

CHUKA



UNIVERSITY

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



Students' Information Handbook © 2024

NOTES

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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 leading 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 as 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

Chuka University shall be guided by six core values abbreviated as **FISTEC**:

(1) Freedom of Expression:	The right to seek, receive and impart information and ideas of all kinds, regardless of borders, whether orally, in writing or in print, by way of art, or in another way chosen by a person.
(2) Integrity:	Upholding honesty, transparency, accountability and strong moral principles and values in all decisions and actions taken.
(3) Sustainability:	Fulfilling the needs of current generation without compromising the needs of future generations, while ensuring a balance between economic growth, environmental care, and social well-being.
(4) Teamwork:	Adopting a participatory and inclusive approach in undertaking operations and functions of the University.
(5) Excellence and Professionalism:	Excellence is being outstanding in all services, activities, and programmes undertaken by the University, while Professionalism is the good skill, judgment and polite behaviour exhibited by an expert when discharging responsibilities and delivering services
(6) Confidentiality:	Commitment to not disclose classified information to unauthorized parties.

Mandate

The mandate of Chuka University is enshrined in her **objects** and **functions** as shown below:

*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 and community services.

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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

MESSAGE FROM THE CHANCELLOR

On behalf of the entire university community, I am delighted to extend a warm and heartfelt welcome to each one of you as you embark on this exciting journey at Chuka University. Making the decision to pursue your education at Chuka University is a significant step towards unlocking a future filled with boundless opportunities, holistic growth, and a well-rounded academic experience.

Welcome to the prophetic university, Chuka University, a place where education transcends the ordinary and takes on a profound purpose. Our institution stands as a beacon of knowledge and enlightenment, guided by a vision that goes beyond traditional education. Just as a prophet envisions the future, we strive to empower our students to shape a better world through their education and actions. Here, academic excellence merges with a deep sense of purpose, nurturing not only the intellect but also the spirit. As you embark on your journey with us, prepare to be inspired, challenged, and guided toward a future that aligns with the highest ideals of wisdom and foresight.

Embrace your university journey with a spirit of boundless curiosity, a growth mindset that turns challenges into stepping stones, a commitment to collaborative learning that enriches your perspective, and a deep sense of purpose that drives you to make a positive impact on both your academic endeavors and the world around you. In your shared pursuit of academic excellence and a thriving community, it is paramount that you all adhere to the established regulations and guidelines. These rules are not mere constraints, but the foundation upon which your educational environment and campus life are built. Your time here is an opportunity to cultivate an attitude that will not only shape your personal growth but also influence the mark you leave on the larger tapestry of life.

Once more, let me extend a heartfelt welcome to Chuka University. As a collaborative community, we are poised to mold your future that will be filled with countless possibilities.

MESSAGE FROM THE CHAIRMAN OF COUNCIL



It is with immense joy and warmth that I extend my heartfelt welcome to you. As you step onto this campus, you'll find yourself enveloped in an environment that thrives on knowledge, exploration, and innovation. The experiences that await you are not just academic in nature; they are opportunities to grow personally, socially, and intellectually. From classrooms to laboratories, from clubs to sports fields, every corner of this campus is a canvas for your aspirations and dreams.

Each one of you brings a unique story, a distinct perspective, and a plethora of talents that will undoubtedly enrich our community. Remember that you are not just passive recipients of education, but active participants in shaping the legacy of this institution. Your ideas, your contributions, and your presence matter immensely. In the coming years, you will encounter challenges that may seem daunting, but rest assured that you are not alone. Our faculty, staff, and your fellow students are here to support you every step of the way. It's through overcoming these challenges that you'll develop resilience, critical thinking, and the skills necessary to excel in the world.

As you navigate your academic pursuits, remember to also make time for self-care and exploration. Take a walk in our beautiful campus, engage in extracurricular activities that ignite your passions, and forge meaningful connections with your peers. These experiences will shape not only your time here but also the person you'll become beyond these walls.

Thank you for entrusting us with your education and your aspirations. Let's make this journey one of discovery, empowerment, and lasting friendships. Welcome, once again, to a world of endless possibilities.

Prof. David T.K. Serem Ph.D., OGW
CHAIRMAN OF THE COUNCIL

MESSAGE FROM THE VICE-CHANCELLOR



On behalf of the University Council, Management Board, the Senate, and the Members of Staff, I wish to welcome you to Chuka University the only prophetic University in the world. As the Vice-Chancellor, I am thrilled to have you join our esteemed institution, and I am confident that your time here will be enriching, transformative, and unforgettable. Your admission here itself is a confirmation of your exceptional potential and the belief we hold in your ability to excel and contribute positively to our academic community.

Our university is not just a place of learning; it's a vibrant ecosystem where you will discover your passions, challenge your boundaries, and lay the foundation for your future. University life is a transformative journey marked by intellectual exploration, personal growth, and diverse experiences. It's a time when you step into a world of possibilities, where learning goes beyond textbooks and classrooms. Engaging in lively discussions with professors and peers, participating in thought-provoking seminars, and immersing yourself in research projects will expand your horizons and stimulate your critical thinking.

Yet, university life isn't solely about academics; it's about finding your passions, forming lifelong friendships, and embracing a myriad of cultural, artistic, and athletic opportunities. These years will shape your character, refine your skills, and prepare you for the challenges and triumphs that lie ahead. Every lecture, every interaction, and every extracurricular activity will contribute to your holistic development, leaving you not only with a degree but also with a profound sense of accomplishment and readiness to embrace the world beyond the campus gates.

Our state-of-the-art facilities and resources have been designed to provide you with a conducive environment for exploration, innovation, and collaborative learning. Moreover, Chuka University takes great pride in its diverse and inclusive community. You will meet fellow students from various backgrounds, cultures, and perspectives, creating a dynamic and global atmosphere that will broaden your horizons and enable you to thrive in an interconnected world.

During your time here, I encourage you to actively engage in not only academic pursuits but also extracurricular activities, clubs, societies, and volunteer opportunities. These experiences will help you develop leadership skills, teamwork, and a well-rounded personality that goes beyond the classroom. Once again, welcome to Chuka University. Together, we will shape a future full of promise and possibilities.

Prof. Henry Mutembei M'Ikiugu
VICE-CHANCELLOR / CEO

DIVISION OF ACADEMIC, RESEARCH AND STUDENT AFFAIRS



I am so glad and have great pleasure to meet you at Chuka University today. I congratulate you for having worked hard in your previous studies to earn yourselves admission to this Premier University. You very welcome. I pray that you will do everything within your power to continue excelling in your university studies. Unlike your past academic life, your university life presents you with a lot of freedoms, responsibilities and challenges. You will need to make deliberate choices within and without the University in order to navigate the circumstances that you will often face during your academic journey. In order to assist you navigate your academic life effectively, we have prepared this student information handbook, which should serve as a guide for you through your academic journey at Chuka University.

You should read it thoroughly and ensure to acquaint yourself with every piece of regulation in it for your own good. The guidelines contained in it are intended to empower you to live a mistake-free life and also gives you the possible consequences, in case you deviate from any of them. Therefore, read it repeatedly and ensure to live your academic life in line with them. Then you will be a free and good student with a great opportunity of completing your academic journey effectively and on time.

The university has also provided a variety officers that will serve you as your immediate guides including the Dean of Students, Dean of Faculty, Chairperson of Department and the lecturers. You will need to consult with them according to your need from time to time through your academic journey. They are also assisted by professional counsellors, academic advisors, and peer counsellors. Make efforts to know each of them and their respective mandates during your study life and create a good working and learning relationships with each of them. The University has also developed accommodation, catering, sports and games facilities which provide you with opportunities to make your life a success story. The University is organized into Departments, Faculties, Senate, Management Board and Council, which are statutory organs that run respective mandates in a systemic manner to ensure that your welfare as a student is assured. Kindly seek to understand their respective roles and follow the established protocols when interacting with each of them for appropriate service provision. In addition to university governance organs, the University has an established Chuka University Students' Association (CUSA), which serves as the link between the students and the University administration. You will be facilitated by its leaders to enroll and enjoy the benefits of being its member.

In summary, the information and regulations contained in this handbook constitute for you a roadmap to understanding Chuka University and its stipulations about you. I encourage you to make a deliberate choice to be obedient in respect the rules and regulations set there in and pray that God Will Keep you healthy, strong and successful to a good ending of your studies.

Prof. Gilbert M. Nduru, Ph.D.

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

DIVISION OF ADMINISTRATION, FINANCE, PLANNING AND DEVELOPMENT



Welcome to Chuka University, a premier institution of higher education, research, and community outreach. By joining this University, you have joined a fraternity of committed scholars who are geared towards world-class status by achieving quality University education in a sustainable manner. Chuka University has been prudent in its utilization of resources and adoption of best practices, which has enabled the University to put up state-of-the-art infrastructure that has propelled it to higher heights.

The University has a strategic plan to provide resources for academic activities and the welfare and comfort of students.

The University has developed various facilities and strong human resources to offer quality services to students. These include accommodation, catering, health, games and sports, counselling, security, and finance. Your involvement in positive activities while at this University will greatly enhance your academic performance, leadership skills, and perspective on life. Furthermore, the University has a well-established students' union, the Chuka University Students Association (CUSA), which provides guidance to the student fraternity and serves as a link between students and the University administration.

