



**KABARAK UNIVERSITY**

**THE UNIVERSITY CATALOGUE**

**GENERAL ACADEMIC  
REGULATIONS**

**2017**

# SHORT HISTORY OF THE UNIVERSITY

Kabarak University was founded on **16<sup>th</sup> October, 2000** by His **Excellency President Daniel Toroitich Arap Moi**, the Second President of the Republic of Kenya and the Chancellor of the University. His Excellency President Moi wanted to set up a reputable Christian, Liberal Arts, Science and Technology university. The University operated under a Letter of Interim Authority granted by the Government of Kenya and presented to the University by the Commission for Higher Education on **16<sup>th</sup> October 2000**, therefore allowing the institution to award degrees. On **16<sup>th</sup> May, 2008** the University was awarded Charter by His Excellency President Mwai Kibaki, the third President of the Republic of Kenya.

## **Our Vision**

To become a Centre of Academic Excellence founded on Biblical Christian values.

## **Our Mission**

To provide a holistic quality education based on research, practical skills and Biblical Christian values.

## **Our Philosophy**

To provide quality education in Biblical Christian worldview that transforms lives.

## **Our Core Values**

- Integrity
- Excellence and professionalism
- Innovativeness and creativity
- Patriotism
- Commitment to service
- Being mindful of others

## **Our Moral Code**

As members of Kabarak University family, we purpose at all times and in all places, to set apart in one's heart, Jesus as Lord (1 Peter 3:15)

## **Our Campuses**

The University currently operates two campuses:

***The Main Campus*** is located in a serene environment 20 km, north – west of Nakuru Town along Nakuru – Eldama Ravine/Marigat Road. The 600-acre campus has state-of-the art facilities for teaching, learning, research, accommodation, catering, and sports. The facilities are purpose-built to enhance intellectual, physical, and spiritual growth.

***Nakuru Town Campus*** is located in the University-owned spacious campus with modern facilities off Nakuru – Kabarak Road.

Students and parents/sponsors in Nairobi can access services at our ***Nairobi Liaison Office*** at Transnational Plaza, 4<sup>th</sup> Floor, City Hall Way, within the City Central Business District.

## **THE CHANCELLOR**

His Excellency Hon. Daniel Toroitich Arap Moi, C.G.H.

## **MEMBERS OF THE UNIVERSITY COUNCIL**

Hon. Senator Prof. John Lonyangapuo, *Chairman*

Hon. Senator Gideon Moi, *Vice Chairman*

Dr. Henry K. Kiplangat, *Secretary and Ag. Vice-Chancellor*

Hon. Raymond Moi

Lt. General (Rtd) Lazaro Sumbeiywo

Dr. John Kibosia

Bishop Rev. Dr. Silas Yego

Bishop Rev. Dr. Robert Langat

Mr. Kipngetich Bett

Eng. John Cherogony

Prof. Giarunji Chesaina

Dr. Bruce Dahlman

Prof. Kefa Rabah

Rev. Prof. Jacob Kibor

Prof. Ronald K. Chepkilot

Dr. John N. Ochola

# OFFICERS OF THE UNIVERSITY

## **Management Board**

Dr. Henry K. Kiplangat, Ag. Vice-Chancellor  
Prof. Kefa Rabah, Deputy Vice-Chancellor (Academic and Research)  
Rev. Prof. Jacob Kibor, Provost (Students and Spiritual Affairs)  
Dr. John N. Ochola, Registrar (Academic and Research)  
Prof. Ronald K. Chepkilot, Registrar (Administration and Human Resource)  
Dr. Moses Alela, Dean of Students  
Leonard Sang, Finance Manager  
Patricia Chebet, University Librarian  
Nathan Mwamba Mugambi, General Manager, KABU Enterprises Ltd

## **Deans of Schools**

Dr. John Kamau Gathii	-	Business and Economics
Dr. Christopher Maghanga	-	Computer Science and Bioinformatics
Dr. Gladys Kiptiony	-	Education
Zebedee Ongoya	-	Law
Dr. Wesley Too	-	Medicine and Health Sciences
Dr. Titus Suge	-	School of Pharmacy
Prof. Mellitus Wanyama	-	Music and Performing Arts
Dr. Fancy Too	-	Associate Dean - Law

## **Directors of Campuses and Institutes**

Dr. Maina Waiganjo	-	Nakuru Town Campus
Dr. Betty Tikoko	-	Postgraduate Studies and Research

- Dr. Moses Thiga - Research
- Anthony Somba - Quality Assurance and Institutional Planning
- Dr. Mary Ooko - Kabarak University Online Education

**Heads of Departments**

- Dr. Bruce Dahlman - Family Medicine
- Valerie Suge - Nursing
- Dr. Juliet Makanga - Pharmacy
- Dr. Dominic Marera - Clinical Medicine
- Dr. Fredrick Ngala - Education
- Dr. Esther Kibor - Theology and Biblical Studies
- Dr. Selah Kebenei - Biological and Life Sciences
- Dr. Joel Koima - Mathematics Computer Science
- Jonathan Maritim - Commerce
- Justus Otiso - Commercial Law
- Dr. Ken Otieno Obura - Public Law
- Rehab Wakuraya - Private Law

