutrition, pathological and infectious diseases, value addition and management of animals and plants for improved productivity and efficiency. Research in environmental studies focuses on climate change, pollution and human-wildlife conflict mitigation, hospitality and alternative tourism development.

Extension/Outreach

The Faculty is actively involved in extension by providing the following

- Ph.D. in Food Science
- Ph.D. in Horticulture
- Ph.D. in Plant Biotechnology
- Ph.D. in Plant Breeding
- Ph.D. in Soil Science
- Ph.D. in Animal Science
- Ph.D. in Agricultural Education

services to the community and the nation at launch:

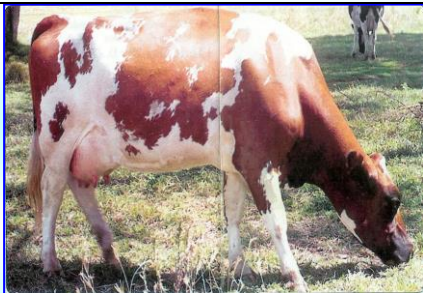
1. Feed analysis
2. Ambulatory services
3. Artificial Insemination (AI) services
4. Value addition to farm produce
5. Advisory in good agricultural practices
6. Involvement in climate change mitigation activities
7. Various student clubs activities e.g. Environment club, Wildlife club

To improve on its extension services the faculty envisages the provision of the following in the future:

- High quality breeding stock (dairy goats and llamas)
- Waste recycling techniques
- Short courses on recent technologies in livestock and plant production

THE UNIVERSITY FARM

This Practical facility will enhance students' acquisition of practical skills in animal health and production. It will also help students' in the management of various farm animals including other alternative and acceptable sources of animal products in Kenya such as avian, ruminants, fish, and reptiles. The University farm also has an objective of developing a superior domestic animal genetic reserve for our country. Farmers' extension services are also offered through this Department.



The Chuka University Dairy cows



Llamas: The elegant beasts of burden

FACULTY OF SCIENCE, ENGINEERING & TECHNOLOGY

The mission of the Faculty is to generate, transmit and preserve high quality knowledge by promoting independent and interactive learning, a scientific inquiry culture and striving for diverse national and global development in pure and applied research in sciences and technology, while seeking to integrate these various perspectives. This is in line with the University's vision plan and mission as elaborated in the Strategic Plan.



The Science Tuition Complex



Students learning use of the Atomic Absorption Spectrophotometer

The objectives of the faculty are; to promote high quality services and training in science and technology to our students; to coordinate teaching and learning activities in various departments in the faculty; to facilitate research and innovation in science and technology for

social and economic development; to improve governance, leadership and management of faculty affairs; to attract and train highly motivated staff in science disciplines; and to enhance awareness of the biology of HIV/AIDS among faculty staff and students.

The Faculty has grown since its initiation and currently has four departments of Physical Science, Computer Science, Nursing, and Biological Sciences. Student as well as teaching and non-teaching staff populations have also increased. The University recently acquired and commissioned the High Performance Liquid Chromatography machine to enhance the quality of training. A new computer lab with state of the art computers has also been put in place. Expansion of laboratories for training in physical and biological sciences is also ongoing. Plans are underway to establish Health Sciences and Engineering Faculties to expand educational opportunities in these areas.

The Faculty trains outstanding scholars, researchers and specialists, who contribute resourcefully to the development and well-being of humanity. The Faculty collaborates with the society and industry at national and international levels in sharing of knowledge and fostering of freedom and peaceful coexistence. It is gratifying to note that Nursing Council of Kenya has accredited the nursing courses offered by the University.

Academic Programmes

The continuing and new academic programmes include:

- Cert. in Bridging Mathematics, Biology, Chemistry and Physics
- Cert. in Computer Literacy
- Cert. in Computer Science
- Cert. in Mathematics
- Diploma in Computer Science
- B.Sc. Biomedical Science and

Technology

- B.Sc. in Actuarial Science
- B.Sc. in Applied Computer Science
- B.Sc. in Applied Statistics
- B.Sc. in Biochemistry
- B.Sc. in Biology
- B.Sc. in Chemistry
- B.Sc. in Zoology
- B.Sc. in Botany
- B.Sc. in Electrical and Electronics Engineering
- B.Sc. in Clinical Medicine and Community Health
- B.Sc. in Computer Science
- B.Sc. in Environmental Chemistry
- B.Sc. in Environmental Health
- B.Sc. in Mathematics
- B.Sc. in Fisheries and Aquaculture
- B.Sc. in Health Records and Information Management
- B.Sc. in Human Nutrition and Dietetics
- B.Sc. in Industrial Chemistry
- B.Sc. in Instrumentation and Control Engineering
- B.Sc. in Mathematics
- B.Sc. in Microbiology and Biotechnology
- B.Sc. in Mining
- B.Sc. in Nursing
- B.Sc. in Nursing (Upgrading)
- B.Sc. in Physics
- B.Sc. in Engineering Physics
- M.Sc. in Applied Mathematics
- M.Sc. in Applied Statistics
- M.Sc. in Statistics
- M.Sc. in Biochemistry
- M.Sc. in Botany (Genetics)
- M.Sc. in Botany (Microbiology and Biotechnology)
- M.Sc. in Botany (Plant Pathology)
- M.Sc. in Chemistry
- M.Sc. in Computer Science

- M.Sc. in Medical Parasitology
- M.Sc. in Medical Physics
- M.Sc. in Nursing
- M.Sc. in Nutritional Sciences
- M.Sc. in Physics
- M.Sc. in Zoology (Animal Physiology)
- Ph.D. in Applied Statistics

The University has embarked on an ICT network based on Fibre, CAT 6 cabling and Panasonic PABX (VOIP) as shown above. Through KENET the University has budgeted 1 MB Internet Link Services. The ICT has the mandate to provide technical advice on ICT matters relating to hardware, software and networks. The centre also provides IT and communication services in support of teaching and research at Chuka University. These include:

- Ph.D. in Applied Mathematics
- Ph.D. in Botany
- Ph.D. in Chemistry
- Ph.D. in Physics
- Ph.D. in Pure Mathematics
- Ph.D. in Zoology
- Providing specification for acquisition of hardware, software and ICT networking components and accessories.
- Maintaining and repairing of all computing equipment.
- Design and installation of communication networks.
- Facilitating the use of ICT in teaching and research.
- Enforcing software licensing compliance and ICT standards.

FACULTY OF ARTS AND HUMANITIES



The Faculty of Arts and Humanities Complex

The mission of the Faculty is to train and develop highly qualified, competent, upright and well-rounded graduates, who can create opportunities and address the various challenges facing humanity in the 21st century and beyond. The Faculty has qualified, committed and highly motivated members of academic and administrative staff who are always ready to serve you. Welcome to the Faculty of Arts and Humanities

Welcome to the Faculty of Arts and Humanities at Chuka University. The mission of the Faculty is to train and develop highly qualified, competent, upright and well-rounded graduates, who can create opportunities and address the various challenges facing humanity in the 21st century and beyond. The Faculty has qualified, committed and highly

motivated members of academic and administrative staff who are always ready to serve you. The Faculty offers a wide range of academic programmes developed to meet relevant national and global needs. The Faculty offers service courses to the Faculty of Education and Resources Development in the following subjects: Kiswahili, English, Literature,

Geography and History. The Faculty of Arts and Humanities also houses and offers University common core courses such as Philosophy, Skills, National Cohesion and Corporate Governance, Ethics and Integrity.

