



THARAKA UNIVERSITY

Student's Information Handbook



2024/2025

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THARAKA UNIVERSITY FUNDAMENTAL STATEMENTS

Motto

Education for Freedom/Elimu ni Uhuru

Slogan

Empowering the society for Better Life

Philosophy Statement

Tharaka University subscribes to five core values; Sustainability, Excellence Teamwork, Timeliness and Integrity. In pursuit of these values and its dedication to achieving the vision, Tharaka University will use resources to inculcate a culture of knowledge generation, preservation, management and dissemination for positive societal transformation.

Vision

A Centre of excellence in teaching, research, innovation and outreach for societal transformation

Mission

To create a strong knowledge base through teaching, research and innovation and to disseminate this knowledge for positive societal transformation.

Mandate of the University

The mandate of Tharaka University is enshrined in her functions and objects as shown below:

Functions and Objects of Tharaka University

The functions of the University shall be to:

- Provide directly, or in collaboration with other institutions of higher learning facilities for university education, integration of teaching, research and effective application of knowledge and skills.
- Participate in the discovery, transmission, preservation, enhancement of knowledge and to stimulate the intellectual participation of students in the economic, social, cultural, scientific and technological development of Kenya.
- Develop as an institution of excellence in teaching, training, scholarship, entrepreneurship, innovation, research and consultancy services.
- Provide and advance university education and training to qualified candidates, leading to the conferment of degrees and award of diplomas and certificates and such other qualifications as the Council

and the Senate shall from time to time determine and in so doing, contribute to manpower needs.

- Contribute to Science, Technology and Innovation through research programmes and innovation in Dry land farming and Minerology.
- Develop and provide educational, cultural, professional, technical and vocational services to the community and in particular foster corporate social responsibility and the practical arts.
- Participate in commercial ventures for the benefit of the institution and stakeholders.

Corporate Colours

The Tharaka University corporate colours are derived from the University's registered Logo and are described below:

The Tharaka University corporate colours are derived from the University registered Logo and are described below:

Red	
White	
Blue	
Green	
Light Blue	
Beige	

(1) Red: Signifies a torch and symbolizes education as the light of the world; provision of higher education is the core mandate of Tharaka University.

(2) White: Signifies the snow on the peak of Mt. Kenya, representing integrity and social fairness, which are some of the core values of Tharaka University.

(3) Blue: Signifies calming, soothing water and sky associated with the deity, and symbolizes honesty, stability and patriotism, which are virtues of Tharaka University.

(4) Green: Signifies environmental conservation and renewable energy, designated to describe the academic character of Tharaka University.

(5) Beige: Signifies Minerals found in the area where Tharaka University is situated.

Quality Policy Statement

Tharaka University is committed to provision of quality education, training and outreach services through teaching, research, innovation and extension services for societal transformation.

The University will create a strong knowledge base through teaching, research and innovation and disseminate this knowledge for positive societal transformation. The University is committed to meet customer, institutional, statutory, regulatory and other interested parties' requirements by continually improving the quality of its processes, services and products in conformity to the Quality Management System as per the ISO 9001:2015 standard.

In this commitment, the University shall be guided by passion for Excellence, Sustainability, Timeliness, Teamwork and Integrity. This quality policy provides the framework for setting and reviewing quality objectives for continued suitability considering the context of the University and Quality Management System.

Core Values

In the realization of the fundamental statements, Tharaka University shall be guided by the following core values:

Sustainability: Utilizing resources without wastage and misappropriation by ensuring maximum value for the current and future generation and complying with various planned arrangements and maintaining good corporate governance.

Excellence: Being outstanding in all services, activities and programs undertaken by the University.

Integrity: Upholding honesty, transparency, accountability and strong moral principles and values in all decisions and actions taken.

Teamwork: Working together to share ideas, resources, and skills to achieve common goals and objectives.

Timeliness: Being punctual and meeting deadlines, respecting others' time and being responsible for meeting one's commitments.

PREAMBLE

This Information Handbook contains general information on academic programmes, policies, student services, as well as available facilities at Tharaka University. Also included are rules and regulations you are expected to adhere to while you are a student at Tharaka University. You will find a lot of information in this handbook that will enable you to adapt to the campus environment with ease. The Tharaka University Council reserves the right to interpret and change any section of this hand book from time-to-time as it may deem fit. The student shall bear the responsibility for any misinterpretation of rules and regulations. Please note that the primary purpose of your admission to the University is the pursuit and achievement of your academic goals.

BRIEF HISTORY OF THARAKA UNIVERSITY

Tharaka University (TUN) is an institution of higher learning which since inception has charted a clear pathway to academic excellence. The Institution started as a campus in September 2015. In July 2017, the Campus was upgraded to a University College through Legal Notice No. 146 of 10th July, 2017.

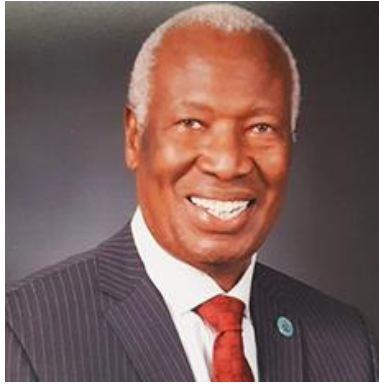
The University College was inaugurated by His Excellency the President Uhuru Muigai Kenyatta on 27th July 2017. The University College was Chartered on 2nd August, 2022 and became a fully-fledged University.

The University is situated in the Arid and semi-arid lands (ASALs) of Kenya and endeavors to be a centre of excellence and a leading institution in matters pertaining to dryland farming and mining. In the long run, the University is expected to significantly contribute to the improvement of the livelihood of the community by opening up new frontiers of knowledge, research and economic opportunities in ASALs.



Serene Environment at Tharaka University

MESSAGE FROM THE CHANCELLOR



Welcome, First-Year Students!

Congratulations on your admission to Tharaka University! I am Prof. Ratemo Michieka, your Chancellor, and it is my pleasure to welcome you to our vibrant and dynamic community.

Starting university life is a significant milestone, and we are here to support you every step of the way. Tharaka University is a place where you can explore new ideas, develop your skills, and forge lifelong friendships. Our commitment to excellence in teaching, research, and innovation is designed to foster positive societal transformation.

As you begin this journey, remember that our university values sustainability, excellence, timeliness, integrity, and teamwork. These values will not only guide your academic endeavors but also help you grow as responsible and capable individuals. Embrace this opportunity to learn, grow, and make a difference.

Get involved in campus activities, seek out new experiences, and don't hesitate to ask for help when you need it. We believe in you and are excited to see all the wonderful things you will accomplish during your time here. Welcome to Tharaka University. Your journey starts now!

Prof. Ratemo W. Michieka, FKNAS, EBS, SS, MKIM
Professor, Emeritus PhD., (Rutgers University, USA)
CHANCELLOR

MESSAGE FROM THE CHAIRMAN OF COUNCIL



Welcome to Tharaka University (TUN) whose tranquility, away from distractions, offers an excellent place for learning and interaction among students, staff and the local community. TUN offers courses at degree, diploma and certificate levels through the Faculties of Life Sciences and Natural Resource Management; Education, Humanities and Social Sciences; Business Studies; as well as Physical Science, Engineering and Technology,

The University integrates theory and practical learning and inculcates key values and personality development to ensure that academic excellence, and preparation for a successful life and career are achieved. TUN brings together students and staff from different communities and cultures thus enabling you to mingle and be enriched by diverse experiences, values and outlooks, enabling you to appreciate each other and learn to build a united Kenyan nation. As students, you will be exposed to international cultures, ethics, standards, as well as social, economic, and political outlooks which will broaden your world view in resolving problems. In turn, this will promote national peace and reconciliation.

On behalf of the other members of the TUN Council, I request the government of the Republic of Kenya to continue supporting Tharaka University in the realization of her mandate, as we seek to become a full-fledged University, soon. I would also like to call upon the Management, Deans, Directors, Heads of Departments, Students, Staff and other stakeholders, working with the Vice-Chancellor, to embrace the tenets of the Tharaka University legal order No. 146 and use them to steer TUN to even greater prosperity.

Prof. Timothy M. Kiruhi, PhD.
CHAIRMAN OF THE COUNCIL

MESSAGE FROM THE VICE-CHANCELLOR



On behalf of the Tharaka University Governing Council, the Management Board, the Senate, Faculty and staff, I welcome you to Tharaka University. Congratulations on your admission to Tharaka University. The University is going to provide a conducive environment to enable you actualize your career. Tharaka University became the 36th Public University in Kenya gazetted in July 2017 through Legal Gazette Notice No. 146. as a Constituent College of Chuka University. The College was chartered on 2nd August 2022 and became a fully-fledged University. As a University, it enjoys operational autonomy, financial independence and academic freedom to offer degrees and Diplomas. Indeed, our motto is Education for freedom. Our core belief is that education is the most important weapon to free humanity from poverty, disease and ignorance, the very issues that have continued to derail us from the path of transformation and prosperity since independence.

Our vision is to be an adaptive Centre of excellence in teaching, research, innovation and outreach for the transformation of our communities, our great nation and the world.

This handbook provides you critical information regarding your academic pursuits and how you are supposed to conduct yourself both within and outside the University. We hope that through the information in the handbook, you will be able to acquire an education that also gives you the ingredient of character.

Our University has provided you with a robust ICT infrastructure which we hope will make your study enjoyable, and motivate you to be researchers, innovators, and creators of knowledge. I wish you a wonderful, fruitful and fulfilling stay at Tharaka University.

Prof. Peter K. Muriungi, Ph.D.
VICE-CHANCELLOR/CEO

DIVISION OF ACADEMIC, RESEARCH AND STUDENT AFFAIRS



I warmly welcome you to Tharaka University. Congratulations on your admission to this preferred University where our Motto is, "Education for Freedom."

The aim of the University is to provide holistic education for the students in an atmosphere of freedom and responsibility. You are joining the University education with talents and potentials. Our hope as Tharaka University family is that the intellectual journey which you are embarking on will be marked by freedom of inquiry and interminable search for the truth. Our faculties and staff are dedicated professionals who excel in connecting with students and provide quality education experiences. They will help you to succeed.

As the Deputy Vice-Chancellor in charge of Academics, Research and Student Affairs (ARSA), I am energized and prepared for what we have to offer and the many opportunities that await us in training our students. You should be prepared to leave the university academic setting as competent professionals and great leaders in public service.

I look forward to meeting with you for more academic experiences and interactions.

May God protect everyone.

Prof. Veronica Nyaga, Ph.D.
Ag. Deputy Vice-Chancellor (Academic, Research & Student Affairs)

DIVISION OF ADMINISTRATION, FINANCE AND PLANNING

We are pleased to welcome you to this new world of academia at Tharaka



University. You are the people that our country Kenya and indeed the whole world has hope in driving the national and global development agenda. Thank you for coming. Many of you have traveled long distances to be here which serves as a reminder how important our university is.

Our task is to make it possible to provide practical, step by step assistance to affordable education as we evolve to be a centre of excellence in academics, research and innovation. We also take keen interest in the welfare of students to enable them express their full academic potential. We need you as much as you need us and this is why we are so happy to have you join us here at Tharaka University.

The Division of Administration, Finance and Planning offers support services for effective management of core academic, research and community outreach activities of the University. It is charged with the management of the finance, personnel, estates, hospitality, health, transport, development and assets of the University.

The Division provides standardized services to our customers to achieve the mission and objectives of the university. Our ultimate goal is to create and maintain a conducive work environment for optimal output. The following departments fall under this Division; Human resource, Procurement, Finance, Medical, Estates and Transport.

Prof. Levi Musalia Ph.D

Ag. Deputy Vice-Chancellor (Administration, Finance and Planning)

THARAKA UNIVERSITY GOVERNING ORGANS

THE UNIVERSITY COUNCIL

The following are the members of the University Council:

1.	Prof. Timothy M. Kiruhi	Council Chairman
2.	Prof. Peter K. Muriungi	Vice-Chancellor/Council Secretary
3.	Mr. James Mwangi Kiburi	Rep. P.S, MOE
4.	Ms. Joy Isabel Ochieng	Rep. P.S, National Treasury
5.	Mr. Elias Noor	Member
6.	Mr. Joshua Mungania	Member
7.	Mrs. Esther Nyabonyi Michieka	Member
8.	Dr. Solomon Muntet	Member



Prof. Timothy M. Kiruhi, Ph.D.
Council Chairman



Prof. Peter K. Muriungi, Ph.D.
Vice-Chancellor/Council Secretary



Mr. James Mwangi Kiburi
Rep. P.S. MoE



Ms. Joy Isabel Ochieng
Rep. P.S, National Treasury



Mr. Elias Noor
Council Member



Mrs. Esther N. Michieka
Council Member



Mr. Joshua Mungania
Council Member



Dr. Solomon Muntet
Council Member

FUNCTIONS OF THE COUNCIL

The Council shall be the governing body of the University through which the University shall act and:

- i. Shall administer the property and funds of the University in a manner and for the purposes which shall promote the interest of the University; but the council shall not charge or dispose of immovable property of the University except in accordance with the procedures laid down by the Government of Kenya.
- ii. Shall receive, on behalf of the University, donations, endowments, gifts, grants or other moneys and make disbursements to the University or other bodies or persons.

