

THE CATHOLIC UNIVERSITY
OF EASTERN AFRICA (CUEA)

"Consecrate them in the Truth"

Students Handbook





Students Handbook

The Catholic University of Eastern Africa

Students Handbook

Revised Edition: 2017

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Preamble

The Catholic University of Eastern Africa (CUEA) is located in Lang'ata, twelve kilometres from the City Centre of Nairobi, the capital city of Kenya. It also has a Campus at Eldoret, the Gaba Campus. The University is owned by the Catholic Bishops of nine Eastern Africa countries, namely, Eritrea, Ethiopia, Kenya, Malawi, South Sudan, Sudan, Tanzania, Uganda and Zambia. These form the Association of Member Episcopal Conferences in Eastern Africa (AMECEA).

In 1969, His Holiness Pope Paul VI challenged African bishops gathered in Kampala, Uganda, to build a church that is both truly Christian and truly African. Since then, the bishops forming the Symposium of Episcopal Conference of Africa and Madagascar (SECAM) have built several Catholic Universities. The Catholic University of Eastern Africa exists as an apt response by AMECEA. to that papal invitation.

It is the hope and desire of our bishops that CUEA contributes to the speedy realization of a truly acculturated Catholic Church in this region. Therefore, in addition to the promotion of knowledge and training of personnel, CUEA is not only supposed 'to produce graduates who can offer intellectual leadership', over and above this, we need graduates who will realize the mission they have in society and take on the commitment. Our era needs well educated persons, with a good human profile and solid ethical values. CUEA must therefore endeavour to educate people who not only possess professional, technical know-how, but who are also capable of contributing to improving society through their own lives.

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

In this booklet, the student will find matters concerning University policies. Also highlighted are students' rights and obligations. A careful reading and understanding of all these issues is

expected of each student. On admission to CUEA, the student will be asked to sign the declaration appended to the end of this booklet as a mandatory acceptance to abide by the rules and regulations laid herein. The University reserves the right to revise this handbook from time to time without notice.

The motto of CUEA is inspired by the prayer of Jesus, “Consecrate them in the Truth” (Jn.17:17). May this Truth liberate your manifold abilities so that you may play a constructive role in Church and Society.

Statutes

The Catholic University of Eastern Africa is guided by the Statutes and the Charter. The University Council may revise the Statutes from time to time. Students are advised to familiarize themselves with the Statutes, a copy of which is placed in the library and CUEASO Office.

SECTION ONE

Academic Policies

1.1 Registration

1.1.1 General Statement

Registration of students is compulsory. This gives students, lecturers and Heads of Departments the opportunity to plan for effective and efficient teaching and learning. It also facilitates all administrative transactions.

1.1.2 Registration Procedure

- 1.1.2.1 Students are required to register for a designated number of units per semester/trimester, as guided by the Head of Department (HoD). It is the responsibility of the students to confirm their registration and generate an invoice from the student portal. They should have paid before able to proceed beyond this point.
- 1.1.2.2 Students are then expected to pay the required fees before they begin attending lectures. It is an academic offence to attend lectures when you have not paid for the Unit [A Unit is a 3-credit hour course, engaging students for at least 3 hours per week].
- 1.1.2.3 Students should abide by the registration time-lines as indicated on the University Academic Calendar.
- 1.1.2.4 No student is permitted to attend lectures if he/she is not registered because only those duly registered are regarded as bonafide students of The Catholic University of Eastern Africa. *{Student on academic leave will need to register to remain active, while all students must register for at least 2 semesters (trimesters) in the year}.*

1.1.2.5 A student is considered registered by the University after having met the following conditions:

- i. Admission for certificate, diploma, undergraduate or post-graduate courses has passed through the Admissions Committee.
- ii. The student has duly signed the declaration form at the time of his/her first registration during admission into the University.
- iii. Authorization to continue in the programme chosen has been given by the Academic Registrar and registration for lectures has been completed in compliance with all academic requirements and procedures.
- iv. Arrangements have been made to the satisfaction of the University for payment of all fees which are due and payable in full before the beginning of lectures.
- v. The name of the student appears in the Student Academic Management System.

1.1.2.6 Identification Cards

- i. Every registered student shall be issued with an identification card. They will use the ID card for their entire stay at the University. A student is expected to wear their ID card at all times while on campus, during the university activities, examinations, Library, at the gates, etc.
- ii. Lost cards will be replaced upon filling in an application form obtained from the website or Dean of Students office, or Registry and payment of the prescribed fee.

1.2 Changes on Registration: Adding or Dropping Courses

- 1.2.1 Within the first two weeks of lectures (i.e., the first three weeks of the semester), a student may change a unit registered for, during the registration period in consultation with the Head of Department or representative. Any course(s) registered for remains on permanent records in the student's file after this deadline.
- 1.2.2 Once registered, students are not allowed to change departments or faculties, unless there are very special reasons.
- 1.2.3 To change a programme, add or drop a unit after the period set for this activity (1.2.1), a student must:
 - (a) Obtain a form for adding or dropping courses at the Head of Departments office
 - (b) Fill in the form and get approval from the Head of the Department.
 - (c) Submit the form to the Registrar for entry and forwarding to Credit Control and for inclusion in the Student Academic Management System.
 - (d) Financial implications of any changes in registration are handled by the accounts office on the date of the change in accordance with University policy on tuition payment refunds.

1.3 Academic Advisor

The Head of Department is the main academic advisor to each student; but the Department Academic Board can appoint one who could be the technical person. Students should consult the academic advisor about the programme and any questions of academic nature.

1.4 Academic leave

- 1.4.1 If a student finds it necessary to take academic leave from the University, he/she must write a letter stating the reasons for the academic leave and present it to the Head of Department for approval and endorsement.

The student will present the approved request to the Academic Registrar. The Academic Registrar will issue a letter acknowledging and permitting the student to take academic leave.

- 1.4.2 The maximum cumulative period a student can take as academic leave is two semesters which shall be counted as part of the programme duration. See Section 2.9
- 1.4.3 Students on academic leave shall be required to pay administrative fee charged per semester.

1.5 Withdrawal from the University

If a student finds it necessary to withdraw from the university he/she must write a letter stating the reasons for the withdrawal and present it to the Head of Department for approval and endorsement. The student will present the approved request to the Academic Registrar.

The Academic Registrar will in turn issue a clearance form for discontinuation of studies. A duly filled clearance form and a student ID card should be submitted to the Academic Registrar's Office.

Upon receipt, the Academic Registrar issues to the student a clearance letter.

In case of a newly registered student withdrawing before studies commence, he/she must write a letter stating the reasons for the withdrawal and present it to the Academic Registrar as mentioned above. The Academic Registrar in turn issues an acknowledgement note to the student copied to the Chief Financial Officer.

NB: For financial implication, refer to 2.1.2.

1.6 Discontinuation from the University

Students discontinued from programmes of study for failing examinations or expelled from the university follow the same procedure of clearance as stated in section 1.5 above.

1.7 Re-admission

- 1.7.1 If a student finds it necessary to resume studies after taking an academic leave from the University, he/she must write a letter stating the intentions of resumption and present it to the Academic Registrar. The Academic Registrar will issue a letter acknowledging and permitting the student to resume studies and seek guidance on registration from the Head of Department. He/she is expected to follow all academic requirements and procedures.
- 1.7.2 A student who is suspended must apply to the Academic Registrar for re-admission after serving the suspension period. The Academic Registrar will issue a letter acknowledging and permitting the student to resume studies and seek guidance on units of study from the Head of Department. He/she is expected to follow all academic requirements and procedures.
- 1.7.3 A student who graduates and wishes to return for another programme of study must, if in possession of the necessary qualifications for the desired degree programme, seek admission like other applicants. (Refer to admission procedures at admissions office.)
- 1.7.4 Expelled students shall not be re-admitted in the University for any Studies whatsoever.

1.8 Duration of Programmes

- 1.8.1 The maximum duration of studies for a student is generally one-and-half times the normal duration of the programme that he/she was admitted for. Part-time studies duration is twice that for the regular full-time program. *See Chart below*.

Programme	Approved maximum duration
4 Year	6
3 Year	5
2 Year	3
X duration	$X + (\text{half of } X)$
Part Time**	Twice the duration for Full Time

- 1.8.2 The policy on duration of programme binds even those who are serving suspensions or taking academic leave.

1.8.3 Current Inactive Students

Students who have been inactive and exceeded the maximum durations allowed for their respective programs (following the approval of Senate of the provision on duration) would need approval of Senate to continue with their studies. This concession shall not be applicable after August 2018.

- 1.8.4 Current Active Students who may have exceeded the new maximum duration may be allowed to continue but would need to seek guidance from the office of Deputy Vice Chancellor (Academic Affairs) or Registrar.
- 1.8.5 A study gap in excess of 2 years, without prior approval, will lead to automatic discontinuation of studies.

1.9 Lecture Attendance

- 1.9.1 Lecture attendance is mandatory. A student who misses 1/6 (one sixth) of a unit's lecture hours in a semester forfeits the right to sit for examination in that unit. He/she must repeat the unit when it is next offered and pay the tuition fee again.
- 1.9.2 Students must not absent themselves from scheduled lectures without sufficient reason and prior notification to the Head of Department.
- 1.9.3 Students enrolled in the University are expected to observe all regulations of the faculties concerning curriculum, attendance of lectures, examinations, deadlines for research papers and related matters. Failure to do so will lead to disciplinary action by the Faculty Academic Board.
- 1.9.4 Students who are late for lectures for more than ten (10) minutes without genuine reason shall not be allowed into the lecture room. Exceptions are made for those with sufficient reason made known to the lecturer.
- 1.9.5 In the event of a student missing lectures, the lecturer will inform the Head of Department, who will seek explanation from the student concerned.
- 1.9.6 A lecturer who is unable to give a lecture should make up for it. However, this has to be approved in writing by the Head of Department and lodged with the Academic Registrar. The Head of Department shall confirm if, and when, the make-up was done.
- 1.9.7 In cases where a lecturer is late for more than fifteen minutes, for reasons unknown to the Head of Department, the students are free to go for private studies after notifying the respective Head of Department.
- 1.9.8 Lecturers and students should always be punctual. Lateness on the part of either lecturers or students may lead to disciplinary action.

- 1.9.9 Students should always sign in the “Lecture Attendance-Form” or electronic register for all lectures attended, for this stands as a checklist of classes taught and attended.
- 1.9.10 Signing in for another student is an academic offence.
- 1.9.11 It is the prerogative of each department to establish its specific policy for lecture attendance, tests, examinations, deadlines for reports, and specific departmental requirements but they must be in line with the general policy of the University. It is the lecturer’s responsibility to make known to the students, Faculty and Departmental policy regarding a particular unit during the first lecture.
- 1.9.12 Sick leave for a long time (i.e. over two weeks) should be granted by the Head of Department authenticated by Dean of Faculty and Dean of Students, to enable a student to resume studies after recovery. The Academic Registrar should be notified by the respective Dean of Faculty.

1.10 Examination Regulations

- 1.10.1 The Departmental Examination Board is authorized by the Senate to deal with problems related to examinations.
- 1.10.2 A student must submit assignments and take examinations in the unit at the specified time. If work is not submitted or an examination is not taken at the scheduled time, the policy is to assign a zero for that part of the unit. An accumulation of zero grades could result in a final grade of “F” in that unit.
- 1.10.3 All forms of Continuous assessment tests (CATs) must be done and results made known to the students before the start of semester examinations. The components of CAT and activities shall be shared along with the course outline.

- 1.10.4 No student shall be allowed to take a regular, Special or Supplementary Exam without having CAT scores in his/her record.
- 1.10.5 If a student has, for valid reasons, missed to sit for an examination, the temporary "I" (Incomplete) may be submitted by the lecturer. The student should clear the "I" by sitting for the Exam at the next opportunity and not later than two semesters after incurring the "I". The student should follow the procedure on application for Special or Supplementary Exam as the case may be. Failure to amend the "I" grade will result to an "F".
- 1.10.6 If a student, because of sickness, accident, bereavement or any other valid reasons, national/CUEA duty misses the semester examinations, he/she must inform the Head of Department in writing, as soon as possible, producing evidence of the reasons for missing the examination. If the Departmental Examination Board is satisfied, the student will be allowed to sit for a special examination. Such a student shall be expected to register using a standard form with applicable evidence attached.
- 1.10.7 Lateness for examinations without sufficient reason given to the Head of Department concerned disqualifies student from taking special examinations. Such a student will get a zero mark for that examination.
- 1.10.8 Failing to pay tuition fees and other fees at scheduled times disqualifies a student from taking special or any form of examinations.
- 1.10.9 Students should read and abide by all *examination rules* (see *appendix one*).
- 1.10.10 Examinations/class tests can be scheduled on Saturdays; all affected students are expected to sit for them.
- 1.10.11 General provisions on Supplementary and Special Examinations:

Special Examination does not require a fee but must have met the requirement of CAT available and as specified in 1.10.6 above. Examination mark is added to the existing CAT score to generate a total score and grade for the unit examined.

