



KOITALEEL SAMOEI UNIVERSITY COLLEGE
(A Constituent College of the University of Nairobi)

INFORMATION

AND

JOINING INSTRUCTIONS TO NEW STUDENTS

2025/2026 Academic Year

VISION

A premier University producing and nurturing quality talent and research for global impact.

MISSION

To offer quality University education through innovative teaching, cutting edge research, technology transfer and community service for sustainable development.

CORE VALUES

- a) **Teamwork:** The university college commits itself to use collaborative efforts to achieve common goal, with trust, healthy conflict, accountability and attention to results.
- b) **Responsiveness:** The university college endeavors to respond quickly and positively to the needs of all its stakeholders.
- c) **Excellence:** The university college strives to be significantly outstanding in all its endeavors.
- d) **Justice and fairness:** In all its interactions, the university college treats everyone with impartiality and fairness.
- e) **Courage and resilience:** The university college endeavors to face all situations confidently and act rightfully in the face of popular opposition to adapt well and bounce back from difficult experiences.

PREAMBLE

Koitalel Samoei University College (KSUC) Management wishes to take this early opportunity to congratulate and welcome you as you join us, a premier university producing and nurturing quality talent and research for global impact.

This document, popularly known as the **Joining Instructions** contains crucial information, including the Rules and Regulations/Examination Regulations that you are expected to adhere to during your stay at the College. Please read it carefully, complete and return the required Forms as per the instructions provided.

ARRIVAL AND REGISTRATION

Registration will commence at **8.00 a.m.** and all students are therefore required to register at their respective Schools as detailed herein below:

SCHOOL	DEGREE PROGRAMME	REGISTRATION CENTRE
School of Education (SoE)	i. Bachelor of Education (Arts) ii. Bachelor of Education (Early Childhood Education) iii. Bachelor of Arts iv. Bachelor of Education (Science) v. Bachelor of Science (Biology) vi. Bachelor of Science (Physics) vii. Bachelor of Science (Chemistry)	Mosoriot Campus
School of Business (SoB)	i. Bachelor of Commerce ii. Bachelor of Project Planning and Management iii. Bachelor of Science (Finance)	Mosoriot Campus

1. HELPLINE(S)

Students who may face difficulties in their registration should get in touch with the following officers in charge of the Academic Division or the Dean of Students using the following contacts during Office hours:

Office	Contact	Tel:	Email
Registrar, Academic Affairs	CS John N. Ngigi	+254-020-4915324 +254-020-4915307	regacademic@ksu.ac.ke
Admissions Office	Ms. Ruth Mesis	Mob: 0740-183955 +254-020-4915316	admissions@ksu.ac.ke
Dean of Students	Dr. Martin Situma	Mob: 0785635065 +254-020-4915322	situma@ksu.ac.ke dos@ksu.ac.ke
Director, School of Education (SoE)	Dr. Patrick Simiyu	+254-0204915312	simiyu@ksu.ac.ke director-soe@ksu.ac.ke
School of Business (SoB)	Dr. Loice Koskei	+254-0204915313	koskei@ksu.ac.ke director-sob@ksu.ac.ke

2. LETTER OF ACCEPTANCE (J1/1A)

Form **J1/1A** to be completed in triplicate and returned during registration.

3. NON-ACCEPTANCE OF OFFER (J1/1B)

If you do not accept the offer of admission you must complete **FORM J1/1B** and return it to the Admissions Office immediately.

4. STUDENTS PERSONAL DETAILS (J1/2)

You are required to complete **THREE COPIES** of Form J1/2. You should also submit **FOUR PASSPORT SIZE PHOTOGRAPHS (Colored)** together with Form J1/2. Please make sure that you have written your name, registration number and course on the back of each photograph. The photographs should be good quality studio photos and not 'photo me'

5. MEDICAL EXAMINATION (J1/3)

- (i) Admission to the University College is conditional upon a satisfactory medical report being received. Students must therefore undergo a medical examination by a registered medical practitioner before coming to the University College. The doctor who examines the student should complete FORM J1/3 and the student to hand it to the Medical Officer, Koitaleel Samoei University College during reporting.
- (ii) **Medical attention at the University College Health Services.** The University College Health Centre is open to all students. However, students will be responsible for any medical attention expenses not provided for by the university college.
- (iii) **Dental and Optical Treatment.** The University College does not provide dental or optical treatment. Students will have to make their own arrangements and meet such expenses when required.
- (iv) Each student is expected to have registered for Universal Health Care through the Social Health Authority (SHA) and chosen the preferred medical facility.

6. MEDICAL CONSENT FOR MINORS (J1/4)

Parents or guardians of students who are under 21 years of age are required to sign **FORM J1/4**

7. DECLARATION FOR ADMISSION/RE-ADMISSION/STUDENTSHIP (J1/5)

- i) All candidates accepting an offer for admission must undertake to complete the course they have been admitted to. Students should therefore read carefully and sign **FORM J1/5**.
- ii) **BOND** – Attached to **FORM J1/5** is a **BOND** governing undergraduate admission, re-admission and studentship. Students are expected to familiarise themselves with the conditions spelt out in the **BOND** and to have it executed as required. The executed **BOND MUST** be returned to the University College on the day of registration.

8. FEES, LOANS AND BURSARIES (J1/6A)

Students are advised to familiarize themselves with the E- citizen payment procedure provided in **FORM J1/6A** regarding fees, loans and bursaries, and to take necessary action regarding each of these items well before reporting to the University.

9. SPONSORSHIP FORM (J1/6B)

All students who will be sponsored by their guardian and any other sponsors other than the Kenya Government should have **FORM J1/6B** signed by the sponsor as soon as they receive

their admission letters.

10. CATERING AND ACCOMMODATION SYSTEM (J1/7A)

Information on the Catering and Accommodation system currently in operation at the Koitaleel Samoei University College is contained in **FORM J1/7A**. All students are expected to familiarise themselves with the information for their own welfare.

11. ACCOMMODATION APPLICATION (J1/7B)

All students must complete and return Accommodation application **FORM J1/7B**. They must pay particular attention to part I-IV of this form. Those who do not wish to be accommodated In the Halls of Residence must complete part V of the form and submit during registration.

12. ACCOMMODATION DECLARATION (J1/8)

Students who apply for accommodation must also complete and submit the Accommodation Declaration **FORM J1/8**.

13. SPORTS FACILITIES AND EQUIPMENT (J1/9)

FORM J1/9 is an information sheet on the sports facilities and equipment that are available at the University College. Students intending to participate in any of the sports should note **Section B** of the information sheet, which details the item(s) they have to bring with them.

14. GUIDE TO AVAILABLE STUDENT SERVICES (J1/10)

Students should familiarize themselves with the activities of the Dean of Students Office for their welfare as spelt out on **FORM J1/10**. It is important for students to be aware that the Dean of Students Office is there to assist them in the event of any difficulties during their stay at the University College.

15. LIBRARY SERVICES (J1/11)

The University College provides an extensive Library service to all students and staff. **FORM J1/11** provides information on the Library services available. More and specific information will be provided during the orientation of the Library facility.

16. UNIVERSITY COLLEGE BOOKSTORE (J1/12)

FORM J1/12 provides information on the services provided by the University Bookstore. Students should familiarize themselves with the information for their own welfare.

17. RULES AND REGULATIONS GOVERNING THE ORGANISATION, CONDUCT AND DISCIPLINE OF STUDENTS (J1/13A)

All students are expected to read and understand the rules and regulations governing the Organisation, Conduct and Discipline of Students and are expected to adhere at all times to the parameters of discipline and conduct spelt out in **FORM J1/13A**.

18. DECLARATION (J1/13B)

Every student must sign declaration **FORM J1/13B** signifying that they understand the content and meaning of the Rules and Regulations Governing the Conduct and Discipline of Students at Koitaleel Samoei University College. The signed declaration must be submitted during registration.

19. IMPORTANT INFORMATION ON UNIVERSITY COLLEGE PROCEDURES AND PROCESSES (J1/14)

All students are expected to read and understand the procedures and processes of Inter-School transfers, withdrawal, deferment and re-admissions outlined in **FORM JI/14**

20. EXAMINATIONS REGULATIONS (JI/15)

Every student is expected to read and understand the examination rules, processes and procedures stipulated in **FORM JI/ 15**.

21. KOITALEEL SAMOEI UNIVERSITY COLLEGE STUDENT E-MAIL ACCOUNTS (JI/17)

All Koitaleel Samoei University College students will access University services using their student e-mail accounts.

22. FOREIGN STUDENTS

Foreign students are advised to ensure that they have valid passports for the duration of their stay in Kenya. They should also make the necessary arrangements to get the requisite re-entry permits in the event that they have to travel in the course of their studies. It is the responsibility of the student to ensure that relevant immigration formalities (such as the acquisition and renewal of the student's pass) are carried out as per the statutory requirements. Any foreign student who encounters difficulties in processing of the student's pass may consult the Principal's Office for assistance.

