



ADVENTIST UNIVERSITY OF AFRICA

STUDENT HANDBOOK



2017



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1 INTRODUCTION

1.1 Vice Chancellor's Welcome

Welcome to the Adventist University of Africa and the Student Life Handbook. On behalf of the administrators, faculty and staff, we pray that the time you invest at AUA will bring you the rich rewards of service and success in both arenas of piety and professionalism. Piety, in that you may better focus your spiritual walk with God as you progress toward heaven. Professionalism, as you sharpen your tools of service and success for the betterment of society.

AUA is a special Seventh-day Adventist educational institution of higher learning that specializes in Developing Leaders for the continent of Africa and beyond. It grants Masters and Doctoral degrees thereby highlighting the reality that we serve a more mature and focused student body. Most of the AUA men and women are established and already into their career path. Students who come to AUA have a pretty clear idea of what they want and the education they desire is generally a part of the strategy to achieve their goals.

Therefore, the AUA environment is not like the typical undergraduate university environment. While it caters to the more mature student, AUA also maintains a dynamic setting for life and learning for those who live and study here. To maximize the setting and opportunities, these guidelines outline principles, policies, and procedures so that you, as a student, can best thrive at AUA. This Handbook and the Academic Bulletin (both available online) will show you how to navigate on campus until you reach the successful conclusion at graduation.

The Handbook, though helpful, is only a means to the end of outlining expectations and opportunities. We trust that you will gain insights as you peruse the pages and principles contained in these pages. If you have questions, concerns or suggestions, please feel free share them with our Student Service representative, faculty, staff or administrators. We will listen and seek to help you arrive at winning solutions. We support and stand by you. We are here to facilitate your success in your path to progress.

You have entered the AUA circle of Providence by choosing AUA. May God bless you in the sharpening of your calling and career.

Delbert W. Baker, PhD
Vice Chancellor

1.2 Statement of Mission

To deliver balanced and dynamic postgraduate education in a Christian context to prepare graduates to provide competent leadership and service based on integrity, respect, and love, to church and society.

1.3 Vision

To be one of the best universities, fostering the highest standards of postgraduate education in Africa and advancing knowledge and professional skills in a holistic context.

1.4 Core Values

Knowledge

Excellence and pursuit of continuous growth and improvement

Truth

Integrity shown through transparency and fairness

Service

Reaching out to help and give hope

1.5 Aims and Objectives of AUA

Each student should acquaint him/herself with the aims and objectives of the University in order to fit in the unique environment of AUA.

1.5.1 Aims

The following are the general **aims** of the University:

- To make selected, quality postgraduate programmes available, in comparatively short yearly sessions, in strategic locations within Africa.
- To provide affordable postgraduate education to qualified professionals working for the Seventh-day Adventist Church as well as other qualified persons.

- To assist students in reaching a high standard of excellence, as well as practical relevance in their chosen professions, that will enable them to face with confidence the needs of the communities they serve.
- To deepen the students' spirituality and increase their ability to integrate faith, life and learning.
- To enhance the students' awareness of, and responsiveness to, the regional and national priorities of the culturally diverse groups which they serve.

1.5.2 Objectives

The following are among the specific **Objectives** of the University:

- To make students familiar with research and problem-solving methods, making them able to synthesize knowledge from many sources, and become self-directed lifelong learners. Thus, graduates will be capable of independent research and implementation of findings. Frequently, education is involved almost exclusively with learning subject matter, often with little consideration of the relationships between pieces of knowledge. AUA programmes are directed towards helping students solve problems rather than memorising solutions. AUA professors take special care to give assignments that foster thinking rather than memorising. To this end, one of the first courses to be taught in all programmes currently offered is research methods, with emphasis on research in applied settings.
- To challenge and prepare students to expand their respective areas of service and influence by systematically involving others in their mission and teaching them to perform appropriate tasks, as needed. Traditionally, pastors and leaders are seen as doers and administrators. In the context of the membership explosion in Africa, AUA programmes will attempt to modify this understanding, turning its graduates into mentors and coaches who will empower others by providing them with opportunities to grow and serve. Such a change will require the dedication of AUA administrators and professors to the teaching and modelling of inclusive ways of doing things.
- To foster understanding and respect for persons of other religious persuasions. The Bible teaches us to love others, even our enemies. Certainly, that teaching would involve understanding and respecting those who have different religious persuasions than our own. AUA professors model this way of thinking, even while teaching the Seventh-day Adventist interpretation of religious reality.
- To inculcate a high sense of justice, to maintain the rights and freedom of others. The Bible teaches that we are to “do unto others” as we would like to have done unto ourselves (Matt 7:12, KJV). Justice and respect are integral

and important parts of this biblical mandate. In a world where justice and respect are often forgotten, these values will be modelled by AUA administrators, faculty, and students.