Academic Programmes

The following programmes are offered in the Faculty:

- Cert. in Community Development
- Cert. in Criminology and Security Studies
- Cert. in Disaster Management
- Cert. in Leadership and Public Administration
- Cert. in Project Planning Management
- Cert. in Social Work
- Dip. in Community Development
- Dip. in Criminology and Security Studies
- Dip. in Disaster Management
- Dip. in Journalism & Mass Communication
- Dip. in Leadership & Public Admin.
- Dip. in Project Planning and Management
- Dip. in Social Work
- B.Sc. in Community Development
- B.Sc. in Economics and Statistics
- B.Sc. in Information Science
- Bachelor of Library Information Studies
- B.A in Communication Studies
- BA in Criminology and Security Studies
- BA in Economics and Sociology
- BA in English, Literature, Sociology
- BA in Geography, Economics, Sociology
- BA in Geography and Kiswahili
- BA in Mathematics, Economics, Sociology
- BA in History, Economics, Sociology
- B.A in Journalism & Mass Communication

- BA in Government & International Relations
- BA in Philosophy
- BA in Religious Studies
- Bachelor of Psychology
- Bachelor Arts in Communication & Media
- M.Sc. in Community Studies & Extension
- MA in Criminology, Security and Justice Studies
- MA in English Language and Linguistics
- MA in Geography
- MA in History
- MA in Kiswahili
- MA in Literature
- MA in Religious Studies
- MA in Sociology
- Master of Journalism and Mass Comm.
- Masters in Counselling Psychology
- Ph.D. in Counselling Psychology
- Ph.D. in Community Development
- Ph.D. in English
- Ph.D. in Geography
- Ph.D. in Kiswahili
- Ph.D. in Linguistics
- Ph.D. in Educational Psychology

The following programmes will be offered in the near future:

- Diploma in Peace Studies and Conflict Resolution
- BA in Social Work
- BA in International Relations
- BA in Leadership and Public Admin.
- Diploma in Public Relations
- Dip. in Diplomacy & International Relations
- Bachelor of Laws

All courses offered in the Faculty are carefully developed to cater for the relevant student needs, and in consideration of their application to the socio-cultural and economic needs of the country. This Faculty is committed to its role of providing academic and intellectual leadership in consolidating relevant and innovative knowledge for sustainable, socio-cultural and economic development in the country.

DIRECTORATE OF OPEN, DISTANCE AND E-LEARNING

Distance education is any teaching and learning process in which all or most of the teaching is conducted by someone separated by space and/or time from the learner, with the effect that all or most of the communication between teachers and learners is through media, either electronic or printed technologies. The rationale for distance education has been to open opportunity for learners to study regardless of geographic, socio-economic or other constraints.

ODEL allows learners and facilitators to respond and adapt better to the emerging technology and changing landscape of education in the 21st century. ODEL is therefore committed to meeting the changing needs of our society by developing learning opportunities that increase learners' access, support, success, and provides quality instruction.

Advantages of the ODEL programmes

1. The programmes will be run on a trimester cycle, which means that students enrolled in the bachelor's degree programmes will complete their studies within three calendar years.
2. The fees charged for the programmes are lower than the ones charged for on-campus study.
3. All newly admitted students will be provided with a free tablet uploaded with the units registered for. The students can therefore study anywhere, anytime and at their own pace.

Programmes

1. Bachelor of Agribusiness Management
2. Bachelor of Commerce
3. Bachelor of Science in Community Development
4. Bachelor of Education (ECDE)
5. Bachelor of Arts in Criminology & Security Studies
6. Bachelor of Science in Nursing
7. Bachelor of Science Agricultural Economics

BOARD OF POSTGRADUATE STUDIES

The Board of Postgraduate Studies and Research is dedicated and receptive to engagements for mutual benefit to the country and the graduates by offering excellent preparation for careers that require strong scientific knowledge, mastery of hands-on management and research techniques, and the ability to work effectively with the public. The Board is charged with the following responsibilities:

- a) The harmonizing of postgraduate syllabuses and regulations
- b) The admission of postgraduate students
- c) The administration of postgraduate scholarships and research grants

- d) The overseeing of the proper conduct, supervision of postgraduate study programmes and the administration and processing of postgraduate examinations, research projects and thesis.
- e) The general welfare and discipline of postgraduate students.

Graduate School started graduating students in December, 2008, when the first batch of postgraduate students admitted in 2005 graduated in then Chuka University College. These were followed by the first Masters group that graduated in November 2010. Up to now, Chuka University has graduated Masters' students in all the disciplines offered. Besides, from the year 2010, Chuka University has graduated PhDs in the areas of Educational Management and Guidance and Counselling.

On 28th March 2010, the Directorate was added the mandate of research. This new mandate has anchored research activities in the University contributing positively towards achieving the Kenya Vision 2030. The University has an active Internal Research Funding (IRF) research kitty which research among the members of staff and postgraduate students. Among the core values of the Graduate School in its quest to give excellent service to humanity include integrity, professionalism, teamwork, customer focus, passion for excellence and devotion to duty.

BOARD OF UNDERGRADUATE STUDIES AND PRACTICUM

The Board of Undergraduate Studies and Practicum is a statutory body of the University which is charged with the coordination of all undergraduate programmes and student attachment.

Specifically the board is responsible for:

- Review of and recommendations to the senate on the quality of undergraduate degree and diploma curricula
- Promotion of inter-disciplinary collaborations at undergraduate level.
- Coordination of recommendations to the senate regarding rules and regulations formulated by the Departments and Faculties governing undergraduate studies.
- Co-ordination of Award Schemes for academic excellence for undergraduate students and forwarding recommendations to the Deans' Committee.
- Coordination and facilitation of field/industrial attachment programmes and Teaching Practice.
- Coordination of Student Attachment and Exchange Programmes.
- Evaluating teaching effectiveness and learning at undergraduate level.
- Formulating and reviewing course scheduling and Time-Tabling policies.

The Board is continuously establishing linkages with government departments, industry, and Non-governmental organizations where the students take up internships. We are grateful to the many organizations that have accepted to take in our students as they do provide a significant step for them in entering the job markets

DIRECTORATE OF QUALITY ASSURANCE AND PERFORMANCE CONTRACTING

The Directorate of Quality Assurance and Performance Contracting is charged with the responsibility of all activities related to quality assurance and performance contracting in the University. The core task areas of this Directorate are:

- 1) Monitoring and evaluating implementation of the Strategic Plan and QMS.
- 2) Coordinating and monitoring the implementation of the targets set in the Performance Contract between the Government and the University Council.
- 3) Evaluating teaching effectiveness of lecturers.
- 4) Coordinating evaluation of departments on the achievements of the targets set in the Performance Contract and preparation of quarterly reports.
- 5) Coordinating tracer studies to avail information on performance of graduates in the field, relevance and worth of University academic programmes and courses.
- 6) In general, to make recommendations that would help improve ranking of the quality processes, products, and services in the University.
- 7) Work in liaison with the Board of Undergraduate Studies and Practicum and the Board of Postgraduate Studies to recommend review academic programmes.

DIRECTORATE OF EXAMINATIONS AND TIMETABLING

The efficiency of running the University's academic programmes depends on the effective planning and coordinating of the academic calendar in relation to the functions of other University systems. The University through its various academic programmes train professionals and non-professionals in the public and private sectors. This is in line with the University's Vision: A Premier University for the provision of quality education, training and research for sustainable national and global development. Such professionals are assessed through the University examination processes.

The functions of the Directorate are:

- Preparation of the academic calendar for the undergraduate and postgraduate programmes in the University.
- Preparation of the teaching, consultation, and examinations timetables at the beginning of each semester for all degree, diploma and certificate programmes.
- Ensure that both teaching and examination timetables are followed as scheduled.
- Co-ordination of academic field trips during the semester.
- Arrange use of various lecture halls for academic and non-academic purposes.
- Maintenance of lecture halls, theatres, workshops and laboratories in collaboration with other relevant departments.
- Processing of all the University examinations.
- Co-ordinating examinations and providing necessary logistics and materials.
- Ensuring that standards and procedures of examinations are maintained.

- Works closely with Deans and Chairman of departments on monitoring of implementation of the curriculum.
- Facilitating invitation and the work of all the external examiners.
- Preparation of semester reports on the conduct of examinations to inform decision making by the University Management.

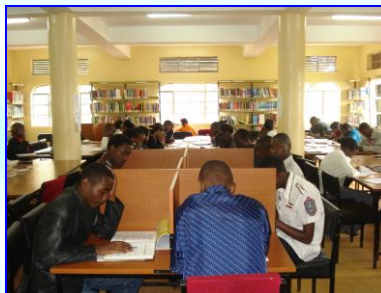
LIBRARY SERVICES



*Prof. Joseph M. Kavulya, Ph.D.
University Librarian*

The mission of Chuka University Library is to provide the University community with access to information in all formats including books, e-books, e-Journals and newspapers. The core objective of the library is to support study, teaching and research within the framework of the university programs by providing the relevant information resources and professional service. The library provides its users with a collaborative environment, where students, faculty, and staff can access an extensive collection of quality information resources in a variety of formats to enhance the academic work of the university.

It carries out the basic functions of acquiring, processing, organizing and disseminating information in line with the mission of the university. The Library provides access to current and up-to-date information. The library sitting capacity in the main campus is 800 students.