**Kabarak University Students Organisation (KUSO)**

- James Chege - President – Kabarak University Students Organisation (KUSO)
- Brian K. Bore - General Secretary – KUSO



**KABARAK UNIVERSITY**  
**OFFICE OF THE REGISTRAR (ACADEMIC & RESEARCH)**

**ACADEMIC CALENDAR FOR THE YEAR 2017:**  
**REGULAR PROGRAMS**

**JANUARY SEMESTER (15 WEEKS): REGULAR PROGRAMS**

<b>Dates</b>	<b>Activities</b>
3 <sup>rd</sup> – 6 <sup>th</sup> January	Examinations for Online Students
9 <sup>th</sup> January	Registration of new students
10 <sup>th</sup> January	Reporting date for continuing students
10 <sup>th</sup> – 13 <sup>th</sup> January	Orientation of new students
11 <sup>th</sup> January	Lectures begin for continuing students
13 <sup>th</sup> January	Last day for internal examiners to submit September Semester grades and marked scripts to Heads of Departments
13 <sup>th</sup> January	Last day for continuing students to confirm registration at Finance Office
16 <sup>th</sup> January	Lectures begin for new students
16 <sup>th</sup> – 20 <sup>th</sup> January	School Academic Boards conduct post-examination moderation of September Semester 2016 examinations
23 <sup>rd</sup> – 27 <sup>th</sup> January	Entry of grades into the ERP System
2 <sup>nd</sup> February	Senate meeting to approve September Semester 2016 Examination results
6 <sup>th</sup> – 10 <sup>th</sup> February	1 <sup>st</sup> CAT

6 <sup>th</sup> – 10 <sup>th</sup> February	Deans notify students placed on Academic Progression track
20 <sup>th</sup> – 24 <sup>th</sup> February	School academic boards conduct pre-examination moderation of May Semester 2017 examination papers
27 <sup>th</sup> Feb – 3 <sup>rd</sup> March	Deans submit teaching allocations for May Semester 2017 to Registrar (Academic and Research)
6 <sup>th</sup> – 10 <sup>th</sup> March	Examinations for bridging students
20 <sup>th</sup> March – 21 <sup>st</sup> April	Continuing students register online for May Semester 2017
27 <sup>th</sup> – 31 <sup>st</sup> March	2 <sup>nd</sup> CAT
27 <sup>th</sup> – 31 <sup>st</sup> March	Proof-reading and printing of examination papers
7 <sup>th</sup> April	End of lectures
10 <sup>th</sup> – 21 <sup>st</sup> April	Semester examinations
24 <sup>th</sup> April – 5 <sup>th</sup> May	Community Service Break
<b>8<sup>th</sup> May</b>	<b>May Semester Begins</b>

### **MAY SEMESTER (15 WEEKS): REGULAR PROGRAMS**

<b>Dates</b>	<b>Activities</b>
8 <sup>th</sup> May	Registration of new students
9 <sup>th</sup> May	Opening date for continuing students
9 <sup>th</sup> – 12 <sup>th</sup> May	Orientation of new students
10 <sup>th</sup> May	Lectures begin for continuing students
12 <sup>th</sup> May	Last day for continuing students to confirm registration at Finance Office
15 <sup>th</sup> May	Lectures begin for new students
19 <sup>th</sup> May	Last day for internal examiners to submit January Semester 2017 examination mark sheets and scripts to Heads of Departments
22 <sup>nd</sup> – 26 <sup>th</sup> May	Post-examination moderation of January Semester 2017 examinations
29 <sup>th</sup> May – 2 <sup>nd</sup> June	Entry of grades into the ERP system



8 <sup>th</sup> June	Senate meeting to approve January Semester 2017 Examination results
12 <sup>th</sup> – 16 <sup>th</sup> June	Deans notify students placed on Academic Progression Track
12 <sup>th</sup> – 16 <sup>th</sup> June	1 <sup>st</sup> CAT
19 <sup>th</sup> – 23 <sup>rd</sup> June	Pre-examination moderation of May Semester 2017 examination papers
26 <sup>th</sup> – 30 <sup>th</sup> June	Deans submit teaching allocations for September Semester 2017
26 <sup>th</sup> – 30 <sup>th</sup> June	Examinations for bridging students
17 <sup>th</sup> – 21 <sup>st</sup> July	2 <sup>nd</sup> CAT
17 <sup>th</sup> July – 4 <sup>th</sup> August	Proof-reading and printing of examination papers
25 <sup>th</sup> July – 18 <sup>th</sup> August	Continuing students register for September Semester 2016
28 <sup>th</sup> July	End of lectures
31 <sup>st</sup> July – 4 <sup>th</sup> August	Semester examinations
7 <sup>th</sup> August – 1 <sup>st</sup> Sept	Community Service Break

