



SOUTH EASTERN KENYA UNIVERSITY

Office of the Academic Registrar

STUDENT HANDBOOK

August 2024

VISION AND MISSION STATEMENTS

Our Vision

A globally competitive Centre of Excellence in Research, Teaching and Learning,
Community Service, Innovation and Commercialization

Our Mission

To provide quality education through research, teaching, extension, innovation and entrepreneurship with emphasis on food and nutrition security, health, engineering and technology, environment and natural resources management for sustainable development.

Our Philosophy

Arid to green Transforming lives

Our Core Values

Patriotism
Professionalism
Democracy and good governance
Innovation
Integrity, transparency and accountability
Inclusivity, equity and equality
Freedom of thought
Teamwork
Sustainability

Message from the Vice Chancellor

Welcome to South Eastern Kenya University. We are delighted that you have joined us. SEKU is a fully fledged public university committed to excellence and equity. You join a pool of students from the entire country and beyond.

SEKU has devoted its resources to your needs for intellectual, physical and spiritual growth. We undertake to put you on a competitive scale with regard to your career growth and actualization of your potential. The University recognises your desire to partner with an institution that is sensitive to your aspirations and accountable in providing good returns for your investment in education. This is the basis on which our programmes are formulated. We trust that your decision to join this dynamic forward looking University will benefit you through the diverse holistic, development oriented range of programmes on offer.

We promise that your time at SEKU will be an experience that will enrich you, not just in academics but an experience that will see you gain important life skills and the motivation to be socially curious and aware of the world around you, an experience that will shape you into a wholesome and responsible citizen, ready and capable of making your contribution to the national and global development debate.

With a student population of over **9,023** and a highly qualified academic staff of over 200 professionals and dedicated support staff of about 300, SEKU offers you a vibrant environment to realise your dreams. Take time to join and participate in the many co-curricular activities that are available on campus.

Welcome and have a fruitful four year study period at SEKU.

Prof. Eng. Douglas Shitanda
Vice-Chancellor

Message from the Deputy Vice-Chancellor (Academic, Research and Innovation)

Welcome to South Eastern Kenya University. You are now acquiring the enviable status of a University student. Congratulations!

The University has students from all the 47 counties of Kenya representing the diverse cultures of the country. You are encouraged to embrace each other's uniqueness and establish long lasting relationships.

South Eastern Kenya University is committed to making you accomplished scholars during your study period here at the University. We will work together to help you acquire the necessary skills, knowledge, and competencies that will enable you to exploit your potential.

Your parents and guardians have invested in your education and sacrificed their resources to get you to where you are today. Honour their sacrifice by working hard. Remember that the primary objective of you joining SEKU is your education.

South Eastern Kenya University is committed to creating an environment conducive to learning as well as to extracurricular activities. Please help us to serve you well by observing the University rules and regulations. Keep off activities such as drinking of alcohol, use of drugs and substances, and casual sex among others vices that can not only compromise your studies but can also lead you into trouble.

The academic and administrative staff will be available to provide the necessary support that you require to quickly settle down into life at the University. The office of the Dean of Students is available to respond to all your queries and concerns pertaining to your stay at the University. Make use of all the University facilities at your disposal to enable you develop holistically.

I wish you a very enjoyable and successful four/five years academic life at SEKU.

Prof. Harrison K. Maithya
Ag. Deputy Vice-Chancellor (Academic, Research Innovation)

1. General Information

a) Our Location

The South Eastern Kenya University (SEKU) is a Public University located in Kwa-Vonza division, Lower Yatta District, Kitui County in a serene and conducive learning environment, 15 Kilometers off Kwa-Vonza Market, along the Kitui-Machakos main road.

b) Our History

South Eastern Kenya University (SEKU) is one of the 35 Chartered Public Universities in Kenya duly established under the Universities Act, 2012, by a Charter granted on 1st March 2013.

SEKU's main campus is located in Kitui County, Kwa-Vonza location, five (5) kilometers off the Kitui - Machakos road and sits on approximately 10,000 acres of land. The University has also established, fully equipped and operationalized four (4) ultra-modern campuses in Kitui Town, Wote Town, Mtito Andei Town and Migwani. The University's campuses are situated in serene and conducive environments for learning, thus providing a home away from home experience for its students and members of staff.

The University offers a wide range of market driven academic programmes, organized into eight schools and thirty five teaching departments.

c) Our Campuses

SEKU has satellite campuses in Kitui Town, Wote Town and Mtito-Andei.

d) In Brief

The emphasis is on Dry-land Agriculture, Natural Resources and Environmental Management Programmes which, however are supported by courses in Sciences, Arts, Business Management and Social Sciences. The student population is drawn from all the counties in Kenya from diverse backgrounds.

In addition to promotion of knowledge and training, SEKU is keen on producing graduates who can offer intellectual leadership. Over and above this, the University prepares graduates who will realise her mission in society and take on the challenges that come with it. Outside of academics, students are actively involved in campus life, participating in various sports and games, clubs, societies and organizations. The University's teams continue to shine in various local and national events such as athletics, volleyball and beauty contests.

The University trains students to grow socially, intellectually, emotionally, morally and spiritually. She encourages them to take an active part in all activities organized by the University, be they academic, social, cultural or spiritual

2. The Structure of the University

SEKU is organized into two (2) Divisions and five (5) Directorates reporting directly to the Vice Chancellor/Chief Executive Officer as indicated below:

- i) Academics, Research and Innovation Division;
- ii) Corporate Services Division;
- iii) Corporation Secretary & Legal Services Directorate;
- iv) Directorate of ICT;
- v) Partnerships and Resource Mobilization Directorate;
- vi) Procurement and Supply Chain Management Directorate;
- vii) Internal Audit and Risk Assurance Directorate.

a) The Academic, Research and Innovation

This division is headed by the Deputy Vice-Chancellor (Academic, Research and Innovation) assisted by the Academic Registrar, is responsible for teaching, research and student affairs. The main focus of the division is the provision of high quality market driven academic programmes, carry out needs driven research and the general welfare of students.

The teaching of academic programmes is devolved to schools for maximum interaction of lecturers and students. Each school is headed by a dean and has various departments.

b) Corporate Services Division

This division is headed by the Deputy Vice-Chancellor (Corporate Services) assisted by the Director FMA, Director Finance Services & Director HR. It is concerned with overseeing all financial, planning and development activities, overall management of human resource activities, and coordination of services such as health, transport, registry, administration and central services. It also oversees the development, implementation and review of Quality Management Systems (QMS) administrative and operational procedures, development, processes and other activities on ISO certification and implementation. General maintenance of the grounds is also a function in this division.

3. First Time at SEKU

Students admitted to the University go through a registration process as the first activity once they arrive. A temporary registration venue is normally set up for this activity. The exercise in most cases continues for about three weeks. There is also an orientation programme that is managed by the office of the Academic Registrar, in conjunction with the Dean of Students.

a) Arrival and Registration

Students are expected to arrive between 8:00 a.m. and 5:00 p.m. on the opening day for registration. Any student arriving after 5:00 p.m. will not be registered or given accommodation until the following day.

b) Students personal details form

You are required to complete the students personal details form and attach a coloured passport size photograph. The photograph should bear the names of candidate and admission number in FULL (NO INITIALS PLEASE) on the reverse side. (This information is important in the event of the photographs being misplaced). The filled in forms should be submitted on the reporting day

Information in the students personal details form is intended to help the office of the Academic Registrar understand you better. Any change of home contact address and telephone number should be communicated to the Admissions Office in writing. Students admitted without national Identity Cards (ID) are advised to furnish the admissions office with copies of their ID once obtained and should ensure that the ID numbers are captured in the ERP system

c) Payment of fees

All first years are expected to have received their fee structures attached to their admission letters. Your fee balance will always be shown in your fee statement, which can be accessed anytime through the University website from the student's portal account.