Supplementary Examination attracts a fee and does not generate a pass mark beyond 40% (or Grade D or Grade Point of 1.5). Supplementary pass replaces the mark previously earned. For GPA computation supplementary does not replace previous mark, but ensures that the requirement of Pass is attained

Special examination may be done early enough to ensure results are released with those from the semester-missed.

1.11 Procedure for Removal or Change of Incomplete Grade (“I”)

- 1.11.1 A student who has received an ‘I’ grade should consult the Department on most appropriate way to remedy the problem.
- 1.11.2 In most cases, such may be remedied by taking the examination at the next available opportunity.
- 1.11.3 A student shall normally not be allowed to proceed to the next year level before clearing failed units of preceding trimesters/semesters (unless the units are not on offer and the total units failed do not amount to withdrawal from programme). The Department shall advise appropriately.

1.12 Examination Re-mark

- 1.12.1 A student who needs a re-mark of an examination or/ and a semester paper should address his/her complaint to the Dean of Faculty through the Head of Department. The Head of Department, in liaison with his/her De-

partmental Examination Board, will determine whether remarking is in order. If the re-mark is approved, the student is expected to pay a prescribed fee at the Finance Office/Credit Control.

- 1.12.2 Application for re-mark should be done within two weeks from the date of release of results. The Head of the Department will communicate the result of the re-mark within two weeks.
- 1.12.3 A remark of an examination shall be done by a lecturer other than the examiner of the unit.

1.13 Supplementary Examinations and Discontinuation

- 1.13.1 Students who fail the main examinations are required to take supplementary examinations when next on offer. The highest mark attained shall be a bare pass mark. However, the student may opt to re-take the unit. (Refer to policy on Re-takes 1.14).
- 1.13.2 Supplementary examinations should be taken when the examination is next on offer and not later than two semesters after incurring the F.
- 1.13.3 A student who fails the Supplementary examination of a Unit, twice (FF) must register for the Unit afresh. Such student shall have both the first (failed) and final mark (passed) considered in the computation of the final grade.
- 1.13.4 A student who fails to attain the pass mark in more than half of the units taken in any given semester shall, on the recommendation of the Faculty Examination Board (FEB), repeat the semester and take the failed units once. A student who is allowed to repeat but fails in half or more units will, on the recommendation of FEB, be discontinued by the Senate.
- 1.13.5 A student who fails in all the units in any one semester will be discontinued from the programme on the recommendation of FEB.

- 1.13.6 A student whose cumulative failures from the previous semester are more than half the units taken in two consecutive semesters will be discontinued from the programme on the recommendation of FEB.

1.14 Re-Takes

- 1.14.1 A student who fails in an examination may re-take the unit instead of sitting for a supplementary Examination. He/she will register for that unit when next on offer and not later than two semesters after incurring the F. A prerequisite unit shall be passed before progression and/or allowed to register for units requiring the prerequisite unit(s).
- 1.14.2 Retake of passed units shall not be allowed.
- 1.14.3 Students' transcripts shall show chronological details of all courses (units) offered and the grades attained on each occasion. The computation of the overall grade shall consequently take into account ALL examinations (including retakes) done. Further, where only the pass result for a unit is to be shown on transcript, an asterisk (or comment) shall indicate the unit was repeated.
- 1.14.4 A student applying for retake/re-sit will be required to pay full tuition fees and attend lectures in accordance with University policy. Supplementary examination requires modest payment, determined by Senate/UMB from time to time.
- 1.14.5 Students who have cleared (passed) all units up to the last semester of their study shall not be allowed to do any re-take. Provisions of previous policy on retakes no longer apply.

1.15 Grading System

1.15.1 Cumulative Weighted Average (CWA) Grading System

This grading system is applicable to students admitted before May 2018.

1.15.1.1 Faculty of Theology:

Undergraduate Programmes

Grade	Mark	Description
A	70 - 78	Summa cum Laude
B	60 - 69	Magna cum Laude
C	50 - 59	Cum Laude Probatus
D	45 - 49	Bene Probatus
E	40 - 44	Probatus
F	Below 40	Non Probatus

1.15.1.2 Civil Faculties:		
Undergraduates Programmes		
Grade	Mark	Description
A	70 % and above	First Class Honours
B	60% - 69%	Second Class Honours,
		Upper Division
C	50% - 59%	Second Class Honours
		Lower Division
D	40 %- 49%	Pass
F	Below 40%	Fail
<i>Advanced and Ordinary Diplomas:</i>		
70% and above	Distinction	

60 – 69%	Credit	
40 – 59%	Pass	
39% and below	Fail	

NOTE: FOR POSTGRADUATE CIVIL PROGRAMMES - consult Postgraduate Handbook

1.15.1.3 Key to other Classification Symbols

Symbol Description

F	Fail
Z	No marks reported
I	Incomplete
N	No credit
IP	In Progress
EX	Exemption
FF	Double Supplementary Fail

1.15.1.4 Key to other Classification Symbols

Symbol Description

F	Fail
Z	No marks reported
I	Incomplete
N	No credit
IP	In Progress
EX	Exemption
FF	Double Supplementary Fail

1.15.1.5 Description of the Grades

Summa cum laude - The student shows excellent understanding, personal integration of the material, and an ability to present it in a creative way.

Magna cum Laude - The student has complete knowledge of the material, can apply it to new situations and show a deeper understanding of the ways of using the material creatively.

Cum Laude Probatus - The student has complete knowledge of the basic material of the course and can handle ordinary problems.

Bene Probatus - The student understands the issues and presents them in an organised way.

Probatus - The student is capable of grasping the contents of the course and simply repeats them.

Non Probatus - The student does not grasp the basic material of the course.

First Class - Complete, concise, balanced, and in-depth answers, showing wide reading and originality of approach.

Upper Second – Well informed and critical treatment of relevant material; organised and evaluated answers with independence of judgement.

Lower Second - Well informed use of relevant material, with carefully organized presentation.

Pass - Coverage of some relevant points, but information is scanty. Some sign of understanding but no real answers to questions.

Fail - No grasp of material, lack of understanding of general field, failure to answer questions, poorly organized information, lacking in judgement.

1.15.2 Cumulative Grade Point Average (CGPA).

The use of GPA and CGPA shall be implemented from the May/August-December 2018/2019 cohort. Computation of GPA for the previous cohorts shall be provided on request.

The cut-off shall be as follows

Raw Score			Grade Point	
75	& above		4.00	A+
70	- <75	-	3.75	A
65	-< 70		3.50	B+
60	-<65		3.00	B
55	- <60		2.75	C+
50	-<55		2.50	C
45	- <50		2.00	D+
40	- <45		1.50	D
<40			0.00	F

The minimum Cumulative GPA (CGPA) for good standing: 1.00

Degree Classification (Final CGPA)

First Class:	3.60 & Above
Second Upper:	3.00 to 3.59
Second Lower:	2.50 to 2.99
Pass:	1.00 to 2.49
Fail	Below 1.00

FACULTY OF THEOLOGY				
Mark Range	Grade	Grade Point	Description	Civil Degree/PGD
75 - 78	A	4.00	Summa Cum Laude	A+
70 - <75		3.75		A
65 - <70	B	3.50	Magna Cum Laude	B+
60 - <65		3.00		B
55 - <60	C	2.75	Cum Laude Probatus	C+
50 - <55	D	2.50	Bene Probatus	C

< 50	F	0.00	Non Probatus	45-<50 D+ (2.00)
				40 -<45 D (1.50)
				< 40 F (0.00)
GPA for Progression (Good Standing) 2.00				1.50

CANON LAW				
Mark Range	Grade	Grade Point	Description	
96 and above	A	4.00	Sum Cum Laude	
90 - <96	B	3.50	Magna Cum Laude	
80 - <90	C	3.25	Cum Laude Probatus	
75 - <80		3.00		
70- <75		2.75		
60 -<70	D	2.50	Bene Probatus	
< 60	F	0.00	Non Probatus	
GPA for Progression (Good Standing) 2.00				

POST GRADUATE - CIVIL			
Mark Range	Grade	Grade Point	Description
75 and above	A	4.00	Excellent
70 - <75	A	3.50	Very Good
60 - <70	B	3.25	Good
55 - <60	C	2.75	Satisfactory Pass
50 - <55	D	2.50	Pass
<50	F	0.00	Fail
GPA for Progression (Good Standing) 2.00			

ALL UNDERGRADUATE CLASSIFICATIONS

FINAL CGPA	Civil	Theology	Canon Law
3.60 - 4.00	First Class	Summa Cum Laude	
3.00 - 3.59	Second Upper	Magna Cum Laude	
2.50 - 2.99	Second Lower	Cum Laude Probatus	
1.00 - 2.49	Pass	Bene Probatus (2.00-2.49)	

Alternative for Senate Consideration

FINAL CGPA	Civil	Theology	Canon Law
3.60 - 4.00	First Class	Summa Cum Laude	
3.00 - 3.59	Second Upper	Magna Cum Laude	
2.50 - 2.99	Second Lower	Cum Laude Probatus	
2.00 - 2.49	Third Class	Bene Probatus	
1.00 - 1.99	Pass	n/a	

Classification for PhD

FINAL CGPA	Civil	Theology	Canon Law
3.60 - 4.00	Pass (not Specified)	Summa Cum Laude	
3.00 - 3.59		Magna Cum Laude	
2.50 - 2.99		Cum Laude Probatus	
2.00 - 2.49		Bene Probatus	

Classification for Masters and Post Graduate Diploma

FINAL CGPA	Civil	Theology	Canon Law
3.60 - 4.00	Distinction	Summa Cum Laude	
3.00 - 3.59	Pass (not indicated)	Magna Cum Laude	
2.50 - 2.99		Cum Laude Probatus	
2.00 - 2.49		Bene Probatus	

Classification for Diploma (sub-degree)

FINAL CGPA	CUEA Diploma
3.60 - 4.00	Distinction
3.00 - 3.59	Credit
2.50 - 2.99	Credit
1.00 - 2.49	Pass

Computation of GPA, CGPA and FCGPA

1. This is a weighted average similar to CWA
2. Grade Points are utilised rather than the raw scores
3. Total grade point for each Unit (course) is obtained by multiplying the earned grade point by the credit hours
4. Total Grade points are summed up (TGP)
5. Corresponding credit hours for the units are summed up (TCH)
6. The Grade Point Average is then obtained by dividing the TGP by the TCH
7. The Cumulative GPA (CGPA) may be computed for each semester [may add all the TGP and TCH and divide as in 6]
8. Likewise, the Final CGPA for classification takes note of all the TGPs summed and divided by all the Credit Hours.
9. Note that where all the course units have the same credit hours, the GPA, CGPA, and FCGPA are ordinary averages of the TGPs.

P/S: GPA is a more stable and consistent averaging method on academic performance. It is intended to be computed for all programmes; however whether the classification is used or not will depend on the specific programme. For instance, Nursing (in Kenya) and Medical are not classified, but will be good for the GPA to be computed/known (especially for students who may want to continue with further studies outside Kenya).

A GPA of 3.00 (Second Upper) is required as minimum requirement for Graduate Studies; students with GPA of 2.50 to less than 3.00 require work experience to be admitted to graduate programmes.

1.15.7 Academic Awards and Distinctions

There shall be an award for the best student in each faculty (Dean's List) and that of the Valedictorian. The criteria for the award are indicated in Appendix 4.

The Deans' List beneficiaries shall benefit from one semester tuition waiver on ONE Unit, while the Valedictorian gets a trophy and one Year tuition payment for Master Studies tuition.

All First Class awardees (undergraduate) are given special recognition and medal/certificate on graduation.

1.16 Semester Transcripts

- 1.16.1 Soon after the Faculty Examination Board has processed examination results and the Senate has ratified them, every registered student is entitled to his/her semester examination transcripts.
- 1.16.2 Students can access their results online or obtain an official copy from the Academic Registrar's office. They should carefully examine their transcript for accuracy. Any issues that may arise should be reported immediately to the Head of Department or Academic Registrar. To obtain additional copies of academic records (transcripts), students must apply for it to the Academic Registrar.
- 1.16.3 Official semester transcripts bear the University logo, the signature of the Academic Registrar or his/her designee, and stamp of the Academic Registrar.
- 1.16.4 No transcript will be issued unless all financial dues owed to the University are cleared. A fee is charged for the issuance of an extra official transcript.
- 1.16.5 Students should keep records of their academic result slips.

1.17 Students' Examination Scripts/booklets

Students' examination scripts are destroyed four years after graduation.

1.18 Units Monitoring and Student Feedback

Students' feedback is a vital part of unit monitoring. Students are required to fill evaluation forms, collect and submit them to the Head of Department upon completion of each unit.

