



*A Premier Business and Technology University of Choice*



# KCA UNIVERSITY STUDENT HANDBOOK

[www.kca.ac.ke](http://www.kca.ac.ke)



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# DEFINITION OF ACRONYMS

<b>VC</b>	- Vice Chancellor
<b>DVC</b>	- Deputy Vice Chancellor
<b>DVC FP &amp; A</b>	- Deputy Vice Chancellor Finance, Administration & Planning
<b>KCA-U</b>	- KCA University
<b>ICPAK</b>	- Institute of Certified Public Accountants of Kenya
<b>KCSE</b>	- Kenya Certificate of Secondary Education
<b>MoU</b>	- Memorandum of Understanding
<b>CDF</b>	- Constituency Development Fund
<b>HELB</b>	- Higher Education Loans Board
<b>SPP</b>	- School of Professional Programmes
<b>OPAC</b>	- Online Public Access Catalog

# 1. INTRODUCTION

## 1.1. General Information

This Guide has been prepared for general information to all students. It is hoped that students will find the contents useful and use it as a major guide both in their academic life and day-to-day activities while undertaking their academic and professional programmes at the University. It does not constitute a contract; either expressed or implied, and is subject to change at the University's discretion.

In addition to this handbook, the University Website, the Official Facebook page (@KCAUniversityOfficial), Twitter (@kcauniversity) and Notice Boards are also a major source of information. Circulars and notices of events and activities are posted there. Students are therefore advised to keep checking on the information appearing on the Website, Facebook, Twitter and Notice Boards from time to time. The Notice Boards are located in the Faculties, Dean of students' office, Block E, Block C, and all floors of the Tuition complex. Specific details in any problems encountered should be consulted from the students union, Dean of students, Deans of Faculties, Registrar, and the security personnel.

## 1.2. Our Vision

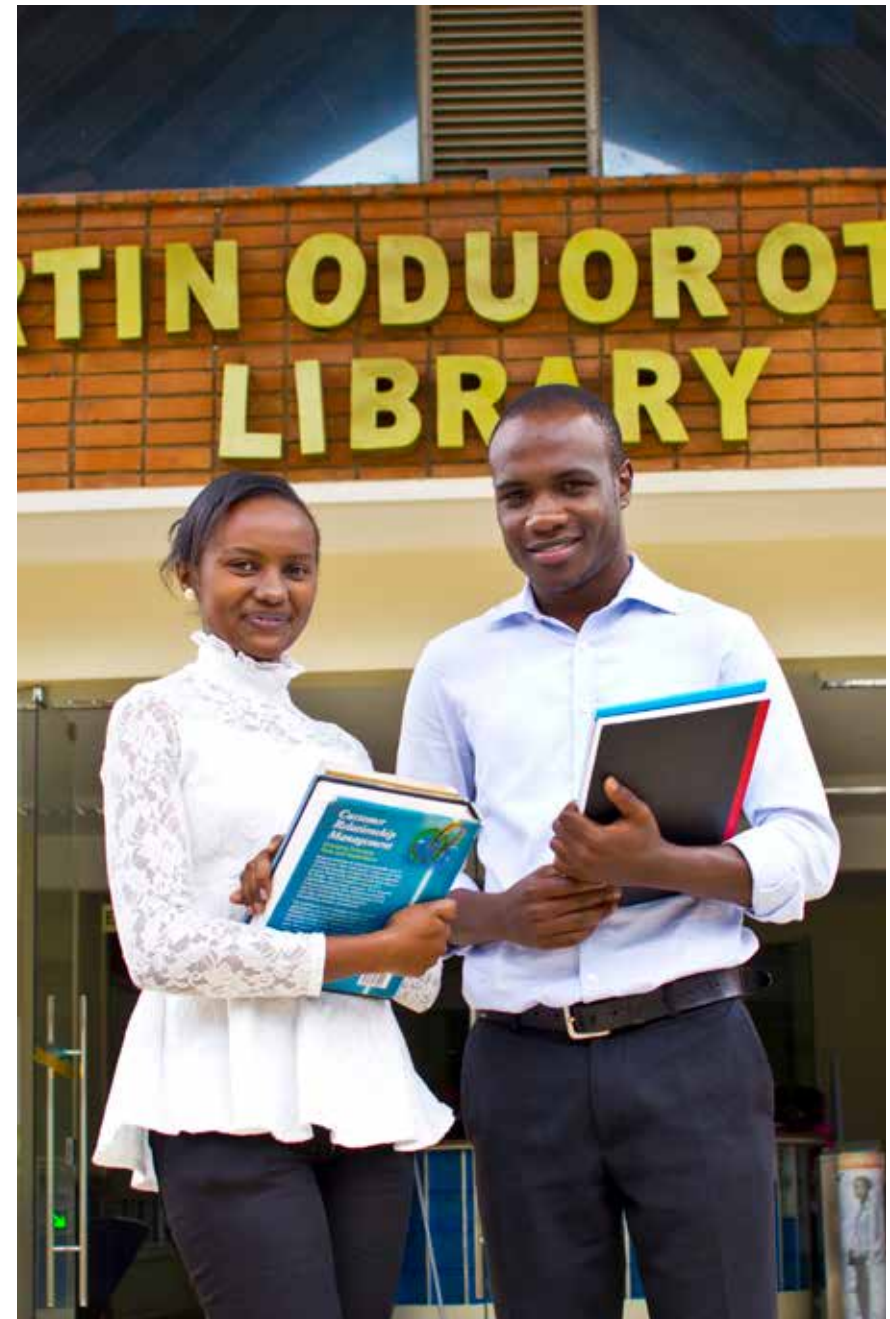
To be recognized as a premier business university whose graduates competently and confidently serve the nation of Kenya, the East African region and the global community.

## 1.3. Our Mission

To offer high quality, integrated and market-driven teaching, research and extension services in a safe and supportive academic environment.

## 1.4. Our Philosophy

It is the philosophy of the University that all human beings have a role to play in the society and that each person is uniquely endowed with the necessary abilities to fulfil their role.



# CORE VALUES

- **Excellence** - do it right first time;
- **Integrity** - carry out our business with honesty and openness;
- **Diversity** - no discrimination on the basis of ethnicity, gender, social, economic or religious backgrounds;
- **Innovation** - seek new ways of creating, sharing and applying knowledge; and continuous learning and improvement;
- **Commitment** - committed to understanding and meeting the needs of our students, faculty, alumni and partners;
- **Service to the Community** - interact with the community and participate in the development and implementation of solutions to community opportunities and problems;
- **Recognition and support of individual talents** - support individuals to make their own contributions.

