



KIRINYAGA UNIVERSITY

GUIDE BOOK FOR STUDENTS AT KIRINYAGA UNIVERSITY

HANDY GUIDE BOOK FOR FIRST YEAR STUDENTS AT KIRINYAGA UNIVERSITY

CONGRATULATIONS AND WELCOME TO KIRINYAGA(KyU). We are excited to have you at KyU where you will be presented with opportunities to navigate your academic pursuits, develop professional skills to change your life and be an important player in the lives of the communities we serve.

University Life. University life will be both challenging and rewarding. We will be with you every step to support your success but also advise you to make the most of all that is on offer inside and outside the classroom.

Application of this guide book. This guide is a handy document with good tips that you will use from your first day at the University through your studies to the day you complete your studies at KyU. Please download it from the University website, print and hold in a file for reference through your stay at the University

How to use this guide. Getting it right from the beginning is important - this guide has been put together by KyU students and staff to share our knowledge with the view to making your stay at KyU exciting. It is a handy reference booklet for new students and contains hints, tips and information to put yourself on track to success. The guide highlights the different components of your experience at the University with regard to academic, social, health, needs as well as personal and professional development.

Getting Started.

- Finding Your Way on Campus
- Connecting with us online
- Understanding your program
- Academic Calendar
- Transport to University
- Safety on campus
- Orientation

Finding Your way on Campus. The University has attached herein for your use, an aerial map of the University showing the buildings where lecture Halls and other essential services are hosted. Ensure you read this to help you navigate the Campus easily

Connecting with us Online

- (i) **Activating your account:** Firstly, you must activate your student portal account. This can be done from any of computer or smart phone using your Admission Number as the username and National ID/birth certificate number as password.
- (ii) **Logging into your account:** Once your KyU email account has been created, you can login using the email address provided and Admission Number as your password. If you do not know your password or are having trouble logging in for the first time, you may contact ICT Department for help on 0709742000- ext. 1021, email to ictsupport@kyu.ac.ke or visit ICT office in administration block
- (iii) **Wi-Fi access:** The University offers Wi-Fi access with 33 hotspots on Campus. Check for Wi-Fi hotspots within the University.

To set up your own device on the University's wireless networks:

- Open the Wi-Fi settings on your device.

- Select the Kirinyaga wireless option. Select CONNECT
 - Enter the password(Your National ID or birth certificate number) then select OK
 - After a few seconds, the status will show as connected.
- (iv) **KyU student portal :** This is your gateway to KyU; student email, tracking your lecture attendance report, fee statement, registration of units, accessing and printing examination card, and viewing your provisional examination results.
- (v) **KyU E-learning portal:** KyU’s virtual learning environment provides access to online teaching technologies.

Masomo: Here you’ll find course outlines, lecture notes, assignments, CATs and quizzes, interactive chat session, grade book and class attendance register. At the start of each semester the courses you have enrolled in will be automatically added to your Masomo portal_ visible under ‘My Course’

- (vi) **Student email:** KyU’s student email service is automatically set up when you enroll. Official KyU correspondence will be sent to this email address, so make sure you check it regularly or have it forwarded to one of your other email addresses. You can access through KyU website.
- (vii) **Social media and other digital communication:** Social media channels are your first point of call for all student related communication across a range of channels such as Facebook, Twitter, Instagram, and YouTube. Make sure you get involved to keep up-to-date with new information on Campus. Search Kirinyaga University on your favorite social channel.

- **Immediate Essentials**

Student number: On your first day at the University, you will use your admission number until registration process is over and at which time you will be assigned your student number that will appear on your student Identity Card.

Student identity card: you will need your University student identity card during your stay at the University to gain access to the University and to access all the services and register attendance at KyU events. You will also need it for identification during examination and handing in assessment reports. Student ID card will be availed to you from your respective Departments within one month after registration at the University.

- **Understanding your program**

Programme: The degree/diploma/certificate you are studying toward, e.g. Bachelor of Commerce.

Course/unit: A subject. The program you are studying has a designated set of course units which you must successfully complete to graduate. Each course has a unit value.

Course Outline: A document outlining the learning outcomes, assessments and expectations for each course. It is one of the first things students receive for each course at the beginning of a semester and tells you how the course will be taught say through face to face lectures, workshops, tutorials, laboratory exercises, etc.

Program Plan: Outlines the courses you should be enrolled in for each semester and any pre-requisite units or assumed knowledge you may need.

