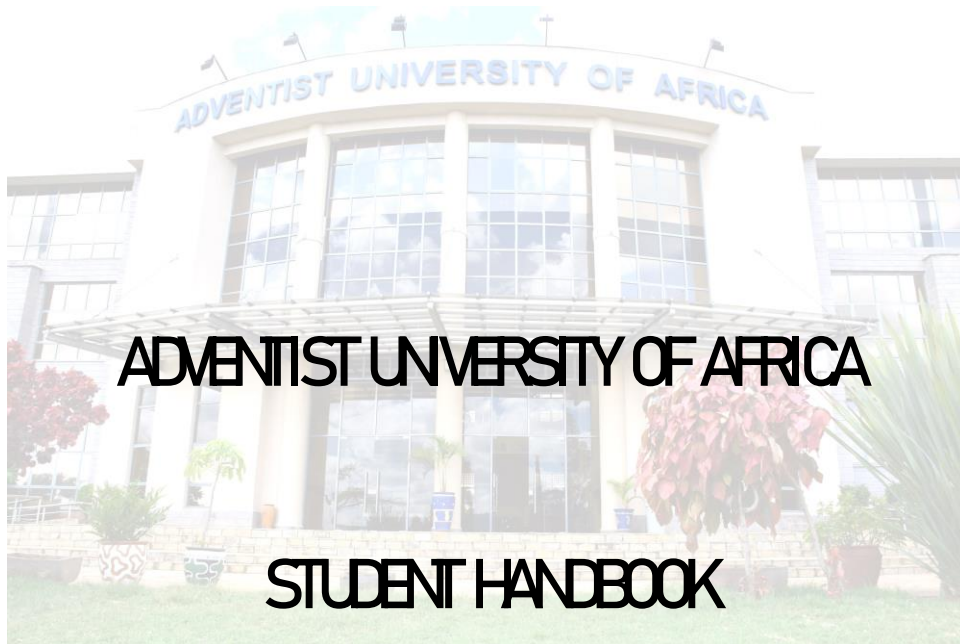




Developing Leaders for Service



ADVENTIST UNIVERSITY OF AFRICA

STUDENT HANDBOOK

2023

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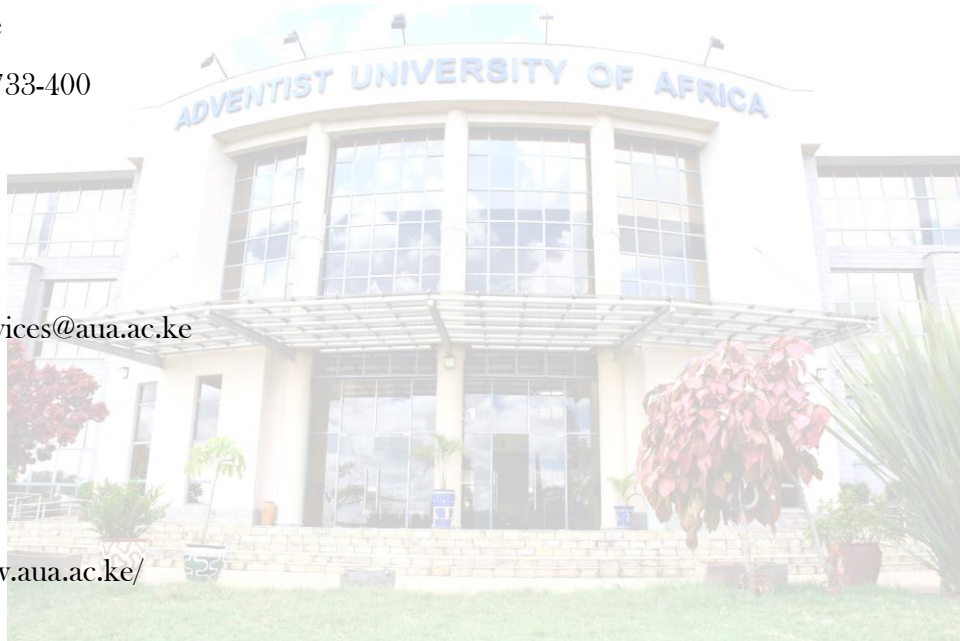


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1 INTRODUCTION

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 committed professionals and dedicated 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. Therefore, it is an expectation that our student body serve role models to each other and future students. 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 to share them with our Student Service representatives, 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.

Vincent R Injety, PhD

Vice-Chancellor

1.2 PHILOSOPHY

As a Seventh-day Adventist educational institution, in harmony with the distinctive characteristics of Adventist education, AUA sees true education as redemptive, restoring the image of God in human beings.

Thus, AUA endeavours to foster a balanced development of the whole person—spiritually, intellectually, physically, and socially. The time dimensions of Adventist education span eternity. It seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; and to embrace all that is true, good, and beautiful.

1.3 MISSION

To deliver outstanding postgraduate education from a Biblical foundation to prepare competent leaders to serve the Church and society in a Christ-like manner.

1.4 VISION

To be a premier University in postgraduate and professional education and research.

1.5 CORE VALUES

Accountability

Fairness

Respect

Integrity

Collaboration

Adventist Heritage

1.6 MOTTO

Developing Leaders for Service

1.7 AIMS OF AUA

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.

1.8 OBJECTIVES OF AUA

The Adventist University of Africa strives to achieve the following objectives:

- To equip students with research skills and problem-solving methods, enabling them to synthesize knowledge from many sources, and helping them 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.

1.9 GOALS STATEMENT

The Adventist University of Africa has set the following goals:

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.

1.10 UNIVERSITY ANTHEM

Help us, Lord, to use our education,
To daily grow in dedication.
Our purposes reach beyond the sky,
We daily lift God's name high.

Refrain:

AUA gives praise to God today.
Keep us loyal and faithful we pray.
As we learn from what our mentors say,
To hasten the coming of the Lord.

On this lovely Hill of God's creation,
He is the Rock, our strong foundation.
Each heart is bound as we excel,
In love and service, we dwell.

We commit to lead with excellency,
To inspire others with this legacy.

AUA Student Handbook

So that by our lives transform history,
United t'wards eternity.