1.19 Attachment/Teaching Practice/Practicum

Practicum, attachment, and Teaching Practice are a must for students taking degree programmes where they are requisite. Students should take the programmes as planned by the Department.

1.20 Projects

- 1.20.1 Some departments require students to write a project which is a scientific integration of the knowledge, skills and values they acquired in the course of their studies at CUEA.
- 1.20.2 University supervisor(s) qualified in specific project areas are assigned to students to provide guidance.
- 1.20.3 The supervisor(s) will submit a written re-port on the progress of the project to the Head of Department every three weeks.
- 1.20.4 Before binding the project report, the student must receive permission to do so in writing from the supervisor(s).
- 1.20.5 The final project report will be submitted to the Head of Department two weeks (14 days) before the last day of lectures.

- 1.20.6 A student who has not submitted his/her project by the end of the Academic Year will not be considered for graduation in that particular year.

1.21 Postgraduate Degree Guidelines

- 1.21.1 Students are expected to refer to the booklet on Postgraduate Degree Guidelines approved by the University Senate.

1.22 Requirements for Graduation

- 1.22.1 It is the student's responsibility to determine that the units taken in each semester are relevant for successful completion of the degree programme.
- 1.22.2 In consultation with the concerned academic advisor (HOD), the student must periodically review his/her progress towards meeting graduation requirements and seek the resolution of any issues about the same.
- 1.22.3 For conferment of a University degree or award of Certificate or Diploma, the candidate must have:
- Satisfactorily fulfilled all academic requirements of the department in which he/she is enrolled.
- Paid all outstanding fees to the University
- Completed the clearance form and submitted it to the Registry within the timelines provided.
- 1.22.4 Students are required to indicate in the Graduands' Register the order in which they would like their names to appear on the degree/diploma, certificate and transcripts within the period indicated by the Registry.
- 1.22.5 Students are not allowed to indicate names other than those that appear on the application documents used during admission/registration. Change of name must be supported with official documentation.

- 1.22.6 Upon graduation, a student is issued with a certificate and a comprehensive Academic Transcript. An extra copy of an official Academic Transcript can be produced at a fee determined by the University Management. Such an extra copy is stamped "COPY."

1.23 Procedure for intra-University Transfer

- 1.23.1 A student wishing to transfer from one department to another or from one programme to another within the University should discuss the proposed change with the concerned Head of Department.
- 1.23.2 The student must meet the admission requirements of the department to which she/he wishes to transfer.
- 1.23.3 The student should make a formal request in writing and be approved or rejected by the Head of Department. The Dean(s) of respective Faculties shall endorse by appending a signature on the request letter and forward it to the Academic Registrar who will then communicate the decision in writing.
- 1.23.4 The arrangement for transfers should be made well in advance of the registration period. No student is allowed to transfer if he/she has already completed 1/ 6 (one sixth) of the credit hours in a particular department.
- 1.23.5 If there are unavoidable circumstances that make the transfer imperative, the student will start the other programme from the beginning.
- 1.23.6 No student is allowed to register in two departments at the same time.
- 1.23.7 A student permitted to transfer from one programme to another will be issued with a new registration number.

1.24 Transfers Across Campuses

- 1.24.1 A student wishing to transfer from one campus to another within the University should discuss the proposed change with the concerned Head of Department or Coordinator.
- 1.24.2 The student should make a formal request in writing and be approved or rejected by the Head of Department or Coordinator.
- 1.24.3 The Dean/Director of campus shall endorse the request by appending a signature on the letter and forward it to the Academic Registrar who will then communicate the decision in writing.
- 1.24.4 A student who is permitted to transfer from one campus to another is required to collect a Clearance Form from the Academic Registrar's office, have it signed by the respective officers and then submit it back together with the student ID card to the Academic Registrar.
- 1.24.5 Such a student will be issued with a clearance letter and the personal file released to the new campus where the student will be issued with a new registration number.

1.25 Transfers from Another University

- 1.25.1 CUEA allows transfer of students from other universities. Not more than half of the academic credits of the programme are accepted for credit transfer.
- 1.25.2 Grades obtained in other universities will not be considered in the calibration of the student's average grade for graduation but will be given EXEMPTION. Only marks obtained at CUEA will be used.
- 1.25.3 The lowest grade in a unit acceptable for credit transfer is a "C."

1.26 Laboratory Regulations

Students should carefully read and abide by the respective laboratory rules, see appendix two.

SECTION TWO

Academic Financial Policies

2.1 Academic Financial Policies

2.1.1 Tuition Payment Schedule

The University operates a **zero-fee-balance-policy**. This means that only students who have cleared their fees are allowed to sit for exams and proceed to the next trimester. Students with fees balances will not be allowed to register for their course units in the following trimester.

New students should pay full amount before admission.

The University operates a semester/trimester system **(August/September-December; January-April; and May-July/August)**. The tuition fee depends on the number of courses registered for, and the administrative fees are fixed per academic year until one clears with the Finance Department.

Students are allowed to register for a maximum of eight units unless and otherwise advised by the Head of the department.

Student invoices are generated upon registration for course units selected in the Student Academic Management System (SAMS). Only students with zero balances are allowed to access SAMS for course registration. Students are allowed to drop or add units within the first two (2) weeks of a semester, as per registration policy.

2.1.2 Tuition refund on withdrawal from courses

- a) Upon officially withdrawing from the University, a student may receive remission of part of the tuition charged as follows:

<u>Part of semester</u>	<u>Percentage remitted</u>
First week	80%
Second week	60%
Third week	40%
Fourth week	20%
After the fourth week	none

This schedule applies to tuition fees only. Other fees are not refundable. Additionally, no refund will be made to students who are expelled from the University for cheating during examinations or for any other reason.

Credit balances from Scholarships, bursaries and grants are not refundable unless so directed by the sponsor. Other credits paid by the parent/guardian are carried over to the next trimester/semester and only refundable upon completion of studies subject to a written authorization by the parent/guardian.

2.1.3 Payment of University Fees

The university has in place several methods of payment through which students can pay their fees.

PAYMENTS can be made by **BANKERS CHEQUES** payable to: **CATHOLIC UNIVERSITY OF EASTERN AFRICA** or by Direct Deposit in the University's accounts in any of the branches of the following banks:

Commercial Bank of Africa	a/c # 64790000 11
Cooperative Bank of Kenya	a/c # 01129005722200
Equity Bank	a/c # 0610292352491

Note: Only cash should be deposited in the collection accounts. Bankers cheques and the bank slips should be presented to the accounts office for issuance of an official receipt.

Foreign Transfers: SWIFT: CITIKENA Routing # 021553089.

PLEASE ask your bank to credit the account of CITI BANK NEW YORK and advice CITI BANK-NAIROBI of this transfer.

For: The Catholic University of Eastern Africa a/c 1 02 473 108 (US Dollar A/C):

a/c 1 02 473 116 (Pound A/C)

a/c 1 02 473 141 (Euro A/C)

Payments can also be made through MPESA and ZAP:-Mpesa No. Paybill No.100205

Zap No. CUEAFEE/Registration No/0731107525

Cash payments and other cheques (i.e. Personal, Company or Sacco Cooperative cheques), are not accepted.

2.1.4 Financial Assistance and Scholarships

Financial Assistance consists of partial tuition scholarships, grants, and employment opportunities in the University's work/study programme. Awards are made primarily based on scholastic achievements and financial need. Character and leadership references indicative of one's commitment to the University and active commitment to one's faith are further criteria for scholarship awards.

All awards are given to full-time students for a period of one year. Their renewal, dependent on satisfactory work, is at the discretion of the University Scholarship Committee.

Applications for financial awards are made to the Financial Aid section in the Dean of Students office unless otherwise indicated. All credentials for such awards should be submitted not later than 28th of February unless otherwise stated.

The University work/study programme provides employment for students in need of financial assistance. Students usually work for approximately 10 hours per week. Payments are made monthly as-per worked basis. Work opportunities include various jobs on campus.

2.1.5 Second Family Member discount

It is a waiver on tuition that applies where the students are members of the same family and are in full time study. Two siblings or a parent and a child all in full time study will benefit. The older student is awarded 25% of the tuition on the units registered in each semester. The students are supposed to fill an application form obtained from Finance Office and attach the required documentation, i.e., the provision of a valid birth certificate.

2.1.6 Employee Tuition Waiver

It is a waiver for dependents of a staff member taking courses in CUEA. This may be a spouse or a child. This is a partial waiver and only applies to tuition. All other charges and fees are paid by the staff member

SECTION THREE

Academic Discipline

3.1 Preamble

The Catholic University of Eastern Africa in keeping with its core values, that is to say, witness to life, prayer, truthfulness, honesty, excellence, commitment, competence and decency, strives to build and maintain a community and environment of academic integrity. The following rules and regulations are formulated to ensure that students are accountable and take personal responsibility for any of their actions.

A student commits an academic offence if he/she:

- 3.1.1 Cheats in an examination, that is to say, copies answers, uses unauthorized material, or intentionally shares answers with others during continuous assessment tests or other examinations.
- 3.1.2 Is found with any unauthorized materials, gadgets or equipment in the examination room
- 3.1.3 Is found with writing on materials, gadgets or equipment or any part of the body.
- 3.1.4 Conceals or destroys or attempts to conceal or destroy any incriminating evidence or any unauthorized materials, gadgets or equipment
- 3.1.5 Refuses/resists to cooperate with and/or obey the instructions of the invigilators and/or any other authorized university officials during the examination.
- 3.1.6 Procures another person to write or do any coursework, dissertation, or any other assigned academic work for him/her.

- 3.1.7 Plagiarises material for research papers or any assignments
- 3.1.8 Copies answers for assignments.
- 3.1.9 Assists others to commit or attempt to commit an academic offence or assists those who have committed such offences to escape detection and punishment.
- 3.1.10 Fails to sit for an examination for which he/she has been registered without good reason or without approval of the HOD.
- 3.1.11 Steals library materials/equipment, removes materials from the library without authorization, or willfully damages material /equipment.
- 3.1.12 Gaining unauthorized access to and alterations of marks and forging or attempting to forge transcripts and any other form of unauthorized alteration of transcripts or marks.
- 3.1.13 Bribes or attempts to bribe, advances sexual favours to, or threatens lecturers or any other University official for the purpose of inducing them to award or change marks.
- 3.1.14 Allows another student to use his/her student identification card to take an examination.
- 3.1.15 Fails to wear their student Identify Card in the examination room.
- 3.1.16 Uses another student's identity card to take an examination.
- 3.1.17 Attempts to induce any university staff to leak examinations.
- 3.1.18 Without good cause repeatedly fails to attend lectures, tutorials, seminars, practical or any other scheduled courses of instruction.

- 3.1.19 Fails to comply with any other regulations made by the Department, Faculty or University for the smooth running of academic programmes and any other academic misconduct deemed contrary to the University core values.
- 3.1.20 Fails to adhere to the examination rules approved by the senate

3.2 Penalties

The penalties available for any academic misconduct are:

- (a) Expulsion from the University
- (b) Suspension for a specified period of time
- (c) Written/Oral Reprimand
- (d) Nullification of examination results

In addition to these penalties, the University may, upon the approval of the Senate, rescind any degree, diploma, certificate or any honour awarded to any graduate who, while still a registered student within the University, committed an academic offence which, if it had been detected before graduation would have resulted in expulsion

- 3.2.1 Any student who is found guilty of the offences specified in paragraph 3.1.11 shall pay a fine not exceeding the value of the material stolen or damaged or at the discretion of the Librarian replace the materials. In addition, the student may be suspended for such a period as the Disciplinary Committee deems appropriate.

Without prejudice to the foregoing pending disciplinary action, the Librarian may suspend the student from use of Library facilities for such time as the Librarian deems appropriate

- 3.2.2 Any student found guilty of any of the other academic offences shall be suspended, unless in cases where an oral or written reprimand is the recommended penalty,

and may, at the discretion of the Senate, be expelled from the University.

3.3 Composition of the Disciplinary Committees

3.3.1 Departmental Disciplinary Committee

Head of Department - Chair

Two Lecturers appointed by H.O.D.

Dean of Students or Representative

Examinations Officer/Representative

CUEASO Representative

3.3.2 Faculty Disciplinary Committee

Dean of Faculty – Chair

Head of the relevant Department

One staff member appointed by Dean

Academic Registrar – Secretary

CUEASO Representative

3.3.3 Disciplinary Committee for Library Offences

Dean of Faculty concerned – Chair

University Librarian – Secretary

Deputy University Librarian

Head of Department Concerned

CUSO Representative

3.4 Procedures

3.4.1 Offence of Cheating

- 3.4.1.1 In case of cheating during examinations, the chief invigilator and other invigilators will certify the cheating case. The chief invigilator, other invigilators and the student concerned shall sign the Examination Incident

Form. The Chief Invigilator will then report to the Head of Department attaching to the report the Incident Form and any exhibits.

