

# **Students Handbook**

**The Catholic University of Eastern Africa**

Students Handbook

Year of Publication: 2008

Copyright © 2008 CUEA

Printed and Published by:  
Publications Department  
The Catholic University of Eastern Africa  
P.O. Box 62157  
00200 Nairobi  
Kenya

# Contents

---

Preamble ..... 5

## SECTION ONE

Academic Policies ..... 7

## SECTION TWO

Academic Financial Policies and Discipline ..... 28

## SECTION THREE

Policy on Non -Academic Discipline ..... 35

## SECTION FOUR

Library Regulations ..... 41

## SECTION FIVE

Student Organisation ..... 47

SECTION SIX

Spiritual Life and Counselling .....51

SECTION SEVEN

Student Facilities .....54

SECTION EIGHT

Catholic Identity .....62

SECTION NINE

Student Dress Code on Campus and  
Official University Functions .....67

## **Preamble**

The Catholic University of Eastern Africa (CUEA) is located in Lang'ata, twelve kilometres from Nairobi, the capital city of Kenya. The University is run by Catholic bishops of eight Eastern African countries, namely, Eritrea, Ethiopia, Kenya, Malawi, Sudan, Tanzania, Uganda and Zambia. These form the Association of Member Episcopal Conferences in Eastern Africa (A.M.E.C.E.A.).

In 1969, His Holiness Pope Paul VI challenged African bishops gathered in Kampala, Uganda, to build a church that is both truly Christian and truly African. Since then, the bishops forming the Symposium of Episcopal Conference of Africa and Madagascar (S.E.C.A.M.) have built several Catholic Universities. The Catholic University of Eastern Africa exists as an apt response by A.M.E.C.E.A. to that papal invitation.

It is our bishops' desire and hope that CUEA contributes to the speedy realisation of a truly inculturated Catholic Church in this region. Therefore, in addition to the promotion of knowledge and training of personnel, CUEA is not only supposed 'to produce graduates who can offer intellectual leadership'; over and above this, we need graduates who will realise the mission they have in society and take on the commitment. Our era needs well educated persons, with a good human profile and solid ethical values. CUEA must therefore endeavour to educate people who not only possess professional, technical know-how, but who are also capable of contributing to improving society through their own lives.

You, as students of CUEA, are part of that dream. The University invites you therefore, to grow physically, socially, intellectually, emotionally, morally and spiritually. You are requested to take an active part in all activities organized by the University, be they academic, social, cultural or spiritual.

In this booklet, you will find matters concerning University policies. Please read them carefully. You will also find your rights and obligations as a student. On admission to CUEA, you are requested to sign the declaration appended to the end of this

booklet as a mandatory acceptance to abide by the rules and regulations laid herein. The University reserves the right to revise this handbook from time to time without notice.

The motto of CUEA is inspired by the prayer of Jesus, “Consecrate them in the Truth” (Jn.17:17). May this Truth liberate your manifold abilities so that you may play a constructive role in church and society.

## **Statutes**

The Catholic University of Eastern Africa is guided by the Statutes and the Charter. The University Council may revise the Statutes from time to time. Students are advised to familiarise themselves with the Statutes, a copy of which is placed in the library and C.U.S.O. Office.

# SECTION ONE

## **Academic Policies**

### **1.1 Registration**

#### *1.1.1 General Statement*

Pre-registration of continuing students takes place at the end of each semester/trimester. This gives students and lecturers the opportunity to plan their learning and teaching respectively well in advance in consultation with their Heads of Department to facilitate academic excellence. It also helps the administration to prepare invoices and related administrative matters in good time.

#### **1.1.2 Registration Procedure**

- 1.1.2.1 New and continuing students are required to register for a designated number of units per semester/trimester and leave the registration forms with the Head of Department. The forms are available at the Registrar's Office. The Head of Department signs the forms and hands them to the Dean of Faculty. Evening students can pick their registration forms from the Resource Centre, choose courses and return them to the same office.
- 1.1.2.2 The Dean, if satisfied with the registration, will sign the forms and return them to the Registrar's Office.
- 1.1.2.3 The Registrar sends the forms to the Financial Administrator who will issue invoices.
- 1.1.2.4 Students are then informed of the time they can collect invoices from the Accounts Office.

1.1.2.5 Finally, students pay the required fees before they begin attending lectures.

1.1.2.6 The start and end of each registration period are indicated on the University Academic Calendar. A student who will not have registered by the end of the prescribed period will be given a one-week grace period. A student who has not registered after the grace period is disqualified from learning for that semester.

A comprehensive invoice that confirms the number of units for which the student is registered for, including tuition fees, financial scholarship awards if any, and balance due is communicated to the student in due time.

### **1.1.3 Registration**

Only those registered candidates are regarded as bonafide students of The Catholic University of Eastern Africa. Registered students will be issued with a card permitting them to attend lectures. No student is permitted to attend lectures if not registered.

A student is considered as registered by the University after having met the following conditions:

- a) Authorisation to study in a department has been given by the Registrar.
- b) Admission for undergraduate or postgraduate courses has passed through the Deputy Vice Chancellor – Academic who is the Chairperson of the Admissions Committee.
- c) Authorisation to continue in the programme chosen has been given by the Registrar and registration for lectures has been completed in compliance with all academic requirements and procedures.
- d) Arrangements have been made to the satisfaction of the University for payment of all fees which are due and payable in full before the beginning of lectures. Each enrolled student

who plans to continue with studies for the next semester is expected to pre-register using the established procedures before the end of the current semester/trimester.

- e) The student has duly signed the declaration form at the time of his/her first registration during admission into the University.

## **1.2 Changes on Registration: Adding or Dropping Courses**

- 1.2.1 Within the first two weeks of lectures, a student may change a unit registered for, during the pre-registration period (i.e., the first two weeks of the semester) in consultation with and by getting the approval of the Head of Department concerned. This approval is to be communicated to the Registrar in writing, and a copy of that approval sent to the Dean's Office. Any course(s) registered for remain as permanent records in the student's file after this deadline.
- 1.2.2 Once registered, students are not allowed to change departments or faculties, unless there are very special reasons.
- 1.2.3 To change, add or drop a unit a student must:
- (a) Obtain a form for adding or dropping courses at the Registrar's office.
  - (b) Clearance from the Head of Department concerned.
  - (c) Obtain the respective Dean of Faculty's signature on the form(s)
  - (d) Attach a copy of the student's personal registration forms signed by the Head of Department for the changes.
  - (e) Take all copies of the form to the Registrar who will instruct the student on which offices to distribute

them to. Financial implications of any changes in registration are handled by the accounts office on the date of the change in accordance with University policy on tuition payment refunds. Changes not validated by the Head of Department are invalid.

### **1.3 Academic Advisor**

The Head of Department is the main academic advisor to each student. Students should consult the academic advisor about the programme and any questions of academic nature. No student shall register without the academic advisor's approval and signature.

### **1.4 Cancellation of Registration**

A student who registers for lectures and then decides not to attend them must cancel the registration before the opening day of the semester in order to be freed from the obligation of paying tuition. The student must notify the Registrar of the cancellation through the Head of Department and the Dean of Faculty. The Registrar then issues the student an acceptance note copied to the Financial Administrator.

### **1.5 Withdrawal from a course/unit of study**

If a student wishes to withdraw from a course/unit, he/she may do so only with the approval of the Head of Department. To withdraw from a course/unit of study a student must:

- (a) Discuss the proposed withdrawal with the Head of Department.
- (b) Submit a letter of request to withdraw to the Registrar through the Head of Department.

- (c) Delete the course/unit from the personal copy of the registration form.
- (d) Obtain the approval of the Head of Department (or a rejection as the case may be) by a signature on the appropriate place and forward it to the Dean of Faculty for consideration. Approval for withdrawing from a course/unit of study is granted only when special circumstances exist which make it impossible for the student to complete the unit. A student who is not granted permission to withdraw from a unit but does so unofficially will receive an 'I' or "Z" grade for the unit.
- (e) Submit a copy of the signed form to the Registrar and keep the original.

## **1.6 Identification Cards**

Every registered student shall be issued with an identification card. New students will receive their ID cards after the Registrar's Office receives notification that their tuition has been fully paid. They will use the ID card for their entire stay at the University. A student is expected to produce the ID card at all times upon request, particularly during examinations, Library, at the gates, etc.