Grading Scale: KyU uses five grading scale; A,B,C,D and E where A is the highest grade awarded and E is a fail.

Academic Calendar

Registration deadline	First assessment due	Second assessment due	Exams
Two(2) weeks after reporting date	Fifth (5 th) Week	Tenth (10 th) week	15 th and 16 th Week

Orientation Registration deadline Final Assessments Results

For most students, the academic year will with exception of clinical and nursing courses consist of semesters I and II. Each semester consists of 16 weeks, broken up to accommodate Continuous Assessment Tests and the examination periods at the end of each semester. Clinical and Nursing programs follow a trimester system with progressive examinations through the trimesters and summative examinations administered once at the end of each academic year.

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

- **Transport.** The University is located 115 km North West of Nairobi at the Kutus/Kerugoya junction of Sagana Embu Highway. Once you reach Kutus town, there are numerous options to get to campus including walking, cycling, bus, matatu as well as private vehicles.
- **Safety on Campus.** The University grounds are relatively safe but students are advised to be always on the lookout and avoid giving personal items and information about themselves to people they do not know well. Our security guards are on standby to handle security challenges on Campus.

Orientation

- **What happens at orientation.** Orientation is the week before a semester starts and a great way to find out everything you need to know about KyU. During this week, you will meet your comrades, faculty, University library staff, the office of Dean of Students, Deputy Vice Chancellor in charge of Academic affairs and Vice Chancellor of the University.
- **Why you should attend.** Attending orientation is a great opportunity to meet staff and students, who will be taking the journey through University with you. A number of workshops are on offer to help you get familiar with KyU’s online systems. There are also plenty of social opportunities to meet new people and

make friends. It's also a great time to take a campus tour: By familiarizing yourself with your campus during orientation, you're less likely to lose your bearing and miss lectures during your early days on Campus.

Academic Essentials

- Choosing your classes and registering
- Textbooks and course journals
- Library
- Academic success

Choosing and registering course units online. Before you register, check your program plan on your student portal to see what units you need to study each semester. Register the units and submit upon payment of 60 % of semester fees not later than the second week of the semester.

Textbooks and course journals. Your Course Outline will list the required textbooks and other reading material you will need for your course.

- **Academic Integrity and anti-plagiarism.** All students must uphold the University's five values of academic integrity while studying in KyU namely Honesty, Fairness, Trust, Responsibility and Respect. To help students avoid plagiarism and academic fraud and to uphold academic integrity, all new students must read and understand students' rules and regulations before they register for the first time. Reading and understanding the students' handbook and this first year students' guide book are therefore a **MUST DO**
- **Library.** You will have access to more than 120,000 eBooks and e-journals and 6,800 print books in KyU library. The library is open 8.00 am-9.00pm Monday to Friday and 8.30 am-6.00pm on Saturdays. The library is equipped with computers to make your study and search for academic resources comfortable.
- **Computer Laboratories, Engineering Workshops and Other laboratories.** The University has three computer laboratories for your use. The first two of these are found on the first floor eastern wing of the Tuition block (TB) and the third one on the first floor of the engineering block (ESP building) opposite the University store. Engineering Workshops are located on Engineering Complex I (ESP building) and II (Engineering Drawing/Electrical Workshop/Plumbing Workshop Complex). Biomedical and Physical Science Laboratories are located on ground floor, western wing of the Tuition (TB) block
- **Lecture attendance threshold and Online tracking of lecture attendance.** Percent attendance in all registered course units will be displayed on your student portal every time you access your portal. It is a great way to track your lecture attendance to ensure you do not fall behind. A student who does not attain a minimum of 85% class attendance threshold in all the registered units will not be able to print his/her examination card from the system and will therefore not be allowed to take University examinations. Such students will be deregistered and advised to register afresh, pay requisite registration and course unit fees, repeat the affected unit/s in full and attain minimum 85% attendance threshold then take all the examinations one go (**including those units for which 85% attendance threshold had been met previously**)
- **Mentorship programs.** All students are allocated mentors to support their study. They can provide help with essay writing, study skills, career guidance and general management of your life at the University.
- **Requesting Academic leave from the University.** All request for academic leave must reach the office of registrar ASA not later than 4 weeks before the intended date of leave. Any request not meeting this requirement will not be approved.