This handbook acts as a guide to student life at the University. It covers the code of conduct, policies, rules and regulations, and University governance structures for a conducive learning environment.

As you begin your University life, the challenge to you is to ensure that you play your rightful role in realizing our vision of a world-class University committed to academic excellence. It is my sincere hope that your stay at Chuka University will be rewarding.

Prof. Jonah N. Kindiki Ph.D.

Deputy Vice-Chancellor (Administration, Finance, Planning and Development)

CHUKA UNIVERSITY GOVERNING ORGANS

THE UNIVERSITY COUNCIL

The following are the members of the Chuka University Council:

- | | |
|---------------------------------------|--------------------------------|
| 1. Prof. David T.K. Serem, Ph.D., OGW | - Chairman, CU Council |
| 2. Mr. Jona Wala | - Rep. PS. National Treasury |
| 3. Dr. Wahome Rureri, Ph.D | -Rep. PS Ministry of Education |
| 4. Mr. Crispus Micheni Ndeke | - Member |
| 5. Ms. Linet Kwamboka Maganda | - Member |
| 6. Mr. Samuel Gacheru Gitonga | - Member |
| 7. Mr. Zephaniah Rwanda Mbaka | - Member |
| 8. Ms. Margaret M. Makhungu | - Member |
| 9. Prof. Henry M. M'Ikiugu | - 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) Principal of each Constituent College
- (e) Principal of each Campus/College
- (f) Directors of Campuses, Schools, Institutes and Centres
- (g) Deans of the Faculties/Schools
- (h) Dean of Students
- (i) Chairpersons of Academic Departments
- (j) University Librarian

- (k) Registrars
- (l) Finance Officer
- (m) Two members elected by the Senate or the equivalent Board of each Constituent University College from among the members of that Board.
- (n) One representative from each Faculty Board from among its members.
- (o) Two members elected by the students' organization
- (p) 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:

Academic Affairs

This section 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, including the Deans' Committee; Students' Welfare Committee; Library and Bookshop Committee; Students' Disciplinary Committee; Research, Extension and Publications Committee; Farms, Field Stations and Vocational Training Committee; Board of Undergraduate Studies and Practicum; and Board of Postgraduate Studies.

CHUKA UNIVERSITY CAMPUSES

Since inception, Chuka University has grown from strength to strength and currently has established three Campuses, namely: Main Campus in Chuka, Embu Campus in Embu Town and Igembe Campus near Maua Town,

IGEMBE CAMPUS



Igembe Campus is an accredited TVET Centre which offers 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. The 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 (part-time) 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 Campus premises

Chuka University Embu Town 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. The campus admits students from all corners of the country and it has grown gradually.

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

- 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 and Supplies Mgt
- B.Sc. in Ecotourism and Hospitality Mgt
- Bachelor of Catering and Hotel Mgt
- Bachelor of Science in Community Development
- 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 and Secondary Options)
- Cert. in Business Management
- Cert. in Procurement and Logistics Mgt
- Cert. in Tourism and Hospitality Mgt
- Cert. in Bridging Mathematic

DEPARTMENTS, FACULTIES, DIRECTORATES & BOARDS

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

- i. Academic advising and career guidance of students.
- ii. Initiating the processing of examinations and undertaking curricula development.
- iii. Appointment of class and Faculty representatives to liaise with the Chairpersons and Deans on matters pertaining to academics.

- iv. Reporting incidences of students' absence from class that may have significant effect on academic status.
- v. Ensuring that all students enrolled in the department maintain a satisfactory record and meet the obligations of the courses in which they are enrolled.
- vi. Recommending to the Faculty Board and Senate suspension or discontinuation of students who fail to register and/or attend scheduled classes for two consecutive weeks or longer in a semester without consent.
- vii. Ensuring that all students regularly attend classes and other related events.

Chuka University has operationalised the Faculties of Agriculture; Environmental Studies and Resources Development; Humanities and Social Sciences; Business Studies; Education and Resources Development; Science and Technology, Engineering, Nursing and Public Health; and Law to coordinate academic programmes on offer. In addition, it has set up the Directorates of Examinations & Timetabling; Research, Extension & Publications; Quality Assurance; Performance Contracting, Career Services and mentorship; 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.	Dr. Charles M. Kariuki	Dean, Faculty of Agriculture
2.	Prof. Isaac M. Nkari	Dean, Faculty of Business Studies
3.	Dr. Peter K. Mbaka	Dean, Faculty of Education & Resources Development
4.	Prof. Marcel O. Ohanga	Dean, Faculty of Engineering
5.	Prof. Jafford N. Rithaa	Dean Faculty of Environment & Resource Development
6.	Prof. Kyalo Wa Ngula	Dean, Faculty of Humanities and Social Sciences
7.	Prof. Wycliffe N. Otiso	Dean, School of Law
8.	Prof. Paul K. Kamweru	Dean, Faculty of Science & Technology
9.	Prof. Lucy K. Gitonga	Dean, School of Nursing and Public Health
10.	Dr. Benjamin Kanga	Dean of Students
11.	Prof. Moses M. Muraya	Director, Board of Postgraduate Studies
12.	Dr. John O. Ogembo	Director, Board of Undergraduate Studies & Practicum
13.	Ms. Florence M. Muthee	Director, Performance Contracting

14.	Prof. Colomba K. Muriungi	Director, Quality Assurance
15.	Prof. Grace A. Opetu	Director, Examination & Timetabling
16.	Dr. John M. Kamoyo	Coordinator, Igembe Campus Programmes
17.	Dr. Moses K. Njeru	Director, Embu Campus
18.	Prof. Humprey K. Ileri	Director, Chogoria Campus
19.	Prof. Eunice W. Githae	Director (Research & Extension)
20.	Prof. Andrew T. Muguna	Director, Resources Mobilization
21.	Prof. Andrew T. Muguna	Director, Career, Internationalization & Linkages
22.	Mr. Jediel N. Sendeyo	Director, Facility & Utility Services
23.	Prof. Jackin N. Nanua	Chair, Food, Science & Technology
24.	Dr. Monica Oundo	Chair, Department of Social Sciences
25.	Prof. Dickson Kangema	Chair, Department of Humanities
26.	Dr. James M. Mwenda	Chair, Department of Education
27.	Prof. Catherine Kaimenyi	Chair, Department of Business Administration
28.	Prof. Joseph M. Wabwire	Chair, Department of Management Science
29.	Dr. Edna C. Too	Chair, Department of Computer Sciences
30.	Dr. Olivia A. Njiri	Chair, Department of Biological sciences
31.	Prof. Ochieng' Ombaka	Chair, Department of Physical Sciences
32.	Dr. Mary N. Gichure	Chair, Department of Animal Science
33.	Mr. Pauline K. Micheni	Chair, Department of Agricultural Economics, Agribusiness and Agricultural Education
34.	Dr. Martin K. Njogu	Chair, Department of Plant Sciences
35.	Dr. Bernard C. Soi	Chair, Department of Environmental Studies & Resources Development
36.	Ms. Dorothy M. Mbaya	Chair, Department of Nursing Services
37.	Mr. Allan O. Awuor	Chair, Department of Law
38.	Dr. Joseph B. Machoka	Chair, Department of Engineering
39.	Prof. David G. Mwathi	Chair, Distance Learning
40.	CPA. Dr. John Kirimi	Finance Officer
41.	Prof. Joseph M. Kavulya	University Librarian
42.	Mr. Charles K. Gitonga	HOD, Information & Communication Technology
43.	Mr. David M. Nchunge	HOD, Examinations

FACULTY OF EDUCATION AND RESOURCES DEVELOPMENT

The Faculty of Education and Resources Development 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:

Programmes

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

FACULTY OF BUSINESS STUDIES



The Business School Complex

The mission of the Faculty of Business Studies is to provide access to quality and relevant education, training and research in Business and Entrepreneurship for sustainable national and global development. We strive to make the Faculty of Business Studies a world class Business School. Chuka University Faculty of Business Studies is indeed an exciting place to study and grow and we ensure that as our students graduate they are well prepared to fit in today's job market as well as job creators.

This is due to the practical aspect that we have taken in teaching and conducive learning environment with dedicated and talented faculty staff. Our students also go

through industry experience during the industrial attachment and relevant academic trips in the industry.

The Faculty of Business Studies is also a centre for KASNEB professional courses and examination in the region. The candidates who register for KASNEB examination receive tutorials from our faculty and enjoy our rich library resources.

Academic Programmes

The Faculty of Business Studies at Chuka University offers a wide range of academic programmes carefully developed to satisfy the academic and development needs of our students and in line with market dynamics. We have also continued to review our programmes in order to meet the emerging market needs.