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- iii. Shall approve the appointment criteria and the terms and conditions of service of all University staff.
 - iv. Shall provide for the welfare of the Staff and Students of the University.
 - v. May enter into association with other Universities, or other institutions of learning, whether within Kenya or otherwise, as the council may deem necessary and appropriate.
 - vi. May, after consultation with the Senate, make regulations governing the conduct and discipline of the Students of the University.
 - vii. All documents, other than those required by law to be under seal, made on behalf of the council, and all decisions of the council may be signified under the hand of the chairperson, the Vice-Chancellor or any other members of the council generally or specifically authorized by the council on that behalf.
 - viii. Ensure that a proper management structure is in place and make sure that the structure functions to maintain corporate integrity, reputation and responsibility.
 - ix. The Council shall monitor and evaluate the implementation of strategies, policies, and management criteria and plans of the University.
 - x. The Council shall constantly review the viability and financial sustainability of the University, and shall do so once every year.
 - xi. The Council shall ensure that the University complies with all the relevant laws, regulations governance practices, accounting and auditing standards.

THE UNIVERSITY MANAGEMENT BOARD

The University Management Board is the executive arm of the University governing organ. It is charged with the responsibility of running the University on behalf of the Council. Tharaka University Management Board Consists of the following members:

- i. The Vice-Chancellor – Chairperson
- ii. Deputy Vice-Chancellor (Administration, Finance, Planning) - Secretary
- iii. Deputy Vice-Chancellor (Academic, Research and Student Affairs)
- iv. Registrar (Administration and Planning)
- v. Registrar (Academic Affairs)
- vi. Finance Officer

THE SENATE

The Senate consists of the following members:

- (a) Vice-Chancellor - Chairperson
- (b) Deputy Vice-Chancellor (Administration, Finance and Planning)
- (c) Deputy Vice-Chancellor (Academic, Research and Student Affairs)
- Secretary
- (d) The Principal of each Campus
- (e) Directors of Directorates
- (f) Deans of the Faculties
- (g) Dean of Students
- (h) Chairpersons of Academic Departments
- (i) University Librarian
- (j) Registrars
- (k) Finance Officer
- (l) One representative from each Faculty Board from among its members.
- (m) Two members elected by the students' organization

FUNCTIONS OF THE SENATE

The Senate shall have the following powers

- (a) To satisfy itself regarding the content and academic standard of any course of study in respect of any degree, diploma, certificate or other award of University and to report its findings thereon to the Council
- (b) To make regulations regarding the eligibility of persons for admission to a course of study.
- (c) To make regulations regarding the standard of proficiency to be gained in each examination for a degree, diploma, certificate or other award of the University.
- (d) To decide persons who have attained the prescribed standard of proficiency and are fit to be granted a degree, diploma, certificate or other award of the University and to report its decision thereon to the council;
- (e) To make regulations governing such other matters as are within its powers in accordance with this order or the statutes; and
- (f) Notwithstanding any of the provision of this order, the Council shall not initiate any action in respect of paragraph (a), (b), (c) or (d) of subparagraph (2) except upon receipt of a report or proposal there under and the Council shall not reject any such report, or reject or amend any regulations as proposed without further reference to the Senate.

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)



**Dr. Damer Mwangi, PhD,
Ag. Registrar (Academic Affairs)**

The Office of the Registrar is housed in the Division of Academic, Research and Student Affairs of the University. It is headed by a Registrar (Academic Affairs), who is responsible for the academic functions spelt out in Statute VI of the University Statutes, 2014, and performs any other duties assigned in accordance with the Statutes.

The Office performs these responsibilities through the following sections:

Academic Affairs

This section liaises with Deans, Directors, Chairpersons of Departments and student leaders to coordinate and enforce teaching, examinations, research and extension policies, rules and regulations for the smooth running of academic activities in accordance with the University Calendar. It also coordinates academic programmes design, development, implementation, review and conformity.

Students' Admissions and Enrolment

- Marketing academic programmes to attract students for admission
- Preparing letters of offer for government and self-sponsored students
- Guiding prospective students on available courses and requirements
- Registration of new and continuing students
- Issuing University Identity cards to students
- In collaboration with Finance Department, ensuring all fees due is paid
- Writing recommendation letters to students on request
- Dealing with student deferment and inter-faculty/programme transfer cases

Students' Certificates and Transcripts

- Certificates and final transcript production
- Maintain records of graduations, certificate and final transcripts
- Issuing certificates for Degree/Diploma /certificates to graduated students

Students' Records Registry

- Keeping and maintenance of students' records. This service facilitates academic progression from application through graduation, and includes enrolment, communication, complaints, and discipline record keeping.
- Collecting, recording, maintaining and reporting of student data to Ministries, regulators and other stakeholders.

Secretariat Services

- Provision of secretarial and technical services to the Senate, Committees and Boards of the Senate, including the:
 - ❖ Deans' Committee;
 - ❖ Students' Welfare Committee;
 - ❖ Library and Bookshop Committee;
 - ❖ Students' Disciplinary Committee;
 - ❖ Research, Extension and Publications Committee;
 - ❖ Farms, Field Stations and Vocational Training Committee;
 - ❖ Board of Undergraduate Studies, Practicum and Field Attachment;
 - ❖ Board of Postgraduate Studies.



Media Studio House

OFFICE OF THE REGISTRAR (ADMINISTRATION & PLANNING)

The Office of the Registrar Administration and Planning work closely with the office of the Deputy Vice-Chancellor, Administration, Finance, Planning and Development to oversee the general administration of the university.



Specifically, the office is responsible for:

- Coordinating the functions of the heads of Administrative and Planning section in the division.
- Coordinating the formulation and implementation of policies for the Administration and Planning Departments.
- Undertaking Human Resource Management Plans including recruitment, selection, placement, induction and coordinating staff performance appraisal.
- Designing and conducting surveys to obtain feedback from the key stakeholders such as students, staff administration, research partners, public and private actors in order to ensure relevant services are continued.
- Coordinating fleet Planning and Control transport services, allocate, maintenance and servicing.
- Undertaking follow-up and implement Administrative Decision of management and Management Committees.
- Keeping custody of University Human Resource Records.
- Overseeing the implementation of Human Resource Policies and Guidelines.
- Providing secretarial services to management record committees when required to be in.
- Coordinating and monitoring physical infrastructure planning, maintenance and repair of existing facilities.
- Facilitating the inculcation of transparency ethical Human Resource Culture as are consistent with principles of governance and national values of the constitution and Labour laws.
- Ensure proper health and safety working conditions as provided for in applicable laws.

Dr. Edward P.G. Kathuni, PhD.
Ag. Registrar (A&P)

DEPARTMENTS, FACULTIES, DIRECTORATES & BOARDS

Tharaka University academic departments consist of teaching staff of given disciplines. The Departments are responsible for:

- Academic advising and career guidance of students.
- Initiating processing of examinations and undertaking curricula development.
- Appointment of class and Faculty representatives to liaise with the Chairpersons and Deans on matters pertaining to academics.
- Reporting student absence that may have significant effect on academic status.
- Ensuring that all students enrolled in the department maintain a satisfactory record and meet the obligations of the courses in which they are enrolled.
- Recommending to the Faculty Board and Senate suspension or discontinuation of students who fail to register or attend classes for two consecutive weeks.
- Ensuring that all students regularly attend classes and other related events.

Tharaka University has operationalized various organs to strengthen pertinent activities in the institution. The University operationalized four faculties, and five directorates as follows:

1.	Divisions	Division of Deputy Vice-Chancellor (Academic Research & Student Affairs)
		Division of Deputy Vice-Chancellor (Administration Finance Planning & Development)
3.	Faculties	Faculty of Education Faculty of Humanities and Social Sciences Faculty of Life Sciences and Natural Resource Management Faculty of Business Studies Faculty of Physical Sciences, Engineering and Technology

Directorates	Directorate of Quality Assurance Directorate of Performance Contracting Directorate of Postgraduate Studies Directorate of Research, extension and publications Directorate of Undergraduate Studies Directorate of Career Services Directorate of Timetabling and Examinations Directorate of Open, Distance and eLearning Directorate of TVET Directorate of University Advancement and Resource Mobilization Directorate of Partnerships and Linkages Directorate of Centre for Climate Change Directorate of Admissions
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The University offers a wide range of demand-driven academic programmes to cater for both academic and developmental needs of the prospective students. The academic programmes are specially tailored to meet the emerging socio-economic needs of our societies such as food security, human capital building, social integration and peace building for national cohesion.



TUN exhibiting innovations to Mr Peter Ndegwa, CEO Safaricom during the Tech and Innovation Forum held at KICC Nairobi

Presently the office bearers of the above-mentioned organs are shown below:

1.	Prof. Mary Karuri	Dean, Faculty of Humanities and Social Sciences
2.	Dr. Joseph Kirugua	Dean, Faculty of Education
3.	Dr. Fidelis Ngugi	Dean, Faculty of Physical Sciences, Engineering and Technology
4.	Mr. Justo Simiyu	Dean, Faculty of Business Studies
5	Dr. Marciano Mutiga	Dean, Faculty of Life Sciences and Natural Resources Management
6.	Dr. Shadrack Munanu	Dean of Students
7.	Dr. Ambrose Vengi	Director, Board of Postgraduate Studies
8.	Dr. Alex Muthengi	Director, Board of Research, Extension and Publications
9.	Dr. James Ndwiga	Director, Admissions
10.	Dr. David Kiptui	Director, Board of Undergraduate Studies & Practicum & Field Attachment
11.	Mr. Faustine Muchui	Director, Quality Assurance
12.	Ms. Wendy Micheni	Director, Performance Contracting
13.	Mr. Alex Rwanda	Director, Examinations & Timetabling
14.	Dr. Urbanus Ndolo	Director, University Advancement and Resource Mobilization
15	Mr. Collins Sitienei	Coordinator, Partnerships and Linkages
13.	Mr. John Kiplangat	Coordinator, Centre for Climate Change
14.	Mr. Kevin Tuei	Coordinator, Open Distance and E-learning
15	Ms. Maureen Ndagara	Coordinator, Office of Career Services
16.	Mr. John Kiplangat	Coordinator, Centre for Climate Change
17.	Dr. Kimathi Muembu	Chair, Department Humanities and Social Sciences
18.	Mr. Laichena Matabari	Chair, Department of Education
19.	Mr. Dickson Moywaywa	Chair, Department of Business Administration
20.	Mrs. Ruth Ndung'u	Chair, Department of Basic Sciences
21	Ms. Miriam Wepukhulu	Chair, Department of Dryland Agriculture & Natural Resources
22	Mr. John Majira	Chair, Department of Computer Science & ICT

FACULTY OF EDUCATION



Dr. Joseph Kirugua, PhD.
Dean, Faculty of Education

The Faculty of Education is well established and dedicated to ensuring that Tharaka University produces qualified, ethical and empowered teachers for societal transformation. We offer a wide range of subject combinations that give our teacher trainees an added advantage to implement various learning areas in Competency Based Curriculum dispensation which includes technical subjects like Home Science, Physical education & sports, Music, humanities, languages, sciences as well as foreign languages like German and French. The Faculty of Education

endeavors to produce seasoned, committed education facilitators who are well equipped with the 21st Century instructional skills to serve anywhere in the world.

The Faculty of Education has one department, i.e. Department of Education which offers the following programmes:

- Bachelor of Education (Arts)
- Bachelor of Education (Science)
- Bachelor of Early Childhood Education (ECDE)
- MED in Curriculum and Instruction
- MED in Educational Foundations
- MED in Educational Management
- MED in Educational Psychology
- MED in ECDE
- Ph.D. in Curriculum and Instructions
- Ph.D. in Educational Psychology
- Ph.D. in Educational Management
- Ph.D. in Educational Foundations
- Ph.D. in ECDE

I wish to extend a warm welcome to all prospective teachers to enroll for any programme in our faculty and experience an excellent touch of training in both pedagogical content knowledge and subject area specialization. Our teacher trainees have left outstanding testimonies in various schools where they have undertaken teaching practice exercise.

FACULTY OF HUMANITIES AND SOCIAL SCIENCES



Prof. Mary Karuri PhD.
Dean, Faculty of Humanities
and Social Sciences

Welcome to the Faculty of Humanities and Social Sciences at Tharaka University. Our faculty is dedicated to supporting critical thinking, creativity, and a deep understanding of the human experience. We offer a diverse range of programs designed to equip students with the knowledge and skills needed to thrive in a rapidly changing world. The Faculty of Humanities and Social Sciences is committed to providing a transformative education that promotes intellectual growth, ethical leadership, and social responsibility. We

strive to cultivate a learning environment that encourages scholarly inquiry, cultural awareness, and a commitment to community service. Our faculty offers an array of certificate, diploma, undergraduate and postgraduate programs including but not limited to the following:

Undergraduate Courses

- Bachelor of Arts (General)
- Bachelor of Arts in Government and International Studies
- Bachelor of Arts in Economics and Statistics
- Bachelor of Arts in Economics and Sociology
- Bachelor of Arts in Criminology and Security Studies
- Bachelor of Science in Community Development
- Bachelor of Journalism and Mass Communication
- Bachelor of Information Science
- Bachelor of Psychology

Diploma Courses

- Diploma in Community Development
- Diploma in Journalism and Mass Communication
- Diploma in Leadership and Public Management
- Diploma in Project Planning and Management
- Diploma in Social work
- Diploma in Criminology and Security Studies

Certificate Courses

- Certificate in Community Development
- Certificate in Leadership and Public Management
- Certificate in Project Planning and Management
- Certificate in Criminology and Security Studies

Postgraduate Courses

- English and Linguistics
- Kiswahili
- History
- Geography
- Literature
- Economics
- Community Development
- Criminology and Security Studies
- Information Science

Each program is designed to provide students with a comprehensive understanding of their chosen field, combining theoretical knowledge with practical application. Our faculty members are scholars and practitioners dedicated to excellence in teaching and research. They bring a wealth of experience and expertise to the classroom, ensuring that students receive a high-quality education. We invite you to join the Faculty of Humanities and Social Sciences, where you will become part of a community committed to intellectual excellence and social impact.

