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“Transforming Lives through Quality Education”
Egerton University Student’s handbook

“Transforming Lives through Quality Education”
Egerton University Student’s handbook

Mr. M. Ouma
(Finance Officer)

“Transforming Lives through Quality Education”
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REMARKS FROM THE VICE CHANCELLOR

On behalf of the Chancellor, University Council, Senate and members of staff, may I with great gratitude take this opportunity to welcome you to Egerton University, the Premier Agricultural Public University in Kenya. I congratulate all of you for hard work that has enabled you to merit your admission at Egerton University. Your admission here marks the climax of your long academic journey which started many years ago. May I also congratulate your parents, guardians, sponsors and other well-wishers for their efforts that have enabled you to reach this far. We have been waiting expectantly and preparing for your arrival.

Once more, welcome!
For your successful period of study at Egerton University, the following issues may come in handy;

i. **Discovery of your passion and talents**
Being at Egerton University is having an opportunity to discover who you are and your passion in life. Be sure to find your passion and pursue it with dedication and commitment. It’s going to be a time of transition, a time of adjustment and a time of change. You must now take responsibility for your future and all that you do. University life is a time for learning and self-discovery.

ii. **Always be with productive and positive people**
Your education, personal growth and development will be stunted if you surround yourself with only those who share your beliefs, ideas, perspectives, world view, and have similar life experience as you. Associate and interact with other young people who come from different backgrounds-racial, cultural, social, class, linguistic, ethnic origin, or geographical background-someone with views, values, ideas, beliefs, and perspectives different from yours.

iii. **Be willing to share your ideas**
You must keep an open mind and be willing to subject your views, beliefs, opinions, assumptions, and ideas to scrutiny, tests and interrogation. Always engage in the power of reasoned argument, logic, and debate to explore differences with view to narrowing them down, breaking new ground and enhancing and deepening shared understanding. Develop the ability and capacity to analyze, to reason with evidence, to reflect and argue using knowledge.

iv. **Value and treasure your individuality**
Appreciate different ways of thinking, being and seeing. Support dissent, contestation of ideas and ability and skill to question and challenge conventional wisdom. Dare to be different!

v. **Engage in outreach for personal and academic growth**
Egerton University does not exist in vacuum—we exist within particular social, economic, cultural, political and historical context. Our community engagement endeavours to take knowledge beyond the confines of the academy into variety of social domains. Use the knowledge gained in the course of your study at Egerton University to enrich and make a difference in society through outreach programmes.

vi. **Be in productive and meaningful relationships**
Be friends with everyone. Seek guidance and counseling from the Dean of student’s office on how to engage in responsible relationships. Do not engage in risky sexual behaviour that may expose you to unplanned pregnancies, STIs HIV/AIDS. Avoid negative peer influence that may lead to violence, sexual harassment, casual sex, alcohol and drug abuse among other ills.
vii.  **Actively look for information**
The learning process in the university is different from what you were used to in secondary school education. As a university student, you will be expected to play an active role in looking for information rather than expecting lecturers to provide it. Make responsible use of available resources in lecture halls, library, resource centres, halls of residences, etc.

viii.  **Adhere to university rules and regulations**
The University is governed by rules, regulations, policies, procedures and processes guiding the association, discipline and conduct during their stay in the university. Make sure you have rules and regulations booklet. Seek help whenever you encounter any problems or challenges. Make use of counselling services offered in the office of the Dean of Students and guidance offered by Academic Advisors whom you will be assigned in your respective departments. Utilize these channels to solve problems in peaceful, democratic, and in civilized manner. Avoid the use of riots and other irrational methods that may lead to disturbances in campus.

ix.  **Manage your time well**
Utilize your time well while on campus to achieve your potential. Remember there are a lot of expectations from your parents, government and the society at large. Do not disappoint them. Take your time also to involve yourself in worthy causes such as advocacy for social justice, peace building activities and other voluntary activities. Find time to interact with others in professional clubs and associations, sports, religious, cultural activities etc.

Finally, I am aware that this is the first time for most of you to be in Egerton University and that you are perplexed by the complexities of the structures of the university, the various programmes offered and the resources available. I trust that through the orientation programme staff from various departments have addressed most of your anxieties and introduced you to the resources and information that will make your stay at this university a rewarding experience. Get hold of your academic advisors and lecturers and follow them for advice. Choose your friends wisely, respect yourself and others. Live well with your room-mates and make friends with people from Kenya, Africa and the whole world who are all here in Egerton.

Thank you all.

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Egerton University is ISO 9001:2008Certified
REMARKS FROM DEAN OF STUDENTS

Let me take this opportunity to welcome you to Egerton University and to congratulate you for your excellent performance in KCSE examinations which enabled you to join this great University. Our University presents vast opportunities in academic and social development, I urge you to take advantage of these opportunities. While in this university, the Dean of Students Office will be your partner in your quest to reach your academic and personal goals. During Orientation period organized by the Dean of Students office, you will have the opportunity to learn about strategies for adjusting to university life successfully, getting involved on campus and making good choices. The orientation sessions will provide valuable information on Egerton University policies, academic programmes and services that have been put in place to promote a healthy environment for your successful learning. I encourage you to attend all orientation sessions.

The Dean of students Office offers many services which support your learning at the University. These include counseling services; chaplaincy services; students’ leadership development programme; games, sports and recreation. We encourage you to utilize these services. University life, unlike secondary school, has various challenges. However, I am confident in your ability to meet these challenges and we will do what we can to support you in doing so. We encourage you to avoid high risk behaviors that may jeopardize your successful completion of university education.

Finally, I want to wish you all the best as you start preparing for your professional careers and I hope you will make the most out of your life at Egerton University.

Prof. D. Odero-Wanga
1.0 INTRODUCTION
This handbook contains general information on academic programmes, policies, student services, as well as available facilities at Egerton University. You will find a lot of information in this handbook that will enable you to adapt to the campus environment with ease. The Egerton University Senate reserves the right to interpret and change any section of this handbook from time to time as it may deem fit. The student shall bear the responsibility for any misinterpretation of rules and regulations. Please note that the primary purpose of your admission to the university is the pursuit and achievement of your academic goals. One of the impacts of Egerton University's evolution has been the dramatic growth in student enrolment, the diversification of student intake and academic programmes. The challenge for the university, therefore, is to provide adequate, effective and appropriate support services for the students and a campus environment that will enhance academic pursuits. Designated as a center of excellence in research and agriculture in the region, Egerton University provides an enabling environment for academic and other related activities to flourish. While the main enterprise for students is of course academic, students are also undergoing other significant and critical developmental and growth processes, which require a campus environment that fosters and enhances all these processes. Academics should not be seen in isolation. We therefore aim at developing the "whole" person. We also recognize that each student has unique qualities and aptitudes and we provide each one of them an opportunity to do their best.

1.1 About Egerton University
Egerton University started as an agricultural school in 1939. Lord Maurice Egerton donated 400 hectares of his land to the colonial government of Kenya to set up a school to train large-scale farmers in the Kenyan highlands. The first students were three ex-British servicemen. In 1955, the school became a college through the Egerton College Ordinance. From that time, it became a premier agricultural training college for Kenya, East, Central and Southern African region.
In 1986 Egerton College was elevated to a Constituent College of the University of Nairobi and later in 1987 it became a full-fledged university by an Act of Parliament. The Act was replaced by the new Universities Act 2012. The University was awarded a Charter in 2013. Egerton University has four campuses namely - Main Campus at Njoro, Nakuru Town Campus College, Nairobi City Campus, and Kenyatta campus. Since its inauguration, Egerton University has continued to expand. Currently, the university offers diploma, undergraduate and postgraduate degree programmes. It has 42 departments in ten faculties, with a work force of about 2,000 members of staff (academic, administrative and support) and approximately 18,000 students pursuing various diplomas, undergraduate and postgraduate degree programmes.