The following academic programmes are on offer at the Faculty of Business Studies;

Programmes

The Faculty offers the following academic programmes and courses:

Certificates Programmes

- Certificate in Business Management
- Certificate in Human Resource Management
- Certificate in Insurance and Risk Management
- Certificate in Entrepreneurship and Enterprise Management
- Certificate in Sales and Marketing
- Certificate in Procurement and Logistics Management
- Certificate in Cooperative Management

Diploma Programmes

- Diploma in Business Management
- Diploma in Human Resource Management
- Diploma in Insurance and Risk Management
- Diploma in Entrepreneurship and Enterprise Management
- Diploma in Sales and Marketing
- Diploma in Procurement and Logistics Management
- Diploma in Accounting
- Diploma in Cooperative Management

Degree Programmes

- Bachelor of Commerce (B.Com.)
- Bachelor of Entrepreneurship and Enterprise Management (BEEM).

- Bachelor of Science in Human Resource Management
- Bachelor of Procurement and Logistics Management
- Bachelor of Cooperative Management
- Bachelor of Science in Accounting
- Bachelor of Science in Finance

Masters Programmes

- Master of Business Administration (MBA).
- Master of Science in Entrepreneurship and Enterprise Management (MEEM).
- Master of Procurement and Logistics Management
- Master of Science in Finance
- Master Science of Accounting
- Master of Science in Cooperative Management
- Master of Science in Operations Management

Doctorate Degree (PhD)

- Doctor of Philosophy in Business and Management
- Doctor of Philosophy in Entrepreneurship and Enterprise Management
- Doctor of Philosophy in Supply Chain Management

- Doctor of Philosophy in Finance
- Doctor of Philosophy in Accounting

For enquiries, please contact our offices at the Business Complex Building first floor.

FACULTY OF ENVIRONMENTAL STUDIES AND RESOURCES DEVELOPMENT

Faculty of Environmental Studies and Resources Development, the niche area for Chuka University. The faculty members' endeavours to work together embracing team work for achievement of all. Our programs are market driven anchored on customer focus with a holistic approach of equipping our graduates with knowledge and skills to enhance environmental sustainability and renewable energy. In order to address the emerging challenges, the faculty is committed to periodical review of the curricula and development of new curricula with an aim of aligning and responding to the societal and industry demands. The faculty collaborates with other institutions and organization for complementarity through research, exchange programs, academic visits, students' attachments as well as potential employers of our graduates. The niche area for this faculty is environmental resources management. The faculty offers the following degree, diploma, certificate and postgraduate courses:

Programme

Certificate Programmes

- Certificate in Hospitality & Tourism Management

Diploma Programmes

- Diploma in Tourism & Hotel management

Degree Programmes

- Bachelor of Science (Environmental Science)
- Bachelor of Science In Natural Resources Management
- Bachelor of Science (Wildlife Enterprise & Management)
- Bachelor of Science in Ecotourism

- Bachelor of Tourism Management
- Bachelor of Hotel Management

Masters Programme

- M.Sc. in Environmental Science
- M.Sc. in Natural Resources Management
- M.Sc. in Wildlife Management
- Masters in Hotel Management
- Masters in Tourism Management

Doctorate Degree (PhD)

- Ph.D. in Environmental Science
- Ph.D. in Tourism Management
- Ph.D. in Wildlife Management
- Ph.D. in Hospitality Management

The following programmes will be offered in the near future:

Bachelor of Renewable energy

Bachelor of Environmental Geography and sustainable development

Bachelor of Environmental education

Bachelor of mountain ecosystems management

FACULTY OF AGRICULTURE



*Chuka University Food Science and Technology
Complex*

The Faculty of Agriculture (FAGRI) aims to eliminate poverty and improve community livelihoods by producing graduates with skills and competencies that contribute toward increased food productivity through sustainable utilization of locally available resources.

FAGRI's niche is to extend creative climate-smart farming solutions to increase agribusiness productivity and agricultural product value addition to create wealth and sustainable development. FAGRI also aims to achieve its mission through collaborative research with relevant stakeholders in society. The Faculty realizes that farming is an industry based on science and technology and therefore offers courses relevant to the changing climate and societal needs for industrial growth. 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 by the Faculty:

Programmes

Certificate in Animal Health and Production	M.Sc. in Horticulture
Diploma in Animal Health and Production	M.Sc. in Plant Biotechnology
Diploma in Meat Science and Technology	M.Sc. in Agricultural Economics
Diploma in Agriculture and Rural Development	M.Sc. in Agribusiness Management
Diploma in Horticulture	M.Sc. in Agricultural Education
Diploma in Farm Resources Management	M.Sc. in Agricultural Extension
Dip. in Agricultural Education & Extension	MSc. in Food Science and Technology
B.Sc. in Animal Science	Ph.D. in Animal Science
B.Sc. in Animal Products Technology	Ph.D. in Animal Nutrition
B.Sc. in Agriculture	Ph.D. in Agronomy
B.Sc. in Horticulture	Ph.D. in Crop Protection
B.Sc. in Agricultural Economics	Ph.D. in Dry Land Agriculture
Bachelor of Agribusiness Management	Ph.D. in Plant Breeding
B.Sc. in Agricultural Education & Extension	Ph.D. in Soil Science
B.Sc. in Food Science and Technology	Ph.D. in Horticulture
M.Sc. in Animal Nutrition	Ph.D. in Plant Biotechnology
M.Sc. in Animal Breeding and Genomics	Ph.D. in Agricultural Economics
M.Sc. in Agronomy	Ph.D. in Agribusiness Management
M.Sc. in Crop Protection	Ph.D. in Agricultural Education
M.Sc. in Dryland Agriculture	Ph.D. in Agricultural Extension
M.Sc. in Plant Breeding	Ph.D. in Food Science
M.Sc. in Soil Science	

Upcoming Programmes

BSc. in Animal Health & Management

BSc. in Crop Production & Management

BSc. In landscape & Ornamental Horticulture

Teaching in the Faculty

Experience the high quality of learning offered by the faculty. The 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 agricultural product value addition for food security, income generation, and employment creation. Research in livestock and plant sciences focuses on genetics, breeding, reproduction, development, nutrition, pathological and infectious diseases, climate-smart agriculture practices (CSA), value addition, and management of animals and plants for improved productivity and efficiency in the face of climate change.

Extension/Outreach

The faculty is actively involved in extension by providing the following services to the community and the nation at large:

1. Feed analyses
2. Ambulatory services
3. Artificial Insemination (AI) services
4. Value addition to farm produce
5. Advisory services on climate-smart agricultural practices (CSAPs) and good agricultural practices (GAPs)
6. Involvement in climate change adaptation and mitigation activities
7. Various student clubs' activities, e.g., Agribusiness Club, Food Science Club, Agriculture Students Association,

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

- High-quality breeding stock (dairy goats and cows)
- Farm waste composting and recycling techniques
- Modern bee-keeping
- Short courses on innovative 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.



FACULTY OF SCIENCE & TECHNOLOGY

The Faculty of Science & Technology was operationalized in 2013. The Faculty's mission is to generate, transmit and preserve quality knowledge by promoting independent and interactive learning and a scientific inquiry in culture and striving for diverse national and global development in pure and applied research in sciences and technology, while seeking to integrate these perspectives. This is in line with the university's vision and mission as elaborated in the strategic plan.

The objectives of the Faculty are: to provide relevant quality higher education, training, research and extension to enable graduates contribute to sustainable national and global development agenda; to generate and share research findings with users to solve societal and environmental problems to improve quality of life; to provide a conducive environment for learning and enhance efficiency of operations in the faculty; to strengthen faculty governance and prudent management of financial and human resources to maximize productivity to satisfy customers and stakeholders requirements; to establish mutually beneficial partnerships to provide opportunities and innovative ideas for sustainable study, research, outreach, and infrastructure development.

The Niche of the Faculty is to train practically oriented academia who are technologically innovative to provide solutions towards sustainable development in Kenya and beyond.

The Faculty comprises of four (4) Departments: Physical Sciences, Computer Science, ICT and Biological Sciences; of the four departments, Physical Sciences department is further organized in the following Sections; (a) Section of Mathematics, Statistics and Actuarial Science (b) Section of Chemistry (c) Section of Physics (d) Section of Engineering (e) Section of Biomedical and Technology Sciences (f) Section of Biochemistry Sciences.

The faculty is upbeat in the continued enrolment of thousands of students. We attribute this to the Faculty's great effort in developing new market-driven programmes like Actuarial Science, Electrical and Electronics Engineering, Applied Statistics and Industrial Chemistry among others which have attracted the highest recorded number of students. The faculty staffing level has immensely improved. We now have very high cadre staff in all disciplines and this will go a long way in improving service delivery, and student to staff ratio. The faculty educates outstanding scholars, researchers and specialists, who contribute innovatively to the development and wellbeing of humanity.

The evolution of knowledge and skills through technology is more rapid than ever before. To embrace this, the University has purchased state of the art science equipment that has enabled staff and students to carry out cutting edge research. Just to mention few of the equipment:



UV VISIBLE SPECTROPHOTOMETER



*FOURIER TRANSFORM
SPECTROPHOTOMETER*



*SCANNING KELVIN PROBE
(SKP5050)*



TERRAMETER SET (ABEM)

The setting up and completion of the 3 billion Science Park will be a phenomenal achievement for our scientists who will have extensive resources for research. It will house several labs, workshops, and incubation centers for enhancing further research in different areas to come up with new market products. It will be a game changer in arena of science in Kenya and in the world.