The Chuka University Library

The branches of the library are:

1. Main Library
2. Embu Campus Library
3. Business Complex Block Library

Library opening hours

Monday to Friday: 8.00 am-10.00 pm
 Saturdays: 8.00 am-6.00 pm
 Sundays 2.00 pm-6.00 pm (reading only)
 Public holidays: Closed

Membership

Chuka University library membership is restricted to registered students, members of staff and persons recommended by the designated University Officers.

Information Resources

The library has a variety of electronic, print and non-print resources available for its users. Library users are welcome to read e-books and e-journals in CDs on various subjects. These resources are loaned to users to read through personal computers or at the University computer laboratory. The Library maintains a comprehensive collection of materials in various formats including books, loose and bound periodicals, pamphlets, newspapers for use by all faculties at the University.

STUDENTS WELFARE SERVICES

Welcome to Chuka University. When you were admitted and registered as a student you automatically become a member of Chuka University community. This Students' Information Handbook contains general information on students services, recreation and games among others, as well as University polices and available facilities. Also included are rules and regulations that you are expected to adhere to while you are a student at Chuka University.



*Dr. Benjamin M. Kanga,
Ag. Dean of Students*



Chuka University Student Counsellors

You will find a lot of interesting information in this Handbook that will help you to adjust and be adapted to the campus environment with ease. Each student will bear the responsibility for any misinterpretation of rules and regulations. Having been admitted to the University, please note that the primary purpose is the pursuit and achievement of academic goals. We pray that you enjoy your studies and stay at Chuka University.

Historically Chuka University has evolved from a small campus to a fully-fledged University. One of the impacts of this evolution has been dramatic growth in student population, variety and academic programmes. The challenge for the University therefore is to provide adequate, effective and appropriate support services for the

students and a University environment that will enhance the main enterprise of the University which is pursuit of academic goals.

While the main enterprise at the University is academic, learning and teaching, University students are also undergoing other significant and critical developmental and growth processes, which require a University environment that fosters and enhances all these processes. Academics should not be pursued in isolation. We therefore aim at developing the ‘whole’ student. We also recognize that each student has unique qualities and aptitudes and we should provide each one of them an opportunity to do their best and exploit them.

The Mission and Mandate of Students’ Welfare Department

- To develop, nurture and promote an enabling environment that supports and enhances both academic and other developmental processes of students.
- To offer services and support for the general welfare of students.
- To design and implement programmes and activities that assist students to develop physical, psychological, social, spiritual, and leadership capabilities.
- To liaise with University Departments and Faculties to ensure that each and every individual student achieves full potential and prepares for the challenges in life.
- To serve as an advocate for students by ensuring their interests are served in strategic aspects of University operations.
- To develop a culture of co-existence by designing programmes that nurture and encourage a sense of community among students and staff members.
- To promote and disseminate knowledge about characteristics of students and the factors that affect students’ growth and success, and advise the rest of the University on the same.

Coordinated Aspects

The aspects the Students’ Welfare Department coordinates include:

- Career placement.
- Coordination of students’ activities (organizations, clubs, associations, and welfare societies among others.)
- Work study and vocational placement of needy students.
- Inter-University sports and games programmes.
- Orientation of first year students in academic, social, vulnerable and gender issues, among others.

COUNSELLING SERVICES

This section is headed by students’ counsellors. The primary mission of the counselling section is to assist students develop skills for establishing and maintaining personal and social relationships, in the formulation and implementation of their educational and career plans, to facilitate student self-understanding and self-acceptance. The staff in counselling section will assist students to:

- Become more proficient in life skills such as choosing between alternatives, effective interpersonal communication and enhancing potentials.
- Improve insight and self-understanding that will enable students deal with feelings from tensions.
- Cope with crisis and learn how to resolve problems.
- Facilitate emotional, spiritual and psychological healing so that students move towards wholeness, especially in light of brokenness brought about by crises.
- Reconciliation: assist students to move toward restoring wholeness in broken or strained relationships with those who constitute their social environment.
- Sustenance: supporting students by standing by them and sharing burdens with them while responding to crisis.
- Guiding: assisting students to make decisions by drawing from within them the potential available in their own decision-making.
- Informing: clarifying alternatives to students to provide specific new information and data for decision-making.
- Nurturing: assisting students to negotiate the sharp curves of psychological, physical, emotional, social and intellectual development.

Peer Counselling

- Peer counsellors are group of students recruited and trained by Chuka University to counsel their peers.
- They are trained and highly sensitized to the needs of those around them and can respond appropriately to those needs. Peer counsellors are trained to counsel on a wide range of issues and areas that include: relationship concerns, sexual harassment, unplanned pregnancies, stress, financial and time management, roommate problems, academic challenges, religious issues, alcohol, drug and substance abuse etc
- Peer counsellors can also help students acclimatize and adjust to new University environment. They are always near you in the residential halls, lecture hall, dining halls and around the campus.

Alcohol, Drug and Substance Abuse

Research has shown that alcohol and marijuana (*Cannabis sativa*) are the prevalent drugs mostly abused by University students in many countries of Africa. Certain factors such as peer pressure, easy availability of the substances, parental and societal influences, emptiness in life, and advertising media pressure, among others, play a leading role in the use and abuse of alcohol and drugs. These substances have far reaching adverse physical, social, economic and psychological effects. Using these substances as a way of escaping or dealing with everyday problems and pressure of growing up is increasing.

When you are under some stress and feel tempted to turn to drinking or taking drugs, please go to the Counselling Services Centre or talk to a peer counsellor. There are also caring staff that will provide you with the necessary help. They will treat you with the utmost confidentiality. As an educational institution, the University is committed to providing an environment that enhances and supports the intellectual growth of all its students. The University community has the collective responsibility to ensure that this environment is conducive to healthy intellectual growth. Possession, sale and consumption of controlled substances by students are prohibited both on campus and off campus. Students should note that if caught in possession of illegal drugs by the State security agents, they will be prosecuted in a court of law.

Chaplaincy and Spiritual Facilitation

Chuka University provides an environment for free interaction of all religious groups. Various religious groups request for classrooms which they use as venues for their activities. The Chaplain and the Patrons of various religious groups are also available to provide pastoral care, spiritual guidance and direction to individuals and groups. The religious groups that are registered at the Dean of Students office are: Christian Union, Young Christian Students, Seventh Day Adventist, and Muslim Students Association. The University chaplaincy serves as a resource and referral centre for students and staffs who wish to explore their spiritual needs and counselling. The mission of the chaplaincy is to organize, coordinate, offer spiritual and counselling services and to serve and act as link between the University administration and the religious groups.

Death and Bereavement

This is a situation where a student may pass away during the academic session. If a student passes on while in the University, the University provides transport for student colleagues to his or her final resting place. Before any arrangement is made, documents from the hospital or medical department confirming the death must be provided to the Dean of Students, who will in turn officially inform the Vice Chancellor. The Vice Chancellor will officially inform the University community about the occurrence of the death. Students who wish to go for the funeral must apply to the Dean of Students for transport five days before the date of travel.

Mail

Students should give the University Post Office Box shown below to any party wishing to post mail to them while in session. The code number must be shown.

Chuka University
The Department
P. O. Box 109-60400, Chuka

They should also indicate the name of their **respective academic department and phone number** to facilitate delivery. Letters shall be collected from the central registry.

UNIVERSITY HEALTH SERVICES

The department is a service unit whose mission is to maintain a healthy environment through offering curative, preventive and rehabilitative health services to staff and students. The facility is manned by qualified staff in the areas of clinical, nursing, public health, pharmaceutical, medical records, and other specialized services. Services available to students include consultation, basic laboratory investigation and dispensing of drugs. In case of persistent problems or complications the patient is referred to the district or provincial general hospitals. One can be referred to a private hospital on request by the parent or the guardian. The money paid by the student does not cover the cost of CT scan, echocardiography, ECG, EEG, dental extraction and teeth filling, purchase of spectacles, hearing kits and hospital admission.

Students with Special Needs

A disability is any impairment that substantially limits an individual in a major life activity. Staff and volunteers work with students who have physical challenges. Students faced with unexpected illness and injuries are encouraged to immediately report to the Medical Department and thereafter to the Dean of Students' office.

STUDENT FINANCES

Loans and Bursaries

Currently, the Higher Education Loans Board (HELB) awards loans and bursaries. Students are expected to collect bursary application forms at their respective District Commissioner's office or at the County Government offices, depending on the arrangements.

