



OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

P.O BOX 195 - 80108
KILIFI,
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Website: www.pu.ac.ke
Email: info@pu.ac.ke

Ref: EB01/PU/40278/18

DATE: 10 May 2018

KIMATHI, ALEX GITONGA

P.O Box 552, 60600

MAUA

Tel: +254 701321796

Dear MR. KIMATHI,

RE: ADMISSION INTO FULL-TIME UNDERGRADUATE STUDIES 2018/19 ACADEMIC YEAR

Following your application for admission into the Public Universities, I am pleased to inform you that you have been offered a place at **Pwani University**, in Kilifi, to pursue a **BACHELOR OF EDUCATION (ARTS)** Degree course in the **School of Education** which will commence on **Monday, 2 July, 2018**

Your Admission Number is **EB01/PU/40278/18**

This offer is made on the basis of the statement of your qualifications indicated by you in your application form. It is subject to satisfactory verification of those qualifications by the University authorities.

You must, therefore, present the originals and copies of the following:- K.C.S.E result slip or Certificate, School Leaving Certificate, national ID or Birth Certificate. Also, Four (4) 1" x 1" photographs from a good studio MUST be presented to the University on the date of registration.

The admission is also subject to you paying in full all the fees and dues as required in the fees structure.

Note:

- (i) You will not be registered as a student before payment of the required fees.
- (ii) Fees should be paid to Pwani University Bank Account at least 3 (Three) days before the reporting date.

1. Please note that this offer does not automatically guarantee you accommodation facilities in the halls of Residence in the University. However, the few available accommodation spaces will be allocated on first come first served basis.

2 (a) Your studies will be governed by the common regulations for undergraduate students of the University, and the regulations for your respective schools in accordance with the joining instructions contained in form **PU/ADMS/FORM/15 - PU/ADMS/FORM/21**. All these documents are hereby attached and should be filled and returned to the University on the registration day. For fee structure please visit Pwani University Website (*under downloads, Fees Structure*).

Registrar (Academic and Students Affairs)
Pwani University
P.O Box 195 - 80108,
Kilifi, Kenya

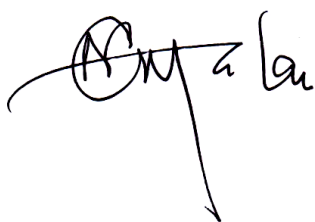
(b) Form **PU/ADMS/FORM/18** will be handed to the University Medical Officer on the Day of registration.

(c) If you wish to apply for Government Loan to cover part of your Tuition fees, you should complete the relevant **HELB** application form, obtainable from HELB website: <http://www.helb.co.ke/> Duly completed loan application form should be forwarded directly to the Higher Education Loans Board for processing.

All candidates offered a place must report and register on **Monday, 2 July, 2018**. However, any candidate wishing to take up his/her place later shall apply for deferment to the **Registrar (Academic and Students Affairs) before 30th August 2018**.

Please note that this offer is valid for **two (2) consecutive academic years** after which it lapses. I look forward to welcoming you to Pwani University on your arrival.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'N. C. MALAU', with a long, sweeping underline that extends downwards and to the right.

N. C. MALAU
REGISTRAR (ACADEMIC & STUDENT AFFAIRS)
NCM/st

OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC AND STUDENTS AFFAIRS)

LETTER OF ACCEPTANCE TO ABIDE BY UNIVERSITY RULES AND REGULATIONS

(To be completed in duplicate by those accepting the offer. Please return one copy and retain the second one).

Regulations Governing the conduct and discipline of the Students of the University prepared in accordance with the (Pwani University Statutes 2012) are reproduced here below. Read them carefully and confirm your willingness to abide by them by signing at the end of this document.

REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF THE STUDENTS OF THE UNIVERSITY.

Definition of student:

- (a). A person who has been formally registered to a course of study for an undergraduate degree within the University.
- (b). All occasional Persons who are registered students of another University but are admitted to courses of study within Pwani University.
- (c). All postgraduate students who are registered for higher degree courses within the University.
 - 1. (Vice Chancellor's Powers)

The regulations and control of students' behavior shall be administered by the Vice Chancellor on behalf of the council.

2. Regulations.

The following regulations shall apply to all students:-

(a). Motor Vehicle

A student may not keep a motor vehicle on University Premises without written permission from the Registrar: 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 refused or withdrawn without assigning any reason thereof.