The Adventist University of Africa Anthem

By Enslin Baxen
and Siti Mageša

Help us, Lord, to use our ed - du - ca - tion, To dai - ly grow in de - di -
On this lov - ly Hill of God's cre - a - tion, He is the Rock, our str - ong
We com - mit to lead with ex - ce - len - cy, To in - spire oth - ers with this

ca - tion. Our pur - po - ses reach be - yond - the sky, We
foun - da - tion. E - ach heart is bound as we ex - cel, In
le - ga - cy. So that by our lives trans - form hi - sto - ry, U -

8 Refrain
dai - ly lift - God's name high. A U A gives praise to God to - day!
love and ser - vice we dwell.
ni - ted t'wards e - ter - ni - ty.

12
Keep us lo - yal and faith - ful we pray. As we learn from what our men - tors say, To

16
has - ten the co - ming of the Lord.

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2 ORGANIZATION AND ADMINISTRATION OF STUDENT SERVICES

21 STUDENT SERVICES OFFICE

The Student Services Office is headed by the Student Services Director, assisted by the Student Services Coordinator, and together they handle student life matters on and off-campus.

22 STUDENT SERVICES ADVISORY

The Student Services Advisory, shall be constituted to deliberate, manage, and facilitate the affairs of the students in line with the objectives of the University.

221 Student Services Advisory Members

It shall constitute the following members:

- Student Services Director (Chair)
- Student Services Coordinator (Secretary)
- Marketing, Public Relations and Alumni Affairs Assistant Director
- Hospitality Coordinator
- Student Finance Officer
- Assistant Registrar
- Other/s as invited

222 Guidelines of the Student Services Advisory

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

- Quality of student life
- Spiritual life matters
- Student registration and academic life
- Residential life issues
- Safety and campus well being
- Student relations with other students and staff
- Other areas of need on campus

223 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.
- Review, contribute, and recommend to the University Management Board (UMB) 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.

AUA Student Handbook

- 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.
- Facilitate a well-functioning spiritual student life on campus.
- Implement the spiritual master plan.
- Make effort to be aware of, and report on relevant student life issues.
- Heighten sensitivity to student services needs and concerns.



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 each student to enjoy the privileges offered but to 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.

In order to be a part of the University community, all students 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 IN AND RESPECT FOR CAMPUS SPIRITUAL LIFE

AUA is a postgraduate Seventh-day Adventist Christian institution run on various instructional locations. The Seventh-day Adventist values will govern the behaviour of the students on all instructional locations. At every location, 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.

3.8 GRIEVANCE AND APPEAL PROCEDURES

Students are encouraged to pursue the informal approach, where the student seeks to settle the matter with the party they are aggrieved with before pursuing the formal channel.

If the matter is not resolved to the satisfaction of the concerned parties, then the matter should be presented to the next responsible higher official, depending on the nature of the grievance. For instance, a student that may be having an issue with another student, after trying to solve it with him/her (informally), and not getting a solution, may then take it up with the Coordinator, Student Services (formally) for further action. If it is not resolved at this level, it is then escalated to the Student Services Director. And if it is not resolved at this stage, it is then escalated to the VC. If the student is not satisfied, he can appeal to the higher management organ (University Council).

4 STUDENT SERVICES AND INFORMATION

Information about the services provided to students at AUA is provided in the current *Academic Bulletin* that is available on the AUA website. Detailed information is provided in this section about some 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 while 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, with the exception of the complimentary lunch offered to all residential students. 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, 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.

AUA has four residential apartments with different specifications:

4.21 Simba Block

Contains spacious lounges on each floor, and has 3 single rooms per unit that share a toilet and a bathroom. There is a total of 54 such rooms. There is a kitchen space at the ground floor of the building that gives an opportunity for those that may wish to cook. Generally, this block houses students that prefer not to self-cook.

4.22 Nlovu Block

Has a total of 24 self-contained rooms that can accommodate 2 occupants per room. There is a total of 8 units, each with 3 rooms, a lounge, dining area, a kitchen, and a washing area.

4.23 Chui Block

Made up of 16 single rooms with shared toilet/bathroom facilities. Each unit has two rooms, a lounge, a dining area, a kitchen, and a washing area.

4.24 Kifaru Block

Consists of 8 units, with each unit having an en-suite master bedroom, and two other bedrooms with shared toilet/bathroom facilities. It also has an equipped sitting and dining area, a kitchen, and a washing area.

4.3 HOUSING GUIDELINES AND INFORMATION

1. No student is allowed to accommodate his/her spouse, friend or relative in the accommodated room. If a student wishes to host such guests, he/she will be required to notify the student services and hospitality departments for an arrangement of a room outside the apartment.
2. 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.
3. Upon assignment of a room to a student, he/she will be required to report any repair needs and/or any missing items that need to attention, so they can be fixed in time to avert a crisis.
4. All students are assigned room keys, and are encouraged to take good care of them. Lost keys will attract a penalty of \$10.
5. All residential rooms have beddings sufficient for the students' use. The student has a responsibility of caring for these items when making use of them.

6. Anyone wishing to use their own beddings is free to do so, as long as they have all the beddings required to safeguard university mattresses. A \$2.5 discount may be applied to the student daily room charge, once the school linens have been collected from the room.
7. AUA offers affordable laundry services at the Hospitality Department. Charges for each item are available in the rooms, and also from the hospitality department.
8. Students who prepare their own meals from the hostel kitchen should keep high standard of cleanliness. The utensils should always remain in the kitchen, and hot cooking items should not be placed on the dining or coffee tables directly without a protective mat.
9. Only cooking gas is allowed for students wishing to prepare their own meals. Use of electric appliances like electric coil cookers for cooking is not permitted. For use of other electric appliances like water kettles, blenders, rice cookers and others, please consult with the hospitality department for further guidance.
10. Switch off all the lights in rooms that are not in use, and when you are not in the room. Equally, water taps should be closed well after use, and even when there may be loss of water from the faucets. You are expected to be a good steward of the shared renewable resources at your disposal.
11. No university furniture should be taken out of the apartment, or moved from one apartment to another by a student.
12. There are hang lines for hanging wet clothes outside each hostel apartment, and students are expected to hang their wet clothes on these lines to dry.
13. Students are expected to use the designated walkways around the campus at all times to avoid stepping on grass. It is impolite to walk on grass or where there is no designated pathway.
14. If unsure of how to use something in the room that has been assigned to you, please consult the hospitality department for assistance. Do not suffer in silence.

For more information regarding accommodation consult with the Hospitality Department at hospitality@aua.ac.ke and/or the Student Services Department at studentservices@aua.ac.ke.

