WELCOME TO MUA

...oling Futures, Impacting Progress

General Information

- Vision- '*a premier university providing management and transformative leadership solutions worldwide.'*

- *Mission*-'*To pursue excellence in provision of quality education through innovative teaching and distinguished research to mold leaders, change agents and entrepreneurs with a global impact.'*

General Information

- Philosophy – *" a University that embraces an environment that develops, nurtures and transforms leaders and managers who are passionate for innovative change, governance, entrepreneurship and business development for transformation of Africa and beyond."*

University Core Values

- **Lifelong and experiential learning:** developing a learning culture in the university that continues throughout a person's life time.

- **Academic freedom:** upholding the spirit of free and critical thought and enquiry, through open exchange of best practice, ideas and knowledge.

- **Creativity and Innovation:** Introducing new methods and interventions through Research and Development that ensure quality, efficiency, effectiveness and productivity.

- **Integrity:** ensuring excellence within the university by upholding professional and ethical standards, and accountability.

- **Social responsibility:** providing leadership in responding to issues of national, regional and global concerns through collaborative efforts.

Communication

- All communications to the University by students **MUST** be done in writing and within the stipulated timings. These includes deferments (Exams, Semester, Course etc.), Sicknesses, travels, work transfers etc.

- MUA email addresses shall be allocated by the ICT team to all students upon registration.

Communication cont'd

- Official Communication shall be done through the Office of the Registrar

- Students are encouraged to always read their emails and the notice boards.

- Failure to read e mails shall not excuse the student from his/her obligations.

STUDENTS ORIENTATION ADMISSIONS

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Students Admission

1. Entry Requirements
2. Programmes Offered
3. Why chose MUA
4. The Application Process
5. The Registration Process
6. Deferred Admissions
7. Admission Numbers
8. Student Identity Cards
9. Unit Registration
10. Nominal Roll
11. Students Handbook
12. Communication

Certificate Courses

- Minimum Entry Requirements

KCSE D+

- From 2017 KCSE D and D+

Diploma Courses

Minimum Entry Requirements

KCSE C-

Entry Requirements - Undergraduate Programmes

	Programme	Minimum Entry Requirements
1.	Bachelor of Management and Leadership – BML	- KCSE Mean Grade C+ - KCSE Mean Grade C and C- with Diploma - KCSE Mean Grade D+ with Certificate and Diploma, from KCSE 2017 D included.
2.	Bachelor of Arts in Development Studies – BDS	- KCSE Mean Grade C+ - KCSE Mean Grade C and C- with Diploma - KCSE Mean Grade D+ with Certificate and Diploma, from KCSE 2017 D included.
3.	Bachelor of Commerce - BCOM	- KCSE Mean Grade C+ - KCSE Mean Grade C with Diploma - Maths /Commerce Grade C and English/Kiswahili Grade C

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Entry Requirements - Undergraduate Programmes

	Programme	Minimum Entry Requirements
4.	Bachelor of Education-Arts (B.Ed. Arts)	- Aggregate-C+ - C+ in the two teaching subjects selected

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Entry Requirements - Masters Programmes