Fees are payable at the beginning of every academic year or at the beginning of every semester. Hostel room will only be allocated those student who have paid fee for the semester in full. Please note that you are expected to have paid in full 1st semester fee before you are admitted to the university

Any changes in the fees will be communicated by the Deputy Vice Chancellor (ARI) and/or the Finance department through various ways such as circulars, SEKU student emails and University website.

Note that fee for the semester must be cleared before one can report themselves for the semester in the ABNO and thereafter register for units.

Any official transactions concerning University fees or any other payment should be done through the bank. No Individual is allowed to collect cash on behalf of the University. Bank slips should be presented to the university finance department, which will issue an official receipt of the transaction.

d) Medical Examination

Admission into the University is subject to receipt of a satisfactory Medical Report. Students are, therefore required to undergo medical examination by a recognized government medical practitioner before coming to the University. The form is enclosed for this purpose and should be filled, signed and presented in person on the day of registration.

e) Student Identification Card (Student ID)

Admissions office is responsible for the issuance and administration of the Students Identification Cards. All students of the University are required to obtain the ID through a

process initiated by taking a passport size photo by a designated office at the beginning of the academic year.

The student ID identifies you as a *bonafide* member of the SEKU community and should be carried with you at all times while you are on campus. In addition to serving as a form of identification, the card controls access to residential, dining halls, libraries, recreational facilities and other University buildings and services. Lost IDs will be replaced upon payment of a replacement fee as determined from time to time.

The Student ID is a property of SEKU and should be surrendered at the end of the Academic

4. Office of the Dean of Students

a) Student Welfare

The office of the Dean of Students is the main link between the students and the University Management. Our goal is to facilitate a vibrant, transparent and interactive relationship with all University departments to develop appropriate mechanisms and systems responsive to student needs.

Students are encouraged to report all matters that affect their welfare, either directly to the office of the Dean of Students, or to the Student Governing Council (SGC). The office of Dean of Students is directly involved in overall student welfare specifically the office is involved in:

- i) Highlighting all matters relating to student's welfare and reporting to the University Management.
- ii) Helping students on matters of Higher Education Loans Board (HELB), Students' Counseling, Sports and Games and other offices in order to advise students on matters relating to their welfare.
- iii) Organizing social functions such as talent shows, motivational talks and other forms of entertainment for the students.
- iv) Organizing and supervising students' elections and overseeing the functions of the Student Governing Council
- v) Organizing and authorizing religious functions for students
- vi) Registering and monitoring students' clubs and associations.
- vii) Identifying disciplinary cases among students and forwarding them to the relevant committees.
- viii) Facilitating any other events to mentor students in their development of leadership, moral reasoning, social intelligence and other skills required in their lives.

b) Guidance and Counselling

The Guidance and Counselling office being under the Dean of Students office concerns itself with helping students to adjust positively and cope with issues affecting them in their day to day life. Counselling is done for individuals as well as for groups in a friendly and confidential environment.

The office works closely with HIV/Aids Control Unit and Alcohol, Drug & Substance abuse.

A strong body of over a hundred peer educators/counsellors is maintained, trained and supervised by the Students' Counsellors. They work at the students' level to establish counselling needs/areas, intervene and refer cases beyond them to the Student Counsellors.

Various issues on social life are addressed including but not limited to: Academic issues; Career counselling; HIV/AIDS and STI management; Unplanned pregnancies; Hallucinations; Homosexuality; Time management; Alcohol overuse and abuse; Students' financial matters; Misplaced priorities and choices; Drugs (bhang) addiction; Relationship issues, room-mate wrangles; Addictions i.e. sex, cyber among others.

Besides this, the department organizes behaviour change communication forums and youth interactive sensitization workshops for all students. Motivational speakers are invited to speak on various issues as often as possible as a way of exposing our students to one on one life experiences as presented by speakers with the appropriate expertise.

5. South Eastern Kenya University Student Association (SEKUSA)

SEKUSA is the governing body of students at South Eastern Kenya University through which students organize their activities and express their views and opinions in the University. It is the mouth piece of the student community. It is led by student leaders elected by the students themselves. The elections are held one month into the first semester (usually in the month of October) as per the SEKUSA constitution.

Funding of SEKUSA is largely from the contribution of SEKU students. New students pay a Ksh 500 registration fee and Ksh. 100 as subscription fee each semester. To ensure good financial management practices, SEKUSA funds are subjected to audit every financial year. Students through their leadership are encouraged to ensure there is prudent utilization of their funds.

Only students without academic and disciplinary issues are allowed to contest for leadership positions in the Students Governing Council.

SEKUSA is governed by the Student Governing Council.

a) Student Governing Council (SGC)

The SGC is an integral part of the University Management, and its role is to work with the University Management to make the lives of students better in every aspect possible. In as much as the SGC 'fights for the rights' of students, it does not condone indiscipline and misconduct in any way.

Three members of the SGC (Chairman, Secretary General and Academic Secretary) sit in the Student Disciplinary Committee, two members in Senate and other senate committees.

In order to fulfil its mandate, the SGC is composed of various offices and we urge students to report any matter warranting attention to the respective offices. It is our collective responsibility to make our lives on campus better – so let us work together.

To qualify for election to the Students' Governing Council an aspirant must:-

- i) Aspirants seeking the position of Chairperson of Secretary General shall be nominated by at least 10% of the members whose nominations of the member shall be verified in conformity with Article 40, Section 1, and subsection f, of the constitution,
- ii) Be a student studying at the respective campus he/she seeks to serve as campus representative.
- iii) Have at least two semesters left for studying with a minimum of eight units,
- iv) Have, based on the available grades in the member's transcripts an average grade of C in the programme being undertaken, or a credit where applicable,
- v) Be within normal time frame for completion of the degree programme selected at the time of the initial registration,
- vi) Have completed at least one semester with a full load of academic study. This section is limited to the position of the president, secretary general, finance secretary and academic secretary, where at least two semester of study are mandatory for a candidate.
- vii) Be officially designated by the office of the Dean of Students, as a special needs student, if the member is contesting for the post of special needs secretary,
- viii) Be a Kenyan citizen, if the member is contesting for the post of Chairperson,
- ix) For every position that has a deputy, the deputy shall be the running mate and the two **MUST NOT** be of the same gender.
- x) The positions for Treasurer and the Social Welfare Secretary are reserved for female candidates

6. Exploring the SEKU Library: A Gateway to Excellence in Education & Research

The SEKU library is an integral pillar in fulfilling the university's core mandate of teaching, research, extension, innovation, and entrepreneurship. By providing quality information resources and services to the entire university community, the library plays a vital role in promoting academic success and advancement.

In addition to being fully automated, the library boasts a large collection of both physical and electronic books and journals. This collection caters to the various needs of all academic programs offered at the University. These valuable resources are easily accessible not only on the main campus but also across the satellite campuses. This ensures that users benefit from them.

The library provides a range of information resources and services to cater to academic and research requirements. These services consist of an Online Public Access Catalogue (OPAC) for locating library materials, Circulation services which encompasses issuance, return, and renewal of materials alongside reference assistance. Electronic Resources, including e-books and journals, are accessible both on and off-campus. The off-campus access to electronic resources enables remote learning.

The library maintains a Digital Repository which contains archived scholarly publications and past-papers generated by SEKU fraternity. Within the library, there is a Digital Library section equipped

with internet-enabled computers for research and resource access, while Wi-Fi connection supports personal devices such as smartphones. Information literacy training sessions are conducted regularly to equip users with research and citation skills. For staying updated, the library provides Current Awareness services through provision of daily newspapers from major Kenyan publishers. Additionally, personalized assistance and inquiries can be directed through the “Ask a librarian “service.