Academic Programmes

Certificates Programmes

- Certificate in Computer Science
- Certificate in Computer Literacy

Diploma Programmes

- Diploma in Computer Science

Degree Programmes

- Bachelor of Science (Computer Science)
- Bachelor of science (Applied Computer Science)
- Bachelor of Science (Business Information Technology)-Upcoming
- BSC General
- Bachelor of Science (Biochemistry)
- Bachelor of Science (Biomedical Science & Technology)
- Bachelor of Science (Mathematics)
- BSc. in Applied Statistics
- Bachelor of Science (Actuarial Science)
- Bachelor of Science (Chemistry)
- Bachelor of Science Industrial Chemistry
- Bachelor of Science (Physics)
- Bachelor of Science Engineering in Physics
- Bachelor of Science Mining in Physics (Geophysics)
- BSc. in Electrical and Electronics Engineering
- Bachelor of Science (Biology)
- Bachelor of Science Fisheries and Aquaculture

- Bachelor of Science in Microbiology & Biotechnology

Masters Programmes

- Masters in Chemistry
- Master of Science in Biochemistry
- Master of Science in Botany (Plant Pathology)
- Master of Science in Microbiology and Biotechnology
- Master of Science in Applied Mathematics
- Master of Science in Pure Mathematics
- Master of Science in Applied Statistics/Statistics
- Master of Science in Physics
- Master of Science in Medical Physics
- Master of Science in Computer Science

Doctorate Degree (PhD)

- PhD in Chemistry
- PhD in Applied Mathematics
- PhD in Pure Mathematics
- PhD Applied Statistics/Statistics
- PhD in Zoology
- PhD Animal Physiology (Zoology)
- PhD in Botany
- PhD in Physics
- PhD in Medical Physics
- PhD in Biochemistry
- PhD in Microbiology and Biotechnology

FACULTY OF ENGINEERING



Students during a workshop session with a three phase panel.

The Faculty of Engineering was established in November 2023 as an independent entity, having been separated from the Faculty of Science Engineering and Technology. Its primary mission is to impart advanced technical knowledge and theory to students, fostering creativity and innovation within the realm of sustainable systems engineering.

Sustainable Systems Engineering integrates principles from various engineering disciplines, including electrical, mechanical, environmental, and computer engineering, to design and develop systems that are environmentally sustainable, energy-efficient, and socially responsible which aligns with the university's mission to inspire environmental sustainability for better life.

As you enter this vibrant community of learners, innovators, and problem-solvers, you are joining a dynamic and diverse group of individuals passionate about shaping the future through engineering excellence. More details on our comprehensive curriculum, state-of-the-art facilities, esteemed faculty members, and exciting opportunities for experiential learning and professional development are provided in the school website. From hands-on projects to industry collaborations, internships, and co-op programs, our faculty is committed to providing you with the knowledge, skills, and experiences needed to thrive in today's rapidly evolving engineering landscape.



Electrical and electronics students being assessed during an electrical installation attachment



Students being guided during an industrial visit to the Olkaria Geothermal Power Generation Plants

The Faculty currently only houses the department of electrical and electronics engineering. Plans are underway with the faculty to expand to Mechanical, Aeronautical, Civil and Chemical Engineering.

The objectives of the faculty of engineering are; to provide high-quality engineering education that prepares students for successful careers in industry, academia, and entrepreneurship; to develop and continually improve curriculum offerings that are relevant, interdisciplinary, and aligned with the latest industry trends and technological advancements; to foster a culture of research, innovation, and discovery among faculty and students, leading to impactful contributions to knowledge and society; to establish strong partnerships with industry stakeholders, facilitating collaborative research projects, internships, co-op programs, and job placement opportunities for students; to support the professional growth and development of faculty, staff, and students through mentoring, training, and access to resources that enhance their technical, leadership, and entrepreneurial skills; to engage with local communities, industry partners, and government agencies to address societal challenges, promote sustainability, and contribute to economic development through engineering solutions.

Programmes Offered

Degree Programmes

- BSc. Electrical and Electronics Engineering

Diploma Programmes

- Diploma in Architecture
- Diploma in Building Engineering
- Diploma in Electrical and Electronics Engineering
- Diploma in Mechanical Engineering
- Diploma in Civil Engineering

SCHOOL OF NURSING AND PUBLIC HEALTH

At the School of Nursing and Public Health, we offer exceptional programs for students pursuing careers in healthcare and related fields. We are guided by innovation and research for continued improvement of the health and well-being of the Kenyan people. The university provides incomparable learner experience from competent faculty with wealth of experience in the health sector.

The objectives of School of Nursing and Public Health include: Provide relevant quality higher education, training, research and extension to enable graduates contributes to sustainable national and global development agenda; Generate and share research findings with users to solve societal and environmental problems to improve quality of life; To provide a conducive environment for learning and enhance efficiency of operations in the faculty; Strengthen faculty governance and prudent management of financial and human resources to maximize productivity to satisfy customers and stakeholders requirements; and Establish and foster mutually beneficial partnerships to provide opportunities and innovative ideas for sustainable study, research, outreach, and infrastructure development.

Academic Programmes

Diploma Programmes

- Diploma in Public Health

Degree Programmes

- Bachelor of Public Health (Pre-Service)
- Bachelor of Science in Human Nutrition and Dietetics

- Bachelor of Science in Health Records and Information Management
- Bachelor of Science in Nursing (Basic)
- Bachelor of Science in Nursing (Upgrading)

Masters Programmes

- M.Sc. in Nursing

FACULTY OF HUMANITIES AND SOCIAL SCIENCES



The Media Complex

The Faculty of Humanities and Social Sciences offers a wide range of academic programmes which are reflective of the Faculty's niche area which is '**Training and Research on Historical and Contemporary Human Behaviour and Interaction within Social, Cultural, Economic, Political and Environmental Contexts**'.

Consequently, the Faculty brings together lecturers of various disciplines in liberal Sciences that include Criminology and Security Studies, Sociology, Economics, History, Geography, Linguistics, Literature, Psychology, Community Development, Government and International Relations, Social Work, Project Planning and Management, Disaster Management, Information Science, Media and Communication, Religious Studies, and Philosophy. These diverse disciplines offer broad and remarkable opportunities for students to advance their knowledge and specialize in the fields of their choice. The study programmes are carefully developed by the discipline experts to fulfil the academic needs of the learners.

To enable our students realize their dream career, we are committed to providing world-class education and research opportunities. All our study programs are

aimed at linking theoretical knowledge and empirical research in the description and interpretation of social life and also prescribing practical solutions in addressing social problems. Further, the Faculty is committed to high quality teaching and guaranteeing an outstanding campus life experience. Thus, the Faculty of Humanities and Social Sciences is more than a place for earning a degree. We not only prepare students for the labour market, but we also provide them with the knowledge and essential skills and attitudes needed to survive in a fast-changing world. Hence, our teaching is focused on fostering critical thinking that empowers students to be innovators. We invest our energies to ensure our graduates have the ability to think critically, reason independently, write and communicate clearly and have the values they need to take up positions in any thinkable field.

Academic Programmes

The following programmes are offered in the Faculty:

Certificate Courses

- Certificate in Leadership and Public Administration
- Certificate in Disaster Management
- Certificate in Project Planning Management
- Certificate in Social Work
- Certificate in Community Development
- Certificate in Criminology and Security Studies
- Certificate in French Language Literacy
- The Elementary Certificate in French Language
- Certificate in Conflict Resolution & Management

Diploma Courses

- Diploma in Leadership and Public Administration
- Diploma in Disaster Management
- Diploma in Project Planning and Management
- Diploma in Social Work
- Diploma in Community Development
- Diploma in Criminology and Security Studies
- Diploma in Journalism and Mass Communication
- Diploma in Counselling Psychology

Bachelors Courses

- Bachelor of Arts in Project Planning and Management
- Bachelor of Arts in Sociology
- Bachelor of Science in Community Development
- Bachelor of Arts in Criminology and Security Studies
- Bachelor Arts in Journalism and Mass Communication
- Bachelor of Arts (General)
- Bachelor of Arts in Communication Studies

- Bachelor of Arts in Linguistics and Literature
- Bachelor of Arts (Mathematics and Economics)
- Bachelor of Arts in History and Economics
- Bachelor of Arts in Kiswahili and Communication
- Bachelor of Arts in Kiswahili and Geography
- Bachelor of Arts in Geography and Economics
- Bachelor of Arts in Philosophy
- Bachelor of Arts in Religious Studies
- Bachelor of Arts in Economics and Sociology
- Bachelor of Science in Economics and Statistics
- Bachelor of Science in Information Science
- Bachelor of Psychology
- Bachelor of Arts in Government and International Relations
- Bachelor of Arts in French and Sociology

Masters Programmes

- Master of Arts in Sociology
- Master of Science in Community Development
- Master of Arts in Criminology and Security Studies
- Master of Journalism and Mass Communication
- Master of Arts in English Language and Linguistics
- Master of Arts in Literature
- Master of Arts in History
- Master of Arts in Kiswahili
- Master of Arts in Geography
- Master of Arts in Philosophy
- Master of Arts in Religious Studies
- Master of Science in Economics
- Master of Science in Information Science
- Masters in Counselling Psychology

Ph.D. Programmes

- Doctor of Philosophy in Sociology
- Doctor of Philosophy in Community Development
- Doctor of Philosophy in Criminology and Security Studies
- Doctor of Philosophy in Communication and Mass Media
- Doctor of Philosophy in Linguistics
- Doctor of Philosophy in Literature
- Doctor of Philosophy in History
- Doctor of Philosophy in Kiswahili
- Doctor of Philosophy in Geography
- Doctor of Philosophy in Philosophy
- Doctor of Philosophy in Religious Studies
- Doctor of Philosophy in Counselling Psychology

SCHOOL OF LAW

In line with the Commission of University Education and Council of Legal Education requirements, the Chuka University School of Law was accredited to offer the Bachelor of Laws (LLB) programme in December 2020. The niche area of the LLB programme is *Environmental and Property laws*. The LLB programme provides students with a sound knowledge of the general principles of Kenyan legal systems as well as regional and global legal system with emphasis on environmental and property laws.