4.4 SPORTS AND RECREATIONAL FACILITIES

The University encourages the recreation for 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.

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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 an operational television, a sitting area, table tennis, and a number of indoor games that students can access during operational hours of the library building. If there is need to use the facility outside of this time, special arrangements should be made with the student services office for facilitation.

4.5 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. The IT department issues all registered students a student ID during the registration period.
- Courteous cooperation during security checks

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

4.6 SAFETY IN BUILDINGS

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 in preparation for any eventuality.

4.7 TRANSPORT OPTIONS

There are various transport options for movement to and within the city and neighbouring towns: *matatu* (popular name for the public transport van), *bodaboda* (popular name for the motorcycles), taxis – Uber, Chap Chap, Bolt, Little Cab and many more app-based taxi service providers. Due to

the closeness of AUA to the Kenyan Capital City (Nairobi), transport by public means is well below \$5 round trip, and an average of \$40 using a taxi.

For those requiring airport pick up, the same can be arranged through the Hospitality and Student Services departments. Once financial clearance has been obtained from the Student Finance Officer, the student will email his/her travel itinerary to the respective email addresses, and pick up will be arranged for them. Alternatively, one can opt to take the airport taxis, but it may cost slightly more than the school-arranged means of transport.

4.8 HEALTH SERVICES

Students joining AUA are required to have a medical examination, and be holders of a health insurance policy, or a letter from their sponsor authorizing them to receive medical services, and their accounts debited. They should also be prepared to pay cash whenever they may be required in order to receive a service.

The Advent Hill Clinic is located at the Multipurpose Complex's basement, and it offers emergency medical care to AUA students and workers.

AUA instructional centres have medical centres or clinics to serve student needs there.

4.9 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.

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- 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.



4.10 SCHOLARSHIPS

AUA recognizes that there are worthy students from different areas in Africa who, despite their will and a strong commitment to learning, do not have adequate financial resources to complete a graduate program on their own and, therefore, need financial support to reach their educational goals.

In response to this need, AUA has developed scholarship funds from the generous support of donors. These funds are made available to any student registered at AUA who fulfils the guidelines.

4.10.1 Baker Worthy Students Scholarship (BWSS)

The Baker Worthy Student Scholarship Fund (formerly known as the AUA Worthy Student Scholarship) is established to assist worthy students from the continent of Africa who have documented financial need.

4.10.1.1 Guidelines

1. The annual timeframes for scholarship application submission are January 1-31 and July 1-31 or as announced.
2. All scholarship requests shall be submitted by the student to scholarships@aua.ac.ke by the last day in January or July or as announced. All applications must meet the deadline to be considered.
3. The Scholarship Committee will accept applications, review them according to criteria for application and submit applications to the BWSS Committee chair.
4. Following receipt of applications, the Scholarship Committee will meet in the first week of February and August or as and when needed to make award decisions.
5. Scholarship award decisions are forwarded by the Scholarship Chair/Secretary to AdBoard for approval prior to awarding the scholarship to the student.
6. In addition, the Scholarship Secretary (or a designee) informs students of scholarship decisions by email following AdBoard approval. The information should include:

Amount awarded to account in USD

If not awarded, the reasons should clearly be stated

Email copy to the School Dean

410.1.2 Criteria

1. The student must have completed one full session of courses at AUA with a CGPA of 3.00 for the Master's programme and 3.33 for the Doctoral programme. In certain cases, exceptions can be made for female students, AUA un-entered territories and applicants with challenging backgrounds.

2. All applications must include the following:

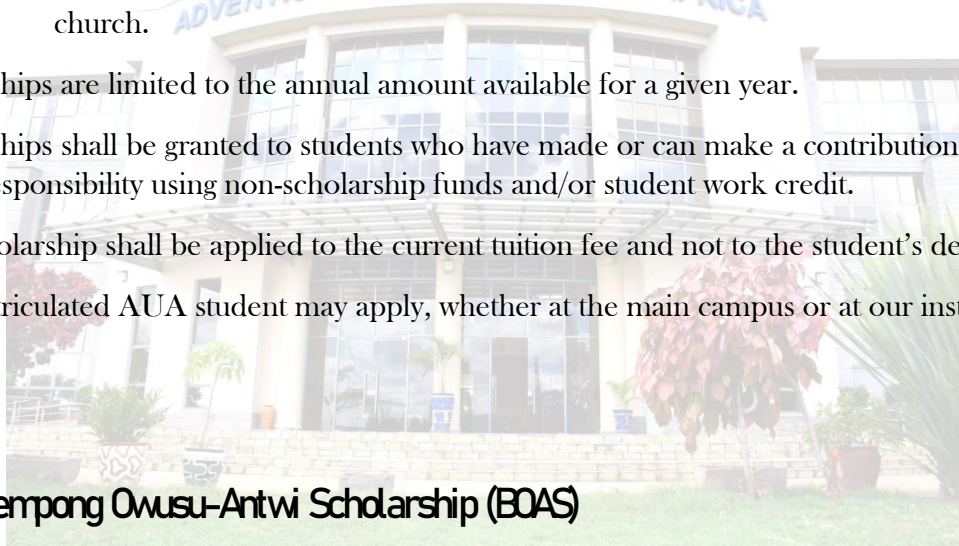
15. Completed Application Form
16. Personal statement written by the student that demonstrates his/her need as part of the application form
17. Copy of Account Statement, which can also be provided by the Finance Office representative on the Committee
18. Agreement of the student to write a thank-you letter to the donor/AUA and post a positive message of gratitude and if scholarship request is granted
19. One letter of recommendation from an AUA faculty member—or any one of these: 1) the home Union/Conference; 2) the employing organization; or 3) the local church.

3. Scholarships are limited to the annual amount available for a given year.

4. Scholarships shall be granted to students who have made or can make a contribution to their financial responsibility using non-scholarship funds and/or student work credit.

5. The scholarship shall be applied to the current tuition fee and not to the student's debt.

6. Any matriculated AUA student may apply, whether at the main campus or at our instructional locations.



4.10.2 Brempong Owusu-Antwi Scholarship (BOAS)

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. The scholarship shall be available to students every year.

Scholarships may be granted to students who meet the requirement, and are able to meet the submission deadline of January 31 and June 30 every year.

