



Empowerment for Sustainable Development



Students Guidebook

© 2014

MISSION

To generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research

~~*~*~*~*~*~*~*~*

VISION

A world class University in socio-economic and technological advancements

~~*~*~*~*~*~*~*~*

PHILOSOPHY STATEMENT

Creative, dynamic and responsive

~~*~*~*~*~*~*~*~*

MOTTO

Shajiisho la maendeleo endelevu (Empowerment for sustainable development)

~~*~*~*~*~*~*~*~*

CORE VALUES

Some of our core values include but not limited to:-

- *Excellence in Service delivery*
- *Integrity and Honesty*
- *Transparency and Accountability*
- *Responsive to Community social needs*
- *Respect and encourage Creativity and Innovation*

Contents

Message from the **Vice-Chancellor**

Brief History of the University

The Structure of the University

History of PU in Pictures

Key Arms of the University

Your Stay at PU

1. **Arriving** at Pwani University for the First Time
2. Office of the **Dean of Students Affairs**
3. **Finance** Matters
4. **Transport**
5. **Health and Medical** Matters
6. **Mails and Communication**
7. **Clubs and Societies**
8. General **Code of Conduct**
9. **On-Campus Accommodation** services
10. **Common Terms** in Students Affairs
11. **Academic** Matters
12. University Academic **Calendar**
13. Examination **Rules and Regulations**
14. **Computer, ICT and Internet** Use
15. Pwani University **Students Association (PUSA)**
16. **Security**

Message from the Vice-Chancellor

It is my pleasure to welcome all new students to Pwani University and convey the delight of the Pwani University community to you for having made a very important decision to join Pwani University. We are grateful for that gesture and we have been looking forward to your coming. Indeed, we have taken time to prepare for your arrival. Like previous years, we are circulating the Pwani University Students Guidebook, is an annual publication of the University meant to assist you settle in. The Guidebook is a compilation of guidelines governing student's matters in addition to other general issues, which you will definitely find useful.

The Guidebook has evolved over the years with new information included each year. The current version is more updated and provides vital excerpts from key University policy documents. The Guidebook is meant to act as a campus compass giving you information and sharing with you words of advise with an aim of making your stay at Pwani University more focused, enjoyable and academically rewarding. The Guidebook touches on several important issues including Health, Accommodation, Catering, Life in and off-campus, Counseling services, Spiritual matters among others.

Istrongly urge all students to spare some time to read the Guidebook. If for any reason there are issues, which you find confusing, or you cannot understand please do not hesitate to visit the Dean of Students office for assistance. Meanwhile the Guidebook will help you as a Pwani University student to make the necessary adjustments and adapt to the new environment. Furthermore, the Guidebook informs you on some of the standards that you need to know about your conduct within the University. It sets forth the academic and disciplinary rules and regulations that apply to everyone in our community.

Note that you have entered a period of tremendous growth and change in your life! At Pwani you will form lasting friendships, discover new interest and take great steps towards becoming the person you hope to be. Outside the classroom you may

participate in activities you may never tried or imagined before. My advise is that you should ask for guidance whenever in doubt. Perhaps some of the most important of all new things in-wait for you is the interaction with new and interesting cultural activities, which are very different from what you are used to.

Pwani University community is truly diverse, we are proud of this and it is part of our strength. Remember that at Pwani, we will always be there to listen and assist you. Our help is meant to guide you make your own choices both academic and otherwise.

All of us expect you to thrive socially and academically in so doing realize your personal dreams. Your lecturers are looking forward to engage you in academic discussion and knowledge exchange in both formal and informal meetings. Please feel free to interact with them to broaden your knowledge on issues concerning your career.

Once again, please feel welcome to Pwani University



Prof. M. S. Rajab

Brief about Pwani University

Pwani University was first established as a constituent college of Kenyatta University on 23rd August, 2007 through a Presidential order. The order elevated the former Kilifi Institute of Agriculture to a University College. It received its first cohort of 200 students on the 29th October, 2007 and on 2nd November, 2007, the then President, His Excellency Mwai Kibaki, officially opened the College.

On the 31st January, 2013, Pwani University was awarded its charter and became a full-fledged university. At the time of elevation, the institution had about 4,000 students taking various programs. The University occupies a land area of about 600 acres.

The first graduation ceremony was held in 2010 for the group of students admitted to pursue various diploma and certificate courses. The first cohort admitted in the university in 2007, graduated in December 2011.

The Structure of the University

The University has three (3) major divisions headed by Deputy Vice Chancellors. These are:

- a) Academic and Students Affairs
- b) Administration, Finance and Planning
- c) Research and Extension

The Academic and Students Affairs division regulates academic matters in the schools and their departments or sections.

The university currently has five (5) schools headed by deans. These are,

- a) School of Education,
- b) School of Pure and Applied sciences,
- c) School of Humanities and Social sciences,
- d) School of Agricultural and Environmental sciences and
- e) The School of Graduate studies.

The five schools that make up the university have a number of programs. The four (4) Undergraduate schools have courses starting at certificate, Diploma and bachelors, levels. For post graduate studies the schools in collaboration with the school Graduates studies host various Masters and Doctorate programs.

School of Agricultural and Environmental Sciences

This school has three (3) departments:-

- Department of Animal Sciences (DAS)
- Department of Crop Sciences (DCS)
- Department of Environmental Sciences (DES)

School of Education

This School of Education has four (4)

departments:-

- Department of Curriculum Instruction and Education Technology (CIET)
- Department of Educational Psychology and Special Needs (EPS)
- Department of Educational Foundation and Policy Studies (EFP)
- Department of Educational Administration, Economics and Planning (EAEP)

School of Humanities and Social Sciences

This School of Humanities and Social Sciences has four (4) departments:-

- Department of Social Sciences (DSS)
- Department of Literature, Languages & Linguistics (LLL)
- Department of Business and Economics (DBE)
- Department of Hospitality and Tourism (HTM)

School of Pure and Applied Sciences

This School of Pure and Applied Sciences has four (4) departments:-

- Department of Maths and Physical Sciences (DMAPS)
- Department of Biological Sciences (DBS)
- Department of Chemistry & Biochemistry (DCB)
- Department of Nursing and Public Health (DNP)

The departments administer the various programmes currently taught in the University.



...Our History

Welcome to Pwani...



The Old-Look main gate



The New Main gate



The Old Administration Block



The New Administration Block

The School of Graduate studies manages postgraduate programs offered by the schools. Currently, it has masters and PhD programs in various fields.

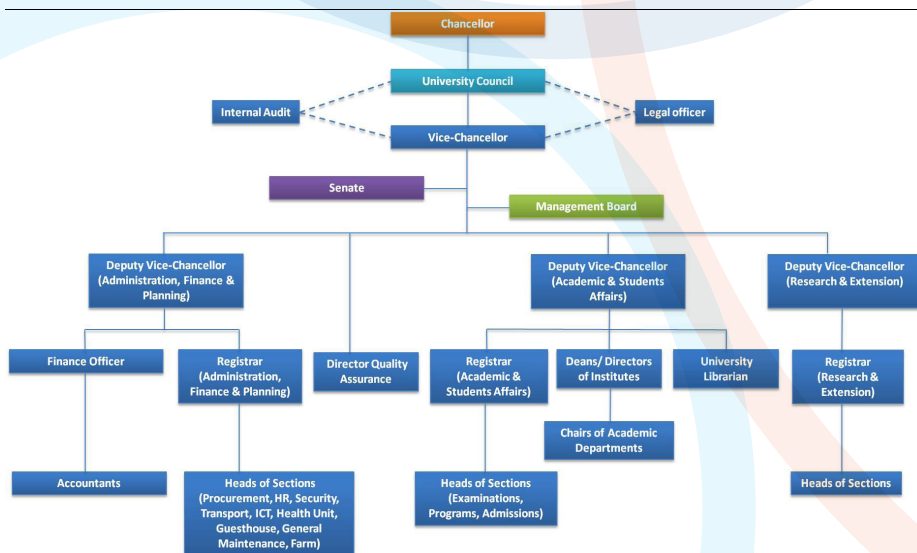
The **Academic Division** also oversees matters of students welfare, a department headed by the Dean of Students. This department offers a wide range of services to support students as they undertake their studies. The main goal of this service is to facilitate a student-centered and conducive learning environment, reflecting the university's vision, mission and objectives. This includes, accommodation issues, entertainment,

sports, cultural activities, career advisory and placement advisement.


