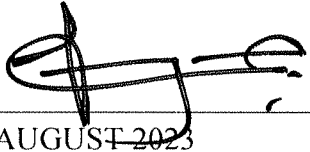




SEKU/MR/OP/023: PROCEDURE FOR SETTING UNIVERSITY EXAMINATIONS

AUTHORIZATION: This procedure has been issued under the authority of the MR	
TITLE:	DVC – CS, ISO MANAGEMENT REPRESENTATIVE
SIGNATURE:	
DATE OF ISSUE:	AUGUST 2023
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ISSUE NO	03
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SEKU	DVC – CS / ISO MR

1.0 PURPOSE

To outline the steps undertaken in setting of the University examinations

2.0 SCOPE

This includes; setting the examinations, proof-reading and packaging.

3.0 REFERENCES

- 5.1 SEKU ISO QMS Manual
- 5.2 SEKU Almanac
- 5.3 SEKU Examination Rules and Regulations
- 5.4 SEKU Service Charter
- 5.5 SEKU Statutes

4.0 DEFINITION OF TERMS.

For the purpose of this procedure, the definitions in SEKU ISO QMS will apply.

5.0 RESPONSIBILITIES

The DVC - (ARI) shall ensure this procedure is implemented.

6.0 PROCEDURE DETAILS.

6.1 Evaluation

- 6.1.1 The unit Lecturer administers the continuous assessment tests, take away assignments as per the course outline and fill the continuous assessment mark sheet (SEKU/ARSA/EXAM/F - 06).

6.2 Setting of examinations

- 6.2.1 The unit Lecturer prepares a draft examination by the fifth week of the semester.
- 6.2.2 The Chairman of Department shall receive the draft examination for moderation by the Departmental Academic Board.
- 6.2.3 The Chair of department forwards the draft exam to the external examiner within two weeks for moderation.
- 6.2.4 The External Examiner moderates the draft examinations and returns to the Chair of Department within two weeks with comments.
- 6.2.5 The Chairman of Department forwards the examination to the University examination Officer for processing.
- 6.2.6 The University Examination Officer typesets the examination within one week

after receiving the draft exam.

- 6.2.7 The Registrar ASA issues an internal memo for the lecturers to proceed with proof-reading and fill the examination proof reading form (SEKU/ARSA/EXAM/F - 05).
- 6.2.8 The examination is printed and packaged by the examination officer in readiness for administration at least a week to the start of the examinations.

6.3 Administration of Examinations

- 6.3.1 Examinations Officer issues the final examination timetable two weeks to the start of the examination, issues cards and arranges venues for the examinations.
- 6.3.2 On the examination date, the Lecturer collects the respective examination from the examination Officer; then takes it to the venue and distributes the examination papers and the answer booklets to the candidates and starts off the examination as per the examination timetable.
- 6.3.3 During the examination, the Lecturer confirms the students' validity to sit for the examination by checking the candidates' identity cards and examination cards; the candidates then sign the examination attendance register (SEKU/ARSA/EXAM/F - 01) during the examination.
- 6.3.4 The Lecturer signs the examination attendance register.
- 6.3.5 After the specified period, the Examiner collects the answer booklets and returns them to the Chair of department/ Campus Director and reports any incident of examination irregularity and signs the examination incident form **(SEKU/ARSA/EXAM/F - 02)**.

6.4 Marking of Examinations

- 6.4.1 The unit Lecturer shall mark the examination in five weeks from the last date of examination after which the scripts are submitted to the office of the Chairman of Department accompanied with copies of individual mark sheets (SEKU/ARSA/EXAM/F - 03) for each course
- 6.4.2 Once all marked scripts (together with individual mark sheets) have been returned, the Chairman of the Department forwards them to the external examiner within one week.
- 6.4.3 The external examiner returns the moderated scripts to the Chairman of department within two week.

- 6.4.4 The Chair of Department prepares the consolidated mark sheet (SEKU/ARSA/EXAM/F - 04) and presents the results to the Departmental Academic Board for moderation and approval of the results within a week.
- 6.4.5 The Chair of department approves the Individual mark sheet after the departmental academic board meeting.
- 6.4.6 The unit lecturer posts the moderated marks in the Student management system.
- 6.4.7 The Dean of the School in consultation with the Chairmen of Department shall prepare the captions within a week and forwards them to the University Examination Officer.
- 6.4.8 The Senate shall deliberate and approve the results.



SOUTH

EASTERN

UNIVERSITY COLLEGE

INDIVIDUAL MARKSHEET

UNIT TITLE: _____ UNIT CODE: _____

DEPARTMENT: _____ SCHOOL: _____

NAME OF EXAMINER: _____ ACADEMIC YEAR: _____

NAME OF PROGRAMME: _____ DATE OF EXAMINATION: _____

YEAR OF STUDY: _____ SEMESTER: _____

S.N	REG.	SURNAME	OTHER	CAT	EXAM	TOTAL	GRAD
1				I.E.	I.E.		
					E.E.		
2				I.E.	I.E.		
					E.E.		
3				I.E.	I.E.		
					E.E.		
				I.E.	I.E.		
					E.E.		
				I.E.	I.E.		
					E.E.		
				I.E.	I.E.		
					E.E.		
7				I.E.	I.E.		
					E.E.		

INTERNAL EXAMINER: SIGN: _____ DATE: _____

EXTERNAL EXAMINER: NAME _____ SIGN: _____

DATE: _____ CHAIRMAN: _____ NAME _____

SIGN: _____ DATE: _____ DEAN
NAME _____ SIGN: _____ DATE: _____



SEKU/ACAD/EXAM/FORM/004

SOUTH EASTERN UNIVERSITY COLLEGE

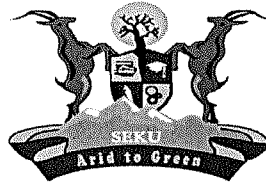
EXAMINATIONS PROOF-READING FORM

UNIT CODE: _____ UNIT TITLE: _____
SCHOOL: _____ DEPARTMENT: _____
YEAR OF STUDY: _____ SEMESTER: _____
NO. OF STUDENTS: MAIN _____ KITUI _____, MACHAKOS _____,
WOTE _____ MWINGI _____
DATE OF EXAMINATION: _____ NAME OF
EXAMINER _____

CORRECTIONS

QUESTION	CORRECTION TO BE MADE

PROOFREAD BY: NAME: _____ DATE _____
SIGNATURE: _____ TIME: _____



SEKU/ACAD/EXAM/FORM/005

SOUTH EASTERN KENYA UNIVERSITY

CONTINUOUS ASSESSMENT MARKSHEET

NAME OF UNIT: _____ UNIT CODE: _____

DEPARTMENT: _____ SCHOOL: _____

NAME OF LECTURER: _____ ACADEMIC YEAR: _____

NAME OF PROGRAMME: _____ YEAR OF

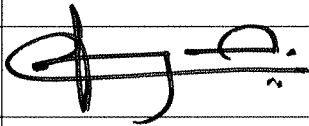
STUDY: _____ SEMESTER: _____

S.NO.	REG. NUMBER	SURNAME	OTHER NAMES	CAT OUT OF 15%	ASSIGNMENTS OUT OF 5%	PRACTICALS OUT OF 10%	TOTAL OUT OF 30%
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

INTERNAL EXAMINER: SIGN: _____ DATE: _____



SEKU/MR/OP/025: PROCEDURE FOR ENFORCING EXAMINATION DISCIPLINARY MEASURES

AUTHORIZATION: This procedure has been issued under the authority of the MR	
TITLE:	DVC – CS, ISO MANAGEMENT REPRESENTATIVE
SIGNATURE:	
DATE OF ISSUE:	AUGUST, 2023
DOCUMENT CONTROL	
ISSUE NO	03
REVISION NO	03
Controlled issue of this procedure will be final in case of dispute	
SEKU	DVC – CS / ISO MR

1.0 PURPOSE

The purpose of this procedure is to provide guidelines on how to handle examination irregularities.

2.0 SCOPE

The procedure covers all activities involved in an examination irregularity.

3.0 REFERENCES

- i. SEKU Almanac
- ii. SEKU Service Charter
- iii. Code of Conduct and Ethics for Public Universities

4.0 TERMS, DEFINITIONS AND ABBREVIATIONS.

VC – VICE CHANCELLOR

DVC – DEPUTY VICE CHANCELLOR

AA – ACADEMIC AFFAIRS

DOS – Dean of Students

5.0 RESPONSIBILITIES

DVC (ARI) shall ensure that this procedure is implemented.

6.0 PROCEDURE DETAILS

6.1 Disciplinary Procedure:

- 6.1.1** Within 48 hours of the occurrence of examination irregularity, the invigilator reports in writing to the Chairman of Department/Director of School/Institute and attaches the unauthorized material.
 - 6.1.2** The Departmental Chairman forwards the report to the Registrar (ASA).
 - 6.1.3** The Registrar-ASA suspends the student pending the convening of the Student Disciplinary Committee. The letters of suspension are prepared by the Legal Officer.
 - 6.1.4** The Registrar Academic forwards the report to the Legal Officer for crafting of charges and convenes the Student Disciplinary Committee.
 - 6.1.5** Within seven (7) days of receipt of charges the student is invited to appear before the disciplinary committee.
-

6.1.6 The minutes of the disciplinary committee with recommendations on action are forwarded to the Vice Chancellor within fourteen (14) days.

6.1.7 The decision by the Vice Chancellor on behalf of the Senate is communicated to the student within seven (7) days.

6.2 Disciplinary Appeal Process:

6.2.1 The student writes to the Vice Chancellor to appeal against the decision.

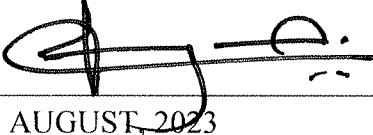
6.2.2 The Vice Chancellor constitutes a disciplinary appeals committee to consider the appeal.

6.2.3 The appeals committee shall convene within seven (7) days of constitution and deliver its decision to the Vice Chancellor within fourteen (14) days.

6.2.4 The decision is communicated to the student within seven (7) days



SEKU/MR/OP/024: PROCEDURE FOR DEAN OF STUDENTS OFFICE

AUTHORIZATION: This procedure has been issued under the authority of the MR	
TITLE/POSITION:	DVC – CS, ISO MANAGEMENT REPRESENTATIVE
SIGNATURE:	
DATE OF ISSUE:	AUGUST, 2023
DOCUMENT CONTROL	
ISSUE NO	03
REVISION NO	03
Controlled issue of this procedure will be final in case of dispute	
SEKU	DVC-CS / ISO MR

1.0 PURPOSE

To ensure effective implementation of the student welfare activities

2.0 SCOPE

The procedure covers all activities concerning student welfare handled by the University.

3.0 REFERENCES

- 1) SEKU quality manual (SEKU/MR/QM/001)
- 2) Students Handbook
- 3) SEKUSO Constitution
- 4) SEKU Strategic plan

4.0 TERMS, DEFINITIONS AND ABBREVIATIONS

VC – VICE CHANCELLOR

DVC – DEPUTY VICE CHANCELLOR

ARI- ACADEMIC RESEARCH AND INNOVATION

AA – ACADEMIC AFFAIRS

SEKUSO – SOUTH EASTERN KENYA UNIVERSITY STUDENTS' ORGANISATION

DOS – Dean of Students

5.0 RESPONSIBILITIES

The Dean and Associate Dean of Students' shall have the principal responsibility of ensuring that the procedure is fully implemented.