- To achieve an awareness among students of the vital problems within contemporary society, and to develop a concern for finding solutions. AUA upholds the scriptural concept of being “not of this world, yet living in this world.” That is, Christians are citizens of the world and must take it upon themselves to address problems that exist in society. AUA faculty and students will be strongly encouraged to make the places where they live and work better. Student assignments will include projects that deal with social situations in the places where they work.
- To foster intellectual growth and the acquisition of knowledge within the atmosphere of Christian faith and commitment, regarding the nature of reality, humanity, knowledge, and values. AUA professors are committed to biblical values. They model their faith in their teaching and interaction with students. Classroom teaching and interaction will reaffirm the place of these values in everyday life. AUA students will be encouraged to develop their own knowledge within the atmosphere of faith.

1.6 Goals Statement

Adventist Christian Identity

Build a University community based on Adventist beliefs and practices. Promote Christian unity while celebrating cultural diversity. Foster spiritual development for all members that results in a Christ-like character.

Service to Students and Community

Provide timely and quality services within the University community as well as to the neighbouring community. Respond to personal and community needs. Mentor and support partner institutions.

Spiritual and Educational Excellence

Encourage excellence in all matters as being a duty before God. Provide quality facilities, materials, and environment. Employ outstanding international faculty and staff. Produce graduates that display excellence in thought and conduct.

Academic Freedom and Responsibility

Encourage serious and responsible academic pursuits. Provide open avenues for discussion and sharing of ideas in various areas of study.

2 ORGANIZATION AND ADMINISTRATION OF STUDENT SERVICES

2.1 Student Services Office

The Student Services Office coordinates student life matters on campus and is coordinated by the Student Services Coordinator, a staff person.

2.2 Student Services Advisory

The Student Services Advisory, shall be constituted to deliberate, manage, and facilitate the affairs of the students.

2.2.1 Student Services Advisory Members

It shall constitute the following members:

- Vice Chancellor (Chair)
- Appointee of the Vice Chancellor (Vice Chair)
- Student Services Coordinator (Secretary)
- Two Faculty Representatives
- Two Staff Representatives
- Two Class representatives from cohorts on session.

2.2.2 Guidelines of the Student Services Advisory

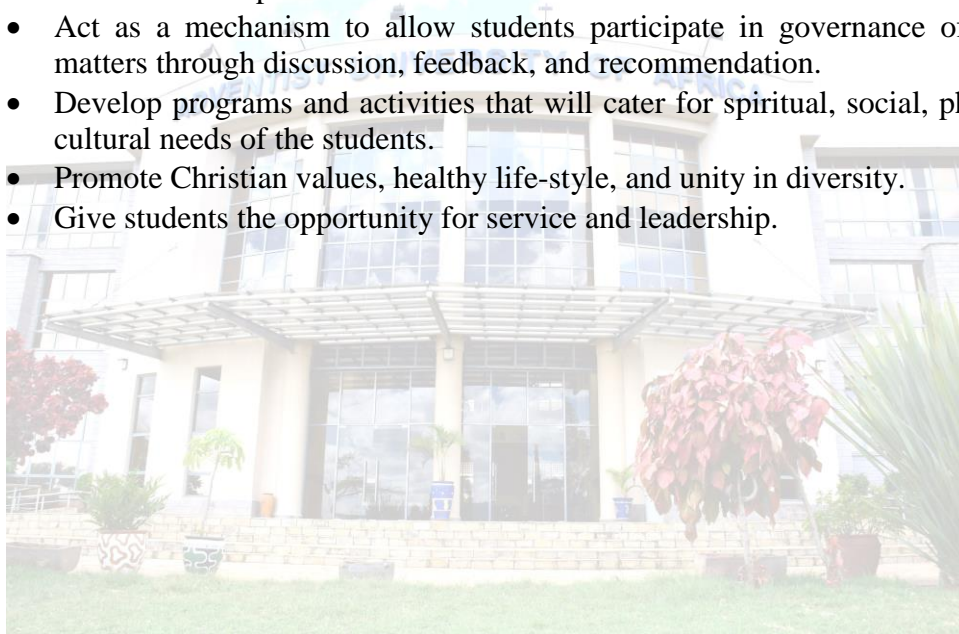
The governance of the Student Services Advisory shall be guided by the student life guidelines below:

- Quality of Student life
- Spiritual life matters
- Issues dealing with registration and academic life
- Residential life issues
- Safety and campus well being
- Non-academic matters of student-teacher relationships
- Other areas of need on campus

2.2.3 Terms of Reference

The terms of reference for the Student Services Advisory will include, but will not be limited to the following:

- Act as agent of communication between student body and University administration and faculty.
- Review, give input, and recommend to AdCom matters of Student Services.
- Provide a means of discussion and communication concerning student life on campus.
- Provide a forum in which student life matters will be discussed and addressed proactively.
- Work closely with Physical Plant and Hospitality departments to ensure student comfort on campus.
- Act as a mechanism to allow students participate in governance of university matters through discussion, feedback, and recommendation.
- Develop programs and activities that will cater for spiritual, social, physical, and cultural needs of the students.
- Promote Christian values, healthy life-style, and unity in diversity.
- Give students the opportunity for service and leadership.



3 STUDENT RIGHTS AND RESPONSIBILITIES

AUA students are considered mature persons, responsible citizens and committed Christians. To this end, students are expected to conform not only to the intellectual culture which the University offers but also to its environment which is designed to be conducive to Christian lifestyle and balanced development. We encourage everyone to enjoy the privileges offered but also abide by the rules and regulations of the University.

Admission to AUA is a privilege, not a right, and may be withdrawn by the University when a student's presence is deemed detrimental to the mission and function of the University.

All students, in order to be a part of the University community, pledge in their application to uphold these rules and regulations of the University. Students who do not respect their commitment to the unique character of the University may face disciplinary measures.

Students who are accepted to study at AUA are expected to honour the rules and regulations of the University as well as the laws of the countries where AUA campuses are located. Students violating any of the rules and regulations will be disciplined accordingly.

3.1 General Rules on Student Conduct

The students in the University are expected to comport themselves in a manner that demonstrates the Christian tenets on which interrelationships between student and student, student and faculty, and student and staff are based. In pursuance of this, it is required that students refrain from:

- Undermining the principles and objectives of the University
- Participating in academic dishonesty
- Using profane language
- Displaying lewd conduct
- Possessing obscene literature
- Using or possessing alcoholic beverages, marijuana, heroin, cocaine, and other addictive substances
- Possession or use of firearms, fire crackers, explosives of any kind, knives, or other instruments considered to be lethal weapons by law
- Gambling in any form
- Stealing and any form of deception
- Defiance of authority and incitement of others to insubordination
- Wilful and obvious disrespect of, and/or failure to comply with a directive of an official of the University or an authorized agent with the intent to create public disorder (insubordinations), etc.
- Persisting in irregular attendance at required functions

- Willingly destroying University property, unlawful entry in unauthorized premises, assault and battery
- Sexual immorality
- Sexual harassment
- Displaying dishonesty in reporting work time for the work-study program
- Fighting and other forms of physical violence, or threatening or intimidating another individual with harm
- Addressing or convening unauthorized gatherings and incitement of students
- Strike of any form
- Organizing or participation in political activities sponsored by political parties' on-campus
- Criminal arrest and conviction in a court of law while enrolled in the University
- Engaging in occult practices.

3.2 Participation and Respect for Campus Spiritual Life

AUA is a Seventh-day Adventist Christian institution run on multi-campus. The Seventh-day Adventist values will govern the behaviour of the students on all campuses. At every campus, participation in worship is an integral part of student life.

The spiritual atmosphere is maintained as part of the effort to achieve the objective of holistic education—the development of all dimensions of human life: academic, spiritual, physical, and social. While a student's personal religious conviction will be respected, students on campus will be expected to respect the religious culture on campus and required to participate in services held and standards upheld on campus.

3.3 Attendance and Absences

Regular attendance for all classes and related experiences is essential for student success. Because punctuality is a valued characteristic of effective professionals, students are expected to be on time for all classes and official appointments.

