



THE EAST AFRICAN UNIVERSITY

GENERAL NEWSLETTER TO ALL STUDENTS

Date: 13th April, 2018

Dear Esteemed Parents / Guardian / Sponsors and all Students

I would like to take this opportunity to thank you for having made The East African University the University of your Choice. On behalf of the University management I would like to appreciate each one of you for the role you have played either directly or indirectly towards making our University a centre of academic excellence.

NEWS BRIEFS

Vice Chancellor

We are glad to inform you that following the retirement of our former vice chancellor Prof Everret Standa, we now have a new vice chancellor at The East African University.

End of Semester

The end of this semester for the academic year 2017-2018 officially is on Friday 13th April 2018 at 3.00 PM.

Commencement of next Semester

The next semester of the academic year 2017 -2018 shall officially commence on 7th May 2018 for all students.

Please **take note**. We request all students to report on time as lectures will resume immediately.

Exams

End of semester exams started on Tuesday 3rd April 2018 and ended on 13th April 2018.

Trimester System

The Trimester schedules are as follows: (January-April, May- August and September-December)

Note: any student who intends to defer a semester MUST fill the semester deferment form otherwise the whole amount of fees for that semester shall be charged.

Career Day

The East African University held its Career Day on the 29th March 2018. The event was opened by our Vice Chancellor Dr. Mercellin Kitambala. It was a successful event as it drew experts from different fields who mentored and advised our students on matters relating to their careers. We are committed to ensure that our students develop in terms of knowledge, ethically and morally.

Course works

This is a reminder to all students that course works determine and contribute 30% to a students' passing of a course unit and therefore should be taken seriously. An exam done without a coursework will be considered an automatic retake. Please note that the examination pass mark is 40%.

Special Exams

Students who may have missed end of semester exams due to **unavoidable** circumstances but had attended 75% of the semester lectures, may be allowed to do special exams. These students must register with The Academic Registrar through their schools indicating the units to be done. Special exams are considered only for those students who had fulfilled all the university requirements including fees payment and had reported to the Academic registry. Please note that starting next semester special examinations will not be offered anymore to students who failed to clear their school fees on time in the previous semester and thus missed their examinations.

Retakes

Students who fail to score 40% in a given unit MUST retake that paper. Students who have more than three (3) retakes are required to repeat the same units for the entire semester and at the end of semester sit for those exams.

NB: Students who have retakes must not apply for special papers. Please note that all retakes must be registered at academic office and a student is required to pay to the university bank account the amount of Ksh. 2000 for each unit and provide this receipt to the academic registrar.

Examination Malpractices

Any Student who will be involved in examination malpractices will have Cancellation of the relevant examination and suspension from the University for a Period Not Exceeding two years or Cancellation of the relevant examinations and dismissal from the University. Those students who were involved in examination malpractices during the end of semester examinations will face disciplinary action as stipulated in our examination policy.

Fees Payment

It is the responsibility of parents / guardians / sponsors and students to pay school fees in time to avoid any inconveniences of your student. Please you are strongly reminded that students will not be permitted to attend lectures if they have not paid fees. There has been a tendency that students have attended lectures, accessed the library and stayed in the hostels without any payment. The policy is now stringent that the student will not be allowed beyond the gate without making payments.

Students are expected to pay in full or at least 60% of the fees payable on the very first day as they report back to the University at the commencement of the Semester and 40% before the start of exams. This will contribute to the smooth running of the University.

Additional Fees/Costs

A number of the University's degree schemes offer opportunities for students to undertake special study activities. The cost of involvement in such courses is not covered within the University course fees. These activities include fieldwork trips, internship fees, research/proposal fees and academic tours among others. Students of other subjects may also incur additional costs for trips organized to places of specific interest for their studies and for the purchase of materials. Details of any additional study courses, and the likely cost, are included in the information that departments circulate at the start of term.

Mode of Payment

Parents, guardians and students are strictly advised to pay their fees in the University A/C Numbers – Co-operative Bank of Kenya – Kitengela Branch – 01129285860000 OR Equity Bank KNUT House Branch-0350296695686 or MPESA PAYBILL NO: 174507 where the account number is the student's name or admission number. Those who cannot access the said Bank Accounts are advised to purchase bankers cheque in the name of the university.

Transport

All students are free to board the bus to and from Athi River/ Kitengela and Isinya for the whole semester.

Registration

All students must register with the Academic Registry Department, the Library, the Guild office, Dean of Students and other relevant offices within the first week of opening. Late registration will attract a fee of Ksh.2000/-

Research Directorate

Students on Degree and Diploma Programs are required to submit Research Projects and Proposals respectively. The directorate of research has produced research policy and research manual. These documents are readily available from the School Heads of Departments. All students writing projects or proposals should pay research/proposal supervision fees after which the student is officially given a supervisor of their choice. Supervisors will guide them through out the research proposal or proposal writing

University Web Site

The University has a web site which we encourage all of you to visit to get up-to-date information about the University is www.teau.ac.ke. Students can NOW access all information through the university e-mail addresses.

Inter-institutional transfers:

It is with great concern that some of our students have been applying for inter -institutional transfers from our institution, in complete and utter disregard of our policies and regulations. Thus this is to remind all guardians, parents and sponsors that The East African University will not be allowing transfers of students to other institutions without taking into consideration of our policies, the KUCCPS policies and the host institution's policies.

Marketing and Promotion

Thanks go to students who have managed to bring fellow students to THE EAST AFRICAN UNIVERSITY to achieve education; we expect more from you again.

As stakeholders, let's work towards the promotion and marketing of the University so as to increase the number of students to enable more infrastructure development to be able to attract a number of regular students to join the University and to boost enrollment since

we are offering the most affordable education in the region. Students, lecturers and the administrators will get involved in the marketing activities to take place during the holidays. Kindly give them support to make The East African University known and advice many students to join.

Anyone who brings a fellow student shall be subjected to a concession fee, for degree it will be 1000ksh and for diploma and certificates it will be 500ksh for each student brought and will be paid respectively either in cash or turned into fees.

Internship Programme and Extra Curricular activities

For those students who are completing their courses this Semester, we are advising them to take their internship programmes seriously. Students will not be allowed to graduate unless they successfully complete the internship programme as part of University requirement or provide evidence of employment.

Students are urged to engage themselves in extracurricular activities in the University. We have vast land and part of it can be used for Agriculture, tree planting, nursery etc.

Regards

The Management wishes to renew our sincere appreciation to our esteemed parents, guardians, sponsors and students for your co-operation. **God bless you all**

Yours Sincerely,

NYARANG'O JOHNSON ONKOBA

Ag. REGISTRAR ACADEMIC AFFAIRS