FACULTY OF BUSINESS STUDIES



**Mr. Justo Simiyu,
Ag. Dean, Faculty of
Business Studies**

The Faculty of Business Studies endeavours to develop competent and morally upright business managers to manage the increasingly globalized business and economic environment. Our Faculty vision, which is in line with Tharaka University vision, is to be a world class Centre of excellence in provision of quality teaching, research, and outreach services in the areas of Business and Economics for effective management of Businesses and Economies. We strive to achieve the world class standards in higher education through offering highly quality market driven academic programmes at certificate, diploma, undergraduate and postgraduate levels. We also host a KASNEB Centre to enable our students undertake their professional courses alongside their diploma or degree programmes with a lot of ease.

The faculty has one department (Department of Business Administration) that has a team of highly specialized and competent lecturers that not only provide lectures to our students but also offers them academic advisory services. Our well-trained graduates are equipped with entrepreneurship knowledge and skills to enable them participate actively in achieving the economic pillar of vision 2030. We offer equal opportunities to both staff and students irrespective of their various backgrounds.

Programmes

The Faculty offers the following academic programmes and courses:

Certificate Programs

- Certificate. in Business Management
- Certificate. in Procurement and Logistics Management

Diploma Programs

- Diploma. in Accounting
- Diploma. in Business Management
- Diploma. in Human Resource Management
- Diploma. in insurance & Risk Management
- Diploma. in Procurement and Logistics Management

Undergraduate Programs

- Bachelor of Entrepreneurship & Enterprise Management
- B.Sc. in Economics and Statistics
- Bachelor of Commerce
- Bachelor of Co-operative Management
- Bachelor of Procurement and Logistics Management

Postgraduate Programs

- M.Sc. in Economics
- M.Sc. in Entrepreneurship & Enterprise Management
- M.Sc. in Finance
- M.Sc. in Operations Management
- M.Sc. in Procurement and Logistics Management
- Master of Business Administration (with 9 areas of specialization)
- Ph.D. in Business and Management

KASNEB Courses

1. ATD
2. CPA: All Sections
3. CS: All sections



The Best Student being awarded the Academic Excellence Award during the TUN 1st Graduation Ceremony

FACULTY OF LIFE SCIENCES AND NATURAL RESOURCES



Dr. Marciano Mutiga, Ph.D.
Dean, Faculty of Life Sciences
and Natural Resources (FLIN)

Faculty of Life Sciences and Natural Resources Management (FLIN) was established in 2019 to strengthen the niche area of the University focusing on dryland farming and mining. The faculty endeavors to be a key player in the national development agenda enshrined in vision 2030 and “The Big Four” by producing graduates with skills and competences in sustainable food production and prudent use of natural resources for food security and poverty alleviation. The Faculty appreciates that farming and natural

recourses utilization are the backbone for industrialization that must be based on science and technology whose sustainability requires sound environmental management practices. The faculty has set itself on a roadmap to grow into a world leading Faculty of Life Sciences and Natural Resources Management.

We have animal and crop demonstration units, that offer practical skills to ensure our graduates are competitive in the market. Our students also get more practical exposure through field trips and field attachment. Apart from professional training in the relevant programs there are entrepreneurial courses for preparing our students for self-employment. The faculty offers a conducive work environment that is student-centered and interactive. Students will find more opportunities in the faculty in developing their career for employment.

The Faculty has one Department of Dryland Farming and Natural Resources that focuses in dry land animal, horticultural and crop farming, agro-forestry, environmental management, hospitality, wildlife enterprise & eco-tourism. It offers the following academic programs:

Certificate Programs

- Certificate in Hospitality and Tourism Management
- Certificate in Animal Health and Production
- Certificate in Health Records

Diploma Programs

- Diploma in Tourism and Hotel Management
- Diploma in Agricultural Education and Extension
- Diploma in Animal Health and Production
- Diploma in Agriculture and Rural Development
- Diploma in Horticulture
- Diploma in Environmental Management

Undergraduate Programs

- BSC (Agricultural Education and Extension)
- Bachelor of Agribusiness Management
- Bachelor of Hotel Management
- Bachelor of Science in Ecotourism
- Bachelor of Tourism Management
- Bachelor of Science in Food Science and Technology
- Bachelor of Science in Animal Science
- Bachelor of Science in Agriculture
- Bachelor of Science in Horticulture
- Bachelor of Science (Environmental Science)
- Bachelor of Science in Health Records and Information Management

Postgraduate Programs

- Master of Science in Horticulture (Olericulture)
- Master of Science in Environmental Science
- Master of Science in Animal Nutrition
- Master of Science in Tourism Management
- Master of Science in Crop Protection
- Masters in Hotel Management
- Master of Science in Botany
- Masters of Science in Agribusiness Management
- Master of Science in Agricultural Education
- Master of Science in Botany
- Ph.D in Tourism Management
- Ph.D in Agronomy

We are in the process of launching the following new programs;

- BSC (Dryland farming),
- BSC (Animal Products Science and Technology)
- BSC (Animal Science and Rangeland Management)
- BSC (Agribusiness & Rural Development)
- BSC (Biodiversity and Conservation management)

THE UNIVERSITY FARM

This Practical facility will enhance students' acquisition of practical skills in animal health and production. It will also help students in the management of various farm animals including other alternative and acceptable sources of animal products in Kenya such as avian, ruminants, fish, and reptiles. The University farm also has an objective of developing a superior domestic animal genetic reserve for our country. Farmers' extension services are also offered through this Department.



Tharaka University Ankole Cows



Agroforestry Tree Seedlings Nursery



Tharaka University Gazebos

FACULTY OF PHYSICAL SCIENCES, ENGINEERING & TECHNOLOGY



Dr. Fidelis Ngugi, Ph.D
Dean,
Faculty of Physical Sciences,
Engineering and Technology

The mission of the Faculty is to generate, transmit and preserve high quality knowledge by promoting independent and interactive learning, a scientific inquiry culture and striving for diverse societal transformation. This is in line with the University's vision and mission.

The objectives of the faculty are; to promote high quality services and training in science and technology to our students; to coordinate teaching and learning activities in various departments in the faculty; to facilitate research and innovation in science and technology for social and economic development; to improve governance, leadership and management of faculty affairs; to attract and train highly motivated staff in science and technology disciplines; and to enhance awareness of emerging technologies among faculty staff and students.

Currently, the Faculty has two departments: Basic Sciences and Computer Science & ICT. The student's population as well as teaching and non-teaching staff has increased since the establishment of the faculty. The faculty has achieved the following: A computer lab with state-of-the-art computers and smart boards, expansion of teaching and research laboratories for training in physical and biological sciences, Plans are underway to establish Health Sciences and Engineering Faculties to expand educational opportunities in these areas.



Well-equipped Laboratories at Tharaka University

The Faculty trains outstanding scholars, researchers and specialists, who contribute resourcefully to the development and well-being of humanity. The Faculty collaborates with the society and industry at national and international

levels in sharing of knowledge and fostering of freedom and peaceful coexistence.

Academic Programmes

The continuing and new academic programmes include:

- | | |
|---|--|
| <ul style="list-style-type: none">• Cert. in Computer Literacy• Cert. in Computer Science• Diploma in Computer Science• Diploma in Information Technology• B.Sc. in Computer Science• B.Sc. in Applied Computer Science• B.Sc. in Information Technology• B.Sc. in Business Information Technology• B.Sc. in Physics• B.Sc. in Chemistry | <ul style="list-style-type: none">• M.Sc. in Applied Mathematics• M.Sc. in Pure Mathematics• M.Sc. in Biochemistry• M.Sc. in Chemistry• M.Sc. in Computer Science• M.Sc. in Physics• Ph.D. Applied Statistics• Ph. D Biochemistry• Ph. D Chemistry• Ph. D Physics |
|---|--|

The mandate of the Computer Science & ICT department is to provide quality holistic training in Computer Science, develop and improve the university ICT infrastructure and to provide essential ICT training to students and staff across all departments and sections.

The CSICT department also provides ICT technical support and consultancy to university staff in order to ensure effective and efficient utilization of the ICT facilities within the university.

The university is equipped with several ICT facilities. We have well-equipped state of the art computer labs with internet access provided across the campus with strategically located wireless access points for internet access.

The Department is also tasked with providing, managing and securing the university IT systems. Students can access their results and fees statements online through the student portal and staff can also be able to access various functionalities such as imprest requisition, leave application and entering results through the staff portal.

The University has established ICT network based on Fibre, structured cabling and Wireless (WiFi) Through KENET the University has fibre-optic fast speed internet connectivity and discounted E-learning bundles for staff and students. The ICT has the mandate to provide technical advice on ICT matters relating to hardware, software and networks.

The Department also provides IT and communication services in support of teaching and research at Tharaka University. These include:

- Providing specification for acquisition of hardware, software and ICT networking components and accessories.

- Maintaining and repairing of all computing equipment.
- Design and installation of communication networks.
- Facilitating the use of ICT in teaching and research.
- Enforcing software licensing compliance and ICT standards.



FPET students undertaking hands-on training at the Tharaka University laboratories.

DIRECTORATE OF OPEN, DISTANCE AND E-LEARNING (ODEL)



**Mr. Kevin Kirui Tuei,
Ag. Coordinator, ODeL**

The mandate and the rationale for establishing the Directorate of Open, Distance and e-Learning (ODEL) at Tharaka University are clearly spelt out in the University Vision, Mission and Policies. It is this mandate that guides the operations of the Directorate of Open, Distance and e-Learning. The Directorate is expected to guide the University as it endeavors to achieve academic excellence and research that contribute to global transformation.

ODEL allows learners and facilitators to respond and adapt better to the emerging technology and changing landscape of education in the 21st century.

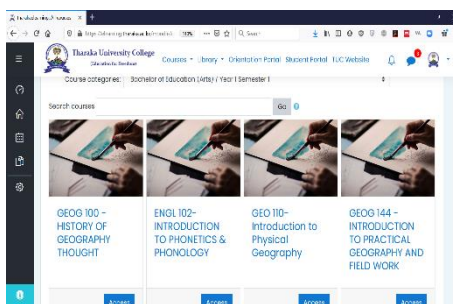
The Directorate has been key in ensuring continuity of learning at the University amidst global challenges such as the COVID-19 pandemic through remote/blended learning. ODeL is therefore committed to meeting the changing needs of our society by developing learning opportunities that increase learners' access, support, success, and provides quality instruction.

When you physically report to campus you will be learning through blended learning. This means you will be accessing some courses through online teaching delivery. This not only ensures you gain the required ICT skills for the market but also benefit from courses across the globe.

You are therefore strongly advised to **acquire a laptop or smartphone** to access the online classes and Learning Management System (LMS). In case of any difficulty, accessing the classes you can contact us and we are ready and happy to serve you.



**Ultra-modern Smartboard
at the eLearning Resource Centre**



**Tharaka University
eLearning Portal (LMS)**

ODeL Vision

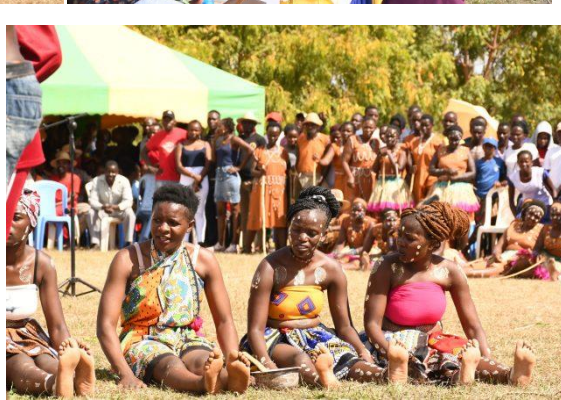
A holistic directorate of excellence in quality ODeL teaching, research, innovation and outreach for global transformation.

ODeL Mission

To create a strong knowledge base through quality online teaching, research and innovation and to disseminate this knowledge for positive societal transformation.

ODeL Objectives

- To set up and maintain structures for Open, Distance and e-Learning to deliver programmes offered at the University closer to the learners for global transformation.
- To oversee online, hybrid and web-enhanced course development for societal transformation.
- To provide professional development opportunities for Open, Distance and e-Learning for societal transformation.
- To enhance continuous training of staff and students on new developments in Open, Distance and e-Learning for societal transformation.



Tharaka University students showcasing their culture and talent during the 2023 TUN Cultural Week.