The ultimate *vision* of the School of Law is to be a premier legal education provider in the provision of quality legal education, training, research and extension in environmental and property laws. The School of Law believes that sustainable national and global development can be achieved through its *mission* which is to; provide accessible legal education, training and research, generate, preserve, share knowledge and nurture an intellectual culture that integrates theory with practice and innovation for effective ethical leadership in the society. Therefore, graduates from Chuka University School of Law will be able to critically assess, interpret and apply various laws and have the historical, comparative and jurisprudential background that is essential for a sound understanding of laws and legal institutions.

The objectives of the LLB programme are:

1. Provide relevant quality legal education and training.
2. Generate and disseminate research findings to interested parties
3. Patent and commercialize research findings and innovations
4. Document legal research findings
5. Create financial resource base and product utilization
6. Create quality customer centred service delivery
7. Establish of linkages with pertinent stakeholders.

The Bachelor of Law programme commenced in May, 2021. The Chuka University School of Law has gained popularity growing from the initial admission of 14 students to a total of 240 students in September 2023. The increasing popularity evidenced by the rapid growth of student population affirms that the Chuka University School of Law is the preferred choice among prospective law students in Kenya. The School of Law has adequate facilities and full-time staff to meet the demand for the programme in line

with the requirements of Council of Legal Education (CLE). Facilities in the School of Law include; offices, lecturer halls, seminar rooms, a moot court, an e-resource centre and a law library. With the leadership and facilitation by the Chuka University Council and Management, a new Law complex is under construction adjacent to the new Chuka University Administration Block. Upon completion the School of Law will be housed in the new Law complex to accommodate larger student numbers and provide more spacious facilities.

Degree Programmes

Bachelor of Laws (LLB)

The admission requirements for the programme are:

1. At least a mean grade of C+ (Plus) in KCSE with a minimum grade of B (Plain) in English *or* Kiswahili.
2. At least three principal Passes in the Kenya Advanced Certificate of Education examination (A levels); *or*
3. A degree from a recognized university; *or*
4. A Distinction or Credit Pass in a Diploma in Law from an accredited institution.

Beyond classroom teaching, the School of Law exposes students to experiential learning by providing opportunities for students to participate in clubs and associations, moot court competitions and mentorship programmes. The School of Law hosts several student-led societies including: Wakili Community Forum, *Wakili wa Watoto*, Model United Nations, Amnesty International and Human Rights Clubs.

The University also facilitates the participation of School of Law students in various moot court competitions including; *Natural Justice* Moot Court and *University of Embu/ Eagles for Life* SOGIEC Moot Court where Chuka University School of Law students won prizes in various categories including; Best Male Oralist, Best Female Oralist, Best Team and Best Memorials. Students have also participated in Mediation competition including *Lady Justice Aluoch* Mediation in Africa Nazarene University, where Chuka University won the Best Mediator category. Since inception, the School of Law staff and students have conducted several community outreach programmes and community legal education in primary and secondary schools in Tharaka Nithi County. The School of Law fraternity has also conducted legal clinics and provided *pro-bono* legal services including the Chuka University Career Fair and Legal Aid week by the Law Society of Kenya.

The School of Law also leverages on partnerships and collaborations with *Eagles for Life*, CMR Africa, NEMA, the Judiciary, Office of Director of Public Prosecutions, Advocates Complaints Commission, Law Society of Kenya (LSK)- Tharaka Nithi Chapter, Tharaka Nithi County Government, Kenya National Commission on Human

Rights, Amnesty International, National Crime Research Centre (NCRC) and National Council on Administration of Justice (NCAJ) and the University of Minnesota. Through these partnerships, the School of Law undertakes mentorship programmes and exposes law students to Moot Court competitions. Under the *Mentorship Talk series*, the Faculty of Law hosts leading legal practitioners drawn from all subsectors including; governmental institutions, civil society and members of the Bar.

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

Degree Programmes

- Bachelor of Agribusiness Management
- Bachelor of Commerce
- Bachelor of Science in Community Development
- Bachelor of Education (ECDE)
- Bachelor of Arts in Criminology & Security Studies
- Bachelor of Education (Arts)
- Bachelor of Procurement & Logistics Management
- Bachelor of Project Planning & Management
- Bachelor of Journalism & Mass Communication

- Bachelor of Arts in Communication Studies

Diploma Programmes

- Diploma in Procurement & Logistics Management
- Diploma in Project Planning & Management
- Diploma in Criminology & Security Studies
- Diploma in Community Development
- Diploma in Leadership & Public Administration
- Diploma in Disaster Management

Certificate Programmes

- Certificate in Procurement & Logistics Management
- Certificate in Criminology & Security Studies
- Certificate in Disaster Management
- Certificate in Community Development
- Certificate in Leadership & Public Administration

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. This was the time when the first batch of postgraduate students admitted in 2005 graduated out of the 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 that are 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 degree and diploma programmes.
- 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 PERFORMANCE CONTRACTING

Welcome to the Directorate of Performance Contracting.

Performance Contract is a performance tool that aims at improving efficiency and effectiveness in the management of Public Service and involves four major stages namely: Negotiation, Vetting, Implementation and Evaluation.

The Directorate of Performance Contracting oversees the Coordination, Implementation, Monitoring, and reporting of the University Performance Contract in line with the University's Charter, Statutes, Strategic plan, and guidelines released annually by the Public Service Performance Management Unit.

The Directorate is headed by a Director who reports to the Vice-Chancellor through the Deputy Vice -Chancellor (AFP&D).

Mandate

To oversee the implementation of Performance Contracting.

Principle

What get measured gets done.

Core Values

The directorate operates under the university core values which are:

- | | | |
|--------------------------|--------------------|-----|
| 1. Freedom of Expression | 5. Excellence | and |
| 2. Integrity | Professionalism | |
| 3. Sustainability | 6. Confidentiality | |
| 4. Teamwork | | |

Objectives of the Directorate

1. To Facilitate Pre-Negotiation, Negotiation and Vetting of Performance Contracts using the guidelines released annually by the Public Service Performance Management Unit and submit the same for consideration by the University Management Board and Council.
2. To facilitate cascading and signing of staff performance contracts.
3. Sensitize University staff on Performance Contracting.
4. Overseeing the preparation of Departmental work plans by Heads of Departments.
5. Coordinating preparation and submission of quarterly reports to relevant various Governmental Ministries, Department and Agencies (MDAs) as per stipulated deadlines.
6. To monitor the implementation of the Performance Contracts targets and compiling evidences of activities done every Quarter.
7. Coordinate, track, and monitor, the implementation of the targets set in the yearly Performance Contract between the Government and Chuka University Council.
8. Coordinate the University Management Board for Annual Performance Contracting Evaluation Exercise.
9. To make appropriate recommendations to the Management on issues related to performance contracting.
10. To carry out any other duties assigned by Management

Email: directorpc@chuka.ac.ke

Office Telephone: 0772-894452

DIRECTORATE OF QUALITY ASSURANCE

The Directorate of Quality Assurance is a unit that is designed to strengthen systems and structures at Chuka University. The Mandate and Functions of the Directorate include the following:

- i. To coordinate training and sensitization of staff on Quality Assurance and Management Systems requirements;
- ii. To conduct evaluation of teaching and supervision effectiveness in the University;
- iii. To analyse students' evaluation of teaching effectiveness and external examiners' reports of examinations and theses, and give feedback to concerned parties;
- iv. To coordinate external assessment, self-assessment and emerging quality assurance issues of academic programmes
- v. To act as a Liaison Office between the University and external bodies on matters related to Quality Assurance;
- vi. To make recommendations to the Management and the Senate on issues related to Quality Assurance

DIRECTORATE OF EXAMINATIONS AND TIMETABLING

The efficiency of running the University's academic programmes lies on the effective planning and coordination of the academic calendar in relation to the other University functions. The University, through its various academic programmes, trains professionals and academicians for practice 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. Consequently, the quality of the graduates so trained, depends on the integrity of the examinations administered to qualify them.