- 3.4.1.2 The HOD will then call a meeting of the Departmental Disciplinary Committee to hear and determine the case.
- 3.4.1.3 The HOD shall inform the student that a case of cheating against him/her has been filed and shall be heard on a specified day and time, that he/she will be required to attend the proceedings and that should he/she wish to do so, he/she will be given an opportunity to defend him/herself. However, should the student fail to appear before the Disciplinary Committee without good cause, then the case can be decided in his/her absence. The committee, based on the evidence before it, shall make its findings and recommendations.
- 3.4.1.4 The recommendation of the Disciplinary Committee together with the minutes of the meeting shall be forwarded to the Dean of Faculty and the Examination Officer.

The decision of the Departmental Disciplinary Committee shall be communicated by the HoD to the student within 7 days of making the decision.

- 3.4.1.5 The Head of the Department will present the recommendation of the Disciplinary Committee to the Senate for approval or rejection.
- 3.4.1.6 The decision of the Senate shall be communicated to the student by the Academic Registrar within fourteen days of making the decision.
- 3.4.2 Other Academic Offences
 - 3.4.2.1 When an academic offence other than cheating in an examination, in tests, or assignments is alleged to have been committed, the Chief Invigilator, lecturer, librarian or other concerned staff member shall write to the HOD,

with copies to the Faculty Dean, Academic Registrar, Dean of Students and Examination Officer. The communication should contain such documentation, including the examination incident form where applicable, as may be available to support the allegation that an offence has been committed.

- 3.4.2.2 The HOD shall inform the offender that a case of an academic offence has been filed against him/her and that shall appear on a date and a time specified, before the Departmental Disciplinary Committee meeting and be given an opportunity to defend him/herself. However, should he/she fail to appear without good reason, the case may be decided in his/her absence.
- 3.4.2.3 The decision of the Disciplinary Committee shall be communicated to the Senate by the Head of the Department and the decision of the Senate shall be communicated to the student by the Academic Registrar within fourteen days.
- 3.4.2.4 In all disciplinary proceedings, the student shall represent him/herself.
- 3.4.2.5 Once a student has committed or allegedly committed an academic offence, he or she will not be permitted to continue sitting for any other examinations nor shall he or she be allowed to register for any units for the next semester.

3.5 Appeals

- 3.5.1 A student who is dissatisfied with the decision of the Department Disciplinary Committee may appeal to the Faculty Disciplinary Committee within 7 days of the making of the decision.
- 3.5.2 A student may lodge a second appeal from the decision of the Faculty Disciplinary Committee, to the Senate whose decision shall be final.

- 3.5.3 A student who is dissatisfied with the decision of the Senate to expel him/her from the University may appeal to the University Council. The decision of the Council shall be final.

SECTION FOUR

Policy on Non-Academic Discipline

4.0 Preamble

The Catholic University of Eastern Africa in keeping with its core values, that is to say, witness to life, prayer, truthfulness, honesty, excellence, commitment, competence and decency, strives to build and maintain a community and environment of academic integrity. The following rules and regulations are formulated to ensure that students are accountable and take personal responsibility for any of their actions.

4.1 Students' Public Conduct

- 4.1.1 Students are to conduct themselves responsibly and refrain from any conduct that disrupts order and peace in the University.
- 4.1.2 Any student convicted of a crime in accordance with the laws of the Republic of Kenya shall be subject to full consequences of the law.
- 4.1.3 Students should refrain from hooliganism and unruly behaviour, using force or exerting violence or striking a fellow student, an officer or any member of the University community.
- 4.1.4 Students are not to take out furniture or equipment from rooms/buildings without written permission from the relevant authorities.
- 4.1.5 No smoking is allowed in the University premises - lecture halls, corridors, toilets, cafeteria, library etc.

- 4.1.6 Mobile phones should remain turned off during lectures, workshops, in the library and exam rooms.

4.2 Dress Code

While on campus, students should wear acceptable and decent attire. Disciplinary action will be taken if consistency in indecency is noticed. Specifically they should *refrain* from the following:

Short skirts, see through clothes, low neck line tops, tight clothing, and low riding-trousers; Peddle pushers, clothing that shows inner wear, sagging clothes, jewelry on eyebrow/lid, belly, lips, nose and tongue.

Having unkempt hairdos and dreadlocks;

Wearing hats in classrooms, offices and at official functions;

Exposed tattoos;

Having abusive language on T-shirts, etc.

4.3 Offences

The following are considered non-academic offences:

4.3.1 Very Serious offences

The serious offences may lead to an expulsion from the university. They include the following:

- 4.3.1.1 Assaulting any member of the University community.
- 4.3.1.2 Forging a document or perpetrating forgery with intent to cause loss to any person or the University in cash or otherwise. This includes payment receipts by students.
- 4.3.1.3 Organizing, inciting or participating in boycotts, demonstrations, riots and strikes or any form of mass indiscipline.

4.3.1.4 Trafficking of illicit drugs.

4.3.1.5 Forgery or misuse of any University document identification.

4.3.1.6 Theft or damage to University property and to other members of the university community.

Rape, attempted rape or indecent assault is a serious offence which can lead to suspension or expulsion.

4.3.2 Serious offences

The serious offences may lead to suspension from the university. They include the following:

4.3.2.1 Verbal abuse, threats, intimidation, or harassment of any person on campus.

4.3.2.2 Knowingly inviting or entertaining a student in the University who has been barred from the university premises.

4.3.2.3 Getting drunk either within or outside the campus by voluntary consumption of alcohol and drugs;

4.3.2.4 Consuming any intoxicating drugs within the campus;

4.3.2.5 Possession of dangerous weapons that may be a threat to peace;

4.3.3 Other Offenses

The gravity of these offenses will be determined by the non-Academic Disciplinary Committee.

4.3.3.1 Using offensive language or indulging in any offensive behaviour towards any member of the university or the public. Such conduct is likely to cause a breach of peace and thus constitutes an offence.

4.3.3.2 Uttering words or behaving in a manner that may damage the good name and image of the University.

- 4.3.3.3 All forms of immoral conduct;
- 4.3.3.4 Circulating unauthorized publications or placing unacceptable material within the university premises or removing valid or official notices without permission;
- 4.3.3.5 Disrespect to ecclesiastical symbols (e.g. the Cross) or national symbols (e.g. the flag);
- 4.3.3.6 Willfully losing or damaging sports equipment;
- 4.3.3.7 Demeaning other people's dignity through character assassination. This includes use of slanderous, abusive, obscene or threatening language by any student against any person within the University.
- 4.3.3.8 Any conduct deemed contrary to the spirit of CUEA's Catholic Identity;
- 4.3.3.9 Violation of library regulations;
- 4.3.3.10 Mismanagement of funds of the students' organization in contravention of relevant provisions of the CUSO constitution;
- 4.3.3.11 Sexual harassment, including but not limited to the following:
 - sexual jokes, innuendos, noises, lewd suggestions, foul language, obscene gestures.
 - pressuring for sexual activity or favours.
 - homosexual (gay/lesbianism) activities of any kind.
 - explicit sexual suggestions in return for rewards.
 - displaying pornographic and sexually suggestive pictures/materials or objects.
 - unwanted physical contact of any sort which is sexual in nature, including touching of sensitive body parts, kissing in public, pinching or cornering.

4.4 Procedure

- 4.4.1 Non-academic offences are reported to and handled by the Disciplinary Committee for non-academic offences.
- 4.4.2 Composition of Disciplinary Committee for Non-academic Offences:
- Dean of Students -Chairperson
 - Head of Department/section where the offense occurred
 - Head of Department where the student belongs
 - CUEASO Representative
 - Representative from Civil Law
 - Representative from Canon Law
- 4.4.3 Composition of Disciplinary Committee for Library Offences
- Chairperson of Library
 - Dean of Faculty concerned
 - University Librarian - Secretary
 - Deputy University Librarian
 - CUEASO Representative
 - Head of Department concerned
- 4.4.4 Non-academic offences are reported to the Dean of Students for preliminary investigation.
- 4.4.5 If the case warrants disciplinary action, the Dean of Students convenes the Disciplinary Committee.
- 4.4.6 The Dean of Students shall inform the offender that a case of a non-academic offence has been filed against him/her and that shall appear on a date and a time

specified, before the non-Academic Disciplinary Committee meeting and be given an opportunity to defend him/herself. However, the case may be decided in his/her absence should he/she fail to appear without good reason.

- 4.4.7 The student will be summoned before the Disciplinary Committee for a fair hearing prior to pronouncement of a verdict.
- 4.4.8 In all disciplinary proceedings, the student shall represent him/herself.
- 3.4.9 The recommendation of the non-Academic Disciplinary Committee shall be communicated by the Dean of Students to the student within 7 days of making the decision.
- 4.4.10 The recommendation of the non-Academic Disciplinary Committee shall then be presented to the Senate by the Dean of Students.
- 4.4.11 The decision of the Senate shall be communicated to the student by the Academic Registrar within fourteen days of the decision.

4.5 Penalties

- 4.5.1 The following are possible actions that may be taken against a student who is found guilty of misconduct:
 - A verbal or written warning or reprimand issued by the Disciplinary Committee.
 - Compensation for damages or payment of a fine proportionate to the nature and gravity of the offence.
 - Written apology from the student.
 - Suspension from the University by the Senate for a specified period and simultaneous notification of the sponsor by the Academic Registrar.
 - Discontinuation from the University by the Senate.

- 4.5.2 Dropping of charge(s) in case the evidence presented is not sufficient.
- 4.5.3 Repeated minor offences shall be treated as a m a j o r offences.
- 4.5.4 The gravity of the offense unless specified within these guidelines will be determined by the non Academic Disciplinary Committee.

SECTION FIVE

Library Regulations

5.1 General Regulations

- 5.1.1 The library is open to all staff, registered students of CUEA, constituent colleges, affiliated institutions Alumni and other individuals who are duly authorized to use the library on production of a valid CUEA identity card.
- 5.1.2 CUEA students, staff and other authorized users are required to produce valid CUEA ID cards for identification at the main library entrance. Other individuals wishing to use the library will be required to produce valid organizational ID Cards/National ID card/Passport/Driving License and pay the stipulated subscription fee.
- 5.1.3 The library is open on Monday through Saturday but it is closed on Sundays, public holidays and other days of obligation. The opening hours of the main library are displayed on the library notice boards and the library web page on the CUEA website.
- 5.1.4 No overcoats, umbrellas, bags and bulky jackets and headgear are allowed in the library. Should somebody get into the library with these, he/she will be subject to thorough checking at the discretion of the guard manning the library exit. These items should be deposited temporarily in the designated area outside the Library.
- 5.1.5 Any item deposited in the cloakroom should not be left there for an overnight. The items should be collected when one leaves the library.
- 5.1.6 Students are advised not to leave valuables in the Locker Room or unattended inside the library (e.g. money, lap-

tops, mobile phones, ATM cards, etc.). The university is not liable for the loss of materials left in the Locker Room

- 5.1.7 Every library patron is subject to inspection at the main library entrance when leaving the facility.
- 5.1.8 Smoking, eating, chewing gum and drinking in the library are prohibited.
- 5.1.9 Any theft of library materials or other items from the library whether they belong to the university or to other library patrons constitutes a serious offence and will be referred to Academic or Non-Academic Disciplinary Committee for action
- 5.1.10 Absolute silence is to be observed in the library. Mobile phones must remain silent. No iPods or phone radios are to be used in the library.
- 5.1.11 Littering the library with waste paper, sweet wrappings, gum etc. is prohibited.
- 5.1.12 Library computers are strictly for research purposes.
- 5.1.13 All library patrons are requested to leave reading materials on the reading table. No user is permitted to re-shelve any reading material.
- 5.1.14 Voluminous library items must always be used on flat desks/tables.
- 5.1.15 Taking library materials to the following areas is prohibited: washrooms, balconies, water fountains, non-library offices/rooms.
- 5.1.16 Those who wish to photocopy CUEA library reading materials may make use of the photocopy services available on campus as long as they observe copyright regulations. Photocopying of unpublished projects, theses, and dissertations is prohibited.

- 5.1.17 Writing on, underlining or marking drawings on library materials, tearing pages from books or damaging reading materials in any way is prohibited.
- 5.1.18 Drawing and writing on library tables, surfaces, windows, walls, doors or any other library property is prohibited.
- 5.1.19 The Africana/Special Collection is open to all users. The materials in this section can only be used within the section.
- 5.1.20 All new CUEA students are required to undergo a library orientation programme before using the facility.
- 5.1.21 Any library patron whose conduct contravenes any of the library rules and regulations will be penalized and (or) reported to Academic or Non-Academic disciplinary committee for action.