**N/B.** Lost cards will be replaced upon payment of the prescribed fee.

## **1.7 Withdrawal from the University**

If a student finds it necessary to withdraw from the University, he/she must write a letter stating the reasons for the withdrawal and present it to the Registrar through the Dean of Faculty. The Registrar must issue appropriate forms for use in cases of complete withdrawal from the University.

A student who leaves the University before processing withdrawal forms will receive an 'I' (Incomplete) grade in all units.

If after finishing his/her final examination from the current semester/trimester a student learns that he/she will not be able to return for the next semester, he/she should notify the concerned Head of Department and Dean of Faculty in writing.

The Dean will then inform the Registrar who in turn issues an acknowledgement note to the student copied to the Financial Administrator.

## **1.8 Discontinuation from the University**

To discontinue studies at the University, a student must write a letter stating reasons for the discontinuation to the Registrar through the Dean of Faculty.

After approval, the student should collect a "Clearance Form" for discontinuation of studies from the Registrar's Office. A duly filled clearance form should be submitted to the Registrar's Office.

Upon receipt of the clearance form, the Registrar issues to the student a clearance letter.

Students discontinued from programmes of study for failing exams follow the same procedure of clearance.

## **1.9 Procedure for Removal or Change of Incomplete Grade ("I")**

A student who has received an 'I' grade due to incomplete work in his/her units must fulfil the following conditions before a grade can be amended and a valid mark awarded.

- (a) Submit a letter of request to the Head of Department explaining the reason for the existence of the grade.
- (b) Discuss with the Head of Department how to have the 'I' grade removed.
- (c) The Head of Department then liaises with the lecturer concerned, who will give a new assignment or paper as deemed fit.
- (d) The lecturer records the new grade on the mark-sheet, duly signs it, and submits the sheet to the Head of Department. The Head of Department forwards it to the Dean of Faculty.
- (e) The Dean of Faculty verifies the authenticity of the information on this sheet, endorses and forwards the original copy to the Registrar.

The latest date for students to have the 'I' grade amended is the end of the first month of the semester/trimester following the one in which the grade was obtained.

## **1.10 Re-admission**

- 1.10.1 A student who has withdrawn from the University but wishes to be readmitted must apply for readmission to the Registrar regardless of the time lapse since withdrawal. The Registrar gives such a student a readmission letter.
- 1.10.2 A student who is suspended must apply to the Registrar for re-admission after serving the suspension period. The Registrar gives such a student a readmission letter.
- 1.10.3 A student who graduates and wishes to return for another programme of study must, if in possession of the necessary qualifications for the desired degree programme, seek admission like other applicants.

- 1.10.4 Expelled students shall not be re-admitted in the University for any studies whatsoever.
- 1.11 Lecture Attendance
  - 1.11.1 Lecture attendance is mandatory.
  - 1.11.2 Students must not absent themselves from scheduled lectures without sufficient reason and prior notification to the Head of Department.
  - 1.11.3 Students enrolled in the University are expected to observe all regulations of the faculties concerning curriculum, attendance of lectures, examinations, deadlines for research papers and related matters. Failure to do so will lead to disciplinary action by the Faculty Academic Board.
  - 1.11.4 Students who are more than ten (10) minutes late for lectures shall not be allowed into the lecture room. Exemptions are made for those with sufficient reason made known to the lecturer.
  - 1.11.5 A student who misses  $1/6$  (one sixth) of a unit's lecture hours in a semester forfeits the right to sit for examination in that unit. He/she must repeat the unit when it is next offered and pay the tuition fee again.
  - 1.11.6 In the event of a student missing lectures, the lecturer will inform the Head of Department, who will seek explanation from the student concerned.
  - 1.11.7 A lecturer who is unable to give a lecture should make up for it. However, this has to be approved by the Head of Department.
  - 1.11.8 In cases where a lecturer is late for more than ten (10) minutes, the students are free to go for private studies after notifying the respective Head of Department.
  - 1.11.9 Lecturers should always start lectures and end on time. Lateness on the part of either lecturers or students may lead to disciplinary action.

- 1.11.10 Students should always sign in the “Lecture Attendance Form” for all lectures attended.
- 1.11.11 It is the prerogative of each department to establish its specific policy for lecture attendance, tests, examinations, deadlines for reports, and specific departmental requirements. It is the lecturer’s responsibility to make known to the students Faculty and Departmental policy regarding a particular unit during the first lecture.
- 1.11.12 Sick leave for a long time (i.e. over six hours) should be granted by the Head of Department authenticated by Dean of Faculty and Dean of Students, to enable student to resume studies after recovery. The Registrar should be notified by the respective Dean of Faculty.
- 1.11.13 Make-up lectures can be scheduled on Saturday; all affected students are expected to attend.
- 1.12 Examination Regulations
  - 1.12.1 The Departmental Examination Board is authorized by the Senate to deal with problems related to examinations.
  - 1.12.2 If a student, because of sickness or accident, misses the semester/trimester examinations, he/she must inform the Head of Department in writing, producing evidence of the reasons for missing the examination and proof that she/he had been cleared to sit for the examination by the Registrar i.e. produce Examination Card. If the Departmental Examination Board is satisfied, the student will be allowed to sit for a special examination. Such a student does not need clearance from the Registrar to be allowed to sit for the special examinations.
  - 1.12.3 A student must submit assignments and take examinations in the unit at the specified time. If work is not submitted or an examination is not taken at the scheduled time, the policy is to assign a zero for that part of the unit. An accumulation of zero grades could result

in a final grade of “F” in that unit. If a student has, for valid reasons, missed part of the unit or missed to sit for an examination, the temporary “I” (Incomplete) may be submitted by the lecturer. If the “I” grade is to be replaced by a valid grade, the work must be completed by the time stated in the Academic Calendar. The student should liaise with the Head of Department who will advise him/her what to do. Failure on the part of the student to amend the temporary grade results in the conversion of the grade to a permanent “F” recorded on the transcript.

- 1.12.4 Students should read and abide by all *examination rules approved by the Senate on 14 March 1997*, or any amendments which the Senate may approve in future.
- 1.12.4 A student who requests a re-marking of an examination or/and a semester/trimester paper should address his/her complaint to the Dean of Faculty and copy it to the Head of Department. The Head of Department, in liaison with his/her Departmental Examination Board, will determine whether remarking is in order. If the remark is approved, the student is expected to pay a fee determined by the administration, and communicated to the entire community at the beginning of each academic year, to the Accounts Office.
- 1.12.5 Application for re-mark should be done within two (2) weeks from the date when the results were released.
- 1.12.6 Each student is required to register for semester/trimester examinations within the period stipulated by the Registrar. A student who fails to register for examination will not be allowed to sit for that examination. Such a student will sit for the missed exam when next on offer as a supplementary.
- 1.12.7 Examinations/class tests can be scheduled on Saturdays; all affected students are expected to sit for them.

## 1.12.8 Fail or Low Grades in Examination

- 1.12.8.1 A student who repeats a semester/trimester because of failing in more than half of the units registered for in a semester/trimester, is required to re-register for the failed units only. The highest mark scored in the examination will be recorded. The highest attainable mark will be either 78 for Faculty of Theology or 100% for civil faculties.
- 1.12.8.2 Students who sit for supplementary examinations will score a bare pass mark.
- 1.12.8.3 Students who desire to improve on their grades are free to do so, but will register, pay the tuition fees and attend all lectures in accordance with University policy.
- 1.12.8.4 A student who fails in an examination is free to repeat the unit again instead of sitting for a supplementary examination. He/she will re-register for such a unit when it is next on offer. The highest score/mark will be recorded.

Note that if the student decides to sit for the supplementary, the highest mark will be a bare pass mark but if she/he repeats the unit then the highest score/mark in an examination will be recorded.

- 1.12.8.5 Any student who wishes to improve his/her grade from either D, C, and B is free to do so. She/he would be required to re-register for it when it is next on offer, pay the tuition fees and attend lectures in accordance with the University policy. If a student scores a lower mark compared to the previous one, the highest mark, i.e. the previous one, will be retained in his/her academic record.
- 1.12.8.6 A student is free to improve on her/his mark only twice. The student's final grade will be the highest of all his/her attempts.

1.12.8.7 A student will be allowed to re-register a unit so long as the re-registration does not cause any clash(es).

1.12.8.8 Registration for repeat units must be indicated on the Registration forms by indicating against the unit(s) “Repeat Unit.”