The functions of the Directorate are:

- i. Preparation of the academic calendar for the undergraduate and postgraduate programmes in the University.
- ii. Preparation of the teaching, consultation, and examinations timetables at the beginning of each semester for all degree, diploma and certificate programmes.
- iii. Ensure that both teaching and examination timetables are followed as scheduled.
- iv. Co-ordination of academic field trips during the semester.
- v. Arrange use of various lecture halls for academic and non-academic purposes.
- vi. Maintenance of lecture halls, theatres, workshops and laboratories in collaboration with other relevant departments.
- vii. Processing of all the University examinations.
- viii. Co-ordinating examinations and providing necessary logistics and materials.
- ix. Ensuring that standards and procedures of examinations are maintained.
- x. Works closely with Deans and Chairman of departments on monitoring of implementation of the curriculum.

- xi. Facilitating invitation and the work of all the external examiners.
- xii. Preparation of semester reports on the conduct of examinations to inform decision making by the University Management.

LIBRARY SERVICES

The goal of Chuka University Library is to support quality learning, research, teaching, by providing opportunities to individuals or groups to discover and apply new ideas that are available in books, journals, the internet and other sources.

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 engages with faculties and researchers in providing access to current and up-to-date information. The library sitting capacity in the main campus is 800 students.

Our services

1. Quiet and conducive sitting areas/spaces in the library
2. Borrowing/lending of print books
3. Access to electronic library resources (e-books and e-journals)
4. Support in searching for literature on topics of interest
5. Information literacy training
6. Research consultation
7. Quick reference/enquiry services

Membership

- i. Membership of the library is open to duly paid up and registered students
- ii. Academic and administrative staff are to be recommended by their Heads of Departments
- iii. Memberships of patrons from recognised institutions collaborating with Chuka University will be considered on production of a recommendation letter from their institution.
- iv. Registration of students will be closed one month after admission of first year, subject to undergoing mandatory orientation.
- v. Non-members (institutions/individuals): External members shall be considered for membership on production of recommendation letters from local chief/employer/institution. In addition, they shall pay a non-refundable fee of Ksh 20/= per day, or annual subscription fee of: Ksh 300 per month, Ksh 600/= per term, Ksh 1,800/= per 6 months, Ksh 3,000/= per 12 months (1 year). NB: No loan facilities will be extended to this category.

- vi. Institutions collaborating with Chuka University shall pay a non-refundable annual registration fee of Ksh 25,000/= and Ksh 10,000/= refundable caution money. The Librarian reserves the right to register and deregister such clients.

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.

The branches of the library are:

1. Main Library
2. Science Complex Block Library
3. Business Complex Block Library
4. Law School Library

Library opening hours

Monday to Friday: 8.00 am-10.00 pm

Saturdays: 8.00 am-6.00 pm

Sundays and Public holidays: Closed



The Chuka University Library



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,
Dean of Students



Students Welfare Department Staff

You will find a lot of interesting information in this Handbook that will help you to adjust and adapt 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/Schools 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 strong sense of community welfare among students, faculty and other 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 their phone number and the name of their **respective academic department** 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 intended for any damages, losses and breakages of any 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.

The university also has a gymnasium, Sauna, steam room and a swimming pool which can be utilised by students at a cost.



Ladies basketball team (Rockets) with their trainers after a win that secured their place in the National competitions



Chuka University Scorpions handing over their trophy after their win at the Chapa Dimba Eastern Region Playoffs

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 designated entertainment areas. 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 firefighting appliances that are meant for firefighting 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:

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

Among the issues handled by the department are:

- i. Theft/losses
- ii. Assaults among students
- iii. Missing students
- iv. Gender conflicts
- v. Consulting with the government security services where applicable.
- vi. 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, staff or even members of the public. Be aware that physical abuse can worsen and become cyclical. Do not 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 with multiple partners. 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:

- While on Campus, students should attend various seminars where topical issues are often presented and discussed including; information and education sessions conducted by peer counsellors.
- Students should not indulge in risky and careless sexual behaviour.
- ABSTAIN, but students who cannot abstain from sex or who cannot maintain a faithful monogamous relationship should use condoms.
- 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.



CUSA governing council with the Vice-Chancellor, Prof. Henry M. M'ikiugu and Management during their inauguration ceremony

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 club 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 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.

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 student union officials are encouraged to write through 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. 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

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.
- 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 the 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:

- 4.1 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.
- 4.2 Share rooms as may be stipulated as well as other facilities of common use.
- 4.3 Host visitors in their rooms between hours of 10:00 am and 10:00 pm. only.
- 4.4 Not remove furniture or equipment from or into the halls of residence, or any other University premise, except with written permission from Halls Officer.
- 4.5 Immediately report any loss, missing items or breakages in the rooms to the house keeper or custodian of the relevant hall.
- 4.6 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.

- 4.7 Ensure that rooms are clean, tidy and devoid of defacement at all times.
- 4.8 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.
- 4.9 Under no circumstances interfere or tamper with electrical installations and fittings in the University buildings.
- 4.10 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 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 | 7.5 Illegal trade or hawking |
| 7.2 Drug abuse | 7.6 Fighting |
| 7.3 Drug trafficking | 7.7 Physical assault |
| 7.4 Possession of illicit intoxicants | 7.8 Arson |

- 7.9 Theft
- 7.10 Impersonation
- 7.11 Forgery
- 7.12 Fraud
- 7.13 Rape or attempted rape
- 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 obtained from the University administration 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 the proper functioning of the University and any other act or omission which amounts to a criminal offence under the 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 there in.
- 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 the following:
 - (a) Deputy Vice-Chancellor (Academic)/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 in the governing council.

- (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 be required to adhere to the rules of evidence or procedures. In particular, the committee shall ensure that both sides are heard objectively.
- 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 shall be required to appear in person.
- 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

UNIVERSITY EXAMINATION REGULATIONS FOR BACHELOR'S, DIPLOMA AND CERTIFICATE PROGRAMMES

1.0 Examination Processing

- 1.1. The Standard Operating Procedures for processing of examinations shall be followed and reviewed from time-to-time as provided for in academic programmes catalogue.
- 1.2. All University examinations shall be conducted under the authority of the Senate as specified under various rules and regulations.
- 1.3. To be eligible to take examinations, each candidate shall pay to the university in respect of the examinations such fees as the Council shall prescribe from time-to-time.
- 1.4. Only students who have registered for scheduled courses within the first two weeks of the semester and fulfilled all other requirements shall be eligible for taking examinations.
- 1.5. There shall be both internal and external examiners of the university appointed by the Senate upon the recommendations of the Boards of Faculties, Schools or Institutes, who shall prepare examinations and examine students in papers assigned to them by the Faculty, School or Institute.
- 1.6. Final examination marks shall be agreed upon between the internal and external examiners, provided that where no such agreement can be reached the Chief Examiner shall make the final decision.
- 1.7. In case of re-examination, a moderator may be appointed from within or outside the University who had no part in teaching the subject under examination.
- 1.8. Subject to the approval by the Senate, Departments may establish moderating committees chaired by the Chairperson of Department and consisting of senior academic staff who shall moderate the examinations.
- 1.9. No student shall be permitted to proceed to the next year of study without having satisfied all examination requirements of previous year.

2.0 Assessment Criteria and Procedures

2.1 Ordinary Examination

- 2.1.1. The ordinary Examinations shall be graded on the basis of percentage marks consisting of thirty percent (30%) as Continuous Assessment Tests (CATs) and 70 percent (70%) as the final examination mark.
- 2.1.2. The duration of the final examinations is as follows-
 - 2.1.2.1. A course having three (3.0) credit factors shall be examined by a paper of (two) 2 hours only.
 - 2.1.2.2. A course having Credit Factors greater than (3.0) shall be examined by a paper of three (3) hours only.
- 2.1.3. Where a course is mainly practical in nature, it may be examined wholly or substantially by Continuous and/or Practical Assessment.

2.1.4 The total marks for each course shall be translated into letter grades as follows-

2.1.4.1	70% and above	=	A (Excellent)
2.1.4.2	60% to 69%	=	B (Good)
2.1.4.3	50% to 59%	=	C (Average)
2.1.4.4	40% to 49%	=	D (Below Average)
2.1.4.5	Below 40%	=	F (Fail)

2.1.5 Other designations related to examinations shall be as follows-

2.1.5.1	P	=	Pass
2.1.5.2	I	=	Incomplete
2.1.5.3	K	=	Course in progress
2.1.5.4	CT	=	Credit Transfer
2.1.5.5	AU	=	Audit

2.2 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 written request be allowed to take Special Examinations.

2.3 Student Projects Examinations

- 2.3.1 Student in their final year should submit their Projects at the end of the second semester of their Final Year.
- 2.3.2 Non submission of the projects within the stipulated deadline shall be deemed as a failure and the project shall be marked as a resit that is forty percent (40%) if submitted after the end of the second semester.
- 2.3.3 When submitted after the academic year, it shall be considered as a retake.

2.4 Resit/Retake of Failed Courses Examination

- 2.4.1 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%.
- 2.4.2 A student MUST resit all failed courses before being allowed to proceed to their next academic year.
- 2.4.3 A student who fails the resit examination shall be allowed to retake a failed course once only when it is next offered and shall be awarded the actual score.
- 2.4.4 When retaking a course a student shall be required to maintain the required semester credit factors (generally within 15-30 CFs).

- 2.4.5 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 other scheduled courses.
- 2.4.6 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-
 - 2.4.6.1 The course is being offered to any other student in session; and
 - 2.4.6.2 He/she registers as a student in session.

