

EGERTON



UNIVERSITY

STUDENT'S HANDBOOK

Revised JULY, 2023

EGERTON UNIVERSITY

STUDENT'S HANDBOOK

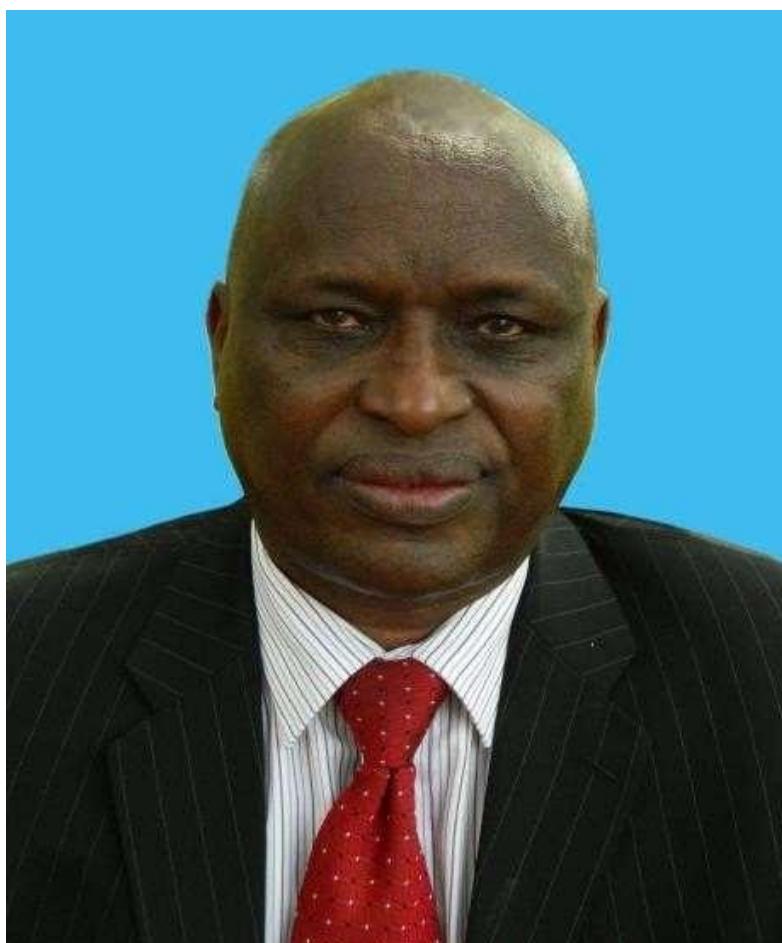
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OFFICE OF THE DEAN OF STUDENTS**

CHANCELLOR



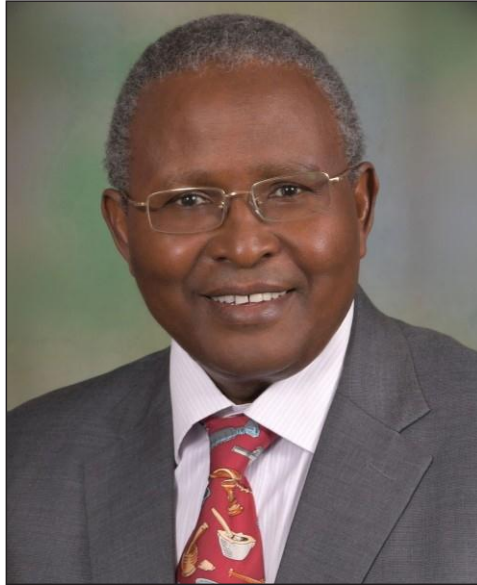
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TABLE OF CONTENTS

STUDENT'S HANDBOOK.....	i
CHANCELLOR.....	iii
CHAIRMAN OF COUNCIL.....	iv
CHIEF OFFICERS	v
TABLE OF CONTENTS.....	viii
PREFACE.....	1
REMARKS FROM THE VICE CHANCELLOR.....	2
REMARKS FROM DEAN OF STUDENTS	4
ABOUT EGERTON UNIVERSITY	6
Vision	6
Mission	6
Core Values	6
EGERTON UNIVERSITY AS A UNIVERSITY OF CHOICE.....	7
THE UNIVERSITY ADMINISTRATIVE STRUCTURE	8
The University Council	8
The University Management Board (UMB)	8
The University Senate	8
UNIVERSITY ADMINISTRATIVE DIVISIONS	10
Division of Academic Affairs (AA).....	10
Division of Administration, Planning and Development (APD).....	10
Directorate of Research and Extension (R & E)	11
Dry land Research Training and Ecotourism Centre (DRTEC)	11
Crop Management Research Training (CMRT)	11
Tegemeo Institute of Agricultural Policy and Development	11
Agro-Based Science Park	11
Njoro River Rehabilitation Project	12
CAMPUSES, COLLEGES, FACULTIES, DIRECTORATES AND INSTITUTES.....	12
Main Campus (Njoro Campus).....	12
Nakuru City College Campus (NCCC)	12
Kenyatta Campus.....	13
FACULTIES AND ACADEMIC DEPARTMENTS	13
Functions of the Faculties.....	13

Academic Departments.....	13
Faculties.....	14
Faculty of Agriculture	14
Faculty of Science	14
Faculty of Education and Community Studies.....	14
Faculty of Arts and Social Sciences	14
Faculty of Engineering and Technology	14
Faculty of Environment and Resources Development.....	14
Faculty of Health Sciences	14
Faculty of Commerce	15
Faculty of Veterinary Medicine and Surgery	15
Faculty of Law.....	15
Institute of Women, Gender and Development Studies	15
DIRECTORATES.....	17
College of Open and Distance Learning (CODL).....	17
Directorate of Quality Assurance	17
Board of Post Graduate Studies.....	18
Time Tabling and Examinations	18
Board of Undergraduate Studies and Field Attachment Programmes (BUGS).....	19
Directorate of Marketing and Resource Mobilization.....	19
Directorate of International Linkages and Career Services.....	20
Email: dilp@egerton.ac.ke Website: www.egerton.co.ke.....	20
Business Premises.....	21
Services for Persons with Disabilities	21
Catering Department.....	22
Accommodation Services	22
Booking of Rooms	22
Keys	22
Privately Rented Hostels.....	23
Students' Mails	23
Sanitary Bins.....	23
General Facilities	23
OFFICE OF THE DEAN OF STUDENTS	23
The Mandate of the Department of Student Affairs	24
Being Mindful of others.....	24

Death and Bereavement.....	24
Work-Study programme.....	24
Chaplaincy Services	24
Counseling Section.....	25
Peer Counselling.....	26
Student Leadership Development Programme.....	26
Alcohol, Drug and Substance Abuse.....	26
Permission to Use University Facilities	27
Student Rights and Responsibilities	27
Games, Sports and Recreation.....	27
Nakuru City Campus College (NCCC).....	28
Processions, Demonstrations and Ceremonies.....	28
Channels of Communication	29
Press (Mass Media), Public Speakers and Posters	29
SECURITY SERVICES.....	29
STUDENT FINANCE	29
Loans and Bursaries.....	29
Finance and Registration	29
Caution Money	30
Refunds.....	30
UNIVERSITY BOOKSHOP	30
UNIVERSITY HEALTH SERVICES.....	30
Special Clinic Days Njoro-Main Campus	31
SERVICES FOR NAKURU CITY CAMPUS STUDENTS	31
EGERTON UNIVERSITY PRESS.....	31
TRANSPORT SERVICES.....	32
LIBRARY SERVICES	32
Opening and Closing hours during the Semester	32
Borrowing Library Books.....	32
Specific Rules	33
Library Charges	33
E-Resources	33
EGERTON UNIVERSITY STUDENTS' ASSOCIATION (EUSA).....	34
EUSA Aims and Objectives	35
JCR and the New Student Centre	35

STUDENTS' CLUBS AND ASSOCIATIONS	36
COMPLAINTS HANDLING AND CORRUPTION REPORTING MECHANISMS.....	36
STUDENT SMART IDENTITY CARD	36
Application Procedure	36
ANNEX CLAUSES.....	37

PREFACE

Welcome to Egerton University, the University of your Choice!!

This handbook contains general information on academic programmes, policies, student services and available facilities at Egerton University. You will find a lot of information in this handbook that will enable you adjust to new campus environment with ease. Egerton University Senate reserves the right to interpret and change any section of this handbook from time to time as it may deem necessary. The student shall bear the responsibility for any misinterpretation of any information herein. Note that the primary purpose of your admission to Egerton University is the pursuit and achievement of your academic goals. One of the impacts of Egerton University evolution has been dramatic growth in student enrolment, the diversification of student intake and academic programmes. The challenge of the university is to provide effective and appropriate support services for students and campus environment that will enhance academic pursuits. Designated as a centre of excellence in teaching and research in the region, Egerton University should provide an enabling environment for academic and other related activities to flourish. While the main enterprise for students is to excel academically, students are also to undergo other significant and critical developmental and growth processes which require a campus environment that fosters and enhances all these processes. Therefore, academic pursuit should not be viewed in isolation. We aim at developing the 'whole person'.

REMARKS FROM THE VICE CHANCELLOR

On behalf of the Chancellor, the University Council, the Senate, and members of staff, it is my privilege and pleasure to welcome you to Egerton University, a world class university for advancement of humanity. In making the decision to pursue your education at Egerton University, you chose a distinctive institution with rich history, and indeed a promising future. Your admission here marks the climax of your long academic journey. You are not here by mistake; you deserve to be here. May I therefore at the onset thank your parents, guardians, sponsors and well-wishers for their efforts that have enabled you to reach this far.

