

# STUDENT HANDBOOK



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**AIU reserves the right to amend any section of this handbook as it determines.**

**For the latest update and revision of this handbook, kindly refer to the website:**

[www.africainternational.edu](http://www.africainternational.edu)

**AIU SENATE, July 2013**

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## 1 VICE CHANCELLOR'S FOREWORD



On behalf of the Board of Trustees, Governing Council, Senate, Management Board, 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-centred 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-centred leaders to transform God's people and world.

This Student Handbook has been prepared to inform you and guide you as you try to 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 in 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 continue with your studies. Kindly take time to read through to avoid any form of frustrations. Be assured, too, that the staff and the community members at large are there for you should any need for further clarification and guidance arise.

Once again welcome to the academic journey in AIU. Stay "Committed to His Mission and Connected to His World." On our side, we commit ourselves to be with you each step of the journey. Above all, the One 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)

A handwritten signature in black ink, appearing to read 'Dankit K. Nassiuma', written on a light-colored background.

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

## **2 ABOUT THE UNIVERSITY**

### **2.1 Background Information**

Africa International University (AIU) is a private, non-profit, Christian, non-denominational, and international university founded in 1983 as Nairobi Evangelical Graduate School of Theology (NEGST). Located in Nairobi's Karen area in Kenya on a 53 acre prime real estate, AIU is a project owned and sponsored by the Association of Evangelicals in Africa (AEA). Its visionary, the late Dr. Byang Kato, the first African General Secretary of AEA (then AEAM) dreamt of and advocated for theologically well-trained pastoral/church leaders who would serve and give leadership to African churches throughout the continent.

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. The University received a Charter from the Government of Kenya on March 4, 2011 and currently offers various undergraduate, masters and doctoral programmes.

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

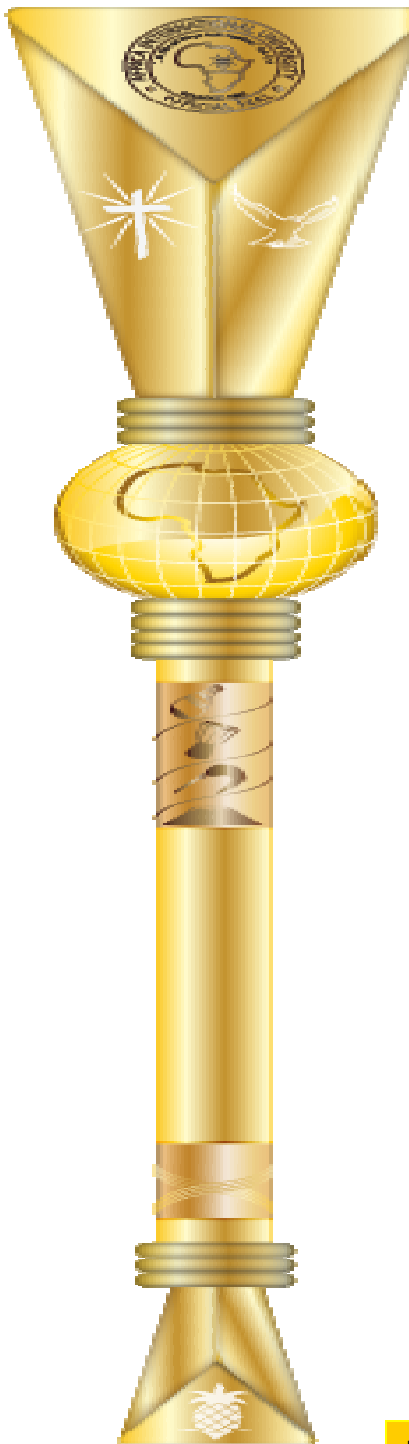
The Governance of the University is vested in the following persons and bodies mandated to perform the functions and exercise powers conferred under the Africa International University Charter.

- 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 [www.africainternational.edu](http://www.africainternational.edu)

## 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, its African heritage and as an institution of higher education.



### **Triangular prism:**

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** - a 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

1. To train men and women in the deeper understanding of the Christian faith and prepare each student to evaluate knowledge in the light of scriptural truth
2. To encourage growth in Christian character for faithful service to the church and society through various professions
3. To promote informed, reflective and effective engagement in the major issues and challenges facing the church and society in Africa.
4. 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.
5. To build institutional capacity for research, transmission and preservation of knowledge
6. To offer undergraduate and postgraduate education and non-formal program that will enhance the academic and personal development of students as life-long learners.
7. 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:

#### 1. **Christian commitment.**

Because AIU is *missionally Christian* (committed to partnering in God's mission in all of life) it will appeal to prospective students in a variety of fields who want an education that takes biblical perspectives seriously. We identify with international evangelicalism as represented by the Lausanne movement, the Lausanne Covenant and its supporting documents.

#### 2. **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.

#### 3. **Academic excellence.**

A passionate commitment to scholarship as mission, comprising academic excellence, innovative and relevant research, and life long learning. AIU is committed to research and to an African Christianity that produces thoughtful biblical solutions to African problems.

#### 4. **Focused Academic Program.** AIU will have an emphasis on *post-graduate* programs but with strongly focused undergraduate programs.

#### 5. **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 some day. 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

- 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.
- 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 enjoy very fulfilling experiences at Africa International University.
- 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 student concerning the life style 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 through out 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@africainternational.edu](mailto:dean.students@africainternational.edu)

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 student life website ([http://studenthandbook .edu](http://studenthandbook.edu))

### **3.2 Definition of a Student**

For the purpose of these rules and regulations the term “student” means and includes:

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

### **3.3 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 Extension students are required to come for a full day orientation.

### **3.4 A Student’s Expected Commitment**

- These rules and regulations shall apply to all students of Africa International University. Each student, by enrolling to AIU, is responsible for reading and adhering to all university policies.
- 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.
- 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.
- 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.

- In addition to these rules and regulations, students are expected to be responsible citizens of the civic community by observing the laws of the land.
- 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.
- When required and executed, such bond, assurance or undertaking shall have the same effect as if it were part of these rules and regulations.
- 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.

#### 3.4.1 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 discussed in the Handbook. It is the responsibility of the Dean of Students to ensure that student's rights are upheld.

#### 3.4.2 Student Right: Personal Welfare and Safety

- 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.
- To maintain a healthy diet, the campus cafeterias provide a variety of nutritionally balanced wholesome food.
- We also believe this right demands all drug, alcohol and tobacco free environment and in accordance with our Christian belief, we maintain policies that support this environment.
- 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 the study, work, social or religious life of others.

#### 3.4.3 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 as the University Moral Code demands, "To set apart in one's heart Jesus Christ as Lord" (1 Peter 3:15).

### 3.5 Clearance from the University:

Students will be required to clear with the University either on completion of studies using graduation clearance forms obtained from the Registrars office or discontinuation of studies due to but not limited to transfer to another university, disciplinary expulsion etc.

### 3.5.1 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 Academic Board and Senate for approval by the Academic Dean of each School.
- Besides the academic qualifications, the student will also be cleared on financial and character requirement as outlined in this handbook.

### 3.5.2 Withdraw from AIU

#### 3.5.2.1 Withdrawal on Temporary Basis:

For reasons deemed justifiable by the Dean of Students or the Academic Dean (e.g. health, finance, etc.), a student may formally seek permission in writing to the Academic Dean to withdraw from the University. 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.

- A written request to the Academic Dean for reinstatement is required to effect reinstatement.

#### 3.5.2.2 Withdrawal on Terminal Basis:

A student may withdraw permanently or be so asked when it becomes apparent that continuation is practically, morally or academically untenable.

#### 3.5.2.3 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. Acceptance of such credits is of course at the discretion of the other institution.

## 4 STUDENT WELFARE DEPARTMENT

### 4.1 Functions of the Dean of Students Office

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 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 Universality 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:

1. *Service delivery*: The main objective of the department is to provide quality, variety service to student 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.
2. *Liaison*. The office serves as a liaison between students and the University leadership. As 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.
3. *Health & Well Being*. The Office promotes community and individual health and well-being. Towards this end the Office will effect community-wide events, sports – both intramural and intercollegiate, community social and recreational activities, and guidance and counselling 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.
4. *Student Welfare & Development*. The Office is committed to enhance student welfare and promote 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 extension students.
5. *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 process.