2.5 Remarking of Examinations

- 2.5.1 A candidate shall be allowed to appeal to the Dean of Faculty where the student is registered through the chairperson of Department where the student belongs for remarking of an examination, upon payment of a non-refundable fee to be determined from time-to-time by the council.
- 2.5.2 Remarking shall be done by an examiner other than the original one and shall be moderated by a committee as stipulated in Chuka University statutes.

2.6 Assessment Criteria for Medical Programmes

2.6.1 Resit of Failed courses/repeat of Academic Year /Level

- 2.6.1.1 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.
- 2.6.1.2 A student who fails an end-of-semester examination shall be required to resit the failed course(s).
- 2.6.1.3 A student MUST resit all failed courses before being allowed to proceed to their next academic year.
- 2.6.1.4 A student shall be allowed to repeat the academic year/level if he/she fails resit course(s), provided that such a student shall be allowed to repeat once only in each academic year.
- 2.6.1.5 A student who fails a course(s) during a repeat academic year/must attend mandatory counselling and shall be allowed to resit the failed course(s) before proceeding to the next year.

2.7 Failed more than 50% CFs

A student who fails more than 50% of all credit factors taken in an academic year/level shall be

- 2.7.1 Required to either repeat the academic year at his/her own cost
- 2.7.2 Or seek admission to another course/programme at his/her own cost

- 2.7.3 Taken through mandatory counselling to determine the best course of action

2.8 Repeat/change of course

A student shall be required to repeat a year or change a course on academic grounds if he/she-

- 2.8.1 Fails more than 50% of all credit factors taken in an academic year/level
- 2.8.2 Fails resit course(s) in a repeat year/level
- 2.8.3 Fails to register for, and/or attend, scheduled classes for two weeks or longer in a semester without the consent of Senate.
- 2.8.4 Fails to meet any other condition as stipulated by the Senate.

3.0 Examination Irregularities and disciplinary procedures and penalties

3.1 Examination malpractices and Disciplinary measures

- 3.1.1. The following academic malpractices are considered serious and any student guilty of committing them shall be liable to disciplinary measures.

S/n	Exam Malpractice	Disciplinary Action
1	Possession of and/or copying from unauthorized material brought to the examination venue by the candidate himself/herself or by other person(s).	(i) Cancellation of the candidate's examination results in the unit concerned; (ii) Degree: Suspension from the university for 1000 academic days and on readmission repeat the unit in which the offence was committed as a supplementary; (iii) Diploma: Suspension from the university for 2 years and on readmission repeat the unit in which the offence was committed as a supplementary; (iv) Certificate: Suspension from the university for 1 year and on readmission repeat the unit in which the offence was committed as a supplementary; (v) A written warning.
2	Copying from other candidates examination work in the examination room/displaying	(i) Cancellation of the candidate's examination results in the unit concerned; (ii) Degree: Suspension from the university for 1000 academic days and on readmission repeat the unit

	written answers in a way to aid another student to copy.	in which the offence was committed as a supplementary; (iii) Diploma: Suspension from the university for 2 years and on readmission repeat the unit in which the offence was committed as a supplementary; (iv) Certificate: Suspension from the university for 1 year and on readmission repeat the unit in which the offence was committed as a supplementary; (v) A written warning.
3	Circulating/exchanging/issuing unauthorized written, electronic, or any other material to other candidates during an examination and/or examination period.	(i) Cancellation of the candidate's examination results; (ii) Degree: Suspension from the university for 1000 academic days and on readmission repeat the unit in which the offence was committed as a supplementary; (iii) Diploma: Suspension from the university for 2 years and on readmission repeat the unit in which the offence was committed as a supplementary; (iv) Certificate: Suspension from the university for 1 year and on readmission repeat the unit in which the offence was committed as a supplementary; (v) A written warning.
4	Communicating orally or through gestures with other candidates during the examination.	(i) Cancellation of the candidate's examination results in the unit concerned; (ii) The candidate will be deemed to have failed the unit and will re-sit the examination as a supplementary; and, (iii) A written warning.
5	Possession of electronic gadgets such as mobile phones, MP3/MP4 player, iPod, blue tooth facility	(i) Cancellation of the candidate's examination results in the unit concerned; (ii) Degree: Suspension from the university for 1000 academic days and on readmission repeat the unit in which the offence was committed as a supplementary;

	programmable calculator or any other such unauthorized equipment/gadgets in the examination venue.	(iii) Diploma: Suspension from the university for 2 years and on readmission repeat the unit in which the offence was committed as a supplementary; (iv) Certificate: Suspension from the university for 1 year and on readmission repeat the unit in which the offence was committed as a supplementary; (v) A written warning.
6	Possession of used or unused examination answer booklet(s) in the examination venue during an examination other than the material issued by the invigilator.	(i) Cancellation of the examination results for the candidate(s) involved. (ii) Degree: Suspension from the university for 1000 academic days and on readmission repeat the unit in which the offence was committed as a supplementary; (iii) Diploma: Suspension from the university for 2 years and on readmission repeat the unit in which the offence was committed as a supplementary; (iv) Certificate: Suspension from the university for 1 year and on readmission repeat the unit in which the offence was committed as a supplementary; (v) A written warning.
7	Writing after the invigilator has announced the expiry of time allocated for the examination.	(i) candidate shall be deducted 5 marks
8	Carrying one's examination booklet(s) out of the examination room.	(i) Cancellation of the examination results for the candidate(s) involved; (ii) Degree: Suspension from the university for 1000 academic days and on readmission repeat the unit in which the offence was committed as a supplementary; (iii) Diploma: Suspension from the university for 2 years and on readmission repeat the unit in which the offence was committed as a supplementary;

		(iv) Certificate: Suspension from the university for 1 year and on readmission repeat the unit in which the offence was committed as a supplementary; (v) A written warning.
9	Carrying another candidate's answer booklet(s) out of the examination room.	(i) Degree: Suspension from the university for 1000 academic days and on readmission repeat the unit in which the offence was committed as a supplementary; (ii) Diploma: Suspension from the university for 2 years and on readmission repeat the unit in which the offence was committed as a supplementary; (iii) Certificate: Suspension from the university for 1 year and on readmission repeat the unit in which the offence was committed as a supplementary; (iv) The candidate whose booklet was carried out to sit a supplementary examination in the unit(s); and, (v) A written warning.
10	Destroying evidence which may be used as a proof of an examination irregularity.	(i) Cancellation of the examination results for the candidate(s) involved. (ii) Degree: Suspension from the university for 1000 academic days and on readmission repeat the unit in which the offence was committed as a supplementary; (iii) Diploma: Suspension from the university for 2 years and on readmission repeat the unit in which the offence was committed as a supplementary; (iv) Certificate: Suspension from the university for 1 year and on readmission repeat the unit in which the offence was committed as a supplementary; (v) A written warning.
11	Obstructing the invigilator while he/she is performing his/her duties, and/or	(i) Cancellation of the examination results for the candidate(s) involved; and, (ii) Expulsion from the university.

	use of personal violence and/or threats against the invigilator on matters relating to the sitting of an examination.	
12	Wilful disruption of examinations attributable to a candidate's behaviour during university examinations.	(i) Cancellation of the examination results for the candidate(s) involved; and (ii) Expulsion from the university.
13	Presenting oneself in the examination venue under the influence of alcohol and/or substance abuse.	(i) Mandatory counselling and/or medical treatment until declared fit to resume studies; (ii) To re-sit the examination in the unit(s) concerned as a supplementary examination when next offered; and, (iii) A written warning.
14	Smoking/drinking alcohol or the abuse of any other drugs in the examination room.	(i) Expulsion from the examination room; (ii) Cancellation of the examination results in the unit(s) for the candidate(s) involved; (iii) To re-sit the examination in the unit concerned as a supplementary examination when next offered; and, (iv) A written warning.
15	Impersonation of or conspiracy to impersonate (an) other candidate(s) during an examination.	(i) Cancellation of the candidate's examination results; and, (ii) Degree: Suspension from the university for 1000 academic days and on readmission repeat the unit in which the offence was committed as a supplementary; (iii) Diploma: Suspension from the university for 2 years and on readmission repeat the unit in which the offence was committed as a supplementary;

