



AFRICA
INTERNATIONAL
UNIVERSITY

REGISTRAR AFRICA INTERNATIONAL UNIVERSITY

ORIENTATION MESSAGE

Dr. Esther Nyagah

Registrar, Academics & Research



AFRICA
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STAFF

- REGISTRAR ACADEMICS & RESEARCH - Esther Nyagah
- Assistant Registrar (Exams & Timetabling) - Solomon Riitho
- Records Officer- Jane Yego
- Admissions Officer- Irene Mwendu
- Assistant, Admissions Office- Rose Nyambura

POST-ADMISSION PROCEDURES

- Verification of original certificates, diplomas and degrees obtained prior to coming to the university
- Registration of courses in consultation with the Academic Advisor: a minimum of five (5) courses or 15 credit hours per semester for full time students
- International students are required to have their Kenya Pupils Pass (KPP) within the first week for compliance with legal requirements.
- Ensure your file is complete - with all the relevant documents within the first week to avoid being denied access to essential functions
- Provide a fees payment receipt before registration

ACADEMICS

- Always consult the academic advisor for any challenges
- Seek help immediately
- If you need to enhance your English competence, see the Dean of SEAS
- Your grade counts from the first day of class to determine your degree classification / average score



REGISTRATION

- Use the name on your National ID or Passport. Submit an affidavit if you change name within your programme
- The student's registration for each Semester is to be planned in consultation with the assigned Advisor. Students are held responsible for seeing that they meet all requirements for graduation. Students not strictly following the curriculum roadmap, thus taking courses out of sequence, forfeit their right to require the school to offer courses when they need them and may not be eligible for graduation at the expected time.
- Fees must be paid by the first two weeks of the Semester unless Fee Payment Plan has been submitted to the Office of the Director of Finance. All students who have not met their financial obligations by the end of 2nd week of the Semester are automatically deregistered from the Semester.



Registration Contd.

- After the semester has been in session for two weeks the academic Dean's permission is required for late registration.
- A student may drop a class at any time during the first two weeks of a semester (or the equivalent for modular students). Refund of chargeable fees is as prescribed on the Financial Policies.



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TRANSFER OF CREDITS

- An applicant from a recognized institution of higher learning wishing to transfer credits from an uncompleted programme may request advanced placement when he or she applies for admission.

Use the Transfer of Credit Form and attach evidence of the credentials such as official Transcript and course syllabi, which would support such a request.

A complete assessment of the applicant's programme requirements and prescription of a curriculum roadmap should be done prior to enrollment at AIU.



Transfer of Credit Contd.

- Equivalent course credits with a minimum grade of **B**, earned at other recognized institutions shall be accepted at full value to the extent that the courses are comparable to AIU requirements. The courses must also be taken within the time limit of seven years prior to admission at AIU.
- The transferred credits shall be a maximum of 49% of the credit hours in the AIU programme of study.



Transfer of Credit Contd.

- Although transfer credits are included in the total credits acquired, they shall not be computed into the student's cumulative score.
- No credit shall be given from undergraduate courses towards postgraduate level courses.
- Applicants who have earned a Diploma recognized by AIU Senate, may earn credits towards AIU Bachelor's degrees.
- The student shall be charged transfer of credit fees for initiating the credit transfer process.



Validation of courses

- For a student wishing to be exempted from any course for prior knowledge in the subject
- A validation examination may be set and the pass mark shall be a grade of “B” or better
- Non-letter graded courses, transfer courses, and work that received grades below “B” cannot be validated
- Validation of a course does not reduce the student’s total credits requirement, but allows the student to substitute hours in the same dept
- The actual validated course shall be replaced on AIU transcript by an equivalent level course
- The student shall be charged a course validation fee for initiating the validation process



Change of Programme

- Students may change programmes within the first two weeks of reporting, by submitting the Change of Programme Form to the Academic Registrar who will process it through the new department of choice
- Change of programme is only permissible if the student meets the entry requirements for the course they are changing to



WORK LOAD

- A normal full-time class load is 15 credit hours (5 courses) per semester for Masters students and 18 credits for undergraduate programmes

For every class hour (60 minutes of class work) a student is expected to give a minimum equivalent of two class hours of preparation outside of class

- Students are not permitted to take more than the hours allowed by their programme in a Semester unless they have all three of the following: (1) cumulative grade of B and above (2) permission of the academic advisor and (3) permission of the Head of Department.



Absences

- Students are expected to attend all classes in each course in which they are enrolled. Students are responsible for all academic work missed during absences. A student may not miss more than 20% of class attendance in each course.

Withdrawal from AIU

- **Withdrawal on Temporary Basis:**

For reasons deemed justifiable by the Academic Dean (e.g. health, finance, etc), seek formal withdrawal and indicate 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. Copies must be sent to the Head of Department and the Academic Registrar



- **Withdrawal on Terminal Basis (permanent withdrawal):**

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

Such a student may not resume studies at a later date except by applying afresh and they may not likely to be re-admitted unless there is clear evidence of change in the circumstance that warranted the terminal discharge.



- **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.

Submits in writing a request to the Academic Dean and ensure you have met all obligations to AIU, including the cost of sending transcripts to another institution.

Acceptance of such credits is at the discretion of the and to transfer other institution.