## **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).

1. To give leadership to the Students;
2. To oversee and plan student activities that promote spiritual and social wellbeing among all students;
3. To promote harmonious community life; and
4. 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 the following shall apply:

- i. Candidature to the executive offices shall be open only to all full-time students, except for the special programs representative.
- ii. Candidates must have, at the time of election, a GPA that does not go below the minimum requirement for the particular program in which they are enrolled and must be maintained while in office.
- iii. Must have finished at least one term if a graduate student and one year if an undergraduate student and will continue with studies at AIU for at least one academic year.
- iv. Must be a committed Christian and has personal relationship with Jesus Christ.
- v. Student holding leadership position must adhere to the principles and policies of AIU and the Student Handbook.
- vi. Out-going Student Council members may be eligible for candidature if they meet the necessary qualifications as per the constitution.
- vii. Student on either academic or disciplinary probation cannot hold any student office.
- viii. Such a candidate must be both willing and available to serve in the Students' Council.

#### 4.2.4 Services Provided through the SC

1. 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.
2. 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.

3. The SC Office: The University has allocated the SC office that acts as appropriate meeting place for SC members and students. The receptionist is available to help secure appointments with any SC members who may not be in the office at any particular time.
  - There is a meeting space available for such groups as leaders of various clubs, task forces. The room shall be booked with the receptionist and will be available on first come-first serve basis.
4. Secretarial Services: The SC offers typing and printing services for students at a fee. This is both a service to the students and an income generating activity for the SC.
5. 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.
6. 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

1. In order to facilitate a vibrant student community, all students are expected to participate consistently in activities and forums organized by the SC.
2. Students are expected to meet their individual academic, financial and other obligations to the University.
3. The Association expects its members to live up to the University ethos as defined in this handbook and any other university policies.
4. 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.
  - 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 Campus Safety

#### 5.1.1 Security

Security is a concern for all of us and therefore requires full co-operation from all of us. The university has a full-time employee who heads the security function and can be reached on mobile phone. The campus head of security may liaise with police and other law enforcement agencies in all matters of security concern. The university has outsourced its security services to a company that is on duty 24hrs a day.

All visitors to AIU are required to identify themselves at the gates and a random car check may be carried out for those coming in and going out of the compound. The car check would include the opening of the car boot and the identification of all the passengers in the car. It is therefore important to alert your visitors coming to AIU of these procedures. It is also important that you inform the security personnel when you are expecting visitors so as to quicken the clearance process.

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 has been issued with a key to the main gate.

#### 5.1.2 Responsibility for University Property

- 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.
- 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.

#### 5.1.3 Personal Property

The University has Zero tolerance on theft crimes. Lost items should be handed over to the security office where the owners will claim them.

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.

#### 5.1.4 Motor Vehicles: Parking/Driving on campus

A student may keep and operate a motor vehicle on University premises only with written permission from the administration. Such permission will be given only on proof of the student's current Driver's license, a current Certificate of Insurance, and any other legal documentation for the vehicle. Such permission may be refused or withdrawn at the discretion of the administration.

- Members of the University community who operate motor vehicles will be assigned specific parking spaces.
- There are two areas designated for parking. The nursery parking lot and the parking zone behind block S. These areas are guarded and are therefore the most secure places for parking.
- No car shall be left parked on campus overnight without permission from the security office. Resident students with cars should seek clearance for parking.
- NO vehicles should be driven or parked inside the student housing areas.



- The speed limit while driving within the campus is 15 KMPH. Care should be taken while driving on campus as we have many children who are exposed to the danger of careless driving.

#### 5.1.5 Guideline for Fire safety

The university has put in place measures in the event of emergency. Take note of the following guidelines:

- Know the location of the extinguisher and Exit doors which are used during emergencies. Any inappropriate use of the facility will be treated as an offence.
- Plan escape routes. Remember that during a fire you may not be able to rely on lights and the main exit may be unusable.
- Once a fire starts, get out of the building, alert the nearest administration officer and call the fire department.
- In the event of emergency, students are expected to follow signs and directions.
- If you suspect fire from the other side of the door, feel the door near the top. If it is hot, do not open it. If you think it is safe, brace your shoulder against the door and open cautiously. Be prepared to slam it if smoke or heat rush in.
- Because toxic fumes and high temperatures usually fill the higher levels of air, it is best to crawl out of a burning building. Cover your face with a cloth, preferably damp.
- Never go back into a burning building.
- If fire alarm goes off, you are to immediately leave the building to an assembly point without panic.

**Caution:**

- Use extinguishers 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 extinguishers shall be treated as an offence.

## 5.2 Transport

Currently the University has two vehicles and two full time drivers. Students may request for the services of the vehicles through the Administration Office. All personal trips will be charged to the individual. Official trips will be charged to the requesting department, but request slips must be signed by Heads of Departments. The request slips are placed in the office of HR/Admin Assistant.

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 direct 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.

## **5.3 Banking/Mail Services**

### **5.3.1 Money transfer services**

Money transfer services are available on the Karen campus 8.00am – 5.00pm Monday to Friday and 8.00am-4.00pm on Saturdays. 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.

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. There is money transfer service at AIU where community members access various money transfers from different banks.

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. For initial set-up (household items, mattresses, etc.) it is recommended you bring the equivalent of about \$500.

### **5.3.2 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@africainternational.edu](mailto:peter.paulo@africainternational.edu).

AIU collects mail at the post office in Karen on a daily basis. You can have mail sent there to: Your name, Africa International University, PO Box 24686, 00502, Karen, Nairobi, Kenya-East Africa. Distribution is done through students’ pigeonholes.

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, 3 km from Karen on the left, after the second speed bump, across from Karen Christian College.

## **5.4 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 with the parents.

## **6 SPIRITUAL NURTURE OF STUDENTS**

### **6.1 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 a 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)

### **6.2 Chapel and Spiritual Formation**

The Chapel and Spiritual Formation Committee promotes and encourages meaningful and God-honoring worship in the community. This Committee is composed of the Chaplain (Chair), Community Life Co-coordinator (Secretary) Dean of Students and representatives from the community (one faculty, one administrative staff and 3 students). The main aim is to enable AIU members to flourish and grow into a Christ-centered community. This is achieved through:

### 6.2.1 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.

*When and where are the chapel services held?*

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

### 6.2.2 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.

*When and where are the Grace Groups held?*

- 10.00am to 10.50 am on Fridays in homes and other venues, depending on the host.

Note: Students are required to attend all Chapel services and Grace Groups as scheduled.

### 6.2.3 Prayer Meetings:

To promote and encourage corporate and group prayers in the community, the Chapel and Spiritual Formation Committee 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.

### 6.2.4 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, Worship Team, Children-, Teens- and Youth-Ministries.

## 6.3 Christian Union:

Christian Union 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.

## **6.4 Church Affiliation:**

The university is planning to start a community Sunday service on campus as need arises. Meanwhile, AIU members are encouraged to get engaged in various church ministries of their own choice as a way of reaching out to the community. Nairobi is full of all kinds of churches!

As with any decision, finding a home church can be difficult. So start praying now! You can ask friends on campus if you can visit their churches. Finding a home church is not only important for your spiritual growth, but some departments at AIU require that you have a place to serve soon after starting classes.

International students often comment that participating in church in Kenya is one of their most memorable learning experiences. Many churches in the nearby urban settlements enjoy having students come to visit and to preach.

The opportunities to worship and serve in all kinds of churches around Nairobi are almost endless.

Note: For advice on the churches available in the AIU vicinity, contact the chaplain, academic advisor, faculty, staff or your fellow students.

## **7 SOCIAL LIFE:**

### **7.1 Sports and Recreation**

There is a Sports & Recreation Committee (members are appointed for a one-year term that could be renewed once) established under the student welfare department composed of the following members:

- i) AIU Sports & Recreation Officer- Chairman
- ii) Student Council Sports coordinator
- iii) SC Club & Association Coordinator
- iv) Representatives of outdoor games (2)
- v) Indoor game representative
- vi) Entertainment representative
- vii) A committee member (s).**
  - o DOS will be an ex- officio to the Committee.

#### **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 sport teams.
- iii. Register and develop sports teams that can play friendly matches as well as compete in various leagues within and outside the country.
- iv. Schedule all the yearly social activities of the students.
- v. Prepare certificates to be awarded to those who have served in various capacities.

- vi. Vet all new clubs' and sports' applications based on set regulations before they are submitted to the Dean of Students (DOS) for registration.
  - Clubs application forms & procedure document are obtained in the DOS office.