6.0 PROCEDURE DETAILS

6.1 Handling social functions:

- 6.1.1** The Dean and the Associate Dean of Students sets date for social events (student's entertainment activities, talent night, cultural show) in accordance with the academic calendar.
-

6.1.2 The DOS Office formulates a program and budget and submits to the DVC-ARI for approval.

6.1.3 The students are notified of the activity fourteen days prior to the event.

6.2 Recruitment and management of peer counselors:

6.2.1 The Students' counselor calls for applications from interested students at the beginning of every academic year.

6.2.2 The applications are analyzed and qualified candidates are shortlisted.

6.2.3 The shortlisted candidates are then invited for an interview within two weeks.

6.2.4 The successful candidates are issued with peer educator application forms (Form) for purposes of summarizing their details and then taken through training before they begin practicing.

6.2.5 Review meetings with the Dean of students, Associate Dean of students and students counselors done quarterly

6.3 Clubs and organizations registration and maintenance

6.3.1 Students propose clubs/societies they are interested in.

6.3.2 The Dean of Students guides the students on writing a club constitution.

6.3.3 If accepted the club is given a certificate of registration.

6.3.4 The DOS constantly makes follow up through the club leaders.

6.4 Seminars and workshops

6.4.1 The DOS, Associate DOS and the student counselors identify and schedule various areas to be addressed.

6.4.2 Internal or external personnel with the required expertise in the agreed fields are sourced.

6.4.3 The DOS forwards the proposal to the DVC-ARI for approval.

6.4.4 Once approved, students are informed two weeks ahead

6.4.5 Students sign attendance registers upon attendance

6.5 Facilitation of Games and Sports participation.

6.5.1 The Sports Officer organizes for team selection through orientation, advertisement and tryouts.

6.5.2 The various coaches train the students various skills as per rules of each game.

6.5.3 The coaches issue the sports equipment and supplies to the team captain using the equipment issue form (SEKU/ARSA/DOS/F - 07).

6.5.4 The transportation of students will be done in accordance with the procedure for routine fleet utilization (SEKU/MR/OP/050)

6.5.5 The finances will be sourced and processed in accordance with the procedure for budget and budgetary control (SEKU/MR/OP/014).

6.5.6 The DOS makes a requisition to the DVC – ARI for approval to participate either as hosts or guests in events as per the fixture calendar.

6.6 Guiding and Counseling.

6.6.1 The students' counselor identifies students with counseling needs through referrals or walk-ins. Their Pseudo names and contacts are then entered in the Client Register. (...)

6.6.2 Student is taken through the counseling process as case notes are taken with their consent on the counseling session summary progress sheet. (...)

Counseling is terminated for responsive clients accompanied by follow up and for cases requiring referral; it is done with client consent via the client referral form (...)

Upon termination and satisfactory follow-up, counseling summary progress sheet is destroyed to preserve confidentiality



SEKU/ARSA/DOS/F - 02

SOUTH EASTERN KENYA UNIVERSITY

GUIDANCE AND COUNSELING SECTION

REFERRAL FORM

Student Name _____ Reg. No. _____

Phone No.: _____ ID. No. _____

Physical address: _____

Reason for Referral:

Interventions Tried:

Referring Counselor: _____ Contact: _____

Counselor Signature _____ Date _____



SOUTH EASTERN KENYA UNIVERSITY

GUIDANCE AND COUNSELING OFFICE

COUNSELING SESSION SUMMARY NOTES

Counsellor: _____ Session Date: _____ Time: ____

Client Name (Initials Only): _____ Contacts: _____

Client Description:

Subjective Complaint:

Objective Findings:

Assessment of Progress:

Plans for Next Session:

Needs for Supervision:



SOUTH EASTERN KENYA UNIVERSITY

GUIDANCE AND COUNSELING SECTION

PEER EDUCATOR APPLICATION FORM

Full Name: _____ Reg. No. _____
Phone No.: _____ Email Address: _____

Please describe briefly your understanding about Peer Counseling/Education Programme.

Summarize key experiences that may have prepared you to be a peer counselor/educator

Why do you want to be a peer counselor?

Identify specific groups in the university that you could reach or would have an interest in helping


What do you hope to get out of the peer counselor/educator experience?

Signature of Applicant _____ Date: _____ Date Received _____ Received by: _____





SEKU/MR/OP/026: PROCEDURE FOR ACADEMIC FIELD TRIPS

AUTHORIZATION: This procedure has been issued under the authority of the MR	
TITLE/POSITION:	DVC – CS, ISO MANAGEMENT REPRESENTATIVE
SIGNATURE:	
DATE OF ISSUE:	AUGUST, 2023

DOCUMENT CONTROL	
ISSUE NO	03
REVISION NO	03
Controlled issue of this procedure will be final in case of dispute	
SEKU	DVC-CS / ISO MR

1.0 PURPOSE

To ensure that field trips are conducted within the stipulated periods, professionally and in accordance with the rules and regulations of SEKU.

2.0 SCOPE

The procedure covers the process of identifying the required trips, budget estimation, requesting for approval of the trip, getting the approval and execution of the trip. The process applies to all academic units of the University.

3.0 REFERENCES

For the purpose of this procedure, the definitions in SEKU QM apply.

4.0 TERMS, DEFINITIONS AND ABBREVIATIONS.

VC – VICE CHANCELLOR

DVC – DEPUTY VICE CHANCELLOR

ARI- ACADEMIC RESEARCH AND INNOVATION

ASA – ACADEMIC AND STUDENT AFFAIRS

DOS – Dean of Students

5.0 RESPONSIBILITIES

The DVC (ARI) shall have the principal responsibility of ensuring that requests for trips are submitted on time and in compliance to these procedures.


6.0 PROCEDURE DETAILS

- 6.1 Chairman of Department requests Lecturers to identify required field trips at the beginning of the academic year based on the units to be taught.
 - 6.2 The Chairman of Department convenes a Departmental meeting to deliberate and agree on the identified field trips.
 - 6.3 The Department agrees on the required field trips for the various units taught.
 - 6.4 The Chairman of Department forwards the proposed trips to the dean and the Dean convenes a meeting to harmonize the trips and prepare a budget within the first two months of the academic year.
-

- 6.5 The Dean forwards the trip plans and budget to DVC (ARI) for approval and facilitation.
- 6.6 The Chairman of Department contacts the institutions/sites to be visited for a formal permission to visit.
- 6.7 Upon approval, the Chairman of concerned Department makes the necessary logistical arrangements and implements the field trip.
- 6.8 Students and staff are informed of the trip three weeks in advance to make preparation for the trip.
- 6.9 Students undertake the trip and submit reports to the relevant lecturers for assessment.



SEKU/MR/OP/027: LABORATORY AND WORKSHOP PROCEDURE

AUTHORIZATION: This procedure has been issued under the authority of the MR	
TITLE/POSITION:	DVC – CS, ISO MANAGEMENT REPRESENTATIVE
SIGNATURE:	
DATE OF ISSUE:	AUGUST, 2023

DOCUMENT CONTROL	
ISSUE NO	03
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Controlled issue of this procedure will be final in case of dispute	
SEKU	DVC – CS / ISO MR

1.0 PURPOSE

The purpose of this procedure is to outline proper conduct in the laboratory, workshop and practical's supervision and provision of assistance to students

2.0 SCOPE

The procedure covers procurement of laboratory specimens, samples, chemical reagents and equipment for the laboratory and workshop. It also covers the writing of feedback reports by students.

3.0 REFERENCES

1. SEKU Quality Manual (SEKU/MR/QM/01)
2. SEKU Academic Programme Regulations and Syllabus
3. Laboratory Practical Manuals and Procedures
4. Laboratory Safety Manuals

4.0 TERMS. DEFINITIONS AND ABBREVIATIONS.

VC – VICE CHANCELLOR

DVC – DEPUTY VICE CHANCELLOR

ARI- ACADEMIC RESEARCH AND INNOVATION

ASA – ACADEMIC AND STUDENT AFFAIRS

COD – Chairman of Department

DOS – Dean of Students

5.0 RESPONSIBILITIES

The CODs shall be responsible for effective implementation of this procedure.

6.0 PROCEDURE DETAILS

6.1 Acquisition of Laboratory Reagents, specimens and equipment's

- 6.1.1 The COD in consultation with the members of department shall request the management for procurement and purchase of laboratory reagents, specimens and equipment's in accordance with programme syllabus.
- 6.1.2 The Procurement Division purchases and delivers the laboratory/workshop materials as per the procurement plan.
- 6.1.3 The Unit Lecturer prepares Laboratory Procedures/Practical Manuals with details of required material at the beginning of the semester.

6.2 Conducting of Laboratory and Workshop Practical's.

- 6.2.1 The Chief Technologists registers in the lab registration form (SEKU/ARSA/LAB/ F – 008) students and gives them an induction on laboratory and workshop safety during the first lab session and informs students of the workshop safety manual - SEKU/ARSA/LAB/MAN001.
- 6.2.2 The Technologists provides the Laboratory Procedures/ Manual to students at least one day prior to the scheduled practical day.
- 6.2.3 The Laboratory Technologists prepares the practical samples, reagents, specimen and equipment according to the prepared procedure / practical manual.
- 6.2.4 The Unit Lecturer shares the contents of the procedures/manual and provides the relevant theoretical background and objectives of the practical activity.
- 6.2.5 The students register for the practical and carry out the experiment/workshop activity according to the procedure/manual with supervision and assistance from the Lecturer and Technologists.
- 6.2.6 The Technologists records and reports any accident/incident in the laboratory in accident/incident report form - SEKU/ARSA/LAB/F - 09 and report the matter to Unit Lecturer.
- 6.2.7 The students sign out in laboratory/workshop attendance register - SEKU/ARSA/LAB/10 after completion of the practical/ experiment/ workshop activity.

6.3 Report Writing and Feedback

- 6.3.1 The student writes a report according to the standard format within two weeks.

- 6.3.2 The student submits the reports to the Technologists and signs report handing-in register book - SEKU/ARI/LAB/11.
- 6.3.3 The Technologists hands over the reports to the relevant Lecturer for marking.
- 6.3.4 The Lecturer marks, records and give the students feedback on their reports.



SOUTH EASTERN KENYA UNIVERSITY

Laboratory Accident/Incident Report form

-SEKU/ARSA/LAB/F-09

School::..... Department::.....

Laboratory: Officer in charge:

Use this form to report injuries, accidents, fire, or other serious incidents that have occurred during a teaching laboratory.

INSTRUCTOR' S REPORT

Date of Incident..... Time:

Course Code/Title:

Instructor s Name:

Name / Reg. No of student(s) involved in incident:

Title of experiment being done at the time the incident occurred:

.....

Description of Incident:

.....

Where did the Incident Occur?

Actions taken (circle all that apply):

a) First Aid (e.g., wash, burn ointment, band-aid, eyewash, shower, other (describe)

.....

.....

b) Treatment (e.g., student sent to Health Services. Provide name of accompanying person, if

any):

.....

c) Spill kit used

Instructor's Signature:

This page is to be filled out by the instructor after he/she interviews the students. The students must read and sign the statements below.

INJURED STUDENT S REPORT

- 1. Did you attend safety training at the beginning of the lab period? Yes..... No.....
- 2. Did the instructor inform you about the hazards of the experiment? Yes..... No.....
- 3. Were you wearing Personal Protective Equipment? Yes.....No.....
Lab CoatGoggles Latex glovesNeoprene gloves.....
- 4. Was the experiment performed with adequate ventilation? Yes..... No.....
Fume hoodcanopy hood
- 5. Was instructor in the room when the incident occurred? Yes..... No.....
- 6. If the experiment was performed in a fume hood, was the sash at the proper height as specified for the experiment being done? Yes..... No.....
- 7. Did you read the material related to the experiment concerning safety and hazards?
Yes..... No.....

