

# UNDERGRADUATE STUDENT HANDBOOK



MACHAKOS UNIVERSITY IS  
ISO 9001:2015 CERTIFIED

OFFICE OF  
THE DEAN OF  
STUDENTS



MACHAKOS  
UNIVERSITY

## ABOUT THE HANDBOOK

The Machakos University Undergraduate Student Handbook is maintained by the Dean of Students Office. It is the University's formal notification of University's codes, regulations, policies, procedures, values and responsibilities that characterize student life at Machakos University (MksU). Students are expected to read, understand, and comply with the provisions of the Handbook and be guided by the spirit of the standards.

Students will find that the MksU community is defined, in part, by our physical borders and the fact that we are a State controlled institution. This means some of the rules governing student conduct in our community include certain State laws as well as policies adopted by the State Department of Higher Education.

The contents of this Handbook supersede and revoke all prior statements of policy of Machakos University concerning matters contained in the student handbook from previous years. If this student handbook does not address a matter of interest to you, or if you are uncertain about something after you have read the applicable policy or guideline, contact the Dean of Students Office for more information.

Prepared by

The Office of Dean of Students

## FUNDAMENTAL STATEMENTS

### Our Vision

The University of Excellence in transformative scholarship and community service.

### Our Mission

To provide scholarship through teaching, training, research, and innovation; and community service for sustainable industrial and socioeconomic transformation.

### Our Identity

Machakos University is an academic institution committed in transmitting knowledge, skills and attitude through science, Technology and Innovation for the benefit of humanity.

### Core Values

- |      |                         |   |
|------|-------------------------|---|
| i.   | <b>Creativity:</b>      | We shall use imagination and original ideas to create value for our customers.  |
| ii.  | <b>Agility:</b>         | We shall embrace urgency and flexibility in responding to customer demands.     |
| iii. | <b>Meritocracy:</b>     | We shall promote merit-based services.  |
| iv.  | <b>Professionalism:</b> | We are committed to high standards of training, research, and service delivery. |
| v.   | <b>Integrity:</b>       | We shall uphold honesty and high moral standards.                               |
| vi.  | <b>Inclusivity:</b>     | We shall offer equitable access to opportunities and resources.                 |

## MESSAGE FROM THE VICE-CHANCELLOR

On behalf of the University Council, Management Board, and the Senate, I would like to welcome all our new students to Machakos University, and welcome back all our returning students. As you begin the next phase of your academic journey you will be engaged, challenged, and presented with innumerable opportunities to expand and grow. MksU is a close-knit community that is ready to support you in all facets of your life. I encourage and support you to become an active member of the MksU community. Faculty and staff are deeply invested in your success and well-being, and are committed to preserving MksU environment of excellence in teaching and learning while working with you to ensure a rewarding University experience. The powerful experiences you have at MksU will provide a foundation for the opportunities and challenges that await you after graduation.

This Handbook will be an important resource for you throughout your academic and social life. It echoes other policies and procedures relevant to your course of study, with which you should also familiarize yourself.

The Handbook is a tool for ensuring that student matters are appropriately addressed, and that the University's statutes and policies are followed, with particular interest in examinations, code of ethics, student welfare, and other aspects of the student experience. If you have any concerns or suggestions for improvement, you may channel them through the Dean of Students Office. I wish you successful and enjoyable life in Machakos University.

**PROF. JOYCE J. AGALO, Ph.D.**

**VICE-CHANCELLOR**

## **MESSAGE FROM THE DEPUTY VICE-CHANCELLOR, ACADEMIC AND STUDENT AFFAIRS**

The Machakos University Undergraduate Student Handbook provides students with information on many facets of University life such as policies and procedures, code of ethics, community resources, organizations/association, and welfare services. This document is written for every student enrolled for an academic programme in MksU.

From time to time, the University produces a new or revised Student Handbook to serve as an up-to-date reference for students. Where possible, policies most relevant to students are printed in full in this Handbook. However, due to limitations of space, many other University policies, regulations and procedures are only referenced. Students are, therefore, encouraged to consult appropriate offices before investing their time in any activity that they are in doubt. Changes or additions to University policies and procedures that come about after this Handbook is published will be notified to the students through the relevant bulletins.

As stated above, this Handbook highlights the rules and regulations governing the academic and living standards of the University. Hence, every student is responsible for familiarizing him/herself thoroughly with the contents of this Handbook. It is my belief that the information in this Handbook, if read and utilized, will enhance the experiences available to students in the University.

The Academic and Student Affairs Division serves to ensure and protect all enrolled students' right to participate in University life, in a community that respects each other's dignity, safety, and basic human rights. Any student who believes these rights have been denied or the atmosphere has been compromised by the actions of a particular student or MksU employee is encouraged to discuss such concerns with the Dean of Students. When in doubt about where to go for help, students are encouraged to start with the Dean of Students Office.

**PROF. JAMES MUOLA, Ph.D.**

**DEPUTY VICE-CHANCELLOR, ACADEMIC AND STUDENT AFFAIRS**

## MESSAGE FROM THE DEAN OF STUDENTS

Machakos University Undergraduate Student Handbook is the official resource that defines expectations for every student enrolled in one or more classes at the University. A student is any person enrolled in credit bearing courses or experiences.

MksU is obliged to provide students with an environment that supports learning and to protect the rights of all the members of the community. Students are expected to be active participants in the learning opportunities that exist in the University, including the administrative system of the Department or School, become familiar with and abide by the rules and regulations of the University and treat themselves and all other persons with respect.

It contains policies and practices that allow students to collaboratively work alongside each other, respectfully resolve conflicts with one another, and redress the violations of Code of Conduct in ways that emphasize collegiality and personal accountability. No claim is made that this handbook covers all rules and regulations now in effect at Machakos University. Students are referred to other University policies and procedures documents for further information.

The book contains important information the MksU students are expected to be familiar with. I hope that you will find time to become familiar with the contents of this publication. It is important for you to know that the responsibility for understanding and following University policies and procedures, whether it is the code of student's conduct, or requirements for the course or graduation rests entirely with you, the student.

On behalf of our faculty and staff, I wish you successful academic years and look forward to participating with you in the special events and programmes that make MksU a uniquely special learning institution.

**DR. ALEX N. KAMWARIA, Ph.D.**

**DEAN OF STUDENTS**

**&**

**SENIOR LECTURER IN SOCIAL SCIENCES**

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## **1.0 INTRODUCTION**

This handbook contains general information on academic programmes, policies, student services and facilities, and student conduct in and outside Machakos University. It incorporates summarized basic information which complements detailed information contained in the University policies, statutes, documents and circulars from authorized University Officers. It is a major reference point throughout your student life.

### **1.1 History, Setting and Governance of Machakos University**

#### **1.1.1. History**

Machakos University started as a Technical Rural Training School in 1957. In 1958 the school was taken over by the Government and renamed Machakos Technical and Trade School. In 1967, the school was renamed Machakos Technical Secondary School. In 1987, the institute became a purely post-school institution called Machakos Technical Training Institute. In 2011, the Government established Machakos University College as a successor to Machakos Technical Training Institute through Legal Notice No. 130 of 16<sup>th</sup> September, 2011, as a constituent College of Kenyatta University. The institution was chartered on 7<sup>th</sup> October 2016 as a fully-fledged University.

#### **1.1.2. Setting**

The University is located in Machakos Town about 66 kilometers from Nairobi, 16 kilometers off Mombasa road and one kilometer from Machakos town along the Machakos -Wote road.

#### **1.1.3 Governance**

The University is headed by a Chancellor who advises the University Council on matters considered necessary for the betterment of the University. The Chancellor confers degrees and awards diplomas and certificates.

The University Council is headed by a Chairperson who provides leadership in the mobilization and allocation of University resources. The Council ensures that the University has a proper and functional management structure and also monitors and evaluates the implementation of strategies, policies, management criteria and plans of the University in accordance with the relevant laws and regulations. The Council approves the list of graduants and sealing of certificates.