Students seeking loans should apply directly to HELB. It is the prerogative of HELB to consider the amount of money to give each student depending on the amount of information given in the form. The University has no part to play in the issuing of loans and bursaries. No student will be registered unless he or she completes fee payment for the current and previous semesters. It is the University policy that students pay full amount of fees as required on the first day of reporting before they are registered. Students are required to register in person at the beginning of the date designated in the academic year calendar. No student will be registered two weeks after commencement of the semester.

Caution Money

Caution money is for damages, losses and breakages of University property. Currently a student is required to pay Ksh 2,000 during registration. This money should remain throughout out the student's academic life and is refunded upon producing a clearance certificate at the end of the academic period or discontinuation of studies.

Work Study Programme

The work study programme is designed to assist financially needy students to enable them meet their basic educational needs and expenses. Students who wish to apply

should write to the Dean of Students when the program is advertised. Only students in session are allowed to apply and interviews are conducted for job placement. Students work during their free hours up to 15 hours per week. They are supervised by the respective Heads of Department and must follow the laid down rules and regulations. The University reviews payment of students in the programme from time to time. Work study programme ends one week before the start of examinations to allow students to prepare for the examinations.

GAMES, SPORTS AND RECREATION

The University has a well-established sports and games section manned by qualified and adequate personnel. There are a variety of disciplines i.e. Soccer, Hockey Basketball, Volleyball, Netball, Handball, Lawn Tennis, Martial Arts and Athletics (track, field and cross-country), among others. The University has excellent sports facilities with field and track facilities. Indoor games (darts, scrabble, table tennis, chess, and badminton) are also available. Students are encouraged to make use of these facilities for either competitive or pure recreational purposes as physical fitness is important for everyone's health. The University holds internal competitions and friendly games with other academic institutions. The University

will take part in the Kenya Universities Sports Association games (KUSA), national leagues and tournaments, East Africa University games, Africa University games, and world University games subject to qualifying and availability of finances. Games items must be surrendered to the Games Tutor at the end of the games, failure to which the student is to pay for the items before the end of the semester.



ACCOMMODATION SERVICES

Halls of Residence

The University halls of residence cater for both female and male students. Staff members in the halls of residence are responsible for keeping the halls tidy and functional, ensuring that students are comfortable. Students are expected to keep their rooms clean at all times.

Room Allocation

A student will be considered for room allocation subject to the following conditions:

- Availability of bed space.
- Application for room and presenting of the official payment receipt.

- Students must have maintained acceptable conduct and demeanour.
- Other details are found on the room allocation application form.

Keys

Keys remain the property of the University at all times. A student should not take the keys home during the long or short vacations, and should not lose them. The keys must not be duplicated. Any loss of keys must be reported to the Halls Officer, who will replace them at a fee. Keys must be handed over to custodians during clearance at the end of each semester.

Sanitary Bins

Ladies' halls have sanitary bins, which must be used appropriately to drop in used sanitary towels so as to maintain hygiene in the hostels.

Entertainment

For TV, DSTV and video viewing, students use Kirinyaga Hall. When planning for a meeting or organizing a recreational event, students must seek permission and possibility of facilitation from the Dean of Students office.

Non-Residential Students

They are represented in the Student's Congress by two students. The non-residential students make their own arrangements with landlords. The Dean of Students can assist students to locate rental places.

UNIVERSITY FACILITIES

All meetings or events that utilize University premises or facilities shall be scheduled in accordance with the University time-table. A group intending to use University premises or facilities must apply in writing to the Dean of Students through the Patron. Application letters must reach the Dean of Students' office at least three days before the function. An individual or group of students applying for the use of a premise or facility must take good care of it and shall be held responsible for any damage.

Students are advised to desist from tampering with fire fighting appliances that are meant for fire fighting purposes only. Students are advised against the misuse or wilful damage or destruction of: University property, in default of which such student(s) shall bear full responsibility thereof.

No student is to keep a motor vehicle in the University premises without the written permission of the Deputy Vice-Chancellor (Administration, Finance and Planning). Such permission shall be issued on production of all relevant documents. Such permission may be refused or withdrawn without giving any reason.

TRANSPORT SERVICES

Chuka University offers transport services for academic and non-academic trips. Note, however, that preference in transport allocation is given to academic trips. The academic trips are organized by the academic departments. For non-academic trips (social and welfare activities), students organizing for such trips must apply to the Deputy Vice-Chancellor (Administration, Finance and Planning) through the Patron and the Dean of Students at least three weeks before the event. When permission is granted a full list of names of students on a trip must be submitted to the Dean of Students. Registered and functional organizations shall be granted permission to use University transport services and such organizations must submit their semester programme requiring transport to the Dean of Students for proper coordination. For non-academic trips, students will be required to meet the cost of fuel, driver's subsistence and wear and tear charges. In all trips, students must be accompanied by the Patron or a member of staff and must exercise acceptable discipline and conduct.

CATERING SERVICES

The Catering Department is a service unit which compliments other services offered by other departments within the University. We provide pay-as-you-eat (PAYE) catering system to all students and staff. The department provides a variety of meals suitable to our customers. The department provides external catering and serves meals after official hours provided prior arrangements are made in writing. A student referred by a Medical Doctor due to illness is required to provide a medical report to the University Medical Officer who will notify the catering officer, to discuss special meal plan or diet requirements.

SECURITY SERVICES

The Security Department is charged with the responsibility of providing security services to the University. It is headed by the Chief Security Officer, who is assisted by supervisors and other security staff. The basic duties of the department include:

- Protection of University staff, students and their property within the University.
- Guarding of the University property.
- Investigating cases reported to the department.

Among the issues handled by the department are:

- Theft/losses
- Assaults among students
- Missing students
- Gender conflicts
- Consulting with the government security services where applicable.
- Confirming the loss of University identity cards

The department also liaises with others sections of the University on matters affecting the security and comfort of the students and staff. The security office appeals to all students and staff to volunteer vital information to security office for their own safety and that of the University at large.

Personal Safety and Gender

Whereas security is provided and there are rules and regulations that govern the code of conduct and relationships in the campus and in the University community, precautions should be taken at the individual level. Sometimes there are conflicts and unfortunate occurrences. For example: Physical assault caused by an intoxicated individual under the influence of alcohol or drug abuse may occur in the context of any relationship. If you or your friend is physically assaulted or have fears for your physical safety or the safety of others, report such matters to the security office and Dean of Students Office.

To avoid involvement in incidences of assault, students are advised to take the following precautions:

- Be aware that alcohol and drug abuse impair your judgment and you can lose control over yourself.
- Stay alert especially if there are strangers around you.
- Avoid the company of people you do not know and trust.
- Avoid secluded places and odd hours.
- Meet in public places until you get to know someone.
- Set clear sexual limits.
- Keep your door locked at all times and don't open if you are not sure of who is knocking or seeking to enter.
- Remember to stay SAFE always.

NOTE:

University students are at a higher risk of being sexually assaulted by an acquaintance than by a stranger. Freshers are likely to be taken advantage of by other students or even members of staff. Be aware that physical abuse can worsen and become cyclical. Don't simply ignore it thinking it will just end. Report it immediately it occurs to relevant offices.

Sexual Harassment

This is deliberately and persistently annoying another person and/or making unwelcome sexual advances, requests for sexual contact and other verbal or physical advances of a sexual nature. Chuka University is committed to creating and maintaining an educational environment free of disrespectful behaviour or communication that interferes with student activities or performance, or creates an intimidating or hostile environment.

Any student who is subjected to sexual harassment by a member of staff should report the incidence immediately to the Dean of Students. The report will be investigated, and the student will be asked to write and to sign a statement confirming the facts of the report. The results of the investigation will be reported to the Vice Chancellor or appropriate administrator for action. Any student who knowingly files a false claim of sexual harassment will be subject to disciplinary action.

Pregnancy and Child Care

Pregnancy disrupts academic performance and therefore you are advised to steer clear of it. In order to protect the health of the mother and the child, it is recommended that expectant students vacate University halls of residence three months before delivery. Expectant students should take maternity leave. Affected students should seek guidance and counselling from the Dean of Students' office.

HIV/AIDS & STI Policy

We are living in an era where HIV/AIDS, sexually transmitted diseases and other infections are real. Students are encouraged not to put themselves in compromising circumstances that can make them vulnerable to such infections. In addition, students are encouraged to be good managers of their finances and to avoid spending money on alcohol, drugs and other substances that might result in casual sex.