For your successful period of study at Egerton University, the following information comes in handy:

Discover your Passion and Talents

Being at Egerton University is having an opportunity to discover who you are and your passion in life. Be sure to find your passion and pursue it with dedication and commitment. This is because it is time for transition, time for adjustment, and time for change. You must now take responsibility for your future and all that you do. University life presents you with time for learning and self-discovery.

Associate with Productive and Positive People

Your education, personal growth, and development will not be holistic if you surround yourself with only those who share your beliefs, ideas, perspectives and world view. Broaden your experiences by associating and interacting with people from other different diverse racial, cultural, social, linguistic, ethnic origin and geographical backgrounds.

Share Your Ideas

Keep an open mind and be willing to subject your views, beliefs, opinions, assumptions, and ideas to scrutiny, tests, and interrogation. Engage in the power of reasoned argument, logic, and debate to explore differences with view to narrowing them down, breaking new ground and enhancing and deepening a shared understanding. Develop the ability and capacity to analyze, to reason with evidence, to reflect, and to argue using knowledge.

Value and Treasure Your Individuality

Appreciate different ways of thinking, being and seeing. Support dissent, contestation of ideas, ability and skill to question and challenge conventional wisdom. Dare to be different.

Engage in Outreach Programmes for Personal and Academic Growth

Egerton University does not exist in a vacuum –it exists within specific social, economic, cultural, political, and historical context. Your community engagement will enable you take knowledge beyond the confines of academia into a variety of social domains. Use the knowledge gained in the course of your study at Egerton University to enrich and make a difference in the society.

Maintain Productive and Meaningful Relationships

Be friends with everyone, but remember to seek guidance and counseling service from the Dean of Student office on how to engage in responsible relationships. Do not engage in risky sexual behaviour which may expose you to unplanned pregnancies, STIs and HIV.

“Transforming Lives through Quality Education”

Additionally, avoid negative peer influence that may lead to perpetuation of violence, vandalism, hooliganism, sexual harassment, casual sex, and substance abuse among many other ills that may affect your studies.

Actively Look for Information

You should be aware that university learning process is different from what you were used to in secondary school education. As a university student, you will be expected to play an active role in seeking information and do not expect your lecturers to provide all the required knowledge. Make responsible use of the available information resources in the library and faculties.

Adhere to University Rules and Regulations

Egerton University is governed by rules, regulations, policies, procedures and processes guiding your association, discipline and conduct during the period your stay and study. Make sure you download the Rules and Regulations from the university website; *Students Notice Board*. Seek help whenever you encounter any challenges. Make use of counseling services offered at the Dean of Students office and academic advisors in your respective faculties and departments. Utilize all available channels in the university to solve problems in peaceful, democratic and civilized manner. Avoid the use of boycotts, demonstrations, violent riots and other irrational means which may lead to disturbances and destabilization of university programmes and activities.

Manage Time Well

Utilize your time well while on campus to achieve your potential. Remember there are high expectations from your parents/guardians/sponsors, the government and the society at large. You have no reason to disappoint them. Be involved in worthy causes such as advocacy for social justice, peace building, and other voluntary activities. Find time to interact with students, staff and the entire Egerton University community through professional clubs and associations, sports, religious and cultural activities.

Attend Orientation Programme

I am aware that this could be the first time for many of you to be in Egerton University and that you are perplexed by the complex structures of the university, the various programmes offered, and the resources available. I trust that your anxieties will be addressed during elaborate orientation programme prepared specifically for you. Staff and student leaders from various disciplines and groups within the university will introduce you to resources and information, which will make your stay at Egerton University a rewarding experience. Choose your friends wisely, respect yourself and others. Co-exist peacefully with your roommates and make friends with people you will interact with from Kenya, Africa and the entire world.

Finally, I wish you a rewarding and an enriching stay at Egerton University.

Thank you.

Professor Isaac O. Kibwage
Vice- Chancellor

REMARKS FROM DEAN OF STUDENTS

May I take this opportunity to welcome you to Egerton University and to congratulate you for your excellent performance in Kenya Certificate of Secondary Examination (KCSE). I urge you to take advantage of the vast opportunities offered at Egerton University for your academic and social growth. During your stay at university, the Dean of Students office will be your partner in your quest to reach your academic and personal goals. Make use of information gained from the orientation period to learn about strategies for adjusting to university life successfully. Get involved in campus life and make good choices. Orientation sessions will provide you with valuable information about university policies, academic programmes, and services in place to promote a healthy environment for your successful studies. I encourage you to attend all orientation sessions.

The Dean of Students office offers a varied of services which include counseling, chaplaincy, games and sports among others to support your conducive learning environment during your stay at the University. We encourage you to utilize these services. University life, unlike secondary school life has many challenges. However, we are confident in your ability to overcome the challenges and cope adequately. We encourage you to avoid high risk behaviours that may jeopardize your successful completion of university education.

Finally, I wish you all the best as you start your professional career journey at Egerton University.

Once again, Welcome to Egerton University.

Dr. Japhet M. Muthamia
Dean of Students

ABOUT EGERTON UNIVERSITY

Egerton University was established as an agricultural school in 1939. Lord Maurice Egerton donated 400 hectares of land to the colonial government of Kenya to set up a school to train large-scale farmers in the Kenyan highlands. The first students were three ex-British servicemen. In 1955, the school became a college through the Egerton College Ordinance. The college progressed to a premier Agricultural Training College for Kenya, East, Central and Southern African region.

In 1986, Egerton College was elevated to a Constituent College of the University of Nairobi, and in 1987 a full-fledged university by Egerton University Act 1987, Cap 214. This Act was revised in 2012 to resonate with the legal framework of Kenya Universities Act of 2012. Egerton University was awarded a Charter in 2013 which defines its governance and mandate as a University.

Vision

A world-class university for the advancement of humanity

Mission

To generate and disseminate significant knowledge and offer exemplary education that contributes national and global development.

Core Values

- Passion for excellence and devotion to duty
- Transparency and accountability
- Social Fairness and Professionalism

EGERTON UNIVERSITY AS A UNIVERSITY OF CHOICE

Egerton University is one of the best universities in Kenya. Its phenomenal growth is generally a reflection of the importance Kenya attaches to development in education. The university has a diverse student body with students drawn from a wide range of interests and life experiences all driven by the common need, goal and ambition for success. The university is committed to preparing its students to work, acquire skills, enhance their capacities, and equip them adequately to live in a rapidly changing world across a broad range of disciplines offered at all levels. We are committed to the highest standards of teaching and research.

Students are advised to reciprocate by maintaining high standards of discipline in order to fully utilize the resources available to them. To assist student's educational and individual goals, we pay special attention to questions of ethical conduct in all spheres of life (academic, social and spiritual). We train our students to realize that for them to acquire high standards of education, they need to be intellectually honest and to be ready to give credit to others where it is due. In case students have problems, they should seek advice from their faculty advisors, the Dean of Students office, Board of Undergraduate Studies or Graduate School. This handbook provides a useful summary of matters related to university administrative structure, policies, services, rules and regulations governing students' association, conduct and discipline, responsibilities and channels of communication available to them to enhance a good campus environment. Students are advised to consult relevant departments to seek guidance and to enhance good working relationships between them and staff.

THE UNIVERSITY ADMINISTRATIVE STRUCTURE

Egerton University is governed by different organs, each organ serves varied functions.

The University Council

The University Council consists of the following members as follows;

- Chairperson
- Members appointed by the Cabinet Secretary for Education, Principal Secretary for National Treasury, and Education Science and Technology
- Vice-Chancellor as an *ex-officio* member

Functions

The University Council, as the governing body of the university, through the Egerton University Act 1987 and Universities Act 2012:

- i. Shall administer the property and funds of the university in a manner and purposes which shall promote the best interests of the university.
- ii. Shall provide for the welfare of staff and students in the university.
- iii. Make regulations governing the conduct and discipline of student.
- iv. The Council shall not change or dispose off any immovable property of the university without prior approval of the Chancellor.

The University Management Board (UMB)

The University Management Board is composed of the following members:

- i. Registrar - Human Capital & Administration
- ii. The Vice-Chancellor – Chairperson
- iii. The Deputy Vice-Chancellor -Academic Affairs
- iv. The Deputy Vice-Chancellor -Administration Planning Development
- v. The Director - (Research & Extension
- vi. The Principals of College Campuses and University Colleges
- vii. The Registrar –Academic Affairs
- viii. The Finance Officer
- ix. The University Librarian

Functions

The University Management Board shall be responsible for:

- i. Management of human, physical and financial resources of the University.
- ii. Making proposals to the Senate and the Council on policy matters.
- iii. Implementation of the University policies.
- iv. Coordination and implementation of the University Strategic Plan and Quality Management Systems.
- v. Any other matters related to management and development.

The University Senate

The Senate consists of the following:

- The Vice-Chancellor – Chairperson

- The Deputy Vice-Chancellors
- Principals of Campus Colleges and University Colleges
- Registrar -Academic Affairs)
- Registrar -Human Capital and Administration
- Finance Officer
- University Librarian
- Deans of Faculties
- Directors
- Chairpersons of Academic Departments
- Dean of Students
- Associate Deans
- Professors
- Two Student Representatives
- Any other member as may be identified from time to time

Functions of the Senate

- a) To satisfy itself regarding the content and academic standard of any programme of study in respect of any degree, diploma, certificate or other award of the university and to report its findings thereon to the Council.
- b) To propose regulations to be made by the Council regarding the eligibility of persons for admission to a programme of study.
- c) To propose regulations to be made by the Council 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 which persons have attained the prescribed standard or proficiency and are otherwise fit to be granted a degree, diploma, certificate or other award of the university.
- e) To initiate proposals relating to the conduct of the university generally and to discuss any matter relating to the university and to make representations thereon at the Council.
- f) To make regulations governing such other matters as are within its powers in accordance with Egerton University Act or the Statutes.