THARAKA UNIVERSITY COMPUTER ACADEMY

Our 21st century economy runs on digital networks. Organizations of all kinds depend on a workforce educated to design, build and operate these networks. The Internet of Everything is projected to connect 50 billion things to the internet by 2020. The information and communications technology (ICT) sector to generate an increasing number of high-skill, in-demand jobs across a broad spectrum of industries. By 2030, 95% of all jobs will require technology skills and almost all jobs will be ICT-enabled. This is the rationale for establishment of a Computer Academy at Tharaka University.

The mandate of the Tharaka University Computer Academy is:

- Identify the ICT knowledge gaps and needs among staff and students.
- Provide essential Digital Literacy training and workshops to the staff, students and community.
- Provide ICT technical training and workshops to ICT Technicians and IT students.
- Incubate ideas and innovations from staff and students.

The Computer Academy houses several international academies namely:

CISCO Networking Academy
offers the following competitive
industry-oriented IT courses:
Courses



- IT Essentials: PC Hardware and Software Computer fundamentals and intro to advanced concepts. Aligns with CompTIA A+ certification.
- CCNA® Routing and Switching Networking theory, practical experience, soft-skills development, and career exploration. Aligns with CCENT and CCNA certification.
- CCNA Security Installation and troubleshooting network integrity, confidentiality, and availability of data and devices. Aligns with CCNA Security certification.
- Cisco Devnet Associate
- CCNP® Advanced configuration, installation and trouble-shooting of enterprise networks. Management of wireless, security and voice applications. Aligns with CCNP certification.
- Linux courses Basic and intermediate (developed by Networking Academy partner NDG)
- Cisco Packet Tracer A powerful visualization/simulation tool for students and instructors to design, build, troubleshoot and experiment with virtual networks. Used to explore technical concepts and networking system designs in a safe, virtual environment.
- Self-enroll courses Internet of Things (IoT); Cybersecurity; Get Connected; Be Your Own Boss; Entrepreneurship; Mobility; Packet Tracer;



Huawei ICT Academy: Building a Talent Ecosystem and Boosting the ICT Industry's Development

Tharaka University has partnered with Huawei to offer competitive Huawei Certification Courses. Huawei ICT Academies provide a wide range of high-quality online courses for global students, including over 30 free courses covering cutting-edge technologies such as AI, Big Data, IoT, and 5G, as well as learning resources of over 100 massive open online courses (MOOCs). Moreover, live classes are provided. This way, students worldwide have access to and can enjoy high-quality resources.

In addition, trainers of Huawei ICT Academies can remotely deliver courses on Huawei Talent Platform, enabling the teachers to manage trainees; create, cancel, or close classes online; obtain and publish learning materials; and arrange simulation tests for students. By connecting schools, teachers, and students together, Huawei builds bridges and breaks geographical limits in teaching and learning.

- Certifications for configuration and maintenance of small to medium-sized networks
 - Network fundamentals
 - Basic connection methods of popular networks
 - Basic network construction
 - Troubleshooting of common network faults
 - Installation and commissioning of Huawei routing and switching devices
- Certifications for Security, Cloud Computing, Big Data, IoT and AI



Amazon Web Services (AWS) Academy – Cloud Computing

As cloud technologies continue to help organizations transform at a rapid pace, employees with the necessary cloud skills are in high demand. According to LinkedIn data, cloud computing is the number one hard skill companies need most.

AWS Academy provides higher education institutions with a free, ready-to-teach cloud computing curriculum that prepares students to pursue industry-recognized certifications and in-demand cloud jobs. Our curriculum helps educators stay at the forefront of AWS Cloud innovation so that they can equip students with the skills they need to get hired in one of the fastest-growing industries.



GitHub Campus Program: Learn and gain skills with Industry-Standard Tools

GitHub Campus Program offers GitHub Enterprise Cloud and GitHub Enterprise Server free-of-charge for institutions that want to make the most of GitHub for their community.

GitHub Campus Program is a package of premium GitHub access for teaching-focused institutions that grant degrees, diplomas, or certificates. GitHub Campus Program includes:

- No-cost access to GitHub Enterprise Cloud and GitHub Enterprise Server for all of your technical and academic departments
- 50,000 GitHub Actions minutes and 50 GB GitHub Packages storage
- Teacher training to master Git and GitHub with our Campus Advisor program
- Exclusive access to new features, GitHub Education-specific swag, and free developer tools from GitHub partners
- Automated access to premium GitHub Education features, like the GitHub Student Developer Pack



Oracle Academy Program – Database and Cloud

With Oracle Academy, students receive hands-on experience with the latest technologies, helping make them career ready in the era of cloud computing, artificial intelligence, machine learning, data science, the Internet of Things, and beyond.

To enroll into the Tharaka University Computer Academy, visit the Learning Resource Centre, Computer Labs or reach us at elarning@tharaka.ac.ke

BOARD OF POSTGRADUATE STUDIES



Dr. Ambrose Vengi, Ph.D.
Ag. Director,
Board of Postgraduate Studies

The Board of Postgraduate studies (BPGS) is a statutory body of the University dedicated to overseeing Postgraduate education and research programs. The Board is committed and receptive to engagements for mutual benefit to the nation and the graduates by offering excellent preparation for careers that require strong scientific knowledge, mastery of hands-on management skills and research techniques and the ability to work effectively within the society.

The Board is charged with the following responsibilities:

- i. Harmonizing the postgraduate syllabi and regulations.
- ii. Admission of postgraduate students in consultation with the faculties and departments concerned with programme formulation.
- iii. Administration of postgraduate scholarships and research grants
- iv. Overseeing proper conduct, supervision of postgraduate study offered by the faculties and departments.
- v. Administration and vetting of examinations, research projects and theses.
- vi. Overseeing the general welfare and discipline of postgraduate students.

The Board of Postgraduate Studies plays a crucial role in promoting a conducive learning environment favourable for scholarly pursuit, intellectual growth and academic excellence.

DIRECTORATE OF RESEARCH, PUBLICATIONS & EXTENSION



The Directorate is a statutory body of the University and was established in 2015 within the Division of Academic, Research and Student Affairs. The Directorate is mandated to coordinate the research, extension and publication activities in the University.

Dr. Alex Muthengi, Ph.D.
Ag. Director, Directorate of
Research, Publications & Extension

The academic staff at Tharaka University are engaged in various multidisciplinary and collaborative research projects in several thematic areas such as; Organic and Green Chemistry, Medicinal and Natural Product Chemistry, Ecology and Environmental Conservation, Health Sciences, Social Sciences, Business and Economics, Mathematics and Statistics, Sustainable Agriculture & Dryland Farming, Water Conservation, Climate Change, Mining & Mineral Processing, Value addition and Seed Breeding.

This has enabled the members of staff to publish in high impact journals such as Journal of Medicinal Chemistry, Green Chemistry, Journal of Organic Chemistry, Journal of Mathematics etc. The members of staff are also actively involved in writing fundable research proposals aimed at attracting more funds to the university and solving the societal problems.

Welcome to Tharaka University.

BOARD OF UNDERGRADUATE STUDIES FIELD ATTACHMENT AND PRACTICUM



Dr. David Kipkorir Kiptui, Ph.D.
Ag. Director, Board of Undergraduate
Studies, Field Attachment and
Practicum

The Board of Undergraduate Studies field attachment and Practicum is a statutory body of the University which is charged with the coordination of all undergraduate programmes and student attachment.

Specifically, the board is responsible for:

- Review of and recommendations to the Senate on the quality of undergraduate degree and diploma curricula
- Promotion of inter-disciplinary collaborations at undergraduate level.
- Coordination of recommendations to the Senate regarding rules and regulations formulated by the Departments and Faculties governing undergraduate degree and diploma programmes.
- Co-ordination of Award Schemes for academic excellence for undergraduate students and forwarding recommendations to the Deans' Committee.
- Coordination and facilitation of field/industrial attachment programmes and Teaching Practice.
- Coordination of Student Attachment and Exchange Programmes.

The Board in liaison with the directorate careers services is continuously establishing linkages with government departments, industry, and Non-governmental organizations where the students take up their industrial attachment, practicum, teaching practice and internships. We are grateful to the many organizations that have accepted to take in our students as they do provide a significant step for them in entering the job markets

DIRECTORATE OF MARKETING AND ADMISSIONS



Dr. James Ndwiga, Ph.D
Director,
Marketing and Admissions

Tharaka university is not just any other University, it is distinctive in its academic excellence with innovation spirit and spiritual vitality. The University is focused on producing professionals who are trained in all aspects of human endeavour.

We encourage students to fear God, exercise humility, honesty, hard work, integrity, quest for knowledge and concern for the welfare of others.

Directorate of Marketing and Admissions is always committed to assist prospective and joining students with career information and admit all qualified candidates.

We wish you a productive and enjoyable career at Tharaka University.

DIRECTORATE OF QUALITY ASSURANCE



Mr. Faustine Muchui Ndumpa
Director, Quality Assurance

The Directorate of Quality Assurance is responsible for the development and implementation of Quality Assurance Policy and Procedures for monitoring the programme quality and that of delivery processes, and synthesis of topical Quality Assurance matters as stipulated in Commission for University Education (CUE) guidelines' and regulations.

As a sub-system of Tharaka University system, the focus point for the directorate is the University's vision, which is: to be a Centre of excellence in teaching, research, innovation and outreach for societal transformation. The directorate monitors the teaching, research and training offered to students equipping them with the required skills to compete effectively in the global job market by:

- Coordinating evaluation of teaching effectiveness of the lecturers
- Coordinating analysis of external examiner reports and providing feed back to the departments and Faculties.
- Ensuring overall implementation of commission for University Education Guidelines and Regulations.
- Ensuring that the ISO 9001:2015 procedures and processes are implemented in the department and the entire University.

DIRECTORATE OF PERFORMANCE CONTRACTING



Ms. Wendy Micheni
Ag. Director, Performance Contracting

Welcome to Tharaka University!

We would like to introduce you to the Directorate of Performance Contracting, a crucial department responsible for ensuring that the University meets its commitment to delivering high-quality services to our stakeholders. Our primary role is to oversee the setting, implementation, and achievement of comprehensive targets, as outlined in the Tharaka University Performance Contract.

The Performance Contract serves as a strategic framework guiding our efforts in key areas, including teaching, research, innovation, and outreach. It also encompasses critical aspects of university operations such as financial stewardship, service delivery, and procurement. By adhering to this contract, we ensure that all our activities align with the core mission and values of Tharaka University.

Our Directorate is also responsible for monitoring and coordinating the implementation of these targets and preparing reports for various government agencies. This process not only promotes accountability and transparency but also helps us continuously improve our services and uphold our standards of excellence.

During your time at Tharaka University, you will be invited to participate in various sensitization seminars, training sessions, and workshops organized through our Directorate. These events are designed to address a range of cross-cutting issues that are crucial for creating a safe and inclusive environment. Topics covered include road safety, disability mainstreaming, HIV prevention, non-communicable diseases, gender mainstreaming, prevention of alcohol and drug abuse, handling public complaints among others.

We strongly encourage you to take part in these activities. They provide valuable knowledge and skills that will not only enhance your personal growth but also contribute to the well-being of our entire University community.

We are thrilled to have you join our community and look forward to your active participation in our initiatives. The Directorate of Performance Contracting is here to support you in every step of your journey, ensuring that you have a fulfilling and enriching experience at our University

DIRECTORATE OF EXAMINATIONS AND TIMETABLING



Mr. Alex Rwanda
Director, Examinations &
Timetabling

The Directorate Works closely with Deputy Vice-Chancellor (ARSA), Registrar (AA), Deans, Directors and Chairpersons of departments on monitoring of implementation of the curriculum. The department main objective is to prepare semester schedules for teaching, setting, processing, and administration of semester examinations with a lot of security and confidentiality for quality education. This enables the university to produce competitive, creative and problem-solving graduates.

The department enables the University through its various academic programmes train professionals and non-professionals in the public and private sectors. This is in line with the University's Vision.

Such professionals are assessed through the University examination processes.

The functions of the Directorate are:

- Preparation of the academic calendar for the undergraduate and postgraduate programmes in the University
- Preparation of the teaching, consultation, and examinations timetables at the beginning of each semester for all degree, diploma and certificate programmes.
- Ensure that both teaching and examination timetables are followed as scheduled.
- Co-ordination of academic field trips during the semester.
- Arrange use of various lecture halls for academic and non-academic purposes.
- Maintenance of lecture halls, theatres, workshops and laboratories in collaboration with other relevant departments.
- Processing of all the University examinations.
- Ensuring that standards and procedures of examinations are maintained.
- Co-ordinating examinations and providing necessary logistics and materials.

DIRECTORATE OF UNIVERSITY ADVANCEMENT AND RESOURCE MOBILIZATION



**Dr. Urbanus Ndolo, PhD,
Director, University
Advancement and Resource
Mobilization**

The core mandate of the Directorate of University Advancement and Resource Mobilization (DUARM) is to generate resources to support and strengthen the University strategic priority target areas of teaching, research and community outreach in line with the University's overall strategic plan to exemplify her main niche of dryland farming and mining among other specific infrastructural development projects. Under the direct supervision of the Vice-chancellor, the directorate is established to take an active role in spearheading mutual Public Private Partnership (PPP) projects, initiating

student and staff inter-University exchange programmes, establishing an endowment fund to support students' scholarship programme, maintaining proactive collaborative alumni and corporate fundraising activities, and exposing Tharaka University students as a reliable human resource brand with high integrity and moral ethos acquired through community service learning exposure engagements and continuous tailor-meant mentorship guidance activities.