All the libraries are operated and managed by a team of highly skilled, knowledgeable, and experienced staff members. These dedicated professionals provide excellent support to all library users, ensuring that their diverse information needs are met efficiently and effectively.

For more information on the library’s operational hours, available services, and rules and regulations, please visit the library’s official website at www.library.seku.ac.ke.

7. Health & Medical Attention while on Campus

a) The Health Unit

Students are entitled to basic outpatient medical services at the University Health Unit Only. This includes:

- i) General outpatient consultation
 - ii) Basic laboratory investigations
 - iii) Prescribed medication from the University Health Unit
 - iv) Surgical procedures under local anesthesia
 - v) Reproductive health services
 - vi) HIV care and treatment services
 - vii) Antenatal Clinic services.
 - viii) Radiological investigations(at the County Hospital)-Limited to X-ray and ultra sound only
- a) Referrals will be made to the Kitui County referral hospital for eligible outpatient services not available at the University Health Unit. NB: The University shall not pay for bills incurred from self-referral to the County Hospital.
 - b) Maternity Services are not provided by the University; Students should make own arrangements for transport to their facilities of choice for delivery
 - c) Dental services are limited to tooth extraction only
 - d) Optical services are limited to basic outpatient eye treatment
 - e) Specialist medical services (Consultants Clinics) are not covered by the University
 - f) Students on follow up for Congenital and Chronic conditions are advised to make own arrangements for continuity of care with their specialists
 - g) Students residing out of the University’s Main Campus should make their own transport arrangements to the Health Unit
 - h) Inpatient medical services are a responsibility of the Parent/guardian NB: Students are encouraged to have NHIF cover to facilitate admission

No treatment shall be obtained at any other facility apart from the Kitui County referral hospital except with the express authority of the Vice-Chancellor.

In case of sexual assault/rape, students are advised to report to the Senior Medical Officer within 48 hours and are not supposed to do anything that can erase evidence such as bathing before reporting to the Senior Medical Officer.

b) Aids Control Unit

As part of your stay in SEKU, we as a University Community are concerned with your all round wellbeing over and above your academic excellence. To enable us achieve this mandate, the University has different units and directorates that take care of the general welfare of the SEKU fraternity. The HIV and Aids control unit {HACU} one of these units, is mandated to share information on HIV and Aids, Non-communicable diseases and mental healthcare wellness. This is done through sensitizations seminars, peer to peer education, public lectures, and continuous medical check at University clinic. It is important for you as an individual and for all of us as a community to better take care of our health and be on the look out to care for each other.

The unit coordinator along with all the medical staff at university health unit plus the university counsellor are available to walk with you during your stay at SEKU, so never suffer alone or see another suffer without reaching out for help. Feel free to reach out to any of the above mentioned officers. Email acu@seku.ac.ke

8. Student Welfare

a) Students Societies and Clubs

Students of SEKU are at liberty to form clubs, societies or organizations as long as they do not conflict with the University mission and the public interest.

The office of the Dean students is charged with the responsibility of registering, facilitating and monitoring operations of professional clubs and welfare associations in the student community. Through these organizations, students are able to participate in community activities and professionalism related events.

b) Recreation and Sports Services

Facilities are available for students' recreation and sports. Through the office of Sports and Games, SEKU provides an environment for students with talent in sports to exercise and develop their abilities through various indoor and outdoor sports. This creates opportunity for participants not only to use leisure time well and even boost self-awareness in fitness but also, a chance to compete at National and International levels.

Available sports facilities games at South Eastern Kenya University include; Soccer, Basketball, Hockey, Lawn tennis, Netball (women), Handball , Volleyball, Badminton, Table tennis and Rugby. There are game clubs which organize tournaments at the University and

national levels. Students are encouraged to take active participation in sports, and are requested to bring with them personal sports gear.

Team recruitment starts with registration during the orientation week.

c) Alcohol, Drug and Substance Abuse

Alcohol, Drug and Substance abuse unit was established to carry out several functions which include:

- a) To develop, implement, evaluate and review the university Alcohol, Drug and substance Abuse policy.
- b) To undertake sensitization of the University Community on effects and prevention of Alcohol, Drug and Substance abuse.
- c) To undertake follow up surveys to establish prevalence of Alcohol Drug and Substance abuse.
- d) Establish and operationalize Student Assistance Programme (SAP) focusing on early identification, treatment and rehabilitation of student with Substance Use Disorder (SUD).
- e) To submit quarterly and annual reports to NACADA on the progress of prevention of Alcohol, Drug and Substance abuse in the University

A help desk for Alcohol, Drug and Substance abuse has been established to provide advice and counselling services on alcohol, drug and substance related cases in the Dean of Student's Office

The Unit is committed to doing much more to ensure that SEKU is an Alcohol, Drug and Substance Abuse free zone.

It is illegal to use drugs and substances. Any student caught will be expelled from the University.

d) Gender Mainstreaming Unit (GMU)

The GMU's mandate is to advocate for gender responsive pedagogy, working and learning environment by creating awareness among the teaching staff and students' body. The GMU also sensitizes students, lecturers and other stakeholders so as to change beliefs and attitudes about females' ability in Science, Mathematics and Technology, advocates for the availability of gender responsive infrastructure, and equipment, including appropriate toilets and sanitary materials, disposal facilities, and recreational facilities.

The GMU promotes gender – respectful social interactions among students and staff through training and awareness creation. The unit is focusing to institute follow-up programmes on female and male students who drop out of University or are adversely affected by pregnancy and other socio-cultural barriers. Part of the mandate of the GMU is to advocate against gender stereotyping and negative portrayal of women, ensure gender balance in leadership of student unions and address issues of gender based violence. We welcome all students and staff to voice

their gender concerns to the unit either in person or anonymously through the university webpage.

Gender based violence is not only one of the most pervasive human right violations, it also jeopardises development

e) Disability Mainstreaming

SEKU community is committed to responding to the needs of the physically challenged and students with special needs and ensure that gifted and deserving students with disability will have an equal opportunity to acquire education and as much as possible participate in the various aspects of the University life.

The SEKU disability mainstreaming unit provides a comprehensive framework of mechanisms and strategies to address relevance and quality of education, accessibility and mobility of education and institutional attitude change. This unit has the mandate to address all disability issues that negatively impact on persons with disabilities.

The University in its efforts to make the life of those students living with disabilities on campus comfortable, it has procured *tuk-tuk* to transport them between hostels and lecture halls

Disability is not Inability

f) Public Complaints Unit

Pursuant to Article 59(4) of the Kenyan Constitution, and The Commission on Administrative Justice Act, 2011, South Eastern Kenya University has established the Resolution of Public Complaints Unit (RPCU), whose core function is to facilitate timely and efficient resolution of complaints lodged at the various service point within the institution. In discharging this function, the RPCU committee liaises with the different departments within the University to ensure that all lodged complaints are resolved in a timely and efficient manner and to the satisfaction of the complainant. The committee is under the chairmanship of the Deputy Vice chancellor-AHRM, with membership drawn from the different departments/sections of the university, as well as from the Students Governing Council (SGC). The main objectives of the committee are:

- i) Establishment of complaints handling and management infrastructure within the university,
- ii) Conducting capacity building for staff handling complaints registers,
- iii) Creation of awareness on the existence of a complaints handling system, and
- iv) Preparing and submitting quarterly reports to the Commission on Administrative Justice (CAJ) on the nature and number of lodged complaints, as well as the actions taken.

Towards the achievement of its goals, the Unit regularly engages the public via the various social media platforms (Twitter and Facebook), with the aim of creating awareness about the complaints handling process. Complaints may be channelled through complaints registers located at the various service points within the University or directly through the email address publiccomplaints@seku.ac.ke.

