

# STUDENT HANDBOOK



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INTERNATIONAL  
UNIVERSITY

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<http://www.aiu.ac.ke/>**

**AIU SENATE, REVISED IN JULY 2022**

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## 1 VICE CHANCELLOR'S FOREWORD

On behalf of the Board of Trustees, Governing Council, Management Board, Senate, Faculty and staff, I welcome you to Africa International University (AIU). Thank you for choosing AIU to be your home for the coming few years as you equip yourselves for the future that God has planned for you.

AIU is an Evangelical Christian University endeavoring to participate in God's mission in the world by bringing a Christ-centered worldview to bear on knowledge, research and community engagement. You have come at a time when the University is embarking on an ambitious and diversified development programme with the purpose of addressing the felt-needs of students and the communities and nations they represent, both regionally and globally. You are, indeed, part of AIU's mission to train Christ-centered leaders to transform God's people and world.

This Student Handbook has been prepared to inform you and guide you as you acclimatize yourselves to the physical, administrative, and spiritual environment of AIU. It is intended to provide you with general information in addition to other orientation materials and documents on the website that the University puts at your disposal. You will find all the information in this handbook very useful as you start but also as you continue with your studies. Kindly take time to read through to avoid any misunderstandings. Be assured, too, that the AIU staff and faculty are available for you should any need for further clarification and guidance arise.

Once again, I welcome you to the academic journey at Africa International University. Stay "Committed to His Mission and Connected to His World." It is our commitment to be with you every step of the journey. Above all, God who owns the mission of Africa International University will be with you, as He promised His disciples "I am with you always, even to the end of the age" (Matt 28:20). In Him all things hold together (Col 1:17).



Prof. Dankit K. Nassiuma  
**Vice Chancellor**

## **2 ABOUT THE UNIVERSITY**

### **2.1 Background Information**

Africa International University (AIU) is a private, non-profit, inter-denominational Christian international university founded in 1983 as Nairobi Evangelical Graduate School of Theology (NEGST). AIU is Located in Karen area of Nairobi, Kenya. The University is a project of the Association of Evangelicals in Africa (AEA) started with the goal of raising Christ centered leaders who are theologically sound and academically competent to bring transformation to communities.

In February 2006, the Governing Council resolved that a full Christian University be established, with NEGST as its core component situated alongside sister schools/entities that would offer non-theological programmes at all academic levels. Therefore, after doing all the required preparation, the University received a Charter from the Government of Kenya on March 4, 2011. AIU currently offers various undergraduate, masters and doctoral programmes in various schools.

### **2.2 Governance of the University:**

The Governance of the University is vested in the following persons and bodies mandated to perform the functions and exercise powers conferred under the Africa International University Charter.

- The Board of Trustees
- The Chancellor
- The Governing Council
- The Senate
- The Management Board

More information on the membership and the functions of these persons and bodies is in the University Charter published in the University website on <https://www.aiu.ac.ke>

## 2.3 The university mace

A university mace reflects the essence, ethos, and identity of a university. Africa International University is defined by its Evangelical Christian nature, and its African heritage and as an institution of higher education.



### **Triangular prism on the mace:**

Our Christian essence and theological foundation of the Trinity: God the Father, Son & Holy Spirit. The cross **represents** Jesus the Son of God, the dove the Holy Spirit and the blank side is a reminder of God the Father and the mystery of the God-head.

### **University Seal-**

The University Seal is engraved on the top of the inverted pyramid, an affirming that in Christ "all things hold together." Col 1: 17

### **1<sup>st</sup> set of rings-**

Our university purpose and commitment define us as a higher education institution committed to:  
Innovative programmes, research, and community engagement

### **Globe**

Our continent and world, for which we educate for transformation and into which we send our students and alumni to serve

### **2<sup>nd</sup> set of rings**

Our University Fundamentals and Ethos:

Vision, Mission, Core Values and Philosophy.

### **Etched images on the shaft**

Our rich African heritage

- The calabash: spirituality and nourishment :
- The drum: cultural heritage
- Wisk: socio-political heritage
- Mountain (Mount Kenya): The Continent's rich natural and environmental resources.

### **3<sup>rd</sup> set of rings:** Our University's holistic educational philosophy;

- Education for heart, head and hands; or
- Commitment, character and competence; or
- Faith, reason and vocation.

### **Inverted triangular prism: The Pineapple**

The students and alumni nurtured by Africa International University, who go out into the world to be fruitful and flourish in community.

### 2.3.1 The University Seal

The University Seal is engraved on the top of the inverted pyramid, affirming that in Christ, “all things hold together.” Col 1: 17



### 2.3.2 Vision

The Vision of the University is *“Christ-centred leaders in Africa educated to transform God's people and world”*.

### 2.3.3 Mission

The Mission of the University is “To educate Christ-centred leaders for the transformation of God's people and world through innovative programs, research, and community engagement.”

### 2.3.4 Philosophy

Motivated by our vision, mission and core values, and the conviction that learning is both rooted in and responsive to the culture and context, we seek to participate in God’s mission in the world by bringing a Christ-centred world view to bear on knowledge, research and its relevance to both the mission of God and the needs of Africa.

### 2.3.5 Core Values

AIU embraces the following core values in pursuit of its vision and mission;

1. **Excellence with Relevance** - a solutions approach to learning.
2. **Faith with Integrity** - discipleship and missional approach to theology and spirituality.
3. **Leadership with Servanthood and Stewardship** – leadership that combines deep personal humility and humanity with an unwavering commitment to do the will of God at all costs.
4. **Innovation with Community** - not ministry or marketplace “soloists” but team-oriented leaders who seek creative and biblical solutions for the common good in their respective areas and callings.



### 2.3.6 Objectives:

The mission of the University is achieved through the following objectives:

- i. To train men and women in a deeper understanding of the Christian faith and prepare each student to evaluate knowledge in the light of scriptural truth.
- ii. To encourage growth in Christian character for faithful service to the church and society through various professions.
- iii. To promote informed, reflective and effective engagement in the major issues and challenges facing the church and society in Africa.
- iv. To enable each student to develop critical and creative, analytical and innovative thinking and research skills to address the concerns and needs of African Christianity and society.
- v. To build institutional capacity for research, transmission, and preservation of knowledge.
- vi. To offer undergraduate and postgraduate education and non-formal program that will enhance the academic and personal development of students as life-long learners.
- vii. To stimulate and nurture Christian mission, witness and service in church and society.

### 2.3.7 Institutional Distinctive

In the increasingly competitive field of higher education in Kenya, we believe students will come to AIU for several features that set AIU apart:

- i. **Christian commitment.**  
Because AIU is chartered as a Christian University, it will appeal to prospective students in a variety of fields who want an education that takes biblical perspectives seriously.
- ii. **Focus on Students:**  
AIU places students at the centre of the learning experience and provides educational opportunities and experiences that facilitate self-discovery, spiritual, emotional, social, intellectual, and professional development.
- iii. **Academic excellence.**  
A passionate commitment to scholarship as mission, comprising academic excellence, innovative and relevant research, and lifelong learning. AIU is committed to research and to an African Christianity that produces thoughtful biblical solutions to African problems.
- iv. **Focused Academic Program.** AIU will have an emphasis on *post-graduate* programs but with strongly focused undergraduate programs.
- v. **Innovative technology.** By integrating innovative and *cutting edge information and communications technology* into its educational program, AIU will be a leader in this arena among private Christian universities.

## 2.4 Statement of faith

Africa International University is founded on the Bible and its revelation of Jesus Christ. Our constitution includes the statement of faith of the Association of Evangelicals in Africa, which all students and teaching staff must subscribe to, and which reads as follows:

**The Holy Scriptures** of the Old and the New Testament (a total of 66 Books) are the Word of God. It is divinely inspired, infallible, inerrant, entirely trustworthy and serves as a supreme authority in all matters of faith and conduct (2 Tim. 3:16-17).

**God is One.** The one God is eternally self-existent in three Persons: Father, Son and Holy Spirit (Deut. 6:4-5; Mt. 28:19).

**Jesus Christ** is Saviour and Lord. As God, He was manifest in the flesh. We believe in His virgin birth; His sinless life; His divine miracles; His vicarious and atoning death; His bodily resurrection; His ascension; His mediatorial work; and His future personal return in Power and Glory (Lk. 1:32-33; Jn. 1:1-4; 1 Tim. 2:5-6; 6:13-16).

**The Holy Spirit** is God. As the third Person in the Godhead, He indwells every believer upon conversion and enables the believer to live a holy life; to witness in power; and to work for the Lord Jesus Christ (Act. 5:3-4; Mt. 28:19; Acts. 1:8).

**Man** was made in the image of God and sinless. By choice, Man fell out of favour into sin. In God's mercy, salvation comes to every lost and sinful person freely and simply by faith in Jesus Christ who shed His blood for sin, and through regeneration by the Holy Spirit (Gen. 1:26-28; 3:1-21; Jn.1:11-13, 1Cor. 12:13).

All believers in Jesus Christ are **one body**, the Church, of which He is the Head (1 Cor. 12:13; Eph. 2:14-22).

**Satan** is a fallen angel whose intent is to supplant God and frustrate His purpose, and whose ultimate end is consignment to eternal punishment (Lk. 10:17-18; Rev. 20:10).

**Bodily Resurrection** of all the dead will take place someday. Believers in Christ will rise unto everlasting blessedness while unbelievers will rise unto judgment and everlasting punishment (Rev. 20:11-15; 2 Cor. 5: 9-10).

### 3 ABOUT THE HANDBOOK

- i. The university statutes 24, require the University to publish a Student Handbook from time to time detailing various aspects of student life and welfare, and code of conduct.
- ii. The Student Handbook is intended to provide you with the basic information, which you need to have as a student so as to settle comfortably and have very fulfilling experiences at Africa International University.
- iii. In any community, guidelines and rules must be followed for the society to function harmoniously. The handbook is to prevent misunderstanding and confusion on the part of the student concerning the lifestyle necessary to fit in Africa International University.

**Note:** Students are required to read the handbook on admission before signing the code of conduct agreement and to use it as a guiding document throughout their study period.

#### 3.1 Interpretation and Revision

Any questions regarding interpretation of the content of this Handbook should be referred to the Dean of students on email address: [dean.students@aiu.ac.ke](mailto:dean.students@aiu.ac.ke)

The University reserves the right to review, change, amend or enact additional policies and regulations of this Handbook from time to time as deemed appropriate. New, updated or modified policies are effective immediately upon online publication on the University website.

**Definition of a Student:** For the purpose of these rules and regulations, the term “student” means and includes:

- i. Any person who is duly admitted and is validly registered into a programme of study for a certificate, diploma, undergraduate or postgraduate degree, or any other programme of study duly and expressly recognized by the Senate and University Council and offered by Africa International University.
- ii. Any student from another university who is registered for any study programme/course at Africa International University.

Note:

The University reserves the right to refuse or revoke admission and /or dismiss any person who does not conform either to the stated guidelines and regulations governing student conduct or to the expressed principles, policies and expectations of the University.

#### 3.2 Orientation

Orientation is required for all new students. For new full-time students, this week-long exercise introduces them to community life, policies/regulations, faculty/administration, and to the institutional structure of the University. New students are required to be present for the entire orientation period. New modular/holiday students are required to come for a full-day orientation.

#### 3.3 A Student’s Expected Commitment

- i. These rules and regulations shall apply to all students of Africa International University. Each student, by enrolling in AIU, is responsible for reading and adhering to all university policies.
- ii. On admission, students are expected to become committed members of the University community and the student body. They must uphold the rules and regulations governing student’s life as outlined in this Handbook and any other university policies and regulations.
- iii. The rules and regulations shall take effect and be binding upon every student of the University on registration, and as long as such a student remains so registered.

- iv. These regulations are formulated on Christian principles and must be treated with dignity and respect in order for scholarship to thrive. Students who fail to maintain this commitment may face disciplinary action.
- v. In addition to these rules and regulations, students are expected to be responsible citizens of the civil community by observing the laws of the land.
- vi. Nothing in these rules and regulations shall preclude the University from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the University.
- vii. When required and executed, such bond, assurance or undertaking shall have the same effect as if it were part of these rules and regulations.
- viii. Every student shall be required to read these rules and regulations and sign the declaration of good conduct appended hereunder, that the contents and meaning hereof have been understood and shall be adhered to.

### **3.3.1 Recognition of Rights and Responsibilities of a Student**

The University recognizes both the rights and responsibilities of each member of the University community. A student's rights and responsibilities are expressed in, but not limited to, the policies outlined in this Handbook.

It is the responsibility of the Dean of Students to ensure that student's rights are upheld.

### **3.3.2 Student Personal Welfare and Safety**

- i. University life demands a high level of alertness, and we encourage our students to take time off in their busy schedules for sufficient rest and exercise.
- ii. To maintain a healthy diet, the campus cafeterias provide a variety of nutritionally balanced wholesome food.
- iii. We also believe this right demands a drug, alcohol and tobacco free environment and in accordance with our Christian belief, we maintain policies that support this environment.
- iv. Other behaviors that violate this right include physical, sexual, and emotional abuse; threatening and dangerous behavior; breaking into a building; theft; and obstructing or disrupting studies, work, social or religious life of others.

### **3.3.3 Beyond Regulations**

Beyond regulations, however, as a university with a Christian foundation, it is expected that students will strive for biblical standards of personal character, conduct and discipline in dealing with all people within and outside the University.

They should aim at all times and in all places to uphold the University code of conduct as outlined in this handbook and any other University policies and regulations.

## **3.4 Graduation Requirements**

According to the University Statutes 27.3 (AIU Website), the qualifications for graduation will be the attainment of degrees, diplomas, and certificates as laid down by regulation published in the curriculum for each programme found in the catalogue. The candidates who have met such requirements shall be presented to the School Academic Board and Senate for approval to graduate.

Besides the academic qualifications, the student will also be cleared for graduation on financial and character requirements as outlined in this handbook. The Senate Secretary (Registrar Academic Affairs) will communicate to students their approval for graduation.

### **3.5 Clearance from the University:**

Students will be required to clear with the University either on a permanent basis due to completion of studies or discontinuation of studies (due to but not limited to transfer to another university, disciplinary measure, etc.) or on a temporary withdrawal basis. A student may also withdraw permanently or be asked to withdraw when it becomes apparent that continuation is practically, morally or academically untenable.

- The clearance will be done using a clearance form obtained from the Registrar's office or the website.
- In addition to the University clearance form, the students who are residents will be required to clear from their houses/hostel using House Clearance Form obtained from the student affairs department or the website.

#### **3.5.1 Permanent clearance**

##### **3.5.1.1 Clearance upon completion of studies:**

This clearance is done using a clearance form that should be presented to the Registrar's office for filing in the student file after which the student is issued with the graduation certificate and transcript.

##### **3.5.1.2 Withdrawal on Transfer Basis:**

A student may transfer credits from AIU to another institution provided the student has not been awarded a terminal credential already based on these same credits.

- The student submits in writing a request to the Academic Dean and copied to the Academic Registrar to withdraw from AIU and to transfer credits to another institution.
- The student will be allowed to withdraw if she or he has met all the university obligations including clearing with the university and the cost of sending transcripts to another institution. Note: Acceptance of such credits is at the discretion of the other institution.

##### **3.5.1.3 Withdrawal due to personal reasons**

A student who decides to terminate his or her studies at AIU will be required to submit in writing a request to the Academic Dean to withdraw from the University on a permanent basis. Once given the approval, the student will fill in the clearance form that will be submitted to the Registrar's office.

##### **3.5.1.4 Withdrawal on Disciplinary Basis**

A student who has committed gross misconduct will receive a dismissal/expulsion disciplinary letter from Senate Disciplinary committee requiring such person to clear from the university.

#### **3.5.2 Withdrawal on Temporary Basis:**

##### **3.5.2.1 Withdraw due to personal reasons**

For reasons deemed justifiable by the Academic Dean (e.g. health, finance), a student may seek permission in writing to withdraw from the University for a specified period. Such an application should contain the reason(s) for temporary withdrawal and plans for returning to complete the programme by such a time period as not to exceed the maximum duration of time allowed to complete the programme.

- The student submits in writing a request to the Academic Dean and copied to the Academic Registrar to withdraw from AIU
- A request for reinstatement written to the Academic Dean and copied to the Academic Registrar is required to effect reinstatement.

### 3.5.2.2 Withdrawal on Disciplinary Basis

A student who has received a disciplinary suspension letter will receive a letter from the Senate Disciplinary committee requiring such person to clear from the university for a specified period of time.

A request for reinstatement written to the secretary of the Disciplinary committee (the Registrar) and copied to the Academic Dean is required to effect reinstatement based on the fulfilment of all the condition spelt out in the suspension letter.

## 4 STUDENT AFFAIRS DEPARTMENT

### 4.1 Functions of the Dean of Students Office

The student affairs department is a segment of the University's administration that works with a number of officers and individuals to provide services to students. The office of Student Affairs under the direction of the Dean of students (DOS) is responsible for the student welfare, development of student potential in extra curriculum activities and is also the Student Council advisor.

According to AIU Charter and Statutes, the Dean of Students office exist as the liaison between the University administration and the students in the area of spiritual, physical, emotional and social welfare and development of the students. The office consists of committed and experienced staff members who work with students to achieve the following objectives:

- i. *Service delivery:* The main objective of the department is to provide quality and variety of services to students in an efficient and courteous manner. The staff maintains an open-door policy for all students to address any concerns they may have relevant to services provided and/ or clarification of university and/or office policies.
- ii. *Liaison.* The office serves as a liaison between students and the University leadership. As the liaison, the office will be present at key meetings, promote and host multiple means – both formal and informal - for interaction, engagement, consultation, orientation, and effective communication. The Office will use the Senate, various committees, councils and boards as formal means, and other groups and individuals as needed.
- iii. *Health & Well Being.* The Office promotes community and individual health and well-being. Towards this end, the Office will effect community-wide events, clubs, sports – both intramural and intercollegiate, community social and recreational activities, and guidance and counseling by drawing skills, resources, and interests from various groups and committees (Chapel, Health & Counselling, Student Council), residential assistants, and the Counselling Centre. The Office will seek to promote campus development that will enhance social interaction.
- iv. *Student Welfare & Development.* The Office is committed to enhancing student welfare and promoting student development by creating services that result in better understanding, identification of unmet student needs, and development of potential in our community, by attending to and promoting the welfare of commuters and modular students.
- v. *Information on Student Aid & Scholarships.* The Office provides input to decisions regarding financial aid, benevolence, and scholarship awards using new procedures that are being developed to better standardize our scholarship and financial aid processes.

## **4.2 Students' Association**

There is a Student Association established to take care of the interests of the students. Every AIU student is automatically a member of the Student Association (AIU Statutes 21- refer AIU website)

### **4.2.1 The Student Council (SC)**

The Student Council, which is the Executive Committee of the Association, is democratically elected by the Association in accordance with the Association's approved constitution. The assumption and duration of office of the Executive committee shall be as per provisions of the constitution of the Association.

### **4.2.2 Functions of the Student Council**

The SC operates under the leadership and facilitation of the Dean of Students and his or her staff so as to fulfill the following objectives as outlined in the University Charter (2011, 148-9).

- i. To give leadership to the Students;
- ii. To oversee and plan student activities that promote spiritual and social wellbeing among all students;
- iii. To promote harmonious community life; and
- iv. To make suggestions to the Senate or Management Board that are felt to be in the interest of the student body.

### **4.2.3 Student Office Qualifications:**

For any student to hold office in any university organization, SC or Club, they will be required to have the necessary qualifications that are spelt out in the students' association constitution. The main qualification is based on academic status and performance, character, spiritual maturity.

Any student holding leadership position must adhere to the principles of this Handbook, the students' constitution and any other regulations and policies of AIU failure to which they will be discontinued from their leadership position.

### **4.2.4 Services Provided through the SC**

- i. Encouraging dialogue among students:  
This is meant to help foster healthy relations in the student community and also to provide a forum for the airing of issues and concerns the students may have. This is done mainly through the General Meetings held once every term, occasional informal gatherings as well as over the internet.
- ii. Representing the students in dialogue with other stakeholders in the University:  
The SC acts as the collective voice of the student community in dialogue with the Administration and other members of the University community. Whereas students are encouraged to address minor issues at individual and interpersonal levels, any major issue of concern to students should be brought to the SC for follow-up and action.
- iii. The SC Office: The University has allocated the SC office that acts as an appropriate meeting place for SC members and students.

- iv. **Secretarial Services:** The SC offers typing, printing and other services to the students at an affordable fee. This is both a service to the students and an income-generating activity.
- v. **Student Lounge:** The Lounge is meant to provide a relaxed environment for students. It is fitted with a television set for entertainment, drinking water dispenser, as well as equipment to enable non-resident students to warm packed lunch.
  - Guidelines and instructions for the use of the Lounge and the facilities provided therein shall be determined from time to time by the SC and communicated through the Sports and Entertainment Coordinator. This information will also be posted in the Lounge.
- vi. **Sports, clubs and Recreation Activities:** The SC through various officers works closely with the University Sports and Recreation officer to facilitate various sports, clubs and recreation activities. Students are encouraged to participate in several of the planned activities.

#### **4.2.5 Expectations of the Students' Association**

- i. In order to facilitate a vibrant student community, all students are expected to participate consistently in activities and forums organized by the SC.
- ii. Students are expected to meet their individual academic, financial and other obligations to the University.
- iii. The Association expects its members to live up to the University ethos as defined in this handbook and any other university policies.
- iv. Members should make good use of their representatives in the SC by bringing to their attention any relevant matters. This is the way to achieve effective representation.
- v. Members are expected to familiarize themselves with the AIU Students' Association Constitution, which is posted on the website and is sent to students in soft copy beginning of every academic year.



## **5 ADMINISTRATION AND GENERAL INFORMATION**

### **5.1 Transport**

The university provides transport for official trips that are charged to the requesting department. The request slips must be signed by Heads of Departments and submitted to the office of HR/Admin Assistant. Students may request the services of the vehicles through the Administration Office. All personal trips will be charged to the individual.

AIU will provide transport in case of emergency, e.g. sickness. The Nurse or the Doctor will request for transport through the Administration Office or directly to the driver. In the absence of the Nurse or the Doctor, the Administrator will authorize the drivers to undertake such trips. Our drivers are instructed not to take unauthorized trips.

Please note that these services are only available to AIU community members and you may not hire on behalf of your friend or relative.

For public transport, Matatus are available along Dagoretti Road, either to Dagoretti Market or Karen, where you can connect to Nairobi City or elsewhere.

### **5.2 Banking/Mail Services**

#### **5.2.1 Money transfer services**

Money transfer services are available on the Karen campus from Monday to Saturday during working hours where community members access various money transfers from different banks. Services include Safaricom's M-Pesa and Airtel Money. Agency Banking facilities are also available including Equity Agency, Family Bank's Pesa Pap and Co-op Jirani. Other money services include Western Union and Money Gram. Students can conveniently pay school fees using available services.

Kenya uses the Kenya shilling. Automatic Teller Machines (ATMs) are available in nearby Karen. Checks can be cashed there as well. Bank accounts can be set-up but may be expensive. Kenya is world-renowned for its cell phone banking system.

If sponsors are sending money for upkeep, it is recommended that they send the money to you through a personal account, as it can take a week or so to get it through the accounting protocols at AIU. Likewise, plan a week or two ahead if you need to access money in your AIU account. It is recommended that you have initial startup funds for initial set-up to help you settle down with basic household items.

#### **5.2.2 Mail Services**

You will receive an AIU email account that is usually your name in this format: for Peter Paulo it would be [peter.paulo@aiu.ac.ke](mailto:peter.paulo@aiu.ac.ke).

AIU collects mail at the post office in Karen during the weekdays. You can have mail sent through AIU address: Your name, Africa International University, PO Box 24686, 00502, Karen, Nairobi, Kenya-East Africa. Distribution is done from the welcome desk.

When you need to send out post-mail, kindly ensure that you put the required stamps and the right address. Then put it in the out-going mailbox at the reception in the faculty building and our drivers will take them to the post office. It is important to write at the back of the envelope your address in case your letter does not reach its destination.

If you need to send something by courier, the physical address and directions are:- Africa International University on Dagoretti Road, 4 km from Karen on the left, opposite Karen Christian College.

### **5.3 Children's schools**

In the student housing area, there are many children of various ages; so there is no lack of playmates. They speak an interesting variety of English, Kiswahili, French and other languages. These children attend a wide variety of schools.

A Christian school on campus, Pistis, is located immediately adjacent to the student housing. Classes are available starting from "baby class" (2-3 years, but as low as six months) through grade eight and beyond. In 2009, the school began using the Accelerated Christian Education (ACE) homeschooling curriculum (<http://www.aceministries.com>) for grades 2 and up. Students work at their own pace through a system of workbooks. Group activities provide additional learning in the afternoons. Pistis follows the AIU schedule exactly, so it works well for student parents.

In greater Nairobi, many options are available, including a French School, Christian American schools, Swedish and German schools, and international schools. Nearby, Kenyan schools within a walking distance include St. Hannah's, Forest View, and St. Christopher's. Several British schools and an American curriculum school are available within a 20-minute driving radius. Several private schools provide bus transportation for children living on the AIU campus.

The responsibility of children's schooling rests solely on the parents.

## **6 UNIVERSITY SECURITY AND SAFETY**

Security is a concern for all AIU community members, consequently, it requires maximum co-operation from all of us. The university security and safety department keeps proper and strict measures to ensure safety for all community members and all University assets.

The department is composed of a hybrid guard force that entails internal officers and the outsourced uniformed personnel from a security firm that operates 24hrs a day. The security and safety office can be reached through the internal telephone Extension office line or call the internal security officer via mobile numbers provided on the notice boards at any moment.

### **6.1 Security – Guiding Principles**

- i. No student shall be allowed into University premises without proper University identification – Student ID Card: The identification cards must be worn/produced on demand by our security personnel at various entry points in the University.
- ii. All persons entering the University premises will be subjected to a body search. The security office has put in place adequate arrangements to ensure that the search does not violate individual privacy
- iii. Disciplinary action shall be taken against any student who refuses to permit security clearance/checks at the gates, this entails search in the vehicles, bags and other luggage carried out or into the University compound at any moment. Items including electronics, furniture, library books, livestock, construction materials or any other valuable thing taken out of the compound, either personal or university property, or another person's vehicle or motorbike the person in possession of it must produce a gate pass duly filled and signed by the security officer to the security personnel at the gate.
- iv. All students accessing the University compound and parking lots must possess a valid University car pass sticker.
- v. In order to ensure maximum security in the University, all students should always be alert and report persons who look or act suspicious or. Any other suspicious objects, bags, items or parcels which do not appear to belong in the area where they are observed.
- vi. Strict personal safety practice should be paramount to all students to avoid breeding of petty theft crimes like theft.
- vii. Security personnel have the right to pursue any student found or suspected to be in the process of committing a crime without prior consultation with the respective office. However, the responsible official shall be notified of such delinquency taking place.
- viii. Students shall abide by a summons issued by the university staff in relation to a complaint under investigation. Failure to do so will constitute disciplinary action.
- ix. If a local search is required in hostels, the warrant to do so will be issued by the respective Dean after consultation with the Security officer. If the time involved to attain such consent from the respective Dean may prejudice the search or tamper with the evidence the security personnel may carry out the pursuit and later inform the Dean. During the search, the student involved and the officer in charge of the service point relevant to the case will be present to witness the operation.
- x. Depending on the nature of the offence, the respective Dean in consultation with the Security Officer may, through the office of the Vice Chancellor, refer the complaint for further investigation and action to the law enforcement agents in the public domain.
- xi. All lost / found items must be reported to the security and safety office without delay. Extended keeping of such collected items shall amount to theft punishable by the law.
- xii. Any student involved in breaking of the Kenyan Law within or outside the university premises shall be handed over to the law enforcement agents for appropriate investigation and action.