Aligned to the vision and mission of the University, the advancement unit serves as a neutral financial pillar to support all the sectors of the university by raising resources from people of goodwill from all walks of life, professional consultancy bids, private business investors, foundations, corporates, bilateral collaborations, County and National Governments, Faith-Based Agencies (FBAs) among other potential partners.

The Directorate endeavors to promote the positive image of our divine institution locally and abroad. We anxiously welcome you the first-year students to join this wonderful Family of progressive achievers as you cultivate your professional and leadership skills for now and the future service delivery to society. From here, you will all be internationally recognized personnel. Warm welcome to you All!

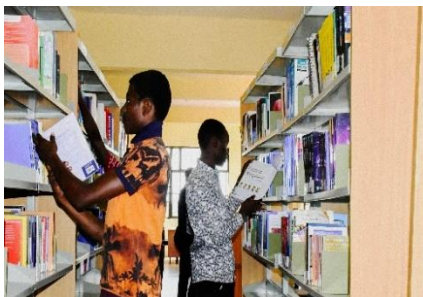
LIBRARY SERVICES



**Ms. Pauline Masaa,
In-charge, Library**

The mission of Tharaka University Library is to Facilitate acquisition, processing and disseminating information in line with the Mission of the University. The main objective of the library is to support study, teaching and research within the frame work of the university programs by ensuring that library materials are available at the library within the required time. The library facilitates its users to access an extensive range of information resources to enhance academic research and training in Tharaka University. The library engages with faculties and researchers in providing access to current

and up-to date information. The library environment is conducive for study with access to WIFI internet connectivity and our staffs are always ready to serve you and answer your queries in any library related issues. The sitting capacity of the library is over 400 hundred students. We look forward to serving you.



The University Library

Membership

Tharaka University library is open to all registered students .academic and non-teachng staff. External members shall be considered for membership on production of recommendation letters from local chief/ employer / institution. In addition they shall pay Ksh 200/= per day.

Information Resources

The library has a variety of electronic, print and non-print resources available for its users. Library users are welcome to read e-books and e-journals in the digital library or through their mobile phones using the MyLOFT app on various subjects. The library has multimedia which are loaned to users to read

through personal computers or at the University computer laboratory. The library maintains a comprehensive collection of materials in various formats including books, periodicals, pamphlets, newspapers for use by all its users at the University. The library is a member of Kenya Library and Information Services Consortium (KLISC) through this body it has subscribed to various databases, journals, eBooks that are accessible through the Library website.

The library has sections providing users with different services

- Circulation
- Consultation Section
- Digital Library
- Postgraduate Section
- Luggage bay Section
- Technical Processing Section
- Security Desk

General rules

1. Silence should be strictly observed in the library

Users are strictly not allowed to make or receive phone calls in the Library at any time.

2. Library users are not allowed to wear/put on overcoats/Jackets or head gear(s). Bags should be left at the luggage area/bay of the Library. The library accepts no liability for loss of personal property left at the luggage area/bay.
3. All readers must show at the entrance/exit all items they are bringing in/taking out of the library.
4. The security Staff reserves the right to inspect books and check bags before a user enters or exits from the Library.
5. Marking or defacing of books and periodicals is forbidden.
6. The booking of reading carrels/tables in the Library is strictly not allowed.
7. Readers are requested not to interfere with light switches, computers, Computer accessories and library arrangement of furniture's.
8. Materials not properly borrowed from other libraries (other than Tharaka University Libraries) will be confiscated and returned to the institutions of origin with particulars of the user found with them for necessary action by the offended institution.
9. Smoking, spitting, eating hawking, sleeping, drinking and littering are strictly prohibited in Tharaka University Library.
10. Library users are free to report any complaints concerning library services to the librarian.
11. Unplugging of computer cables from power sockets is strictly prohibited.

12. Users are not allowed to return the books to the shelves after reading, they should leave them on the reading tables.

CLEARANCE

13. Library clearance to registered members will be based upon payment of / for; -
14. Overdue fine in full
15. Lost and /or damaged Library materials

BLACKOUTS

16. In case of blackout, the library will remain open for 20 minutes to allow student to clear from the library.

Library opening hours	Monday to Friday: 8.00 am-10.00 pm Saturdays: 9.00 am-4.00 pm Sundays 2.00 pm-5.00 pm (reading only) Public holidays: Closed
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Tharaka University library has subscribed to over 500 full text electronic journals, eBooks and databases to support teaching, learning and research activities of the University through KLISC (**Kenya libraries and information consortium**). The available resources cover all subject areas.

Access to Digital Library Resources

The University Library website will be most important tool in access to digital library services:

- Provide channel of access to the digital library.
- Students will be facilitated and directed to the University Library website to familiarize and use the digital library

Accessing digital library using MyLOFT platform

The university Library has My Library on Fingertips (MyLOFT) access platform, which is a web and mobile application that will enable users to:

- Remotely access & use the digital library wherever they are (off campus access) using their mobile phones.
- Search and download e-books and journal articles from all databases at once.
- Create your own library of the materials you have downloaded for further reading, save and share the materials.

Institutional Repository

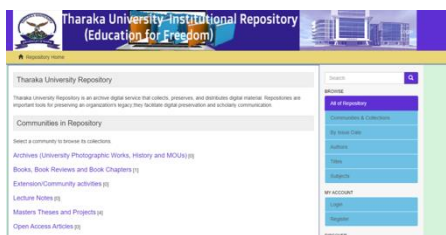
Tharaka University Library has developed an institutional repository which is an archive for digital services that collects, preserves, and disseminates scholarly outputs of Tharaka University. Students are able to access exam past papers which are protected by password, research journal articles, thesis and projects and other research work.

Integrated Library Management system

All operations in the library are fully automated using KOHA a library software package that provides web-based access to the online catalogue. this facilitates efficiency in all operations of the library.

OPAC (Online Public Access Catalogue)

The catalogue will help you to know the books that are available in the library, whether they are borrowed or available, to search the catalogue you need to know the basic information of a book either its author, title, subject or keywords, when you type and click on search button, it will display the available books depending on what you have used



Tharaka University Library Website

Tharaka University Institutional Repository

University Library Links	
Library Website	https://library.tharaka.ac.ke
Institutional Repository	http://repository.tharaka.ac.ke
Online catalogue	http://192.168.32.2
Off-campus Library Access	https://app.myloft.xyz
E-resources Databases	https://library.tharaka.ac.ke/e-resources/
Past papers Bank	http://repository.tharaka.ac.ke/xmlui/handle/1/1
Old Past papers	https://bit.ly/TUNoldpp
Research Articles	http://repository.tharaka.ac.ke/xmlui/handle/1/16

OFFICE OF CAREER SERVICES



Office of Career Services (OCS) aim at promoting entrepreneurship culture and education-industry linkages by creating employable and productive graduates. It enhances Career Education, Career Counselling and Career Information to prospective Students, current students and alumni. The OCS also recruits Career partners, Career Advisors and students Career Ambassadors who offers support in linking graduates to the job market and assisting students to acquire the

relevant skills and competencies.

Mrs. Maureen Ndagara Mwiti

Coordinator, Office of Career
Services

The core activities of the Office include:

- Career Counselling and Advising services
- Training Departmental Career Advisors (DCA) and Student Career Ambassadors (SCA) on effective career and academic advising.
- Enhancing Alumni involvement and Network
- Promoting high school career advising and recruitment
- Organizing Career Days and Events
- Creating employment information Data base
- Creating and Encouraging Entrepreneurial Incubation and innovations
- Initiating and operationalizing liaison relationships with various Career Partners
- Coordinating training of short courses and soft skills

STUDENTS WELFARE SERVICES



Dr. Shadrack Munanu Kithela, Ph.D.
Dean of Students

Welcome to Tharaka University. When you were admitted and registered as a student you automatically become a member of Tharaka University community. This Students' Information Handbook contains general information on students' services, recreation and games among others, as well as University policies and available facilities. Also included are rules and regulations that you are expected to adhere to while you are a student at Tharaka University.

You will find a lot of interesting information in this Handbook that will help you to adjust and be adapted to the campus environment with ease. Each student will bear the responsibility for any misinterpretation of rules and regulations. Having been admitted to the University, please note that the primary purpose is the pursuit and achievement of academic goals. We pray that you enjoy your studies and stay at Tharaka University.

Tharaka University has evolved from a small campus to a University College, and finally attained full University status with the award of Charter on 2nd August 2022. One of the impacts of this evolution has been growth in student population, variety and academic programmes. The challenge for the University therefore is to provide adequate, effective and appropriate support services for the students and a University environment that will enhance the main enterprise of the University which is pursuit of academic goals.

While the main enterprise at the University is academic, learning and teaching, University students are also undergoing other significant and critical developmental and growth processes, which require a University environment that fosters and enhances all these processes. Academics should not be pursued in isolation. We therefore aim at developing the 'whole' student. We also recognize that each student has unique qualities and aptitudes and we should provide each one of them an opportunity to do their best and exploit them.

The Mission and Mandate of Students' Welfare Department

- To develop, nurture and promote an enabling environment that supports and enhances both academic and other developmental processes of students.
- To offer services and support for the general welfare of students.
- To design and implement programmes and activities that assist students to develop physical, psychological, social, spiritual, and leadership capabilities.
- To liaise with University Departments and Faculties to ensure that each and every individual student achieves full potential and prepares for the challenges in life.
- To serve as an advocate for students by ensuring their interests are served in strategic aspects of University operations.
- To develop a culture of co-existence by designing programmes that nurture and encourage a strong sense of community welfare among students, faculty and other staff members.
- To promote and disseminate knowledge about characteristics of students and the factors that affect students' growth and success, and advise the rest of the University on the same



Dr. Denis Obote, Ph.D.
Assistant Dean of Students



Thaddeus Kanampiu, Lydia Muthoni,
Maurice Mutwiri
Student Welfare Department Staff

Coordinated Aspects

The aspects the Students' Welfare Department coordinates include:

- Career placement.
- Coordination of students' activities (organizations, clubs, associations, and welfare societies among others.)
- Work study and vocational placement of needy students.
- Inter-University Sports and Games Programmes.
- Orientation of first year students in academic, social, vulnerable and gender issues, among others.

COUNSELLING SERVICES

This section is headed by Students' Counsellors. The primary mission of the Counselling section is to assist students develop skills for establishing and maintaining personal and social relationships, in the formulation and implementation of their educational and career plans, to facilitate student self-understanding and self-acceptance. The staff in counselling section will assist students to:

- Become more proficient in life skills such as choosing between alternatives, effective interpersonal communication and enhancing potentials.
- Improve insight and self-understanding that will enable students deal with feelings from tensions.
- Cope with crisis and learn how to resolve problems.
- Facilitate emotional, spiritual and psychological healing so that students move towards wholeness, especially in light of brokenness brought about by crises.
- Reconciliation: assist students to move toward restoring wholeness in broken or strained relationships with those who constitute their social environment.
- Sustenance: supporting students by standing by them and sharing burdens with them while responding to crisis.
- Guiding: assisting students to make decisions by drawing from within them the potential available in their own decision-making.
- Informing: clarifying alternatives to students to provide specific new information and data for decision-making.
- Nurturing: assisting students to negotiate the sharp curves of psychological, physical, emotional, social and intellectual development.

Peer Counselling

- Peer Counsellors are group of students recruited and trained by Tharaka University to counsel their peers.
- They are trained and highly sensitized to the needs of those around them and can respond appropriately to those needs. Peer Counsellors are trained to counsel on a wide range of issues and areas that include: relationship concerns, sexual harassment, unplanned pregnancies, stress, financial and time management, roommate problems, academic challenges, religious issues, alcohol, drug and substance abuse etc
- Peer Counsellors can also help students acclimatize and adjust to new University environment. They are always near you in the residential halls, lecture hall, dining halls and around the campus.

Alcohol, Drug and Substance Abuse

Research has shown that alcohol and marijuana (*Cannabis sativa*) are the prevalent drugs mostly abused by University students in many countries of Africa. Certain factors such as peer pressure, easy availability of the substances, parental and societal influences, emptiness in life, and advertising

media pressure, among others, play a leading role in the use and abuse of alcohol and drugs. These substances have far reaching adverse physical, social, economic and psychological effects. Using these substances as a way of escaping or dealing with everyday problems and pressure of growing up is increasing.

When you are under some stress and feel tempted to turn to drinking or taking drugs, please go to the Counselling Services Centre or talk to a Peer Counsellor. There are also caring staff that will provide you with the necessary help. They will treat you with the utmost confidentiality. As an educational institution, the University is committed to providing an environment that enhances and supports the intellectual growth of all its students. The University community has the collective responsibility to ensure that this environment is conducive to healthy intellectual growth. Possession, sale and consumption of controlled substances by students are prohibited both on campus and off campus. Students

should note that if caught in possession of illegal drugs by the State security agents, they will be prosecuted in a court of law.

Chaplaincy and Spiritual Facilitation

Tharaka University provides an environment for free interaction of all religious groups. Various religious groups request for classrooms which they use as venues for their activities. The Chaplain and the Patrons of various religious groups are also available to provide pastoral care, spiritual guidance and direction to individuals and groups.