10. ICT and Internet Use

South Eastern Kenya University (SEKU) is committed to providing quality education by leveraging the power of Information and Communication Technology (ICT). The Directorate of ICT plays a crucial role in delivering all ICT-related services to staff and students across the entire university.

SEKU has made significant investments in its ICT infrastructure, ensuring seamless connectivity and access to essential resources. The university boasts five state-of-the-art computer laboratories with modern computers, projectors, and high-speed internet.

To guarantee reliable and efficient connectivity, SEKU is linked to the national grid through a robust fiber optic backbone with a bandwidth capacity of 750 Mbps. Internet hotspots have been strategically installed across campuses, providing access to a wealth of online learning materials and reducing congestion in computer labs.

SEKU embraces digital learning by providing extensive online library services. Students and staff can access academic periodicals, journals, and books through user-friendly online platforms, facilitating research and enhancing academic growth.

The university has automated its ICT services, empowering students to conveniently access academic records, self-reporting, unit registration, fee statements, and other resources through online channels, streamlining administrative processes. Each student is also assigned individual email accounts for effective communication within the academic community.

SEKU places a high premium on the safety of its students, with CCTV surveillance cameras and walk-through metal detectors installed on campus to enhance security.

SEKU expects all students to exercise responsible use of the ICT facilities and resources. The University discourages any unacceptable use of ICT resources. The university fosters a culture of responsible digital citizenship among its students to ensure a positive and conducive learning environment.

In conclusion, South Eastern Kenya University (SEKU) remains dedicated to promoting quality education through the strategic integration of ICT. The university's commitment to providing cutting-edge infrastructure, comprehensive online services, and robust security measures underscores its goal of empowering students and staff for academic excellence.

All students are encouraged to use these facilities in a responsible way.

11. Mails and General Communication

Communication to Students

A major medium of passing information on SEKU Campuses is the University website, www.seku.ac.ke, all students are expected to visit it frequently.

Every student has been assigned an e-mail address for individual as well as official communication. It is crucial that one checks their e-mail regularly.

Removing University furniture from lecture rooms and hostels is NOT PERMITTED.

12. Accommodation & Catering on Campus

a) Accommodation

Accommodation and catering services are available at the University. There are day and night halls officers to address student welfare services like security, special diets, and problems with room-mates, cleaning and management of the halls of residence.

Demand for accommodation is high, priority will be given to new students and those with disabilities

All students shall conduct themselves with responsibility and maturity while in the halls of residence at the University.

- i) **Eligibility for application:** All students are eligible to apply for accommodation within the halls of residence of SEKU. Demand for accommodation is high, priority will be given to new students and students with physical challenges or special needs.
- ii) **Residential period:** Students are eligible for accommodation at SEKU halls of residence only within the semester dates. Students can check-in one day before the commencement of a new Semester/Academic year.
- iii) **Payment terms:** On admission, applicants are required to pay a non-refundable accommodation fee as determined by the halls of residence management at the beginning of every academic year.
- iv) **Hall admission procedures:** Interested students may apply either on-line, by postage or hand delivery to the halls manager. The room allocation results will be announced in the University website or the University notice boards at least one week before the beginning of a new academic year. Applicants should check their room application results within that period. Unsuccessful applicants will be placed on the waiting list and will be notified when vacancies arise.
- v) **Room application deadline:** Room application deadline will be announced early enough before the beginning of new academic year.
- vi) **Room allocation:** Allocation of rooms will be on first-come-first-served basis. However, the University reserves the right to reject or revoke any application under circumstances deemed questionable. An applicant will be given up to two weeks to take up a room failure to which the room will be allocated to another student.

- vii) **Change of rooms:** No change of rooms will be allowed unless where the Hall's management deems it possible and a formal request must be made.
- viii) **Room-mates:** The assigning of room-mates by the hall management section of the University will be final. Any dispute between room-mates will be handled by the halls manager.
- ix) **Drugs and general conduct:** All students are prohibited from smoking, brewing (production) or taking alcohol or any other form of illicit drugs within the halls of residence or in any of the common places, entrances, stairways, common rooms, laundry rooms or any other shared areas of residence.
- x) No student is allowed to do anything which may cause nuisance to the University or to other occupants of the residence or any other neighbouring premises or behave in a manner that amounts to harassment on the grounds of sex, race, ethnicity, size, disability, sexual orientation, religion/belief, age or political affiliation.
- xi) **Radio, Video and Musical Instruments:** Use of video tapes, DVDs, radios or musical instruments in the halls of residence is allowed only on condition that the sound does not cause any disturbance, and that they are played between 6.00 am and 11.00pm. Production, possession and/ or viewing of pornographic materials are prohibited in the halls of residence.
- xii) **Meals in the hostels:** No meals, utensils or crockery are allowed out of the cafeteria/dining hall into the halls of residence.
- xiii) **Washing and drying of clothes:** Washing and drying of clothes should be done only in laundries and/ or other designated areas.
- xiv) **Waste disposal:** Waste disposal should be done only in designated areas.
- xv) **Posters:** Posters should be put in designated areas only.
- xvi) **Graffiti and drawings:** All forms of unauthorized Graffiti and/ or other drawings are prohibited in the halls of residence.
- xvii) **Keeping animals:** Students are prohibited from keeping any animals in the halls of residence.
- xviii) **Visitors in the halls of residence:** No visitors or students of the opposite sex are allowed in the halls of residence between 10:00pm and 10:00 am.
- xix) Students are not allowed to sublet or transfer room occupancy to any person
- xx) **Damage to university facilities:** Students will be held responsible for any damage they may cause to the University facilities. The student has, however, the right to appeal directly to the Dean of Students when such a case is disputed.

- xxi) **Removal of furniture:** Students are not allowed to remove furniture or equipment from their rooms except with a written permission from the halls management. Any losses, breakages or missing items should be reported immediately for appropriate action.
- xxii) **Security of rooms:** Students should take care of their rooms and ensure that unoccupied rooms are locked, lights switched off, water taps turned off and all electrical appliances switched off.
- xxiii) **Absence from halls of residence:** Absence from the halls of residence for a period exceeding two weeks should be reported to the halls management.
- xxiv) **Care of the university common facilities:** No student is allowed to put anything harmful or which is likely to cause a blockage in any pipes or drains or cause obstruction of the common places including haphazard garbage disposal.
- xxv) **Business in the halls of residence:** No form of business shall be allowed in the halls of residence.
- xxvi) **Pregnancy:** Students are advised to avoid pregnancy while pursuing their studies. In the event of pregnancy, one is supposed to move out of the halls of residence two months before confinement. However, an expectant student who is on confinement will be eligible for readmission into the halls of residence at least three months post confinement, but will be given up to three weeks to resume her studies in the University after this period.
- xxvii) **Vacation rooms:** Except with written permission from the halls manager, the student is supposed to vacate the room and remove all personal belongings from the room and/ or common places at the end of each semester or academic year. All keys should forthwith be surrendered to the halls management immediately after vacating the room.
- xxviii) **Loss of keys:** Loss of any key issued should be reported immediately to the halls management. Replacement of lost keys shall be done at the student's expense.

b) Catering Services

To facilitate satisfactory and efficient service in the catering unit, students are to present themselves in an orderly manner and be courteous to both catering staff and fellow students. Students will be required to queue in a civil and orderly manner for all services in the dining hall at all times.