ADMINISTRATIVE DIVISIONS OF EGERTON UNIVERSITY

Division of Academic Affairs (AA)

This division is headed by the Deputy Vice- Chancellor- Academic Affairs. It is concerned with the management of all academic programmes within the university. This division works very closely with the entire university fraternity and other external stakeholders to ensure that high standards of academic excellence are maintained at Egerton University. The University offers training in diverse academic disciplines that finally lead to the awards to successful students with Egerton University Diplomas, Undergraduate and Post Graduate degrees. The university possesses highly skilled academic staff with diverse experience in teaching and research. The strength of our academic staff is further enhanced by many linkage programmes and partnerships established with various institutions both within and outside the country. The University continually reviews its academic programmes as appropriate to meet the development needs for our country, East and Central African region and beyond. Though the majority of students are Kenyans, students from other parts of the world are also considered. The University has fully equipped libraries at the university main campus- Njoro and Nakuru City College Campus respectively.

Division of Administration, Planning and Development (APD)

The division is headed by the Deputy Vice-Chancellor, who is responsible for administration, planning and development in the University.

Functions

1. Management of the University's human, information technology and physical resources.
2. Supporting the Vice-Chancellor on matters of administration, management and leadership.
3. Development and implementation of sound administrative policies, procedures and controls to ensure the realization of the University's mission, vision and strategic objectives.
4. Provision of exemplary services to students, suppliers, alumni, and neighboring communities among others.
5. Provide guidance in strategic planning of the University.

All these functions are coordinated and implemented through the following service departments and sections under the Division:

1. Human Capital and Administration
2. Information Communication & Technology
3. University Welfare Services (Catering and Accommodation)
4. Directorate of Planning & Development
5. The Legal Office
6. Medical Services
7. Transport
8. Estates
9. Water and Sanitation
10. Security

Directorate of Research and Extension (R & E)

The Directorate of Research and Extension was established in 1987 to further and develop the University's initiative in research and extension. It is headed by the Director – Research and Extension.

It comprises of the following sections:

- Dry land Research Training and Ecotourism Centre (DRTEC)-Chemeron
Crop Management Research Training (CMRT)
- Tegemeo Institute of Agricultural Policy and Development.
- Agro-based Science Park and Njoro Rehabilitation project

Dry land Research Training and Ecotourism Centre (DRTEC)

Dry land Research Training and Ecotourism Centre is in Baringo County, 150 Kilometers north of Egerton University. It hosts the offices for Dry land, Research Training and Eco Tourism Centre. It covers an area of 1,000 acres in a Rangeland. The Station is suitable for dry land research. Here, Jatropha Project has been established. Other activities at the Station include bee and livestock keeping. There is a hostel facility with a bed capacity of forty-two (42) persons with catering and dining facilities.

Crop Management Research Training (CMRT)

The CMRT is committed to enhancing the capacity of National Agricultural Research Systems (NARS) in Sub-Saharan Africa to conduct effective crop management and livestock husbandry research. The center organizes and facilitates both soft skills and advanced research, short training courses in various disciplines in agriculture as may be requested by various clients and stakeholders in the region and internationally. CMRT draws from a wealth of expertise in agriculture available at Egerton University and beyond to serve its clients to their satisfaction. CMRT is equipped with modern conference facilities and accommodation.

Tegemeo Institute of Agricultural Policy and Development

Tegemeo Institute is situated in the city of Nairobi. It conducts Research and Analysis on Policy in the domain of Agriculture, Rural development, Natural Resources and Environment. The Institute aims at addressing Micro and Macro Economic Policy issues bearing on Farming, Transportation, Processing, Marketing, and Trade of Agricultural Products and Inputs, Sustainability of Agricultural Systems and Natural Resources as well as the Environment, Commercialization, Income growth and Food security.

Agro-Based Science Park

Agro-Science Park was established in 2012 as one of the flagship projects under the Agriculture Sector of the Economic Pillar of Kenya's Vision 2030. The objective was to accelerate the development of new products for farming communities through Research, Industry and County Government linkages. This flagship has developed many new seed varieties for farmers in low, medium and high-altitude farming areas of Kenya. Currently there are three high yielding bean varieties named Chelalang (high altitude), Tasha (medium altitude) and Ciankui (low altitude). Other crop seed varieties have also been developed by

the Agro-Science Park which include; Pigeon peas (Egerton Mbaazi), sorghum, finger millet, groundnuts and chickpeas for Arid and Semi-Arid lands (ASAL).

Farmers in counties of Nakuru, Baringo, Elgeyo Marakwet, Laikipia, Trans-Nzoia and Bomet have benefited from Egerton high yielding improved seed varieties of Beans, Sorghum, Groundnuts, Chickpeas and Finger millets for both dry lands and mid-altitudes zones. The park has also contracted farmers from these Counties to produce certified seed for distribution to farmers. Agro-Science Park has also constructed a modern hatchery for fish farming to produce fingerlings for fish farmers.

Njoro River Rehabilitation Project

One of the three Pillars of Kenya Vision 2030 is the Social Pillar. Under this pillar are a number of sectors one of them being Environment, Water and Sanitation and one of its objectives is to fully rehabilitate and protect five water towers of Mau Escarpment, Mt. Kenya, Aberdare Ranges, Cherangany Hills and Mt Elgon. The benefits from the rehabilitation process will be; increased forest cover and increased volume of water from the catchment areas. In order to achieve this objective, flagship projects were proposed in the respective water towers. One of the flagship projects for the Rehabilitation of the Mau water tower is the Njoro River Rehabilitation Project established in the year 2012 under the Directorate of Research and Extension. This flagship's mandate is to; steer the rehabilitation of the Njoro River, educate the community on environmental conservation, support MSc. projects on Njoro River rehabilitation and partner with other stakeholders in the rehabilitation of the river. The river is being rehabilitated in partnership with KALRO and in collaboration with Cooperative Bank. Some of the achievements of the project include; sensitization seminars and workshops, construction of three community livestock watering troughs, clearance of dump sites along the river, planting of indigenous tree seedlings, community tree nursery and water quality monitoring.

CAMPUSES, COLLEGES, FACULTIES, DIRECTORATES AND INSTITUTES

Egerton University has the following campuses:

Main Campus (Njoro Campus)

This is the main campus where the University administration is based. The campus is located at Njoro Sub-County about 25 KM from Nakuru town, 180KM North-West of Nairobi off Njoro-Mau-Narok road. It is situated on a prime agricultural land, at an altitude of 2,250 meters above sea-level with excellent climate that provides an ideal learning atmosphere.

Nakuru City College Campus (NCCC)

NCCC was established in 2001 with the aim of facilitating students who were then enrolled in Self-Sponsored Programmes (SSP) in Bachelor of Commerce and Masters in Business Administration. The courses offered expanded with client demand and included Bachelor of Education (Arts), Bachelor of Psychology, Bachelor of Industrial Technology (BIT), Bachelor of Arts (Communication & Media), Bachelor of Arts (Criminology & Security

Studies), Bachelor of Arts (Economics & Statistics), Bachelor of Library and Information Science, Bachelor of Science (Computer Science), Bachelor of Science (Applied Computer Science) and Diploma in Education (Arts).

NCCC currently hosts

- Faculty of Commerce and Health Sciences.
- Electronic Studio which is used as a teaching facility.
- FM Radio station that has listenership within Nakuru town and its environs.

Kenyatta Campus

Kenyatta Campus was established in 2002. It houses Directorate of Capacity Building.

FACULTIES AND ACADEMIC DEPARTMENTS

Faculties comprise various departments. Each Faculty is headed by a Dean, who is the Chairperson of the Faculty Board. The faculty board consists of: the Dean, Chairpersons of departments, and all academic staff.

Functions of the Faculties

- (a) To determine the rules governing the procedure to be followed in meetings of the Faculty Board.
- (b) To consider and make recommendations to the Senate concerning the academic progress of students in the faculty.
- (c) To make recommendations to the Senate concerning syllabuses and regulations for academic programmes offered in the faculty.
- (d) To regulate the conduct of examinations in the relevant academic disciplines and make recommendations to the Senate.
- (e) To recommend to the Senate names of examiners for appointment.
- (f) Liaise with student Faculty Representative on matters affecting students.
- (g) To consider and make recommendations on any academic matters relating to the faculty.
- (h) To deal with any matters referred to it by the Senate.

Academic Departments

An academic department consists of: A Departmental Chairperson and all members of Academic and support staff of the department. They are responsible for:

- (a) Ensuring that all students enrolled in the department maintain a satisfactory academic record and meet the obligations of the courses in which they are enrolled.
- (b) Academic advising and career guidance of students.
- (c) Carrying out initial processing of examinations.
- (d) Liaising with Class Representative on matters affecting students.
- (e) Recommending to the faculty board and the Senate suspensions and discontinuation of students who fail to register or attend classes for two consecutive weeks.
- (f) Ensuring that all students regularly attend course lectures and other related activities.