The religious groups that are registered at the Dean of Students office are: Christian Union (CU), Young Christian Students (YCS), Seventh Day Adventist (SDA), and Muslim Students Association. The University chaplaincy serves as a resource and referral centre for students and staffs who wish to explore their spiritual needs and counselling. The mission of the chaplaincy is to organize, coordinate, offer spiritual and counselling services and to serve and act as link between the University administration and the religious groups.

Death and Bereavement

This is a situation where a student may pass away during the academic session. If a student passes on while in the University, the University provides transport for student colleagues to his or her final resting place. Before any arrangement is made, documents from the hospital or medical department confirming the death must be provided to the Dean of Students, who will in turn officially inform the Vice- chancellor. The Vice-Chancellor will officially inform the University community about the occurrence of the death. Students who wish to go for the funeral must apply to the Dean of Students for transport five days before the date of travel.

Mail

Students should give the University Post Office Box shown below to any party wishing to post mail to them while in session. The code number must be shown.

Tharaka University
The _____ Department
P.O. Box 193-60215
Marimanti-Kenya

They should also indicate the **name of their respective academic department and phone number** to facilitate delivery. Letters shall be collected from the central registry.

UNIVERSITY HEALTH SERVICES



**Lydia Mugao,
In-charge, Health Unit**

Tharaka University has a comprehensive health unit that operates on a 24-hour basis including the weekends and public holidays. The department is a service unit whose mission is to maintain a healthy environment through offering curative, promotive, preventive and rehabilitative health services to staff and students. The facility is manned by qualified staff in the areas of clinical, nursing, public health, pharmaceutical, medical records, and other specialized services. Services available to students include consultation, basic laboratory investigation, dispensing of drugs, and counselling services. In case of persistent problems or complications the patient is referred to the district or provincial general

hospitals. One can be referred to a private hospital on request by the parent or the guardian. The money paid by the student does not cover the cost of CT scan, echocardiography, ECG, EEG, dental extraction and teeth filling, purchase of spectacles, hearing kits and hospital admission.

Students are advised to seek treatment between 8.00 am to 5.00 pm on weekdays. Only emergency cases are handled at night or on weekends.

All bills incurred during referral treatment and investigations are taken care of by the individual, patient/family.

Students with Special Needs

A disability is any impairment that substantially limits an individual in a major life activity. Staff and volunteers work with students who have physical challenges. Students faced with unexpected illness and injuries are encouraged to immediately report to the Medical Department and thereafter to the Dean of Students' office.

STUDENT FINANCES

Loans and Bursaries

Currently, the Higher Education Loans Board (HELB) awards loans and bursaries. Students are expected to collect bursary application forms at their respective Sub-County office or at the County Government offices, depending on the arrangements.

Students seeking loans should apply directly to HELB. It is the prerogative of HELB to consider the amount of money to give each student depending on the amount of information given in the form. The University has no part to play in the issuing of loans and bursaries. No student will be registered unless he or she completes fee payment for the current and previous semesters. It is the University policy that students pay full amount of fees as required on the first day of reporting before they are registered. Students are required to register in person at the beginning of the date designated in the academic year calendar. No student will be registered two weeks after commencement of the semester.

Caution Money

Caution money is intended for any damages, losses and breakages of any University property. Currently a student is required to pay Ksh 2,000 during registration. This money should remain throughout out the student's academic life and is refunded upon producing a clearance certificate at the end of the academic period or discontinuation of studies.

Work Study Programme

The work study programme is designed to assist financially needy students to enable them meet their basic educational needs and expenses. Students who wish to apply should write to the Dean of Students when the program is advertised. Only students in session are allowed to apply and interviews are conducted for job placement. Students work during their free hours up to 15 hours per week. They are supervised by the respective Heads of Department and must follow the laid down rules and regulations. The University reviews payment of students in the programme from time to time. Work study programme ends one week before the start of examinations to allow students to prepare for the examinations.

GAMES, SPORTS AND RECREATION

The University has a well-established sports and games section manned by qualified and adequate personnel. There are a variety of disciplines i.e., Soccer, Hockey, Basketball, Volleyball, Netball, Handball, Martial Arts and Athletics (track, field and cross-country), among others. The University has excellent sports facilities with field and track facilities.

Indoor games (darts, scrabble, table tennis, chess, and badminton) are also available. Students are encouraged to make use of these facilities for either competitive or pure recreational purposes as physical fitness is important for everyone's health. The University holds internal competitions and friendly games with other academic institutions. The University will take part in the Kenya Universities Sports Association games (KUSA), national leagues and tournaments, East Africa University games, Africa University games, and world University games subject to qualifying and availability of finances. Games items must be surrendered to the Games Tutor at the end of the games, failure to which the student is to pay for the items before the end of the semester.



Tharaka University Taekwondo Team



Tharaka University Football Team



Tharaka University Choir entertaining guests and graduands during the Graduation Ceremony

ACCOMMODATION SERVICES

Hostels

The University hostels cater for both female and male students. Staff members in the Hostels are responsible for keeping the halls tidy and functional, ensuring that students are comfortable. Students are expected to keep their rooms clean at all times.

Room Allocation

A student will be considered for room allocation subject to the following conditions:

- Availability of bed space.
- Application for room and presenting of the official payment receipt.
- Students must have maintained acceptable conduct and demeanor.
- Other details are found on the room allocation application form.

Keys

Keys remain the property of the University at all times. A student should not take the keys home during the long or short vacations, and should not lose them. The keys must not be duplicated. Any loss of keys must be reported to the Hostels Officer, who will replace them at a fee. Keys must be handed over to custodians during clearance at the end of each semester.

Sanitary Bins

Ladies' hostels have sanitary bins, which must be used appropriately to drop in used sanitary towels so as to maintain hygiene in the hostels.

Entertainment

For TV, DSTV and video viewing are available in both male and female hostels. When planning for a meeting or organizing a recreational event, students must seek permission and possibility of facilitation from the Dean of Students office.

Non-Residential Students

They are represented in the Student's Congress by two students (Male and female Representatives). The non-residential students make their own arrangements with landlords. The Dean of Students can assist students to locate rental places.

UNIVERSITY FACILITIES

All meetings or events that utilize University premises or facilities shall be scheduled in accordance with the University time-table. A group intending to use University premises or facilities must apply in writing to the Dean of Students through the Patron. Application letters must reach the Dean of Students' office at least three days before the function. An individual or group

of students applying for the use of a premise or facility must take good care of it and shall be held responsible for any damage.

Students are advised to desist from tampering with fire-fighting appliances that are meant for fire-fighting purposes only. Students are advised against the misuse or willful damage or destruction of: University property, in default of which such student(s) shall bear full responsibility thereof.

No student is to keep a motor vehicle in the University premises without the written permission of the Deputy Vice-Chancellor (Administration, Finance and Planning). Such permission shall be issued on production of all relevant documents. Such permission may be refused or withdrawn without giving any reason.

TRANSPORT SERVICES

Tharaka University offers transport services for academic and non-academic trips. Note, however, that preference in transport allocation is given to academic trips. The academic trips are organized by the academic departments. For non-academic trips (social and welfare activities), students organizing for such trips must apply to the Deputy Vice-Chancellor (Administration, Finance and Planning) through the Patron and the Dean of Students at least three weeks before the event. When permission is granted a full list of names of students on a trip must be submitted to the Dean of Students. Registered and functional organizations shall be granted permission to use University transport services and such organizations must submit their semester programme requiring transport to the Dean of Students for proper coordination. For non-academic trips, students will be required to meet the cost of fuel, driver's subsistence and wear and tear charges. In all trips, students must be accompanied by the Patron or a member of staff and must exercise acceptable discipline and conduct.

CATERING SERVICES

The Catering Department is a service unit which compliments other services offered by other departments within the University. We provide pay-as-you-eat (PAYE) catering system to all students and staff. The department provides a variety of meals suitable to our customers. The department provides external catering and serves meals after official hours provided prior arrangements are made in writing. A student referred by a Medical Doctor due to illness is required to provide a medical report to the University Medical Officer who will notify the catering officer, to discuss special meal plan or diet requirements.

SECURITY SERVICES

The Security Department is charged with the responsibility of providing security services to the University. It is headed by the Senior Security Officer, who is assisted by other security staff. The basic duties of the department include:

- Protection of University staff, students and their property within the University.
- Guarding of the University property.
- Investigating cases reported to the department.

Among the issues handled by the department are:

- Theft/losses
- Assaults among students
- Missing students
- Gender conflicts
- Consulting with the government security services where applicable.
- Confirming the loss of University identity cards

The department also liaises with others sections of the University on matters affecting the security and comfort of the students and staff. The security office appeals to all students and staff to volunteer vital information to security office for their own safety and that of the University at large.

Personal Safety and Gender

Whereas security is provided and there are rules and regulations that govern the code of conduct and relationships in the campus and in the University community, precautions should be taken at the individual level. Sometimes there are conflicts and unfortunate occurrences. For example: Physical assault caused by an intoxicated individual under the influence of alcohol or drug abuse may occur in the context of any relationship. If you or your friend is physically assaulted or have fears for your physical safety or the safety of others, report such matters to the security office and Dean of Students Office.

To avoid involvement in incidences of assault, students are advised to take the following precautions:

- Be aware that alcohol and drug abuse impair your judgment and you can lose control over yourself.
- Stay alert especially if there are strangers around you.
- Avoid the company of people you do not know and trust.
- Avoid secluded places and odd hours.
- Meet in public places until you get to know someone.

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- Set clear sexual limits.
 - Keep your door locked at all times and don't open if you are not sure of who is knocking or seeking to enter.
 - Remember to stay SAFE always.

NOTE:

University students are at a higher risk of being sexually assaulted by an acquaintance than by a stranger. Freshers are likely to be taken advantage of by other students or even members of staff. Be aware that physical abuse can worsen and become cyclical. Don't simply ignore it thinking it will just end. Report it immediately it occurs to relevant offices.

Sexual Harassment

This is deliberately and persistently annoying another person and/or making unwelcome sexual advances, requests for sexual contact and other verbal or physical advances of a sexual nature. Tharaka University is committed to creating and maintaining an educational environment free of disrespectful behaviour or communication that interferes with student activities or performance, or creates an intimidating or hostile environment.

Any student who is subjected to sexual harassment by a member of staff should report the incidence immediately to the Dean of Students. The report will be investigated, and the student will be asked to write and to sign a statement confirming the facts of the report. The results of the investigation will be reported to the Vice-Chancellor or appropriate administrator for action. Any student who knowingly files a false claim of sexual harassment will be subject to disciplinary action.

Pregnancy and Child Care

Pregnancy disrupts academic performance and therefore you are advised to steer clear of it. In order to protect the health of the mother and the child, it is recommended that expectant students vacate University halls of residence three months before delivery. Expectant students should take maternity leave. Affected students should seek guidance and counselling from the Dean of Students' office.

HIV/AIDS & STI Policy

We are living in an era where HIV/AIDS, sexually transmitted diseases and other infections are real. Students are encouraged not to put themselves in compromising circumstances that can make them vulnerable to such infections. In addition, students are encouraged to be good managers of their finances and to avoid spending money on alcohol, drugs and other substances that might result in casual sex with multiple partners. The consequences of irresponsible sex include: sexually transmitted infections, exposure to HIV and subsequent

development of Aids and unwanted pregnancies. It is known that students are often reluctant to seek medical treatments immediately they get symptoms of an STD, probably due to stigma or presumed embarrassment. Some may even continue to have unprotected sex with increased transmission to other unsuspecting students.

The following recommendations are proposed:

- While on Campus, students should attend various seminars where topical issues are often presented and discussed e.g., information and education sessions conducted by peer counsellors.
- Students should not indulge in risky and careless sexual behaviour.
- ABSTAIN, but students who cannot abstain from sex or who cannot maintain a faithful monogamous relationship should use condoms.
- Remember even faithful monogamous relationships can lead to unwanted pregnancies which will eventually affect the academic performance, especially for female students.

First year students should attend all orientation sessions arranged for them by the University. This and many more challenges that could face them in campus are openly discussed and crucial lifelong skills are shared.

THARAKA UNIVERSITY STUDENTS' ASSOCIATION (TUSA)



**Francis Ndolo,
TUSA Chairman**

Dear Esteemed Gentlemen and Ladies,
It is with great pleasure and profound enthusiasm that I extend a warm welcome to each of you as you embark on your academic journey at Tharaka University. This prestigious institution stands as a beacon of knowledge and innovation in our country, dedicated to fostering intellectual curiosity, critical thinking and holistic development.

As you step into our esteemed halls, you join a community renowned for its commitment to excellence and scholarly achievement and as well embraces diversity and celebrates the rich tapestry of cultures and perspectives that each of you brings. This diversity enriches our academic discourse and strengthens our collective pursuit of knowledge.

Throughout your time here, you will find unwavering support from our distinguished faculty members who are not only experts in their fields but also passionate mentors dedicated to nurturing your academic and personal growth.

As you settle into campus life, I encourage you to seize every opportunity that comes your way – participate in research endeavors, engage in community service initiatives and immerse yourself in the vibrant extracurricular activities offered.

Once again, I extend my heartfelt congratulations on your acceptance to Tharaka University.

May your time here be filled with discovery, inspiration, and profound learning experiences.