## 1.5. Credo

Inspired by the desire to serve society through education, KCA University declares its purpose to be the education of the whole person. The University is thus dedicated to:

- » Prepare students to assume leadership roles in society through an education that stresses ethical intellectual, spiritual and aesthetic values.
- » Provide uncompromising standard of academic excellence and an unwavering commitment to academic freedom and freedom of expression in the search for truth;
- » Provide rigorous and imaginative scholarship; excellent teaching in and out of the classroom; and educational programs designed to provide breadth and depth;
- » Encourage the integration of different forms of knowledge, and to stimulate not only the acquisition but also the creative and humane use of knowledge;
- » Provide opportunities for the open exchange of ideas and experiences among people of diverse background in national origin, gender, age, ethnicity, disability, religion and economic class.

## 1.6. Historical Background

KCA University dates back to 1989, with the establishment of the institution as Kenya College of Accountancy by the Institute of Certified Public Accountants of Kenya (ICPAK) charged with mandate to improve the quality of accountancy and financial management training in the country.

The college was founded after a British Government funded study conducted by Chart Foulks Lynch CIPFA services of the UK in 1987/88. The study revealed that the Kenyan economy required an additional four hundred qualified Accountants every year. The output of qualified accountants from the training institutions then was less than one hundred.

On commencement of its services in 1989, the college enrolled 170 students but this number tremendously increased over the years and today, enrollment stands at over 5,000 students annually. Starting in rented premises in Westlands, the University's main campus is now on Thika Road at Ruaraka. To maintain a national outlook, the institution opened satellite colleges in Kitengela, Town Campus, Amagoro and Kisumu.





## 1.7. Location of Offices and Lecture Rooms

There are various blocks in the University where several functions take place as follows:-

	BLOCK	OFFICE / FUNCTION
1.	<b>Block B</b>	<ul style="list-style-type: none"> <li>» Main reception</li> <li>» Office of the Vice Chancellor</li> <li>» Deputy Vice Chancellor (Enrollment Management, Academic and Student Affairs) office</li> <li>» Chief Finance &amp; Operations Office</li> <li>» Human Resource Department</li> <li>» Internal Audit</li> <li>» Corporate Affairs and Communications office</li> <li>» ICAD</li> <li>» Procurement and Administration</li> <li>» Legal office</li> <li>» Management Accounts</li> </ul>
2.	<b>Block C</b>	<ul style="list-style-type: none"> <li>» Welcome Centre</li> <li>» Enrollment</li> <li>» Credit Control</li> <li>» ICT</li> <li>» Main Hall</li> <li>» Cashier</li> </ul>
3.	<b>Block D</b>	<ul style="list-style-type: none"> <li>» Accounts Payables</li> <li>» Security Office</li> </ul>
4.	<b>Block E</b>	<ul style="list-style-type: none"> <li>» Student Center</li> <li>» Student Affairs Office</li> </ul>
5.	<b>Block F</b>	<ul style="list-style-type: none"> <li>» Recreational Centre</li> </ul>
6.	<b>Block G</b>	<ul style="list-style-type: none"> <li>» Lecture rooms</li> </ul>
7.	<b>Block H</b>	<ul style="list-style-type: none"> <li>» Lecture rooms</li> </ul>
8.	<b>Block I</b>	<ul style="list-style-type: none"> <li>» Computer lab</li> </ul>
9.	<b>Block J</b>	<ul style="list-style-type: none"> <li>» Computer lab</li> </ul>
10	<b>Block K</b>	<ul style="list-style-type: none"> <li>» Exams Office</li> <li>» Registrar Office</li> <li>» Clinic</li> <li>» Counseling Room</li> </ul>

	<b>BLOCK</b>	<b>OFFICE/ FUNCTION</b>
<b>11.</b>	<b>Tuition Complex</b>	<ul style="list-style-type: none"> <li>» Computer Labs</li> <li>» Quality Assurance</li> <li>» School of Professional Programmes</li> <li>» Faculty of Computing and Information Management</li> <li>» School of Post Graduate Studies and Research Extension</li> <li>» Faculty of Education</li> <li>» School of Business and Public Management</li> <li>» SAKU Office</li> </ul>
<b>12.</b>	<b>Martin Oduor Otieno Building</b>	<p>KCA University Library (Martin Oduor Otieno Library)</p> <ul style="list-style-type: none"> <li>» Ground floor – Reception (Borrow/return books)</li> <li>» Chief and Deputy Librarian's offices</li> <li>» Study area</li> <li>» Research and Extension office</li> <li>» Dean School of Graduate Studies office</li> <li>» E-Library centre</li> </ul>
<b>13</b>	<b>KITENGELA CAMPUS</b>	Capital Center Kitengela
<b>14</b>	<b>TOWN (MONROVIA) CAMPUS</b>	Monrovia Plaza, Monrovia Street Nairobi
<b>15</b>	<b>KISUMU CAMPUS</b>	Mega Plaza, Kisumu
<b>16.</b>	<b>AMAGORO CENTER</b>	Amagoro, Busia





## 2.CAMPUS LIFE



## **2.1. General Students Affairs**

The Enrollment Management and Student Affairs Offices deal with implementation of policy and a wide range of activities concerning students' welfare. These include Student counselling services; Health services, Career Planning and Placement, annual student activities and events registration of clubs and societies; permission to hold meetings and parties; booking of rooms for parties and meetings; organization and supervision of student's entertainment; Games and sports, organizing open lectures and providing information on accommodation for students. In realizing these, the Dean of student's works closely with the Students Governing Body, namely Students Association of KCAU (SAKU) to ensure all students' issues are addressed.

## **2.2. Students Welfare Services**

The Dean of students' Office co-ordinates all Students' welfare matters in the University, be they personal, academic, spiritual or social with the assistance of the Students Association of KCAU (SAKU). The office is located at the Student's Center Block E Room 11 and the SAKU office is located on the fifth floor of the Tuition complex. The office is headed by the Dean of students.

### **2.2.1 STUDENT ASSOCIATION OF KCA UNIVERSITY (SAKU)**

The Student Association of KCA University commonly known as SAKU is an association comprising of all registered students and operates in accordance with the SAKU constitution and in compatibility with the philosophy and regulations of the University. SAKU is governed by the SAKU Council which refers to an elected group of students' who represent the students' welfare to the Management of the University. SAKU Council works with the students, faculty and administration on activities and policies that are related to the overall wellbeing and interest of the students.