### **1.13 Grading System**

1.13.1 For undergraduates in the Faculty of Theology:

<b>Grade</b>	<b>Mark</b>	<b>Description</b>
A	70 - 78	Summa cum Laude
B	60 - 69	Magna cum Laude
C	50 - 59	Cum Laude Probatus
D	45 - 49	Bene Probatus
E	40 - 44	Probatus
F	39 and below	Non Probatus

For undergraduates in Civil Faculties:

<b>Grade</b>	<b>Mark</b>	<b>Description</b>
A	70 % and above	First Class Honours
B	60% - 69%	Second Class Honours, Upper Division
C	50% - 59%	Second Class Honours Lower Division
D	40 %- 49%	Pass
F	39% - and below	Fail

### 1.13.2 For Postgraduates in the Faculty of Theology:

<b>Grade</b>	<b>Mark</b>	<b>Description</b>
A	70 – 78	Summa cum Laude
B	60 - 69	Magna cum Laude
C	55 – 59	Cum Laude Probatus
D	50 – 54	Bene Probatus
F	49 and below	Non Probatus

### For Postgraduates other Faculties:

<b>Grade</b>	<b>Mark</b>	<b>Description</b>
A	70% and above	First Class Honours
B	60% - 69%	Second Class Honours, Upper Division
C	55 % - 59%	Second Class Honours, Lower Division
D	50% - 54%	Pass
F	49% and below	Fail

### 1.13.3 Key to other Classification Symbols

<b>Symbol</b>	<b>Description</b>
F	Fail
Z	No marks reported
I	Incomplete
N	No credit

IP	In Progress
EXE	Exemption
FF	Supplementary Fail

Postgraduate Diplomas:

70% and above	Distinction
60 – 69%	Credit
50 -59	pass
49% and below	Fail

Advanced and Ordinary Diplomas:

70% and above	Distinction
60 – 69%	Credit
40 – 59%	pass
39% and below	Fail

### 1.13.4 Description of the Grades

*Summa cum laude* - The student shows excellent understanding, personal integration of the material, and an ability to present it in a creative way.

*Magna cum Laude* - The student has complete knowledge of the material, can apply it to new situations and show a deeper understanding of the ways of using the material creatively.

*Cum Laude Probatus* - The student has complete knowledge of the basic material of the course and can handle ordinary problems.

*Bene Probatus* - The student understands the issues and presents them in an organised way.

*Probatus* - The student is capable of grasping the contents of the course and simply repeats them.

*Non Probatus* - The student does not grasp the basic material of the course.

*First Class* - Complete, concise, balanced, and in-depth answers, showing wide reading and originality of approach.

*Upper Second* - Well informed and critical treatment of relevant material; organised and evaluated answers with independence of judgement.

*Lower Second* - Well informed use of relevant material, with carefully organized presentation.

*Pass* - Coverage of some relevant points, but information is scanty. Some sign of understanding but no real answers to questions.

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

## **1.14. Supplementary Examinations and Discontinuation**

1.14.1 Candidates who fail the main/ordinary examinations must complete the unit by taking a supplementary examination. The highest mark attainable for undergraduate and postgraduate supplementary exams shall be a bare pass mark.

1.14.2 Supplementary examinations are taken when the examination is next on offer.

1.14.3 A student who fails in up to half of the units registered for is required to sit for a supplementary examination in each.

1.14.6 A candidate who fails to attain the pass mark in more than half of the units taken in any given semester/trimester shall, on the recommendation of the Faculty Examination Board (FEB), repeat the semester/trimester once. A student who is allowed to repeat but fails in

half or more units will, on the recommendation of FEB, be discontinued by the Senate.

### **1.15 Special Examinations**

- 1.15.1 If a student, because of sickness, accident, bereavement or any other valid reason, misses the semester/trimester examinations, he/she must inform the Head of Department in writing, producing evidence of the reasons for missing the examination and proof that she/he had been cleared to sit for the examination by the Registrar i.e. show Examination Registration Card. If the Departmental Examination Board is satisfied, the student will be allowed to sit for a special examination. Such a student does not need clearance from the Registrar again to be allowed to sit for the special examinations.
- 1.15.2 Lateness for examinations without sufficient reason to the Head of Department concerned disqualifies a student from taking special examinations. Such a student will sit for the missed examination(s) when next on offer as a supplementary(ies).
- 1.15.3 Failing to pay tuition fees and other fees at scheduled times and without special arrangement with the Financial Administrator disqualifies a student from taking special examinations.

### **1.16 Units Monitoring and Student Feedback**

Students' feedback is a vital part of unit monitoring. Students are required to fill evaluation forms upon completion of each unit. The forms are submitted to the DVC Academic who is the Chairperson of the Staff Evaluation Committee.

## **1.17 Requirements for Graduation**

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

- paid all outstanding fees to the University
- completed the clearance form and submitted it to the office of the Registrar on or before the latest date for applying for graduation as indicated in the Academic Calendar
- satisfactorily fulfilled all academic requirements of the department in which he/she is enrolled.

1.17.2 Students are required to indicate in the Graduands' Register the order in which they would like their names to appear on the degree/diploma certificate and transcripts within the period indicated by the Registrar. Students are not allowed to indicate names other than those that appear on the application documents used during admission/registration. Change of name must be supported with official documentation.

It is the student's responsibility to determine that the units taken in each semester/trimester are relevant for successful completion of the degree programme. In consultation with the concerned academic advisor, the student must periodically review his/her progress towards meeting graduation requirements and seek the resolution of any issues about the same.

### **1.18.1 Projects**

1.18.1.1 Some departments require students to write a project which is a scientific integrating of the knowledge, skills and values they acquired in the course of their studies at CUEA.

- 1.18.1.2 University supervisor(s) qualified in specific project areas are assigned to students to provide guidance.
- 1.18.1.3 The supervisor(s) will submit a written report on the progress of the project to the Head of Department every three weeks.
- 1.18.1.4 Before binding the project report, the student must receive permission to do so in writing from the supervisor(s).
- 1.18.1.5 The final project report will be submitted to the Head of Department two weeks (14 days) before the last day of lectures.
- 1.18.1.6 A student who has not submitted his/her project by the end of the Academic Year will not be considered for graduation in that particular year.
- 1.18.2 Postgraduate Degree Guidelines
  - 1.18.2.1 Students are expected to refer to the booklet on Postgraduate Degree Guidelines approved by the Senate on 15<sup>th</sup> April 2005.

## **1.19 Semester/trimester Report**

Soon after the Faculty Examination Board has processed examination results and the Senate has ratified them, every registered student who has cleared all fee balances is entitled to his/her semester/trimester examination result slip.

## **1.20 Examination Result Slip**

Each student receives a result slip of his/her semester/trimester academic record at the beginning of each semester. Students should carefully examine their

records for accuracy. Errors should be reported immediately to the Head of Department or Registrar. A student is expected to receive a corrected copy of the result slip immediately the error is noted. To obtain additional copies of academic records (result slips), students must submit a written request to the Registrar. All official semester/trimester result slips bear the signature of the Registrar or his/her designee, and the stamp of Registrar's office.

No result slip will be issued unless all financial dues owed to the University are cleared. A fee is charged for the issuance of an extra official result slip.

### **1.21 A Comprehensive Examination Result Slip**

This is issued to all graduating students at the end of the final year examinations. Students are expected to carefully examine the records for accuracy and report any errors to the Registrar. The errors are expected to be corrected and another copy issued immediately the error is noted. Any incomplete cases and Fs are to be sorted out with the respective Head of Department three months before the graduation date.

- 1.22** Upon graduation, a student is issued with a comprehensive Academic Transcript. An extra copy of an official Academic Transcript can be produced at a fee determined by the University Management. Such an extra copy is stamped "COPY."

### **1.23 Procedure for Transfer**

A student wishing to transfer from one department to another within the University should discuss the proposed change with the concerned Heads of Departments. The student must meet the admission require-

ments of the department to which she/he wishes to transfer. The Heads of Department will inform the Dean of Faculty of their decision. He/she will endorse or reject it. The Registrar will be notified of the decision and then communicate to the student on the same. In case of a transfer from one faculty to another, the Deans of the concerned faculties shall be consulted. They in turn will inform the Registrar who will then consent or reject the transfer in writing.

The arrangement for transfers should be made well in advance of the pre-registration period. No student is allowed to transfer if he/she has already completed 1/6 (one sixth) of the credit hours in a particular department. If there are unavoidable circumstances that make the transfer imperative, the student will start the other programme from the beginning. No student is allowed to register in two departments at the same time.