The scholarship application form shall be submitted to scholarships@aua.ac.ke. The Scholarship Committee will review the applications of every applicant and will forward their recommendations to the AUA Administrative Board for final approval or denial based on the fulfilment of the guidelines.

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410.21 Guidelines

1. This scholarship is established to help needy but worthy Adventist students at the Adventist University of Africa.
2. The scholarship shall, each year, be divided equally (50% each) between the two schools, the Theological Seminary and the School of Postgraduate Studies.
3. For an applicant to benefit from the scholarship fund, he/she must first be a registered student at AUA for at least one session.
4. The student shall have a Cumulative Grade Point Average (CGPA) of 3.0 at the point of application for the scholarship and would be expected to maintain no less than 3.0 CGPA throughout his/her studies.
5. One letter of recommendation from an AUA faculty member—or any one of these: 1) the home Union/Conference; 2) the employing organization; or 3) the local church.
6. The eligible student to receive the Brempong Owusu-Antwi Scholarship must not be a recipient of any other AUA scholarship for the year.
7. The application form shall be filled within a deadline of the year after which the scholarship committee will meet and recommend beneficiaries to ADBOARD for approval.
8. Special consideration shall be given to students from African Countries with few or no students at AUA.
9. The scholarship will contribute half of the student's tuition and fees one year and renewable. An application should be submitted every year and meet the criteria.
10. If the applicant is granted the scholarship, s/he should write a letter of gratitude to the AUA Finance office and post a positive message about AUA.
11. All applications must include the following:

Completed Application Form

One-page personal statement that demonstrates his/her need

A letter of recommendation from the employing organization or the previous University or local Conference.

If employed by the church organization, the employee should submit a documented evidence from the employing organization attesting that he/she is self-sponsored.

4.10.3 Merit Scholarship

1. The AUA Merit Scholarship is granted to all new applicants of programmes starting from 2023 to support their admission to AUA, based on their grade point average (GPA) in Bachelor's degree for Master's applicants and based on Master's degree GPA for Doctorate applicants.
2. The scholarship amount for Master's students is granted once a year for three years, and for Doctoral students, it is granted once a year for four years.

Cumulative GPA or Equivalent	Scholarship Award	Masters*	Doctorate
3.00 to 3.33	\$ 150	$\$150 \times 3 = \450	\$0
3.34 to 3.66	\$ 250	$\$250 \times 3 = \750	$\$250 \times 4 = 1,000$
3.67 and above	\$ 350	$\$350 \times 3 = \$1,050$	$\$350 \times 4 = 1,400$

*MDiv Students will also be considered for this scholarship for 4 years.

3. The AUA Scholarship Committee will review the performance of all students under this scholarship annually and adjust the scholarship according to the relevant GPA range of No. 2 above.
4. The AUA Scholarship Committee shall meet and take the relevant actions to grant scholarships according to the guidelines here-stated.

4.10.4 Scholarship for Female Students

The University administration has made available a scholarship to cover 50% of the tuition fee (for the tuition component only) for the 1st Semester/Session for new female applicants.

4.11 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.

4.12 SPIRITUAL EMPHASIS

Worship takes place as the expression of our devotion to God as follows:

- a. Vespers – every Friday 6.30 pm-8:00 pm at the Library Auditorium
- b. Divine Services – every Saturday morning 9:00 am -12:30 pm at the Library Auditorium or Simeon Nyachae Auditorium
- c. Sabbath afternoon programmes- from 3:00 pm, and is reserved for special presentations
- d. Wednesday evening – students will meet for midweek payer and fellowship from 6.30 pm – 7:30pm at the Library Auditorium

Student Chapel: Student Chapel, held every first and third Tuesday of each month, between 8:00am and 9am. All students on campus are 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. The visa is typically a visitor's or tourist visa that only allows one to visit Kenya. It is illegal to engage in work and/or study while on a visitor's/tourist visa.

To check whether you need to apply for a visa or not, please follow this link, and search for the name of your country: <https://evisa.go.ke/eligibility.html>.

For those that will be required to apply for a visa before travelling to Kenya, you will need create an account on the same site (evisa.go.ke), and apply for the visa. Contact student services in case you need any documents from AUA to complete your application.

A single-entry visa will cost you \$50, and at the point of entry to Kenya, you will be given up to ninety days of stay.

4.13.2 Student Pass

Possession of a visitor's/tourist visa only grants foreign nationals' entry to Kenya for the purpose of the visa, and does not grant rights to work or study. AUA students that travel to Kenya on any type of visa, are required to apply for a student's pass as soon as they arrive in school.

A student pass 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).

For purposes of application of the student's pass, the student needs to have the following documents:

- 
- A background image of the AUA University of Africa building, featuring a large entrance with columns and a sign above the entrance that reads "ADVENTIST UNIVERSITY OF AFRICA".
1. Copy of admission letter
 2. Copy of a valid national passport (bio-data page)
 3. Current immigration status for the students (passport page stamped at point of entry)
 4. A recent passport size colour photo
 5. Duly certified copies of basic academic certificates (your previously earned degree/certificate)
 6. Signed commitment letter from the sponsor (if sponsored)
 7. Proof of funds (for self-sponsored students)
 8. Police clearance from your country of origin

The Student Services office will guide and facilitate students on the student pass application process.

4.14 MOBILE PHONE AND MOBILE MONEY SERVICE PROVIDERS

Kenya has three major mobile phone service providers from which one can choose from: Airtel, Safaricom, and Telkom Kenya. Each of these has different plans for voice and data, and students are encouraged to have an idea of each, in order to select the network that best serves one's needs - but all have good connectivity.

All these providers require one to register a SIM card at the point of purchase (or as may be advised at the point of purchase of the SIM card), before they can make use of their services. Top up vouchers are sold in several shops, including roadside kiosks.

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Mobile money is also a well-used mode of payment, and money transfer and it is very well developed in Kenya. All the three providers have their own mobile money transfer platforms, but Safaricom's M-Pesa is the most ubiquitous of all, having payment points at almost every point of sale. This cashless mode of payment helps to reduce the need to move around with hard cash.

4.15 CAMPUS DIRECTORY

For efficient communication purposes, some contacts have been provided, 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.