Responsibility of University property.

A student or group of students will be held responsible for any damage to University property resulting from misuse or willful destruction of such property by the student or group of students.

(c). Academic Responsibility.

Attendance of lecturers, tutorials, seminars, practical's and other scheduled courses of instruction are compulsory. The Dean of relevant School must authorize non-attendance due to illness or other good cause.

(d) Noise and Disturbance.

- i. Any student found misbehaving in the hostel shall be referred to the University security office for further action.
- ii. All forms of noise or disturbances will not be tolerated in the campus. Noise by playing loud music is strictly prohibited.
- iii. It shall be an offence against University regulations to create unreasonable noise or behave in an unruly or rowdy manner to the disturbance or annoyance of other occupants of University premises.

(e). Loss of or Damage to Student's property.

- i. The University disclaims all responsibility for losses of or damage to student's property while on University premises.

(f). Fire Fighting Appliances and other facilities

- i. All residents of the Hostels must ensure that there is no wastage of electricity, water and other facilities provided
- ii. It shall be a serious offence against University regulations to interfere with, damage or remove, other than for firefighting purposes, any fire fighting appliances.
- iii. Conducting any form of commercial business and use of electrical heating appliances/ cooking in the hostel rooms is strictly prohibited

(g). Procession and demonstration.

- i). 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, gathering or processions or in any unauthorized ceremonies, gatherings or demonstrations for which permission has not been obtained from the University or Government authorities.
- ii). It shall 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.

(h). Drunkenness

- i. Whereas consumption of alcohol is not prohibited, drunkenness and disturbances of other students because of drunkenness will constitute a serious offence.
- (i). Drug-Taking and Possession of drugs
 - a) It is a serious offence against University regulations to possess or take drugs as a student of this University.

b) Storage of alcoholic drinks/drugs/narcotics in the hostels is strictly prohibited.

Correspondence

- (i). Correspondence to the press or other mass media by members of the University in their individual capacity, individual students or officials of the students' organization and other students should bear their individual names and their private addresses.
- (ii). No student shall make any public statement on behalf of the union or other societies on matters affecting the University without special authority from the Vice Chancellor.
- (iii) 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 will forward as appropriate.
- (iv) Invitation to Government Ministries, representatives of foreign governments or other important persons to visit the University in their official capacity shall be notified to the University authorities in good time.

3. DISCIPLINARY PROCEDURES.

(a) Academic Matters.

(i). Within the Pwani University order 2007, and the provisions of Statutes/Regulations made thereunder, the Senate is empowered to discipline all students on all academic matters. Such discipline includes: receiving and approving recommendations from School Boards and Board of Examiners with respect to who qualifies to sit University Examinations, who writes supplementary/retakes examinations, who repeats which year, breach of examination regulations and who is to be discontinued from approved programmes of study.

The decision of the Senate is binding subject only to an appeal for review on the basis of fresh evidence.

(ii). Breach of Examination Regulations

What Constitutes an Examination offence or irregularity.

- Copying answers from other candidates.
- Possession during the examination of unauthorized written/printed materials, gadgets/weapons.
- Receiving or passing unauthorized verbal or written communication to or from other candidates during the examination.
- Written evidence of materials relevant to the examination on the candidate's body parts, clothing and examination room surfaces.
- Possession of used, or unused, examination-answer booklet(s) outside the examination room.
- Returning examination booklets with written answers after the authorized examination time.
- Possession of computerized devices; mobile phone, calculators, i-pad, etc. during an examination session, unless otherwise authorized by the examiner.
- Impersonation for or on behalf of another candidate.
- Forgeries and plagiarism.
- Storming out of the examination in protest, disruption, obstruction and/or destruction evidence..
- Deliberately causing a commotion or disturbance during an examination.
- Obstructing the invigilator from obtaining the unauthorized material or the evidence of cheating.
- Sitting for unregistered examination.
- Acting in contravention to the University examination regulations during an examination.
- Involvement in any examination irregularity will automatically lead to expulsion from the University.
- Expelled students can however seek redress by lodging an appeal to the Chairman, Pwani University Senate.