The Vice-Chancellor is the Chief Executive Officer of the University and is responsible for its day to day running. The Vice-Chancellor chairs the Senate and all its committees' meetings and is the custodian of all University articles of administration. The Vice-Chancellor is assisted in the running of the University by Deputy Vice-Chancellors, Registrars, Chief Finance Officer, University Librarian, Dean of Students, Deans of Schools and Chairpersons of Departments, Directors of various Directorates and Section Heads.

## 1.2 Machakos University Student

- i. As per the Statutes of Machakos University, a student is a person who is registered in the University during a current academic year for a degree, diploma, certificate or such other qualification or courses of the University as may be approved by the Senate as qualifying a person for the status of a student.
- ii. A *bona fide* student for a particular semester is one who has paid the fees and is registered for units on offer in that semester.
- iii. Only *bona fide* students are entitled to services offered by the University in a particular semester.

## 1.3 Student Identification

Every student is expected to have a valid **University Identity/ Smart Card** at all times, which must be shown on demand by any officer of the institution. Crucial services may only be offered against production of the card. This card is University property and is not transferable to any other person and should be surrendered upon completion of the programme or clearing from the University. Students are advised to keep their cards safe at all times. Renting out the card or any other University document assigned to a student constitutes serious misconduct attracting disciplinary action as per the rules governing student conduct.

## 1.4 Communication and the Flow of Information in Machakos University

### 1.4.1 University Website and E-Mail Services

The University **website, [www.mksu.ac.ke](http://www.mksu.ac.ke)**, is the major medium of relaying information. All students are expected to visit it frequently for important updates such as semester dates, calendar of activities and examination timetables. Urgent information and updates such as change of examination dates and re-opening dates are also posted on the website. Every student is assigned

an e-mail address for individual as well as official communication. It is crucial that one checks and uses their e-mail regularly.

#### **1.4.2 Notice Boards**

- i. This is another medium of passing information in the University. Notice boards are located in various strategic positions in the University. It is imperative that all students develop the habit of reading notices.
- ii. Notices are released by authorized officers of the University on matters pertaining to their specific mandate.
- iii. In the case of the students, only the Secretary General may speak on behalf of Student Association of Machakos University (SAMU) and release circulars as directed by the Student Governing Council as per the SAMU Constitution. This should be done through the Dean of Students.
- iv. Secretaries or Organizing Secretaries of registered clubs and welfare associations may post notices for meetings after they have been seen and approved by the patrons.
- v. Student campaign posters during the SAMU election seasons will be strictly mounted on specifically designated notice boards. Candidates' supporters who flout this rule will lead to the disqualification of their candidate.

#### **1.4.3 Social Media**

- i. The University has carefully designed social media platforms to ease flow of information and to encourage inquiries on University matters. Such platforms include Facebook and X.
- ii. The University lays great emphasis on positive and responsible use of these platforms.

#### **1.4.4 Students' mails**

Students are advised to give their correspondents' accurate address to minimize chances of their letters getting lost. It should capture the following details:

**Student Name**

**Registration Number**

**C/O Dean of Students**

**P.O Box 136-90100, Machakos**

**Cell Phone Number**

## 2.0 STUDENT WELFARE SERVICES

### 2.1 The Office of the Dean of Students

#### 2.1.1 Mandate of the Office

The Office of the Dean of Students provides and enhances excellent and equitable welfare services to students. The main goal of the office is to promote a safe, respectful, healthy and inclusive campus community, and also to enhance students' University life experience. The Office further provides support services and manages critical incidents impacting students' life as well as responding to emerging needs within the student population.

Machakos University continues its tradition of prioritizing students' welfare. Every academic year, the University celebrates the culture week event. It is a weeklong extravaganza where students not only celebrate their culture, but also showcase their talents. The event culminates with the crowning of Mr. and Miss Machakos University. Other notable student activities include the Presidential Award Scheme, Kenya scouts community service, students' elections, orientation of freshers and interdenominational prayer services.

Some of the key activities undertaken by the office of the Dean of Students include:

- i. Organizing orientation for first year students
- ii. Registration of students clubs and associations
- iii. Overseeing of students conduct
- iv. Follow up on status of sick students
- v. Coordination of specialized services to students with special needs
- vi. Coordination of the activities of SAMU
- vii. Facilitation of application for Higher Education Loans Board (HELB) loans, processing of internal and external bursaries and work-study programmes
- viii. Coordination of pastoral care and guidance to students
- ix. Facilitation and participation in local, National and International competitions

**Contact: Dean of Students +254113052050**

**Email: deanofstudents@mksu.ac.ke**

## **2.1.2 Machakos University Chaplaincy**

Spiritual leadership in Machakos University is provided by Chaplains. Their services revolve around spiritual guidance and conducting worship services in the University. Currently, we have Chaplains in Christian Union (CU), Catholic Students Association (CSA), Seventh Day Adventists (SDA), and Muslim Students Association (MSA).

### **2.1.2.1 Machakos University Christian Union**

Machakos University Christian Union constitutes a group of committed young men and women living for God and who pursue a holy life. The Union has full mandate to administer discipleship care to its members, both old and new. Membership to the Union is open to everyone who professes Jesus Christ as Saviour. Within the Christian Union there are various ministries in which members engage in, in their service to God.

### **2.1.2.2 Machakos University Catholic Students Association**

The Catholic Student Association (CSA) is a student-run Catholic group at Machakos University. Centered on ‘agape’, and dedicated to foster a community of worship, social justice, faith development, and family for students of Machakos University, both Catholic and non-Catholic alike. Every Catholic student is automatically a member of CSA, and is encouraged to take an active role in the organization so as to take advantage of the perks that come with being an active and engaged member. Catholicism is promoted through on-campus events intended to unite the Catholic community in a more public fashion.

### **2.1.2.3 Machakos University Seventh Day Adventists**

The Machakos University SDA group has a long standing culture of evangelistic missions that are done regularly with the view of spreading the gospel and as part of community service. The campaigns always capture gospel preaching, bible training, free medical and other forms of community service.

### **2.1.2.4 Machakos University Muslim Students Association**

The Machakos University Muslim Students Association purposes to serve Allah (God) in the best way possible through the principles laid out in the Holy Quran and Sunnah (the authentic traditions and examples of the Prophet Muhammad, peace be upon him). It is committed to bringing Muslims

and non-Muslims on campus together to foster dialogue and promote a better understanding of Islam by non-Muslims and of other religions and cultures by Muslims.

### **2.1.3 Professional Associations, Students' Clubs and Societies**

The University encourages students to enroll in societies and performing groups as a means for channeling creativity, innovativeness, leadership skills, community outreach and professional pupilage. These societies and clubs are run by students and add value to their intellectual and social growth. A list of all registered clubs, associations and societies is available on the University website.

### **2.1.4 Financial Aid and Support**

#### **2.1.4.1 Students Bursary Scheme**

Machakos University endeavours to create an environment where students from low socio-economic statuses can learn and excel to achieve their degrees. Needy students who excel in their studies access bursaries and scholarships from the University and other development partners. However, we advise all the needy students to visit the Office of the Dean of Students for guidance.

#### **2.1.4.2 Students Work Study Programme**

Machakos University's Student Work Study programme offers an opportunity for students to work part-time on campus in jobs that accommodate their studies. The objectives of the Work Study program are to:

- i. Assist students in financial need with a regular source of income that does not add to their debt load
- ii. Offer students training and experience that will assist them in further studies and their eventual entrance into the workforce

To be eligible for the Work Study, a student must meet all of the following minimum criteria:

- Demonstrate a genuine financial need
- Enrolled for undergraduate degree on a full-time basis.
- Registered for at least six units in a semester.
- At least be in 2<sup>nd</sup> year of study
- Make satisfactory academic progress.