There are three types of absences: (a) authorized; (b) unauthorized absences; and (c) absences due to illness. These absences should be handled as follows:

- **Authorized Absences.** This is when a student (or a group of students) has been authorized to be absent from class or other appointments because of circumstances or prior appointments that may not be missed. Appropriate authorities of the university may, after discussion with the relevant student or student leader, request permission for the student (or group) to be absent in order to attend a conflicting event or responsibility. Moreover, there may be appointments which take place when the student is officially away from the campus for the weekend or holiday.

- **Unauthorized Absence.** This is one that results from a student's choice to absent himself/herself from class or required meetings like assemblies and other spiritual exercises or gatherings. Spiritual devotions that precede classes are considered part of the curriculum, and students are required to attend them.
- **Absences Due to Illness.** Such absences need to be certified by a health professional via an email or written explanation which is submitted to the Office of Student Services. The responsibility for obtaining such certification is held by the student.

3.4 Other Off-Campus Learning Opportunities

Students may seek to participate in the community's activities including religious services, funerals, and civic or community services that enhance the community itself and will contribute to the student's professional and spiritual growth. In such a case, if a conflict exists with a regular class or other campus appointment, a request for a student or group of students to attend such an activity must be made in advance. Permission should be requested from the instructor or Programme Director by an individual student, or for a group of students, with a copy of the request to the Student Services Coordinator. The student(s) must be responsible to arrange in advance with the instructor to fulfil course requirements according to an agreed timeline. This may mean taking an exam in advance of the rest of the class or submitting assignments on a given date after return to campus.

3.5 Academic Dishonesty

Academic dishonesty is any type of dishonesty that occurs in the setting of academic exercises. It can include:

- **Plagiarism:** Any form of copying of ideas and concepts, intentionally or out of carelessness, and presenting them as one's own, without crediting the author(s) and/or proper citing/quoting (e.g., without quotation marks).
- **Fabrication:** Falsifying of data/information/citations in formal academic exercise
- **Deception:** Providing false information or information intended to deceive or mislead an instructor concerning a formal academic exercise.
- **Cheating:** Any attempt to copy the answers to an examination from another student or from some other sources, or to give inappropriate assistance in an examination or other formal academic exercise.
- **Bribery:** Paying or attempting to pay for academic favours.

3.5.1 AUA Statement on Plagiarism

As a postgraduate institution, Adventist University of Africa (AUA) is committed to high quality, original research in multiple areas and disciplines. As a pursuant of this, the University encourages primary, cutting-edge research (not search or compilations) and thus manifests zero tolerance for any form of academic dishonesty or plagiarism. Academic dishonesty is not only a manifestation of a flawed academic attitude, but it is also an expression of a faulty Christian character. The academically dishonest student is cheating him/herself, the classmates, the professor, the entire academic community, the larger community, and ultimately God. A cheating student only proves him/herself an irresponsible member of the academic community and of the larger community.

AUA embraces the standard academic definition and attitude toward plagiarism. It includes not only copying mot-a-mot a sentence, paragraph or section, but also implies improper paraphrasing (too close to the original) and even borrowing an idea (except general facts and common knowledge) from someone else and even from one's own earlier work without giving proper acknowledgement. Plagiarism is not limited only to texts, but also to media resources, laboratory experiments and results, ideas expressed orally, artistic work, and all copyrighted works. Even if a work is no longer under the copyright law, the work must be properly credited. In addition to the concept of copying improperly and lack of crediting, plagiarism also includes unfair use, that is, indiscriminate use of too much material from a source, even if properly quoted and credited.

While AUA is working on verifying the authenticity of the research work of students, including plagiarism preventing technology, the responsibility for plagiarism rests entirely on the writer/student. Lack of time and of funds, lost sources, ignorance, unintentional mistakes, examples of other cases, carelessness, desire to improve the grade, linguistic difficulties, difference of culture, and other possible situations do not constitute an excuse for plagiarizing for a work accomplished for AUA.

AUA subscribes to *Turnitin*, an originality checking and prevention service, in order to assist students ensure their work is plagiarism-free.

3.5.2 Penalties for Academic Dishonesty and Plagiarism

Plagiarism attracts severe penalties. These are usually decided by the professor, research supervisor, or academic advisor, the penalties may take the form of failure of the paper or failure of the entire course, suspension, and even expulsion from the University.