Signature of Student

WITNESSING STUDENT S REPORT (IF APPLICABLE)

- 1. Did you attend safety training at the beginning of the lab period? Yes..... No.....
- 2. Did the instructor inform you about the hazards of the experiment? Yes..... No.....
- 3. Were you wearing Personal Protective Equipment? Yes..... No.....
Lab CoatGoggles Latex glovesNeoprene gloves.....
- 4. Was the experiment performed with adequate ventilation? Yes..... No.....
Fume hoodcanopy hood
- 5. If the experiment was performed in a fume hood, was the sash at the proper height as specified for the experiment being done? Yes..... No.....
- 6. Did you read the material related to the experiment concerning safety and hazards?
Yes..... No.....

Signature of Student Date:



SOUTH EASTERN KENYA UNIVERSITY

Lab Registration Form

SEKU/ARSA/LAB/008

School: **Department:**

Academic year: Semester: Unit code:

Unit Name: Degree Course:

S/No	Reg. Number	Name	Sign
1.			
2.			
3.			
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SOUTH EASTERN KENYA UNIVERSITY

School: Department: SEKU/ARSA/LAB/F - 10

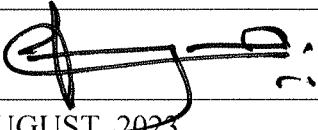
Laboratory Attendance Register

Academic Year :		Semester:		Unit Code/Title:											
Group	S/No.	Reg. No.	Name	Date		Date		Date		Date		Date		Date	
				Done	Sub	Done	Sub	Done	Sub	Done	Sub	Done	Sub	Done	Sub
1	1														
	2														
	3														
	4														
2	1														
	2														
	3														
	4														
	5														
3	1														
	2														
	3														
	4														
	5														

CHECKED BY(unit lecturer): Date: Sign:



SEKU/MR/OP/028: PROCEDURE FOR CONDUCTING RESEARCH

AUTHORIZATION: This procedure has been issued under the authority of the MR	
TITLE/POSITION:	DVC – CS, ISO MANAGEMENT REPRESENTATIVE
SIGNATURE:	
DATE OF ISSUE:	AUGUST, 2023

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SEKU	DVC – CS / ISO MR

1.0 PURPOSE

The purpose of this procedure is to ensure that research is conducted professionally and in accordance with the Research Policy and the Code of Conduct and Professional Ethics of SEKU.

2.0 SCOPE

The procedure covers the process of formulation of research proposals, carrying out the research and dissemination of the results. The process applies to all academic units of the University.

3.0 REFERENCES

- i. Terms of service of Academic staff
- ii. The SEKU strategic plan
- iii. SEKU Research policy
- iv. SEKU Code of Conduct and Professional ethics

4.0 ABBREVIATIONS AND ACRONYMS.

VC – VICE CHANCELLOR

DVC – DEPUTY VICE CHANCELLOR

ARI- ACADEMIC RESEARCH AND INNOVATION

ASA – ACADEMIC AND STUDENT AFFAIRS

5.0 RESPONSIBILITIES

The Director, Research, Innovation and Technology shall have the principal responsibility of ensuring that the procedure is fully implemented.

6.0 PROCEDURE DETAILS

6.1 Research by Students:

- 6.1.1** Students identify research topics and develop a concept note in line with the Department's area of speciality and present them to the Chairman of Department
- 6.1.2** The Chairman of Department calls a Departmental Board meeting for allocation of two supervisors from among the academic members of staff specialized and or with an interest in the area chosen

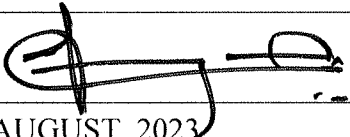
- 6.1.3 The supervisors assist the students to develop a research proposal for presentation at a Departmental seminar comprised of academic staff for review.
- 6.1.4 The Chairman sets a date for a Departmental seminar to review and evaluate the students' research proposal.
- 6.1.5 The student revises the research proposals in line with the recommendation given.
- 6.1.6 The student and the supervisors sign the revised proposals and submit them to the Board of Post Graduate for approval.
- 6.1.7 The student conducts the research according to the proposal and under the supervision of the supervisors.
- 6.1.8 The student submits results/report/dissertation to Board of Postgraduate Studies

6.2 Research by Staff:

- 6.2.1 A member of staff identifies a research topic and develops a research proposal on his own initiative or in response to a call for proposals by a funding organization.
 - 6.2.2 The member of staff submits the proposal to the funding organization for review and possible funding
 - 6.2.3 The staff member conducts the research according to the proposal
 - 6.2.4 The staff member submits financial and progress reports to the funding organization
 - 6.2.5 The member of staff analyses the results, prepares manuscripts and submits to a peer reviewed journal
 - 6.2.6 The member of staff submits a copy of the accepted publication to the Directorate of Research.
-



SEKU/MR/OP/029: PROCEDURE FOR STUDENT ADMISSION

AUTHORIZATION: This procedure has been issued under the authority of the MR	
TITLE/POSITION:	DVC – CS, ISO MANAGEMENT REPRESENTATIVE
SIGNATURE:	
DATE OF ISSUE:	AUGUST, 2023

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SEKU	DVC – CS / ISO MR

1.0 PURPOSE

To outline the steps undertaken in the admission of students

2.0 SCOPE

This procedure covers program identification, advertisement, selection and placement of students.

3.0 REFERENCES

- i. SEKU Quality Management System Manual – **SEKU/MR/QM/001**
- ii. SEKU Calendar
- iii. Joint Admissions Board policies and procedures contained in minutes of CUE meetings and reports of its sub-committees.
- iv. Student Information Handbook
- v. SEKU Service Charter – **SEKU/VC/SC/001**
- vi. SEKU Strategic Plan (2013-2018)

4.0 ABBREVIATIONS AND ACRONYMS

VC – VICE CHANCELLOR

DVC – DEPUTY VICE CHANCELLOR

ARI- ACADEMIC RESEARCH AND INNOVATION

CUE – COMMISSION FOR UNIVERSITY EDUCATION

MODULE I STUDENT– GOVERNMENT SPONSORED STUDENT

MODULE II STUDENT – SELF SPONSORED STUDENT

BPS - BOARD OF POSTGRADUATE STUDIES

5.0 RESPONSIBILITIES

The Registrar - ASA shall be responsible for the effective implementation of this procedure.

6.0 PROCEDURE DETAILS/METHOD:

6.1 Module I Undergraduate Students

- 6.1.1** The University Senate shall approve lists of all programmes to be offered and declare their capacities and relevant degree subject clusters for onward transmission to KUCPPS.

6.1.2 Registrar ASA Receives lists of selected students from KUCPPS.

6.1.3 The Registrar ASA through the Admissions office prepares and issues letters of offer and joining instructions to the prospective students.

6.2 Module II Undergraduate students

6.2.1 The Registrar ASA requests for programmes on offer for advertisement from the Deans of schools and Director of Institute.

6.2.2 Upon approval by the Vice Chancellor, the Registrar ASA advertises the approved programmes.

6.2.3 Interested applicants obtain an application form – **SEKU/ARSA/REG/F – 12.**

6.2.4 The duly filled form is submitted to the Registrar ASA accompanied by a receipt of the application fees.

6.2.5 Applications are forwarded to respective schools for evaluation and short-listing.

6.2.6 The recommendations of the Schools are considered and approved by Dean's committee.

6.2.7 The Admissions office prepares and issues letters of offer and Joining Instructions to applicants.

7.0 APPENDICES.

(SEKU/ARSA/REG/F - 12)



Affix one of your
Current passport size
Photograph here

APPLICATION REF. NO.....
APPLICATION FEE RECEIPT NO.....

SOUTH EASTERN KENYA UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

APPLICATION FORM FOR ADMISSION TO UNDERGRADUATE PROGRAMMES

[SELF-SPONSORED (*MODULE II*) STUDENTS]

Two copies of this form should be completed and sent to the Registrar- AA. The form should be typed or completed in block letters. Attach two passport size photographs, 2 copies of result slip/ or Certificates and any other supporting documents.

SECTION A-Course Application details

- (a) Name of Certificate/Degree/Diploma course applied for (List three (3) in order of preference)
 - 1.
.....
 - 2.
.....
 - 3.
.....

- (b) Date of Commencement.....Semester/Term.....Academic
year.....

- (c) Department (*where applicable*).....

- (d) School/Institute.....

(e) Campus (Rank the campuses where you prefer to study from in order of preference)

SEUCO Campus Main KituiTown Campus Machakos Town Campus Wote Town Campus

Tala Town Campus Nairobi Town Campus

Note: SEKU does not guarantee accommodation in any of its campuses

(f) Mode of Study

Weekdays (8.00 am to 5.00 pm) Evening (5.30 Pm to 8.30 pm)

SECTION B-Applicant's Personal Details

(a) Name.....
(Surname) (Other names in full)

(b) Postal Address.....Postal Code.....Town/City.....

Home: County.....District.....Constituency.....

Telephone..... Fax..... E-Mail.....

(c) Date of Birth (DD/MM/YYYY).....Gender.....

Marital Status..... Nationality.....

Religion.....

National I.D/ Passport No

(d) Name of Next of Kin.....

Relationship.....

Postal

Address.....

....

Postal Code.....

Town/City.....

Country.....

Telephone.....

Fax..... E-

Mail.....

(e) Emergency

Contact.....

...

Postal

Address.....Postal

Code.....

Town/City.....Country.....

Telephone..... Fax..... E-

Mail.....

SECTION C - Applicant's Educational Background

Please list all schools attended

Sec. & Post – Sec. Schools	Address of School	From	To	Qualification Obtained	Index No./ Exam Reg. No

PLEASE ATTACH CERTIFIED COPIES OF CERTIFICATES, ACADEMIC TRANSCRIPTS AND RESULT SLIPS

SECTION D- Applicant's Working Experience

FROM	TO	EMPLOYER	DESIGNATION	NATURE OF ASSIGNMENT

SECTION E- Referees

Give names and addresses of two referees.

(a) Name

.....

Postal

Address.....

...

Postal Code..... Town/City.....

Country.....

Telephone..... Fax..... E-

Mail.....

(b) Name.....

.....

Postal

Address.....

..

Postal Code..... Town/City.....

Country.....

Telephone..... Fax..... E-

Mail.....



SECTION F- Applicant's Declaration

I declare that the information contained herein is true and accurate to the best of my knowledge and fully understand that any information found to be false would lead to automatic disqualification.

Applicants Full Names..... ID/Passport
No.....

Date..... Applicant's
Signature.....

SECTION G - Evaluation (For Official Use Only)

1. Application form received:
Signed..... Date and Stamp.....
Registrar-AA

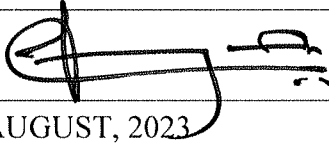
2. Recommendation of Department: **ACCEPT/REJECT**
Signed Date and Stamp.....
COD of

3. Recommendation of School/Institute: **ACCEPT/REJECT**
Signed..... Date and Stamp.....
Dean/Director, School/Institute of.....

4. Approval by Deans' Committee: **ACCEPT/REJECT**
Signed..... Date and Stamp.....
Chairman, Deans' Committee



SEKU/MR/OP/030: PROCEDURE FOR TEACHING PRACTICE

AUTHORIZATION: This procedure has been issued under the authority of the MR	
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SIGNATURE:	
DATE OF ISSUE:	AUGUST, 2023
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SEKU	DVC – CS / MR

1.0 PURPOSE

The purpose of this procedure is to ensure that teaching practice is undertaken in an effective and efficient manner throughout the School of Education.

2.0 SCOPE

The procedure covers all aspects of the teaching practice process in the School of Education.

3.0 REFERENCES

1. SEKU quality manual – SEKU/MR/QM/001

2. SEKU QUALITY ASSURANCE POLICY

4.0 ABBREVIATIONS AND ACRONYMS.

CODs – Chairman of Departments

TPC – Teaching Practice Coordinator

5.0 RESPONSIBILITIES

The Dean and the CODs shall have the principal responsibility of ensuring that the procedure is fully implemented.