- xiii. Criminal activities will be reported directly to the police, however, the University reserves the right to take independent disciplinary measures in accordance with its values and doctrines without prejudice to the law and the decision of the courts.

**Note:**

- a. In order to ensure maximum security in the University, we request all students to always be alert for persons who look or act suspiciously. Everybody should be alert to observe and report suspicious objects, bags, items or parcels which do not appear to belong in the area where they are observed.
- b. All students' residential houses have been fitted with burglar grill gates to enhance security. All the gates must be locked by 11:00 p.m. Every day. Every house shall be issued with a key to the main gate.
- c. Crime and Safety Alerts shall always be issued by the University Security and safety office for both potentially dangerous situations and for the normal security operating levels.
- d. Any person who releases any threatening security information/alerts to the community without consulting the security and safety office shall be subject to disciplinary action depending on the weight of the information.
  - o If the false information released by such a person entails severe or high threat levels, the suspect shall be handed over to the law enforcers to face the law.
- e. In consultation with the Vice Chancellor, the head of security and safety department may liaise with the police and other law enforcement agencies in all matters of security concern.
- f. Security personnel have the right to pursue any student found or suspected to be in the process of committing a crime without prior consultation with the respective office. However, the responsible official shall be notified of such delinquency taking place.
- g. Students shall abide by summons issued by the university security office in relation to a complaint under investigation. Failure to do so the matter will be forwarded to the dean of students for disciplinary action.
- h. If a local search is required in hostels, the warrant to do so will be issued by the respective Dean in consultation with the Security officer. If the time involved to attain such consent from the respective Dean may prejudice the search or tamper with the evidence the security personnel may carry out the pursuit and later inform the Dean.
  - o During the search, the student[s] involved and the officer in charge of the service point relevant to the case will be present to witness the operation.
- i. Depending on the nature of the offence, the respective Dean in consultation with the Security Officer may, through the office of the Vice Chancellor, refer the complaint for further investigation and action to the law enforcement agents in the public domain.
- j. Any student involved in breaking of the Kenyan Law within or outside the university premises shall be handed over to the law enforcement agents for appropriate investigation and action.
- k. All lost / found items must be reported to the security and safety office without delay. Extended keeping of such collected items shall amount to theft.
- l. Criminal activities will be reported directly to the police, however, the University reserves the right to take independent disciplinary measures in accordance with its values and doctrines without prejudice to the law and the decision of the courts.

## **6.2 Clearance at the entrance and exit**

- i. No person shall be allowed into University premises without proper University identification. All students are advised to carry their University Student ID Card at all times: The identification cards must be worn/produced on demand by our security personnel at various entry points in the University.
- ii. All persons entering the University premises will be subjected to a body search. The security office has put in place adequate arrangements to ensure that the search does not violate individual privacy.
- iii. Security clearance/check at the gates is mandatory to all vehicles entering or leaving the University premises. This entails body search, vehicle search including bags and other luggage carried out or into the University compound at any moment.
  - Items including electronics, furniture, library books, livestock, construction materials or any other valuable thing taken out of the compound, either personal or university property, or another person's vehicle or motorbike the person in possession of it must produce a gate pass duly filled and signed by the security officer to the security personnel at the gate.
  - It is therefore important to alert your visitors coming to AIU of these procedures. It is also important that you inform the security office when you are expecting visitors to quicken the clearance process.

## **6.3 Responsibility for University Property**

- i. A student shall take reasonable care of all equipment and property of the University in the Halls of Residence, Classroom, Laboratory and at all other places in the University and shall keep them in good condition.
- ii. Any replacement or repair due to loss or damage resulting from careless use or negligence by the student or persons connected with him/her shall be made at the expense of the student.
- iii. Any student taking any university property out of the university compound either for repair or any other official reason must have a gate pass duly filled and signed by the responsible head of the department.

## **6.4 Personal Property**

The University has Zero tolerance on theft crimes.

All students are advised to practice strict personal safety measures to avoid breeding of petty theft crimes like; Theft of laptops, phones and other personal items that you use in daily operations.

You are advised to lock your hostel rooms at all times before leaving to avoid creating insecurity.

While efforts will be made to ensure maximum security, the University shall not be liable for losses, damage or misplacement of students' property (including money). Students are responsible for the safety of their personal property at all times.

All lost / found items must be reported to the security and safety office without delay. Extended keeping of such collected items shall amount to theft.

## **6.5 Motor Vehicles: Parking/Driving on campus**

- i. All students accessing the University compound and parking lots must possess a valid University car pass sticker. The sticker shall be the parking ticket, therefore it will be mandatory for all who may need to enjoy parking services.
- ii. The car pass sticker shall only be issued from the security and safety office to any student after proving the vehicle or motorcycle ownership beyond doubt. Such a student must also possess a valid driving license and certificate of insurance.
- iii. All students are supposed to park their vehicles at parking lot C. This is the biggest parking lot in the university which extends from fourplex hostels to behind block C and beside Pistis Christian School.
- iv. All students' vehicles without stickers shall be issued with warning tickets and the owners shall have no parking privileges within the University parking lots.
- v. Parking vehicles beside or on the road will be considered as an offence. All vehicles must be parked at the parking lot only to avoid obstruction and accidents on the road.
- vi. NO vehicles should be driven or parked within the student hostels compound.
- vii. Except vehicles with university car stickers and those of visitors officially reported to the security and safety office, No any other vehicle shall be allowed in the university Parking lots/ compound overnight without proper clearance.
  - o Any vehicle found contrary to this rule shall be towed to the police station at the owner's expense.
- viii. The speed limit within the University compound is 15km/h. driving and parking against the rules shall be considered as a disciplinary offense.
  - o All drivers are required to be aware of young children while driving within the University to avoid misfortunes.

## **6.6 Guideline for Fire safety**

All members of Africa international university must realize the ease with which electrical equipment can catch fire under certain conditions, and must be vigilant in ensuring that their personal electrical items are safe and kept under surveillance when in use. Failure to observe the University fire regulations and procedures can have potentially catastrophic consequences.

On a personal level, this means that all students should be aware of the potential dangers of fire and follow these basic guidelines:

- i. Familiarize yourself with escape routes and assembly points.
- ii. Do not leave your wet cloths to dry in fire escapes, or leave or store your personal belongings in corridors or on a staircase.
- iii. The use of Fairy Lights, candles or other naked flames is expressly forbidden.
- iv. Never leave cooking unattended. Cooking in single rooms (including the use of sandwich makers, toasters or similar) is not permitted.
- v. Always keep flammable materials (clothes, books, papers, etc.) away from heat sources such as kettles, hair tongs/ straighteners, radiators, light bulbs, and any supplementary heating personally owned by the students (e.g. portable radiators)
- vi. Exits, fire appliances, or electrical panel boxes or switches should be clearly marked accessible and any change of the location made shall be communicated to the community immediately.
- vii. All fire-prone areas must be kept free of inflammable substances which can escalate fire. Such areas include the kitchens, the generator room petrol/diesel stores, Workshop, etc.
- viii. Fire patrols shall be conducted by the security personnel frequently

- ix. All fire alarms shall be treated as true and the response must be with speed and efficiency.
- x. All campfires and fireworks or any other sort of fire with exploding sound or not, meant for any kind of celebration must be reported to the security and safety office at least seven days before the celebration day.
- xi. Any person who on the line of duty starts any small fire within the university compound must be there and monitor it at all times until it is put off.

### **6.6.1 AIU Fire assembly areas**

The following are the fire assembly areas officially identified in the university. You will always find a notice board of green in color written [“FIRE ASSEMBLY AREA”]

- i. Fire assembly area [A] is the graduation square. This place will be convenient during the day in case of a fire incident during a busy learning day.
- ii. Fire assembly area [B] is the field behind CLMC offices where the water tank stands. This place is convenient for all who reside within CLMC zone, in case of any fire incident at night/day
- iii. Fire assembly area [C] is at the big field behind the students packing, beside Pistis School. This place will be convenient for all who live at chicken coops, and within gate B zones
- iv. Fire assembly area [D] this is the sports field convenient for all who live at 4plex zones.
- v. Fire assembly area [E] is the field in front of Kijiji restaurant for those who work and live within Kijiji zone.
- vi. Fire assembly area [F] This is the field in near the VC resident for all who live within that zone
- vii. Fire assembly area [G] this is the field besides CLMC and ACTEA offices at the Honnecker center zone.

#### **Caution:**

- Use extinguishers is allowed only for small fires that don't involve great risk.
- It is against Kenyan Law to tamper with or illegally discharge a fire extinguisher hence tampering with any fire appliances shall be treated as an offence.

#### **Fire Action and evacuation plan**

- i. Check the location of fire alarms and know how they work.
- ii. Learn your building evacuation plan.
- iii. Know where your two nearest exits are located.
- iv. Learn how doors swing and where stairs lead.
- v. Make sure nothing blocks fire pulls, extinguishers and emergency exits.
- vi. Learn the sound of your building fire alarm.
- vii. Post emergency numbers (including security and first aid) near your telephone.
- viii. Make sure you know what to do if the fire alarm sounds.

#### **If you notice a fire, take the following action,...**

- i. Sound the alarm [break the glass], Shout FIRE, FIRE, FIRE
- ii. Call the security and safety office or Mobile number on the notice board.
- iii. Call Nairobi fire brigade -020-2222181/2/3 or Police-112/999/ 0202222222 or St John Ambulance on 020-2210000
- iv. If possible tackle the fire with the available appliances without taking risks.
- v. Report to the designated fire assembly points.

**If you hear alarm sounds.**

- i. Leave the building by the nearest EXIT; Do not panic or make others panic
- ii. Do not close any Entrance or Exit until all persons are evacuated
- iii. Assist the old, disabled and children to get out.
- iv. Report to the designated fire assembly points; Do not stop to collect personal belongings
- v. Do not use lifts; Do not open the windows of the offices/classes
- vi. Never re-enter the building for any reason unless authorized to do so/ declared by the specialist to be safe; Do not take risk
- vii. Always follow the instructions of the security personnel and fire commanders/marshals.

**6.6.2 Penalty and other actions**

Any person who commits Arson or breaches the University fire rules and regulations shall;

- i. Be arrested and subjected to the Kenyan laws accordingly.
- ii. Shall be responsible for the loss and damages if the fire was as a result of omission or commission by the suspect.
- iii. If a small fire is involved and extinguished within the first stage, Disciplinary action will be taken against the suspect depending on the intention and motive considering the act or omission that caused the fire.
- iv. If the fire was started as a result of riot, all persons assembled in such illegal gathering shall be responsible for the loss/damage and shall be subjected to the law accordingly.
- v. In all cases of fire involving personal irresponsibility within the hostels, and other residents, the suspect shall be responsible for the loss and damages, removed from the house and the tenancy agreements counselled with immediate effect.
- vi. If the fire was started by child/children, relative, or visitor to any member of the community, or from any other organization operating within the university compound as a client or tenant, such loss and damages shall be incurred by the parent/host or the organization respectively.



## **7 SPIRITUAL NURTURE OF STUDENTS**

### **7.1 Christian Atmosphere**

Africa International University is a Christian Institution of higher learning. It is expected that Evangelical Christian faith and values will govern the behavior of University students, faculty and staff.

Africa International University provides programmes conducive to academic and spiritual growth. As a community of faith and learning, certain cognitive and spiritual disciplines are required, including taking courses in Biblical Studies as part of the academic curriculum and worship attendance as part of the extracurricular development programme of the campus.

With the support and encouragement of the community of faith, each student has the opportunity to experience personal growth and spiritual development.

We are persuaded that Godly values will create men and women, who besides developing their servant leadership qualities, devote themselves to the daily life of loving God and humanity as faithful and humble servants of Jesus Christ.

It is for this reason that students, as members of the Africa International University family, are expected to uphold the University's Moral Code, as they purpose at all times and in all places, "To set apart in one's heart Jesus as Lord"(1 Peter 3:15).

### **7.2 Chapel and Spiritual Formation**

The Chaplaincy department and Chapel and Spiritual Formation Committee promotes and encourages meaningful and God-honoring worship in the community. This Committee is composed of the Chaplain (Chair), Assistant Chaplain (Secretary) Dean of Students, Christian Union Patron and representatives from the community (one faculty from every school, one administrative staff, Christian Union Chairman and one Student Council official).

The main aim of the chapel and spiritual formation committee is to develop strategies that will enable AIU members to flourish and grow into a Christ-centered community. This is achieved through the following programs:

#### **7.2.1 Chapel Services:**

Chapel brings together the entire AIU community for a guided time of worship and instruction, focused on developing mature disciples of Jesus Christ. It is the University's intent that chapel be a key component of a student's overall educational experience, hence attendance is a requirement for all.

- Chapel services are held from 10.00 am to 10.50 am on Tuesdays, Wednesdays, and Thursdays during the term, at Byang Kato Memorial Chapel.

#### **7.2.2 Grace Groups:**

Grace Groups at AIU are small fellowship groups comprising of members of the community (students, teaching staff and non-teaching staff and their spouses).

The aim of Grace Groups is to provide an avenue for community members to offer holistic ministry to one another. In this case members are encouraged to be one another's keeper and provide support services for each other as they fellowship and express care for each other according to Acts 2:42-47.

- Grace groups are held at 10.00am to 10.50 am on Fridays in homes and other venues, depending on the host.

### **7.2.3 Prayer Meetings:**

To promote and encourage corporate and group prayers in the community, the chaplaincy department organizes times of prayer, be it during the chapel hour or outside the chapel hour. There are also scheduled prayer meetings every term for some specific hours of the night.

### **7.2.4 Fellowships & Ministries:**

Besides students being given opportunities to participate in chapel and Grace Groups' activities, they are encouraged and expected to be involved in other fellowships in the University.

The fellowships are available for spiritual nourishment. They offer opportunities for Christian service, ministry, and fellowship. These include Ladies Fellowship, Couples' Fellowship, Staff Fellowships, Worship Team, Children-, Teens- and Youth-Ministries.

## **7.3 Sunday services:**

We have a community Sunday service all Sundays facilitated by the Chaplaincy department from 10 am-12 noon.

All students, faculty, staff, and residents are welcome to be part of the worship Sunday service.

## **7.4 Christian Union:**

Christian Union (CU) at AIU provides a place for the students to fellowship together; enhance spiritual growth and nourishment with the following objectives:

**Discipleship:** To nurture the spiritual lives of its members through the study of the word, fellowship, prayer, and mutual accountability.

**Mission:** To reach out with the Gospel of Christ to others within and outside the University, and to mobilize and equip its members for service wherever God may call them.

**Leadership Development:** To develop leadership skills of its members through training and apprenticeship.

The Christian Union is led by students' leaders who are chosen according to the guidelines of the C.U constitution and the Patron who provides the advisory role.

Note:

- i. Students and staff are required to attend all Chapel services and Grace Groups as scheduled.
- ii. Any member of AIU community that needs pastoral care, prayers and counseling is encouraged to visit the chaplain's office for help.
- iii. All spiritual activities or programs held at AIU must be approved by the chaplain. Therefore, no member of AIU community is allowed to form or participate in any unauthorized spiritual activity within the University compound. Any person involved will face disciplinary consequences.

## **8 SOCIAL LIFE:**

### **8.1 Sports, Clubs, and Recreation**

The university provides various opportunities for students to participate in sports, clubs, associations, recreation activities that operate under rules and regulations of this handbook. Students are free to join or form new or existing sports, clubs, associations, etc which seeks to promote their areas of interest as long as they seek registration with Deans of students' office.

All students' sports activities, clubs, societies or organizations operating within the University shall be approved and registered by the Dean of Students' office following the guidelines spelt out in this section. All students' activities shall reflect the vision, mission, core values and the Christian standards of the University. Students will be expected to uphold the code of conduct on and off campus as they carry out all their activities failure to which they will face disciplinary consequences.

Clubs will be allowed to function for a period of two semesters under the leadership of the sports and recreation officer to manage the formation stage followed by the registration of the club with DOS's office.

- The registration will involve providing a list of recruited students to the club, interim committee, written constitution and proposed patrons to DOS for approval.
- Only approved Clubs or groups will be allowed to show approved videos or plan students gathering or events.

Note: No tribal groups shall be allowed in the University except for official reasons like culture week participation.

#### **8.1.1 Role of Sports, Clubs and Recreation Committee**

There is a Sports, Clubs & Recreation Committee (members are appointed for a one-year term that could be renewed once) established under the Student Affairs Department composed of the following members:

- i) AIU Sports & Recreation Officer- Chairman
  - ii) Student Council Sports coordinator - Secretary
  - iii) SC Club & Recreation Coordinator
  - iv) Representatives of outdoor main games (2)
  - v) A representative of Choir and one major club
  - vi) Indoor game representative
  - vii) Entertainment representative
  - viii) A committee member (s).
- DOS will be an ex- officio in all Committees.

#### **Terms of Reference:**

- i. Provide oversight leadership to all the social activities of the students.
- ii. Survey students' interests in sports, entertainment, and clubs and sensitize them to form or join the various clubs and sports teams.
- iii. Vet all new clubs' and sports' applications for registration based on set regulations before they are submitted to the Dean of Students (DOS) for registration through their respective patrons.
  - Clubs application forms & procedure documents are obtained from the DOS office.
- iv. Evaluate all the social activities of the students by 12<sup>th</sup> week of the semester and discuss various proposals for the next semester subject to approval by the student affairs department.

- v. To develop guidelines and regulations for managing the club's nominations, election and transition process. The nomination and election process should begin within 2 weeks of concluding student council elections.
- vi. To vet all the nominated leaders in consultation with the DOS to ensure they have the same qualifications as that of SC leadership. They should develop a schedule of the nominations, elections and handing over processes of each club so as to supervise the process of all the clubs.
- vii. To submit all the elected leaders to DOS for official confirmation and announcement to the University.
- viii. Register and develop sports teams that can play friendly matches as well as compete in various leagues within and outside the country.

## **8.2 Guidelines on Social Activities**

- i. The students' affairs department provides overall leadership oversight of all sports and recreational activities of the students under the direct supervision of the Sports & Recreation Officer.
- ii. Permission for any students' gatherings or activity on or off-campus outside the regular meeting time of the group must be obtained from the Dean of Students Office in writing through the patron or trainer one month before the date of the event (Permission should be sought before its announcement to the students' body).
- iii. For any event to be approved, the club officials will need to indicate the name of the patron or representative (full-time faculty or staff) attending the event, dates, venue, timing, objectives of the event. They need to submit the program of the event, the proposed list of any guests/institutions that need to be invited and the profile of any proposed speaker addressing the students in any event/ forum.
- iv. The officials of the club or coordinators of any event must vet/ screen the content of all the movies, video, entertainment or performances to ensure they conform to the dress code and acceptable Christian ethics and practices. Pornographic documents or activities that do not adhere to AIU mission are not allowed hence the officials will take responsibility for the content and conduct of their respective groups.
- v. Students are to be accompanied by the coaches, trainers, patron, or a representative (full-time faculty or staff) for any off-campus Activity.
- vi. All students' events held on Campus must end latest at 10.30 pm so that the venue can be re-organized and cleared by 11.00 pm.
- vii. Patrons are expected to handle emergencies and deal with any irregularities of misconduct according to university rules and regulations. These cases must be reported to the Dean of Students' office as soon as possible.

## **8.3 Clubs Patron:**

All students' groups or clubs are required to be registered with the office of the Dean of students so as to get approval to operate at AIU. Part of the requirements for registration is to ensure club members choose a patron by proposing at least two full-time faculty or staff of their choice.

The DOS in consultation with the DVCAA will appoint one of the proposed patrons. The appointed patron will receive a formal letter with the job description and the needed orientation from the Dean of Students.

The responsibilities and duties of Patrons of students' associations are as follows:

- i. To provide an advisory role of the objective of the club in line with the philosophy and objectives of the University.
- ii. To play an active role in guiding, supporting and encouraging students to be focused and active in achieving the objectives of their clubs.
- iii. To be available to guide on planning for constructive activities of the groups without impairing the students' ability to think for themselves.
- iv. To mentor students on their personal holistic growth, character formation in accordance to AIU mission. This includes approving the content of their activities, dress code and adherence to the code of conduct.
- v. Willingness to resolve any problems or conflicts within the club as well as dealing with all discipline cases within the club while at AIU and during external activities.
- vi. To provide continuity of the clubs and sports activities since most officials serve for a period of one year.
- vii. To provide guidance and supervisory role during the elections of new officials and overseeing the handing over and transition process.
- viii. To travel and attend to the external activities of the students and to participate in key meetings or activities of the club for motivation and mentorship purposes.
- ix. The Patrons have the responsibility of being informed of all preliminary arrangements, clarifying all the needed procedures and ensuring that the students adhere to all the approved requirements including returning back to the university at the planned and approved time.
- x. Available to meet the Dean of Students to discuss club related matters.

#### **8.4 Sports, Clubs and Recreation Activities:**

- i. The Sports & Recreation Officer works closely with the SC Club and Association Coordinator, SC Sports and Recreation Coordinator, the various patrons, trainers and coaches who are more directly involved with the students' activities in terms of training, guidance and mentorship.
- ii. All clubs and associations activities are coordinated by the SC Club and Association Coordinator while all sports and recreation activities are coordinated by the SC Sports and Recreation Coordinator.
- iii. Captains of various teams shall discuss the plans for the following semester with their respective coaches and present plans for their teams for the following semester to the Sports and Recreation Coordinator who shall present to the Sports and Recreation Committee for discussion followed by approval by the Dean of Students.
- iv. All clubs shall discuss the plans for the following semester with their respective patrons and present their plans for the following semester to the SC Club and Association Coordinator who shall present to the Sports and Recreation Committee for discussion followed by approval by the Dean of Students.
- v. All students are required to register and actively participate in planned sports and recreational activities for competition, physical health, relaxation, social interaction, development of talents, as well as learning new skills.
- vi. Students should be active in at least two or more clubs. Active participation in club activities will be an added advantage towards students' recommendations.
  - o Note, involvement in social activities should not take precedence over academic and spiritual activities.
- vii. Team participation in tournaments approved by the Sports and Recreation Committee shall be sponsored by the University based on approved guidelines and budgets.

- viii. Any monies advanced to students shall only be used strictly for the approved purpose. Any other use must be approved by the Dean of Students.
- ix. All requests that require financial facilitation by the University shall be submitted to the Sports Office not less than one month before the event.
  - o Requests that do not meet this threshold will not be honored.
- x. Clubs are encouraged to source for their own funding under the guidelines of their Patron and Club Coordinator subject to the approval by the Dean of Students.
- xi. When posting any poster or communication on social media, any person, group or the clubs official should have the approval from the Dean of Students through the trainer or patron.
- xii. Sports equipment and all other items for social activities are available to students from the Sports Officer's Office.
- xiii. Using the University's items or property for personal engagements is not allowed. Students will be expected to uphold good stewardship of all equipment given to them for sporting or other purposes, failure to which the student responsible for damage or loss will be charged.
- xiv. Using sports equipment of one sport for another that may cause damage to the equipment is not allowed and in case of damage, the individual will either pay for the repairs or for a replacement at cost.
- xv. Any loss of equipment or intentional damage or damage while in possession without permission shall attract a replacement of the damaged equipment by the student at cost.
- xvi. All equipment shall be given to the captains of the various registered teams following the approval of the request by the Students Sports and Entertainment Coordinator. Thereafter, the captain shall distribute the equipment to the teammates and keep a clear record for follow-up.
- xvii. All equipment shall be returned to the Sports Office not more than seven days after their use. A late return will attract a fine of Ksh. 100 per day for not more than two weeks after which the full cost of the item not returned will be charged on the student's fee account at cost per item, e.g. a ball, or per set, e.g. uniform.
- xviii. All students are expected to return any equipment in a manner that can be used for the next event. E.g. all uniforms and shoes must be cleaned etc.

## **8.5 Correspondence**

- i. All invitations to institutions or any guests that need to attend any student activity on or off-campus will require an official invitation from the Dean of students through the Patron.
- ii. No student shall make any public statement on behalf of the club or University on matters affecting the University at any given time without specific authority from the Vice Chancellor.
- iii. Correspondence by individual students or by officials of the students' clubs and societies to representatives of foreign governments or other sponsoring bodies shall be sent by the Dean of students through the Patron.
- iv. Students' invitation to Government Ministers, representatives of foreign governments or other important persons to visit the University in their official capacity shall be authorized by the Vice chancellor.
- v. Africa International University facilities shall not be used for political campaigns or activities.
- vi. Fundraising by students can be done only after approval of the Dean of Students.
- vii. It is an offense to make false or misleading statements about a student's status at the University.

## **8.6 Private Gathering and Celebrations**

Students wishing to hold personal gathering or celebrations in the open or inside any facility like family fellowships or private parties, such as wedding, birthday, farewell parties, etc must comply with the following regulations in addition to other administrative requirements

- i. The original request for an event, including a list of the main expected guest(s), the objective of the event, venue and time of the event should receive the approval of the University administration at least one week before the event.
- ii. The celebrations must conform to the acceptable Christian ethics and practices as per the regulations in this handbook.
- iii. Such celebrations must not interfere with the privacy of people living in the neighborhood.
- iv. All such gatherings should not go beyond 10 pm.
- v. The gathering should not be in conflict with any University activity or program.

### **Note:**

If it is a small event to be held in the Hostel, then the above regulations will apply in addition to the hostel rules. In such cases, permission will be sought from the housing officer through the Hostel leader.

## **8.7 Music and Musical Instruments**

- i. The primary purpose of University life is to gain an education. The student's purpose, therefore, is to study. For the purpose, an atmosphere conducive to study will be maintained within all buildings though out the week.
- ii. Only music, which meets the University's Christian standards as outlined in this handbook, is allowed to be played on campus during any university or private event.
- iii. Musical gadgets must be operated at a volume that does not disturb fellow residents, those in the neighborhood or disruption of study atmosphere.
- iv. Anti-Christian music is prohibited.
- v. Uncooperative students will be required to surrender their musical Instruments and/or equipment to the Dean of Students and further disciplinary measures will be taken.