The following selected contacts have been provided for use when necessary:

Student Services Director:

Phone: +254 780 701 223

Email: ambuchia@ua.ac.ke

Student Services Coordinator:

Phone: +254 733 316869

Email: studentservices@ua.ac.ke

Hospitality Coordinator:

Phone: +254 786 500 750

Email: hospitality@ua.ac.ke

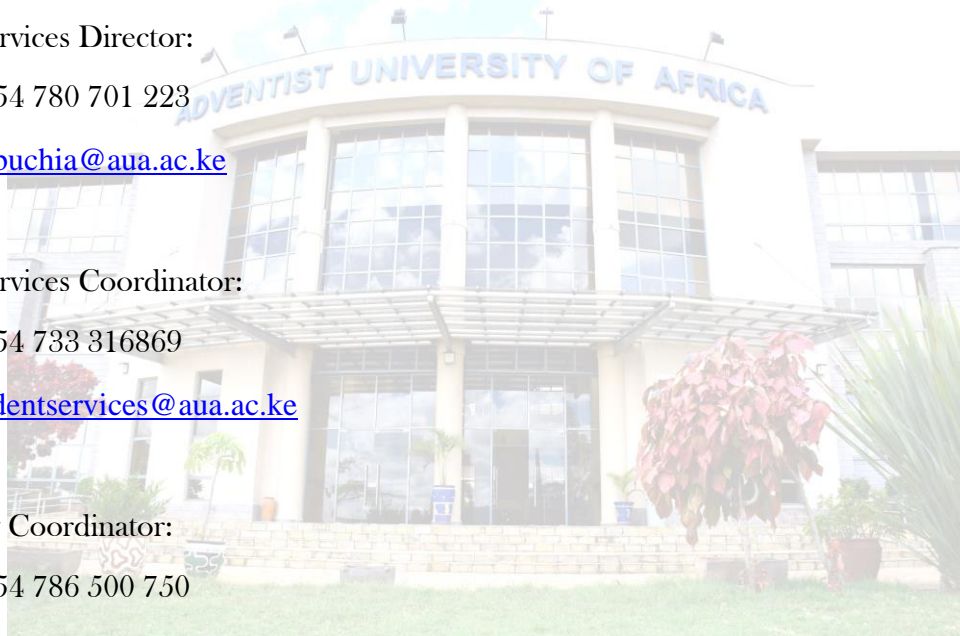
Public Relations:

Email: pr@ua.ac.ke

Registry:

Phone: +254 780 321 972

Email: registrar@ua.ac.ke



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Physical Plant:

Phone: +254 733 331 622

Email: physicalplant@aua.ac.ke

Cafeteria:

Phone: +254722432142

Student Finance:

Phone: +254 720 844 939

Email: studentfinance@aua.ac.ke

Theological Seminary:

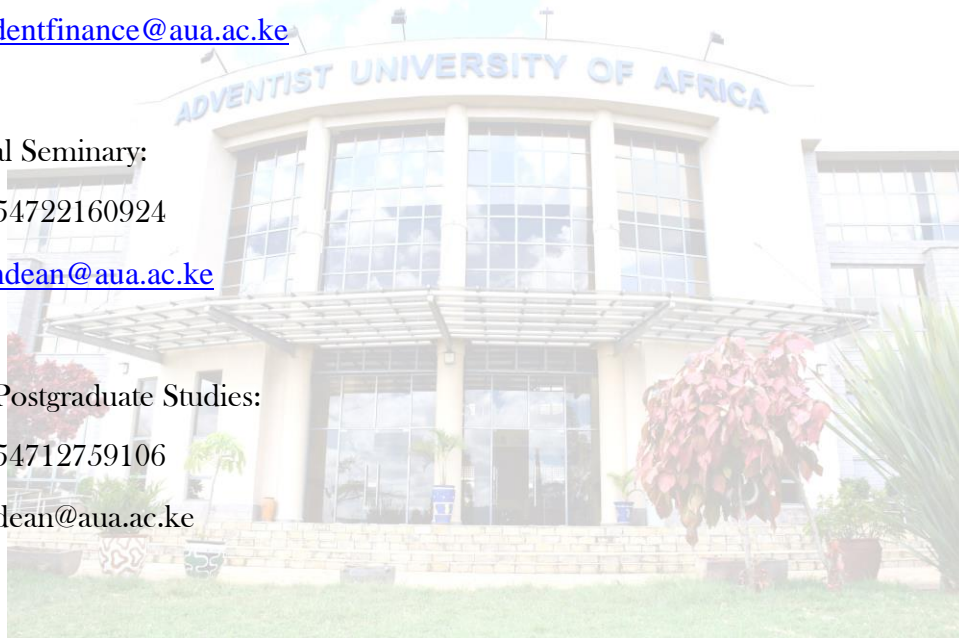
Phone: +254722160924

Email: semdean@aua.ac.ke

School of Postgraduate Studies:

Phone: +254712759106

Email: spsdean@aua.ac.ke



4.16 OFFICE HOURS

All employees of the University typically have an 8-hour day from 8:00 am to 5:00 pm Monday to Thursday, and a 5-hour day on Fridays, from 8:00 am to 1:00 pm. During this time, workers can be found in their respective places of work. Some however may have the option to work from home, depending on the nature of their assignment. Whichever it could be, students are encouraged to communicate via email and expect a timely response. Phone calls may be made when it is absolutely necessary.

4.17 STUDENT FINANCIAL INFORMATION

4.17.1 Application Fee:

An application fee of US\$60 is payable at the time of submission of application

4.17.2 Tuition Fees

a. **Masters Programs:** Masters tuition fees differ according to the economic levels of the countries that the students come from. As such the various African countries have been put into 5 tiers. The fees per credit for each tier are as follows:

- i. Tier A * US\$40 per credit
- ii. Tier B * US\$55 per credit
- iii. Tier C * US\$85 per credit
- iv. Tier D * US\$110 per credit
- v. Tier E * US\$225 per credit

Denominational employees are given a 20% discount on these Masters tuition fees per credit.

b. **Doctoral Programs:** For doctoral programs, the fees per credit are as follows for all students:

- i. Doctor of Ministry (DMin) US\$125 per credit
- ii. Doctor of Philosophy (PhD) US\$150 per credit

*Note: The number of credits for each program per year is given at the end of this document to assist in computing the tuition fees in a particular year.