### **SEPTEMBER SEMESTER (15 WEEKS): REGULAR PROGRAMS**

4 <sup>th</sup> September	Registration of new students
5 <sup>th</sup> September	Opening date for continuing students
5 <sup>th</sup> – 8 <sup>th</sup> September	Orientation of new students
6 <sup>th</sup> September	Lectures begin for continuing students
8 <sup>th</sup> September	Last day for continuing students to confirm registration at Finance Office
8 <sup>th</sup> September	Last day for submission of May Semester 2017 grades by internal examiners
11 <sup>th</sup> September	Lectures begin for new students
11 <sup>th</sup> – 15 <sup>th</sup> September	Moderation of May-August 2017 examination results by school boards
18 <sup>th</sup> – 29 <sup>th</sup> September	Entry of grades into the ERP System
2 <sup>nd</sup> – 6 <sup>th</sup> October	1 <sup>st</sup> CAT

6 <sup>th</sup> October	Last day for graduation candidates to submit credit transfer applications, projects and attachment reports
12 <sup>th</sup> October	Senate meeting to approve May Semester 2017 examination results
16 <sup>th</sup> – 20 <sup>th</sup> October	Deans notify students placed on Academic Progression Track
16 <sup>th</sup> – 20 <sup>th</sup> October	Pre-Examination Moderation of September Semester 2017 examinations
23 <sup>rd</sup> – 27 <sup>th</sup> October	Deans submit teaching allocations for January Semester 2018
23 <sup>rd</sup> – 27 <sup>th</sup> October	Supplementary/special examinations for graduating class
23 <sup>rd</sup> – 27 <sup>th</sup> October	Examinations for bridging students
23 <sup>rd</sup> October – 3 <sup>rd</sup> Nov	Examinations office types examination papers
6 <sup>th</sup> – 10 <sup>th</sup> November	Internal examiners proof read examination papers
6 <sup>th</sup> – 10 <sup>th</sup> November	2 <sup>nd</sup> CAT
13 <sup>th</sup> Nov – 15 <sup>th</sup> Dec	Continuing students register for January Semester 2018
16 <sup>th</sup> November	Senate meeting to approve graduation candidates
29 <sup>th</sup> November	End of lectures
1 <sup>st</sup> – 13 <sup>th</sup> December	Semester examinations
14 <sup>th</sup> December	Graduation Rehearsal and Banquet
<b>15<sup>th</sup> December</b>	<b>13<sup>th</sup> Graduation Ceremony</b>
18 <sup>st</sup> Dec – 12 <sup>th</sup> Jan	Internal examiners mark examinations
<b>8<sup>th</sup> January, 2018:</b>	<b>Opening date for new students</b>
<b>9<sup>th</sup> January, 2018</b>	<b>Opening date for continuing students</b>

## PART-TIME PROGRAMS

### AUGUST SESSION

3 <sup>rd</sup> August 2017	- Opening date for continuing students
9 <sup>th</sup> August 2017	- Opening date for new students

7<sup>th</sup> - 12<sup>th</sup> Aug 2017 - Examinations for continuing students

14<sup>th</sup> Aug - 2<sup>nd</sup> Sept 2017 - Lectures for all students

2<sup>nd</sup> September 2017 - End of Lectures

### **OCTOBER SESSION**

16<sup>th</sup> – 21<sup>st</sup> Oct 2017 - Special and Supplementary Examinations

### **NOVEMBER - DECEMBER SESSION**

23<sup>rd</sup> November 2017 - Opening date for continuing students

29<sup>th</sup> November 2017 - Opening date for new students

27<sup>th</sup> Nov – 2<sup>nd</sup> Dec 2017 - Examinations for continuing students

4<sup>th</sup> Dec – 23<sup>rd</sup> Dec 2017 - Lectures for all students

23<sup>rd</sup> December 2017 - End of Lectures

## **DOCTOR OF PHILOSOPHY: NON-COURSE WORK**

### **JANUARY – MARCH 2017**

20<sup>th</sup> January Seminar 5 for Y1S1

10<sup>th</sup> February Seminar 6 for Y1S1

23<sup>rd</sup> – 24<sup>th</sup> February Qualifying Examinations – Written

22<sup>nd</sup> – 24<sup>th</sup> March Qualifying Examinations – Oral

## **DOCTOR OF PHILOSOPHY: COURSE WORK**

The calendar follows the regular calendar for undergraduate and graduate programs.

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# General Academic Regulations

## 1. ADMISSION REQUIREMENTS

### 1.1 Minimum Entry Requirements for a Bachelor's Degree

The entrance requirements set out below must be regarded as minimum requirements which in no way automatically entitle an applicant to a place in the University. Candidates must fulfill the following:

- (a) Have a Kenya Certificate of Secondary Education (KCSE) with an average grade of C+ (C plus) or its equivalent passed from at least seven subjects at one sitting drawn from subject groupings as specified by the Kenya National Examinations Council.

OR

- (b) One of the following combinations of passes in the Kenya Advanced Certificate of Education Examination or Advanced Level of the General Certificate of Education.

- (i) Two (2) principals or Advanced Level passes of at least Grade E, obtained at the same sitting.
- (ii) Two (2) principals or Advanced Level passes obtained at different sittings provided that both passes are of Grade C or higher.

OR

- (c) Have a Diploma with Credit from an institution recognized by the University Senate and the Commission for University Education.
- (e) Additional entry requirements may be specified by respective Faculties, Schools or Departments.

### 1.2 Genuine and Certified Documents

All applicants applying for admission to Kabarak University are expected to submit acceptable certified documents of previous academic work. Submission of false or altered documents or the failure to give complete and accurate information on admission forms will be grounds for denial of admission or dismissal.