## **8.8 Photography, Videography and Publications:**

The University may with discretion seek consent from students whenever possible to use their name, voice, image or likeness in photos, communication, social media including marketing, advertising for official purposes, etc. However, by registering as a student at AIU, you consent to your name, voice or likeness being used without your permission or compensation and you release AIU from any liability of any nature.

Note that AIU owns all copyrights for works created within the institution or its events.

## 9 FINANCE DEPARTMENT

The finance department is comprised of dedicated professional Accountants charged with maintaining your fees account among other responsibilities. We will ensure that your fees records are accurate and up to date during your period of study at AIU.

### 9.1 University Fees Policy (AIU Statute 30)

- i. In order to be registered at the University, every applicant shall pay to the University registration fees, and such other fees, as the Council shall from time to time determine.
- ii. The University shall have the right to preclude any student from attending classes, participating in any academic activity or enjoying any other University facilities, unless such a student shall have paid to the University all fees and other dues.
- iii. The University shall have the right to bar a student who is a debtor to the University from registering or sitting for examinations.
- iv. The University shall have the right to withhold the conferral of any degree or award of any diploma, certificate or any award from any person until all outstanding fees and other dues are settled with the University.
- v. The fees payable by the students as approved by the Council, shall be published and posted on the website every year by the University.

### 9.2 AIU Fees

The department charges modest tuition and other fees approved by the University as contained in the fees structure released from time to time. Kindly familiarize yourself with all charges as contained in each year's fee structure posted on the University website.

Charges comprise of as per the fees structure;

- Tuition; Non-Tuition Charges e.g. IT, Library et al; Housing/Rent, Medical Insurance

#### 9.2.1 Modes of Payment:

Students are allowed to pay their fees in full at the beginning of a course each semester or through an installment plan. The installment plan allows one to pay their fees three times as follows;

- 60% at the beginning of the programme (First day of class)
- 30% in the following month.
- 10% as the final payment in the following month.

**N/B:**

**Kindly note the non-tuition charges should always be paid in full on the first day.**

**A fee payment agreement for the installment plan will have to be fully filled and signed by a guarantor. [www.africainternational.edu/downloads](http://www.africainternational.edu/downloads)**

**Incentives:** If fees are paid on the due date or earlier a discount of 2.5% is offered provided that there are no outstanding balances from the previous period.

**Defaults:** Students who default on payment or fail to honor a promise to pay will incur a further cost on their account, such as; 1.5% per month until the amount due is fully paid.

**N/B:**

***Kindly refer to the financial policy on our website for full details.***



### 9.2.2 Clearance for class attendance and examination:

- i. Students are required to register every semester and ensure invoicing is done so that they are aware of what they are needed to pay.
- ii. Students are cleared to attend class based on the status of their account; the fees for the previous semester must be paid in full and no outstanding balances indicated.
- iii. For a student to sit any examination their account should have either a ZERO balance or a credit balance.

Fees is payable by either a bankers cheque or direct cash deposit into the bank accounts provided in the fees structure or university website. **No cash payment is allowed.**

The department policy on fees and other related issues is posted on the university website for ease of reference.

For any clarifications kindly visit us in the finance office or view our website ([www.africainternational.edu](http://www.africainternational.edu))

## 10 FINANCIAL AID: GENERAL SCHOLARSHIP POLICIES

### 10.1 Preamble

#### a. Our Basic Assumptions (Phil. 4:19): The need for Shared Assumptions

In order for there to be mutual understanding and oneness, we must all share the same basic assumptions about how an institution like AIU operates and how students pay for their education in the same institution.

Specific policies about fees and scholarships are an expression of certain assumptions. If we agree on assumptions and values, we will see the policies and decisions in a very different light. Below are some of our **basic assumptions about how AIU operate:**

- i) AIU is committed to offering the highest quality undergraduate, graduate, and Post-graduate education possible. Our vision is “Christ-centred leaders in Africa educated to transform God’s people and world”. Therefore, we must strive to be excellent in whatever we do for proper transformation.
- ii) Quality education IS COSTLY. If we want the best possible education, it will be expensive.
- iii) In principle, each student receiving the benefits of an excellent education is expected to pay the cost of the education being received, as stated in the AIU Strategic Plan.
- iv) AIU depends on student fees for general operations. Electricity, phones, facilities, staff and lecturers’ salaries, maintenance, and library and IT services are provided for by the fees paid by the students who come to study.
- v) The Governing Council sets an operating budget each year based on the estimate of the cost of operating the institution for that year.
- vi) Student fees are set based on that budget. It is necessary that income from student tuition provides 85% of the cost of running the institution.
- vii) Students will pay for the costs associated with their education by receiving funds from the following sources:
  - Family and Friends
  - Personal Savings or Personal donors
  - Local Church; Overseas foundations
  - Educational loans
  - Mission agency or Support organizations

## **b. AIU's Role**

- i) AIU administration is committed to doing all it can to make it possible for every admitted student to enroll.
- ii) AIU administration seeks to find funding for students through partnership with donor organizations and individuals.
- iii) The Scholarship Committee exists to facilitate and assist in communication between the donors and the scholarship recipients.
- iv) The AIU community is committed to praying for God's mercy and provision.
- v) AIU has no guaranteed sources of income but only receives donations from what God has graciously provided.

## **c. Distribution of Finances:**

- The scholarship administration earnestly seeks to be guided by God's wisdom for decisions and policies concerning scholarship assistance.
- Acts 2:45 provides us with one biblical value. We seek to give to students according to their needs.
- II Thes. 3:6-11 makes clear that individuals are responsible to work hard to provide for their own needs and not to expect the community to give them everything they desire.
- We seek to encourage students to demonstrate initiative in meeting their needs. In the spirit of community, AIU encourages students to find their own donors in order to meet their living expenses.
- The Financial Aid Officer shall post/announce to all students the dates and types of scholarships that are available including qualifications and deadlines, which must be strictly adhered to.

## **d. Objective of the Scholarship Programme**

The main objective of the Scholarship Programme of AIU is to honor God through the fair and prompt distribution of funds donated for the purpose of aiding students based on need, academic, and other achievements by providing scholarships as funds are available

### **Note:**

Any student who will violate any University policy or code of conduct as stated in the student handbook will not only be subjected to disciplinary action but will have any scholarship granted to him or her withdrawn once proven guilty.

## **10.2 Deans Scholarship Committee:**

The Scholarship Committee plays a crucial role in the overall management of the scholarship funds. All scholarship matters at AIU must be channeled through the scholarship committee.

The mandate of the committee includes the following:

- i. To receive and propose awards of University scholarship to individual applicants who qualify on the basis of the criteria set.
- ii. To develop and review evaluation tools to ensure that scholarship awards to the students are fairly distributed.
- iii. To oversee timely reporting to the donors and ensure that the reports are of good quality, meeting donor standards and, in addition to fostering the image of AIU to the donor community.
- iv. To ensure that all scholarships given in the name of AIU are reported and monitored for effective nomination by the Deans Committee.

- v. To propose to the Deans Committee, policy and administrative changes for the award of scholarship at AIU in order to achieve maximum transparency, accountability, justice and fairness to both the individuals and Institution.
- vi. To receive and implement scholarship MOUs as per the agreements
- vii. To carry out any other task that the Deans Committee shall deem appropriate and beneficial to the students and to the university as a whole about student scholarships.

### 10.3 General Scholarship Policies

Africa International University offers a variety of scholarships to cater to a wide range of applicants which include designated and general funds. **The purpose of the scholarships is to assist needy students in their course of studies and to recognize exemplary performances.** The eligibility and application process vary according to the Kind of scholarship.

In general, **AIU scholarships are based on need, academic merit, and other achievements.**

There are full and partial scholarships, which are administered every academic year. Anyone invoking the name of the university to raise funds must report all funds raised to the Scholarship Committee and how they have been distributed/disbursed.

Students will be **expected to work** for a minimum of 10 hours a week for 12 weeks or a total of 120 hours per semester including the holiday month, regardless of the amount of money allocated; failure to which the scholarship awarded for that semester will be withdrawn and the student will not be considered for scholarships thereafter.

#### 10.3.1 General Eligibility for all Scholarships / Pre-Qualification

To qualify for any AIU scholarship, students applying must comply with **ALL** the following requirements:

- i) Students must be enrolled and registered to take the **full academic load** in their respective programmes of study.
- ii) Scholarships will not be awarded to students who **go beyond the number of years their respective programme is supposed to take.**
- iii) Students must fill out scholarship application forms (where applicable) each semester.
- iv) Students must demonstrate acceptable Christian Character as per the university code of conduct. Students who have been found guilty of indiscipline and formally warned will not be eligible for the period the discipline is in effect.
- v) Students must comply with all the requirements for financial aid including donor requirements, where applicable.
- vi) Unless otherwise stated in this document, Students will qualify to apply for a scholarship in their second semester after admission.
- vii) Priority will be given to new students applying for scholarship over those who have already received one in their previous programme of study.
- viii) Students must maintain a minimum Grade as per their programme of study.

#### 10.3.2 Application & Disbursement procedure

Eligible students must fill in a Scholarship Application Form for the following semester and return it to the Financial Aid Office **two weeks before the exam week** of the current semester.

- i. All successful applicants will be notified of the outcome of the award of financial aid by the sixth week of the following semester.
- ii. Financial aid is applied directly to the students' fees account.

- iii. Financial aid credited to a student's account, but not used up by the time the student graduates or exits the University, will return to AIU to be used to help other needy students with outstanding tuition fees.
- iv. The scholarship committee will determine the amount of scholarship to give based on the total available funds for scholarship and the number of applicants per semester.

## **10.4 Types of AIU Scholarships:**

### **10.4.1 Designated funds**

These funds are allocated as per the specific instructions by the donor (s) in addition to the general eligibility requirements for all AIU scholarships in 4 above.

### **10.4.2 Work Scholarship**

- The purpose of the AIU work scholarship is to enable students to meet part of their tuition and academic-related fees by working on jobs assigned to them.
- Beneficiaries are evaluated per semester according to approved criteria tools.

#### ***Values:***

The underpinning values of the work scholarship are:

- a. Making use of skills, talents, and gifts to meet mutual needs of the student and AIU.
- b. Acquisition of experience which will enrich student's employment opportunities
- c. Inculcating the culture of earning.
- d. Enhancing Christian work-ethic.
- e. Mentoring and coaching.

#### ***Eligibility:***

In addition to the general requirements in 4 above, the recipient will meet the following criteria:

- Demonstrate financial need.
- For one to benefit from Scholarship, one must maintain a grade average of B and above for both Masters and undergraduate and 3.0 Ph.D.
- Kenyan students will be required to have **first** applied for HELB Loan.

#### ***Conditions:***

The following conditions will apply:

- Students must abide by the work scholarship policy.
- Students will be expected to work for a minimum of 10 hours a week for 12 weeks or a total of 120 hours per semester including the holiday month regardless of the amount of money allocated; failure to which the scholarship awarded for that semester will be withdrawn.

#### ***Work Scholarship Assignment***

- All departments will send their requirements, description of the tasks and workload, specifications of the skills required for the tasks to the Human Resources Department.
- A job description for the work scholarship assignment will be drawn by the Human Resource Department in liaison with the requesting Department.
- A letter of assignment will be drawn by the Human Resources Department. The student will sign acceptance of the assignment and the conditions. A copy will be sent to the supervisor and Financial Aid Officer.
- The student will fill time sheets showing the time, work done and observations that will be signed by the supervisor.
- An appraisal on a prescribed form will be done at the end of the assignment. The student and supervisor will sign on the appraisal form. This will be put in the student file and a copy given to the student and Financial Aid Officer.

### ***Cancellation and Discontinuation***

The work scholarship may be cancelled or discontinued in the following situations:

- a. If the student does not comply with the work scholarship policy and the general requirements for AIU Scholarships.
- b. If it is discovered that the information given to obtain the scholarship was untrue or incomplete.
- c. If the student does not perform the tasks assigned and does not amend or improve performance as agreed with the supervisor.
- d. If the student is found guilty of any disciplinary matter or is suspended or ceases to be a student of AIU.

#### **10.4.3 Academic Honour (Merit) Scholarship:**

The purpose of this scholarship is to promote academic excellence.

##### ***Eligibility:***

In addition to the general requirements in 4 above, the recipient will meet the following criteria:

- a) This is available only to the best academic performing student per semester per academic level who scores a minimum of grade of A (90 points).
- b) The award will be six credit hours' tuition equivalent per level in a semester.
- c) The best overall at the end of the programme with the highest cumulative highest grade (minimum as in (a) above) will be awarded a 50% tuition scholarship only for the first semester if they enroll for another programme at AIU.
- d) If the first qualifying student is disqualified for one reason or another, the second qualifying student will be awarded.
- e) The recipients of this honour will appear on the **Dean's list** and will be posted on the notice board and website every semester. The honored students will be treated to a special meal or refreshments with the University leadership in appreciation.
- f) There will be a special academic chapel to honor those with high academic performance at the end of the year.
- g) Certificates will be issued to all beneficiaries or those who appear on the Dean's list for a minimum of three times.

#### **10.4.4 Student Activities Scholarship.**

**Purpose:** This is a scholarship aimed at promoting exceptional talents in various student activities with the aim of developing a wholistic student as well as marketing AIU to the outside world. This scholarship is offered to students with outstanding performance in various activities such as chapel and spiritual formation, sports, music, drama, etc.

**Eligibility:** In addition to the general requirements in 4 above, the recipient will meet the criteria as specified for each activity:

##### **General Guidelines**

- a) Continuing students must demonstrate outstanding performance in their area either as individuals or teams as determined by the evaluating body and approved by the scholarship committee.
- b) For continuing students, the committee will award 10% of tuition fee to the most talented student; 15 % fee waiver to individual or teams that represent the university at regional level; 20% to teams or individuals who represent the university at national level and 30% to teams or individuals who represent the university at international level such as All Africa University Games and International University Sports Federation.

- c) AIU will seek to recruit exceptionally talented students by offering this scholarship; such students will be awarded 75% of the tuition fees for the first semester, upon meeting the admission criteria. Thereafter, conditions in (b) will apply.
- The AIU student recruitment team will search and tap talents straight from the high schools, to identify the talented students and follow them up in their schools to make them an offer for student activities scholarships.
- The shortlisted prospective students will be forwarded to the scholarship committee by the Admission office for consideration, with the necessary documentation.

#### **10.4.5 Hardship Scholarship.**

This scholarship is offered to exceptionally bright students with a minimum of A- (Minus) who cannot afford fees in AIU subject to approval during admission. Such students will receive 100% tuition and academic-related fees for their entire studies.

In addition to the general requirements in 4 above, the recipient must prove beyond reasonable doubt their inability to afford University fees and provide relevant documents from family, educational institution and administrators.

#### **10.4.6 Special Scholarship.**

- This scholarship is highly discretionary and is meant to assist new or continuing students who experience an emergency or a crisis.
- Selection and award will be by the Scholarship Committee in consultation with the Management Board.
- Special scholarships must also meet the general criteria in 4 above and new cases will not exceed 3 in number for any given year.

#### **10.4.7 Staff Scholarships**

Guidelines and Procedures for Staff Scholarship

- a) A 50% tuition scholarship will be awarded to approved staff by the HR Committee for staff, spouse, biological/ legally adopted child (ren) according to the HR Policy Manual.
- b) Children and spouses for staff are also allowed to apply for any AIU scholarship at any given time.
- c) Staff who are currently not serving a bond can apply for any scholarships. Such staff will be exempted from work scholarship requirements. Staff who are on staff development scholarship will forfeit it upon award of a greater than 50% scholarship within AIU Scholarship.
- d) Spouses and children of staff are also exempted from working for their scholarship.
- e) Applications should be received before January 30<sup>th</sup> and May 30<sup>th</sup> for one to be considered.

### **10.5 Doctoral Teaching and Research Fellowships**

Doctoral Teaching and Research Fellowships (DTF/DRF) are offered to selected doctoral students in order to secure their service for the University in teaching, teaching assistance, and research while at the same time providing financial support to the recipients of the Fellowships.

In addition, a Fellowship enables the recipient to gain professional experience.

#### **10.5.1 Types of DTFs**

There are two types of fellowships:

- a) General DTFs

This is a partial scholarship awarded to students who are developed into general university teaching or research. In this case, we have Doctoral Teaching Fellowships (DTF) and Doctoral Research Fellowships (DRF).

#### b) Faculty Development DTF

This is a full scholarship (Tuition & Stipend) awarded to persons that the university seeks to develop for the purpose of being recruited into faculty. Such a person will sign a contract with the university upon admission.

This recruitment will be based on the departmental needs as recommended by the HOD/Programme Leader to the Dean of school as guided by the Human Resources policies. A DTF will be bonded for a period of 5 years after completion of studies or pay the university full fee in lieu of bond.

#### 10.5.2 General Guidelines

1. The eligibility and application process vary according to the Kind of scholarship. In general, AIU scholarships are based on need, academic merit, character and other achievements.
2. Fellowships will not be granted to departments who cannot show that they can use the services of the Teaching or Research Fellow.
3. Doctoral Student Fellows (both -DTFs and DRFs) work the equivalent of 25% of a full-time job, namely 10 hours per week in a semester (two courses per year). The work done by a Student Fellow is not necessarily spread continuously over the entire school year. In some cases, it may be modular (such as teaching a modular extension course, or working intensively on a research project for a limited number of days or weeks).
4. DTFs may teach undergraduate courses or may serve as teaching assistants in MA-level courses depending on their qualifications (degree and experience).
5. Research Fellows work in specific research projects which are registered and approved by the university.
6. In return for services to AIU, Doctoral Student Fellows may receive all or part of the following remuneration: (a) tuition fees; (b) other AIU mandatory fees, including any doctoral programme fees; (c) a stipend
7. Continuation in the role of DTF or DRF is dependent on satisfactory job performance. Performance must be reviewed at the end of every assignment (e.g. after assisting in or teaching a class or working on a research project) and at the end of the year. The Fellowship must be explicitly renewed each year, and its continuation is not guaranteed. Continuation is not only dependent on the performance of the fellow, but also on the availability of funds to the University. The University is under no financial obligation to continue a fellowship if the funds are not available.

#### 10.5.3 Eligibility

To qualify for DTF scholarship, students applying must comply with **ALL** the following requirements:

- i) Students must be enrolled and registered to take the **full academic load** in their respective programmes of study.
- ii) Scholarships will not be awarded to students who **go beyond the number of years their respective programme is supposed to take**.
- iii) Students must fill out scholarship application forms.
- iv) Students must demonstrate acceptable Christian Character as per the university code of conduct. Students who have been found guilty of indiscipline and formally warned will not be eligible for the period the discipline is in effect.
- v) Students must comply with all the requirements for financial aid including donor requirements, where applicable.
- vi) Admission and continuation of a Fellowship is dependent on satisfactory progress in doctoral work. DTFs must maintain a cumulative average grade of B.

#### 10.5.4 Procedures for awarding Doctoral Fellowships

1. At the beginning of January each year, the Scholarship Committee Secretary asks the Graduate School to request the Deans of Schools which have doctoral programmes for the following:
  - a. Report on the academic & work performance of the fellows from the previous semester,
  - b. A list of fellows that they would like to continue in the following academic year,
  - c. An estimate of how many additional fellowships they would like to request for the following academic year, based on their projected needs.
2. The Deans of the Schools request the relevant information from the HODs and the matter is discussed and decided on at an Academic Board (AB) meeting of the school.
3. In April the Financial Aid Officer requests the Deans to do the following:
  - (i) To revise their projections for the coming academic year,
  - (ii) Give names of the new Fellows they are proposing for the coming academic year, and
  - (iii) Give a projection of what tasks will be assigned to each Fellow during the coming academic year. The Deans make this revision with the input of the AB. The lists of Fellows for each department must be ranked, with continuing Fellows at the top and proposed new Fellows at the bottom, ranked in the order of desirability by the Department, and approved by the AB. The Deans send the revisions in projections and the names of the Fellows to the scholarship committee by the end of April.
4. In June the donors give an estimate of how much they are hoping to give to the Fellowship programme during the coming academic year.
5. Also in June, the scholarship committee requests the final evaluations of work performance and progress of the fellows in the just-completed academic year from the HODs/DOCs.
6. As soon as the information is received from the donors (requested in 4 above) and from the HODs/DOCs, the scholarship committee meets and determines who will get the fellowships for the coming academic year. This is based in part on the information requested in (5), since continuing fellows have priority up to **and including the 4th year of their studies**.

#### 10.5.5 Financial matters

1. The Doctoral fellowship will have to be covered, at least in the initial stages, mostly with money from donors. On purpose, donations will be solicited from partners of AIU for an AIU Doctoral Student Fellowship fund. AIU will also contribute at least a small amount insofar as possible from non-donor income. It is expected that the proportion AIU contributes to the fund will increase as AIU grows.
2. The Doctoral Fellowship fund is administered by the AIU Scholarship Committee according to the agreed Doctoral Fellowship policies.
3. Awards of fellowships are made only as money is available in the fund. Awards are made on a yearly basis. Since a proportion of money comes from donors, a continuation of Fellowships is not guaranteed from one year to the next. However, priority is given to funding continuing Fellowships over awarding new ones.
4. Disbursements of Doctoral Fellowship money are made at the beginning of each academic year.
5. The remuneration will be determined by the Scholarship Committee in consultation with Human Resource and the requesting department.
6. The amount of the Doctoral Fellowship is reviewed annually by the AIU Scholarship Committee and may be adjusted for changes in tuition fees and statutory fees as well as for inflation.
7. Regular progress reports of the fellows will be obtained from the Deans of various schools by the secretary of the scholarship committee and sent to the donors in a form and at a frequency to be agreed on with the donors.



## 11 STUDENT WELFARE

### 11.1 Medical Services

It is the University's responsibility to ensure that you receive good medical attention when need arise, however it is the student's responsibility to ensure that you keep healthy by feeding on a balanced diet, drinking boiled water, exercising your body and seeking medical attention when you fall sick. AIU Clinic is located near the Academic Block and it provides health services to AIU community. The Clinic is open Monday through Friday from 8:30 am to 4:30 pm.

- 1) The Clinic is run by qualified medical staff that are available during working hours. Arrangements have been put in place to ensure that there is a Resident Nurse on standby for any emergencies at all times.
- 2) All students and immediate family members (for residential students) are required to have an adequate medical cover. This can either be AIU Medical Scheme which, in most cases, will be an insurance company (check with Clinic and Human Resource Office for more details) or the student's personal medical cover.
  - Students with personal medical cover should submit letters from recognized insurers to the Human Resource Department at the beginning of every academic year.
- 3) When a student needs medical attention, the first reference point is the AIU Clinic (when within the University). The Clinic staff will attend to the student or advise on which hospital or facility to visit for treatment. Remember to carry your Insurance medical Card and your ID/Passport Number for identification purposes.
- 4) The nurse will accompany students who need further medical attention in cases where one is critically ill, in emergency situations or at night.
- 5) In the event of a student being admitted in a hospital, it should be brought to the attention of the insurer immediately through the Clinic Nurses or Human Resource Department.
- 6) Where the student is admitted, the University nurse should pass the information immediately to the chaplain for prayer support and Dean of students.
- 7) The nurse in consultation with the hospital and insurance agency shall follow through the recovery and discharge process of the student and update the Dean of students.
- 8) For non-residential students or students who may fall ill outside the AIU compound, they will be free to seek medical help from any other preferred health provider appointed by the insurer.
- 9) It is important that every student gets knowledge of what is involved in their personal medical scheme, particularly the exclusions.

Note:

- a. Each student will be informed of the premium payable for each member of the family for outpatient and inpatient cover and all the provisions of the insurance cover.
- b. The student will be required to pay the full premium for the members of the family in the policy by the commencement of the term when the insurance policy is taken so that the same will be remitted to the insurance company.
- c. If the student will not have paid the insurance premium their name will not be confirmed for inclusion among those who will be on the medical insurance cover.
- d. The students and insured members of their families will abide by the provisions and limitations of the insurance policy. If they shall violate those provisions AIU will act as provided for in the insurance policy.

Note:

The university may conduct **medical test(s)** on a student directly or using another medical provider where a medical test is required for official purposes like Disciplinary cases.

## **11.2 Food Services**

The University has food services offered at Boma cafeteria and Kijiji.—They provide a variety of meals to all members of the community and visitors at an affordable cost. No plates, cups, glasses or any cutlery should be carried out of the café without the permission of the caterer.

There should be booking done in advance for any group of people who wish to be served within or far from the cafeteria. This will include refreshments offered on Friday to Grace Groups.

## **11.3 Benevolence**

### **11.3.1 Needy cases:**

Finances for benevolence are obtained from the University and contribution from community members, alumni, and some external partners. The funds are not enough to cater to the needs that exist among the students and hence only needy students are helped mainly as a onetime gift for emergency needs like food.

The student affairs department is responsible for the management of the benevolence funds that help in responding to the urgent needs of students – mainly food. This is done by the student welfare officer with the various student council officials and in consultation with the Dean of Students.

### **11.3.2 Sickness**

AIU through the chaplaincy department will extend its support and fellowship through prayer, visitations where possible and any other means that will show care, support and solidarity with the student in particular needy circumstances.

- The student will be required to offset the medical bills through their medical cover.

### **11.3.3 Bereavement**

During bereavement, the university will participate in different ways:

- a) In case of the loss of a student, the Registrar will announce the death to the University. The chaplaincy department will involve the community in offering prayers and moral support to the bereaved family.
- b) The University will make a token contribution to defray funeral expenses as follows:
  - Death of a student - Ksh. 20,000.
  - Death of the spouse of a student - Ksh. 10,000
- c) In addition to the financial contribution, the University will participate in the memorial or/and burial services of the student or spouse where possible. Therefore, this will be determined on a case by case basis depending on the location of the family, available transport and other factors.
- d) The respective school in consultation with the chaplaincy department will play a key role in the participation of the memorial or/and burial services while the Dean of Students' office will do the facilitation.
- e) Transport will be handled as follows:
  - The transport provided will either be the available university vehicle or by public means based on the location and other circumstances.
  - The number of community members attending the funeral will be based on the capacity of the available transport.
  - A priority of those attending will be given to the chaplaincy department, students' affairs, SC representative, faculty and students from the affected school.
  - Those attending the funeral will be expected to meet their personal expense like food, accommodation, etc.

## 12 HOUSING

### 12.1 Guiding Principles:

Africa International University (AIU) is a diverse, international, Christian community, and our values flow from that fact. Everyone who comes to be part of the AIU community is expected to embrace these values and live according to them.

In order to enable us to do that, AIU housing policies have been based upon the following values:

- 1) Respect for the community as a whole and the privacy of its members.
- 2) Concern for the life, safety, and health of each member of the community.
- 3) Respect for the property entrusted to AIU by God for use by present and future AIU community.
- 4) Concern for the proper and just use of the environment in which God has placed us.
- 5) Concern for the integrity and accountability of our community and its individual members.
- 6) Concern to assist within the limitations of the resources provided by God, each member of the community to meet their personal responsibility and of their families once housing is provided.
- 7) Concern for fairness and equity among the students and between those students who live on campus and those who live off-campus.

