

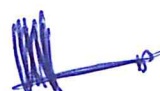




Kirinyaga University

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WELCOMING MESSAGE BY THE VICE CHANCELLOR

On behalf of Council, the Management and senate committees, It is with great pleasure that I take this opportunity to welcome you to Kirinyaga University (Ky.U). The University location is Ideal for both study and interaction due to its serene Environment.

The main objective of the University is to train and equip students with knowledge and innovative skills through research and quality academic programmes and we have five schools whose aim is to mould students into fine graduates. These are School of Engineering and Built Environment, School of Hospitality and Textile Technology, School of Business and Economics, School of Pure and Applied Sciences and School of Health Sciences.

As a center of excellence Kirinyaga University is committed to train and develop human resources equipped with innovative skills to inspire enterprise in the disciplines of engineering, science, health and technology, to meet the demands of a dynamic world. Our programs are developed with input from faculty, industry experts and benchmarked with leading Universities. The result is a curriculum that is market driven with a global focus and local relevance. The forte of our alumni will be their ability to practically apply the skills acquired through the training and practice to address the challenges of development by providing solutions through innovation.

Prof. Mary Ndung'u

Vice Chancellor, KyU

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1.0 Introduction

Kirinyaga University is a fully chartered public University in the Republic of Kenya. The University aims to train and develop human resources equipped with innovative skills to inspire enterprise in the disciplines of engineering, science, health and technology, to meet the demands of a dynamic world.

1.1 Mandate of the University

The mandate of the University is,

- i. Advancement of knowledge through teaching, scholarly research and scientific investigation;
- ii. Promotion of learning in the student body and society generally;
- iii. Promotion of cultural and social life of society;
- iv. Support and contribution to realization of national economic and social development;
- v. Promotion of the highest standard and quality of teaching and research;
- vi. Education, Training and retraining higher level professional, technical and management personnel;
- vii. Dissemination of the outcomes of the research conducted by the University to the general community;
- viii. Facilitation of life-long learning through provision of adult and continuing education;
- ix. Fostering of a capacity of independent critical thinking among its students;
- x. Promotion of gender balance and equality of opportunity among students and employees;
- xi. Promotion of equalization for persons with disabilities, minorities and other marginalized groups.

1.2 Structure and governance of the University

The Chancellor chairs the University's governing body, The University Council is the supreme body charged with governance and management of all the affairs of the University. The Vice Chancellor is the Chief Executive Officer in charge of University. The Deputy Vice Chancellor Administration and planning (A&P) is responsible for human resource and planning. The Deputy Vice Chancellor Finance and Development(F&D) is the head of finance and University developments. The Deputy Vice

Chancellor Research, innovation & Extension (R, I &E) is in charge of academic research, innovation and extension. The Deputy Vice Chancellor Academic and Student Affairs (ASA) is the head of academic Division which deals with programmes, examinations, post graduate studies and academic staff. The management board coordinates the day to day management of the University. The Senate committee advises and makes recommendations to council on academics' matters, including creation Schools and development, approval and implementation of academic programmes. The senate makes programme regulations and approves award of degrees and other qualifications.

1.3 Vision

To be a leading University in quality training, strategic research, innovation and technology development and transfer.

1.4 Mission

To train and develop human resources equipped with innovative skills to inspire enterprise in the disciplines of engineering, science, health and technology, to meet the demands of a dynamic world.

1.5. Core Values

The University operations is guided by the following core values

- i. Professionalism;
- i. Integrity, transparency and Accountability;
- ii. Innovation and creativity;
- iii. Excellence;
- iv. Equity

Discrimination against or harassment of any student or group of students, on the basis of race, ancestry, place of origin, color, ethnic origin, citizenship, creed (religion), sex, sexual orientation, age, record of offenses, marital status, family status, mental or physical disability, union or non-union membership, political affiliation, and student/staff/faculty associations defeats will not be tolerated by the University.

Where a student believes that a violation of these rights has occurred he/she is urged to seek advice from Dean of students'.

1.6 Definitions

Academic staff' means any person appointed to teach, train or to do research at a KyU and any other employee designated as such by the University council;

"Alumni" means a member of the convocation of a University;

"Senate" means the senate of KyU;

"Statutes" means the KyU statutes of a University;

"Student" means any person registered in a Kirinyaga University for a semester.