Welcome to Tharaka University – where knowledge meets opportunity. Through the leaders the students are represented in the various constituent organs of the University. As provided for in the **TUSA** constitution, the students hold free, fair and democratic elections once every academic year. The Students' Welfare Department organizes an induction seminar for the student leaders. The objectives of the workshop are:

1. To introduce students' leaders to the organization and functions of the University administrative organs in relationship to student affairs.
2. To equip the new **TUSA** executive committee with leadership skills.
3. To foster understanding between student leaders and their neighbours.
4. To introduce students' leaders to the principles of effective and acceptable negotiation and bargaining skills.
5. To equip the leaders with counselling skills.

Objectives of TUSA

- To champion democratic rights of students while embracing virtues and principles of social justice, consensus building, integrity and constructive engagement.
- To utilize leadership skills in case of crisis, disagreement and conflicts.
- To encourage students to be creative and innovative.
- To encourage students to observe social justice, and moral principles
- To participate fully in University activities to make it achieve its Mandate, Vision, Mission and Objectives.

The Students' association operates under the office of the Dean of Students, which also acts as the linkage between students and the administration. The association plays a very important role in the University. The students are therefore advised and encouraged to participate actively and positively in the affairs of their association.



VC Prof. Peter Muriungi, Dean of Students, Staff, and TUSA leaders during induction workshop in 2024

Students' Clubs, Societies and Movements

Students are encouraged to organize themselves into Clubs, Movements and Societies for ease of interaction, flow of information, sharing of interests and knowledge. Each club is required to register with the Dean of Students' Office and should have an approved constitution. Each club must also have a patron.

The professional clubs organize symposia among other activities in the University. Some of the active registered groups include: Y.C.S, RED CROSS, C.U and SDA Students Association, Wildlife club, M.S.A, ICT Club, Actuarial Science Club and Environmental club.

Patrons

The responsibility and duties of patrons of student organizations include

- (a) To be available for counsel and assistance, and to plan activities of the organization with the members.
 - (b) To play active role in supervising, motivating and encouraging students to be involved in clubs.
 - (c) To be present at regular meetings of the organization
 - (d) To spread the mission, vision and objectives of the University in associations.
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THARAKA UNIVERSITY ALUMNI ASSOCIATION

To be established. The functions of the alumni will include; to bring together graduates of the University, to be ambassadors of the university and to promote the University's welfare and image, members can participate in the appointment of future University's Chancellor, to initiate, co-ordinate and organize fundraising for the University and to elect from among its members an Executive Committee.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Every student has the right to freedom and protection from all forms of discrimination or harassment on the basis of race, ethnicity, gender, sexual orientation, religion, political belief, creed, national origin, age or handicap. The University shall not interfere with the rights of students to join any registered association. Students should have accurate information relating to the maintenance of acceptable academic standing, graduation requirements and individual course objectives and requirements. In all instances of general discipline, academic discipline and academic evaluation, the student has the right to fair and impartial treatment.

The University recognizes the right of all students to discuss, to exchange thoughts, and opinion, and to speak, write or print freely on any subject in accordance with the Kenya Constitution 2010. The University considers the freedom of enquiry and discussion as essential to a student's intellectual development. In exercising their rights and freedom students should not infringe on other people's rights and freedom. Students are responsible for their behaviour, actions, conduct and the protection of environment and common facilities for everybody in the community. A student who feels aggrieved should report the matter to the Dean of Students, Dean of their respective Faculty or Security Office.

Processions, Demonstrations and Ceremonies

It shall be an offence for any student or group or organization or association while on campus to organize or participate in any form of demonstrations, processions, ceremonies, picketing or any other meeting for which permission has not been sought and granted by the University administration, in addition to any other permits which may be required by the national law. Permission to hold a meeting in the University premises shall be granted by the Dean of Students and information or report given to the Chief Security Officer. Where such processions, demonstrations and ceremonies have been organized unlawfully, the organizers shall be subject to appropriate disciplinary action.

Channels of Communication

Students are informed that the University has laid down procedures for tackling their issues, starting from the Dean of Students' Office. Students are expected to refer issues affecting them (individually or through their leaders/representatives) to various departmental heads, so that the issues are listened to and sorted out amicably. It is every student's responsibility to keep channels of communication effective and appropriate without breaking the code of conduct.

Correspondence, Press, Mass Media, Public Speakers and Posters

Correspondence to the press or other mass media by an individual or officials of the students' organization shall bear their individual name and signatures. It shall be an offence to make slanderous and/or irresponsible statements about matters affecting the University or students' organizations. Publishing, writing and/or distribution of anonymous literature of a malicious nature, including placards, shall be subject to disciplinary action. Displays of advertising notices on University premises shall be subject to approval by the Dean of Students Office. For transparency and effective governance of the University, students and student union officials are encouraged to write through the Dean of Students all correspondence between them and government officers, foreign governments, Cabinet Secretaries and Members of Parliament or other dignitaries, sponsoring bodies or other such bodies, on matters pertaining to the University.

Invitation of Cabinet Secretaries, Government officials, Politicians and representatives of foreign governments or any important persons to visit the University in their official capacities shall be notified within adequate time to the Vice-Chancellor through the Dean of Students.

LEAVE OF ABSENCE/ DEFERMENT OF STUDIES

The University shall grant the following types of leave: sick, maternity/paternity and compassionate leave. Request for leave shall normally be supported by documentary evidence. In all cases of absence from classes on account of illness and maternity, a Medical Officer or any certified medical practitioner will make a recommendation to the Dean of the relevant faculty and Dean of Students. Where a student has been treated by a private practitioner, the medical certificate shall be submitted to the University Medical Officer for record. Leave application forms available in the university website must be signed by the applicant at least one day before leave begins.

The University shall not entertain any claims where a student leaves without prior official permission. Students who wish to interrupt their studies at any time before graduating due to fees or any other cause, MUST apply for

permission to the Dean of Faculty through the Chairman of Department. A student who is granted leave or discontinues studies is expected to vacate University premises as soon as possible. The need to obtain prior formal leave of absence may be dispensed with in situations of medical emergency and any other situations where urgent action needs to be taken for the prevention of bodily harm and the preservation of life, provided that a report is made to the Dean of Faculty [or other relevant officer of the University as soon as is reasonably practicable. A student granted leave of absence or voluntary withdrawal during an academic session shall not be refunded tuition or rent unless application is received before the start of the semester.

STUDENTS CONDUCT AND DISCIPLINE

1. Introduction

- 1.1. These rules and regulations shall apply to all students of Tharaka University. The students will be required to observe and abide by the rules and regulations as read and interpreted with the Tharaka University statutes.
- 1.2. The rules and regulations shall take effect and be binding upon every student of the University on registration, and as long as such a student remains registered.
- 1.3. Every student shall be required to read these rules and regulations and to sign the declaration appended hereunder, that the contents and meaning hereof have been understood and shall be adhered to.
- 1.4. Nothing in these rules and regulations shall preclude the University from requiring any student to execute any bond, assurance or undertake to be of good conduct throughout his or her stay at the University.
- 1.5. When required and executed, such bond, assurance or undertaking shall have the same effect as it were part of these rules and regulations.

2. Definition of a Student

For purposes of these rules and regulations the term student means and includes:

- 2.1. Any person who has duly signed the nominal roll and is registered into a programme of study for an undergraduate degree or diploma, postgraduate degree, or any other programme of study duly and expressly recognized by the Senate and council and offered by Tharaka University.
- 2.2. Any other student from another University/Institution who is registered for a study in Tharaka University.

3. General Conduct of Students

The University aims at providing conducive environment for teaching, learning and research in order to achieve academic excellence. In order to achieve these objectives, the University community has a responsibility to create and safeguard an organized and orderly atmosphere. Consequently, all students shall conduct themselves within and outside the University in accordance with the highest standards of integrity, personal discipline and in particular shall:

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- 3.1 Not keep any offensive weapon within the University premise.
 - 3.2 Respect and adhere to the established administrative and academic procedures and structures of the University and these may be amended from time to time for the better control, administration and operation of the University.
 - 3.3 Honour the rights and privileges of other members of the University community at all times.
 - 3.4 Refrain from any conduct that might bring the University or any section or programme thereof into disrepute or public odium.
 - 3.5 Conduct themselves in all public places with such demeanor and dignity as befits their status as scholars and educated citizens.
 - 3.6 Wear appropriate attire during study, at meal times in the dining hall, and in all University functions.
 - 3.7 Desist from all acts of hooliganism, unruly or rowdy behaviour, fighting, unreasonable or excessive noise or any other acts likely to cause a breach of the peace within or outside the University premises.
 - 3.8 Avoid drunkenness or other antisocial behaviour as would lead to the disturbance of other students, staff, the University community generally or of members of the public.

4. Conduct in the Hostels

Whereas the University is not obligated to provide accommodation to any student, the University may at its discretion, accommodate a student on application, subject to availability of rooms in the hostels.

Students who are so permitted accommodation in the University hostels shall generally conduct themselves with responsibility and with maturity and in particular shall:

- 4.1. Adhere to the laid down guidelines for obtaining such accommodation and pay all charges as may be stipulated from time to time by the University.
- 4.2. Share rooms as may be stipulated as well as other facilities of common use.
- 4.3. Host visitors in their rooms between hours of 10:00 am and 10:00 pm. only.
- 4.4. Not remove furniture or equipment from or into the hostels, or any other University premise, except with written permission from Hostel's Officer.
- 4.5. Immediately report any loss, missing items or breakages in the rooms to the house keeper or custodian of the relevant hall.
- 4.6. Surrender all room keys and any other University property to the custodian/housekeeper at the end of every semester or academic period, or as may otherwise be required by the University.
- 4.7. Ensure that rooms are clean, tidy and devoid of defacement at all times.
- 4.8. Use video tapes, radios or any other type of audio-visual instrument in the halls of residence between the hours of 6:00 am and 11:00 pm

only, provided that all sound emanating from there does not cause disturbance, inconvenience or nuisance to others.

- 4.9. Under no circumstances interfere or tamper with electrical installations and fittings in the University buildings.
- 4.10. Only use such electricity as is provided and authorized and not cause or expose any property or person to risk by connecting extraneous electrical gadgets.

5. Vacational Residence

- 5.1 Students are prohibited from residing in the University during the period of closure or vacation, except with the written permission of the Hostels Officer upon advice of the council or University management through the Dean of students.
- 5.2 Students on such authorized vacational residence shall be housed in a specified hostel for which they shall pay in advance.
- 5.3 All University rules and regulations shall apply during the entire period of vacational residence.

6. Dining Hall Conduct

To facilitate satisfactory and efficient services in the dining hall, students shall conduct themselves in an orderly manner and shall be courteous to the catering staff and fellow students. In particular students who utilize dining hall shall:

- 6.1 Not remove utensils or crockery from the dining hall.
- 6.2 Refrain from taking away food or beverages from the dining hall without prior arrangements and permission from the catering officer.
- 6.3 Desist from entering the kitchen, service point or store or any restricted part of the dining hall, except as may be authorized by the catering officer.
- 6.4 Pay for meals in the cafeteria and the cash slip should be given to the catering attendant who will supply the meal paid for.
- 6.5 Observe that meals are served during specified times in the cafeteria.
- 6.6 Place their used dishes to the area allocated after finishing their meals.
- 6.7 Otherwise present and conduct themselves in an orderly and acceptable manner during meals.

7. Disciplinary and Criminal Offences

The following provisions shall apply to all and disciplinary action taken against students in respect of the offences specified therein.

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- 7.1 Drunkenness
 - 7.2 Drug abuse
 - 7.3 Drug trafficking
 - 7.4 Possession of illicit intoxicants
 - 7.5 Illegal trade or hawking
 - 7.6 Fighting
 - 7.7 Physical assault
 - 7.8 Arson
 - 7.9 Theft
 - 7.10 Impersonation
 - 7.11 Forgery
 - 7.12 Fraud
 - 7.13 Rape or attempted rape
 - 7.14 Sexual harassment
 - 7.15 Un-natural acts or indecent assault
 - 7.16 Inciting fellow students, staff or other University community members
 - 7.17 Vehicle hijacking or misuse
 - 7.18 Picketing
 - 7.19 Boycott of scheduled lectures, practicals, other courses of instruction or examinations.
 - 7.20 Intimidation or issuance of threats, written or verbal to students with intent to disrupt academic activities or other processes.
 - 7.7.21 Malicious or willful damage to University property, that of other students or members of public.
 - 7.7.22 Any attempt to convene or organize or any participation or involvement in demonstrations, gatherings, processions or public ceremonies for which permission has not been obtained from the University administration or government authorities.
 - 7.7.23 Authorship, publication, and/or distribution of anonymous letters or any other literature of a malicious or libelous nature including placards.
 - 7.7.24 Any other obnoxious acts or repugnant conduct as may be prejudicial to good order or the proper functioning of the University and any other act or omission which amounts to a criminal offence under the Laws of Kenya.

8. Disciplinary Authority

For the purposes of these regulations, the Vice-Chancellor, acting on behalf of the council, is the disciplinary authority of the University and may in that capacity.

- 8.1 Vary or add to the list of disciplinary offences specified therein.
- 8.2 Suspend from the University pending further disciplinary action any student suspected of committing an offence under these rules and regulations.
- 8.3 On behalf of the council take any other measures necessary for proper operation of and maintenance of order in the University.