The Administration, Finance and Planning division handles all matters pertaining to the day-to-day running of the university, financial matters and ensuring the institution is on the right track in terms of planning for the future.

The Research and Extension division takes care of the other core mandate of the university: carrying out research and collaborating with other relevant institutions in areas of academic interests for the sake of improving society at large.

Current Management Structures






Pwani University
This Commemorative Plaque
was unveiled by
His Excellency Hon. Mwai Kibaki, C.G.H., M.P.
President and Commander-in-Chief of the Defence Forces
of the Republic of Kenya
on the occasion of the Award of University Charter
on
Thursday 31st January, 2013

Key Arms of the University

- ❖ **The University Council:** *Headed by a Chairperson appointed by the Cabinet secretary in-charge of Education*
- ❖ **The Senate:** *Chaired by the Vice-Chancellor of the University*
- ❖ **The Management Board:** *Chaired by the Vice-Chancellor of the University*

These entities have powers to create committees and boards to facilitate the day-to-day management of the University and its affairs.

Some of the Key Documents of the University are:

- ❖ *The Universities Act 2012*
- ❖ *The University Charter*
- ❖ *The University Statutes*
- ❖ *The University Master Plan*
- ❖ *The University Service Charter*



Arriving at Pwani University for the First Time

1

Students admitted to the university go through a registration process as the first activity once they arrive. A temporary registration venue is normally set up for this activity. The exercise in most cases continues for about two weeks. There is also an orientation programme. The office of the Registrar Academics, in conjunction with the Dean of Students, manages this programme.

Things you need to do during registration:

- Pay your fees, register and sign the Nominal Roll.
- Select appropriate courses/ subjects on offer for your respective course on the specific semester. (Consult your COD and /or refer to University Prospectus /or PU Website).
- Ensure you have **correctly registered the units you are expected** to take. Normally there is a maximum of eight (8) units per semester and a minimum of Five (5) unless advised according to the program you are undertaking. If you change your mind about a course you want to do **contact the COD** of your respective department or Dean of the school for advice immediately
- Organize and finalize financial matters. You must **fulfill all**

registration requirements to become a bonafide student of the University

NB: After registration, you should have a valid University student identification Card at all times. This card will be required any time you seek services which you are entitled to as a student of PU. Never share your identification card with another student. This shall constitute a serious offence which may attract a disciplinary action against you.

After registration, ensure you:

- Copy and review your timetable to ensure all is right and there are no clashes (if there is a clash, report to your Unit lecturer or instructor).
- Find and locate the various lecture halls and classes where you will be taking your lectures.

For your own convenience you need:

- Mosquito net
- Umbrella
- Clothes hangers
- Laundry supplies (pegs, pails, basins, soap dish etc)
- Stationery (books, pens, pencils, ruler, foolscaps, radio/CD player/ Computer/Phone.

- Beddings/towel (Blankets/Duvets/ Bed sheets/Pillows/ Toiletries.
- Notebook for orientation.
- Personal Calendar.
- Clothes for all weather.
- People asking you to do things you have never done before.

Please note the following:

- **Do not bring Firearms/Weapons**
- **Pets**
- **Do not engage in Illegal drugs**
- **Music systems , TV sets, Printers and Photocopiers, cooking utensils are not allowed in the hostels.**
- **Do not bring any other thing that may interfere with your learning and other people's peace and security.**

What is new in your life as a student at the university?

As you begin university life at Pwani you may experience changes such as:-

- Having to share a room with people or a person, you have never met before.
- Having to organize things on your own, follow schedules where there are no bells, prefects, parents, or teachers to push or guide you around.
- Having to know and meet people from different places with varied beliefs, values, faiths and other backgrounds.
- Having to handle your own financial matters with no one to guide you.
- Sometimes having to mix freely with people of the opposite sex.

Adjusting to the New Life at the University

One way you can quickly adjust and cope well with life here is by being ready to face diversity, and learn to live with new people. Engage them in discussions on issues pertaining to sleeping habits, music tastes, friends, alcohol (and other drugs including cigarette smoking). Negotiate on room organization, cleaning duties, reading, entertainment etc. Learn, don't necessarily copy, their way of doing things. Keep an open mind for you to learn, but make independent decisions. Please contact the respective housekeepers, janitors and/or accommodation officer for assistance; Each Hostel on campus has a student leader (Hostel Rep). Just let them know what is disturbing you. For Non-resident students, please ensure you have contacts of the non-resident student representative. Institutional Based students also have a representative who can channel their issues to the administration.

Getting new friends

Talk freely and introduce yourself to other students whom you are likely to meet during lectures, or even in your halls of residence (hostels) or your worship area. It is advisable to get involved in clubs, organizations and other healthy activities. They help you learn fast and avoid boredom.

Make wise decisions

You will be required to make many decisions for the first time on your own. Make sure you know the University rules and regulations to avoid breaking them. Each time as a student and even in future, make wise decisions regarding activities you engage in and how you spend time with your friends. You can ask senior students or the Dean of Students' office in case of any difficulties. Decisions such as consumption of alcohol "Mnazi" in "mangwes" or swimming in the open sea or just going out to have fun must be carefully considered.

Due to its proximity to the Indian Ocean Kilifi town and Pwani University environs offers a unique scenic reminiscent of the famous "tropical Paradise" hence it is a very popular tourist destination at the Kenya Coast. There are beautiful beach lines for those who want to relax and enjoy the sea breeze. However, it is important to note that the beach lines are risky for

swimming. The seabed is dotted with steep cliffs and strong under water currents. The water depth changes drastically with the movement of tides. Students are advised to desist from swimming excitement and only swim in safe spots under the guide of the local Red Cross chapter volunteers or authorized experts. In short, swimming in the sea is a risky affair.

Peaceful co-existence

Come and settle in PU with an open mind. You will meet people from different cultures, ethnic backgrounds, religious backgrounds, and people with diverse beliefs and values. You should maintain an open mind to co-exist amicably and peacefully without losing your own values in such circumstances. Make use of this diversity to learn and do as much as you can for your academics.

Respect each individual and their freedom of thought and always make informed decisions.

Office of the Dean of Students Affairs **2**

The office of the Dean of Students Affairs (DSA) is the office entrusted with the responsibility of taking care of students and addressing their problems. The DSA office will support students to settle down in their new life, provide accommodation services, provide guidance and counseling,

provide guidelines to conduct students' sports, games, entertainments and general career and life mentorship. We firmly believe that a University is a place where faculty and students share academic goals and aspirations freely. In addition, that working together strengthens the teaching and learning



process. In this noble idea then we commit ourselves to-

- Excellence in service delivery
- Integrity and Honesty
- Caring for the well-being of members of the University community

As we co-exist we believe that the theme of **“Do No Harm to others”** is a non-negotiable value. It is therefore important that an accurate self-understanding becomes your foundation for empathy, compassion and understanding to others. This will lead us to be socially and ethically responsible in our stay as Pwani University community members.