The consequences of irresponsible sex include: sexually transmitted infections, exposure to HIV and subsequent development of Aids and unwanted pregnancies. It is known that students are often reluctant to seek medical treatments immediately they get symptoms of an STD, probably due to stigma or presumed embarrassment. Some may even continue to have unprotected sex with increased transmission to other unsuspecting students.

The following recommendations are proposed:

1. While on Campus, students should attend various seminars where topical issues are often presented and discussed e.g. information and education sessions conducted by peer counsellors.
2. Students should not indulge in risky and careless sexual behaviour.
3. ABSTAIN, but students who cannot abstain from sex or who cannot maintain a faithful monogamous relationship should use condoms.
4. Remember even faithful monogamous relationships can lead to unwanted pregnancies which will eventually affect the academic performance, especially for female students.

First year students should attend all orientation sessions arranged for them by the University. This and many more challenges that could face them in campus are openly discussed and crucial lifelong skills are shared.

CHUKA UNIVERSITY STUDENTS' ASSOCIATION (CUSA)

The Students' Association referred to as **CUSA** is recognized by the University Council as an organization that represents all the students. The Students' Welfare Department works closely with the Students' Association which is their governing body. Through **CUSA**, the Students organize their individual and collective views, interests and activities in the University.

Through the leaders the students are represented in the various constituent organs of the University. As provided for in the **CUSA** constitution, the students hold free, fair and democratic elections once every academic year. The Students' Welfare Department organizes an induction seminar for the student leaders. The objectives of the workshop are:

1. To introduce students leaders to the organization and functions of the University administrative organs in relationship to student affairs.
2. To equip the new **CUSA** executive committee with leadership skills.
3. To foster understanding between student leaders and their neighbours.
4. To introduce students leaders to the principles of effective and acceptable negotiation and bargaining skills.
5. To equip the leaders with counselling skills.

Objectives of CUSA

- To champion democratic rights of students while embracing virtues and principles of social justice, consensus building, integrity and constructive engagement.
- To utilize leadership skills in case of crisis, disagreement and conflicts.
- To encourage students to be creative and innovative.
- To encourage students to observe social justice, and moral principles
- To participate fully in University activities to make it achieve its Mandate, Vision, Mission and Objectives.

The Students' association operates under the office of the Dean of Students, which also acts as the linkage between students and the administration. The association plays a very important role in the University. The students are therefore advised and encouraged to participate actively and positively in the affairs of their association.

Students' Clubs, Societies and Movements

Students are encouraged to organize themselves into Clubs, Movements and Societies for ease of interaction, flow of information, sharing of interests and knowledge. Each club is required to register with the Dean of Students' Office and should have an approved constitution. Each clubs must also have a patron.

The professional clubs organize symposia among other activities in the University. Some of the active registered groups include: Y.C.S, RED CROSS, C.U, WILDLIFE CLUB, M.S.A, INSTEP, THE GUILD, and SDA Students Association.

Patrons

The responsibility and duties of patrons of student organisations include:

- (a) To be available for mentorship, counsel and assistance, and to plan activities of the organisation with the members.
- (b) To play active role in supervising, motivating and encouraging students to be involved in clubs.
- (c) To be present at regular meetings of the organisation
- (d) To spread the mission, vision and objectives of the University in associations.



CUSA Leaders 2019

CHUKA UNIVERSITY ALUMNI ASSOCIATION

The Chuka University Alumni Association (CUAA) was launched on 7th February 2014. Members consist of all persons who have successfully completed their studies, have been awarded diplomas or conferred degree by Chuka University and have paid their subscriptions as prescribed by the alumni constitution. The functions of the alumni include; to bring together graduates of the University, to be ambassadors of the university and to promote the University's welfare and image, members can participate in the appointment of future University's Chancellor, to initiate, co-ordinate and organise fundraising for the University and to elect from among its members an Executive Committee.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Every student has the right to freedom and protection from all forms of discrimination or harassment on the basis of race, ethnicity, gender, sexual orientation, religion, political belief, creed, national origin, age or handicap. The University shall not interfere with the rights of students to join any registered association. Students should have accurate information relating to the maintenance of acceptable academic standing, graduation requirements and individual course objectives and requirements. In all instances of general discipline, academic discipline and academic evaluation, the student has the right to fair and impartial treatment.

The University recognizes the right of all students to discuss, to exchange thoughts, and opinion, and to speak, write or print freely on any subject in accordance with the Kenya Constitution 2010. The University considers the freedom of enquiry and discussion as essential to a student's intellectual development. In exercising their rights and freedom students should not infringe on other people's rights and freedom. Students are responsible for their behaviour, actions, conduct and the protection of environment and common facilities for everybody in the community. A student who feels aggrieved should report the matter to the Dean of Students, Dean of their respective Faculty or Security Office.

Processions, Demonstrations and Ceremonies

It shall be an offence for any student or group or organization or association while on campus to organize or participate in any form of demonstrations, processions, ceremonies, picketing or any other meeting for which permission has not been sought and granted by the University administration, in addition to any other permits which may be required by the national law. Permission to hold a meeting in the University premises shall be granted by the Dean of Students and information or report given to the Chief Security Officer. Where such processions, demonstrations and ceremonies have been organized unlawfully, the organizers shall be subject to appropriate disciplinary action.

Channels of Communication

Students are informed that the University has laid down procedures for tackling their issues, starting from the Dean of Students' Office. Students are expected to refer issues affecting them (either individually or through their leaders/representatives) to various departmental heads, so that the issues are listened to and sorted out amicably. It is every student's responsibility to keep channels of communication effective and appropriate without breaking the code of conduct.

Correspondence, Press, Mass Media, Public Speakers and Posters

Correspondence to the press or other mass media by an individual or officials of the students' organization shall bear their individual name and signatures. It shall be an offence to make slanderous and/or irresponsible statements about matters affecting the

University or students organizations. Publishing, writing and/or distribution of anonymous literature of a malicious nature, including placards, shall be subject to disciplinary action. Displays of advertising notices on University premises shall be subject to approval by the Dean of Students Office. **For transparency and effective governance of the University, students and their officials are encouraged to copy to the Dean of Students all correspondence between them and government officers, foreign governments, Cabinet Secretaries and Members of Parliament or other dignitaries, sponsoring bodies or other such bodies, on matters pertaining to the University.**

Invitation of Cabinet Secretaries, government officials, politicians and representatives of foreign governments or any important persons to visit the University in their official capacities shall be notified within adequate time to the Vice-Chancellor through the Dean of Students.

LEAVE OF ABSENCE/ DEFERMENT OF STUDIES

The University shall grant the following types of leave: sick, maternity/paternity and compassionate leave. Request for leave shall normally be supported by documentary evidence. In all cases of absence from classes on account of illness and maternity, a Medical Officer or any certified medical practitioner will make a recommendation to the Dean of the relevant faculty and Dean of Students. Where a student has been treated by a private practitioner, the medical certificate shall be submitted to the University Medical Officer for record keeping purposes. Leave application forms available in the university website must be signed by the applicant at least one day before leave begins.

The University shall not entertain any claims where a student leaves without prior official permission. Students who wish to interrupt their studies at any time before graduating due to fees or any other cause, **MUST** apply for permission to the Dean of Faculty through the Chairman of Department. A student who is granted leave or discontinues studies is expected to vacate University premises as soon as possible.

The need to obtain prior formal leave of absence may be dispensed with in situations of medical emergency and any other situations where urgent action needs to be taken for the prevention of bodily harm and the preservation of life, provided that a report is made to the Dean of Faculty [or other relevant officer of the University] as soon as is reasonably practicable.

A student granted leave of absence or voluntary withdrawal during an academic session shall not be refunded tuition or rent unless application is received before the start of the semester.

STUDENTS CONDUCT AND DISCIPLINE **(ACADEMIC INTEGRITY POLICY: PART I)**

1. Introduction

- 1.1. These rules and regulations shall apply to all students of Chuka University. The students will be required to observe and abide by the rules and regulations as read and interpreted with the Chuka University Statutes.
- 1.2. The rules and regulations shall take effect and be binding upon every student of the University on registration, and as long as such a student remains registered in the University.
- 1.3. Every student shall be required to read these rules and regulations and to sign the declaration appended hereunder, that the contents and meaning hereof have been understood and shall be adhered to.
- 1.4. Nothing in these rules and regulations shall preclude the University from requiring any student to execute any bond, assurance or undertake to be of good conduct throughout his or her stay at the University.
- 1.5. When required and executed, such bond, assurance or undertaking shall have the same effect as it were part of these rules and regulations.