"Student with special needs" means a student with any impairment which requires adaptive support to access education;

"University Council" means the governing body of KyU

2.0. ADMISSIONS

Semesters customarily begin in the September, January and May. The University reserves the right to cancel a program where sufficient enrolment is not attained, and/or to restrict enrolment in a program. It is the responsibility of the applicant to submit to the University original relevant Certificates or equivalent prior to registration, where required.

3.0. CERTIFICATES, DIPLOMAS AND DEGREES

- The University Act of 2012 authorizes Kirinyaga University to confer degree and award Diplomas and Certificates upon successful completion of approved programs.

4.0. RANGE OF PROGRAMS OFFERED

Kirinyaga University offers a wide variety of career-oriented programs at the certificate, diploma and degree and postgraduate level.

OUR PROGRAMMES

SCHOOL OF BUSINESS AND ECONOMICS

Name of the Programme	Entry Requirements	Programme Duration
POST GRADUATE PROGRAMMES		
Doctor of Philosophy in Business Administration	Be a holder of a Master of Business Administration or its equivalent from an institution recognized by the University Senate	3 Years
Master of Business Administration	Be a holder of a Bachelor's degree with at least Upper Second Class honors in any discipline or its equivalent from an institution recognized by the University Senate. OR Lower Second Class honors with two (2) years relevant experience in a relevant field.	2 Years
UNDERGRADUATE PROGRAMMES		
Bachelor of Procurement and Supplies Management Bachelor of Commerce Bachelor of Science in Human Resource Management Bachelor of Science in Entrepreneurship Bachelor of Business Management Bachelor of Enterprise Management Bachelor of Economics Bachelor of Economics and Finance Bachelor of Economics and Statistics Bachelor of Economics and Mathematics	Be a holder of KCSE with a minimum aggregate of C+ (plus) or equivalent and a minimum of C in both Mathematics and English OR Be a holder of a Diploma in a relevant discipline or equivalent	8 Semesters
DIPLOMA PROGRAMMES		
Diploma in Business Management	Be a holder of KCSE with a minimum aggregate of C- (Minus). OR KCSE mean grade D+ (Plus) and a certificate in any relevant discipline with at least Credit pass from an institution recognized by the University Senate.	6 Semesters
CERTIFICATE PROGRAMS		
Certificate in Business Management	Be a holder of KCSE with a minimum aggregate of D+ (Plus)	4 Semesters

SCHOOL OF PURE AND APPLIED SCIENCES

POST GRADUATE PROGRAMMES

Msc. Statistics	Be a holder of a Bachelor's degree with at least Upper Second Class honors in statistics as a major subject or its equivalent from an institution recognized by the University Senate. OR Lower Second Class honors with two (2) years relevant experience in a relevant field.	2 Years
Msc. in Information Science	Be a holder of a Bachelor's degree with at least Upper Second Class honors in relevant discipline or its equivalent from an institution recognized by the University Senate. OR Lower Second Class honors with two (2) years relevant experience in a relevant field.	2 Years
MSc. Applied Mathematics	Must hold a Bachelor of Science degree in mathematics, or a closely related subject, with substantial applied mathematics content with at least Upper second class honours from a recognized university OR Lower Second Class honors with two (2) years relevant experience in a relevant field.	2 Years
MSc. Pure Mathematics	Must hold a Bachelor of Science degree in mathematics, or a closely related subject, with substantial pure mathematics content with at least Upper second class honours from a recognized university. OR Lower Second Class honors with two (2) years relevant experience in a relevant field.	2 Years

UNDERGRADUATE PROGRAMMES

BSc Information Technology Bachelor of Business Information Technology BSc Computer Science Bsc. Information Science Bsc. In Software Engineering	Be a holder of KCSE with a minimum aggregate of C+(plus) with a minimum of C in both Mathematics and English. OR Mean Grade of C (Plain) at KCSE with a Diploma certificate in a relevant discipline from an institution recognized by the University Senate	8 Semesters
BSc. Statistics	Be a holder of KCSE with a minimum aggregate of C+ (plus) with at least C+(plus) in English and B- in Mathematics. OR Diploma in applied Sciences in which there has been a substantive mathematics content, with at least a credit pass in relevant subjects from an institution recognized	8 Semesters