SAKU Council members are elected during the student annual general elections as per the SAKU Constitution.

The main objectives of the SAKU are;

- a. to use lawful, proper and prudent means to ensure members' aspirations and interests realized;
- b. to promote students' welfare and safeguard students' rights and freedoms;
- c. to seek and undertake representation and/or participation in organs of the University;
- d. to work in close solidarity with other students' organizations within the University and to establish friendly relations and understanding with other relevant organizations whose objectives are similar to those of SAKU including local and international organizations;
- e. to seek, enhance and maintain the freedom of conscience, expression, association, academic liberty and all the rights and privileges accruing to members by virtue of their humanity, age, status, sex, citizenship and any other relevant criteria within the University Policies and guidelines;
- f. to promote enjoyment of the freedoms, rights and privileges referred to in paragraph (d) above;
- g. to encourage student academic research and the development of their artistic and professional talents;
- h. to improve the student – lecturer relationship by developing and enhancing mutual confidence among the students and lecturers;
- i. to publish and distribute a magazine or other publications in which students can give expression, views, thoughts and creative talents;
- j. to be a means through which student's responsibility, leadership qualities and other talents are nurtured;
- k. to develop positive attitude towards the community through participation in community service and/or giving back to the community;
- l. to raise funds through legal and University approved means in order to sustain its activities; and
- m. to carry out such other activities that may be incidental to achievement of the above objectives.

## ***2.3. The Counselling Center***

The counseling Centre falls under Student Affairs Office. Its mission is to promote students' personal development, emotional and psychological well-being, in a professional and confidential setting. By fulfilling this mission, the quality of students' experience at KCA is enhanced, and they are more likely to achieve academic and personal success.

Services provided at the Centre include:

- 2.3.1. individual and group counseling;
- 2.3.2. crisis intervention;
- 2.3.3. career counseling;
- 2.3.4. consultation with faculty;
- 2.3.5. life skills training; Peer counselors training; and
- 2.3.6. referral services; among others.

The services are offered free of charge in a confidential and non-judgmental manner.

## ***2.4. Health Services Center***

The University has a clinic located in Block K. It meets the health needs of the students through treatment of minor ailments. The clinic also organizes health talks for the students and mobile V.C.T clinics on a monthly basis. Referrals are organized for any complicated cases to Avenue health care and as per the advice of the parent/guardian where the university only meets the first aid bill and the rest to be cleared by the guardian. The University has an insurance policy for students injured through sporting activities.

In case of an illness or urgent crisis students should report to the Clinical Officer, Security Officer or the Dean of Students. In the absence of these officers, such reports should be made to the Registrar and respective Deans of the faculties.

## ***2.5. Students Cafeteria***

It is situated next to the tuition complex. Meals and soft drinks are available on a pay-as-you-eat basis. The University is not directly responsible for the provision of meals and therefore does not take money from students for meals as this is to be arranged by students themselves. The University will ensure the food in the cafeteria is safe for human consumption. Snacks and soft drinks are sold at the canteen. The meals are provided at a subsidized price.

## ***2.6. Students Accommodation***

The University does not provide accommodation to students but has made arrangements with hostel owners and has a list from which students can select and make their own arrangements on the payment of the rent.

## ***2.7. Student Transport***

KCA University has buses that students use for activities including authorized trips, sporting and club events. Students interested in using the bus should pay for the vouchers using the standard payment procedure and pick them at the Administration Managers office in Block B. Only students with vouchers will be allowed to use the bus.

## **2.8. Clubs, Societies and Religious Groups**

### **2.8.1. Clubs**

There are several clubs registered by the institution. All the clubs cater for intellectual and promote social interaction among the student community. In most cases they prepare the students for their professional ventures in future and enhance teamwork spirit. They are all run on members` contributions and some allocation from SAKU funds.

The various clubs in the University include:

- Wildlife Club
- Journalism Club
- Peer Counselling Club
- Chama Cha Kiswahili
- Tech Club
- Drama Club
- Music Club
- International Youth Fellowship (IYF) Club
- St John's Ambulance

### **2.8.2. Religious Groups**

KCAU places high premium on the spiritual welfare of its members and has provided patrons for the various groups. There is freedom of worship in the institution to enable students from various denominations exercise freedom of worship. The various religious groups in the University are:

- Catholic Association
- Christian union
- Seventh Day Adventist
- Muslim student association

### **2.8.3. Guidelines for Clubs and Societies**

All societies and clubs must be registered with the Office of the Dean of students. Each society must keep an up-to-date constitution, file for all the correspondence and a register of members.

All societies and clubs are required to have a member of staff (teaching or administrative) as a patron as an advisor and a liaison officer between the society and the administration.

A club or society should not have less than fifteen members.

### **2.8.4. Financing for clubs and Religious group activities**

Student activities will have an allocation from the SAKU fee as stipulated in the Clubs and Societies Policy. In addition, Students are encouraged to raise funds through University approved channels to support the club activities. The Clubs will charge maximum registration fees of Kshs. 100 that will support the club activities.

## **2.9. Sporting Activities**

The University participates in various sports activities where various teams represent the University in various leagues and tournaments.

The various sporting activities in the University include:

- Football
- Basketball
- Rugby

- Hockey
- Volleyball
- Karate
- Tae Kwondo
- Badminton
- Table tennis
- Lawn Tennis
- Swimming

#### **2.9.1. Registration process**

Students interested in any sport should forward their names to the Sports Coordinator. Students can participate in leagues and tournaments; to do this they should attend scheduled practice sessions as advised by the coaches.

#### **2.10. Students Trips**

The University organizes Academic, extra curricula activities and social student trips as stipulated in the Student Trips Policy. For all trips whether academic, extra curricula or social student trips, the Patron and SAKU officials will be accompanying the specific group of students.

#### **2.11. International Students**

KCAU takes the initiative to assist all international students to ensure their stay at the University is safe. This is enforced through facilitation of accommodation facilities and facilitation of Pupil's Pass.

#### **2.12. Bereavement**

KCAU is a family and in case of death of a Student or parent, the University will offer support as per University Policy.

# 3. ACADEMIC CONDUCT

## 3.1. Academic Calendar

- 3.1.1. The university Academic Year shall begin in September of each year and end in August of the subsequent year. The Academic Year consists of three trimesters or two semesters each consisting of fifteen (15) weeks.
- 3.1.2. The Graduation Ceremony shall be held at a time and place as may be decided by the University Senate.