A student permitted to transfer from one programme to another is required to collect a Clearance Form from the Registrar's office, have it signed by the respective officers and then submit it back to the Registrar. Such a student is issued with a new registration number.

#### **1.2.4 Transfer from another University**

CUEA allows transfer of students from other universities. Not more than half of the academic credits are accepted for transfer. Grades obtained in other universities will not be considered in the calibration of the student's average grade before graduation but be given EXEMPTION. Only marks obtained at CUEA will be used. The lowest grade in a unit acceptable for credit transfer is a "C."

#### **1.25 Students' Examination Scripts/booklets**

Students' examination scripts are destroyed two years after graduation.

## **1.26 Laboratory Regulations**

Students should carefully read and abide by the respective laboratory rules.

## SECTION TWO

# Academic Financial Policies and Discipline

## 2.1 Financial Policies

### 2.1.1 Tuition Payment Schedule

Direct deposits in the University account must specify the full name and account number of the student who is registering. Payments are to be made within the NORMAL PAYMENT PERIOD (i.e. the first two weeks) of each semester. An interest of 5% is charged on the remaining balance at the end of each month. This charge is automatically posted to the student account on the first day of the following month.

### 2.1.2 Tuition refund on withdrawal from courses

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

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

This schedule applies to tuition fees only. Other fees are not refundable. Additionally, no refund will be made to students

who are expelled from the University for cheating during examinations or for any other reason.

### **2.1.3 Payment of University Fees**

PAYMENTS can be made by BANKERS CHEQUES payable to CATHOLIC UNIVERSITY OF EASTERN AFRICA or by Direct Deposit in the University's accounts in any of the branches of the following banks:

COMMERCIAL BANK OF AFRICA	a/c # 5-152580-004
STANDARD CHARTERED BANK	a/c # 01080 44708600
Barclays Bank	a/c # 073 – 2227733
Cooperative Bank of Kenya	Ask for details from Accounts Office

### **2.1.4 Financial assistance and Scholarships**

Financial assistance consists of partial tuition scholarships, grants, and employment opportunities in the University's work/study programme. Awards are made primarily based on scholastic achievements and financial need. Character and leadership references indicative of one's commitment to the University and active commitment to one's faith are further criteria for scholarship awards.

All awards are given to full-time student for a period of one year. Their renewal, dependent on satisfactory work, is at the discretion of the University Scholarship Committee.

Applications for financial awards are made to the Office of Financial Aid unless otherwise indicated. All credentials for such awards should be submitted not later than 28th of February unless otherwise stated.

The University work/study programme provides employment for students in need of financial assistance. Students usually work for approximately 10 hours per week. Payments are made monthly as-per worked basis. Work opportunities include various jobs on campus.

### **2.1.5 Second family member discount**

A reduction of 25% in tuition granted if more than one dependent member of a family is a full time student. This credit is applied to the account of the older student with the provision of a valid birth certificate.

## **2.2 Academic Discipline**

A student commits an offence if he/she:

- 2.2.1 Cheats in an examination, that is to say, copies answers, uses unauthorized material, or intentionally shares answers with others during continuous assessment tests or other examinations.
- 2.2.2 Procures another person to write any coursework, dissertation, or any other assigned academic work for him/her.
- 2.2.3 Plagiarises material for research papers.
- 2.2.4 Copies answers for assignments.
- 2.2.5 Assists others to commit or in their attempt to commit an academic offence or assists those who have committed such offences to escape detection and punishment.
- 2.2.6 Fails to sit an examination for which he/she has been registered without good reason or without approval of the HOD.
- 2.2.7 Steals library materials/equipment, removes materials from the library without authorisation, or wilfully damages, marks, or mutilates marks.

- 2.2.8 Bribes or attempts to bribe, advances sexual favours to, or threatens lecturers for the purpose of inducing them to award or change marks.
- 2.2.9 Registers for two or more courses which the student knows have conflicting time tables.
- 2.2.10 Allows another student to use his/her card to take an examination.
- 2.2.11 Uses another student's card to take an examination.
- 2.2.12 Attempts to induce secretaries to leak examinations.
- 2.2.13 Without good cause repeatedly fails to attend lectures, tutorials, seminars, practicals or any other scheduled courses of instruction.
- 2.2.14 Without good cause fails to comply with any other regulations made by the Department, Faculty or University for the smooth running of academic programmes.

### 2.3 Penalties

- 2.3.1 Any student who is found guilty of the offences specified in paragraph 7 shall pay a fine not exceeding the value of the material stolen or damaged or at the discretion of the Librarian replace the materials. In addition, the student may be suspended for such a period as the Disciplinary Committee deems appropriate.

Without prejudice to the foregoing pending disciplinary action, the Librarian may suspend the student from use of Library facilities.

- 2.3.2 Any student found guilty of any of the offences stipulated in paragraphs, 1, 3, 4, 5, 8, 10, 11 and 12 shall be suspended, and may, at the discretion of the Senate, be expelled from the University.

- 2.4 Composition of the Disciplinary Committees
  - 2.4.1 Departmental Disciplinary Committee
    - Head of Department - Chair
    - Two Lecturers appointed by H.O.D.
    - Dean of Students or Representative
    - CUSO Representative
  - 2.4.2 Faculty Disciplinary Committee
    - Dean of Faculty – Chair
    - Head of the relevant Department
    - One staff member appointed by Dean
    - Registrar – Secretary
    - CUSO Representative
  - 2.4.3 Disciplinary Committee for Library Offences
    - Dean of Faculty concerned – Chair
    - University Librarian – Secretary
    - Deputy University Librarian
    - Head of Department Concerned
    - CUSO Representative
- 2.5 Procedures
  - 2.5.1 Offence of Cheating
    - 2.5.1.1 In case of cheating during examinations, the invigilator(s) will certify the cheating case. The student concerned shall sign the Examination Incident Form. The invigilators will then report to the Head of Department attaching to the report the Incident Form and any exhibits.
    - 2.5.1.2 The HOD will then call a meeting of the Departmental Disciplinary Committee to hear and determine the case.

- 2.5.1.3 The HOD shall inform the student that a case of cheating against him has been filed and shall be heard on a specified day and time, that he/she will be required to attend the proceedings and that should he/she wish to do so, he/she will be given an opportunity to defend him/herself. The committee, based on the evidence before it, shall state its findings and recommendation.
- 2.5.1.4 The recommendation of the Disciplinary Committee together with minutes of the meeting shall be forwarded to the Dean of Faculty.
- 2.5.1.5 The Dean will present the recommendation of the Disciplinary Committee to the Senate for approval or rejection.
- 2.5.1.6 The decision of the Senate shall be communicated to the student within fourteen days.
- 2.5.2 Other Academic Offences
  - 2.5.2.1 When an academic offence other than cheating in an examination, in test, or assignments is alleged to have been committed, the lecturer, librarian or other concerned staff member shall write to the HOD, with copies to the Faculty Dean, Registrar and Dean of Students. The communication should contain such documentation as may be available to support the allegation that an offence has been committed. The suspected offender shall appear before the Departmental Disciplinary Committee meeting and be given an opportunity to defend him/herself. However, should he/she fail to appear without good reason, the case may be decided in his/her absence.
- 2.4.3 In all disciplinary proceedings, the student shall represent him/herself.
- 2.6 Appeals

2.6.1 A student who is dissatisfied with the decision of the Senate to expel him/her from the University may appeal to the University Council. The decision of the Council shall be final.

2.6.2 A student who is dissatisfied with the decision of the Department Disciplinary Committee may appeal to the Faculty Disciplinary Committee within 7 days of the making of the decision.

A student may lodge a second appeal to the Senate whose decision shall be final.

## SECTION THREE

# Policy on Non-Academic Discipline

### 3.1 Students' Public Conduct

- 3.1.1 Students are to conduct themselves responsibly and refrain from any conduct that disrupts order and peace in the University.
- 3.1.2 Any student convicted of a crime in accordance with the laws of the Republic of Kenya shall be subject to full consequences of the law.
- 3.1.3 Students should refrain from hooliganism and unruly behaviour, using force or offering violence or striking a fellow student, an officer or any member of the University community provided that such violence occurs within the University.
- 3.1.4 Students are not to take out furniture or equipment from rooms/buildings without written permission from the relevant authorities.
- 3.1.5 No smoking is allowed in the University premises - lecture halls, corridors, toilets, cafeteria, library etc.
- 3.1.6 Mobile phones should remain turned off during lectures, workshops, in the library and exam rooms.