For further information about the Work Study Program, please contact the Office of Dean of Students.



### **2.1.5 Sports and Games**

Sports and Games form part of student activities in Machakos University. They are managed by a coordinator who works closely with the office of the Dean of Students. Students are encouraged to participate in games and sports in order to develop their talent and also enhance the image of the University. Visit the University website for more information about the disciplines offered in Games and Sports.

### **2.1.6 Machakos University Health Services unit**

The Machakos University Health Unit is a key support section offering Diagnostic, Curative, Promotive and Preventive Health care services majorly to the students. Currently the Unit offers Outpatient services available from 8.00AM to 10.00 PM and Emergency care services after 10.00 PM, over weekends and during public Holidays.

#### **2.1.6.1 Referral, Inpatient and Hospital Insurance Cover**

- i. General or chronic cases which may not be immediately handled at the health unit are referred to an appropriate hospital where the payments are done directly by the patient.
- ii. Inpatient admission to any health facility is the responsibility of the parent/guardian. Parents and guardians are expected to take over treatment of their sons and daughters once they are admitted outside the University.
- iii. The students are advised to register with the National Hospital Insurance Fund (N.H.I.F.) or any other medical insurance cover acceptable to hospitals outside the University.
- iv. Expectant students should inform the Head, Health Services Unit immediately and attend ante-natal clinic.

### **2.1.7 Machakos University Counseling Services**

Counseling and Mental Health Services are geared towards addressing students' personal or emotional challenges that get in their way and hinder them from realizing their full academic and personal potential. Students pursue counseling for a variety of reasons. Counseling addresses major life changes, such as relationships, managing mental health conditions, like depression, stress or suicidal thoughts. All counseling cases are treated with utmost confidentiality. Some of the services offered in the section include:

- i. Individual/Group Counseling
- ii. Peer Counselors Training
- iii. Career guidance
- iv. E - Counseling

**Contact: Counseling office: +254716696786; Email: counseling@mksu.ac.ke**

### **2.1.8 Machakos University Career Services Office**

The Office of Career Services is committed to offering world-class career services to all the students of Machakos University. The office provides outstanding career development guidance, resources and opportunities that adequately prepare the students for both the workplace and life after University. It is your responsibility as a student to visit the Office of Career Services from time to time for academic and career guidance and to participate in the events of the office in order to build up your personal competitive edge in the employment and self-employment marketplace.

The office:

- i. Provides professional and structured academic and career advising and counseling to meet the students' specific needs.
- ii. Guides students in self-assessment and career exploration in order to help them develop personalized career goals and identify individual career progression paths.
- iii. Assists students to acquire information, knowledge and competencies that enhance individual academic success and career development.
- iv. Organizes professional academic and career development programmes through career talks, training sessions and career fairs.
- v. Recruits and trains Career Office student ambassadors to assist in creating career development awareness amongst students.
- vi. Educates students and the community at large about current career opportunities and employment trends.

### **2.1.9 Machakos University Catering Services**

The section is charged with the responsibility of coordinating the catering services in the University mess. Of special concerns is the provision of affordable and quality meals for students. Students are advised to familiarize themselves with the rules governing catering and kitchenette services that are provided to them in the University mess.

### **2.1.10 Machakos University Accommodation Services**

#### **2.1.10.1 Residence on Campus**

- i. The University has limited hostel accommodation. Admission into the University does not guarantee accommodation in the hostels.
- ii. The University Policy on accommodation gives priority to First Year students.
- iii. The students are served during the day by housekeepers and during the night by hostel janitors.
- iv. The section has Rules and Regulations governing hostels that must be adhered to by all the students who are allocated accommodation. Failure to adhere to the rules will lead to disciplinary action.

#### **2.1.10.2 Accommodation Rules and Regulations**

- i. It is an offence for a student who has been allocated a room to sublet it to another student.
- ii. It is an offence for a non-resident student to rent a room from resident student.

- iii. It is an offence for resident student to host a stranger in the University hostel whether the stranger is a student of Machakos University or not.

#### **2.1.10.3 Paying for Accommodation**

- i. Students are advised to pay for accommodation only after they confirm that they have been allocated rooms.
- ii. The accommodation fee is paid through the appropriate Machakos University bank accounts.
- iii. Money paid for accommodation is not refundable but can only be transferred to the tuition account or to meals.

#### **2.1.10.4 Non-Resident Students and out of Campus Accommodation**

- i. Students staying off campus must register as non-resident students on the day of registration.
- ii. Students who do not secure accommodation within the campus are introduced to Hostel operators around the University who are recognized by the University. In case of any problem in the private accommodation, the student may seek help from the Dean of Students.

#### **2.1.11 Machakos University AIDS Control Unit**

The unit offers training in peer education and reproductive health. The vision is to have an HIV/AIDS free Africa while the emphasis is to create a movement of caring community amongst students that make informed and responsible choices regarding life and HIV/AIDS.

#### **2.1.12 Machakos University Persons with Disability Services**

Machakos University is committed to providing an environment where there is equality of opportunities and where Persons with Disabilities (PWDs) can enjoy a quality experience while studying or working in the University. Among other things, and in liaison with other offices, the unit is mandated to:

- i. Coordinate and facilitate comprehensive quality services to students and staff with disability.
- ii. Sensitize the University community on matters affecting persons with disabilities.
- iii. Establishing links with other institutions, national and international organizations dealing with persons with disabilities.
- iv. Gathering and disseminating relevant information on students, staff and visitors with disabilities it to the departments and the university as a whole.
- v. Combat all forms of discrimination/ harassment against persons with disabilities.

### **2.1.13 Students Governance**

The Machakos University Statutes provide for involvement of students in the governance of the University. This is done through the elected student leaders. The students of Machakos University are all, by definition, members of the Students Association of Machakos University (SAMU). All students pay a membership and subscription fee.

### **2.1.14 The Needy and the Vulnerable**

The Office of the Dean of Students is charged with the responsibility of identifying and assisting, or recommending for assistance students who are socio-economically vulnerable. This is done after authenticating the condition of need through mechanisms established by the University. While we welcome such students to come and share with us their conditions, there is no guarantee of doing everything needed by them.

The Dean of Students recommends loans and where necessary, bursaries for eligible students from relevant funding organizations.

### **2.1.15 Students Insurance**

The University is cognizant of inherent risk exposure of its trainees. It is against this background that the University explores ways in which it would mitigate such risks. To this end the University rolls out a Students' Group Personal Accident Insurance Cover (Students' GPAIC).

The Students' GPAIC is a 24/7 cover aimed at mitigating the risk associated with all Accidental Injuries to the student population. In addition, it is effective during overseas-travel for exchange programs as well as when the students are proceeding on their Industrial Attachment and for field assignments. Core benefits include Accidental, Medical Expenses, Death, Permanent Total Disability, Dental, and Artificial Appliances. Monetary limits are contract specific and therefore may vary from time to time. The cover largely operates on reimbursement basis, save for exceptional circumstances.

N/B: This cover is not a medical cover and therefore natural ailments and resultant deaths are not covered.

## **3.0 OTHER SERVICES AND FACILITIES PROVIDED BY RELEVANT UNIVERSITY OFFICES**

### **3.1 Machakos University Library Services**

Machakos University Library plays a very central role in learning, teaching and research in the University. This is done through the provision and dissemination of personalized and specialized information service for academic excellence, quality education and innovative research. It holds a large collection of both print and electronic information resources. The print resources consist of journals and magazines, books and bound periodicals. In addition, the library subscribes to electronic databases which offer users full text electronic scholarly journal articles. It also has a rich collection of e-books accessible online. Students are advised to familiarize themselves with the library rules and regulations that will be provided to them once they visit the library.