KOITALEEL SAMOEI UNIVERSITY COLLEGE
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LETTER OF ACCEPTANCE BY THE CANDIDATE

SECTION A: (to be completed in triplicate by those ACCEPTING the offer)

Dear Sir,

Candidate's Name

_____ (Surname)

_____ (Other names)

K.C.S.E. Index No. _____ KCSE Year _____

With reference to your letter offering me a place in the School of _____

For a course leading to the degree of _____

This is to confirm that **I DO ACCEPT** the offer and **I PROMISE TO ABIDE** by the Rules and Regulations governing the Organization, Conduct and Discipline of the Students of the Koitaleel Samoei University College, as spelt out in **DOCUMENT JI/13A** which is prepared in accordance with the KSUC Order, 2018. I also undertake to obey the instructions of the University authorities at every level of administration.

I require/do not require Government Loan (*Delete one which is not applicable*)

FULL NAME: _____

I.D./PASSPORT/BIRTH CERTIFICATE NO: _____

DEGREE ADMITTED _____

REGISTRATION NO: _____

SIGNATURE: _____

SECTION B: (to be completed by those NOT ACCEPTING the offer)

Dear Sir,

Candidate's Name: _____
(Surname)

(Other Names)

University Reg. No. _____

K.C.S.E. Index No: _____

With reference to your letter offering me a place in the School of _____

For a course leading to the Degree/Diploma of _____

_____ This is to confirm that **I WILL NOT ACCEPT** the offer, because of the following reasons:-

(Mark X against that which is applicable)

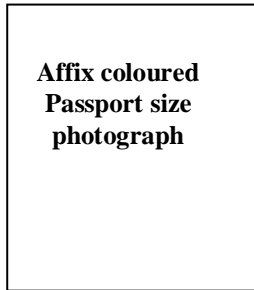
1	Family problems	
2	Health related issues	
3	I have been offered an Overseas Scholarship	
4	I have taken on employment	
5	I have joined the self- sponsored Program/another university	
6	Any other reasons	

Yours faithfully: _____

Signature: _____

Date: _____

KOITALEL SAMOEI UNIVERSITY COLLEGE
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STUDENT'S PERSONAL DETAILS

Information provided in this form is intended to help the Office of the Registrar, Academic Affairs understand the student better. It will be used for purposes of improving the student's welfare while at the University College.

(To be completed in triplicate (i.e. three copies) and in capital letters)

1. Full Name: (Surname First) _____
2. Gender: Male/Female _____
3. National Identification Number (ID)/ Birth Certificate No: _____
4. K.C.S.E. Index No: _____ KCSE Year _____
5. University Registration Number: _____
6. Date of Birth _____
7. Religion: _____
8. Nationality: _____
9. Do you have any form of Physical Disability? Yes. No
- If Yes, indicate the form of disability _____
10. Contact Address: (PO BOX) _____
- Cell Phone No: _____ Email address: _____
11. Marital status: _____
- Name and address of spouse (if married) _____
12. Name of parent/guardian: _____ Relationship: _____
- Address: _____ Postal Code: _____ Town/City: _____ County: _____
- Telephone: _____ Email: _____ Fax: _____
13. Name of Emergency Contact: _____
- Address: _____ Postal Code: _____ Town/City: _____ County _____
- Telephone _____ Email _____ Fax _____
14. Place of Birth: Village/Estate: _____
- Location/Street: _____ Name of Chief: _____
- Division: _____ Sub-County/District: _____ County: _____

15. Place of Permanent Residence: Village/Estate: _____

Location _____ Sub-County/District _____ County _____

16. Sub-County/District of Residence: _____
(i.e. Sub-County/ District at which your loan/allowances will be processed and paid)

17. Please give any information you think is useful for you to communicate to the University College.

I certify that the information I have provided is correct.

Signature: _____

Date: _____

c.c. **Medical Officer**
Registrar, Academic Affairs
Director of School

KOITALEEL SAMOEI UNIVERSITY COLLEGE
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STUDENT ENTRANCE MEDICAL EXAMINATION

REGISTRATION NO:

IMPORTANT

It is a requirement that all the students joining the University College must complete Part 1 of this form. Thereafter he/she must complete Part II with assistance of a qualified and registered Medical Doctor. Part III will be filled by the examining Doctor who will thereafter print on the form his/her full name and Medical Practitioners and Dentists Board Registration Number.

The completed form must be submitted to the Office of Medical Officer, Koitaleel Samoei University College, P.O. Box 5-30307 Mosoriot, Kenya on or before the date of registration for further action.

Any student seeking medical treatment at the University College Medical Clinic must identify himself/herself using a Student Identity Card.

The Students are eligible for outpatient treatment at the University College Health Centre and a preferred SHIF facility. Those requiring hospitalization or specialized care will be referred to any facility under the cover of the student’s SHIF.

Please note that the medical services are provided only when the students are in session. Privately sourced medical services outside the University College Health Services will not be honored or paid for. For full information regarding the students’ medical scheme, please refer to the Students Information Handbook.

PART 1:

SURNAME: OTHER NAMES:

GENDER: MALE: FEMALE:

DATE OF BIRTH:PLACE OF BIRTH

NATIONALITY:MARITAL STATUS:NO. OF CHILDREN:

NAME OF PARENT/GUARDIAN/NEXT OF KIN:

POSTAL ADDRESS:

TELEPHONE NO. (HOME):OFFICE:

PART II: (To be completed by the Student with the Doctor’s help)

Have you ever been admitted into hospital?

If so, when and for what illness?

Have you ever suffered from any of the following?

Allergy	Yes/No	Infectious Mononucleosis	Yes/No
Anaemia	Yes/No	Jaundice/Hepatitis	Yes/No
Asthma	Yes/No	Peptic Ulcer	Yes/No
Back problem	Yes/No	Mental illness	Yes/No
Bilharzia	Yes/No	Poliomyelitis	Yes/No
Bladder problem	Yes/No	Severe headaches	Yes/No
Chest infection	Yes/No	Surgery	Yes/No
Diabetes mellitus	Yes/No	Thyroid disease	Yes/No
Epilepsy	Yes/No	Tuberculosis	Yes/No
Eye problem	Yes/No	Speech problem	Yes/No
Heart disease	Yes/No	Hearing problem	Yes/No
High blood pressure	Yes/No	Sexually transmitted disease	Yes/No
Blood transfusion	Yes/No	Irregular menstrual periods	Yes/No
Are you on any treatment now?	Yes/No	HIV infection	Yes/No
AIDS	Yes/No		

If the answer to any of the above is YES, please give details

.....

Family Doctor.....

Any other medical cover, including SHIF cover for self, parents/guardians?

.....

FAMILY MEDICAL HISTORY:

Has any member of your family suffered from any of the following?

Diabetes mellitus	Yes/No	Heart disease	Yes/No
Bronchial asthma	Yes/No	High blood pressure	Yes/No
Mental illness	Yes/No	Sickle cell disease	Yes/No
Tuberculosis	Yes/No		

SIGNATURE:

DATE

AUTHORIZATION STATEMENT

I hereby authorize any Doctor, hospital, clinic or medical provider, any insurance company or any company, institution any other person who has any record or information about me and/or any of my family members to provide Koitaleel Samoei University College with complete information including copies of their records with reference to my sickness or accident, any treatment, examination, advice or hospitalization. Any photocopy of this authorization shall be taken as the original copy.

PART III: (To be completed by the Examining Doctor)

..... Immunization record:
..... Height:
Weight: Any deformity: Visual Acuity:
..... LE 6: RE 6: Hearing
..... Nose Throat
Lymphatic glands:

CARDIOVASCULAR SYSTEM:

Pulse: /minute Regular/irregular:
Heart sounds: Blood pressure:
.....

RESPIRATORY SYSTEM:

Clinical findings:Respiratory rate:
Percussion: Auscultation: CXR, X-Ray
and report should be submitted together with the form.

ALIMENTARY SYSTEM:

Teeth:Tongue: Abdomen:

GENITO-URINARY SYSTEM:

Urethral:discharge:L.M.P: Uterus:
Urine:S.G:Albumin:.....Sugar:.....
Deposit: HIV Test:

COMMENTS BY THE EXAMINING DOCTOR:

.....
.....

DOCTOR'S NAME (Printed) SIGNATURE

MEDICAL PRACTITIONERS & DENTISTS BOARD REG. NO. DATE

PART IV:

N.H.I.F DETAILS COVERING THE STUDENT

CARD NUMBER

CONTRIBUTOR (SELF/PARENT/SPOUSE)

PART V:

COMMENTS BY THE UNIVERSITY COLLEGE MEDICAL OFFICER:

Special Remarks:

.....

Does the student require any special medical needs?

.....

MEDICAL OFFICER:.....DATE:.....