Vision
A world-class university for the advancement of humanity.

Mission
To offer exemplary education to society and generate knowledge for national and global development

Core Values
The university's activities and decisions will be guided by the following core values:

- Passion for excellence and devotion to duty
- Integrity
- Transparency and accountability
- Social fairness
- Team work and Professionalism

1.2 Why Egerton is your University of Choice
Egerton University is one of the public universities in Kenya. Its phenomenal growth is a reflection of the importance Kenya attaches to development in education. The Main Campus is situated in the central Rift Valley on a beautiful geographical landscape, and good climate, excellent for learning.

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Egerton University has a diverse student body with students drawn from a wide range of interests and life experiences all driven by the common need, goal and ambition for success. The university is committed to preparing its students to work, acquire skills, enhance their capacities, and equip them adequately to live in rapidly changing global environment. We are committed to the highest standards of teaching and research across the broad range of disciplines offered at all levels. We take interest in the welfare of our students and ensure they have access to the resources that enable them receive quality education. The university also offers a wide variety of services and amenities that ensure wholistic growth of students. These include counseling services, international student services, spiritual guidance and games and sports activities.

Students are advised to reciprocate by maintaining high standards of discipline in order to fully utilize the resources available to them. To assist students, meet national and individual goals, we pay special attention to questions of ethical conduct in all spheres of life (academic, social and spiritual). We train our students to realize that for them to acquire high standards of education, they need to be intellectually honest and to be ready to give credit to others where it is due. In case students have problems, they should seek advice from their faculty advisors, the Dean of Students, the Board of Undergraduate Studies or Graduate School. This handbook provides a useful summary of matters related to university administrative structure, policies, services, rules and regulations governing students' association, conduct and discipline, responsibilities and channels of communication available to them to enhance a good campus environment. Students are advised to consult relevant departments to seek guidance and to enhance good working relationships between them and staff.

1.3 The University Administrative Structure

The University Council

The University Council consists of nine members as follows: A Chairperson, and five members appointed by the Cabinet Secretary for Education, Principal Secretaries in the Ministries of National Treasury and Education, Science and Technology, The Vice-Chancellor who is an ex-officio member.

Functions

The University Council, as the governing body of the university, through the Egerton University Act 1987 and Universities Act 2012;

- Shall administer the property and funds of the university in a manner and purposes which shall promote the best interests of the university. The Council shall not change or dispose off any immovable property of the university without prior approval of the Chancellor.
- Shall provide for the welfare of staff and students in the university.
- May, after consultation with the Senate, make regulations governing the conduct and discipline of students.

The University Senate

The Senate consists of the following:

- The Vice-Chancellor -Chairperson
- The Deputy Vice-Chancellors
- Principals of Campus Colleges and University Colleges
- Professors
- Directors
- Deans of Faculties
- Dean of Students
- University Librarian
- Associate Deans
- Two Student Representatives
- Registrar (Academic Affairs)
- Registrar (Human Capital)
- Finance Officer

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Chairpersons of academic departments
And any other member as may be identified from time to time.

Functions of the Senate

- To satisfy itself regarding the content and academic standard of any programme of study in respect of any degree, diploma, certificate or other award of the university and to report its findings thereon to the Council.
- To propose regulations to be made by the Council regarding the eligibility of persons for admission to a programme of study.
- To propose regulations to be made by the Council regarding the standard of proficiency to be gained in each examination for a degree, diploma, certificate or other award of the university.
- To decide which persons have attained the prescribed standard or proficiency and are otherwise fit to be granted a degree, diploma, certificate or other award of the university.
- To initiate proposals relating to the conduct of the university generally and to discuss any matter relating to the university and to make representations thereon at the Council.
- To make regulations governing such other matters as are within its powers in accordance with Egerton University Act or the Statutes.

1.4 Division of Academic Affairs
The Academic affairs division is headed by the Deputy Vice-Chancellor- Academic Affairs. Egerton University has over the years evolved as a center of excellence in agricultural education, research and extension. The university has diversified its programmes to include the Natural Sciences, Education, Engineering, Arts and Social Sciences, Health Sciences, Law among others. The university has several varied bachelors, masters and Ph.D. degree programmes in ten faculties namely: Environment Resource Development, Education and Community Studies, Arts and Social Sciences, Commerce, Engineering and Technology, Agriculture, Science, Health Sciences, Veterinary Medicine and Surgery and Law.

The University also offers diploma programmes in the following areas: Farm Management, Agricultural Education and Extension, Dairy and Food Technology, Clinical Medicine, Education (Arts), Horticulture, Animal Health and Computer Science.

The University has diversified and reviewed its programmes to meet the development needs of the country. Though the majority of students are Kenyans, students from other parts of the world are also considered. We have over 600-strong teaching staff most of whom have been trained or had research and teaching experiences from African, European, American and Asian institutions of research and higher learning. The strength of our academic staff is further enhanced by the many linkage programmes we have with various institutions both within and outside the country. The University has seven libraries (four at the Main Campus) and one each at Nakuru Town College Campus, and Nairobi City Campus. The University has an Endowment Scholarship Fund for postgraduate students' scholarships for undergraduate students. Besides the provision of affordable education, we also take keen interest in the welfare of our students. The Students Affairs Department has counselors and chaplains who provide counseling and spiritual services to students. Games and Sports are also under the same department.

1.5 Division of Research and Extension
The Division of Research and Extension was established in 1987 to further and develop the University's initiative in research and extension. It is headed by the Deputy Vice-Chancellor – Research and Extension. It comprises of the following sections:
- Dry land Research Training and Ecotourism Centre(DRTEC)-Chemeron
- Crop Management Research Training (CMRT)Centre
- Tegemeo Institute of Agricultural Policy and Development.
- Agro-based science park

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Dry land Research Training and Ecotourism Centre (DRTEC)
Dry land Research Training and Ecotourism Centre is in Baringo County, 150 Kilometers north of Egerton University. It hosts the offices for Dry land, Research Training and Eco Tourism Centre. It covers an area of 1,000 acres in a Rangeland. The Station is suitable for dry land research. Here, Jatropha Project has been established. Other activities of the Station are bee and livestock keeping. There is a hostel facility with a bed capacity of forty-two (42) persons with catering and dining facilities.

Crop Management Research Training (CMRT)
The CMRT is committed to enhancing the capacity of National Agricultural Research Systems (NARS) in Sub-Saharan Africa to conduct effective crop management and livestock husbandry research. The center organizes and facilitates both soft skills and advanced research, short training courses in various disciplines in agriculture as may be requested by various clients and stakeholders in the region and internationally. CMRT draws from a wealth of expertise in agriculture available at Egerton University and beyond to serve its clients to their satisfaction. CMRT is equipped with modern conference facilities and accommodation.

Tegemeo Institute of Agricultural Policy and Development
Tegemeo Institute is situated in the city of Nairobi. It conducts Research and Analysis on Policy in the domain of Agriculture, Rural development, Natural resources and Environment. The Institute aims at addressing Micro and Macro Economic Policy issues bearing on Farming, Transportation, Processing, Marketing, and Trade of Agricultural Products and Inputs; Sustainability of Agricultural Systems and Natural Resources as well as the Environment, Commercialization, Income growth and Food security.