5.2 Borrowing Services in CUEA Library

- 5.2.1 Reference books, unpublished theses, projects, dissertations, print journals, Africana reading materials, reserved reading materials and periodicals are not to be borrowed for use outside the library.
- 5.2.2 Library patrons may borrow books as stipulated below:
 - Post-graduate students may borrow up to four books for 30 days.
 - (a) Post-graduate students may borrow up to four books for 30 days.
 - (b) Undergraduate students may borrow up to two books for 14 days.
 - (c) Undergraduate School Focused students may borrow up to two books for 30 days.
 - (d) Constituent Colleges can borrow a maximum of 20 books for 2 weeks.

- (e) Affiliate Institutions can borrow a maximum of 10 books for 2 weeks.
 - (f) Consortium Institutions can borrow a maximum of 5 books for 2 weeks.
 - (g) Administration staff can borrow a maximum of 2 books for 2 weeks
 - (h) Academic staff can borrow a maximum of 5 books for 30 days.
- 5.2.3 There is no borrowing provision for the following library patrons (Alumni, individual paid up and external subscribers).
- 5.2.4 Using somebody's card to gain library access is prohibited or borrow library materials is prohibited.
- 5.2.5 Borrowed materials maybe renewed once provided they have not been reserved by another user.
- 5.2.6 To borrow a book, the borrower must produce a valid CUEA ID Card.
- 5.2.7 Issuance and returning of library materials will be done in accordance with library operating procedures and work instructions.
- 5.2.8 Only materials in good condition will be borrowed from the library. Library patrons must ensure that the books they borrow are in good condition (e.g. It is not torn or has missing pages). Library must return materials they borrowed in good condition
- 5.2.9 Borrowing books from the library is allowed up to fifteen minutes before closing time.

- 5.2.10 Library patrons must use either the self-service stations or the circulation counter to borrow and return books. Returning borrowed materials directly to the shelves without using the self-service stations or circulation counter is prohibited.
- 5.2.11 A circulation librarian may call back any borrowed book(s) at any time.
- 5.2.12 In order to facilitate library stock taking, no borrowing will be allowed during the specified stock taking period.

5.3 Payment of Fines

- 5.3.1 Failure to return a borrowed book/item on time results in payment of a stipulated *fine* for each overdue day, including Sundays, other days of obligation, and public holidays, after a grace period of three days. Accrued fines will be debited to the student's /staff accounts in the Finance Department.
- 5.3.2 A Library patron who has been given two reminders to return borrowed book(s) but fails to do so within two months will be presumed to have lost the book(s). The library will order for the replacement copy(s) and the student's /staff account will be debited accordingly. All accrued fines are to be paid as well.
- 5.3.3 In case a borrower loses a library book(s), reading materials, he/she will be required to bring to the library replacement copy(s) acceptable to the University Librarian. Overdue charges will apply as per rule 5.3.1.
- 5.3.4 No student will be cleared for graduation or for anything deemed necessary by the university unless he/she has also been cleared by the University Library.
- 5.3.5 No staff will be cleared on leaving CUEA employment unless he/she has also been cleared by the University Library.

5.4 Interlibrary Loan Requests

- 5.4.1 Any eligible CUEA library patron can borrow library materials through interlibrary loan request. The user should fill in loan request form and submit it to the Circulation Librarian for processing. This request will be processed according to the library work instructions and procedures within 5 working days.
- 5.4.2 The CUEA Library loan office does not accept responsibility for any reading materials a borrower borrows from another library unless it endorses the request.
- 5.4.3 Any library patron who fails to return a reading material borrowed on an interlibrary basis by its due date forfeits all his/her borrowing privileges. He/she may be required to pay a fine if this is demanded by the lending library.

5.5 Use of Electronic Databases

- 5.5.1 The library subscribes to on-line information resources which are to be used through user names and passwords. Library patrons are advised to consult the Research and Reference Librarian for purposes of accessing the e-resources.
- 5.5.2 Library patrons are prohibited from giving out passwords to people who are not CUEA students or staff.

5.6 Use of Library ICT Systems

- 5.6.1 The library computers are for accessing information for research purposes only. The library computers may not be used for political or business purposes.
- 5.6.2 While using the computer one should not infringe upon the rights of others. Displaying any images, sound or text, leading to a situation of creating an atmosphere of discomfort or harassment of any form for others is prohibited.

- 5.6.3 Attempts to degrade, disrupt or vandalize the equipment, software, materials or data of any other client of the computer system or in any other network connected to the system is prohibited.
- 5.6.4 All persons using the library computers are responsible for backing up their own data and protecting their own information.
- 5.6.5 Disabling computers by disconnecting cables, removing hardware, installing software or locking workstations will be considered vandalism and treated as such.
- 5.6.6 The library management reserves the right to require all prospective clients to attend an orientation session as a condition of using the computer stations. Orientation will include training in the use of software and hardware, and guidelines for the responsible care of computer equipment.
- 5.6.7 Whenever the library computers have to be closed, the library staff will inform the students fifteen minutes before closing time. Thereafter, the library staff shall shut down the machines.
- 5.6.8 All computers in the library have an updated antivirus, therefore students can freely use their removable storage media.
- 5.6.9 All problems or needs of assistance should be reported to the library member of staff on duty.
- 5.6.10 Printing services will be provided for by the university library at an additional cost.
- 5.6.11 Do not leave your personal computer unattended. If you do others are free to use the computer space.
- 5.6.12 Don't leave your belongings unattended at a computer station.
- 5.6.13 Unauthorized persons/users are not allowed to access internet facilities within the library network.

- 5.6.14 Any user found to be sending or receiving inappropriate materials, (i.e. none educational, pornographic, instant messages and e-phone) will be subjected to disciplinary action.

The Internet services are not for political or commercial purposes.

Internet services shall be monitored at all times by the ICT Department for efficiency and optimal usage by all the users.

Clients are prohibited from downloading files/programmes such as streaming radio, DVD or video clips and playing games and music from any Internet site.

When accessing Internet-based information services you should adhere to intellectual property laws, and security restrictions.

The library shall provide all authorized users with a 4 digit personal identification number (PIN code) for accessing library systems.

Library patrons are expected to change this code to one that is easier for you to remember immediately.

Library patrons are expected to observe the following in the use of passwords:

- (a) Never use the “Remember Password” feature of application programmes such as Internet Explorer, your email programme, or any other programme.
- (b) Never write passwords down.
- (c) Never send a password through email.
- (d) Never tell anyone your password.
- (e) Don’t use common acronyms as part of your password.
- (f) Don’t use part of your login name in your password
- (g) Don’t use parts of numbers easily remembered such as phone numbers and addresses.

- (h) Make sure your password is changed regularly
- (i) Users who violate this policy, the Library

Department may revoke access to the network and initiate appropriate disciplinary procedures against the user. Disciplinary actions may include financial penalties and loss of system access for stipulated length of time.

Proper Etiquette in the Use of the Library

For efficient and effective library and information services, it is important for library patrons to practice positive library etiquette and proper use of the library system. The use of library is guided by university policies and specifically the library regulations and rules issued from time to time by the university. In implementing the same some acts are deemed to be offences against proper library etiquette and will be penalized as indicated below. These penalties will be implemented by the university library or his/her app

OFFENCES	PENALITIES
Failure to produce a valid CUEA ID card	Denial of entry into the library building
Littering the library building with waste papers, sweet wrappings, chewed gums, smoking, eating/drinking in the library	Suspension from using the library for a maximum of one trimester
Unauthorized discussions, noisemaking and making/receiving calls	The person will be send away from the library and if the offence is repeated the person will be suspended from using the library for a maximum of one trimester

Writing, highlighting, underlining, tearing, mutilating or lost of reading materials	The person will be asked to replace the Information material and pay an administrative fee of 1000/=
Theft or attempted theft of library material, or ICT accessory from the library whether these belong to the university or to other library patrons	The person will be banned from using the library until the library disciplinary committee handles the matter
Failure to return borrowed library material on time	The library patron will be suspended from borrowing until the material is returned. After two months the material will be deemed lost. The library will order a replacement copy. The cost of replacement and an administrative fee of 1000/= will be debited to the library patron account.
Entry into the library with bulky jackets, umbrellas, bicycles, pets, liquids, food stuffs and any other appropriate material	The library patron will be asked to remove them from the library. If the offence is repeated the person will be suspended from using the library for a maximum of one trimester.
Use of abusive language against library staff or other patrons	Suspension from use of the library for a maximum of one trimester. The matter will be referred to the disciplinary committee

Loss of CUEA ID	The library patron will be asked to pay a CUEA ID replacement fee of Ksh. 650/=
Taking information resources/books to non-library offices	Suspension from using the library for a maximum of one trimester
Leaving luggage overnight in the Luggage room	A penalty of 1000/= will be applied per day on the library patron
Attempted use of somebody else's CUEA ID card to enter the library or borrow books/ or giving out ones ID to another person for such use	Suspension from the use of the library for one trimester. A penalty fee of 1000/= will be applied to both parties
Removal/defacing of bar-codes, property and other security marks from books	Suspension from using the library for one trimester and a penalty of Kshs. 1000/= will be applied
Attempted or unauthorized access to CUEA library computers eg. Hacking	The case will be heard by the University Librarian/Deputy, who will determine whether it should proceed and be handled by the library disciplinary committee. Suspension from using the library pending the discussion by the library disciplinary committee
Using the CUEA library computers for commercial purposes	Library patron computer access account will be revoked for maximum period of thirty (30) days and an penalty of Kshs. 1000 will be applied
Using the CUEA Library network for downloading, circulation, storage, or transmission in any form or medium	Warning message will be sent to the student/staff with supporting document and a penalty of Kshs. 1000/= is billed

of copyrighted material for which you do not have the author's express permission or breach of copyright law	to the student/staff account
Using the CUEA library network for sending inappropriate messages including those which are pornographic discriminatory, sexually harassing or offensive to others on the grounds of race, age, disability, gender or religion	Warning message will be sent to the library patron along with supporting document and a penalty of Kshs. 1000/= will be applied. Patron's computer rights will be revoked for up to one trimester.
Using the CUEA library network to circulate infected materials on-line	The library patron computers network access will be disabled until the library verifies that an up to date antivirus is installed and updated
Overloading the CUEA library network by sending inappropriate bulk messages	Penalty of Kshs. 1000/= will be applied and suspension from the library for a period of up to one trimester
A library patron who gives details of his/her personal password /PIN code to another library patron	Suspension from the library for a period of one trimester

SECTION SIX

Student Organisation

6.1 General Presentation

- 6.1.1 In Accordance with Statute XXIV of the University, the Catholic University Student Organization, “CUEASO”, exists to promote the welfare of students, the development and enhancement of their social and academic life and the establishment of co-operation with students’ organizations of other universities.
- 6.1.2 The student organization is guided by a Constitution approved by the University Council in 1995 and revised in 2001 and 2008.
- 6.1.3 Membership to the students’ organization is open to all students registered in the University upon payment of such fees as may be prescribed by the University Administration.
- 6.1.4 Students participate in the governance of the University through their elected representatives (CUEASO Executive). There is gender equality in regard to duties and responsibilities.
- 6.1.5 The CUEASO Executive consists of:
- Chairperson
 - Vice Chairperson
 - Secretary General
 - Deputy Secretary
 - Treasurer
 - Publicity Secretary
 - International Students Representative (non- Kenyan)

6.1.6 There are chairpersons for the following committees:

- Academic Affairs Committee
- Sports
- Spiritual Welfare
- Social Welfare
- Research and Publications Committee
- Clubs/Associations
- Finance Committee

6.2 Committees

All these committees are formed by the Students Organization through the Student Governing Convention.

6.2.1 Academic Affairs Committee

This committee serves as the channel through which students' academic interests and problems are brought to the attention of the relevant University authorities for action. The members elect a Chairperson, Secretary, their deputies and representatives to the Faculty Academic Boards and to the Library Committee consist of one representative from each faculty

6.2.2 Sports Committee

This committee, in consultation with the Sports Tutor, organizes and co-ordinates all student sports activities. Its members are the captains of the various sports teams. The Chairperson of the Committee is elected by the Sports team captains.

6.2.3 Spiritual Welfare Committee

In liaison with the office of the Chaplain, this committee promotes students' spiritual growth. Its members consist of the leaders of various spiritual groups.

6.2.4 Social Welfare Committee

This committee exists to co-ordinate students' welfare on campus. It deals with the cafeteria, medical care, transports, hospitality and student work-study programme and entertainment.

The members consist of two representatives from CUEA Official Hostels and three non-resident members appointed by the S.G.C. (Students Governing Convention)

6.2.5 Research and Publications Committee

This committee ensures the communication of vital information to students on campus, and runs the students' magazine. It also serves as a link with the outside world through research. Its members consist of editorial board members of the students' magazine.

6.2.6 Clubs/Associations Committee

This committee co-ordinates and promotes the activities of clubs/associations among the student body. Its members consist of the leaders of the various clubs and associations.

6.2.7 Finance Committee

All Clubs, Movements and Associations shall finance their own activities. However, they may request financial help from the Student Organization's Finance Committee.