- i) **Meals and meal times:** Meals are served at the designated University messes within the prescribed times as shown here under:

Breakfast	6: 00 a.m	-	9:00am
Lunch	12:00noon	-	2:00p.m
Dinner	5:30p.m	-	8:00p.m

- ii) Meals shall be served in the dining halls or in any other designated catering units, and no meals or beverages shall be carried out of the dining hall.
- iii) No crockery, cutlery or other utensils shall be removed from the dining hall.
- iv) No student shall enter the server, kitchen or stores without prior permission from the catering manager.
- v) Meals in the dining halls are served on **Pay AsYou Eat [PAYE]** basis.
- vi) Any comments, complaints or grievances concerning the catering services should be addressed to the office of the Catering Officer.

13 ACADEMIC MATTERS

a) General Admissions Criteria

Minimum admission requirements shall be provided for every programme in line with nationally accepted admission requirements. The minimum admission qualification in SEKU shall be:

Programme Cluster

The programme specific cluster requirements are as prescribed in the requirements of each programme.

Diploma Courses

- i. At least an aggregate of C plain in the Kenya Certificate of Secondary Education (KCSE)

Certificates must be from an Institution recognized by South Eastern Kenya University Senate.

Degree Programmes

Admission to Bachelor's Degree Programme will be based on any one of the following minimum qualifications:

- i) C⁺ (plus) for Kenya Certificate of Secondary Education (KCSE) holders or its equivalent as determined by the Kenya National Examination Council (KNEC).
- ii) An Aggregate of C (plain) with a three year KNEC Diploma (distinction or Credit) or its equivalent from an institution recognized by South Eastern Kenya University.

Only Applicants whose results are available at the time of application will be considered.

b) Deferment of Admission

An applicant who for any reason is unable to take up the offer of admission will be required to inform the Academic Registrar by either filling the FormJ1/IB of the joining instructions or writing directly to the Academic Registrar at least one week prior to the date of registration.

Similarly, continuing students are allowed upon request to take a semester off based on the validity of the reasons provided.

An applicant will be required to apply to defer admission on an annual basis but after the second year the offer of admission will lapse and the applicant will be required to re-apply afresh for admission. It is important that an applicant who defers admission ensures that he/she receives an official letter of deferment of admission from the Academic Registrar.

An applicant who fails to inform the Academic Registrar of his/her deferment of admission will be deemed to have forfeited his/her position and will be deregistered from the course admitted to.

c) Temporary Withdrawal

If for any reason a student who is already registered for a particular course has to leave the course for a particular period, he/she will be required to apply to the Academic Registrar, for a temporary withdrawal. The applications must be endorsed by the Dean of the respective School/Institute and must state the reasons for and the duration for such withdrawal. Any student who withdraws from a course without seeking appropriate approval will be deemed to have absconded from the course and will therefore be de-registered from the course.

d) Intra/Inter School transfers

Intra/Inter-school transfers are processed within the first three weeks of the first semester. Transfers can only be offered if there is a vacant position and if the student meets the requisite admissions criteria (Cut off Points) for the particular course.

A student wishing to transfer should fill the intra/inter school transfer application form available at the admissions office or the Dean of School's office. Those who have qualified for transfer will receive an official approval letter from the Academic Registrar and will be expected to register in their new course by the fourth week of the semester at the latest.

e) Course Registration

Students are required to register for courses each semester using the online registration system, accessible on the student's portal at www.seku.ac.ke. The registration process includes being activated in the student database, paying full fees for the semester and registering your course units online.

Students may make changes to their courses by either adding or dropping units online within three weeks of registration period.

f) Nominal Roll

The Nominal Roll is a record of students registered in each degree programme every semester/year. It gives important details about the students as well as recording the progress of the student from semester to semester (and yearly). It is important for every student to ensure that he/she signs the nominal roll in the Dean's office of their respective school at the beginning of each semester and to ensure the information given in the Nominal Roll is correct and up to date.

g) Absence due to illness

A student who misses any Lecture, Practical, Continuous assessments test, Examinations etc. due to illness must formally inform the lecturer concerned, the Chairman of Department and Dean of the School as soon as they possibly can with evidence.

h) Credit Transfer

Credit transfers shall be accepted for purposes of student mobility and recognition of prior learning from one accredited institution to another for programmes at the same level.

Guidelines

- i) In line with existing qualifications frameworks, credit transfers shall only be accepted from accredited institutions and programmes;
- ii) Credit transfers may be permitted up to a maximum of 49% of the core course units for similar programmes at the same level

14. Guidelines of Examination Processing

a) Undergraduate Examinations

Examination Sitting: No candidate shall be permitted to sit an examination unless he/she has satisfactorily attended at least two thirds of the prescribed course of study.

Field Practice (Attachment): For purposes of these regulations, results for field practice (attachment) shall be deemed to be part of the examinations.

Examination Procedures – Awarding of Marks

Each course shall be examined out of a total of 100%.

The pass mark in each course examination shall be 40% and graded as follows: -

70	-	100%	A
60	-	69%	B
50	-	59%	C
40	-	49%	D
39% and below	-		FAIL

The pass mark for medical courses not classified shall be 50% and graded as follows;

70	-	100%	A
60	-	69%	B
50	-	59%	C
0	-	49%	FAIL

Written examination in each course shall be by a 2-hour paper and shall constitute 70%. The Continuous Assessment Tests (CATs) shall constitute the remaining 30%.

Field Practice/Attachment shall be examined by oral examination and written reports. The grades shall be used in the degree classification. Evaluation of the student's performance while

in the field shall constitute; field assessment 30%, written reports (and oral presentations where applicable) 70%.

The research project shall be examined through written reports and presentation, and shall be graded for use in the degree classification. The project proposal shall constitute 30%, the project report shall constitute 60% and the oral presentation shall constitute 10%.

Retake examinations shall be marked out of 100% but the pass grade shall be recorded as 40% (50% for medical courses that are not classified).

A candidate who fails to sit for end of semester examination(s) for unit(s) registered will be awarded zero (0) mark, **provided the reasons do not fall under regulation 4**

A candidate may register and pay to audit for courses during his/her degree programme. The audited courses must be indicated as such during registration, and only one audited course shall be allowed per semester. Grades for successfully audited courses, taken from outside the prescribed ones, shall be included in the candidate's transcript and shall be identified by means of the symbol (AS) in parenthesis, where (AS) means Audited Successfully.

Incomplete Examinations

A candidate may, on the recommendation of the School Board of Examiners and approval by Senate, be admitted to Special Examinations, in the course(s) for which the candidate failed to sit Ordinary Examinations at the prescribed time. The reasons **MUST** be acceptable to the School Board.

Incomplete Examinations shall be graded as Ordinary Examinations.

Supplementary Examination/Retake units/Repeat of year of study/Discontinuation

- i) In any year, a candidate who fails to attain the pass mark in FOUR (4) course units or less may be allowed to sit supplementary examinations in the failed units.
- ii) A candidate who fails in FIVE (5) or SIX (6) units in an academic year be allowed to repeat a year to retake the units failed before proceeding to the subsequent year of study.
- iii) A candidate who fails a supplementary examination be allowed to retake the unit along with other units as long as such units do not exceed TWO.
- iv) A candidate who fails in retake unit be allowed to take a supplementary examination so long as the failed units do not exceed FOUR (4)
- v) A candidate be allowed to do supplementary examination in a unit up to a maximum of
- vi) TWO times.
- vii) A candidate who fails in TWO (2) or more supplementary examinations after a second attempt in them be discontinued from the course.
- viii) Supplementary examinations shall be marked out of 100% but the pass grade shall be recorded as 40% (50% for medical courses that are not classified).
- ix) A supplementary examination shall be charged at Ksh1000 (one thousand shillings) per unit plus Ksh500 (five hundred shillings) for registration.
- x) A retake unit shall be charged at Ksh 3,500/= per unit if a student is registered (paid Statutory fees) for a semester.
- xi) A student who has exhausted the study period and requires to do a retake unit will be charged Privately Sponsored Student Programme (PSSP) fees per unit.