	by the University Senate.	
BSc. in Mathematics and Computer Science	Be a holder of KCSE with a minimum aggregate of C+(plus) with at least C+(plus) in Mathematics. In addition, applicants must have grade C-(minus) in both Chemistry and Physics.	8 Semesters
BSc. in Actuarial Science	Be a holder of KCSE with a minimum aggregate of C+(plus) with at least C+(plus) in English and Mathematics OR A mean grade of KCSE C (Plain) with C (plain) in Mathematics and a Diploma or equivalent in relevant discipline with at least a credit pass from an institution recognized by the University Senate.	8 Semesters
BSc. in Computer Systems Engineering	Be a holder of KCSE with a minimum aggregate of C+(plus) with at least C+(plus) in Mathematics, English and Physics/ Physical Science.	8 Semesters
BSc. General	Candidates must have passed with KCSE mean grade of C Plus (C+) or its equivalent and either a C+ in any two of the following subjects; Biology/Biological Sciences, Chemistry, Mathematics, Physics or Computer Science, depending on the preferred combinations.	8 Semesters
BSc. Analytical Chemistry	Be a holder of KCSE with a minimum aggregate of C+(plus) with at least C+(plus) or its equivalent and either a C+ in any three of the following subjects; Biology/Biological Sciences, Chemistry, Mathematics, Physics or Geography.	8 Semesters
BSc. Applied Statistics	KCSE mean grade of C Plus (C+) and at least C Plus (C+) in English and Mathematics	8 Semesters
BSc. Financial Engineering	Kenya Certificate of Secondary Education (KCSE) mean grade of C Plus (C+) and at least C+ in both English and Mathematics	8 Semesters
DIPLOMA PROGRAMMES		
Diploma in Information Technology Diploma in Business Information Technology Diploma in Information Science	Be a holder of KCSE with a minimum aggregate of C-(Minus) with at least D+(plus) in English/Kiswahili and Mathematics OR KCSE mean grade D+ (Plus) and a certificate in any relevant area with at a pass from an institution recognized by the University Senate.	6 Semesters

CERTIFICATE PROGRAMMES

Certificate in Information Technology Certificate in Business Information Technology Certificate in Information Science	Be a holder of KCSE with a minimum aggregate of D+ (Plus) with at least D (plain) in English/Kiswahili and Mathematics	4 Semesters
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SCHOOL OF HEALTH SCIENCES**POST GRADUATE PROGRAMMES**

Masters of Public Health	Be a holder of a Bachelor's degree with at least Upper Second Class honors in relevant discipline or its equivalent from an institution recognized by the University Senate. OR Lower Second Class honors with two (2) years relevant experience in a relevant field.	2 years
Masters in Forensic Science	Be a holder of a Bachelor's degree with at least Upper Second Class honors in relevant discipline or its equivalent from an institution recognized by the University Senate. OR Lower Second Class honors with two (2) years relevant experience in a relevant field.	2 years
Msc. in Medical Genetics	Be a holder of a Bachelor's degree with at least Upper Second Class honors in relevant discipline or its equivalent from an institution recognized by the University Senate. OR Lower Second Class honors with two (2) years relevant experience in a relevant field.	2 years

UNDERGRADUATE PROGRAMMES

BSc. Forensic Science Bachelor of Science In Environmental Health	Be a holder of KCSE with a minimum aggregate of C+ (plus) with C+ (plus) in English, Biology or Biological Sciences, Chemistry, Mathematics/Physics/ Physical Sciences	8 Semesters
BSc. in Clinical Medicine & Community Health (Direct Entry)	Be a holder of KCSE with a minimum aggregate of C+ (plus) with C+ (plus) in English/Kiswahili, Biology or Biological Sciences, Chemistry and Mathematics/ Physics/Physical Sciences.	12 Trimesters