## 3.2. Admissions

- 3.2.1. A student will be admitted into a programme if he or she meets the minimum entry requirements in that programme as set by the university senate and subject to availability of space. Detailed requirements have been provided for in the Admissions and Registration Policy.
- 3.2.2. KCAU operates an admissions policy which ensures equality of opportunity to all applicants. Applications are welcomed from students with excellent academic potential and the University recognizes the importance of admitting applicants to a course suited to their ability and aspirations.
- 3.2.3. Applications for admission to all courses are considered without regard to any inappropriate distinction e.g. ethnicity or nationality, disability, sexual orientation, gender, religious or political beliefs, marital status or socio-economic background.
- 3.2.4. The Admissions Criteria is drawn from each of the course regulations, as proposed by the Deans Committee and approved by the Senate and the Commission for University Education (CUE).

## 3.3. Registration

### 3.3.1. Registration of New Students

- 3.3.1.1. All new students are required to present their Admission letters as proof of admission into the University.
- 3.3.1.2. Thereafter, students are given a KCAU registration form to indicate the subjects/units for the trimester. Students are guided at their respective faculties/schools on units to select as this will depend on the trimester/semester timetable.
- 3.3.1.3. Thereafter, students will be required to submit their unit registration forms at Registrar's office with proof of payment or approval from credit control office for those without required fee.
- 3.3.1.4. New students are issued with student ID card (Smart Card) upon filling card request form and proof of fee payment.
- 3.3.1.5. The names of a student shall be as they appear in the application documents used to seek admission at KCA University, or, where there is conflict, an affidavit will suffice to guide on official names to be used, or, use names in the same way as they appear in the official government National Identity card (ID).
- 3.3.1.6. The same names shall appear and be used in the same order in all official records and in the final certificates and transcripts. If a student wishes to change names in the course of his/her stay at the university, the same shall be effected in accordance with existing legal procedures, and official documents submitted to the Registrar before graduation.
- 3.3.1.7. No change in names, including the order will be effected after a student graduates from KCA University.

### 3.3.2. Registration for continuing students

- 3.3.2.1. A student is required to register for units to be taken in a trimester/semester. A student continuing with studies is required to register online through the Student Portal at [www.kca.ac.ke](http://www.kca.ac.ke).
- 3.3.2.2. Pre-registrations of units begin 4 weeks before commencement of a new trimester/semester. Add/Drop (Swap) of units will be done within the first 2 weeks of a new trimester/semester.
- 3.3.2.3. A student who is unable to register within the registration period should apply for academic leave not later than week six of a trimester/semester.

### **3.3.3. Deferred Admission**

- 3.3.3.1. A student is enrolled when he/she is admitted. An enrolled student who cannot register immediately may have his/her slot reserved. This reservation can be maintained for a maximum of three trimesters (one academic year), after which it lapses.
- 3.3.3.2. A new student who wishes to postpone the intake to subsequent intake(s) will be required to fill a Student Request form for deferment of intake. This form is available at the Registrar's office and can be downloaded from the Student Portal at [www.kca.ac.ke](http://www.kca.ac.ke).
- 3.3.3.3. Subject to the approval of the University Senate a continuing student who for some good cause is unable to register in any year may be allowed to stay out of the University on an academic leave for a maximum period of two academic years. A student shall be allowed to apply for leave for one academic year at a time.
- 3.3.3.4. A student wishing to temporarily suspend his/her studies must apply for academic leave. The academic leave becomes official only after endorsement by the University Senate. Academic leave can only be taken at the start of the trimester/semester. The leave duration will be part of the programme duration. A candidate on leave must renew his/her registration at the beginning of every semester.
- 3.3.3.5. Subject to the approval of the University Senate a student who was registered and who for some good cause is unable to complete the course work for any year may be permitted to register for the same year as a readmitted student at the start of the following year or of the year immediately thereafter.
- 3.3.3.6. A student who does not register for academic leave within the required deadlines will be deregistered.

### **3.3.4. Resumption of Studies/ Readmission**

- 3.3.4.1. A student, who has been away on leave or was deregistered from the University, will be required to seek approval before resuming studies.
- 3.3.4.2. This should be done in writing through the Office of the Registrar, a readmission fee will be charged before registration of units for the new trimester.
- 3.3.4.3. Formal approval by the Registrar will be issued to the student and should be presented upon readmission before commencement of classes.
- 3.3.4.4. Students who have been away on disciplinary terms will be required to see the University Counselor and thereafter, the University Registrar before resuming studies.

## **3.4. Credit transfer and Exemptions**

- 3.4.1. Students from other institutions of higher learning recognized by CUE may apply to join KCAU programmes on credit transfer. Testimonials of good standing from their previous institutions are a requirement and the credit transfer shall only be effected upon confirmation of the said testimonials received by the Office of the Registrar from the previous institution.
- 3.4.2. Similarly, candidates who hold diplomas and certificates from recognized tertiary institutions and wish to upgrade their academic qualifications may be admitted as students with credit transfers/exemptions as per the Admissions and Registration Policy.
- 3.4.3. In the same manner, degree holder Candidates wishing to obtain a second degree may also be admitted as transfer candidates.
- 3.4.4. Application for Credit transfer is made at the time a prospective student applies for admission to KCAU. Requests for credit transfers shall be considered and approved by the Faculty Board before a student is registered.
- 3.4.5. In exceptional circumstances, a student on exemption or credit transfer may be registered provisionally at a level determined by the Faculty pending the processing of credit transfers or exemptions as stipulated above.
- 3.4.6. Credit from courses requiring acquisition of practical skills, Common University courses or courses where a student attained the grade as stipulated in the Admissions and Registration Policy. A fee will be charged for each credit transferred in accordance with rates which may be in force at the time, except for KCAU graduates. These charges immediately become part of the student's fees obligations. Students seeking exemption from a lower KCAU course to a higher KCAU course on credit transfer or exemption shall not be liable to pay the said fees.
- 3.4.7. A student who wishes to change to a higher academic programme must first complete the requirements of the one which he/she is registered. The maximum credits transferable cannot exceed 49% of the programme requirements.
- 3.4.8. A student may transfer from a programme in one department or faculty to another programme in a different department or faculty by completing appropriate application forms obtained from the Registrar, and obtaining written approval from the Office of the Registrar.

### ***3.5. Mode of Study***

Students may study under the full-time, part-time, weekend, distance learning and blended learning or any other specified modes. Request for change of mode of study shall be submitted to and processed by the programme department for approval by the Registrar before registration.

Full-time Mode (Module I) - The Full-time mode of study applies where a student attends scheduled day classes on a regular basis and takes the standard load for this mode.