### **3.2 Wireless Internet Access (WI-FI)**

Machakos University provides free internet services to students through a network of Computer labs within the University. However, these cannot sufficiently cover all students at once. To address this, the University has invested in a wireless network (WI-FI) which enables the students access internet from various points within the University.

### **3.3 Machakos University Directorate of Security Services**

Machakos University is committed to the provision of security and safety to all the students on campus, together with the rest of the members of Machakos University Community. The University has a Security Directorate headed by a Director, for effective and efficient functioning. The Directorate is manned by a motivated and professional workforce who is responsive to the safety and security needs of a fast growing University. In case of any security issues, students are advised to contact the Directorate through the **Emergency number; 0735263226**.

#### **3.3.1 Student Safety and Security**

Machakos University emphasizes that individual students take personal responsibility in ensuring their own security by being diligent and prudent.

### **3.3.2 The Safety and Security of Non-Resident Students**

While on Campus during the day, Non-Resident students shall be guided by the Rules and Regulations governing student life on Campus. Most of these non-resident students, however, stay in environments neighboring the University. These environments are generally safe for student residence and are usually patrolled by the National Police Service officers. However, the highest responsibility for the safety and security of the individual student lies in his/her own hands. The habits and character of an individual have a lot to do with his/her safety levels.

It is therefore upon every student residing outside the compound to:

- i. Avoid staying out late in the night.
- ii. Be in the company of some friends if one must be out late.
- iii. Avoid drunkenness and socializing in public places where security cannot be guaranteed.
- iv. Apply discretion in all circumstances.

**Note:** The Law of the Land is fully operational outside the University premises, and must be adhered to by all citizens, students included.

## **4.0 ACADEMIC MATTERS**

### **4.1 Attendance of Lectures**

The primary objective of enrolling at Machakos University is to study and graduate on schedule. Consequently, it is a crucial responsibility for the student to take their studies seriously by attending orientation, lectures/face-to-face tutorials, blended learning (ODEL) and taking CATs and examinations. It is mandatory that all exams are undertaken and passed for progression to the next level and ultimate graduation.

### **4.2 Books and Accessories**

A student is expected to purchase books, writing materials and any other accessories according to programme demand.

### 4.3 Programmes Offered in Machakos University

Machakos University is currently structured into six (6) Schools offering various Diploma, Degree and Postgraduate (Masters, Doctorate and post-graduate diploma) courses as shown below:

**i. School of Agriculture, Environment and Health Sciences**

***Post-graduate programmes***

Master of Science in Agribusiness Management

Master of Science in Agricultural Economics and Development

Master of Environmental Science

Master of Environmental Studies and Community Development

***Under-Graduate Programmes***

Bachelor of Science (Agricultural Education and Extension)

Bachelor of Science (Agribusiness Management and Trade)

Bachelor of Science (Community Resource Management)

Bachelor of Environmental Studies (Environmental Resource Conservation)

Bachelor of Environmental Studies (Community Development)

Bachelor of Environmental Science

Bachelor of Science (Public Health)

Bachelor of Science (Food, Nutrition and Dietetics)

***Diploma Programmes***

Diploma in Agricultural Education and Extension

**ii. School of Business, Economics, Hospitality and Tourism Management**

***Post-graduate programmes***

Doctor of Philosophy (PhD) in Business

Master of Business Administration

Master of Economics

***Under-Graduate Programmes***

Bachelor of Commerce

Bachelor of Economics

Bachelor of Economics and Finance

Bachelor of Economics and Statistics  
Bachelor of Science Hospitality and Tourism Management

**iii. School of Education**

***Post-graduate Programmes***

Doctor of Philosophy in Education (Educational Administration, Curriculum Studies)  
Doctor of Philosophy in Education (Educational Communication and Technology)  
Doctor of Philosophy in Education (Educational Psychology)  
Master of Education (Educational Administration, Curriculum Studies and Educational Planning)  
Master of Education (Early Childhood Education)  
Master of Education (Educational Psychology)  
Master of Education (Educational Communication and Technology)

***Under-Graduate Programmes***

Bachelor of Education (Arts)  
Bachelor of Education (Science)  
Bachelor of Education (Early Childhood Education)  
Bachelor of education (Special Needs Education)

***Post Graduate Diploma programmes***

Post Graduate Diploma in Education

**iv. School of Engineering and Technology**

***Under-Graduate Programmes***

Bachelor of Science (Electrical and Electronics Engineering)  
Bachelor of Science (Mechanical Engineering)  
Bachelor of Science (Civil Engineering)  
Bachelor of Science (Computer Science)  
Bachelor of Science (Information Technology)  
Bachelor of Science (Telecommunication and Information Technology)  
Bachelor of Science (Cloud Computing and Information Security)

**v. School of Humanities and Social Sciences**

***Post-graduate programmes***



Doctor of Philosophy (PhD), Applied Linguistics

Master of Arts in Religious Studies

Master of Arts in Applied Linguistics

Master of Arts in Literature

Master of Arts in Kiswahili

***Under-Graduate Programmes***

Bachelor of Arts

Bachelor of Arts (Public Administration)

Bachelor of Arts (Gender and Development)

Bachelor of Arts (Counselling Psychology)

Bachelor of Science (Fashion Design and Marketing)

**vi. School of Pure and Applied Sciences**

***Post-graduate programmes***

Master of Science (Chemistry)

Masters of Science (Mathematical Modelling and Computations)

***Under-Graduate Programmes***

Bachelor of Science (Biology)

Bachelor of Science (Statistics and Programming)

Bachelor of Science (Mathematics and Computer Science)

Bachelor of Science (Mathematics)

Bachelor of Science (Analytical Chemistry)

Bachelor of Science (Applied Physics and Technology)

Bachelor of Science (Actuarial Science)

**4.5 Admission and Registration**

Names of students placed in Machakos University will be published in the University website. The students should download the admission letter and forms and submit the duly completed forms as appropriate.

During the reporting day, each student will be expected to be registered as a student of Machakos University. Registration will be done at a specified venue and students will be expected to provide the following documents for verification:

- i. Original copies of letters offering them admission into the University.
- ii. Original and photocopies of their KCSE certificates/ results slips
- iii. Original National Identification Card or Birth Certificate
- iv. Proof of fees payment by presenting a bank deposit slip

A student's registration is activated through the proper submission of all required documents accompanied by payment of the required fees. A student admitted into a degree programme of Machakos University is expected to remain registered in every semester until completing the programme. Any time a student wishes to be away from campus for more than two weeks he/she must receive authority from the Registrar (Academic and Student Affairs). Once admitted into the University, a student can only change his/her registration in course units within the first three (3) weeks of the semester.

#### 4.5.1 Registration for each Semester

- i. A student is required to register for a semester he/she is taking units
- ii. Registration for each semester entails the following:
  - Payments of fees
  - Registration of units online
- iii. Registration for each semester must be completed within the deadlines set by the Office of the Registrar (Academic and Student Affairs).

#### 4.5.2 Online Registration

Machakos University operates an ABN System that involves:

- Activation of fees payment
- Entering of units online
- Student Portal

#### 4.6 University Fees

All students shall pay the following Statutory fee per Academic year as approved by Senate from time to time: Tuition; Registration; Examination; Activity; Identification Card; Caution Money (payable once); Medical; Library fees and SAMU subscription. The total fees payable will be indicated in the fee structure provided.

All payments are to be made through deposits in any of the following Machakos University bank accounts:

Account Name	Bank	Account Number	Branch
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Machakos University	Kenya Commercial Bank	1137145064	Machakos
Machakos University	National Bank of Kenya	01020078499400	Machakos
Machakos University	Standard Chartered Bank	0152016845602	Machakos

After depositing the money in the above accounts, pay-in-slips must be presented to the student finance, Machakos University for official receipt. The University will not accept cash, personal cheque, institutional cheque, money or postal orders.