		(iv) Certificate: Suspension from the university for 1 year and on readmission repeat the unit in which the offence was committed as a supplementary;
16	Presenting oneself for an examination in a unit he/she has not duly registered.	(i) Cancellation of the candidate's examination results in the unit concerned; (ii) The student to register and re-sit the examination in the unit(s) as a supplementary examination when next offered; and, (iii) A written warning.
17	Sitting examinations without payment of the requisite fee.	(i) Cancellation of the candidates results in the unit(s) concerned; (ii) The student to pay fees and sit a supplementary examination in the unit(s) concerned when next offered; and, (iii) A written warning.
18	Plagiarism	(i) Cancellation of the candidate(s) examination results in the unit concerned; and, (ii) A written warning.
19	Wilful falsification of the student registration number on examination booklet and/or attendance list.	(i) Cancellation of the candidate(s) examination results in the unit concerned; (ii) Degree: Suspension from the university for 1000 academic days and on readmission repeat the unit in which the offence was committed as a supplementary; (iii) Diploma: Suspension from the university for 2 years and on readmission repeat the unit in which the offence was committed as a supplementary; (iv) Certificate: Suspension from the university for 1 year and on readmission repeat the unit in which the offence was committed as a supplementary; (v) A written warning.
20	Possession and/or use of another	(i) Cancellation of the candidate(s) examination results in the unit concerned;

	candidate's identity card during an examination.	(ii) Degree: Suspension from the university for 1000 academic days and on readmission repeat the unit in which the offence was committed as a supplementary; (iii) Diploma: Suspension from the university for 2 years and on readmission repeat the unit in which the offence was committed as a supplementary; (iv) Certificate: Suspension from the university for 1 year and on readmission repeat the unit in which the offence was committed as a supplementary; (v) A written warning.
21	Presenting forged documents (including, student I.D., exam card) during an examination.	(i) Cancellation of the examination results for the candidate(s) involved; (ii) Degree: Suspension from the university for 1000 academic days and on readmission repeat the unit in which the offence was committed as a supplementary; (iii) Diploma: Suspension from the university for 2 years and on readmission repeat the unit in which the offence was committed as a supplementary; (iv) Certificate: Suspension from the university for 1 year and on readmission repeat the unit in which the offence was committed as a supplementary; (v) A written warning.
22	Proven commission of examination offence(s) more than once either during the same exam session or diverse sessions.	(i) Cancellation of the examination results for the candidates involved; and, (ii) Recommendation for expulsion from the university.
23	Unauthorized collaboration among candidates through screen sharing and mirroring.	(i) Cancellation of the candidates' examination results in the unit concerned; (ii) Degree: Suspension from the university for 1000 academic days and on readmission repeat the unit

		in which the offence was committed as a supplementary; (iii) Diploma: Suspension from the university for 2 years and on readmission repeat the unit in which the offence was committed as a supplementary; (iv) Certificate: Suspension from the university for 1 year and on readmission repeat the unit in which the offence was committed as a supplementary; (v) A written warning
24	Use of auto coding software during and examination.	(i) Cancellation of the candidate's examination results in the unit concerned; (ii) Degree: Suspension from the university for 1000 academic days and on readmission repeat the unit in which the offence was committed as a supplementary; (iii) Diploma: Suspension from the university for 2 years and on readmission repeat the unit in which the offence was committed as a supplementary; (iv) Certificate: Suspension from the university for 1 year and on readmission repeat the unit in which the offence was committed as a supplementary; (v) A written warning
25	Opening or using internet, search engines and any programs including, instant messaging, chat rooms, email, web and surfing while taking the examination.	(i) Cancellation of the candidate's examination results in the unit concerned; (ii) Degree: Suspension from the university for 1000 academic days and on readmission repeat the unit in which the offence was committed as a supplementary; (iii) Diploma: Suspension from the university for 2 years and on readmission repeat the unit in which the offence was committed as a supplementary; (iv) Certificate: Suspension from the university for 1 year and on readmission repeat the unit in which the offence was committed as a supplementary;

		(v) A written warning.
26	Using other computers or similar devices running concurrently during the timed online examination.	(i) Cancellation of the candidate's examination results in the unit concerned; (ii) Degree: Suspension from the university for 1000 academic days and on readmission repeat the unit in which the offence was committed as a supplementary; (iii) Diploma: Suspension from the university for 2 years and on readmission repeat the unit in which the offence was committed as a supplementary; (iv) Certificate: Suspension from the university for 1 year and on readmission repeat the unit in which the offence was committed as a supplementary; (v) A written warning.
27	Failure to face the computer screen/smartphone/tablet or refusal to imprint fingerprint during the examination to confirm the candidate's identity at all times.	(i) Cancellation of the candidate's examination results in the unit concerned; and, (ii) A written warning
28	Taking screenshots during the examination.	(i) Cancellation of the candidate's examination results in the unit concerned; (ii) Degree: Suspension from the university for 1000 academic days and on readmission repeat the unit in which the offence was committed as a supplementary; (iii) Diploma: Suspension from the university for 2 years and on readmission repeat the unit in which the offence was committed as a supplementary;

		(iv) Certificate: Suspension from the university for 1 year and on readmission repeat the unit in which the offence was committed as a supplementary; (v) A written warning.
29	Refreshing a browser, use of browser buttons, navigating away from the exam screen before submitting the examination or copying the exam questions or answers.	(i) Cancellation of the candidate's examination results in the unit concerned; (ii) Degree: Suspension from the university for 1000 academic days and on readmission repeat the unit in which the offence was committed as a supplementary; (iii) Diploma: Suspension from the university for 2 years and on readmission repeat the unit in which the offence was committed as a supplementary; (iv) Certificate: Suspension from the university for 1 year and on readmission repeat the unit in which the offence was committed as a supplementary; (v) A written warning.
30	Attempting to carry out technical alterations that undermine the proctoring system or assessment systems	(i) Cancellation of the candidate's examination results in the unit concerned; and, (ii) A written warning.
31	Presence of unauthorized material on or near the desk, use of headphones, headsets or advanced earplugs during the exam or leaving the desk/room during an online exam.	(i) Cancellation of the university examination results in the unit concerned; (ii) Degree: Suspension from the university for 1000 academic days and on readmission repeat the unit in which the offence was committed as a supplementary; (iii) Diploma: Suspension from the university for 2 years and on readmission repeat the unit in which the offence was committed as a supplementary; (iv) Certificate: Suspension from the university for 1 year and on readmission repeat the unit in which the offence was committed as a supplementary;

		(v) A written warning.
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3.2 Disciplinary Procedures and Penalties

- 3.2.1 Any examination malpractice shall immediately be reported in writing by the invigilator(s) through the Chairman of Department where the course belongs, to the Dean of the Faculty where the student is registered for a Degree, Diploma, or Certificate. The report shall include statements by the student involved, invigilators, examiners and witnesses, if any.
- 3.2.2 On receiving the report of examination malpractice, the Dean shall convene, not later than two (2) weeks after the end-of-semester examinations, a Faculty Students' Disciplinary Committee to deliberate on the case.
- 3.2.3 The membership of the Faculty Student Disciplinary Committee shall be as follows-
 - 3.2.3.1 The Dean of Faculty where the student is registered – Chairperson
 - 3.2.3.2 Two Chairperson of Departments (the department where the course is being taught, and where the student is registered, or any other Chairperson from the same faculty if the student is registered in the same department)
 - 3.2.3.3 Two (2) Faculty representatives from within the Faculty where the student was registered.
 - 3.2.3.4 Faculty Assistant Registrar or Administrative Assistant who shall serve as Secretary to the committee.
- 3.2.4 The Faculty Students' Disciplinary Committee shall conduct its procedures unless otherwise stated, in accordance with protocols stipulated by the Faculty disciplinary Committee.
- 3.2.5 The recommendations of the Faculty Students' Disciplinary Committee shall be reported to the Faculty Board of examiners and the Senate as soon as possible, but before the Senate deliberates on the relevant Examination Results.
- 3.2.6 Where the Senate is satisfied that the alleged offences were committed, the accused student shall be suspended for a period of up to 1,000 days or warned depending on the gravity of the offences.
- 3.2.7 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.

3.3 Expulsion from the University

- 3.3.1 A student may be expelled from the University under the following conditions.
 - 3.3.1.1 Being involved in repeated examination malpractice.
 - 3.3.1.2 Wilful disruption of examinations attributable to a candidate's behaviour during university examinations.
 - 3.3.1.3 Obstructing the invigilator while he/she is performing his/her duties, and/or use of personal violence and/or threats against the invigilator on matters relating to the sitting of an examination.
 - 3.3.1.4 Declared by the Students' Disciplinary Committee to have committed gross misconduct.
 - 3.3.1.5 If found to have been admitted irregularly.
- 3.3.2 A student expelled from the University due to irregular admission shall not be entitled to any academic records.

3.3 Appeal against Discontinuation/expulsion or suspension

Discontinued/expelled or suspended students may appeal to the Chairperson of the Council through the Vice Chancellor within one month from the date the notification letter is posted to the discontinued/expelled or suspended student. An appeal not submitted within this period of time shall not be considered.

PICTORIAL



Her Excellency Pastor Dr. Dorcas Rigathi signs the visitors book during her mentorship engagement at Chuka University



Her Excellency Pastor Dr. Dorcas Rigathi takes a selfie with a student



The Vice Chancellor and students engaged in a tree planting activity at University's Mwanjati farm



The Vice Chancellor & Management pose for a photo with CUSA leaders during their swearing in ceremony



HELB officials assisting students in regards to their HELB loans



Dr. Roselida Owuor (Ministry of Education), the Vice Chancellor and CUSA leaders during the Annual IRC



Chuka University Alumni leadership pay a courtesy call to the Vice Chancellor



Students from various clubs engage in chapati fest at a childrens home



First year students keenly following the proceedings during orientation



Students during MSETO Campus tour



Chuka University staff present trophies won during staff games tournaments and ASK show



Chuka University karate students emerge champions during a tournament



The DVC (ARSA) during CHAKICHU meeting



Students performing a traditional dance during cultural week festivals

NOTES

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



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