### **1.3 Deadlines for Applications**

Applications should be received before the beginning of the semester. Admissions take place three times a year in January, May and September, unless otherwise specified for specific programs.

## **2. DURATION OF STUDY, COURSE LOAD, AND CREDIT FACTORS**

### **2.1 Duration of Study**

- (a) Kabarak University is organized on a semester system. Two semesters constitute one academic year, unless otherwise specified for specific programs.
- (b) Each semester comprises thirteen (13) weeks of lectures and two (2) weeks of examinations.

### **2.2 Course Load**

- (a) Unless specified otherwise, a student in a regular program may register for a course load of a minimum of fifteen (15) and a maximum of twenty-one (21) credit factors in a semester, depending on his/her performance in the previous semester.
- (b) A Student must register for and pass all the courses prescribed by the University for each program of study for the award of a degree, diploma, or certificate.

### **2.3 Transfer of Credits from Other Institutions**

- a) The candidate shall apply for credit transfer or exemption in writing through the Dean to the Registrar (Academic and Research)
- b) The evaluation of credit transfer is under the authority of the Dean of the respective school who shall do so in accordance with the Credit Transfer Policy approved by the University Senate.
- c) Transfer of the credit from recognized institutions is accepted only if the grade received is C and above and if accompanied by an officially endorsed academic transcript.
- d) The University Senate may accept credit transfer up to a maximum of 49% of the required credits in a degree program. Such credits must be acquired from institutions recognized by the Senate and the Commission for University Education.

- e) All applicants applying for credit transfers to Kabarak University are required to submit acceptable certified academic transcripts of previous academic work.
- f) The candidate applying for credit transfer or exemption shall pay the applicable fees to the University.

## **2.4 Credit Factors**

A lecture course where students meet one hour per week for 15 weeks in a semester is worth one credit factor. Thus, for a course worth three Credit Factors, the students meet three hours per week for fifteen weeks. Credit hours for laboratory courses are determined to be half of the number of hours spent in class, for example, a 2 hour per week Lecture Course has a C.F. of 2.0, while a 2 hour Practical Session has a C.F. of 1.0.

## **3.0 DEFERRAL OF STUDIES**

- 3.1 A student who wishes to defer his/her studies for a valid reason must complete the *Deferral Request Form* and submit it to the Office of the Registrar (Academic and Research). A student who defers studies without following this procedure shall be deemed to have terminated his/her studies and shall be de-registered from the University.
- 3.2 Students who miss the end of semester examinations due to non-clearance of fees shall be required to defer studies and register again the following semester for the units deferred. For such cases, tuition fees paid in the previous semester shall be carried forward to the next semester.
- 3.3 No student shall be allowed to defer admission or intermit studies for more than one academic year.

## **4.0 COURSE STRUCTURE AND REQUIREMENTS**

Courses taken to fulfill graduation requirements must be drawn from a cluster of University Common Courses and from courses specified by Schools and Departments for various programs.

### **4.1 University Common Courses**

The broad purpose of teaching University Common courses is to foster a liberal education philosophy, with emphasis on Biblical Christianity in line with the Vision and Mission of Kabarak University. The common courses are intended to broaden the academic background of students in their respective professional training and thus facilitate a more profound

appreciation of life, the society and environment in which the students are a part. The University Common Courses offered across the curriculum are:

- COMP100 Introduction to Computer Applications
- COMS110 Communications Skills I
- BIBL110 Old Testament Survey
- BIBL120 New Testament Survey
- COMS120 Communication Skills II
- BIBL210 Redemption Story
- BIBL 222 Christian Ethics

#### **4.2 Program Courses**

Program Course Requirements are intended to foster a common academic culture among all students to be awarded a degree from the respective faculties. Details of such courses are specified under individual Faculties and Departments course curricula.

All candidates registered at Kabarak University must take and pass all the required University Common Core Courses and the faculty courses within the stipulated time.

### **5.0 GRADING SYSTEM AND ASSESSMENT PROCEDURE**

#### **5.1 Grading System**

Since students attend the University to extend their education, grades are usually taken as an indication of the proficiency of their endeavors. The student's semester grade in a course shall be based upon performance in continuous assessment such as class exercises and tests, laboratory work and in the final examination as applicable to the course. The proportionate weight assigned to each of the above parameter, unless specified for specific programs, shall be as follows:

- Continuous assessment - 30%
- Final examination - 70%

#### **5.2 Course Outline**

The course outline based on respective course syllabus upon which the final grade will be determined shall be distributed in written form by the respective lecturer to the Students during the first two weeks of a semester. Copies of the course outlines must be submitted to the Head of Department.