#### **4.7 Orientation**

Orientation comprises of a series of events after registration of new students. The primary objective of these events is to familiarize the new students with the various systems, rules and regulations that concern the day-to-day life of a student of the University. The programme mainly comprises the advisory and welcome speeches by the Vice Chancellor, Deputy Vice-Chancellors, Registrars, Deans of Schools, Dean of Students, student leaders and other service providers.

#### **4.8 Inter / Intra School Transfer**

A first year student who wishes to apply for inter/intra school transfer will apply using prescribed forms (available from the Office of Registrar (Academic and Student Affairs)) within the first two weeks of the semester for the process to be concluded by the end of the third week of the semester. The opportunity is only available to bona fide students of Machakos University. Students will be notified about the outcome of the applications through the respective Dean of school.

#### **4.9 Deferment**

A duly registered student who wishes to defer his/her studies will fill a deferment form for authorization by the relevant offices within the first five weeks of registration for regular students and within the first week for part time students.

#### **4.10 Registration for Continuing Students**

Each student must register for every semester within dates set for registration. Each student will be expected to maintain registration until completing the programme unless she/he applies for deferment. Registration will be considered complete after the student has fulfilled financial requirements and registered for units online within the deadline given. Students are advised to confirm their registration from their student portal accounts.

**Note:**

**Unit registration and online activation is a must for a student to be allowed to attend classes and sit for examinations.**

**4.11 Withdrawal from a Unit**

A student who wishes to withdraw from a unit will do so in the first three weeks of the semester by completing a withdrawal form. Failure to withdraw officially will lead to grade E at the end of the semester. The grade “E” will be awarded zero (0) score and will be included in calculating the final semester cumulative average score.

**4.12 Unit Load**

- i. A student will take a minimum of six units a semester.
- ii. A pre-requisite unit has to be passed before pursuing the next one in the level.

**4.13 University Examinations**

**4.13.1 Examinations Requirements**

- a) All units shall be examined at the end of the semester in which they are taken. Only those students who are duly registered with the University, School/Department will be allowed to write the examinations.
- b) Each student must attend at least two-thirds ( $\frac{2}{3}$ ) of the lectures for a unit in a semester, to be allowed to write the examination in that unit.
- c) Each unit assessment shall comprise Continuous Assessment Tests (CATs), assignments, practical (where applicable) which shall contribute 30% (undergraduate), 40% (post-graduate), and end of semester University examinations which shall contribute 70% (undergraduate), 60% (post-graduate).
- d) CAT marks may be greater than 30% in some Schools/ Departments.
- e) CATs are compulsory, failure to write a CAT shall lead to a failure in the unit.
- f) Where a course is solely of practical work, it may be examined wholly by Continuous Assessment and/or practical assessment.

- g) The pass mark for Certificate, Diploma, and Undergraduate except in specified and uniquely acceptable programs, shall be 40%. The pass mark for Post-graduate shall be 50%.

#### **4.13.2 Board of Examiners**

- a) There shall be a University Board of Examiners (UBE) for the University which shall be chaired by the Vice-Chancellor (VC).
- b) There shall be a Board of Examiners for each School, and Department which shall consist of all internal and external examiners appointed by the Senate.
- c) The Dean of each School, or the Chairman of each teaching Department shall be the Chairman of the respective Board of Examiners.
- d) The Departmental Board of Examiners (DBE) shall receive and moderate draft examination question papers internally before forwarding them to external examiners for moderation and thereafter submit them to the Registrar (Academic and Student Affairs) for further processing.
- e) The Board of Examiners of the Department and the School, shall receive, process, consider, and moderate examination results and make recommendations to the Senate for approval.
- f) The quorum of a Board of Examiners shall be fifty (50) percent plus one (1) of the members.

#### **4.13.3 Examination Grading**

Each unit in undergraduate programs shall be marked out of 100%. The marks shall be translated into literal grades as follows:

##### **Undergraduate**

- A 70 and above
- B 60-69
- C 50-59
- D 40-49
- E 0-39

Each unit in Postgraduate programs shall be marked out of 100%. The marks shall be translated into literal grades as follows:

##### **Post-graduate**

- A 70 and above

B	60-69
C	50-59
Fail	0-49

#### **4.13.4 Incomplete**

Letter (I) represents an incomplete grade and is used at the end of the semester. It is assigned to a student who because of reasons acceptable to the senate, is unable to write the final examination. The grade (I) will be considered a retake if the work is not made up by the next relevant examination sitting.

#### **4.13.5 Practicum, Attachment, and Teaching Practice**

- a) Practicum, Attachment, and Teaching Practice are a must for students taking Certificate/ Diploma and Degree programs where they are requisite.
- b) While away on these courses, Machakos University students are expected to conduct themselves in a manner befitting the good image and name of the University.
- c) Sufficient evidence of misconduct shall lead to appropriate disciplinary measures to be taken.
- d) The full fee for the semester in which they are taken must be paid before proceeding to the same.
- e) The activities listed in (a) above stand as examinations on their own, and hence shall be managed by the concerned school with the diligence needed in an examination.

#### **4.13.6 University Examinations Management**

- a) Examinations shall be conducted under the rules and regulations set out by the Senate.
- b) Unless the Senate otherwise determines, there shall be internal and external examiners of the University appointed by the Senate.
- c) The internal examiners shall set, administer, mark, and grade examination papers assigned to them.
- d) The external examiners shall moderate the examination papers and evaluate the examinations.
- e) External examiners shall be appointed from outside the University for such periods and on such terms as the Council on the recommendation of the Senate may from time to time determine.

- f) There shall be ordinary University examinations, special examinations and supplementary examinations to be held under such conditions as the Senate may prescribe.
- g) In case of a request for re-marking by a candidate who has failed in the regular/special/supplementary examinations, a different internal examiner shall be appointed to re-mark.
- h) Every candidate for a University examination shall have paid in FULL, all fees to the University and such other fees as the Council shall prescribe from time to time.
- i) All regular Examinations shall normally be held at the end of each semester in which the courses have been taught.

## **4.14 EXAMINATION PROCEDURES AND GUIDELINES**

### **4.14.1 Setting Examinations at the Department**

- a) The Deputy Registrar, in charge of Examinations and Timetabling will write a memo to the Chairpersons of teaching departments requesting them to ensure that the examination papers are set, moderated, and submitted to the University Examinations Section within the specified deadline as per the approved almanac.
- b) The Chairpersons of Departments request the lecturers to set examinations for the units they are teaching and submit typed examination papers to the Chairpersons of Departments for departmental moderation.
- c) Each examiner will set the main paper and a supplementary paper complete with respective marking schemes.
- d) The examiner must submit along with question papers the course outline.
- e) The Chairperson takes responsibility for any examinations submitted late.

### **4.14.2 Examination Moderation**

- a) Upon receipt of draft examination papers, the Departmental Examination Coordinator convenes the examination moderation meetings chaired by the Chairperson of the Department to vet the examinations in line with expected examination quality standards.
- b) Lecturers receive comments on their examination drafts and make necessary corrections/improvements.
- c) Lecturers submit final examination drafts to the Chairperson of the Department, through the Departmental Examinations Coordinator who records the moderated drafts in the examination receipt register.

- d) The final examination draft is submitted to the external examination moderator before submission to the office of Deputy Registrar Examinations and Timetabling where applicable.
- e) Records of submitted examinations are kept as guided by the units on offer during the semester in question.