### 12.2 General Information:

#### Types of student Houses:

AIU provides limited on-campus housing to students. This is of two kinds: Family-based houses and single rooms (one or two Master's students share a room while Undergraduate share four per room). The houses have shared bathroom and kitchen facilities. The charges for the various accommodations are different as shown in the fee structure on the website.

#### Furniture and Household items

Students may bring in their own furniture if they so desire. However, whenever possible the houses will be furnished in the following manner:

- A. Bed, wardrobe, desk, chair, and bookshelf.
- B. Mattresses will only be issued to single students. Students with family will be required to come with their own mattresses. Students may, however, borrow from the University if available for a maximum of two weeks after which a fee of Kshs.400/- per month will be charged.
  - Students should be prepared to bring or buy household equipment like beddings, brooms, mops, buckets, kitchen cookware, and utensils. These items can be bought from the nearby market.
  - House helps can be found at a fairly reasonable cost to assist with handwashing laundry, cleaning, cooking, shopping, and child care.

#### 12.2.1 Application and Allocation of Houses:

- Students needing accommodation are required to fill the Housing Application Form **six weeks before the opening date** of each semester for consideration.
  - The application forms are obtained from the Admissions Office or AIU Website.
- Students are required to **pay a deposit of one month** before the start of the semester to reserve the rooms for them.
- The students who apply for housing after the allocation has been done will be considered on a first-come, first-served basis if the houses are still available.
- In the event that the houses are not available, such a student will wait for the next allocation of houses in the next semester.
- Students needing special consideration in housing (e.g., those physically challenged) must indicate this in the application form.

- The Housing Committee will discuss the applications and allocate the available houses based on the housing policy.
- The housing committee will allocate houses four weeks before the commencement of each semester and will provide feedback to students immediately.
- New students may occupy allocated housing two weeks prior to the commencement of their course of study if the house is available. Those wishing to occupy earlier than the set period will need to consult with the housing officer in advance.
- Students who will not have occupied the house allocated will lose it after one-week of class.

Note: Students coming for short courses will be required to apply for housing four weeks before the start date of their program. They will expect feedback 3 weeks before the commencement of classes after which they will pay full amount of rent 2 weeks before classes start to reserve the rooms.

### **12.2.2 Rent and Deposit**

- Upon allocation of housing, the student will be required to deposit one month's rent equivalent-as a sign of commitment one month before the commencement of the semester. The deposit will be refundable upon inspection of the house before departure to confirm fulfillment of all conditions in the agreement. In the event of damages, the cost of repair will be met by the student.
- All students' allocated rooms in the hostels will pay their rent through the Accounts Office. No refund will be given after payment. Any excess payment will be carried forward to the next term unless the student is vacating the room.

In addition to the rent: the occupant will pay all utilities such as electricity, water etc as follows:

- The electricity bill for students in hostels (shared rooms) will be incorporated in their rent but the rest (in their own houses/rooms will pay their electricity bills directly to the Kenya Power and Lighting Co. Ltd (KPLC).

### **12.2.3 Tenancy Agreement: Inventory, Inspection and Refund of Deposit**

- i) Everyone who occupies AIU housing unit must sign a tenancy agreement before receiving the keys. This Tenancy Agreement shall cover issues such as rent, care of property and grounds, loss of keys, change of property, right of access by the administration, handing over procedures, repairs, vacating of premises, etc.
- ii) The terms of the lease shall not extend beyond the length of the student's contract.
- iii) At the commencement of the tenancy, an inventory and inspection of the house and the items in the house and their condition will be carried out jointly by the maintenance staff and the student.
  - A record of the same will be made and the student will be required to sign a Tenancy Agreement and inventory form. A copy will be given to the occupant.
  - Should there be any changes or other inspections thereafter, they will be noted on the initial record and jointly signed.
- iv) Should there be any damage, apart from normal wear and tear; the concerned student will be required to pay the cost of repair or value of the item.
- v) The student must adhere to all terms and conditions as stipulated in the Tenancy Agreement.
- vi) At the end of the tenancy, a final inventory and inspection will be carried out. It will be used to determine if there are losses, damages which the student is responsible for. Upon this determination, the Housing Officer will advise the Accounts Office if there shall be any losses and/or damages that the student may be liable for.
  - The deposit will be used to pay for the losses and/or damages the balance after charges will be remitted to the student.
  - If the inspection will not reveal any losses or damages, the student will be refunded the deposit amount in full.

### 12.3 Housing Policies

- 1) Due to limited facilities, AIU is unable to meet the housing needs of all students. Priority is therefore given to **admitted, full-time students** who have paid tuition, housing deposit.
  - The first priority is given to new students coming from outside of Kenya; second priority to new students coming from within Kenya, but outside of Nairobi; and third priority to new students coming from Nairobi.
- 2) If on-campus housing is available after allocating full-time students, part-time students may rent houses on the same terms except that they will only rent for a shorter period based on demand.
- 3) Short-term or modular students will be housed on campus during the period they are in session if the houses are available. If not available, the housing officer will guide the students on other possibilities within the environs of AIU.
- 4) Once housing has been allocated to a full-time student, the student will be permitted to remain in the housing unit until the completion of their period of study, as long as he or she retains a full-time status, upholds the University's code of conduct and continues to meet all financial requirements of the University ( fees, house rent, medical cover, etc)
  - Students housed on campus must register for classes every semester failure to which they will be required to surrender the house.
- 5) The student will be expected to remain in the housing unit assigned and will not be allowed to change houses in the course of their study unless approved due to unusual circumstances.
- 6) The Housing Committee has the right to change assigned houses if such change is necessary to adapt to the desired change or meet housing needs for deserving cases or other assigned needs.
- 7) The university reserves the right of entry into a student's house or room by a staff or student leaders on official assignment. The student, by accepting a room in one of the residence halls, acknowledges and allows this requirement.
- 8) For married students whose families are living with them on campus, family houses will be allocated to them on condition that only students and their nuclear family members identified in the house application and profile form will be allowed to live in those houses.
- 9) All international students and their nuclear family members must have valid immigration status at all times.
- 10) Married students housed on campus without their spouses will be considered for single or shared rooms. Spouses, children, or visitors are strictly not allowed to live with such a student.
- 11) A married student who becomes pregnant while sharing a house/ room with single students will be required to seek alternative accommodation.
- 12) Only students covered by medical insurance cover (AIU cover or students' own medical insurance cover from recognized insurance companies) will be allowed in AIU student housing.

- 13) The University tries, as much as possible, to keep the houses in good condition before the students occupy them. However, the student is expected to keep the interior of the building, and the ground forming part of the said premises in good and tenable repair and condition.
  - The student will inform the Administration about any repairs or replacements on the premises.
- 14) Because of the need to renovate and repair the student housing in preparation for incoming students, current students must vacate their houses immediately after exams ahead of their long holiday ( more than a semester of classes) or at the completion of programme of study.
  - Students with exceptional circumstances may make an official request (in writing) to the Housing officer to remain briefly after the expected date of clearance. However, they must pay in advance for each additional day they remain in the house.
- 15) The students will use house clearance forms to clear from AIU houses. The form must be duly signed and handed over together with house keys on the day the student leaves AIU. No student will receive their certificate or transcript unless all keys have been handed over and all charges relating to student housing have been paid in full.
  - The student will be responsible for the cost of any damage, missing items or replacement of any keys to the premise and all such keys shall be made through the Administration.
- 16) Any unoccupied housing units may be rented to non-students (staff, alumni or outsiders) through the Housing Committee who will vet the interested persons.
  - Tenants from outside AIU community will be required to come with strong recommendations from a member of AIU community.

## 12.4 Rules and Regulations

- 1) **Tenancy Agreement:** All students housed by AIU will be required to *sign a Tenancy Agreement (contract) and fill in **profile forms*** with AIU student welfare officer after payment for the accommodation.
- 2) **Medical Cover:** Only students on medical insurance cover (AIU cover or students' own medical insurance cover from recognized insurance companies) will seek for accommodation.
- 3) **Immigration Status:** International students & families must have valid immigration status at all times.
- 4) **Class Attendance:** Once housing has been allocated the student will be permitted to remain in the house as long as he or she retains a full-time status, upholds the University's code of conduct and continues to meet all financial requirements ( fees, house rent, medical cover, etc)
  - Students must register & attend all classes every semester failure to which they should vacate the house.
- 5) **Change of Rooms:** The student will be expected to remain in the room/house assigned and will not be allowed to change in the course of their study unless approved by the Housing Officer.
- 6) **Subletting:** The student will not transfer, sub-let either whole or part of the premises, for any reason whatsoever. If found doing so, they will be expelled from the rooms and will not be considered for accommodation thereafter.

- 7) **External Visitors or students:** No students or visitors of the opposite sex will be allowed into the single or shared rooms under whatever circumstances at all times. Those found will be expelled from the rooms and will not be considered for accommodation thereafter. Further disciplinary action will be taken against those visiting and the host.
- Single students of the same sex are permitted to visit each other's sitting rooms (not the bedroom) from 10 am up to 10 pm only. This is to avoid interfering with each other's personal schedule, property, privacy and for security reasons.
  - Students in the family houses must notify the housing officer in advance about any visitors coming to stay with them. Such visitors will only be allowed to stay for no longer than 5 days and must have valid immigration status if non-Kenyans.
- 8) **Cohabitation:** Cohabitation is strictly prohibited, those practicing will be expelled from AIU.
- 9) **Sleeping outside the hostels:** Undergraduates students are not allowed to sleep away from their hostels without informing the hostel leaders of their plans and the period they will be away.
- It's advisable to state the place & the contacts of the person being visited.
- 10) **Security:** The University provides security within the compound but individuals are encouraged to ensure the security of their personal belongings and report any observed security concerns.
- All students must be **in their rooms by 11 pm** and the main gate & house door closed.
- 11) **Disturbances/ Noise:** It shall be an offence against University Regulations to create unreasonable noises or behave in an unruly or rowdy manner not befitting Christian character or causing disturbance to other occupants of University premises.
- Students disturbed this way have a right to report for appropriate action to be taken.
- 12) **Cooking in Single Rooms:** Cooking will not be allowed inside the bedrooms. The students will be allowed to do all the cooking in the common kitchens. Students who are not keen on cooking are free to take their meals from the University Cafeteria by paying per meal taken or by making arrangements with the Accounts Office to pay for food together with the fees.
- No utensils or crockery may be carried out of the cafeteria or other student kitchens. Such items found in the rooms will be considered stolen and those holding them will be fined as per the cost of the item.
- 13) **Water:** AIU has an adequate water supply of its own but drinking water should be boiled.
- 14) **Cleanliness:** AIU keeps all the area around the student houses clean. It is the responsibility of the students to keep the houses cleaned at all times. This also includes areas surrounding the house, staircases, and corridors.
- The University encourages community involvement in keeping the environment clean. Students will be requested to join in a community-wide cleaning campaign.
- 15) **Room Care:** All students are responsible for keeping their rooms neat, clean and attractively arranged. Refrain from displaying pornographic pictures or materials in the rooms.
- Nails are not to be driven into the walls. Picture hooks with adhesive backing may be used. No stickers or posters should be placed on the walls as this makes it difficult to clean and paint. The cost of removing, cleaning or painting will be charged to the student.

- 16) **Maintenance:** The maintenance crew carries out all kinds of maintenance work. When there is a need for repair, the students will request services through the Hostel leaders.
- All damages and breakages, which do not constitute wear and tear of the house, will be charged to the student.
- 17) Students should not alter the structure either by additional construction, demolishing a part of the structure or by tampering with or altering the building's electrical or other systems, or add a new structure on the premises without prior permission, in writing, from the Administration.
- 18) No student will be allowed to remove any furniture from the houses without permission from the Administration.
- 19) **Hawking:** The student will use the premises for residential purposes only. Students are not allowed to do hawking or allow hawkers into the residential houses.
- 20) **Fire Hazards:** In order to maintain safety in the residential houses, students are not to have fireworks of any kind, primus stoves or any other flammable materials in their rooms.
- Empty pressurized cans are hazardous and when disposing of them they must not be incinerated, since heat may cause the cans to explode.
  - The use of electricity banners for cooking and water heaters in the hostel is prohibited.
- 21) Electricity**
- All students with family houses are responsible for the payment of their electricity bills directly to the Kenya Power and Lighting Company.
  - Any student found interfering with vital installations like removal, or damage of fire-fighting equipment, tampering with or change the circuit breaker fuses, switches, taps, and other installations shall face disciplinary action.
- 22) **Theft:** Any students taking or using items that belong to other students (big or small) without permission from the owner will be treated as theft hence disciplinary measures will be taken.
- 23) **Pets:** For reasons of health and sanitation, no pets are allowed in the Halls of Residence.
- 24) **Clearance from the rooms** shall be done at the end of the contract by the hostel resident using the **clearance form**.
- If the student leaves the house before the end of contract, they will still be charged in their account up to the end of the contract. KUCCPS students will stay in the allocated house for one year then clear for the long holiday.
- 25) **Rights:** The University reserves the right of entry into a student's house by any staff or student leader on official duties whenever necessary.
- It is an offence (defiance of authority) for a student to refuse to open the house or any room when asked to do so.
- 26) **Drug & substance abuse** is a serious violation of the university rules. Any Student in possession or charged with drunkenness, smoking, drug and substance abuse within or outside the University **will be expelled.**



27) **Discipline:** All students shall direct matters affecting their welfare to their Hostel Leaders who will try to follow up the matters either through the Administration or security officer, counselor, chaplain, medical officer, Student Welfare Officer or Dean of students.

- Hostel Residents shall deal with minor issues like conflict resolutions but **report all major cases** that are against AIU code of conduct or are disciplinary matters directly to the housing officer or Dean of Students.

28) **Christ-Centeredness** – To be able to graduate a Christ-Centred leader as per AIU vision & Core values all students will be required to attend all planned spiritual activities including all chapel services, Sunday worship service in a known church or AIU chapel, International students fellowships, etc

- Students failing to attend the worship services should be reported by classmates/housemates

**Note:**

- a. Being **one another's Keeper** entails students restoring those breaking the rules and guiding them towards the realization of AIU vision – training Christ-centered leaders' failure to which such cases will be reported.
- b. *Students who do not report any breaking of rules will be held responsible by association and will be subject to disciplinary measures for visible issues happening in their houses like pregnancy, use of electricity for cooking, loud noise or disturbance, possession or use of drugs, sleeping of extra student/ visitors in their house, etc*
- c. **Code of Conduct:** All Students will be required to observe all other AIU policies, regulations and the student code of conduct as stated in the student handbook in addition to the house contracts, rules, and regulations. This includes portraying Christian lifestyle in speech, conduct, behavior, attitude, relationships & decent dressing.
  - *Failure to adhere to the code of conduct, the student will be expelled from the house in addition to facing disciplinary sanctions as spelt out in the student handbook.*

## 12.5 Hostel Leaders:

Hostel Leaders (HL) under work scholarship will be assigned various responsibilities to oversee the welfare of students in every hostel. They will perform a variety of house-related duties under the leadership of the Housing Officer. This will include but not limited to the following:

- 1) To keep **an updated record (file with profile forms)** of all students in their respective Hostels or houses
  - The HL should file profile forms of all students in the hostel by the end of 3<sup>rd</sup> week of the semester.
- 2) Educating students of the Code of conduct, housing policies, rules and regulations and enforcing them to ensure harmonious living of all students in the houses.
  - HL should ensure that the Hostel rules & regulations are fixed on the main door **all the time!**
- 3) Recruiting & mentoring responsible students (**Block leaders**) to act as the link between the students in a particular house and the Hostel Resident mainly for communication purposes.

- 4) Through the House team leader, ensure that all students sleep in the house or inform the house leader where they are going, who they are visiting and when they plan to come back. The Hostel Resident should know the whereabouts of all the students and **report any missing person**.
- 5) Establishing **what app group** for all the students in the same hostel for fast communication.
- 6) Carry out a **survey to find out the needs and concerns** of students in the residential areas and make recommendations to the housing officer of the best way of responding to students' needs.
- 7) Assessing the students' needs and offering **mentorship, guidance, and counseling** directly or by seeking the help of other mature students or staff. This includes guiding students to comply with the code of conduct as per the student handbook.
- 8) Helping to **settle new students** by ensuring that the houses are cleaned, any maintenance related matters & repairs are attended to and the furniture is in place before students' arrival.
- 9) Helping to **clear students** from the hostels whose tenancy agreement has expired or for other approved reasons to vacate from the hostels by ensuring the clearing process has been adhered to.
  - HR should ensure that those clearing have cleaned their house or room, have carried only their personal belonging and the student leaves behind any university property and keys.
- 10) **Advising** students especially those with shared facilities on how to live together in unity and how to handle matters like the cleanliness of facility & clothes, shopping & developing menu for their meals.
- 11) Handling student **welfare matters, resolving any accommodation-related conflicts** escalating major or recurrent conflicts & all discipline cases (listed in the students' handbook) to the Housing officer.
- 12) To attend to any **emergencies, benevolence or sickness** that may arise by having telephone numbers & calling the relevant officers for action eg Clinic/Security Officer/Maintenance/Housing officer/ DOS.
- 13) Attending to any **security and safety matters** of the students and reporting any such matters like theft, drunkenness, smoking, drug use, fighting & strangers in the hostels to the Security officer.
  - Ensuring the main security door & all house entrance doors are locked at the appropriate time.
- 14) Responding to **environmental cleanliness and maintenance** – Mobilizing the students to participate in general cleaning of their houses & compound and ensuring that the Administration is duly informed of any maintenance and general cleanliness of the compound that requires attention.
- 15) Perform other related duties incidental to the work described herein as assigned from time to time by the Dean of Students' office for the realization of University Mission  
**Note: Hostel Residents who do not report any breaking of rules will be held responsible by association for visible issues happening in their hostels like pregnancy, use of electricity for cooking, noise/ disturbance, possession/use of drugs, sleeping of extra students in their hostels, etc**

## 13 STUDENT CODE OF CONDUCT

As a Christian community, our Code of Conduct is not arbitrary or legalistic code, but a standard of Christian living based on our understanding of the Holy Bible, which forms our final authority in all matters of faith and practice. Therefore, as a community of Christian believers, committed to Jesus Christ as Lord and Saviour and filled with the Holy Spirit, all members of the AIU community strive to live lives of personal integrity and obedience to the Word of God.

Furthermore, as servants of God striving to be useful leaders of God's people, we recognize that we are called to the highest standards of Christian conduct in our personal and corporate lives. Therefore AIU Code of Conduct is guided by biblical principles.

### 13.1 Biblical Principles:

The following are fundamental biblical principles that should guide our attitudes and behaviour at all times.

1. **Glorifying God.** Glorifying God, not self-Satisfaction, is to be the chief goal of the Christian in all that is said and done (I Chr. 16:24, 28-29a; Isa. 48:11; I Cor. 10:31). Therefore, a God-centred lifestyle should characterize all Christian behavior.
2. **Loving God and Neighbour.** Loving God with all our hearts, souls, minds, and strength and our neighbour as ourselves are the greatest commands in Scripture (Mark 12:30-31). Therefore the Christian's relationship with God should be one of total commitment in all that we do and should be reflected in loving, caring relationships with all those around us.
3. **Obeying Christ.** Acknowledging Jesus as Saviour and Lord is central to being a Christian (Rom.10:9; I John 2:3). Therefore, Christians seek to follow the example of Christ given in Scripture and conform their lives to the Bible teaching as illuminated by the Holy Spirit.
4. **Living in the Holy Spirit.** The Holy Spirit indwells all believers, consecrating, cleansing and empowering them to effective service (Acts 1:8; Rom. 8:9b; Gal. 5:16-25). Therefore, Christians should partake in the transforming work of the Holy Spirit by cultivating the spiritual disciplines, putting to death sinful attitudes, habits and desires, developing godly lives and qualities and trusting the Spirit's power in their daily lives and service.
5. **Pursuing Justice and Mercy.** To pursue justice and mercy in all of our human relationships is the essence of all true worship of God (Micah 6:8; Rom. 12:1; James 1:27). Therefore, Christians should conduct their relations with others in justice, fairness, mercy, and compassion; ever living in humble submission to God and to one another.
6. **Exercising Freedom.** Christians have been set free from sin and the law, and are free to love and serve God and humanity (John 8:34-36; Rom. 8:2; 14:13; Gal. 5:1, 13-15).

Therefore, Christians should not insist that all others accept their particular Christian or cultural custom, or judge those who do not accept them; nor should they use their freedom as an excuse to sin. Rather they should exercise their freedom in Christ with sensitivity and love towards others with deep regard for the sensitivities of their brothers and sisters in Christ who differ from themselves.

### 13.1.1 Christian Lifestyle.

Based upon the preceding fundamental principles, the Bible teaches godly living and qualities, which should characterize the Christian, and avoid attitudes and actions that are sinful.

All students, staff, and faculty are required to conform to this lifestyle so we may bring glory to God and live in peace and harmony with one another.

At AIU we believe that the following are taught either directly by the Scriptures or by reasonable application of the same.

1. The following godly qualities will characterize our lives: Humility, honesty, a forgiving spirit, compassion, faith, hope, love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (I Cor. 13:13; Gal. 5:22; Eph. 4:25; Col. 3:12-13).
2. Our lives will be filled with thanksgiving and praise: we engage in regular habits of public and private worship and a complete rejection of all idolatry, witchcraft, and anything to do with the occult (Josh. 1:7-8; Gal. 5:20; Eph. 6:18; Col. 3:16; I Tim. 4:13; Heb. 10:25).
3. Because our bodies are the temples of the Holy Spirit and are to be used to glorify God, we will seek to care for them in self-control and self-discipline and avoid drunkenness, immorality, the non-medicinal use of drugs, and tobacco (Rom. 6:12-13; 12:1; I Cor. 6:19-20)
4. We will live together with one another in peace and unity, being considerate of the needs and interests of others, not being busybodies but minding our own business, not repaying evil with evil, but going to our fellow believer in love to seek reconciliation (Mt. 5:23-24; Rom. 12:16-21; Phil. 2:2-4; Col. 3:14-15; II Thess. 3:11-12).
5. To maintain this unity in the bond of peace, we will not practice bitterness, hatred, rage, violence, cruelty, pride, prejudice, discrimination, covetousness, greed, jealousy, selfish ambition, rebellion, factions, or discord (Gal. 3:28; 5:19-20; Eph. 4:3, 26-27, 31; 5:3).
6. Our lives will be lives of integrity and uprightness that reject all falsehood, dishonesty, bribery, corruption, gambling, stealing, misrepresentation, cheating, and plagiarism.  
With our mouths, we will seek to speak only what is edifying, with no lying, gossip, slander, coarse joking, or other filthy language or foolish and unwholesome talk (Eph. 4:26, 28-29; Col.3:8-9)
7. We will seek transparency in our relations with those of the opposite sex and avoid anything that could lead to lust, temptation or bring reproach to the community.  
We will not practice any immoral behavior - immodesty, use of pornography, sexual harassment, premarital sex, adultery, abortion, homosexual behaviour – and we will exercise godly discretion in the use of movies, television, music, magazines, and books (Mt. 5:27-30; Col. 3:5; I Tim. 4:12; 5:2).
8. We will seek to manage our families well, providing for their needs, in mutual submission loving our spouses as ourselves, lovingly keeping our children under control as we raise them in the admonition of the Lord. (Eph. 5:21-6:9; Col. 3:18-4:1)
9. Because God is the owner of all that is and we are stewards who will give an account to Him, we will exercise diligence in all areas of work, academic and non-academic, and with an attitude of dependence on God, not on human beings, we will carefully manage our personal finances and property and, respectfully care for the property of others, including AIU (Gen. 1:27-30; 2:15; Exod. 21:33-22:15; Rom. 14:7-12; Col. 3:17,23; II Thess. 3:6-12)
10. In our community, we will respect, obey, and pray for the authorities placed over us by God, will not make their work burdensome, and will accept godly discipline. Therefore, we will not participate in or tolerate boycotts, strikes, riots, sit-ins, mass indiscipline, protests, or unruly behavior (I Samuel 15:23; Romans 13:1-5; I Timothy 2:1-2; Hebrews 12:4-13; 13:17).

### **13.1.2 Application/ Scope / Jurisdiction of the Code of Conduct Policy:**

The Code of Conduct standards apply to all students admitted to AIU in all the programs and in all the mode of study (full-time, part-time, modular, online, etc.) whether they are registered in a particular semester or not. This policy involves students representing AIU Community in any off-campus events such as travel Trips, internships, sports, academic activities, student clubs or activities planned by student leaders.

Off-campus rights and freedoms of students involve the responsibility to display conduct and behaviour that reflect favorably on them, the University and the Community. It is the responsibility of every student to reflect the positive image of the University wherever s/he is. Accordingly, the University reserves the right to take disciplinary action to respond to behaviour off-campus that violates university standards and policies or adversely affects the University community and/or the pursuit of its objectives.

### **13.1.3 Inconclusiveness of the Code of Conduct**

The Code of Conduct stated in this Student Handbook is not exhaustive. In situations not stipulated within this Handbook, the student is expected to use his/her discretion. It is encouraged that this Code of Conduct is observed not only in letter but also in spirit.

## **13.2 Association between Men and Women:**

The University is a co-educational institution where wholesome association contributes to the student's social development.

- Young men and women should associate in ways which will respect each other's personhood. Specialized friendship should be left until such a time as one is ready to make serious marriage-oriented decision and commitment.
- Students who do not demonstrate self-respect and self-restraint in matters of affection in public or private will be subject to disciplinary action.
- Unbecoming behavior between students such as caressing, kissing or petting is not acceptable. In the evening, students are expected to be in the Library, IT Lab, Students' Centre, Cafe and Residential places. Any isolated dark places are out of bounds.
- The University encourages the type of social relationship in which persons find their social needs met through relationships of a general nature, rather than through one specialized relationship in which one calls out the affections of another at a time when that is inappropriate.
- The University, as an institution based on a strong biblical foundation, requires all students to adhere to the biblical norms for social integrity as given in 1 Timothy 5:1-2, "Do not rebuke an older man harshly, but exhort him as if he were your father. Treat younger men as brothers, older women as mothers, and younger women as sisters with absolute purity."

## **13.3 Appropriate and Respectful Behaviour**

Disrespectful actions, regardless of the degree of severity, are not acceptable and are considered out of place on the University campus. These actions include those based on racial, cultural, religious, gender, age or ability differences. High standards of taste and decency are held on the University campus.

