SOUTH EASTERN KENYA UNIVERSITY

ADMISSION
POLICY

CONTENTS

ABBREVIATION AND ACRONYMS

ASA – Academic and Student Affairs

CUE – Commission for University Education

GPA – Grade Point Average

GSSP – Government Sponsored Student Programme

KCSE – Kenya Certificate of Secondary Education

KNEC – Kenya National Examination Council

KUCCPS - Kenya Universities and Colleges Central Placement Service.

SEKU – South Eastern Kenya University

Our Vision

To be a globally competitive centre of excellence in teaching, research and innovation and service.

Our Mission

To provide quality education through teaching, research, extension, innovation and entrepreneurship with emphasis on dryland agriculture natural resources and environmental management

Our Core Values

- Professionalism
- Innovation
- Integrity
- Freedom of Thought
- Teamwork
- Respect for and conservation of the environment

Our Philosophy

Transforming lives through teaching, research, innovation and community service

1. INTRODUCTION

(1) Background

South Eastern Kenya University (SEKU) was established by Charter on 1st March 2013, being successor to South Eastern University College, which was established in 2008 as a constituent college of the University of Nairobi. The University has continued to admit students to pursue different programmes at various levels and categories. The University has five campuses, namely the Main Campus at Kwa Vonza in Kitui County, Kitui Town Campus, Machakos Town Campus, Mtitio-Andei Campus and Wote Town Campus, all of which has admitted varying numbers of students to pursue various programmes. Among those who have sought admission are student who have pursued their studied in other institutions recognised by SRKU's Senate. Some in this category have sought to transfer credits earned elsewhere.

(2) Policy Statement

SEKU is committed to ensuring that the admission of students into its academic programmes is conducted in a transparent and accountable manner that guarantees quality, equity and fair play at all stages of the process. This Policy establishes clear procedures, guidelines and requirements to be followed by all those involved in the admission process as well as those seeking admission into various programmes of the University.

(3) Objectives of the Policy

The objectives of this Policy are to:
- (a) manage the entire admission process in a transparent and accountable manner
- (b) ensure that only those with the right qualifications are admitted to the University
- (c) provide equal opportunity to those in need of quality education.
- (d) provide students with clear guidelines on transfer of credits from other universities that are recognised by the SEKU Senate

(4) Justification of the Policy

SEKU recognises the inherent competition for education opportunities in the country andthe resultant sensitivity of the admission into public institutions of higher learning, which is brought about by, among other things, the scarcity of opportunities for quality education in the country. If not regulated the process of admission has the potential of compromising academic standards and the general management integrity of the University. It is, therefore, the intention of the University to conduct the process of admission in a transparent and accountable manner that leaves no room for manipulation and ensure that the University gets only the desired numbers and quality of students in all its programmes and at all levels.

(5) Scope of the Policy

This Policy shall apply to all those who seek admission to any academic programme in the University.

2. POLICY GUIDELINES

(1) General Guidelines

- a) All courses being offered by the University shall be accredited by the CUE.
- b) The University shall have adequate resources for offering the programmes as per the CUE guidelines and standards.
- c) All professional courses shall be accredited by the relevant professional bodies.

(2) GSSP

- (a) The University Senate shall approve all programmes to be offered and declare their capacities for onward transmission to KUCCPS.
- (b) Upon receipt of lists of selected students from KUCCPS, the Registrar, ASA shall prepare and issues letters of offer and joining instructions to the selected students.

(3) Private Self Sponsored Student (PSSP)

- (a) The Registrar, Academic and Student Affairsshall issue notice to Deans of Schools and Director of Institute to submit programmes on offer in their respective schools and Institute.
- (b) The Registrar, Academic and Student Affairs shall forward to the Vice-Chancellor a consolidated list of all programmes on offer with a request for approval for advertisement of the same
- (c) The Public Relations Office shall advertise the programmes in the print and/or electronic media as approved by the Vice-Chancellor
- (d) Interested applicants shall obtain application forms – SEKU/ARSA/REG/F 12 available at all campuses and official website of the University.
- (e) The duly completedapplication forms shall be submitted to the Registrar Academic and Student Affairs accompanied by a receipt of the applicable application fees.
- (f) The Registrar, Academic and Student Affairs shall forward the applications to the respective schools for evaluation and short-listing.
- (g) The Schools shall forward their recommendations to the Deans' Committee for consideration and approval.
- (h) The Admissions Office shall prepare and issue letters of offer and Joining Instructions to the successful applicants.

(4) Postgraduate students

(a) The Director, Board of Postgraduate Studies shall obtain from each Dean of School and Director of Institute a list of all postgraduate academic programmes on offer.

(b) The Director, Board of Postgraduate Studies shall prepare a consolidated list of all postgraduate academic programmes on offer and forward the same to the Vice-Chancellor for approval for advertising

(c) The Public Relations Office shall advertise the postgraduateprogrammes in the print and/or electronic media as approved by the Vice-Chancellor

(d) Prospective students may obtain application forms (SEKU/ARSA/REG/005)from the Board of Postgraduate Studies upon payment of the requisite application fee or download it from the University web-site, fill it and submit to the University together with a receipt confirming payment.

(e) The Director,Board of Postgraduate Studies shall receive application forms and submit the same to the Deans and Director for evaluation and short-listing.

(f) The Deans and Directorshall forward their recommendations to the Director, Board of Postgraduate Studies for approval and issuance of letters.

3. ENTRY REQUIREMENTS

(1) Programme clusters

(a) The programme-specific cluster requirements are as prescribed in the requirements for each programme.

(1) Diploma programmes
(a) A least a an aggregate of C (Plain) in the Kenya Certificate of Secondary examination (KCSE)

(2) Undergraduate degree programmes
(a) At least an aggregate of C+ (Plus) for KCSE holders or its equivalent as determined by the KNEC;OR

(b) An aggregate of C (Plain) with a three-year KNEC diploma (distinction of credit) from an institution recognised by the SEKU Senate

(3) Postgraduate Diploma programmes
(a) A relevant undergraduate degree from an institution recognised by SEKU senate.

(4) Master's degree programmes
(a) A relevant undergraduate degree for institutions recognised by the South Eastern Kenya University Senate
  (i) AnUpper 2ndClass honours or a cumulative GPAof 3.00 on scale of 4.00;

(ii) Lower 2nd Class honours or a cumulative GPA on 2.50 on scale of 4.00 with two years of additional work experience,evidence of research capability through research, paper presentation or peer reviewed publications and relevant working experience.

(b) Relevant postgraduate Diploma from an institution recognised by SEKU Senate.

5) Doctor of Philosophy degree
(a) A relevant Master's degree from a university recognized by the SEKU Senate

4. CREDIT TRANSFER

(a) Credit transfer shall be accepted for purposed of student's mobility and recognition of prior learning from an accredited institution to SEKU for programmes at the same level
   (i) In line with existing qualifications framework, credit transfer shall only be allowed from accredited institutions and programmes.
   (ii) Credit transfer may be permitted up to a maximum of one third of the core course units for similar programme at the same level

(b) For a master's degree programme, the number of credits transferable shall not exceed four units.

5. WAIVER

(a) SEKU shall provide for waiver in accordance with the CUE guidelines and the Kenya National Qualifications Regulations framework.

6. IMPLEMENTATION

The Policy shall come into force upon approval

7. REVIEW

The Policy shall be reviewed, as necessary, from time to time.

SOUTH EASTERN KENYA UNIVERSITY

P.o.Box 170-90200, Kitui

Tel: +254 748 605 996

+254 748 605 997

Email: info@seku.ac.ke

www.seku.ac.ke