The University also reserves the right to revoke the degree of a student whose work has been proven post-degree completion to have been plagiarized or academically

dishonest. In addition, the writer must remember that plagiarism may also involve civil law court processes, especially when involving copyright material.

3.6 Misconduct and Illegal Behaviour

The Christian ethic demands respect for duly constituted authorities and those other authorities such as parents, lecturers, work supervisor, university administrators, etc., to whom the individual is subordinated.

AUA is dedicated to upholding respect for civil law as well as respect for the principles of Christian deportment. Thus any misconduct may be judged not only by standards of legality and suitability, but by its disruption of the normal functioning of the University.

Thus it is recognized that some types of misconduct may constitute violations of both civil law and university codes, and actions may be taken by both the civil and the university authorities without constituting double jeopardy.

The exercise of the rights of free conscience and expression by students and student organizations is encouraged through the use of laid down channels of communication.

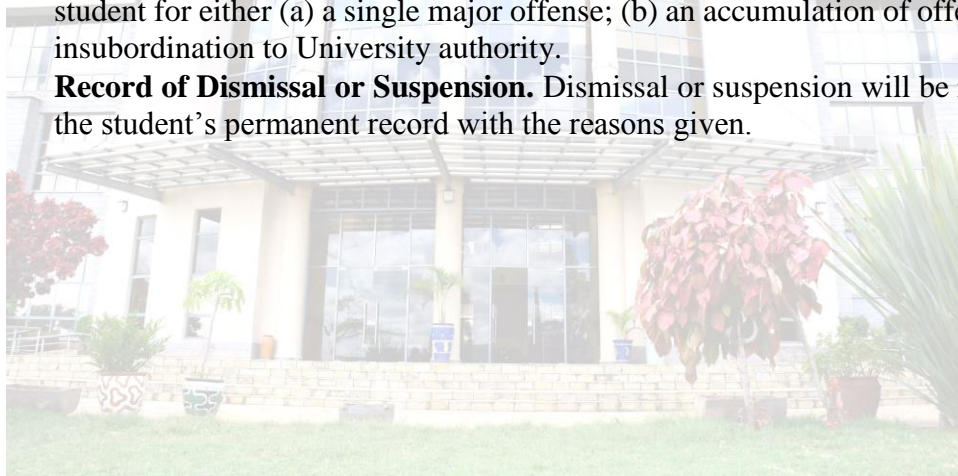
The following requirements for AUA students will be upheld:

- Sabotaging or urging action to bring about change of administrative policy at AUA by mass meeting, procession, boycott, picketing, or occupation of premises is specifically prohibited.
- Off-campus misconduct, whether legal or illegal, may bring disrepute on a student, and raises questions concerning the suitability of a student to remain as a member of the AUA community. Therefore, a negative report about a student's behaviour off-campus may affect his or her standing with the University.
- Property damage and loss due to student misbehaviour will result in the student being liable for the cost of repair or replacement of such property.
- Tampering with fire extinguishers, fire alarms, smoke detectors, door closing and locking devices, or other fire protection equipment will subject a student to a fine and/or disciplinary action.

3.7 Corrective Disciplinary Measures

Disciplinary action is meant to correct misbehaviour on the part of the offender, and also to protect those whom it may affect. Depending on the offense, one or more of the following corrective measures will be taken by the Disciplinary Committee:

- **Warning.** Verbal or written warnings or caution may be given to a student by any faculty member, Dean, or administrative officer. A warning in written form may also be issued by the Disciplinary Committee.
- **Probation/Campus Bound.** A student may receive a restriction of privileges such as being restricted from holding any office in campus clubs, church, or other student organizations for a specific period of time.
- **Suspension.** A student may be placed on citizenship probation, and be suspended from study and presence on the campus for a defined period of time. After close observation by members of the Disciplinary Committee, the probation may be lifted in writing if they deem that the student has changed his/her behaviour. A student may also be placed on suspension for an indefinite period of time; in this case the student may only re-enter the University by re-application.
- **Withdrawal.** Withdrawal from the University may be requested of an offending student for either (a) a single major offense; (b) an accumulation of offenses; or (c) insubordination to University authority.
- **Record of Dismissal or Suspension.** Dismissal or suspension will be recorded on the student's permanent record with the reasons given.