### **5.3 Assessment Criteria and Procedures**

- (a) Unless specified otherwise for specific programs, the ordinary examinations shall be graded on the basis of percentage marks consisting of thirty per cent (30%) as continuous assessment and seventy per cent (70%) as final examination, unless specified otherwise. Continuous assessment shall constitute assignments, field and laboratory work and semester tests.
- (b) The duration of the final examinations shall be as follows: A course having three (3.0) Credit Factors or less shall be examined by a paper of two (2) hours only. A course having Credit Factors greater than three (3.0) shall be examined by a paper of three (3) hours only. Where a course is mainly practical in nature, it may be examined wholly or substantially by continuous and/or practical assessment.
- (c) Unless specified for specific programs, the following grades at the undergraduate level, representing varying degrees of achievement are used: A, B, C, D, and F. I, Au and CT, where:

A	70-100: Excellent
B	60-69: Good
C	50-59: Satisfactory
D	40-49: Below Average
F	Below 40: Fail

Other designations related to the examinations shall be as follows:

I	Incomplete
Au	Audit
CT	Credit Transfer

- (d) Unless specified otherwise for specific programs, a minimum grade of D is required to pass.

### **5.4 Cumulative Weighted Average**

- (a) A uniform method for calculating undergraduate Cumulative Weighted Average (CWA) has been established for all undergraduate students. These averages are calculated on the basis of all courses attempted for which grades are assigned. This method of calculation is used to determine whether a student proceeds to the next academic year or is discontinued on academic grounds.
- (b) For the purpose of computing Cumulative Weighted Average for graduation, only the grades received in those courses counting toward the degree, diploma or certificate, including grades in repeated courses, are considered in computing the average.

- (c) Only the grades a student earns in registered courses at Kabarak University shall be used to determine his/her Cumulative Weighted Average. Grades earned from another institution cannot be used to improve a Cumulative weighted average or eliminate a quality point deficiency. Such grades can only be used as transfer credits on approval by Senate.
- (d) Unless specified otherwise for specific programs, to be eligible for a degree, a student must have an overall CWA of 40 points and satisfy other specific requirements in his/her major and minor areas of specialization.

### **5.5 Reporting of Grades**

- (a) At the end of each semester, grades in form of examination result slips are made available online to students through the University Student Portal. To maintain confidentiality only course grades earned by the student and NOT the actual marks will be made available to the students.
- (b) Teaching staff members have the responsibility of providing the University with academic evaluation information on the work of each student in his/her classes. Final course grades are entered on the students' permanent University records as Individual Course Mark sheets and consolidated Mark sheets at the close of each semester and academic year. The deans of respective schools present the Pass Lists, the Retake Lists and their consolidated lists to the University Senate for approval.

### **5.6 Incomplete Grade**

- (a) A student who has completed a course but has no continuous assessment or final examination marks will earn an incomplete grade which will be recorded as a temporary grade and indicated as "I" at the end of a semester.
- (b) Incomplete work must be completed before the last day of scheduled classes of the immediate next Semester in which the student enrolls in the University unless the Dean, with the consent of the Head of Department grants an extension of time for a good reason acceptable to Senate.
- (c) If the incomplete work is not completed within the stipulated time without prior permission the "I" will automatically convert to "F."
- (d) An "I" grade is intended to be only an interim course grade. It is to be used only if a student has satisfactorily completed at least 75% of the course work and there is an excusable and acceptable reason for not completing all the course requirements prior to the grade reporting time.

- (e) With the awarding of the “I” grade, the instructor must indicate in the Incomplete Grade Report Form specific reasons for awarding grade “I” to a candidate.
- (f) Grade “I” which has converted to a “permanent” grade F must be reported by the Head of the Department through the Dean to the Registrar (Academic and Research) by completing the *Incomplete Grade Report Form*.
- (g) Grade “I” shall be considered as neutral in the calculation of the Cumulative Weighted Average and should only be used as an interim grade.

### **5.7 Missing Grades**

All missing grades must be reported by the student on the *Missing Grade Form* which must be received in the Registrar’s office within forty-five (45) days immediately following the Semester for the missed grade.

### **5.8 Changing of Grades**

- (a) All course grades (except “I”) are final and permanent.
- (b) It is expected that lecturers will accurately report final grades in the mark sheets.
- (c) It is considered the lecturer’s direct and personal responsibility to ensure that grades and marks are fair and reported correctly the first time the mark sheets are filled. Final grades and marks in the mark sheet shall not be altered whatsoever.
- (d) Notwithstanding article (c) above errors may inevitably occur, and when they do, they must be corrected when discovered. The procedure for making such corrections is as follows:
  - (i) The instructor of the course completes the *Change of Grade Form* which shall include: the student’s name, registration number, course designation by title and code number, semester, and the change desired; a statement unequivocally identifying the person who made the error, and/or explaining the nature of the error; an explanation of how the new grade was computed.
  - (ii) The Form must bear the endorsement of the Head of Department and the Dean of School, and must be addressed to the Deputy Vice-Chancellor (Academic and Research) through the Registrar (Academic and Research).

- (iii) The Deputy Vice-Chancellor (Academic and Research) will evaluate the request and seek the approval of the Vice Chancellor.
- (iv) All requests for correcting grades must be submitted by the end of the following semester of the same academic year.

### **5.9 Supplementary Examinations**

- (a) Unless specified otherwise for specific programs, students who fail a unit/course shall register again and retake the unit/course rather than do a supplementary examination.
- (b) Only graduation candidates shall be eligible to register for Supplementary Examinations offered in September for the failed units/courses taken in the final year of study.

### **5.10 Repeating a Failed Course**

A student who fails a course must register and repeat the course the first time the course is being offered after the failing grade has been reported.