Accommodation

The University has limited space for accommodation: only about 800 students can find on-campus accommodation. In most cases, this is reserved for students sponsored by the government (KUCCPS) and joining the university for the first time (Freshers). Those who miss on-campus accommodation and the Self-sponsored students may have to seek off-campus accommodation. The DSA and PUSA offices maintain a register of potential accommodation places within Kilifi Town. Most of these Hostels are available around Kilifi town i.e. *“Kibaoni”*, *“Charo wa Mae”* and *“kwa Mwangi”* market centres.

Make sure you get affordable accommodation in a safe and accessible place that will not inconvenience your movement in and out of campus.

However, note that all students are free to choose to live on- or off-campus. Contact the DSA in case you have difficulties in locating hostels for accommodation or situations where you have challenges with your place of accommodation.

Catering Services and Shopping

Dining Services for students are available in the main dining hall. Here you are expected to pay for the food at a cashier's desk before you are served. The cashier will then issue you with a receipt, which you show at the counter to get your food. The Students Catering Unit (SCU) provides all the utensils (plates, spoons and cups). Food and all cutlery should not be removed out of the dining hall. Service in this DH is through the Cafeteria system and students are expected to line-up to get their meals.

Queue jumping violates other people's rights and cannot be tolerated.

Take note of the times for serving meals, which are provided by the SCU. Menu for meals is posted at the entrance of the DH and on the inside walls. The SCU offices are currently situated near Hostel 4. This Dining Hall (DH) is not restricted to any student whether resident or non-resident. It is against our Public Health policy to eat your meals outside the DH or take meals to the hostels.

Alternative Dining Areas

Students are free to take their meals elsewhere other than the SCU Dining Hall.

Within the campus students can eat at the **RED BUFFALO** restaurant managed by the Hospitality and Tourism Department or at the **PU Guest House** and conference center.

The students Union also rents out facilities for students to operate canteens where snacks and other light foods will be served. Outside the main gate are a number of food Kiosks and hotels. However, you may need to be cautious with food served in these places because quality and safety is not assured.

NOTE: Cooking in the hostel rooms is prohibited at Pwani University and is illegal. Anybody found cooking will have to vacate the hostels with immediate effect.

Shopping

There are several places where you can do your shopping. These include:

- a) **Kibaoni** – The shopping centre outside the campus at Gate C; it is also a residential area for many people including some students. Kibaoni has a lot to offer including:- households items, Stationery, Foods (cooked and those for cooking) on sale – You can get all needs there. There are also butcheries, restaurants and pubs, salons and barbershops (Kinyozi). Dressmaking, tailoring, shoe and bag mending and computer services are also available at Kibaoni.
- b) **Tuck-shops** –There are two tuck-shops located in the student's

common room near hostels and another one in Hostel six, serve your basic needs like food stuff, toiletries etc.



- c) **Tuskys Supermarket** – It's approximately 500m from the University gate. As you come from Mombasa, it is located immediately after the Kilifi Bridge. It is therefore accessible by foot from the University. You can also use Boda Boda or tuk tuk to reach the shopping mall. It is currently the largest shopping outlet which offers a wide range of products. There are other small supermarkets at the town centre.
- d) **Open Air Markets** – There is an open market at the "**Charo wa Mae**" trading centre for groceries and old wares (mitumba). This market is very active on Fridays. Also about one (1) km on the way to Malindi ie. "**Koroshoni**" (former Cashewnut factory) there is an open weekly market of a wide range of household items. It is open on **Saturdays** only.

e) Oloitiptip Market and Kilifi Stage:

This is another shopping centre with groceries and other household inputs. It is at the main Kilifi stage (Town Centre). This place offers book shops, electronics stores, clothing malls etc. Next to this Main stage are the County Government offices, the General Post Office and Local referral Hospital.

Finance Matters

3

Financial Aid and Bursaries

Limited opportunities for financial support exist now at the DSA office. We try as much as possible to link needy students with potential donors. If you have an idea of a potential donor(s) please see the DSA for support/recommendations.

The University shall always communicate through its notice boards and through PU student emails the availability of internal bursaries. Such bursaries if availed are disbursed in accordance to the bursary allocation guidelines.

Needy students should register with the DSA immediately they join the university. Students are encouraged to try as much as possible to explore other sources of funding.

The Constituency development Fund (CDF) and County/Ward Bursary are some of the options. Those eligible should apply for HELB loans. Please consult the DSA for further advice.

How do I keep my Finances Safe?

It is always wise to have an account where you can keep your finances to avoid mismanagement or losses. Some students may already be having bank accounts. Those without bank accounts may open them right here in Kilifi in the following banks:-

- ❖ **Equity Bank:** Located at Kilifi Town and has an ATM
- ❖ **Cooperative Bank:** Located along Hospital road at Kilifi Town has ATMs located at the KITECO and Kobil Petrol Station near the University.
- ❖ **Barclays Bank:** Located opposite the Equity Bank and has ATM at the premise
- ❖ **Post Bank and Imperial Bank:** These two are located next to each other at the Kilifi Shopping Arcade.
- ❖ **KCB:** Located opposite Cooperative Bank. It has an ATM within the university.
- ❖ **National Bank:** Located next to Kilifi Shopping Arcade.

- ❖ **Diamond Trust Bank:** Located next to Tusky's Supermarket.

Always be careful how you handle your money and you are advised never to leave your money in your room, no matter how safe you think it is.

BEWARE OF CONMEN!

Any official transactions concerning University fees should be done directly from the bank. Bank slips should be presented to the university finance department, which will issue an official receipt of the transaction. Avoid any intermediaries in your transactions. The risk is high when **freshers** are reporting and at the end of **each** semester.

Fees

All first years are expected to have received their fee structures attached to their calling letters. Your fee balance will always be shown in your fee statement, which can be accessed through the internet from the students account. Get the necessary information to start operating you account.

Any changes in the fees will be communicated by the Deputy Vice Chancellor (ASA) and or the Finance department through various ways such as circulars, letters and and through PU student emails.

4 Transport

Cars on Campus

A student with a motor vehicle within university premises should get a written permission from the Vice-Chancellor on condition that he/she provides a current

driving license, valid road tax license and a current certificate of insurance. Parking is at the vehicle owners' risk.

Bicycles

This is one of the means of transport to the University particularly for students staying far. However those riding bicycles should observe rules and rights of other pedestrians. The University currently does not have Bicycle Park or areas designated for



bicycle parking. There is no provision for security even where parks are provided. Students riding bicycles should ride carefully not to cause accidents. In addition, they should park them in places that are not near entrances to avoid inconveniencing other road users.

Motor cycles, Boda Boda and Tuk tuks

This is a common means of transport around Kilifi. They are allowed only in some areas within the campus.

You can use them when you have to carry a bulk luggage to and from the Hostels. However, you are cautioned that most riders are not trained and some are completely ignorant of traffic rules and regulations. As such, they can make some irrational decisions while on the road.

Note that most tuk tuks and Boda Boda are not licensed or insured. Be careful when using them at night because the conduct of the drivers is unpredictable.

Health and Medical Matters

5

Kilifi and the Coastal region where Pwani University is located is a zone with high incidences of Malaria. You are advised to take precautions and avoid exposing yourself to Malaria. Ensure that you sleep under a treated mosquito net. Avoid mosquito bites in the night. Staying late in the night outside e.g. flower gardens or in "mangwes" puts you at risk.

Ensure the conditions around your room do not encourage breeding of mosquitoes.

Consult the Students Health facility or the Dean of Students' office for any "special" or pre-existing medical issue/conditions that you may need assistance as you join the University.

Medical Attention while on Campus

The PU students Health facility is accessible 24 hours to provide medical services and preventive programs for students (medical fees are paid-up alongside tuition fees). You need to produce your student I.D. and proof of completion of the required fees in order to receive services at the Health Unit.