4.17.3 General Fees:

Some AUA fees are per session, others are typically once per program and some are only payable when a student has a specific need. They are categorized as such here below.

a. Per Session Fees (Fees that are charged each session/semester which is once per year):

Registration Fee US\$75

ICT Fee - Main Campus US\$150

ICT Fee - Other Learning Site US\$50

Library Fee—Master's programs US\$110

Library Fee—Doctoral programs US\$135

Exam Fees US\$20

Lab Fees (for MSc in Comp Science) US\$100

b. Per Annum Fees

Research Conference Fee US\$50

Student Association Fee US\$5

Doctorate Dissertation/Project Fee US\$300

c. One-Time Fees

Master's Thesis/Project Fee US\$500

Graduation Fee US\$400

4.17.4 Other Fees and Charges as Applicable

Challenge examination 30% of the tuition credits

Audit credits 50% of the value of tuition

Tuition and Fee Adjustments: Students who withdraw from a class within the first 15% of the contact hours, or before 2 weeks after the beginning of the academic period during which they were to complete an independent study are eligible to receive a full tuition and fees for the class(es) withdrawn from.

When a student registers for a class as Audit, the tuition rate for that class is 50% of the regular rate, but all other fees apply.

Publication in AUA Journals US\$25

4.17.5 Books:

Students must purchase their own prescribed textbooks. It is advised that students budget approximately US\$400 per semester for books.

4.17.6 Student Housing and Meals

Students studying at AUA typically travel to one of the campuses for the study session, and may have a variety of options, depending on the location. Due to the wide variability in costs and the fact that different instructional locations charge differently, the Registrar's office will provide every student an updated price list for that year and location for accommodation and meals.

Accommodation at AUA: At the AUA campus, the hostel charges are nightly (according to the length of occupation) as follows:

- Double room shared by two occupants: US\$10 per night
- Single room (one student in the room): US\$15 per night
- En-suite room US\$20 per night

N.B. If the student brings his or her own bedding, the rates above are all US\$2.50 less per night.

Meal Costs at AUA: Meals on campus are \$5.0 per meal on average, and this may change depending on the prevailing cost of food items at any given time. However, hostel residents shall receive complimentary lunch, served at the AUA cafeteria at 1:00pm EAT. The student is responsible for his/her breakfast and supper, and can arrange with the cafeteria attendant which other meals they would wish to have, and arrange payment for the same.

4.18 STUDENT FINANCE POLICIES

4.18.1 Requirements for Financial Clearance for Registration

Upon receiving the invoice from AUA, a student must pay the invoiced fees by the deadline indicated on the invoice through any of the available channels as stated on the invoice.

Denominationally sponsored students can be cleared on the basis of a signed and stamped Division Financial Clearance Form from their respective Division Treasury - authorizing AUA to send the charge through denominational channels or committing to transfer the said fees to AUA by a given date. It is the responsibility of the Student to obtain the signature and stamp from the Division Treasury.

At least 50% of the total fees must be paid before the student can be registered for the session and the balance must be cleared before the end of the calendar.

A student who has arrears from the prior session, will be required to clear those arrears and also pay 50% of the next session's total fees, before they can be cleared for registration.

A student who does not pay all the fees upfront, must submit a payment plan for the outstanding balance. This will be done by completing a Student Payment Plan form which will be availed by the Student Finance Office. Such plan must be in harmony with these Student Finance Policies and the students will be expected to honour the plan.

A student who failed to honour a prior payment plan will no longer be allowed to submit payment plans. He or she must pay their fees in full upfront.

Early Payment Discount: Students who pay all the semester's fees before the start of each semester, will receive a 5% discount on the tuition fees.

Interest at a rate of 1% per month will be levied on all accounts older than 90 days.

4.18.2 Project/Thesis/Dissertation Registration

Prior to registration, a student will receive an invoice for his or her project/thesis/dissertation.

This must be paid for in full before the student can register. Letters from Divisions authorizing the sending of charges are also acceptable.

A student desiring to make a payment plan must pay at least 50% and complete the payment plan form. The outstanding balance must be cleared before the student can be allowed to defend.

The Registry and Deans will be expected to ensure that such financial clearance is in place before facilitating project/thesis registration and allowing students to embark on their project/thesis/dissertation.

4.18.3 Defense

Before a student is allowed to defend his or her project or thesis, the student must be financially cleared.

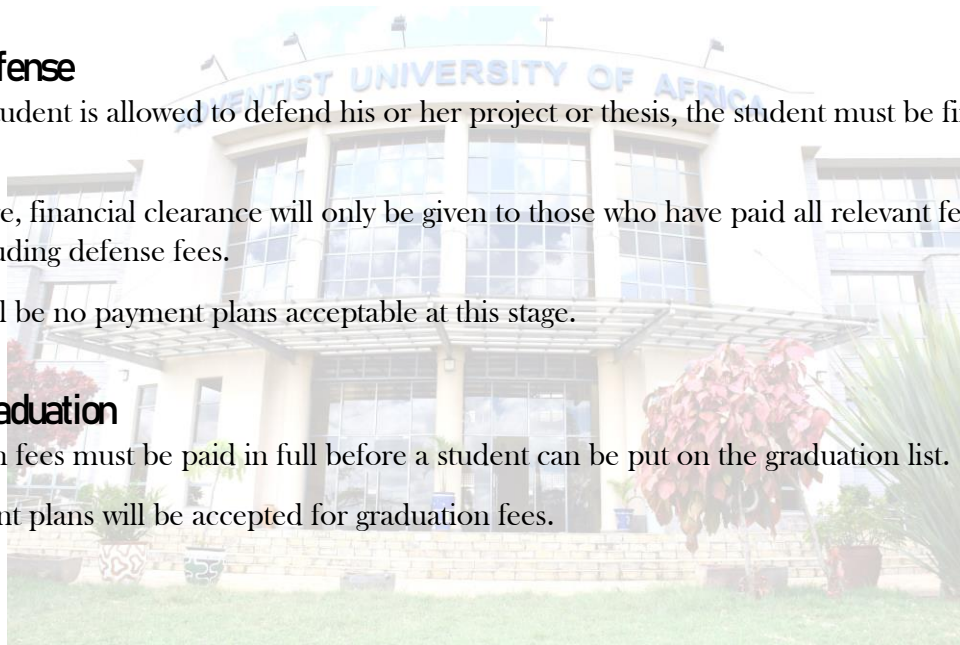
At this stage, financial clearance will only be given to those who have paid all relevant fees to that point, including defense fees.

There shall be no payment plans acceptable at this stage.

4.18.4 Graduation

Graduation fees must be paid in full before a student can be put on the graduation list.