Agro-Based Science Park
Agro-Science Park was established in 2012 as one of the flagship projects under the Agricultures Sector of the Economic Pillar of Kenya’s Vision 2030. The objective was to accelerate the development of new products for farming communities through Research, Industry and County Government linkages. This flagship has developed many new seed varieties for farmers in low, medium and high-altitude farming areas of Kenya. Currently there are three high yielding bean varieties named Chelalang (high altitude), Tasha (medium altitude) and Ciankui (low altitude). Other crop seed varieties have also been developed by the Agro-Science Park which include Pigeon peas (Egerton Mbaazi), sorghum, finger millet, groundnuts and chickpeas for Arid and Semi-Arid lands (ASAL).

Farmers in counties of Nakuru, Baringo, Elgeyo-Marakwet, Laikipia, Trans-Nzoia and Bomet have benefited from Egerton high yielding improved seed varieties of Beans, Sorghum, Groundnuts, Chickpeas and Finger millets for both drylands and mid-altitudes zones. The park has also contracted farmers from these Counties to produce certified seed for distribution to farmers. Agro-Science Park has also constructed a modern hatchery for fish farming to produce fingerlings for fish farmers.

Njoro River Rehabilitation Project
One of the three Pillars of Kenya Vision 2030 is the Social Pillar. Under this pillar are a number of sectors one of them being Environment, Water and Sanitation and one of its objectives is to fully rehabilitate and protect five water towers of Mau Escarpment, Mt. Kenya, Aberdare Ranges, Cherangany Hills and Mt Elgon. The benefits from the rehabilitation process will be; increased forest cover and increased volume of water from the catchment areas. In order to achieve this objective, flagship projects were proposed in the respective water towers. One of the flagship projects for the
Rehabilitation of the Mau water tower is the Njoro River Rehabilitation Project established in the year 2012 under the Division of Research and Extension. This flagship’s mandate is to; steer the rehabilitation of the Njoro River, educate the community on environmental conservation, support MSc. projects on Njoro River rehabilitation and partner with other stakeholders in the rehabilitation of the river.

The river is being rehabilitated in partnership with KALRO and in collaboration with Cooperative Bank. Some of the achievements of the project include; sensitization seminars and workshops, construction of three community livestock watering troughs, clearance of dump sites along the river, planting of indigenous tree seedlings, community tree nursery and water quality monitoring.

1.6 Division of Administration, Planning and Development
The division is headed by the Deputy Vice-Chancellor, who is responsible for administration, planning and development in the University.

Functions

1. Management of the University’s human, information technology and physical resources.
2. Supporting the Vice-Chancellor on matters of administration, management and leadership.
3. Development and implementation of sound administrative policies, procedures and controls to ensure the realization of the University’s mission, vision and strategic objectives.
4. Provision of exemplary services to students, suppliers, alumni, and neighboring communities among others.
5. Provide guidance in strategic planning of the University.

All these functions are coordinated and implemented through the following departments and sections under the Division:

1. Human Capital and Administration
2. Information Communication & Technology
3. University Welfare Services (Catering and Accommodation)
4. Directorate of Planning & Development
5. The Legal Office
6. Medical Services
7. Transport
8. Estates
9. Water and Sanitation
10. Security

2.0 CAMPUSES, COLLEGES, FACULTIES, SCHOOLS, DIRECTORATES AND INSTITUTES
Egerton has the following campuses,

2.1 Main Campus (Njoro Campus)
This is the main campus where the University administration is based. The campus is located at Njoro Sub-County about 25 Kms from Nakuru town, 180Kms North-West of Nairobi off Njoro-Mau-Narok road. It is situated on a prime agricultural land, at an altitude of 2,250 metres above sea-level with an excellent climate that provides an ideal learning atmosphere.

2.2 Nakuru Town Campus College
Nakuru Town College Campus was established in 2001 with the aim of accommodating students enrolled in self-sponsored programmes (SSP) in Bachelor of Commerce and Masters in Business Administration. Since then, the courses offered in the campus have diversified to include programmes with high demand in the job market. These include: Bachelor of Education (Arts), Bachelor of Psychology, Bachelor of Industrial Technology (BIT), Bachelor of Arts (Communication & Media),

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Bachelor of Arts (Criminology & Security Studies), Bachelor of Arts (Economics & Statistics), Bachelor of Library and Information Science, Bachelor of Science (Computer Science), Bachelor of Science (Applied Computer Science) and Diploma in Education (Arts). These courses are offered to self-sponsored and KUCPPS students.

2.3 Nairobi City Campus
The Campus is located in Nairobi at the central business district. It offers self-sponsored programs which include: Diploma in Business Management, Diploma in Procurement and Supply Chain Management, Diploma in Education Arts (Secondary), Diploma in Gender, Women and Development Studies, Diploma in Criminology and Security Studies, Bachelor of Commerce, BSc (Economics and Statistics), BA (Criminology and Security Studies), BA (History and International Relations), Bachelor of Education (Arts), Bachelor of Procurement and Supply Chain Management, Bachelor of Psychology, Bachelor of Arts in Gender, Women and Development Studies, Master of Business Administration, Master of Arts in Gender, Women and Development Studies, Master of Science in Human Resource Management, Master of Science in Security Management, Master of Science in Criminology and Justice.

2.4 Kenyatta Campus
Kenyatta Campus was established in 2002. It houses Directorate of Capacity Building.

2.5 Faculties
There are ten faculties which comprise of various departments. Each Faculty is headed by a Dean who is the Chairperson of the Faculty Board. The Faculty board consists of: the Dean, Chairpersons of departments, and all academic staff.

Functions of the Faculties
- To determine the rules governing the procedure to be followed in meetings of the Faculty Board.
- To consider and make recommendations to the Senate concerning the academic progress of students in the Faculty.
- To make recommendations to the Senate concerning syllabuses and regulations for academic programmes offered in the Faculty.
- To regulate the conduct of examinations in the relevant academic disciplines and make recommendations to the Senate.
- To recommend to the Senate names of examiners for appointment.
- Liaise with student Faculty Representative on matters affecting students.
- To consider and make recommendations on any academic matters relating to the Faculty.
- To deal with any matters referred to it by the Senate.

Academic Departments
An academic department consists of: A Departmental Chairperson and all members of Academic and support staff of the department. They are responsible for:
- Ensuring that all students enrolled in the department maintain a satisfactory academic record and meet the obligations of the courses in which they are enrolled.
- Academic advising and career guidance of students.
- Carrying out initial processing of examinations.
- Liaising with Class Representative on matters affecting students.
- Recommending to the faculty board and the Senate suspensions and discontinuation of students who fail to register or attend classes for two consecutive weeks.
- Ensuring that all students regularly attend course lectures and other related activities.

Faculties
1. Faculty of Agriculture
   Departments
   - Crops, Horticulture and Soils
   - Animal sciences
   - Dairy and Food Science & Technology
• Agricultural Economics & Agribusiness Mgt.