Faculties
Faculty of Agriculture

Departments

- i. Crops, Horticulture and Soils
- ii. Animal sciences
- iii. Dairy and Food Science & Technology
- iv. Agricultural Economics & Agribusiness Management

Faculty of Science

Departments

- i. Chemistry
- ii. Biochemistry and Molecular Biology
- iii. Physics
- iv. Mathematics
- v. Biological Sciences
- vi. Computer Science

Faculty of Education and Community Studies

Departments

- i. Curriculum, Instruction and Educational Management
- ii. Agricultural Education and Extension
- iii. Psychology, Counseling & Educational Foundations
- iv. Applied Community Development Studies

Faculty of Arts and Social Sciences

Departments

- i. Literature, Languages and Linguistics
- ii. Philosophy, History and Religion
- iii. Peace, Security and Social Studies
- iv. Economics

Faculty of Engineering and Technology

Departments

- i. Agricultural Engineering
- ii. Civil and Environmental Engineering
- iii. Industrial and Energy Engineering
- iv. Electrical and Control Engineering

Faculty of Environment and Resources Development

Departments

- i. Natural Resources
- ii. Environmental Science
- iii. Geography

Faculty of Health Sciences

Departments

- i. Clinical Sciences and Surgery
- ii. Nursing
- iii. Pathology
- iv. Medical Physiology
- v. Human Nutrition
- vi. Human Anatomy

- vii. Child Health and Pediatrics
- viii. Reproductive Health
- ix. Community Health
- x. Surgery
- xi. Internal Medicine

Faculty of Commerce

Departments

- i. Accounting, Finance and Management Science
- ii. Business Administration

Faculty of Veterinary Medicine and Surgery

Departments

- i. Veterinary Medicine & Theriogenology
- i. Veterinary Anatomy and Physiology
- ii. Veterinary Pathology, Microbiology and Parasitology

Faculty of Law

Bachelor of Laws (LLB). The faculty admits KUCCPS and Self sponsored students

Institute of Women, Gender and Development Studies

The Institute's Activities

The Institute offers academic programmes in Gender and Development Studies. It also provides personalised assistance and referral services primarily to women students. A wide range of programmes offered encourages academic achievement, leadership development and consideration of current issues of importance that affect both men and women in our academic community which include: unplanned pregnancies, sexually transmitted infections (STIS, HIV/AIDS), stress due to academic, financial and relationship problems, rape, and sexual harassment, among others.

Personal Safety and Gender Issues

Physical assault caused by intoxicated individuals under the influence of alcohol or drugs may also occur in the context of any relationship. If you or your friend is physically assaulted or have fears for their physical safety or that of others, report the matter to the Security or Dean of Students offices. To avoid being victims of assault, students are advised to take the following precautions: · Do not intoxicate yourself with alcohol and drugs because they can impair your judgment; · stay alert and be conscious of the people around you all the time; avoid the company of strangers; avoid secluded places; meet in public places until you get to know someone; set clear sexual limits; Say "NO" and mean it; don't open your door if you don't know who is knocking; keep your cubicles locked at ALL times.

Sexual Harassment

Deliberately and persistently annoying another, and or making unwelcome sexual advances, requests for sexual contact and other verbal or physical conduct of a sexual nature, constitutes sexual harassment. Egerton University is committed to creating and maintaining an educational environment free of disrespectful, behaviour or communication that interferes with students' activities or performance, or creates a hostile, intimidating or threatening environment. Any student who is subjected to sexual harassment by a member of teaching staff or administrative staff should report the incident immediately to the Dean of Students or any other relevant authority in the University.

Any student who knowingly files a false claim of sexual harassment will be subject to a disciplinary action. Any student who rapes or tries to rape another shall be expelled from the university and handed over to the police for prosecution in a court of law in accordance with the laws of Kenya. It is important that Egerton University students are encouraged to obtain copies of the laws of Kenya, read and understand their rights and obligations so as not to find themselves on the wrong side of the law since that will interfere with their studies.

Pregnancy and Child Care

Female students are discouraged from becoming pregnant during their studies as unplanned pregnancies tend to disrupt one's academic performance. In case a student becomes pregnant, and in order to protect the health of the mother and child, it is recommended that she vacates university halls of residence three months before delivery and can re-apply for accommodation three months after delivery. Affected students are encouraged to seek counseling services at the office of the Dean of Students.

HIV/AIDS and STDs Policy

We are living in an era where HIV and sexually transmitted diseases (STIs) and other infections are real. Students are encouraged not to put themselves in compromising situations 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 things such as alcohol, drugs and other substances that might result in casual sex with multiple partners. The consequences of irresponsible sex include: Sexually transmitted diseases/infections, exposure to HIV and subsequent development of Aids and unwanted pregnancies. It is known that many students are often reluctant to seek treatment immediately they develop symptoms of STIs, probably due to stigma or presumed embarrassment. Some may even continue to have un-protected sex with increased potential of transmission to other unsuspecting students. First Year students should attend all orientation sessions arranged for them by the university. This and many more problems that could face them in campus are openly discussed and crucial lifelong skills are shared. While on campus, new students should attend various seminars where issues are often discussed e.g., information and education sessions conducted by Peer Counselors. Students should not indulge in risky and careless sexual behaviour. Students who cannot abstain from sex or who are unable or cannot maintain a faithful monogamous relationship should always use condoms.

DIRECTORATES

School of Open and Distance Learning (SODL)

The College was established in October 1998 as the School of Continuing Education and became operational in May 1999. Its mandate is to develop, co-ordinate and manage all distance learning programmes of Egerton University, and strategically position the University as a national and regional center of academic excellence in open and distance learning.

Besides offering teacher education programmes at diploma, undergraduate and postgraduate levels, CODL also offers Bachelor of Military Science Programme for the serving military officers and a number of e-learning programmes. The e-learning programmes that are offered through E-campus include: -

- (a) Bachelor of Library and Information Science
- (b) B.A. (Criminology and Security Studies)
- (c) M.A. (Criminology and Security Studies)
- (d) M.A. (Security Management)
- (e) B.A. (Psychology)
- (f) B.Sc. (Community Development Studies)
- (g) M.Ed. (Education Management)
- (h) M.Sc. (Community Studies & Extension)
- (i) Bachelor of Commerce
- (j) Master of Business Administration
- (k) M.A. (Gender & Development)

Directorate of Quality Assurance

The overall objective of the Directorate of Quality Assurance is to promote high academic standards through maintenance and continuous enhancement of the quality of academic, research, and outreach programmes in line with the University's Charter, Statutes, Strategic Plan and ISO standards.

The specific objectives are: -

- (a) To develop guidelines and procedures to monitor, maintain and review academic, research, outreach and extension programmes.
- (b) To monitor and enhance the quality of teaching, learning and research experiences in the University.
- (c) To monitor the effectiveness of internal support services to students and staff in order to enhance academic and research quality.
- (d) To develop and sustain a culture of continuous academic and research quality improvement among members of the University community.
- (e) To safeguard the integrity of the academic awards of the University.

The above objectives are implemented through the following **activities**:

- i. Monitor teaching effectiveness in the University by conducting teaching effectiveness and evaluation of lecturers by students and making recommendations for improvement.
- ii. Coordinate assessment of academic programmes by departments and external peer reviewers to ensure quality.
- iii. Carry out surveys to gauge the satisfaction levels of employees, customers (mainly

- students, suppliers, surrounding communities and employers of our graduates) on provision of services including work, learning and living environment.
- iv. Establish linkages, partnerships and networks with other Quality Assurance units, institutions and agencies for purposes of benchmarking and enhancing delivery of services and academic standards.
 - v. Analyze external examination reports and make recommendations to the Senate on areas that require improvement.
 - vi. Carry out academic and research audits in compliance with Academic and Research Quality Assurance Policy and ISO procedures.

The implementation of these activities by the Directorate requires the co-operation of all stakeholders, including students and staff. Thus, the Directorate of Quality Assurance appeals to all stakeholders especially students to respond objectively to questionnaires and interviews. There is a suggestion box and a customer complaints register at the Directorate for your feedback. The offices of DQA are situated behind Utafiti Building (CMRT) and next to the College of Open and Distance Learning (CODL). For more information and feedback, contact: - 254 2217891/2 Ext 3349 or email: dqa@egerton.ac.ke

Board of Post Graduate Studies

Egerton University Graduate School (The Board of Post Graduate Studies) was established in 1990. The Board is responsible for:

- Vetting of graduate curricula as per rules and regulations governing them.
- Admission of graduate students.
- Supervision of post graduate programmes.
- The administration and processing of post graduate examination results and theses.
- The general welfare and discipline of post graduate students.
- Administration of post graduate scholarships and research grants.

Time Tabling and Examinations

The specific functions of Time- Tabling and Examinations Department include:

1. Preparation of academic calendar for undergraduate and postgraduate programmes.
2. Preparation of teaching timetables at the beginning of each semester for all academic programmes.
3. Arrangement of academic trips during the semester.
4. Coordinating use of various lecture halls for academic and non- academic purposes.
5. Maintenance of lecture halls in collaboration with other relevant departments.
6. Preparation of university examinations timetable.
7. Coordinating university examinations and providing all necessary logistics and materials.
8. Ensuring that standards and procedures of examinations are maintained.
9. Facilitating invitation and working of external examiners at the end of each academic year.

Board of Undergraduate Studies and Field Attachment Programmes (BUGS)

- a) To review and recommend to the Senate the quality of Undergraduate degree and diploma curricula.
- b) To promote interdisciplinary collaboration at undergraduate level with a view to facilitating coherence and resource use optimization with regards to training.
- c) Formulation and review of course scheduling policies for the purpose of enhancing coherence, flexibility and liberalization of the respective curricula.
- d) Recommend to the Senate the rules and regulations formulated by Departments and Faculties governing the undergraduate degree and diploma programmes.
- e) Coordination of the Award Scheme for academic excellence among undergraduate students and make recommendations to the Deans Committee.
- f) Coordinate and facilitate Field/Industrial Attachment Programmes and Teaching Practice.
- g) Compile all university academic programmes for publication in the University Catalogue.
- h) The Board shall have such other powers to perform other functions as may be assigned or delegated to it by the Senate in accordance with the University statutes.