Part-time Mode (Module II) - The Part-time mode of study applies where a registered student attends scheduled evening classes regularly and takes the standard load for this mode.

Weekend Mode (Module III) - The Weekend mode of study applies where a registered student attends scheduled weekend classes regularly and takes the standard load for this mode.

Distance Learning Mode (Module IV) - The Distance Learning mode (DL) of study applies where a student is registered for course work and is guided through various courses using online instructional materials, assignments, continuous assessment and tutorials organized by the department and presents himself or herself in person for examination at the approved examination venue.

### ***3.6. Change of Course***

A student who wishes to drop course or change courses must seek academic or career advice from the faculty Deans. A student may change courses before the close of the registration period. This should be done after consulting the Chair of Department or Dean/Director of the faculty/School.

### ***3.7. Change of Mode of Study***

A student who wishes to change mode of study must seek approval from the faculty/school. This should be done after consulting the Chair of Department or Dean/Director of the faculty/School.

### ***3.8. Termination of Course***

A student who opts to terminate studies at KCA University should provide a written request and fill a course termination form available at Registrar's office. Student should provide a letter from the sponsor before any refund can be processed.

### ***3.9. Deregistration***

Subject to the approval of the University Senate a student who has qualified to register for any year of study but has not registered or applied for academic leave by the end of the registration period of the any semester, shall be assumed to have deserted from the course and shall be deregistered forthwith.

### ***3.10. Add/ Drop of Units/***

3.10.1. A student who wishes to add/drop units will be required to seek approval from the Deans/Directors of faculty/school, Credit Controller and Registrar's offices. Such a student will be required to complete the request form for adding/dropping units.

3.10.2. The deadline for Add/Drop of units falls at the end of week two (2) of every trimester/semester. Any unit dropped after the deadline must be paid for in full.

3.10.3. Refunds made before the deadline will be subject to the number of the actual days a student has been at the university against the total days allocated to the course.

### ***3.11. Class Attendance***

Class attendance is compulsory for all registered students. A student should not miss more than four weeks of the expected trimester/semester. It is every student's responsibility to ensure that their names appear on the class registers for all units registered and must sign the class attendance register.



### **3.12. Course Progression**

A student may proceed to the next level of study if s/he has satisfied the progression rules of their respective courses. Details of these rules are contained in regulations document governing each course. A student with pending supplementary results, repeat units, results of repeat units and examination irregularity cases cannot proceed until s/he is cleared by the University examination board. Student should consult faculty/school/Registrar's office on course progression.

### **3.13. Course Loading for Students**

#### 3.13.1 Trimester/Semester Load

The specific maximum and minimum course units the university requires for registration in a programme are as specified in various Academic Programmes. This is subject to fulfillment of specific departmental and/or Faculty requirements.

#### 3.13.2 Programme Load

The general university requirement for completion of a bachelor's degree programme is as specified in various Academic Programmes. This is subject to fulfillment of specific departmental and/or Faculty requirements.

### **3.14 Special Programme Requirements**

#### 3.14.1 Research/Programming project

The course introduces the basic principles, concepts and techniques of gathering information and applying it to solve problems. The specific programme requirements for projects are prescribed in various Academic Programmes.

#### 3.14.2 Internship/Field Attachment/Practical Experience/Teaching practice

The specific programme requirements for industrial training are prescribed in various Academic Programmes. The time requirement specified for such training will be part of the programme duration.

Industrial training shall be assessed and graded on PASS or FAIL basis.

### **3.15 Assessment**

Continuous assessment which includes but not limited to tests, assignments, projects, term papers and practical work will be included in the calculation of the student's final mark for every unit. In addition to the course work, a final exam will be administered at the end of every trimester/semester.

The weighting for the course work and final examination is based on the course regulations.

### **3.16 Requirements for pass of a unit/subject**

In order to be credited with a unit, subject or course, a candidate must have:

3.16.1 Enrolled in accordance with the Faculty enrolment regulations.

3.16.2 Attended classes and other courses of instruction to the satisfaction of the Senate

3.16.3 Completed to the satisfaction of the examiners and the Senate such oral, practical, written or other tests or assignments as have been prescribed for completion during the course.

3.16.4 Completed to the satisfaction of the examiners and in accordance with those regulations any final examination prescribed by the senate.

Note: Candidates will be informed by each department of the specific requirements for courses in the department and the extent to which the year's work will be taken into consideration in assessing final results. No candidate shall be permitted to sit the final examination unless he/she has complied with the requirements set out in this regulation.

### **3.17 Work other than Final Examination (Coursework)**

It is the responsibility of each candidate to ascertain the nature of;

- 3.17.1 the requirements for each paper, unit, or course from the department of Faculty concerned;
- 3.17.2 provided that candidates have met deadlines set for this work it is expected that examiners will have determined and returned interim or final grades for the course work assessment before sitting of the final examination where one is prescribed and;
- 3.17.3 unacknowledged copying or plagiarism in completing this work may be treated as an examination offence.

In this context work other than final examination includes term papers, thesis projects and project reports, practical attachments and any other form of academic assessment.

### **3.18 Time of Examinations**

The examinations are held at the times specified in the timetable each semester/trimester. Misreading of the examination timetable is not an admissible cause for missing an examination.

### **3.19 Time and Venue of examination**

- 3.19.1 All students must sit their examinations at such centre/venues as specified by the senate from time to time in the examination timetables. Candidates are expected to be in the examination room at least fifteen minutes before the examination starts, and not turn over the examination papers(s) until the invigilator announces so.
- 3.19.2 It is the duty of each candidate to ascertain the time and the venue specified for examination and present himself or herself for such examination. Candidates unable to undertake examinations under the prescribed examinations conditions due to permanent or temporary disability may, on production of appropriate recommendations obtained from the University dispensary (subject to approval of the Senate), be examined under convenient conditions that take into account of his/her particular disability.
- 3.19.3 Willful disruption of examinations by any candidate constitutes an examination offence. Such disruption may include the disarrangement of furniture in the examination venues and refusal to comply with the invigilator's instruction causing unwanted attention or commotion in the examination room.

### **3.20 Conduct of examinations.**

Examinations comprise written, oral and practical examinations as determined by examiners. The following are guidelines on expected conduct of candidates during examinations.