The Students' Health facility offers services such as routine medical and injury care, physical examinations/health units, laboratory services, physical therapy and a full service pharmacy. It has a Laboratory from where medical examinations can be carried out to facilitate quick diagnosis.

The pharmacy is stocked with essential drugs for curative and emergency conditions. In addition students and staff can get counselling and family planning advice from this facility

If a student falls sick in the hostel, he/she should inform the Hostel representatives or janitors who will organize to get him/her to the health unit.

The PU Health Unit also has an Ambulance used to handle emergencies within the university. If a student falls sick in any part of the university and cannot walk to the health unit, he/she can contact the Dean Students Affairs on telephone 0717686741 or 0773-839-889 or the nearest security Guard on duty. For those residing in the hostels and, for all night cases students can contact the Janitors or the student leader's in-charge of welfare and health matters.

Cases which the university health unit

cannot handle are normally referred to the Kilifi District Hospital or Coast Provincial General Hospital- Mombasa or any other relevant health facility.

Dentistry/Optical & Dermatological Attention

Dental and optical services are not offered at the PU Health Unit. Students who may be in need of such services will be required to make their own private arrangements to access them. Such services are mostly available in Mombasa; however, some are available in Kilifi.

Aids Control Unit

The University has an HIV/AIDS unit, which is currently situated, within the PU Guest House. It provides HIV/AIDS counseling, testing, and post-testing services.

This unit has a fulltime employee who is also a counselor. Students can get free advice on general matters about HIV/ AIDS anytime within working hours. The



unit works closely with students' Peer Educators on matters of behavior change, communication and other issues related to HIV/AIDS.

It has an advisory service to support PLWA, prevention of Mother-Child transmission and matters of male circumcision.

Feel free to interact with the officer in charge to know more about HIV/AIDS

Guidance and Counseling Services

The Guidance and Counseling services are also available.

Pwani University students are encouraged to seek for therapy services available such as;

- Individual/ Group counseling (Peer, family, mental counseling)
- Preventive Guiding and Counseling
- Career/Vocational Guidance and Counseling
- Health Guidance and Counseling
- Peer counselors who are trained and empowered with skills for same are available.

Please have a session and discover yourself.

Mails and Communication

In-coming Mail

In-coming mail for students are received at the University registry then sent to the DSA office. At the DSA the mails are delivered at the mail desk where students can pick them.

For ease of accessing your mails please ask those sending the mails to include your **admission and mobile phone number**. The officer in-charge will call you to pick your mail.

How to send mail

Mail can be sent through the Kilifi Post offices situated along Hospital road in Kilifi Town. With new developments on communication students are encouraged

to open email accounts and make use of them for communications. The department of ICT will assist you to open one under the University domain. Please keep it active because all university correspondence will be sent through PU student emails.

Communication to Students

Communication to students is majorly through the **Notice Boards and the PU website**. Such notice boards are fitted in strategic points within the University. The University has also secured some of them. Some of the locked notice boards include the ones located in /near the Library, lower floor (opposite stores), the stairs above the rump and reception

of the new administration block. The University will soon be rolling out other modes of communication including use of the PU website, facebook etc.

Newspapers and Newsletters

The local daily newspapers are provided by the University in the University library. Please visit the library every day to access the local daily newspapers. If you have a laptop, tablet computer, phablet or smart phone you can read newspapers' on-line in any of the many hotspots in the tuition blocks and in the hostels. This way you can also access many journals and newsletters.

The university also publishes a newsletter "**The Campus Bullet-In**" once every quarter. This newsletter is free to students and members of staff.

Reading Areas.

There are several places set aside for reading;

a) The Reading Sheds: These are roofed

sheds or tent strategically spread across the compound. They are fitted with seats and a flat board for writing. Students can read here or conduct group discussions.

b) Reading tables: Reading tables and chairs have been placed along the corridors adjacent to the tuition blocks. Each table has 4-6 chairs. Students can hold discussions here or do their assignments.

NB: Please do not remove these chairs and tables from their location. It will inconvenience others.

c) Library. Within the library there is space for reading. Here you have to maintain silence. It may not be conducive to hold discussions here.

NOTE: Removing chairs from classrooms is NOT PERMITTED. Please DO NOT remove chairs from classrooms.

7 Clubs and Societies

Pwani University has many clubs, organizations and societies registered officially under the Dean of Student's Office. Membership in the academic community accords students certain freedoms and responsibilities. There are different categories of clubs and societies based on Academic, departmental, media, music/performing, arts, recreational, religious and other special interests. Some of them include:-

- Environmental science Club,
- Animal Science Club
- Red Cross Society,
- Geography society
- Christian Union,
- Muslim Association,
- Chama cha Kiswahili
- Catholic Association
- SDA
- PACE
- Accounts Students Association
- Integrity Club

- Jasiri-Kenya Scouts Association

In these clubs, you will have an opportunity to develop skills in teamwork, conflict management, budgeting, planning and leadership among other skills.

The clubs and societies on campus should reflect the values and attitudes of our academic community. As a community of Pwani University, our clubs and societies need to adhere to the mission of the University and its supporting by-laws, statutes, and policies. Therefore, all student groups are expected to be familiar with and conduct themselves in accordance with the “Student Code of Conduct”. For purposes of order and smooth operation of Clubs and Societies, it is expected that each of these organizations will develop and maintain a list of its students, the group’s constitution and bylaws.

Above that, the clubs and Societies should have an advisor/Patron who is a PU faculty or staff member

NB: The University discourages clubs/ association/groups founded on tribal grounds. Such groupings will not be permitted to operate within the precincts of the University.

Why Get involved in Clubs / Organizations?

Participation in Clubs and societies has a wide range of benefits. You get to know more from others and you may have an opportunity to be exposed to new ideas in

life. In particular, clubs and societies may:-

- Help you to meet people and make friends.
- Help you meet and associate with people in the corporate world and thus establish contacts that may get you employed.
- Help you develop friendships that may provide support during difficult times.
- Give you a chance to contribute/work with the community (e.g. through community service) which provides a sense of purpose.

Skills learned in these clubs /organizations and experiences are important to you in your future employment and career. Remember some employers are keen on the role you play in assisting the society.

How Can I Find out about Clubs and Organizations?

- You can check from the Dean of Students Affairs Office or through PUSA offices.
- Leaders of the clubs and societies will make announcements/ arrangements for recruitment of new members in the beginning of the academic year. Choose which club /society to join.

Note that some clubs have regular and specific dates and times of meetings while others do not, so it is your duty to be on the lookout.

However do not join too many clubs as this can eat into your time for studies

Manage time to avoid Stress

Lack of time management will be a major

cause of stress while you go through your studies if you are not careful. It is good to plan your time well by:-

- **Setting priorities** - Know what needs to be done before another, sorting out major tasks from minor ones, urgent and non-urgent and long-term from short-term goals
- **Forward Planning** - It is not about being too rigid; it is about budgeting your time and knowing clearly what you would like to do at a particular time. It saves you from confusion.
- **Avoid procrastination** - Always do what you should at that time, never push it ahead or postpone in that way you avoid accumulating too much work. Just plan and concentrate but take breaks as necessary.

Other important problem solving skills you may need:

- First identify the problem you have
- Identify the priorities and goals
- Identify the possible solutions
- Consider each solution vis-a-vis your priorities and goals
- Choose the best option and plan to implement your solution

What may not be an infective way to handle your problems?

- Smoking
- Alcohol consumption
- Taking drugs
- Unhealthy diets
- Overworking



General Code of Conduct **8**

Pwani University is committed to providing and maintaining a peaceful and conducive environment for all members of the community. All students have a responsibility to ensure that this is not violated. Students are reminded to abide by the rules and regulations as provided in **PU 6 form**, which all students sign before joining the university. The rules and regulations can be availed to you on request by the DSA. This Guidebook has some of the rules and regulations particularly those dealing with Examinations and on-campus accommodation.

