



THE EAST AFRICAN UNIVERSITY

GENERAL NEWSLETTER TO ALL STUDENTS

Date: 14th December, 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 all the efforts you have put it in to ensure we have had a successful year.

NEWS BRIEFS

End of Semester

The end of this semester for the academic year 2018-2019 officially is on Friday 14th December 2018 at 3.00 PM.

Commencement of next Semester

The next semester of the academic year 2018 -2019 will officially commence on the 7th of January 2018 for new students and 14th of January 2018 for continuing students.

Please **NOTE that** we request all students to report on time as lectures will resume immediately.

Exams

End of semester exams started on Monday 03rd December 2018 and came to an end on the 14th of December 2018.

Registration/Deferment/ Resuming

At the beginning of each semester students are required to renew their registration to enable us to track active students and those who have deferred studies. Please note that students may be barred from registration for any period of study provided they have not met the minimum prescribed requirements of the course. Students who defer their studies are required to fill in the pre-requisite deferment forms. These are available at all the Heads of Department's offices as well as in the academic registry's office.

Course works

This is a reminder to all students that course works determine and contribute 30% students' passing of a course unit and therefore should be taken seriously. The course work

is divided into three categories each containing ten marks i.e Continuous Assessment Test (10 mks), Group Assignment (10 mks) and Individual Assignment (10 mks). An exam done without a coursework will be considered an automatic retake. The pass mark for each course unit is 40%.

Special Exams

The following are the senate resolutions regarding special examinations. Students will only be allowed to sit for special examinations for only the following cases:-

- Death
- Child birth
- Sickness
- Accidents

Please note that these students MUST have attended at least 75% of the semester lectures, these students MUST have registered with The Academic Registrar through their schools indicating the units to be done.

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 exams. Students who have retakes MUST not apply for special papers. Please note that all retakes must be registered at academic registrar's 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.

NB: A student may apply for a supplementary examination for the unit he/she failed for a fee of Ksh 2000.

Examination Malpractices

Those students who were involved in examination malpractices during the end of semester examinations will face disciplinary action as stipulated in our examination policy. The disciplinary committee will administer a penalty they may deem fit taking into consideration extent of the issues raised.

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. 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. We will introduce the use of lecture cards to enable us curb those tendencies.

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 semester.

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 MPESAPAYBILL 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.

Registration

All students must register with the Academic Registry Department and with their relevant schools within the first week of opening. Unit registration MUST also be done within the same time frame unless the Head of Department of a particular school advises to the contrary. 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 programs Coordinators. 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 website including their marks through the students' portal and any other important activity which is due to take place within the institution.

HELB SMART CARDS

All the students who benefit from the Higher Education Loans Boards are hereby advised to acquire a HELB smart card which will be used to channel both your upkeep and tuition funds. The University in collaboration with cooperative bank of Kenya will be issuing those cards to students who registered and had their passport size photo taken during the registration exercise. However, those students who never had the opportunity to register are requested to register with the admissions officer at the student's service office or by sending their name and admission number to the number **0722545167** before 14TH of January 2019.

CULTURAL WEEKEND

The guild office and the management of The East African University successfully organized and held its annual cultural weekend on the 8th and 9th of November 2018. The event was a success and it attracted participation from all the different ethnicities within The East African University. It was meant to enhance unity within our diversity as well as to help us appreciate each other's cultures. We also managed to get our **MR** and **MISS** The East African University through a competition. The winners received scholarships for an entire semester from the institution, whereas the runners up got other different prizes. We urge parents to encourage their sons and daughters to engage in extracurricular activities as it helps in development of creativity.

Regards

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

Merry Christmas and happy New Year 2019

God bless you all

Yours Sincerely,

NYARANG'O JOHNSON ONKOBA
ACADEMIC REGISTRAR