### 3.2 Dress Code

While on campus, students should wear acceptable and decent attire. Specifically they should *refrain* from:

- Short skirts, see through clothes, low neck line tops, tight clothing, and low riding-trousers; Peddle pushers, clothing that shows inner wear, sagging clothes, jewellery on eyebrow/lid, belly, lips, nose and tongue.

- Unkempt hairdos; bright coloured and unbecoming hair colour such as blue, red, yellow, white and dreadlocks.
- Wearing hats in classrooms, offices and at official functions.
- Exposed tattoos and wordings/writings on clothing. No abusive language is allowed on T-shirts etc.

## **Consequences**

Disciplinary action will be taken if consistency in indecency is noticed.

### **3.3 Offences**

The following are considered non-academic offences:

- 3.3.1 Assaulting any member of the University community.
- 3.3.2 Using offensive language or indulging in any offensive behaviour towards any member of the university or the public. Such conduct is likely to cause a breach of peace and thus constitutes an offence.
- 3.3.3 Uttering words or behaving in a manner that may damage the good name and image of the University.
- 3.3.4 Verbal abuse, threats, intimidation, or harassment of any person on campus.
- 3.3.5 Theft of or damage to University property.
- 3.3.5 Forging a document or perpetrating forgery with intent to cause loss to any person or the University in cash or otherwise. This includes payment receipts by students.

- 3.3.6 Knowingly inviting or entertaining a student in the University who has been barred from the university premises.
- 3.3.7 Organizing, inciting or participating in boycotts, demonstrations, riots and strikes or any form of mass indiscipline.
- 3.4 Consumption of Drugs and Abuse of Alcohol

The following shall constitute an offence by a student:

- 3.4.1 Getting drunk either within or outside the campus by voluntary consumption of alcohol and drugs;
- 3.4.2 Consuming any intoxicating drugs within the campus;
- 3.4.3 Taking and trafficking of illicit drugs;
- 3.4.4 Possession of dangerous weapons that may be a threat to peace;
- 3.4.5 All forms of immoral conduct;
- 3.4.6 Forgery or misuse of any University document of identification;
- 3.4.7 Circulating unauthorised publications or placing unacceptable notices on notice boards or removing valid or official notices without permission;
- 3.4.8 Disrespect to ecclesiastical symbols (e.g. the Cross) or national symbols (e.g. the flag);
- 3.4.9 Wilfully losing or damaging sports equipment;
- 3.4.10 Demeaning other people's dignity through character assassination. This includes use of slanderous, abusive, obscene or threatening language by any student against other student(s) or an officer/employee of the University who is on duty;

- 3.4.11 Any conduct deemed contrary to the spirit of CUEA's Catholic Identity;
- 3.4.12 Violation of library regulations;
- 3.4.13 Mismanagement of funds of the students' organization in contravention of relevant provisions of the CUSO constitution;
- 3.4.14 Sexual harassment, including but not limited to the following:
- sexual jokes, innuendos, noises, lewd suggestions, foul language, obscene gestures.
  - pressuring for sexual activity or favours.
  - homosexual (gay/lesbianism) activities of any kind.
  - explicit sexual suggestions in return for rewards.
  - gossiping about a person's sex life with the goal of character assassination.
  - displaying pornographic and sexually suggestive pictures/materials or objects.
  - belittling comments on a person's anatomy.
  - unwanted physical contact of any sort which is sexual in nature, including touching of sensitive body parts.
  - unwanted physical contact, kissing in public, pinching or cornering.
  - rape or indecent assault.

### **3.5 Procedure**

- 3.5.1 Non-academic offences are reported to and handled by the Disciplinary Committee for non-academic offences.

## Level 1: Disciplinary Committee for Non-academic Offences

Dean of Students -Chairperson

Head of Department concerned

CUSO Representative

Chaplain - Secretary

Representative from Civil Law

Representative from Canon Law

## Level 2: Disciplinary Committee for Library Offences

Chairperson of Library

Dean of Faculty concerned

University Librarian - Secretary

Deputy University Librarian

CUSO Representative

Head of Department concerned

- 3.5.2 Non-academic offences are reported to the Dean of Students for preliminary investigation.
- 3.5.3 If the case warrants disciplinary action, the Dean of Students reports it to the Disciplinary Committee concerned.
- 3.5.4 The student will be summoned before the Disciplinary Committee for a fair hearing prior to pronouncement of a verdict.
- 3.5.5 If the student is dissatisfied with the decision of the Disciplinary Committee, he/she may appeal to the Senate, whose decision is final.

### **3.6 Penalties**

The following are possible actions that may be taken against a student who is found guilty of misconduct:

- 3.6.1 a verbal or written warning or reprimand issued by the Disciplinary Committee.
  - 3.6.2 compensation for damages or payment of a fine proportionate to the nature and gravity of the offence.
  - 3.6.3 written apology from the student.
  - 3.6.4 suspension from the University by the Senate for a specified period and simultaneous notification of the sponsor by the Registrar.
  - 3.6.5 discontinuation from the University by the Senate.
  - 3.6.6 Charge(s) will be dropped in case the evidence presented is not sufficient.
- N/B:** Repeated minor offences shall be treated as a major offence.

## SECTION FOUR

# **Library Regulations**

### **4.1 General Regulations**

- 4.1.1 The library is open to staff and registered students of CUEA, registered CUEA Alumni on production of a valid identity card; graduate students/teachers from institutions whose libraries are in consortium with CUEA library on production of a valid ID card; and paid up individuals on production of a valid CUEA library membership card.
- 4.1.2 The library is open Monday through Saturday and closed on Sundays, public holidays and other days of obligation. The opening hours of the main library are displayed on the library notice boards and the library website.
- 4.1.3 No overcoats, bulky jackets, and headgear are allowed into the library. Should somebody get into the library with them, he/she will be subject to thorough checking at the discretion of the guard manning the entrance. These items should be deposited temporarily in the designated area outside the Library.
- 4.1.4 No pocket files, bags, umbrellas, and personal serials/books are allowed into the library except notebooks.
- 4.1.5 Any item deposited in the cloakroom should not be left there for an overnight stay.
- 4.1.6 Students are advised not to leave valuables in the cloakroom.
- 4.1.7 CUEA students are required to produce valid ID cards for identification at the main library entrance. Users from elsewhere will be required to produce valid ID Cards/National ID card/Passport/Driving Licence and pay the stipulated subscription fee.

- 4.1.8 Every library user is subject to inspection at the main library entrance when leaving the facility.
- 4.1.9 Smoking, eating and drinking in the library are prohibited.
- 4.1.10 Library offices are out of bounds to students. To make enquiries or report a problem, students should consult the Circulation Librarian.
- 4.1.11 Absolute silence is to be observed in the library. Mobile phones must remain silent. No ipods or phone radios should be used in the library.
- 4.1.12 Littering the library with waste paper, sweet wrappings, gum etc, is prohibited.
- 4.1.13 Computers for library users are strictly for research purposes. Diskettes/CD-ROMS/DVD-ROMS and flash disks are prohibited.
- 4.1.14 All library users are requested to leave reading materials on the reading table. No user is permitted to re-shelve any reading material.
- 4.1.17 Voluminous library items must always be used on flat desks/tables.
- 4.1.19 Those who wish to photocopy from CUEA library reading materials may make use of the photocopy services available on campus as long as they observe copyright regulations. Photocopy of unpublished projects, theses, and dissertations is strictly prohibited.
- 4.1.20 Writing on, underlining or marking drawings on library materials, tearing pages from books or damaging reading materials in any way is strictly prohibited.
- 4.1.21 Any student whose conduct in the Library is unbecoming will be reported to the Library Disciplinary Committee for action.

- 4.1.22 Drawing and writing on library tables, walls, windows or doors is strictly prohibited.
- 4.1.23 The Africana Section is open to all users. Readers/researchers will be required to leave their institutional or national ID cards and short loan cards where applicable within the section until they return what they had picked. The Africana material can only be read within the library for a specified time.
- 4.1.16 Flouting library rules results to suspension from the library by the University Librarian for up to one month. It will also lead to an appearance before the Disciplinary Committee.
- 4.1.24 All new students are required to undergo a library orientation programme before using library services.