### **5.11 Course Audit**

- (a) Students who wish to take academic courses but not receive credit may apply to audit courses. Students auditing courses are not required to take examinations or sit for any continuous assessment. An audited course will be shown on a transcript or result slip with designation AU and no grade or credit.
- (b) Students who wish to audit courses must obtain written permission from the Head of the Department where the course is requested to be taken. The student must also complete regular registration procedures and pay applicable audit fees.

### **5.12 Dropping and Adding Courses**

- (a) Students who wish to add or drop a course must do so in the first two weeks in the semester. The student must write to the Head of the Department to seek permission to drop or add a course. If a student stops attending a course without writing and obtaining an official written permission, a grade of F will be entered on the student's permanent record.
- (c) A course dropped or added must not reduce or add the minimum or maximum units required in a semester.

## 6.0 DISCONTINUATION

A student shall be discontinued on academic grounds for:

6.1 Failing 50 percent or more of all Credit Factors taken in an Academic Year.

6.2 Committing a serious examination malpractice as outlined in Section seven (7) of these regulations.

6.3 Failing to register for and attend scheduled classes for two (2) weeks or longer without prior permission from the Dean of School.

## 7.0 STUDENT ADVISING AND ACADEMIC PROGRESSION POLICY

### 7.1 Academic Program Time Limits

A student enrolled must meet the progression requirements and all the course requirements for graduation within the following time limits:

<b>Program</b>	<b>Regular Time Limit</b>	<b>Maximum Time Limit</b>
Certificate	1 academic year	2 academic years
Diploma	2 academic years	4 academic years
Bachelors	4 academic years	8 academic years
Masters	2 academic years	4 academic years
Doctor of Philosophy	3 academic years	6 academic years

### 7.2 Statement of Intent

7.2.1 Each school in the University shall be committed to early identification and support of students who are not meeting progression requirements, and may therefore be at risk of discontinuation from studies.

7.2.2 The schools will assist students to meet progression requirements by:

- a) regularly meeting with the students to alert them of progression requirements;

- b) identifying and alerting students who are not meeting progression requirements;
- c) assigning students who are not meeting progression requirements to academic advisers; and
- d) tracking the progress of students after they are identified as not meeting progression requirements.
- e) ensuring that they have clear and transparent internal processes for handling students who are not meeting progression requirements, consistent with this policy.
- f) identifying problematic units and subject them to further investigations and action.
- g) every lecturer scheduling academic advising hours and post them on the office door and in the course outline. A minimum of 3 hours per week expected.

### **7.3 Monitoring Progression**

7.3.1 Schools will monitor each student's progression, including through the examination results. When monitoring each student's progression, the academic adviser may take into account:

- a) whether the student has attended classes as required and done the assessment components of a unit of study;
- b) whether the student has over-enrolled in an attempt to catch up on failed units of study.
- c) At the beginning of the 13<sup>th</sup> week of the semester, each school to post a notice of attendance record for students with a minimum of 75% class attendance. These are the students eligible for final examinations.

### **7.4 Red Flags for Identifying Students Who Are Not Meeting Academic Progression Requirements**

7.4.1 After the release of the examination results, each school will identify its students who are not meeting academic progression requirements.

7.4.2 A student will be identified as not meeting academic progression requirements in a semester if:

- a) the student received an F (Fail) or I (Incomplete) in more than 50% of the total units in which the student was enrolled for the semester;
- b) the student's current semester average mark was less than 50%;
- c) the student has failed twice to pass the same unit of study; or
- d) the student's attendance record during the semester was unsatisfactory.
- e) The student has registered out of sequence – jumping to the next level courses without clearing the backlog.

## **7.5 Students Identified for the First Time as Not Meeting Academic Progression Requirements**

7.5.1 The Dean of School will send all students identified as not meeting academic progression requirements for the first time a letter advising the student:

- a) that the student has been identified as not meeting academic progression requirements;
- b) why the student has been identified as not meeting academic progression requirements;
- c) that the student is required to attend academic advising session with the assigned adviser; and
- d) if the student fails to meet progression requirements in the following semester, the student may be asked to show good cause why he/she should not be discontinued from studies.

7.5.2 Student must acknowledge receipt of letter. The letter to be copied to the Registrar (Academic and Research)

## **7.6 Being Asked to Show Good Cause**

7.6.1 The Dean of School shall require a student who has not met the progression requirements or other standards set out in applicable program provisions to show good cause why he or she should be allowed to continue with studies.

7.6.2 For the purposes of this policy, 'good cause' means:

- a) circumstances beyond the reasonable control of a student, which may include serious ill health or misadventure, but does not include demands of employers, pressure of employment or time devoted to non-University activities, unless these are relevant to serious ill health or misadventure; or
- b) reasonable prospects of meeting progression requirements in the following semester.

7.6.3 Students will be asked to show good cause where:

- a) they have exceeded the time limit allowed for the completion of the program of study; or
- b) they have been identified as not meeting progression requirements in two consecutive semesters, that is, one academic year.

7.6.4 A student who is asked to show good cause will be required to provide written reasons why they should be permitted to continue with studies.