- 3.20.1 Mathematical tables and other data book are only allowed into examination venues under conditions prescribed by the examiner(s).
- 3.20.2 Candidate may be allowed to carry into the examination venue an electronic calculator prescribed by the examiner(s). Smart calculators or gadgets will not be admissible into the examination room.
- 3.20.3 The calculator used in the said examination must be electronic, truly portable, self-powered, noiseless and non-programmable.
- 3.20.4 Audible alarms shall not be used on any devices permitted in the examination room except on the instruction of the examiner.
- 3.20.5 No supplementary materials including operation manuals related to the use and operation of the calculator or annotations made on the calculator will be permitted in the examination room other than spare batteries.
- 3.20.6 In all cases it is the duty of the candidate to maintain the operation and operating power of the calculator.
- 3.20.7 No candidate shall bring to an examination any written or printed material except by direction of the examiner provided however:
  - i. Where an examination is designated "Open Book" candidates may take into the examination room any written or printed materials including books and there will be no check on items taken into the examination room. However no material taken into the examination room may be attached to the examination script and submitted for marking as part of that examination.
  - ii. In case an examination is designated "Restricted Book" candidates shall take into the examination room only materials specified by the examiner, and that materials shall not be annotated, written or typed upon or otherwise marked. Where an examination is designated "Restricted Book – may be written upon", candidates shall take into

the examination room only materials specified by the examiner: and that materials annotated, written or typed upon or otherwise marked in a relevant or contextual manner. However, no (pre-prepared) material taken into the examination room may be attached to the examination script and submitted for marking as part of that examination. The designation "Restricted Book" must be approved by Senate.

iii. All books, papers and instruments not approved for use in the examination, and personal belongings brought to the examination (venue) must be left in such part of the room as the invigilator shall direct. All paper used during the examination must be handed to the invigilator before the candidate leaves the examination room.

iv. Where materials is permitted under items (i) and (ii) above, the internal examiner(s) will be required to be present at the commencement of the examination to check materials brought into the examination room.

- 3.20.8 In respect of any examination no candidate shall be allowed to enter or leave the examination room thirty minutes after the commencement or thirty minutes before the end of the duration set for the writing of that examination unless the candidate permitted to leave the room hands over his scripts to the invigilator before such leaving.
- 3.20.9 No candidate shall however and whatsoever communicate with another (candidate) in the examination room during the duration of the exam.
- 3.20.10 The chief invigilator shall announce when the candidates should start writing and the time allowed for the paper.
- 3.20.11 Candidates should acquaint themselves with instructions on the front of the answer booklets.
- 3.20.12 On turning over the question paper, candidates must check to ensure they are in possession of the right question paper and any other material as authorized.
- 3.20.13 No candidate shall continue writing after the invigilator has announced the expiration of time specified for the writing of the examination. In no circumstances is any time over and above the time allotted to any paper to be allowed a candidate for reading over his scripts or making any amendment or addition to his scripts.
- 3.20.14 Invigilators shall have powers to confiscate any unauthorized material or aid brought to the examination room, and to expel from the examination room any candidate(s) who create (s) any disturbances(s).
- 3.20.15 Any complaint that a candidate has committed an examination offence shall be referred to the Disciplinary Committee of the Senate (to which the Senate has delegated power to deal with all matters relating to examinations irregularities). For the purposes of this regulation, an examination offence includes any breach of any rules relating to the conduct of examination and any dishonest practice occurring in the preparation or submission of any work (whether in the course of an examination or not) which counts otherwise occurring in connection with an examination.
- 3.20.16 The Disciplinary Committee of the Senate (in the exercise of the appropriate powers delegated by the Senate shall hear and determine any complaint on examinations irregularities. The candidate concerned shall be notified in writing by the Registrar (AA) of the subject matter of the irregularities and the time and place of hearing. He or she shall be invited to submit his/her written submission to the complaint and may attend the hearing.
- 3.20.17 The Senate shall have power (which it may delegate to its Disciplinary committee) to take all or any of the following action in the case of a candidate found guilty of an examination offence.
  - i. Disqualify him/her from sitting any examination for such period as may be prescribed.
  - ii. Cancel any marks/grade with which he/she may have been credited in the subject or examination in respect of which the offence has occurred.
  - iii. Withdraw any academic award(s) by the University in respect of which an offence has occurred.
  - iv. Impose upon him/her any other penalties prescribed in the Student General Conduct Rules and Regulations.

Note: All the enquiries and reports relating to University examinations shall be directed to the Registrar (Academic).

### **3.21 Supplementary Examinations**

- 3.21.1 Supplementary examinations shall be given to candidates who fail in accordance with respective curriculum. Supplementary Examinations will be done when next offered upon payment of requisite fees.
- 3.21.2 A student who fails in a supplementary exam shall repeat the unit when next offered.
- 3.21.3 No student shall be allowed to proceed with more than one pending repeat unit.

## 3.22 Special Examinations

### 3.22.1 Reasons for sitting special examinations

3.22.1.1 Special examinations will be done by students who fail to sit for the trimester examinations for any of the following reasons:

- i. Bereavement of a member of the nuclear family: grandparent, parent, child, spouse, brother or sister and legal guardian.
- ii. Sickness - proof is mandatory by copy of a doctor's written letter and prescription.
- iii. Traveling outside the country for students who are working provided the information reaches the Registrar's office in writing (and with proof) at least two weeks before the commencement of the examination.
- iv. Registered fee defaulters.

3.22.1.2 The following reasons will not be admissible for special examinations:

- i. Misreading the timetable.
- ii. Lateness due to transport.

Such candidates will be expected to repeat the unit.

## 3.23 Timing

Special examinations will be done when next offered.

## 3.24 Regulations for special examinations.

For a candidate to be allowed to sit for special examinations, he or she will be expected to:

- 3.24.1 Clear all the fees for the preceding semester for which the special examination is being sought.
- 3.24.2 Have done all the continuous assessment tests (CATS) and assignments for the unit and has class attendance of at least 2/3.
- 3.24.3 Fill a Special Examination and/or special supplementary form and have it duly approved and signed by the respective HODs and the finance department. The HOD's signature certifies that the student has met all of the other requirements for the unit and has a possibility of passing the unit if he/ she takes the examination.
- 3.24.4 Submit the form any time before two weeks elapse after the examinations.
- 3.24.5 Present the approved special examination request from the Registrar to the invigilator/lecturer authorizing him or her to sit for the examination.  
Special examinations shall be marked like the ordinary examinations, with course work marks included.

## 3.25 Special supplementary

Students who miss supplementary examinations with reasons acceptable to the University Senate shall be given special supplementary examinations. The special supplementary examinations can only be done within two trimesters.