Therefore, acts of dishonesty, immorality, disorderly, lewd, indecent or obscene conduct, as expressed in language, action or personal appearance, as well as public expression of intimacy such as caressing, kissing, violates this right and therefore are not acceptable behavior

### **13.4 Expression of Opinions, Beliefs and Experiences.**

The policy created to support this right is intended to encourage responsible citizenship, acceptable modes of public expression and the principle of respectful disagreement. Intimidating a fellow student or group of students or faculty or staff because of expressing his/her or their opinion in an unacceptable manner is a violation of this right. Students of Africa International University are expected to hold high standards of Christian ethics and morals.

### **13.5 Obstruction and Demonstrations**

The University seeks to preserve and encourage the exercise of the rights of free conscience and expression within the framework of Christian conduct and standards. In order to achieve such purposes, students and students' organizations are encouraged to express any grievances or misunderstanding by Christian and democratic means through the laid down channels of communication (Matt 18:15-17).

The University will provide every opportunity for dialogue.

Students should, therefore, not engage in any activity that could obstruct learning, program of AIU or destruct the peaceful day to day operations of the university. Obstructions will include but not limited to:

- Any action that prevents or impedes freedom of speech or communication
- Failure to identify oneself when required to do so by a University officer
- Any action which endangers the health or safety of another individual
- Any action that impedes disciplinary procedure of the University including failure to comply with penalties imposed by a disciplinary hearing

It is therefore serious offence for any student whilst registered at Africa International University to express themselves by organizing, advocating or participating in any demonstrations, obstructions, procession, boycotts, strikes, riots, protests, unruly behaviour, incitement or any form of mass indiscipline. Any form of participation or involvement in these will lead to disciplinary action which may result in suspension or dismissal.

### **13.6 Posting of Placards and Posters**

Students are permitted to post for general display only those signs bearing the approval (signatures/stamp) of the appropriate faculty, patron, and /or Dean of Students. The posters should also be placed on the correct boards designated for a particular purpose. No posters or signs are allowed on the walls whatsoever.

Any posters/ signs without the appropriate approval are not allowed on the notice boards or social platforms.

### **13.7 Marriage**

- Students shall be required to indicate on the admission forms their marital status.
- Where a student changes his/her marital status, such a student must notify the Registrar's office and the legal evidence of the changes must be produced. Where the student is residential, the housing officer must also be notified of the changes.
- The University shall not support requests for financial assistance on the grounds of marriage.
- The students are expected to conduct themselves in an appropriate way based on their marital status noting that the student population and residential houses are composed of both the married and unmarried students.

- The university discourages marriages during the time when the person is registered for the semester so as to allow the students to focus on their studies. No exception will be given to missing classes or exams due to wedding-related plans.
- A single student who gets married while housed in the single ladies hostels will be required to seek alternative accommodation off-campus in case the family houses are not available.

## **13.8 Immorality**

All students are required to conduct themselves within and outside the university in accordance with the highest standards of integrity, personal discipline, and morality. In this regard, immoral behavior will not be tolerated at AIU.

A student involved in any form of immorality e.g. cohabitation, pre-marital and/or extramarital sexual activity or any other sexually immoral conduct will have breached the University rules and regulations as it is against the Christian teachings.

### **13.8.1 Pregnancy out of wedlock:**

Pregnancy out of wedlock is also an offense for both parties involved.

- A female student who becomes pregnant will have breached this regulation and therefore will be required to defer her studies for one calendar year. The involvement of a male student in the pregnancy of a female student will require that the male student be suspended for one semester.
- In both cases, they will be required to go for crises pregnancy counseling with a credible counselor who will write a progress report to the University for consideration during re-admission among other conditions.
- A written request by the student to the secretary of the Disciplinary Committee (Registrar) for reinstatement, copied to the Dean of School, will be required to effect reinstatement.
- One of the conditions for readmission is that the student will be required to go through counseling at the AIU counseling center for a minimum of one semester.
- The student will be fully cleared from this matter based on the report obtained from the University counselor that will be put in the student file.

Note: A married student who becomes pregnant or single student who gets married while housed in the single ladies hostels will be required to seek alternative accommodation off-campus in case the family houses are not available.

## **13.9 Abortion**

Aborting or attempting to procure an abortion by a student is illegal. Dismissal or handing the case to law enforcement agency shall take effect.

## **13.10 Sexual Assault**

AIU will not tolerate sexual harassment in any form, including acquaintance or attempted rape. Sexual assault is a violent crime and includes all forms of sexual contact carried out against the will and without the consent of the victim.

Sexual assault is punishable through criminal and civil proceedings. AIU will pursue disciplinary action with the possibility of dismissal and/or handing the case to the law enforcement agency.

Where a female student becomes pregnant arising from rape, such a student will be advised to defer her studies so as to go through counseling and take care of the pregnancy.

## 13.11 The Dress Code Policy

### 13.11.1 General Guidelines:

It is the responsibility of every member of AIU community to hold one another accountable to the standards of dress in a manner of genuine love and concern as one another's keepers.

The University acknowledges that modesty runs deeper than a dress code, and begins with remaining pure in mind and heart through the discipleship process.

#### 1 Corinthians 10:31-33

<sup>31</sup> So whether you eat or drink or whatever you do, do it all for the glory of God. <sup>32</sup> Do not cause anyone to stumble, whether Jews, Greeks or the church of God — <sup>33</sup> even as I try to please everybody in every way. For I am not seeking my own good but the good of many, so that they may be saved.

1. Africa International University seeks to maintain a vibrant Christian community and witness through its dress code. Members of AIU community are expected to dress appropriately while within and outside the University with the aim of presenting a holistic witness of Christ. As AIU brand ambassadors, the University's employees and students have a major impact on internal and external customers and partner perception of the University's image.
2. The dress should be characterized by professionalism, neatness, cleanliness, **decency, and modesty** regardless of cultural influence, freedom for personal choice or style. Modesty includes all that is morally, socially and reasonably acceptable by both men and women. The specific interest is to create an environment that promotes a Christ-centered community and a Christian witness to the world.
3. Clothing should reflect the dignity of the occasion for which it is worn. In this regard, appropriate attire should be worn for chapel, formal occasions, class, office, fieldwork, sports, relaxation retreats or recreation.
4. The community members are called to avoid being a hindrance to one another's growth in all areas of life. In this case, a good rule of thumb is that if you are not sure if something is acceptable, choose something else or inquire first.

*NB:*

- *Students will be denied admission to various functions or places if their manner of dressing is inappropriate.*

### 13.11.2 Specific Guidelines

#### a. Ladies

- i. The length of dresses and skirts should be below the knee line by at least 4 inches (when standing or sitting).
- ii. Skirts slits should be modest and no higher than the top of the knee.
- iii. Regardless of the style of the skirt or dress, the thigh should not be exposed.
- iv. Hair should be clean and neat
- v. Braids, hairstyles, and make-up should not draw undue attention to oneself.
- vi. In-door shoes should not be worn in any formal setting.
- vii. Student tags should be worn at all times while on duty/seeking service within AIU compound



Dressing that is unacceptable to ladies include but not limited to

- a. Low necklines that show cleavage.
- b. Fitting apparel (such as tights, leggings, yoga pants, etc) worn as outerwear.
- c. Body-tight -Very tight trousers, skirts, and dresses.
- d. Navel-gazers/ Crop tops
- e. Rugged/ tattered and frayed trousers, shorts, skirts, and tops
- f. See-through clothing
- g. Spaghetti tops – Sleeveless tops, strapless tops, off-shoulders or bareback
- h. Clothes meant to be worn as undergarments worn as outerwear (eg camisoles)
- i. Excessive make-up, eye-shadows or jewelry that causes distraction or undue attention
- j. Fetishes and spiritism regalia
- k. Mini-skirts or short skirts/dresses or shorts
- l. Appropriate shoes or footwear must be worn at all times. Bathroom or shoes meant to be worn inside the house are not allowed outside the residential houses.
- m. Garments with inappropriate writing, lettering, phrases or pictures that are considered inciting, provocative, scaring and offensive.

#### **b. Men**

- i. Avoid Baggy or sagging clothes eg. no sagging trousers or shorts
- ii. Clothes meant to be worn as undergarments worn as outerwear eg vests, innerwear
- iii. Avoid Garments with inappropriate writing, lettering, phrases or pictures that are considered inciting, provocative, scaring and offensive.
- iv. No rugged/ tattered and frayed trousers, shorts and tops
- v. Avoid see-through clothing
- vi. No very tight trousers, shorts, t-shirts, and shirts.
- vii. No hats, head scarfs and caps in classes, chapel, and formal meetings.
- viii. Not allowed to braid their hair in any form of locks and braids.
- ix. No earing and studs
- x. Shorts should not be above the mid-thigh
- xi. Hair should be well-groomed (well combed, clean, trimmed and neat)
- xii. In-door shoes should not be worn in any formal setting.
- xiii. Appropriate shoes or footwear must be worn at all times. Bathroom or shoes meant to be worn inside the house are not allowed outside the residential houses.
- xiv. Display of bare chest is not allowed -shirts or T-shirts must be worn at all times including in the university playing field.
- xv. Student tags should be worn at all times while on duty/seeking service within AIU compound

#### **Disciplinary procedure**

- a) Community sensitivity (Any community member-Students/staff/faculty)
- b) Counseling and verbal warning (Faculty/staff)
- c) Warning letter (DOS)
- d) Disciplinary committee

## 14 PRINCIPLES OF DISCIPLINE, GRIEVANCES AND CONFLICT RESOLUTION

The Christian ethics demands respect for duly constituted authorities and those other authorities such as parents, lecturers, work supervisors, University Administrators, etc., to whom the individual is subordinated. The University is dedicated to upholding respect for civil law as well as respect for the principles of Christian ethics.

Though different, discipline, grievance, and conflict resolution are similar. One may develop into another, as a conflict not properly resolved could become a discipline issue, or a discipline issue that is poorly handled becomes a grievance. Furthermore, the biblical principles underlying all three are similar. Therefore we treat all three procedures here together.

***Biblical Principles*** (Mt. 7:1-5; 18:15-17; Rom. 15:1; Gal. 6:1).

1. As brothers and sisters in Christ, we all have a mutual responsibility for one another. We are responsible to help each other when we sin and treat one another justly. Our goal is righteousness and justice, restoration and reconciliation so that as a people we reflect the image and glory of God.
2. Whenever we seek to correct another believer, we do it with deep humility and prayer, looking to ourselves that we are not guilty of the same or a greater offense, that we are not tempted to commit the same offense, or become proud and arrogant. We pray both for deliverance from these sins and for wisdom and grace to deal with the erring person gently and kindly.
3. When we deal with the issue, we seek to deal with it at the lowest and most personal level possible, trying deliberately to keep it as small as possible. Generally, this involves first going to the other person individually and personally, then using mediators if necessary, and finally going to the “authorities” only after all personal efforts fail.

### 14.1 Grievance

A grievance is when people believe that a policy has been applied to them unfairly or the policy itself is unfair. The purpose of the grievance procedure is to give a hearing to the aggrieved party to determine whether the person has in fact been treated unfairly and whether or not the policy might need to be reviewed.

#### **Grievance Procedure:**

- i. If a student has been treated unfairly by a school policy, whether it is an administrative policy, a teacher’s classroom policy, or an SC policy, that person should go to the one immediately responsible for implementing the policy to resolve the matter. A written record of the meeting should be made and kept by both parties.
- ii. If a student is unable to resolve a grievance at the first level, the student may take the matter to any SC leader, who will either resolve the matter or refer the student either to the relevant Academic Head of Department or to the Dean of Students in the case of non-academic matters, whichever is appropriate.

However, if the SC official feels that the matter touches on a policy that affects a larger portion of the student body, he may take the matter to the Dean of Students, who will investigate and advise the person as appropriate. If the Dean of Students feels it appropriate, the SC may support their appeal with a letter from the SC or a petition from the student body to the appropriate policy-making authority.

- iii. If the Head of Department or Dean of Students finds that the complaint is justified and of sufficient import, they will seek to resolve the matter directly with the aggrieved party and the one implementing the policy or with the appropriate Administrative Department. Written records will be kept of all conversations, evidence, and decisions and communicated to all parties involved.
- iv. If the grievance touches on a university policy and not just the implementation of a policy, and if in the course of his/her investigation, the Head of Department or Dean of Students finds it justified, he/she may use the appropriate administrative channels to seek a review of the policy by the appropriate policy-making authority. Again, written records and communication will be maintained.
- v. In extreme cases, the Dean of Students may appeal to the Deputy VC or Vice Chancellor, whose decision will be final. In classroom matters, the Academic Department Head will refer the matter to the Deputy Vice-Chancellor for Academic Affairs, who will make a determination, unless he deems it to be of serious enough import to refer to the Academic Board. A written account of all deliberations and decisions shall be kept and communicated in writing to all involved.

## 14.2 Conflict Resolution

Conflict resolution is a process when one person believes to have been mistreated by another person. The purpose of the conflict resolution procedure is to bring about reconciliation between the two parties.

### Conflict Resolution Procedure

The University recognizes that some disputes or incidents can be resolved informally by mutual agreement without submitting an allegation under this policy. Wherever possible, members of the University Community are encouraged to use respectful and direct communication to resolve such disputes or incidents informally by way of apology, conciliation, education, consultation, or mediation.

- i) If a member of the community has a grievance with another member of the community, that person should be approached privately in an appropriate manner to resolve the issue between them.
- ii) If the issue cannot be resolved at that level, then either party should seek to resolve the conflict by means of a mediator who has the acceptance and confidence of both parties.
- iii) If the issue cannot be resolved through mediation, then either party may seek help through the SC and for weightier matters through the Dean of students.
- iv) For academic matters- the students should resolve any conflict with the course lecturer/ academic advisor.
  - If the matter is not resolved at this level, then the class representative will discuss the matter with the respective HoD who will either resolve the matter or take it up with the Dean of School.
- v) If the Dean of student or Dean of School cannot resolve the matter, then they will revert to a formal process of submitting an allegation in writing to the disciplinary committee.

Note:

Should any student (s) choose to ignore this procedure and try to seek help from a higher authority without exhausting the previous levels, he or she will be referred back to the relevant level.

## **15 STUDENT DISCIPLINE**

### **15.1 Misconduct and Disciplinary Policy**

The University respects the right of students to conduct their own personal lives. This policy, therefore, governs conduct only to the extent necessary to protect the integrity and proper functioning of the academic and non-academic activities of the University, the peaceful and safe enjoyment of University facilities by other members of the University and the public or to protect the property of the University or its members.

The University endeavours to create and maintain a positive and productive learning environment; an environment in which there is:

- a) Respect for the dignity of all;
- b) Fair treatment of individuals;
- c) Respect for academic freedom; and
- d) Respect for University resources and the property of individuals

Disciplinary cases involve the Violation of code of conduct outlined in this handbook or student constitution or any other published university regulations or policies.

**Note:**

- a. The university reserves the right to take action against an individual for violating the code of conduct regardless of how much time has passed since the violation.
- b. The university reserves the right to take disciplinary actions for violation of university rules and regulations by graduates awaiting degree and students who withdrawal from school while a disciplinary matter is pending.
- c. The University also has the right to revoke the degree of a graduate (alumni) whose character violates the expectation of the University.

**Purpose of Misconduct Policy:**

This policy sets out the general standards of conduct expected of students, provide examples of conduct that may be subject to disciplinary action by the University, provide examples of disciplinary measures that may be imposed, and set out the processes and procedures that the University will follow when an allegation of academic and non-academic misconduct is made.

Students are expected to be aware of and to conduct themselves in accordance with their Code of Conduct while at the University.

The purpose of this policy is therefore to:

- a) Communicate the University's expectations with respect to Student behaviour;
- b) Protect the Safety and Security of the University community;
- c) Preserve the orderly operations of the University.
- d) Help foster a University Community characterized by accountability, respect, fairness, and safety;
- e) Identify what constitutes Academic and Non-Academic Student Misconduct;
- f) Set out transparent processes for submitting, investigating and resolving allegations of Misconduct; and
- g) Articulate the rights and responsibilities of Students involved in Misconduct proceedings.

## **15.2 Disciplinary Authority and Enforcement**

### **15.2.1 The power of the Vice-chancellor**

For the purpose of these regulations the Vice Chancellor, acting on behalf of the Governing Council, is the disciplinary authority of the University. In this case, the disciplinary policy and its associated procedures will not be interpreted in a manner that limits the Vice-Chancellor's authority to deal summarily with any matter of Student discipline in accordance with the University Act;

In his capacity as the disciplinary authority, the Vice Chancellor:

- i) Shall appoint members of the Student Disciplinary Committee.
- ii) May from time to time delegate such authority and powers to other officers of the University for Purpose of investigating and enforcement of students' discipline.
- iii) May vary or add to the list of disciplinary offences specified herein.
- iv) On behalf of the senate take any other measures necessary for the proper operation of and maintenance of order in the University.
- v) May give summary/ immediate suspension or dismissal on his or her initiative or on the recommendation of the Student Disciplinary Committee to any student (s) who commits an offence or violates the university code of conduct in the interest of the security and maintenance of order and discipline in the university.
  - o Such action may be taken against a student suspected of committing an offence or crime pending completion of the investigation

### **15.2.2 Student Disciplinary Committee of Senate**

#### ***Composition and Role of the Committee***

There is a Students' Disciplinary Committee of the Senate appointed by the Vice Chancellor as follows:

The Committee shall be composed of the following:

- i. Deputy Vice Chancellor (Academic Affairs): Chairperson
- ii. Registrar (Academics & Research): Secretary
- iii. Dean of Students
- iv. Dean of School Concerned
- v. HOD of Department Concerned
- vi. Chaplain
- vii. Counselor
- viii. Safety and Security officer
- ix. Two (2) Student Council Representatives

A quorum shall consist of 60% of the members and the chair or his/her representative.

#### ***The Role of the Committee***

Within the guidelines of the University Discipline Procedure, a Committee of senate oversees the discipline procedures of students who violate the rights and responsibilities outlined in this handbook, student constitution or any other university rules, regulations or policies.

Specifically, the role of the disciplinary committee is to conduct the hearing of a student who is charged with misconduct based on their own explanation in addition to the testimony of any witness (s) as well as evidence presented.

The committee determines if the student is guilty or innocent. In the event the student is found to have committed the conduct charged, the committee shall then determine the penalty to be imposed as specified in this handbook.

Note:

- i) The disciplinary committee may at the conclusion of disciplinary proceedings decide whether to disclose the findings arrived at, the disciplinary measures (s) imposed, the name of the student concerned either in the form of a statement or in some other way to any interested person or body.
- ii) If a student in respect of whom the disciplinary Committee has executed a disciplinary penalty fails to exercise his/ her right of appeal within the stipulated time, the committee shall enforce the disciplinary measure without any reference to the student in question.
- iii) Where there is a possibility of a conflict of interest by a member, such a member shall disqualify himself or herself from the proceedings of the committee.
- iv) The Student Disciplinary Committee or the university shall not be held liable for any inconvenience, expense, embarrassment, compensation or any other claim arising in the event that the student(s) is found to be guilty or not.

### **15.2.3 Enforcement of Regulations**

The responsibility of maintaining student discipline at the University is vested in the office of the Dean of Students, which investigates misconduct directly or through the security office.

The academic and non-academic staff of the University also have authority in areas of their jurisdiction or competence to ensure that rules and regulations are adhered to by the students at all times (during the semester or over the holiday) and in any place (within or outside the university).

Students on field attachment or teaching practice shall be subjected to the supervision and disciplinary authority of the mandated University staff and Officers of the host organizations under whom they have been placed by the University.

- i) In the event of a breach of these rules and regulations by students on Field Attachment or Teaching Practice, and depending on the nature and severity of the offence, the staff and officer responsible shall take the following action(s):
  - a) Warn or caution the student either verbally or in writing
  - b) Report the student in writing to the respective Dean of school through the HoD or Dean of Students (depending on the nature of the matter) enclosing all documentary evidence.
  - c) Take any other action that may be deemed appropriate.
- ii) In the event of a breach of regulations, the Dean of school or Dean of students shall either caution the student verbally or in writing or refer the case to the Students Disciplinary Committee.
- iii) The university may undertake proceedings under this policy where the matter is also being investigated or reviewed by a law enforcement agency or authority external to the university.
- iv) If the university's investigation determines that Academic and Non-Academic Misconduct Policy has been violated, the university may apply sanctions against a Student, regardless of any other discipline applied externally.

Note:

No aspect of this policy will prevent the university from referring a matter to an appropriate law enforcement agency as required.

### **15.3 Academic Discipline**

Academic rules are enforced by the Deputy Vice- Chancellor –Academic, Academic Deans, the Registrar, and the Teaching staff. The specific academic regulations, policies, and standards for academic discipline are contained in the University catalogue available on the university website.

It is the responsibility of the teaching staff to enforce rules and regulations pertaining to the administration of the courses that they teach. This includes a lecturer's class attendance requirements and maintenance of classroom discipline.

### 15.3.1 Categories of Academic Offences and Penalties:

The following academic malpractices are considered serious and any student guilty of committing them shall be disciplined accordingly.

The schedule of the academic offences and penalties provided below shall serve as a guideline for the purpose of ensuring consistency in handling cases. The committee, therefore, will have the right of making decisions deemed appropriate on a case-by-case basis.

Offences	Penalty
Signing the attendance record for another student/s Forging any reports or documents for any reason	Suspension for at least one semester
Signing the attendance record for a class one did not attend Attending classes without having officially registered and paid for it.	Written warning and withdrawal from the class for the semester Repeat- Suspension for at least one academic year
<ol style="list-style-type: none"> <li>1. Disobeying instructions of invigilators.</li> <li>2. Being a nuisance by disturbing others in the class, library, examination room or anywhere else by means of loud music, shouting, screaming or other forms of unpleasant vocalization.</li> <li>3. Intentional failure to respond to the summons of the Academic Disciplinary or other university staff or committee.</li> </ol>	<p>Written warning to the offender by the staff involved followed by the offender's written apology</p> <p>Repeat- Suspension for at least one academic year</p>
Attending or attempting to sit for exams without having officially registered and paid for it or without authenticated identification documents.	A grade of F (Fail) in these units Repeat- Fail and Suspension for at least one academic year
<p>Academic Dishonesty (Cheating or attempt to cheat) including but not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Passing verbal, written or electronic communication to other candidates during the CAT or in the examination room.</li> <li>2. Attempting to copy or copying from your own materials or from others during any exams, CATS or final examination</li> <li>3. Being in possession of or bringing into the examination room unauthorized materials of any form such as books, notes, papers, electronic devices or formulae or pre-written answers.</li> <li>4. Discussing with each other during the examination.</li> <li>5. Using the mobile phone or other unapproved technology during the CATS or Examination</li> <li>6. Giving your paper to someone else to submit as their own or allowing someone else to copy your work- any assignment or exams</li> </ol>	<p>A grade of Fail in the unit and suspension for at least one academic year</p> <p>Repeat- Expulsion</p>

<p>Academic Dishonesty – Plagiarism: Presenting or attempting to present materials obtained from published or unpublished literature (books, papers, articles, internet information, etc) for purposes of satisfying an assignment, project or examination without acknowledging the source of information. N.B. less than 15% of plagiarism is allowable for Dissertations, and 20% for thesis, projects, and term papers.</p>	<p>A grade of Fail in the unit and suspension for at least one academic year  Repeat-Expulsion</p>
<ol style="list-style-type: none"> <li>1. Obtaining someone else’s materials without the consent of the owner for the purposes of preparing for examination or fulfillment of examination requirement by false presence, theft or any other reason.</li> <li>2. Presenting assignments or projects consisting of materials that have been either lifted, copied, copying, or attempting to copy from another candidate or facilitating such copying or sharing of materials.</li> <li>3. Aiding or covering examination malpractice.</li> </ol>	<p>Obtain ‘F’ grade for the unit and suspension for at least one academic year  Repeat- Expulsion</p>
<p>Assisting others or covering for others in their attempt to commit academic offences e.g. impersonating another student in a classroom or in the examination room.</p>	<p>Suspension for at least one academic year Repeat- Expulsion</p>
<p>Soliciting for undeserved examination grades</p> <ol style="list-style-type: none"> <li>1. Offering gifts, bribes, presents to an instructor or any other staff for the purpose of gaining an undue advantage in academic work or examination and or change of grades.</li> <li>2. Exerting undue influence of any kind whatsoever, on any officer for purposes of obtaining undue academic advantage.</li> </ol>	<p>Suspension for at least one academic year  Repeat- Expulsion</p>
<p>Threatening or blackmail faculty or any other officer of the university.</p>	<p>Suspension from University for at least one calendar year</p>
<p>Stealing examination papers</p>	<p>Expulsion from the university</p>
<p>Hacking or attempting to hack into the university system</p>	<p>Expulsion</p>
<p>Attending classes, submitting an assignment, sitting for examination or any other university activity after being barred, suspended or expelled from the University for any reason whatever.</p>	<p>Immediate Expulsion</p>
<p>Committing or being involved in any activity or act which is deemed by the academic Disciplinary committee to be an academic offence or is contrary to the spirit of the code of conduct</p>	<p>As decided by the committee</p>



## **15.3.2 Non- Academic Disciplinary and Criminal Offences:**

### **15.3.2.1 Types of Non- Academic Disciplinary and Criminal Offences**

In keeping with AIU mission and its commitment to evangelical Christianity, all students are expected to follow the teachings of Scripture and abide by the rules and regulations of the University. This is expected whether the student is within or outside the university.

Any conduct on the part of a student that has, or might reasonably be seen to have, an adverse effect on the integrity or the proper functioning of the University, or the health, safety, rights, or property of the University or its members and visitors, is subject to discipline under this policy. In case the student conduct is unsatisfactory; measures will be taken to correct or punish such behavior.

The following list sets out specific examples of non-academic misconduct. It is intended to help students understand the type of conduct that will be subject to discipline: it is not an exhaustive list and students should be aware that their conduct may still be considered prohibited conduct under this policy even if it does not appear in the list below.

Prohibited conduct that is subject to disciplinary measures includes, but is not limited to, engaging in, attempting to engage in, or assisting others to engage in any of the actions described below:

#### **1. Drugs and Substance Abuse:**

Substance abuse involves the misuse of any chemical, whether legal or illegal which when introduced to the body will alter the normal functioning of the body. Substance abuse affects a person's social, physical, mental, health and spiritual well-being.

Any student involved directly or indirectly in alcohol use, use of miraa (khat), smoking bhang or tobacco products, misuse of legal and prescribed drugs or taking, distributing or Promotion, possession, sale, purchase, use and/or distribution, trafficking of all illegal drugs on or off-campus will face the disciplinary action.

#### **2. Obstruction**

Students are expected not to engage in any action, which obstructs Teaching-learning process, Chapel Services, Exams, research activities in the University. Obstruction includes failure to identify oneself when required to do so by a University Officer; any action that prevents or impedes freedom of speech or communication; any action which endangers the health or safety of another individual; any action that impedes disciplinary procedure of the University including failure to comply with penalties imposed by a disciplinary Committee.