6.0 PROCEDURE DETAILS

6.1. The Teaching Practice Coordinator (TPC) establishes that all the students have met the basic requirements for teaching practice.

6.2. The TPC convenes a meeting to select schools and the T.P Coordinator communicates the list to students.

6.3. The students submit application forms on selected schools.

6.4. The TPC liaises with the relevant school administrators for posting of students.

6.5. The TPC supplies the relevant materials for teaching practice to the students.


6.6. Students embark on teaching practice exercise.

6.7. The teaching practice supervision commences two weeks after students report to their relevant stations.



SEKU/MR/OP/031:
TEACHING

PROCEDURE FOR UNIT ALLOCATION

AUTHORIZATION: This procedure has been issued under the authority of the MR	
TITLE/POSITION:	DVC – CS, ISO MANAGEMENT REPRESENTATIVE
SIGNATURE:	
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SEKU	DVC – CS /MR

1.0 PURPOSE

To establish a procedure to ensure that teaching is carried out in an effective and efficient manner throughout the University.

2.0 SCOPE

The procedure covers all aspects of allocation and teaching of units.

3.0 REFERENCES

1. SEKU quality manual SEKU/MR/QM/01
2. SEKU academic policy
3. Academic programme

4.0 TERMS, DEFINITIONS AND ABBREVIATIONS.

VC – VICE CHANCELLOR

DVC – DEPUTY VICE CHANCELLOR

ARI- ACADEMIC RESEARCH AND INNOVATION

ASA – ACADEMIC AND STUDENT AFFAIRS

CODs – Chairman of Departments

5.0 RESPONSIBILITIES

Deans and CODs shall have the principal responsibility of ensuring that the procedure is fully implemented.

6.0 PROCEDURE DETAILS.

6.1 Unit allocation.

- 6.1.1** The COD identifies the units in each respective academic programme to be taught at least a month to the start of a semester.
 - 6.1.2** The COD calls a Departmental Academic Board meeting for unit allocation at least three weeks to the start of a semester.
 - 6.1.3** The COD in consultation with the Dean of the School forwards the unit allocation schedule to the Registrar - ASA.
-

6.2 Unit servicing:

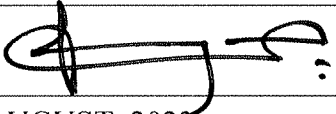
- 6.2.1** The COD to be serviced provides the list of units to the Chairman of the servicing Department at least a month to the end of the current semester.
- 6.2.2** The Chairman of the servicing Department establishes the work load of each Lecturer and allocates the units to be serviced accordingly.
- 6.2.3** The COD presents the schedule of work load allocation to the Registrar – ASA for approval at least two weeks to the end of the current semester.

6.3 Teaching:

- 6.3.1** The COD convenes a meeting to allocate units five working days prior to commencement of each semester.
 - 6.3.2** The Lecturer prepares course outlines for the allocated units based on the relevant course descriptions and submits them within two days of the beginning of the semester to the COD for approval.
 - 6.3.3** The Lecturer teaches the unit for the period allocated on the timetable.
 - 6.3.4** If a lesson is not taught at the time allocated on the time table, and an alternative lesson is not taught, the COD is informed and a makeup lesson is organized.
 - 6.3.5** The Lecturer marks the class attendance register SEKU/ARSA/ACD/F – 14 and signs the academic audit form
 - 6.3.6** The Lecturer uses the prescribed evaluation format to assess the effectiveness of teaching in compliance with the Academic Quality Assurance Policy.
 - 6.3.7** The Lecturer submits a course evaluation report, including recommendations for improvements where necessary, to the COD for discussion.
-



SEKU/MR/OP/032: PROCEDURE FOR UNIT REGISTRATION

AUTHORIZATION: This procedure has been issued under the authority of the MR	
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SEKU	DVC – CS / MR

1.0 PURPOSE

The purpose is to ensure effective registration of units by students.

2.0 SCOPE

This procedure covers the unit registration process..

3.0 REFERENCES

- i. SEKU Quality Manual (SEKU/MR/QM/001)
- ii. SEKU Academic Quality Assurance Policy (SEKU/ARSA/ACD/15)
- iii. CUE Academic Programmes Quality Assurance Guidelines(2013)
- iv. Programme Syllabus

4.0 DEFINITION OF TERMS USED

VC – VICE CHANCELLOR

DVC – DEPUTY VICE CHANCELLOR

ARI- ACADEMIC RESEARCH AND INNOVATION

ASA – ACADEMIC AND STUDENT AFFAIRS

CODS – CHAIRMAN OF DEPARTMENTS

CUE – COMMISSION FOFR UNIVERSITY EDUCATION

ACD – ACADEMICS

Student Portal – Students Module in the University Information Management System

5.0 RESPONSIBILITIES

The Registrar – ASA shall be responsible for the effective implementation of this procedure.

6.0 PROCEDURE DETAILS

6.1 Unit Registration:

6.1.1 The COD prepares a list of course units to be taken during the semester in accordance with the syllabus and uploads them into the University Management System two weeks before the beginning of the semester to be posted online.

6.1.2 The Lecturers through the CoD Proposes to the Students on Electives and the Units selected by majority of students is confirmed to the students for offer.

6.1.3 On reporting to the University the students clears with the student's admissions office and proceeds to register for course units online.

6.1.4 Students should ensure that they have registered for units online five weeks into the semester.

6.2 Inter-School Transfer Registration:

6.2.1 Students obtain the inter-school transfer form (**SEKU/ARSA/ACD/F – 17**) and fill as instructed.

6.2.2 Students submit the filled form to the respective Dean of School forwards the form with recommendations to the Deans' Committee for evaluation and approval.


6.2.3 Upon approval a recommendation is done to the admissions office to issue the transfer letter and effect the changes in the student's portal.



SEKU/MR/OP/033:

PROCEDURE FOR PROGRAMME

DEVELOPMENT AND REVIEW

AUTHORIZATION: This procedure has been issued under the authority of the MR	
TITLE/POSITION:	DVC – CS, ISO MANAGEMENT REPRESENTATIVE
SIGNATURE:	
DATE OF ISSUE:	AUGUST, 2023
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SEKU	DVC – CS / MR

1.0 PURPOSE

To ensure that demand driven programmes are developed in accordance with the University regulations and CUE academic programmes quality assurance guidelines

2.0 SCOPE

The procedure covers all aspects of the development of academic programmes from training needs assessment up to approval by the University.

3.0 REFERENCES

1. SEKU Quality Manual **SEKU/MR/QM/01**
2. SEKU Academic Programmes Quality Assurance Policy **SEKU/ARSA/ACD/15**
3. CUE Academic Programmes Quality Assurance Guidelines
4. SEKU Code of Conduct and Professional Ethics

4.0 TERMS DEFINITIONS AND ABBREVIATIONS

VC – VICE CHANCELLOR

DVC – DEPUTY VICE CHANCELLOR

ARI- ACADEMIC RESEARCH AND INNOVATION

ASA – ACADEMIC AND STUDENT AFFAIRS

CODS – CHAIRMAN OF DEPARTMENTS

CUE – COMMISSION FOR UNIVERSITY EDUCATION

ER – EXTERNAL REVIEWER

5.0 RESPONSIBILITIES

The Dean and the CODs shall have the principal responsibility of ensuring that the procedure is fully implemented.

6.0 PROCEDURE DETAILS

6.1. Program development.

6.1.1. The Departmental Board identifies training or academic need and discusses its relevance to the community.

6.1.2. The Departmental Board Constitutes a Drafting Committee headed by a member of staff from the Department with good knowledge and specialization in the area.

- 6.1.3. The Drafting Committee, develops the Programme with its Regulations and Syllabus in consultations with relevant stakeholders, specialists and other University Departments
- 6.1.4. The Drafting Committee tables the Draft Programme in the Departmental Board for discussion and identification of at least three (3) external peer reviewers, who are asked to forward their CVs.
- 6.1.5. The COD forwards the recommended CVs of at least two ER's to the DVC-ARI for appointment.
- 6.1.6. The COD sends the Discussed Draft Programme to the ER's who makes recommendations and sends the programme back to the COD who forwards a copy to DVC -ARI through the school Dean within one month.
- 6.1.7. The COD tables the ER report to the Departmental Academic Board for discussion and action and thereafter forwards to the School Academic Board for discussions and recommendations.
- 6.1.8. The Dean Forwards the Programme to DVC-ARI for tabling in Deans Committee after which it is tabled through DVC- ARI to the Senate for approval.

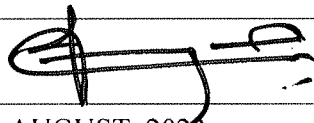
6.2. Program review

- 6.2.1. The COD calls for a departmental Board meeting to discuss need to review a program.
- 6.2.2. The Departmental Board Constitutes a review Committee headed by a member of staff from the Department with good knowledge and specialization in the area.
- 6.2.3. The review Committee, consultants with relevant stakeholders, specialists and other University Departments
- 6.2.4. The review Committee tables the Programme with comments in the Departmental Board for discussion and identification of at least three (3) external peer reviewers, who are asked to forward their CVs.
- 6.2.5. The COD forwards the recommended CVs of at least two ER's to the DVC-ARI for appointment.
- 6.2.6. The COD sends the Discussed Programme to the ER's who makes recommendations and sends the programme back to the COD.

- 6.2.7. The COD forwards a copy to DVC – ARI through the school Dean for tabling in Deans Committee.
- 6.2.8. The program is tabled in Senate for approval.



SEKU/MR/OP/034: PROCEDURE FOR ACQUISITIONS OF LIBRARY RESOURCES

AUTHORIZATION: This procedure has been issued under the authority of the MR	
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Controlled issue of this procedure will be final in case of dispute	
SEKU	DVC – CS / MR

1.0 PURPOSE

The purpose of this procedure is to outline the steps undertaken in the acquisition of library information resources.

2.0 SCOPE

The procedure shall cover selection, ordering and receiving of information resources in the SEKU Libraries.

3.0 REFERENCES

- 3.1. Book Publishers and Suppliers catalogues
- 3.2. CUE Standards and Guidelines for University Libraries in Kenya
- 3.3. Course outlines from the various Schools
- 3.4. Library Collection Development Policy- **SEKU/ARSA/LIB/18**
- 3.5. SEKU Institutional Repository Policy- **SEKU/ARSA/LIB/22**
- 3.6. SEKU Quality Manual – **SEKU/MR/QM/01**

4.0 TERMS DEFINITIONS AND ABBREVIATIONS.

VC – VICE CHANCELLOR

DVC – DEPUTY VICE CHANCELLOR

ARI- ACADEMIC RESEARCH AND INNOVATION

ASA – ACADEMIC AND STUDENT AFFAIRS

CODS – CHAIRMAN OF DEPARTMENTS

CUE – COMMISSION FOR UNIVERSITY EDUCATION

5.0 RESPONSIBILITIES

The University Librarian shall have the principal responsibility of ensuring that the procedure is fully implemented.

6.0 PROCEDURE DETAILS

- 6.1. The teaching staff shall identify sources of information, evaluate and select relevant information resources in all formats for acquisition.
- 6.2. Deans and COD shall approve Book Order Request Forms (**SEKU/ARSA/LIB/F – 19**) and submit to the librarian.
- 6.3. The Acquisition librarian shall receive and compile complete book order lists (**SEKU/ARSA/LIB/ F – 20**) and forward to the University librarian who forwards the compiled book order list to the library committee for discussion and approval.
- 6.4. The University librarian shall send the approved book order lists to DVC -FPD through the DVC ARI for official approval and allocation of funds.