Discontinuation

- i) A candidate who fails to attain the pass mark in seven or more of the course units taken in any academic year shall on recommendation of the School Board and approval by Senate be discontinued from the degree programme.
- ii) A candidate, who fails to sit for retake examination (s) carried forward at the expiry of one academic year, shall on recommendation of the School Board and approval by Senate be discontinued from the degree course, unless reasons on failure to sit examination (s) are acceptable to the University.
- iii) A candidate who have failed and have been discontinued in one programme, may be allowed by the Senate to register for another course/programme of their choice, provided that they meet the entry requirements for the said programme and shall commence at first year. **No credit transfer shall be given to such applicants.**

Award of degree

- i) Degree will be awarded to candidates who have undertaken approved courses and satisfied the requirements as students of the University after admission and subsequent registration with relevant school/faculty.
- ii) Senate may accept, as part of the attendance of a student of the University qualifying him/her for the award of bachelor's degree, duration of attendance as a student at another University or institution recognized by Senate.
- iii) Senate may accept academic transcripts issued in any subject by a University it recognizes, exempting such a candidate from examination of the University courses in such a subject.
- iv) Award of a degree will be based on the average score of all examinations of courses taken in the entire course duration, **provided the average score is NOT rounded off.** However, *audited courses SHALL NOT be considered when determining the average.*
- v) A degree will be classified into First Class Honours, Second Class Honours (Upper or Lower) Division and Pass, **provided that in order to qualify for the award of Honours Degree, a candidate shall not have repeated a year.**
- vi) In arriving at the decision as to the degree classification for each candidate, the School Board of Examiners shall consider, while observing regulation v), the overall mean mark obtained by the candidate and shall apply the principle that a mean score of:

70	-	100%	-	First Class Honours
60	-	69%	-	Second Class Honours (Upper Division)
50	-	59%	-	Second Class Honours (Lower Division)
40	-	49%	-	Pass
- vii) Non-Classified degrees will be awarded to candidates, while observing regulation 1.8.3, whose overall mean mark is 50% and above.
- viii) That if a candidate fails in a retake for a third attempt he/she is allowed to graduate with one (1) failed Retake unit.

Award of Diploma

- i) For the award of Diploma, a candidate will be required to pass in all prescribed course units taken

- ii) Each course unit shall be examined by a two (2) hour written examination at the end of semester during which the course was offered
- iii) The written examination shall constitute 70% of the marks in each course unit while course work constitutes 30%
- iv) The pass mark in each course examination shall be 40% and graded as follows: -

71	-	100%	A
61	-	69%	B
51	-	59%	C
41	-	49%	D
- v) Course work assessment shall comprise assignment and test
- vi) The pass mark shall be 40%
- vii) A candidate who fails to satisfy the examiners in any unit, with a mark below 40% may on recommendation of the Board of Examiners and approval of the Senate, re-sit the failed examination(s) during the next semester examinations.
- viii) A candidate who fails in the re-sit examination (s) shall be required to repeat the failed units
- ix) A candidate shall only be allowed to repeat the failed units for three semesters.
- x) The project will be marked out of 100%. The pass mark shall be 40%. The project will be graded by the appointed supervisor
- xi) A candidate who fails to satisfy the examiner in the project with a mark below 40% may on the recommendation of the Board of Examiners and approval of the Senate re-do the project
- xii) A candidate shall be allowed to re-do the project for a maximum of three semesters
- xiii) A candidate shall only be allowed to repeat a maximum of three course units in a semester
- xiv) Any candidate who fails in a maximum of more than three units in a semester shall be discontinued

Exemptions

Applicants who have taken equivalent courses recognized by the senate may, on the recommendation of Faculty and approval of the Senate, be exempted up to a maximum of 49% of courses offered in 1st and 2nd year of the programme. A student desiring to be exempted for any prior course work will need to make a formal request giving the following information.

- i) A list of South Eastern Kenya University courses which the student is interested in being exempted
- ii) Official transcripts indicating courses that may be equivalent
- iii) Description of Syllabus, outline for the courses which the applicant transfer for credit

Classification of the Diploma

The final award of the Diploma will be based on the average marks obtained in all course units taken and shall be classified as follows:

Pass with Distinction	-	70% and above
Pass with Credit	-	56% to 69%
Pass with Pass	-	40% to 55%
Fail	-	39% and below

Graduation Requirements

The candidate must qualify for the award of respective degree by obtaining a minimum average of 40%.

15. Examination Rules and Regulations

To be eligible to sit for end of semester examinations, candidates must be registered in the course being examined and must have attended 70% of the unit teaching time in a semester.

Candidates are warned of the seriousness of any examination irregularities. Any breach of the examination requirements, whether committed intentionally or unintentionally may be regarded as “misconduct” and dealt with under the University’s Disciplinary procedures. Any person committing such an offence and is not an officially enrolled student of South Eastern Kenya University shall be dealt with according to the law.

Candidates are reminded of the following rules governing the conduct of examinations:

- a) Definitions:** When appearing in the classes below the following words and terms mean:
- i) *Candidate:*** Any student officially enrolled for examination in a unit of study or course taught jointly between the University and any other institution.
 - ii) *Invigilator:*** members of the University’s academic or staff or any other person authorized to assume responsibility for supervision and/or organization of University examination.
 - iii) *Examination room:*** Any place in which a University examination shall be or is being conducted.
 - iv) *Examination Period:*** the period of time from the start of an examination until its conclusion

These rules and regulations, where appropriate, will also apply outside an examination room.

b) Examination times and venues:

Candidates are responsible for noting correctly the times and venues of their examinations. They are required to consult the examination timetable to ensure that there are no conflicts with respect to unit loads. Candidates must report to the examination room fifteen minutes before the scheduled time of commencing the examination.

c) Entering and leaving the examination room

Without the special permission of the invigilators, no candidate may enter the examination room more than half-an-hour after the examination has begun, or leave it until one hour of the examination period has elapsed.

d) Candidate’s Examination cards

For all SEKU examinations a candidate must bring to the examination room student’s Identification and Examination cards or any other identification document certified by the University.

c) Students with physical challenges and/medical conditions

Candidates who are physically challenged or are suffering from chronic medical conditions can request for special examination arrangements. In such case, the candidate must:

- i) Apply for consideration as soon as possible after the start of the semester.
- ii) Ensure that he/she is registered for this support
- iii) Provide supporting evidence substantiating his/her challenges or disadvantages
- iv) Register with the Chief Examiner for physical challenged support at least four (4) weeks prior to commencement of the examination period.

d) Examination Materials

Gaining access to examination questions before the examination is an offence. The Examiner will inform the candidate in advance which items will be permitted into the examination room. Briefcases, bags, mobile phones, pagers, personal organizers and similar electric devices must not be taken to the examination desk, but must be deposited elsewhere, as instructed by the invigilator. If a candidate is found in possession of a mobile phone in the examination venue, it will be deemed as a breach of examination rules.

e) Examination booklets and notes

All examination answer booklets must be submitted intact. Candidates must remember that:

- i) No part of the examination booklet should be defaced, removed or destroyed.
- ii) All notes, rough work and calculations must be done in the examination answer booklet
- iii) No answer booklet or supplementary sheet may be taken from the examination room.
- iv) A candidate in possession of a booklet or supplementary sheet outside the examination room will be liable to severe disciplinary action.

f) Behaviour during an examination

The following behaviour will be deemed as a breach of examination rules:

- i) Communication in any way with any person other than an examiner or an invigilator during an examination.
- ii) Looking at or copying from another candidate's paper or enabling another candidate to copy from one's paper.
- iii) Copying questions or answers either on paper or with a calculator to take from the examination room.
- iv) Taking an examination for another candidate or arranging to have another person take examination for the candidate.
- v) Smoking, chewing, eating and drinking in an examination room is prohibited.
- vi) Having access to or consulting notes or any form of written material during the examination is not allowed.
- vii) Possession of Cell phones and other electronics in the examination room

i) Exclusion, absence, or failure to attend an examination

- i) *Exclusion*: An invigilator has the power to exclude a student from an examination room if a good cause to that is established.
- ii) *Absence*: If a candidate needs to leave an examination room during the examination and return to the room later, he/she must obtain permission from an invigilator during his/her absence from the examination venue.