#### **3. Threats and Violence**

- a) Students are prohibited from Fighting and other forms of physical violence, or threatening or intimidating other students, employees or members of the University or any other persons lawfully within or outside the University premises
- b) Intimidation of or issuance of threats, written or verbal, to students or staff with the intent to disrupt academic activities, Chapel services or other processes.
- c) Students shall not possess and /or use of any type of weapons, illegal possession of firearms or illegal chemicals.
- d) Students are therefore prohibited from the use of threats or physical violence against each other, employees or members of the university or any other persons lawfully within and outside the university premises.

#### 4. Harassment-

Any form of harassment by a student in or outside the University is prohibited. Such harassment includes:

- a) Sexual harassment, that is, unwelcome advances, requests for sexual favours or other verbal or physical conduct of a sexual nature such as lewd, obscene or sexually suggestive remarks or representations, gazing, sexual propositions: such as touching, petting, caressing, and kissing;
  - b) Racial harassment, that is, an act of expression against a person, relating to colour, race, nationality, or ethnic or national origin that creates an intimidating, hostile or offensive environment for learning or living in the University. Examples include derogatory name-calling, insults, graffiti, verbal abuse, threats of physical attack upon, or ridicule of an individual due to racial differences;
  - c) Disability Harassment, that is, acts against a person because of disability or learning difficulties that creates an intimidating, hostile or offensive environment for learning or living in the University. Examples include derogatory name-calling, insults, and jokes, verbal abuse, threats and actions that humiliate, demean or ridicule an individual because of their disability.
  - d) Harassment actions, language ( verbal, written or images), technological communication, like SMS texts and social media messages, that contain, imply or are perceived as threatening, humiliating, intimidating, harassing, harmful, hateful, violent or create a hostile environment directed towards anyone, will not be tolerated and will be subject to disciplinary action
5. Dishonesty of any form, including but not limited to plagiarism, lying, cheating on assignments or examinations, knowingly furnishing false information, forgery of documents, alteration or unauthorized use of university documents, records or property, such as identification cards.
  6. Promotion, possession, sale, use and/or distribution of obscene (morally disgusting) or pornographic materials (books, magazines, videos, music, internet, etc)eg posting nude or suggestive photos or videotaping sexual activity.
  7. Sexual relationships of any kind outside the confines of marriage are inconsistent with the teachings of the Scriptures and hence not allowed within or outside the University hostels.
    - Public display of affection is also prohibited. This includes but not limited to kissing, caressing, cuddling, etc
    - All forms of sexual deviations or perversions are not condoned among students including masturbation, homosexuality, bestiality, etc
  8. Unconventional partying (including forms of dances and music considered morally bent towards immoral behavior).
  9. Any attempt to convene or organize or any participation or involvement in gathering, procession or public ceremonies for which permission has not been obtained from the university administration or/ and government authority.
  10. Organizing or participating in or Inciting fellow students or other members of the university community to participate in illegal activities like strikes, riots or any other form of mass indiscipline; boycotts of scheduled university activities to include but not limited to: lectures, practical's, Chapel services, seminars, researches, and examinations, etc;

11. Failure to return or compensate for any borrowed items or money belonging to a member of AIU community.
12. Bribing any University employee or student;
13. Attempted or actual theft of, and or malicious damage of the property of the University or of a member of the University or anyone else. The cost of repairs for the damaged facilities will be the responsibility of the student or group using them.
14. Defiance of authority, incitement of others to Insubordination or Showing disrespect to persons in authority;
15. Illegal trade or hawking;
16. Authorship, publication and/or distribution of anonymous letters or any other literature of a malicious or libelous nature including placards;
17. Participating in criminal offences, abetting Crime or failure to report criminal activity to the university.
18. Misuse and Destruction of property: Misuse or willful destruction of property either in the houses or any other structure constitutes a serious offense. Any student or group causing such will be wholly held responsible and disciplinary action will be taken against them.
19. Behaviour that endangers one's health or safety including but not limited to:
  - Attempted suicide;
  - Abortion, attempted abortion or attempt to procure an abortion.
  - Tampering with fire or safety equipment.
20. Misuse of the disciplinary procedures, including but not limited to:
  - Falsely reporting of misconduct knowingly and with the intent to harm.
  - Failure to respond to the summons of a disciplinary body or university official.
  - Falsification, distortion or misrepresentation of information before a disciplinary body.
  - Harassment (verbal or physical) and/or intimidation of a member of a disciplinary body prior to, during or after disciplinary proceedings.
  - Failure to comply with the sanction(s) imposed by a disciplinary body.
21. Violation of policy by association.
22. Violation of any published regulations in this handbook, students' constitution and any other university code of conduct, regulations or policies.
23. Any other conduct that is contrary to the spirit of the University Code of Conduct.

### 15.3.2.2 Guidelines of Non-Academic offences and penalties

The schedule of the non-academic offences and penalties provided below shall serve as a guideline for the purpose of ensuring consistency in handling cases. The Disciplinary Committee, therefore, will have the right of making decisions deemed appropriate on case-to-case basis.

No	Non-Academic Offences	Penalties
1.	Defiance or Disrespect of authority, incitement, Failure to cooperate. Dishonesty of any form including furnishing false information, lying,	Warning letter or suspension for at least one semester depending on the severity of the matter Repeat offence-suspension for at least 2 academic years
2.	Any form of harassment /bullying e.g. sexual, Racial, disability, harassment actions, language-verbal or written, social media, etc.	Suspension for at least one academic year Repeat – Expulsion
3.	Use of verbal or written profane, vulgar or insulting language	Warning Letter or Suspension for at least 1 semester
4.	Breach of housing rules and regulations	Suspension from hostel accommodation & Warning letter
5.	Being in AIU residential houses or classes without the required immigration documents. Housing foreigners/visitors who are not students at AIU without required immigration papers.	Immediate suspension from the university until compliance.
6.	Staying in the hostel without official allocation or using university services without prior approval by the relevant authority	Suspension from the hostel with a written warning Repeat- Suspension for at least 1 semester
7.	Trading in illegal goods or unauthorized hawking	Warning letter Repeat- Suspension for at least 1 academic year
8.	Breach of the university dress code	Warning letter Repeat- Suspension for 1 academic year
9.	Breach of the communication, public gathering and social media platforms. Students will be held responsible for any verbal, physical, written or online posting that portrays ungodly character traits or is against AIU policy or mission including misrepresentation of information.	Warning letter  Repeat- Suspension for at least 1 academic year
10.	Posting of placards and signs on wrong noticeboards or posting without official approval. This includes hard copies of posters or soft posters/fliers on any social media platform without approval. This includes clubs and campaign posters or the formation of unauthorized communication groups to discuss any AIU matters e.g. what's app groups.	Warning letter  Repeat- Suspension for 1 academic year
11.	Authorship, publication and or distribution of anonymous letters or information that is malicious or libelous in nature through any media of communication including	Suspension for at least 1 academic year

	social media like Facebook, Text message, WhatsApp, etc.	Repeat-suspension for at least 2 academic years
12.	Malicious and willful misuse or damage of university property or property belonging to a member of AIU community	Replacement and suspension for at least 1 semester Repeat- suspension for 2 semesters
13.	Unauthorized entry to buildings or offices; unauthorized possession or use of someone else keys or university keys; altering university keys or tampering with locks of any University building	Suspension for at least 1 academic year Repeat - Expulsion
14.	Impersonation, forgery/alteration of documents or unauthorized use of university documents, records or property like an identification card. This also includes wearing any type of mask or facial covering.	Suspension for at least 1 academic year Repeat- Expulsion
15.	Any form of gambling	Warning letter Repeat- suspension for at least 2 semesters
16.	Any form of bribing done to a student, internal or external members of AIU community	Suspension for at least 1 academic year Repeat: Expulsion
17.	Use of threatening physical force or verbal or written abuse to endanger others, intimidate or threaten their safety or health e.g. violence, Fighting, assault.	Restitution and suspension for 2 semesters
18	Failure to account for university funds or property. This includes theft of AIU property.	Suspension for one semester Repeat- Suspension for at least 2 semesters
19	Any attempt to convene or organize or participate in any form of spiritual, social, political gathering, procession or public rallies or events for which permission has not been obtained.	Suspension for at least two semesters
20	Planning or inciting others or participating in any activity aimed at obstructing or disrupting classes, any university activity or program e.g. riots, strikes or any form of mass in-discipline or boycotts of scheduled university activities or programs	Suspension for at least 1 academic year or expulsion
21	Assisting Non-AIU person to gain access to the University or access services s/he has not paid up for. This includes inviting a speaker or group of friends or institutions without approval from the relevant department.	Suspension for at least one semester
18.	Membership or involvement with non-approved groupings in the University or groupings that do not conform to AIU mission outside the University.	Warning Letter or suspension for at least one semester
19.	Display or use of obscene or suggestive -morally disgusting or pornographic materials like literature, magazines, pictures, posters, videos, music, internet, computer software or images, etc	Warning Letter or suspension for 2 semesters

20.	Possession, promotion, distribution or sale of obscene - morally disgusting or pornographic materials like books, magazines, videos, music, internet, etc	Suspension for at least 1 semester Repeat- Suspension for at least 2 academic years
21.	Unconventional partying, all forms of dances, music, performances or activities morally bent towards immoral content or behavior	Written warning or suspension for at least 2 semesters
22.	All Sexual immorality for both parties e.g. cohabitation, pre-marital and extra-marital sex, pregnancy out of wedlock, etc	Suspension for 1 calendar year Repeat – Suspension for 2 academic years or expulsion
23.	Abortion, Rape	Expulsion and possible handover to law enforcement authorities.
24.	Possession, use or distribution of any type of alcoholic or intoxicating liquor on or off-campus	Suspension for at least 1 semester depending on the severity Repeat – Suspension for 2 academic years or expulsion
25.	Use of illegal drugs on or off-campus	Suspension for at least 2 semesters and possible handover to law enforcement authorities Repeat –Expulsion and possible handover to law enforcement authorities
26.	Possession, distribution, sale, and trafficking of illegal drugs on or off-campus	Expulsion and possible handover to law enforcement authorities
27.	Participating in criminal offences, Possession or use of any type of weapon, illegal possession of firearms or illegal chemicals	Expulsion and possible handover to law enforcement authorities
28.	Any activity that is criminal in nature including Terrorism related activities.	Expulsion and possible handover to law enforcement authorities
29.	Abetting crime or failure to report any criminal activity or anyone breaking any rules and regulations. Such a person will be held responsible by association.	Written warning or suspension or expulsion as the disciplinary committee may deem fit
30.	Violation of any university policies, rules & regulations i.e. any other conduct that is contrary to the spirit of the code of conduct	Written warning or suspension or expulsion as the disciplinary committee may deem fit

### **15.4 Reporting Misconduct:**

It is important that members of AIU community be concerned for the growth of others, to show concern and when necessary, to lovingly confront each other. We would encourage care and accountability to each other as members of the Body of Christ. The university will handle the matter reported with confidentiality so as to protect any whistle-blower.

Anyone may report a suspected violation of AIU code of conduct and policies. The person reporting the violation will be asked to submit a written report. The report should be a written statement citing the section of the policies violated and providing a summary of the facts deemed to constitute a violation.

The report should be submitted as soon as possible after the event takes place; however, the University reserves the right to take action against any individual for violating any policies regardless of how much time has passed since the incident. Community members who knowingly make a false report of misconduct are in violation of University policy.

### **15.5 Disciplinary Procedure of Non-Academic misconduct:**

The purpose of the disciplinary procedure is to determine if the violation has occurred and what disciplinary measures should be applied if the violation has occurred.

#### **Step 1. Submission of an allegation**

The person who observes a student committing an infraction should go to the student and admonish them to stop or to make it right if it is a minor issue. If this does not resolve the matter, then it must be referred to any Student Council member.

If it is a serious issue, a signed written charge with the name and contact of the complainant shall be forwarded in writing to the Dean of Students at the earliest time possible, enclosing any information that would facilitate a speedy investigation.

Written allegations must include a description of the alleged incident with sufficient details that include but not limited to the time (s), date (s), location of the incident (s), potential witnesses.

Note that potential incidents of Non-Academic Misconduct may be reviewed or investigated in the absence of an allegation.

- a) A student with charges against members of administrative staff/faculty must file them in writing with the Human Resource Manager (HRM) or the DVC for academic affairs who will process the disciplinary charges.

#### **a) Preliminary Review of an Allegation**

When an allegation of Non-Academic Misconduct is submitted, the Office of Dean of Students will review the allegation and may decline to proceed with an investigation in cases that in his or her opinion:

- i. The allegation could be more appropriately addressed by conflict coaching, facilitated dialogue, restorative justice or mediation;
- ii. The allegation(s) does not constitute a violation of or is outside the scope of the Resolution of Non-Academic Misconduct Allegations policy;
- iii. The allegation is being addressed by another process and it is reasonable to wait for the outcome of such a process;
- iv. The allegation is trivial, false or there are some reservations.

Where the Office of Dean of Students declines to proceed with investigating an allegation under this policy, the office will notify the Complainant in writing of the decision and will include the rationale for the decision not to investigate as well as notice of the Complainant's right to appeal this decision.

The Complainant may submit a written appeal of the decision not to investigate an allegation to the DVCAA within five (5) university business days of receiving the decision only where:

- a) Relevant information emerges that was not available at the time of the decision; and/or
- b) The Complainant reasonably believes the decision not to proceed with an investigation was biased.

The DVCAA will review the written appeal and may meet with the Complainant before making a final determination on whether an investigation of the allegation will occur under the Non-Academic Misconduct Allegations policy.

### **b. Alternative Dispute Resolution**

After receiving and reviewing an allegation of non-academic misconduct, the Office of Dean of Students may determine that an alternative dispute resolution process is suitable to attempt to resolve an allegation. An alternative dispute resolution process may include restorative justice, mediation or facilitated conversation between the parties, conflict coaching, or creation of a community accountability agreement and/or letter of expectation. Where appropriate, sanctions may be applied to any Student participant in an alternative dispute resolution process.

To apply an alternative dispute resolution process, the Complainant(s), Respondent(s) and the university must all voluntarily agree to enter into the process. Informed consent is collected from the Participants.

Any information that a Participant submits to the Office of Dean of Students within an alternative dispute resolution process may be used in a formal investigation should the university determine that an incident requires investigation, or if a suitable agreement cannot be reached within the alternative dispute resolution process.

Where an alternative dispute resolution process is conducted but does not result in a resolution, then the university may revert to a formal investigation process.

## **Step 2. Review and Investigation of an Allegation**

A preliminary investigation is conducted by the Dean of Students at his or her own discretion or forwards the matter to the security or another relevant office for the purpose of ascertaining whether the case warrants disciplinary action or may be dealt with informally at this level.

- The Office of Dean of Students, in consultation with the chair of the disciplinary committee, may appoint an investigator who is external to the university. If so, the investigator will carry out the Office of Dean of Students' responsibilities and will prepare a written report.

The Dean of students shall handle the disciplinary case informally and give the accused student an opportunity of either:

- make an admission of guilt or not guilty in writing within a specified period of time
- Defending themselves against the alleged misconduct and contents of the charges.

To correct minor misconduct, a warning concerning future behaviour should be written to the students (copied to relevant officers) after a discussion or counseling session by a counselor, staff, chaplain or Dean of Students. This is a warning that further misconduct may result in more severe disciplinary action. The letter/email should be acknowledged in writing by the student who is also expected to write an apology letter to the staff who has written the warning and copied any involved party.

### **15.5.1 Interim/ Immediate suspension:**

In certain extraordinary circumstances or emergency, the Dean of students will recommend to the chair of the disciplinary committee or VC immediate temporary suspension of a student from the hostels or university or both pending investigations. This will also include temporarily suspending the privileges of a student organization or group for cause, pending the hearing of the case.

Interim measures will be determined on a case-by-case basis and imposed depending on the risk posed by the accused/respondent/ the university.

Interim suspension may be imposed to:



- a) Ensure the safety and well-being of members of the university community and preservation of University property
- b) Ensure the student's own physical or emotional safety and well-being; or
- c) If the student/s presence poses a credible threat/danger of disruption of or interference with the academic process or normal operations of the University.

Some of the offences committed by students which may call for immediate suspension includes but not limited to those that deliberately violate the code of conduct as follows:

- a) Possession of a dangerous weapon
- b) Personal physical assault on any member of AIU or external community
- c) Malicious damage of property
- d) Disruption of academics program or functioning of university activities
- e) Suspected possession and trafficking of illicit substance
- f) Extreme influence of alcohol and other illicit substance
- g) Any other contravention of the code of conduct that may merit immediate separation from the University community.

Note:

The suspension shall extend until when the case is finalized and other sanctions (if any) imposed.

### **Step 3. Reporting of the disciplinary matter**

If the Dean of Students is of the opinion that there are reasonable grounds for a charge of misconduct based on the preliminary investigations, s/he shall draw up a written charge summarizing;

- a) The alleged Misconduct;
- b) The information available on the alleged incident(s) and other pertinent information;
- c) The findings of the investigation including a statement dismissing or confirming the allegation;

The Dean of students shall then consult with the chairperson of the Discipline Committee to ascertain if the disciplinary action is warranted. The chair shall either delegate the case to the pre-hearing committee (a few chosen members) or be reported to the Senate Disciplinary Committee for hearing and determination. The purpose of the pre-hearing is to consider:

- a) The simplification or resolution of any or all of the issues;
- b) Handling of a sensitive case that may require some privacy
- c) Production and disclosure of documents; and
- d) Any other matter that may assist in the fair and expeditious disposition of the hearing.

The pre-hearing committee may either finalize the matter at this level or refer the case to the disciplinary committee.

Where the case needs to be determined by all the disciplinary committee members, The secretary shall call a meeting of the Disciplinary Committee after the receipt of a complaint report.

### **Step 4. Hearing, Determination and Imposition of Sanctions**

Upon completion of the investigations, all parties involved shall be notified of the date, time, and location of the hearing.

Note:

The secretary will communicate the charge to the student who will be asked to respond to the charge in writing and signed documents within a specified date. He/she will be asked to appear before the Senate Disciplinary Committee in person and may call a witness or witnesses. The committee shall not allow the audience of an advocate or the legal agents on behalf of the student.

- a) If upon notification, the accused student (s) fails to appear at a scheduled hearing without a valid explanation (in writing), the committee shall proceed with the case based upon the evidence presented and shall determine the penalty to be imposed as specified in this handbook.
- b) If a student charged with misconduct interferes with or obstructs any proceedings of a disciplinary case or refuses an instruction of the chairman, s/he may be ordered to withdraw from the proceedings by the chairman. The proceedings may then continue in his or her absence.

The hearing will be conducted in a fair and impartial manner. A suggested order for hearing is as follows:

- a. Introductions
- b. Disciplinary philosophy of the university and procedures
- c. The chairperson shall inform the student of the charges and be asked to respond
  - If the student admits the conduct charged, the student shall be given an opportunity to explain his/her actions before the committee and the committee shall be given an opportunity to respond.
  - If the student denies the conduct charged, the Committee shall present evidence and witness in support of the charge and the student shall be given an opportunity to present his or her defence.
- d. The disciplinary committee will ask questions, review the testimony and evidence presented at the hearing.
- e. The committee will render a determination as to guilt or innocence. In the event the student is found to have committed the conduct charged, the committee shall then determine the penalty to be imposed.

**Step 5. The hearing process will be guided by the following principles:**

- c) The Senate Disciplinary Committee will maintain strict impartiality and carefully investigate the accusation with fairness, interviewing whoever witnesses may be relevant to the case. After ascertaining the facts of the matter, the Committee will take the action it deems appropriate.
- d) The Committee shall be allowed to call and cross-examine witnesses including asking for the production of documentary evidence or exhibits.
- e) Each party shall be allowed an opportunity to make an opening and a closing statement.
- f) In cases where a students' Disciplinary Committee requires special expertise, The Committee may obtain legal counsel to advise or assist it during the course of the hearing.
- g) Any procedural issue that arises in the course of a hearing, including issues respecting adjournments and the terms of such adjournments, will be considered by the Committee.
- h) The student/Respondent shall leave the hearing room at the conclusion of the hearing.
- i) The Committee shall deliberate in private and reach a decision either by consensus or by a simple majority of votes.

Note:

A decision may be made by the committee based on available information in a case where the Respondent:

- Does not attend a scheduled hearing;
- Does not provide relevant documentation requested during the investigation;
- Does not cooperate with the committee.

### **Disciplinary Measures**

In cases of confirmed Non-Academic Misconduct, disciplinary measures may be applied independently or in combination as appropriate.

In determining an appropriate measure as a result of confirmed Non-Academic Misconduct, consideration may be given to factors including:

- a) The seriousness and impact of the Respondent's conduct on the University Community or the university's reputation;
- b) Whether the incident is isolated;
- c) Whether the incident was unintentional or deliberate;
- d) Whether other university policies were violated;
- e) Related financial costs; and
- f) Any other mitigating factors.

### **Step 6. Confirmation of the Disciplinary Committee Report**

At the conclusion of the proceedings, the secretary makes a written report of the proceedings that will be signed by the chairperson of the disciplinary committee. The report includes:

- the statement of charges,
- the summation of evidence presented
- the recommendations of the committee, including a decision of the sanction(s) to be imposed on the student who has been charged.

### **Step 7: Review of the Disciplinary Committee Decision**

The secretary shall communicate the decision of the disciplinary committee to the Chairman of Senate (VC) who shall review the report to confirm or modify the decision of the committee.

Thereafter, the secretary will submit a report to the Senate during her next meeting for adoption.

### **Step 8. Notice of Decision- Communication with the Respondent**

The decisions of the Senate Disciplinary Committee will be communicated by the secretary to the respondent in writing.

This communication will either be:

- Acquittal of the student.- if the student is not guilty s/he shall be notified in writing.
- Guilty- the student shall be notified in writing of the finding (s) and of the disciplinary measure (s) imposed by the committee on him/ her.

A record of the whole case with complete documentation will be kept in the student file.

The respondent will be required to:

- To present themselves to the Registrar's office within seven working days from the date of disciplinary committee without fail to obtain the communication of the Disciplinary Committee.
- To acknowledge receipt of the communication received by signing the documents given (original copy for student and copies for the file, DOS and Dean of the respective school).

In case the student fails to present him/herself to the registrar's office to obtain the communication of the Disciplinary committee within seven working days, the Registrar will proceed with the implementation of the outcome.

If the penalty was not expulsion, failure to sign up and collect disciplinary letter may lead to expulsion and possible notification to the police that the person is no longer a student at AIU.

### **Step 9: Student Right to Appeal**

The student who has been found guilty of misconduct shall have the right to appeal against the decision of the Senate Disciplinary Committee as per Disciplinary appeal procedure stated below.

## **15.6 Disciplinary Appeals Procedures**

The student (hereafter called the Appellant) who has been found guilty of misconduct and has sufficient grounds to dispute the outcome of the disciplinary procedure shall have the right to appeal against the decision of the Senate Disciplinary Committee.

### **Step 1: Grounds for Appeal**

The Appellant shall lodge a written notice of appeal with detailed grounds for his or her appeal addressed to the Vice-chancellor through the Secretary of the Disciplinary Committee. This must be done within five working days of the communication of the disciplinary committees' decision. Failure to submit the appeal in writing within this period will render the original decision final and conclusive.

The appellant shall submit in writing a statement that includes all of the relevant issues and evidence and the essence of their proposed contribution to the appeal to be considered. This means a respondent may not appeal a decision based solely on disagreement with the sanction imposed but will need to have sufficient grounds for appeal to the Vice-Chancellor.

### **Step 2: Procedures for the Appeal**

A student who wishes to appeal a sanction to the Vice Chancellor must file a written statement of appeal that includes:

- a) Signed statement of the grounds for appeal with relevant facts.
- b) A statement of the remedy or relief sought;
- c) Copies of relevant documents that support the Student's appeal; and
- d) The names and signed statements from any witnesses relevant to the appeal.

Note that:

- No new documents, evidence or exhibits may be introduced at the appeal except those earlier placed before the disciplinary committee.
- Issues or evidence not included in the appeal statement will not be considered in the appeal hearing.
- Note that any sanctions will remain in force until the appeal has been decided.

On receipt of a notice of appeal, the VC shall obtain a copy of all the relevant minutes and documents pertaining to the hearing of the case from the secretary of the Senate Disciplinary Committee. The Vice Chancellor will review the written statement of appeal and all other material submitted and will determine if there are sufficient grounds to proceed with the appeal.

The Vice Chancellor will normally decide an appeal on the basis of written materials only. However, S/he may exercise their discretion to convene a special Senate Committee to review the matter. The Vice-Chancellor is the chairman of the Appeal Committee.

### **Step 3: Review of the Appeal**

The Vice Chancellor through the special senate committee will review relevant information (the original adjudications well as the information that the appellant has presented).

An appeal under these procedures is a pure appeal only, not a re-hearing. The appeal body will review the information that was available to the decision-maker. However, based on the nature of the appeal, the appeal committee has the discretion whether or not to call the appellant and/ or the witnesses to appear before the committee. If the appellant and / or his/her witness will be called, they will be notified in advance of the appeal hearing date.

The committee has a right to seek external advice if necessary, and decide an appeal after receiving all written submissions or during the meeting convened.

#### **Step 4; Decision of Senate Appeal Committee**

Upon consideration and determination of an appeal, the VC or the Disciplinary Appeal Committee may:

- Disallow the appeal and uphold the decision of the Disciplinary Committee either wholly or in part.
- Uphold the appeal in part and amend/ modify the decision of the Disciplinary Committee
- Uphold the appeal wholly hence reverse the decision of the Disciplinary Committee concerned.
- Impose any other disciplinary measures or sanctions, pardon the accused student or make any other decision that it may be deemed necessary in the prevailing circumstances.

#### **Step 5: Communication of the Decision of Senate Appeal Committee**

The appeal committee will issue its decision on the conclusion of the appeal process in writing to the parties involved. The decision of the Disciplinary Appeal Committee will be final and no further appeal is possible.

After disposing of an appeal, the Disciplinary Appeal Committee shall communicate its decision to Senate in their next meetings for information.

Note:

The provision of disclosure of findings shall apply.

- During periods other than regular Semester( interterm, holidays), the appeal committee reserves the right to alter the timing of the appeals process as necessary, due to faculty/ staff/ student availability.
- A separate appeal process is followed in case of academic dishonesty as per the academic catalogue.

## **15.7 Disciplinary Measures:**

The following disciplinary measures comprise a range of official action that may be imposed for violations of regulations. The extent of disciplinary action will depend upon the seriousness of the offence. The committee, after its deliberations, reserves the right to take one or more of the following measures, but are not limited to:

### **15.7.1 Acquittal of the student.**

The case against the student be dismissed if the student is not guilty.

### **15.7.2 Written Warning/ Reprimand.**

An official warning from the Disciplinary Committee that provides details on the violation and a warning concerning future behavior should be written to the student. This is a warning that further misconduct may result in more severe measures. This may include loss of restriction from certain

activities or privileges. The letter should be acknowledged in writing by the student who is also expected to write an apology letter with a commitment to stop the offence.