4 STUDENT SERVICES

Information about the services provided to students at AUA is provided in the current Academic Bulletin. Detailed information is provided in this section about certain of these services.

4.1 Food Services

The food services at AUA follow the Seventh-day Adventist concepts of healthful living. A balanced and nutritious lacto-ovo-vegetarian diet is served on all campuses. Strong spices, caffeinated teas, and coffees are not served. Students are required to make prior arrangements with the Finance Office before they can have meals served to them at the cafeteria. Student accounts will be debited for meals eaten and/or signed up for. Courtesy, proper conversation, and good manners are to be observed at the eating place. Rules regarding the food service area will be posted and made available to all who are served there.

The following activities are forbidden:

- Taking food or drink outside the eating place
- Linger in the food service area when no worker is there
- Bringing visitors to eat food without prior arrangement and payment for such food
- Uncouth behaviour and unsuitable dress such as immodest apparel, lack of shirts, or lack of shoes at the eating place.

4.2 Student Housing

The University offers a number of fully furnished apartments for students with families and single students. All heavy furnishings such as beds, cupboards/closets, sofa set, dining table and chairs, cooking stove and fridge, as well as curtains, bed coverings, and pillows are provided by the University. Resident students are responsible for bringing beddings/linen, towels, toiletry, cooking pots, cutlery, and small appliances.

Accommodation in AUA housing is a privilege, not a right; and therefore, students residing in AUA housing are expected to care for and maintain in good condition all equipment, supplies, and accommodation facilities. Those who fail to do this, will be charged a fee for cleaning, restoration, and maintenance of the facility.

Students will be charged a one-time refundable caution fee of \$20.00 for the duration of their stay at AUA. This will serve in the event of wilful damage to property. Major damage expense over and above the \$20.00 will be charged directly to the student's account.

All students are assigned room keys, and are encouraged to take good care of them. Lost keys will attract a penalty of \$10.

The Hospitality Department will avail adequate beddings for each student. Those who opt to use AUA beddings, should sign for them, and return them in good condition upon completion of their stay on campus for each session.

AUA offers affordable laundry services at the Hospitality Department. Charges for each item are available in the rooms.

For more information regarding accommodation consult with the Hospitality Department, and the Student Services Office.

4.3 Sports and Recreational Facilities

The University encourages the recreational aspect of a balanced education. Together with its partners, AUA has made available adequate sporting and recreational facilities to the students. These facilities include: a 2-km jogging track around the campus, a highly subsidized gymnasium accessible to students at specified times, fields and courts that can be used upon request. The Student Services office may organize periodic games and sports activities, and is responsible for providing a coach or umpire for such activities.

Other sports equipment available to students include, footballs, basketballs, volleyballs, badminton rackets, skipping ropes, among others, that can be borrowed from the Student Services office for use by the students.

Students are expected to demonstrate good sportsmanship during team sports. Uncouth language and swearing by players, or any fighting or sports-related violence is unacceptable behaviour and may result in discipline of the involved parties.

AUA has a fully furnished student lounge located at the basement of the Judith Thomas Library. It is equipped with a connected television, a sitting area, table tennis, and a number of indoor games. Student Services will advise on usage of the facility.

4.4 Security

AUA is committed to keeping the campus and its dwellers secure, and has therefore contracted a professional security company. All campus residents and visitors are required to comply with the security regulations both at the gate and on campus. These regulations include:

- Provision of the student I.D. card upon request by the guard at the gate
- Courteous cooperation during security check

Students are invited to forward any security issues, concerns, and suggestions to the Safety and Security Committee, via the Student Services Coordinator.

The AUA dispensary is manned by a part-time nurse, who takes care of medical emergencies. Consultation hours are as listed below:

The dispensary is closed on Fridays and on Weekends.

Further medical attention to students and workers of AUA is available at medical facilities around Rongai and the Nairobi area.