## **4.2 Borrowing Services in CUEA Library**

- 4.2.1 Reference books, unpublished theses, projects, dissertations, Africana reading materials, reserved reading materials and periodicals are not to be borrowed for use outside the library.
- 4.2.2 CUEA students may borrow books for the durations stipulated below:
  - (a) Post-graduate students may borrow up to four books for 30 days.
  - (b) Undergraduate students may borrow up to two books for 14 days.
  - (c) During their contact hours on campus, School Focused students may borrow up to two books for 14 days.
  - (d) During their vacation (off campus), School Focused students may borrow up to two books for 30 days.

(e) Materials maybe renewed once provided they have not been reserved by another user.

(f) Evening students may borrow up to two books for 21 days.

No borrowing provisions for Alumni (Alumni will be allowed to use the library but will not be permitted to borrow books).

Using another person's borrowing card is prohibited.

4.2.3 Each student will be issued with library borrower's cards according to the number of books he/she is allowed to borrow for a specified period.

4.2.4 For each item to be borrowed, the reader has to surrender one of his/her library borrower's cards.

4.2.5 To check out a book both the borrower and circulation staff verify the conditions of the book. The borrower writes his/her name on the card handed to him/her by the circulation staff who then stamps the due date on it together with the book pocket using an appropriate ink depending on the condition of the books. It is imperative for the borrower to produce also his/her University ID Card and registration card from the Registrar's Office.

4.2.6 Borrowing books from the library is allowed up to fifteen minutes before closing time.

4.2.7 Each student must ensure that book(s) borrowed are returned to the circulation staff at the counter.

4.2.8 A circulation librarian may call back any borrowed book (s) at any time.

4.2.9 In order to facilitate library stock taking, no borrowing will be allowed during the specified stock taking period.

### **4.3 Payment of Fines**

- 4.3.1 Failure to return a borrowed book/item on time calls for payment of a stipulated *fine* for each overdue day, including Sundays, other days of obligation, and public holidays, after a grace period of three days.
- 4.3.2 Any CUEA student who has been given two reminders to return borrowed book(s) and fails to do so within two months he/she will be presumed to have lost the book(s). The library will order for the replacement copy(s) and the student's account will be debited accordingly and all accrued fines are to be paid as well.
- 4.3.3 Any library material borrowed on a short loan basis for a stipulated period of time will be fined after the expiry period. The fine will be calculated on an hourly basis
- 4.3.4 In case a borrower loses a library book(s), reading materials, he/she will be required to bring to the library a replacement copy(s) acceptable to the Acquisition Librarian.
- 4.3.5 No student will be cleared for graduation or for anything deemed necessary by the university unless he/she has also been cleared by the library department.

### **4.4 Interlibrary Loan Requests**

- 4.4.1 CUEA students should fill in their book request forms and submit them to the CUEA interlibrary loan office.
- 4.4.2 This office forwards the requests to other libraries that are in the consortium on specified days.
- 4.4.3 The interlibrary loan office does not accept responsibility for any reading materials a student borrows from another library unless it endorses the request.

- 4.4.4     Whoever fails to return a reading material borrowed on an interlibrary basis by its due date forfeits his/her interlibrary borrowing privileges. He/she may be required to pay a fine if this is demanded by the lending library.
- 4.4.5     Electronic Information Resources
  - 4.4.5.1   The library subscribes to on-line information resources. Library users must have used passwords in order to access these resources. Therefore library users are advised to consult the Reference Librarian for user passwords.
- 4.4.6     Disciplinary Action
  - 4.4.6.1   Any library user flouting library rules and regulations will be suspended from using the library by the University Librarian upto one month awaiting the outcome of the disciplinary committee.

## SECTION FIVE

# **Student Organisation**

### **5.1 General Presentation**

- 5.1.1 In Accordance with Statute XXIV of the University, the Catholic University Student Organisation, 'CUSO', exists to promote the welfare of students, the development and enhancement of their social and academic life and the establishment of co-operation with students' organisations of other universities.
- 5.1.2 The student organisation is guided by a Constitution approved by the University Council in 1995 and revised in 2001 and 2008.
- 5.1.3 Membership to the students' organisation is open to all students registered in the University upon payment of such fees as may be prescribed by the University Administration.
- 5.1.4 Students participate in the governance of the University through their elected representatives. There is gender equality in regard to duties and responsibilities.
- 5.1.5 The CUSO Executive consists of:
- Chairperson
  - Deputy Chairperson
  - Secretary
  - Organising Secretary
  - Treasurer
  - Publicity Secretary
  - International Students Representative

5.1.6 There are chairpersons for the following committees:

- Academic Affairs Committee
- Sports
- Spiritual Welfare
- Social Welfare
- Research and Publications Committee
- Clubs/Associations
- Finance Committee

## **5.2 Committees**

### 5.2.1 Academic Affairs Committee

This committee serves as the channel through which students' academic interests and problems are brought to the attention of the relevant University authorities for action. The members elect a Chairperson, Secretary, their deputies and representatives to the Faculty Academic Boards and to the Library Committee consist of one representative from each faculty

### 5.2.2 Sports Committee

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

### 5.2.3 Spiritual Welfare Committee

In liaison with the office of the Chaplain, this committee promotes students' spiritual growth. Its members consist of the leaders of various spiritual groups.

#### 5.2.4 Social Welfare Committee

This committee exists to co-ordinate students' welfare on campus. It deals with the cafeteria, medical care, transports, hospitality and student work-study programme and entertainment.

The members consist of two representatives from CUEA Official Hostels and three non-resident members appointed by the S.G.C. (Students Governing Convention)

#### 5.2.5 Research and Publications Committee

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

#### 5.2.6 Clubs/Associations Committee

This committee co-ordinates and promotes the activities of clubs/associations among the student body. Its members consist of the leaders of the various clubs and associations.

#### 5.2.7 Finance Committee

All Clubs, Movements and Associations shall finance their own activities. However, they may request financial help from the Student Organisation's Finance Committee.

All Clubs, Movements and Associations are expected to prepare a comprehensive budget for each semester and present it to the Finance Committee at the beginning of each semester. They shall be required to submit their financial statement before the end of each academic year to the Finance Committee

### 5.3 Students Clubs and Associations

- 5.3.1 All clubs/associations should be officially approved before they commence their activities.
- 5.3.2 Students proposing to form a club or association should prepare a constitution in which they spell out the objectives and activities of the intended club or association. The names and designations of the office bearers, the Patron, membership requirements and possible sources of funding must be indicated.
- 5.3.3 The interim office bearers submit the constitution to organisation's executive who will forward it to the Students Governing Convention before it is taken to the Dean of Students and University Management for approval. Upon registration, the club is eligible for financial allocations.
- 5.3.4 The University Management reserves the right to deny and/or cancel registration of a club/association.

## SECTION SIX

### **Spiritual Life and Counselling**

The CUEA Chaplaincy aims at offering staff and students sound spiritual and moral formation and guidance through liturgical, doctrinal, social and charitable outreach programmes. Its purpose is to build on Campus a living and witnessing Christian community. Major spiritual and liturgical activities are included in the University Calendar.

#### **6.1. Spiritual Services**

- 6.1.1 There is a lively celebration of the Sacraments. Opportunities are offered for those who need to prepare for and receive sacraments.
- 6.1.2 The Sacrament of Reconciliation (Confession) is celebrated whenever requested.
- 6.1.3 The Eucharist is celebrated in the Chapel:
- On weekdays at 7:00am and Noon
  - On Sundays at 7:30am and 9:00am
- On Thursdays at 12:00pm to 1:00pm there is Community Mass during which classes are suspended. Faculties animate the Mass on a rotational basis.
- 6.1.4 The Liturgical seasons of the year, i.e. Advent, Christmas, Lent and Holy Week (Easter Tide) are highlighted to foster spiritual growth and maturity in Christian Life.
- 6.1.5 Regular retreats/recollections are conducted in the course of the academic year.

- 6.1.6 Adult Faith Formation Sessions (Catechism) are conducted in the Chaplain's Office for small groups for one hour every week.
- 6.1.7 The Chaplain avails himself always for Spiritual Guidance/Direction or personal meetings and talks. He seeks to instil a spirit of love, reconciliation and co-operation within the CUEA Community.
- 6.1.8 Students are helped to enhance their human, social, and religious formation through participation in the following Associations/Movements of a socio-religious nature:
- (a) Focolare Movement develops a spirituality of love, unity, and social justice as a way to God.
  - (b) I.M.C.S. (International Movement of Catholic Students) is an evangelisation movement that aims at giving witness and working for the poor and marginalised under the banner of "Option for the Poor."
  - (c) CUEA Choir is a serious group of students who contribute greatly to liturgical celebrations by promoting sacred music. Staff are also involved in the Choir.
  - (d) Charismatic Prayer Group gathers students interested in deepening their life in the Spirit through prayer and sharing the Word of God.
  - (e) YCS – Young Christian Students Organisation unites students in diversity.
  - (f) CUCF (Catholic University Christian Fellowship) gathers Christian students for praise and worship that fosters their spiritual growth.
  - (g) Faculty of Theology Students Forum (FTSF).