2. Faculty of Science
   Departments
   • Chemistry
   • Biochemistry and Molecular Biology
   • Physics
   • Mathematics
   • Biological Sciences
   • Computer Science

3. Faculty of Education and Community Studies
   Departments
   • Curriculum, Instruction and Educational Management
   • Agricultural Education and Extension
   • Psychology, Counseling & Educational Foundations
   • Applied Community Development Studies

4. Faculty of Arts and Social Sciences
   Departments
   • Literature, Languages and Linguistics
   • Philosophy, History and Religion
   • Peace, Security and Social Studies
   • Economics

5. Faculty of Engineering and Technology
   Departments
   • Agricultural Engineering
   • Civil and Environmental Engineering
   • Industrial and Energy Engineering
   • Electrical and Control Engineering

6. Faculty of Environment and Resources Development
   Departments
   • Natural Resources
   • Environmental Science
   • Geography

7. Faculty of Health Sciences--has a campus in Nakuru Town opposite Rift Valley Provincial General Hospital.
   Departments
   • Clinical Sciences and Surgery
   • Nursing
   • Pathology
   • Medical Physiology
   • Human Nutrition
   • Human Anatomy
   • Child Health and Pediatrics
   • Reproductive Health
   • Community Health
   • Surgery
   • Internal Medicine
8. Faculty of Commerce
   Departments
   - Accounting, Finance and Management Science
   - Business Administration

9. Faculty of Veterinary Medicine and Surgery Departments:
   - Veterinary Medicine & Theriogenology
   - Veterinary Anatomy and Physiology
   - Veterinary Pathology, Microbiology and Parasitology

10. Faculty of Law
    The Faculty is located in Nakuru Town Campus

(i) Institute of Women, Gender and Development Studies
The Institute offers academic programmes in Gender and Development Studies. It also provides personalised assistance and referral services primarily to women students. A wide range of programmes offer academic achievement, leadership development and consideration of current issues of importance that affect both men and women in our academic community which include; unplanned pregnancies, sexually transmitted infections (STIS, HIV/AIDS), stress due to academic, financial and relationship problems, rape, and sexual harassment, among others.

Other activities at the Institute include; conferences, seminars and workshops, discussion sessions (coffee hour, every Tuesday), outreach programmes, rehabilitation of gender based violence victims, peer assistance and referral, annual Gender Awareness Day which is held on the 17th October each year, the Girl Child Education Fund, Mentoring programme for High School Girls and Student mothers support group among others. The Institute has a growing library on women and other issues. There is also a study lounge in the Documentation Unit. A student has no reason to suffer alone. Whenever in need, see the Dean of Students, counsellor, or come to the Institute. We are all involved and the Director and her friendly staff will be glad to help.

(ii) Personal Safety and Gender Issues
Physical assault caused by intoxicated individuals under the influence of alcohol or drugs may also occur in the context of any relationship. If you or your friend is physically assaulted, or have fears for their physical safety or that of others, report the matter to the Security or Dean of Students offices. To avoid being victims of assault, students are advised to take the following precautions: · Do not intoxicate yourself with alcohol and drugs because they can impair your judgment; · stay alert and be conscious of the people around you all the time; avoid the company of strangers; avoid secluded places; meet in public places until you get to know someone; set clear sexual limits; Say "NO" and mean it; don't open your door if you don't know who is knocking; keep your cubicles locked at ALL times.

(iii) Sexual Harassment
Deliberately and persistently annoying another, and or making unwelcome sexual advances, requests for sexual contact and other verbal or physical conduct of a sexual nature, constitutes sexual harassment. Egerton University is committed to creating and maintaining an educational environment free of disrespectful, behaviour or communication that interferes with students' activities or performance, or creates a hostile, intimidating or threatening environment. Any student who is subjected to sexual harassment by a member of teaching staff or administrative staff should report the incident immediately to the Dean of Students or any other relevant authority in the University.

Any student who knowingly files a false claim of sexual harassment will be subject to a disciplinary action. Any student who rapes or tries to rape another shall be expelled from the university and handed over to the police for prosecution in a court of law in accordance with the laws of Kenya. It is important that Egerton University students are encouraged to obtain copies of the laws of Kenya, read and understand their rights and obligations so as not to find themselves on the wrong side of the law since
that will interfere with their studies.

(iv) Pregnancy and Child Care
Female students are discouraged from becoming pregnant during their studies as unplanned pregnancies tend to disrupt one's academic performance. In case a student becomes pregnant, and in order to protect the health of the mother and child, it is recommended that she vacates university halls of residence three months before delivery and can re-apply for accommodation three months after delivery. Affected students are encouraged to seek counseling services at the office of the Dean of Students.

(v) HIV/AIDS and STDs Policy
We are living in an era where HIV/AIDS, sexually-transmitted diseases (STIs) and other infections are real. Students are encouraged not to put themselves in compromising situations that can make them vulnerable to such infections. In addition, students are encouraged to be good managers of their finances and to avoid spending money on things such as alcohol, drugs and other substances that might result in casual sex with multiple partners. The consequences of irresponsible sex include: Sexually-transmitted diseases/infections, exposure to HIV and subsequent development of Aids and unwanted pregnancies. It is known that many students are often reluctant to seek treatment immediately they develop symptoms of STIs, probably due to stigma or presumed embarrassment. Some may even continue to have unprotected sex with increased potential of transmission to other unsuspecting students. First Year students should attend all orientation sessions arranged for them by the university. This and many more problems that could face them in campus are openly discussed and crucial lifelong skills are shared. While on campus, new students should attend various seminars where issues are often discussed e.g. information and education sessions conducted by Peer Counsellors. Students should not indulge in risky and careless sexual behaviour. Students who cannot abstain from sex or who are unable or cannot maintain a faithful monogamous relationship should always use condoms.

2.6 Directorates
2.6.1 College of Open and Distance Learning(CODL)
The College was established in October, 1998 as the School of Continuing Education and became operational in May 1999. Its mandate is to develop, co-ordinate and manage all distance learning programmes of Egerton University, and strategically position the University as a national and regional center of academic excellence in open and distance learning.

Besides offering teacher education programmes at diploma, undergraduate and postgraduate levels, CODL also offers Bachelor of Military Science Programme for the serving military officers and a number of e-learning programmes. The e-learning programmes that are offered through E-campus include:-

- Bachelor of Library and Information Science
- B.A. (Criminology and Security Studies)
- M.A. (Criminology and Security Studies)
- M.A. (Security Management)
- B.A.(Psychology)
- B.Sc. (Community Development Studies)
- M.Ed. (Education Management)
- M.Sc. (Community Studies & Extension)
- Bachelor of Commerce
- Master of Business Administration
- M.A. (Gender & Development)
2.6.2 Directorate of Quality Assurance
The overall objective of the Directorate of Quality Assurance is to promote high academic standards through maintenance and continuous enhancement of the quality of academic, research, and outreach programmes in line with the University's Charter, Statutes, Strategic Plan and ISO standards. The specific objectives are as follows:

- To develop guidelines and procedures to monitor, maintain and review academic, research, outreach and extension programmes.
- To monitor and enhance the quality of teaching, learning and research experiences in the University.
- To monitor the effectiveness of internal support services to students and staff in order to enhance academic and research quality.
- To develop and sustain a culture of continuous academic and research quality improvement among members of the University community.
- To safeguard the integrity of the academic awards of the University.

The above objectives are implemented through the following activities:

- Monitor teaching effectiveness in the University by conducting teaching effectiveness evaluation of lecturers by students and making recommendations for improvement.
- Coordinate assessment of academic programmes by departments and external peer reviewers to ensure quality.
- Carry out surveys to gauge the satisfaction levels of employees, customers (mainly students, suppliers, surrounding communities and employers of our graduates) on provision of services including work, learning and living environment.
- Establish linkages, partnerships and networks with other Quality Assurance units, institutions and agencies for purposes of benchmarking and enhancing delivery of services and academic standards.
- Analyze external examination reports and make recommendations to the Senate on areas that require improvement.
- Carry out academic and research audits in compliance with Academic and Research Quality Assurance Policy and ISO procedures.

The implementation of these activities by the Directorate requires the co-operation of all stakeholders, including students and staff. Thus, the Directorate of Quality Assurance appeals to all stakeholders especially students to respond objectively to questionnaires and interviews. There is a suggestion box and a customer complaint register at the Directorate for your feedback. The offices of DQA are situated behind Utafiti Building (CMRT) and next to the College of Open and Distance Learning (CODL). For more information and feedback, contact: - 254 2217891/2 Ext 3349 or email: dqa@egerton.ac.ke

2.6.3 Board of Post Graduate School
Egerton University Graduate School (The Board of Post Graduate Studies) was established in 1990. The Board is responsible for:

- Vetting of graduate curricula as per rules and regulations governing them.
- Admission of graduate students.
- Supervision of post graduate programmes.
- The administration and processing of post graduate examination results and theses.
- The general welfare and discipline of post graduate students.
- Administration of post graduate scholarships and research grants.