(b). General Offences

The Senate Students' Disciplinary Committee, set up under section 12(1)F of the Pwani University order 2007 composed of:-

- (i). Vice chancellor (Chairman)
- (ii). Deputy Vice chancellor (Academic)
- (iii). Deputy Vice chancellor (Administration).
- (iv). Two students Representatives – One of whom shall be the PUSA Chairman.
- (v). Two Senate Representatives.
- (vi). Dean of School of the Student concerned.
- (vii). Chairman of the relevant Department.
- (viii). Relevant Warden.
- (ix). Registrar (Academic) – Secretary.

The Committee deals with all general offences committed by students in their day to day activities within the University, other than the offences the University considers as major offences. A student shall be given an opportunity of being heard before the Students Disciplinary Committee makes its decision.

(c) 1. Penalties for general offences

Under the Senate Disciplinary Committee, the penalties for the various general offences will vary according to the gravity of the offence. The penalties will include:-

- (i). Letters of warning, which will be carried in the Student's file.
- (ii). Payment for damages.
- (iii). Suspension from the University for a specific period.
- (iv). Expulsion from halls of residence.
- (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.

2. Penalties for Examination irregularity.

- (i) A written warning.
- (ii) Cancellation of Unit concerned.
- (iii) Cancellation of the entire semester examination
- (iv) Suspension from the University for one year.
- (v) Expulsion: (a) With grades; (b) Without Grades
- (vi) A combination of any of the above (i) – (v).

(d) Council shall have the right to expel a student from the University without reference to the students when a student commits any of the following:-

- (i). Boycotts lectures.
- (ii). Maliciously or willfully damages University property.
- (iii). Proved to be engaged in theft cases and/or in possession of any form of offensive weapons.
- (iv). Violates regulations 3(g).
- (v). Assaults any member of staff in the discharge of official duties.
- (vi). Convicted by a Court of Law for any criminal offence, which the Council shall deem serious enough to warrant expulsion from the University.

(e). State Security matters.

The sovereignty of the State, together with the State Security machinery to safeguard that sovereignty embraces the entire Republic, within which the University falls. Accordingly, notwithstanding the existing University machinery, the State Security machinery cannot be faltered in the execution of its functions and duties. Such machinery is outside the University jurisdiction and any redress to action taken to such powers should be sought from the Government without in any way involving the University.

4. VARIATION OF REGULATIONS

The Vice Chancellor shall have the power to add to and/or vary regulations contained in Section 3 until the next meeting of Council, but such addition or variation shall cease to have effect unless confirmed by Council at such meeting.

DECLARATION BY STUDENT

This is to confirm that **I DO ACCEPT** the offer, and **I PROMISE TO ABIDE BY** the Regulations governing the conduct and discipline of the students of the University as spelt out in the regulations above.

Candidates Name: _____
(SURNAME) (OTHERS)

School & Degree Admitted to: _____

Admission Number: _____

Signature: _____ **Date:** _____

OFFICE OF THE DEPUTY VICE CHANCELLOR (A & SA)

LETTER OF ACCEPTANCE OF OFFER BY THE PROSPECTIVE STUDENTS

(To be completed and returned by those **ACCEPTING** the offer)

Dear Sir/Madam,

With reference to your letter offering me a place in the school of

.....

for a course leading to a **Degree of**

.....

This is to confirm that I **ACCEPT** the offer, and I **PROMISE TO ABIDE** by the Rules and Regulations governing the organization, conduct and discipline of Pwani University as spelt out in the “Regulations Governing the Conduct and discipline of the Students of the University”, prepared in accordance with the Pwani University Statutes 2012.

FULL NAME:

ID NO. **SCHOOL/DEGREE COURSE ADMITTED TO**

.....

ADMINSSION NUMBER

SIGNATURE **DATE**

NOTE:

If you are not accepting this offer, please complete and return form PU/ADMS/FORM/17.

OFFICE OF THE DEPUTY VICE CHANCELLOR (A & SA)

LETTER OF NON-ACCEPTANCE OF OFFER BY THE CANDIDATE

(To be completed and returned by those NOT ACCEPTING the offer)

Candidate's Name

Admission Ref. No.....

With reference to your letter offering me a place in the School of

for a programme leading to

this is to confirm that **I DO NOT ACCEPT** the offer, because of the following reasons:-

.....

.....

.....

.....

.....

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.....

.....

.....

.....