BSc. in Clinical Medicine & Community Health (Mature Entry)	Be a holder of KCSE with a minimum aggregate of C (plain) and a Diploma or Higher Diploma in Clinical Medicine and Surgery Be registered by the Clinical Officer's Council of Kenya.	8 Semesters
BSc. Community Health & Development	Be a holder of KCSE with a minimum aggregate of C+ (plus) with C (plain) in Biology or Biological Sciences and a minimum of C- (minus) in Chemistry and Mathematics/Physics/Physical Sciences.	8 Semesters
BSc. in Health Information Management & Informatics	Be a holder of KCSE with a minimum aggregate of C+ (plus) and above with C (plain) in English / Kiswahili ,Biology/Biological Sciences, Mathematics, Physics/ Chemistry OR Diploma in Health Records and Information Technology or any other equivalent qualification from an institution recognized by the University Senate.	8 Semesters
BSc. in Health Information Management & Informatics (Mature entry)	Diploma in Health Records and Information Technology or any other equivalent qualification from an institution recognized by the University Senate.	7 Semesters
BSc. Nursing	Be a holder of KCSE with a minimum aggregate of C+ (plus) with C+ (plus) in English, Biology or Biological Sciences, Chemistry, Mathematics/ Physics/Physical Sciences.	12 Trimesters
BSc. Medical Biochemistry	Kenya Certificate of Secondary Education mean grade of C+ (plus) and above with a combination of: English or Kiswahili C , Biology/Biological Sciences, C , Mathematics C, Physics /Chemistry C OR Have a minimum of 2 principal passes in mathematics and biology in A' Levels.	8 Semesters
BSc. Medical Microbiology	Kenya Certificate of Secondary Education mean grade of C+ (plus) and above with a combination of: English or Kiswahili C , Biology/Biological Sciences, C , Mathematics C, Physics /Chemistry C OR Have a minimum of 2 principal passes in mathematics and biology in A' Levels.	8 Semesters

BSc. Biotechnology (Medical & Industrial options)	Kenya Certificate of Secondary Education mean grade of C+ (plus) and above with a combination of: English or Kiswahili C, Biology/ Biological Sciences, C, Mathematics C, Physics / Chemistry C OR Have a minimum of 2 principal passes in mathematics and biology in A' Levels.	8 Semesters
BTECH Medical Engineering	Kenya Certificate of Secondary Education mean grade of C+ (plus) and above with a combination of: English or Kiswahili C+, Biology/ Biological Sciences, C+, Mathematics C+, Physics / Chemistry C+ OR Have a minimum of 2 principal passes in mathematics and biology in A' Levels. Have a Diploma in Medical Engineering or any other equivalent qualification from an institution recognized by the University Senate. Mean grade of C- (minus) at KCSE	8 Semesters
BTECH Medical Engineering (Mature Entry)	Have a Diploma in Medical Engineering or any other equivalent qualification from an institution recognized by the University Senate. Mean grade of C- (minus) at KCSE	7 Semesters
DIPLOMA PROGRAMMES		
Diploma in Clinical Medicine & Surgery	Be a holder of KCSE with a minimum aggregate of C (plain) with C (plain) in English/Kiswahili and Biology/Biological Sciences, and C- in Chemistry and Mathematics/Physics	9 Trimesters
Diploma in Health Information Management & Informatics	Be a holder of KCSE with a minimum aggregate of C- (minus) with: D+ (Plus) in English/Kiswahili, Biology/ Biological Sciences and D+ (Plus) in Chemistry and Mathematics /Physics/ Physical Sciences	6 Semesters
Diploma in Applied HIV/AIDS Management and counselling	Be a holder of KCSE with a minimum aggregate of C- (minus) with D+ (Plus) in Biology/Biological Sciences and a minimum of D+ (Plus) in Chemistry and Mathematics/Physics/Physical Science	3 Semesters

Diploma in Community Health & Development	Be a holder of KCSE with a minimum aggregate of of C- (minus) with D+ (Plus) in Biology or Biological Sciences and a minimum of D+ (Plus) in Chemistry and Mathematics/Physics/Physical Sciences. OR Credit pass in any relevant certificate course with at least KCSE Grade D+ (Plus).	6 Semesters
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CERTIFICATE PROGRAMMES

Certificate in Community Health & Development	Be a holder of KCSE with a minimum aggregate of D+ (Plus)	4 Semesters
Certificate in HIV Management	Be a holder of KCSE with a minimum aggregate of D+ (Plus)	2 Semester

SCHOOL OF ENGINEERING AND BUILT ENVIRONMENT

UNDERGRADUATE PROGRAMMES

Bachelor of Technology in Electrical and Computer Engineering. Bachelor of Technology in Construction and Property Management. Bachelor of Technology in Mechanical Engineering Bachelor of Technology In Instrumentation And Control Engineering Bachelor of Technology In Telecommunication And Information Engineering	Be a holder of KCSE with a minimum aggregate of C+ (plus) with C+ (plus) in; Mathematics, Physics, Chemistry, Biology/Geography or any subject in group III, IV and V OR Be a holder of Diploma in any relevant discipline with at least a credit from an institution recognized by the University Senate	8 semesters
Bachelor of Water Irrigation and Environmental Engineering Bachelor of Technology in Mechanical Ventilation and air Conditioning Bachelor of Technology in Renewable Energy Bachelor of Water, Sanitation and Habitat Engineering	KCSE Mean Grade C+ with at least C in mathematics, physics, chemistry and biology or any group III, IV or V OR Be a holder of a Diploma in a relevant discipline with minimum of pass from an institution recognized by the University Senate and KCSE mean grade C- (minus) or its equivalent.	8 semesters