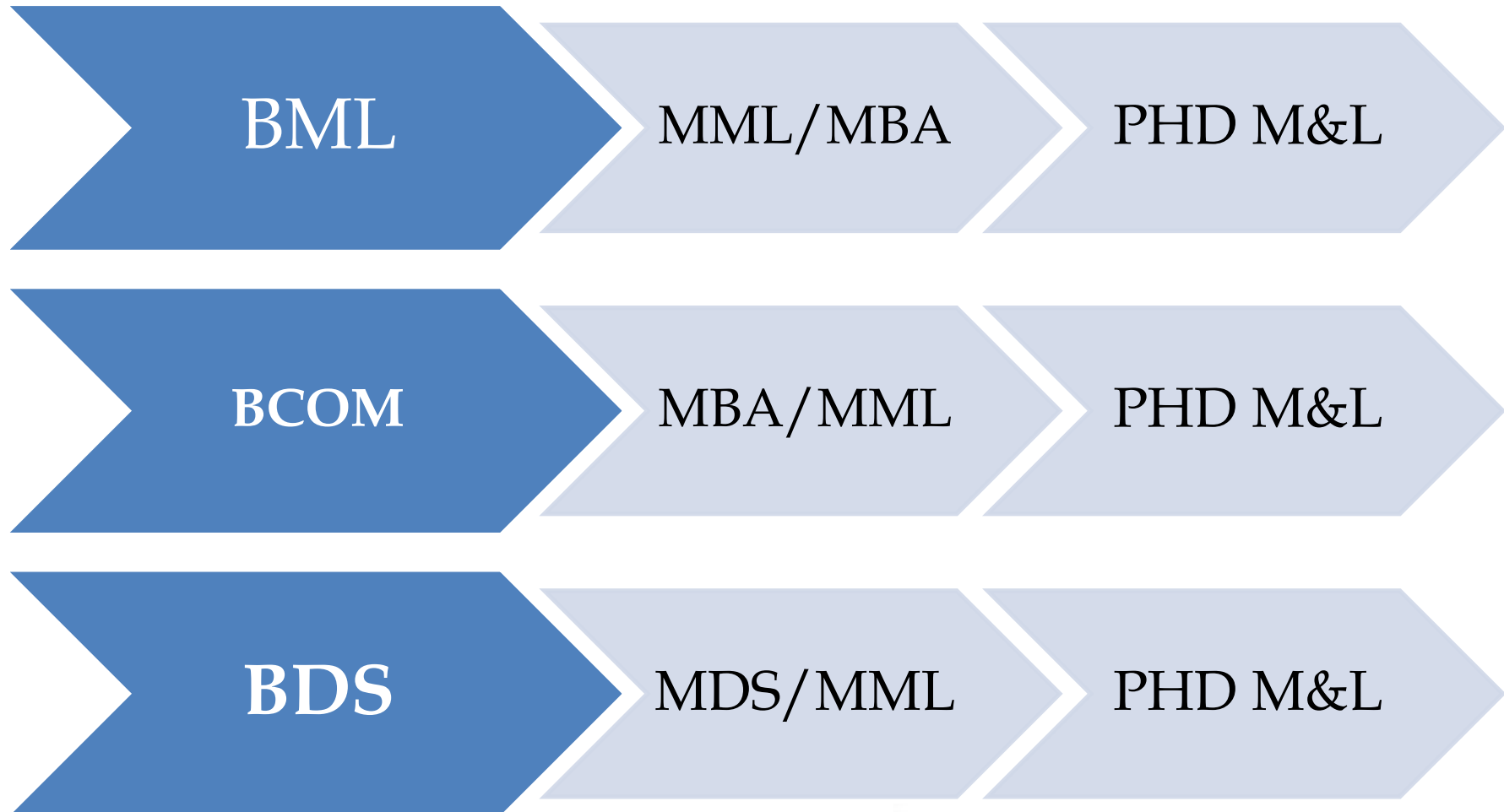|	Programme	Minimum Entry Requirements
1.	Master of Management and Leadership – MML	- All the requirements of a Bachelors Degree - Academic Bachelors with 1st Class Honours or 2nd class Honours Upper Division - Academic Bachelors with 1st or 2nd class Honours lower Division with minimum 2 years working experience and pass with 5years working experience.
2.	Master of Business Administration - MBA	- All the requirements of a Bachelors Degree - Academic Bachelors with 1st Class Honours or 2nd class Honours Upper Division - Academic Bachelors with 1st or 2nd class Honours lower Division with minimum 2 years working experience and pass with 5years working experience.
3.	Master of Development Studies - MDS	- All the requirements of a Bachelors Degree - Academic Bachelors with 1st Class Honours or 2nd class Honours Upper Division - Academic Bachelors with 1st or 2nd class Honours lower Division with minimum 2 years working experience and pass with 5years working experience.

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Entry Requirements - PhD Programme

	Programme	Minimum Entry Requirements
1	Doctor of Philosophy in Management and Leadership (PhD M & L, and PhD in B.A)	- All the requirements of Bachelors Degree - All the requirements of a Masters Degree - Academic Masters Degree

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Programmes Offered - Undergraduate

S.NO.	Programme	Specializations
1.	**Bachelor of Management and Leadership (BML)**	- Business Administration and Management Option - Human Resource Management option - Marketing Management option - Purchasing and Supplies Management
2.	**Bachelor of Arts in Development Studies (BDS)**	- Project Management - Entrepreneurship Development - Economic Development - Environmental Management
3.	**Bachelor of Commerce (BCOM)**	- Business Administration and Management - Entrepreneurship - Human Resource Management - Marketing Management - Accounting - Finance - Insurance and Risk Management

15

Progression Chart

BML	MML/MBA	PHD M&L
BCOM	MBA/MML	PHD M&L
BDS	MDS/MML	PHD M&L

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Benefits of Making MUA your University of choice

- Five percent (5%) Discount on early bird payment of fees.
- Flexible learning modes of study including Day, Evening, weekend and Open Distance and E-learning (ODEL). You will receive all our materials both on - line and in modules.
- Industry orientation guaranteeing that MUA students are taught by adjunct faculty with many years' of Industry working experience.
- Access to international faculties who visit the University and share their experiences with our students.
- International Exchange Programmes e.g. Japan and Israel

17

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Benefits of Making MUA your University of choice

- An opportunity to discuss, meet and network with Industry Speakers every month.
- Access to MUA library online through the off-campus access platform.
- Access to any of KIM branches and facilities near you for your programme support. This is because MUA is sponsored by KIM.
- Excellent state of the art facilities (in a serene environment) including smart boards
- Offer Scholarships to needy students through the Save a Dream initiative.