Yours faithfully,

.....
(Surname)

.....
(Other Names)

Signature:

Date:

OFFICE OF THE VICE CHANCELLOR (ACADEMIC AND STUDENT AFFAIRS)

Please fill in ALL information required, do not leave any blanks

School enrolled in: _____

Student Admission No _____

STUDENTS ENTRANCE MEDICAL EXAMINATION

IMPORTANT: STUDENTS MUST bring this form duly signed during registration

- All x-ray films that report abnormalities and details for pre-existing medical conditions should be brought to the University Medical Officer during registration period.
- Pre-existing medical conditions include; tuberculosis, Epilepsy, Mental disorders, Hypertension, Diabetes, hemophilia, sickle cell disease, peptic ulcer disease, HIV, Heart diseases, asthma and others. This helps the officer in charge of students' health to help you while undertaking your education in Pwani University.

PART 1: DEMOGRAPHY

SURNAME **OTHER NAMES**

Student's mobile No. _____

Student's Email Address _____

Date of Birth: _____ **Nationality:** _____ **Gender:** _____

County: _____ **Religion:** _____ **Marital Status:** _____

Status of your parents; Tick where applicable						
	Alive	Dead	Parents living together	Divorced	Separated	Single Parent
Father						
Mother						

If alive:

Father's Name:* _____

Father's Tel. No.:* _____

Mother's Name* _____

Mother's Tel. No:* _____

Name of Guardian where applicable* _____

Guardian Tel. No:* _____

Location: _____ Sub Location: _____

Full name of the Assistant Chief:* _____

Assistant Chief Mobile No.:* _____ Full name of Village elder* _____

Mobile No. of the village elder:* _____

Who does the university contact when you have a medical emergency or concern if not your parents or Guardian:

Name:* _____ Telephone No.:* _____

KEY * Very Important Information

PART 2 PAST MEDICAL AND SURGICAL HISTORY

Please circle **YES** if you had the condition or **NO** if you never had the said condition

Have you ever been admitted to hospital? (No) or (Yes), if Yes, when _____

What was the diagnosis _____

Have you ever suffered from any of the health conditions/ diseases below? Tick as may apply

1.	Tuberculosis	Yes	No
2.	Difficulties in breathing	Yes	No
3.	Low hemoglobin level (HB)	Yes	No
4.	Fainting episodes (epilepsy/ syncope)	Yes	No
5.	Asthma	Yes	No
6.	Arthritis	Yes	No
7.	Diabetes	Yes	No
8.	Peptic Ulcer Disease	Yes	No
9.	Poor eye sight/vision	Yes	No
10.	Allergy to medicine/ food/ dust	Yes	No
11.	Mental condition/ anxiety/ depression	Yes	No
12.	Any other? Name it		

If you answered **YES** to any of the above, please bring a medical report on the same to the Officer in charge of students' Health at Pwani university so that you may further be guided on management of the same while in the University.

Note: The student should be guided by his parent(s) or guardian in filling the above medical information and where need be, by the health care providers Nurse, Clinical officer or Medical officer of Health

Has any member of your family (including extended families whom you have blood relationships like grandfather, grandmother, sisters and brothers to your parents) suffered from any of the above conditions? Yes/ No,
if Yes, which disease/s? _____

Student's Signature: _____

Date: _____

Parent/ Guardian Signature _____

Date: _____

PART 3 TO BE FILLED BY EITHER A CLINICAL OFFICER OR MEDICAL OFFICER OF HEALTH BEFORE STUDENT COMES TO PWANI UNIVERSITY

Please make sure you have done the following tests and attach the results

- (i) Urinalysis
- (ii) Pregnancy test for female students
- (iii) Stool for ova and cysts
- (iv) Full haemogram +ESR

PHYSICAL EXAMINATION

No.				Remarks
1.	Visual acuity	Without glasses R. 6/ L. 6/	With glasses R. 6/ L. 6/	
2.	Hearing	Right ear	Left ear	
3.	Lymph nodes	Enlarged	Not Enlarged	
4.	Blood pressure			
5.	Heart beat			
6.	Respiration			
7.	Temperature			
8.	Chest			
9.	abdomen			
10.	Masses			
11.	Spleen			
12.	Liver			
13.	Hernia			

For Mental Disorders, please attach latest medical report

Name of attending psychiatrist: _____

Telephone No. _____

PART 4: Verification by Officer in charge of Pwani University Students' Health Unit

Is the student fit for University Education? Yes/ No

Any follow up recommended? _____

Name of verifying Officer: _____

Signature: _____ Date: _____

OFFICE OF THE DEPUTY VICE CHANCELLOR (A & SA)

Course Admitted to:

EMERGENCY OPERATIONS/ADMISSIONS

(For those students who are under 21 years)

Approval of your parents (or guardian in case none of your parents is alive) is required for the **VICE CHANCELLOR, PWANI UNIVERSITY** or his designate to give consent on their behalf, for an emergency operations or admission into a hospital to be carried out on you should a situation calling for such an operation or admission into a hospital arise.