DIPLOMA PROGRAMMES

Diploma in Electrical & Electronics Engineering Diploma in Mechanical Engineering Diploma in Building Construction Diploma in Quantity Survey Diploma in Architecture Diploma in Civil Engineering Diploma in plumbing Diploma in Mechanical Ventilation and Air Conditioning	Be a holder of KCSE with a minimum aggregate of C- (Minus) with at least D+(plus) in Mathematics & Physics/Chemistry OR KCSE mean grade D+ (Plus) and a certificate in any relevant area with at least a pass from an institution recognized by the University Senate	6 semesters
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CERTIFICATE COURSES

Certificate in Electrical & Electronics Engineering Certificate in Automotive Engineering Certificate in Architectural Studies Certificate in Building Construction	Be a holder of KCSE with a minimum aggregate of D+ (Plus) with at least D(plain) Mathematics & Physics/Chemistry	4 semesters
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SCHOOL OF HOSPITALITY AND TEXTILE TECHNOLOGY**UNDERGRADUATE PROGRAMMES**

BSc in Fashion Design and Textile Technology	Be a holder of KCSE with a minimum aggregate of C+ (Plus) with C (plain) in art design/home science or one science subject(Chemistry, Biology and Physics /one art subject (Geography , History) OR Pass in Diploma in fashion design or its equivalent with minimum C-(minus) at KCSE.	8 Semesters – fulltime 12 Semesters – parttime
BSc Hospitality Management	Be a holder of KCSE with a minimum aggregate of C+ (Plus) OR Diploma in Food & Beverage / Hospitality management or its equivalent with minimum C-(minus)at KCSE.	8 Semesters

DIPLOMA PROGRAMMES

Diploma in Fashion Design & Textile Technology Diploma in Hospitality	Be a holder of KCSE with a minimum aggregate of C- (Minus) with at least D+ (plus) in English/Kiswahili OR	6 Semesters
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Management Diploma in Food & Beverage Management	KCSE mean grade D+ (Plus) and a certificate in any relevant area with at least a pass from an institution recognized by the University Senate	
CERTIFICATE COURSES		
Certificate in Food and Beverage production Services and Sales Certificate in Fashion Design & Textile Technology Certificate in catering and Accommodation Operations	Be a holder of KCSE with a minimum aggregate of D+ (Plus)	4 Semesters
EDUCATION PROGRAMMES		
UNDERGRADUATE PROGRAMMES		
Bachelor of Technical Education	Be a holder of K.C.S.E with a minimum aggregate of C+ with at least C+ in the required cluster subjects for areas of specialization OR Be a holder of a Diploma in Engineering or Technical Education with minimum of a credit pass.	8 semesters
Bachelor of Education (Science) i. Physics ii. Chemistry iii. Mathematics iv. Computer Studies	Be a holder of K.C.S.E with a minimum aggregate of C+ with at least C+ in the two (2) science teaching subjects (Physics, Chemistry, Biology, Mathematics and Computer Studies) OR Be a holder of K.C.S.E with a minimum aggregate of C (Plain) with a Diploma in Education (Science) with minimum of a credit pass	8 semesters
Bachelor of Education (Arts)	Be a holder of K.C.S.E with a minimum aggregate of C+ with at least C+ in any two teaching subjects from among the following subjects taught in secondary school level: History, CRE, Geography, English, Kiswahili, Mathematics and Business Studies. OR Be a holder of K.C.S.E with a minimum aggregate of C (Plain) with a Diploma in Education (Science) with minimum of a credit pass Be a holder of K.C.S.E with a minimum aggregate of C (Plain) with a Diploma in Education level (S1 level)	8 semesters

POST-GRADUATE DIPLOMA		
Post-Graduate Diploma in Education	Be a holder of a Bachelor of Science / Arts degree from an institution recognized by the University Senate.	5 semesters

The University also offers a wide range of tailor made professional courses targeted to specific niche in the industry.