2.6.4 Time Tabling and Examinations
The specific functions of Time-Tabling and Examinations Department include:

- Preparation of academic calendar for undergraduate and postgraduate programmes.
- Preparation of the teaching timetable at the beginning of each semester for all academic programmes.
• Arrangement of academic trips during the semester.
• Coordinating use of various lecture halls for both academic and non-academic purposes.
• Maintenance of lecture halls in collaboration with other relevant departments.
• Preparation of university examinations timetable.
• Coordinating university examinations and providing all necessary logistics and materials.
• Ensuring that standards and procedures of examinations are maintained.
• Facilitating invitation and working of external examiners at the end of each academic year.

2.6.5 Board of Undergraduate Studies and Field Attachment Programmes (BUGS)
The Board is answerable to the Deputy Vice-chancellor (Academic Affairs) and the Senate. The following are the responsibilities of the Board:
• To review and recommend to the Senate the quality of Undergraduate degree and diploma curricula.
• To promote interdisciplinary collaboration at undergraduate level with a view to facilitating coherence and resource use optimization with regards to training.
• Formulation and review of course scheduling policies for the purpose of enhancing coherence, flexibility and liberalization of the respective curricula.
• Recommend to the Senate the rules and regulations formulated by Departments and Faculties governing the undergraduate degree and diploma programmes.
• Coordination of the Award Scheme for academic excellence among undergraduate students and make recommendations to the Deans Committee.
• Coordinate and facilitate Field/Industrial Attachment Programmes and Teaching Practice.
• Compile all university academic programmes for publication in the University Catalogue.
• The Board shall have such other powers to perform other functions as may be assigned or delegated to it by the Senate in accordance with the University statutes.

2.6.6 Directorate of Marketing and Resource Mobilization
The Directorate is charged with the responsibility of strengthening the University financial and communication base through mobilization of resources, maximization of income and effective communication to stakeholders. Its mandate includes the following:
1. Resource Mobilization Department
   • Fundraising for the University through public/private partnership initiatives.
   • Identify and recommend the measures to grow the endowment fund.
   • Identify and engage strategic partners for infrastructural development grants.
   • Facilitate and coordinate grant proposals development.
   • Marketing bankable grand proposals.
   • Engaging Alumni in fundraising.
   • Advising on development of high value cooperate courses and market them.
   • Strengthen profitability of the University Income Generating Units.
2. Communication and Marketing Department
   • Provide information about the University and its programmes, products and services.
   • Create awareness and sensitization about the university brand and branding regulations.
   • Develop feedback mechanism about University services.
   • Expand the market for University programmes and services by coordinating the advertisement of programmes and services.
   • Developing communication and marketing strategies.
3. Alumni Relations Department
   • Provides a link between the University and its Alumni.
   • Provides a forum for the exchange of ideas among members of staff, students and Alumni of Egerton University.
   • Engages Alumni and other stakeholders in the physical development of the University.

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2.6.7 The Directorate of University Welfare Services

The Directorate coordinates Catering and Accommodation Departments; and Disability Mainstreaming Committee. We liaise with other departments to ensure that students live in a secure and peaceful environment. We endeavor to make the University a home for all students where they can dialogue with us to improve the quality of our services.

Catering Department

The Catering Department provides catering services to students and the University community. It operates three catering units which comprise of; Upper Mess situated close to Buru Buru hostels, J.F. Kennedy Restaurant situated between Mama Ngina and Old Hall hostels and FASS Cafeteria next to FASS Library. We provide pay-as-you eat catering system to all students and staff. The department also provides outside catering on request at affordable rates. In recognition to religious observations which may require students to eat on scheduled hours (e.g. during the holy month of Ramadhan), the units provide meals at hours convenient to the concerned groups, provided that prior arrangements are made. Students are advised to meet with unit-in-charge to discuss special meal plans and diet requirements or for consultation in case of problems or complaints. The unit also provides for prepaid services. Consult Chief Catering Officer for procedure. This department does not offer services to Nakuru Town Campus College and Nairobi City Campus.

Accommodation Services

The university’s halls of residence in various campuses cater for both female and male students. Staff assigned in each hall of residence are responsible for keeping them tidy and functional to ensure that students are comfortable. Students are also expected to keep their rooms clean and tidy. Accommodation is mainly for diploma, undergraduate and international students. Halls of residence are clustered into blocks with each block assigned to a Custodian and a Halls Officer for ease of management. Consult your custodian and halls officer for assistance.

Booking of Rooms

Booking of rooms is done online on the basis of first come- first-served upon declaration of vacant bed spaces by the Chief Halls officer except for Nakuru Town Campus College and Nairobi City Campus. A student will be allowed to occupy a bed space upon presentation of accommodation payment receipt and shall be expected to maintain acceptable conduct as stipulated in the rules and regulations governing halls of residence.

Keys

Keys remain the property of the University at all times. A student should neither take the keys home during the long or short vacation nor lose them. The keys must not be duplicated. However, any loss of keys must be reported to the Halls Officer who will replace them at a fee. Keys must be handed over to custodians before clearance at the end of each semester.

Privately rented Hostels

For Nakuru Town Campus College and Njoro Campus students, privately rented hostels selected and recommended by the Directorate of University Welfare Services can be found in Nakuru Town and in the areas surrounding Egerton and Njoro. The students accommodated within here enter agreements directly with hostel owners.

Students Mails

Students should use the university box address, which is Egerton University followed by the block complex and block number. For example, a student living in Ruwenzori Complex and block 35 should write as follows: Egerton University, Ruwenzori Block 35, Room 1, P.O. Box 536 - 20115, and Egerton. OR Egerton University, Nakuru Town Campus College, P.O. Box 13357-20100, Nakuru, OR Nairobi City Campus Moi Avenue P.O. Box 20075 - 00200 Nairobi

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Sanitary Bins
Women halls of residence have sanitary bins which must be used appropriately to maintain hygiene.

General Facilities
In Njoro main Campus, there are various Common Rooms (Junior Common Room - JCR and the New Student Centre) for TV viewing, recreation and meetings. In other campuses, there are designated spaces for student’s recreation. When planning a meeting or organizing a recreational event, students must seek permission from the Dean of Students.

Services for Students with Disabilities
A disability is any impairment that substantially limits an individual in a major life activity. Students with disabilities are encouraged to register with the Disability Mainstreaming Committee located in the Faculty of Education and Community Studies Complex.

3.0 STUDENTS AFFAIRS DEPARTMENT
The Dean of Students coordinates all the activities of the department and represents the department in the University Senate and other organs of the University. Services offered in the department include: Counselling, Overseeing Student Union activities, Registration of Clubs, Career Advise, Public Lecturers, Recreational Activities, and Financial Aid, coordinating HELB activities, Orientation of new students and Conflict Resolution among others.

The Mandate of the Department of Student Affairs
- To develop, nurture and promote an enabling environment that supports and enhances both the academic pursuits and other development processes of students.
- To offer services that cater for the general welfare of students.
- To develop and implement programmes and activities that assist students to develop their physical, psychological, social, spiritual and leadership capabilities.
- To liaise with other University Departments to ensure that each and every student achieves his/her full potential and prepare them for the challenges of adulthood.
- To serve as an advocate for students by assuring that interests of students are served in strategic aspects of University operations.
- To develop a community life by designing programmes and activities that nurture and encourage a strong sense of belonging among students, staff and the surrounding community.
- To promote and expand knowledge about the characteristics of students and the factors that affect their growth and success, and also advise the rest of the university fraternity on the same as deemed necessary for the welfare of students.