UNIVERSITY COLLEGE HEALTH SERVICES

KOITALEEL SAMOEI UNIVERSITY COLLEGE
(A Constituent College of the University Of Nairobi)

EMERGENCY OPERATIONS

This applies to students who are minors (i.e. under 21 years of age)

Name of Student _____ Date of Birth _____

Course Admitted to _____ - _____

Registration No: _____

Approval of your parents (or guardian) is required for the Principal of the Koitaleel Samoei University College to give consent on their behalf, for any emergency operation to be carried out on you should a situation calling for such an operation arise. Parents (or guardians) are therefore required to complete the consent from below if you are under 21 years of age.

FORM OF CONSENT

I agree that the Principal of Koitaleel Samoei University College may give consent for any emergency operation being performed on _____ (insert name), if it has not proved possible to contact me in time.

Name: _____

Signed: _____

Relationship: _____

Address: _____

Telephone: _____

Date: _____

DECLARATION FOR ADMISSION/RE-ADMISSION/STUDENTSHIP
(To be completed in duplicate)

I, _____ holder
of National Identity No. _____ and student Registration No. _____ having
been notified of my admission/re-admission to the Koitaleel Samoei University College in the
School of: _____ for the Degree of: _____ do
hereby bind myself solemnly and undertake to comply with the following conditions:

1. That throughout my academic pursuit and stay in the University College, I will as any other citizen of the country conduct myself in accordance with the provisions of the Laws of Kenya.
2. That I will diligently apply myself to my prescribed course of study within the University College in accordance with the relevant statutes, rules, syllabi and practices of the University College.
3. That I undertake to attend all scheduled lectures, tutorials, seminars and practical and all other instructional activities that will be required of me by University College authorities during my academic pursuit in the University College.
4. That I acknowledge and duly submit myself to the disciplinary authorities of the University College as defined in the Rules and Regulations Governing the Organization and Conduct of students of the University College. In particular:-
 - a) bind myself to refrain from engaging in any unlawful activities that may be deemed to be prejudicial to the interest of the University College and other students and in particular I will abstain from inciting, obstructing or in any manner stopping any other students from attending lectures or obstructing a member of the University College from giving lectures or such other instructions;
 - b) undertake not to convene or join any unauthorized and/or unlawful demonstrations, processions, gathering and activities or in any way to be a party to any activities deemed prejudicial to the good order and running of the University;
 - c) undertake at all times to conduct myself in such manner as to uphold the dignity of the University and not to permit anyone to influence me to commit any breach of rules, regulations or practices of the University College;
 - d) Undertake to conduct myself at all times, within and outside the precincts of the University College, in a responsible and socially acceptable manner which upholds the dignity of and public confidence in the University College;
5. That I bind myself by this instrument fully conscious that should I be found in breach of any of the above conditions, or should I in any way conduct myself in a manner prejudicial to the University College, other students, members of University College or members of the public, I shall be expelled from the University College; and
6. That I unconditionally execute the relevant bond required of me by the University College as a condition of admission/re-admission/studentship.

DATED THIS _____ **DAY OF** _____ **20** _____

SIGNED _____ **Witness to the above signature** _____

Parent/Guardian

Director of the School _____

KOITALEEL SAMOEI UNIVERSITY COLLEGE

(A Constituent College of the University of Nairobi)

BOND**GOVERNING UNDERGRADUATE ADMISSION, RE-ADMISSION AND STUDENTSHIP**
(To be completed in duplicate)

1. **THIS BOND** is made by the University College Council and Senate (hereinafter referred to as "The University College" and forms part of the **(binding terms and conditions)** upon which anyone may be admitted, re-admitted into, or permitted to remain in undergraduate studentship in the University College.
2. **THIS BOND** shall be considered ready for execution as from September 9th, 2019 and once executed shall remain in force in its present form for all undergraduates governing their admission, re-admission and studentship throughout their tenure of studentship, subject to such special decision as the Enacting Authority may at its sole discretion take in relation to particular cases, until such time as the University College may vary the bonds content, in such manner as the Enacting Authority may deem fit.
3. **THIS BOND** shall bind jointly and severally, all persons being admitted or re-admitted into, or allowed to remain in studentship in the University, and their parent/guardian and the Enacting Authority and an appropriate undertaking in the form prescribed in **THIS BOND** shall be made by **both** the person admitted or readmitted into or allowed to remain in studentship in the University College, and the parent/guardian of the person in the presence of a Judge, a Magistrate or an Advocate.
4. **THIS BOND** shall bind the Parent/Guardian of any student being admitted or re-admitted into, or allowed to remain in studentship in the University to pay to the Student Finance Office, at the beginning of each academic year, or at such other time as the University College Senate may prescribe and communicate to the persons in question, or such other fee as the University may determine from time to time.
5. By **THIS BOND** the Parent/Guardian undertakes to pay the required fee, and the applicant undertakes to secure this undertaking and to ensure the fee is dully paid and delivered on time as required in the terms of Paragraph 4 hereof.

THIS BOND IS EXECUTED AT:

THIS _____ **DAY OF** _____ **20** _____

I) SIGNATURE OF PARENT/GUARDIAN: _____

BEFORE ME: _____

(Judge, Magistrate or Advocate)
Signature and Name

(II) NAME IN FULL: _____

SIGNATURE OF STUDENT/APPLICANT: _____

SCHOOL/DEGREE COURSE): _____

UNIVERSITY COLLEGE REGISTRATION NO. : _____

BEFORE ME: _____

(Judge, Magistrate or Advocate)
(Signature and Stamp)

(III) _____

REGISTRAR ACADEMIC AFFAIRS
(On behalf of the University College)

KOITALEEL SAMOEI UNIVERSITY COLLEGE JI/6A

(A Constituent College of the University of Nairobi)

FEES, LOAN AND BURSARIES

1. FEES

A. TUITION FEES

Following your placement in this institution, you are eligible to apply for a Government scholarship, loan and bursary to assist you with your educational expenses. You **MUST** make an application for consideration through the official scholarship and loan application portal www.hef.co.ke. Should the Government scholarship, loan and bursary not be sufficient to cover the entire cost of your programme, the remaining fee balance will be the responsibility of your parent/guardian.

Use the following codes for the programmes you have been placed.

S/NO	PROGRAMME CODE	PROGRAMME NAME
1.	C01	Bachelor of Arts
2.	D33	Bachelor of Commerce
3.	D35	Bachelor of Science (Finance)
4.	E35	Bachelor of Education(Arts)
5.	E45	Bachelor of Education (Early Childhood Education)
6.	L46	Bachelor of Project Planning and Management
7.	E36	Bachelor of Education (Science)
8.	I11	Bachelor of Science(Biology)
9.	I64	Bachelor of Science(Chemistry)
10.	T40	Bachelor of Science(Physics)

B. ACCOMMODATION FEE

For students who will opt for College Accommodation, the payment rate is Kshs. 26/- per bed per day.
An Academic Year has two semester has two semesters of 15 weeks each.

NB. Please confirm availability of accommodation with the office of the Dean of Students on dos@ksu.ac.ke or Tel. 0785 635 065/020-4915322 before payment.

PROCEDURE FOR FEES PAYMENT

01

LOGIN to the student portal: smis.ksu.ac.ke

Once you are logged in, please look below your portal homepage for a link labeled **KSUC-ECITIZEN**. Click on this link.

02

On the E-Citizen platform click Tuition fees

Once you click on the tuition fees button, your billing information will be automatically retrieved from the system.

03

Creating an Invoice

Please enter the payment amount, type the phone number making the payment, and then select "create invoice." A button labeled "pay" will appear for you to proceed.

04

Completing payment.

Press the pay button and choose M-Pesa as your payment method. Follow the steps to make a payment using the Lipa na M-Pesa paybill number 22222. The system will assign a unique account number. Open your M-Pesa Toolkit, enter the Paybill number 222222 and the given account number, then finalize the transaction. Once the payment is made, go to the online fees portal to complete the process.

05

CHECK YOUR FEE STATEMENT

After completing the process, review your fee statement on the student portal to ensure that your payment has been updated accordingly.

2. GOVERNMENT SCHOLARSHIP, LOAN AND BURSARY

Following your placement in this institution, you are eligible to apply for a Government scholarship, loan and bursary to assist you with your educational expenses. You must **MUST** make an application for consideration through the official scholarship and loan application portal www.hef.co.ke. Should the Government scholarship, loan and bursary not be sufficient to cover the entire cost of your programme, the remaining fee balance will be the responsibility of your parent/guardian.

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TO BE COMPLETED BY SPONSORING AUTHORITY

NAME OF CANDIDATE: _____

Course Admitted to: _____

Registration Number: _____

We are prepared to sponsor the above named candidate for the course of study leading to the degree of _____
(insert course for which the candidate has been admitted)

SIGNATURE: _____

TITLE: _____

NAME, ADDRESS AND TELEPHONE NUMBER:

DATE: _____

- NB:**
1. All privately sponsored candidates are requested to get this form signed by their sponsors as soon as they receive their offers. Students in this category should make arrangements to pay fees due in advance prior to the registration day.
 2. Kenyan students applying for Loan from Higher Education Loans Board do not need to complete this form.

KOITALEEL SAMOEI UNIVERSITY COLLEGE

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CATERING AND ACCOMMODATION SYSTEM (INFORMATION SHEET)

Our Catering and Accommodation system requires students to pay for their meals and Accommodation.