NOTE: that we are all governed by the Kenyan State Laws. Any offenses that contravene the laws of the land will mean that such an offender shall be subjected to the state law over and above the Pwani University rules and regulations.

Noise and Disturbance

All forms of noise and disturbances will not be tolerated on campus, tuition blocks and hostels. Conduct yourself in a decent manner. It shall be an offence to create unreasonable noise or behave in an unruly or rowdy manner.

Loss of or Damage to Students' Property

The University does not take responsibility for loss or damage to students' property

while on University College premises. Please take full responsibility of your property.

Theft

A student or a group of students engaging in acts of theft of other people's property will be punished as per the rules and regulations of PU and the state laws. To collaborate, assist, and condone theft acts or handling of stolen property is equally a serious offence.

Report any cases of theft within the campus promptly.

Fire Fighting Appliances

Fire fighting equipments have been placed strategically in all buildings. Please do not interfere or damage them. Students on campus hostels will be taken through some training on the use of such equipment. It shall be a serious offence against University regulations to interfere with, damage or remove other than for firefighting purposes, any fire fighting appliances

9

On-Campus Accommodation services

Room Allocation and Clearance

- No student is forced to occupy the university's rental accommodation. An application for on-campus accommodation is neither a guarantee for offer of the space applied for nor any space at all.
- The process of this application will be based on
 - *First come first served basis*
 - *Availability of spaces and*
 - *by a draw when the first two methods cannot be applied (lottery basis)*
- Once allocated a room, the student will not be allowed to transfer or exchange except on medical or such other approved special grounds.
- No refund will be given after payment. Any overpaid money will be carried forward or transferred to tuition.
- Students shall be expected to share rooms, in addition to other facilities of common use e.g. wardrobes and reading tables. Those who refuse to share common facilities will lose their residence for the rest of their stay in

the University

- Every student is expected to sign an inventory form accepting responsibility of the condition of the room on allocation.
- Students should clear from the hostel by signing out with the housekeeper at the end of the semester. A student who fails to clear and leaves their room locked will be surcharged Kshs.3500/= to cover opportunity costs. In addition, the room will be broken into to access the facility and any extra expenses incurred will be charged to the student.

Selling and Buying of Rooms

Students involved in buying and selling of rooms will be fined and expelled from the room immediately. They will not be allocated a room whatsoever in the University for the duration of their study.

Use of the Facilities in the Rooms

- Misuse and destruction of property in the hostels by a student or a group



of students will constitute a serious offence, and the students or group of students involved in such an act will be charged for any damage caused.

- Students will be responsible for the security of their property. The University will not be held responsible for the loss or damage to students' property while in the halls of residence. Students are supposed to lock their rooms at all times and carry the key with them while on session.
- Cooking is not allowed in the rooms. It is not only risky to students but also to University property. Any losses or breakages will be surcharged accordingly and the students will be expelled from the hostels.
- Removal of furniture and equipment from students' rooms or any other part of the hostel, without permission from the Accommodation office is forbidden, those found will be surcharged accordingly.
- It is a serious offence for any student whilst in residence to organize or participate in any demonstrations or ceremonies for which permission has not been granted.
- There should be no undue noise in students' rooms and common rooms at any time as it disturbs students who study in their rooms. Students disturbed in this way either by their roommates or those in the neighboring rooms have the right to report the disturbances to the Housekeeper or the Janitor on duty immediately for appropriate action.

Causing of continuous disturbance will lead to loss of one's residence for the rest of one's stay in the University.

- Being in possession of drugs such as alcohol, cocaine, bhang, or any illegal or banned drugs will not be allowed in the hostels. Anyone found will be expelled from the hostels.
- Drunkenness, unruly or rowdy behavior within the halls of residence shall be considered an offence. Those charged with the offence of disturbing the peace in the halls will face loss of residence for the rest of the academic year.
- Drinking in the halls of residence or common rooms is an offence. Those found doing this will lose their rooms for one academic year.
- Drug abuse is a serious violation of the University rules and persons found to be engaged in such conduct are a danger to the rest of the student community and will face loss of residence for the rest of their stay in the University
- Threats, incitements, insults and fights are an offence. Those found guilty will lose their rooms for the rest of their stay in the University.
- No stickers or campaign posters should be placed on the walls of halls of residence and writing in the walls. Costs of removing the same will be charged to the student concerned.
- Involvement in pornography, prostitution activities, gun running, money laundering and other cyber crimes will lead to expulsion from the

hostels.

- Involvement in business activities focusing on profit gain such as photocopying shop, scanning, lamination, saloon, barber shop will lead to expulsion from the hostels.
- The Accommodation Services staffs have the right to carry out unannounced room inspection periodically.
- Non-resident students are not allowed to use the university hostel facilities like washing clothes, ironing and bathing. Those found misusing the facilities these will be surcharged.

Visitors to the Rooms and Cohabiting

- Male Visitors to the ladies hostel will be permitted between the hours of 10.00am to 10.00pm and the vice versa. Those found violating these rules will lose their residence for one academic year.
- Visitors are NOT allowed in the rooms overnight. Disciplinary action will include loss of residence for the rest of one's stay in the University.
- Cohabiting is unethical and it is prohibited. Those found practicing it will be expelled from the hostel.

Theft Cases

- Any student found guilty of theft will face immediate expulsion from the hostels as well as suspension from the University pending determination of the case by the Senate Students Disciplinary Committee.
- Proven cases of theft will lead to non-

allocation of hostel space in future.

- All theft cases will be dealt with according to the Rules and Regulations governing student conduct as well as according to the Law of the Land. Report all theft cases to Security Services rather than taking the law into your hands.

Disciplinary Procedures relating to Hostel Accommodation

- The Accommodation Officer is empowered to take action against any hostel resident who is in breach the above Rules and Regulations in line with the provisions of Pwani University statutes and Rules and Regulations Governing students conduct in the University.
- Upon taking action, the Accommodation Officer shall communicate in writing to the Dean of Students and any other university organ related to the matter.

Alcohol Use

Use of alcohol within the university learning environment is not allowed. Students attending lectures or lab practical's while drunk will attract disciplinary action.

Alcohol shall not be taken in the hostels. In any event you are cautioned that excessive alcohol consumption affects your health and reasoning. If you must drink then do it responsibly.

Drug Abuse and Possession of Drugs

It is a serious offence against University

rules and regulations to possess or take drugs as a student of this University. Students are cautioned not to engage in drug dealing within and outside PU. Within the campus the university has a put in place security mechanism to track any activities supporting drug business particularly in the Halls of residence.

Common Terms in Students Affairs **10**

- **Exile** – (Not accepted at PU) This is when you have to vacate your room for a night/some hours because your roommate has come in with his girlfriend or her boyfriend. NB. This is not authorized. Please respect the rights of everyone.
- **Janitor** – These are the officers on duty in the hostels at night. In case of sickness or any other issue in the hostels, always go to them. They are charged with responsibility to manage resources (water and electricity use) within the hostels
- **Housekeeper** – Person in charge of day to day care of the Hostels. They have offices in the hostels; in case of any problem in the hostel always go to them.
- **PUSA** – Pwani University Students Association. This is an association of all students registered at Pwani.
- **Mess**- These are the Kitchens / Dining areas specifically intended for students, which sell breakfast, lunch and supper.



From the day you arrive, your studies at Pwani University are programmed.

You have a starting and exit point. You have to take responsibility to make this program materialize and graduate on schedule.

Students of Pwani University are expected to attend all classes to enable them sit for CATS and examinations.