Being Mindful of others
Students are encouraged to be their brothers and sister’s keeper by; referring needy cases to the office of Dean of Students. In case the affected students are not ready to come forward please inform the Dean of Students in confidence.

Death and Bereavement
This is a situation where a student may die during the academic session. Death may occur on campus or outside. If a student dies on campus during the semester, the university provides transport for a limited number of student colleagues to his/her final resting place. Before any arrangement is made, documents from the hospital or Chief Medical Officer confirming the death must be provided to the Dean of Students, who will in turn officially inform the Vice-Chancellor and the University community. Students who wish to attend the funeral must liaise with the Dean of Students office for transport arrangements.

Work-study programme
The Work-study programme is designed to assist financially needy students to enable them meet their basic educational expenses. Students who wish to apply should complete a form downloaded from the
Interviews are conducted for shortlisted students and successful ones are placed in various departments. Only students in session are allowed to apply. Students are allowed to work during their free hours for a maximum of Forty(40) hours per semester. They are supervised by the respective heads of departments and must follow the laid down rules and regulations. The University reviews payment of students in the programme from time to time. Work study programme job ends one week before the start of examinations to allow students to prepare for exams, and payment is made at the end of the semester.

3.1 Chaplaincy Services

Egerton University has a multi-faith Chaplaincy which provides free environment for interaction of four religious groups i.e. Protestant (Egerton University Christian Union), Catholic Students Association (CSA), Egerton University Seventh Day Adventist (EUSDA) and Egerton Muslim Association (EMSA). The University Chaplain coordinates these groups through a multi-faith committee which meets twice a semester. Leaders of these groups are usually trained as Chaplaincy Fellows once a year. For their religious activities Muslim students usually consult a senior Muslim staff member on campus for spiritual guidance. We have one venue for Christian Union in the B teaching halls, where they meet for their Sunday services. CSA students attend their services at the St. Augustine Chapel just outside the main gate. EUSDA members meet in B teaching hall for their Sabbath and Muslim students go to Njoro Mosque for their Friday prayers. Students not belonging to any of the above groups together with those who reside outside the Campus have the freedom to attend religious services outside the Campus. No individual Church is allowed within the University.

The multi-faith chaplaincy provides an environment for students and staff to explore their spirituality, faith, religion, value, meaning and ethics. This multi-faith chaplaincy exists within the academic community and provides pastoral care especially for students. The Chaplaincy also serves as a link between the University administration, and the faith community. The University Chaplain also offers counseling services as well as playing priestly roles for the University.

3.2 Counseling Services

This section has several professional student counselors headed by a Coordinator who is a Senior Student Counsellor. The primary mission of Counseling is to assist students in; the development of skills for establishing and maintaining effective and satisfying personal and social relationships, the formulation and implementation of their educational and career plans, facilitating student self-understanding and self-acceptance. The staff in Counseling Centre assist students to;

- Become more proficient in life skills such as choosing between alternative effective interpersonal communication, and enhancing potentials.
- Improve insights and self-understanding that will enable students to understand their feelings and tensions.
- Cope with crises and learn how to resolve problems. Facilitate emotional, spiritual and psychological healing so that students can move towards wholeness, especially in the light of the brokenness brought about by crises.
- Reconcile - assist students to move towards restoring wholeness in broken or strained relationships with those who constitute their social environment.
- Support students by being there for them and sharing burdens with them while responding to a crisis.
- Guide students by drawing out their potentials on decision-making.
- Nurture growth by assisting students to negotiate the sharp curves of their psychological, physical, emotional, social and intellectual development.

Peer Counselling

Peer Counsellors are a group of students recruited and trained by Egerton University staff to counsel their peers. They are trained and are knowledgeable about; Family

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Life Education, Counselling Skills, Substance Abuse, HIV/AIDS and Sexually Transmitted Infections (STIs). As a result of their training and experience, peer counsellors are often more highly sensitized to the needs of those around them and can respond more appropriately to those needs. Peer Counsellors are trained to counsel on a wide range of issues including; relationship concerns, sexual harassment, rapes, unplanned pregnancies, stress, financial and time management, roommate problems, academic problems, religious issues, alcohol and drug abuse among others. Peer Counsellors can also help students to adjust to the new university environment. Peer counsellors are always near you in the residential, lecture and dining halls, and around the campus.

Alcohol, Drug and Substance Abuse
Research has shown that alcohol and marijuana (sativa cannabis) are the prevalent drugs mostly abused by university students in many countries. Certain factors such as peer pressure, easy availability of the substances, parental and societal influences, emptiness in life, and media pressure, among many play a leading role in the use or abuse of alcohol and drugs. These substances have far reaching adverse physical, social, economic and psychological effects. Using these substances as a way of escape or dealing with everyday problems in life is a maladaptive way of responding to the problems and pressure of growing up. When you are under some stress and feel tempted to turn to drinking or taking drugs, please go to the Counseling Services Centre or talk to a peer counselor. There are also caring staff who will provide you with the necessary help. They will treat you with the utmost confidentiality. As an educational institution, Egerton University is committed to providing an environment that enhances and supports the intellectual growth of all its students. The university community has the collective responsibility to ensure that this environment is conducive to a healthy intellectual growth. Possession, sale and consumption of controlled substances is prohibited both on campus and off campus. Students should note that if caught in possession of illegal drugs by the State security agents, they will be prosecuted in a court of law just like any Kenyan caught breaking the law and the university will not intervene in any way. Disciplinary action shall be taken against any student who may disturb others under the influence of alcohol or other substances.

Permission to use Facilities
All meetings or events that utilize university premises or facilities shall be scheduled in accordance with the university timetable. University premises or facilities have two sections: Lecture halls/rooms and residential halls/hostels. Any club or association intending to use either of the premises or facilities must apply in writing to the Director, timetabling through their patrons and the Dean of Students. Application letter to use the facilities must reach the Dean of Students at least three days before the material day. An individual or group of students applying for the use of a university facility or premise must take care of it and shall be held responsible for any damage. Students are advised to desist from tampering with fire-fighting appliances wherever installed. Such appliances shall be used for fire-fighting purposes only. Students are advised against the misuse or willful damage to or destruction of university property, in default of which such student(s) shall bear full responsibility of their actions. No student is supposed to keep a motor vehicle on the university premises without the written permission of the Deputy Vice-Chancellor (Administration, Planning & Development). Such permission may be denied or withdrawn without giving reasons.

Student Rights and Responsibilities
Every student has the right to freedom and protection from all forms of discrimination or harassment on the basis of race, ethnicity, gender, religion, political belief, creed, national origin, age, or abled differently. The University encourages students to form any new professional association or join any existing registered associations as deemed necessary.

Students should have accurate information relating to individual course requirements, updated academic status and graduation requirements. In all instances of discipline and academic evaluation, the student has the right to fair and impartial treatment. The university considers the freedom of inquiry and discussion as essential to a student's intellectual development. In exercising their rights and freedom, students should not infringe on other people's rights and freedom. Students are responsible for their behaviour, actions, conduct and the protection of the environment and common facilities for

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everybody in the community. A student who feels aggrieved should report the matter to the Dean of Students, Dean of the respective Faculty/Directorate or the Security office.