2. Definition of a Student

For purposes of these rules and regulations the term student means and includes:

- 2.1. Any person who has duly signed the nominal roll and is registered into a programme of study for an undergraduate degree or diploma, postgraduate degree, or any other programme of study duly and expressly recognized by the senate and council and offered by Chuka University.
- 2.2. Any other student from another University/Institution who is registered for a study in Chuka University.

3. General Conduct of Students

The University aims at providing conducive environment for teaching, learning and research in order to achieve academic excellence. In order to achieve these objectives the University community has a responsibility to create and safeguard an organized and orderly atmosphere. Consequently, all students shall conduct themselves within and outside the University in accordance with the highest standards of integrity, personal discipline and in particular shall:

- 3.1 Not keep any offensive weapon within the University premise.

- 3.2 Respect and adhere to the established administrative and academic procedures and structures of the University and these may be amended from time to time for better control, administration and operation of the University.
- 3.3 Honour the rights and privileges of other members of the University community at all times.
- 3.4 Refrain from any conduct that might bring the University or any section or programme thereof into disrepute or public odium.
- 3.5 Conduct themselves in all public places with such demeanour and dignity as befits their status as scholars and educated citizens.
- 3.6 Wear appropriate attire during study, at meal times in the dining hall, and in all University functions.
- 3.7 Desist from all acts of hooliganism, unruly or rowdy behaviour, fighting, unreasonable or excessive noise or any other acts likely to cause a breach of the peace within or outside the University premises.
- 3.8 Avoid drunkenness or other antisocial behaviour as would lead to the disturbance of other students, staff the University community generally or of members of the public.

4. Conduct in the Halls of Residence

Whereas the University is not obligated to provide accommodation to any student, the University may at its discretion, accommodate a student on application, subject to availability of rooms in the hall of residence.

Students who are so permitted accommodation in the University halls of residence shall generally conduct themselves with responsibility and with maturity and in particular shall:

- 1.1. Adhere to the laid down guidelines for obtaining such accommodation and pay all charges as may be stipulated from time to time by the University.
- 1.2. Share rooms as may be stipulated as well as other facilities of common use.
- 1.3. Host visitors in their rooms between hours of 10:00 am and 10:00 pm. only.
- 1.4. Not remove furniture or equipment from or into the halls of residence, or any other University premise, except with written permission from Halls Officer.
- 1.5. Immediately report any loss, missing items or breakages in the rooms to the house keeper or custodian of the relevant hall.
- 1.6. Surrender all room keys and any other University property to the custodian/housekeeper at the end of every semester or academic period, or as may otherwise be required by the University.
- 1.7. Ensure that rooms are clean, tidy and devoid of defacement at all times.
- 1.8. Use video tapes, radios or any other type of audio-visual instrument in the halls of residence between the hours of 6:00 am and 11:00 pm only, provided that all sound emanating from there does not cause disturbance, inconvenience or nuisance to others.

- 1.9. Under no circumstances interfere or tamper with electrical installations and fittings in the University buildings.
- 1.10. Only use such electricity as is provided and authorized and not cause or expose any property or person to risk by connecting extraneous electrical gadgets.

5. Vacational Residence

- 5.1 Students are prohibited from residing in the University during the period of closure or vacation, except with the written permission of the Chief Halls Officer upon advice of the council or University management through the Dean of students.
- 5.2 Students on such authorized vocational residence shall be housed in a specified hall of residence for which they shall pay in advance.
- 5.3 All University rules and regulations shall apply during the entire period of vacational residence.

6. Dining Hall Conduct

To facilitate satisfactory and efficient services in the dining hall, students shall conduct themselves in an orderly manner and shall be courteous to the catering staff and fellow students. In particular students who utilize dining hall shall:

- 6.1 Not remove utensils or crockery from the dining hall.
- 6.2 Refrain from taking away food or beverages from the dining hall without prior arrangements and permission from the catering officer.
- 6.3 Desist from entering the kitchen, service point or store or any restricted part of the dining hall, except as may be authorized by the catering officer.
- 6.4 Pay for meals in the cafeteria and the cash slip should be given to the catering attendant who will supply the meal paid for.
- 6.5 Observe that meals are served during specified times in the cafeteria.
- 6.6 Place their used dishes to the area allocated after finishing their meals.
- 6.7 Otherwise present and conduct themselves in an orderly and acceptable manner during meals.

7. Disciplinary and Criminal Offences

The following provisions shall apply to all and disciplinary action taken against students in respect of the offences specified there in.

- | | |
|---------------------------------------|-----------------------------|
| 7.1 Drunkenness | 7.8 Arson |
| 7.2 Drug abuse | 7.9 Theft |
| 7.3 Drug trafficking | 7.10 Impersonation |
| 7.4 Possession of illicit intoxicants | 7.11 Forgery |
| 7.5 Illegal trade or hawking | 7.12 Fraud |
| 7.6 Fighting | 7.13 Rape or attempted rape |
| 7.7 Physical assault | 7.14 Sexual harassment |

- 7.15 Un-natural acts or indecent assault
- 7.16 Inciting fellow students, staff or other University community members
- 7.17 Vehicle hijacking or misuse
- 7.18 Picketing
- 7.19 Boycott of scheduled lectures, practicals, other courses of instruction or examinations.
- 7.20 Intimidation or issuance of threats, written or verbal to students with intent to disrupt academic activities or other processes.
- 7.21 Malicious or wilful damage to University property, that of other students or members of public.
- 7.22 Any attempt to convene or organize or any participation or involvement in demonstrations, gatherings, processions or public ceremonies for which permission has not been granted by the University or government authorities.
- 7.23 Authorship, publication, and /or distribution of anonymous letters or any other literature of a malicious or libellous nature including placards.
- 7.24 Any other obnoxious acts or repugnant conduct as may be prejudicial to good order or proper functioning of the University, **as well as any other act of commission or omission which amounts to criminal offence under Laws of Kenya.**

8. Disciplinary Authority

For the 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.

- 8.1 Vary or add to the list of disciplinary offences specified herein.
- 8.2 Suspend from the University pending further disciplinary action any student suspected of committing an offence under these rules and regulations.
- 8.3 On behalf of the Council take any other measures necessary for proper operation of and maintenance of order in the University.

9. Composition and Procedures of the Students' Disciplinary Committee

There shall be a Students' Disciplinary Committee of Council established under the Statutes of Chuka University.

- 9.1 The committee shall comprise of the following:
 - (a) Deputy Vice-Chancellor (Academic Affairs)/Chair
 - (b) Dean of Students
 - (c) Dean of faculty concerned
 - (d) Chairman of Department concerned
 - (e) Two senate representatives.
 - (f) Chairman of the student association and any other student leader.
 - (g) Registrar (Academic Affairs)/Secretary

- 9.2 The Chairman of the Students' Disciplinary Committee shall call a meeting within one month of receipt of a report or complaint.

- 9.3 The secretary of the committee shall notify the student and complainant of the date, time and venue of meeting and of the rights to present and to call a witness or witnesses.
- 9.4 If upon notification, the accused fails to appear before the committee without reasonable explanation, the committee shall proceed with the case nonetheless/in absentia.
- 9.5 The committee shall hold due enquiry and shall not be required to adhere to the rules of evidence or procedures as applied in a court of law. In particular, the committee shall ensure that both sides are heard and the witnesses required in the case do not act as members of the committee.
- 9.6 At all meetings of the committee before which a student is summoned, the procedure adopted shall be determined by the committee and the student alone shall be entitled to appear in person. **In addition, each student shall be given notice of right to legal representation, where applicable, in accordance with the Fair Administration Action Act (2015).**
- 9.7 The Committee's recommendation to the Senate shall be arrived at either by consensus or by simple majority vote through a secret ballot. The chairperson shall have a tie breaker vote in addition to the ordinary vote.
- 9.8 The committee shall have power to impose any one or more of the following sanctions subject to ratification by the Senate.
 - (a) To dismiss the case against student.
 - (b) To warn or caution a student either verbally or in writing.
 - (c) To require the student to fully recompense for any loss or damage as shall be commensurate with the nature and gravity of the offence.
 - (d) To suspend the student from the University for a specified period.
 - (e) To exclude the student from the halls of residence for such a period as the committee may deem fit.
 - (f) To exclude the student from attendance of lectures or other courses of instruction or from taking examinations as it may deem fit.
 - (g) To expel the student.
 - (h) To impose any other penalty or penalties as it may in its sole discretion deem appropriate.
- 9.9 The Committee shall communicate its recommendation to the Senate for a decision and final verdict within fourteen (14) days.
- 9.10 Subject to Statutes of Chuka University, the Senate's decision shall be communicated to the student by the Registrar (Academic Affairs) within fourteen (14) days from the date of conclusion of proceedings by the Senate.
- 9.11 The student shall have the right to appeal to the Chairman of the Council against the decision of the Senate. In case of appeal the following steps shall be undertaken.