No payment plans will be accepted for graduation fees.



4.18.5 How to make payment

There are several options that one can use to make a payment to AUA:

4.18.6 Debit or Credit Card Swipe

Students who are physically on campus can make payments using their debit or credit cards by going to the cashier's office and swiping.

4.18.7 Bank Transfers and Cash Deposits

The following bank details can be used to remit fees to AUA:

a. Prime Bank USD Account

A/C Name: **GENERAL CONFERENCE OF SDA - AUA**

A/C No: 3001041700

A/C Branch: Riverside Drive

Swift Code: **PRIEKENX**

b. Equity Bank USD Account

Bank Code: 068

Branch Code: 061

Bank Branch: Equity Branch - Ongata Rongai

A/C Name: **GENERAL CONFERENCE OF SDA (AUA)**

ACC No: 0610269069037

Swift Code: **EQBLKENA**

c. Equity Bank KES Account

Bank Code: 068

Branch Code: 061

Bank Branch: Equity Branch - Ongata Rongai

A/C Name: **GENERAL CONFERENCE OF SDA (AUA)**

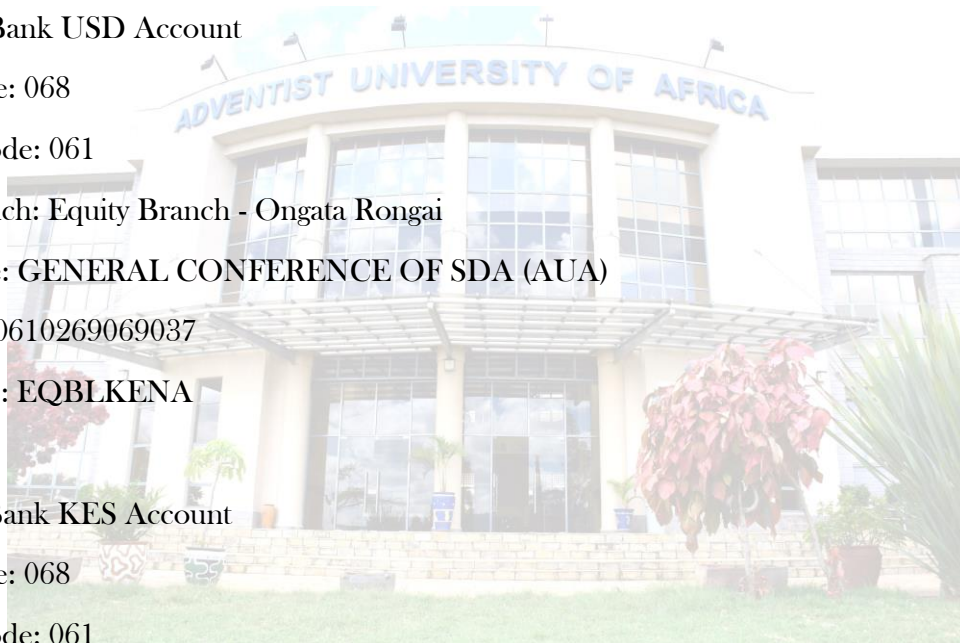
A/C No: 0610294951743

Swift Code: **EQBLKENA**

Paybill number: 247247

d. Ecobank USD Account

Bank Code: 043



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Branch Code: 024

A/C Name: Adventist University of Africa

A/C No: 6670000139

Bank Swift Code: ECOCKENA

Paybill Number: 203896

e. Ecobank KES Account

Bank Code: 043

Branch Code: 024

A/C Name: Adventist University of Africa

A/C No: 6670000030

Bank Swift Code: ECOCKENA

Paybill Number: 203896



4.18.8 Mobile Money (M-Pesa)

To use mobile money to make payments to AUA, follow the steps outlined below:

- a. Go to M-PESA menu on your phone
- b. Go to “Lipa na M-PESA,” PayBill option
- c. Enter AUA's business number which is 203896
- d. Where it asks for “account number,” enter the purpose for the payment e.g. Hostel, Library, Fees, etc.
- e. Enter amount
- f. Enter M-PESA pin
- g. A message confirmation will be received on your phone

4.18.9 Online Payments

AUA uses PayPal for online payments. You can pay from your PayPal account or your Debit/Credit card account. It must be noted, however, that for using this service, PayPal will deduct a charge ranging between 4% and 7% of the payment amount, depending on the amount.

Please follow the steps outlined hereunder:

- i. Visit the University website (www.aua.ac.ke)
- ii. Click the link Tuition and Fees
- iii. Click the button titled **Make Payments**
- iv. After inputting the reason for payment (e.g. fees) and the amount, choose whether you want to pay through PayPal or through Debit/Credit card. Only choose PayPal if you have a PayPal account or are ready to create one.
- v. If you choose PayPal, follow the usual prompts to make your payment.
- vi. If you choose the Debit/Credit card option, simply insert the required details and ensure accuracy and correctness then click Pay Now.
- vii. Once you click on Pay Now, you should see on your screen:
 - i. Your reason for payment
 - ii. The amount paid
 - iii. The message saying “Thank you for your payment”
- viii. Immediately you will receive proof of payment from ‘service@paypal.com’ in your email. Send this proof of payment to Student Finance Officer using studentfinance@aua.ac.ke email.

4.18.10 Inter-Denominational Transfers

Students who work for the SDA church in any part of the world field can arrange with their respective Treasurers or Chief Financial Officers to have credit memos sent through denominational channels to AUA for their fees. Since memos between denominational organizations sometimes take a while, such arrangements must be done well in advance before the financial clearance period.

4.19 STUDENT COUNCIL

There is established a student body known as Adventist University of Africa Student Council (AUASC), that provides leadership opportunities for qualifying students to occupy for a non-renewable 2-year term. Leaders within AUASC play different roles, all geared towards providing a student-centred service, for and by the students, as well as liaise with AUA administration, through the Student Services Office.

