



**THE CATHOLIC UNIVERSITY
OF EASTERN AFRICA (CUEA)**

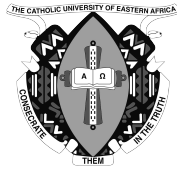
A.M.E.C.E.A

Consecrate them in the Truth

Students Handbook



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA



STUDENTS HANDBOOK

Students Handbook

Year of Publication: 2017

Year of Revision: 2022

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Published by:
CUEA Press
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ABBREVIATIONS/ACRONYMS

AMECEA	Association of Member Episcopal Conferences in Eastern Africa
CAT	Continuous Assessment Test
CFO	Chief Financial Officer
CGPA	Cumulative Grade Point Average
CLE	Council of Legal Education
CUEA	The Catholic University of Eastern Africa
CUE	Commission for University Education
CWA	Cumulative Weighted Average
DEB	Departmental Examinations Board
DVC-AA&R	Deputy Vice Chancellor Academic Affairs and Research
FCGPA	Full Cumulative Grade Point Average
FEB	Faculty Examinations Board
GPA	Grade Point Average
GS	General Studies
GSS	Government Sponsored Student
ID	Identification Card
DQA	Directorate of Quality Assurance
HOD	Head of Department
SGC	Students Governing Convention
SSS	Self Sponsored Student
TCH	Total Credit Hours

TGP	Total Grade Points
UMB	University Management Board
UPC	University Pastoral Council

DEFINITIONS

Abscondment:	Abscondment means the complete abandonment of studies without written permission of the Academic Registrar.
Academic Advisor/Programme Leader:	A staff tasked to provide academic guidance to the department/faculty and students in a programme on academic matters; normally its head of department or knowledgeable staff in an area.
Academic Registrar:	The Academic Registrar of the university dealing with all students' academic matters in the University.
Admissions Committee:	The board that is tasked to admitting applicants to the University. It constitutes Departmental Admission Board, Faculty Admission Board and University Admission Board.
Common Units:	These are functional units that must be taken by all the students in a programme at the same level e.g. General University Courses (denoted with GS)
Interlibrary Loan Request:	A request made by a CUEA library patron to use the other partnering libraries
Library Patrons:	Any member of the CUEA community who is permitted to use the CUEA Library

<i>Matatu:</i>	A public service vehicle used for transportation
Prerequisite Units	Precursor units taken before proceeding to other advanced courses
Unit:	A 3-credit hour course, engaging students for at least 3 hours per week
University Calendar:	Approved Schedule of Activities/Events within an Academic Year

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, Gaba. 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 AMECEA Bishops that CUEA contributes to the realisation of a truly acculturated Catholic Church in this region. 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, it needs graduates who will realise 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 therefore endeavours to educate people who not only possess professional, technical know-how, but who are also capable of contributing to improving society through their own life examples.

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

In this booklet, matters concerning University policies majorly concern students. The students are enlightened on their rights and duties and are expected to thoroughly acquaint themselves with the content. A student consents to the adherence to the University policies herein upon admission to the University through signing of the Declaration Form (Appendix One). By signing the form, the student agrees to abide by the University rules and regulations in the booklet. The University reserves the right to revise this booklet 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.

Revision and Amendment

This Handbook shall be subject to revision every 5 years.

References

CUEA is guided by the Statutes, the Charter, the policies and the Constitution of Kenya. The University Council may revise the Statutes from time to time. Students are advised to continually familiarise themselves with the Statutes, a copy of which is placed in the library and CUEASO Office.

This Handbook is underpinned by CUEA institutional strategic priorities as articulated in full but not limited to:

- 6.3.5 The CUEA Vision, Mission, Philosophy, Motto, and Core Values;
- 6.3.6 The *Veritatis Gaudium*;
- 6.3.7 The Constitution of Kenya, 2010;
- 6.3.8 Relevant Statutes, Regulatory Policies and Best Practices;
- 6.3.8.1 The Data Protection Act, 2019;

- 6.3.8.2 The Higher Education Loans Board Act, Cap 213A;
- 6.3.8.3 The Legal Education Act, 2012;
- 6.3.8.4 The Legal Education (Accreditation and Quality Assurance) Regulations, 2016;
- 6.3.8.5 Nurses (Accreditation of Training Courses) Regulations, 2013;
- 6.3.8.6 CUE Universities Standards and Guidelines, 2014;
- 6.3.8.7 The Kenya National Qualifications Framework Act, 2016;
- 6.3.8.8 The Universities Act, 2012;
- 6.3.9 CUEA Charter;
- 6.3.10 The UNESCO (2013);
- 6.3.11 CUEA Programme of Studies;
- 6.3.12 CUEA Quality Assurance Management Manual;
- 6.3.13 CUEA Procedure for Admissions; and
- 6.3.14 CUEA Quality Assurance Management Manual.

SECTION ONE

ACADEMIC POLICIES

1.1 Types of Admission(s)

Applicants are admitted for studies at CUEA according to the following classifications.

1.1.1 Direct Admission

An applicant whose application documents are complete in their entirety and fully meets the admission requirements may be accepted by the University Admissions Committee and register for a full load of units as a full-time or part time student as stipulated in the Programme of Studies.

1.1.2 Admission of a Transferring Student

- 1.1.2.1 CUEA welcomes students transferring from other accredited universities.
- 1.1.2.2 A degree from CUEA however, must reflect the University's commitment to quality education and its unique blending of requirements. The combined total of Transferred Units may therefore not exceed forty-nine per cent (49%) of the total required units for the programme.
- 1.1.2.3 Only those subjects directly relating to CUEA's requirements will be considered.
- 1.1.2.4 An application for transfer of credits must be made within the trimester in which the student is admitted or enrolled.
- 1.1.2.5 To apply for transfer of credits, the following criteria must be met:

- i. Credits must have been earned at a chartered/accredited university-level institution;
- ii. A minimum mark of C for all units is required for the relevant CUEA undergraduate programmes and a B (plain) for postgraduate programmes;
- iii. Payment of the stipulated unit transfer fee in respect of each credit transferred will apply;
- iv. Official transcripts from the previous institution must be submitted;
- v. Unit outline/course description in support of the unit will be considered;
- vi. A letter of transfer/ clearance from the university;
- vii. A transfer is considered completed when a student completes the process.
- viii. The application will be processed within an academic trimester/semester and the student's grade report updated.

1.1.3 Admission of a Progressing Student

- 1.1.3.1 A student from CUEA who has successfully completed one programme of studies is qualified for admission to the next level of studies as long as they meet all the stipulated requirements for the particular Programme of Studies.
- 1.1.3.2 Other departmental and cohort requirements will apply. (Refer to the Student Recruitment, Selection and Admission Policy and the Procedures thereof at Admissions Office.)

1.1.4 Admission of Visiting Student(s) / Audit

- 1.1.4.1 CUEA may admit a student who is not intending to complete a programme of study at CUEA. This may be for the purposes such as: continuing education requirements, personal fulfilment or enhancement of their previous qualifications.
- 1.1.4.2 Another category of visiting students may include: Students on exchange programme, students recommended from other institutions for a specified number of units later to be transferred to the recommending institution.
- 1.1.4.3 Visiting students must adhere to all applicable policies and requirements of the University.

1.2 Registration

1.2.1 Compulsoriness of Registration

- 1.2.1.1 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.
- 1.2.1.2 Students must complete their registration within the first two weeks of every semester/ trimester in accordance with the academic calendar.
- 1.2.1.3 Registration is considered complete only upon clearance from the Finance Office. Students who are not registered should not and will not attend lectures.
- 1.2.1.4 Students may register for units that have prerequisites only if they have successfully completed the relevant prerequisite units.

- 1.2.1.5 Continuing students intending to progress with their studies must pre-register for the next trimester's or session's units.
- 1.2.1.6 Pre-registration for the following trimester for the Regular, Part-time and Distance Learning students commences a month before the start of the new semester.

1.2.2 Registration Procedure

- 1.2.2.1 Students are required to register for a designated number of units per semester/trimester, as guided by the cohort requirements of the university.
- 1.2.2.2 It is the responsibility of the students to confirm their registration and generate an invoice from the students portal.
- 1.2.2.3 They should have paid the required tuition fee percentage to enable them proceed with the registration process as stipulated in the University Fee Payment Policy.
- 1.2.2.4 It is an academic offence for students to attend lectures when one has not paid for the required tuition fee as in 1.2.2.3.
- 1.2.2.5 Students should abide by the registration timelines as indicated on the University Academic Calendar relevant at the time.
- 1.2.2.6 The University considers only those duly registered as *bonafide* students of CUEA. No student hence is permitted to attend lectures if he/she is not registered {*Students who have deferred will need to register to remain active, while all students must register for at least 2 semesters (trimesters) in the year*}.
- 1.2.2.7 A student is considered registered by the University after having met the following conditions:

- i. The student has been admitted for a certificate, diploma, undergraduate or postgraduate course of studies by the University's 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. Has obtained authorisation from the Academic Registrar to continue in the chosen programme of studies and has completed the registration for lectures in compliance with all cohort and other requirements.
- 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 commencement of lectures/exams. In the event a student drops off a cohort, due to unavoidable circumstances, the student will be required to join a new cohort upon resumption of studies.
- v. Once registered, the name of the student appears in the Student Academic Management System.

1.3 Adding and/or Dropping Units

The university calls for strict adherence to the cohort system. Subsequently, students are not allowed to add and/or drop units in between the semesters/trimester and/or within the course of their studies. All students must take units as designated in the particular cohort.

1.4 Academic Advisor

- 1.4.1 The Head of Department is the main academic advisor for each student in the department.
- 1.4.2 The Department Academic Board however, can appoint one who will act as a technical person in advising students.
- 1.4.3 Students should consult the academic advisor on concerns related to their programme of studies and any other related questions.

1.5 Identification Cards

- 1.5.1 Upon registration, new students are issued with a CUEA Student Identification Card (ID).
- 1.5.2 The card is valid for the duration of the particular programme of study a student has been enrolled for, provided the student remains in good standing with the University.
- 1.5.3 In the event of withdrawal or dismissal of the student from studies, the student card must be surrendered back to the University.
- 1.5.4 Any student who loses the student ID should apply for a replacement and pay the requisite fee.
- 1.5.5 Students are required to display their IDs at all times while in the campus.

1.6 Deferment

Deferment means the official postponement of studies to a later date due to various reasons.

1.6.1 Circumstances considered for deferment

- 1.6.1.1 Ordinary Circumstances for deferment are circumstances that occur within the first two weeks of the semester. They include such causes as lack of fees and other foreseeable circumstances.
- 1.6.1.2 Extraordinary Circumstances are emergency reasons such as bereavement, deportation, sickness or any serious unforeseeable circumstances.
- 1.6.1.3 These circumstances are to be accompanied by documented evidence.
- 1.6.1.4 The maximum cumulative period a student can take as deferment is two semesters which shall be counted as part of the programme duration.

1.6.2 Procedure for Deferment

- 1.6.2.1 A request shall be written by the student to the Academic Registrar through the Head of Department. The Head of Department must recommend the request for approval and response by the Academic Registrar within three (3) working days.
- 1.6.2.2 The response of the Academic Registrar must be given in writing within three (3) working days. A copy of the same shall be kept in the file of the student and another copy sent to the Credit Control office.

- 1.6.2.3 A student who is not satisfied with the decision made may appeal to the Deputy Vice-Chancellor, Academic Affairs and Research (DVC-AA&R) within three (3) working days.
- 1.6.2.4 If the student is not satisfied with the decision of the DVC-AA&R, the matter shall be referred to the Senate for final determination.