- **Preparing for University Examinations.** University examinations are a vital component of your journey through the University. You are advised to take keen interest and prepare for progressive assessment tests and University examinations all the times from the day you first register at the University. All tests taken at the University account to your final grade and class of degree, diploma or certificate you obtain at the end. It is therefore important to be in a state of preparedness all the times through your life at the University. A clear study plan and being part of a study group helps you in the areas where you are weak. Being alert to scheduled progressive assessment tests and attempting past papers is a good tip.
- **Cheating in University examinations.** Cheating in University examination is punishable by one-year suspension (minimum) for first offenders but the University disciplinary committee may vary this upwards if they deem it fit to do so. A second examination related offence during the period of study at KyU will lead to automatic expulsion from the University.
- **Non-academic offences .** The outcomes of non-academic offences committed during the period of study at KyU will be determined by the University disciplinary committee. However, a second offence (whether both academic, both non-academic OR a mix of academic and non-academic) during the period of your study at KyU will lead to automatic expulsion from the University.

Managing Yourself on Campus to achieve Academic Excellence. In order to achieve Academic success, the following tips will be useful;

1. **Managing your time**
 - Use a diary to manage your true goals while studying at the University.
 - **Going to class.** There is no substitute for going to class. By actively engaging with your tutors, mentors and peers in critical discussions, you're more likely to get good grasp of difficult content. Tutors will be available to make it as easy as possible to get the most out of your program. Always consult your mentor for advise on your study plans.
 - **Maintaining a balance.** Make time for family, friends, rest and relaxation.
 - **Staying focused.** Full-time university study is like a full time job. Prioritize your study over other activities.
 - **Scheduling study time.** Schedule your study time when you are most relaxed, alert and set up a dedicated study timetable all the times.
 - **Finishing assignments in time.** Always strive to finish assignments at least one week before the due date. This will leave you sufficient time to review and pick up mistakes and seek help as appropriate.
2. **Be proactive**
 - Take responsibility for your journey
 - Attend orientation
 - Take advantage of opportunities to develop your skills.
 - Look for personal development opportunities outside the classroom.
3. **Set up a support network**
 - Make friends with your classmates.
 - Get to know your lecturers – they're a valuable source of support and guidance.
 - Find the support services available to students through the Office of Dean of Students

4. **Make time for Social Essentials.** University is better with friends, peer counsellors, Clubs and societies, participation in scheduled Campus events, religious engagements and other scheduled activities
 - **Seek Peer counsellors when in need.** If you are feeling a little lost during your first weeks at University or need someone to answer your questions, seek a peer counsellor who are easily identifiable by the branded peer counsellor T-shirts that they wear on Campus. These are students who have been trained to assist fellow students, you can speak to them in confidence on any matters for which you may need help.
 - **Join Clubs and societies.** Joining a club or society is a great way to make new friends and get involved in campus life. **There are 14 clubs, societies and associations** on campus with something for everyone, from sporting, social and cultural to religious and everything in between. The **Orientation Expo** is a great way to find out more about clubs and societies as many of them will have a desk to sign up new members during orientation week. Be sure to check them out
 - **Attend Scheduled Campus Events.** A University Campus is like a small village or a city with events and activities happening all the time. These will also include community outreach, cultural day, talent night, walks and marathons religious services, sporting activities, live music and performances on Campus through the year.
 - **Take part in Volunteer Activities.** If you wish to add new skills and experience to your resume' or to have fun and meet new people, then volunteering is for you. There are volunteering activities to suit your interests. Ask Office of Dean of Students to advise you on how to get involved.
5. **Get involved with Kirinyaga University students, Association.** Kirinyaga University Students' Organization (KyUSO) enhances students' / experience by providing representation, advocacy, social and cultural activities.

What does the University Expect of you. It is expectation of the University that you pay requisite fees and register course units before end of second week of the semester. Attend all lectures, and sign lecture attendance sheet, do and submit assignments and progressive assessment tests in time, fill Student lecturer evaluation forms at end of teaching semester and submit yourself to University Examinations as scheduled

Where to find help with Academic Matters. The following are useful contact ports for help on matters related to academic pursuits

1. **Office of Registrar ASA.** Office of Registrar ASA is found on the Eastern wing of Administration Block (Email: academics@kyu.ac.ke, Tel : 0709742000
2. **Offices of Academic Deans and Chairpersons of Academic Departments** Offices of Dean and Chairpersons of Academic Departments are found in the Academic Office Block on field side of Campus next to University Sports grounds
3. **IT Help Desk**
 - **IT help desk.** IT Support office can be contacted by reporting an issue online or visit IT office located in administration block next to Office of Registrar ASA (Email: info@kyu.ac.ke) . IT support team can assist you with problems related to:
 - Student email
 - Student accounts
 - Passwords