- 6.5. The DVC FPD approves the book order list and forwards it Procurement Officer for procurement of books.
- 6.6. The Acquisition librarian shall receive and verify the information resources from Publishers and Suppliers in accordance with the order list.
- 6.7. The Acquisition section shall organize for the accessioning (identification & referencing) and stamping of all received information resources with SEKU Library Ownership marks.

7.0 APPENDICES
Book Order Request Form

SEKU/ARSA/LIB/F - 19

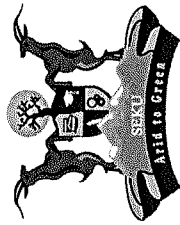


LIBRARY DEPARTMENT

Department..... Date:

TITLE NO.	TITLE	AUTHOR	ISBN	PUBLISHER & PLACE OF PUBLICATION	YEAR & EDITION	NUMBER OF COPIES
1.						
2.						
3.						
Recommended by:Approved (Head of Department):						
Librarian:						

Book Order List



SEKU/ARSA/LIB/F - 20

LIBRARY DEPARTMENT

Book Order List

Department of Date:

TITLE NO.	TITLE	AUTHOR	ISBN	SUPPLIER	PUBLISHER & PLACE OF PUBLICATION	YEAR & EDITION	QTY	UNIT PRICE (KSHS)	TOTAL PRICE (KSHS)
1.									
2.									
3.									
TOTAL									



SEKU/MR/OP/035: PROCEDURE FOR LIBRARY TECHNICAL SERVICES

AUTHORIZATION: This procedure has been issued under the authority of the MR	
TITLE/POSITION:	DVC – CS, ISO MANAGEMENT REPRESENTATIVE
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DATE OF ISSUE:	AUGUST, 2023

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SEKU	DVC – CS / MR

1.0 PURPOSE

The purpose of this procedure is to outline the steps undertaken in the organization of library information resources.

2.0 SCOPE

The procedure shall cover the processing and organization of information resources in the SEKU Libraries.

3.0 REFERENCES

- 3.1. AACR II and MARC Record
- 3.2. Library of Congress Subject Headings
- 3.3. Library of Congress Classification Schedules
- 3.4. SEKU Library Online Catalogue
- 3.5. SEKU Quality Manual – **SEKU/MR/QM/01**

4.0 TERMS, DEFINITIONS AND ABBREVIATIONS.

VC – VICE CHANCELLOR

DVC – DEPUTY VICE CHANCELLOR

ARI- ACADEMIC RESEARCH AND INNOVATION

ASA – ACADEMIC AND STUDENT AFFAIRS

CODS – CHAIRMAN OF DEPARTMENTS

CUE – COMMISSION FOR UNIVERSITY EDUCATION

5.0 RESPONSIBILITIES

The University Librarian shall have the principal responsibility of ensuring that the procedure is fully implemented.

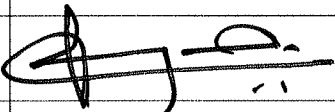
6.0 PROCEDURE DETAILS

- 6.1. The Technical section shall receive information resources from the Acquisition Section for processing.
- 6.2. The Technical section shall catalogue and classify the information resources according to the Library of Congress Classification Scheme.
- 6.3. The Technical section shall update the Library catalogue with the new information resources processed.
- 6.4. The Technical section shall ensure that all the information materials have been bar-coded and spine marked (call numbers placed on the spine of book) for location and easier identification.

- 6.5. The Technical section shall also ensure that all the information materials have been pasted with date due slips.
- 6.6. The Technical section shall provide CAS (Current Awareness Service) to inform the users about new acquisitions by placing the information resources on the display shelf or circulating complete lists to users' via email or website.
- 6.7. The Library staff shall ensure that all the information resources are properly arranged on the shelves according to their categories and subjects for ease of retrieval.



SEKU/MR/OP/036: PROCEDURE FOR LIBRARY USER SERVICES

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SEKU	DVC – CS / MR

1.0 PURPOSE

The purpose of this procedure is to ensure access to library information user services.

2.0 SCOPE

The procedure shall cover user registration, using, borrowing and returning library information resources in the SEKU Libraries.

3.0 REFERENCES

- 3.1. SEKU Library User Guide – **SEKU/ARSA/LIB/21**
- 3.2. SEKU Library Online Catalogue
- 3.3. SEKU Library Service Charter

3.4. SEKU Library Rules and Regulations – **SEKU/ARSA/LIB/23**

3.5. SEKU Quality Manual – **SEKU/MR/QM/001**

4.0 TERMS, DEFINITIONS AND ABBREVIATIONS.

VC – VICE CHANCELLOR

DVC – DEPUTY VICE CHANCELLOR

ARSA- ACADEMIC RESEARCH AND INNOVATION

ASA – ACADEMIC AND STUDENT AFFAIRS

CODS – CHAIRMAN OF DEPARTMENTS

CUE – COMMISSION FOR UNIVERSITY EDUCATION

5.0 RESPONSIBILITIES

The University Librarian shall have the principal responsibility of ensuring that the procedure is fully implemented.

6.0 PROCEDURE DETAILS

6.1. circulation

6.1.1. The Circulation Librarian shall verify eligibility for registration by the user through the availing of a valid student or staff identification card and register them through the Library Registration Form **SEKU/ARSA/LIB/F – 24** which is filled upon prior studying of the Library Rules and Regulations and Library User Guide.

6.1.2. The Circulation Librarian shall key in the registered users details to the Online Library Management System and generate user's barcodes, which shall be stuck at the back of their valid student or staff identification card.

6.1.3. The user shall search for information in the Electronic Library Catalogue.

6.1.4. The library information resources can either be used in the library or borrowed for a specific duration of time in line with the Library Rules and Regulations **SEKU/ARSA/LIB/23**.

6.1.5. The user shall produce his/her identification card when borrowing the library information resource.

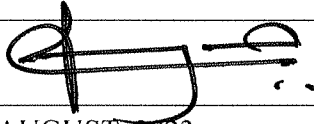
6.1.6. The user shall return borrowed library resources within the specified period and any overdue library information resource shall attract appropriate fines.

6.2. Digital resources

- 6.2.1. The library technician shall verify eligibility for registration by the user through availing of a valid student or staff identification card and register them through the digital library registration form
SEKU/ARSA/LIB/F - 26
- 6.2.2. The library technician shall key in the registered user details to the digital library system and allocate each user a computer.
- 6.2.3. The user shall use the computer for duration of 2 hours per session after which one may renew upon request.



SEKU/DVC/ASA/LIB/004: PROCEDURE FOR LIBRARY BOOK BINDING SERVICES

AUTHORIZATION: This procedure has been issued under the authority of the MR	
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SEKU	DVC – CS / MR

1.0 PURPOSE

The purpose of this procedure is to outline the steps undertaken to ensure that library information resources are regularly bound to conserve them.

2.0 SCOPE

The procedure shall cover receiving, recording and binding of information resources from soft paper backs to hard paper backs to prolong their usage.

3.0 REFERENCES

- 3.1. Book Publishers and Suppliers catalogues
- 3.2. CUE Standards and Guidelines for University Libraries in Kenya
- 3.3. Course outlines from the various Schools
- 3.4. Library Collection Development Policy- **SEKU/ARSA/LIB/18**
- 3.5. SEKU Quality Manual- **SEKU/MR/QM/001**

4.0 TERMS DEFINITIONS AND ABBREVIATIONS

VC – VICE CHANCELLOR

DVC – DEPUTY VICE CHANCELLOR

ARSA – ACADEMIC RESEARCH AND INNOVATION

CODS – CHAIRMAN OF DEPARTMENTS

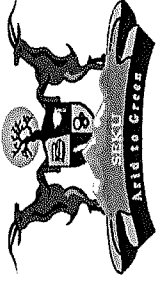
CUE – COMMISSION FOR UNIVERSITY EDUCATION

5.0 RESPONSIBILITIES

The University Librarian shall have the principal responsibility of ensuring that the procedure is fully implemented.

6.0 PROCEDURE DETAILS

- 6.1. The Binding Section shall receive books and periodicals that require binding from the Technical and User Services Sections, assesses the books/periodicals and records them accordingly in the book list binding form **SEKU/ARSA/LIB/F - 25**.
- 6.2. The information materials that are beyond repair and are rarely used will be weeded and disposed in accordance to the weeding policy.
- 6.3. The Head Binder shall ensure that binding and repair of all information materials is done appropriately as required and that the resources are in good form and shape.
- 6.4. The finished bound books are returned back to the shelves and arranged appropriately.



LIBRARY

DEPARTMENT

Book List Binding Form

Date

NO.	ACCESSION NO.	TITLE	RECEIVED BY:		STATUS OF THE BOOK / REQUIREMENT	WORK DONE RECEIVED BY:	
			NAME	SIGN		NAME	SIGN
1.							
2.							
3.							
4.							

Section: Date:

SEKU/MR/OP/067:



**PROCEDURE FOR PROGRAMS,
TRAINING AND ACADEMIC
PLANNING**

AUTHORIZATION: This procedure has been issued under the authority of the MR	
TITLE:	DVC – CS, ISO MANAGEMENT REPRESENTATIVE
SIGNATURE:	
DATE OF ISSUE:	JANUARY, 2017
DOCUMENT CONTROL	
ISSUE NO	03
REVISION NO	03
Controlled issue of this procedure will be final in case of dispute	
SEKU	DVC – CS / MR

1.0 PURPOSE

The purpose of this procedure is to outline activities undertaken by programs, training and academic division.

2.0 SCOPE

This procedure covers all activities undertaken by programs, training and academic division.

3.0 REFERENCES

- i. SEKU ISO QMS Manual
- ii. University Statutes
- iii. University Calendar
- iv. Almanac
- v. SEKU Service Charter
- vi. Student Handbook
- vii. Prospectus

4.0 DEFINITION OF TERMS

For the purpose of this procedure, the definitions in SEKU ISO QMS will apply.

5.0 RESPONSIBILITIES

The Registrar – ASA shall be responsible for the effective implementation this procedure.

6.0 PROCEDURE DETAILS.

6.1 Preparation of Semester Dates

- 6.1.1 Registrar (ASA) communicates the start and end dates of a semester.
- 6.1.2 The academic activities for the semester are then scheduled and released to the deans and directors of campuses.

6.2 Preparation of Teaching Timetables

- 6.2.1 Teaching Programmes section drafts a letter for Registrar (ASA) to request for units to be taught in the semester based on the semester dates.
- 6.2.2 On receipt of the memo, the Chairmen of Departments shall forward their requirements to timetabling office within a week.
- 6.2.3 The Teaching Programmes section then prepares a draft timetable and forwards it to the academic departments/ campuses for their comments.
- 6.2.4 The final timetable is prepared after incorporating the comments and corrections from the chairpersons and is then released to the chairmen, directors of campuses and students' notice boards one week before commencement of the semester.

6.3 Examinations timetables

- 6.3.1 Teaching Programmes section drafts a memo for registrar (ASA)'s signature to request for units to be examined six weeks before the exams begin based on the semester dates.
- 6.3.2 On receipt of the units, Timetabling office prepares the draft timetable which is released to the teaching departments, Directors of Campuses, examinations Officer and students' notice boards at least four weeks before commencement of examinations for comments.
- 6.3.3 The final timetable is prepared incorporating the comments from the Examinations coordinators and is then released to the chairmen, directors of campuses and students' notice boards two weeks before commencement of examinations

6.4 Issuance of Academic Attire


- 6.4.1 The academic departments are requested to provide a list of graduants and Academic members of staff at least two weeks to graduation Date.
- 6.4.2 The academic attires for the graduants are then issued to respective schools/Campuses.
- 6.4.3 On the advertised date, the graduants collect their academic attires from their respective schools/ campuses upon paying graduation fee.
- 6.4.4 Academic staff collects their gowns from Teaching Programmes office.
- 6.4.5 The graduants return the attires within two weeks after graduation to their respective schools/campuses. Failure to do so will attract a penalty of KES 500 a day.
- 6.4.6 After the two week period, the schools/ campuses return the attires to Teaching Programmes Section.