7.6.5 A student's response to a request to show good cause should:

- a) outline the circumstances that have negatively affected the student's study performance;
- b) explain the specific effects or impacts of those circumstances;
- c) outline the steps that the student has taken, or will take in the future, to address each of those circumstances, with a view to ensuring that they will not negatively affect the student's study performance in the future; and
- d) attach any relevant documentary evidence such as medical certificates.

## **7.7 Permission to Re-Enroll or Notice for Discontinuation**

7.7.1 The Dean of School will permit a student who has shown good cause to re-enroll.

7.7.2 The Dean will recommend to the University Senate the students who have not shown good cause to be discontinued from studies.

7.7.3 If the University Senate approves, the student will be notified of discontinuation in writing from the Registrar (Academic and Research).



## **8.0 EXAMINATION REGULATIONS**

### **8.1 Examination Processing**

- (a) All University examinations shall be conducted under the authority of the Senate as specified under various rules.
- (b) Only candidates who have registered and paid fees for the examinations and having fulfilled all the requirements will be eligible for taking examinations.
- (c) Subject to approval by the Senate, departments shall establish internal Examination Moderation Committees chaired by Heads of Departments and consisting of senior academic staff who shall moderate the examinations.
- (d) Every candidate for a University examination shall pay to the University in respect of such examinations, such fees as the Board of Trustees shall from time to time prescribe.
- (e) There shall be External Examiners of the University appointed by Senate upon recommendation of the Faculty Board, who shall moderate examinations and examine students in papers assigned by the Faculties.
- (f) Final examination marks shall be agreed upon between the Internal and External Examiners. Where no such agreement can be reached the Chief Examiner concerned shall forward the case to Senate for a final decision.
- (g) In the case of re-examination, a moderator may be appointed from within or outside the University who had no part in teaching the candidate(s) in the subject for the paper under examination.
- (h) No student shall be permitted to proceed to the next year of study without having satisfied all the examination requirements.

### **8.2 Examination Malpractices**

In order to protect the integrity of the University and that of the Degrees awarded, academic malpractices listed below are considered serious and any student or staff found guilty of committing them shall be liable to discontinuation or expulsion from the University:

- (a) Copying or reading from another candidate's script or from any other unauthorized sources.
- (b) Bringing into the Examination room any unauthorized material relevant to the examination such as books, notes, papers, unauthorized electronic devices, and pre-written answers.

- (c) Lobbying for undeserved examination grades.
- (d) Abetting, aiding or covering up an examination malpractice.
- (e) Forging or using medical reports in order to obtain a deferment of examinations.
- (f) Plagiarism: that is, using the words or ideas of another person as if they were one's own without due acknowledgement. These include presenting substantial extracts from books, articles, theses and other published or unpublished works.
- (g) Contravention of acceptable order in examination rooms such as unauthorized noise and conversations.

### **8.3 Disciplinary Procedures and Penalties**

- (a) Cases of cheating or malpractice in University Examinations shall be immediately reported, in writing, by the invigilators through the Chief Internal Examiner (Head of Department), to the Dean of the Faculty where the student is registered for investigations by the Faculty Student Disciplinary Committee which should include submissions by the Student involved, the Invigilators, and the Examiners.
- (b) In every School, there shall be a Student Disciplinary Committee which will be responsible for investigation of alleged examination malpractices.
- (c) School Student Disciplinary Committee shall be composed of the following members:
  - Dean of School – Chairman
  - Two Heads of Department
  - School Representative to Senate
  - Two Student Representatives to the School Board
  - School Administrative Assistant – Secretary
- (d) The findings of the School Student Disciplinary Committee investigating the case shall be reported, through the Dean, to the School Board of Examiners and the recommendations thereafter forwarded to Senate.
- (e) Where the Senate is satisfied that the alleged offences were committed, the accused student shall be discontinued or suspended for a period of up to three years, or warned depending on the gravity of the offence.
- (f) The University may revoke any Degree awarded to graduates who while registered in a particular program committed an academic

offence which if it had been detected before graduation would have resulted in expulsion. Notification of a revoked Degree shall be communicated to all relevant parties.

- (g) Discontinued students are allowed to appeal to the University Senate within a period of one year. An appeal not submitted within this period shall not be considered.

#### **8.4 Remarking of Examinations**

- (a) A candidate shall be allowed to appeal to Dean of School through the Head of Department for remarking of examination papers, on payment of a non-refundable remarking Examination fees as set by Senate.
- (b) The School Student Disciplinary Committee shall deliberate on the appeal cases and make recommendations to the School Board of Examiners, which shall decide on the merit of each case on behalf of Senate.
- (c) Remarking shall be done by an Examiner (or Examiners) other than the original one.
- (d) The remarking grade shall be presented to the University Senate for approval and shall be final.

### **9.0 GRADUATION REQUIREMENTS**

#### **9.1 Academic Requirements**

- (a) Degrees, diplomas and certificates are awarded to the candidates who have met the requirements established for the particular programs by authority of the Senate based upon recommendation of the Board of Examiners of each School.
- (b) A student applying for graduation shall be processed using the requirements for the academic program in effect at the date of the student's admission into the University.
- (c) If the period of enrollment is interrupted for two years or more, the student shall follow the program requirements in use at the time of re-entry unless otherwise recommended by the respective Head of Department or Dean of School and approved by the University Senate.