- Computer functions
- Course unit registration
- Wireless networks
- Downloading lecture materials

Other Personal essentials

- Finding somewhere to live
- Financial survival
- Your wellbeing
- Sports and Recreational activities
- Guidance and Counselling
- Chaplaincy
- Prayer rooms
- Other services on campus

- **Finding somewhere to live**

Moving away from home can be a daunting yet exciting experience. It will prepare you for personal growth and independence. There are a few accommodation options open to you on Campus and plenty more Off Campus. Whether you plan to live on or off campus we recommend starting your search early to make sure you find a place that is best suited to your needs. The University website has contacts for private hostel providers with details including photographic images and locations and physical distance to Campus, what they offer, rents payable per month or semester, contact persons and their telephone contacts. You are strictly advised to verify for authenticity, details from the University Off-Campus Accommodation Liaison Office before getting involved with Off Campus accommodation providers that are not listed on the University website.

- **Financial Survival**

Living on a student upkeep requires that you make a budget and stick to it. If you need financial support, consider:

- Seeking advice from Dean of Students immediately you register on Campus
- Applying for bursaries / CDF (Applicable only to your home Constituency)
- Applying for HELB loan (contact Office of Dean of students for assistance)
- Applying for student work study programs (contact Office of Dean of students for assistance)

Your well being

- **Health services**

University's health service is managed by qualified staff whose focus is to address your medical needs. Our Clinic is located on the ground floor, southern end of the Tuition Block (TB) and is open to KyU students round the clock (24/7). Consultations are strictly confidential. You will need to present your Student identity card during consultations. Referral services are available to regional hospitals in cases where a higher level consultation and management are required.

- **Sport and recreational activities**

The university has the following sports; football, soccer, handball, basketball, hockey, volleyball, netball, roll ball, chess, scrabble, badminton, rugby, swimming, darts, karate, taekwondo, lawn tennis, table tennis, field and track athletics among others.

- **Guidance and counselling.** Your mental health is priority. Student counsellor will be at hand to help and provide free and confidential assistance for personal or study related problems. University counselling office is located on the ground floor of Academic staff office Block next to School Engineering Office in '**Diaspora region of the University**' next to University sports grounds.

- **Chaplaincy**

The University chaplains are experienced, credentialed religious workers who are authorized to provide religious support and guidance.

- **Prayer rooms**

There are prayer rooms on Campus for Christian Union, Catholic Action, Muslims and other religious groups. To join any of these religion organizations, liaise with Dean of Student office.

Other services on campus

- **Retail outlets.** We have a students' cafeteria to make sure you are well catered for. You will also find a general shop and photocopying services located approximately 10 meters from the main university gate inside.

Opportunities for Professional growth. Your future starts here:

- Build your employability
- Seek career advancing and scholarship opportunities on University website
- Browse additional websites for other opportunities
- Seek elective positions in Students' governance Council if interested
- **Building your employability.** Getting a job after university and starting your dream career is key to your success and something that can motivate you through your studies. Students who work part time during their studies develop valuable skills and are more likely to gain employment in relatively shorter periods of time after graduation.
- **Opportunities displayed on KyU website.** KyU website is loaded daily with scholarship and other career advancing opportunities mined from global data banks every 24 hours. We pride ourselves in being the only University in the world doing this at this frequency. These opportunities are particularly important to students in their third to fourth year of study as they open up their vision to additional career growth paths besides employment. Be browsing as often as you can
- **Other Career websites.** The career websites or job search sites advertise casual, part-time and permanent jobs, work experience, graduate programs and volunteer opportunities. Always look out for these
- **Student governance.** KyU encourages interested students to get involved in elective positions in students governing Council. These offices work together with University administration on matters related to teaching and learning, students welfare, sports and recreation as well as other matters of interest to the University. Joining such groups enables you to expand your networks and can teach you valuable skills and may improve your chances of being employable.