6.5 Preparation of the Almanac, calendar,

- 6.5.1 The Head of the section prepares a draft which is later sent to the DVC ARI and the VC for perusal.
- 6.5.2 The DVC - ARI go through almanac (SEKU/PTAP/REG/ 01), University calendar (SEKU/PTAP/REG/02), and makes amendments in consultations with the VC.
- 6.5.3 When all the corrections in the Almanac (SEKU/PTAP/REG/ 01), University calendar (SEKU/PTAP/REG/02) are incorporated and all the changes a forwarded to the DVC ARI for approval.
- 6.5.4 The approved copies of Almanac (SEKU/PTAP/REG/ 01), University calendar (SEKU/PTAP/REG/02) are forwarded for printing.
- 6.5.5 The copies of approved Almanac (SEKU/PTAP/REG/ 01), University calendar (SEKU/PTAP/REG/02) are distributed within the University and campuses three weeks prior to the expiry of previous publications.



SEKU/MR/OP/068: PROCEDURE FOR BOARD OF POSTGRADUATE STUDIES

AUTHORIZATION: This procedure has been issued under the authority of the MR	
TITLE:	DVC – CS, ISO MANAGEMENT REPRESENTATIVE
SIGNATURE:	
DATE OF ISSUE:	JANUARY, 2017
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SEKU	DVC – CS / MR

1.0 PURPOSE

The purpose of this procedure is to guide the activities of Board of Post graduate studies.

2.0 SCOPE

This procedure covers admission, project and thesis of post graduate students..

3.0 REFERENCES

- i) SEKU ISO QMS Manual
- ii) University Statutes
- iii) University Calendar
- iv) Almanac
- v) SEKU Service Charter
- vi) Student Handbook
- vii) Prospectus

4.0 DEFINITION OF TERMS.

For the purpose of this procedure, the definitions in SEKU ISO QMS will apply.

5.0 RESPONSIBILITIES

The Director BPS shall be responsible for the effective implementation this procedure.

6.0 PROCEDURE DETAILS

6.1 POSTGRADUATE ADMISSION PROCEDURES

- 6.1.1 Advertise Postgraduate programmes in the newspapers and website two months before next intake
- 6.1.2 Receive application forms
- 6.1.3 Forward the application forms for analysis to the Dean of the School where the candidate has applied to within two days.
- 6.1.4 Receive analyzed applications from the Schools within a week; forward the analysis to the Deans committee for approval in the next scheduled Deans' committee.
- 6.1.5 After approval, issue admission letters to successful applicants within two days

6.2 Research Projects

6.2.1 After proposal defence, successful students write to the Director -BPS wishing to proceed for data collection.

6.2.2 Director writes within two days to the Deputy Vice Chancellor (ARI) to formally appoint supervisors for the student

6.2.3 Upon receipt of a copy of the appointment letter from the DVC-ARI, the Director-BPS writes a letter giving the student permission to proceed to the field for data collection within two days.

6.2.4 After data collection, and successful defence of the research report, a student fills in a Certificate of Correction, Ref-SEKU/ARSA/BPS/F-08 and presents its to the Director-BPS

6.2.5 Upon receipt of the form, the Director-BPS authorizes the student to bind the research project.

6.2.6 Masters' students bind in colour maroon, six (6) hard bound copies and two (2) soft copies in a compact disk.

6.2.7 After submission of six (6) hard bound copies and two (2) soft copies in a compact disk. The Director-BPS issues the student with a Letter of Completion, Ref-SEKU/ARSA/BPS/F-01

6.3 Thesis

6.3.1 After proposal defence, successful students write to the Director wishing to proceed for data collection.

6.3.2 Director writes within two days to the Deputy Vice Chancellor (ARI) to formally appoint supervisors for the student

6.3.3 Upon receipt of a copy of the appointment letter from the DVC-ARI, the Director-BPS writes a letter giving the student permission to proceed to the field for data collection within two days.

6.3.4 After data collection, the student fills in a Notice of Submission, Ref-SEKU/ARSA/BPS/F-06A giving intention to submit thesis within three months.

6.3.5 Director-BPS attaches Constitution of Board of Examiners Ref-SEKU/ARSA/BPS/F-06B to Notice of Submission, Ref-SEKU/ARSA/BPS/F-06A and forwards to the Chairman of Department/Representative of the school to which

the student is attached to constitute a Board of Examiners for the student, through the dean of the school.

6.3.6 In addition, the dean is given instruction on how to constitute a board of examiners.

6.3.7 Once the school forwards the names of the Board of Examiners, Director forwards the names to the Board of Postgraduate studies committee for discussions and approval

6.3.8 The approved Board of Examiners are forwarded to next scheduled senate meeting for approval and signature by the Vice Chancellor.

6.3.9 When the student submits four (4) copies of the thesis; one (1) is posted to the external examiners, and one (1) to each internal examiner within one week. The examiners shall be required to submit within two months, an independent written assessment of the thesis direct to the Director (BPS)

6.3.10 As soon as all the examiners' reports are received, the Director (BPS) in consultation with the Dean of the School concerned convenes a meeting of the Board of Examiners for the concerned student at which the examiners' reports and other academic matters arising from the thesis shall be considered. Where the recommendation of the Board of Examiners is unanimous for or against the award of the degree and where such unanimous recommendation is consistent in all respects with the reports of the examiners, and the results of an oral examination, the Director BPS shall forward such recommendation to the Vice-Chancellor for approval on behalf of the Senate within two weeks.

6.3.11 After provisional results have been given, a student fills in a Certificate of Correction, Ref-SEKU/ARSA/BPS/F-08 and presents its to the Director-BPS

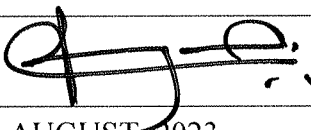
6.3.12 Upon receipt of the form, the Director-BPS authorizes the student to bind the research project.

6.3.13 Masters' students bind in colour maroon & PhD in colour green, six (6) hard bound copies and two (2) soft copies in a compact disk.

6.3.14 After submission of six (6) hard bound copies and two (2) soft copies in a compact disk. The Director-BPS issues the student with a Letter of Completion, Ref-SEKU/ARSA/BPS/F-01



SEKU/MR/OP/076: PROCEDURE FOR REGISTRATION OF STUDENT

AUTHORIZATION: This procedure has been issued under the authority of the MR	
TITLE/POSITION:	DVC – CS, ISO MANAGEMENT REPRESENTATIVE
SIGNATURE:	
DATE OF ISSUE:	AUGUST, 2023
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ISSUE NO	03
REVISION NO	03
Controlled issue of this procedure will be final in case of dispute	
SEKU	DVC – CS / MR

1.0 PURPOSE

To outline the steps undertaken in the registration of students

2.0 SCOPE

This procedure covers the student registration process.

3.0 REFERENCES

- i. SEKU Quality Management System Manual – **SEKU/MR/QM/001**
- ii. SEKU Calendar
- iii. Joint Admissions Board policies and procedures contained in minutes of CUE meetings and reports of its sub-committees.
- iv. Student Information Handbook
- v. SEKU Service Charter – **SEKU/VC/SC/001**
- vi. SEKU Strategic Plan (2013-2018)

4.0 ABBREVIATIONS AND ACRONYMS

VC – Vice Chancellor

DVC – Deputy Vice Chancellor

ARI- Academic Research AND INNOVATION

CUE – Commission for University Education

MODULE I STUDENT– Government Sponsored Student

MODULE II STUDENT – Self Sponsored Student

KUCCPS – Kenya Universities and Colleges Central Placement Service

5.0 RESPONSIBILITIES

The Registrar - ASA shall be responsible for the effective implementation of this procedure.

6.0 METHOD:

6.1 Students report at the admissions office

6.2 Continuing students

6.2.1 For continuing students, the student's portal is activated to enable online registration considering the following:

- I. Academic calendar
- II. Students validity (academic status, disciplinary issues)

6.3 New students

6.3.1 For a new student the admissions office verifies documents which are:

- i. Admissions letter
- ii. Joining instructions
- iii. Certified KCSE result slip
- iv. National Identification/ Birth Certificate

6.3.2 After verification the students' details are captured in the system.

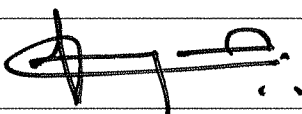
6.3.3 The student then submits the joining instructions, copies of academic documents, copy of national identification/copy of birth certificate, four passport size photographs for filing.

6.4 Upon activation the student is invoiced accordingly.

6.5 The student then proceeds to the finance section for verification of fee payment.



SEKU/MR/OP/077: PROCEDURE FOR ISSUE OF STUDENTS IDENTIFICATION CARD

AUTHORIZATION: This procedure has been issued under the authority of the MR:	
TITLE/POSITION:	DVC – CS, ISO MANAGEMENT REPRESENTATIVE
SIGNATURE:	
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ISSUE NO	03
REVISION NO	03
Controlled issue of this procedure will be final in case of dispute	
SEKU:	DVC – CS / MR

1.0 PURPOSE

The purpose of this procedure is to outline the steps undertaken in the issue of student's identification card.

2.0 SCOPE

This procedure covers the issue of student's identification card.

3.0 REFERENCES

- vii. SEKU Quality Management System Manual – **SEKU/MR/QM/001**
- viii. SEKU Calendar
- ix. Student Information Handbook
- x. SEKU Service Charter – **SEKU/VC/SC/001**

4.0 ABBREVIATIONS AND ACRONYMS

Reg - ASA – Academic and Student Affairs

ID – Identity Card.

5.0 RESPONSIBILITIES

The Registrar - ASA shall be responsible for the effective implementation of this procedure.

6.0 METHOD:

6.1 A student submits a duly filled student details form to the admissions office.

6.2 Upon receipt of the duly filled form the admissions office processes the student identity card based on the following:

- i) Payment of five hundred shillings
- ii) ID status (replacement, new issue, renewal).

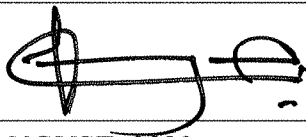
6.3 The admissions office then communicates to the students as per the internal communication procedure for collection of the processed ID.

6.4 Students collect the cards from the admissions office and signs the ID issue register



**SEKU/MR/OP/078:
OF STUDIES**

PROCEDURE FOR DEFERMENT

AUTHORIZATION: This procedure has been issued under the authority of the MR	
TITLE:	DVC – CS, ISO MANAGEMENT REPRESENTATIVE
SIGNATURE:	
DATE OF ISSUE:	AUGUST, 2023
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ISSUE NO	03
REVISION NO	03
Controlled issue of this procedure will be final in case of dispute	
SEKU	DVC – CS / MR,

1.0 PURPOSE

The purpose of this procedure is to outline the steps undertaken when a student defers their studies.

2.0 SCOPE

This procedure covers the process of deferment of studies.

3.0 REFERENCES

- i. SEKU Quality Management System Manual – **SEKU/MR/QM/001**
- ii. SEKU Calendar
- iii. Joint Admissions Board policies and procedures contained in minutes of CUE meetings and reports of its sub-committees.
- iv. Student Information Handbook
- v. SEKU Service Charter – **SEKU/VC/SC/001**
- vi. SEKU Strategic Plan (2013-2018)

4.0 ABBREVIATIONS AND ACRONYMS

VC – Vice Chancellor

DVC – Deputy Vice Chancellor

ARI- Academic Research AND INNOVATION

ASA – Academic and Student Affairs

CUE – Commission for University Education

MODULE I STUDENT– Government Sponsored Student

MODULE II STUDENT – Self Sponsored Student

KUCCPS – Kenya Universities and Colleges Central Placement Service

5.0 RESPONSIBILITIES

The Registrar - ASA shall be responsible for the effective implementation of this procedure.