**Proprocesses, Demonstrations and Ceremonies**

It shall be an offence for any student, or group or organization while on campus, to organize or participate in demonstrations, processions, ceremonies, picketing or any other meetings for which permission has not been granted by the University Administration or Government Authority. In addition to any other permits which may be required by the law, permission to hold any meeting within the university premises shall be given by the Dean of Students in agreement with the Chief Security Officer. Where such processions, demonstrations ceremonies have been organized unlawfully, the organizers shall be subject to appropriate disciplinary action.

**Channels of Communication**

Students are informed that the university has laid down procedures for tackling their issues, starting with the Dean of Students office. Students are also expected to refer issues affecting them (either individually or as a group) to the respective Class Representatives/Congresses, relevant Departmental Heads and Dean of Faculties/Directorate so that they are addressed appropriately.

**Press (Mass Media), Public Speakers and Posters**

Correspondence to the press or other mass media by an individual or officials of the students' Association shall bear their individual names and signatures. It shall be an offence to make slanderous and/or irresponsible statements about matters affecting the University, member(s) of staff or student(s). Publishing, writing and/or distribution of anonymous literature of a malicious nature, including placards, shall be subject to disciplinary action. Displays of advertising notices on University premises shall be subject to approval by the Directorate of Marketing and Resource Mobilization. Correspondences through letters by individual students or by officials of the students' Associations shall be sent through the office of the Dean of Students who will forward as may be deemed appropriate.

**3.3 Games, Sports and Recreation**

The university has a well-established Sports and Games section manned by highly qualified and adequate personnel in all the campuses. There are a variety of disciplines as follows: soccer, hockey, netball, basketball, swimming, volleyball, rugby, tennis, boxing, weight lifting, martial arts, aerobics, cycling, athletics (track, field and cross country) and handball. The university has excellent sports facilities, which include a large swimming pool, a sports pavilion with a large seating capacity, field and track facilities. Egerton University also takes part in Kenya Inter University Games (KIUG), national leagues and tournaments, East Africa University Games (EAUG), Africa University Games (AUG) and World University Games (WUG). In Njoro Campus, facilities for indoor games are found in various junior common rooms in the halls of residences and the student center. These include darts, scrabble, table tennis, badminton and chess. For further information please contact the Senior Games Tutor in charge of Sports in office no. 3 at the Sports Pavilion.

**3.4 Student Leadership Development Programme**

The overall goal of the Programme is to develop a holistic leadership among students which will impact not only on the University community but also on the society as a whole. Its terms of reference are to: (1) evaluate and recommend students innovations for development (2) train and equip students with appropriate leadership skills in light of the demands of the modern world (3) provide professional empowerment to students in career development and to link them to the job market (4) supervise, monitor and evaluate students' projects under the Student Leadership Development Programme (5) nurture a culture of responsibility, accountability and exemplary leadership within the student community (6) advise and guide students in regard to sourcing of funds for projects (7) equip students with the entrepreneurial skills required for successful business practices and (8) undertake any other duties relating to the Student Leadership Development Programme as may be directed by the University Management Board.

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The Programme has four objectives:

- To develop innovation creativity and investment in relation to use of resources among students.
- To develop a culture of environmental cleanliness conductive for healthy living.
- To provide opportunities for students to apply acquired knowledge and problem-solving skills in the community.
- To involve students in improvement of the image and corporate responsibility of the University.

4.0 SECURITY SERVICES

The Security Department is charged with the responsibility of providing security services to the university. It is headed by the Chief Security Officer who is assisted by supervisors and other security staff. The duties of the department include: Protection of university properties, staff and students within the campus; Investigating cases reported to the Department e.g. thefts/losses, assaults, missing students, gender conflicts, reports on suspicious elements, etc. The department also liaises with other departments on matters other than security affecting the comfort of students within the university. Students making reports are advised to consult with the Chief Security Officer or any supervisor on duty whenever they are not satisfied with the services provided at the department. Use mobile phone number 0725964695 to report emergency cases. The security office appeals to all students to accept security staff as friendly and volunteer any information for their own safety.

5.0. STUDENT FINANCE

5.1 Loans and Bursaries

Currently, the Higher Education Loans Board (HELB) awards loans and bursaries. Students are expected to download loan application forms from HELB’s website (www.helb.co.ke). Students seeking a loan should apply directly to HELB. It is prerogative of HELB to consider the amount of money to give to each student depending on the information given in the form. The university has no part to play in the issuing of loans and bursaries.

5.2 Finance Registration

Student are supposed to register online on the student portal (studentportal.egerton.ac.ke). No student will be able to register unless he/she completes fees for the current and previous semesters. It is the university policy that students pay full amount of fees as required before registration online on the first day of reporting. Students are required to register online at the beginning of the session on the date designated in the calendar for the academic year. No student will be registered two weeks after commencement of the semester (Student portal will only remain open for registration for the first two weeks of the semester). Only those students who have cleared fees and registered will be able to enjoy university services.

5.3 Caution Money

Caution money is intended for any damages, losses and breakages of university property. The amount to be paid will be determined by the University from time to time. This money should remain throughout the students’ academic life and is refunded upon graduation. This money will be paid through electronic transfer to each student respective bank account.

5.4 Refunds

Refunds of excess fees will ONLY be made after completion of studies. Excess funds from sponsors will be refunded to the sponsors and NOT to the benefiting student. Fees is not transferable to another student.

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6.0 UNIVERSITY BOOKSHOP
In Njoro Campus, the University bookshop is located near ARC hotel.

- Hours of operation: Monday to Friday from 8am to 5pm.
- Services: Selling of University, Secondary and Primary school textbooks, Stationery, Scientific equipment, drawing sets, T-shirts, Lab coats, Sportswear, and Photocopying.
- Note: The Bookshop can order any book not available on request. The procedure of placing an order requires the customer to fill an order form that can be obtained from the bookshop.

7.0 UNIVERSITY HEALTH SERVICES
The University health services are provided by Medical department is a service unit. The department compliments other services offered by other departments within the University. Its mission is to maintain a healthy environment through offering curative, promotive, preventive and rehabilitative health services to staff, students and members of the public. The facility is manned by qualified staff in the areas of clinical, nursing, public health, pharmaceutical, dental, laboratory, medical records, administration and other specialized services. Services available to students include consultation, dispensing and purchase of drugs, basic laboratory investigations, basic x-ray, and hospitalization. If a student expects the money spent on consultation with specialist doctors outside the university to be reimbursed, he/she must first obtain a written permission by the Chief Medical Officer before seeking the service.

Clinic days:
<table>
<thead>
<tr>
<th>Mondays</th>
<th>Pedantic</th>
<th>Tuesdays</th>
<th>Tuberculosis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesdays</td>
<td>Obstetrics/Gynecology</td>
<td>Thursdays</td>
<td>Surgical</td>
</tr>
<tr>
<td>Mondays/Fridays</td>
<td>Dental.</td>
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</tbody>
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The medical fee paid by each student does not cover the cost of CT Scan, Echocardiography, ECG, EEG, dental extractions, temporary or permanent tooth filling, purchase of spectacles, hearing aids and hospital admission outside the university. The unit's wards have a capacity of 30 beds and a maternity wing with 6 beds.

8.0 EGERTON UNIVERSITY PRESS
Egerton University Press is a printer and publisher with a complete production line from pre-press to print finishing. The main objective of Egerton University Press is to develop optimum quality educational materials at low cost to the students and staff. It also enables Faculties and academic departments to produce research publications and materials to support teaching. Besides printing stationery for the University and other clients, EUP also facilitates the development of educational materials for extension and outreach activities.