## 3.26 Appeals by students against examination results

- 3.26.1 If a candidate disputes his/her examination results, he/she has the right to appeal in writing to the Chairman of the University Senate through the Head of Department and the Dean of Faculty with a copy to the Registrar.
- 3.26.2 The following regulations shall prevail:
  - i. The appeals requesting the scripts to be remarked will be presented within two weeks after the release of the results. Any appeal made after this period will not be considered.
  - ii. Candidates shall pay a non-refundable fee set by the Deans Committee from time to time for any remark. This must be paid before remarking.
  - iii. The HOD and members of the department shall review the case on the most appropriate action to take.
  - iv. Where a decision to remark is taken, the candidate will have to accept the final grade after remark whether the new mark is higher or lower than the original mark.
  - v. The HOD will make the outcome of the appeal known to the candidate in writing.
  - vi. Only the paper(s) in the dispute will be remarked.

### **3.27 Grading System**

KCA University shall apply the grading system as guided by the respective curriculum.

### **3.28 Academic result slips and transcripts**

- 3.28.1 All continuing students may print their results slips from the student portal at [www.kca.ac.ke](http://www.kca.ac.ke). Graduates will be issued with a final transcripts and certificate. A student can request for academic transcripts upon completion of course requirements. Any extra copies required by the student will be produced at a cost determined and reviewed by the Deans Committee from time to time.
- 3.28.2 A student will be required to meet the cost of production and mailing of duplicate transcripts to third parties upon making the request through the University Registrar.
- 3.28.3 There shall be no duplicates certificates issued, but a letter of confirmation can be issued to a graduate upon request, in case of a lost or damaged certificate.

### **3.29 Exam Cards**

All academic students will be required to have an exam card before sitting for their examinations at the end of each trimester/semester. All students eligible for examinations will be required to print exam cards from the student portal on the University's website. Exam cards will only be available to students who have duly signed the trimester nominal roll confirming the units registered and cleared all financial obligations for the units.

**Note**

- i. Exam cards must be produced before sitting for all end of trimester examinations.

### **3.30 Graduation**

- 3.30.1 A student is required to ensure that all programme requirements are met and financial obligations have been settled to be eligible for graduation. Students should seek clearance from faculty on academic matters and Student Finance offices on financial matters.
- 3.30.2 A candidate must have paid up all the outstanding fees.
- 3.30.3 Clearance forms are available at faculty offices and Student Finance office and the website at [www.kca.ac.ke](http://www.kca.ac.ke) respectively.
- 3.30.4 Graduates are encouraged to collect their certificates and transcripts within one year of the date communicated by the university after graduation. Uncollected certificates and transcripts after expiry of this period will attract storage charges as prescribed by the Registrar from time to time.

# 4. UNIVERSITY LIBRARY

The library has an Iconic Pyramidal physical structure that can accommodate over 1500 users in a single seating and has integrated modern technologies for 21st century virtual library experience. It is an award winning library with several trophies won in Annual Maktaba Award events since 2011.



## 4.1. Introduction

KCA University is committed to ensure that a conducive and vibrant learning environment is created for students and staff. KCA University's, the Martin Oduor-Otieno Library is state of the art learning and research Centre for the University community, where scholars create, retrieve and share knowledge. The University also has well equipped libraries at various(in its) Satellite Campuses.

## 4.2. Accessing the Library

All registered students are eligible to use the library through physical visits or virtual access to online library. In joining the Library and gaining access to our collections, you agree to abide by our policies governing use of this library. All our services points require proof of identity through Student ID or Login-in accounts if access is remote.

## 4.3. Library Services

All registered students are eligible to read from the library. Students may borrow books after paying the requisite fee. More information on borrowing terms and reading hours is available at the respective libraries. Our libraries offer a range of library and information services that include the following:

- Safe, comfortable and secure study environment
- Reference and information services
- Lending (loan) services
- Current awareness services
- Computer and wi-fi services
- Off-campus services to E-books and E-Journals
- Information literacy training
- Past examination papers
- 80 hours per week accessibility.

## 4.4. Hours of Operation

Monday to Friday	07:30am - 20:30pm
Saturday	08:00am - 18:00pm
Sunday	09:00am - 17:00pm
Public Holidays	Closed

## 4.5 Online Links and Contacts

For remote access to library and its services, the use the following links

**Library Website:** <https://www.kca.ac.ke/library>

**Library Catalog(OPAC):** <http://41.89.49.249/>

**E-Books & E-Journals:** <https://eresources.kca.ac.ke/menu>

**Past Examination Papers:** <https://moodle.kca.ac.ke/login/index.php>

**University Repository:** <http://41.89.49.13:8080/xmlui/>

**Library Rules and Regulations:** <https://www.kca.ac.ke/rules-and-regulations>

**Email Contact:** HYPERLINK "mailto:library@kca.ac.ke" library@kca.ac.ke

**Twitter:** <https://twitter.com/KCALibrary>

**Facebook:** <https://www.facebook.com/Kcaulibrary/>

**Telephone Contact:** (020) 61803/8 or (020) 8561045

# 5. STUDENT FINANCE

## 5.1. School Fees

All students are required to make payments of at least 50% of the total fees the beginning of every trimester/semester for the courses/units registered for. Attendance of classes for courses not registered and paid for will attract disciplinary action. Students with outstanding fees from previous trimester/semester shall not be allowed to register until the outstanding debt is cleared.

## 5.2. Fee Payment Schedule

5.2.1. Fees for academic and professional courses may be paid in Full or by Installments as guided by the Student Finance office.

5.2.2. A credit management fee will be charged on payments made by installments. This charge is automatically levied on the student account whenever a student makes a payment not covering any outstanding fees or total fee for the current trimester/semester. Note: A credit management fee escalates with the number of installments. Any outstanding fees beyond a period of 1 year will attract interest at a rate determined by the university from time to time.

## 5.3. Payment Methods

5.3.1. Payments to the university can be made through the following methods:

- i. Banker's cheques (made payable to KCA University).
- ii. Bank Transfer.
- iii. Debit Cards.
- iv. Credit Cards
- v. Money Orders.
- vi. Mobile money transfers to the University Pay Bill Numbers (M-Pesa)
- vii. Cash deposit slips (cash is deposited to the University's Bank Accounts)

## 5.4. University Account Numbers

Name of Bank	Branch	Account No.
Barclays Bank of Kenya	Westlands	731352178
Barclays Bank of Kenya	Moi Avenue	751766319
Commercial Bank of Africa	Wabera Street	6432280015
Standard Chartered Bank	Ruaraka	0102001171100
The Co-operative Bank of Kenya	Moi Avenue	01129124444500

\*\*All payment should be addressed to KCA University

## **5.5. Student Financial Aid.**

The students are given financial assistance under the following supports.