All Clubs, Movements and Associations are expected to prepare a comprehensive budget for each semester and present it to the Finance Committee at the beginning of each semester. They shall be required to submit their financial statement before the end of each academic year to the Finance Committee.

6.3 Students' Clubs and Associations

- 6.3.1 All clubs/associations should be officially approved before they commence their activities. All clubs/associations should have done some activities and prove to have enough members who are active before officially being registered.
- 6.3.2 Students proposing to form a club or association should prepare a constitution in which they spell out the objectives and activities of the intended club or association. The names and designations of the office bearers, the Patron, membership requirements and possible sources of funding must be indicated.
- 6.3.3 The interim office bearers submit the constitution to organization's executive who will forward it to the Students Governing Convention before it is taken to the Dean of Students and University Management for approval. Upon registration, the club is eligible for financial allocations.
- 6.3.4 The University Management reserves the right to deny and/or cancel registration of a club/association. This action however is subject to notification as to why that specific decision has been taken. One can also appeal the decision.
- 6.3.5 The following regulations govern the existence of clubs and associations:

All student clubs and associations are registered with the Office of the Dean of Students.

Each club/association is expected to keep an up-to-date constitution, a file for the correspondence, and a register of members, and hold elections as per the constitution.

All clubs/associations will be required to have a **member of staff** (teaching or administrative) as a patron or advisor and liaison between the club and the administration.

A club/ association should not have less than fifteen members.

All clubs/ associations hold their meetings on Thursdays between 11.00 a.m. and 12.00 noon in a room identified and reported to the administration through the office of the Dean of Students at the beginning of the semester for planning purposes. This procedure **must** be observed.

At the beginning of every academic year the club officials **must** renew their registration by filling and submitting the official forms.

All registered clubs/associations must submit a plan of action and/or calendar of all activities envisaged for the whole academic year within two weeks of the beginning of the first semester to the chairperson of clubs/ association committee and the Dean of Students.

All registered clubs/associations and movements are required to submit their financial statement before the end of each semester to the Finance Committee.

All clubs, associations and movements are expected to prepare a comprehensive annual budget and present it to the Finance committee by the end of the academic year.

Besides CUEASO financial support, all registered clubs, associations and movements shall finance their own activities.

Professional clubs wishing to invite external guests will have request letters written by the club/association patron, in consultation with the Dean of Students at least 2 weeks before the function. No student is expected to invite guests from outside the University without authorisation.

Club officials are expected to furnish the office of the Dean of Students with Progress Reports of their activities every three months.

All clubs and associations are expected to organize at least *one community* outreach activity per year.

Activities in the University calendar shall take precedence over all activities of organizations, clubs, associations and movements.

Club Certificates of active membership and participation in club activities will be issued at the end of one's study in the University.

However, additional certificates may be issued if an event is of substantial magnitude and agreed upon by the officials, the patron and the Dean of Students.

6.4 Mandate of the Office of the Dean of Students

- 6.4.1 The Office of the Dean of Students is charged with the responsibility of co-coordinating student activities and support services. These services and activities are at the centre of student welfare and as much as possible provided in all campuses.
- 6.4.2 The office of the Dean of Students also co-ordinates the facilitation of activities organized by the student union leadership (CUEASO). The Dean of Students facilitates student representation on various University Committees and Boards.
- 6.4.3 In addition, the Office of the Dean of Students facilitates student applications for Higher Education Loans Board (HELB), and the processing of internal and external bursaries.
- 6.4.4 The Office of the Dean of Students works closely with other offices of the University in implementing policy governing the delivery of these services and activities.

SECTION SEVEN

Spiritual Life and Counselling

The CUEA Chaplaincy aims at offering staff and students sound spiritual and moral formation and guidance through liturgical, doctrinal, social and charitable outreach programmes. Its purpose is to build on Campus a living and witnessing Christian community. Major spiritual and liturgical activities are included in the University Calendar.

7.1. Spiritual Services

7.1.1 There is a lively celebration of the Sacraments. Opportunities are offered for those who need to prepare for and receive Sacraments.

7.1.2 The Sacrament of Reconciliation (Confession) is celebrated every Tuesday from 3 pm – 4 pm. You can also request a Priest within CUEA premises for such a service at any time of need.

7.1.3 The Eucharist is celebrated in the Chapel.

On Week days at 7.00 a.m, 12.00 noon and 5.00 pm.

On Sundays at 7.30 a.m. and 9.00 a.m.

At St. Bakhita and St. Claire Hostels the morning mass is at 6.45 am. There is no Eucharistic celebration at these hostels on Sundays.

On Thursday 12.00 noon to 1.00pm there is

CUEA Community Mass: All classes and all other functions shall be suspended. Faculties, Departments and different Countries animate the Mass on a rotational basis.

- 7.1.4 The Liturgical seasons of the year, i.e. Advent, Christmas, Lent and Holy Week (Easter Tide) are highlighted to foster spiritual growth and maturity in Christian Life. There is also adoration of the blessed Eucharist at the Holy Trinity Chapel every Wednesday from 3.00 p m – 4.00 p m.
- 7.1.5 Regular retreats/recollections are conducted in the course of the academic year.
- 7.1.6 Adult Faith Formation Sessions (Catechism) are conducted in the Jubilee Hall Room 14 on the following days:
- Wednesday 5.00 p m – 6.00 p m.
- Thursday 5.00 p m – 6.00 p m
- Saturday 9.00 a m – 10.00 a m

Note: Those interested in marriage instructions

Should meet the Chaplain on Tuesdays between 9.00 am – 11.00 am at the Chaplaincy – Office.

- 7.1.7 The Chaplain avails himself always for Spiritual Guidance/Direction or personal meetings and talks. He seeks to instill a spirit of love, reconciliation and co-operation within the CUEA Community.
- 7.1.8 Students are helped to enhance their human, social, and religious formation through participation in the following Associations/Movements of a socio-religious nature:
- (a) Focolare Movement develops a spirituality of love, unity, and social justice as a way to holiness.
 - (b) I.M.C.S. (International Movement of Catholic Students) is an evangelization movement that aims at giving witness and working for the poor and marginalized under the banner of “Option for the Poor.”
 - (c) CUEA Choir is a committed group of students who contribute greatly to liturgical celebrations by pro-

moting sacred music. Members of Staff are also involved in the Choir.

- (d) Charismatic Prayer Group is composed of students interested in deepening their life in the Spirit through prayer and sharing the Word of God.
- (e) YCS – Young Christian Students Organization unites students in diversity.
- (f) CUCF - Catholic University Christian Fellowship gathers Christian students for praise and worship that fosters their spiritual growth.
- (g) Faculty of Theology Students Forum (FTSF).
- (h) Other groups are encouraged to operate if there are specific objectives that meet the needs of students.

7.1.9 The Chaplaincy organizes for joint charity work for all the spiritual movements.

7.1.10 The students in CUEA participate annually in the universal solidarity of helping the Holy Father's apostolate especially in the most needy place through financial contribution.

7.2 Counselling Services

7.2.1 The Counselling Unit maintains a regular counseling service for students individually and in groups.

7.2.2 This service seeks to offer help with regard to:

Academic Counselling on subject combinations; good study habits; examination anxiety; stress reduction; frustrations experienced upon joining the university, etc.,

Career information; career choice; opportunity awareness, further studies; scholarships; internship, self-

assessment, career exploration, job search strategy, interviewing and negotiation skills

Psychological support in; social, physical, intellectual, emotional, personal, integral development and moral challenges

Psycho-education; adjustments to and helping the students to be aware of health related issues like HIV/AIDS, addiction, coping with terminal illnesses just to mention a few.

The counseling unit also trains peer counselors every year.

- 7.2.3 All personal matters discussed are treated with confidentiality.

7.3 Doctrinal Services

These promote students' spiritual life through an understanding of emerging issues that threaten spiritual life.

SECTION EIGHT

Student Facilities

8.1 Telephone Services

Students are also free to receive calls (not make calls) through the CUEASO Office. The number is 891601/6, extension 1150. Students are discouraged from giving their relatives or/and friends the other campus extension numbers. However, in case of an emergency on campus, students may have access to the nearest office telephone, on request.

8.2 Office of the Students Organization

8.2.1 Membership

All students are members of CUEASO. They are registered on payment of a membership fee that is included in their fees.

8.2.2 Lost Property

All lost property should be deposited/collected to/from the CUEASO Office based in Missio Hall. The office acts as an information centre for students.

8.2.3 Physically challenged students

Students and staff shall assist physically challenged students to move around and enter campus facilities. The university shall ensure that all the upcoming buildings are accessible to this group and where possible the existing facilities.

- 8.2.4 There is a suggestion box outside CUEASO office where students compliments, suggestions and complains are posted.

8.3 Health Service

8.3.1 Infirmary

It is located near between Gate A. Consultation hours (indicated on the door) usually coincide with lecture hours from Monday to Friday.

The University's health service is available to serve the primary healthcare needs of students on production of the University identity card or any other form of identification prescribed by the institution.

8.3.2 Referral

- 8.3.2.1 In this case, students are expected to meet the full costs for admission, ambulance, consultation, paramedic costs, and or other costs incurred.

- 8.3.2.2 For emergencies, students must go (or be taken) to the St. Joseph's Villa located on Kumbe Road, past Tangaza University College.

- 8.3.2.3 The health service offers first aid and caters for minor injuries, headaches, coughs, skin diseases, malaria and other common ailments. The atmosphere is as informal as it can be, and the service is confidential. A modest fee is charged for medication.

- 8.3.2.4 Because the Infirmary does not provide physiotherapy, dentistry, spectacles and other ancillary/paramedical services, students are referred to hospitals, preferably Mater Misericordiae Hospital for major treatment such as surgery and X-rays. In such cases, students are expected to meet the full costs (at student rates) for admission, ambulance, consultation, paramedical costs, and/or any other costs involved.

8.3.3 Inpatient admission

8.3.3.1 Inpatient admission to any health facility is the responsibility of the parent/guardian.

8.3.3.2 Parents and guardians are expected to take over treatment of their sons and daughters once they are admitted outside the University.

8.3.3.3 Parents/guardians are strongly advised to take the **National Hospital Insurance Fund (N.H.I.F)** which will cover their sons and daughters who are under 23 years old. Students who are above 23 years are expected to take annual **N.H.I.F** cover for themselves.

8.3.3.4 All students are required to produce their N.H.I.F. cards or proof of other medical insurance cover.

8.3.4 The University policy concerning deceased students is as follows:

- (a) All students admitted to CUEA should have a medical cover and a written statement specifying the action(s) to be taken by the University in case of death.
- (b) However, there is no legal obligation on CUEA concerning deceased students.
- (c) CUEA may facilitate arrangements for students to solicit donations to meet the funeral expenses of a colleague.
- (d) The affected family shall handle all affairs of the deceased student. The University shall not be obliged to offer any assistance.
- (e) See the insurance policy on death (see append three).

8.4 Security

8.4.1 Emergency/Safety

The University recognizes its obligation to take all precautions to ensure the safety of students, employees, and visitors while they are on campus. Observance of safety is the responsibility of all members of the University and their active co-operation is required.

Each student therefore is responsible for undertaking only those duties and sports activities that he/she is in full control of and can ensure maximum safety:

- (a) Is obliged to adhere strictly to prescribed safety standards.
- (b) Must ensure that he/she does not overlook the safety measures prescribed by the University.
- (c) Should report incidents involving injury or near-misses (potholes, broken glasses/windows/dangerous open sockets and other tools) to the administration for appropriate action.

8.4.2 Handling Emergencies

In case of an emergency on campus, students should use the nearest telephone extension to contact the Telephone Operator or campus security office. If these persons are unavailable, assistance should be sought from any staff member who is available. When reporting, students must be precise about the nature and location of the emergency. *The University telephone number is 8891601-6.*

8.5 Mail

- 5.5.1 Students are advised to furnish their friends and relatives with full information including their department, to avoid loss of mail.
- 8.5.2 Letters for mailing can be put in the letterbox between the offices of the Academic Registrar and Financial Ad-

ministrator. The box is emptied at 10:00 am Monday to Friday.

8.5.3 Collection of mail is done daily at the CUEASO Office. The names of those with mail are put up daily at the same office.

8.5.4 There is a reception opposite the chapel. It is open

8.6 Sports

8.6.1 All students are eligible for participation in any of the University's sports activities. The disciplines currently available include:

•	Basketball	•	Pool
•	Football (men and ladies)	•	Badminton
•	Volleyball	•	Karate
•	Lawn Tennis	•	Hockey
•	Table Tennis	•	Board Games
•	Track Events	•	Rugby
•	Weight Lifting	•	Netball

8.6.2 For more information on the various disciplines, please consult the Sports Tutor. His office is located behind the cafeteria.

8.7 Campus Store

Stationery, stamps, T-shirts, etc. are available for sale in the Campus Store situated opposite the Vice-Chancellor/Rector's office/Administration Block. Working hours are indicated on the door.