6.0 METHOD:


6.1 A student makes a deferment request to the Reg – ASA through the admissions office.

6.2 The Reg –ASA approves or disapproves the request.

6.3 The admissions office communicates, as per the internal communication procedure, the verdict to the student and relevant offices. The admissions office then updates the details in the student's portal.



SEKU/MR/OP/ 079: PROCEDURE FOR STUDENT CLEARANCE

AUTHORIZATION: This procedure has been issued under the authority of the MR	
TITLE:	DVC – CS, ISO MANAGEMENT REPRESENTATIVE
SIGNATURE:	
DATE OF ISSUE:	AUGUST 2023
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ISSUE NO	03
REVISION NO	03
Controlled issue of this procedure will be final in case of dispute	
SEKU	DVC – CS / MR

1.0 PURPOSE

The purpose of this procedure is to ensure effective clearance of students.

2.0 SCOPE

This procedure covers the student clearance process.

3.0 REFERENCES

- vii. SEKU Quality Management System Manual – **SEKU/MR/QM/001**
- viii. SEKU Calendar
- ix. Student Information Handbook
- x. SEKU Service Charter – **SEKU/VC/SC/001**

4.0 ABBREVIATIONS AND ACRONYMS

Reg – **ASA** – Registrar Academic and Student Affairs

5.0 RESPONSIBILITIES

The Registrar - ASA shall be responsible for the effective implementation of this procedure.

6.0 METHOD:

- 6.1** The student obtains the clearance form (SEKU/ARSA/ADMS/ F – 03) from the admissions office.
- 6.2** The student then proceeds to clear with the relevant departments/sections/units.
- 6.3** The student then submits the duly cleared form and the students ID to the admissions office.
- 6.4** The admissions office updates the system appropriately.

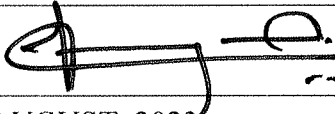
**SEKU/MR/OP/
COLLABORATION AND LINKAGES**

080:



PROCEDURE

FOR

AUTHORIZATION: This procedure has been issued under the authority of the MR	
TITLE:	DVC – CS, ISO MANAGEMENT REPRESENTATIVE
SIGNATURE:	
DATE OF ISSUE:	AUGUST, 2023
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ISSUE NO	03
REVISION NO	03
Controlled issue of this procedure will be final in case of dispute	
SEKU	DVC – CS / MR

1.0 PURPOSE

The purpose of this procedure is to ensure effective negotiations, and implementation of collaborations.

2.0 SCOPE

This procedure covers negotiations and implementation of MoU's.

3.0 REFERENCES

- i. SEKU Quality Management System Manual – **SEKU/MR/QM/001**
- ii. SEKU Calendar
- iii. SEKU Service Charter – **SEKU/VC/SC/001**

4.0 ABBREVIATIONS AND ACRONYMS

MoU – Memorandum of Understanding.

5.0 RESPONSIBILITIES

The Director Collaborations and linkages shall be responsible for the effective implementation of this procedure.

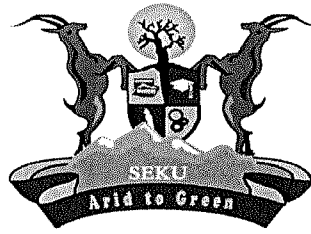
6.0 METHOD:

- 6.1 The host department shall identify viable collaborations and forward proposals to the Directorate of Linkages and collaborations.
- 6.2 The Directorate will initiate negotiations with the partner institutions and produce a draft MoU.
- 6.3 All draft MoU's shall be vetted by the University to ensure compliance with policy and protect the University interests.
- 6.4 The Draft MoU shall be forwarded to the Vice Chancellor for signing.
- 6.5 The Director shall send the final MoU to the partner institution for countersigning
- 6.6 All the MoU's shall be signed by all the partners concerned before they are implemented.
- 6.7 The department responsible for the collaboration/linkage shall take responsibility for its implementation.

6.8 The Directorate of Collaborations and linkages shall be responsible for monitoring collaborative links to ensure compliance with provisions of the MoU and agreement

SEKU/MR/OP/

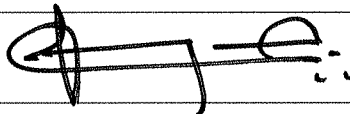
081



CERTIFICATES

**PROCEDURE
PROCESSING
ISSUANCE**

**FOR
AND
OF**

AUTHORIZATION: This procedure has been issued under the authority of the MR	
TITLE:	DVC – CS, ISO MANAGEMENT REPRESENTATIVE
SIGNATURE:	
DATE OF ISSUE:	AUGUST, 2023
DOCUMENT CONTROL	
ISSUE NO	03
REVISION NO	03
Controlled issue of this procedure will be final in case of dispute	
SEKU	DVC – CS / MR

1.0 Purpose

To outline the steps undertaken in processing and issuance of certificates

2.0 Scope

This includes; processing of graduation list, procuring and printing of certificates, signing of certificates, sealing of certificates, cross-checking with graduation list and collection of certificates

3.0 References

SEKU ISO QMS Manual
SEKU Almanac
SEKU Examination Rules and Regulations
SEKU Service Charter
SEKU Statutes

4.0 Definition of terms

For the purpose of this procedure, the definition in SEKU ISO QMS will apply.

5.0 Responsibilities

The DVC –ARI shall ensure this procedure is implemented.

6.0 PROCEDURE DETAILS

6.1 Graduation List

- 6.1.1** The various Deans of Schools present award lists of prospective graduants for approval at the University Board of Examiners/Senate.
- 6.1.2** After approval, Deputy Vice-Chancellor (ARI) submits the Award list for signature by the Vice-Chancellor.
- 6.1.3** The examination officer with guidance by the Registrar (ASA) prepares the graduation list.
- 6.1.4** The examination officer confirms the prospective graduants enrolment status
- 6.1.5** The Registrar (ASA) then sends the graduation list to the Student Finance section to verify if the prospective graduants have met their fees obligations.

6.1.6 The Registrar (ASA) then sends the graduation list to the respective Schools for verification of degree classification.

6.1.7 The registrar (ASA) calls upon the students to verify their details.

6.1.8 The final graduation list is published.

6.2 Procuring and Printing of Certificates

6.2.1 When the graduation committee approves the Programmes and Certificates budget, the procurement Officer engages the selected printer.

6.2.2 The Examination Officer forwards the final graduation list to the printer for processing of certificates.

6.2.3 The Examination Officer proof- reads the Certificates at the printer.

6.2.4 The Certificates are printed.

6.3 Sealing and Signing of Certificates

6.3.1 The DVC (ARI) presents the printed certificates and the final graduation list to the University Council for verification and sealing.

6.3.2 The registrar (ASA) signs and forwards the certificates to the DVC (ARI) and the Vice-Chancellor for signature.

6.3.3 The Registrar (ASA) hands over the certificates to examination officer for safe keeping and issuance.

6.4 Issuance of Certificate

6.4.1 Registrar (ASA) through the Examination officer issues certificates one (1) week after graduation.

6.4.2 The graduate fills in a certificate issuance form.

6.4.3 The Examination officer verifies the graduate documents for authenticity and requests the student to sign the certificate issuance register and the certificate is issued.

6.5 Reprinting of Certificates

6.5.1 The student records the error on the certificate and requests for reprinting.

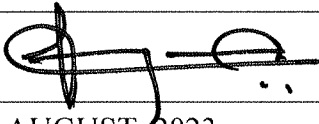
- 6.5.2 The Examination Officer compiles a report on the errors reported.
- 6.5.3 Registrar (ASA) forwards the report to the Vice-Chancellor for approval of the reprinting of the certificates.
- 6.5.4 The Vice-Chancellor on behalf of the senate approves the reprinting of the Certificates.
- 6.5.5 The Examination Officer takes the certificates for reprinting.
- 6.5.6 Registrar (ASA) verifies, cancels the erroneous certificates, signs the new certificates and forwards to the DVC (ARI) for signature.
- 6.5.7 The DVC (ARI) upon verification and signing forwards the certificates to the Vice-Chancellor for signature.
- 6.5.8 The Vice-Chancellor signs the certificates and approves the issuance of the new certificates.
- 6.5.9 The Examination Officer issues the new certificates to the graduates.

6.6 Replacement of Lost and Damaged Certificates

- 6.6.1 The Student writes to Registrar (ASA) requesting for replacement of Lost or damaged certificate.
- 6.6.2 The Registrar (ASA) writes to the student to produce Police Abstract on the Lost and Damaged certificate.
- 6.6.3 Upon receiving the Police Abstract from the student the registrar (ASA) writes to the Vice-Chancellor to approve the issuance of a letter confirming that the student had graduated and lost or damaged his/her certificate.
- 6.6.4 The Examination officer issues the letter to the student to serve as a replacement of his/her certificate.



SEKU/MR/OP/ 082 PROCEDURES FOR CREDIT TRANSFER

AUTHORIZATION: This procedure has been issued under the authority of the MR	
TITLE:	DVC – CS, ISO MANAGEMENT REPRESENTATIVE
SIGNATURE:	
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Controlled issue of this procedure will be final in case of dispute	
SEKU	DVC – CS / MR

1.0 Purpose

To outline the steps undertaken in processing and awarding of credit transfer

2.0 Scope

This includes; Internal and External Credit Transfer

3.0 References

SEKU ISO QMS Manual
SEKU Examination Rules and Regulations
SEKU Service Charter
SEKU Statutes

4.0 Definition of terms

For the purpose of this procedure, the definition in SEKU ISO QMS will apply.

5.0 Responsibilities

The DVC –ARI shall ensure this procedure is implemented.

6.0 PROCEDURE DETAILS

6.1 Internal Credit Transfer

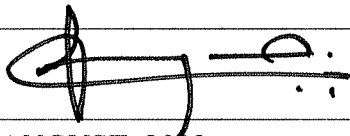
- 6.1.1 The Registrar (ASA) receives a written request by a student.
- 6.1.2 Examination Officer with guidance of Registrar (ASA) writes to the Dean of the School to provide the students marks.
- 6.1.3 Upon receiving the marks, the examination officer sends the marks to the Dean where the student has moved to requesting for recommendation on the credit transfer.
- 6.1.4 The Current Dean of School then writes to Registrar (ASA) giving the requested recommendation.
- 6.1.5 Based on the recommendation from the current School, the registrar writes to the Student informing him/her on the credits earned.
- 6.1.6 Registrar (ASA) writes to the Dean of School to incorporate the credits earned in the student's data base.

6.2 External Credit Transfer

- 6.2.1 The Registrar (ASA) receives a written request by a student.
- 6.2.2 The Registrar (ASA) writes to the University where the student is transferring from requesting for the student Academic records.
- 6.2.3 Upon receiving the student's grades and marks the registrar (ASA) forwards to the Dean of School for credit transfer recommendation.
- 6.2.4 The Dean of the School on behalf of Deans Committee makes recommendation on the credits to be given.
- 6.2.5 The registrar (ASA) writes to the student on the approved credits.
- 6.2.6 Registrar (ASA) writes to the Dean of the School to incorporate the bought credits in the student Database/records.



SEKU/MR/OP/ 083 PROCEDURES FOR APPEALS ON EXAMINATION RESULTS

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SEKU	DVC – CS / MR

1.0 Purpose

To outline the steps undertaken in processing appeals mechanism on examination results

2.0 Scope

This includes; Remarking, verification of results.