A student should attend classes for units that he/she has registered for.

take place between 7.00 am to 8.00 pm during Weekdays.

Change of Program (Course)

A student may decide to change his/her program after a while due to genuine reasons, which must be communicated to the Registrar (Academic) in writing, who will then reply the students' request.

A student will only be allowed to change a course if H/She has qualified to enroll in the new course subject to the terms of cluster points

- **Intra – school** - change of course from one department to another within a school.
- **Inter-school** - change of course from one school to another

The procedure to be followed: A student writes a letter to the Registrar (Academic and Students' Affairs) through the chairperson of the concerned department and Deans of respective schools. The registrar upon receipt of the request responds stating the requirement that the student must fulfill.

The University has an annual plan or calendar of activities, which is followed throughout an academic year. Change of dates for any activity that affects or touches on students in any way will always be communicated in good time. Such communication is normally by circulars and shall be posted in all notice boards.

NOTE: If you plan to be out of campus and there is a possibility of missing a CAT, Practical or class or even main examinations, consult with your lecturer and COD. You are advised to get a written authorization and or fill appropriate forms. Seek advice from the COD, Dean of school or the Dean of students.

Your Admission Number

It is always important to remember your Admission Number all times. All admission numbers are unique to each individual and forgetting it or making errors on the same in any document can have consequences.

When does Learning begin?

Learning starts immediately after the registration and orientation process ends. Ensure you check the Time Table at the students' notice boards or University website and develop your mini timetable for your Units and Lecture halls. Lectures

University Academic Calendar **12**

However, the Academic calendar does not take care of all activities in the university. The University Administration and other divisions or groups e.g PUSA and Societies may also have planned activities that are not necessarily indicated in the University Academic calendar. The affected groups normally fix such activities in a way to avoid interruptions on the academic calendar and duly communicate to all concerned students.

University Examinations

All courses are normally examined at the end of the semester in which the units are taken.

Please check the Examination timetable issued before the examinations start. Familiarize yourself with venues where you will sit for the exams. In case a unit is omitted from the timetable, inform the lecturer concerned or the PUSA academic Secretary or the student representing your school in the PUSA congress.

Continuous Assessment Tests and University Examinations

Continuous assessment tests (CATS) contribute 30% and End Semester exams contribute 70%. Each course will have 2-3 CATS from which an average score will be worked out. CATS can be given in various forms; sit in, take-away, or open book depending on the programme.

Academic Awards

Pass mark in all courses shall be 40%

Result slip

Results slips will be given at the end of each academic year. This statement shows your academic performance at the end of each academic year

The result slip will show lateral grades and cumulative average score (CAS) with the following letters:

Pass	(P)
Academic Warning	(AW)
Incomplete	(I)
Withdrawal	(W)
Discontinuation	(DISC)

What is an Academic Warning (AW)?

A student who fails in more than half of the units taken in any one academic year shall be given an academic warning

What is an Incomplete (I)?

An Incomplete grade (I) is issued at the end of semester only. It is assigned to a student who, because of reasons acceptable to the senate, is unable to complete the work or course. Further registration or class attendance shall not be a requirement to complete the course.

What is Withdrawal from a unit (W)?

A student can withdraw (W) from a unit

without any penalty within the first four weeks in the semester. The student must withdraw officially by completing the WITHDRAWAL FORMS from the Registrar Academic and Student Affairs. Withdrawal is done only in special circumstances in the fourth week provided reasons are acceptable to the lecturer concerned, COD, Dean of school, and approved by the University Senate.

What earns you a Discontinuation (DISC)?

A student who fails in all courses (Units) taken in one semester will be discontinued. A student whose cumulative failures after an academic warning from the previous semester are more than half the units taken,

in two consecutive semesters will be discontinued.

Supplementary Examinations

A student who fails to score above the pass mark shall take supplementary examinations. Supplementary exams "Supps" are offered when the university is in the normal long vacation ie April-August every year.

If the failed courses or units are a prerequisite for other advanced courses, they must be passed before the student enrolls in the advance course/units. Students failing the supplementary will have to repeat.

13 Examination Rules and Regulations

The University Examination Policy offers a wider and in-depth position of the University as far as examinations are concerned. It is advisable to refer to the Examination Policy document. This is available in the University website. Below are some of the rules and regulations on University Examinations.

1. Candidates should be seated in the examination room at least 30 minutes before the examination starts. No candidate shall be allowed into the examination room 30 minutes after the start of the examination.
2. Candidates must sign the Examination Attendance Register (Appendix C) and shall be required to produce the official University Identification Card or authenticated pass from the Examination Office.
3. No candidate shall be allowed to leave the examination room before 30 minutes have elapsed from the start of the examination.
4. All answer booklets used in the examination room shall be

- provided by the invigilators.
5. No unauthorized books, papers, printed or handwritten materials shall be brought into the examination room by the candidate.
 6. No computerized and electronic devices, mobile phones and other devices with capabilities to store data shall be brought into the examination room by the candidate. Calculators shall, however, be allowed if authorized by the Chief Examiner.
 7. When candidates discover that an incorrect examination question paper has been distributed, they must return the same to the invigilator immediately. The correct paper shall be sourced from the Examination Office and administered while the incorrect paper shall be considered leakage and shall be handled as stipulated in Section 2.4 of this Policy.
 8. Candidates shall not leave the examination room with any answer booklet. All rough work shall be written at the back of the answer booklet and labelled as such.
 9. No communication whatsoever shall be allowed between candidates. In case of any problem, invigilators should be notified by a show of hand by the candidate.
 10. Walking out of an examination in protest disqualifies a student from the examination and shall be treated as an examination irregularity.
 11. Causing a commotion for whatever reason when an examination is in progress shall constitute an examination irregularity.
 12. Disorderly conduct or disturbance in or near the examination room by candidates or their allies shall be treated as an examination irregularity.
 13. All answer booklets shall be submitted to the invigilator by the candidate before the candidate leaves the examination room. Under no circumstances shall an answer booklet be accepted if it has been taken outside the examination room by a candidate. Such cases shall be treated as examination irregularities.
 14. No candidate shall be allowed to leave the examination room 30 minutes to the end of the examination. Candidates shall remain orderly and seated as the invigilators collect the answer booklets.
 15. Any other Act that the University, from time to time, shall declare.



Examination Offence and Penalty

Where rule are broken some penalties have been set aside to punish those committing the offence

	OFFENCE	PENALTY
1.	Possession of and/or copying from unauthorized material brought to the examination venue by the candidate or by other persons.	i) Suspension from the University for one academic year and on re-admission the candidate to retake the unit whose examination results were cancelled. ii) A written warning.
2.	Copying from other candidates' examination work in the examination room.	i) Suspension from the University for one academic year and on re-admission the candidate to retake the unit whose examination results were cancelled. ii) A written warning.
3.	Circulating/exchanging/issuing unauthorized written, electronic or any other material to other candidates during an examination.	Expulsion from the University.
4.	Communicating orally or through gestures with other candidates during the examination.	i) The candidate shall be deemed to have failed the unit. ii) A written warning.
5.	Possession of electronic gadgets such as mobile phone, MP3/MP4 player, ipod, Bluetooth facility, programmable calculator or any other such an unauthorized equipment/gadget in the examination venue.	i) The candidate shall be deemed to have failed the unit. ii) A written warning.
6.	Use of a mobile phone, MP3/MP4 player, ipod, Bluetooth facility, programmable calculator or any other such an unauthorized equipment/gadget in the examination venue.	i) Suspension from the University for one academic year and on re-admission the candidate to retake the unit whose examination results were cancelled. ii) A written warning.
7.	Possession of used or unused examination answer booklets in the examination venue during an examination other than the material issued by the invigilator.	i) Cancellation of the candidate's examination results in the unit concerned. ii) Expulsion from the University.
8.	Continuing writing even after the invigilator has announced the expiry of the time allocated for the examination.	i) Cancellation of the candidate's examination results in the unit concerned. ii) The candidate shall be deemed to have failed the unit. iii) A written warning.
9.	Carrying one's booklet out of the examination room.	i) Suspension from the University for one academic year and on re-admission the candidate to retake the unit whose examination results were cancelled. ii) A written warning.
10.	Carrying another candidate's answer booklet(s) out of the examination room.	(i) Cancellation of the candidate's examination results in the unit concerned. ii) Expulsion from the University.