#### 7.1.1 Sports and Recreation Activities:

- Each club is required to register with the Dean of Students' Office and should have a patron and an approved constitution.
- Clubs are encouraged to source for their own funding under the guidelines of their Patron and Club Coordinator.
- All activities by clubs should be coordinated by the SC Club and Association Coordinator while all sports activities are coordinated by the SC Sports and Entertainment Coordinator.
- All sports and recreational activities of the students are supervised by the University Sports & Recreation Officer.
- All Students are required to register and actively participate in both planned and spontaneous sports and recreational activities for competition, physical health, relaxation, social interaction, developments of talents, as well as learning new skills.
- Students should be active in at least two or more clubs. Active participation in club activities will be an added advantage towards students' recommendations.
- However, involvement in social activities should not take precedence over academic and spiritual activities.
- Captains of various teams shall present plans for their teams for the term or year to the Sports and Entertainment Coordinator who shall present to the Sports and Recreation Committee for approval.
- The University shall sponsor not more than three sporting activities for every sport per term on transport.
- Team participation in tournaments approved by the Sports and Recreation Committee shall be sponsored by the University based on approved budgets.
- Any monies advanced to students shall only be used strictly for the approved purpose. Any other use must be approved by the Sports Office.
- All requests that require financial facilitation shall be submitted to the Sports Office not less than ten working days before the event. Requests that do not meet this threshold will not be honored.
- Only approved Clubs/Organizations will be allowed to show approved videos. The Sports and Recreation Committee will be responsible for the screening of movies or any approved form of entertainment with the supervision of the Sports & Recreation Officer, who will vet all the videos. Pornographic videos are not allowed.
- Sports equipment is available to students from Sports Officer's Office.
- All students will be expected to uphold good stewardship of all equipment given to them for sporting purpose.
- Using the University's sports equipment for personal engagements is not allowed.

- 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.
- 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.
- 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 team mates and keep a clear record for follow-up.
- All equipment shall be returned to the Sports Office not more than seven days after their use. Late return will attract a fine of Ksh. 50 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.
- All students are expected to return any equipment in a manner that can be used for next event. E.g. all uniform and shoes must be cleaned etc.

## **7.2 Social Activities Held On and Off Campus**

- Permission for any students' gatherings on or off campus outside the regular meeting time of the group must be obtained from the Dean of Students Office well in advance of its announcement to the students' body.
- The leader of the group will make a request in writing at least 7 days prior to the activity day, and all required signatures must be obtained.
- For off- Campus group parties, tours and other activities such as picnic, concerts etc, a faculty, staff, or Patron should be secured for the activities before the request is presented to the Dean of Students.
- All such activities will need approval of the Patron and the Dean of Students.
- Students are to be accompanied by the Patron or a responsible officer of the University for any off-campus Activity.
- Staff chosen must be approved by the Dean of Students. Courtesy requires that immediate response be given to suggestion made by the Patron in regard to conduct, hour of departure, and other needful suggestions.
- The Patrons have the responsibility of being informed of all preliminary arrangements, meeting the group at the place designated and ensuring that they all return back to the University at the planned time.
- Patrons are expected to handle emergencies and deal with any irregularities of misconduct according to university rules and regulations.

### **7.2.1 Patronage**

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

- The patron should be a member of staff whose main task is to provide an advisory role in line with the philosophy and objectives of the University
- Patrons should play active roles in supervising, motivating student activities and encouraging students to be involved in clubs.
- To be available for counselling and assist in planning for constructive activities of the groups without impairing the students' ability to think for themselves.
- To present an outline of the Club's plan for the year to the Dean of Students.
- To provide continuity of the clubs and sports since most officials serve for a period of one year.
- To be present in some of the regular meetings of the club.
- To provide guidance and supervisory role during the elections of new officials.
- Willingness to resolve any problems or conflicts within the club.
- Available to meet the Dean of Students in concert with all other organizational Patrons at the beginning of the school year to discuss the role and function of patronage.

### **7.3 Correspondence**

- Correspondence to the press or other mass media by individual students' clubs and societies should bear their individual names and their private addresses.
- No student shall make any public statement on behalf of the University or other societies on matters affecting the University without specific authority from the Vice Chancellor.
- 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 through the office of the Dean of Students , who will forward as may be appropriate.
- Students' invitation to Government Ministers, representative of foreign governments or other important persons to visit the University in their official capacity shall be authorized by the Vice chancellor.
- Africa International University facilities shall not be used for political campaigns or activities.
- Fund raising by students can be done only after approval of the Dean of Students.
- It is an offence to make false or misleading statements about a student's status in the University.

#### **7.3.1 Posting of Placards and Signs**

Students are permitted to post for general display only those signs bearing the signatures of the appropriate faculty, patron, and /or Dean of Students. Any posters/ signs without the appropriate stamp or signature are not allowed on the notice boards.

Such signs are to be posted only on the bulletin boards provided for the purpose. No signs are allowed on walls whatsoever.



## **7.4 Social Gathering and Celebrations**

Students wishing to hold social gathering or celebrations other than small private parties, such as birthday, and farewell parties, must comply with the following regulations:

- The original request for a party, including a list of the proposed guest(s), should receive the approval of Dean of Students three weeks before the event.
- The celebrations must conform to the acceptable Christian ethics and practices.
- Such celebration must not interfere with the privacy of people living in the neighborhood.
- The gathering should not be in conflict with any rule/regulation in this Handbook.

## **7.5 Music and Musical Instruments**

The primary purpose of the University life is to gain 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.

Only music, which meets the University's Christian standards as outlined in this handbook, is allowed to be played on campus. Musical gadgets must be operated at a volume which does not disturb fellow residents, those in the neighborhood or disruption of study atmosphere. Anti-Christian music is prohibited. Uncooperative students will be required to surrender their musical Instruments and/or equipment to the Dean of Students.

## **7.6 Marriage**

- Students shall be required to indicate on the admission forms their marital status.
- In order that the student may give first priority to concentrated study and academic success, the University discourages marriages during the time when the person involved is registered for classes' especially undergraduate students.
- Where a student changes his/her marital status, such a student must notify the office of the Dean of students. Legal evidence of the changes must be produced.
- No Pre-wedding parties are allowed on the University Campus. All weddings should take place at the end of the school term or year.
- The University shall not support requests for financial assistance on the grounds of marriage.

## **8 FINANCE DEPARTMENT**

The finance department is comprised of dedicated professional Accountants charged with maintenance of 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.

## 8.1 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.

## 8.2 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.

### 8.2.1 Modes of Payment:

Students are allowed to pay their fees in full at the beginning of a course each term or through 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.***

#### 8.2.2 Clearance for class attendance and examination:

- Students are required to register every term and ensure invoicing is done so that they are aware of what they are needed to pay.
- Students are cleared to attend class based on the status of their account; the fees for the previous term must be in paid in full and no outstanding balances indicated.
- 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))

## **9 FINANCIAL AID: GENERAL SCHOLARSHIP POLICIES**

Africa International University offers a variety of scholarships which include designated and general funds. The purpose is to assist needy students in their course of studies.

The eligibility and application process varies according to the scholarship needs.

AIU offers financial aid to students by faith. We contact individuals, churches and foundations throughout Africa and around the world, seeking finances for our scholarship fund. It is out of this fund that any actual aid is given.

It is important for every student receiving aid from AIU to understand that AIU does not guarantee funds. If the funds do not come to AIU, then AIU will be unable to provide the assistance needed.

Most of AIU scholarship is need-based; however, some of it is based on merit. There are full and partial scholarships, which are administered quarterly.

These are:

- (i) Designated funds, which are allocated as per donor's instructions.
- (ii) General Scholarship funds cover tuition, boarding and other academic-related fees except books and transportation and is available to most needy students. Beneficiaries are re-evaluated quarterly.
- (iii) Work Scholarship is offered to needy students to enable them meet their financial obligations by working on jobs assigned to them during specific times when enrolled at AIU.
- (iv) Academic Honour- available only to students demonstrating spiritual maturity and who maintain a minimum GPA of 3.7.
- (v) Doctoral Students: A limited number of Teaching and Research Fellowships (doctoral students only) are offered on the basis of need and merit. Students who have scholarship funding from other sources are not considered for this.

#### 9.1.1 Student Eligibility

To qualify for academic scholarship, the student applying must comply with the following requirements:

- i. Must be enrolled and registered to take full academic load in one's programme of study
- ii. Must fill out a scholarship application form for each year one is registered.
- iii. Must demonstrate financial need
- iv. Should demonstrate acceptable Christian behavior patterns.
- v. Must disclose to the Financial Aid Officer all funds received during his/her course of study at AIU.
- vi. Must be willing to write to donors as requested by the AIU Financial Aid Officer.
- vii. Must be willing to have his/her photo taken if required by donors.
- viii. Must have paid required fees for the first term of his/her year of admission and/or all outstanding bills cleared.
- ix. Must maintain a minimum GPA required as per programme of study.

#### 9.1.2 The Procedure for Application

If you are accepted into any of the programmes of AIU and are willing to comply with the requirements stated above, you are eligible to apply for financial aid during the second term of your year of entry. For continuing students, they are expected to submit each term a request indicating how much they expect for the term enrolled.

Financial Aid Application form can be obtained from the AIU website or Financial Aid Office.