1.6.3 Consequences of Failure to Request for Deferment

- 1.6.3.1 Failure to request for deferment when need arises and proceeding to being absent from the university by a student will be termed as abscondment.
- 1.6.3.2 A student who fails to request for deferment is required to pay a registration fee of Seven Hundred and Fifty Shillings (KShs. 750/-) for every semester spent out of the University and a fine of Three Thousand Five Hundred Shillings (KShs. 3,500/-) upon return, payable once.
- 1.6.3.3 The University may from time to time review the payable registration fee and fine. Once reviewed, the same shall be communicated to the students through a circular from the Academic Registrar.

1.7 Abscondment

1.7.1 Definition

- 1.7.1.1 Abscondment means the complete abandonment of studies without written permission of the Academic Registrar.
- 1.7.1.2 Abscondment of studies would occur by failure of a student to register for a semester/trimester; or failure to attend lectures for two successive weeks in a semester/trimester; or if a student fails to clock in the biometric system and or any

other system in place at the point of entrance into the university or at any place where such is required for two consecutive weeks in a semester/trimester.

1.7.2 Procedure for Tracking Absconders

- 1.7.2.1 Lecturers should scrutinise the list of class attendance after every class.
- 1.7.2.2 Lecturers shall also provide a list of all students that have been registered but are not attending classes. A follow-up should be initiated by the Head of Department.
- 1.7.2.3 The Academic Registrar will be required to send communication to the affected students and their respective sponsors/guardians upon completion of the investigation.
- 1.7.2.4 The student who will have absconded for more than two weeks will be required to register afresh in the following academic year in line with the cohort requirements of the particular programme of studies.

1.7.3 Resumption of Studies by Absconders

- 1.7.3.1 Absconding returnees shall be required to make a formal request to resume their studies. The Request shall be addressed to the Academic Registrar.
- 1.7.3.2 A determination shall be made as to when or if the student shall resume their studies.
- 1.7.3.3 A student who is not satisfied with the decision made may appeal to the DVC-AA&R within 3 working days upon notification of the decision.

- 1.7.3.4 If the period is outside the maximum duration of studies according to CUE Standards, the case shall be referred to the Senate for determination.
- 1.7.3.5 In instances where the period is beyond the one established by CUE Standards, a complete de-registration and discontinuation of studies shall be recommended, or the student shall be advised to apply afresh.

1.7.4 Consequences of Abscondment

- 1.7.4.1 Abscondment shall attract de-registration as a student in the 7th Week of the semester.
- 1.7.4.2 A student who abandons his/her studies is required to pay a sum of Seven Hundred and Fifty Shillings (KShs. 750/-) in lieu of registration for every semester he/she was away.
- 1.7.4.3 Additionally, the absconder shall pay a penalty fee of Five Thousand Shillings (KShs. 5,000/-) for every semester not attended.
- 1.7.4.4 Late semester class attendance registration attracts a fee of Three Thousand Five Hundred Shillings (KShs. 3,500/-), payable once. The University may review the Registration fee and penalties from time to time.
- 1.7.4.5 The changes shall be communicated by the Academic Registrar through a circular.

1.8 Withdrawal from the University

- 1.8.1 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 Faculty Dean for endorsement. The student will thereafter, present the endorsed letter to the Academic Registrar.
- 1.8.2 The Academic Registrar, upon consultation with DVC-AA&R, will in turn issue the student with a clearance form for discontinuation of studies.
- 1.8.3 A duly filled clearance form and a student ID card should be submitted to the Academic Registrar's Office.
- 1.8.4 Upon receipt, the Academic Registrar issues to the student a clearance letter.
- 1.8.5 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 following the procedure in 1.8.1-1.8.4. The Academic Registrar in turn issues an acknowledgement note to the student copied to the Chief Financial Officer.

NB: For Financial implications, refer to 2.1.2.

1.9 Academic Discontinuation

A student may be discontinued from the University on academic grounds if:

- 1.9.1 After two successive semesters/trimesters, on probation and the cumulative grade does not meet minimum standards for satisfactory progress;

- 1.9.2 At the end of any semester/trimester and the cumulative grade falls below **D Grade** with the exception of first years first trimester;

In each case, the student has a right to appeal to the appropriate Academic Board for review of such a decision.

1.10 Re-admission

1.10.1 Readmission after Deferment

- 1.10.1.1 If a student finds it necessary to resume studies after deferment, he/she must write a letter stating the intentions of resumption and present it to the Academic Registrar.
- 1.10.1.2 The Academic Registrar will issue a letter acknowledging and permitting the student to resume studies. He/she is expected to follow all cohort and academic requirements and procedures.

1.10.2 Readmission after Suspension

- 1.10.2.1 A student who is suspended must apply to the Academic Registrar for re-admission after serving the suspension period.
- 1.10.2.2 The Academic Registrar will issue a letter acknowledging and permitting the student to resume studies in accordance with the cohort in place at that particular time.
- 1.10.2.3 The student is expected to follow all academic requirements and procedures in place.

1.10.3 Readmission after Graduation

- 1.10.3.1 A student who graduates and wishes to return for another programme of study must, if in possession of the necessary qualifications for the desired programme, seek admission like other applicants (*Refer to the Student Recruitment, Selection and Admission Policy and the procedures thereof at Admissions Office*).

1.10.4 Readmission after Discontinuation on Academic Grounds

- 1.10.4.1 A student may apply for readmission after one year from the date of discontinuation.
- 1.10.4.2 Re-admission will be considered by the respective Board of admission (Undergraduate or/and Postgraduate Studies).
- 1.10.4.3 Only a student who submits a written appeal with evidence of having significantly improved his/her ability to pursue university studies qualifies for a hearing before the board.
- 1.10.4.4 A student applying for readmission after discontinuation on academic grounds must have stayed out of the University for a minimum of one calendar year from the date of discontinuation. A student can only apply for re-admission once.
- 1.10.4.5 The applicant will be required to apply for re-admission by filling a special re-admission form.
- 1.10.4.6 The form must be completed and submitted to the Registrar for submission to the appropriate Academic Board one month before the intended date of re-admission.
- 1.10.4.7 The response to the applicant will be given at least 30 days before the intended date of re-admission.

1.10.4.8 It is at the discretion of the Admission Committee to determine which semester/trimester the student will rejoin the University.

1.10.4.9 At all times, admission cycles shall take into consideration the cohort requirements for the different courses of study for which applicants will be seeking readmission.

1.11 Duration of Programmes

1.11.1 The maximum duration of studies for a student will generally be one-and-half (1.5) times the duration of the programme that he/she was admitted for. Part-time studies duration is twice (2) that for the regular full-time programme. *See the table below.*

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

- i. The policy on duration of programme also applies to students serving suspensions or those who have deferred studies.
- ii. An extension of the study period can only be granted by the DVC-AA&R upon recommendation by the faculty and approval by the Senate.

1.11.2 University Common Units

It is a requirement by the University that all undergraduate students complete a set of common core units as will be required within a given programme of study and in line with the cohort requirements.

1.11.3 Units Required for Graduation

In addition to the University General Courses, students are required to take all requisite units for the core and common units, and electives as spelt out on the course planner.

1.11.4 Programme Study Plan

1.11.4.1 Each department shall provide students with a study plan for purposes of tracking their studies.

1.11.4.2 Students are responsible for keeping track of their progress and are required to consult regularly with their Programme Leader (academic advisor).

The study plans for various programmes are prepared taking cognizance of:

- i. Regulators Requirements
- ii. Mandatory Breaks
- iii. Academic Assignment (Internships, Attachments, Placements, Community Service).

1.11.5 Units Offered per Semester

1.11.5.1 There shall be a standardised number of units offered per semester. This shall be as per the approved programme of study taking into consideration the cohort requirements for the particular programme.

- 1.11.5.2 The units on offer shall be cognizant of the faculty variations and requirements imposed by external regulators such as Council for Legal Education, Nursing Council of Kenya among other regulators.
- 1.11.5.3 No student shall be allowed to register for units that are ahead of their structured cohort progression.
- 1.11.5.4 The University Administration reserves the right to withdraw any unit when the required or stipulated quorum is not met. Provision will be made for all required courses.

1.11.6 Class Timetables

- 1.11.6.1 Class Timetables will be published one month before the start of the new semester and posted on the University notice boards and website by the University Registrar.
- 1.11.6.2 No changes to the University timetable will be made to accommodate individual student requirements.

1.11.7 Current Inactive Students

- 1.11.7.1 Students who have been inactive in excess of the maximum duration allowed for their respective programmes (following the approval of the Senate of the provision on duration) would need approval of the Senate to continue with their studies.
- 1.11.7.2 This concession shall not be applicable after 30th of August, 2023.

1.12 Lecture Attendance

- 1.12.1 It is mandatory for a student to attend lectures for their programmes of study.
- 1.12.2 A student who, without lawful cause, misses 1/6 (one sixth) of a unit's lecture hours in a semester forfeits the right to sit for examination in that unit hence distorting the cohort.
- 1.12.3 The student affected by 1.12.2 above must repeat all the units in the cohort when next offered and pay the required tuition fee.
- 1.12.4 Students must not absent themselves from scheduled lectures without sufficient reason and prior notification to the Head of Department.
- 1.12.5 Students enrolled in the University are expected to observe all regulations of the faculties concerning the curriculum, attendance of lectures, examinations, deadlines for research papers, dress code and related matters. Failure to do so will lead to disciplinary action by the Faculty Academic Board.
- 1.12.6 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 compelling reasons made known to the lecturer prior to the time of the lecture.
- 1.12.7 In the event a student is missing lectures, the lecturer will inform the Head of Department, who will seek explanation from the student concerned.
- 1.12.8 A lecturer who is unable to give a lecture at the scheduled time should make up for it.

- 1.12.9 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.
- 1.12.10 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.
- 1.12.11 A student who signs attendance for another commits an academic offence.
- 1.12.12 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.
- 1.12.13 Sick leave for a period of over two weeks can only be granted by the Academic Registrar upon recommendation by the Head of Department and authentication by Dean of the Faculty and Dean of Students, to enable a student to resume studies after recovery.

1.13 Types of End of Semester Examinations

1.13.1 Regular Examinations

This is a patterned examination that comes at the end of each semester/trimester.

1.13.2 Special Examinations

- 1.13.2.1 A special examination is an examination offered to a student who has been prevented by unavoidable and understandable circumstances (i.e. sickness or bereavement) from taking the end-of-trimester final examination.

For one to apply to sit for a special examination:

- i. They are required to make formal request to the Academic Registrar through the Head of Department.
- ii. The request should be supported by documented evidence and must be made by completing the relevant form from the Registry.
- iii. The request should be sent to the relevant department for endorsement and thereafter to the Academic Registrar for approval.
- iv. If granted, the student will take the examination when next on offer and not later than two semesters after missing the regular examination. If the request is not granted, the student will sit for the examination as a supplementary or register for the unit afresh.
- v. The Head of the department will facilitate the setting of the special examinations and will ensure that the level and the standards of the University are maintained.

1.13.3 Supplementary Examinations

- i. This is an examination offered to a student who fails a unit(s) after a regular or special examination.
- ii. The student is expected to apply for the examination through their respective departments. The Head of the department will facilitate the setting of the supplementary examinations and will ensure that the level and the standards of the University are maintained.
- iii. Formal application for supplementary examination should be made within two (2) weeks after the release of examinations by the senate.
- iv. The request should be sent to the relevant Board, and if granted the student will take the examination when next in offer.
- v. The highest possible grade to be awarded for a supplementary examination will be D for undergraduate units and a C plain for post-graduate units.
- vi. A student who fails a supplementary examination attains the grade FF, and will be allowed only one chance to retake the unit for which he/she has failed.