5.0 MANAGEMENT OF COURSES

5.1. Fees

A statement of the Kirinyaga University fee policy is available from the Registrar's ASA Office. Also fee structures are available at the beginning of all academic years from our website www.kyu.ac.ke.

5.2. Union Fees

KyUSO fees are collected in support of student activities sponsored and administered by the elected student representatives under the authority and approval of the University.

5.3. Normal Program

A normal full-time or part-time program for a semester at Kirinyaga University consists of a specified number of semester courses which may vary from program to program, School to School and from student to student. Consequently, the particular combination of semester courses may not be the same for all students in a given program.

Each student, as a condition of graduation, must successfully fulfill the requirements for core and elective units as well as the Common units' component. Specific requirements for each program are available from the School offering the program.

5.4. Curriculum Pattern

Students are advised that certain units are prerequisites for others, and are, therefore, to be completed in a specific sequence. It is solely the student's responsibility, regardless of the sequence in which courses are taken, to ensure that all the academic requirements of a programme in which he/she is registered are met.

5.4. Units

Generally, University programs are defined in terms of the number and titles of the units required for their completion. Programme Specific/core units are those in which the primary emphasis is on material related directly and practically to the field of work for which the student is preparing. Successful acquisition of appropriate skills and satisfactory performance in field at a satisfactory level must be achieved in both theory and field placement before a passing grade may be granted.

All Units offered by the University with the same course code will have learning outcomes common to all sections, regardless of program, Faculty/School, mode of delivery or individual faculty member.

5.6. Residency Requirement

A School of Kirinyaga University may recommend a student for a certificate, diploma or degree only after the student has earned a minimum of two thirds (2/3) of the credit for that program at Kirinyaga University.

5.7. Course Outlines

All units at Kirinyaga University follow a standard course outline approved by the School. Course outlines shall be made available to all students registered in that course. Students are expected to be knowledgeable of the contents of the course outline and to discuss with the faculty any areas where clarification is required.

5.8. Library

It is the policy of the University that Library be available to all registered Kirinyaga University students in accordance with the procedures laid down in the comprehensive Library Policy which is complemented by the Library rules and regulations.

6.0. ATTENDANCE AND PARTICIPATION

6.1. Registration deadline

Registration of units must be finalized by the end of the first two weeks of the semester and upon payment of 60% of the semester fees. Registration during the first week will not attract any penalties. However, a penalty of Ksh. 500 per day will be charged to a maximum of Kshs 2,500/- for course unit registration on the second week of the semester. Students are strongly advised to complete course unit registration before reporting for the semester or in the worst case scenario, by end of first week of the semester to avoid penalties

6.2. Attendance and Participation in a Semester Course(s)

Attendance requirement for the University is that a student must attend at least 85% of scheduled lectures to qualify for University examinations.

6.3. Electronic Devices and Recording of Classes

The use of electronic devices and recorded learning activities will respect the work, dignity and reasonable expectations of privacy of all individuals in the University community. To support students' learning, electronic devices and recording of classes may be permitted at the discretion of the lecturer. Recordings can only be used for individual study of materials presented during class. No recording can be reproduced, distributed and/or used in any other manner without the express consent of the Lecturer or the University. Intentional misuse of electronic devices or recordings, or intentional misrepresentation when requesting the use of a device or recording shall constitute a violation of the University's rules will be pursued through the Student rules and regulation.

6.4. Student Identification Card

Each student receives a bank smart card which will serve as Kirinyaga University Identification Card and is held for disbursement of HELB loan, borrow library material, or use of University property authorized by, his/her card. The card is not transferable. Use of the card acknowledges the right of the University to impose penalties and/or sanctions for misuse of the card, failure to return University property, or the use or abuse of Kirinyaga University property, contrary to the provisions of University policy.

6.5 Extra curricula activities

In order to allow adequate preparation for examinations, all extra curricula activities such as sports and club activities must conclude and students be on campus at least fourteen days before commencement of University examinations.

7.0. GRADES AND EXAMINATIONS

7.1. Grading Policy

All courses offered by the Kirinyaga University are graded as per approved curriculum. Students are advised to acquaint themselves with this grading as soon as possible:

7.2. Supplementary examinations

Senate Committee may recommend Supplementary examination (as per faculty regulation) for a student who has failed to meet the minimum requirements for a Unit. It entitles the student, on payment of a fee, to sit an examination in that unit again. The maximum grade is a pass for supplementary examinations

7.3. Special Examinations

If for some good cause a candidate is unable to sit for one or more course unit examination(s), he/she may with the approval of the University Senate, be permitted to take special examinations. The grading of this exam is treated as ordinary examination. Special examinations shall be marked out of 100% and shall include continuous assessment.