Basic services provided include:
- Production services (editing, designing and printing).
- Training services: can either be formal group, workshop, or informal individual consultations. Some of the services offered are: Bookbinding, preparation and production of handouts, manuals, booklets, overhead transparencies, brochures, books, research publications, business cards, newsletters, journals, signs, posters, fliers, letterheads, conference folders, name tags, certificates, etc.
- Students who wish to have their theses and dissertations typed, photocopied, bound and trimmed get all these services at one stop, thus saving on valuable time and expenses. The charges for work done are competitive and pocket friendly.

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9.0 TRANSPORT SERVICES
Egerton University offers transport services for academic trips only. The academic trips are organized by the academic departments in conjunction with examination and timetabling Directorate. In all the trips, students must exercise full discipline and conduct. No transport will be provided for clubs, associations, professional groups, social and welfare activities.

10.0 LIBRARY SERVICES
Currently Egerton University Library system has 9 branches namely Main Library, Faculty of Arts and Social Sciences (FASS), Faculty of Education (FEDCOS), J.D Rockefeller Library (TEEAL), Nakuru Town Campus College Library (NTCCL), Nakuru Town Centre Library, Faculty of Health Science (FHS), Law School Library and Nairobi City Campus Library (NCCL)
The University Library has subscription of e-books and e-journals that are accessible to all through the Library and also via EZ proxy for off campus access.
Membership is open to full time registered students, academic staff, administrative staff and all other non-academic staff. Other persons may be given membership for the purpose of consultation to our information resources at a fee.

Opening and Closing hours during the semester
Monday-Friday: 8 am to 10 pm
Saturday: 8 am to 10 pm
Sunday and public holidays: Closed

Borrowing services for library users
10 books for academic staff for 3 months
4 books for part time lecturers for 1 month
8 books for technicians for 3 months
5 books for postgraduate students for 1 month
5 books for non-academic staff for 1 month
4 books for students with disabilities (PWDs) for 1 month
4 books for undergraduate students for 14 days

11.0 STUDENTS’ UNION OF EGERTON UNIVERSITY(EUSA)
The Students’ Union of Egerton University (EUSA) represents the individual and collective interests of the whole student body in various constituent organs of Egerton University. As provided for in its constitution, EUSA holds its free, fair and democratic elections once every academic year.

EUSA remains morally obliged and duty bound to foster a peaceful and stable teaching, learning and research-enabling environment that will continue to propel Egerton as a university and Kenya as a nation to greater heights of scholarly and socio-economic prosperity. To participate fully in the University activities with the aim of making it achieve its vision of becoming a world-class University for the advancement of humanity, students are expected to play an important role in the management of the University and have input in decision making especially in matters that affect them. In this respect, and in accordance with the Egerton University Act 1987, there shall be a student Union of all registered students of Egerton University recognized by the University Senate and Council. For purposes of representation in the Senate, the students Union is represented by its Chairperson and the Director, Academics in accordance with its constitution.

Students are also represented in other committees of the university in accordance with the university statutes. The students’ Union constitution is approved by the Senate and the Council and guides the Union's activities. Membership in the Union is by payment of a prescribed membership fee and annual subscription in accordance with the constitution. The student Union operates under the office of the Dean of Students, which also acts as the linkage between students and the administration. Students are therefore advised and encouraged to participate actively and positively in the affairs of the Union.

“Transforming Lives through Quality Education”
Egerton University Student's handbook

Vision
To be an outstanding organizational point of reference in a just, democratic, transparent academic and scholarly environment at Egerton University and beyond.

EUSA Objectives
- To champion the democratic rights of its members while embracing the virtues and principles of social justice, consensus building, integrity and constructive engagement.
- In liaison with other student organizations; EUSA seeks to advance and champion the collective national interests and concerns of Kenya's university students.
- To engage in crisis management where integrity, dialogue and constructive criticism aimed at improving our university shall be embraced.
- To encourage comrades to be creative, innovative and observe moral and social justice.

JCR and the New Student Centre
The Junior Common Room (JCR) is located between Old Hall and Barret Halls of residence are deposited in the EUSA account. The New Student Centre is situated next to Aberdare Hostel. The centre houses the students' resource room cum activity room, a canteen, recreational facilities and indoor games. The Estates Department through the office of the Dean of Students is responsible for the maintenance of the centers. Students wishing to use the resource room for any function should seek permission from the Dean of Students. Funds raised from JCR are used to support the needy students through the office of the Dean of Students and EUSA among other activities.

12.0 STUDENTS' CLUBS AND ASSOCIATIONS
Students are free to form Professional Clubs/Associations which shall be registered at the Dean of Students office. The Clubs and Associations could be for specific educational, professional, social and recreational purposes. There are currently over 100 Clubs and Associations registered with the Dean of Students. Students wishing to register a new Club/Association should collect guidelines from the Dean of Students office.

13.0 ABSENCE FROM THE UNIVERSITY
(i) Deferment of Studies
The University shall allow students to defer their studies on any but not limited to the following grounds: Sickness, maternity/paternity, bereavement or lack of fees. Request for deferment shall normally be supported by documentary evidence. In all cases of absence from classes on account of illness and maternity, a medical officer or any certified medical practitioner will make a recommendation to the Dean of the relevant Faculty and the Dean of Students. Where private practitioner has treated a student, the medical report shall be submitted to the university Chief Medical Officer for record. Deferment application forms are available in the relevant faculties or Departments and must be signed by the applicant at least one day before leaving the university. The university shall not entertain any claims where a student leaves without prior official permission. Students, who wish to interrupt their studies at any time before graduating due to fees or any other cause, MUST apply to the Dean of Faculty for permission through the Dean of Students. A student, who is granted leave or discontinues studies, is expected to vacate the University premises as soon as possible. The university shall not entertain any claims where the student leaves without prior official permission.

(ii) Permission to be Away from the University
Permission to travel outside the University for less than a week during the semester involving missing lectures, CATs and practical’s must be sought in writing from the Dean of Faculty where the student is registered. The student shall be required to collect a "Leave-Out Form" from the Faculty's office, complete it and leave it at the department before departing. If there is an emergency which will make the student not able to collect the form, a colleague or the class representative may be given instructions by student to do so.

“Transforming Lives through Quality Education”
A Student who absents him/herself from the University with or without permission for two (2) consecutive weeks (i.e. 10 working days) during a semester shall be required to defer his/her studies.

(iii) Discontinuation
A student shall be discontinued on academic grounds if he/she:
   i. Fails more than 50% of all Credit Factors (CF) taken in an academic year,
   ii. Fails to register for, and/or attend scheduled classes for two (2) weeks or longer without the consent of the Senate.
   iii. Commits an academic/Examination malpractice.
   iv. Fails to meet any other condition stipulated by the Faculty for an award of Degree or Diploma.

14.0 COMPLAINTS HANDLING AND CORRUPTION REPORTING MECHANISMS
A student may lodge a complaint through telephone call, personal visit, letters, e-mail, short messages service (SMS), suggestion box and feedback form in the various relevant offices in the University. Reports should be made to Integrity Promotion Committee whose mandate is:
   • To receive and ensure resolution of complaints on injustices, maladministration, unethical conduct, breach of integrity, discourtesy, misbehaviors, inefficiency or ineptitude.
   • To receive and investigate reports on alleged corruption.

Physical location: Utafiti Building room 330/331 hotline – 051-2111111 or 051-2112222. Mobile No. 0702-200015, E-mail: integrity@egerton.ac.ke
Reporting boxes are also strategically located in various points within the University. Green Box for complaints and Red Boxes for corruption allegations. Students are encouraged to make genuine reports through any of the above avenues.

15.0 STUDENT SMARTCARD
Application Procedure
   • Take smart card photo at the Kenya Commercial Bank (Egerton Branch) that is within the university for the smart card processing.
   • The smart card will also serve as the university Student Identification Document.

For Inquiries: Dean of Students dos@egerton.ac.ke