## **9.2 Fee Payment Requirement**

Degrees, diplomas and certificates are awarded only to students who are in good standing and who have met all their academic requirements and financial obligations to the University.

## **9.3 Application for Graduation**

A formal application to be placed on the list of prospective candidates for graduation must be filed in the Office of the Registrar (Academic and Research) as per the time frame stipulated in the Academic Calendar.

## **9.4 Attendance at Graduation**

All students who complete program requirements are required to attend the Graduation exercises, including the Rehearsal and the Convocation.

## **10.0 CLASSIFICATION OF DEGREES**

Except where specified by Senate, Kabarak University Bachelors Degree shall be classified based on the final Cummulated Weighted Average (CWA) for all courses taken in all the years of study at the University as follows:

<b>C.W.A.</b>	<b>DEGREE RANKING</b>
70 and above	First Class Honours
60-69	Second Class Honours Upper Division
50-59	Second Class Honours Lower Division
40-49	Pass

## **11.0 ACADEMIC TRANSCRIPTS**

11.1 Students who have attended Kabarak University may obtain an official academic transcript for examined courses of their completed work, provided they have no financial obligations to the University. Transcripts are therefore issued only when students have been duly cleared by the University. One transcript is issued free of charge upon students completion of the program at Kabarak University. Thereafter the student shall pay fee for each transcript issued.

11.2 The student's academic transcript shall show all the courses taken including failed courses, all grades and marks scored as well as the Credit Factors for each course and shall be signed by the Dean of School offering the degree, diploma or certificate and by the Registrar (Academic and Research)

## **12.0 ACADEMIC AWARDS**

### **12.1 The Vice-Chancellor's List**

Bachelor's degree students who attain at least 75% Weighted Average for the academic year, earned no grade below B in any of the course taken and has no disciplinary restrictions for the year shall qualify for the Vice-Chancellor's List.

### **12.2 The Dean's List**

Bachelor's degree students who attain at least 70% Weighted Average for the academic year, earned no grade below "C" in any of the courses taken and has no disciplinary restrictions for the year shall qualify for the Dean's List.

## **13.0 FEE PAYMENT POLICY**

- 13.1 Self-sponsored students shall pay at least 60% of the fees before or on registration. After the expiry of the registration period, the University shall charge a penalty on accounts with outstanding fee balances.
- 13.2 The balance of 40% should be paid by the 10<sup>th</sup> day of the second month of the semester.
- 13.4 Government-sponsored students shall pay fees in full before or on registration.
- 13.5 Students doing re-takes shall pay the per unit tuition fees for each unit taken.
- 13.6 Students in the Part-Time program shall pay 100% of fees on or before registration. Those allowed to register with outstanding balances shall attract a surcharge.

## **14.0 FEE REFUND POLICY**

- 14.1 Tuition fees shall be refunded upon submission of a duly completed withdrawal form as follows:
  - 1<sup>st</sup> week of the semester – 95% of fees payable
  - 2<sup>nd</sup> week of the semester – 90% of fees payable
  - 3<sup>rd</sup> week of the semester – 70% of fees payable
  - 4<sup>th</sup> week of the semester – 60% of fees payable

- No refund after the 4<sup>th</sup> week of the semester
- 14.2 Administrative fees are not refundable.
  - 14.3 Scholarships or bursary funds are not refundable or transferrable to another student. Unused scholarship or bursary funds shall be refunded to the donor.
  - 14.4 Except for exceptional cases, fees overpaid are non-refundable for continuing students. They are carried forward to the following semester.
  - 14.5 Final year students with credit balances in their fees accounts are eligible for refund after submission of a duly completed clearance form.
  - 14.6 All fee refunds shall attract a financial charge of 5%.

## **15.0 REGISTRATION POLICY**

- 15.1 Continuing students shall register for the next semester courses or for industrial attachment after the release of examination results. The registration window shall remain open up to the end of the first week of the semester. Students who will fail to register by this date shall be charged a penalty of Kshs.10,000.
- 15.2 Students who wish to “add” or “drop” some units must do so before the end of the first week of the semester.
- 15.3 Students with retakes shall be required to register the retakes before registering any new units.
- 15.4 Self-sponsored students are required to pay at least 60% of fees by the end of the first week of each semester. A penalty of Kshs.1,500 shall be charged for students who do not meet this percentage by the end of the first week of the semester.
- 15.5 The balance of 40% shall be paid by 10<sup>th</sup> of the second month of the semester. After this date, there shall be a surcharge of Kshs.1,000 per semester or any day thereof on any account that has not been fully paid.
- 15.5 Government-sponsored students are required to pay tuition fees in full by the end of the first week of the semester.
- 15.6 No Late Registration for continuing students. Students who fail to register online by the end of the registration period shall be required to defer studies.
- 15.7 Students taking less than the normal academic load prescribed for the program shall pay tuition fees on a per-unit charge basis.

## **16.0 ADJUSTMENT OF FEES AND PENALTIES**

The University reserves the right to adjust the rates and policy stated above at any time.

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***Kabarak University Moral Code***

As members of Kabarak University family, we purpose at all times and in all places, to set apart in one's heart, Jesus as Lord.  
(1 Peter 3:15)