7.4. Assignment Submission

Assignment deadlines will be communicated to students by the lecturer. It is the responsibility of the student to submit all assignments by the submission deadline.

Only under extenuating circumstances will late assignments be accepted without communication prior to the deadline. At the discretion of the lecturer, deductions of marks may be applied for any late assignment submission.

7.5. Appeal for Reassessment

appointed examiner(s) shall be the final mark and grade awarded to the candidate for the unit.

- b) No appeal for re-marking of any unit shall be entertained in a case where the appeal has submitted later than one month after the student has been notified of the result.

7.6. Deregistration

- a) A student who has qualified to register for any year of study but who has failed to register by the end of the first two weeks of the semester shall be assumed to have deserted the degree course and shall be deregistered forthwith.
- b) A student who has registered for a particular semester but who has failed to complete at least two thirds of the continuous assessment in all the units in which he/she has registered shall be assumed to have deserted the degree course and shall be deregistered forthwith.
- c) A candidate who absents himself/herself from any University examinations in any semester shall be assumed to have deserted the degree course, and shall be deregistered forthwith.

7.7. Reinstatement

A student who has been deregistered and who shows good cause why he/she did not register in time, or absented himself/herself from coursework and/or examinations that he/she was due to sit, may with approval by the Senate and on payment of the re-admission fee, which Senate may at its discretion determine from time to time, be re-admitted, subject in taking any outstanding examinations when the units concerned are next offered. No student shall be considered for re-admission more than once under this regulation.

7.8. Nullification

- a) Any student, who has been required to repeat the year of study, or who has been discontinued, or who has been deregistered, and who promoted himself/herself illegally to the next year of study, shall have the results of any coursework assessment or examinations, pertaining to that year of study, nullified, and shall be

subject to any action taken against him/her by the University Disciplinary Committee.

- b) Any student, who has not presented a genuine examination card while sitting for an examination in any unit, shall have the results of any coursework assessment or examinations, pertaining to that unit, nullified, and shall be subject to any action taken against him/her by the University Disciplinary Committee.

8.0. ACADEMIC HONESTY

To continuously graduate high quality students and sustain our reputation as a leading institution, Kirinyaga University must have the highest standards of academic honesty. Academic honesty means that all Kirinyaga University students will conduct themselves in an honest and trustworthy manner in all aspects of their academic career.

Engaging in any form of academic dishonesty to obtain any type of academic advantage or credit is an offence.

It is the student responsibility to familiarize him/herself with the proper procedure for maintaining academic honesty.

8.1. Academic Honesty Offenses

Offences under this policy include, but are not limited to, cheating, plagiarism, falsification, impersonation, misrepresentation and procurement and will be handled under the examination rules and regulations.

8.2. Plagiarism

Plagiarism is defined as using someone else's work (words, images, ideas, phrases, signatures, or computations) and presenting it as one's own, instead of properly documenting every source.

In submitting their own work students consent to their submissions undergoing such review and being retained in a database for comparison with other work submitted by students.

8.3. Discontinuation

A Dean of faculty may recommend to Senate Committee, that a student be discontinued from a program as per the Faculty regulations. The basis of mandatory withdrawal may be a student's performance; where it is detrimental to the learning process. The unexpended portion of fees may be rebated.

9.0. GUIDELINES ON COURSES

9.1. Course Cancellations or Changes

Kirinyaga University will constantly survey employment opportunities and revise and update its programs accordingly. If at any time it becomes clear to the University that employment prospects for any program are limited or for any other compelling reason related to a University offering, the University reserves the right to replace, up-date, defer, limit or cancel such program. The University reserves the right to revise or replace certain Units, or sections of them. It shall be the responsibility of a student whose programme has been reviewed while they were away to take any new or reviewed units from previous years of study before graduating.

9.2. Defer of studies

A student may choose to defer studies to a later intake with valid reasons. Such a defer shall be for a minimum of a semester and a maximum of two years. Admission shall lapse after two years if not taken up and such a student will have to apply a fresh for admission.