- (a) Notice of appeal against the Senate decision must be given to the chairman of council through the Vice chancellor within thirty (30) days.
- (b) The Vice-Chancellor shall forward the notice of appeal to the Chairman of the Council together with a copy of all relevant minutes and other documents pertaining to the hearing of the case within fourteen days.
- (c) On receipt of the appeal, relevant minutes and documents, the Chairman of the Council shall take appropriate action at the earliest opportunity.
- (d) The Chairman of Council shall subsequently communicate to the student and the Senate the results of the appeal, which shall be final and irrevocably binding.

10. Saving Clause

The provision of these rules and regulations and any decisions made by the Students' Disciplinary Committee thereof shall not derogate from or prejudice the right of the police or any member of public so entitled to bring any action or institute legal proceedings in respect of the same state 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.

11. Enforcement of Rules and Regulations

- 11.1 The responsibility of maintaining discipline at the University is vested in the Vice-Chancellor, who may from time-to-time delegate such authority and powers to other officers of the University for purposes of investigation and enforcement.
- 11.2 The administrative and academic staff of the University otherwise have the authority in areas of their jurisdiction or competence to ensure that rules and regulations are adhered to by the students.
- 11.3 Students on field attachment or teaching practice shall be subject to the supervision and disciplinary authority of the mandated University staff and of the officers of the host organization under whom they have been placed by the University.
- 11.4 In the event of breach of these rules and regulations on field attachment or teaching practice, and depending on the nature and severity of the offence, the staff and officers responsible shall take the following actions.
 - (a) Warn or caution the student either verbally or in writing.
 - (b) Report the student in writing to the Dean of Faculty or Director of Field Attachment enclosing all documentary evidence.
 - (c) Take any other action that may be deemed appropriate.
 - (d) In all cases, invite the student to make a statement on his or her behalf in response to charges raised.

CHUKA UNIVERSITY

**DECLARATION BY THE STUDENT
(STUDENT'S BOND OF GOOD CONDUCT)**

Three copies of this document MUST be signed by each student.

- I ----- understand:
1. I have read and understood the rules and regulations governing students' conduct and discipline and I accept to abide by them.
 2. Rules and regulations governing conduct and discipline are not designed to prohibit interaction and other activities but instead to regulate and guide so that the interaction and other activities are carried out in a manner that is socially and morally acceptable and facilitative of an environment which the University academic endeavours can thrive.
 3. I undertake to be of good behaviour as stipulated in the said rules and regulations. Failure on my part to fulfil this requirement will result in the University taking any action it deems necessary against me.
 4. I therefore sign this bond as a sign of assurance and undertaking that I will be of good conduct throughout my stay in the University.
 5. I understand that if disciplinary action is taken against me, Chuka University will communicate the same to my parents, guardians and sponsors including HELB, which will be at liberty to consequently withdraw my support.

Registration No.: _____ ID. No.: _____

Faculty: _____

Department: _____ Year of Study (First Year, etc) _____

Phone Number: _____ Email Address: _____

Permanent Address: _____

Signature: _____ Date: _____

FOR DEAN OF STUDENTS OFFICIAL USE ONLY

Witness' Name: _____ Stamp with Date: _____

Submit copies to the Academic Registrar, Dean of respective Faculty, and Student

CONSENT FORM

Use of My Photographs and Images online and in University publications

STUDENT DETAILS

Last Name: _____ First Name: _____ Other name _____
Date of Birth: _____ ID. No. _____ Reg. No. _____
Address: _____ Postal Code: _____ Home County: _____ Cellphone: _____
Guardian Phone: _____ Email: _____

Chuka University engage students and staff in various activities ranging from sports, conferences, graduation ceremonies, excursions, practical, learning activities among others. During such activities, the university staff/students may take photographs or videos of the students involved. The University can use students' photographs/images/videos in a variety of ways including but not limited to the University's prospectus, printed publications and materials that the University produce, University's website, social media or on display boards within and outside the University. The University may also make video or webcam recordings for monitoring, advertisement or for other educational use. Furthermore, the students' photos/images may be published in the University newsletter, graduation booklets, website or social media platforms.

To comply with the Data Protection Act 2019, we need your permission before we can use your image/photograph or video recordings in the University for any purpose. By filling this form you grant the University unequivocal revocable consent to use your image and/or videos in its activities and promotions. Note that the consent once given can be revoked by in writing by a letter addressed to the Registrar (Academic affairs). Please answer the questions below, then sign and date the form where shown and return it to the admissions office.

PLEASE NOTE TERMS BELOW:

1	The University may use my photograph in the prospectus and other printed publications produced for promotional purposes or on display boards
2	The University may use my image/photos in the University newsletters, website, graduation booklets, and social media/webcam, among others.
3	I agree to abide by the University rules and regulations and at all-time protect my Alma mater from legal litigations emanating from use of my image/photograph.

I have read and understood the consent form.

Student's signature (if over 18): _____ ID.No. _____ Date: _____

If under the age of 18:

As legal guardian of (student's name & Reg. No.) _____, I consent to the above terms and conditions.

Signature of parent/guardian: _____ ID No. _____ Date: _____

**UNIVERSITY EXAMINATION REGULATIONS FOR BACHELOR'S,
DIPLOMA AND CERTIFICATE PROGRAMMES**
(ACADEMIC INTEGRITY POLICY: PART II)

1. Examination Processing

- 1.1 All University examinations shall be conducted under the authority of the Senate as specified under various rules.
- 1.2 Only candidates who have registered for the examinations, having fulfilled all the requirements will be eligible for taking examinations.
- 1.3 There shall be internal and external examiners appointed by the Council upon the recommendations of the Faculty Boards, who shall prepare the examination papers where appropriate and examine students in papers assigned to them by the Faculty or School.
- 1.4 External examiners shall be appointed from outside the University.
- 1.5 Subject to the approval by the Council, Departments may establish moderating committees chaired by the Chairman of the Department and consisting of senior academic staff.
- 1.6 Every candidate shall pay to the University before sitting examinations, such fees as the Council shall from time-to-time prescribe.
- 1.7 No student shall be permitted to proceed to the next year of study without having satisfied all examination requirements of the preceding year.

2. Academic Assessment

- 2.1 The assessment of students' academic achievement shall be on the basis of percentage marks and each assessment shall have 30% as Continuous Assessment Tests and 70% as a final examination at the end of semester. Continuous assessment shall be compulsory for the award of semester scores.
- 2.2 The duration of end of semester examinations shall be as follows:
 - (a) A course having credit factor (CF) equal to or less than 3 shall be examined by a paper of 2 hours only.
 - (b) A course having a CF greater than 3 shall be examined by a paper of three (3) hours.
- 2.3 Where a course is practical in nature it may be examined wholly or substantially by continuous assessment and/or practical assessment.

3. Ordinary Examinations

- 3.1 Marks scored in each course shall be translated into grades as follows:
 - (a) 70% and above = A (Very good/Excellent)
 - (b) 60% to 69% = B (Good)
 - (c) 50% to 59% = C (Satisfactory)
 - (d) 40% to 49% = D (Pass)
 - (e) Below 40% or 50% = F (Fail)

- 3.2 The pass mark shall be 40% for most undergraduate courses, except where specified, and 50% for all post-graduate courses.
- 3.3 Other designations related to examinations shall be as follows:
P: Pass, I: Incomplete, K: Course transfer, CT: Credit Transfer, AU: Audit

4. Special Examinations

A student who completes the coursework, but due to unavoidable circumstances acceptable to the senate, is unable to sit for the end of semester examinations, shall on request be allowed to sit for the special examinations, when next offered or during the special examination period.