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The Application Process

1. A prospective student shall fill in the MUA application form available from the MUA website or at The Management University of Africa premises.

2. The applicant shall submit to the Admissions Office a duly filled application form, certified copies of the required certificates/testimonials as stipulated on the application form, A copy of the National ID/Passport, two (2) passport size photographs and evidence of payment of the requisite application fee.

Special Applications

1. If the applicant has certificates from foreign institutions of learning, he/she shall validate the certificates with the relevant regulatory bodies e.g. CUE,KNQA and KNEC.
2. For applicants who are not Kenyan Citizens: The Applicant will fill a Students Pass Application Form through the Dean of Student's office.

The Registration Process

1. Applicants admitted are required to have the official letter of offer with original copies of certificates and testimonials at the time of registration for verification.

2. Registration of students is done at the beginning of each Semester.

3. A new student has to be assigned an admission number upon payment of requisite University fees.

The Registration Process

4. The Registration shall entail payment of fees, registration of units in the students portal and signing of the nominal roll.

5. A registered student shall receive an MUA Student Identity Card within one month after closure of registration.

UNIT REGISTRATION

- The deadline for unit/semester registration shall be within the **first two weeks** of every semester or as determined by Senate.

- Unit registration shall **only** be done in the students' portal.

- The students' portal shall be inaccessible after the registration period.

- Late registration shall attract a penalty of **Ksh. 500** per day.

- No student shall be allowed to register **three weeks** after the start of the semester.

Deferred Admissions

An enrolled student who cannot register immediately may have his/her place reserved for a maximum of three (3) semesters or one (1) calendar year, after which the offer lapses and the applicant must apply afresh.

Admission Numbers

- All paid up students will be issued with an admission numbers.

- The sequence of admission numbers;
  - i.   *BML/23/00906/2/19, BDS/21/00183/2/19, BCOM/16/00001/2/19*
  - ii.   *ODLBML/18/00787/2/19, ODLBDS/18/00223/2/19*
  - iii. *MBA/16/00121/2/19 etc.*

  (programme/cohort/specific number/semester/year

- The student numbers **Must** be quoted correctly in all University correspondences including Examinations.

Student Identity Cards

- All Students shall be issued with **MUA student Identity** cards

- The Students must always carry and display their Student ID cards for identification purposes all the time.

- Students who lose their IDs will pay replacement fees of KES. 1,000.

Nominal Roll

- Students who have cleared the fees and registered their units are advised to ensure they sign the **nominal roll** within the first two weeks of the semester.

- The nominal roll is available at the Office of the Registrar, ASA.

The Students Handbook

- Consists of all the rules and regulations that govern all students during their stay at the University.

- Includes but not limited to; duration of study, mode of study, fee structure, credit transfer, Examinations.

- All students are encouraged to spare time to read and understand these rules and regulations.

The
Management
University
of Africa

MUA
Sponsored by the Kenya Institute of Management

Graduation

- The graduation ceremony shall be held at a time and place as may be decided by the University Senate.

Diploma	Twenty (**20**) units/courses of study. A minimum grade of **D** (plain) = **"Pass"= 40%.** The total units/courses are inclusive of Industrial attachment and Research project.
Under - graduate	Fifty six or 48 courses of study. A minimum grade of **D** (plain) = **"Pass"= 40%.** The total units/courses are inclusive of Industrial attachment and Research project. For BML community service too.
Masters	Nineteen (19) units/courses of study. A minimum grade of C (plain) = "Pass"= 50%. The total units/courses are inclusive of Research project.
PhD	Seven (7) units/courses of study. A minimum grade "Pass"= 50%. The total units/courses are inclusive of Research project.