The Scholarship Committee makes analysis of all the requests and awards scholarship based on the available funds. Financial assistance is disbursed as tuition aid applied directly to the student's fees.

Note:

AIU students are eligible for loans from Higher Education Loans Board (HELB) and any other available government bursaries and scholarships.

## 10 STUDENT WELFARE

### 10.1 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 staffs 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 Photo Card and your ID/Passport Number for identification purposes.
4. For non-residential students or students who may fall ill outside the AIU compound, you are free to seek medical help from any other preferred health provider appointed by the insurer.
5. In the event of being admitted to a hospital, it should be brought to the attention of the insurer immediately through the Clinic Nurses or Human Resource Department.
6. It is important that every student gets knowledge of what is involved in their personal medical scheme, particularly the exclusions.

Note:

- 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.
- 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.
- 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.
- 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.

## 10.2 Food Services

The University has outsourced the food services provision to a caterer. The Cafeteria is referred to as Tamu Café and provides a variety of meals to all members of the community and visitors at affordable cost. The meals are served from 7.30 am to 7.00pm on week days. The Cafeteria has flexible working hours over the weekend.

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. Such bookings should have at least one day notice to enable the café to make proper planning and preparation.

It is the responsibility of every member of the community to assist in the smooth running of the Cafeteria.

## 10.3 Benevolence

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 for the needs that exist among the students and hence only needy students are helped mainly as a one time gift for emergency need.

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

### ***Role of Benevolence Committee:***

- To assess the needy cases based on the available information.
- An interview to establish the eligibility for benevolence may be scheduled.
- The students must show efforts for self support.
- The amount of money for needs will be based on the Committee's evaluation.

### 10.3.1 Sickness

AIU will during periods of sickness extend fellowship and support to the student through prayers, visits and financial help where possible.

- The student will offset the medical bill through the medical cover.

### 10.3.2 Bereavement

A student who is bereaved due to loss of a spouse or child will be assisted by the University in the following ways:

- Transport facilities will be provided at the University's expense to the place of burial (Kenya)

- In addition to free transport, the University will make a token contribution of Kenya shillings ten thousand (Kshs.10, 000) in case of the deceased student and Kenya shillings five thousand (Kshs.5, 000) for the spouse and children to defray funeral expenses.
- In the situation where an international student has to travel home due to the loss of a spouse or a child, such a student will be given Ksh. 5000 to facilitate their transport in addition to the contribution.
- Any student or group of students planning to attend the funeral of the bereaved student will be required to hire transport using their financial contributions.

## **11 HOUSING FACILITY**

### **11.1.1 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 members of the community.
- 4) Concern for 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 for.
- 7) Concern for fairness and equity among the students and between those students who live on campus and those who live off campus.

### **11.1.2 General Information:**

#### **Types of student Houses:**

AIU provides limited on-campus housing to students. This is of two kinds: Family based houses (Three bedrooms and two bedrooms flats) and single rooms (one or two students per room with shared bathroom and kitchen facilities, and a flat with students sharing rooms, common 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. Single rooms with bed, wardrobe, desk, chair, and bookshelf and a shared kitchen with refrigerator and gas cooker with an empty cylinder.
- B. Family flats with refrigerator, gas cooker with an empty cylinder, dining room table and chairs, sofa set and bookshelf, desk and chair, double bed, a wardrobe for each bedroom and a single bed and double-decker for children.
- C. 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 for a Maximum of two weeks. Beyond the two weeks, a fee of Kshs. 200/- per month will be charged.
  - Students should be prepared to bring or buy household equipment like bedding, brooms, mops, buckets, kitchen cookware and utensils. These items can be bought from the nearby Karen Shopping Centre.
  - House helpers can be found at a fairly reasonable cost to assist with hand washing laundry, cleaning, cooking, shopping, and child care.
  - Single students usually organize a cooking schedule and jointly pay the water and electricity bills.

### 11.1.3 Application and Allocation of Houses:

- Students needing accommodation are required to fill Housing Application Form **six weeks before opening date** of each term for consideration.
  - The application forms are obtained from the Admissions Office or AIU Website.
- 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 either wait for the end of 2<sup>nd</sup> week of the term for the students who will not have occupied the assigned house. If no house is available, then such a student will wait for the next allocation of houses in the next term.
- 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 five weeks before commencement of each term and will provide feedback to students immediately.
- Upon allocation of housing, the student will be required to deposit one month's rent equivalent together with the fees as a sign of commitment three weeks before commencement of the term. The deposit will be refundable upon inspection of house before departure. In the event of damages, the cost of repair will be met by the student.
- New students may occupy allocated housing two weeks prior to the commencement of their course of study. Those wishing to occupy earlier than the set period will need special permission from the Housing Committee.
- Those students who will not have taken the house allocated to them will lose it after 2 weeks of class.

Note:

Students coming for short courses will be required to apply for housing five weeks before the start date of their program. They will expect a feedback three weeks before commencement of classes. They will then pay the **full amount of rent** two weeks before classes start to reserve the rooms for them.

#### 11.1.4 Rent and Deposit

- At the time of signing the agreement, the student will chose to pay the specific rent per month or per term. Should this change thereafter, the student will inform the Accounts Office in writing. The billing and monitoring of rent settlements will be done according to the mode of payment chosen.
- A deposit equal to one month rent will be remitted at the commencement of the tenancy. The amount will be refundable at the end or termination of the tenancy, subject to fulfilling all conditions in the agreement.
- 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, cooking gas, water etc as follows:

- The student will pay monthly water charges of KShs. 240.00. These charges are subject to change. In the event of reviewing such charges, a notice of not less than 3 (three) months will be issued.
- The student will pay their electricity bills directly to the Kenya Power and Lighting Co. Ltd (KPLC). In principle, students will meet the total cost of their consumption and adjustments will be made to reflect changes in their consumption and tariffs by the KPLC.

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

- 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 administration, handing over procedures, repairs, vacating of premises, etc.
- The terms of the lease shall not extend beyond the length of the student's contract.
- 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.
- 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.
- The student must adhere to all terms and conditions as stipulated in the Tenancy Agreement.

- 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.

### 11.1.5 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 and other required charges.
  - 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 on annual basis. This means that part-time students will need to apply houses every year.
- 3) Short-term and cohort students will be housed on campus if houses are available. However, the Housing Committee, in consultation with the program coordinators, will try to secure housing for such students from 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 term/semester failure to which they may be asked 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 by the Housing Committee due to unusual circumstances.
- 6) The Housing Committee has the right to change assigned houses if such change is necessary to adapt to a desired change or meet housing needs for deserving cases or other assigned needs as may be directed either by the Administration or student affairs office.
- 7) The university reserves the right of entry into a student's house or room for a Dean of student or their representative, the members of the Administration or their representative to enter and inspect a student's room whenever necessary. The student, by accepting a room in one of the residence halls, acknowledges and allows this privilege of the staff.

- 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 will be allowed to live in those houses.
- 9) Married student whose plan is to live 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.
  - A married student who becomes pregnant while sharing house/ room with single students will be required to seek alternative accommodation.
- 10) 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.
- 11) All international students and their nuclear family members must have valid immigration status at all times.
- 12) 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 (fair wear and tear expected).
  - The student will inform the Administration immediately about any repairs or replacements on the premises.
- 13) Because of the need to renovate and repair the student housing in preparation for incoming students, current students must vacate student housing two weeks after completion of program of study. Rent for student housing will be charged only up to that time.
  - Students with children still in school, or who have other exceptional circumstances, may apply to the Housing Committee to remain briefly in student housing beyond the completion of their program. However, they must pay in advance for each additional day they remain in the house.
- 14) All keys must be handed over to the Housing Officer 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 replacement of any keys to the premise and all such keys shall be made through the Administration.
- 15) 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 members of AIU community.

### **11.1.6 Rules and Regulations will apply as follows:**

#### **1. Allocation of Rooms**

Once allocation has been made, the student will not be allowed to transfer or swap except on medical or such other special grounds.

#### **2. Cooking in Single Rooms**

Cooking will not be allowed inside the single rooms. The students will be allowed to do all the cooking in the common kitchens. Students who are not keen with 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 a fee of Kshs. 200.

#### **3. 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.

#### **4. Visitors**

- Students in the family houses must notify the Administration in advance about any visitors coming to stay with them. Such visitors must have valid immigration status if not Kenyans and may stay for not longer than 7 days.
- No students or visitors of the opposite sex will be allowed into the single or shared room 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 them.
- Single students of the same sex are permitted to visit each others room from 10am upto 10pm only. This is to avoid interfering with personal schedule of each other especially the roommates.

#### **5. Cohabitation**

Cohabitation is strictly prohibited. Those found practicing will be expelled from the school.