8.8 Campus Cafeteria and tack shops

8.8.1 There are two campus cafeterias selling soft drinks, snacks and light lunches. However, if your gastronomic delights are unavailable, the University management encourages comments on how best to review the service.

- 8.8.2 The canteen operates from Monday to Friday from 7:30am to 5:00pm daily but is closed over the weekend, unless there is a special request.
- 8.8.3 In addition to the canteen, there are tack shops conveniently situated next to Gate A and opposite Missio Hall. They sell drinks and snacks.

8.9 Photocopying and typing services

Privately managed photocopying and typing facilities and services are available on campus.

8.10 Public Transport

- 8.10.1 There is reasonably efficient public transport between CUEA and the city centre as well as neighbouring towns.
- 8.10.2 In moving to and from the city centre, students may use *matatus* or buses Nos.125 and 126 or shuttles. The *matatus* are boarded outside the Railway Station and the shuttles at the Ambassador Hotel terminus.
- 8.10.3 Both the buses and *matatus* stop at Bogani and Park Place termini, whilst the shuttles do stop at the CUEA terminus next to Jubilee Centre/Nairobi Pentecostal Church (Route No. 24).
- 8.10.4 The journey takes 30 minutes on average, but may take longer during peak hours.
- 8.10.5 Transport to and from campus is provided to evening students at a fee stipulated by the University.

8.11 Parking

- 8.11.1 There is free and ample parking space for students and staff between Missio Hall and Rugambwa Block and near the Learning Resource Centre.

- 8.11.2 Parking on campus roads is prohibited. Drivers should observe parking rules as they would in any other parking bays.
- 8.11.3 Loud music from parked cars is prohibited as it may interrupt other University activities, particularly near lecture halls and the library, etc.
- 8.11.4 The University will not be held responsible for cars stolen, vandalized or damaged while in the parking bays.

8.12 Notice Boards

Students should always read information displayed on various notice boards on campus. Writing on notice boards is prohibited and so is the use of abusive language.

8.13 Publications Department

- 8.13.1 This department caters for all publications and bulk printing needs of the University community. It produces textbooks, cards, certificates, letterheads, and student magazines, among other products.
- 8.13.2 Services are provided to the student on request at a reasonable and subsidized fee. Highly qualified personnel are at hand to produce quality publications.

8.14 Cyber Café and Wi fi

The cybercafé is centrally situated in the school compound in Jubilee Hall basement next to Auditorium.

To connect to Wi fi students should go to the IT department for configuration.

8.15 Insurance Policy

An accident policy covers all registered students. This is paid as part of the school fees.

Note: See the insurance policy (**appendix four**).

8.16 Lecture Halls

Lecture halls are open from 6:30 am daily from Monday to Friday and up to 8.30 pm for evening students. Lecture halls are open on Saturdays till 6.00pm but are closed on Sundays.

SECTION NINE

Catholic Identity

9.0 Catholic Identity in a Catholic University

The Catholic University is an arm of the Church's educational ministry. Its effectiveness must be measured against the goals of the overall organization (Abbot, 1966:643). The Catholic identity goals are stipulated in Universal Church documents such as Christian Education of the Youth of 1929, Declaration on Christian Education of 1965, The General Catechetical Directory of 1971, On Evangelization in the Modern World of 1975, Catholic School of 1977, Catechesis Tradendae of 1979, Lay Catholics in Schools; Witness to Faith of 1982, The Code of Canon Law of 1983 and The Catholic School of 1988, just to mention a few.

Catholic University:

- Upholds the Catholic Church's teaching on God, humankind and nature.
- Is guided by the wisdom that seeks to understand the whole Truth to be held in its entirety without compromise.
- Has the mission of integral Truth, liberation, development, and salvation for all people.

St. Thomas Aquinas once taught, "A Catholic university should impart holistic knowledge to students founded on the Supreme Truth for transformative conscience, attitudes, skills, values relationships, and meaningful cosmotheandrian destiny" (Summa Theologica Vol.3, 1912, Question 74, 942). The Catholic University of Eastern Africa seeks to promote scientific research, quality teaching, and community service for the purpose of enhancing Christian living. Based on Scriptures and the living tradition of the Church both universal and local, the University provides pro-

grammes designed to prepare qualified upright and responsible personnel for the Church and the society.

CUEA is governed by the norms of the Apostolic Constitution *Sapientia Christiana* (Christian Wisdom) and the principles, values and norms characteristic of other Catholic universities (On Catholic Universities 15\8/1990), *Ex Corde Ecclesiae*, “From the heart of the church” and from other general norms found in the Code of Canon Law Part II Article 3 and the Complementary Church Legislation, the University elucidates her Catholic Identity.

The Apostolic Constitution on Catholic Universities expounds on this Catholic Identity in paragraphs 12-27. In summary:

- A Catholic University is like any University in the sense that it is “an academic community which, in rigorous and critical fashion, assists in the protection and advancement of human dignity and cultural heritage through teaching and various services offered to local, national and international communities (Apostolic Constitution No. 12).
- It possesses institutional autonomy to perform its functions or operations effectively.
- The University guarantees its members academic freedom as well as the rights of the individual person and of the community as preserved within the common good.

The specific nature and identity of a Catholic University:

- Assure Christian Catholic presence in the university by confronting the great problems of society and culture.
- Instill Christian inspiration in the University as an institution.
- Enhance a continuing reflection in the light of biblical values, principles and moral imperatives within the Catholic magisterial teaching.

- Ensure fidelity to the Christian message as it comes to us through the Church in matters of faith and morals (No. 27).
- Strengthen institutional commitment to the service of the people of God and the entire human family. The Catholic University therefore focuses on Catholic ideals, attitudes, and principles that penetrate all university activities.
- A Catholic University is both a community representative in various branches of human knowledge and an academic institution in which Catholicism is vitally operative (No. 14).
- It is a place where scholars scrutinize reality with the methods proper to each academic discipline and where various disciplines are

Being a Christo-centric University, CUEA pursues her objectives in the formation of human society animated by the spirit and model of Christ. It is an institution with a common vision of the dignity of the human person, created in the image of God, the Father, Son and Holy Spirit. This vision is characterized by the following values: spirit of freedom, charity or concern for others, mutual respect, sincere dialogue, protection of both individual and community human rights, promotion of unity and always maintaining and strengthening the distinctive Catholic characteristics and nature of the Catholic University as an institution.

In the Catholic University, research is greatly encouraged to bring about:

- Integration of knowledge
- A dialogue between Catholic faith and reason
- An ethical/moral concern
- Theological perspective (No.15-20)

Catholic Theologians, aware that they fulfill a mandate received from the Church, advocate fidelity to the Sacred Magisterium of the Church as the authentic interpreters of Sacred Scripture and Sacred Tradition.

To confront the complex problems facing modern society, and strengthen the Catholic Identity of the institution, regional, national and international cooperation is promoted in research, teaching and community service. Such cooperation is also to be promoted between the Catholic University and other Universities, and with other research and educational institutions, both private and governmental.

9.1 Students and the Catholic Identity in CUEA

The Catholic University stands for Moral Integrity, Truth, and Respect for Faith. This demands a high sense of discipline, and strength among students to resist the temptation to exploitation and corruption. It further demands that students should live and practice the values of faith, hope, love, respect, justice, peace, and truth. There is need to enhance student bodies and platforms where they participate in an active and non-violent way.

Students are challenged to:

- Pursue an education that combines excellence in studies and professional training.
- Search for all truth and meaning throughout their lives.
- Cultivate the human spirit resulting in a capacity to understand, contemplate, make personal judgment and develop a religious, moral, social sense, and be Christ's witness as future leaders.

The education of students combines academic and professional development with formation in moral and religious principles and the social teaching of the Church. The programme of studies for each of the various professions must include an ethical formation appropriate to that profession. The common courses like Christian Ethics and Bible Studies are compulsory to all students.

To help students develop a high degree of moral integrity, the University:

- has established policies on smoking, drinking, and relationships on campus.
- placed messages on Catholic ideals and virtues at strategic sections in the University.
- emphasizes Catholic Identity during orientation of new students and staff.
- organizes ecumenical trips to historic Catholic sites.
- has published the Students' Code of Conduct.
- supports the Choir to produce tapes, videos and other items to propagate Catholic University Identity on Campus and elsewhere.
- invites Catholic experts to lecture on topics pertinent to faith, at least once every semester.

SECTION TEN

Student Dress Code On Campus and Official University Functions

Students should wear clean and decent attire while on campus and/or official University functions. The guidelines for this are provided below as well as sample designs.

10.0 Female students should NOT wear:

- Dresses/skirts that are above the knee line
- Dresses/skirts with slits extending above the knee
- Dresses/blouses with open necklines that are 4 inches below the shoulders
- Body-hugging/tight trousers
- Dirty, torn jeans that reveal parts of the body
- Bare-backs
- Navel-gazers, commonly known as “tumbo-cuts”
- See-throughs
- Sagging trousers
- Clothing that expose and/or show inner wear
- Low riding trousers, peddle-pushers or bulky trousers
- Shirts, T -shirts and trousers with obscene wordings and/or expressions

10.1 Male students should NOT wear:

- Earrings and studs on one or both ears and on other parts of the body
- Hats/caps in class, chapel, offices and at University functions
- Headscarves
- Clothes that expose the chest and/or tattoos on any part of the body
- Shirts, T -shirts and trousers with obscene wordings and/or expressions
- Jewellery, necklaces and rings on ears and/or eyebrows

10.2 Both MALE and FEMALE students should observe the following:

- Modest use and application of lipstick
- No strong perfumes and obscene make-up
- No jewellery on eyebrows, belly, lips, tongue and nose
- No exposed tattoos and wordings on any part of the body
- No wearing of “shades” (sun glasses) in class, chapel and offices
- Hairstyles should be neat and clean. The following are not allowed:
 - Hairstyles in excessively bright and peculiar colors
e.g. yellow, blue, red and white
 - Dreadlocks
 - Braided hair (for male students)

SECTION ELEVEN

Declaration by Student

1. The Catholic University of Eastern Africa is owned by the Catholic hierarchies of the Eastern African region. Its administration is governed by the rules and regulations laid down by the said hierarchies.
2. As a university, it is devoted to a variety of academic disciplines. Any student whose behaviour would seriously disrupt the academic work of the University shall be subject to disciplinary action that could lead to suspension or even expulsion.
3. As a Catholic University, CUEA fully adheres to the doctrinal and moral teaching of the Catholic Church. Students are required to respect Catholic teaching and practice. A student who openly shows disrespect and/or opposition in this regard, or whose conduct is clearly detrimental to Catholic community living, shall be subject to disciplinary action.
4. Students who are not Catholic may be admitted to CUEA. While free to hold their religious beliefs and practices, they must not engage in activities that show disrespect for the Catholic Church, nor should they organize or take part in activities that are in any way prejudicial to Catholic teaching and practice.
5. Students are further required to abide by the rules and regulations outlined in the STUDENT HANDBOOK and in the CUEASO CONSTITUTION.

I agree to abide by the above requirements:

Name (print): **Reg. No:**.....

Signature: **Date:**.....

APPENDIX ONE:

Examination Rules

It is the duty of every candidate to find out the room and time allocated for his/her exam. The Head of Department will not be held responsible for any candidate who fails to consult the timetable for any changes.

All candidates must be seated 15 minutes before the starting time. No candidate will be allowed in after the exam has started. Candidates who are late will take the paper the following semester/ trimester and it will be marked as supplementary.

Silence must be observed throughout the exam time.

Candidates are only allowed to carry pens, pencils and calculators, Canon law Vatican II document, Mathematical tables or Bibles (if allowed). No handbags, purses, pencil pouch (**unless transparent**), overcoats, papers, magazines, mobile phones are allowed in the examination room. Everything else is to be left in the designated area. Programmable calculators are **NOT** allowed.

No food and/or drinks are allowed in the exam room.

All candidates should bring with them the required items.

(cf. 4 above). Borrowing from one another is not allowed.

All candidates **must** sign in at the beginning of every examination.

No candidates should leave the examination room before 30 minutes to finishing time. Any candidate answering to the call of nature must obtain permission from the invigilator.

Walking out of an examination hall in protest disqualifies a student for that given paper.

Candidates eligible for Semester/Trimester exam must have sat for C.A.Ts and have attended all lectures as stipulated by the University.

No candidates will be allowed to sit for any examination unless he/she proves that he/she is registered: therefore every candidate will be required to produce her/his Student's Identification card; their names must appear on examination attendance register. For Kisumu and Gaba Campuses, students will be required to have Examination/Registration card.

Candidates should write on both sides of the paper (except in Mathematics).

Each answer should begin on a fresh page.

All rough work must be done in the Answer Booklet and crossed through.

It is an offense to take out an Answer Booklet or a piece of it from the examination room.