9. Composition and Procedures of the Students' Disciplinary Committee

There shall be a Students' Disciplinary Committee established under the statutes of Tharaka University.

- 9.1 The committee shall comprise the following:
 - (a) Deputy Vice-Chancellor (Academic)/Chair
 - (b) Registrar (Academic Affairs)/Secretary
 - (c) Dean of Students
 - (d) Dean of faculty concerned
 - (e) Chairman of department concerned
 - (f) Two Senate representatives.
 - (g) Chairman of the student association and any other student leader.
- 9.2 The Chairperson of the Students' Disciplinary Committee shall call a meeting within one month of receipt of a report or complaint.
- 9.3 The secretary of the committee shall notify the student and complainant of the date, time and venue of meeting and of the rights to present and to call a witness or witnesses.
- 9.4 If upon notification, the accused fails to appear before the committee without reasonable explanation, the committee shall proceed with the case nonetheless/in absentia.
- 9.5 The committee shall hold due enquiry and shall be required to adhere to the rules of evidence or procedures. In particular, the committee shall ensure that both sides are heard objectively.
- 9.6 At all meetings of the committee before which a student is summoned, the procedure adopted shall be determined by the committee and the student shall be required to appear in person.
- 9.7 The Committee's recommendation to the Senate shall be arrived at either by consensus or by simple majority vote through a secret ballot. The chairperson shall have a tie breaker vote in addition to the ordinary vote.

-
- 9.8 The committee shall have power to impose any one or more of the following sanctions subject to ratification by the Senate.
- (a) To dismiss the case against student.
 - (b) To warn or caution a student either verbally or in writing.
 - (c) To require the student to fully recompense for any loss or damage as shall be commensurate with the nature and gravity of the offence.
 - (d) To suspend the student from the University for a specified period.
 - (e) To exclude the student from the halls of residence for such a period as the committee may deem fit.
 - (f) To exclude the student from attendance of lectures or other courses of instruction or from taking examinations as it may deem fit.
 - (g) To expel the student.
 - (h) To impose any other penalty or penalties as it may in its sole discretion deem appropriate.
- 9.9 The Committee shall communicate its recommendation to the Senate for a decision and final verdict within fourteen (14) days.
- 9.10 Subject to Statutes of Tharaka University, the Senate's decision shall be communicated to the student by the Registrar (Academic Affairs) within fourteen (14) days from the date of conclusion of proceedings by the Senate.
- 9.11 The student shall have the right to appeal to the Chairman of the Council against the decision of the Senate. In case of appeal the following steps shall be undertaken.
- (a) Notice of appeal against the Senate decision must be given to the chairman of council through the Vice Chancellor within thirty (30) days.
 - (b) The Vice Chancellor shall forward the notice of appeal to the Chairman of the Council together with a copy of all relevant minutes and other documents pertaining to the hearing of the case within fourteen days.
 - (c) On receipt of the appeal, relevant minutes and documents, the Chairman of the Council shall take appropriate action at the earliest opportunity.
 - (d) The Chairman of Council shall subsequently communicate to the student and the Senate the results of the appeal, which shall be final and irrevocably binding.

10. Saving Clause

The provision of these rules and regulations and any decisions made by the Students' Disciplinary Committee thereof shall not derogate from or prejudice the right of the police or any member of public so entitled to bring any action or institute legal proceedings in respect of the same state of facts against any student in a court of law, nor shall anything herein preclude the state from taking any action which it may deem necessary against any student.

11. Enforcement of Rules and Regulations

- 11.1 The responsibility of maintaining discipline at the University is vested in the Vice Chancellor, who may from time-to-time delegate such authority and powers to other officers of the University for purposes of investigation and enforcement.
- 11.2 The administrative and academic staff of the University otherwise have the authority in areas of their jurisdiction or competence to ensure that rules and regulations are adhered to by the students.
- 11.3 Students on field attachment or teaching practice shall be subject to the supervision and disciplinary authority of the mandated University staff and of the officers of the host organization under whom they have been placed by the University.
- 11.4 In the event of breach of these rules and regulations on field attachment or teaching practice, and depending on the nature and severity of the offence, the staff and officers responsible shall take the following actions.
 - (a) Warn or caution the student either verbally or in writing.
 - (b) Report the student in writing to the Dean of Faculty or Director of Field Attachment enclosing all documentary evidence.
 - (c) Take any other action that may be deemed appropriate.
 - (d) In all cases, invite the student to make a statement on his or her behalf in response to charges raised.

THARAKA UNIVERSITY
DECLARATION BY THE STUDENT
(STUDENT'S BOND OF GOOD CONDUCT)

Three copies of this document MUST be signed by each student.

I understand:

1. I have read and understood the rules and regulations governing students' conduct and discipline and I accept to abide by them.
2. Rules and regulations governing conduct and discipline are not designed to prohibit interaction and other activities but instead to regulate and guide so that the interaction and other activities are carried out in a manner that is socially and morally acceptable and facilitative of an environment which the University academic endeavours can thrive.
3. I undertake to be of good behaviour as stipulated in the said rules and regulations. Failure on my part to fulfil this requirement will result in the University taking any action it deems necessary against me.
4. I therefore sign this bond as a sign of assurance and undertaking that I will be of good conduct throughout my stay in the University.
5. I understand that if disciplinary action is taken against me, Tharaka University will communicate the same to my parents, guardians and sponsors including HELB, which will be at liberty to consequently withdraw my support.

Registration No.: _____ ID. No.: _____

Faculty: _____

Department: _____ Year of Study (First Year, etc) _____

Phone Number: _____ Email Address: _____

Permanent Address: _____

Signature: _____ Date: _____

FOR DEAN OF STUDENTS OFFICIAL USE ONLY

Witness' Name: _____ Stamp with Date: _____

Submit copies to the Academic Registrar, Dean of respective Faculty, and Student

UNIVERSITY EXAMINATION REGULATIONS FOR BACHELOR'S, DIPLOMA AND CERTIFICATE PROGRAMMES

1. Examination Processing

- 1.1 All University examinations shall be conducted under the authority of the Senate as specified under various rules.
- 1.2 Only candidates who have registered for the examinations, having fulfilled all the requirements will be eligible for taking examinations.
- 1.3 There shall be internal and external examiners appointed by the Council upon the recommendations of the Faculty Boards, who shall prepare the examination papers where appropriate and examine students in papers assigned to them by the Faculty or School.
- 1.4 External examiners shall be appointed from outside the University
- 1.5 Subject to the approval by the Council, Departments may establish moderating committees chaired by the Chairman of the Department and consisting of senior academic staff.
- 1.6 Every candidate shall pay to the University before sitting examinations, such fees as the Council shall from time-to-time prescribe.
- 1.7 No student shall be permitted to proceed to the next year of study without having satisfied all examination requirements of the preceding year.

2. Academic Assessment

- 2.1 The assessment of students' academic achievement shall be on the basis of percentage marks and each assessment shall have 70 percent as a final examination at the end of semester. Continuous assessment shall be compulsory for the award of semester scores.
- 2.2 The duration of end of semester examinations shall be as follows:
 - (a) A course having credit factor (CF) equal to or less than 3 shall be examined by a paper of 2 hours only.
 - (b) A course having a CF greater than 3 shall be examined by a paper of three (3) hours.
- 2.3 Where a course is practical in nature it may be examined wholly or substantially by continuous assessment and/or practical assessment.

3. Ordinary Examinations

- 3.1 Marks scored in each course shall be translated into grades as follows:

(a) 70% and above	=	A (Very good)
(b) 60% to 69%	=	B (Good)
(c) 50% to 59%	=	C (Satisfactory)
(d) 40% to 49%	=	D (Pass)
(e) Below 40% or 50%	=	F (Fail)

- 3.2 The pass mark shall be 40% for all undergraduate courses and 50% for all post-graduate courses.
- 3.3 Other designations related to examinations shall be as follows:
P: Pass, I: Incomplete, K: Course transfer, CT: Credit Transfer, AU: Audit

4. Special Examinations

A student who completes the coursework but due to unavoidable circumstances acceptable to the senate:

- i. Sickness that leads to admission of student in hospital during examination period or
- ii. Bereavement of the student
- iii. Any other reason acceptable to the senate

is unable to sit for the end of the semester exam shall on written request to the senate immediately after the exam is done; be allowed through a written approval from the senate to sit for the special exam when next offered in a semester or during special/resit examination period.

NB. Missing an examination is not a condition for special exam

5. Resit Examination

A student who fails to satisfy the examiners in the ordinary examinations can resit the examinations as authorized by Senate. The maximum score is percentage pass mark in the relevant grading system applicable to the Department, School or Faculty.

6. Retakes of Failed Courses

- 6.1 A student who fails an end of semester examination shall be required to either resit the examination or re-take the course when next offered.
- 6.2 When a student retakes a course(s) he/she is advised to maintain the required semester credit factors (CFs) unless otherwise permitted.
- 6.3 If by including the course being retaken, the number of CFs rises beyond the stipulated maximum, the student is advised to give priority to the courses(s) to be retaken and defer one of other scheduled course(s).
- 6.4 If a student fails a special examination, he/she will be required to retake the courses(s) when next offered.
- 6.5 A student who wishes to retake a course(s) when his /her group is out of session will be permitted to do so on condition that;
 - (a) The course(s) is being offered to other students.
 - (b) He/she pays a special fee as may be determined from time to time.

7. Discontinuation

- 1.1 A student shall be discontinued on academic grounds if he/she:
 - (a) Fails 50 percent or more of all credit factors taken in an academic year.
 - (b) Fails a retake course.

-
- (c) Fails to register for, and or attend scheduled classes for two weeks or longer without the consent of the council.
 - (d) Commits a serious academic/examination malpractice.

NOTE: A student may also be discontinued if he/she fails to meet any other Faculty condition stipulated for the conferment or award of degree or a diploma, respectively.

8. Examination Code of Conduct and Discipline

8.1. Examination malpractices

- (a) To protect the integrity of the University and that of the degrees or diplomas awarded, academic malpractices listed below are considered serious and any student or staff guilty of committing them shall be liable to discontinuation or expulsion from the University.
 - (i) Copying or reading from another candidate's script or from any other unauthorized source.
 - (ii) Bringing into examination room any unauthorized material relevant to the examination e.g., books, notes, papers, electronic devices with pre-set formula and pre-written answers, among others.
 - (iii) Lobbying for underserved examination grades. Abetting, aiding or covering up an examination malpractice.
 - (iv) Forging medical reports in order to obtain a deferment of examination.
 - (v) Plagiarism i.e., using the words or ideas of another person as if they were one's own without due acknowledgement. These include presenting substantial abstracts from books, articles and other unpublished works.
- (b) Contravention of acceptable order in examination rooms, such as unauthorized noise, conversations, which include exchange of ideas related to the examination, may result to expulsion or academic warning.

8.2. Disciplinary Procedures and Penalties

Any cases of cheating or malpractice in University examinations shall immediately be reported, in writing by the invigilators through the Chief Internal Examiner (Chairman of Department), to the Dean of the Faculty where the student is registered for a degree, diploma, or certificate for investigations by the Faculty Student Disciplinary Committee, which should include submissions by the student involved, the invigilator and the examiners.

8.3. Faculty Disciplinary Committee

- (a) In every Faculty or School there shall be a Student Disciplinary Committee, which will be responsible for investigation of alleged examination malpractice. Faculty Student Disciplinary Committee shall comprise the following members:
 - (i) Dean of Faculty or Director of School/Chairperson
 - (ii) Two Departmental Chairmen
 - (iii) Two Faculty representatives from within the Faculty.
 - (iv) Faculty Registrar or Administrative Assistant/Secretary
- (b) The finding of the Faculty Student Disciplinary Committee investigating the case should be reported through the Dean of the

Faculty to the Faculty Board of Examiners for onward transmission to the Senate.

- (c) Where the Senate is satisfied that the alleged offences were committed, the accused student shall be discontinued or suspended for a period of up to three years or warned depending on the gravity of the offences.
- (d) The University may rescind any degree or diploma awarded to graduates who while registered in a particular programme committed an academic offence which if it had been detected before graduation would have resulted in expulsion. Notification of a rescinded degree or diploma shall be communicated to all relevant parties.
- (d) Discontinued students are allowed to appeal to the Council within a period of thirty (30) days. An appeal not submitted within this period of time shall not be considered.

9. Remarking of Examinations

- 9.1 A candidate shall be allowed to appeal to the Dean of Faculty through the Chief Internal Examiner for remarking of examination paper(s), on payment of non-refundable fees per paper, amount of which shall be determined from time-to-time by the Council.
- 9.2 The Faculty Student Disciplinary Committee shall deliberate on the appeal cases and make recommendations to the Faculty Board of Examiners, which shall decide on the merit of each on behalf of Academic Board.
- 9.3 The remarking shall be done by an examiner (or examiners) other than the original one and shall be moderated by the moderating committee as provided for above.

10. Expulsion from the University

The University may expel a student from the University under the following circumstances/reasons.

- 10.1 A student being involved in an examination malpractice.
- 10.2 A student declared by the Student Disciplinary Committee to have demonstrated gross misconduct.
- 10.3 A student who is discovered to have been admitted irregularly.

NOTE:

A student who is expelled from the University will not be entitled to any records of previous performance.



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