#### **4.14.3 Processing of Examinations**

- a) The Chairperson of the Department or Departmental Examinations Coordinator submits in person all moderated examinations to the University Examinations Office.
- b) Upon submission, the Chairman of the Department or the Departmental Examination Coordinator is issued with a receipt where he/she records all the submitted examination papers. Form CUR 009 is used for this purpose.
- c) The University Examinations Office ensures that all examinations are formatted in the designated format and printed.
- d) The University examinations office invites lecturers to proofread their examinations and confirms the number of candidates expected to sit for the examination. (see Form CUR 010)

#### **4.14.4 Appointment of Invigilators**

- a) The Chairperson of the Department appoints invigilators for all examinations in the department for the semester in question at a ratio of 1:50 (i.e. staff: students) respectively. The unit lecturer is the lead invigilator in his/her unit and his/her presence in the invigilation is mandatory.
- b) Where a Department has a shortage of teaching staff, approval is sought from DVC (Academic and Student Affairs) in liaison with other Chairpersons of Departments to arrange expeditiously to get staff from other Departments for invigilation.
- c) Due to the unique and sensitive invigilation demands, gender issues must be considered in the appointment of invigilators.

#### **4.14.5 Timetabling**

- a) The Examination office in liaison with School Timetabling Coordinators shall prepare the Examinations Timetable.
- b) The Timetable shall be ready a month before the commencement of exams and shall be communicated to all invigilators.



#### **4.14.6 Collection of Examination papers and answer booklets**

- a) The examination office shall include in each examination paper's envelope the list of bonafide students for each paper, the list must include among other details: the student's admission number.
- b) Invigilators shall collect examination papers, answer booklets, and other documentation from the Examination office at least one (1) hour before the start of the examination.
- c) The invigilator shall record examination papers and booklets in the Examination Collection Form.
- d) The Examination package shall include the Date, Time, and venue for the paper.

#### **4.14.7 Invigilation of exams**

- a) The Examinations Office shall ensure that the examination rooms are clean and arranged one (1) hour before the start of an examination.
- b) There shall be an invigilator-to-student ratio of 1:50 and a minimum of two invigilators per room regardless of the number of candidates.
- c) Before the start of the examination, the invigilators shall place both question papers and answer booklets according to the seating plan (1 meter apart).
- d) Invigilators shall ensure that only bona-fide candidates sit for the examination by checking students' identification cards (National/student) and examination cards.
- e) Invigilation guidelines shall be read to students before the examination commences.
- f) During the examination, students will sign the attendance form (CUR 015) as the examination proceeds.
- g) Upon completion of the examination, invigilators shall collect all answer booklets from individual students before they are allowed to vacate the venues.
- h) Details of the number of scripts, students, and examination irregularities shall be recorded on prescribed forms; Invigilation Report form CUR 014 and Examination incident form CUR 016, and handed in to the Departmental Exam Coordinator for further action.
- i) The Invigilator shall reconcile the number of collected scripts to the number of candidates that sat the examination.
- j) At the end of the examination, the Invigilator shall surrender all official invigilation documents to the Departmental Examinations Coordinator.

- k) The Chairman of the Department and Examinations Coordinator shall document reasons for any papers not accounted for and send the report to the Registrar (Academic and Student Affairs).
- l) Any invigilator who fails to collect and administer an examination will have to explain to the COD in writing giving reasons within a day. The COD shall report to the Dean of the School any invigilator who fails to administer an examination who in turn shall report the same to the Registrar-ASA.

#### **4.14.8 Marking of Examinations**

- a) The Departmental Examination Coordinator shall hand over the answer booklets to the person or persons responsible for marking.
- b) During the handing over the Departmental Examination Coordinator shall ensure that examiners collect the scripts and sign for the same. This should be done very clearly. The number of scripts and date of collection must be indicated (see form CUR 019).
- c) Examiners are given up to six weeks after the end of the examination period to mark the examinations.
- d) Upon completion of marking, the examiners return the answer booklets and filled individual mark sheets to the Chairman of the Department/Examination Coordinator on signature as guided by the form (CUR 019).

#### **4.14.9 Processing of Examination Results**

##### **4.14.9.1 Moderation of Results.**

- a) Upon completion of the marking exercise, the Registrar (ASA) at the end of the academic year will invite a team of External Examiners for each department to audit the marking and provide feedback to Departments and University Management as required.
- b) The moderated marks are keyed into the ICT system by the unit lecturers.
- c) The Head of, the ICT Section ensures that the students do not access their results before approval by the University Board of Examiners.

##### **4.14.9.2 Examination Processing at the Departmental Level**

- a) Upon receipt of all marked scripts (together with individual mark sheets, question papers, and marking schemes), the COD shall convene a Departmental Board for the moderation of the results as per the almanac.
- b) Upon moderation, the COD shall invite the External Examiner as per the almanac.

- c) The External Examiner shall moderate the scripts and submit a moderation report to the appointing authority with a copy to the COD.
- d) The unit Lecturer shall post the moderated marks in the Student management system.
- e) Upon completion of posting of marks, the Departmental Examination Coordinator shall extract a consolidated mark sheet for each program and forward such to the Dean of School through the COD.

**4.14.9.3 Examination Processing at School Level**

- a) The Dean of the School shall prepare consolidated mark sheets after ensuring that all the students’ marks are entered into the system.
- b) The Dean shall convene the school Examination Board meeting to receive, moderate, and audit marks from Departments.
- c) The School Board of Examiners (SBE) should be held as per the schedule of examination processing in Semester Dates in every Academic year.
- d) The Dean of the School shall send a list of all students with marks not entered in the system and the names of responsible lecturers to the Deputy Vice-Chancellor (Academic and Student Affairs) after the School Board of Examiners.
- e) No Dean of School shall present results to the University Board of Examiners without a full report of results for all the students who were examined.
- f) The results from Schools shall consist of the following:
  - Pass
  - Fail
  - Discontinuation
  - Supplementary
  - Academic Warning
  - Incomplete
  - Non-entered results of specific units with acceptable reasons
  - Classification/Award
- g) The Dean of the School, Chairperson of the Department, and School Examinations Coordinator shall prepare Senate captions in readiness for the University Board of Examiners.

#### **4.14.9.4 Examination processing by University Board of Examiners**

- a) The Deputy Vice-Chancellor (Academic and Student Affairs) with the approval of the Chairman of the Senate shall convene the University Board of Examiners as per the almanac.
- b) All schools shall give a full account of all examined candidates in the previous semester or session.
- c) Recommendations from Schools shall be officially considered and approved.

#### **4.14.9.5 Release of Examination Results**

- a) The University Board of Examiners shall authorize the release of the final results to the students.
- b) Students shall access their results through the student portal.

#### **4.14.9.6 Appeal for remarking**

- a) A student who feels dissatisfied with the result in any unit/units may apply for remarking of the Unit/units to the Deputy Vice-Chancellor (ASA) through the Chairperson of the Department and the Dean of School within one month after the release of the results.
- b) All appeals for remarks shall attract a fee charged per unit and the appeal complaint should be accompanied by evidence of payment of the same.
- c) Remarking shall be done by an independent examiner who will be given the course outline, the original question paper, and the marking scheme.
- d) The remarked script shall be handed over to the Dean of School who will invite the Chairperson of the Department /Departmental Coordinator for verification of the remarked script.
- e) The Dean of the School shall convey the report of remarking to the Deputy Vice-Chancellor (ASA) within one week after the remarking report is presented.

#### **4.14.9.7 Supplementary Examinations**

- a) Supplementary examinations shall be organized after the results of the academic year are released at the end of the academic year.
- b) A student who fails any unit taken in an academic year shall sit for a supplementary examination in the failed units.
- c) Supplementary examinations shall have a ceiling mark of 40% -grade D with an asterisk (D\*).

- d) Every unit taken as a supplementary will attract a fee subject to review from time to time.
- e) A student who fails a supplementary examination will be allowed to repeat the unit/units once.
- f) A student who wishes to repeat a unit(s) while his/her group is out of session shall be permitted on condition that:
  - i. The unit is being offered to other students.
  - ii. The student registers for that session.
  - iii. The student pays for the unit being repeated.
- g) Failed units when repeated shall be graded as those of normal examination units.
- h) A student who fails a repeated unit should be allowed to sit for supplementary in that unit
- i) A student who fails supplementary of a repeated unit/units shall be discontinued

#### **4.14.9.8 Progression to the next level**

A student will only be allowed to progress to the next level after passing all the mandatory units taken in the Academic Year

#### **4.14.9.9 Special Examination/s**

A student, who attends all lectures and completes course work but due to unavoidable circumstances, is acceptable to the Senate, is unable to sit for examination shall on a written request, be allowed to take a special examination.