1. The students pay for their meals **incash** under the *Pay As You Eat* system
 - i) There is a variety of food items/dishes to choose from.
 - ii) Each food item/dish is priced separately.

2. The students pay for their accommodation once for the whole academic year as per the details availed by the in-charge Catering and Accommodation Services for successful students only.
 - i) Student application for accommodation will only be considered after proof that he/she has fully paid tuition fee.
 - ii) Any student who defaults in payment for accommodation shall be expelled from the Halls of Residence.
 - iii) Students are required to replace bulbs/tube lights, which burn out during their occupancy of the rooms.
Please note that before you occupy any room, lighting bulb/tube will be provided.
 - iv) **NO COOKING** whatsoever is allowed in the Halls of Residence. Any student found cooking will be deemed to have broken the Rules and Regulations Governing the Organization, Conduct and Discipline of Students and will face disciplinary action.

IN ORDER FOR STUDENTS TO BE CONSIDERED FOR ACCOMMODATION, THE UNIVERSITY ACCOMMODATION APPLICATION FORM JI/7B MUST BE FILLED AND SUBMITTED ONLINE BEFORE THE REGISTRATION DAY.

THOSE WHO WILL NOT REQUIRE ACCOMMODATION WILL FILL PART (V) OF FORM J1/7B.

KOITALEEL SAMOEI UNIVERSITY COLLEGE*(A Constituent College of the University of Nairobi)***STUDENT WELFARE AUTHORITY****ACCOMMODATION APPLICATION FORM**

The offer of admission to Koitaleel Samoei University College **does not guarantee** accommodation of students in the University hostels, in line with the Government of Kenya policy of delinking student accommodation from admissions to Public Universities and their constituent colleges.

If you are interested in applying for consideration of the few available spaces for rental in the University College hostels, please complete all the parts in this application form and send it to:
The Koitaleel Samoei University College, P.O. Box 5 -30307, Mosoriot, Kenya.

Part I: Hostel Accommodation Rates

Type of Occupancy	Rates per student per day (KShs.)	Please tick (√) as appropriate	
Double	26.00	I accept to share the Room with students of same gender	<input type="checkbox"/>
		I do not accept to share the Room with students of same gender	<input type="checkbox"/>

Part II: Terms and Conditions of Occupancy

1. This application is neither a guarantee for offer of hostel space applied for nor any hostel space at all.
2. The process will be based on availability of hostel spaces.
3. Once allocated a room provisionally, the allotted student will be required to pay the full rent for the full duration of the academic year, in addition to paying full tuition before allocation is confirmed and keys handed over to him/her.
4. Any student allocated a room shall not be allowed to transfer except on medical grounds.
5. Any student allocated a room and does not take up occupancy shall be deemed to have forfeited the space allocated.
6. Students allocated a room are expected to pay the exact amount of rent for the semester. Overpayment of rent for the semester shall be credited to the subsequent semester.
7. No cooking is allowed in the allocated room, and any student caught cooking shall be expelled from the hostels.
8. Sub-letting of the allocated room is not permitted, and any student found subletting space shall be expelled from the hostels.
9. The payment rate of the room is subject to change from time to time.
10. Any student allocated a room is expected to remove their belongings and hand over the keys before proceeding for holidays. Students who do not adhere to this shall be expelled from the hostels and forfeit the allocated rooms and no refund shall be due.
11. The University College reserves the right of allocation of space.

Part III: Application Details

A) Personal Details – Applicant

Name: Gender M F
(Surname) (Other Names in full)
Year of Study: Reg. No:
Email address.....Tel No.....
Date of Birth.....Nationality.....ID/ Passport NO.....
Place of Birth: County.....Sub-County/District.....
Location.....Sub-Location.....
If impaired (tick) Visual Physical Hearing Other
(Specify).....
Are you from a single parent? Yes No Are you an orphan? Yes No

B) Details of Parent(s)/Guardian

B1) Father

NameID/No:
(Surname) (Other Names in full)
Deceased (Tick appropriately): Yes No Not Applicable
Date of Birth: Nationality:PIN No:
Place of Residence: County.....Sub-County/District.....
Location: Sub-Location:
Name of Chief:.....Name of Sub- Chief:.....
Distance from Nairobi: Kms
Highest level of Education NonePrimary Secondary Tertiary University
Employed? Yes No Occupation/Profession
Name of Employer/business
Gross Salary (Monthly) KSh. Business (Annual) KSh:
Farming (Annual)KSh.
Pension (Monthly) KSh.

B2) Mother

Name:ID/No:.....
(Surname) (Other Names in full)

Deceased (Tick appropriately): Yes No Not Applicable

Date of Birth:Nationality:PIN No:

Place of Residence: County:Sub-County/District:

Location:Sub-Location:

Name of Chief:.....Name of Sub- Chief:.....

Distance from Nairobi:Kms

Highest level of Education None Primary Secondary Tertiary University

Employed? Yes No Occupation/Profession

Name of Employer/Business.....

Gross Salary (Monthly) KSh: Business (Annual) KSh:

Farming (Annual) KSh:

Pension (Monthly) KSh:

B3) Guardian

Name of Guardian: Nature of relationship:

Telephone:Box No: Postal Code:

Town: Email:

C) Sponsorship Status

If both parents are deceased, who has been paying your fees?

Guardian Sponsor Public Trustee/Executor Guardian/Sponsor/Public trustee

(Name in full):

Telephone Box No: Postal Code

Town

D) HELB Loan and Bursary (Per Annum) Status

How much loan are you applying from HELB? KSh.

How much can your family raise towards your fees? KSh.

Do you require bursary? Yes No

Part IV: Declaration

I have read and understood the Terms and Conditions indicated in Part I and II governing application, rates, terms and conditions of hostel allocation and accommodation and wish to apply for consideration of hostel space. I declare that the information given herein is true to the best of my knowledge

Signature of Applicant **Date**

I declare that I have read this form/this form has been read to me and hereby confirm that the information given herein is true to the best of my knowledge

Name of Parent /Guardian.

Signature of Parent/ Guardian.**Date**

Part V: For those Students who do not require Accommodation

I will not need to be accommodated by the College SWA for Academic Year

because I have alternative accommodation at: Area/Estate

inTown..... District.....

Signature of Student.....**Date**.....

Name of Parent/Guardian

Signature of Parent/Guardian.....**Date**.....

KOITALEEL SAMOEI UNIVERSITY COLLEGE

(A Constituent College of the University of Nairobi)

ACCOMMODATION DECLARATION

WHEREAS I, _____
holder of National Identity Card Number _____ and of Post Office Box
Number _____

in the Republic of Kenya has been admitted to Koitaleel Samoei University College (KSUC) for Undergraduate studies,

AND WHEREAS I fully recognize that the said KSUC is under no obligation to secure accommodation for me in its Halls of Residence during my period of study at the said College,
NOW I _____ **HEREBY SOLEMNLY DECLARE** as follows:-

1. That **I SHALL NOT** demand accommodation in the University Halls of Residence;
2. That, in the event of the College being able to secure me accommodation, I shall be free to reject or, without any pre-condition, accept such accommodation as may be secured for me, which freedom shall be exercised in cognizance of the stipulation in (3) and (4) below;
3. That having rejected College accommodation, I shall find my own alternative accommodation at my expense;
4. That, having accepted College accommodation, I undertake to pay the applicable accommodation fee and shall be bound to utilize such accommodation as the University may from time to time direct; I understand further that my conduct in the utilization of such accommodation shall henceforth be bound by the Rules and Regulations governing the conduct of students of Koitaleel Samoei University College;
5. That, I understand and accept that the College accommodation referred to in this declaration consist of shared facilities including double-decker beds.
6. That this declaration has been endorsed by my Parent/Guardian, who has appended his/her signature here below:

DECLARED this _____ **Day of** _____ **20** _____

Registration No.: _____ **Signature:** _____

Witnessed by: _____

PARENT/GUARDIAN NAME: _____

SIGNATURE _____ **DATE:** _____

In the presence of the In-Charge, Student Welfare Authority:

(TO BE COMPLETED IN DUPLICATE)

KOITALEEL SAMOEI UNIVERSITY COLLEGE

(A Constituent College of the University of Nairobi)

SPORTS AND GAMES DEPARTMENT

Sports and Games in the Koitaleel Samoei University College are under the direction of the Sports and Games department, which is headed by the Director and staffed with Games Tutors and a team of support staff. These officers are responsible for facilitating sports activities throughout the university.

The university offers several sports that include: Track & Field athletics, ball games, martial arts, swimming and a wide range of indoor games. Athletics involve playing of sports for intercollegiate/inter-community competition. For leisure and recreation, students can participate in sports during their free time or on intramural teams i.e. inter-halls, inter-classes, inter-faculties and inter-campus.

EQUIPMENT

While the University provides basic equipment for the various sports and games, students are encouraged to bring along the following items for training and competition purposes.