1.13.4 The Standards for Setting Examinations

- 1.13.4.1 The set examination shall be accompanied by or follow a rubric for examination setting.
- 1.13.4.2 Each examination question shall be accompanied with a marking scheme to justify the award of a mark.

1.13.5 Eligibility for Examination

- 1.13.5.1 Only students who are registered by the Academic Registrar for the semester as bonafide students, and for the specific unit can be cleared to sit for the exams.
- 1.13.5.2 Only the University Academic Registrar may clear students for class attendance and/or siting for examinations.
- 1.13.5.3 Any other section and/or person who purports to clear students to attend classes or examinations shall be in contravention of the provisions of this policy.
- 1.13.5.4 Students can only sit for final examinations after sitting for the CAT and completing the course work.
- 1.13.5.5 Academic departments shall ensure that students' examination marks are uploaded immediately after the FEB's approval of the grades.

1.14 Procedure for Removal or Change of Incomplete Grade ("I")

- 1.14.1 A student who has received an 'I' grade will be required to take the examination at the next available opportunity.
- 1.14.2 A student shall not be allowed to proceed to the next level of studies 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 the programme). The Department shall advise appropriately.

1.15 Examination Re-mark

- 1.15.1 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.
- 1.15.2 The Head of Department, in liaison with his/her Departmental Examination Board, will determine whether remarking is in order.
- 1.15.3 If the request for a re-mark is approved, the student is expected to pay a prescribed fee at the Finance Office/Credit Control.
- 1.15.4 An application for a re-mark should be done within two weeks from the date of release of results. The Head of the Department will communicate the results of the re-mark within two weeks.
- 1.15.5 A remark of an examination shall be done by a lecturer other than the examiner of the unit.

1.16 Supplementary Examinations and Discontinuation

- 1.16.1 A Student who fails in the main examinations is required to take supplementary examinations when next in offer. The highest mark obtained shall be a pass.
- 1.16.2 Supplementary examinations should be taken when the examination is next in offer and not later than two semesters after attaining the 'F' mark.
- 1.16.3 A student who fails the Supplementary examination of a Unit, twice (FF) must register for the Unit afresh. Such a student shall have both the first (fail) and final mark (pass) considered in the computation of the final grade.

- 1.16.4 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 retake 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. Provided that at all times, cohort requirements shall be taken into consideration.
- 1.16.5 A student who fails in all the units in any one semester will be discontinued from the programme on the recommendation of FEB.
- 1.16.6 A student whose cumulative failures from the previous semester are more than half of the units taken in two consecutive semesters will be discontinued from the programme on the recommendation of FEB.

1.19 Re-Takes

- 1.19.1 A student who fails the main examinations and fails the supplementary exams thereof may retake the unit. He/she shall register for that unit when the unit is next in offer. Retake of passed units shall not be permitted.
- 1.19.2 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.

- 1.19.3 A student applying for retake/resit 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.
- 1.19.4 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.
- 1.19.5 A student with an ‘I (Incomplete) mark should redeem it as soon as the next exam is in offer in a period of not more than two semesters. 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 in an “F”.

1.20 Grading System – Cumulative Weighted Average

1.20.1 Faculty of Theology:

Undergraduate Programmes

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

1.20.2 Civil Faculties:

<i>Undergraduates Programmes</i>		
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

1.20.3 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 Fail (one attempt at a regular or special exam and another at the supplementary exam)

1.20.4 Description of the Grades

- i. ***Summa cum laude*** - The student shows excellent understanding, personal integration of the material, and an ability to present it in a creative way.
- ii. ***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.
- iii. ***Cum Laude Probatus*** - The student has complete knowledge of the basic material of the course and can handle ordinary problems.
- iv. ***Bene Probatus*** - The student understands the issues and presents them in an organized way.
- v. ***Probatus*** - The student is capable of grasping the contents of the course and simply repeats them.
- vi. ***Non Probatus*** - The student does not grasp the basic material of the course.
- vii. ***First Class*** - Complete, concise, balanced, and in-depth answers, showing wide reading and originality of approach.
- viii. ***Upper Second*** - Well informed and critical treatment of relevant material; organized and evaluated answers with independence of judgment.
- ix. ***Lower Second*** - Well informed use of relevant material, with carefully organized presentation.
- x. ***Pass*** - Coverage of some relevant points, but information is scanty. Some sign of understanding but no real answers to questions.

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

1.20.5 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 Postgraduate 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

1.20.6 Computation of GPA, CGPA and FCGPA

- 1.20.6.1 This is a weighted average similar to CWA.
- 1.20.6.2 Grade Points are utilised rather than the raw scores.
- 1.20.6.3 The total grade point for each Unit (course) is obtained by multiplying the earned grade point by the credit hours.
- 1.20.6.4 Total Grade Points (TGP) are summed up.
- 1.20.6.5 Corresponding Total Credit Hours for the units are summed up (TCH).
- 1.20.6.6 The Grade Point Average is then obtained by dividing the TGP by the TCH.
- 1.20.6.7 The Cumulative GPA (CGPA) may be computed for each semester [may add all the TGP and TCH and divide as in 6].
- 1.20.6.8 Likewise, the Final CGPA for classification takes note of all the TGPs summed and divided by all the Credit Hours.

Note that where all the course units have the same credit hours, the GPA, CGPA and FCGPA are ordinary averages of the TGPs.

- 1.20.6.9 **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 or not the classification is used will depend on the specific programme. For instance, Nursing (in Kenya) and Medical courses are not classified, but it will be needful for the GPA to be computed/known (especially for students who may want to continue with further studies outside Kenya).
- 1.20.6.10 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.

1.20.7 Academic Awards and Distinctions

- 1.20.7.1 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 Six.
- 1.20.7.2 The Deans' List of beneficiaries shall benefit from one semester tuition waiver on ONE cohort, while the Valedictorian gets a trophy, and one Year tuition payment for Master's Studies.
- 1.20.7.3 All First Class awardees (undergraduate) are given special recognition and medal/certificate on graduation.

1.21 Semester Transcripts

- 1.21.1 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.

- 1.21.2 Students can access their results online or obtain an official copy from the Academic Registrar's office. They should carefully examine their transcripts for accuracy. Any issues that may arise should be reported immediately to the Head of Department or Academic Registrar.
- 1.21.3 To obtain additional copies of academic records (transcripts), students must apply for them from the Academic Registrar.
- 1.21.4 The official transcripts bear the University's logo, the signature of the Academic Registrar or his/her designee, and stamp of the Academic Registrar.
- 1.21.5 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.
- 1.21.6 Students should keep records of their academic result slips.

1.22 Students' Examination Scripts/Handbooks

Students' examination scripts/handbooks shall be destroyed four years after graduation.

1.23 Units Monitoring and Students' 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.

1.24 Attachment/Teaching Practice/Practicum

- 1.24.1 The Practicum period shall be regarded as a stand-alone semester and shall be in accordance with the protocol managing cohort progression.

- 1.24.2 All practical sessions must be done within 100 kilometres from the particular campus a student is registered in. In the event a student wishes to undertake the practicum outside the 100 km radius, the student will bear the additional costs.
- 1.24.3 The University Management reserves the right to make adjustments on a case-to-case basis but the same must be clearly documented and reported.

1.25 Projects

- 1.25.1 Some courses of study 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.
- 1.25.2 University supervisor(s) qualified in specific project areas will be assigned to students to provide guidance.
- 1.25.3 It is a requirement that all projects be free from plagiarism.
- 1.25.4 The supervisor(s) will submit a written report on the progress of the project to the Head of Department every three weeks.
- 1.25.5 Before binding the project report, the student must receive permission to do so in writing from the supervisor(s).
- 1.25.6 The final project report will be submitted to the Head of Department two weeks (14 days) before the last day of lectures.
- 1.25.7 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.

1.26 Postgraduate Degree Guidelines

Students are expected to refer to the Handbook on Postgraduate Degree Guidelines approved by the University Senate.

1.27 Requirements for Graduation

For conferment of a University degree or award of Certificate or Diploma, the candidate must have:

- 1.27.1 Satisfactorily fulfilled all academic requirements of the department in which he/she is enrolled.
- 1.27.2 Paid all outstanding fees owed to the University.
- 1.27.3 Completed the clearance form and submitted it to the Registry within the timelines provided.
- 1.27.4 Successfully progressed through the cohort requirements of their particular programmes of studies.
- 1.27.5 Indicated 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. The names should be the same as those that appear on the University application documents. Change of name must be supported with official documentation.
- 1.27.6 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 extra copy is stamped "COPY."

1.28 Procedure for intra-University Transfer

- 1.28.1 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.
- 1.28.2 The student must meet the admission requirements of the department to which she/he wishes to transfer.
- 1.28.3 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 may authorise the transfer if merited and communicate the decision in writing.
- 1.28.4 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 $\frac{1}{6}$ (one sixth) of the credit hours in a particular department.
- 1.28.5 If there are unavoidable circumstances that make the transfer imperative, the student will start the other programme from the beginning.
- 1.28.6 No student is allowed to register in two departments at the same time.
- 1.28.7 A student permitted to transfer from one programme to another will be issued with a new registration number.

1.29 Transfers across Campuses

- 1.29.1 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 Co-ordinator.
- 1.29.2 The student should make a formal request in writing and be approved or rejected by the Head of Department or Coordinator.
- 1.29.3 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.
- 1.29.4 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.
- 1.29.5 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.

1.30 Transfers from another University

- 1.30.1 CUEA allows the admission of students transferring from other universities. Not more than half of the academic credits of the programme are accepted for credit transfer.
- 1.30.2 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.

1.30.3 The lowest grade in a unit acceptable for credit transfer is a “C.”

1.31 Laboratory Regulations

Students should carefully read and abide by the respective laboratory rules, see Appendix Three.

SECTION TWO

ACADEMIC FINANCIAL POLICIES

2.1 Academic Financial Policies

2.1.1 Tuition Payment Schedule

- 2.1.1.1 The University operates a *zero-fee-balance-policy*. This means that only students who have cleared their fees are allowed to sit for examinations and proceed to the next semester/trimester.
- 2.1.1.2 Students with fee balances will not be allowed to register for their course units in the following trimester.
- 2.1.1.3 New students should pay 50% of the fees on admission and 25% after the first month, and the final instalment of 25% after the 2nd month.
- 2.1.1.4 The University operates a semester/trimester system **(August/September-December; January-April; and May-July/August)**.
- 2.1.1.5 The tuition fee is dependent on cohort billing.
- 2.1.1.6 Student invoices are generated upon registration for course units selected in the Student Academic Management System (SAMS). A Student invoice shall be automatically generated upon selection of a cohort.
- 2.1.1.6.1 In the event of a retake, an invoice shall be generated upon selection of the unit to be retaken.

2.1.2 Tuition Refund on Withdrawal from Courses

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

Part of Semester	Percentage Remitted
First week	80%
Second week	60%
Third week	40%
Fourth week	20%
After the fourth week	None

- 2.1.2.2 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.
- 2.1.2.3 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 authorisation 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:

2.1.3.1 **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: NO cash should be deposited in the collection accounts.
Bankers cheques and the bank transfer slips should be
presented to the accounts office for issuance of an official
receipt.

2.1.3.2 **Foreign Transfers:**
SWIFT: CITIKENA Routing # 021553089

PLEASE ask your bank to credit the account of CITI
BANK NEW YORK and advise 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)

2.1.3.3 Payments can also be made through MPESA:
Mpesa Paybill No. **100205**

2.1.3.4 Cash payment is not accepted.

2.1.3.5 Cheques other than banker's cheques (i.e. personal, company,
SACCO, bursary and CDF) shall only be deemed as payment
after they have cleared at the bank.