11.	Candidate whose answer booklet has been taken out of the examination room without his/her knowledge or consent.	<ul style="list-style-type: none"> i) Cancellation of the candidate's examination results in the unit concerned. ii) Re-sit the unit as a special examination if absolved from any complicity or conspiracy.
12.	Destroying evidence which may be used as proof of an examination irregularity.	<ul style="list-style-type: none"> i) Cancellation of the examination results for candidate(s) involved. ii) Expulsion from the University.
13.	Obstructing the invigilator while he/she is performing his/her duties and/or use of personal violence and/or threats against the invigilator on matters relating to the sitting of an examination.	<ul style="list-style-type: none"> i) Cancellation of the examination results for candidate(s) involved. ii) Expulsion from the University.
14.	Willful disruption of examinations attributable to a candidate's behaviour during University examinations.	<ul style="list-style-type: none"> i) Cancellation of the examination results for candidate(s) involved. ii) Expulsion from the University.
15.	Presenting oneself in the examination venue under the influence of alcohol and/or drug abuse.	<ul style="list-style-type: none"> Expulsion from the examination room. Mandatory counselling and/or medical treatment until declared fit to resume studies. Re-sit the examination as supplementary examination when next offered. A written warning.
16.	Smoking in the examination room.	<ul style="list-style-type: none"> i) Expulsion from the examination room. ii) Cancellation of the examination results for candidate(s) involved. iii) Re-sit the examination as supplementary examination when next offered. iv) A written warning.
17.	Conspiracy to impersonate other candidate(s) during an examination.	<ul style="list-style-type: none"> (i) Cancellation of the examination results in the unit concerned. ii) Expulsion from the University.
18.	Possession and/or use of another candidate's Examination Card.	<ul style="list-style-type: none"> i) Cancellation of the examination results in the unit concerned. ii) Suspension from the University for one academic year and on re-admission the candidate to retake the unit whose examination results were cancelled. iii) A written warning.
19.	Availing one's Examination Card for use by another candidate.	<ul style="list-style-type: none"> i) Cancellation of the candidate's examination results in the unit concerned. ii) Suspension from the University for one academic year and on re-admission the candidate to retake the unit whose examination results were cancelled. iii) A written warning/nullify the unit registered.
20.	Presenting an invalid Examination Card to the invigilator during an examination.	<ul style="list-style-type: none"> i) Cancellation of the candidate's examination results in the unit concerned. ii). The candidate shall be deemed to have failed the unit. iii) A written warning.

21.	Possession of a forged Examination Card.	i) Cancellation of the examination results in the unit concerned. ii) Expulsion from the University.
22.	Presenting oneself for an examination in a unit one has not duly registered for.	i) Cancellation of the candidate's examination results in the unit concerned. ii) A written warning.
23.	Sitting examination without payment of requisite fee.	i) Cancellation of the candidate's examination results in the unit concerned. ii) A written warning.
24.	Plagiarism/unacknowledged sources/copying in a thesis and or Academic reports	i) Withdrawal of Certification/Awards. ii) Expulsion from the University for the candidate (continuing student) or withdrawal of Award (graduate).
25.	Proven commission of examination offence(s) more than once.	Expulsion from the University.

Examination Regulations for Programmes in Health Sciences

The Nursing and Public health programme has an **additional set of rules and regulations governing its examinations**

- H1. The Bachelor of Science in Nursing and Public Health Degree Programme shall be completed when a registered student has taken and passed all the prescribed 62 units as well as four University common units. The Programme is spread over eight teaching semesters of 13 weeks each and four clinical placements of 16 weeks each.
- H2. The PU Examination Regulations shall apply.
- H3. The overall assessment of the student's performance in each unit shall be done at the end of every semester. Assessment shall

comprise of CATs and a written final examination. In some units, oral and practical examinations shall be administered as part of CATs.

- H4. The written final examination shall have the following:
- i) Multiple choice Questions (MCQs): 20 questions of one mark each, totalling to 20 marks
 - ii) Short Answer Questions (SAQs): Eight questions of five marks each, totalling to 40 marks
 - iii) Essay Questions: Two questions of 20 marks each, totalling to 40 marks
- H5. Each theory unit shall be assessed out of 100%, the marks being distributed as follows:
- i) The written examination: 70%
 - ii) Take away assignment: 10%
 - iii) Sit-in CAT: 20%

- H6. A supplementary examination shall be marked out of 100% and the maximum score awarded shall be 50%.
- H7. To sit for a University examination, a candidate MUST have attended 95% of the prescribed class work.
- H8. All clinical rotations are compulsory for candidates to meet the minimum University and Professional Regulatory Board requirements.
- H9. A candidate is expected to have at least a 95% clinical placement attendance.
- H10. During training the Nursing students shall be assessed in the practical areas listed below: These practical examinations shall be marked out of 100%, with a pass mark of 65%
- Total nursing care of a patient (Medical/Surgical/Paediatrics)
 - Total psychiatric care of a mentally ill patient
 - Labour and delivery
 - Baby at risk
 - Administration of BCG (Bacillus Calmette-Guérin)-TB vaccine
 - Management of Maternal Child Health/Family Planning (MCH/FP) Clinic
 - Ward/unit management
 - Clinical teaching
 - Classroom teaching in the School of Nursing
 - Research project
- H11. For all clinical placements, clinical follow up, clinical teaching and

continuous assessment will be carried out.

- H12. The key competencies to be achieved by the students during the training are stipulated in the student's Log Book.
- H14. The letter grades for the marks scored per unit shall be indicated as follows in the Academic transcript

Letter Grade	Marks Scored (%)	Remarks
A	75 and above	Distinction
B	65 to 74	Credit
C	50 to 64	Pass
F	49 and below	Fail

Incomplete Examination

All units offered in the Programme are a pre-requisite to proceed to the next academic year. A candidate must pass all the prescribed units before proceeding to the next academic year. Examination will be incomplete without the CAT marks.

Examination Failure

- A candidate who fails more than half the units taken in any one semester shall receive an Academic Warning (AW) from the Dean of the School on approval by the PUS.
- A candidate who fails half the units prescribed in an academic year shall be allowed to take supplementary examinations in the failed units before proceeding to the next academic year.
- A candidate who fails more than half the units prescribed in an academic year, or fails in ANY supplementary

examination, shall repeat the whole year and register for ALL the units offered at that level.

- iv) A candidate who fails all the units in any one semester, or fails ANY unit after repeating the year, shall be discontinued.
- v) Special examinations will be arranged for students who fail to sit

for examinations during the normal examination season for reasons acceptable to the SBE.

- vi) Appeal against discontinuation shall be addressed to the Chair of the PUS.