Candidates are warned that cheating in any exam leads to expulsion from the University. In case of cheating, the candidate and two or more invigilators will be required to sign an Examination Incident Form. Destroying of evidence is a **Gross Misconduct**.

The invigilator is free to change the sitting arrangement in the exam room if he/she deems it necessary.

All candidates must hand in the Answer Booklet to the Invigilator and sign out.

Special exam will only be provided to candidates strictly on medical reasons or on very extraordinary circumstances as approved by the Faculty Examination Board.

NB: Failure to abide by the above rules may lead to disqualification from the exam or the University as the case may be.

CUEA/DVC ACD/EXM/01/fm/03

APPENDIX TWO:

Laboratory Rules and Regulations

- You are responsible for your login name/password for the systems/network of the University.
- You are NOT allowed to give anyone opportunity or means to make use of your login name, even when you are on break, fetching your printouts etc.
- If a computer lab is reserved, you are NOT allowed to enter the room. Computer labs are primarily for educational purposes, only when a lab is not in use students can make use of them.
- You are NOT allowed to install/use your own software. You are only allowed to use software in the computer labs, which is installed by University ICT staff.
- You are NOT allowed to eat or drink or smoke in the computer labs. This causes the equipment to malfunction and it pollutes the labs!
- You are NOT allowed to open the casing of the equipment or damage it in any way. This includes all hardware in the computer rooms.
- You are NOT allowed to try to gain access to computer systems you have not been permitted access to.
- Do not try to gain entry to computers on the network if you have not been given specific permission (a user account and password) to access or use this system.
- Do NOT try to access a mailbox or home directory of another user.

- Do NOT make use of a user account and password which is not yours.
- You are NOT allowed to connect a device to the network without registration at the ICT helpdesk. If you want to use any of the plugin-points, you should have your Ethernet card registered at the helpdesk first.
- You are NOT allowed to send spam mails.
- You are NOT allowed to set, spoof, fake or change IP addresses on computers that are connected to the network. Do not try to hide your identity when working in the computer labs. You will probably not succeed and when found out, you will lose your account and/or means of access to the network or completely barred from using University computers.
- You are NOT allowed to change or fake your true email address. Again, do not try to hide your identity. If you want to send email to someone, let him/her know who you are.
- You are NOT allowed to play (computer- or Internet-) games. The computer rooms are meant to be used for study purposes. If you play games you take the place of another student who wants to do serious work.
- You are NOT allowed to log out computers where other students are working on, even if the computer is not used at the time.
- You are NOT allowed to use foul language or to harass other people. Not in person and NOT by any other means of communication such as email, net news or any other means. You are NOT allowed to use any of the provided services for commercial, business or idealistic activities. Do not try to use the network to sell services or objects.
- When asked you are required to show your student card at any time and immediately.. Always keep your student card with you. Without your student card, use of the computer rooms and /or the network is not allowed.

- Computer rooms are for Catholic University students only do not bring friends or relatives or any other person to use the computer labs.
- The computer rooms and network services may be used only by authorized staff, faculty and students of Catholic University of Eastern Africa and others with specific written authorization from the CUEA ICT/Computer science departments.
- You are responsible for your own data. No backups are made of your personal data on the network. Be sure to keep a copy of your data on a USB-key if you want to be able to restore your data after a network failure.
- For performance, analysis and security reasons activities on the systems use by all users may be logged.

Please help us to keep the computer rooms clean and in working order. Respect the rules mentioned above and report malpractices, malfunctions or problems to respective authorities at your earliest convenience.

APPENDIX THREE:
Insurance Policy on Death

10th September 2003

NOTICE

COPY

TO: All Students

Ref: Policy on Deceased Students

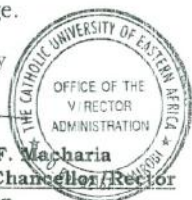
The Management Board in its meeting of 8th April 2003 approved the following policy on deceased students.

- (a) The University may offer a Requiem Mass for the soul of the deceased student.
- (b) The affected family is to handle all affairs concerning the deceased student. The University is under no obligation to assist.
- (c) CUEA may, however, organize for a maximum of Kshs.20,000.00 towards funeral arrangements. It may also provide transport for the University representatives to the funeral as well as a message of condolence signed on behalf of the University Administration by the Deputy Vice-Chancellor. A representative from the University shall read such a message.

Yours faithfully



Mr. Muchoki F. Macharia
Deputy Vice-Chancellor/Rector
Administration



CC: Rector
Vice-Rector/Finance
Vice-Rector/Academic
Dean of Students
C.U.S.O Officials

APPENDIX FOUR:

Students Insurance Policy



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A.

P.O. Box 62157
00200 Nairobi - Kenya
Telephone: 891601-6
Fax: 254-20-891084
E-mail: admin@cuea.edu

ACCIDENT INSURANCE COVER FOR ALL CUEA STUDENTS

Benefits Entitled as per our Cover

Please note that;

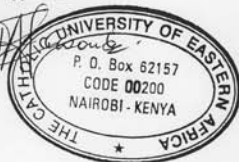
- All CUEA students have an accident cover
- The cover is 24 hours whether within or outside CUEA.
- The cover is specifically accident and NOT normal medical cover.
- Injury medical benefits are on reimbursement basis.
- To avoid delay of reimbursement ensure that you submit the claim form duly filled with original receipts.
- Claim forms are available in our Insurance Office at CUEA and in our infirmary.

BENEFITS

	Kshs.
(A). Death	200,000
(B). Loss of both hands/or both legs	200,000
(C). Complete loss of sight in both eyes	200,000
(D). Complete loss of speech	200,000
(E). Complete paralysis	200,000
(F). Complete insanity	200,000
(G). Complete loss of hearing	200,000
(H). Loss of one hand or leg or sight of one eye	100,000
(I). Loss of thumb or index finger of one hand	60,000
(J). Loss of thumb of one hand	30,000
(K). Accidental medical expenses	200,000
(L). Dental expenses due to accidental injuries	10,000
(M). Cost of artificial appliances	50,000

Bro. Thomas Mutuku
Asst. Administrator

c.c. Rector
Vice Rectors
Dean of Students
Deans of Faculty
CUSO Office



APPENDIX FIVE:

Date: 29th May 2017

DEANS LIST AND VALEDICTORIAN POLICY

The Senate, during its meeting held on 5th May 2017 recommended the amended criteria on the above which was approved by Council at its meetings of 23-25 May 2017.

A. Dean's List

Definition

- Recognition awarded to the best performing undergraduate student in each faculty in any given semester exams

Award

- Upon selection the student will receive a tuition waiver of **ONE** unit (3 credit hour course) in the subsequent semester

Objective

To identify, recognize and promote academic excellence among students in the university.

Criteria

- Both FULL-TIME and PART-TIME modes of studies shall be considered
- Students must have registered for the required number of Courses (Units) consistent with mode of study.
- The award shall be made annually, and will be based on two cumulative Semester results (within the same academic year or by cohort groups):
- That Students must have attained an average grade of A, plus a score of A in at least 70% of the Courses offered [Deans

Committee felt this criteria may be closer to the use of GPA and will ensure the identification of a consistent performer]

Procedure

1. The HOD identifies the best performing student in the various courses offered by the department and forwards him/her name to the Dean/Director
2. The Dean/Director presents the names to Faculty Academic Board for selection of the student for the Deans' List award
3. That upon the selection of the Student, the names be forwarded to the Registrar (for verification) and forwarding to DVC/AAR for the consideration of the Deans Committee, after which confirmed Students will be forwarded to Senate by the Chair of Deans Committee.
4. Once Senate approves, the VC shall communicate to the award winners with copies of such communication to DVCs, Deans, CFO and the Scholarships Committee/Graduate Assistantship Program.
5. Once communication is received, the respective Faculties shall display the List of Winners in the Faculties on special notice boards (Roll of Honour etc.)

Further note: *That in finally agreeing on the list to be submitted, the Faculty must satisfy itself that the recommended students are actively involved in Faculty/CUEA curricula and/or other CUEA Image Projection activities and that they behave in accordance with our core values. [This is qualitative and non-scoring, but would be an acceptable discriminant]*

B. Valedictorian Student

Definition

- A recognition awarded to the best undergraduate student in academic performance in the graduating class

Objective

- To identify, recognize and promote academic excellence among students in the university.

Award

- The student makes a valedictory speech during the graduation ceremony and is awarded a certificate of recognition/trophy.
- The student will benefit from one year MASTER'S TUITION sponsorship.

Criteria

- Undergraduate student in the various modes of learning (regular, online, Evening).
- Applies to all CUEA and its campuses.

Procedure

1. The registrar identifies the student with the best performance based on GPA grading system.
2. The registrar forwards the selected students to the DVC for consideration and recommendation by the Dean's Committee.
3. Upon deliberation by the Deans Committee, The DVC forwards the names to the Senate for consideration and Approval.
4. Once Senate approves, the VC shall communicate to the award winners with copies of such communication to DVCs, Deans, CFO and the Scholarships Committee/Graduate Assistantship Program.
5. The Dean of students assists the selected student to prepare a valedictory speech.

APPENDIX SIX:
**STUDENT DRESS CODE ON CAMPUS AND
OFFICIAL UNIVERSITY FUNCTIONS**

**As approved by University
Management Board on 22 May 2018**

Students should wear clean and decent attire while on campus and/or official University functions. The guidelines for this are pro-vided below as well as sample designs.

1. Female students should NOT wear:

- Dresses/skirts that are above the knee line such as mini-skirts
- Dresses/skirts with slits extending above the knee
- Dresses/blouses with open necklines that are 4 inches below the shoulders
- Body-hugging/tight trousers
- Dresses that stretch e.g., spandex, bodycones,
- Jeggings, leggings,
- Crop tops, capped sleeves and sleeveless tops/vests/shirts,
- Dirty, torn jeans that reveal parts of the body, indecent jeans
- Bare-backs
- Navel-gazers, commonly known as “tumbo-cuts”
- See-throughs, or revealing clothes
- Sagging trousers
- Clothing that expose and/or show inner wear
- Low riding trousers, peddle-pushers or bulky trousers

- Shirts, T-Shirts and trousers with obscene wordings, graphics and/or expressions

2. Male students should NOT wear:

- Earrings and studs on one or both ears and on other parts of the body
- Hats/caps in class, chapel, offices and at University functions
- Headscarves
- Clothes that expose the chest and/or tattoos on any part of the body
- Shirts, T-Shirts and trousers with obscene wordings, graphics and/or expressions
- Jewelry, necklaces and rings on ears and/or eyebrows

Both MALE and FEMALE students should observe the following:

- Modest use and application of lipstick
- No strong perfumes and obscene make-up
- No jewelry on eyebrows, belly, lips, tongue and nose
- No exposed tattoos and wordings on any part of the body
- No wearing of “shades” (sun glasses) in class, chapel and offices
 - Hairstyles should be neat and clean. The following are not allowed:
 - Hairstyles in excessively bright and peculiar colors e.g. yellow, blue, red and white
 - Dreadlocks
 - Braided hair (for male students)

NB: Failure to observe CUEA dress code shall lead to sanctions which may include:

- a. Denial of entry into the University or any official function of the University.

Eviction from classroom or exam room or any office.
Any eviction from the classroom/exam room shall be treated as absence.

- b. Non-refusal to comply may lead to disciplinary action in accordance to the Student Handbook.

✓
Well
covering tops



✗
No
Tumbo-cut



✓
Well
fitting clothes



✗
No bare
backs or
body-tight
trousers



✓
Decent
clothes



✗
No see
Through



✓
Back
properly
covered



✗
No Bare
Backs



✓
Knee
line skirts



✗
No miniskirts
& Skirts above
the knee



✓
Skirts with
slits below
knee



✗
No skirts
with slits
above knee



✓
No nose
ring



✗
Nose rings
not allowed



✓
Well
covering
neck-line



✗
No neck-line
below
4 inches



✓
Properly
groomed
hair



✗
No
dreadlocks



✓
Properly
tucked
shirt



✗
No plaited
hair for
men



✓
Untucked
shirts
African
wear



✗
No nose or
ear-ring
for men



✓
Sport
wear



✗
No caps
in class



AMMENDMENTS AND APPROVAL

This document may be reviewed and/or recompiled every 5 years. However any further Senate approved changes of the policies compiled in this handbook shall take precedence and be in force from date of Senate approval or as may be specified by Senate.

Furthermore, any changes initiated/directed by Kenya Higher Institution Regulatory Bodies and the Ministry of Education shall take precedence and immediate effect

Justus

Prof Justus G. Mbae, Vice Chancellor



NOTE:

This document was updated 15th May 2018 following CUE's directions on Student Progression and Council's approval on enforcement of ethical issues

The background of the page is a solid red color. A large, smooth, white curved line starts from the left edge, about halfway down, and sweeps diagonally upwards and to the right, ending near the bottom right corner. This line separates a yellow area at the bottom left from the red area at the top and right.

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