3.0 References

SEKU ISO QMS Manual
SEKU Examination Rules and Regulations
SEKU Service Charter
SEKU Statutes

4.0 Definition of terms

For the purpose of this procedure, the definition in SEKU ISO QMS will apply.

5.0 Responsibilities

The DVC –ARI shall ensure this procedure is implemented.

6.0 PROCEDURE DETAILS

6.1 Remarking

- 6.1.1 Registrar (ASA) receives a written request from a student.
- 6.1.2 Once the remarking is approved, Registrar (ASA) writes to the student requesting for remarking fee for the remarking to be done.
- 6.1.3 After the student has paid the Remarking fee, Registrar (ASA) writes to the Chairman of the Department to appoint the examiner.
- 6.1.4 After remarking, the Chairman of the department forwards the marks to the Registrar (ASA).
- 6.1.5 Registrar (ASA) prepares a brief to Vice-Chancellor to approve the new marks on Behalf of the Senate.
- 6.1.6 Registrar (ASA) upon approval of the new marks writes to the Dean of School to implement the new student marks.
- 6.1.7 Registrar (ASA) writes to the student informing her/him of the new marks.

6.2 Verification of results

- 6.2.1 Registrar (ASA) receives a written request from a student.
- 6.2.2 Examination officer with guidance of Registrar (ASA) writes to the dean of School to verify the student's results status. Upon verification, Registrar

(ASA) writes to the student on his/her examination results status. the student Database/records.



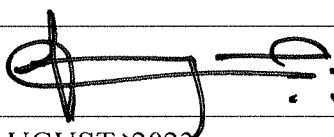
SEKU/MR/OP/

084

STUDENT DISCIPLINARY CASES

PROCEDURES

FOR

AUTHORIZATION: This procedure has been issued under the authority of the MR	
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SEKU	DVC – CS / MR

1.0 Purpose

To outline the steps undertaken in process of dealing with students disciplinary cases

2.0 Scope

This includes all disciplinary cases within the University.

3.0 3.0 References

SEKU ISO QMS Manual
SEKU Service Charter
University Ethics and code of Conduct

4.0 Definition of terms

For the purpose of this procedure, the definition in SEKU ISO QMS will apply.

5.0 Responsibilities

The DVC –ARI shall ensure this procedure is implemented.

6.0 PROCEDURE DETAILS

6.1 Disciplinary Procedure:

- 6.1.1 Within 48 hours of the occurrence of examination irregularity, the invigilator reports in writing to the Chairman of Department/Director of School/Institute and attaches the unauthorized material.
- 6.1.2 The Departmental Chairman forwards the report to the Registrar (ASA).
- 6.1.3 The Registrar-ASA suspends the student pending the convening of the Student Disciplinary Committee. The letters of suspension are prepared by the Legal Officer.
- 6.1.4 The Registrar Academic forwards the report to the Legal Officer for crafting of charges and convenes the Student Disciplinary Committee.
- 6.1.5 Within seven (7) days of receipt of charges the student is invited to appear before the disciplinary committee.
- 6.1.6 The minutes of the disciplinary committee with recommendations on action are forwarded to the Vice Chancellor within fourteen (14) days.
- 6.1.7 The decision by the Vice Chancellor on behalf of the Senate is communicated to the student within seven (7) days.

6.2 Disciplinary Appeal Process:

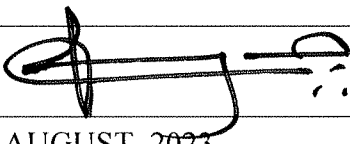
- 6.2.1 The student writes to the Vice Chancellor to appeal against the decision.
- 6.2.2 The Vice Chancellor constitutes a disciplinary appeals committee to consider the appeal.
- 6.2.3 The appeals committee shall convene within seven (7) days of constitution and deliver its decision to the Vice Chancellor within fourteen (14) days.
- 6.2.4 The decision is communicated to the student within seven (7) days

SEKU/MR/OP/ 085



**PROCEDURES FOR
CONDUCTING STUDENTS**

GOVERNING BODY ELECTIONS

AUTHORIZATION: This procedure has been issued under the authority of the MR	
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SEKU	DVC – CS / MR

1.0 Purpose

To outline the steps undertaken when conducting, students governing body, elections within SEKU.

2.0 Scope

This covers the activities of overseeing the election process within the University.

3.0 3.0 References

University Ethics and code of Conduct
University statutes

4.0 Definition of terms

For the purpose of this procedure, the definition in SEKU ISO QMS will apply.

5.0 Responsibilities

The DVC –ARI shall ensure this procedure is implemented.

6.0 PROCEDURE DETAILS

6.1 In the fifth week of the first semester, the Electoral Committee shall:

- 6.1.1 declare all positions open for contest,
- 6.1.2 announce the dates of elections,
- 6.1.3 call for the submission of nomination forms and receive them,
- 6.1.4 receive nomination papers from aspiring candidates and verify their nominators,
- 6.1.5 Prepare and post visibly a list of applicants eligible for candidacy.

6.2 In the sixth week, candidates shall organize and conduct individual campaigns.

- 6.2.1 In the seventh week, candidates for election may participate in an official question- and- answer forum organized and supervised by the Electoral Committee.
- 6.2.2 Elections shall normally be held on the eleventh day after the opening of the campaigns.
- 6.2.3 If only one candidate has been nominated for a position, that candidate shall be declared elected unopposed at the end of the nomination period.
- 6.2.4 Seventy-two hour after nomination, a candidate may withdraw his/her candidature by submitting a signed statement of withdrawal to the Electoral Committee.
- 6.2.5 A candidate may nominate two polling agents who shall witness the voting at each polling station and therefore, only one of the candidates' agents shall be allowed to witness the counting of ballot papers.

- 6.2.6 A candidate may be personally present during the counting of ballot papers,
 - 6.2.7 A candidate shall be declared the winner upon acquiring the highest number of votes cast.
 - 6.2.8 The Chairperson of the Electoral Committee shall announce all election results and post the same results visibly and at numerous locations throughout the South Eastern Kenya University within twelve hours following the announcement of the results.
- 6.3 The Vice-Chancellor shall officially communicate the elections to the South Eastern Kenya University community.
- 6.4 Spoilt Votes
- 6.4.1 A spoilt vote is a ballot that contravenes the ballot instructions.
 - 6.4.2 During the counting of ballot papers, a spoilt vote shall not be included in a candidate's tally.
- 6.5 Election Offenses
- 6.5.1 The Electoral Committee shall disqualify a candidate from election for any of the following offenses committed either by the candidate him/herself or systematically carried out by his/her election team:
 - 6.5.1.1 rigging;
 - 6.5.1.2 use of physical force;
 - 6.5.1.3 intimidation and harassment;
 - 6.5.1.4 sorcery and magic;
 - 6.5.1.5 bribery;
 - 6.5.1.6 giving false or malicious information;
 - 6.5.1.7 mounting campaign posters for any candidate outside places designated for such posters;
 - 6.5.1.8 verbal abuse;
 - 6.5.1.9 foul language;
 - 6.5.1.10 slurs based on ethnicity, religion, gender, mode of study (i.e., SSP, JAB, IBP, open learning), or year of study;
 - 6.5.1.11 drunkenness and rowdiness,
 - 6.5.1.12 unauthorized vehicular processions inside and outside of campus;
 - 6.5.1.13 campaigning before the official campaign period;
 - 6.5.1.14 provocative and incendiary attacks on the Statutes, Regulations, and policies of the South Eastern Kenya University ;
 - 6.5.1.15 defamation of any member of the South Eastern Kenya University community;
 - 6.5.1.16 Receipt of funding from politicians, political parties and interest groups.

6.5.2 If the Electoral Committee convicts a winning candidate of a campaign offense, then it shall declare the candidate with the next highest number of votes to be the winner.

6.6 By-elections

6.6.1 If a seat becomes vacant, the Student Governing Council through its appointed representative shall, within seven days of the vacancy, notify the chairman of the Electoral Committee who shall arrange a by-election for the purpose of filling the seat as enshrined by Article 31(a),(b)and (c).


6.7 Return of Election

6.7.1 If candidates in the election tie in the vote tally, the chairman of the Electoral Committee shall declare a return of the election between the tied candidates and supervise the return five days after the announcement of the tie.

6.7.2 If the Electoral Committee nullifies an election, the chairman of the Electoral Committee shall declare a return of the election and set a date for the return.



SEKU/MR/OP/086: PROCEDURE FOR CONDUCTING STUDENTS INDUSTRIAL ATTACHMENT

AUTHORIZATION: This procedure has been issued under the authority of the MR	
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SEKU	DVC – CS /MR

1.0 PURPOSE

The purpose of this procedure is to ensure that industrial attachment is undertaken in an effective and efficient manner.

2.0 SCOPE

The procedure covers all aspects of the industrial attachment process.

3.0 REFERENCES

1. SEKU quality manual – SEKU/MR/QM/001
2. SEKU QUALITY ASSURANCE POLICY

4.0 ABBREVIATIONS AND ACRONYMS.

CODs – Chairman of Departments


5.0 RESPONSIBILITIES

The Dean and the CODs shall have the principal responsibility of ensuring that the procedure is fully implemented.

6.0 PROCEDURE DETAILS

- 6.1. The industrial attachment Coordinator establishes that all the students have met the basic requirements for industrial attachment.
- 6.2. The industrial attachment convenes a meeting to establish validity of areas selected by students for undertaking the attachment and the Coordinator communicates the list to students.
- 6.3. The students confirms to the coordinator on the selected firms.
- 6.4. The Coordinator liaises with the relevant industry partner administrators for posting of students.
- 6.5. The coordinator supplies the relevant materials for industrial attachment to the students.
- 6.6. Students embark on industrial attachment exercise.
- 6.7. The industrial attachment supervision commences two weeks after students report to their relevant stations.

**SEKU/MR/OP/060: PROCEDURE FOR COORDINATING QUALITY ASSURANCE
FOR ACADEMIC PROGRAMMES**

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MR	
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SEKU	DVC – CS / MR

1.0 PURPOSE

The purpose of this procedure is to ensure effective quality control in the University.

2.0 SCOPE

This procedure shall apply to Administrative services and academic programmes.

3.0 REFERENCES

- i. Quality Assurance Policy Framework
- ii. CUE guidelines
- iii. University statutes
- iv. Quality Management System

4.0 ABBREVIATIONS AND DEFINITIONS

- i. **Coordination:** Action taken to plan and carry out the activities.
- ii. **CUE** – Commission for University Education
- iii. **DVC, ARI** - The Deputy Vice Chancellor in charge of academic and student affairs.
- iv. **D, PC & QMS** – Directorate/Director of Performance Contracting and Quality Management Systems
- v. **Quality** - refers to; fitness for purpose (i.e. the institution and its components of activities have, quality, if they conform to the purpose for which they were designed).
- vi. **Quality Assurance** - The process whereby measures are established which ensure that outcomes and activities are of a prescribed standard.
 - i. **Quality control** - This is the process whereby outcomes are assessed to determine whether they are of the prescribed standard.

5.0 RESPONSIBILITIES

The Director PC & QMS shall be responsible for the effective implementation of this procedure.

6.0 PROCEDURE METHOD

6.1 Establishment and operations of the SEKU Quality Assurance Committees

- 6.1.1 The Director PC & QMS in consultation with the Management will advise respective schools, institute and the administrative section to constitute the Quality Assurance Committees, as stipulated in the University Quality Assurance Policy Framework.

- 6.1.2 The schools, institute and the administrative section shall submit the proposed membership of the committees for appointment by management.
- 6.1.3 The committees will then execute the terms of reference as per the University Quality Assurance Policy Framework.
- 6.1.4 The committees shall prepare and submit semester reports to the respective DVCs and a copy to the Directorate PC & QMS.