Directorate of Marketing and Resource Mobilization

The Directorate is charged with the responsibility of strengthening the University financial and communication base through mobilization of resources, maximization of income and effective communication to stakeholders. Its mandate includes the following:

- (a) Resource Mobilization Department
 - Fundraising for the university through public/private partnership initiatives.
 - Identify and recommend the measures to grow the endowment fund.
 - Identify and engage strategic partners for infrastructural development grants.
 - Facilitate and coordinate grant proposals development.
 - Engaging Alumni in fund raising.
 - Advising on development of high value cooperate courses and market them.
 - Strengthen profitability of the university Income Generating Units (IGUs)
- (b) Communication and Marketing Department
 - Provide information about the University and its programmes, products and services.
 - Create awareness and sensitization about the university brand and branding regulations.
 - Develop feedback mechanism about university services.
 - Expand the market for university programmes and services by coordinating the advertisement of programmes and services.
 - Developing communication and marketing strategies.
- (c) Alumni Relations Department
 - Provides a link between the University and its Alumni.
 - Provides a forum for the exchange of ideas among members of staff, students and Alumni of Egerton University.

- Engages Alumni and other stakeholders in the physical development of the university.

Directorate of International Linkages and Career Services

The Directorate of International Linkages was mooted out of a need to globalize the University to reflect the University's mission statement of a “*world class university for the advancement of humanity.*” The directorate boasts of having spearheaded several linkages with universities, research institutions and industry across the world. With synergy from other stakeholders there has been a tremendous improvement of exchange programmes for both staff and students mainly in agriculture, limnology, environment and other courses as well. The Directorate further provides information, advice and guidance on career choice, career development, job search and the labour market. In summary, the directorate endeavors to internationalize Egerton University and link skills to jobs.

The core functions of the Directorate are:

- Initiating, facilitating and sustaining linkages between the University and other universities or similar institutions outside Kenya.
- Providing advisory services to international students and staff at the University.
- Receiving and facilitating the processing of international students' applications and enrollment.
- Globally promoting and marketing academic programmes of the University.
- Providing/facilitating access to welfare services to international students and staff.
- Assisting students in acquiring information, knowledge and competences that enhance individual career development, academic success and employability.
- Developing relationships with employers for the purposes of exploring the possibilities of internships and professional employment opportunities for students and graduates.
- Using students and employment market feedback to inform the development and review of academic programmes.
- Assisting students in industrial placements upon completion of their studies for internships with prospective employers.
- Coordinating various motivational and career speakers on various topics related to the students' professional disciplines for different classes of students.

Contact:

The Directorate of International
Linkages and Career Services
Egerton University
P.O Box 536 – 20115, EGERTON
Tel: +254-051-2217804 Ext 5030/5032

Email: dilp@egerton.ac.ke **Website:** www.egerton.co.ke

The Directorate of University Welfare Services

The Directorate Coordinates Catering and Accommodation Departments; and Disability Mainstreaming Committee. We liaise with other departments to ensure that students live in a secure and peaceful environment. We endeavor to make the University a home for all students where they can dialogue with us to improve the quality of our services.

Business Premises

Business premises within Egerton University were initially operated by private investors but it was decided that students' clubs and associations be allocated these premises so that they can be nurtured in entrepreneurial skills. This would enable them to learn early enough and cope with entrepreneurial challenges when they complete their studies. The Egerton university students' business engagement policy guides in the allocation of business premises to the students and ensures that accepted procedures are followed without discrimination. It sets out the terms and conditions which must be met before allocation; including application procedures, evaluation criteria, lease agreement, monitoring and evaluation strategy, termination and conflict resolution processes. The aim of providing business opportunities to students is to enable them to achieve the following:

- i. Entrepreneurial skills which will prepare them for competitive business world after graduation.
- ii. Application of theory into practice
- iii. Contribute towards EU student's work-study programme, to cater for their educational expenses and support their needy colleagues while at the university

The business premises will ONLY be awarded to professional Clubs and Associations registered with the Dean of students' office and will have undergone successful evaluation as outlined in the policy. Exceptional groups through projects can be allocated premises by writing a through proposal, which will be subjected to evaluation prior to approval. A notice for applications to lease vacant premises will be circulated for Clubs and Associations interested to submit tenders. Business premises will not be allocated to individual students. Interested applicants will be required to understand the Policy in detail.

Services for Persons with Disabilities

A disability is any impairment that substantially limits an individual in a major life activity. Egerton University has an active and functional Disability Mainstreaming Committee (DMC) under the leadership of a Coordinator appointed by the Vice Chancellor. This committee ensures that the welfare of members of Egerton University community with disabilities is taken care. This is in line with Egerton University's policy to: Promote and Protect of Human Rights; Respect and preserve the dignity of all human beings and Promote non-discrimination and inclusiveness.

The Vision of DMC is: A University environment which is barrier free, supportive and inclusive of all persons. DMC aims at providing an enabling environment where PWDs in the university can take advantage of prevailing opportunities to exploit their full potential. These services are offered to both staff and students.

The services available for students and staff with varied forms of disabilities include:

- (i) Registrations of students and staff with disabilities at the resource center.
- (ii) Booking of transport services for persons with disabilities on campus to navigate to class, offices, hostels, medical and other places within the university.
- (iii) Booking and coordination of accommodation for students living with disabilities.
- (iv) Coordination of work study and bursary applications for needy students with disabilities.
- (v) Management of assistive devices such as braille machines, white cane and crutches.
- (vi) Disability medical related cases escorts of students to specialists in Nakuru City.

- (vii) Transcription services for visually impaired students' examinations, Continuous Assessment Tests (CATS), handout notes and assignments
- (viii) Facilitate both staff and students who need medical assessment with a view to begin registration process at NCPWD council.

Students with disabilities are encouraged to register with the Disability Mainstreaming Committee (DMC), as soon as they are admitted and registered. Our offices are located in the Faculty of Education and Community Studies Complex (Room number ED 17).

Catering Department

The Catering Department provides catering services to students and the University community. It operates three catering units comprising: Upper Mess situated close to Buru Buru hostels, situated between Mama Ngina and Old Hall hostels and FASS Cafeteria next to FASS Library. We provide pay-as-you eat catering system to all students and staff. The department also provides outside catering on request at affordable rates. In recognition to religious observations which may require students to eat on scheduled hours (e.g., during the holy month of Ramadhan), the units provide meals at hours convenient to the concerned groups, provided that prior arrangements are made. Students are advised to meet with unit- in-charge to discuss special meal plans and diet requirements or for consultation in case of problems or complaints.

The unit also provides prepaid services. Consult Chief Catering Officer for procedure.

Accommodation Services

The university's halls of residence in various campuses cater for both female and male students. Staff assigned in each hall of residence are responsible for keeping them tidy and functional to ensure that students are comfortable. Students are also expected to keep their rooms clean and tidy. Accommodation is mainly for diploma, undergraduate and international students. Halls of residence are clustered into blocks with each block assigned to a Custodian and a Halls Officer for ease of management. Consult your custodian and Halls Officer for assistance.

Booking of Rooms

Booking of rooms at Njoro Campus is done online and it is on the basis of first come- first-served upon declaration of vacant bed spaces by the Chief Halls officer except for **Nakuru City Campus College which may be organized through the Dean of Students office at NCCC**. A student will be allowed to occupy a bed space upon presentation of accommodation payment receipt and shall be expected to maintain acceptable conduct as stipulated in the rules and regulations governing the student's conduct, discipline and association at halls of residence.

Keys

Keys remain the property of the university at all times. A student should neither take the keys home during the long nor during the short vacation nor lose them. The keys **MUST NOT** be duplicated. However, any loss of keys must be reported to the Halls Officer who will replace them at a fee. Keys must be handed over to custodians before clearance at the end of each semester.

Privately Rented Hostels

There are privately owned hostels which the university evaluates and recommends for Nakuru City Campus College and Njoro Campus students. Such hostels are located close to the campuses within Nakuru City and in the areas surrounding Egerton University. The students accommodated in private hostels enter into agreements directly with hostel owners and take full responsibility of their rent and other obligations outlined by individual hostel owners.

NOTE: NCCC Students may contact the Dean of Students office at NCCC for advice.

Students' Mails

Students should use the university box address, which is Egerton University followed by the block complex and block number. For example, a student living in Ruwenzori Complex and block 35 should write as follows: Egerton University, Ruwenzori Block 35, Room 1, P.O. Box 536 - 20115, and Egerton. OR Egerton University, Nakuru City Campus College, P.O. Box 13357-20100, Nakuru,

Sanitary Bins

Women halls of residence have sanitary bins which must be used appropriately to maintain hygiene.

General Facilities

In Njoro main Campus, there are various Common Rooms (Junior Common Room - JCR and the New Student Centre) for TV viewing, recreation and meetings. In other campuses, there are designated spaces for student's recreation. When planning a meeting or organizing a recreational event, students must seek permission from the Dean of Students.

OFFICE OF THE DEAN OF STUDENTS

The Dean of Students coordinates all the activities of the department and represents the department in the University Senate and other organs of the University. Services offered in the department include: counseling, students' union (EUSA) activities, registration of clubs, career advising, public lecturers, recreational activities and financial aid, coordinating HELB activities, orientation of new students and conflict resolution among others.