- (h) Other groups are encouraged to operate if there are specific objectives that meet the needs of students as stated above in accordance with CUEA constitution.

## 6.2 Counselling Services

The Counselling Unit maintains a regular counselling service for students individually or in groups. This guidance seeks to offer help with regard to:

- Academic Counselling on subject combinations; good study habits; examination anxiety; stress reduction; frustrations experienced on joining the university, etc.,
- Career information; career choice; opportunity awareness, further studies; scholarships; social, physical, intellectual, emotional and moral problems;
- Adjustments to and awareness of health problems like HIV/AIDS and other emerging issues.

**NB:** All personal matters discussed are treated confidentially.

## 6.3 Doctrinal Services

These promote students' spiritual life through an understanding of emerging issues that threaten spiritual life.

## SECTION SEVEN

# **Student Facilities**

### **7.1 Telephone Services**

There are public booths for student use. These are situated at convenient spots in the compound. Students are also free to receive calls (not make calls) through the CUSO Office. The number is 891601/6, extension 2227. Students are discouraged from giving their relatives or/and friends the other campus extension numbers. However, in case of an emergency on campus, students may have access to the nearest office telephone, on request.

### **7.2 Office of the Students Organisation**

#### 7.2.1 Membership

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

#### 7.2.2 Lost Property

All lost property should be deposited/collected to/from the CUEASO Office based in Missio Hall. The office acts as an information centre for students.

#### 7.2.3 Physically challenged students

Students and staff shall assist physically challenged students to move around and enter campus facilities.

#### 7.2.4 There is always a suggestion box outside CUSO office

## **7.3 Health Service**

### **7.3.1 Infirmery**

It is located between Gate A and the Library. Consultation hours (indicated on the door) usually coincide with lecture hours from Monday to Friday.

The University's health service is available to serve the primary healthcare needs of students on production of the University identity card or any other form of identification prescribed by the institution.

### **7.3.2 Referral**

In this case, students are expected to meet the full costs for admission, ambulance, consultation, paramedic costs, and or other costs incurred.

7.3.3 For emergencies, students must go (or be taken) to the St. Anuarite Hostel on the other side of Lang'ata Road and see the Sister-in-Charge.

7.3.4 The health service offers first aid and caters for minor injuries, headaches, coughs, skin diseases, malaria and other common ailments. The atmosphere is as informal as it can be, and the service is confidential. A modest fee is charged for medication.

7.3.5 Because the Infirmery does not provide physiotherapy, dentistry, spectacles and other ancillary/paramedical services, students are referred to hospitals, preferably Mater Misericordiae Hospital for major treatment such as surgery and X-rays. In such cases, students are expected to meet the full costs (at student rates) for admission, ambulance, consultation, paramedical costs, and/or any other costs involved.

7.3.6 The University policy concerning deceased students is as follows:

- a) all students admitted to CUEA should have a medical cover and a written statement specifying

the action(s) to be taken by the University in case of death.

- b) However, there is no legal obligation on CUEA concerning deceased students.
- c) CUEA may facilitate arrangements for students to solicit donations to meet the funeral expenses of a colleague.
- d) The affected family shall handle all affairs of the deceased student. The University shall not be obliged to offer any assistance.
- e) See the insurance policy on death.

## **7.4 Security**

### **7.4.1 Emergency/Safety**

The University recognises its obligation to take all precautions to ensure the safety of students, employees, and visitors while they are on campus. Observance of safety is the responsibility of all members of the University and their active co-operation is required. Each student therefore:

- a) is responsible for undertaking only those duties and sports activities that he/she is in full control of and can ensure maximum safety,
- b) is obliged to adhere strictly to prescribed safety standards,
- c) must ensure that he/she does not overlook the safety measures prescribed by the University,
- d) should report incidents involving injury or near-misses (potholes, broken glasses/windows/

dangerous open sockets and other tools) to the administration for appropriate action.

#### 7.4.2 Handling Emergencies

In case of an emergency on campus, students should use the nearest telephone extension to contact the Telephone Operator or campus security office. If these persons are unavailable, assistance should be sought from any staff member who is available. When reporting, students must be precise about the nature and location of the emergency. *The University telephone number is 891601-6.*

#### 7.5 Mail and Fax

Students are advised to furnish their friends and relatives with full information including their department, to avoid loss of mail.

Letters for mailing can be put in the letterbox between the offices of the Registrar and Financial Administrator. The box is emptied at 10:00am Monday to Friday.

Collection of mail is done daily at the CUEASO Office. The names of those with mail are put up daily at the same office.

The Fax Office is situated opposite the Financial Administrator's office and is open from 8:00am to 5:00pm Monday to Friday.

##### 7.5.1 There is a reception opposite the chapel. It is open 24 hours.

#### 7.6 Sports

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

- Basketball
- Football (men and ladies)
- Volleyball
- Lawn Tennis
- Table Tennis
- Track Events
- Pool
- Badminton
- Karate
- Hockey
- Board Games
- Rugby

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

**NB:** There are plans to put up additional sports facilities.

## **7.7 Campus Store**

Stationery, stamps, T-shirts, etc. are available for sale in the Campus Store situated opposite the Vice-Chancellor/Rector's office/Administration Block. Working hours are indicated on the door.

## **7.8 Campus Cafeteria and its Kiosks**

The campus cafeteria sells soft drinks, snacks and light lunches. However, if your gastronomic delights are unavailable, the University management encourages comments on how best to review the service.

The canteen operates from Monday to Friday from 7:30am to 5:00pm daily but is closed over the weekend, unless there is a special request.

In addition to the canteen, there are tack shops conveniently situated next to Gate A and opposite Missio Hall. They sell drinks and snacks.

## **7.9 Photocopying and typing services**

Privately managed photocopying and typing facilities and services are available on campus.

## **7.10 Public Transport**

There is reasonably efficient public transport between CUEA and the city centre as well as neighbouring towns. In moving to and from the city centre, students may use *matatus* or buses Nos.125 and 126 or shuttles. The *matatus* are boarded outside the Railway Station and the shuttles at the Ambassador Hotel terminus. Both the buses and *matatus* stop at Bogani and Park Place termini, whilst the shuttles do stop at the CUEA terminus next to Jubilee Centre/Nairobi Pentecostal Church (Route No. 24).

The journey takes 30 minutes on average, but may take longer during peak hours.

Transport to and from campus is provided to evening students at a fee stipulated by the University.

## **7.11 Parking**

There is free and ample parking for students and staff between Missio Hall and Rugambwa Block and near the library. Parking on campus roads is prohibited. Drivers should observe parking rules as they would in any other parking bays.

Loud music from parked cars is prohibited as it may interrupt other University activities, particularly near lecture halls and the library, etc.

The University will not be held responsible for cars stolen, vandalised or damaged while in the parking bays.

### **7.12 Notice Boards**

Students should always read information displayed on various notice boards on campus. Writing on notice boards is prohibited and so is the use of abusive language.

### **7.13 Publications Department**

This department caters for all publications and bulk printing needs of the University community. It produces textbooks, cards, certificates, letterheads, and student magazines, among other products.

Services are provided to the student on request at a reasonable and subsidised fee. Highly qualified personnel are at hand to produce quality publications.

### **7.14 Cyber Café**

It is centrally situated in the school compound in Jubilee Hall. Students may open an account at the Cyber Café by purchasing browse time at the accounts office.

### **7.15 Insurance Policy**

An accident policy covers all registered students. This is paid as part of the school fees.

**N/B:** See the insurance policy.

## **7.16 Lecture Halls**

The lecture halls are open from 7:00am to 6:30pm daily from Monday to Friday and up to 8.30pm for evening students. The lecture halls are closed over the weekend unless prior arrangements are made with the relevant offices.