Grading System

- The University uses the standard British Grading Scale to compute the average grade earned by a student
- The letter grades and their corresponding raw scores are as shown both for undergraduate and Post Graduate programmes.
- The Final Grade is made up of:
 - ❖ CAT marks (30% for undergraduate and 60% for Postgraduates)
 - ❖ Final Exam (70% for undergraduate and 40% for postgraduates)



Postgraduate Grading System

Percentage	Letter Grade	Level of Achievement
70% and Above	A	Excellent
60 - 69%	B	Good
50 - 59%	C	Fair
0 - 49%	F	Failure



Undergraduate Grading System

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



ODEL

- Open, distance and eLearning is one of the modes of study offered at Africa International University.
- It is a flexible mode of study that uses technology for course delivery.
- Courses are offered through blended learning - a blend of face to face and online learning.
- Attention is given to several interactions, student- student interactions, teacher - students and student - content interactions.
- The learner is given autonomy to be in charge of his/her learning process.

Maximum Duration

Whether as part-time or for any other reasons warranting a delay, students are allowed the maximum durations to complete degree/Diploma/Certificate programmes as follows:

- Doctor of Philosophy - 7 years
- DMIN - 7 years
- Master of Philosophy/Theology - 4 years
- Master of Arts - 5 years
- Master of Divinity - 7 years
- Bachelor's degrees- 8 years
- Certificates and Diplomas - 4 years



Maximum Duration Contd.

- Failure to complete a programme within the time allowed will result in automatic discharge
- Continuation fee is charged at the rate of:
 - 3CH for Undergraduate students
 - Ksh 50,000 per Semester for Masters Students and
 - Ksh 90,000 per semester for PHD students

This is when students are away from regular course registration or are writing their Thesis/ Dissertations



Examinations and Student Assessment

Continuous Assessment

Continuous Assessment shall be employed, involving a combination of assignments such as short tests, research papers, class presentations, and projects spread out throughout the semester. The cumulative weight of the continuous assessment shall be 30% for undergraduate students and 60% for Postgraduate students

End-Term Examination

- A final examination or a project in lieu of the final examination shall be given or required at the end of the term. The cumulative weight of the final examination or other forms of assessment in lieu of examination shall be 70% for Undergraduate students and 40% for postgraduate students



Practical/Internship

- The practicum is required to test the level of integration of classroom work and practice.
- Students are assigned to practical areas of interest in the church, in educational institutions, or in organizations offering relevant practical experience.
- Practicum is weighted on credit hour basis and is supervised by the appropriate department.



Incomplete Grades

- Students are expected to complete all course work by the deadline set by the course lecturers
- If, for valid reasons (such as outlined below), a student cannot finish the requirement/s by the deadline, he or she may request an Incomplete Grade (use the appropriate Form).
- Faculty members are permitted to give an Incomplete only when the following conditions are met:
 - ❖ The student has done a substantial part of the coursework and shows evidence of success for the remaining work.
 - ❖ Valid reasons, not related to the performance in the class, such as serious indisposition or an emergency, have prevented the student from finishing the course requirements on time.
- If the conditions specified above are not present, the lecturer is entitled to deny a request for an Incomplete and assign a letter grade based on the work completed to that point.



Incomplete Grade Requests

- It is the student's responsibility to initiate a request for an Incomplete Grade by submitting the Incomplete Request Form to the course lecturer, **on or before the last day of classes.**
- It is not appropriate to give an Incomplete to enable a student to do additional work to improve a grade.
- Incomplete results requests apply to **coursework only.**
- If a student misses sit-in exams he/she will have to wait until the unit is offered again to be able to sit for the exam.
- In exceptional and highly unusual circumstances a student may be allowed to sit for special exam on highly justifiable grounds
- If the student does not remove the incomplete during the time specified above, the "Incomplete" grade will convert automatically to "F."



Retake of Examinations and Repeat Courses

- Courses in which a student receives the grade of F must be repeated or replaced by another course, in the latter case by the approval of the Head of Department.
 - ❑ If the course is replaced, the original grade of F will be computed into the average grade along with the grade of the replacement course.
 - ❑ If the course is repeated, the F will be replaced by the new grade, and this grade can be no higher than a C.
- A student who receives an “F” due to an “Incomplete” grade shall not be permitted to take a supplementary examination or submit the course requirement leading to the F.



PROBATION CASES

- A student who fails one or two courses in a semester may be put on probation for at least two semesters pending successful completion of the failed courses. The retake will be done when the course is next offered. An elective can be substituted.

PROBLEM CASES

- A student who fails more than two courses in a semester shall be deemed a problem case.

PROMOTION

- A student is promoted if he/she has passed all semester examinations on normal progress or if he/she has passed as a probation case.



DISCONTINUATION

A student shall normally be required to discontinue his or her studies if;

- He or she fails the university examination(s) after the third attempt (a failed course can only be retaken twice)
- He or she serves more than two years from the expected year of completion.
- He or she fails at least half of the courses of a semester, and the school deems them unable to proceed.
- He or she fails to attain the minimum average grade in at least three (3) semesters
- He or she keeps on probation for the same course for more than two semesters.



RETAKES

- The transcript will be a chronological record of when the student took the course, the course description and the scores. A student who fails a course does not therefore, earn a credit for that course but his total credit hours include those of the failed course.
- Students who retake courses shall pay for the courses they retake.
- A candidate who has failed not more than two courses shall be permitted to retake examinations in the failed courses when the courses are offered and examined. The candidates will retake the courses and re-write the course work.
- A student retaking courses can be allowed a maximum of seven course units in a given semester.
- To pass a retake examination, a candidate must obtain the minimum grade point in each subject. Retake courses will be assessed out of 100% and shall be reflected on the academic transcript



GRADUATION REQUIREMENTS

- ❑ Other than **Academics** the student must meet the following requirements
- ❑ **Attestation for Good Conduct:** All students graduating from any of AIU's programmes should have Senate's attestation of good conduct
- ❑ **Payment of all outstanding fees** owed to the university



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Thank You