1. Training Kit - T/shirts and shorts
2. Rubber (canvas) shoes
3. 1 hockey stick - Hockey players
4. Table Tennis bat/balls - Table Tennis players
5. 1 set of darts - Darts players
6. 1 pair of boots - Rugby/Soccer players
7. 1 Tennis Racquet - Tennis players
8. 1 Squash racquet - Squash players
9. 1 Badminton Racquet – Badminton players

KOITALEEL SAMOEI UNIVERSITY COLLEGE

(A Constituent College of the University of Nairobi)

DEAN OF STUDENTS OFFICE

Student Welfare Services

Students can best attain their academic goals in a supportive environment. Several officers and staff are devoted to enhancement of academic life through student welfare services. The office of the Dean of Students is primarily concerned with student's welfare from entry to graduation. University life marks the beginning of one's career and requires one to make mental, physical and emotional adjustment.

1. Accommodation

The Students Welfare Authority (SWA) provides on-campus accommodation and catering services to undergraduate students.

2. Counseling Services

For the holistic development of students, the Office of the Dean of Students maintains through its staff of Chaplains, Counseling Psychologists and Assistant Deans of Students services to enhance students emotional, behavioral and spiritual well-being. Students who want to build their strengths or are experiencing difficulties, or worries are encouraged to seek the necessary assistance through this office. Students seeking to make a positive adjustment in your life, our team of experienced staff will offer you the necessary professional support, guidance and counseling,

3. Advocacy and Liaison Services

The College endeavors to better the life of the students. You are therefore urged to get in touch with the Dean of Students office in case of any assistance. The office of the Dean of Students is also responsible for safeguarding student's rights while also seeing to it that students adhere to the provided Code of Conduct. The officers work closely with other College staff such as School Directors, Hostel Wardens, Medical Staff, as well as, with student representatives to address student's needs. Contact is also maintained with outside agencies.

4. Chaplaincy

The College recognizes the need for services of a spiritual nature, over and above the other services we offer. Our Chaplaincy is staffed by religious leaders (Protestant, Catholic and Muslim) and offers general support and guidance while also drawing attention to the spiritual value within the various faiths. The services of the Chaplaincy are open to the entire University Community. Some of these services and activities include guidance, conducting religious Ceremonies, for instance, weddings, baptisms, burials, conducting regular worship services, hosting seminars and workshops, and coordinating religious activities at the University.

5. Students with Special Needs

The Office of the Dean of Students, is fully engaged in the task of helping transform the university college environment into one in which gifted and deserving students with special needs will have an equal opportunity to acquire education and as much as possible, participate in the various aspects of university life. This includes facilitating access to university buildings, sensitization and advocacy on behalf of these students including and not limited to the following support services:

- a) Advocacy and /or advice on issues related to special needs.
- b) Suitable accommodation for students with special needs.
- c) Provision, repair and maintenance of mobility, visual, hearing and auditory aids.
- d) Sign language training and interpreter services for the hearing impaired.
- e) Braille services and printed material in alternative formats for the visually impaired.

- f) Consultative and counseling support for students with special needs.
- g) Transport within and outside of the College for students with special needs.

Our mission is to provide an enabling environment for students with special needs so that they can successfully complete their studies and become productive members of society.

6. **Health Services**

The Health Services provides treatment for illness, injuries and health maintenance. These include:

- a) **Preventive services:** Infection, prevention and control services (IPC), health education, environmental health and sanitation services, family planning, first aid services,
- b) **Curative services:** Diagnosis and treatment of ailments (acute and chronic), referral services to specialized health care providers, minor surgical services, Laboratory services, counseling services,
- c) **Promotive services:** Creating awareness, sensitizing students and staff on health and related issues.

7. **Students Professional Associations and Clubs**

The Dean of Students Office registers, supervises and facilitates student clubs and professional associations. The Koitaleel Samoei University College registers clubs and associations that are instrumental in fostering student's growth in leadership, socially and spiritually and participating in community social responsibility projects. All incoming students are advised to ensure that they belong to at least one of the clubs while at the College. More information on these clubs and professional associations may be obtained from the Dean of Students Office.

8. **Leisure, Recreation and Sports Activities**

Leisure, recreation and sports activities are provided in facilities available at the College level and other institutions with prior arrangement. Personnel responsible for the provision of these facilities are found at the Dean of Students Office, Student Professional Associations and Clubs, and the Games Tutor's Office.

In addition to providing the above, indoor games, music, films - theatre, television, team leagues and exercises in the campus are organised.

KOITALEEL SAMOEI UNIVERSITY COLLEGE

(A Constituent College of the University of Nairobi)

LIBRARY SYSTEM

The university Library system comprises the main Library located at Mosoriot Campus that is also linked to the University of Nairobi library.

Services

The College Library System has access to both print and electronic information resources. The system is open to staff and students of the College for reference and borrowing.

Opening Hours

Period	Days	Time
Semester time	Monday - Friday	8.00 a.m.- 10.00p.m.
	Saturdays	8.00 a.m.- 5.00 p.m.
	Sundays	9.00 a.m.- 4.00 p.m.
Vacations	Monday - Friday	8.00 a.m. - 5.00 p.m.
	Saturdays	8.00 a.m.- 12.00 noon

Information Resources

Relevant books and other reference materials are available at Mosoriot Campus library. In addition, we are linked to the entire library system of the University of Nairobi which has over 740,000 volumes of books and bound journals. The Library has access to over 40,000 electronic journals. The information resources include collections on the various disciplines taught within the University.

A catalogue of information materials held in the system is available electronically through the on-line Public Catalogue (OPAC) which is web based. It can be accessed through the Library website from any of the College library.

Special Collections include:

- a) East African Collection
- b) United Nations (FAO, UNEP and WHO) Publications
- c) Graduate Research Library
- d) Digital Repository
- e) Archives
- f) Rare Collections

Library users can now access over 20,000 online journals in all the disciplines of the academic programmes. A guide to the College Library services containing detailed information on facilities issued by the Library is available for further information.

LIBRARY REGULATIONS

a) Borrowing from the Library

- a) Only persons with borrowers Library cards will be allowed to borrow books from the libraries.
- b) Library cards are not exchangeable.
- c) No user shall take a book out of the Library unless it is properly borrowed.
- d) All persons leaving the library must show all books, etc, in their possession to the Library staff at the exit.
- e) Any Library user who damages Library materials or other property will be charged for replacement.
- f) Marking of books and other Library materials will be regarded as damage.

Readers/borrowers will be held responsible for publications lost while in their possession and will be required to pay replacement costs.

b) General Rules

- a) Silence must be observed in the Library at all times.
- b) Use of mobile phones within the libraries is not allowed.
- c) Carrying food, water and eating/drinking is not allowed in the Libraries
- d) Smoking, drug abuse and use of alcohol in the library is prohibited.
- e) Books used in the library should be left on the tables and not shelved
- f) Large bags will not be allowed into the Library
- g) Library users are expected to dress and behave decently.
- h) Library reserves the right to withdraw or refuse use of Library facilities due to disregard of the above rules

The Library can be accessed from the College website <http://www.ksu.ac.ke>. Users can access this website from any workshop that has internet connections

KOITALEEL SAMOEI UNIVERSITY COLLEGE

(A Constituent College of the University of Nairobi)

KOITALEEL SAMOEI UNIVERSITY COLLEGE BOOKSTORE

The Koitaleel Samoei University College is charged with the responsibility of providing textbooks, stationery and other items in support of the teaching and research needs of the College community.

In order to discharge this responsibility, KSUC will put up a bookstore on Campus to meet the needs of learning materials. In the meantime, KSUC shall be served from University of Nairobi Enterprises and Services (UNES) Bookstores located at the Main Campus, Nairobi and Kisumu Campus as plans to put up a bookstore on campus are finalized.

The money allocated for purchase of books and learning materials should be used wisely. It is supposed to last the student the two semesters of the academic year and proper planning is necessary if it is to serve this purpose.

KOITALEEL SAMOEI UNIVERSITY COLLEGE

(A Constituent College of the University of Nairobi)

RULES AND REGULATIONS GOVERNING THE ORGANIZATION, CONDUCT AND DISCIPLINE OF STUDENTS

Introduction

These regulations are made by Senate and Council in accordance with the provisions of the Universities Act 2012 (repealed), whose object and purpose, *inter alia*, is to provide for the control, governance and administration of the University of Nairobi and its constituent colleges.

The regulations shall be binding to every student of the College upon registration, so long as such student remains so registered.

1. a) Every student shall before he/she is registered be required to read these regulations and to sign a declaration appended hereunder, that he/she has understood the contents and meaning hereof and that he/she undertakes to be bound thereby.
- b) Failure or refusal to comply with Clause (a) herein may constitute ground for denial of registration.
2. a) Nothing in these regulations shall preclude the University College from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the University.
- b) Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.
3. For purposes of these regulations the term "student" means and includes:-
 - a) Any person who has been formally admitted to a course of study for an undergraduate degree or diploma within the University.
 - b) Any person registered for courses within the Institute of Adult Studies and all persons registered for degrees by External Studies.
 - c) All occasional students who are registered students of another University College but are admitted to courses of study within the University College.
 - d) All postgraduate students who are registered for higher degree courses within the University College.