There will be a maximum of two warning letters to be governed by the following guidelines:

- **First Warning:** The first warning shall remain valid for a probationary period of twelve months from the date of issue. During this period, the student must fulfill certain conditions and have good conduct or otherwise be subjected to the imposition of further or more disciplinary penalties. A copy of the warning letter will be put in the student file.
  
- **Second Warning:** If within the twelve-month period the student commits a similar or any other offense, which does not warrant summary dismissal, a second warning will be issued. The two warnings shall remain valid for a period of twelve months from the date of the second warning. The second warning will clearly state that if the student commits a further offence or misconduct during the validity of the second warning letter the student will be expelled.

**Validity:**

A letter of warning that is over one year old shall cease to be valid if no further complaints are registered against the student.

**15.7.3 Call for restitution/replacement/repayment:**

A requirement that the student makes restitution, reimbursement, payment of cost or service, repair or compensation for any loss, injury or damages will be required of the student. This will be in monetary or in the form of appropriate service or material replacement. The compensation shall be commensurate with the nature or gravity of the offence committed. Restitution may include relationship reconciliation.

Failure to pay such charges may result in additional sanctions (including but not limited to, denial for re-enrollment or refusal to release official transcripts and records).

**Restitution Fines: Levying of a fine.** The student may be required to make payment to the university or to another specified person(s) or group(s) for damages incurred as a result of a violation of any regulations e.g. damage of property. This varies according to the violation. Restitution fines may include an administrative fee for processing.

**Social Probation/ Loss of privileges:** This action may include limitation in or restriction or prohibition of specified privileges and any other university activities, which is deemed redemptive for a specified period of time.

Privileges are those that if restricted may affect full participation in campus life but not make it impossible to complete academic requirements. This includes but not limited to denial of a student's right to access or use of any part or all of the University's premises, equipment, facilities like student residence, services, activities, programs, meetings, or events or those held by, on, or in association with the University.

**15.7.4 Disciplinary Suspension.**

This is an involuntary separation of the student from the university for a designated period of time after which the student is eligible to return. The suspension will normally also result in deregistration or termination of a student from registered courses, any internship, practicum, or research project and the placement of an academic hold.

The student will be suspended from studies and barred from university premises and participating in any activities.

On completion of the suspension period, the student must apply for reinstatement after undergoing professional counseling among other conditions for return that should be stated. An extension of the suspension may be affected if the student did not abide by the terms of suspension.

If the reinstatement is accepted, the student will be required to go through counseling at AIU counseling centre for a minimum of one semester. The counselor will be required to write a report to the secretary once they determine the student has been restored.

Credits from other institutions acquired during the time of suspension will not be accepted for transfer at AIU.

### **15.7.5 Expulsion**

This is dismissal/discontinuation of student status at AIU for an indefinite period of time if found to have committed gross misconduct. The student can also be dismissed if s/he commits an offence while holding two valid written warnings.

Notice of permanent dismissal will be recorded on the student's academic transcript with the words "Disciplinary Dismissal".

Note: When a suspension or expulsion is upheld, the secretary will inform:

- The parent/guardian in writing using the contacts in the student's file.
- The security officer to supervise the clearance process and exit from the University
- The University Community through the available communication channel for awareness and security purposes.

Once the student receives the suspension or expulsion letter, s/he will be required to:

- Sign the letter in the presence of the security officer as a witness.
- Submit the student ID and KPP to the Registrar
- Clear from the university using clearance form within a maximum of 2 days.

The security officer will follow through the clearance process to ensure the student has handed over all the university property (house keys, books, sports items, etc) and left the university compound.

- a) Note: Part of the condition for disciplinary sanctions will include and not limited to referrals for different kinds of counselling, therapy or to appropriate community resources, such as alcohol/substance assessment or rehabilitation.
- b) When students are suspended or expelled for disciplinary reasons, they will suffer the academic consequences of their action and there will be no refund of tuition or room charges for the term. Any financial aid will be cancelled.
- c) Disciplinary measures for non-academic misconduct shall be filed in the student record/file but not recorded on a student's transcript unless the student is suspended or expelled. In the case of suspension, the transcript notation shall be removed upon the lapsing of the suspension.
- d) Refusal to comply with a disciplinary measure imposed under this policy is itself a serious offence and may result in further disciplinary action.
- e) Where a monetary disciplinary measure is imposed, the costs to the University and the degree of financial hardship imposed upon the student, if any, should be taken into consideration.

### **15.7.6 Suspension of Group Recognition**

This sanction consists of the withdrawal for stated periods of time of all or part of the official recognition of an organization or group. Such sanctions may include conditions for reinstatement of recognition. Total removal of recognition results in complete suspension of the activity of the group.

On completion of the suspension, the student must apply for their official lifting. An extension of the suspension may be effected if the student did not abide by the terms of suspension.

#### **15.7.7 Revocation of Group Recognition:**

This sanction is permanent cancellation of the official university recognition and privileges of a group and results in complete suspension of the group.

Impose any other disciplinary measures or sanctions, pardon or any other decision deemed necessary in the prevailing circumstances. E.g. Exclude a student from the residential houses for such a period as the Committee may deem fit – in such a case the Parent/ sponsor or guardian will be notified of the suspension /expulsion.

### **15.8 Saving Clause**

The provisions of these rules and regulations and any decisions made by the Senate Disciplinary Committee thereof shall not derogate from or prejudice the right of the Police or any member of the public so entitled to bring any action or institute legal proceedings in respect to the same state of facts against any student in a court of Law, nor shall anything herein preclude the state from taking any action as it may deem necessary against any student.

### **15.9 Penalties for Student Organizations:**

Student groups and organizations may be charged with violations of AIU policies as defined in the specific policy documents that set up the said group or organization. Such groups and its officers may be held collectively responsible when a violation of these policies occur either during an event sponsored by the organization or by an individual representing or associated with that organization or group.

The following penalties may be imposed upon groups or organizations: deactivation, warning, reprimand, probation, fines, and loss of privileges or restitution.

### **15.10 Security – Guiding Principles**

- i. Security officers shall not harass or intimidate any student in the course of duty or any investigations.
- ii. Students shall abide by summons issued by the university staff in relation to a complaint under investigation. Failure to do so will constitute disciplinary action.
- iii. Security officers have the right to pursue any student found or suspected to be in the process of committing a crime without prior consultation with the respective staff. However, the staff must be informed of such activity taking place.
- iv. If a local search is required, the warrant to do so will be issued by the respective Dean after consultation with the Security officer. During the search, the student involved and the officer in charge of the service point relevant to the case will be present to witness the operation.
- v. Depending on the nature of the offence, the respective Dean in consultation with the Security Officer may, through the office of the Vice Chancellor, refer the complaint for further investigation and action to the law enforcement agents in the public domain.



- vi. Any student involved in breaking of the Kenyan Law within or outside the university premises shall be handed over to the law enforcement agents for appropriate investigation and action.
- vii. Criminal activities will be reported directly to the police, however, the University reserves the right to take independent disciplinary measures in accordance with its values and doctrines without prejudice to what the courts may do.

### **15.11 Protection of Name**

- j) The name of “Africa International University” may not be used by any student organization without the written approval of the Vice Chancellor. Disciplinary action shall be taken against any student using the name without approval.
- k) Students are expected not to be engaged in any acts liable to bring the name of the University into disrepute and infringing on the personal rights of others.

### **15.12 Confidentiality and Management of Records and Evidences/ Exhibits**

The disciplinary information and records will be treated as highly confidential, in compliance with applicable university policies and procedures.

The university may use or disclose personal information, including where:

- a) It is authorized by the affected individual;
- b) The university determines compelling circumstances exist that affect anyone’s health or safety in accordance with the relevant Procedures for the Disclosure of Student Personal Information in Emergency or Compelling Circumstances;
- c) It is authorized or required by law, for example, an incident involving a minor, Occupational Health and Safety legislation, or Human Rights legislation;
- d) It is for the purpose of preparing or obtaining legal advice for the university;
- e) It complies with a summon, a warrant or an order issued by a court, person, or body in Kenya with jurisdiction to compel the production of information;
- f) The university uses or discloses the information for the purpose for which the information was obtained or compiled or a consistent purpose (for example, where it is necessary to fulfil the university’s duty of procedural fairness or where necessary for the conduct of the investigation);
- g) An employee needs the information to perform their employment duties (such as to: facilitate support or interim measures; respond to an allegation; implement this policy; or take corrective action resulting from these processes);
- h) The information is disclosed to a law enforcement agency in Kenya to assist in a specific investigation; or the information is being disclosed to the Complainant, the Respondent, or another person, under specified conditions.

### **15.13 Annual Report and Expiry of Records/ Exhibits**

An annual report detailing the nature of Non-Academic Misconduct allegations, types of offenses, investigation outcomes and actions taken under this policy will be completed by the academic registrar and provided to the Senate.

Records created under this policy and its associated exhibits and procedures will be retained for a maximum of two years after the Respondent's last date of registration. After two years, the exhibits will be securely destroyed or deleted.

## 16 GENERAL ACADEMIC REGULATIONS

Africa International University has three schools – each with its own Academic Dean or Director. The Academic Deans work with the Heads of Department, and the office of the DVCAA, to make sure all the academic needs and concerns of each student are met adequately.

In addition to these members of faculty, some other staff members you will find assistance from are the DVCAA's Assistant, the Registrars' staff, the Extension Officers, the Academic Administrators among others.

Note:

This is an outline of key matters found in our academic policies and expressed here only in skeleton form. For more detailed information on academic matters, kindly refer to the prospectus/ catalogue on the website or consult your Academic Advisor as the first contact, or the Head of Department, the Academic Dean, Registrar or even the office of the DVCAA.

### 16.1 Descriptions:

**1.0 Academic Advisor:** Students are normally provided with an Academic Advisor. This is done by the Heads of Department (HOD) so that he or she does not carry the full load of advising. By implication, if you are not assigned an advisor, see the HOD or Director of Programme.

**2.0 Registration:** Registration is required before attending classes. The Registrar announces the time of, and oversees registration. Academic Dean's permission is needed for late registration (after the second week of the semester). Registration involves the selection of courses that a student is to take each term which guides the generation of class lists, student transcripts and guides the Finance Office to charge a student appropriately. This is done electronically through the student portal on the AIU website. Late registration is done on a registration form available from the Finance Office.

**3.0 Change of Registration:** Courses should be dropped within two weeks of the semester working with 13 weeks of classes (or its equivalent for modular/holiday students) and the latest the 4<sup>th</sup> week of the semester after which a student is automatically de-registered. See details of financial implications on the financial policies of the University.

**4.0 Transfer of Credits:** Unless otherwise specified (for example, some diploma credits credited towards the Bachelor degrees) transfer is only from uncompleted programmes, must be a B or above for courses comparable to AIU requirements. To initiate this process a student is to apply using a 'transfer of credit form' available from the Registrar's Office and downloadable from AIU website.

**5.0 Validation of Courses:** This applies in situations where a student opts to test out of a required course out of prior knowledge of the content. The procedure is to submit a request to the HOD who will consult with the Academic Dean or DVCAA for approval. A validation exam may be required and B or a better grade attained. In any case, one will still do the total number of hours required for the programme enrolled. Application form for course validation is available from the Registrar's Office.

**6.0 Change of Programme:** Processed in the Registrar's Office using a change of programme form. It is done free of charge the first semester in AIU but it attracts charge after that.

**7.0 Class Load:** AIU operates a semester cycle, where each semester is 13 weeks of classes (or equivalent in terms of contact hours) and two weeks for exams. The normal load is 5 to 7 courses of 3 credit hours each for Masters and undergraduate programmes. Ph.D. students will be advised by

their academic advisors of their programme templates. Students should always be guided by course listing per semester and advice from the Academic Advisor and HOD.

**8.0 Absences:** Class attendance is required of all students and one should not miss more than 20% of total classes/lessons taught. Failure to meet a minimum of 80% class attendance may be barred from attending university examinations for these courses.

**9.0 Withdrawal from AIU:** For temporary or permanent withdrawal from AIU, write to the Academic Dean of your school and copy the Registrar and Dean of Students. A withdrawal form is available from the Registrar's Office and downloadable from the university website.

**10.0 Categories of Courses:** For all AIU programmes, there are Common courses + Programme Core courses + Specialisation courses. Details will be given when you meet with your HODs and Academic Advisors based on your programme template.

**11.0 Maximum Duration:** Ph.D. and DMIN (7 years), MDiv (7 yrs), MA (5 yrs), Bachelors (8 years) Diplomas and Certificates (4 yrs).

**12.0 Faculty Evaluation by Students:** Students have the opportunity to evaluate teachers at mid-course and end of course. Academic Dean's or Quality Assurance Office gives out the evaluation forms. This is meant to provide an opportunity for students to suggest where a course could be improved.

**13.0 Examinations and Student Assessment:** Continuous Assessment – 30% and Final Examination or other forms of assessment in lieu of final – 70% for most Bachelor's programmes. Continuous Assessment 60% and Final Exam 40% for Masters and Doctoral Programmes and some undergraduate programmes as specified in their programme templates.

**14.0 Moderation of Exams:** Provision is made for internal and external moderation.

**15.0 Incomplete Grade Procedure.** There is a procedure for handling work that you are not able to complete by set deadlines by the end of a semester. You must adhere to this procedure, otherwise, you fail the course. See form for application of 'Incomplete Grade' from the Registrar's Office or AIU website. An Incomplete grade not removed (completed) by the beginning of the 3<sup>rd</sup> week of the following Semester automatically converts into an "F" grade and this course must be repeated.

**16.0 F grades** may be improved to a grade not higher than 'C' by repeating the failed course. Replacing the failed course with another course is allowed with departmental approval but both grades (the "F" grade and the full grade of the replacement course) will appear on the transcript and used to compute the cumulative average. Consult the academic policies and the university catalogue for specific guidelines on Failed courses.

**17.0 Appeal:** For any grade dispute, consult the lecturer first, if not resolved, present a written appeal to the Academic Dean of your School. See more information from the academic policies.

**18.0 Academic Probation/Termination:** Academic probation is determined after doing at least 12 credit hours. This applies to students not meeting minimum grades required for the programme. The minimum grade cumulative average required for undergraduate students is 40%, a minimum of 50% cumulative average is required for Masters and Ph.D. students.

**19.0 Academic Dishonesty:** Students shall observe complete honesty in all academic matters. Any form of academic dishonesty including, but not limited to, plagiarism and cheating must be reported in writing to the Academic Dean as explained in the catalogue.

**Remember:** *Academic dishonesty in scholarship equals to change of figures in accounts.*

**20:0 Graduation:** This is tied to students meeting academic, character, and financial requirements.

**SENATE APPROVED GRADING SCALE**

**Grading scale for Postgraduate Students**

The standard for conversion of raw scores used in all graded courses is shown in the following table.

Percentage	Letter Grade	Level of Achievement
70 % and above	A	Excellent
60 - 69 %	B	Good
50 – 59%	C	Fair
0 – 49 %	Fail	Fail
I - Incomplete Grade		
W – Withdrawal		

**Grading scale for Undergraduate Students (Certificate, Diploma and Bachelors)**

The standard for conversion of raw scores used in all graded undergraduate courses is shown in the following table.

Percentage	Letter Grade	Level of Achievement	Degree Classification by Average	Diploma and Certificate Classification by Average
70 % and above	A	Excellent	First Class Honours	Distinction
60 - 69 %	B	Good	Second Class Honours (Upper Division)	Credit
50 – 59%	C	Fair	Second Class (Lower Division)	Pass
40 – 49 %	D	Poor	Pass	
0 – 39%	F	Failure	N/A	N/A
	I	Incomplete		
	W	Withdrawal		

*N/B*

*Pass mark for undergraduate students is 40%*

## **16.2 Mobile Phone Policy**

As a means of ensuring academic integrity and to minimize public distractions and interruptions, the following policy shall be observed with respect to the use of mobile cell phones on the University campus:

- i. No student is permitted to have a mobile cell phone (or a similar electronic device) in his/her possession during any examination or class test. Violations of this regulation will result in a penalty adversely affecting one's academic record.
- ii. All mobile cell phones must be switched off or placed on silent mode during all class sessions, chapel services, meetings, and public gatherings.
- iii. All mobile cell phones must be switched off or placed in silent mode in certain designated study and administrative areas including the Library, the Computer Lab, the Senate Room, and all other conference rooms when the rooms are being used for meetings.
- iv. A common courtesy, in the form of exercising a voluntary willingness to switch off one's phone or to place it in silent mode, should be observed during any serious conversational engagement. This practice has particular application to one-on-one interactions that relate to academic advisement or tutorial instruction, personal counseling, spiritual mentoring, and business matters.

## **17 ACADEMIC RESOURCES**

### **17.1 Lecture Rooms**

There are 11 lecture rooms that can seat 400 students at any one time. A multi-purpose hall that can seat up to 1000 people hosts various University functions, including chapel services, large classes and public lectures. Additional classroom facilities will be established as the university grows in student numbers.

### **17.2 Book Centre**

African Christian Text Books (ACTS) operates a bookshop on campus that stocks books and materials in diverse theological disciplines at reduced prices.

### **17.3 Library**

#### **17.3.1 Vision, mission and Objectives**

##### **17.3.1.1 Introduction**

The Tony Wilmot Memorial Library is named after NEGST/AIU first Principal, Anthony Talbot de Burgh Wilmot. The collection consists of over 60,000 volumes. These include books, periodicals, Audio-Visuals, Maps, Pamphlets, CD ROMs and Online databases. It is one of the leading theological libraries in Africa. The library's services are available to students, faculty, staff, Alumni and external researchers from other institutions and churches.

### **17.3.1.2 Vision:**

To be a leading resource centre in the provision and dissemination of information resources for learning and research.

### **17.3.1.3 Objectives:**

To equip the University community with information skills by developing and implementing information literacy/user education programs, participating in the teaching of courses to facilitate effective exploitation of information resources, and develop critical thinking.

To support the research, teaching, learning, and administrative activities of the University by selecting, organizing, maintaining and providing access to high-quality information resources of diverse formats within and without the University.

To provide an appropriate and conducive environment for individual and group study, and to facilitate the use of Library resources.

### **17.3.1.4 Values:**

The library fully upholds the values of AIU of Excellence (academically) with Relevance; Faith with Integrity; Leadership with Servanthood and Stewardship; and Innovation with Community. Additionally, the Library identifies the following two as values at the heart of its service.

- Respect: We treat everyone with equal consideration and courtesy.
- We encourage differences in perspective and maintain openness to new ideas.
- We engage others with compassion, empathy, and tolerance.

### **Creativity and Flexibility:**

We meet the changing needs of the Library and its users by developing innovative solutions, practices, and services in an environment that supports flexibility, collaboration, and openness to new ideas and practices, and forward-thinking.

## **17.3.2 General Information:**

### **17.3.2.1 Library Membership:**

Membership is open to all registered students at AIU, faculty, and staff. Alumni are allowed to use the information material free of charge within the Library but if they need to borrow they can register at a subsidized annual fee of Ksh. 1000. For external membership one, needs to get our membership recommendation form filled and attach passport size photograph after clearance by the Librarian. An annual fee of Ksh. 2000 is charged, membership ceases if one ceases to be a member of the University, or one year after registration as an external user.

### **17.3.2.2 The Collection**

Efforts have been made to develop a collection of Information Resources in different media. This includes:

PRINT: books, journals, pamphlets, reports, theses, dissertations & maps

NON – PRINT:

- Online Resources – Journals, Databases of the Bible, Bible Commentaries and Encyclopaedias, etc.
- Videos- talks, sermons, counselling, etc.
- Audio Cassettes - sermons, talks, lectures, etc.
- Microfiches - books on microfiche, theses
- CD-ROMS - Databases of the Bible, Bible Commentaries and Encyclopaedias, etc.

- Filmstrips - Overhead transparencies
- Electronic books on kindles, in various databases and on the AIU server

1. General Collection: These are books that can be borrowed out. The number and period you can borrow varies as follows:

- Faculty, PhD, Mphil, MTH - 15 books for one month
- Masters Students - 10 books for 2 weeks
- Bachelors, Diploma & Certificate 5 books for 2 weeks
- Modular Students - 5 books for 2 weeks
- AIU Staff - 5 books for 2 weeks
- External Members - 5 books for 2 weeks

## 2. Reference

All books marked “Ref” can only be used inside the Library and should not be taken out. Ref –T refers to Theses on reference.

## 3. Reserved Collection: This is a special collection.

It contains titles recommended by lectures for certain courses.

- A student is allowed to borrow one book for 2 hours only and can renew for another 2 hours as long as no else requires it at that particular time.
- You can also borrow books from the reserve for overnight reading at 10.45pm and return the following morning at 8.00 am.
- A fee will be charged on every hour overdue, calculated after 8 am.
- Reserve books for use strictly within the Library should not leave the Library, except in the evening. However, reference books on reserve should not, like other reference books leave the Library, even in the evening.

### 17.3.2.3 Arrangement of Books on Shelves

The library uses the Library of Congress (LC) Classification Scheme. Consequently, the materials are arranged on the shelves alphabetically following the LC class numbers A-Z.

A = General works	M = Music
B-BJ = Philosophy	N = Fine arts
BF = Psychology	P = Language & Literature
BL-BX = Religion	Q = Math, Science, Computer Science
C,D,E,F = History	R = Medicine
G = Geography, Anthropology, Recreation	S = Agriculture
H = Social Sciences, Business	T = Technology, Engineering
J = Political Science	U = Military Science
KF = Law of the United States	V = Naval Science
L = Education	Z = Bibliography, Printing, Publishing

#### **17.3.2.4 Finding Books in the Library**

This is efficiently done using the Online Public Access Catalogue (OPAC). OPAC is the database that contains the listing of books, electronic books, journals, electronic journals and audiovisual materials owned by the Library. The OPAC is available in web format via terminals in the Library or AIU website <https://www.aiu.ac.ke/library>.

#### **17.3.2.5 The Electronic Library**

AIU Electronic Library provides access to, online journals, electronic Bibles, databases of journal article abstracts and citations, scholarly materials and other reference databases for the AIU community. They can be accessed from <https://www.aiu.ac.ke/library>.

#### **17.3.2.6 Library Use Regulations**

**Borrowing:** Except for References and Special Collections, all other books can be checked out; issuing of books stops 15 minutes before closing time.

- i. Library materials are issued to clientele who have their identification card.
- ii. The Library clientele, in whose name a Library material is issued, is charged with the responsibility of securing and returning the items to the Library.
- iii. Loan Period: See above
- iv. Renewals are not permitted if the information material has been placed on hold (reserved).  
NB: Self renewals via the internet or sending details via email or phone can only be done once. You will need to bring the books back to the library thereafter.
- v. Reserved materials may be checked out 30 minutes before closing time for overnight use. They must be returned at 8 am the following day (assuming the Library is operating).
  - Reserved materials are used only within the Library and may not be checked out.

#### **17.3.2.7 Clientele Conduct**

- i. Silence should be strictly observed as noise disturbs other users.
- ii. Food, drinks, and any other materials that may damage library materials are not allowed into the Library.
- iii. Personal effects/bags should be left at the baggage area with the security personnel immediately after the main entrance and a tag secured.
- iv. No part of a book, journal, or newspaper should be removed
- v. Any member of the Clientele who breaches the Library rules and regulations runs a risk of being suspended by the University Librarian from using the Library for a period not exceeding 2 months.

#### **17.3.2.8 Fines and Library Materials Damage**

1. A user who fails to return or renew books is charged an overdue fee of five shillings per book per day.
2. A user who fails to return a Reserved Book at the expected time shall be charged a fine of Ksh. 10 per material per hour.
3. The total maximum fine allowed is Ksh. 200, beyond which borrowing rights are withdrawn automatically by the system.
4. A borrower who damages or loses library information materials will be required to pay the current market price for the information material, shipping cost and 10% administrative charges.
5. Borrowers are expected to take full responsibility for information materials under their names or else, they will be liable for the loss or damage.



### **17.3.2.9 Use of the Computer/Multi-Media Laboratory**

The Multimedia Centre is operational and is primarily used for searching online databases and training of library users on the use of information resources.

### **17.3.2.10 Study Carrels and Rental Boxes**

- Study carrels are rented to students at a termly fee of Ksh. 500
- The small boxes on the left as you enter the Library are rented out at Ksh. 100 per term.
- These shall be given out on a first-come-first-served basis, with priority being given to MTh, Mphil, and Ph.D. students.
- All inquiries and payments are made to the Circulation Desk Assistant and a receipt given.
- Reference books and journals should not be locked inside the study carrels and rental boxes.

### **17.3.2.11 16.3.2.11 Binding Services**

The things that need to be spiral bound (at a fee) are submitted to the Library Secretary a day before. This is because there is no full-time binder and so time has to be planned for the same.

### **17.3.2.12 16.3.2.12 Photocopying Services**

- Photocopy of materials that are not loaned out is done by filling the photocopy request forms at the Circulation Desk.
- The Circulation Assistant takes the items to the photocopier and you collect your copies and pay at the Circulation Desk.
- The users are expected to have authentication to access the AIU network to use the photocopier. The cost goes to the student's account directly.

## **17.4 Information and Communication Technologies Department**

*Supporting Excellence in Teaching, Managing, and Studying*

### **17.4.1 General Information**

#### **17.4.1.1 Introduction**

The IT department offers several services to the students. All the services offered ought to be used for purposes appropriate to AIU's mission. They will be discussed in more detail below, and they are:

- Accounts & Email
- E-learning & e-portfolio
- Virus & Spam Protection
- Internet (internal & external web)
- Community Site
- Training
- AIU's Resources.
- Software
- Computer Lab and Printing

Computer Support – *Call \*192, 194, 195, and 197 (for those within the campus) or call the university reception desk through 020-2603664 and request to speak to an IT staff, or call the ICT department directly through 020 255 3188.*

#### **17.4.1.2 Accounts and Email**

Security: every user is assigned a single user account. User accounts and their passwords must not be shared with any person. Married students are also not expected to share passwords unless they

have approached the IT to set up account sharing. The infringement of this policy shall qualify to be a disciplinary case.

NB: IT will never ever ask a user for his/her security information (password). Any attempt to acquire a password from the user should be reported to the IT immediately, as it is an attempt to breach security.

#### **17.4.1.3 Password Reset self-service**

Go to <https://ssp.aiu.ac.ke> and or use AIU website and under student login check password reset.

Log in with your current username/user ID and password to set up your security profile.

When you login the first time to this application, you will be required to set up your security profile by filling up the form with some security questions and personal email.

Once you set this up, you will be able to reset your forgotten password from the application you are trying to logon to; all the applications will have a forgotten password or change password link.

The required information will be utilized to verify your identity when you want to reset your password(s). Remember you will only have to update your Security Profile once.

A page with the applications requiring login comes up. You can log in to any of the services AIU Webmail, Library or E-learning to access.