4.19.1 AUASC Offices

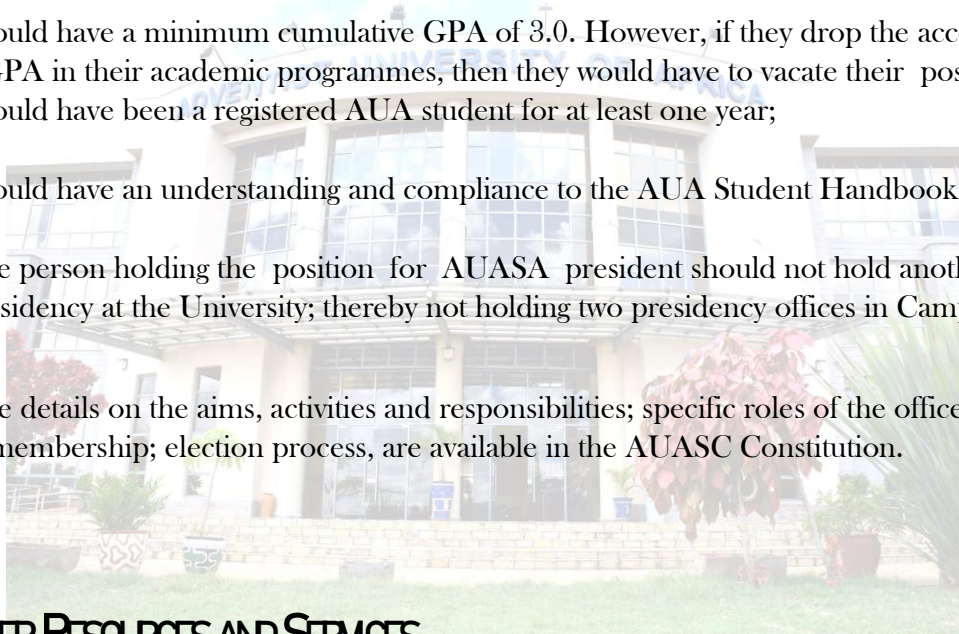
The following seven offices are available for all qualifying students to fill when vacant:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Chaplain
- f. Sergeant at arms
- g. Social Affairs and Welfare

4.19.2 Qualifications to run for office:

- a. Should have a minimum cumulative GPA of 3.0. However, if they drop the acceptable CGPA in their academic programmes, then they would have to vacate their position;
- b. Should have been a registered AUA student for at least one year;
- c. Should have an understanding and compliance to the AUA Student Handbook;
- d. The person holding the position for AUASA president should not hold another presidency at the University; thereby not holding two presidency offices in Campus.

Note: More details on the aims, activities and responsibilities; specific roles of the office holders; meetings; membership; election process, are available in the AUASC Constitution.



4.20 OTHER RESOURCES AND SERVICES

4.20.1 Judith Thomas Library

The Judith Thomas Library is the centre of research in AUA, and can be physically accessed from 9am to 10pm Monday to Thursday; 9am to 3pm on Friday, and 10am to 4pm on Sunday. It is equipped with thousands of relevant volumes for research.

The library also has access to thousands of academic journals and books, through the subscribed databases, that can be accessed from anywhere on the globe. Details of how to access the library resources can be accessed via the AUA website. Further inquiries can be processed via the library email: library@aua.ac.ke.

4.20.2 Ellen G. White Branch Estate (EGWEBO)

EGWEBO is a branch of EGW Estate Inc., and it is dedicated to serving the African continent. It contains a wide collection of Ellen G. White and church history books, Ellen White Critics and apologetics, and popular church periodicals. The office also has printed copies of all the Ellen G. White letters and manuscripts.

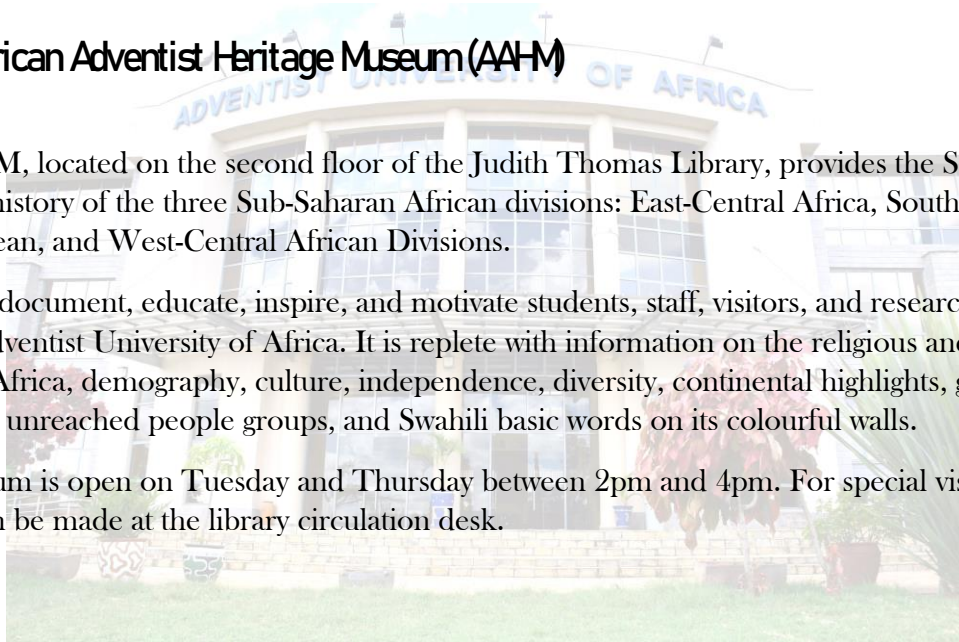
The office supports students in their research concerning Ellen G. White or church history-related topics. You can email them on egwebo@aua.ac.ke, or visit their office on the second floor of the Library building, at AUA between 9 and 1pm: 2pm. and 5pm, Monday to Thursday, and 9 am to 1pm on Fridays.

4.20.3 African Adventist Heritage Museum (AAHM)

The AAHM, located on the second floor of the Judith Thomas Library, provides the Seventh-day Adventist history of the three Sub-Saharan African divisions: East-Central Africa, Southern Africa-Indian Ocean, and West-Central African Divisions.

It exists to document, educate, inspire, and motivate students, staff, visitors, and researchers who visit the Adventist University of Africa. It is replete with information on the religious and secular history of Africa, demography, culture, independence, diversity, continental highlights, gospel challenges, unreached people groups, and Swahili basic words on its colourful walls.

The museum is open on Tuesday and Thursday between 2pm and 4pm. For special visits, a request can be made at the library circulation desk.



4.20.4 Gift Shop

Located next to the AAHM is the gift shop, containing various AUA-branded merchandise and memorabilia for students and guests to purchase. To purchase an item from the gift shop, a request is made and processed through the library circulation desk.