I. STUDENT'S ORGANISATIONS

1. a) There shall be an established College Students' organization,(hereinafter College Students 'organizations) whose objects and purposes shall be:-
 - i) The promotion of the welfare of students of the College;
 - ii) The promotion of the academic welfare of students of the College;
 - iii) The development and encouragement of worthy traditions of social and academic life on the College Campus;
 - iv) The establishment of co-operation with such other organizations of students within the University College as may be recognized by Senate and Council.
- b) Membership of College Students' organizations shall be open to all students registered in each college on payment, to the College, of such fees as may be prescribed by the Organization.
- c) The students organization established in accordance with these regulations shall not be dissolved except by resolution of Senate and Council.
- d) The Students' Organisations shall determine their own interim organs and procedures and, in particular shall develop in each case, a constitution setting out clearly:-
 - (i)The officers of that organization.

- (ii) The duties and powers of such officers,
- (iii) The frequency of and procedures at meeting,
- (iv) The purposes to which the funds of the organization are to be applied.
- (v) The manner and form in which professional/academic associations of students are to be represented in the college Students' organizations.

2. For purposes of students' membership in Council, Senate and all academic bodies of the University, the following procedures shall apply:-
 - a) For purposes of Section 2 (1) of the Act, the University Council recognizes all College Students' Organizations as Organizations representative of students of the University.
 - b) For purposes of membership in council:-
 - (i) Each college Students' organization shall nominate two delegates to an electoral college whose sole purpose shall be to elect the two students' representatives required under Section 14 (1) (e) of the Act.
 - (ii) The University College administration shall initiate the procedures necessary for the Constitution of an Electoral College under this clause,
 - (iii) The Electoral College constituted under this clause shall stand dissolved as soon as it has held the elections referred to in (i) herein.
 - c) For purposes of membership in Senate, each College Students' Organizations shall elect one representative directly to that body.
 - d) For the purpose of membership in the Library and Book-shop, and Students' Welfare Committees of Senate, every college students' Organizations shall elect one representative each to those bodies,
 - e) For the purposes of membership in other academic bodies of the University, each College, School and Department shall ensure that College Students' Organizations are involved in the election of representatives in accordance with applicable Statutes and academic regulations.
3. In addition to any other permits required by the law, all meetings and other activities of the College Students' Organizations and of any association of students (whether professional, academic, or otherwise) to be held within University College precincts shall not take place until permission is first obtained from the relevant College authorities, or where such meeting or activities are held in the halls, the permission of the Hostel Officer.
4.
 - a) As a transitional requirement, the Principal of each College shall convene a general meeting of all students in each College at which an interim committee of students shall be set up to run its respective organization.
 - b) All interim committees shall take such steps as necessary for ensuring that a constitution is and representative election.

II. THE CONDUCT OF STUDENTS

1. The following provisions shall apply with respect to the conduct of students within and so far as is applicable, outside University precincts:-

a) General Conduct

All students shall conduct themselves in accordance with the highest standards of integrity, personal discipline and morality and in particular, shall:-

- (i) Respect and adhere to the administrative and academic procedures and structures established by the University of Nairobi Act for the control, governance and operations of the University College,
- (ii) Respect the rights and privileges of the members of the University college community at all times.
- (iii) Refrain from any conduct that might bring the University or any section or programme

- thereof to disrepute or public odium, and
- (iv) Carry themselves in all public places with such humility and dignity as befits their status as mature and responsible citizens.

b) Academic Conduct

All students shall apply themselves diligently to the courses of study approved by Senate and for which they are registered and, in particular, shall,

- (i) Except for good cause, attend all lectures, tutorials, seminars, practicals and other scheduled courses of instructions.
- (ii) Refrain from any conduct whose objects or logical consequences is to disrupt the operation of academic programmes of the University college, and
- (iii) Comply with all other regulations made by Department, Faculties and Colleges for the proper conduct of specific programmes.

c) Residential Conduct

All students shall conduct themselves with responsibility and maturity while in residence at the University and, in particular, shall strictly observe the following:-

- (i) Adhere to the list of collection of rooms determined by in-charge Catering and Accommodation Services (CAS). Change of rooms, halls or hostel, once allocation has been made, will not be allowed without written permission of in-charge CAS.
- (ii) Share rooms, in addition to other facilities of common use.
- (iii) Admit visitors to their rooms only between the hours of 10.00 a.m. to 10.00p.m. Any extension of these times will be made with the approval of in-charge CAS.
- (iv) Remove no furniture or equipment from their rooms or any other part of the halls and catering services except by permission from the Head of the Department concerned.
- (v) Report any losses, breakages or missing items immediately to the housekeepers or custodians of the hall in which the losses/breakages or missing items occur.
- (vi) Except with the written permission of in-charge CAS, vacate all rooms during vacations. Such permission will only be granted on advice from College authorities. Vocational residence will be in a specified hall and paid for in advance.
- (vii) Surrender all keys to the custodian/housekeeper at the end of every term.
- (viii) Report all absences from residence in the Halls to the Halls Warden and Halls Administrator responsible for that particular Hall. Any student absent from residence for a continuous period of two weeks without prior permission from in-charge CAS shall be deemed to have forfeited his or her residence.
- (ix) Appear for meals at the prescribed Eating place/cafeteria only. Students will be required to produce their Student Cards or any other evidence on request.
- (x) Except where good cause is shown, carry no meals or beverages out of the dining halls. Such person must first seek permission from the Officer-in charge of the dining hall and if necessary produce a certificate from a Medical Officer in charge of the Students' Health Services.
- (xi) Carry no utensils or crockery out of the cafeteria.
- (xii) Desist from entering the kitchen, serving area or store without prior permission from the Cafeteria management.

(xiii) In the event of pregnancy either before or after taking residence in the Halls (1) move out of SWA residence at least three months before confinement. Such students should re-apply for accommodation three months after confinement. (2) Report that condition to the University College Medical Officer within three months of its occurrence.

Forfeit all monies paid for College accommodation if he/she decides to vacate his/her room during the term unless it is on medical grounds in which case the Medical Officer will notify SWA in writing.

2. In addition to any liability that may attach thereto, students remain accountable to the University in respect of their relationship with members of the general public, and of conduct and utterances, in matters that lie in the public domain, whereof:-
 - a) All correspondence to the press or other mass media by students, or officials or Students' Organizations or to other association of students within the College in their individual capacities shall bear their names and private addresses,
 - b) All public statements affecting the College which are intended to be issued on behalf of any organization of association of students must receive prior approval of the Principal.
 - c) Invitations to Government Minister, representatives of foreign governments or other public personalities to visit the College in their official capacity shall be channeled through appropriate College authorities.
3. The provisions of the above regulations notwithstanding, all students shall:-
 - a) Not keep any motor vehicles on College premises without the written permission of the Principal; such permission to issue only on proof of a current driving license, a valid road tax certificate, and a valid certificate of insurance. Such permission may be refused or withdrawn without assigning any reason thereof.
 - b) Refrain from all acts of hooliganism, unruly or rowdy behavior (including fighting), emission of unreasonable or excessive noise, or conduct likely to cause annoyance or disturbance to others, within or outside the College precincts,
 - c) Desist from tampering with fire-fighting appliances wherever installed, and shall use such appliances for fire-fighting purpose only,
 - d) Desist from misuse of willful damage to or destruction of College property, in default of which such student or group of students shall bear full responsibility thereof,
 - e) Avoid such drunkenness or drunken behavior as would constitute a disturbance to other students and staff of the College, and
 - f) Desist from abuse of drugs, and totally refrain from the use of drugs possession of which is prohibited by law.

III. THE DISCIPLINE OF STUDENTS

The following provisions shall apply to all disciplinary actions taken against students in respect to disciplinary offences specified herein, whether such offences are committed within or outside the University precincts:-

1. Disciplinary Authority

For purposes of these regulations the Principal, acting on behalf of Council, is the disciplinary authority of the College and may in that capacity:-

- (i) Vary or add to the list of disciplinary offences specified herein until, but such action shall cease to have effect unless approved at the next meeting of Council.
- (ii) Suspend any student suspected of committing any disciplinary offence under this regulation from the College pending disciplinary action;
- (iii) Take any other measures necessary for the proper operation of disciplinary procedures set out herein.

2. Disciplinary Offences

- (i) Any infringement, infraction or persistent disregard or contempt of any of the Sections I-III above shall constitute a disciplinary offence for which disciplinary action will be taken against a student in accordance with Clause (b) herein.