FORM OF CONSENT

I hereby agree that the Vice Chancellor, Pwani University, or his designate may consent to an emergency operation, or admission into a hospital, on

.....

Admission No. **(insert name and number)**

if it has proved impossible to contact me in time.

**Name of
Parent/Guardian**.....

Signature

Relationship

Address and Telephone No.

.....

OFFICE OF THE DEPUTY VICE CHANCELLOR (A & SA)

STUDENT'S PERSONAL DETAILS
(To be competed in duplicate)

AFFIX
PASSPORT
SIZE
PHOTO HERE

Information required in this form is intended to help the University administration understand the student better. It will be used for the purpose of improving the student's welfare while at the University.

1. Full Name:
(Surname) (First Name) (Other Names)
2. University Admission No..... Year of Entry.....
3. Date of Birth Place of Birth
4. Sex: Male/Female.
5. Religion National Identity No. I/D
6. Nationality Passport No.....
Country.....
7. (i) Family Home Address:
P.O. Box Town..... Code
- (ii) Mobile Phone No. E-mail Address.....
- (iii) Physical Home Location (Village/ Estate/ etc).....
- (iv) Sub-LocationName of Sub-Chief
- (v) Location Name of Chief
- (vi) Division Constituency
- (vii) Sub- County..... County.....

8. Marital Status: Single/Married

b) Name and Address of Spouse (if married)

9. Full name and address of Mother

(Alive/Deceased)

Occupation of Mother Tel. Fax

10. Full name and address of Father

(Alive/Deceased)

Occupation of Father Tel: Fax

11. Name and Address of Guardian (if both parents are incapacitated)

.....

Occupation of Guardian.....

Mobile No. Fax

12. Name (s) of brother (s), sister (s), and dates of birth.

Name

Date of Birth

i)
ii)
iii)
iv)

13. Give names and address of three persons who can be contacted in case of emergency:-

Full Name

Relationship

i).....

Address: P.O. Box..... Code Town.....

ii)

Address: P.O. Box..... Code Town.....

iii)

Address: P.O. Box..... Code Town.....

Name and address of secondary school(s) attended and dates

- a.
- b.
- c.

14. **K.C.S.E or Equivalent Results**

Subjects	Grade	Subjects	Grade
i)	vi)
ii)	vii)
iii)	ix)
iv)	x)
v)		
vi)		

15. Any Other institution/qualification:
Institution/School and Address

Qualification

- i)
- ii)
- iii)

16. Games/Sports: Which games or sports are you interested in?

Soccer Hockey Basketball Netball

Lawn Tennis Athletics Swimming Darts.....

Volleyball Badminton..... Rugby Table tennis

Squash Martial Arts

If others, specify

.....

17. Did you represent your school in games/sports? If you did, in what capacity?

.....

.....

.....

18. Clubs Societies and Hobbies: Which clubs, societies or hobbies are you interested in? Please give details of your participation below:

.....

.....

Which clubs/Societies/Hobbies would you like to participate in at Pwani University?

Please give any information you think is useful to communicate to this University in order to improve you welfare as a student.

.....

.....

.....

.....

Give any other information not covered above but you think might assist the University to know you better.

Declaration

I do declare that the information I have provided is correct.

Signature of Student:

Date:

OFFICE OF THE DEPUTY VICE CHANCELLOR (A & SA)

DECLARATION

I hereby undertake to complete the course for which I have been admitted at **PWANI UNIVERSITY** unless I am requested to discontinue by the **University authorities**.

I understand that change of **School or Department** will be permitted only by authority of the University Senate.

I ***Accept*** the regulations made from time to time for the good order and governance of the University, lawfully made by the Vice Chancellor and other duly appointed officers of the University.

Name of Candidate

Admission No.

Signature

Date