4.6 Information and Communication Technology (ICT)

Students are provided with internet services at all AUA campuses. Students are responsible to use their personal computers or any campus computers in an ethical and lawful manner. ICT policy has certain requirements and regulations as follows:

- The use of any destructive hardware or software to decipher, sniff, find loopholes or break into the institution or any other internal or external computer system may result in legal civil action.
- Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements, copyright laws, password security and backup of local files.
- Disguising one's identity when sending e-mails.
- Violating terms of applicable software licensing agreements or copyright laws.
- Using electronic mail to harass or threaten others. This includes:
 - Sending repeated, unwanted e-mail to another user.
 - Initiating or propagating electronic chain letters.
 - Inappropriate mass mailing. This includes multiple mailings to News groups, mailing lists, or individuals, e.g. "spamming," "flooding," or "bombing."
- Forging the identity of a user or machine in an electronic communication.
- Displaying obscene, lewd, or sexually harassing images or text in the office or property of the institution.

- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.
- Disabling anti-virus software.
- Inappropriate use of computer equipment, software, and configurations, which in turn causes the computer department to spend an inordinate amount of time solving.

4.7 Work-Study Program

The University has made provision for a work study program for students as a way of assisting them raise money for their tuition while on campus, and also for their extended professional growth.

4.8 Scholarships

In addition to the work-study program, AUA has in place two scholarship funds, whose main purpose is to assist worthy students. The funds are primarily for a one-time assistance requested with priority given to students from African nations that have no or few students represented at AUA.

4.8.1 AUA Worthy Student (AWS) Scholarship

Established by AUA through the help of generous donors.

4.8.2 The Brempong Owusu-Antwi (BOA) Scholarship

The Brempong Owusu-Antwi Scholarship has been established by Judith Thomas, a major donor to the Adventist Church, especially educational institutions, hospitals, evangelistic funds, communication facilities, etc.

More details regarding the scholarships can be obtained on the University's website.

4.9 Campus Safety

Security and safety are a priority for AUA, and as such, each building is equipped with various fire extinguishers and strategic exit points in case of an emergency of any kind. Periodic training and drills are carried out on campus to sensitize community members on security and safety matters and prepare them for any eventuality.

4.10 Outreach Activities

In keeping with the AUA mission and as a way of making positive impact to the surrounding environs, AUA places emphasis on student participation in activities involving the community. It is recommended that each cohort works with their deans to ensure that the students are involved and participate in at least one project in the community.

4.11 Course Text Books

All core reading materials are provided by the school, and charged to the student. At the start of each course, students are required to have all the available reading materials. These resources can be picked from the library at the beginning of each cohort session. Excess course text books are available for sale at the end of each cohort session.

4.12 Spiritual Emphasis

Worship will take place weekly as the expression of our devotion to God:

- a. Vespers – every Friday 6.30pm-8:00pm in the Amphitheatre
- b. Divine Services – every Saturday morning 9:00am -12:30pm in the Church
- c. Sabbath afternoon – from 3:00pm which is reserved for special presentations
- d. Wednesday evening – students will meet for midweek prayer and fellowship from 6.30pm – 7:30pm at the Amphitheatre

Student Chapel: Student Chapel will be held every first and third Tuesday of each month, between 8:00am and 9am. All students on campus will be required to be in attendance of these meetings.

4.13 Visas and Student Passes

4.13.1 Visas

All foreign citizens wishing to travel to Kenya will need an e-visa, except citizens from countries which are exempt. A list of exempted countries is available [here](#):

<http://evisa.go.ke/eligibility.html>. The list can also be obtained from the registrar's office, or the Student Services office.

Foreign students requiring visas will be facilitated by the University to ensure compliance.

4.13.2 Student Pass

This is a document issued to applicants (foreign students) (section 30(1) of the Kenya Citizenship and Immigration Regulations 2012, who wish to pursue their education in Kenya's Education or Training Institutions where they have been accepted or admitted. The applicant (foreign student) must be accepted as a student by an approved Educational or Training Establishment.

It is an offence to receive education or training at any educational or training establishment within Kenya without a pupil's / student's pass (section 30 (7) of the Kenya citizenship and Immigration Regulations, 2012).

More details on the requirements can be obtained from the following website: <https://fns.immigration.go.ke/account/>.

The Student Services office will help to facilitate students apply for student pass/permits. Any student that would not have complied will not receive clearance from the student services office.

4.14 Campus Directory

For efficient communication purposes, the campus directory with important contacts may be provided at strategic locations within the university, and these should only be used when necessary. Misuse, or unauthorized distribution of these contacts will lead to disciplinary actions against the offender as may be deemed necessary by the disciplining body.