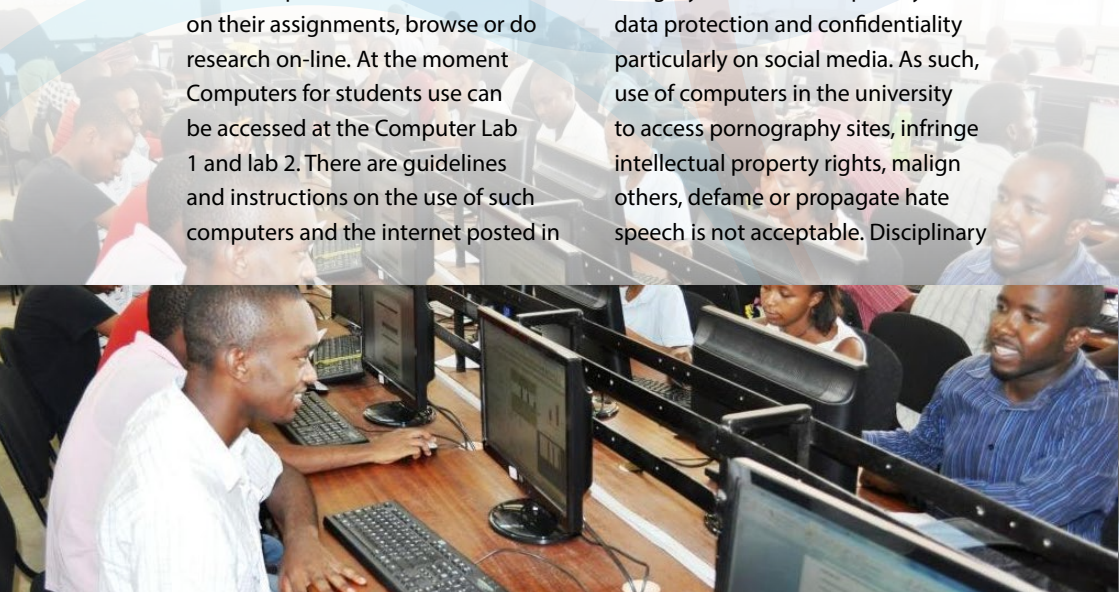
Classification. Degrees in Health Sciences shall not be classified.

14 Computer, ICT and Internet Use

To supplement academic work (assignments and/or searching for information) because of the increasing demand for knowledge in computers and IT, in the job market, the University has made efforts to avail computers with internet connections to students. From this point students can work on their assignments, browse or do research on-line. At the moment Computers for students use can be accessed at the Computer Lab 1 and lab 2. There are guidelines and instructions on the use of such computers and the internet posted in

the various rooms with computers.

Avoid any malicious acts and/or insecure practices while using such facilities. When using computers and the internet service students are advised to observe respect and integrity of other users, privacy, data protection and confidentiality particularly on social media. As such, use of computers in the university to access pornography sites, infringe intellectual property rights, malign others, defame or propagate hate speech is not acceptable. Disciplinary



action will be taken against those who default.

For more information on the computer and internet use, please contact or visit the ICT department of Pwani University located at the **Old Administration Block** or contact them through **email: ict@pu.ac.ke**

All Pwani University, students are issued with a PU email address and a password after they are registered. Please remember to change the password immediately you open your account for the first time. This email will enable you to access

of information ranging from personal information (results, fee status, timetable, university calendar etc) to other public announcements or notices.

Students email address shall appear in the following format:-
surname.firstname@school.pu.ac.ke

and password shall be their full admission number e.g. E355/0685/2010

All students are encouraged to use these facilities in a responsible way.

Pwani University Students' Association (PUSA) 15

PUSA is the governing body of students at Pwani University through which students organize their activities and express their views and opinions in the university. It is the mouth piece of the student community. It is led by student leaders elected by the students themselves. The elections are held every year in the beginning of the second semester, normally before 15th March as per the PUSA 2010 Constitution.

Funding of PUSA is largely from the contribution of PU students. Each student pays a specified subscription fee each semester. To propagate good financial management practices, PUSA funds are subjected to audit every financial year. Students through their

leadership are encouraged to ensure there is prudent utilization of their funds.

Governing council of PUSA consists of the following:-

The President

Overall head, presides over meetings, represents PUSA at University Council and in the student disciplinary committee. He/she performs other duties as stipulated by the PUSA Constitution.

Vice President

Facilitates community service and related projects. Deals with students' welfare issues.

Secretary General

Spokesperson of PUSA. Will

communicate resolutions of congress to students and relay other necessary information.

Gender and Social Welfare Secretary

Deals with gender issues and represents students in the Bursary and welfare committees.

Academic Affairs Secretary

Deals with Academic issues pertaining to students. Plays an important role in organizing career activities on campus. Represents students in the academic board.

Organizing Secretary (with a deputy)

Deals with organizing activities of students. He/she works closely with various sports captains, club and societies leaders to organize/regulate activities.

Financial Secretary

Handles PUSA finances. Develops the PUSA budget and finances its implementation

Special Needs Secretary

Handles issues of students who require special attention. Works with the DSA to improve the welfare of students with various disabilities

Congress Persons

Are representatives of respective constituencies like schools, hostels, sports, religious societies, etc. They handle issues pertaining to their respective constituencies.



Those in-charge of schools can assist you when you have difficulties in results, incompletes, retakes etc.

Ensure you know your school congressperson that you can approach concerning any problem in your school. For more information on PUSA visit **the PUSA offices** next to our Students Common Room.

Correspondence

All correspondence to the public or media houses by students of the University is done in their individual capacity as students or officials of the students' organization and should bear their individual names and their private

addresses.

Students are not allowed to make any public statement on behalf of the union or other societies on matters affecting the University without special authority from the management.

The university authorities should be notified of invitations made to government ministries, their representatives, foreign governments (missions) or other important personalities to visit the University in their official capacity in good time.

Security 16

A hired security firm and the University security supervision team provide security within the campus. The security personnel are assigned duties in specific demarcated locations within the university compound. In addition the University has installed closed circuit television (CCTV) to boost security for students.

However, this is not adequate to keep you safe. Please be alert always about your safety. As a community it is a good idea we adopt the strategy of **"Being your neighbors keeper"**. That way we

can enjoy our safety in the University. This is achieved by reporting all cases that appear to pose a risk to our security to the relevant authorities in the university.

Security off- campus

Kilifi is a relatively calm place with very few incidences of insecurity. The local authority has installed security lights on the main streets. The regular and administrative police make patrols in the night to curb cases of crime.

Residents of Kilifi also have a community

organized patrol arrangement. They have a vehicle with its sides inscribed “**COMMUNITY PATROL**!”. In case of a problem you can call their emergency number 0705 555 400 and talk to the case manager

University Security Offices

Report all cases that need to be handled legally at the security offices situated in **the new administration block Room No.485 top floor**. University has its own security officers who supervise the hired security service.

Report any signs or behavior that can lead

to insecurity to the nearest security office
To enhance security:

- Keep an eye on your belongings while in the buildings. Report suspicious and criminal activity to the university security.
- Lock and secure your room door when leaving.
- Do not leave valuables or money out in the open in your room or office.

In case of a fire breakout:

- Please sound an alarm by calling other students, hostel staff and the security personnel near you.
- You should exit the site immediately



but calmly through the designated exit routes.

- Forget what you have left behind and save your life.
- Move to the nearest fire assembly point.

Please remember that all hostels have fire fighting appliances located in strategic positions. Take time to read the instructions on the labels. These may become handy in case of an outbreak of fire.

Note: We normally have fire talks with the students on how to stop the fire and prevent it from spreading by using different fire appliances (extinguishers). The fire wardens who are in the university give these talks. We can avoid fire disasters here at Pwani University when you and me stay away from it!

Prevention is better than Cure!!

Overall, try your best to make Pwani a conducive place to live and study, and you surely will be proud to have studied here. Do not hesitate to visit the Dean of Students Office in case you have challenges, questions or even compliments. Thank you and good luck.







Pwani University,
P. o. Box 195-80108,
Kilifi, Kenya

Tel: +254 41 7525 101/3/4/6/7

Fax: +254 41 7522 128

email: info@pu.ac.ke

website: www.pu.ac.ke