5. Resit/Retake of Failed Courses

- 5.1. A student who fails an end of semester examination shall be required to resit it at the end of academic year and shall be awarded a maximum of 40%.
- 5.2. A student who fails a resit examination shall be allowed to retake it once only when it is next offered and shall be awarded the actual score.
- 5.3. When retaking a course, a student shall be required to maintain the required Semester Credit Factors (generally within 15 – 30 CFs).
- 5.4. If by including the course being retaken the number of credit factors rises beyond the stipulated maximum, priority shall be given to the course to be retaken and deferring one of the other scheduled courses.
- 5.5. A student who wishes to retake a course when his/her group is out of session will be permitted to do so on condition that –
 - (i) The course is being offered to any other students in session; and
 - (ii) He/she registers as a student in session.

6. Discontinuation/Repeat

These shall be as provided for below from the Year 2023:

6.1. Assessment Criteria for All Other Programmes

- (a) A student who fails 51% to 100% (passes 49% to 0%) of Credit Factors taken in an Academic Year shall be required to REPEAT the Academic Year, provided that such a student shall be allowed to repeat once only in each Academic Year at their own cost.
- (b) A student shall be discontinued on academic grounds if he/she –
 - (i) Fails more than 50% of Credit Factors taken in a REPEAT year.
 - (ii) Fails a retaken course or courses.
 - (iii) Fails to register for, and/or attend scheduled classes for two weeks or longer in a semester without the consent of the Senate.
 - (iv) Commits an academic/examination malpractice.
 - (v) Fails to meet any other condition stipulated by the Senate.

6.2. Assessment Criteria for Medical Programmes

- (a) **Resit of Failed Courses/Repeat of Academic Year/Level**

- (i) The pass mark for all medical courses shall be 50% and for non-core courses it shall be 40%, or as stipulated by the Faculty offering the course.
- (ii) A student who fails an end-of-semester examination shall be required to resit the failed course(s).
- (iii) A student shall be allowed to repeat the Academic Year if he/she fails resit course(s), **or fails 25% to 75% (passes 75% to 25%)**, provided that such a student shall be allowed to repeat once only in each Academic Year **at their own cost**.
- (iv) A student who fails a course(s) during a repeat Academic Year shall be allowed to resit the failed course(s).

(b) Discontinuation

A student shall be discontinued on academic grounds if he/she –

- (i) Fails more than **75%** of all Credit Factors taken in an Academic Year.
- (ii) Fails resit course(s), **or more 50% of Credit Factors** in a repeat year.
- (iii) Fails to register for, and/or attend, scheduled classes for two weeks or longer in a semester without the consent of Senate.
- (iv) Commits an academic/examination malpractice.
- (v) Fails to meet any other condition stipulated by the Senate.

NOTE: A student may also be discontinued if he/she fails to meet any other Faculty condition stipulated for the conferment or award of a degree or diploma, respectively.

7. Examination Code of Conduct and Discipline

7.1. Examination malpractices

- (a) To protect the integrity of the University and that of the degrees or diplomas awarded, academic malpractices listed below are considered serious and any student or staff guilty of committing them shall be liable to discontinuation or expulsion from the University.
 - (i) Copying or reading from another candidate's script or from any other unauthorized source.
 - (ii) Bringing into examination room any unauthorized material relevant to the examination e.g. books, notes, papers, electronic devices with pre-set formula and pre-written answers, among others.
 - (iii) Lobbying for underserved examination grades. Abetting, aiding or covering up an examination malpractice.
- (iv) Forging medical reports in order to obtain a deferment of examination.
 - (v) Plagiarism i.e. using the words or ideas of another person as if they were one's own without due acknowledgement. These include presenting substantial abstracts from books, articles and other unpublished works.
- (b) Contravention of acceptable order in examination rooms, such as unauthorized noise, conversations, which include exchange of ideas related to the examination, may result to expulsion or academic warning.

7.2 Disciplinary Procedures and Penalties

Any cases of cheating or malpractice in University examinations shall immediately be reported, in writing by the invigilators through the Chief Internal Examiner (Chairman of Department), to the Dean of the Faculty where the student is registered for a degree, diploma, or certificate for investigations by the Faculty Student Disciplinary Committee, which should include submissions by the student involved, the invigilator and the examiners.

7.3. Faculty Disciplinary Committee

- (a) In every Faculty or School there shall be a Student Disciplinary Committee, which will be responsible for investigation of alleged examination malpractice. Faculty Student Disciplinary Committee shall comprise the following members:
 - (i) Dean of Faculty or Director of School/Chairperson
 - (ii) Two Departmental Chairmen
 - (iii) Two Faculty representatives from within the Faculty.
 - (iv) Faculty Registrar or Administrative Assistant/Secretary
- (b) The finding of the Faculty Student Disciplinary Committee investigating the case should be reported through the Dean of the Faculty to the Faculty Board of Examiners for onward transmission to the Senate.
- (c) Where the Senate is satisfied that the alleged offences were committed, the accused student shall be discontinued or suspended for a period of up to three years or warned depending on the gravity of the offences.
- (d) The University may rescind any degree or diploma awarded to graduates who while registered in a particular programme committed an academic offence which if it had been detected before graduation would have resulted in expulsion. Notification of a rescinded degree or diploma shall be communicated to all relevant parties.
- (d) Discontinued students are allowed to appeal to the Council within a period of thirty (30) days. An appeal not submitted within this period of time shall not be considered.

8. Remarking of Examinations

- 8.1 A candidate shall be allowed to appeal to the Dean of Faculty through the Chief Internal Examiner for remarking of examination paper(s), on payment of non-refundable fees per paper, amount of which shall be determined from time-to-time by the Council.

- 8.2 The Faculty Student Disciplinary Committee shall deliberate on the appeal cases and make recommendations to the Faculty Board of Examiners, which shall decide on the merit of each on behalf of Senate.
- 8.3 The remarking shall be done by an examiner (or examiners) other than the original one and shall be moderated by the moderating committee as provided for above.

9. Expulsion from the University

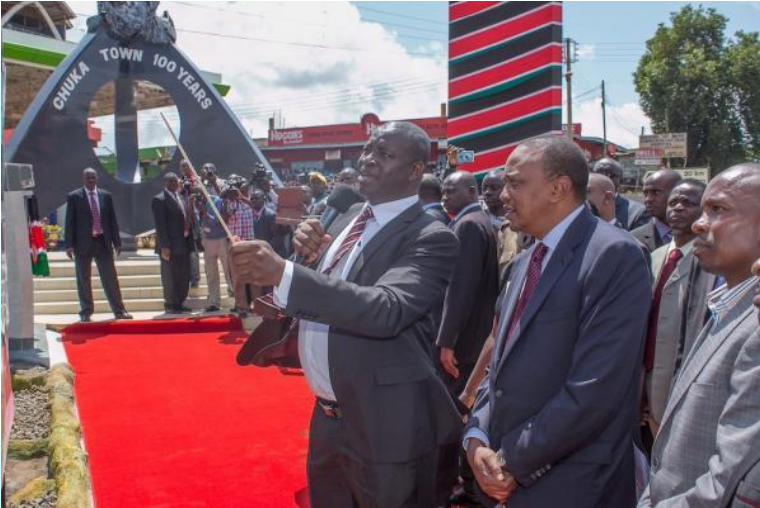
The University may expel a student from the University under the following circumstances/reasons.

- 9.1 A student being involved in an examination malpractice.
- 9.2 A student declared by the Student Disciplinary Committee to have demonstrated gross misconduct.
- 9.3 A student who is discovered to have been admitted irregularly.

NOTE:

A student who is expelled from the University will not be entitled to any records of previous performance.

PICTORIAL



H. E. President Uhuru Kenyatta, Tharaka-Nithi Senator, Hon. Prof. Kithure Kindiki, Chuka University Vice-Chancellor Prof. E.N. Njoka, during the Chuka Town Centenary Celebrations



Retired President Mwai Kibaki unveils a plaque to commemorate the award of the Chuka University Charter on 8th January, 2013



The Jubilant Prof. E. N. Njoka (Vice-Chancellor), staff and students with the then Minister for Higher Education, Science and Technology (Prof. Margaret Kamar), commissioning the Chuka University Female Students' Hostel in June 2012



Chuka University students performing in the cultural week festivals



Chuka University students performing in the cultural week festivals



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