2.1.4 Other Sections which have Financial Implications

- 2.1.4.1 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 in accordance with the cohort in place at that particular time.
- 2.1.4.1.1 In cases where a student is suspended in the course of the semester, the fee paid will be forfeited.
- 2.1.4.2 Extension of the study period can only be granted by the Deputy Vice Chancellor Academic Affairs and Research upon recommendation by the faculty and approval by the Senate with financial implications (administrative fees) as indicated below:
 - i. 1st semester extension – KShs. 6,750.00/-
 - ii. 2nd semester extension – KShs. 8,750.00/-
 - iii. 3rd semester extension – KShs. 14,750.00/-
- 2.1.4.3 Formal application for supplementary examination should be made within two (2) weeks after the release of examinations by the senate. The request should be sent to the relevant Board and if granted, the student will take the examination when next on offer upon payment of KShs. 2,500/- per paper (for undergraduate studies) and KShs. 3,500/- per paper (for post-graduate studies) as required fees to sit a supplementary exam.
- 2.1.4.4 Grades obtained in other universities will not be considered in the calibration of the student's average grade for graduation. Only marks obtained at CUEA will be used.

- 2.1.4.5 Students from other universities can however qualify for an exemption for the grades obtained while in their former Universities upon payment of the required fees of (KShs. 2,000/- for undergraduate studies and KShs. 4,000/- for post-graduate studies per paper).
- 2.1.4.6 In the event a GSS student exceeds the semesters allotted for their studies, they will be required to pay for the extra semester at the rate for SSS.

2.1.5 Financial Assistance and Scholarships

- 2.1.5.1 Financial Assistance consists of partial tuition scholarships, grants, and employment opportunities in the University's work/study programme.
- 2.1.5.2 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.
- 2.1.5.3 All awards are given to full-time students for a period of one year.
- 2.1.5.4 The renewal of the awards, dependent on satisfactory work, is at the discretion of the University's Scholarship Committee.
- 2.1.5.5 Applications for financial awards are made to the Financial Aid Section in the Dean of Students' office unless otherwise indicated.
- 2.1.5.6 All credentials for such awards should be submitted not later than 28th of February unless otherwise stated.
- 2.1.5.7 The University work/study programme provides employment opportunities for students in need of financial assistance.

2.1.5.7.1 Students under this programme will be required to work for approximately 10 hours per week.

2.1.5.7.2 Payments are made monthly basing on the work done.

2.1.6 Second Family Member Discount

2.1.6.1 This is a waiver on tuition fees that applies where the students are members of the same family and are in full time study.

2.1.6.2 Two siblings or a parent and a child all on full time study will benefit.

2.1.6.3 The student first admitted will be awarded 15% of the tuition fee for each semester.

2.1.6.4 The students are supposed to fill an application form obtained from the Finance Office and attach the required documentation, i.e., the provision of a valid birth certificate.

2.1.7 Employee Tuition Waiver

2.1.7.1 This is a waiver for dependants of a staff member taking courses in CUEA.

2.1.7.2 The dependant may be a spouse or a child.

2.1.7.3 The waiver is partial and only applies to tuition fees. All other charges and fees will be paid in full.

SECTION THREE

ACADEMIC DISCIPLINE/OFFENCES

3.1 Preamble

The Catholic University of Eastern Africa in keeping with its core values: 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 Sits for an examination without both academic and financial clearance;
- 3.1.2 Cheats in an examination, that is to say, copies answers, uses unauthorized material, or intentionally shares answers with another during Continuous Assessment Tests or other examinations;
- 3.1.3 Is found with any unauthorized materials, gadgets or equipment in the examination room (an examination room for this purpose is inclusive of the venue for online and/O-DEL examinations);
- 3.1.4 Is found with writings on materials, gadgets or equipment or on any part of the body;
- 3.1.5 Conceals or destroys or attempts to conceal or destroy any incriminating evidence or any unauthorized materials, gadgets or equipment after being caught with it during an examination;

- 3.1.6 Refuses/resists to cooperate with and/or obey the instructions of the invigilators and/or any other authorised University officials during the examination;
- 3.1.7 Procures another person to write or do any examination, coursework, dissertation, or any other assigned academic work for him/her;
- 3.1.8 Plagiarises material for research papers or any assignments;
- 3.1.9 Copies answer for assignments;
- 3.1.10 Assists others to commit or attempt to commit an academic offence or assists those who have committed such offences to escape detection and punishment;
- 3.1.11 Fails to sit for an examination for which he/she has been registered without good reason or without approval of the DVC AA&R through the Academic Registrar;
- 3.1.12 Steals laboratory (both computer and natural science laboratories) and/or library materials/equipment, removes materials from the library without authorisation, or wilfully damages material/equipment;
- 3.1.13 Gaining unauthorised access to and alterations of marks and forging or attempting to forge transcripts and any other form of unauthorised alteration of transcripts or marks;
- 3.1.14 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;
- 3.1.15 Allows another student to use his/her student Identification Card to take an examination;
- 3.1.16 Fails to wear their Student Identity Card in the examination room;

- 3.1.17 Uses another student's Identity Card to take an examination;
- 3.1.18 Attempts to induce any university staff to leak examinations;
- 3.1.19 Without good cause repeatedly fails to attend lectures, tutorials, seminars, practical or any other scheduled courses of instruction;
- 3.1.20 Enters an examination room with unauthorised communication or electronic memory device. Students on the ODEL mode of studies/ those taking online examinations will be guided on which gadgets are authorised for use in an examination;
- 3.1.21 Disregards and contravenes the University Dress Code.
- 3.1.22 Fails to comply with any other regulation 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;
- 3.1.23 Fails to adhere to the examination rules approved by the University Senate.

3.2 Penalties

- 3.2.1 The penalties available for any academic misconduct are either:
 - a. Expulsion from the University;
 - b. Suspension for a specified period of time;
 - c. Written/Oral Reprimand;
 - d. Nullification of examination results;
 - e. 10 hours recommended psycho-spiritual counselling sessions.

- 3.2.2 In addition to these penalties, the University may, upon the approval of the Senate, rescind any degree, diploma, certificate or any honours 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 an expulsion.
- 3.2.3 Any student who is found guilty of the offences specified in paragraph 3.1.12 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 Faculty Disciplinary Committee or the Library Disciplinary Committee deems appropriate and upon approval by the Senate.
- 3.2.3.1 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 may deem appropriate.
- 3.2.3.2 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 Faculty Disciplinary Committee

- a. Dean of Faculty - Chair
- b. Head of the relevant Departments
- c. One staff member appointed by Dean
- d. Academic Registrar or Representative of the Academic Registrar

- e. Director Examination or Representative - Secretary
- f. Dean of Students
- g. CUEASO Representative

3.3.2 Disciplinary Committee for Library Offences

- a. Dean of Faculty concerned - Chair
- b. University Librarian or representative - Secretary
- c. Deputy University Librarian
- d. Head of Department Concerned
- e. CUESO Representative

3.4 Procedures

3.4.1 Offence Involving an Examination Irregularity

- 3.4.1.1 In the case of an examination irregularity.
- 3.4.1.2 The chief invigilator and other invigilators will certify the irregularity.
- 3.4.1.3 The chief invigilator, other invigilators and the student concerned shall sign the Examination Incident Form.
- 3.4.1.4 The Chief Invigilator will then report to the Head of Department attaching to the report the Incident Form and any exhibits.

NB: The Disciplinary process will proceed whether or not the Student signs the Examination Incident Form.

3.4.1.5 The HOD will, within three days or such time as is reasonable, report the irregularity to the Faculty Disciplinary Committee to hear and determine the case. The HOD will also inform the Director of Examinations and the Academic Registrar of the case.

3.4.1.6 The Dean of the Faculty shall inform the student through a letter served personally and/or by a confirmed address of the student whether electronic or physical:

- a. that a case of an irregularity against him/her has been filed;
- b. that it shall be heard on a specified day, time and place;
- c. that he/she shall, within fourteen (14) days of the occurrence of service of the letter/notice, be required to attend the proceedings;
- d. he/she will be given an opportunity to defend him/herself personally;
- e. he/she shall be allowed to call in witnesses if they so wish;
- f. should the student fail to appear before the Disciplinary Committee after being given sufficient notice and without good cause, then the case can be decided in his/her absence;
- g. The Committee, based on the evidence before it, shall make its findings and recommendations.

- 3.4.1.7
 - a. The recommendation of the Disciplinary Committee together with the minutes of the meeting, as duly signed by both parties, shall be forwarded to the Academic Registrar.
 - b. The decision of the Faculty Disciplinary Committee shall be communicated by the Dean to the student within 7 days of making the decision.
 - c. Should the student be dissatisfied with the decision, they shall be allowed seven days to appeal to the DVC-AA&R.
- 3.4.1.8 In case no appeal is lodged against the recommendation, the Faculty Dean will present the recommendation of the Faculty Committee to the Senate for noting and decision making.
- 3.4.1.9 The Academic Registrar shall within fourteen days of the Senate decision write to the student informing the student of the decision.

3.4.2 Other Academic Offences

- 3.4.2.1 When an academic offence other than an irregularity in examinations, tests, or assignments is alleged to have been committed, the lecturer, librarian or other concerned staff member shall write to the Faculty Dean, with copies to the Academic Registrar, Dean of Students and Examination Officer.
- 3.4.2.2 The communication should contain such documentation, including the incident form where applicable, as may be available to support the allegation that an offence has been committed.
- 3.4.2.3 The Procedure as in 3.4.1.3 - 3.4.1.6 above shall apply.

- 3.4.2.4 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.

In all disciplinary proceedings, the student shall be allowed to attend in person.

- 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 until such a time when the disciplinary process will be complete and the student cleared.

3.5 Appeals

- 3.5.1 A student who is dissatisfied with the recommendation of the Faculty Disciplinary Committee may appeal to the DVC-AA&R, within 7 working days of being informed of the decision.
- 3.5.2 The DVC-AA&R shall set up a Disciplinary Committee to review the case and the recommendations. The decision of this DVC appointed Committee shall be submitted to the Senate for decision making by the DVC-AA&R.
- 3.5.3 The Senate's decision is final and binding in respect to recommendations from the Faculty Disciplinary Committee which were not appealed against.
- 3.5.4 At its own discretion, the Senate may decide to call the student for any clarification purposes.

- 3.5.5 In the event a student who appealed against the recommendation of the Faculty Disciplinary Committee to the DVC-AA&R, is still aggrieved, the student may Appeal to the University Council through the Vice Chancellor within seven (7) days of receipt of such decision.
- 3.5.6 The Appeal to the Council shall proceed only by way of documentation and written submissions to the University Council.
- 3.5.7 The decision of the Council shall be communicated to the student within seven (7) days of its making.
- 3.5.8 The decision of the Council shall be final.

SECTION FOUR

POLICY ON NON-ACADEMIC DISCIPLINE

4.1 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.

4.2 Students' Public Conduct

- 4.2.1 Students are to conduct themselves responsibly and refrain from any conduct that disrupts order and peace in the University.
- 4.2.2 Any student convicted of a crime in accordance with the laws of the Republic of Kenya shall be subject to the full consequences of the law.
- 4.2.3 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.
- 4.2.4 Students are not to take out any furniture or equipment from rooms/buildings without written permission from the relevant authorities.
- 4.2.5 Smoking is not allowed within the University premises - lecture halls, corridors, toilets, cafeteria, library, etc.

- 4.2.6 Mobile phones should remain turned off during lectures, workshops, in the library and in the examination rooms (ODEL students and those doing online examinations shall be advised on this).