Without prejudice to the generality of the above provision, the following conduct shall constitute specific disciplinary offences under these regulations:-

- a. Boycott of scheduled lecturers, tutorials, practicals and other courses of instruction, and assault of or issuance of threats to other students in contemplation or furtherance of any such boycotts,
- b. Assault of members of staff while discharging official duties,
- c. Any form of picketing or organized obstruction of students and staff in any manner whatsoever,
- d. Any attempt to conceive, design or effect any scheme or stratagem of whatever nature whose object or logical consequences is to disrupt the due operation of academic programmes.
- e. Malicious willful damage to, or loss of University property,
- f. Disorderly conduct and molestation of other members of the University community,
- g. Admission of unauthorized persons into the Halls of Residence,
- h. Any attempt to convene or organize or any participation or involvement in demonstrations, gatherings, processions, or public ceremonies for which permission has not been obtained from the University or Government authorities.
- i. Drunken and disorderly behavior, and abuse of or use of drugs the possession of which is prohibited by law, and
- j. Conviction in a court of law for commission of a criminal offence of such a nature as should, in the opinion of Council, warrant expulsion from the University.
- k. Cheating in examination. **NOTE: The only penalty for this offence is EXPULSION.**

3. Disciplinary Procedures

- (i) All Disciplinary offences shall in the first instance, be reported to and dealt with by Committees constituted as follows:-

At the School level (*hereinafter the School Disciplinary Committee*):

- a. The Director-**Chairman**
 - b. The Chairman of the student's Department where appropriate;
 - c. One representative nominated by the School Student's Organization;
 - d. One representative from the Students' Hall of residence nominated by the Students' Hall Chairman;
 - e. The College Registrar/Secretary-**Secretary**
- (ii)a. All disciplinary offences committed within the Halls of Residence or all such offences as relate essentially to the proper conduct of residential affairs shall be reported to the Halls Disciplinary Committee for action.
- b. If any matter reported to Halls Disciplinary Committee is, in its opinion, essentially of an academic nature or involves issue extraneous to the residential affairs of the Hall Concerned, such a matter shall be transmitted at once to the College Disciplinary Committee for action.
- (iii) All other disciplinary offences wherever committed shall be reported to the Appropriate Students Disciplinary Committee for action.

(iv) **Senate Student Disciplinary Committees**

Membership

Examination and Academic matters

- a. Principal of the College-**Chairman**
- b. Director of the school
- c. Chairman of Department
- d. Senate Representatives
- e. Registrar, Academic Affairs -**Secretary**

Provided that student representation shall be excluded in matters related to examination offences.

Others

- a. Principal of the College- Chairman
- b. Three senate representatives- Members
- c. Three student representatives-Members
- d. Registrar Academic Affairs– **Secretary**

In Attendance

- a. Catering and Accommodation Services in- charge
- b. Dean of Students
- c. Wardens
- d. Campus Security in-Charge

Provided that in both Committees, all persons who have previously participated in the primary Committees shall be excluded from voting and/or consensus discussions for the purpose of determining the penalty.

Note: At all proceedings of a disciplinary committee before which he/she is summoned, the student shall be entitled to a fair hearing and to representation either in person or by someone of his/her choice, to call witness in his/her defense, and to appeal to the Senate Student Disciplinary Committee. Legal representation is not allowed.

- a) All penalties from the Halls of Residence shall be tabled before Senate for consideration and approval before communication to the student.
- b) All communication to the student shall be by the principal.

c) **Penalties**

Disciplinary Committee at the Halls or College levels shall have power to impose any one or more of the following penalties:-

1. A letter of warning or reprimand,
2. The payment of damages commensurate with the nature and gravity of the offence committed,
3. Suspension from the University for a specified Period,
4. Expulsion from the Halls of Residence
5. **i)** Any other penalty which the committee in question may deem fit to impose or recommend to the Senate Student Disciplinary Committee.
ii) No student may be expelled from the University and any penalty imposed by a Disciplinary Committee in accordance with sub-clause (1) - (5) herein shall not take effect without the approval of the Senate Student Disciplinary Committee.
iii) In arriving at an appropriate penalty or combinations thereof the appropriate Disciplinary committee shall be at liberty to consider the total conduct (past and present) of the student within or outside University College and not merely the immediate circumstances furnishing the reason for disciplinary action against

him/her.

- iv) The record and decision of any disciplinary action taken against a student shall be reported to his/her Hall Warden, Chairman of the Department, Dean of School and College Principal shall form part of the students' record at those levels.
 - v) The provisions of these regulations and any decisions made by Disciplinary Committee hereunder, shall not derogate from the right of the police or any member of the public so entitled, to bring any action, or to institute criminal proceedings in respect of the same state of facts against any student in a court of law, nor shall anything herein preclude the State from taking any action which it may deem necessary against any student in the interest of security and public order.
- d) All appeals from the decisions of the Halls in respect of matters falling within their respective jurisdictions shall be made to the respective Senate Student Disciplinary Committee constituted as in (iv) (a) and (iv) (b) above.
Provided that in both committees, all persons who will have previously participated in the primary committees shall be excluded from voting and/or consensus discussions for the purposes of determining the penalty.
- e) Miscellaneous Matters
- i. The College disclaims all responsibility for loss of or damage to any property belonging to students or their guests while such property is on College premises.
 - ii. The University Council in consultation with Senate reserves the right to change, add to, amend, or otherwise vary these regulations at any time without notice.

4. **Student Affairs Committee Membership**

- a. Principal-**Chairman**
- b. Catering and Accommodation in charge
- c. Dean of students
- d. Deputy Finance Officer
- e. Sports and Games in charge
- f. Medical Officer in-Charge
- g. Estates in charge
- h. Campus Security Officer in Charge
- i. Four (4) Senate Representatives
- j. One Student Representative
- k. Registrar Academic Affairs -**Secretary**

The Committee Shall:

- a) Plan, organize and manage the provision of academic and social counseling, career, work study programmes and sports, (both within and outside the University College), accommodation, catering, community service, linkages with industry, recreation, health, security, and oversight of student elections, orientation and any other student welfare services.
 - b) Develop and implement programmes (e.g. leadership training) that support students educational experience and wholesome life.
 - c) Advise student organizations and mentor students in their development of leadership, moral reasoning, social intelligence and other skills required in their lives.
 - d) Develop mechanisms to anticipate and promptly, efficiently and effectively respond to student needs.
5. Without prejudice to the generality of the responsibility under clause 4, the Board shall in respect of each of the matters specified in that Clause, exercise the powers and perform the duties set out hereunder:
- a) In compliance with the College financial guidelines apply all monies made available to, or generated by the Board;
 - b) Ensuring proper management of student affairs and making appropriate recommendations

- on staff appointment, promotion, termination of service and any other related matters;
- ensuring proper allocation or re-allocation of student accommodation, keeping control of rooms and ensuring their lawful and approved use;
- ensuring student accommodation, sporting facilities and their environs are clean, safe and habitable;
- establishing and maintaining an effective security system, for the protection of persons and property, in the premises occupied by students, as well as their precincts;
- putting into effect any other matter as will enhance the quality and habitability of student accommodation, games, sporting and recreational facilities;
- ensuring proper services, decent and hygienic conditions of all facilities and their maintenance including, times of preparation of food in the kitchens, dining areas and use of the sporting and games facilities;
- ensuring proper discipline, (of both staff and students) in the entire Management of student affairs;
- ensuring proper procurement of goods in all units in compliance with legislative guidelines;
- ensuring proper and professional maintenance of equipment and sporting facilities;
- ensuring appropriate student registration with relevant sporting associations and clubs and effective participation by the students including training;
- ensuring that cases of breach of discipline within and outside the precincts of the halls, kitchens, games and recreational facilities by students are properly investigated and referred to the relevant disciplinary body of the University.
- ensuring in liaison with other relevant units, appointment of appropriate staff for the provision of counseling (academic and social) and career guidance services;
- facilitating the registration of student organizations, election of officials and their induction into the University system;
- forging and maintaining an effective linkage with industry, facilitating work study programmes and placement of students;
- putting in place and ensuring effective channels for communication between Management and the student community.
- facilitating any agreement, on behalf of the University, on matters relating to the provision of accommodation, catering, sports, games, recreational services and student placement under (n) above.
- perform such other related functions or exercise such other related powers as may be assigned or delegated to it by the Vice Chancellor, Senate or Council.

5. The Board may co-opt to serve on for such length of time as it deems fit any number of persons whose assistance or advice it may require but a person so co-opted shall neither be entitled to vote at a meeting of the Board nor be counted as a member for the purpose of forming a quorum.
7. The business of the Board shall be as prescribed by the statute but the Board shall have power to regulate such business and the conduct of its meetings.
9. All departments shall deliberate on all matters falling within their competence and the minutes containing their deliberations shall be brought before the Board.

I confirm that I have read and understood the Rules and Regulations governing the organization, conduct and discipline of Students.

Name..... Reg. No.....

ID NO..... Date.....

KOITALEEL SAMOEI UNIVERSITY COLLEGE

(A Constituent College of the University of Nairobi)

REGULATIONS GOVERNING THE ORGANIZATION CONDUCT AND DISCIPLINE OF STUDENTS AT THE KOITALEEL SAMOEI UNIVERSITY COLLEGE

**DECLARATION
(To be completed in duplicate)**

IID No.

declare that I have read the regulations governing the Organization, Conduct and Discipline of Students at the College, and understood their content and meaning, and undertake to abide by them.