- i. The Work Study Program- This is a financial aid award based on the student's financial need as well as possession of the right skills to do work as determined by the Work Study Policy. The program is available for full time students who meet the set criteria. Work Study program is fully funded by the department that has tabled the request, the applicant must be a student for at least one semester to join this program, the rate paid is per hour and the student is expected to work for a maximum of 20 hours a week. Students interested in the program may visit the Student Affairs Office for further guidance.
- ii. Chancellor's Scholarship; This aid is given to the needy students who scored a K.C.S.E mean grade of A or A-, and it covers only the tuition fees, the program is handled by the registrar's office.
- iii. Founders Scholarship: This Scholarship is awarded on merit to bright but needy students aspiring for excellence, under this program the student benefit from tuition fees for the study period covered by the scholarship, this program is handled by the Alumni office
- iv. Students Association of KCAU(SAKU) Bursary: This financial assistance is applied through the student's leaders' office, it is opened to all the needy students, the maximum a student can get under this program is Kshs. 5000.

## **5.6. Financial Clearance before Exams**

- 5.5.1. Candidates are expected to have their student IDs and exam cards before sitting for the end of trimester/semester exams.
- 5.5.2. All candidates are required to have financial clearance by the Student Finance office before taking any University examinations. This will be in the form of a duly signed and stamped examination card.
- 5.5.3. No Students will be allowed to sit for University Examinations before clearing fees unless with the express authority of the Director of Finance or the DVC Finance Planning & Administration.

## **5.7. Discounts**

- 5.6.1. The University offers discounts to various groups. Students may enquire from Student Finance Office if they are entitled to discount as provided in the Discount Policy.
- 5.6.2. Discounts apply on tuition fees only and are granted on a trimester/semester basis. Students will be required to contact Student Finance offices in their respective campuses after registration with the documentation for granting discounts. Discounts can only be claimed within the trimester, and if a student qualify for more than one category of discount, he/she can only be granted one category of discount.

## **5.8. Student Identification Cards, Receipts and Fee Statements**

- 5.7.1. Student identification cards will be issued on the reporting day for all new students. Replacement of lost, defaced or damage attributed to the holder will be charged at a fee prescribed by the university from time to time or any other cost determined by the university.
- 5.7.2. Upon payment of fees, student identification cards will be activated to access facilities within the University. No other document will be admissible.
- 5.7.3. All students are expected to have their student identification cards at all times while in University.
- 5.7.4. The student identification card remains a property of the university and should be surrendered upon expiry of validity period or after the end or termination of course.
- 5.7.5. Lost, defaced or damaged student identification cards must be replaced immediately.
- 5.7.6. Exchange of students' cards is strictly prohibited and failure to observe this will result in disciplinary action.
- 5.7.7. Duplicate receipts or statements will be issued at a charge determined by the University from time to time.
- 5.7.8. Unauthorized access to the lecture rooms and library will result in disciplinary action.

## **5.9. Student Smart Card Care Tips**

The student card issued by the University is a contactless electronic card that does not require contact with the turnstile or insertion into a card reader. It therefore requires proper handling to avoid damage to the electronic chips and circuitry.



Below are care tips for your student ID card,

- 5.8.1. Point your card at the readers to log in or out, do not press it against the readers,
- 5.8.2. Do not carry it in your back pocket as this might cause breakage,
- 5.8.3. Keep away from direct sunlight or heat sources,
- 5.8.4. Do not subject your card to any form of brutal force,
- 5.8.5. Do not use your card as a ruler,
- 5.8.6. Do not store your card close to electromagnetic sources like your cell phone,
- 5.8.7. Do not laminate your card,
- 5.8.8. Do not puncture or staple your card,
- 5.8.9. It is recommended that you carry your card in a plastic pouch.

## ***5.10. Financial Clearance***

- 5.9.1. Students will be expected to clear with the various departments before seeking financial clearance.
- 5.9.2. Financial clearance is required for the following purposes;
  - 5.9.2.1. Collection of their transcripts and certificates,
  - 5.9.2.2. Letters of completion,
  - 5.9.2.3. Letters of recommendation
  - 5.9.2.4. Withdrawal from a program, and
  - 5.9.2.5. Graduation

## ***5.11. Fee Refunds***

- 5.10.11. Refund of Tuition fees will only be made under special circumstances such as death, incapacitation (insanity), discontinuation of studies by the Faculty or non-qualification for a course.
- 5.10.12. Refunds can only be done to the sponsor, parent or guardian paying the fees.
- 5.10.13. Refunds are made by cheque after approval, by the University, of a written request.
- 5.10.14. Funds from sponsors such as, CDF, HELB, Ministry of Education or any other body cannot be refunded to the sponsorship recipient after completion or termination of studies. Such funds shall only be reimbursed to the sponsor or transferred to other accounts strictly on the sponsor's authorization.
- 5.10.15. An administration fee of 10% will be charged on refundable amount.

# 6. CODE OF ETHICS

Students must familiarize themselves with the KCAU Student General Conduct Rules and Regulations comprising of Academic and Non Academic Rules and regulations. The following conditions must be noted:

- 6.1. The list of Rules and Regulations is not exhaustive, and the University will not be constrained from penalizing candidates for any other conduct that it may deem punishable, or imposing any penalties other than those appearing on this guide.
- 6.2. Candidates will be deemed to have registered for University examinations upon registering for units in the Department(s)/ Faculty. Such registration will be construed to mean readiness to comply with all examination regulations in force at the time of registration.
- 6.3. The interpretation of examination regulations, and the offences and penalties thereof, will rest with the Senate.
- 6.4. The University will have the right to amend or vary the Student Code of Conduct without prior consultation with the candidates. Such amendments/ variations will however be brought to the candidates attention.





P.O. Box 56808 - 00200 Nairobi, Kenya  
**E- mail:** registrar@kca.ac.ke

**Main Campus**

Ruaraka off Thika Superhighway, Nairobi  
M: 0710 888 022/ 0715 532 187

**Kitengela Campus**

Capital Center, Kitengela  
M: 0731 245 860/ 0736 676 037

**Town Campus**

Monrovia Plaza, Monrovia Street Nairobi  
M: 0710 888 022/ 0715 532 187

**Kisumu Campus**

Mega Plaza, Kisumu  
M: 0720 169 799

**Amagoro Centre**

M: 0722 496 184/ 0726 806 340