#### **6. Disturbances/ Noise**

It shall be an offence against University Regulations to create unreasonable noises or behave in unruly or rowdy manner not befitting Christian character and causing disturbance to other occupants of University premises.

Students disturbed this way have a right to report the same to the Administration for appropriate action.

## **7. Hawking**

The student will use the premises for residential purposes only. Hawkers are not allowed into the residential houses. Any student who invites a hawker into their rooms will forfeit their residency.

## **8. 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. Once in a while students will be requested to join in a community-wide cleaning campaign.

## **9. 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. A regular room inspection will be conducted.

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 of the hostels since this makes it difficult to clean and paint the house. Cost of removing, cleaning or painting will be charged to the person responsible.

10. No student will be allowed to remove any furniture from the houses without permission from the Administration.

11. Students should not alter the structure either by additional construction, demolishing 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 Physical Development Committee.

- Any alteration or addition must conform to the overall AIU housing plans, conform to the architectural style of the building, improve the general utility of the building, and conform to the financial plans and policies of the University.

## **12. Pets :**

For reasons of health and sanitation, no pets are allowed in the Halls of Residence

## **13. 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.

## **14. Maintenance**

The maintenance crew carries out all kinds of maintenance work. From time to time, these staff members will come to your house to find and carry out any repair work. When there is a maintenance need, the students will request for services through the office of the Maintenance Foreman.

Maintenance request slips can be picked from the office. Once they are filled and approved, they are passed to the maintenance crew for action. All damages and breakages, which do not constitute wear and tear of the house, will be charged to the student.

## **15. Water**

AIU has an adequate water supply system of its own. We have two boreholes, which supply water to the main tanks and into the houses. To ensure continuity of supply, all houses are fitted with smaller storage tanks for times when we close the system for maintenance. At such times, the community will be informed in good time.

All the houses are fitted with Solar Water Heater Systems. These systems serve all the houses in all the blocks. As much as is possible, use the hot water for the shower only so that every one can benefit from the system. All are advised to boil drinking water.

## **16. Electricity**

- All students are responsible for the payment of their electricity bills. The charges are passed to students during registration. For flats with electricity meters, the students will be required to pay their bills directly at any of the pay-points provided by the Kenya Power and Lighting Company.
- Some flats, which have no meters, are fitted with circuit breakers, which will not allow you to use some electrical appliances. You may be required to switch off some of the appliances while using others, so as to allow for high consuming equipment to function.
- Please note that the students are not allowed to tamper with or change the circuit breaker in the flat they are occupying.
- Any student found interfering with vital installations like removal, or damage of fire-fighting equipment, fuses, switches, taps, and other installations shall face disciplinary action.
- During times of black outs the school generator provides electricity to offices, classrooms, and the Library. Generally the cost of electricity is high and all AIU community members are asked to use it sparingly and save as much as is possible.

### **Note:**

All students residing in AIU houses must observe all other AIU policies, regulations and the code of conduct as contained in the Student Handbook in addition to the house policy and regulations.

## 12 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 we agree to live together by the following Code of Conduct.

**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 life style 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. **Obedying 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.

**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.



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

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).

### 12.1.1 Do the Standards Apply Off- Campus?

The Code of Conduct standards apply while on Campus or off-campus. This involves students representing AIU Community in any off-campus events such as Mission Trips, internships, sports, academic activities.

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 response to behaviour off campus that violates university standards and policies or adversely affects the University community and / or the pursuit of its objectives.

### 12.1.2 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 be observed not only in letter but also in spirit.

## 12.2 Modesty Standards/ Dressing

1. 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.
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.
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, field work, sports, relaxation retreats or recreation.
4. The community members have a calling to avoid being a hindrance to one another's growth in all areas of life. In this case some dress codes are perceived as sexually provocative and hence should be avoided.

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.

*NB:*

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

### **12.3 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 relationship 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 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."

### **12.4 Appropriate and Respectful Behaviour on Campus**

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 difference. 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.

### **12.5 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 unacceptable manner is a violation of this right. Students of Africa International University are expected to hold high standards of Christian ethics and morals.

## **12.6 Procession 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.

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, 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.

## **12.7 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 extra marital sexual activity or any other sexually immoral conduct will have breached the University rules and regulations as it is against the Christian teachings. Pregnancy out of wedlock is also an offence for both parties involved.

- A female student who becomes pregnant will be required to defer her studies to an appropriate date after delivery. Involvement of a male student in the pregnancy of a female student will require that the male student be suspended for a minimum of one term.
- 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 DVCAA for reinstatement, copied to the Registrar, will be required to effect reinstatement.

## **12.8 Abortion**

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

## **12.9 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 consent of the victim.

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

Where a female student becomes pregnant arising from rape, such a student may have the option of continuing with her studies or defer studies. Such a student will go through counseling process.

## **13 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.

## **13.1 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.

### **13.1.1 Grievance Procedure**

1. If a student has been treated unfairly by a school policy, whether it is an administrative policy, a teacher's classroom policy, or a 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.
2. If a student is unable to resolve a grievance at the first level, the student may take the matter to the Chairperson of the SC, 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 Chairperson 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.
3. 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, evidences and decisions and communicated to all parties involved.
4. If the grievance touches 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.
5. 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.

## **13.2 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.

### 13.2.1 Conflict Resolution Procedure

1. 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.
2. 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.
3. 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.
4. 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.
5. If the Dean of student or Dean of School cannot resolve the matter, then they will take it up to the Management Board or Academic Board respectively.

#### 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.

## 14 STUDENT DISCIPLINE

Within the guidelines of the University Discipline Procedure, a Committee of senate oversees the discipline of students who violate the rights and responsibilities outlined in this handbook. Every effort is made to provide consistent, open and fair growth for the individual student.

Disciplinary cases involve the Violation of published university policies, Code of Conduct, rules or regulations. The purpose of the disciplinary procedure is to determine if the violation has occurred and what sanction should be applied if the violation has occurred.

### 14.1 Disciplinary Authority

For the purpose of these regulations the Vice Chancellor, acting on behalf of the Governing Council, is the disciplinary authority of the University and may in that capacity:

- Shall appoint members of Student Disciplinary Committee.
- Vary or add to the list of disciplinary offences specified herein.
- On behalf of the senate take any other measures necessary for the proper operation of and maintenance of order in the University.
- 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 university code of conduct in the interest of the security and maintenance of order and discipline in the university.

- Such action may be taken against a student suspected of committing an offence or crime pending completion of the investigation
- 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.

The administrative and academic staff of the University otherwise have authority in areas of their jurisdiction or competence to ensure that rules and regulations are adhered to by the students.

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.

- 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 HoD or Dean of Students enclosing all documentary evidence.
  - c) Take any other action that may be deemed appropriate.

Note:

*In all cases the student should be invited to make a statement on his/her behalf in response to the charges or complaint raised.*

#### 14.1.1 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. Hostel Officer, Security officers have authority to ensure that the Rules and Regulations of the University are adhered to by all students at all times.

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. The university also 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.

In the event of a breach of regulations the Dean of students shall either caution the student verbally or in writing, or refer the case to the Students Disciplinary Committee.



### 14.1.2 Student Disciplinary Committee of Senate

#### **Composition and Procedures**

There shall be a Students' Disciplinary Committee of senate appointed by the Vice Chancellor as follows:

The Committee shall be composed of the following:

- Deputy Vice Chancellor (Academic Affairs): Chairman
- Registrar (Academic): Secretary
- Relevant School Dean: Member
- Relevant HOD: Member
- Chaplain: Member
- Dean of Students: Member
- Senate / faculty representative Member
- SC Chair or Representative: Member

#### **Powers of the Committee**

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.

- If a student in respect of whom the disciplinary Committee has imposed a disciplinary measure 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.
- 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 statement or in some other way to any interested person or body.
- A member of the committee who has laid a complaint of misconduct against a student shall disqualify himself or herself from the proceedings of the committee.
- Where there is a possibility of conflict of interest by a member, such a member shall disqualify himself or herself from the proceedings of the committee.

## 14.2 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.

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.