These activities are managed by the Dean of Students Management team that includes:

- a) The Dean of Students- Head of the Department
- b) Assistant Dean of Students- Njoro Campus
- c) Assistant Dean of Students –Nakuru City Campus College
- d) University Chaplain
- e) Coordinator, Counseling Section
- f) Coordinator, Sports and Games Section
- g) Coordinator, Student Leadership Development Programme
- h) Senior Administrative Assistant

The Mandate of the Department of Student Affairs

- (a) To develop, nurture and promote an enabling environment that supports and enhances both the academic pursuits and other development processes of students.
- (b) To offer services that cater for the general welfare of students.
- (c) To develop and implement programmes and activities that assist students to develop their physical, psychological, social, spiritual and leadership capabilities.
- (d) To liaise with other University Departments to ensure that each and every student achieves his/her full potential and prepare them for the challenges of adulthood.
- (e) To serve as an advocate for students by assuring that interests of students are served in strategic aspects of university operations.
- (f) To develop a community life by designing programmes and activities that nurture and encourage a strong sense of belonging among students, staff and the surrounding community.
- (g) To promote and expand knowledge about the characteristics of students and the factors that affect their growth and success.

Being Mindful of others

Students are encouraged to be each other's keepers by referring needy cases to the office of Dean of Students. In case the affected students are not ready to come forward please inform the Dean of Students in confidence.

Death and Bereavement

This is a situation where a student may die during the academic session. Death may either occur on campus or outside campus. If a student dies on during the semester session, the university provides transport for a limited number of student colleagues to his/her final resting place. Before any arrangement is made, evident information confirming the death must be provided to the Dean of Students who will in turn officially inform the Vice-Chancellor and the university community of the student's death. Students wishing to attend the funeral must liaise with the Dean of Students office for transport arrangement.

Work-Study programme

The Work-study programme is designed to assist financially needy students to enable them to meet their basic educational expenses. Students who wish to apply should complete a form downloaded from the university website at the beginning of each semester when the call for applications is released.

Interviews are conducted for shortlisted students and successful candidates are placed in various departments within the university. Only students in session are allowed to apply. Students are allowed to work during their free hours for a maximum of Forty (40) hours per semester. They are supervised by the respective heads of departments 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 job ends one week before the start of examinations to allow students prepare for exams, and payment is made at the end of the semester.

Chaplaincy Services

Egerton University has a multi-faith Chaplaincy, a section which provides environment for free interaction of mainly four religious groups i.e., Protestant (Egerton University Christian Union), Catholic Students Association (CSA), Egerton University Seventh Day Adventist (EUSDA) and Egerton Muslim Association (EMSA). The multi-faith chaplaincy is there for students and staff to explore spirituality, faith, religion, value, meaning and ethics. This multi-faith chaplaincy exists within the academic community to nurture faith, spirituality and social responsibility and to provide pastoral presence, especially for students. It is indeed a referral center for students and staff who wish to

explore their own spiritual needs and spiritual counseling services. The Chaplaincy also serves as a link between the University administration, and the faith community. The University Chaplain offers pastoral care and counseling as well as playing priestly roles.

This arrangement is replicated in all the University campuses. The University Chaplain coordinates these groups through a multi-faith committee which meets twice a semester. In the committee, there is a religious congress who links the multi-faith chaplaincy with Egerton University Students Association (EUSA). The religious congress is elected on a rotational basis among the religious groups and the campuses. Leaders of these religious groups are usually trained as Chaplaincy fellows once a year. For their religious activities, muslim students usually consult a senior muslim staff member on campus for spiritual guidance.

In Njoro Campus, there is one venue for Christian Union in the Bs Lecture halls, where members meet for Sunday services. Catholic Students Association students attend their services at the St. Augustine Chapel just outside the main gate. EUSDA members meet in Bs Lecture halls for their Sabbath and Muslim students' worship in the at Ahero Mosque which is located at the outskirts of the university for the Friday prayers. Additionally, some students and especially those who reside off campus attend religious services in their respective churches near the university.

Nakuru City Campus College religious groups are assigned places of worship (lecture halls), through the office of the Dean of Students.

NOTE: No individual church is allowed to carry out its activities within the university.

The University has one chaplain who serves all campuses. The Chaplain can be reached through the Dean of Students office.

Counseling Section

This section has several professional student counselors. The primary mission of counseling is to assist students in; the development of skills for establishing and maintaining effective and satisfying personal and social relationships, the formulation and implementation of their educational and career plans, facilitating student self-understanding and self-acceptance. The staff in Counseling Centre assist students to:

- (a) Become more proficient in life skills such as choosing between alternative effective interpersonal communication and enhancing potentials.
- (b) Improve insights and self-understanding that will enable students to understand their feelings and tensions.
- (c) Cope with crises and learn how to resolve problems. Facilitate emotional, spiritual and psychological healing so that students can move towards wholeness, especially in the light of the brokenness brought about by crises.
- (d) Reconcile - assist students to move towards restoring wholeness in broken or strained relationships with those who constitute their social environment.
- (e) Support students by being there for them and sharing burdens with them while responding to a crisis.
- (f) Guide students by drawing out their potentials on decision making.
- (g) Nurture growth by assisting students to negotiate the sharp curves of their psychological, physical, emotional, social and intellectual development.

Peer Counselling

Peer counseling is carried out by a group of students recruited and trained by Egerton University staff to counsel their peers. They are trained and are knowledgeable about; Family Life Education, Counselling Skills, Substance Abuse, HIV/Aids and Sexually Transmitted Infections (STIs). As a result of their training and experience, peer counsellors are often more highly sensitized to the needs of those around them and can respond more appropriately to those needs. Peer Counsellors are trained to counsel on a wide range of issues including; relationship concerns, sexual harassment, rapes, unplanned pregnancies, stress, financial and time management, roommate problems, academic problems, religious issues, alcohol and drug abuse among others. Peer Counsellors can also help students to adjust to the new university environment. Peer counsellors are always near you in the residential, lecture and mess/cafeteria and all around the campus, you can identify them by a special tag that they wear all the time.

Student Leadership Development Programme

The overall goal of the Programme is to develop a holistic leadership among students which will impact not only on the University community but also on the society as a whole. Its terms of reference are to: (1) evaluate and recommend students innovations for development (2) train and equip students with appropriate leadership skills in light of the demands of the modern world (3) provide professional empowerment to students in career development and to link them to the job market (4) supervise, monitor and evaluate students' projects under the Student Leadership Development Programme (5) nurture a culture of responsibility, accountability and exemplary leadership within the student community (6) advise and guide students in regard to sourcing of funds for projects (7) equip students with the entrepreneurial skills required for successful business practices and (8) undertake any other duties relating to the Student Leadership Development Programme as may be directed by the University Management Board. The Programme has four **objectives**:

- i. To develop innovation creativity and investment in relation to use of resources among students.
- ii. To develop a culture of environmental cleanliness conducive for healthy living.
- iii. To provide opportunities for students to apply acquired knowledge and problem-solving skills in the community.
- iv. To involve students in improvement of the image and corporate responsibility of the University.

Alcohol, Drug and Substance Abuse

Research has shown that alcohol and marijuana (sativa cannabis) are the prevalent drugs mostly abused by university students in many countries. Certain factors such as peer pressure, easy availability of the substances, parental and societal influences, emptiness in life, and media pressure, among many play a leading role in the use or abuse of alcohol and drugs. These substances have far reaching adverse physical, social, economic and psychological effects. Using these substances as a way of escape or dealing with everyday problems in life is a maladaptive way of responding to the problems and pressure of growing up. When you are under some stress and feel tempted to turn to drinking or taking drugs, please go to the Counseling Services Offices or talk to a peer counselor. There are also caring staff who will provide you with the necessary help. They will treat you with the utmost confidentiality. As an educational institution, Egerton 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 a healthy

intellectual growth. Possession, sale and consumption of controlled substances is 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 just like any Kenyan caught breaking the law and the university will not intervene in any way. Disciplinary action shall be taken against any student who may disturb others while under the influence of drugs.

Permission to Use University Facilities

All meetings or events that utilize university premises or facilities shall be scheduled in accordance with the university timetable. University premises or facilities have two sections: Lecture halls/rooms and residential halls/hostels. Any club or association intending to use either of the premises or facilities must apply in writing to the Director, timetabling through their patrons and the Dean of Students. Application letter to use the facilities must reach the Dean of Students at least three days before the material day. An individual or group of students applying for the use of a university facility or premise must take care of it and shall be held responsible for any damage. Students are advised to desist from tampering with fire-fighting appliances wherever installed. Such appliances shall be used for fire-fighting purposes only. Students are advised against the misuse or willful damage to or destruction of university property, in default of which such student(s) shall bear full responsibility of their actions. No student is supposed to keep a motor vehicle on the university premises without the written permission from the office of Deputy Vice-Chancellor (Administration, Planning & Development). Such permission shall be issued on proof of all relevant documents. Such permission may be denied or withdrawn without giving reasons whatsoever.

Student 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, religion, political belief, creed, national origin, age, or abled differently. The University encourages students to join in any existing registered associations as deemed necessary or form new professional associations. In all instances of discipline and academic evaluation, the student has the right to fair and impartial treatment. The university considers freedom of inquiry 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 the 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 the respective Faculty/Directorate or the Security office for appropriate action.

Mobilization. Correspondences through letters by individual students or by officials of the students' Associations shall be sent through the office of the Dean of Students who will forward as may be deemed appropriate.

Games, Sports and Recreation

Sports and games section is responsible for provision of recreational and competitive sports for all students. Egerton University has a well-established Sports and Games section manned by qualified and adequate personnel.

- (a) The Mandate of Games, Sports and Recreation is to provide quality sport and recreation programmes
- (b) Identify and nurture talent, train and coach techniques
- (c) Provide information on the importance of sports and games to students.
- (d) Provide quality sport and recreation programmes
- (e) Identify and nurture talent, train and coach techniques
- (f) Provide information on the importance of sports and games to students.