### **4.15 EXAMINATION IRREGULARITIES**

#### **4.15.1 Irregularities**

The following constitute examination irregularities:

- a) Passing or receiving verbal, written, or electronic communication (relevant to the examination) to or from other candidates or any other source during the examination.
- b) Unauthorized possession of used or unused examination answer booklets outside of the examination room.
- c) Possessing any unauthorized written material relevant to the examination in the examination room.
- d) Copying from other candidates' booklets or other sources (e.g. body parts or clothing)

- e) Possession and/or use of a mobile phone whether in silent mode or switched off, i-pads, electronic notebook, or any unauthorized electronic gadget(s) or source (including programmable calculators) inside the examination room.
- f) Plagiarism, i.e. falsely accessing another person's work and appending one's name and signature claiming it to be one's own. This includes but is not limited to copying other candidate(s) written, published, or unpublished material.
- g) Disrupting the administration of examinations.
- h) Destroying or refusing to hand over/hiding evidence about an examination irregularity.
- i) Failure to write one's registration number or deliberately writing the wrong registration number on the answer booklet.
- j) Presenting oneself for an examination in a unit in which one is not registered.
- k) Claiming for marks in a unit one knows he/she did not register for and/or sit for the examination.
- l) Writing on the examination question paper will be considered an attempt to cheat in an examination.
- m) Reading from other candidate's answer scripts or question papers.
- n) Permitting any other candidate to read or copy from one's examination scripts.
- o) Impersonation of other candidates or being impersonated during examination.
- p) Deliberate failure or refusal to hand in the examination script at the end of the examination.
- q) Assaulting and/or disobeying the invigilator during the examinations.
- r) Involvement in and/or influencing tampering with examination data.
- s) Forgery of examination entry documents e.g. the examination card, identity card, and fee statement.

## **4.15.2 Detection of Examination Irregularities**

### **4.15.2.1 On detecting an irregularity, the Invigilator shall:**

- a) Confiscate the item in possession of the student considered to be evidence of an irregularity.
- b) Call for assistance from the other invigilator/s in the same room or make an urgent call to the Examination Coordinator/Examination Office/ Chairperson of the Department/Security or from any member of academic staff for assistance.
- c) The invigilator shall Record and explain the irregularity and the student shall sign the Incident Form (CUR 016) confirming the irregularity. In case the student refuses to sign,

the invigilator shall record in the Examination Incidence Form. The invigilator shall sign the Incident Form and take it to the Registrar ASA as evidence and for custody.

- d) Allow the student to finish the paper in which the alleged malpractice is detected.
- e) Immediately after the examination period ends, the student shall be suspended pending appearance before the Student Disciplinary Committee.

**4.15.2.2 Student Disciplinary Committee**

- a) There shall be a Student Disciplinary Committee to be tasked with student disciplinary cases including examination malpractices at the University.
- b) The recommendations from the Student Disciplinary Committee shall be forwarded to the Senate as soon as practically possible.
- c) The membership of the Student Disciplinary Committee shall be as follows;
  - i. Deputy Vice-Chancellor (Academic and Student Affairs) as Chairman
  - i. Registrar (Academic and Student Affairs) as Secretary
  - ii. Dean of Students
  - iii. Two Senate Representatives
  - iv. Two student organization representatives (Chairman and Academic and ICT Secretary)- for non-academic offenses
  - v. Dean of the relevant School
  - vi. Chairman of the relevant Department
  - vii. Any other person co-opted by the Committee

**In Attendance**

- viii. Chief Legal Officer
- ix. Student Counselor

**4.15.2.3 Penalties on Examination Malpractices**

Upon appearance before the Student Disciplinary Committee and being found guilty of an examination irregularity and after approval by the Senate, the student shall be penalized as per the irregularity committed as shown in the table below.

**Table 1: Irregularities and Penalties**

S/No.	IRREGULARITY	PENALTY
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a)	Passing or receiving verbal, written, or electronic communication (relevant to the examination) to or from other candidates or any other source during the examination.	Suspension for One (1) academic year.
b)	Unauthorized possession of used or unused examination answers booklets outside of the examination room.	Suspension for Four (4) academic years
c)	Possessing any unauthorized written material relevant to the examination in the examination room.	Suspension for Two (2) Academic Years.
d)	Copying from other candidates' booklets or other sources (e.g., body parts or clothing)	Suspension for Three (3) academic Years.
e)	Possession and/or use of a mobile phone whether in silent mode or switched off, i-pads, electronic notebook, or any unauthorized electronic device(s) or source (including programmable calculators) inside the examination room.	Suspension for Three (3) Academic years.
f)	Failure/Refusal to return examination answer booklets with written answers after the examination.	Suspension for Four (4) academic years.
g)	Plagiarism, i.e. falsely accessing another person's work and appending one's name and signature claiming it to be one's own. This includes but is not limited to copying other candidate(s) written, published, or unpublished material.	Suspension for Three (3) academic years.
h)	Disrupting the administration of examinations.	Suspension for One (1) academic year.
i)	Destroying or refusing to hand over/hiding evidence about examination irregularity.	Suspension for Four (4) Academic years.
j)	Failure to write one's registration number or deliberately writing the wrong registration number on the answer booklet.	Suspension for One (1) Academic Year.
k)	Presenting oneself for an examination in a unit in which one is not registered.	Suspension for One (1) Academic Year.
l)	Claiming for marks in a unit one knows he/she did not register for and/or sit for the examination.	Suspension for One (1) Academic Year.
m)	Writing on the examination question paper	A written warning.
n)	Permitting any other candidate to read or copy from one's examination scripts.	Suspension for Three (3) academic years.
o)	Impersonation of other candidates or being impersonated during examination.	Suspension for Three (3) Academic Years.
p)	Assaulting an examination supervisor/invigilator.	Expulsion.
q)	Involvement in and/or influencing tampering with examination data.	Expulsion.



r)	Forgery of examination entry documents.	Suspension for One (1) Academic Year.
s)	Using another student's documents to sit for an examination.	Suspension for One (1) Academic Year.

**NB:** Upon suspension, the examination results of the unit concerned shall be canceled and the student will be required to repeat the unit on re-admission.

#### **4.15.3 Appeal on Penalties Arising from Examination Irregularities**

- a) Any student who is suspended or expelled due to involvement in an examination irregularity may appeal in writing to the Vice Chancellor against the decision and such appeals shall attract a fee.
- b) The student shall appeal within fourteen (14) days after the date of the letter.
- c) Upon receiving the appeal, the Vice-Chancellor shall appoint an Ad-hoc Student Disciplinary Review Committee to listen to the grounds for appeal and determine the case.
- d) The Student shall be given a hearing on the appeal.

## **5.0 OPPORTUNITIES FOR FURTHER STUDIES**

The University offers opportunities for further studies as advertised from time to time by the respective Schools. However, further enquiries about postgraduate programmes can be made to the Dean, Graduate School. Refer to the back page of this document for the contacts of the Graduate School.

## **6.0 DIRECTORATE OF QUALITY ASSURANCE**

The Directorate of Quality Assurance is charged with the responsibility of handling all quality assurance issues in the university that would ultimately result in quality products and services. The overall objective of the Directorate of Quality Assurance is to promote high academic standards through maintenance and continuous enhancement of quality of academic Programmes. They conduct periodic evaluations which require student complete questionnaires to ensure continuous monitoring of services.