- iii) *Failure to attend*: If a candidate fails to attend an examination at the time and place published in the final timetable, except where prevented from doing so by illness or other acceptable reason, he/she will be deemed to have failed that part of the assessment.

Penalty for Examination irregularity/Cheating is expulsion

g) Examination Time-table clashes

If a candidate is scheduled to sit two examinations at the same time he/she must NOTIFY the chairman of the Department at least seven (7) days prior to the commencement of the examination.

16. General Conduct

a) Discipline of Students

a) Students Conduct: For purposes of these regulations the term:

“**SEKU**” means South Eastern Kenya University

“**Council**” means the supreme organ of the University established by the law governing University

“**Senate**” means the Academic Board of the University

“**Student**” means and includes the following:-

- i) Any person who has been formally admitted to an undergraduate Degree, Diploma or Certificate course within the University
- ii) Any person registered for courses within the University
- iii) All occasional students who are registered students of another University but are admitted to courses of study within the University.
- iv) All graduate students who are registered for higher degree courses within the university
- v) Any other person who is determined by the University Council as a student

All students shall conduct themselves in accordance with the highest standards of integrity, personal discipline and morality and, in particular, shall:-

- i) Respect and agree to the administrative and academic procedures and structures established by SEKU order for the control, governance and operations of the university.
- ii) Respect the rights, personal privacy and privileges of the members of the University community at all the time.
- iii) Ensure that do not bring the name of the University into disrepute.
- iv) Carry themselves in all public places/forums with such humility and dignity as befits their status as mature and responsible citizens.
- v) Carry their student ID cards when on University premises. Each student will be issued with a SEKU student identity card. All students are required to produce their cards on request. A student who loses his/her identity card must report immediately to the security and to the police. They should also report to the office of the Dean of Students who will make recommendations for replacement upon payment of the relevant fee.

b) Disciplinary Offences

Any student studying or registered at SEKU shall be subject to disciplinary measures if he/she is found to be guilty of misconduct as define below:

c) Definition of Misconduct

Any act or omission, whether occurring within the university premises or elsewhere, which improperly interferes with the functioning or activities of the University or of those who work or study in the University, or otherwise improperly damages the University or its reputation, shall constitute misconduct under these Regulations, including but not limited to the following:

- a) Any infringement, infraction or persistent disregard or contempt of the student conduct (outline above) shall constitute a disciplinary for which disciplinary action will be taken against the student.
- b) Without prejudice to the generality of the above provision, the following conduct shall constitute specific disciplinary offences under these regulation:-
 - i) Any conduct which constitutes a criminal offence or conviction in a Court of Law of such a nature as should in the opinion of Council, warrant expulsion from the University.
 - ii) Boycott of compulsory lectures, tutorials, practical classes, demonstrations, seminars, assessments and examinations or issuance of threats to other students in contemplation or furtherance of any such boycotts.
 - iii) Disruption of or improper interference with the academic, administrative, sporting, social or other activities of the University.
 - iv) Any attempt to convene, organize, participate and/or get involved in demonstrations, gatherings, processions, fundraising, or public ceremonies for which permission has not been obtained from the University or Government authorities through the University.
 - v) Obstruction of or improper interference with the functions, duties or activities of any student, member of staff or any visitor to the University.
 - vi) Violent, indecent, disorderly, threatening, intimidating, offensive behaviour, language and molestation of students and other members of the University community.
 - vii) Dressing in a manner that may cause moral harassment either to the University community or to the general public.
 - viii) Sexual, ethnic or racial harassment of any student, member of staff or any visitor of the University.
 - ix) Drunken or disorderly behaviour and substance abuse or use of drugs, the possession of which is prohibited by law.
 - x) Smoking within the University premises
 - xi) Brewing, peddling or possession of illicit alcohol
 - xii) Corrupt acts including but not limited to fraud, deceit, deception or dishonesty in relation to the University or its staff, students or visitors.
 - xiii) Theft, misappropriation or misuse of University property, or the property of the University staff, students or visitors, including computer misuse.
 - xiv) Misuse or unauthorized use of University premises.
 - xv) Damage to University property, or the property of the University staff, students or visitors, caused intentionally or recklessly.

- xvi) Action likely to cause injury or impair safety on University premises.
- xvii) Failure to respect the rights of others
- xviii) Failure to disclose personal details to a member of staff of the University in circumstances in which it is reasonable to require that such information be given.
- xix) Possessing keys to rooms or buildings on the campus other than those obtained through the official channel.
- xx) Keeping of motor vehicles and any other unauthorized equipment on the University premises without prior written permission from the management.
- xxi) Tampering with fire-fighting, water piping, electrical or other appliances wherever installed.
- xxii) Creating noise that may cause disturbance to others
- xxiii) Production, possession or viewing phonographic materials
- xxiv) Tampering with official documents
- xxv) Engaging or using the University facilities without permission
- xxvi) Using the University telephone, printing or mailing facilities either as an individual or through the students associations and societies for unauthorized purposes.
- xxvii) Using the South Eastern Kenya University name and /or logo either as an individual, club, or student organization without prior written approval from the principal
- xxviii) Possession of unauthorized University document(s), however obtained
- xxix) Breach of the provision of any University code, rule of regulation.

d) Academic Conduct

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

- i) Except for good cause attend all lectures, tutorials, seminars, demonstrations, practical's, assessments and examinations and other scheduled courses of instructions
- ii) Refrain from any conduct whose objectives or logical consequences are to disrupt the operation of academic programs of the University.
- iii) Comply with all other regulations made by the institutes, Centres, Departments, and Schools.
- iv) Refrain from cheating, plagiarism or any other irregularities during academic course work, in examinations, research or any related academic work.
- v) Produce certified evidence in case of absence from class for good cause.

e) Conduct with the Public

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

- i) All correspondence to the press or other media by students' officials of the University students association in their individual capacities shall bear their names and private addresses.

- ii) All public statements affecting the University and which are intended to be issued on behalf of any student societies, associations or clubs must receive prior written approval of the Vice-Chancellor.
- iii) Invitation to government functions or of representatives of foreign governments or other public personalities should be channelled to the Vice-Chancellor for approval through the Dean of students.

f) Disciplinary Authority

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

- i) Vary or add to the list of disciplinary offences specified herein until such action shall cease to have effect unless approved at the next meeting of Council.
- ii) Suspend any student from the University suspected of committing any disciplinary offence under the regulation pending disciplinary action
- iii) Take any other measures necessary for the proper operation of disciplinary procedures set out herein.

g) Students Disciplinary Committee proceedings

- i) When a student is deemed to have behaved in a manner deserving disciplinary action, the Dean of Students will institute preliminary investigations to authenticate the misconduct by the student.
- ii) If misconduct is ascertained, the Academic Registrar shall then inform the student in writing of the charge(s) against him/her.
- iii) A date shall be set when the student is to be heard by the Students Disciplinary Committee as established in the University, and the students informed of the same in writing by the Academic Registrar at least seven days before the date of hearing.
- iv) If the Student Disciplinary Committee has witnesses, the student shall have the right to cross examine them and examine any evidence the committee may have.
- v) If in the course of hearing, the Committee finds evidence disclosing new or additional charges, the student shall be notified in writing and will be required to answer to them.
- vi) The decision of the Committee shall be communicated to the student by the Academic Registrar not later than seven (7) days after the ratification by the senate.

h) Complaints, Appeals and Other Matters

- i) Students are advised to launch complaints or grievances at an early stage with the Dean of Students or any other relevant University authority.
- ii) Any appeals should be made directly to the Office of the Vice-Chancellor.
- iii) The University disclaims all responsibility for loss or damage to any property belonging to the students or their guests while such property is in the University College premises.
- iv) The University Council reserves the right to change, to amend or otherwise vary these regulations at any time within its discretion.