### 14.2.1 Categories of Academic Offences and penalties:

The following academic malpractices are considered serious and any student guilty of committing them shall be disciplined as shall be determined by the discipline committee based on the guideline stated below:

Offences	Penalty
<ol style="list-style-type: none"> <li>1. Disobeying instructions of invigilators.</li> <li>2. Being a nuisance by disturbing others in class, library, examination room or anywhere else by means of loud music, shouting, screaming or other form of unpleasant vocalization.</li> <li>3. Forging medical reports in order to obtain deferment of an examination</li> <li>4. Intentional failure to respond to summons of the Academic Disciplinary or other university staff or committee.</li> </ol>	<p>Written warning to offender copied to sponsor.</p>
<ol style="list-style-type: none"> <li>1. Attending or attempting to attend classes and /or sitting for exams without having officially registered and paid for it.</li> <li>2. Passing verbal, written or electronic communication to other candidates in the examination room.</li> <li>3. Being in possession of or bringing into the examination room unauthorized materials such as books, notes, papers, electronic devices or formulae or pre-written answers.</li> <li>4. Discussing with each other during the examination.</li> </ol>	<p>Nullification of grade/ cancellation of results.</p>
<ol style="list-style-type: none"> <li>1. Presenting or attempting to present materials obtained from published literature (books, papers, articles, internet information etc) for purposes of satisfying an assignment, project or examination without acknowledging the source of information i.e. plagiarism.</li> </ol>	<p>Obtain ‘F’ grade for the specific assignment or examination/ cancellation of results.</p>

<ol style="list-style-type: none"> <li>2. Obtaining or attempting to obtain someone else's materials without the consent of the owner for the purposes of preparing for examination or fulfillment of examination requirement by false pretence, theft or any other reason.</li> <li>3. Presenting assignments or projects consisting of materials which have been either lifted, copied, copying, or attempting to copy from another candidate or facilitating such copying or sharing of materials.</li> <li>4. Aiding or covering examination malpractice;</li> <li>5. Stealing examination papers for revision.</li> </ol>	<p>Obtain 'F' grade for the specific assignment or examination/ cancellation of results.</p>
<ol style="list-style-type: none"> <li>1. Lobbing for undeserved examination grades</li> <li>2. Threatening or attempting to threaten an instructor or any other officer of the university.</li> <li>3. Attending or attempting to attend classes or any other university activity after being barred, suspended or expelled from the University for any Reason whatever.</li> </ol>	<p>Suspension from University</p>
<ol style="list-style-type: none"> <li>1. Offering or attempting to offer gifts, bribes, present to an instructor or any other staff for the purpose of gaining undue advantage in academic work or examination and or change of grades.</li> <li>2. Exerting or attempting to exert undue influence of any kind whatsoever, on any officer for purposes of obtaining undue academic advantage.</li> </ol>	<p>Suspension or Expulsion from the university.</p>
<p>Committing or being involved in any activity or act which is deemed by the academic Disciplinary committee to be an academic offence.</p>	<p>As decided by the committee</p>

### 14.3 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. In case the student conduct is unsatisfactory; measures will be taken to correct or punish such behaviour.

The following examples of violations of AIU policies and values are not exhaustive but are intended to give students an idea of the type of behaviour that may entail dismissal/suspension as a disciplinary action

#### i. Alcohol, Drug-taking & Trafficking

Promotion, possession, sale, purchase, use and/or distribution of all illegal drugs on or off campus. Any student involved directly or indirectly in alcohol use or trafficking of drugs will be handed over to the law enforcement agencies for legal action and expelled from the University.

#### ii. 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.

#### iii. Violence

- 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
- Intimidation of or issuance of threats, written or verbal, to students or staff with intent to disrupt academic activities, Chapel services or other processes.
- Students shall not possess and /or use of any type of weapons, illegal possession of firearms or illegal chemicals.

#### iv. **Harassment-**

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

- 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;
- Racial harassment, that is, any act of expressions 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;
- 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.
  - 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
- v. 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.
- vi. Promotion, possession, sale, use and/or distribution of obscene (morally disgusting) or pornographic materials (books, magazines, videos, music, internet etc;
- vii. Sexual relationships of any kind outside the confines of marriage are inconsistent with the teachings of the Scriptures.
- viii. Unconventional partying (including forms of dances and music considered morally bent towards immoral behavior).
- ix. 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.
- x. 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;
- xi. Failure to return or compensate for any borrowed items or money belonging to a member of AIU community.
- xii. Bribing any University employee or student;

- xiii. 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.
- xiv. Defiance of authority, incitement of others to Insubordination or Showing disrespect to persons in authority;
- xv. Illegal trade or hawking;
- xvi. Authorship, publication and/or distribution of anonymous letters or any other literature of a malicious or libelous nature including placards;
- xvii. Participating in criminal offences, abetting Crime or failure to report a criminal activity to the university.
- xviii. Violation of any published university policies, code of conduct, rules or regulations.
- xix. 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.
- xx. Behaviour that endangers one's health or safety including but not limited to:
  - Attempted suicide;
  - Abortion, attempted abortion or attempt to procure abortion.
  - Tampering with fire or safety equipment.
- xxi. 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.
  - Any other conduct that is contrary to the spirit of the Code of Conduct.
- xxii. Violation of any published university policies, code of conduct, rules or regulations.
- xxiii. Any other conduct that is contrary to the spirit of the Code of Conduct.

#### **14.4 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.

Anyone may report a suspected violation of AIU code of conduct and polices by contacting the Dean of Students. 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. Report should be submitted as soon as possible after the event take 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.

## 14.5 Disciplinary Procedure of misconduct:

### Step 1.

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 the Student Council (SC) Chairman or any SC representative.

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

### Step 2.

The SC Chairman or representative will carefully investigate the matter to ascertain all the facts before taking any action. The SC Chairman or representative will seek to resolve the matter at this level if it is possible. If the matter cannot be resolved, he will then refer the matter to either the Dean of Students or the Head of the relevant Academic Department, whichever is appropriate. A written record will be kept for all conversations, evidences and decisions.

- A student shall not be charged with misconduct until a written, signed statement containing an accusation, complaint or allegations made against him/her has been submitted to the Dean of Students or any other person authorized by him/ her.

### Step 3.

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

- The Dean of student shall handle the disciplinary case informally and give the accused student an opportunity of either:
  - making an admission of guilt or not guilt within a specified period of time
  - Defending themselves against the alleged misconduct and contents of the charges.
- While most disciplinary cases will be handled initially at the personal and lower administrative levels, issues involving witchcraft, theft, sexual immorality, or violence are considered serious and are heard directly by the Student Disciplinary Committee.

### Step 4.

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; consult with the chairman of the Discipline Committee to ascertain if the disciplinary action is warranted. If need be, the case shall be reported to the Senate Disciplinary Committee for hearing and determination. The Chairman shall call a meeting of the Disciplinary Committee within two weeks (10 working days) of receipt of a complaint report.

#### Step 5.

The charge is communicated to the student immediately and he/she is requested to appear before the Senate Disciplinary Committee at a time, date and venue appointed by the Chairman of the Committee. The student shall be entitled to appear in person and may call a witness or witnesses. The committee shall not entertain the audience of advocate or the legal agents on behalf of the student.

- If upon notification, the accused student (s) fail to appear at a scheduled hearing without a valid explanation (in writing), the committee shall proceed with the case based upon the evidence presented.
- 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. Introduction
- b. Disciplinary philosophy of the university
- c. Charges (in the presence of the accused)
- d. Evidence in support of the charges
- e. Witness in support of the charges
- f. Evidence in support of the accused
- g. Witness in support of the accused
- h. Review of the evidence and testimony.

#### Step 6.

- The Senate Disciplinary Committee will maintain strict impartiality and carefully investigate the accusation with fairness, interviewing separately whatever witnesses may be relevant to the case. After ascertaining the facts of the matter, the Committee will take the action it deems appropriate.
- In cases where a students' Disciplinary Committee requires special expertise, the chairman may appoint a member to attend, but in an advisory capacity only.
- The committee's decision shall be arrived at either by consensus or by simple majority of votes through secret ballot.



#### Step 7.

At the conclusion of the proceedings, the secretary of the committee makes a written report of the proceedings. The report includes the statement of charges, summation of evidence presented and the recommendations of the committee, including a decision of the sanction(s) to be imposed on the student who has been charged.

#### Step 8:

The committee shall communicate its decision to the Chairman of senate for notification within seven working days from the date of conclusion of the proceedings and thereafter submit a written report to the Senate during her next meeting for adoption.

#### Step 9

The decisions of the Senate Disciplinary Committee will be communicated by the Chairman to the student in writing within ten working days from the date of conclusion of the proceedings.

- Acquittal of the student.- if the student is not guilty s/he shall be notified in writing to that effect.
- 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 on a file by the secretary.

#### Step 10:

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 procedure.

- Failure to submit the appeal in writing within the allotted time will render the original decision final and conclusive.

## **14.6 Disciplinary Appeals Procedures**

The student (hereafter called the Appellant) who has been found guilty of misconduct and disputes the outcome of the disciplinary procedure shall have the right to appeal against the decision of the Senate disciplinary Committee requesting the appeal committee to review the decision.

- The Disciplinary Appeal Committee shall consist of at least five staff/ faculty members appointed by the Vice Chancellor on behalf of senate and who are not members of the of the Senate Disciplinary Committee which tried the student concerned. The Vice-Chancellor is the chairman of the committee.