## **7.0 GENERAL RULES AND REGULATIONS GOVERNING STUDENT CONDUCT AND STUDENT DISCIPLINARY PROCEDURES**

Machakos University students are expected to display exemplary conduct and to uphold the good name and image of the University. To this end, the students are called upon to observe proper discipline in all areas of life; whether within or without campus, whether in the hostels, fields,

classrooms or examination rooms. All students are expected to conduct themselves in accordance with the rules and regulations governing the conduct of the students. These rules and regulations are formulated in accordance with the Machakos University Statutes.

*Note:*

*Being a student of Machakos University does not preclude one from the State Law. Contravention of the laws of the land will be handled, in addition to the University regulations, by the State Law organs.*

## **7.1 Regulations Governing Student Conduct**

### **7.1.1 Responsibility for University Property and other Peoples' Property**

Property is sacrosanct and is to be respected whether private or public. In this respect, all students are expected to respect all University property, their fellow students' property and any other property. It shall be a serious offence for any student or group of students to damage University, individual or public property resulting from misuse or willful destruction of such property. Defacing of walls, removing of sockets and littering the university compound are highly prohibited.

### **7.1.2 Theft**

Any student who engages in theft or is found in possession of University or other people's property will be held responsible and shall be dealt with according to the University regulations or state law.

### **7.1.3 Hosting Undesirable Persons**

It shall be an offence for any student or group of students to collaborate and/or host undesirable persons within the University premises or any other designated areas.

### **7.1.4 Fire Fighting Appliances**

Firefighting appliances are critical for the safety of the students in the various building in Campus. They should not be tampered with or taken away from where they are installed. It shall be an offence and against University regulations to interfere with, damage or remove, other than for firefighting purposes, any firefighting appliances.

### **7.1.5 Noise**

Students are entitled to a serene environment devoid of distractive noise and disturbances. It shall be an offence against University regulations to create unreasonable/offensive noise or behave in an unruly or rowdy manner to the disturbance or annoyance of other occupants of University premises.

### **7.1.6 Abuse, Harassment and Fighting**

The University is a community of scholars where decent, civil behaviour and rule of law are paramount. Behaviour that contradicts this expectation, for instance; fighting, beating others, harassment of all manner, use of abusive language and threats are prohibited.

### **7.1.7 Processions and Demonstrations**

It shall be a serious offence for any student or group of students whilst within the University to convene, organize, participate or in any way be involved in any demonstrations, gatherings or processions or in any ceremonies for which permission has not been obtained from the University or Government authorities. It shall also be a serious offence for any student or group of students to organize or participate in pickets or in any manner prevent any student or member of staff from performing their normal duties.

### **7.1.8 Incitement or Disruption of Programmes**

All students' issues shall be addressed through the laid down framework, specifically the elected students' leadership. A student or group of students who gather and addresses other students without following due procedures will be breaching the University rules and regulations. It shall be a serious offence for a student or group of students to incite other students to go on strike or/and plan to disrupt the smooth running of university programmes.

### **7.1.9 Drunkenness**

Whereas consumption of alcohol is in itself not prohibited, it is to be taken with moderation and in accordance with the law which stipulates the age, time and place and manner of drinking. It is thus gross misconduct to be drunk and disorderly, disturb peace and harass fellow students or other people.

### **7.1.10 Possession and Abuse of illegal Drugs**

It is a serious offence to possess, peddle or take illegal drugs.

### **7.1.11 Correspondence**

Correspondence to the press or other mass media by members of the student community in their individual capacities shall bear their individual names and their private addresses. No student shall make any public statement on behalf of the Student Association or other societies on matters affecting the University except the Student Leadership after consultation with the Vice-Chancellor. Correspondence by individual students or by officials of the Students' Organizations (including students' societies) to representatives of foreign Governments or other sponsoring bodies shall be sent through the office of the Dean of Students who in consultation with the Vice-Chancellor, will forward as appropriate.

Invitation to Government officials, representatives of foreign governments or other public persons shall be done by the relevant University officer with approval of the University Management.

### **7.1.12 Notice Boards**

Notice boards are official media of communication to the students and University community by designated officers or student association officials. It shall be an offence for students to post non-officials materials on the notice boards. Officials of groups which need to post notices will do so in consultation with the Dean of Students.

### **7.1.13 Abuse of Internet and Social Media**

It shall be an offence under the State Law and University rules, regulations and policies for a student to abuse or misuse internet and social media (Facebook, Twitter, etc.).

### **7.1.14 Motor Vehicle**

Students are not allowed to keep motor vehicles on University premises without written permission from the Registrar (Administration and Planning). Such permission will not be given without proof of a current driving license, a valid road tax/license and a current certificate of insurance. Such permission may be denied or withdrawn without assigning any reason thereof.

### **7.1.15 Impersonation**

It shall be an offence for a student to impersonate another or to be impersonated by another during the examination process or any other process/activity.

### **7.1.16 Disciplinary Procedures and Penalties for General Offences**

The Vice-Chancellor is mandated by the University Statutes to supervise student conduct and to correct misconduct on behalf of the Council. The Vice-Chancellor does this through the Student Disciplinary Committee, a Senate Committee.

The Student Disciplinary Committee deals with examination irregularities and all general offences committed by students in their day to day activities. Offences that the University considers as major and/or constitute serious threat to the University are handled by University Council.

A student or students breaching the rules and regulations governing their conduct will be summoned to appear before the Student Disciplinary Committee where they will be given an opportunity to be heard. On general offences, the Committee will make decisions and recommend appropriate penalties depending on the gravity of the offence (s).

The penalties will include:-

- i. Letters of warning which will be carried in the Student's file.
- ii. Payment of damages.
- iii. Suspension from the University for a Specific Period.
- iv. Expulsion from hostels.
- v. Expulsion from the University.
- vi. A combination of any two or more of the above.
- vii. Any other penalties as the committee may deem fit.

A student not satisfied by the verdict of the Student Disciplinary Committee may appeal to the Vice-Chancellor upon payment of the stipulated fee and with fresh evidence through the address;

**The Vice Chancellor**

**Machakos University**

**P.O Box 136-90100**

**Machakos**

For more details on student matters and related information, please contact the relevant office indicated in the directory below.

## 8.0 STUDENT AFFAIRS DIRECTORY

### **Deputy Vice-Chancellor (Academic and Student Affairs)**

Office Mobile: +254 737434500  
+254708390194  
Email: [dvcacademic@mksu.ac.ke](mailto:dvcacademic@mksu.ac.ke)

### **Dean of Students**

Office Mobile: +254 113052050  
Email: [deanofstudents@mksu.ac.ke](mailto:deanofstudents@mksu.ac.ke)

### **Games and Sports**

Office Mobile: +254 113052050

### **Counseling Services**

Office Mobile: +254 113052050  
Email: [counseling@mksu.ac.ke](mailto:counseling@mksu.ac.ke)

### **Directorate, Security Services**

Office Mobile: +254 721489158  
+254 735263226  
Email: [security@mksu.ac.ke](mailto:security@mksu.ac.ke)

### **Health Services**

Office Mobile: +254 776016884

Email: [healthunit@mksu.ac.ke](mailto:healthunit@mksu.ac.ke)

### **Registrar (Academic and Student Affairs)**

Office Mobile: +254 714206730  
Email: [registrar@mksu.ac.ke](mailto:registrar@mksu.ac.ke)

### **Student Association of Machakos University (SAMU)**

P.O Box 136-90100  
Machakos  
Tel: +254 713228659  
Email: [samu@mksu.ac.ke](mailto:samu@mksu.ac.ke)

### **Housekeeping and Accommodation**

Office Mobile: +254 790950147  
Email: [housekeeping@mksu.ac.ke](mailto:housekeeping@mksu.ac.ke)

### **Information Desk**

Office Mobile: +254 723805829  
+254 740157673  
Email: [info@mksu.ac.ke](mailto:info@mksu.ac.ke)