17. LIST of COURSES at SEKU

School of Education

1. Bachelor of Education (Arts)
2. Bachelor of Education (Science)
3. Master of Education
4. Master of Education in Kiswahili Methods
5. Master of Education in Early Childhood Education
6. Master of Educational Psychology
7. Master of Education in Guidance and Counselling
8. Master of Educational Foundations
9. Doctor of Philosophy in Educational Psychology
10. Doctor of Philosophy in Educational Administration and Planning

School of Humanities and Social Sciences

1. Bachelor of Arts
2. Bachelor of Arts in Social Work
3. Bachelor of Arts in Gender & Development Studies
4. Bachelor of Arts in Hospitality & Tourism
5. Bachelor of Criminology & Social Justice
6. Master of Arts in Kiswahili
7. Master of Arts in Sociology
8. Master of Arts in Gender and Development Studies
9. Master of Arts in Geography
10. Master of Arts in Linguistics
11. Master of Arts in Comparative Literature
12. Doctor of Philosophy in Kiswahili Studies

School of Agriculture, Environment, Water and Natural Resources

1. Bachelor of Science (Agriculture)
2. Bachelor of Science (Agribusiness Management & Entrepreneurship)
3. Bachelor of Science (Agricultural Education & Extension)
4. Bachelor of Science (Hydrology and Water Resources Management)
5. Bachelor of Science (Fisheries Management and Aquatic Technology)
6. Bachelor of Science (Applied Aquaculture Sciences)
7. Bachelor of Science (Forestry & Community Development)
8. Bachelor of Science (Environmental Conservation & Natural Resources Management)
9. Bachelor of Science (Environmental Planning & Management)
10. Bachelor of Science (Meteorology)
11. Bachelor of Science (Geology)
12. Bachelor of Science (Climate Change and Agroforestry)
13. Master of Science (Agricultural Resource Management)
14. Master of Science (Livestock Production Systems)
15. Master of Science (Agronomy)
16. Master of Science (Mammalian Physiology)

17. Master of Science (Reproductive Biology)
18. Master of Science (Rangeland Resources Management)
19. Master of Science (Agro meteorology)
20. Master of Science (Mineral Exploration and Mining)
21. Master of Science (Exploration Geo-Physics)
22. Master of Science (Environmental Management)
23. Master of Science (Climate Change & Agroforestry)
24. Master of Science (Biodiversity Conservation and Management)
25. Master of Science (Aquaculture)
26. Master of Science (Integrated Water Resource and Watershed Management)
27. Doctor of Philosophy (Watershed Management)
28. Doctor of Philosophy (Environmental Management)
29. Doctor of Philosophy (Climate Change & Agroforestry)
30. Doctor of Philosophy (Dryland Resource Management)
31. Doctor of Philosophy (Agricultural Economics)
32. Doctor of Philosophy (Animal Science)
33. Diploma in Range land Management
34. Diploma in Apiculture
35. Diploma in Animal Health
36. Diploma in Crop Protection
37. Diploma in Forestry
38. Certificate in Animal Health and Husbandry
39. Certificate in Artificial Insemination and Fertility Management
40. Certificate in Environmental Impact Assessment(EIA) and Audit

TVET DIPLOMAS

1. Diploma in Photogrammetry & Remote Sensing
2. Diploma in Disaster Management

School of Science and Computing

1. Bachelor of Science
2. Bachelor of Science in Mathematics
3. Bachelor of Science in Actuarial Science
4. Bachelor of Science in Statistics
5. Bachelor of Science in Molecular Biology & Biochemistry
6. Bachelor of Science in Electronics
7. Bachelor of Science in Computer Science
8. Bachelor of Science in Cyber Security & Computer Networks
9. Bachelor of Computer Science and Mathematics
10. Bachelor of Information Technology
11. Master of Science in Biotechnology
12. Master of Science in Biochemistry
13. Master of Science in Physics
14. Master of Science in Information Systems
15. Master of Science in Entomology
16. Master of Applied Statistics
17. Master of Science in Pure Mathematics
18. Doctor of Philosophy in Physics

19. Doctor of Philosophy in Entomology
20. Diploma in Electronics
21. Diploma in Information Technology
22. Diploma in Computer Science
23. Certificate in Information Technology

TVET DIPLOMAS

1. Diploma in Information Communication Technology

School of Health Sciences

1. Bachelor of Science in Public Health
2. Bachelor of Science in Population Health
3. Bachelor of Science in Medical Microbiology
4. Bachelor of Science in Nursing
5. Bachelor of Science in Medical Laboratory
6. Bachelor of Science in Foods Nutrition and Dietetics
7. Bachelor of Science in Food Science and Technology
8. Bachelor of Science in Health Records
9. Master of Science in Public Health
10. Master of Science in Epidemiology
11. Master of Science in International Health
12. Master of Science in Infectious Disease Diagnosis
13. Master of Science in Food Science and Technology

School of Business and Economics

1. Bachelor of Commerce
2. Bachelor of Procurement and Supply Chain Management
3. Bachelor of Economics and Statistics
4. Bachelor of Economics
5. Bachelor of Economics and Finance
6. Bachelor of Project Planning & Management
7. Bachelor of Business & Information Technology
8. Bachelor of Freight & Logistics Management
9. Bachelor of Entrepreneurship, Technology & Innovation Management
10. Master of Business Administration
11. Master of Arts in Economics
12. Master of Entrepreneurship, Technology and Innovation Management
13. Master of Science in Supply Chain Management
14. Master of Science in Project Management
15. Doctor of Philosophy in Project Management
16. Doctor of Philosophy in Business Administration
17. Doctor of Philosophy in Supply Chain management
18. Diploma in Sales and Marketing
19. Diploma in Human Resource Management
20. Diploma in Purchasing and Supplies Management
21. Diploma in Business Management

TVET DIPLOMAS

1. Diploma in Supply Chain Management
2. Diploma in Project Management
3. Diploma in Cooperative Management

School of Engineering and Technology

1. Bachelor of Science in Textile Technology & Applied Design
2. Bachelor of Science in Electrical & Electronics Engineering
3. Bachelor of Science in Mechanical Engineering
4. Bachelor of Science in Agricultural Engineering
5. Bachelor of Science in Civil Engineering
6. Master of Science in Agricultural and Biosystems Engineering
7. Doctor of Philosophy in Agricultural and Biosystems Engineering
8. Diploma in Mechanical Engineering (Production Engineering *Option*)
9. Diploma in Mechanical Engineering (Automotive Engineering *Option*)
10. Diploma in Electrical Engineering (Power and Electronics *Option*)
11. Diploma in Electrical Engineering (Telecommunications Engineering *Option*)
12. Diploma in Fashion Design and Textile Technology
13. Certificate in Fashion Design and Garment making

TVET DIPLOMAS

1. Diploma in Civil Engineering
2. Diploma in Building Technology
3. Diploma in Architecture
4. Diploma in Quantity Surveying
5. Diploma in Agricultural Engineering

School of Law

1. Bachelor of Laws