4.3 Dress Code

- 4.3.1 While on campus, students should wear acceptable and decent attire as per the dress code guidelines.
- 4.3.2 Disciplinary action will be taken if contravention and/or indecency is noticed.
- 4.3.3 All students shall *refrain* from the following:

Short skirts, see-through clothes, low neckline tops, tight fitting clothing, tight fitting trousers and low riding-trousers; Peddle pushers, clothing that shows inner wear, sagging clothes, jewellery on eyebrows/lids, belly, lips, nose and tongue. Having unkempt hairdos and dreadlocks; Wearing hats in classrooms, offices and at official functions; Exposed tattoos; Obscene or abusive language and/or signs on T-shirts or any other clothing, etc.

4.4 Offences

The following are considered non-academic offences:

4.4.1 Very Serious offences

These are serious offences and shall lead to the student's expulsion from the university. These include the following:

- 4.4.1.1 Assaulting any member of the University community.

- 4.4.1.2 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.
- 4.4.1.3 Organising, inciting or participating in boycotts, demonstrations, riots and strikes or any form of mass indiscipline.
- 4.4.1.4 Trafficking, possession and any form of consumption of illicit drugs.
- 4.4.1.5 Forgery or misuse of any University document identification.
- 4.4.1.6 Theft or damage to University property and to other members of the University community.
- 4.4.1.7 Sexual offences, rape, attempted rape or indecent assault is a serious offence which can lead to suspension or expulsion.
- 4.4.1.8 Sexual harassment, including but not limited to the following:
 - a. sexual jokes, innuendos, noises, lewd suggestions, foul language, obscene gestures;
 - b. pressuring for sexual activity or favours;
 - c. homosexual (gay/lesbianism) activities of any kind;
 - d. explicit sexual suggestions in return for rewards;
 - e. displaying pornographic and sexually suggestive pictures/materials or objects;
 - f. unwanted physical contact of any sort which is sexual in nature, including but not limited to undertaking sexual acts on campus, touching of sensitive body parts, kissing in public, pinching or cornering.

4.4.2 Serious Offences

These are offences that may lead to suspension from the University. They include the following:

- 4.4.2.1 Verbal abuse, threats, intimidation, or harassment of any person on campus;
- 4.4.2.2 Knowingly inviting or entertaining a student in the University who has been barred from the University premises;
- 4.4.2.3 Getting drunk either within or outside the campus by voluntary consumption of alcohol and intoxicating drugs;
- 4.4.2.4 Possession of dangerous weapons that may be a threat to peace.

4.4.3 Other Offenses

These are offences the gravity of which will be determined by the Non-Academic Disciplinary Committee. They include:

- 4.4.3.1 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;
- 4.4.3.2 Uttering words or behaving in a manner that may damage the good name and image of the University;
- 4.4.3.3 All forms of immoral conduct;
- 4.4.3.4 Circulating unauthorised publications or placing unacceptable material within the university premises or removing valid or official notices without permission;
- 4.4.3.5 Disrespect to ecclesiastical symbols (e.g. the Cross) or national symbols (e.g. the flag);

- 4.4.3.6 Wilfully losing or damaging sports equipment;
- 4.4.3.7 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.
- 4.4.3.8 Any conduct deemed contrary to the spirit of CUEA's Catholic Identity;
- 4.4.3.9 Violation of library regulations;
- 4.4.3.10 Mismanagement of funds of the students' organisation in contravention of relevant provisions of the CUEASO Constitution.

4.5 Procedure

- 4.5.1 Non-academic offences are reported and handled by the Disciplinary Committee for non-academic offences.
- 4.5.2 Composition of Disciplinary Committee for Non-academic Offences:
 - a. Faculty Dean (where the student is enrolled) - Chairperson;
 - b. Dean of Students;
 - c. Head of Department/section where the offense
 - d. Occurred;
 - e. Faculty Dean (where the student is enrolled);
 - f. CUEASO Representative;
 - g. Representative from Civil Law;
 - h. Representative from Canon Law;

- i. Academic Registrar or representative of Academic Registrar - Secretary.

4.5.3 Composition of Disciplinary Committee for Library Offences:

- a. Dean of Faculty concerned - Chairperson;
- b. University Librarian - Secretary;
- c. Deputy University Librarian;
- d. CUEASO Representative;
- e. Head of Department concerned;
- f. Dean of Students;
- g. Academic Registrar or representative of academic Registrar;

4.5.4 Non-academic offences are reported to the Faculty Dean.

4.5.5 The Faculty Dean will convene the Disciplinary Committee.

4.5.6 The Dean of the Faculty shall inform the student through a letter served personally and/or by a confirmed address of the student whether electronic or physical stating that:

- a. a case of a non-academic offence against him/her has been filed;
- b. it shall be heard on a specified day, time and place;
- c. he/she shall, within fourteen (14) days of the occurrence of service of the letter/notice, be required to attend the proceedings;
- d. he/she will be given an opportunity to defend him/herself personally.

- e. he/she shall be allowed to call in witnesses if they so wish.
 - f. should the student fail to appear before the Disciplinary Committee after being given sufficient notice and without good cause, then the case can be decided in his/her absence.
 - g. the committee, based on the evidence before it, shall make its findings and recommendations.
- 4.5.7 In all disciplinary proceedings, the student shall represent him/herself.
- 4.5.8
- a. The recommendation of the Non-Academic Disciplinary Committee together with the minutes of the meeting shall be forwarded to the Academic Registrar.
 - b. The decision of the Non-Disciplinary Committee shall be communicated by the Dean or the Dean's Office to the student within 7 days of making the decision. The Student shall have seven days to appeal to the DVC AA&R-appointed team against the recommendations of the Non-Disciplinary Committee.
 - c. In case no appeal is lodged against the recommendation, the Faculty Dean will present the recommendation of the Non-Academic Disciplinary Committee to the Senate for noting and decision-making.
 - d. The Academic Registrar shall within fourteen days of the Senate decision write to the student informing the student of the decision.

- 4.5.9 A student who is dissatisfied with the decision of the Non-Academic Disciplinary Committee may appeal to the DVC-AA&R, within 7 days of being informed of the decision of the Non-Academic Disciplinary Committee by the Dean, who shall set up an Appellate Disciplinary Committee to review the case.
- 4.5.10 The decision of this Committee shall be submitted to the Senate for noting and decision making by DVC Academics.
- 4.5.11 The Senate's decision is final and binding in respect to recommendations from the Non-Academic Disciplinary Committee which were not appealed against
- 4.5.12 In the event a student, who appealed against the recommendation of the Faculty Disciplinary Committee to the DVC-AA&R is still aggrieved, the student shall appeal to the University Council, within seven days of receipt of the Senate's decision. The Appeal to the Council shall proceed only by way of documentation and written submissions.

4.6 Penalties

- 4.6.1 The following are possible actions that may be taken against a student who is found guilty of misconduct:
 - a. A verbal or written warning or reprimand issued by the Disciplinary Committee;
 - b. Compensation for damages or payment of a fine proportionate to the nature and gravity of the offence;
 - c. Written apology from the student;

- d. Suspension from the University for a Specified Period and simultaneous notification of the sponsor by the Academic Registrar;
- e. Expulsion from the University by the Senate;
- f. Dropping of charge(s) in case the evidence presented is not sufficient;
- g. Repeated minor offences shall be treated as major offences;
- h. The gravity of the offence unless specified within these guidelines will be determined by the non-Academic Disciplinary Committee.

SECTION FIVE

LIBRARY REGULATIONS

5.1 General Regulations

- 5.5.1 The library is open to all staff, registered students of CUEA, constituent colleges, affiliated institutions, CUEA Alumni and other individuals who are duly authorised to use the library on production of a valid CUEA Identity Card.
- 5.5.2 CUEA students, staff and other authorised 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.
- 5.5.3 The library is open on Monday through Saturday but it is closed on Sundays, public holidays and designated 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.
- 5.5.4 No overcoats, umbrellas, bags, bulky jackets and headgear are allowed in the library. Should one 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.
- 5.5.5 Any item deposited in the cloakroom should not be left there overnight. The items should be collected when one leaves the library.

- 5.5.6 Students are advised not to leave valuables in the Locker Rooms or unattended inside the library (e.g. money, laptops, mobile phones, ATM cards, etc.). The university is not liable for the loss of materials left in the Locker Room. Every library patron is subject to inspection at the main library entrance when leaving the facility.
- 5.5.7 Smoking, eating, chewing gum, answering mobile phone calls and drinking in the library are prohibited.
- 5.5.8 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.
- 5.5.9 Absolute silence is to be observed in the library. Mobile phones must remain silent. iPads or phone radios are not to be used in the library.
- 5.5.10 Littering the library with waste paper, sweet wrappings, gum, etc. is prohibited.
- 5.5.11 Library computers are strictly for research purposes.
- 5.5.12 All library patrons are requested to leave reading materials on the reading table. No user is permitted to re-shelf any reading material.
- 5.5.13 Voluminous library items must always be used on flat desks/tables.
- 5.5.14 Taking library materials to the following areas is prohibited: washrooms, balconies, water fountains, non-library offices/rooms.

- 5.5.15 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.
- 5.5.16 Writing on, underlining or marking drawings on library materials, tearing pages from books or damaging reading materials in any way is prohibited.
- 5.5.17 Drawing and writing on library tables, surfaces, windows, walls, doors or any other library property is prohibited.
- 5.5.18 The Africana/Special Collection is open to all users. The materials in this section are restricted and can only be used within the section.
- 5.5.19 All new CUEA students are required to undergo a library orientation programme before using the facility.
- 5.5.20 Any library patron whose conduct contravenes any of the library rules and regulations will be penalised 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. Undergraduate students may borrow up to two books for 14 days.

- b. Undergraduate School Focused students may borrow up to two books for 30 days.
 - c. Constituent Colleges can borrow a maximum of 20 books for 2 weeks.
 - d. Affiliate Institutions can borrow a maximum of 10 books for 2 weeks.
 - e. Consortium Institutions can borrow a maximum of 5 books for 2 weeks.
 - f. Administration staff can borrow a maximum of 2 books for 2 weeks.
 - g. 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 access to the library or to borrow library materials is prohibited.
- 5.2.5 Borrowed materials may be 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 patrons 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 student will be cleared on leaving CUEA unless he/she has also been cleared by the University Library.

5.3.6 Interlibrary Loan Requests

- 5.3.6.1 Any eligible CUEA library patron can borrow library materials through interlibrary loan requests. The user should fill in the 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.
- 5.3.6.2 The CUEA Library loan office does not accept responsibility for any reading materials a borrower borrows from another library unless it endorses the request.
- 5.3.6.3 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.

5.4 Use of Electronic Databases

- 5.4.1 The library subscribes to online information resources which are to be used through usernames and passwords. Library patrons are advised to consult the University Website, the Research and Reference Librarian for purposes of accessing the e-resources.
- 5.4.2 Library patrons are prohibited from giving out passwords to people who are not CUEA students or staff.

5.5 Use of Library ICT Systems

- 5.5.1 The library computers are for accessing information for research purposes only. The library computers may not be used for political or business purposes.
- 5.5.2 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.
- 5.5.3 Attempts to degrade, disrupt or vandalise 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.
- 5.5.4 All persons using the library computers are responsible for backing up their own data and protecting their own information.
- 5.5.5 Disabling computers by disconnecting cables, removing hardware, installing software or locking workstations will be considered vandalism and treated as such.

- 5.5.6 The library management reserves the right to require all prospective clients to attend an orientation session as a prerequisite 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.
- 5.5.7 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.
- 5.5.8 All computers in the library have an updated antivirus, therefore students can freely use their removable storage media.
- 5.5.9 All problems or needs of assistance should be reported to the library member of staff on duty.
- 5.5.10 Printing services will be provided for by the university library at an additional cost.
- 5.5.11 Do not leave your personal computer unattended. If you do, others are free to use the computer space.
- 5.5.12 Don't leave your belongings unattended at a computer station.
- 5.5.13 Unauthorised persons/users are not allowed to access Internet facilities within the library network.
- 5.5.14 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.
- 5.5.15 The Internet services are not for political or commercial purposes.