SIGNED:**DATE:**.....

SCHOOL:.....

DEGREE PROGRAMME:.....

KCSE INDEX NO:**YEAR:**.....

COLLEGE REGISTRATION NO:

THIS DECLARATION IS EXCECUTED

AT.....**THIS**..... **DAY OF**.....

BEFORE ME:

.....
(JUDGE, MAGISTRATE OR COMMISSIONER FOR OATHS)
SIGNATURE & STAMP

.....
REGISTRAR ACADEMIC AFFAIRS
On behalf of the University

KOITALEEL SAMOEI UNIVERSITY COLLEGE
(A Constituent College of the University of Nairobi)

IMPORTANT INFORMATION ON UNIVERSITY PROCEDURES AND PROCESSES

1. Deferment of Admission

A student who for any reason is unable to take up the offer of admission will be required to inform the Registrar, Academic Affairs by either filling in **Form JI/1B** of the Joining Instructions or writing directly to the Registrar, Academic Affairs. This information should reach the Registrar, Academic Affairs at least one week prior to the date of registration. The student will be required to apply to defer admission on an annual basis but after the second year the offer of admission will lapse and the student will be required to re-apply afresh for admission. It is important that a student who defers admission ensures that he or she receives an official letter of deferment of admission from the Registrar, Academic Affairs. A student who fails to inform the Registrar, Academic Affairs of his/her deferment of admission will be deemed to have forfeited his/her position and will be deregistered.

2. Student Identity Cards

After the registration formalities and payment of the identity card charges, every student is issued with a student identity card bearing his/her picture and name, registration number and the course and School registered in. Students will be photographed for student identification cards at the registration centers. They will thereafter log in to the student portal as detailed in **JII/17** for submission of requests for the card. The identity card allows easy identification of students and gives the student access to various University College services (e.g. the library, the student clinic, the halls of residence etc). Every student must ensure that they have their student identity card at all times and that the card has the correct information and is valid at all times for the duration the student is in the university.

3. Loss of Identity Card

A student who loses his/her university identity card will be required to report the loss to a police station and acquire an abstract. They will also be required to report the loss to their School's offices from where they get a letter confirming the loss and their student status. After getting these two documents the student should report to the School library for a clearance note to indicate that the card is not held in the library.

After that the student reports to the Admissions Office (Mosoriot Campus) for a re-issue of the student card upon payment of the relevant fees.

4. Temporary Withdrawal

If for any reason a student who is already registered for a particular course has to leave the course for a particular period, the student will be required to apply to the University College Principal for temporary withdrawal. All applications for temporary withdrawal must be endorsed by the Director of the respective School and must state the reasons for and the duration of such withdrawal. Any student who withdraws from a course without seeking appropriate authority will be deemed to have absconded from the course and will therefore be de-registered from the course.

5. Inter-School Transfers

Inter-School transfers are processed within the first three weeks of the first semester. Students should note that transfers can only be offered if there is a vacant position and if the student meet the requisite admission criteria for the particular course. Students should also note that merit is used as criteria for transfer and that all applicants to a particular course will be ranked in order of merit.

A student wishing to transfer will be required to submit his/her request for inter School transfer online through the student portal. Students who will have succeeded in their application for transfer will receive an official letter of transfer from the Registrar Academic Affairs and will be expected to report and register in their new courses by the fourth week of the semester at the latest.

It is important for students to note that all inter-School transfers are subject to approval by the deans committee and that once the transfers have been approved the exercise is closed and no late applications or appeals will be considered.

6. Absence Due to Illness

A student who misses any lectures, practicals, continuous assessments, examinations etc. due to illness, must inform in writing the lecturer concerned, the chairman of department and the dean of the School of such absence as soon as is feasibly possible.

7. Nominal Roll

The Nominal Roll is a record of students registered in each degree programme every semester/year. It gives important details on the student as well as recording the progress of the student from semester to semester (and yearly). It is important for every student to ensure that he/she signs the nominal roll in the Directors office of their respective School at the beginning of each semester and to ensure that the information given in the nominal roll is correct and up to date.

8. Course/Subject Registration

Every student is required to register for the courses/subjects he will undertake by filling in the relevant form at the Directors office at the beginning of every semester (first three weeks). The student must ensure that the registration is complete by having the form approved and signed by the chairman of department where the courses are to be offered and the deans of the respective School. When registering for the courses the student will do well to ensure that the correct courses and the course codes are used and that the form is returned to the Director's Office promptly.

9. Order of Names

The name used during your application for Admission as indicated in the Admission form will be the official name that will be used in all your university records .This name should be the one appearing in your National ID/Passport and will reflect in the following order:

<u>Surname [Family name]:</u>	<u>First name:</u>	<u>Middle name:</u>
e.g. MUGO	AGNES	WANJIRU

NB: [Use of initials is not allowed].

At the end of the course this name will be re-arranged and will appear in your Degree/Diploma Certificate in the order of:

First name: _____ **Middle name:** _____ **Surname [Family name]:** e.g.
AGNES _____ WANJIRU _____ MUGO

NOTE: *Ensure that your names are accurately recorded in the correct order.*

JI/15

KOITALEEL SAMOEI UNIVERSITY COLLEGE
(A Constituent College of the University of Nairobi)

KSUC EXAMINATIONS PROCESSES AND PROCEDURES

1. Rules and Regulations

Examinations are very important component of a student's academic life and students are expected to familiarize themselves with examination rules and regulations in the courses they have chosen and that they have fulfilled all the examination requirements in each semester.

2. Registration

At the start of each semester (within the first three weeks) every student must register for courses and the examinations that they are due to take during that semester by filling in the relevant forms at the deans/ directors offices. It is important that students get the right information from their respective Faculties/Schools/Institutes on the examinations they are expected to take in each semester.

3. Attendance

Students should note that they are required to attend all courses they are registered in and to take the requisite continuous assessment tests in those courses in order to be allowed to sit the end of semester examinations.

4. Problems

A student who experiences a problem, which is likely to affect his/her examination performance (i.e. sickness, bereavement etc.) must report such problems in writing to the chairman of the department offering the courses the student is taking, and to the Director of the School. Any problem that is reported after the examination results are known will not be acceptable for examination appeals.

5. Examination cards

Every student who is registered for university examinations must be issued with an examination card by their respective School. This card must be produced at each examination sitting.

6. Lateness

Lateness to examination venues will not be tolerated and no student will be allowed to enter an examination 30 minutes after the start of an examination, and also no student will be allowed to leave the examination room during the last 30 minutes of the examination.

7. Cheating

Any student caught cheating in an examination e.g. by copying, having or making reference to unauthorized materials, communication to other students verbally or through other means will be expelled from the university and shall not be eligible for admission to any other programme of the university. Students are advised to ensure that at no time do they carry unauthorized materials such as notes, books, handbags, mobile phones etc. into the examination rooms.

8. Missing an examination

Missing an examination without good cause is a serious offence. Misreading of examination timetables is not taken to be a good cause of missing examinations and

it's therefore not condonable.

9. Answer books

Students must not take answer books from the examination rooms, whether used or unused.

10. Examination results

Provisional examinations results may be obtained from the respective office of the Directors of School or Director of School/Institute.

11. Academic transcripts

Academic transcripts are available at the end of each academic year and are issued on application by the Registrar Academic Affairs

KOITALEEL SAMOEI UNIVERSITY COLLEGE
(A Constituent College of the University of Nairobi)

PRIZE AWARD SYSTEM

The College Management Shall Develop a Price award system to the best performing students in various units and/or areas of specialization.

- a) Exemplary Academic Performance
- b) Exemplary Leadership
- c) Extra ordinary Talents
- d) Outstanding performance in Games and Sports
- e) Outstanding Research and Innovation

KOITALEEL SAMOEI UNIVERSITY COLLEGE

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**KSUC INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE
(ICTC)**

STUDENT MANAGEMENT INFORMATION SYSTEM (STUDENT PORTAL)

The Student Portal gives Students access to university college information online. The

portal has the following features:

1. Log In
2. Portal Home
3. Fees Statement
4. Timetables
5. Exam timetable
6. Course Registration
7. Confirmation of courses
8. Dropping of units
9. Examination results
10. Enquiries
11. Book Room
12. Student Information
13. Students e-mail accounts
14. Clearance from the College

KOITALEEL SAMOEI UNIVERSITY COLLEGE
(A Constituent College of the University of Nairobi)

STUDENTS ADMISSIONS MANDATORY CHECK LIST

1. Original and copies of National ID Card/ Birth Certificate/ Passport
2. Original and copies of KCSE Result Slip or Certificates
3. Duly filled Joining Instruction Forms
4. 4 Passport size photographs (colored)
5. SHA card or copy as Proof of Medical Cover
6. A laptop
7. Sports Requirements (Form J1/9)
8. Books and Writing Materials
9. Personal Effects.