9.3. Academic leave

A student may take an academic leave of absence with valid reasons. Such academic leave shall be approved by the academic board and shall be for a minimum of one semester renewable up to two years. A student who proceed for academic leave without approval shall be assumed to have deserted the course and will be deregistered. A student who proceeds for studies in one semester and takes leave in the middle of the same semester will be charged requisite fees on a pro-rata basis.

9.4. Change of course

Students may requests to transfer between programs in different areas and requests to transfer between programs within the same area. This request must be made to the Registrar's ASA Office through the faculty for discussion by the Deans committee.

9.5. Withdrawal from Course

A student who wishes to discontinue a course must write to the Vice Chancellor through the School and Registrar, ASA. Refund of fees will be as per the fees policy and subject to approval by the Vice Chancellor.

9.6. Student Academic Records

Each semester, students will view their academic records (via portal), which displays the program, semester, and semester courses in which University records show they are registered. If a student feels there is an inaccuracy in the record, it is his/her responsibility to consult with the Registrar's ASA Office immediately to resolve the discrepancy, including his/her results and units registration

After the supplementary examinations have been written another report is issued to all students who wrote supplementary examinations. These reports indicate the final standing on the years' work.

The contents of transcripts are considered to be privileged information and will be released by the University to persons other than the student only on written request of the student.

9.7. Student Eligibility for Office in Student Activities

A student will be eligible to hold student office or represent the University on student activities only so long as he/she is fully registered for that semester, maintains good academic standing, with full-time status, in an approved Kirinyaga University program.

9.8. Full Disclosure on Transcripts

Official copies of the student academic transcript issued by Kirinyaga University to other educational institutions at the request of the student, will fully disclose all grades earned at Kirinyaga University.

9.9. Academic Appeals

You may appeal any academic decision made by the University, including but not limited to, final grades, academic honesty decisions, continuation or status in a program, School, Faculty or the University.

It is University policy that you will be given a fair hearing when you proceed with an academic appeal.

9.10 Duration for completion of studies

A student will be expected to complete their studies within minimum required duration as per programmes requirements. However, with valid reason a student may extend the study duration up to twice the minimum requirement with approval of senate.

10.0 DISPUTE RESOLUTION

10.1. Informal Resolution

It is in mutual interest of both parties to resolve differences quickly and informally. Therefore, complaints may be discussed with faculty member(s) and Advisor, Program Coordinator or Chairperson as soon as possible to see if a mutually satisfactory solution can be reached.

If unresolved, a complainant may file an appeal with the University. You may seek assistance from KyUSO.

11.0. PLACEMENT

11.1. Placement - Employment/Attachment/Internship

While Kirinyaga University tries to foster contact between students and potential employers, it does not assume any authority over or responsibility for the placement of Kirinyaga University graduates. It is the student's responsibility; right and privilege to locate and to find employment, attachment or internship which is best suited to his/her own particular interests and talents. Kirinyaga University undertakes careful research regarding employment opportunities in each field prior to the introduction of a program.

12.0. GRADUATION

Students whose current programs will enable them to complete successfully the requirements for graduation in their programs, must submit a fully completed "Request to Graduate " form to the Registrar's ASA Office.

12.1. Conditions for Graduation

A student is eligible to graduate from the program he/she is registered in when all the following criteria have been met:

- a) All the requirements of the program, as prescribed by Kirinyaga University, have been completed in a satisfactory and timely manner.
- b) The student has been recommended to graduate by the Senate Committee.
- c) The recommendation for graduate status has been approved by the Council of Kirinyaga University.
- d) To meet program conditions and graduate, students who interrupt their studies for an extended period of time, or who take significantly longer than the normally prescribed program duration to complete their studies, may be required to take additional courses and/or repeat courses which have gone through significant change.

12.2. Programs No Longer Offered

Students who have interrupted their studies will not be eligible to graduate from a program that is no longer offered by the University.

12.3. Non-Attendance at Graduation Ceremony

If a graduating student is absent from the ceremony is awarded "in absentia" and certificate may be obtained from the Registrar's ASA Office following Convocation.

12.3. Storage of Academic Transcripts and Certificates

All academic certificates and transcripts not claimed within 5 years period following Convocation are destroyed.

13.0 Death of a student while in active session

In the event that a student passes away while on session the University shall provide the following

- a) A bus for fellow students to attend the funeral
- b) A sum of Kshs 20,000 towards the transportation of the body

Foreign students are not eligible for the above they must have insurance life cover and medical cover