Egerton University participates in Kenya Inter University Games at both conference level (KUSA-Rift) and national level (KUSA), national leagues and tournaments, East Africa University Games (E **Njoro Campus**

The campus has excellent sports facilities, which include a swimming pool, a sports pavilion with a large seating capacity, field and track facilities.

Varied disciplines are offered including:

Ball games: (Soccer, Basketball, Rugby, Handball, Netball, Softball, Hockey, Volleyball, Woodball)

Racquet games: (Tennis, Badminton, Table tennis) Board games: (Chess, Scrabble, Ajua, Darts) Martial Art: (Karate, Tae-kwondo)

Athletics Swimming Aerobics Body building

The facilities for indoor games are found in various junior common rooms in the halls of residences and at the student center.

For further information, please contact the Coordinator Sports and Games at the pavilion office no.3

Egerton University participates in Kenya Inter University Games at both conference level (KUSA-Rift) and national level (KUSA), national leagues and tournaments, East Africa University Games (EAUSF), Africa University Games (FASU), and World University Games (FISU). AUSF), Africa University Games (FASU), and World University Games (FISU).

Nakuru City Campus College (NCCC)

Sports and games department offers an array of disciplines that include: Soccer; Handball; Badminton; Tennis; Chess; Scrabble; Table tennis; Netball; Rugby; Volleyball; Athletics; Hockey; Martial arts and Basketball. Recreational sport is encouraged through activities like Intra-murals that include inter-years and inter -Faculty competitions. Students at Nakuru City College Campus train at Afraha High School on Mondays, Wednesdays, and Saturdays. Training usually is usually between 4pm and 6pm. For competitive sports, there are standing/combined teams with Njoro campus. Whereas the campus provides sporting equipment, it does not issue training kits; all students bring with them their personal training kits. For all your sporting inquiries contact the Deputy Chief Sports and Games Officer at the Dean of Students office, Nakuru Town Campus College.

Processions, Demonstrations and Ceremonies

It shall be an offence for any student, or group or organization while on campus, to organize or participate in demonstrations, processions, ceremonies, picketing or any other meetings for which permission has not been granted by the University Administration or Government

Authority. In addition to any other permits which may be required by the law, permission to hold any meeting within the university premises shall be given by the Dean of Students in agreement with the Chief Security Officer. Where such processions, demonstrations 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 with the Dean of Students office. Students are also expected to refer issues affecting them (either individually or as a group) to the respective Class Representatives/Congresses, relevant Departmental Heads and Dean of Faculties/Directorate so that they are addressed appropriately.

Press (Mass Media), Public Speakers and Posters

Correspondence to the press or other mass media by an individual or officials of the students' Association shall bear their individual names and signatures. It shall be an offence to make slanderous and/or irresponsible statements about matters affecting the University, member(s) of staff or student(s). 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 Directorate of Marketing and Resource

SECURITY SERVICES

The Security Department is charged with the responsibility of providing security services to the university. It is headed by the Chief Security Officer who is assisted by supervisors and other security staff. The duties of the department include: Protection of university properties, staff and students within the campus; Investigating cases reported to the Department e.g. thefts/losses, assaults, missing students, gender conflicts, reports on suspicious elements, etc. The department also liaises with other departments on matters other than security affecting the comfort of students within the university. Students making reports are advised to consult with the Chief Security Officer or any supervisor on duty whenever they are not satisfied with the services provided at the department. The security office appeals to all students to accept security staff as friendly and volunteer any information for their own safety.

You can use mobile phone number: **0725 964 695** to report emergency cases wherever you are.

STUDENTS' FINANCE

Loans and Bursaries

Currently, the Higher Education Loans Board (HELB) awards loans and bursaries. Students are expected to download loan application forms from HELB's website (www.helb.co.ke). Students seeking a loan should apply directly to HELB. It is prerogative of HELB to consider the amount of money to give to each student depending on the information given in the form. The university has no part to play in the issuing of loans and bursaries.

Finance and Registration

All Students are expected to register online via individual student portal (studentportal.egerton.ac.ke). No student will be able to register unless he/she has completed fees for the current and previous semesters. It is the university policy that students pay full amount of fees as required before registering

online on the first day of reporting. Students are required to register online at the beginning of the semester on the date designated in the calendar for the academic year. No student will be able to register two weeks (14 days) after commencement of the semester (Student portal will only remain open for registration for the first two weeks of the semester). Only those students who have cleared fees and registered will be able to access university services.

Caution Money

Caution money is intended for any damages, losses, and breakages of university property. The amount to be paid will be determined by the University from time to time. This money should remain throughout the students' academic life and is refunded upon graduation. This money will be paid through electronic transfer to each student respective bank account.

Refunds

Refunds of excess fees will ONLY be made after completion of studies. Excess funds from sponsors will be refunded to the sponsors and NOT to the benefiting student. Tuition fees was paid is not transferable to another student.

UNIVERSITY BOOKSHOP

In Njoro Campus, the University bookshop is located at the main gate.

- i. Hours of operation: Monday to Friday from 8 am to 5 pm.
- ii. Services: Selling of University, Secondary, and Primary school textbooks, Stationery, Scientific equipment, drawing sets, T-shirts, Lab coats, Sportswear, and Photocopying.

Note: The Bookshop can order any book not available on request. The procedure of placing an order requires the customer to fill an order form that can be obtained from the bookshop.

UNIVERSITY HEALTH SERVICES

The University health services are provided by Medical Department. The department compliments other services offered by other departments within the University. Its mission is *“to maintain a healthy environment through offering curative, promotive, preventive and rehabilitative health services to staff, students and members of the public”*. The facility is manned by qualified staff in the areas of clinical, nursing, public health, pharmaceutical, dental, laboratory, medical records, administration and other specialized services.

Services available to students include consultation, dispensing and purchase of drugs, basic laboratory investigations, basic x-ray, and hospitalization. If a student wishes the money spent on consultation with specialist doctors outside the university to be reimbursed, he/she must first obtain a written permission by the Chief Medical Officer before seeking the service.

The medical fee paid by each student does not cover the cost of CT scan, Echocardiography, ECG, EEG, dental extractions, temporary or permanent tooth filling, purchase of spectacles, hearing aids and hospital admission outside the university. The university health unit's wards have a capacity of 30 beds and a maternity wing with 6 beds.

Special Clinic Days Njoro-Main Campus

	Clinic day	Clinic Type
	Mondays	Pediatric
	Tuesdays	Tuberculosis
	Wednesdays	Obstetrics/Gynecology
	Thursdays	Surgical
	Mondays & Fridays	Dental

SERVICES FOR NAKURU CITY CAMPUS STUDENTS

The Nakuru City Campus College out-patient clinic is situated at the Faculty of Health Science near Nakuru Level 5 Hospital. It is meant to serve the Nakuru City campus student community by offering basic services. When a student feels unwell, he/she should visit the clinic for assessment or referral.

In case of a complicated ailment, a student is referred to Njoro Sub-county Hospital, Main Campus Medical Department or Nakuru Level 5 hospital. The clinic is open from **8.00 am to 5.00pm**. In case of emergencies at night, students are advised to seek services at Nakuru level 5 hospital at their own/parents/guardians' expense.

Students who visit clinics and hospitals outside the university will meet their medical expenses fully. If a student wishes the money spent on consultation with specialist doctors outside the university to be reimbursed, then he/she must obtain a written permission from the Chief Medical Officer before seeking the service.

All students are therefore advised to have access to National Hospital Insurance Fund (NHIF) services either individually or through their parents or guardians. This is useful when the student requires treatment in some medical facilities.

EGERTON UNIVERSITY PRESS

Egerton University Press is a printer and publisher with a complete production line from pre-press to print finishing. The main objective of Egerton University Press is to develop optimum quality educational materials at low cost to the students and staff. It also enables faculties and academic departments to produce research publications and materials to support teaching. Besides printing stationery for the University and other clients, EUP also facilitates the development of educational materials for extension and outreach activities.

Basic services provided include:

- i. Production services (editing, designing and printing).
- ii. Training services: can either be formal group, workshop, or informal individual consultations. Some of the services offered are: Bookbinding, preparation and production of handouts, manuals, booklets, overhead transparencies, brochures, books, research publications, business cards, newsletters, journals, signs, posters, fliers, letterheads, conference folders, name tags, certificates etc.

- iii. Students who wish to have their theses and dissertations typed, photocopied, bound and trimmed get all these services at one stop, thus saving on valuable time and expenses. The charges for work done are competitive and pocket friendly.

TRANSPORT SERVICES

Egerton University offers transport services for academic trips only. The academic trips, which are factored in the curriculum, are organized by the academic departments in conjunction with examination and timetabling Directorate. In all the trips, students must exercise full discipline and conduct. No transport will be provided for clubs, associations, professional groups, social and welfare activities.

LIBRARY SERVICES

Currently Egerton University Library system has 9 branches namely Main Library, Faculty of Arts and Social Sciences (FASS), Faculty of Education (FEDCOS), J.D Rockefeller Library (TEEAL), Nakuru City Campus College Library (NCCCL), Nakuru Town Centre Library, Faculty of Health Science (FHS) and Law School Library.

The University Library has subscription of e-books and e-journals that are accessible to all through the library and also via *EZ proxy* for off campus access.

Membership is open to full time registered students, academic staff, administrative staff and all other non-academic staff. Other persons may be given membership for the purpose of consultation to our information resources at a fee.