## SECTION EIGHT

# Catholic Identity

### 8.0 Catholic Identity in a Catholic University

*The Catholic University is an arm of the Church's educational ministry. Its effectiveness must be measured against the goals of the overall organization (Abbot, 1966:643). The Catholic identity goals are stipulated in Universal Church documents such as Christian Education of the Youth of 1929, Declaration on Christian Education of 1965, The General Catechetical Directory of 1971, On Evangelization in the Modern World of 1975, Catholic School of 1977, Catechesis Tradendae of 1979, Lay Catholics in Schools; Witness to Faith of 1982, The Code of Canon Law of 1983 and The Catholic School of 1988, just to mention a few.*

Catholic University:

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

St. Thomas Aquinas once taught, "A Catholic university should impart holistic knowledge to students founded on the Supreme Truth for transformative conscience, attitudes, skills, values relationships, and meaningful cosmotheandrian destiny" (Summa Theologica Vol.3, 1912, Question 74, 942). The Catholic University of Eastern Africa seeks to promote scien-

tific research, quality teaching, and community service for the purpose of enhancing Christian living. Based on Scriptures and the living tradition of the Church both universal and local, the University provides programs designed to prepare qualified upright and responsible personnel for the Church and the society.

CUEA is governed by the norms of the Apostolic Constitution *Sapientia Christiana* (Christian Wisdom) and the principles, values and norms characteristic of other Catholic universities (*On Catholic Universities* 15\8/1990), *ex Corde ecclesiae*, “From the heart of the church” and from other general norms found in the Code of Canon Law Part II Article 3 and the Complementary Church Legislation, the University elucidates her Catholic Identity.

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

- A Catholic University is like any University in the sense that it is “an academic community which, in rigorous and critical fashion, assists in the protection and advancement of human dignity and cultural heritage through teaching and various services offered to local, national and international communities (Apostolic Constitution No. 12).
- It possesses institutional autonomy to perform its functions or operations effectively.
- The University guarantees its members academic freedom as well as the rights of the individual person and of the community as preserved within the common good.

The specific nature and identity of a Catholic University:

- Assure Christian Catholic presence in the university by confronting the great problems of society and culture.

- Instil Christian inspiration in the University as an institution.
- Enhance a continuing reflection in the light of biblical values, principles and moral imperatives within the Catholic magisterial teaching.
- Ensure fidelity to the Christian message as it comes to us through the Church in matters of faith and morals (No. 27).
- Strengthen institutional commitment to the service of the people of God and the entire human family. The Catholic University therefore focuses on Catholic ideals, attitudes, and principles that penetrate all university activities.
- A Catholic University is both a community representative in various branches of human knowledge and an academic institution in which Catholicism is vitally operative (No. 14).
- It is a place where scholars scrutinize reality with the methods proper to each academic discipline and where various disciplines are brought into dialogue, for mutual enrichment.

Being a Christo-centric University, CUEA pursues her objectives in the formation of human society animated by the spirit and model of Christ. It is an institution with a common vision of the dignity of the human person, created in the image of God, the Father, Son and Holy Spirit. This vision is characterized by the following values: spirit of freedom, charity or concern for others, mutual respect, sincere dialogue, protection of both individual and community human rights, promotion of unity and always maintaining and strengthening the distinctive Catholic characteristics and nature of the Catholic University as an institution.

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

- Integration of knowledge
- A dialogue between Catholic faith and reason
- An ethical/moral concern
- Theological perspective (No.15-20)

Catholic Theologians, aware that they fulfil a mandate received from the Church, advocate fidelity to the Sacred Magisterium of the Church as the authentic interpreters of Sacred Scripture and Sacred Tradition.

To confront the complex problems facing modern society, and strengthen the Catholic Identity of the institution, regional, national and international cooperation is promoted in research, teaching and community service. Such cooperation is also to be promoted between the Catholic University and other Universities, and with other research and educational institutions, both private and governmental.

## **8.1 Students and the Catholic Identity in CUEA**

The Catholic University stands for Moral Integrity, Truth, and Respect for Faith. This demands a high sense of discipline, and strength among students to resist the temptation to exploitation and corruption. It further demands that students should live and practice the values of faith, hope, love, respect, justice, peace, and truth. There is need to enhance student bodies and platforms where they participate in an active and non-violent way.

Students are challenged to:

- Pursue an education that combines excellence in studies and professional training.

- Search for all truth and meaning throughout their lives.
- Cultivate the human spirit resulting in a capacity to understand, contemplate, make personal judgment and develop a religious, moral, social sense, and be Christ's witness as future leaders.

The education of students combines academic and professional development with formation in moral and religious principles and the social teaching of the Church. The programme of studies for each of the various professions must include an ethical formation appropriate to that profession. The common courses like Christian Ethics and Bible Studies are compulsory to all students.

To help students develop a high degree of moral integrity, the University:

- has established policies on smoking, drinking, and relationships on campus.
- placed messages on Catholic ideals and virtues at strategic sections in the University.
- emphasizes Catholic Identity during orientation of new students and staff.
- organizes ecumenical trips to historic Catholic sites.
- has published the Students' Code of Conduct.
- supports the Choir to produce tapes, videos and other items to propagate Catholic University Identity on Campus and elsewhere.
- invites Catholic experts to lecture on topics pertinent to faith, at least once every semester.

SECTION NINE

**STUDENT DRESS CODE ON CAMPUS AND  
OFFICIAL UNIVERSITY FUNCTIONS**

Students *should wear clean and decent attire* while on campus and/or official University functions. The guidelines for this are provided below as well as sample designs.

**9.0 Female students should NOT wear:**

- Dresses/skirts that are above the knee line such as mini-skirts and shorts
- Dresses/skirts with slits extending above the knee
- Dresses/blouses with open necklines that are 4 inches below the shoulders
- Body-hugging/tight trousers
- Dirty, torn jeans that reveal parts of the body
- Bare-backs
- Navel-gazers, commonly known as “tumbo-cuts”
- See-throughs
- Sagging trousers
- Clothing that expose and/or show inner wear
- Low riding trousers, peddle-pushers or bulky trousers

- Shirts, T-shirts and trousers with obscene wordings and/or expressions

### **9.1 Male students should NOT wear:**

- Earrings and studs on one or both ears and on other parts of the body
- Hats/caps in class, chapel, offices and at University functions
- Headscarves
- Clothes that expose the chest and/or tattoos on any part of the body
- Shirts, T-shirts and trousers with obscene wordings and/or expressions
- Jewellery, necklaces and rings on ears and/or eyebrows

### **9.2 Both MALE and FEMALE students should observe the following:**

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

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

# The Catholic University Dress Code

✓  
Well  
covering tops



✗  
No  
Tumbo-cut



✓  
Well  
fitting clothes



✗  
No bare  
backs or  
body-tight  
trousers



✓  
Decent  
clothes



✗  
No see  
Through



✓  
Back  
properly  
covered



✗  
No Bare  
Backs



✓  
Knee  
line skirts



✗  
No miniskirts  
& Skirts above  
the knee



✓  
Skirts with  
slits below  
knee



✗  
No skirts  
with slits  
above knee



✓  
No nose  
ring



✗  
Nose rings  
not allowed



✓  
Well  
covering  
neck-line



✗  
No neck-line  
below  
4 inches



✓  
Properly  
groomed  
hair



✗  
No  
dreadlocks



✓  
Properly  
tucked  
shirt



✗  
No plaited  
hair for  
men



✓  
Untucked  
shirts  
African  
wear



✗  
No nose or  
ear-ring  
for men



✓  
Sport  
wear



✗  
No caps  
in class



## SECTION TEN

### **Declaration by Student**

1. The Catholic University of Eastern Africa is owned by the Catholic hierarchies of the Eastern African region. Its administration is governed by the rules and regulations laid down by the said hierarchies.
2. As a university, it is devoted to a variety of academic disciplines. Any student whose behaviour would seriously disrupt the academic work of the University shall be subject to disciplinary action that could lead to suspension or even expulsion.
3. As a Catholic University, CUEA fully adheres to the doctrinal and moral teaching of the Catholic Church. Students are required to respect Catholic teaching and practice. A student who openly shows disrespect and/or opposition in this regard, or whose conduct is clearly detrimental to Catholic community living, shall be subject to disciplinary action.
4. Students who are not Catholic may be admitted to CUEA. While free to hold their religious beliefs and practices, they must not engage in activities that show disrespect for the Catholic Church, nor should they organise or take part in activities that are in any way prejudicial to Catholic teaching and practice.
5. Students are further required to abide by the rules and regulations outlined in the STUDENT HANDBOOK and in the CUSO CONSTITUTION.

I agree to abide by the above requirements:

**Name (print):** .....

**Reg. No.:** .....

**Signature:** .....

**Date:** .....