#### Step 1

The Appellant shall lodge a written notice of appeal with detailed grounds for his or her appeal addressed to the chairman of the Appeal Committee. This must be done within seven working days of the communication of the disciplinary committees' decision.

The appellant shall submit in writing a statement which includes all of the relevant issues and evidence and the essence of their proposed contribution to the appeal to be considered. No new documents, evidence or exhibits may be introduced at the appeal except those earlier placed before the disciplinary committee. Issues or evidences not included in this statement will not be considered in the appeal hearing.

#### Step 2

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. He will then convene the Appeal committee within 10 working days of the receipt of the appeal request, review and evaluate the original adjudication, as well as the information that the appellant has presented.

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 at least three (3) days in advance of the appeal hearing date.

#### Step 3

The appeal committee will issue its decision in writing to the parties involved within 10 working days of the conclusion of the appeal process.

- The decision of the Disciplinary Appeal Committee will be final and no further appeal is possible.

#### Step 4

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

- Disallow the appeal and confirm the decision of the Disciplinary Committee either wholly or in part.
- Uphold the appeal wholly or in part and set aside or amend 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

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

Note:

The provision of disclosure of findings shall apply.

- During periods other than regular terms ( 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.

## **14.7 Disciplinary Sanctions:**

The following disciplinary sanctions 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 sanctions, but are not limited to:

### **14.7.1 Acquittal of the student.**

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

### **14.7.2 Verbal Reprimand of the student**

A verbal reprimand/ warning that further misconduct may result in more severe disciplinary action may be sufficient to correct a student's first time and/or minor misconduct. This may be given by a staff or Dean of students. The student is required to give a written apology to the person who has given the verbal warning.

### **14.7.3 Written Warning/ Reprimand.**

An official warning concerning future behaviour should be written to the students after a discussion or counselling session by a counsellor/ chaplain or Dean of Students. 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 apology letter.

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 period of twelve months from the date of issue. A copy of the warning letter will be filed 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 commit a further offence or misconduct during the validity of the second warning letter the student will be expelled. Second warning letter will be issued after a counseling session.

**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..

#### **14.7.4 Restitution:**

A requirement that the student make restitution. Reimbursement, service, repair or compensation for any loss, injury or damages will be required of the student. 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:** The student or the organization 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. These charges will be added to a student's account. This varies according to the violation. Restitution fines may include an administrative fee for processing.

#### **14.7.5 Social Probation:**

This action may include limitation in or restriction of privileges and any other universities activities, which is deemed redemptive and educational for a specified period of time. This allows student to remain on Campus with particular conditions specified.

#### **14.7.6 Disciplinary Suspension.**

This is involuntary separation of the student from the university for a designated period of time. 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 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.

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

#### **14.7.7 Dismissal**

This is expulsion/ discontinuation of student status at AIU for indefinite period of time if found to have committed a 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".

#### **14.7.8 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 or 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 affected if the student did not abide by the terms of suspension.

#### **14.7.9 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;

Note:

The committee will make a recommendation for Suspension and Expulsion to the VC who shall suspend / expel the student.

- a) Dismissal/suspension will be recorded on the student's record/ file with the reason(s) given for the termination.
- b) Parent/ sponsor or guardian will be notified of the suspension /expulsion.

#### **14.7.10 Interim suspension:**

In certain circumstances, the Dean of students or Disciplinary student committee may recommend to the VC immediate suspension of a student pending investigations. Interim suspension may be imposed to:

- a) Ensure 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 poses a credible threat of disruption of or interference with the normal operations of the University.

During the interim suspension, the student will be denied access to the residential houses and or the campus (including classes) and other university activities or privileges for which the student might otherwise be eligible as will be determined to be appropriate. The suspension shall extend only until such a time as an adjudication can be completed and other sanctions (if any) imposed.

Note:

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 may be cancelled.

#### **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 of the same state of facts against any student in a court of Law, nor shall anything herein preclude the state from taking any action as it may deem necessary against any student.

## **14.8 Sanctions for Student Organizations:**

Student group 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 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 sanctions may be imposed upon groups or organizations: deactivation, warning, reprimand, probation, fines and loss of privileges or restitution.

## **14.9 Security – Guiding Principles**

- Security officers shall not harass or intimidate any student in the course of duty or any investigations.
- Students shall abide by summons issued by the university staff in relation to complaint under investigation. Failure to do so will constitute a disciplinary action.
- 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 an activity taking place.
- 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.
- 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.
- 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.
- 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.

## **14.10 Protection of Name**

- 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.
- 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 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 is 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 or even the office of the DVCAA.

### 15.1 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 term). Registration involves selection of courses that a student is to take each term which guides 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 term working with 10 week of classes (or its equivalent for modular/holiday students) and latest the 4<sup>th</sup> week of term 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 B- or above for Masters and C+ and above for Bachelor 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. Validation exam may be required and B or better grade attained. In any case, one will still do 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. Done free of charge the first term in AIU and attracts Ksh 5000 charge after that.

**7.0 Class Load:** AIU operates a trimester cycle, where each term is 10 weeks of classes (or equivalent in terms of contact hours). Normal load is: 8 hrs for MTh/MPhil or equivalent and 12 for other Master programmes and undergraduate programmes. PhD students will be advised by the Dean of Doctoral Studies. Be guided by course listing per term and advice from your Academic Advisor and HOD.

**8.0 Absences:** Not more than 5 days (assuming one hour a day) per term (or equivalent in extension classes). Approval of lecturer and HOD is required.

**9.0 Withdrawal from AIU:** For temporary or permanent withdrawal from AIU, write to the Academic Dean of your school and copy DVCAA and Registrar. More details are available from the Registrar's Office.

**10.0 Categories of Courses:** For all MA programmes except MAOL, there are Common courses + Core courses + Specialisation courses. Details will be given when you meet with your HODs and Academic Advisors. The same applies to Bachelor programmes.

**11.0 Maximum Duration:** PhD (7 years), MTh and equivalent (4 yrs), MDiv (8 yrs), MA (6 yrs), Bachelors (8 years) Diplomas and Certificates (4 yrs).

**12.0 Faculty Evaluation by Students:** Students have opportunity to evaluate teachers at mid-course and end of course. Academic Dean's or DVCAA's Office gives out the evaluation forms. This is meant to provide an opportunity to 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%.

**14.0 Grading System:** AIU uses the 4.0 Grade Point Scale, with A (4.0) standing for best work. Each syllabus given for a course will have the University grading scale. The university is in the process of migrating to Semester system in 2014/15 academic year. When that happens, the grading scale may be adjusted and students will be informed accordingly.

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

**16.0 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 term. 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.

**17.0 F grades** may be improved to a grade not higher than 'C' by either repeating the failed course or replacing with another with departmental approval. There are also specific guidelines on this, consult the academic policies.

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

**20.0 Academic Probation/Termination:** Academic probation is determined after doing 12 credit hours. This is end of term 1 for full-time students and applies to students not meeting minimum grades required for the programme. The minimum grade point average required for undergraduate students is 2.0, a minimum of 2.5GPA s required for MA/MDiv, 3.0 for MTH/MPhil and 3.3 for PhD).

**21.0 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 change of figures in accounts.*

**22:0 Graduation:** This is tied to students meeting academic, character, and financial requirements.

## **15.2 Mobile Phone Policy**

As a means of insuring 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 and at extension sites:

- 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.

## **16 ACADEMIC RESOURCES**

### **16.1 Lecture Rooms**

There are 11 lecture rooms that can sit 400 students at any one time. A multi-purpose hall that can seat up to 1000 people hosts various University functions, including chapel services and public lectures.

### **16.2 Home Science Workshop**

The University has a Home Science Workshop that provides space and facilities for students doing cookery and sewing in the certificate and diploma programmes.

### **16.3 Book Centre**

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

### **16.4 Library**

#### **16.4.1 Introduction**

The Tony Wilmot Memorial Library is named after NEGST/AIU first Principal, Anthony Talbot de Burgh Wilmot. The collection consists of about 50,000 items. 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.

#### **16.4.2 Vision:**

To be the leading resource centre for learning and research in theological education and other related disciplines in Africa.

#### **16.4.3 Objectives:**

To equip the University community with information skills by developing and implementing information literacy/user education programs, participating in 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 appropriate and conducive environment for individual and group study, and to facilitate the use of Library resources.

#### **16.4.4 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.

#### **16.4.5 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.

#### **16.4.6 The Collection**

Effort has been made to develop 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 Encyclopedias 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 Encyclopedias etc.
- Filmstrips - Overhead transparencies
- Electronic books on kindles, in various databases and on the AIU server

### 1. General Collection

These are books which 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
- Extension 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 8.00am.