Opening and Closing hours during the Semester

DAY	OPENING TIME	CLOSING TIME
Monday-Friday	8.00am	10.00pm
Saturday	8.00am	10.00pm
Sunday and Public Holidays	CLOSED	

Borrowing Library Books

All registered members are allowed to borrow books and expected to identify themselves at the time of borrowing. A member may borrow any book in the open shelves.

Books with red labels and marked: Ref., Res, Afr, Spec, Pam and Per, theses/dissertations and archival materials are for use within the library.

The number of books a user is allowed to borrow;

- a. Undergraduate students - 4 books for two weeks and 1 reserve/short loan book for one hour.
- b. Postgraduate students - 5 books for one month and 1 reserve/short loan book for one hour.
- c. 4 books for students with disabilities (PWDs) for 1 month
- d. Academic staff - Main Library - 10 books for 3 months, other libraries
i.e. maximum 5 books for 1 month
- e. 4 books for part time lecturers for 1 month
- f. Technicians - 8 books for 3 months.

- g. Non-academic staff and others - 5 books for one month.

Specific Rules

The Librarian may recall, withhold or restrict the circulation of any information material in the library. Reserved/Short loan resources may be borrowed for use in the library for a maximum of 1 hour and may be renewed. The resources are available for overnight loan after 9.00 p.m. for return on the following day by 9.00 a.m. except on Fridays. Books for weekend loan may be signed out after 4.00 p.m. on Saturdays and returned by 9.00 a.m. on Monday.

All materials on loan must be returned before or on the time/date due. Library materials returned, by post must be registered and a receipt for the same kept for verification purposes.

A book will be assumed lost after the third reminder and shall therefore be surcharged (paid for). Materials declared lost and charged for will only be accepted back at the convenience of the library. Refund will be at the discretion of the librarian. Borrower's accounts for materials returned by a third party are subject to verification by the owner on production of University ID card.

Members who repeatedly fail to return books on date due will lose their membership privileges.

Borrowers are held responsible for any damage or loss of information materials, and should inspect them before borrowing.

Library Charges

Overdue library materials will be charged a fine of:

- i. Long loan Kshs.5/= per day.
- ii. Short loan Kshs.5/= for the first hour and Kshs.10/- for every subsequent hour. Recalled materials accumulate Kshs 10/= per day one week from the recall date. Fines must be paid promptly.
- iii. Readers borrowing privileges shall be withheld until payment is made. The library reserves the right of suspending one's membership until the accumulated fines are cleared.

All photocopying shall be subject to:

- i. Copy Right Act (Cap130 laws of Kenya).
- ii. The Librarian's authority to photocopy or written permission from the authors of theses and dissertations

E-Resources

Egerton University Library subscribes to Online Journals, E-books and Databases and provides access to these electronic resources (e-resources) to support learning, teaching and research for students, staff and researchers.

Details of how to access these resources can be obtained on the university website, www.egerton.ac.ke

N/B Detailed Rules and regulations on library resources use can be obtained from the library and on the university website, www.egerton.ac.ke

EGERTON UNIVERSITY STUDENTS' ASSOCIATION (EUSA)

The Egerton University Students' Association (EUSA) represents the individual and collective interests of the whole student body in various constituent organs of Egerton University. As provided for in its constitution, EUSA holds free, fair and democratic elections once every academic year.

EUSA remains morally obliged and duty bound to foster a peaceful and stable teaching, learning and research-enabling environment that will continue to propel Egerton as a university and Kenya as a nation to greater heights of scholarly and socio-economic prosperity. To participate fully in the University activities with the aim of making it achieve its vision of becoming a world-class University for the advancement of humanity, students are expected to play an important role in the management of the University and have input in decision making especially in matters that affect them.

In this respect and in accordance with the Egerton University Act 1987 and the Universities Act 2012, Amendment 2016, Article 18, a students' Association shall be governed by a students' council comprising of:

- i. Chairperson
- ii. Vice Chairperson who shall be of opposite gender with the Chairperson.
- iii. Treasurer
- iv. Secretary-General who shall be the secretary to the Council; and three other members to represent special interests of students.

Every student council shall be elected in accordance with this Act and its membership shall reflect national diversity; and has not more than two-thirds of its members being of the same gender. For purposes of conducting the election of the members of the student council, the students' association shall constitute itself into electoral colleges based on academic departments, schools or faculties, as may be appropriate. Additionally, a person who has held office as a member of the student council of a university for two terms are disqualified from election as a member of the student council of any other university or constituent college in Kenya. Every students' association shall, in consultation with the University, formulate and enact rules to govern the conduct of elections including regulation of campaigns, election financing, offences and penalties. Consequently, an election conducted pursuant to this article shall comply with the general principles of the Kenyan electoral system under Article 81 of the Constitution and the rules governing the election of members of the student council.

In this regard Egerton University Students Association (EUSA) has complied with this act and elections are held in accordance with the senate approved constitution. The elected governing council serves ALL Campuses of Egerton University. For purposes of representation in the senate, the students union is represented by its Chairperson and the Director- Academics in accordance with its constitution. Students are also represented in other committees of the university in accordance with the university statutes. The students' Association's constitution is approved by the senate and the students' council and guides the association's activities. Membership in the association is by payment of a prescribed membership fee and annual subscription in accordance with the constitution. The students' association is regulated by the Dean of Students office, which also acts as the linkage between students and the university administration. Students are therefore advised and encouraged to participate actively and positively in the affairs of the EUSA.

EUSA Aims and Objectives

- Ensure and work for the students' rights through representation at all organs of the University and hence the means through which the students' opinion shall be channeled to the relevant authority.
- Strive to make a constitution towards the promotion of the academic freedom.
- Be the means through which the students' sense of responsibility, leadership qualities and other talents shall be identified and enhanced.
- Strive to foster the spirit of unity and understanding among students, between students and the university administration, members of the university staff and the general public, and facilitate interaction among students, between Egerton university students and members of other universities, institutions and organizations with similar interests.
- Foster students' awareness and participation in national and international social, economic, political and environmental issues.
- Foster student awareness of their rights and responsibilities as citizens of Kenya.
- Strive to fulfill the noble objectives of the university, research, pursuit of knowledge and community service.
- Ensure equal gender participation in students' affairs at the university.
- Work to contribute to the promotion of education in Kenya.
- Encourage continued co-operation among former Egerton University students through the Alumni Association.
- Be committed to holding free and fair elections
- Endeavor to achieve its objectives devoid of political, social religious or racial bias.
- To raise funds through any lawful means for purposes of achieving the aims and objectives of the association.
- To seek, enhance and maintain the freedom of conscience, expression, association, academic liberty and all the rights and privileges accruing to members by virtue of their humanity, age, sex, citizenship and any other relevant criteria.
- In consultation with the university management, to honor members of the students' body who have made outstanding contributions to the University in academic and co-curriculum activities.
- Work together with other interested partners on disability issues to enhance awareness within the University community and its environs

JCR and the New Student Centre

The Junior Common Room (JCR) is located between Old Hall and Barret halls of residence and rent collected from these facilities is deposited in the Egerton University Students Association (EUSA) account. The New Student Centre is situated next to Lavington Hostel. The centre houses the students' resource room cum activity room, a canteen, recreational facilities, and indoor games. The Estates Department through the office of the Dean of Students is responsible for maintenance of the centers. Students wishing to use the resource room for any function should seek permission from the Dean of Students. Funds raised from JCR are used to support the needy students through the office of the Dean of Students and EUSA.

STUDENTS' CLUBS AND ASSOCIATIONS

Students are free to form Professional Clubs/Associations which shall be registered at the Dean of Students office. The Clubs and Associations could be for specific educational, professional, social and recreational purposes. There are currently over 100 professional clubs and associations registered with the Dean of Students. Students wishing to register a new club/association should collect registration guidelines from the Dean of Students office. County, Sub-County or Ethnic based Clubs and associations are NOT registered in the university, hence they are prohibited.

COMPLAINTS HANDLING AND CORRUPTION REPORTING MECHANISMS

A student may lodge a complaint through telephone call, personal visit, letters, e- mail, short messages service (SMS), suggestion box and feedback form in the various relevant offices in the University. Reports should be made to **Integrity Promotion Committee** whose mandate is:

- i. To receive and ensure resolution of complaints on injustices, maladministration, unethical conduct, breach of integrity, discourtesy, misbehaviors, inefficiency or ineptitude.
- ii. To receive and investigate reports on alleged corruption.
- iii. **Physical location:** Utafiti Building room 330/331 hotline – 051-2111111 or 051-2112222. Mobile No. 0702-200015, E-mail: intergrity@egerton.ac.ke
- iv. Reporting boxes are also strategically located in various points within the University. Green Box for complaints and Red Boxes for corruption allegations. Students are encouraged to make genuine reports through any of the above avenues.

STUDENTS' SMART IDENTITY CARD

The smart Identity card for Egerton University students is issued in collaboration with KCB Bank

Application Procedure

- i. Students are notified by the Registrar Academic Affairs the date for presenting themselves for the processing of individual student's the SMARTCARD
- ii. The students are directed to KCB Bank per their Faculty and per year of study
- iii. KCB Bank then initiates the process coordinated by the Dean of Students office
- iv. If approved and ready, the students are then notified to collect their SMART ID card from their faculty.

Change of Application details

Changes in the application procedure will be communicated to the students by the Registrar Academic Affairs.

ANNEX CLAUSES

There will be annex guidelines provided by the university management whenever need arises.

- i. All students will be required to adhere to other university policies and guideline that may be given in special circumstances like pandemics, security or environmental threats from time to time.
- ii. The university management may also adjust or change any of the clauses in this handbook any time and such changes will be communicated to ALL students as soon as they are made.



*For Inquiries: Dean of Students
Email: dos@egerton.ac.ke*