#### **17.4.1.4 How to check emails off campus**

Find an internet-connected computer

Go to <https://www.aiu.ac.ke>

The AIU website will open

Click a link called “Student Login” located among the links on the top right side of the site. Under the student login link, you will find “Email” link. After you click that:

A window asking for a *username* and *password* opens

Type your username and password.

Click inbox to check your new mails.

#### **17.4.1.5 E-learning and e-portfolio**

The university offers e-learning. IT offers the technical platform for the same.

How to access the e-learning portal via the website

Find an internet-connected computer

Go to <https://www.aiu.ac.ke>

The AIU website will open

Click a link called “Student Login” on the left menu pane. Under the student login link, you will find “ODEL” link. After you click that:

Enter your login details – *username and password ( your student admission ID as your username)*

Navigate to your desired course.

#### **17.4.1.6 Virus, Spam, and Phishing Protection**

The ICT department recommends the installation of software for users’ computer protection. It also buys and installs antivirus on all university computers to protect the computers and the university network from attacks of malicious programs.

The department also communicates to the users whenever there are changes to network and security alerts to encourage users to be even more vigilant.

The department is also in charge of spam control by implementing measures and protocols that affect the same. This safeguards the network users from malicious emails from internet fraudsters.

#### **17.4.1.7 Internet**

The department offers students with internet access. We offer access through Wi-Fi on and around specific buildings as at now (expansion of the wireless network is currently ongoing with an aim to cover the entire campus).

We also have internet-connected computer labs (discussed in detail below) accessible to students. For the students with personal laptops, we adjust the network settings to work on the campus network.

The department provides every user with a network storage folder commonly known as the P: drive.

#### **17.4.1.8 Training**

Training is developed by the Department as a service to the student, faculty, and staff of the AIU community. Training may be general or for specific software, processes or projects. The Department may coordinate the scheduling of resources, volunteers or contractors for training.

While much training by the Department is limited to 'orientation' style presentations, covering the content of application features in general. The Department may provide any training it believes to be in the interest of AIU or any part of the AIU community in collaboration with the library department when capacity is adequate and time allows.

#### **17.4.1.9 AIU Resources (computers, scanners, printers, security devices, monitors, telephone units)**

All users are required to agree to policies, procedures, and guidelines in the use of Department Property and Services. All information technology property, equipment and software, and the location is/are subject to the management of the Department.

Management of these resources shall include cleaning and maintenance, determination of appropriate or best use(s), inventory, and software licensing, installation and control.

#### **17.4.1.10 Software**

AIU agrees to and supports all software licensing that applies to the software used at AIU and requires that those who use AIU resources also agree and support the same while at AIU. This legally and morally binds students, staff, faculty, and visitors using network services to honor the license and lease provisions of software.

Licensed only for AIU computers! -

Microsoft Office (Word, Excel, Outlook, & PowerPoint; & sometimes Access or Publisher)

Other software is available on Lab or Library computers

Corporate anti-virus software.

Copying software so you can use it on another computer is generally stealing!

These software are meant to facilitate and support the educational needs of the users only.

### **17.5 Computer Lab**

The IT department also offers a computer laboratory that is accessible by students, faculty members and administrative staff. It is managed by a lab assistant, who is the first stop for help by the computer user.

The hours of operation are between 8:00 am and 11:00 pm from Monday to Saturday. It remains closed on Sundays.

### **17.5.1.1 The general guidelines for lab use are as follows:**

The use of the Computer Lab is restricted to those agreeing to abide by the requirements of the Computer Lab.

Lab use is limited to those units and resources provided. Lab use is not guaranteed to the user but will be provided on a first-come basis. When there is a queue, First Come First Leave (after 1 hour) Lab use may be curtailed by the Lab Assistant

Use is limited to that software on the computer and those services provided to the user based on the user login account.

Computers and other hardware and software resources are provided for use “as is”. There shall be no changes made by the user for any reason. When there is trouble or difficulty with the unit or resources, the user should refer to the Lab Assistant.

General Politeness shall be observed.

Minimal/No noise / Conversations / Phones

No individual visitors/children

Other things the department does are:

Communicates incidents or changes directly.

### **17.5.1.2 Printing**

There is a printer located at the General Computer Lab that caters for all printing needs of the students. The printing charges are determined from time to time.

The IT monitors and records all the printing activities on the printer and submits the same to the Finance department so that the printing charges are credited to the student’s financial account. The money raised from the printer is used to support the computer lab. Photocopying services are also charged.

Scanning services are not charged.

### **17.5.1.3 Help Desk and Computer Support**

All support services are provided for AIU staff, faculty, or students using AIU equipment.

Providing solutions for problems using the Computer and provided software.

Planning and assistance on projects and new efforts in using the computer as a management tool.

The Department establishes the priority for support not related to current tasks. Given the limits of manpower, some requests may not receive attention.

## **17.6 AIU Network Use Agreement**

### **1. General**

1.1. IT Policy, Procedure and Best Practice (PPPB) is here summarized and will inform any variations of interpretation of this document.

1.2. I understand that the space given to me on the system to store my files is for the purpose of studies and contracts with the Institution. I need to make diligent effort to conserve these shared resources by frequently deleting or otherwise preserving. I will not store personal music, or video and picture material nor copy or backup non-AIU material.

- 1.3. When I am no longer associated with the AIU my account and information may be removed from AIU computing and networking facilities without notice. Should I wish to retain any of this, I must make arrangements in advance for its preservation and take possession of it prior to leaving AIU.

## **2. Network**

- 2.1. I understand that the use of any AIU system for any commercial solicitation is prohibited (except for AIU sanctioned activities or events).
- 2.2. I understand that the Information Technologies Department reserves the exclusive right to prioritize use and access to the AIU systems.
- 2.3. I understand that I am responsible for the appropriateness and content of material I transmit, store or publish on the system. And that certain categories of material will always be considered inappropriate and therefore prohibited, including hate mail, harassment, chain letters, discriminatory remarks, pornographic, pedophilic or antisocial behaviors.
- 2.4. I will not use personal electronic or network devices to access the network serviced without specific permission from the IT Department for each and every device or incident.

## **3. Security**

- 3.1. I understand that network accounts are to be used only by me, the owner of the account. I shall not share my account password with any other person. And, I will not store a record of my password in any location that might be accessible by another person, or on a network or computer.
- 3.2. I understand I am the only one responsible for any and all activity under my account.
- 3.3. I will not seek information on, obtain copies or modify files, other data, or passwords belonging to other network users or systems. I will not misrepresent other users or systems on the network, or attempt to gain unauthorized access to the system.
- 3.4. I will change passwords regularly and within the subscribed periods and guidelines.
- 3.5. I understand that AIU is in no way responsible for any damage or inconvenience that might result to me and others from my Internet use.

## **4. Copyrights**

- 4.1. I understand that any unauthorized installation, use, storage or distribution of copyrighted software or other materials on or from AIU computers is strictly prohibited by legal lease.
- 4.2. I understand that the Department is responsible for all software on the AIU network and all AIU computers. I will, therefore, neither copy nor install software without the specific permission of the Department.

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I have read and understood and will abide by the above Network Use Agreement. I further understand that any violation of the regulations above is unethical and may even constitute a criminal offense.

By failing to abide by this agreement I may have my account or permissions restricted or revoked without compensation or notice, I am likely to be subject to AIU/AIU disciplinary action, and/or legal action as deemed appropriate by AIU.

User Name (printed): \_\_\_\_\_ User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 17.7 ODeL Department

The AIU Open Distance and eLearning Department (ODeL) has a vision of supporting Technology integration to enable and enhance empowered, self-managing, lifelong learners. The ODeL Secretariat is housed at the CLMC building.

ODeL Department offers the following services:

- Learning Technologies Support; E-learning Course Management & Delivery
- Instructional Design for E-learning Courses and Products

E-Learning is defined as a formal educational process in which the majority of the instruction occurs when student and instructor are separated by time and/or location. The Students admitted to Africa International University (AIU) may register in any of the courses that are offered by Open, Distance, and e-learning (ODeL). Distance Learning (DL) courses offer one to four semester hours of credit and are equivalent to on-campus courses in terms of transferability (no distinction is made on college transcripts). Support services for the students will be in the form of face-to-face teaching, ICT based electronic platforms, compact discs (CDs), Internet (where available), library services and other teaching/learning media. The face to face teaching includes residential sessions for orientation and continuous online tutoring.

### **Orientation**

New students admitted through ODeL undergo orientation at the University's Main campus, at least once. ODeL course orientation is mandatory and will provide an overview of course expectations, course syllabus, technical requirements for Learning Management Systems (LMS), the E-Learning Student/faculty Handbook, and other information as determined by the course instructor. Course Orientation is to take TWO days either on campus or through teaching centers or virtually.

### **Ownership of Material/Intellectual Property**

Intellectual Property Policy defines the intellectual property and outlines disclosure procedures, royalties and proceeds participation, equity and management, infringement, and production of properties by students. AIU reserves the exclusive right of ownership of all electronic courses, documents, programs, curricula, etc. developed under the auspices of the university. No established AIU online course material may be transferred to any outside entity in part or as a whole. Each instructor will sign an agreement of ownership prior to teaching an online course(s). ODeL will adhere to the university's intellectual property policy.

### **Attendance/Absence**

Online instruction differs fundamentally from traditional classroom instruction in that the student may access the online resources at times that are convenient to the student's personal schedule within a range of times defined by the instructor.

### **Academic Honesty Policy**

Academic honesty is a fundamental attribute of higher learning. Students who violate the principle of honesty deny themselves an opportunity to master the skills that they are credited to possess, cheat their classmates of deserved recognition, and demean the university and its degrees.

### **Examination**

All courses shall be examined during the academic year in which they are studied. The assessment shall consist of quizzes, discussion forums contributions, chats and class assignments (individual and group assignments) and a two-hour examination, at the end of the session. The university examination policy to apply in the administration of the examination. It is the responsibility of the student to be familiar with the course syllabus and know where course exams will be administered. ODeL will develop guidelines for exam invigilation for teaching centres.

## **18 INTERNATIONAL STUDENTS' AFFAIRS**

### **18.1 General Information:**

AIU welcomes students from around Africa and the world. In recent years, international students have made up around 20% of the total student body and they represent around 30 countries. At AIU, students study together in an African context, learning from one another and from faculty who also hail from various countries. The campus is an interesting mix of African cultures, intermingled with other cultures and a great variety of Christian denominations.

Many people on campus are here to support you in your transition to AIU. Feel free to ask for help when you need it. The Admissions Office is very helpful in directing you to the appropriate offices as you apply. The International Student Coordinator is available to help you get settled and for on-going support. The email address is: [international.students@africainternational.edu](mailto:international.students@africainternational.edu) or [Dean.students@aiu.ac.ke](mailto:Dean.students@aiu.ac.ke)

AIU highly values the contribution international students make to this multi-cultural learning environment. Come ready to participate and contribute to the unique community at AIU! Studying at AIU is a great opportunity that also requires attention to certain details for international students explained in this session.

### **18.2 Location and Weather**

AIU is located in Karen, a suburb of the global and very diverse city of Nairobi. Nairobi is the East African hub of 3-4 million and growing daily. The city of Nairobi lies at 5450 feet (1661 meters above sea level) and Karen is even higher. For most of the year, Nairobi basks in beautiful sunlight and blue skies with temperatures in the mid-70s F (20s C). However, be prepared for cold weather as well, as the school year includes both extremes, cold (50s F – 10 degrees C) and hot (80s F – 24 degrees C). Nairobi is close to the equator, but the altitude makes it cool.

June, July, and August are often cold, so be prepared for cool weather upon arrival. December to March is often warm. During the cold and rainy seasons, it can feel quite cool in AIU's stone and concrete buildings.

West Africa students are always surprised at how cold it is at AIU, especially in June and July. Pack sweaters, fleeces, jackets, shawls, socks, and plenty of blankets for the whole family. Being on the equator, sunscreen is recommended for the light-skinned.

### **18.3 Stable Financial Source**

All international students are responsible for payment of their respective school fees, accommodation, food, clothing, medical fee, and upkeep while studying at AIU. International students are, therefore, expected to do proper financial planning and management so that they can provide for all their financial needs throughout their period of study. The student will also be required to pay all fees charged by the Immigration Department and any other Government department that may be involved in the regularization of the student and his/her family in Kenya. In addition, the student is required to pay a certain administration fee to the university for facilitating the application process.

All students are required to pay their full semester fees and house rent before the start of the semester otherwise they will be deregistered within a few weeks into the semester. Deregistration means that the students will not be allowed to attend classes, participate in any students' activities and will be required to vacate the university residential houses.

## 18.4 Immigration Matters: Legal Documents

The university requires all International students to bring official copies of marriage, birth, and previous education certificates with you, as well as passports and health records for all family members.

While AIU Administration will facilitate the application process and follow-up of needed documents, it will be the obligation of the students to obtain the necessary visas and permits for their families and dependents and to do all the payments.

It is an important responsibility of non-Kenyan students to ensure that they have the right immigration papers, that their passports are valid and that their stay in Kenya is legal at all times. Note that the expiry of your pupil's pass automatically renders other documentation invalid. It is illegal to be studying at AIU and be in Kenya without valid KPP.

Should the immigration authority reject the application of any document, it is the responsibility of the student to appeal to the authority. However, the school is willing to work with the student towards the success of the appeal.

### 18.4.1 Police Clearance:

Students are required to bring the original copies of police clearance from their respective countries. This will be required for the application of Kenya Pupils Pass in Kenya.

### 18.4.2 Entry- Visa (visitor pass):

All International Students are expected to obtain their entry-visa either in their respective countries or at the point of entry in Kenya. A Visitor Pass is often issued for 3 months or one month.

Sometimes international students are able to initially come in on a visitor's visa (charges varies by country). It is issued for around often 3 months in length but can be renewed once if the KPP has not yet been issued, but has been applied for.

### 18.4.3 Kenya Pupil's Pass:

Each non-Kenyan student must hold a valid passport, entry visa, approved pupil's pass and alien card during their period of study. The Students after entry to the country are expected to apply for Kenya Pupil's Pass. Once admitted, the student will receive the forms and requirements for applying for the KPP. It is imperative that you compile all the necessary information and fill the forms and return them to the Admissions Office as quickly as possible. The International Student Office will help you in the application process.

AIU can then request the KPP for you from the government. This is a strict government requirement. The application is given for one to two years depending on the Immigration officer evaluating your application. The charge fee is changed periodically so it is advisable to find out the current charge when doing the applications.

The following documents will be needed on arrival to be able to apply for Kenya Pupils Pass:

- a) A letter from your sponsor/donor organization showing commitment to provide financial assistance towards your education and stay at AIU. This should be an **original copy** signed and sent via post, courier service or physically dropped at the admissions office. Electronic or scanned signatures are not acceptable.
- b) If self-sponsored, an original copy of your bank statement, together with a signed **original letter** from yourself, detailing your intention and ability to financially support yourself in your studies. Again, electronic or scanned signatures are not acceptable.



- c) If sponsored by an individual or parent (as opposed to an organization), an original copy of the sponsor's bank statement(s), together with a signed **original letter** from them, detailing their intention and ability to financially support you in your studies. Electronic or scanned signatures are not acceptable and in addition to this, the sponsors/donors should also attach copies of their passport Biodata pages for proof of identity.

### **Renewal of Kenya Pupils Pass:**

The KPP may need to be renewed after expiry, depending on the length of the program of study. The immigration department requires this to be done four months before the old pass expires. This is the responsibility of the student to initiate this process. The renewal of KPP required the same documents requested from the initial application. Nonetheless, the police certificate can be obtained at a fee in Kenya police headquarters with valid KPP.

The Process of obtaining police certificate in Kenya is stated below:

- a) Get a letter of introduction from the registrar's office.
- b) Get your KPP slip from the record office original copy
- c) Obtain the police certificate form from the International Students office and fill the form.
- d) Proceed to police headquarters in Kenya for the submission of the police certificate and to do the fingerprints.
- e) Revisit the police headquarters after two weeks to obtain the police certificate at a specified cost.

Note:

- The Police certificate cannot be issued to anyone who's KPP has expired. Otherwise, the only option is to exit the country or visit the country embassy to obtain police certificate.
- Students are encouraged to constantly check your international passport to determine the appropriate time to begin the renewals of KPP.
- All application is done online through the help of the International Students Coordinator.

### **18.4.4 Alien Cards**

The students and their dependents will be required to register as Aliens as soon as they obtain their KPP. This needs to be done before the endorsement of your KPP into your international passport. Two passport size photographs, a copy of passport and some payment will be required. The alien card serves as an identity card while you are in Kenya. You can instead carry the Alien card.

After getting your KPP, you need to go to immigration downtown for fingerprints and apply for your Alien Card. This serves as an ID card while you are in Kenya – you don't have to carry your passport around for ID while inside the country.

### **18.4.5 New Born Babies**

All new-born babies of foreign students will be issued with a Kenyan birth certificate after a period of three months. The certificate is obtained from the Attorney General's office (commonly known as Sheria House). Once the birth certificate is issued, the parents can now proceed to obtain an international passport for their child through their country embassy in Kenya. Note that the Kenyan Birth Certificate does not qualify one to be a Kenyan citizen.

Dependent pass is only applicable to employees with work permits. Kenya Pupils Pass has no dependent pass for family members. Students with babies have to apply for a visitor's pass from time to time until the child begins his/her study in Kenya to obtain Kenya Pupils Pass.

### **18.4.6 Student's Family**

For students coming with their families, kindly be informed that the same procedure is required for children's application. At the entry point, you purchase visas for your children. Kenya Pupil's Pass is applied from different schools depending on the school your children will be attending.

The respective school will do the application for your children. The choice of school for your children depends on your preference. There is a private Christian school within AIU compound and several other kinds of schools in the neighborhood.

### **18.4.7 Refugee students:**

The refugee student can apply for Kenya Pupils Pass with refugee alien card. Kindly note the following important document required for your KPP application.

1. Clearance letter from the Department of Refugee Affairs. This is a requirement for any refugee in Kenya who wish to further their studies in a higher educational institution. They must submit the clearance letter before they can be given admission to study at AIU. The clearance letter can be obtained from the refugee secretariat. CASTROL building James Gichuru Road, Livington.
2. Copy of valid national passport or Refugee alien card
3. Copies of basic academic certificates(for those joining tertiary institution)
4. Original copy of commitment letter of sponsorship either from an organization or the person sponsoring you. For individual sponsorship, get a copy of the person's passport or identification card and bank statement.
5. Two passport size colored photos.

In addition, the following documents are required:

1. Two passport size colored photos
2. Current certificates.

## **18.5 Health**

Yellow Fever immunizations are required to enter the country. Also recommended are Tetanus/Diphtheria, Tuberculosis (BCG), Hepatitis A and B, Typhoid. If you plan to travel more widely, some students also get immunized for meningitis, polio, and rabies. Malaria prophylaxis may be recommended if you travel to warmer areas.

Check with your health care provider before leaving to see what precautions are recommended. AIU requires all students to have health insurance –either your own plan or the university insurance program as explained in this document (medical services).

## **18.6 Transportation**

If you communicate the details of your initial arrival in Kenya to the admissions office, AIU can arrange to send someone to meet you at the bus station or airport. Please give three months' advance notice for housing and one month's notice for transport arrangements to be made. Also, please communicate any changes in plans as quickly as possible.

Buses, taxis, and mini-buses (matatus) are readily available in Nairobi. If you plan to drive and you have a license, obtaining an international driver's license before arrival is recommended. AIU is 3 km from the Karen shopping Centre one direction and the Dagoretti market the other direction:-

## **18.7 Supplies/Packing**

Basic supplies are available at the Tuck Shop on campus. Karen shopping center has various types of shops including supermarkets where all shopping can be done.

AIU has a computer lab with a laser printer, but it is well-used, so a laptop is helpful. A good battery is helpful when there are power outages. *Windows Professional* software is recommended.

Internet is available in a combination of wireless and plug-in sites. Capacity and speed keep increasing – the goal is to have a decent speed internet throughout campus someday.

Cell phones are available for around \$25, most with pay-as-you-go credit. The Kenyan country phone code is +254. Many international students use Skype to call outside of Kenya from their computers (<http://www.skype.com>).

For electronics, Kenya uses 220 volts with three rectangle pin plugs. Adapters and transformers and most household items can be purchased locally. Most needed books are available in the library or bookstore. AIU also subscribes to many on-line journals.

## **18.8 Safety**

### **International students' safety guidelines**

- The University is guarded 24 hours a day and all students are requested to report any disorder to the security and safety office without delay. For those who would like to travel to different parts of Kenya for various reasons are advised as follows;
  - Make sure that you have the best leading scout who is a local and is conversant with the place you wish to visit to avoid inconveniences.
  - Make sure that you act within the Kenyan law strictly to avoid glitches with the law enforcers.
  - Always have your valid traveling documents with you for identification purposes.
  - Conceivably avoid being off the university compound or your residential area at night time. This may create unnecessary danger to personal safety.
  - Avoid carrying large amounts of money while traveling within the country or walking to the nearby centers.
  - Either within or outside the University compound all international students are advised to practice maximum personal safety. Taking proper care of personal belongings.
  - Always report any state of emergency or incident to the security and safety office without delay. You are advised to save the mobile number for the internal security officers for help in case of any emergency or danger while outside the compound.

## **18.9 Adjustment**

Moving to a different cultural environment is a very stressful experience – that's why it is sometimes referred to as "culture shock". You will likely go through a difficult period of adjustment and homesickness after the initial excitement wears off. This is normal. As you learn your way around the campus and its unique culture, you will be more comfortable at AIU.

If you are willing to learn, you will learn a great deal about yourself and others who are different from you. You will leave here enriched and transformed to help other new students.

Still, it is wise to take time before coming to prepare yourself and your family for the cultural adjustments that will be necessary by reading as much as you can about cultural adjustment and talking to other international students, you can learn what to expect. Then you will better understand the feelings and frustrations you deal with as you adjust to your new environment.

Since academics will demand a great deal of you at AIU, any preparation you can do before coming will help all of your adjustments once you arrive on campus. More important than all the "things" to pack, buy and organize, will be the relationships you form here and the ways your worldview changes. That will be ongoing throughout your life after AIU.

Due to cultural differences, you may feel confused when talking with fellow students. "What do they mean?" Communication in Africa is inferential rather than direct, so you will need to become adept at listening for what is being communicated between the lines. Ask questions when in doubt.

Students at AIU are coming from all over Africa and will appreciate the time you invest in learning about the uniqueness of their own cultures—e.g. what communicates respect. The richness of African diversity also brings with it a variety of “English” accents; East Africans can have a hard time understanding West Africans. Depending on where your teachers are from, it might be hard to understand them. Don’t feel ashamed to ask them to repeat or write a word if it is necessary for your understanding.

### **18.9.1 Academics:**

AIU studies are demanding hence we advise that you prepare yourself mentally to dive right in and try to get as much done as you can the first few weeks; don’t just relax. Also, during your first term, try to think about what your thesis will be (that is, for those of you who are writing theses) so that all your smaller assignments can build up your knowledge towards your thesis project.

Be prepared to meet a variety of teaching styles – the teachers come from various cultures/backgrounds of learning/teaching. The students also come with different ideas of the roles of teacher, student, etc. Diversity is the beauty of AIU. It can also be a challenge, but you will learn from teachers and fellow students if you come with a learner’s heart.

### **18.9.2 Church**

AIU being a Christian university will require all students to attend the chapel services held during the week as well as the Sunday service held on campus. However, you are free to pray for God to lead you to the church you will like to be attending on Sunday as you study at Africa International University. You will be guided with possible available churches within the university neighborhood for your consideration. Feel free to also check the website of the following possible churches for your consideration:

- AIU chapel church. On the campus.
- Good Shepherd: <http://www.goodshepherdagc.com/>
- Karen Community Church (KCC): <http://www.karencommunitychurch.org/>
- Nairobi Pentecostal Church-CITAM: <http://www.citam.org/>
- Karen Vineyard: <http://www.karenvineyard.org/>
- Nairobi Baptist: <http://www.nairobibaptist.org/>
- Nairobi Chapel: <http://www.nairobichapel.org/pages/index.asp>

### **18.9.3 Possible reading to prepare for cross-cultural experiences:**

Bochner, Stephen. *Psychology of Culture Shock*. 1st ed. Routledge, 2001.

Elmer, Duane. *Cross-Cultural Conflict: Building Relationships for Effective Ministry*. Intersity Press, 1994.

Elmer, Duane. *Cross-Cultural Connections: Stepping Out and Fitting in Around the World*. Intersity Press, 2002.

Elmer, Duane. *Cross-cultural Servanthood: Serving the World in Christlike Humility*. Intersity Press, 2006.

Lanier, Sarah A. *Foreign to Familiar: A Guide to Understanding Hot - And Cold - Climate Cultures*. McDougal Publishing Company, 2004.

Maranz, David E. *African Friends and Money Matters: Observations from Africa*. 1st ed. SIL International, 2001.

Storti, Craig. *The Art of Crossing Cultures*. Intercultural Press, 2007.

Storti, Craig. *Figuring Foreigners Out: A Practical Guide*. Intercultural Press, 1998.

## 19 HELPFUL CONTACTS

Academic Information	Registrar, Deans of Schools & Heads of Departments, School Administrators
Spiritual Affairs	Chaplain
Fees/Finances	Finance Officer/ Accounts
Financial Aid	Financial Aid Officer
Health Concerns	Medical Staff
Medical Insurance Cover	Human Resource Office
Library	Librarian
International Students' Concerns	International Student Coordinator
IT & Computer Issues	Information Technology Staff
House Issues	Housing Officer
Maintenance	Maintenance Officer
Security	Security Officer
Transport	Administration Officer
Any General Consultation	Student Council Leadership
Students' Non-academic Concerns	Dean of Students Department

## 20 CODE OF CONDUCT AGREEMENT: DECLARATION BY STUDENT

*(Two copies of this declaration must be signed by ALL students and ONE copy handed in at the end of Registration. A student will retain the 2<sup>nd</sup> copy for their own Reference.)*

I have read and understood the code of conduct, rules, and regulations found in the student handbook. I accept to abide by them and any other Africa International university policies, rules and regulations. I understand that should I break or violate the Code of Conduct, the principles of the Handbook or any AIU policies I will be subjected to disciplinary action and I will abide by the decision of the University Disciplinary Committee.

Student Name (Official): Print in Full.....

Adm. No.....Nationality.....PP/I.D NO.....

Programme of Study.....Department.....Campus.....

Residential Estate or AIU house No.....

Permanent Address.....

Personal Email.....

And/or.....

Telephone.....or/ and .....

Signature..... Date.....

In the presence of: Witness (Parent/Guardian/Spouse/Sponsor /Employer)

Full Name (Witness).....

Relationship.....

Address.....

Email.....

Telephone.....and/ or.....

Signature..... Date.....

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### FOR OFFICIAL USE ONLY

Academic Registrars' Office: Name.....

Signature.....Date.....