A fee of Ksh. 10 will be charged on every hour overdue, calculated after 8am. 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.

### 16.4.7 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

### 16.4.8 Finding Books in the Library

This is efficiently done using online Public Access Catalogue (OPAC). OPAC is the database which contains the listing of the 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 <http://library.africainternational.edu>

### 16.4.9 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 <http://library.africainternational.edu>

### 16.4.10 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.

1. Library materials are issued to clientele who have their identification card.
2. 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.
3. Loan Period: See above

4. Renewals are not permitted if the information material has been placed on hold (reserved).

NB: Self renewals via 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.

5. Reserved materials may be checked out 30 minutes before closing time for overnight use. They must be returned at 8am the following day (assuming the Library is operating).

- Reserved materials are used only within the Library and may not be checked out.

#### **16.4.11 Clientele Conduct**

1. Silence should be strictly observed as noise disturbs other users.

2. Food, drinks, and any other materials that may damage library materials are not allowed into the Library.

3. Personal effects/bags should be left at the baggage area with the security personnel immediately after the main entrance and a tag secured.

4. No part of a book, journal, or newspaper should be removed

5. 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.

#### **16.4.12 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. 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 of information materials under their names or else, they will be liable for the loss or damage.

### **16.4.13 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 use of information resources.

### **16.4.14 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 PhD students.
- All enquiries 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.

### **16.4.15 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.

### **16.4.16 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.

## **16.5 Information Technologies Department**

*Supporting Excellence in Teaching, Managing and Studying*

### **16.5.1 Introduction**

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

### **16.5.2 Accounts and Email**

Security: every user is assigned a single account. 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. 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.

### **16.5.3 Password Reset self-service**

Go to <https://campus.africainternational.edu/AIUpwm> and or use the Email link on the AIU website.

Login with your current username/user ID and password to setup your security profile.

When you login the first time to this application, you will be required to setup your security profile by filling up the form with your date of birth and National ID or Passport number.

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 login to any of the services AIU Webmail, Library or E-learning to access.

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

Find an internet connected computer

Go to <http://www.AfricaInternational.edu>

The AIU website will open

Click a link called “Community Emails” located among the links on the top right side of the site.

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

Type your username and password. Select ‘private computer’ option to enable you to download and view attachments.

Note: For those with private computers, remember to add domain name and a backslash before your username, i.e., `negst\username`

Click inbox to check your new mails



### **16.5.5 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 <http://www.AfricaInternational.edu>

The AIU website will open

Click a link called “E-learning Portal” on the left menu pane.

Enter your login details – *username and password (the same as email login details)*

Navigate to your desired course.

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

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

The department also gives communication to the users whenever there are attempts to attack our network encouraging them to be even more vigilant.

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

### **16.5.7 Internet**

The department offers the students internet access. We offer access through wireless access points 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 an internet-connected computer lab (discussed in details 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.

### **16.5.8 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.

### **16.5.9 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 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.

### **16.5.10 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 educational needs of the users only.

## **16.6 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 to 11:00pm from Monday to Saturday. It remains closed on Sundays.

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

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.

Lab use is 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.

### **16.6.2 Printing**

There is a student printer located at the Computer Lab that caters for all printing needs of the students. The printing charges are Ksh 10/per page. 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 lab.

Scanning services are not charged.

### **16.6.3 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 INTERNATIONAL STUDENTS' AFFAIRS**

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. You can email her at: [janice.rasmussen@africainternational.edu](mailto:janice.rasmussen@africainternational.edu) or [Dean.students@africainternational.edu](mailto:Dean.students@africainternational.edu)

### **17.1 Location and Weather- AIU**

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. AIU lies on about 55 acres plot. 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 – March are often warm. During the cold and rainy seasons, it can feel quite cool in AIU's stone and concrete buildings.

AIU welcomes students from around Africa and the world. In recent years, international students have made up around 20% of total student body and they represent around 20 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.

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 which also requires attention to certain details for international students as follows:

### **17.2 Immigration Matters**

#### **17.2.1 Kenya Pupil's Pass/ Visitor's Visa:**

Each non-Kenyan student must hold a valid passport, entry visa and approved pupil's pass before arrival. The Administration works with prospective students to obtain a Kenya Pupil's Pass before arrival. Once admitted, you 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. AIU can then request the KPP for you from the government. This is a strict government requirement. Legally, students should have their KPPs before coming to study and the process often takes 3-6 months.

Sometimes international students are able to initially come in on a visitor's visa (price varies by country; often 3 months in length but can be renewed once) if the KPP has not yet arrived, but has been applied for. After arrival, students must check with immigration staff to find out how to apply for alien registration and dependent passes for family members.

The KPP may need to be renewed after a year or two, depending on the program length. The immigration department requires this to be done three months before the old pass expires. This is the responsibility of the student, but immigration staff will help.

### **17.2.2 Alien Cards:**

The students and their dependants will be required to register as Aliens as soon as they arrive. Two passport size photographs, copy of passport and some payment will be required. After getting your KPP, you need to go to immigration downtown to be finger printed 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.

### **17.2.3 Dependent Passes:**

If you are bringing dependents (spouse, children), they will need to apply for dependent passes, or for KPPs if they plan to study. This pass allows the family members (spouse and children) to stay in Kenya during the period of study of the student. The Dependent Pass is issued upon the acquisition of the Kenya Pupil's Pass by the student.

AIU assists the students in processing the passes, but students are responsible to pay for them. Should the immigration authority reject the application, it is the responsibility of the student to appeal to the authority. However, the school is willing to work with the student towards success in the appeal. Remember that expiry of your pupil's pass automatically renders the dependent passes invalid. It is illegal to be in Kenya without a visa. To apply for the dependent pass for your family, you will be asked to provide either a marriage certificate (for a spouse) or birth certificate (for children).

### **17.2.4 New Born Babies**

Foreign students who may be blessed with the gift of children while in Kenya are 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 then apply for a Dependent Pass in the normal way.

Parents should also ensure that the babies are endorsed in one of their passports or have their own valid passport. The Kenyan Birth Certificate does not qualify one to be a Kenyan citizen. It is an important responsibility of non-Kenyan students to insure that they have the right immigration papers, that their passports are valid and that their stay in Kenya is legal at all times.

### **17.2.5 Documents:**

Bring official copies of marriage, birth, and previous education certificates with you, as well as passports and health records for everyone coming to AIU.

The student will 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.

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

### **17.3 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. Nairobi is high and cool enough to mostly avoid malaria.

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 school plan as explained in this document.

### **17.4 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 a week's advance notice for these 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 area one direction and the Dagoretti market the other direction, so walking or biking is possible.

### **17.5 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 laser printer, but it is well-used, so a laptop is helpful. A good battery is helpful for 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 some day.

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.

Electricity is not always reliable, although the classrooms are served by a generator. A good computer battery is helpful, as are torches or lamps.

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. Even though Nairobi is close to the equator, the altitude makes it feel cold. Being on the equator, sunscreen is recommended for the light skinned.

Students from the west are often surprised how professional AIU students dress. Smart business casual is the norm – modest dresses, skirts, and trousers. Skirt lengths are longer than in the west and necklines higher.

## **17.6 Safety**

While on campus, you will be safely guarded and need not worry. But of course, your entire time in Kenya will not be spent on campus. Here are some suggestions to consider while travelling out of campus:

- Avoid being off campus past dark (around 7 p.m.). Most unfortunate incidents occur during the evening and early morning hours.
- Be careful when travelling off campus alone if you are a female student, although some areas of downtown are not recommended for foreign males travelling alone, either. Stay on main roads and do not walk to remote or less public areas without someone you trust. Walking towards Karen is considered safer than walking towards Resurrection Gardens.
- Petty theft and armed robberies happen on occasion, though the AIU campus itself is secure and is guarded 24 hours a day. Watch your belongings closely when off campus and carry as few valuables off campus as possible. Keep cash and valuable under clothing in well zipped purses or front pockets.
- It is also wise to watch your belongings on-campus. Feel free to ask the security guards for assistance. You will also be given the contact of the campus security head. Kenya's general emergency number is 999.

## **17.7 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. Soon you will be helping other new international students adjust to AIU and Kenya.

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.

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 somewhat 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. Also, when dealing with difficult situations, often a common friend will be used as an intermediary to avoid direct confrontation.

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. Language is a huge part of culture, and, while you can get by exclusively with English on campus, learning even a few key phrases in Kiswahili and other African languages can help build rapport and show respect.

### **17.7.1 Academics:**

If you’re coming from a semester system, the quarter system at AIU might be shorter than you expect (only 10 weeks). 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. The 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.

### **17.7.2 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*. Intervarsity Press, 1994.

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

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



## 18 HELPFUL CONTACTS

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

## 19 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.....