- 5.5.16 Internet services shall be monitored at all times by the ICT Department for efficiency and optimal usage by all the users.
- 5.5.17 Clients are prohibited from downloading files/programmes such as streaming radio, DVD or video clips and playing games and music from any Internet site.
- 5.5.18 When accessing Internet-based information services you should adhere to intellectual property laws, and security restrictions.
- 5.5.19 The library shall provide all authorised users with a 4 digit personal identification number (PIN code) for accessing library systems.
- 5.5.20 Library patrons are expected to change this code to one that is easier for you to remember immediately.
- 5.5.21 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.

5.6.22 If users 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 a stipulated length of time.

5.7 Proper Etiquette in the Use of the Library

For efficient and effective library and information services, it is important for library patrons to practise positive library etiquette and proper use of the library system. The use of the 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 penalised as indicated in the following table. These penalties will be implemented by the University library.

	OFFENCES	PENALTIES
	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.
	Unauthorised discussions, noise making and making/receiving calls.	The person will be sent 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 loss of reading materials.	The person will be asked to replace the information material and pay an administrative fee of KShs. 1,000/-.
	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 KShs. 1,000/- will be debited to the library patron account.
	Entry into the library with bulky jackets, umbrellas, bicycles, pets, liquids, food stuffs and any other inappropriate 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 KShs. 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 KShs. 1,000/- 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 one's 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. 1,000/- will be applied.

	Attempted or unauthorised access to CUEA library computers e.g. 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. 1,000/- will be applied.
	Using the CUEA Library network for downloading, circulation, storage, or transmission in any form or medium of copyrighted material for which you do not have the author's express permission or breach of copyright law.	Warning message will be sent to the student/staff with supporting document and a penalty of KShs. 1000/- is billed 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. 1,000/= 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 Organisation, “CUEASO”, exists to promote the welfare of students, their development and enhancement of their social and academic life and the establishment of co-operation with students’ organisations of other universities.
- 6.1.2 The student organisation 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’ organisation 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:
 - i. Chairperson
 - ii. Vice Chairperson
 - iii. Secretary General
 - iv. Deputy Secretary
 - v. Treasurer

- vi. Publicity Secretary
- vii. International Students Representative (non- Kenyan)
- viii. There are chairpersons for the following committees:
- ix. Academic Affairs Committee
- x. Sports
- xi. Spiritual Welfare
- xii. Social Welfare
- xiii. Research and Publications Committee
- xiv. Clubs/Associations
- xv. Finance Committee

6.2 Committees

All these Committees are formed by the Students Organisation through the Student Governing Convention.

6.2.1 Academic Affairs Committee

- 6.2.1.1 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.
- 6.2.1.2 The members elect a Chairperson, Secretary, their deputies and representatives to the Faculty Academic Boards and to the Library Committee which consists of one representative from each faculty.

6.2.2 Sports Committee

- 6.2.2.1 This Committee, in consultation with the Sports Tutor, organises and coordinates all student sports activities.
- 6.2.2.2 Its members are the captains of the various sports teams.
- 6.2.2.3 The Chairperson of the Committee is elected by the Sports team captains.

6.2.3 Spiritual Welfare Committee

- 6.2.3.1 In liaison with the office of the Chaplain, this committee promotes students' spiritual growth.
- 6.2.3.2 Its members consist of the leaders of various spiritual groups (see section 7.1.8).
- 6.2.3.3 The Chaplain in consultation with UPC shall select the members of the Committee.

6.2.4 Social Welfare Committee

- 6.2.4.1 This committee exists to coordinate students' welfare on campus. It deals with the cafeteria, medical care, transport, hospitality and student work-study programme and entertainment.
- 6.2.4.2 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

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

6.2.6 Clubs/Associations Committee

- 6.2.6.1 This committee coordinates and promotes the activities of clubs/associations among the students' body.
- 6.2.6.2 Its members consist of the leaders of the various clubs and associations.

6.2.7 Finance Committee

- 6.2.7.1 All Clubs, Movements and Associations shall finance their own activities. However, they may request financial help from the Student Organization's Finance Committee.
- 6.2.7.2 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 proven to have the minimum number of members who are active before officially being registered.
- 6.3.2 Students proposing to form a club or an 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 organisation'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 against the decision.
- 6.3.5 The following regulations govern the existence of clubs/associations:
 - 6.3.5.1 All student clubs/associations must be registered with the Office of the Dean of Students.
 - 6.3.5.2 Each club/association is expected to keep an up-to-date constitution, a correspondence file, and a register of members, and hold elections as per the constitution.

- 6.3.5.3 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.
- 6.3.5.4 A club/association should not have less than fifteen members.
- 6.3.5.5 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.
- 6.3.5.6 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.
- 6.3.5.7 All registered clubs/associations and movements are required to submit their financial statements before the end of each semester to the Finance Committee.
- 6.3.5.8 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.
- 6.3.5.9 Besides CUEASO's financial support, all registered clubs, associations and movements shall finance their own activities.

- 6.3.5.10 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.
- 6.3.5.11 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 organise at least one community outreach activity per year.
- 6.3.5.12 Activities in the University calendar shall take precedence over all activities of organisations, clubs, associations and movements.
- 6.3.5.13 Club Certificates of active membership and participation in club activities will be issued at the end of one's study in the University.
- 6.3.5.14 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 organised 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 policies 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 live 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 Thursday from 10:30 am to Noon. One can also request a Priest within CUEA premises for such a service at any time whenever need arises.
- 7.1.3 The Eucharist Celebrations:
 - i. The Eucharist is celebrated in the Holy Trinity Chapel on:

Monday to Friday (except Thursday) at 0700 hrs, Noon and 1700 hrs; On Saturday at 0700 hrs; On Sundays at 0730 hrs and 0900 hrs;
 - ii. At St. Bakhita and St. Claire Hostels the morning mass is at 0645 hrs.
 - iii. There is no Eucharistic celebration at these hostels on Sundays.

- iv. On Thursday 1200 noon to 0100 hrs there is a compulsory CUEA Community Mass for all. All classes and all other functions shall be suspended. Faculties, Departments and different Countries will animate the Mass on a rotational basis.
- v. Adoration of the Blessed Sacrament shall be on the First Friday of the month and other selected days within the month.
- vi. Other seasonal spiritual activities and exercises shall be organised for both the Students and Staff.
- vii. 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.
- viii. There is an adoration of the Blessed Eucharist at the Holy Trinity Chapel every Wednesday from 0300 hrs - 0400 hrs.

7.1.4 Regular retreats/recollections are conducted in the course of the academic year.

7.1.5 Adult Faith Formation Sessions (Catechism) are conducted in the Jubilee Hall Room 14 on the following days:

Wednesday 5.00 pm – 6.00 pm Thursday 5.00 pm – 6.00 pm
Saturday 9.00 am – 10.00 am

Note: Those interested in marriage instructions and those duly constituted for Sacred Matrimony shall visit the Chaplain's office at least six months before their expected date of Marriage.

- 7.1.6 The Chaplain avails himself always for Spiritual Guidance/Direction or personal meetings and talks. He seeks to instil a spirit of love, reconciliation and cooperation within the CUEA Community. He shall be the focus in the sharing of Catholic Identity within the institution.
- 7.1.7 The faculty/departmental chaplains shall assist the students with the on-going formation on Catholic Identity.
- 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:
- i. The Focolare Movement develops a spirituality of love, unity, and social justice as a way to holiness.
 - ii. I.M.C.S. (International Movement of Catholic Students) is an evangelisation movement that aims at giving witness and working for the poor and marginalised under the banner of “Option for the Poor.”
 - iii. CUEA Choir is a committed group of students who contribute greatly to liturgical celebrations by promoting sacred music. Members of Staff are also involved in the Choir.
 - iv. Other Spiritual Movements shall have to be formally registered before operationalisation.
 - v. Charismatic Prayer Group is composed of students interested in deepening their life in the Spirit through prayer and sharing the Word of God.
 - vi. YCS - Young Christian Students Organisation unites students in diversity.

- vii. CUCF - Catholic University Christian Fellowship gathers Christian students for praise and worship that fosters their spiritual growth.
 - viii. Faculty of Theology Students Forum (FTSF).
 - ix. Other groups are encouraged to operate if there are specific objectives that meet the needs of students.
- 7.1.9 The Chaplaincy organises 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 counselling service for students individually and in groups "for personal, developmental and interpersonal issues".
- 7.2.2 This service seeks to offer help with regard to:
- a. Academic Counselling on subject combinations; good study habits; examination anxiety; stress reduction; frustrations experienced upon joining the university, etc.
 - b. Career information; career choice; opportunity awareness, further studies; scholarships; internship, self-assessment, career exploration, job search strategy, interviewing and negotiation skills;
 - c. Psychological support in social, physical, intellectual, emotional, personal, integral development and moral challenges;

- d. 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.
- e. The counselling unit also trains peer counsellors 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.

7.4 Ethical Formation

This shall focus on the ongoing formation on ethical reasoning. Students shall be assisted to be aware and adhere to the ethical codes of conduct.

SECTION EIGHT

STUDENT FACILITIES

8.1 Telephone Services

Students are 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 from other campuses CUEASO office 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 Organisation

8.2.1 Membership

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

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 buildings are accessible to this group and where possible, the existing facilities. There is a suggestion box outside CUEASO office where students' compliments, suggestions and complaints are posted.

8.3 Health Service

8.3.1 Infirmary

- 8.3.1.1 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.
- 8.3.1.2 It is adjacent to Gate A. Consultation hours (indicated on the door) usually coincide with lecture hours from Monday to Friday.
- 8.3.1.3 In case of emergencies, the first port of call is the CUEA Infirmary.

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 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.
- 8.3.2.3 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 their full costs 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 of the student.
- 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 recommended 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 the death of students is as follows:

- 8.3.4.1 All students admitted to CUEA should have a written statement specifying the action(s) to be taken by the University in case of death.
- 8.3.4.2 However, there is no legal obligation on CUEA concerning deceased students.
- 8.3.4.3 CUEA may facilitate arrangements for students to solicit donations to meet the funeral expenses of a colleague.
- 8.3.4.4 The affected family shall handle all affairs of the deceased student. The University shall not be obliged to offer any assistance.

See the Insurance Policy on death (see Appendix Five).

8.4 Security

8.4.1 Emergency/Safety

- 8.4.1.1 The University recognises 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 cooperation is required.
- 8.4.1.2 Each student therefore is responsible for undertaking only those duties and sports activities that he/she is in full control of, and to 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 glass/windows/ dangerous open sockets and other tools) to the administration for appropriate action.

8.4.2 Handling Emergencies

- 8.4.2.1 In case of an emergency on campus, students should use the nearest telephone extension to contact the Telephone Operator or campus security office.
- 8.4.2.2 If these persons are unavailable, assistance should be sought from any staff member who is available.
- 8.4.2.3 When reporting, students must be precise about the nature and location of the emergency. *The University telephone number is +254 709691045.*

8.5 Mail

- 8.5.1 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 Administrator. 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 The reception is opposite the Chapel.

8.6 Sports

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

1.	Basketball	8.	Pool
2.	Football (men and ladies)	9.	Badminton
3.	Volleyball	10.	Karate
4.	Lawn Tennis	11.	Hockey
5.	Table Tennis	12.	Board Games
6.	Track Events	13.	Rugby
7.	Weight Lifting	14.	Netball

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

8.7 Campus Store

Stationery, stamps, T-shirts, etc. are available for sale at the Campus Store situated opposite the Vice-Chancellor/Rector's office/Administration Block. Working hours, 8 am to 5 pm, weekdays, are also indicated on the door.