Non Academic matters

- Where to find help: **Office of Dean of Students (email: deanofstudents@kyu.ac.ke)**
- Student policies and forms: **University Website**
- Health matters: **University Clinic**
- Security tips: **University Website**
- Other security concerns and important reports: **Security Office**

- **Office of Dean of Students.** Dean of students' office is the area of the University that focuses on student experience, support and services. At KyU, we believe that the best student experience is achieved when students feel supported academically, professionally and socially. This office listens to students' problems and provides services that ensure students can access everything they need for a successful, productive and rewarding university life. From financial, counselling and career support to students' life, we've got you covered. Dean of students can put you in contact with the right people and make sure your questions are answered. **The Office of the Dean of Students is located in the first floor of the Western Wing of the Tuition block next to lecture theatre 38(LH38)**

Student policies and forms. The university has rules, regulations and policies that apply to all students. These material are hosted on the University website. Also hosted on KyU web site are guides and a range of student related forms such as those needed to request leave from study. You are advised to download these items for your personal use

Your contact details. You need to keep your contact details up to date in the University system so that we can easily get in contact with you for important things like registration status and any other official communication. Keep your contact details up to date in student portal and at the Registry in the Office of Registrar ASA

University Security Office. University security Office is located at the Main entry to Administration block. You are however advised to report any security matters to security officers manning the University gate or any other security officer that you see on Campus

Off Campus Security Tips. Always strive to walk in relatively large groups of comrades and avoid dark areas at night when walking outside Campus. You are strongly advised to read security tips posted on the University website.

MOVEMENT WITHIN KyU. Green lawns of KyU are part of our aesthetics. Movement within the University is strictly restricted to use of designated footpaths ONLY. Students are thus not allowed to create paths on campus lawns

DISCIPLINE, ORDERLINESS AND KyU "FAIR GO" PHILOSOPHY. We at KyU believe in Order, discipline and a fair 'go philosophy, thus; fairness to all must be upheld to the highest standards possible. You are always advised to use laid down procedures through relevant Offices of the University to address any concerns. Student shall be severely punished for all forms of indiscipline.

AVOIDING FALLING PREY TO CONE-MEN AND CONE-WOMEN. You are strongly advised to be vigilant at all times when on campus and outside. Being new on Campus, you are attractive targets for cone artists. The University through the Office of Dean of Students and that of attachment Coordinator host information on attachment, internship and employment opportunities available to KyU students. **DO NOT** engage in any transaction with third parties without verifying information with the Office of Dean of students. You are further advised to verify Off-campus accommodation opportunities with the Office of Senior Counsellor that doubles up as the Liaison office for Off-campus accommodation. **This office is located on ground floor of the Academic Office Block next to School of Engineering office in the "Diaspora region of the University" next to University Sports grounds**

Academic Calendar

Tuition Complex				
	Western Wing	Central	Eastern Wing	Northern Wing
1 st Floor	LH 36-38	Dean of Students Office	Computer Labs 1 &2	
Ground Floor	Biomedical & Physical Sciences Labs Clinical Skills Laboratory	Medical Clinic Deputy Dean of students	LH 28-30	Main Hall
Engineering Block I (ESP Building)				
1 st floor	LH 23-24	LH 32, Computer Lab 3	LH 19 - 20	
Ground Floor	LH 19-20 Mechanical Engineering. W/shop		LH 18-22 Electrical Eng. Workshop I	
Engineering Block II	Plumbing Workshop		Electrical Engineering Workshop II Engineering Drawing Room	



LEGEND

A	AUDITORIUM
ADM.B	ADMINISTRATION BLOCK
AOB	ACADEMIC OFFICE BLOCK
ALB	ANATOMY LABORATORY
BBC	BASKETBALL COURT
CG	CAR GARAGE
CLB	COMPUTER LABORATORY
UP	UNIVERSITY PAVILION
DN&O	DEANS OFFICE
EW	ELECTRICAL WORKSHOP
GH	GATE HOUSE
GS	GREAT COURT
LIB	LIBRARY
LCR	LADIES COMMONROOM
LHs	LECTURE HALLS
MH	MAIN HALL
BM/PS	BIOMEDICAL/PHYSICAL SCIENCE LAB
MW	MECHANICAL WORKSHOP
MSH	MALE STUDENT HOSTELS
NB	NETBALL PITCH
PW/EW/ED	PLUMBING WORKSHOP/ELECTRICAL WORKSHOP/ENGINEERING DRAWING
P	PARKING
RP	RUGBY PITCH
SC	STAFF CAFETERIA
STD. C	STUDENTS CAFETERIA
FSH	FEMALE STUDENTS HOSTEL
SP	SOCCER PITCH
SR	STAFF RESIDENCES
ST	STORES
T	TOILETS
TB	TUITION BLOCK
UF	UNIVERSITY FARM
VB	VOLLEYBALL COURT
FD	FASHION DESIGN