8.8 Campus Cafeteria and Tack Shops

- 8.8.1 There is a campus cafeteria selling soft drinks, snacks and light lunches.
- 8.8.2 The canteen operates from Monday to Friday from 7:30 am to 6:00 pm 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 B 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, 126 or 24.
- 8.10.3 Both Route No. 125/126 buses and *matatus* stop at Bogani, whilst the Route No. 24 buses and *matatus* do stop at the CUEA terminus next to Jubilee Centre.

- 8.10.4 The journey takes 30 minutes on average, but may take longer during peak hours.
- 8.10.5 Upon assessment, from time to time and depending on the specific routes, transport to and from campus may be provided to 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, vandalised or damaged while in the parking bays and or within the campus.

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 subsidised fee. Highly qualified personnel are at hand to produce quality publications.

8.14 Wi-Fi

The Wi-Fi access points are located within all University buildings. For any assistance, the students may contact the ICT Department.

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 Five**).

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 also open on Saturdays from 6.30 am till 6.00 pm but are closed on Sundays.

SECTION NINE

CATHOLIC IDENTITY

9.1 Catholic Identity in a Catholic University

9.1.1 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.

9.1.2 A Catholic University:

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

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

9.1.4 CUEA is governed by the norms of the Apostolic Constitutions: *Sapientia Christiana* (Christian Wisdom) - On Catholic Universities (15/4/1979), *Veritatis Gaudium* - On Ecclesiastical Universities and Faculties (29/1/2018), and the principles, values and norms characteristic of other Catholic universities. “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 (Apostolic Constitution on Catholic Universities - *Ex Corde Ecclesiae* - 15/8/1990).

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

- a. 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” (*Sapientia Christiana* - Apostolic Constitution on Catholic Universities, No. 12).
- b. It possesses institutional autonomy to perform its functions or operations effectively.

- c. 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.

9.1.6 The specific nature and identity of a Catholic University:

- a. Assures Christian Catholic presence in the University by confronting the great problems of society and culture;
- b. Instils Christian inspiration in the University as an institution;
- c. Enhances a continuing reflection in the light of biblical values, principles and moral imperatives within the Catholic magisterial teaching;
- d. Ensures fidelity to the Christian message as it comes to us through the Church in matters of faith and morals (*Sapientia Christiana* - Apostolic Constitution on Catholic Universities, No. 27);
- e. Strengthens 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;
- f. A Catholic University is both a community representative in various branches of human knowledge and an academic institution in which Catholicism is vitally operative (*Sapientia Christiana* - Apostolic Constitution on Catholic Universities, No. 14);

- g. Is a place where scholars scrutinize reality with the methods proper to each academic discipline and where various disciplines are.

9.1.7 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 characterised 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.

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

- a. Integration of knowledge;
- b. A dialogue between Catholic faith and reason;
- c. An ethical/moral concern;
- d. Theological perspectives (*Sapientia Christiana* - Apostolic Constitution on Catholic Universities, Nos. 15-20).

9.1.9 Catholic Theologians, aware that they fulfil 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.

- 9.1.10 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.

9.2 Students and the Catholic Identity in CUEA

- 9.2.1 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 a need to enhance student bodies and platforms where they participate in an active and non-violent way.
- 9.2.2 Students are challenged to:
- a. Pursue an education that combines excellence in studies and professional training;
 - b. Search for all truth and meaning throughout their lives;
 - c. 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.
- 9.2.3 The education of students combines academic and professional development with formation in moral and religious principles, and the social teaching of the Church.

- 9.2.4 The programme of studies for each of the various professions must include an ethical formation appropriate to that profession. This shall focus on on-going formation on ethical reasoning. Students shall be assisted to be aware and adhere to ethical codes of conduct.
- 9.2.5 The common courses like Christian Ethics and Bible Studies are compulsory for all students.
- 9.2.6 To help students develop a high degree of moral integrity, the University:
- a. has established policies on smoking, drinking, and relationships on campus;
 - b. places messages on Catholic ideals and virtues at strategic sections in the University;
 - c. emphasises Catholic Identity during orientation of new students and staff;
 - d. organises ecumenical trips to historic Catholic sites;
 - e. has published the Students' Code of Conduct;
 - f. supports the Choir to produce videos and other items to propagate Catholic University Identity on Campus and elsewhere.
 - g. invites Catholic experts to lecture on topics
 - h. pertinent to faith, at least once every semester.

SECTION TEN

STUDENTS 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.

10.1 Female students should NOT wear:

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

- m. Hats/caps in class, chapel, offices and at University Functions.

10.2 Male students should NOT wear:

- a. Earrings and studs on one or both ears and on other parts of the body;
- b. Hats/caps in class, chapel, offices and at University Functions;
- c. Functions;
- d. Headscarves;
- e. Clothes that expose the chest and/or tattoos on any part of the body;
- f. Shirts, T-shirts and trousers with obscene wordings and/or expressions;
- g. Jewellery, necklaces and rings on ears and/or
- h. Eyebrows.

10.3 Both MALE and FEMALE students should observe the following:

- a. Modest use and application of lipstick;
- b. No strong perfumes and obscene make-up;
- c. No jewellery on eyebrows, belly, lips, tongue and nose;
- d. No exposed tattoos and wordings on any part of the body;
- e. No wearing of “shades” (sun glasses) in class, chapel and offices;

- f. Hairstyles should be neat and clean. The following are not allowed:
- Hairstyles in excessively bright and peculiar colours e.g. yellow, blue, red and white;
 - Dreadlocks;
 - Braided hair (for male students).

SECTION ELEVEN

APPENDICES

Appendix One: 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 organise 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 STUDENTS HANDBOOK and in the CUEASO CONSTITUTION.

I agree to abide by the above requirements:

Name (print):

Reg. No.:

Signature:

Date:

Appendix Two: Examination Rules

1. At Admission, all students are required to have a laptop with full specs as per university level of learning and research as will be approved by the University to ensure conformity to learning and assessment.
2. All applications for special and supplementary examinations shall be done immediately the previous academic semester's marks and grades are officially published and released. The application shall be closed six weeks before the commencement of end of semester examinations or two weeks before the release and publication of the end of semester Examination Timetable.
3. No student is allowed in the Examination room without the Legitimate University Student ID well displayed using the official University strap.
4. The examination paper should not have anything written on it throughout the examination session. All rough work ought to be on the official answer booklet.
5. Throughout the examination period, all students in the examination halls and rooms shall be decently dressed. Indecent clothing and/or wearing of head caps or covering of heads by male students (except those that denote official religious dressing habit) shall be taken as an examination irregularity. Anyone who violates this shall be asked to leave the examination room and shall not be allowed back throughout the particular examination session.
6. All examination issues shall be addressed through the Unit Lecturer and the Head of Department to the Director of Timetabling and Examinations.

7. 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.
8. 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.
9. Silence must be observed throughout the exam time.
10. 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 pouches (**unless transparent**), overcoats, papers, magazines and mobile phones, are allowed in the examination room. Everything else is to be left in the designated area. Programmable calculators are **NOT** allowed.
11. No food and/or drinks are allowed in the exam room.
12. All candidates should bring with them the required items (cf. 4 above). Borrowing from one another is not allowed.
13. All candidates **must** sign in at the beginning of every examination.
14. 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.
15. Walking out of an examination hall in protest disqualifies a student for that given paper.
16. Candidates eligible for Semester/Trimester exam must have sat for CATs and attended all lectures as stipulated by the University.

17. 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. Students from Gaba Campus will be required to have Examination/Registration card.
18. Each answer should begin on a fresh page. Candidates should write on both sides of the paper (except in Mathematics).
19. All rough work must be done in the Answer Handbook and crossed through.
20. It is an offense to take out an Answer Handbook or a piece of it from the examination room.
21. 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 evidence is a **Gross Misconduct**.
22. The invigilator is free to change the sitting arrangement in the exam room if he/she deems it necessary.
23. All candidates must hand in the Answer Handbook to the Invigilator and sign out.
24. Special exams will only be provided to candidates strictly on medical reasons or on very extraordinary circumstances as approved by the Faculty Examination Board.
25. **NB:** Failure to abide by the above rules may lead to disqualification from the exam or the University as the case may be.

For ODeL Examinations, the following additional rules apply:

1. No phones and any other smart electronic gadgets of whichever type whether on or switched off are allowed in the Examination Room. The only few exceptions are:
 - a. Students on the ODeL mode of learning. Under this mode, only computers are allowed;
 - b. Examinations that require use of computer and designated electronics gadgets like scientific calculators.
2. Only computers are allowed into the examination room. Phones and other smart electronic gadgets are not tools of examination.
3. Safe Examination Browser and any other Examination Apps that will be approved shall be used during all Online or ODeL examinations.
4. Each student is supposed to have their gadgets well charged and have backup power banks sufficient for the entire session.
5. Each student is supposed to have a constant and reliable Internet source(s) sufficient for the entire session.
6. All examination answers shall only be uploaded through the same platform and not through emails or any other medium.

NB: The University will not be held responsible for safeguarding and/or loss of gadgets left during examinations.

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

Appendix Three: Laboratory Rules and Regulations

A. COMPUTER LABORATORY RULES AND REGULATIONS

1. You are responsible for your login name/password for the systems/network of the University.
2. You are NOT allowed to give anyone the opportunity or means to make use of your login name, even when you are on break, fetching your printouts etc.
3. 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 can students make use of it with permission from the Lab Technician.
4. You are NOT allowed to install, uninstall or use your own software. You are only allowed to use software in the computer labs, which are installed by University ICT staff.
5. You are NOT allowed to eat or drink or smoke in the computer labs. This causes the equipment to malfunction and it pollutes air in the labs!
6. You are NOT allowed to open the casing of any equipment or damage it in any way. This includes all hardware in the computer rooms.
7. You are NOT allowed to try to gain access to computer systems you have not been permitted access to.
8. 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.

9. Do NOT try to access a mailbox or home directory of another user.
10. Do NOT make use of a user account and password which is not yours.
11. 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.
12. You are NOT allowed to send spam mails.
13. 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 be completely barred from using University computers.
14. 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 an email to someone, let him/her know who you are.
15. 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.
16. You are NOT allowed to log out computers where other students are working on, even if the computer is not used at the time.
17. 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.

18. 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.
19. When asked you are required to show your student card at any time and immediately. Always keep your student card with you. Without it, use of the computer rooms and /or the network is not allowed.
20. Computer rooms are for Catholic University students only. Do not bring friends or relatives or any other person to use the computer labs.
21. The computer rooms and network services may be used only by authorised staff, faculty and students of Catholic University of Eastern Africa and others with specific written authorisation from the CUEA ICT/Computer science departments.
22. 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.
23. For performance, analysis and security reasons, activities on the systems used by all users may be logged.
24. Always seek assistance from the lab technician allocated to a particular lab in case of any technical issue.
25. As mentioned above, computer lab rooms are strictly meant for study purposes hence no group discussions are allowed.
26. Do not change computer configurations /settings e.g. create your own user accounts, change passwords, etc.
27. Do not take away any lab equipment from the computer labs.

28. Downloading of movies and music is prohibited.

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.

B. NATURAL SCIENCE LABORATORY RULES AND REGULATIONS (BIOLOGY, CHEMISTRY & PHYSICS)

1. Wear proper attire when doing experiments including, Safety Goggles, Laboratory Coat, Closed shoes and if with long hair, it must be tied back.
2. When handling chemicals during a laboratory session, it is important to proceed with CAUTION.
3. Treat all laboratory apparatus and equipment with respect and care throughout.
4. Foods, beverages, cigars & cigarillos are prohibited in laboratory work areas unless they form part of the specimen under study.
5. Keep all gangways clear. Do not run, push or engage in horseplay of any kind.
6. Always use tongs to handle hot containers, apparatus and spatula for scooping chemicals.
7. Never operate any equipment without the permission from the laboratory instructor/lecturer. Always ask for assistance when you are not sure of what to do.
8. All Laboratory sessions shall take three hours. The first one hour is spent with the course lecturer while the two remaining hours are spent with the laboratory technicians/instructors.

9. Students should collect approved practical manuals from the laboratory technician/instructor prior to the laboratory session for familiarisation and preparation.
10. Students must ATTEMPT ALL the PRACTICALS assigned per unit by the lecturer. Failure to do any of the practicals is considered a course not completed.
11. From time to time, the respective departments will organise field trips to expose and enhance students' understanding in some units. For such units, the student will be required to go for a compulsory academic trip and handover the reports within two weeks after coming back.
12. Laboratory work will contribute 10% to a student's final score in a respective unit.
13. Lab technicians/instructors are in-charge of laboratories and their instructions are to be adhered to.

Appendix Four: Student Insurance Policy on Death

10th September 2003

NOTICE

COPY

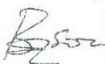
TO: All Students

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 Five: 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;

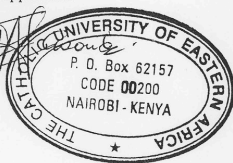
- All CUEA students have an accident cover
- The cover is 24 hours whether within or outside CUEA.
- The cover is specifically accident and *NOT* normal medical cover.
- Injury medical benefits are on reimbursement basis.
- To avoid delay of reimbursement ensure that you submit the claim form duly filled 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





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;

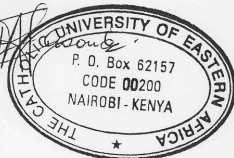
- All CUEA students have an accident cover
- The cover is 24 hours whether within or outside CUEA.
- The cover is specifically accident and ***NOT*** normal medical cover.
- Injury medical benefits are on reimbursement basis.
- To avoid delay of reimbursement ensure that you submit the claim form duly 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 Six: Dean's List and Valedictorian Policy

Date: 29th May 2017

The Senate, during its meeting held on 5 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, recognise and promote academic excellence among students in the university.

Criteria

Both FULL-TIME and PART-TIME modes of studies shall be Considered;

1. Students must have registered for the required number Courses (Units) consistent with the mode of study;
2. The award shall be made annually, and will be based on two cumulative Semester results (within the same academic year or by cohort groups);

3. 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 the 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 Programme;
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.)
6. ***Further note:*** 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, recognise and promote academic excellence among students in the university.

Award

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

Criteria

1. Undergraduate student in the various modes of learning (regular, online, Evening).
2. Applies to the entire 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 Programme.
5. The Dean of students assists the selected student to prepare a valedictory speech.

Appendix Seven: Finalists Clearance Form



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

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

OFFICE OF THE REGISTRAR

P.O. Box 62157, 00200
Nairobi, KENYA
Telephone: 0709691000
E-mail: registrar@cuea.edu
Website: www.cuea.edu

Students' Clearance Form

Campus: LANGATA ☐

GABA: ELDORET ☐

Name of Student: _____

Reasons for Clearance

Reg. No: _____

Faculty: _____

Department: _____

Course: eg, Certificate/Bachelor/Masters/PhD: _____

Specialization/Combination: _____

Programme (eg, 4 yr, 3yr, 2yr, 1yr): _____

i) Transfer ☐

ii) Completion ☐

iii) Withdrawal ☐

iv) Others _____

Reasons For Clearance

Mode of Study: Day _____ Evening: _____ Distance Learning: _____ Weekend: _____

#	Department	Clearing officer	Signature	Date	Remarks
1	Head of Department				
2	Library Department				
3	Dean of Students office				
4	Finance office				
5	Registrar's office				

Note:


1. The Head of Department checks that the student has fulfilled the academic requirements i.e. completed the required number of units, all core units and any other liability in the Department.
2. The Library Department confirms that the student does not owe the University any book(s) or any other library information material(s).
3. Dean of Student's office confirms that the student has been cleared from the Sports section and any other area on welfare, and that the student does not have any academic or non-academic disciplinary issues.
4. The Finance Office plays a central role in obtaining information from the infirmity section with confirmation that the students do not owe the University any medical bill and the catering and Housekeeping Department which confirm that the resident students have cleared with the University.
5. The University Registrar checks the form of complete clearance by other relevant departments, receives the student's school ID Card, records, files the clearance form and issues a clearance note to the student confirmation surrender of the clearance form to the University.

CUEA/DVC/Reg/CF/006

Fr. Donemba



Appendix Eight: Graduation Application Form 2021



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA
ACADEMIC AFFAIRS DIVISION
ACADEMIC REGISTRAR'S OFFICE
2021 GRADUATION APPLICATION FORM
DEGREE/DIPLOMA/CERTIFICATE REQUEST:

REF NO:.....

Print your name in **CAPITAL** in the order in which you wish the names to appear on your final transcript and certificate. (No introduction of other names)

Name: _____

CUEA Student No: _____ CAMPUS: Langata ☐ Gaba ☐

National ID/Passport Number _____

Date of Birth: DD/MM/YYYY _____ GENDER ☒ F ☐ M

Programme of Study: _____ Programme duration 1yr/2yr/3yr/4yr

Specialization _____ Qualification _____

Expected: _____

Certificate/Diploma/Advanced Diploma/Bachelor/PG Diploma/Master/Doctoral

Date Admitted: DD/MM/YYYY _____ Date Completed: DD/MM/YYYY _____

Current postal address: _____ Tel: _____

Email: _____

After Graduation: _____ Tel: _____

Country of Origin: _____ County (if Kenyan) _____


Signature _____ Date _____

N.B. Applications should be sent by email to graduation@cuea.edu and a hardcopy submitted by 30th May 2021 to Office of Registrar Academics. All applications shall be acknowledged with a reference number. Candidates with complete or nearly-complete transcripts shall then be advised to initiate the clearance process.

*Please note that submission and receipt of this form is not an acknowledgement that the applicant has met the graduation requirements. Also, emails sent should have the **reg, number programme and campus** details on the email subject, with the form attached containing the same document name e.g. 1016099(BCOM)langata*

RECEIVED BY: _____ DATE: _____

CUEA/DVC ACD/REG/03/fm 01



Appendix Nine: Marks Correction Form



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

AMECEA

Marks Correction Form

Student Registration Number: _____ Year of Study: _____
 Student Name: _____ Faculty: _____
 Department: _____ FT/PT/SF: _____
 Telephone No: _____

SPECIAL EXAMS 'I'

Unit Code	Unit Title	Period/Trimester Coursework done	FT/PT/SF	CAT Mark	Period/Trimester Exam was done	FT/PT/SF	Exam Mark	Reference

SUPPLEMENTARY EXAMS 'I'

Unit Code	Unit Title	Period/Trimester Coursework done	FT/PT/SF	CAT Mark	Period/Trimester Exam was done	FT/PT/SF	Exam Mark	Reference

MARKS NOT REPORTED OR MISSING UNITS 'I'

Unit Code	Unit Title	Period/Trimester Coursework done	FT/PT/SF	CAT Mark	Period/Trimester Exam was done	FT/PT/SF	Exam Mark	Reference

Student Signature: _____ Date: _____
 Marks obtained from manual files by: _____ Signature: _____
 Head of Department: _____ Date: _____
 Faculty Dean: _____ Date: _____
 Marks entered in AMS by: _____ Signature: _____


Key:

FT Full Time
 PT Part Time
 SF School Focused



DVC/ACD/REG/04/fm 01

Appendix Ten: Special and Supplementary Form



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

Office of the Academic Registrar

SPECIAL AND SUPPLEMENTARY EXAMS REQUEST FORM

Students Name: _____ Department: _____
 Student Registration Number: _____ FT/PT/ODEL: _____
 Year of Study: _____ Telephone No. _____
 Semester: 2021

INSTRUCTIONS: BEFORE COMPLETION OF THIS FORM, YOU ARE TO REFER TO THE STUDENT HANDBOOK ON SPECIALS AND SUPPLEMENTARIES.

SPECIAL EXAMS 'I'

NB/ A CAT Mark must have been recorded in the student's portal. No special exam is granted without CAT Mark. (Ref. Students' Handbook 1.11.11)

Unit code	Unit title	Period When CAT was done	CAT MARK	HoD signature


SUPPLEMENTARY EXAMS 'F'

NB/ Previous attempts should have been graded (F), The unit should have been done not more than two semesters prior to this request.
 (Ref: student handbook, 1.14)

Unit code	Unit title	Period When unit was done	MARK ATTAINED	HoD signature

Student's Signature: _____ Date: _____

Confirmation and Approval by:
 Head of Department: _____ Date: _____
 Academic Registrar: _____ Date: _____
 Credit Controller: _____ Date: _____



CUEA/DVCAN/REG/EXAM/EM01

THE CATHOLIC UNIVERSITY OF EASTERN AFRICA (CUEA) P.O. BOX 62157 00200 Nairobi – KENYA
 Tel: 020-2825811-5, 8890023-4, Fax: 8891084, Email: registrar@cuea.edu, Website: www.cuea.edu **Founded in 1984 by AMECEA (Association of the Member Episcopal Conference in Eastern Africa)**

Appendix Eleven: Student Dress Code on Campus and Official (check out the new dress code) 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 as well as sample designs are provided below.

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, bodycons, 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;
- Jewellery, 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 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 colours 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:

- 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;
- Non-refusal to comply may lead to disciplinary action in accordance with the Students Handbook.

REFERENCES

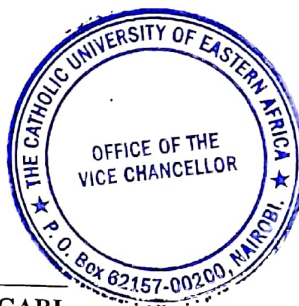
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AMENDMENTS AND APPROVAL

This document may be reviewed and/or recompiled every five (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 Institutions Regulatory Bodies and the Ministry of Education shall take precedence and immediate effect.

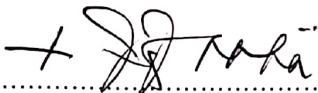


Very Rev. Prof. Stephen Mbugua NGARI
RECTOR/VICE CHANCELLOR/
SECRETARY TO THE CUEA COUNCIL

NOTE:

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

This Students Handbook was reviewed after five (5) years of its previous update as stipulated in the same Handbook. The reviewed Handbook was approved by The Catholic University of Eastern Africa (CUEA) Council in its **74th Ordinary University Council Meeting held on 12th May 2022.**



Signed

Most Rev. Maurice Muhatia MAKUMBA
CHAIR OF THE CUEA COUNCIL

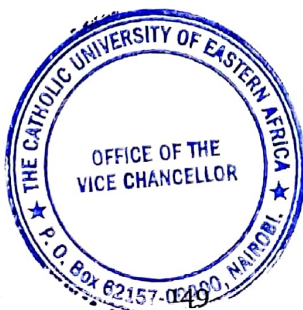
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Signed

Very Rev. Prof. Stephen Mbugua NGARI
RECTOR/ VICE CHANCELLOR/
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Date: ...*22/6/2022*...



**Printed and Published by CUEA Press
The Catholic University of Eastern Africa
P. O. Box 62157 - 00200, NAIROBI Kenya
E-mail: publications@cuea.edu
Tel: +254 709 691 461**