<u>Students Welfare</u>

The major responsibility of the Dean of students office is to ensure that students welfare is taken into consideration in all university activities

Welfare

The department is in charge of the following activities/Areas

1. Provision of guidance in academic pursuit
2. Offering of counseling services
3. Organizing and arranging for sporting and games activities
4. Encouraging the coming together of students in forming social groupings either as clubs or societies
5. Arranging for appropriate accommodation by identifying reliable and appropriate hostel owners
6. Arranging for appropriate health provision
7. Identification of speakers for topics of benefit to

Other Areas

1. Organizing for Industrial Attachment
2. Organizing for community service
3. Ensuring that the students discipline is of such a level as not to interfere with the freedom of others
4. To advice in areas of individual or group interest
5. To link former students by coordinating Alumni activities

STUDENTS ORIENTATION SCHOOL OF MANAGEMENT & LEADERSHIP

Programmes

- The University currently has one school – SML
- SML has the following programmes:
  Certificate-9 options
  Diploma-12 options
  Bachelor of Management & Leadership (BML)
  Bachelor of Arts in Development Studies (BDS)
  Bachelor of Education (Arts)
  Bachelor of Commerce (BCOM)
  Master of Business Administration (MBA)
  Master of Management & Leadership (MML)
  Master of Arts in Development Studies (MDS)
  Doctor of Philosophy in Management & Leadership (PhD)
  Doctor of Philosophy in Business Administration

Credit Transfers

- Credit transfer is only applicable if the student has covered similar units

- Exemption from enrolment in a particular course will be as a result of previous study.

- To qualify for credit transfer a student must have obtained 50% or grade C and above for the unit applied for. The course content coverage must not be less than 75% and not less than 3 credit hours and 36 contact hours.

- Application for Credit transfer is made at the time a prospective student applies for admission to MUA or at most a month (4 weeks) after the start of the semester by completing a Credit Transfer Application Form (CRT.01).

Credit Transfers

- The maximum credits transferable is 49% of the units offered for undergraduate programmes and 50% for postgraduate programmes.
- A non – refundable and non – transferable credit transfer application fee of KES. 3,000 per unit will be charged for each credit transfer applied.
- Applications for credit transfer must be accompanied by full original documentary evidence which includes but not limited to:

  1. Relevant course syllabus to show the content covered.

  2. Certified transcript of units completed or official academic records.

Core University Units (UCU) for BML and BDS programmes

- UCU 100 Business Communication
- UCU 101 Principles and Practice of Management
- UCU 102 Ethics and Professional Conduct
- UCU 103 Introduction to Logic and Critical thinking
- UCU 104 Fundamentals of Leadership
- UCU 400 Industrial Attachment
- UCU 401 Research project
- UCU 403 Business Management Information Systems
- BML 3205 Regional integration

In addition to the UCU courses, the BDS students must do the following courses:

- BDS 100:   Foundation of Development: Concepts and Critical Issues

- BDS 102:   Legal aspects of development

- BDS 104:   Theories and strategies of Development

Compulsory courses for Bachelor of Management & Leadership (BML)

In addition to the UCU courses, the BML students must do the following courses:

- BML 103: Business mathematics
- BML 109: Leadership and Communication
- BML 203: Corporate Leadership and Ethics

Compulsory Courses for Bachelor of Commerce (BCOM)

- UCU 105 HIV/AIDS
- UCU 103 Logic and Critical Thinking
- UCU 107 Disaster Management
- UCU 400 Industrial Attachment
- UCU 401 Research Project I
- UCU 402 Research Project II
- UCU 108 Environmental Science
- BCM 111 Business Communication
- BCM 112 Business Mathematics
- BCM 423 Management Information systems

Mode of Study

- Full time – Day classes (5 – 8 courses per semester)

- Part time – Evening , weekend (5 – 8 courses per semester)

- ODEL – Distance Learning (5 – 6 courses per semester)

- HYBRID – ODEL mixed with Regular (5-7 courses per semester)

Duration of Studies

- Certificate 1 academic year
- Diploma 2 academic years
- Bachelors degree - minimum four (4) academic years (or 8 semesters), maximum six (6) academic years or (or 12 semesters) after which a student shall be discontinued from the University.
- Masters Degree - minimum two (2) academic years (or 4 semesters), maximum three (3) academic years or (or 6 semesters) after which a student shall be discontinued from the University.
- Doctor of Philosophy - minimum three (3) academic years (or 6 semesters), maximum six (6) academic years or (or 12 semesters) after which a student shall be discontinued from the University.

Deferment of studies

- A student who wishes to defer studies MUST do so WITHIN one month after the beginning of the semester through the Dean of Faculty.

- Any student who defers studies more than one month after the beginning of semester shall be charged 15% administrative fees for that semester unless otherwise approved by senate.

STUDENTS ORIENTATION OPEN DISTANCE & E LEARNING (ODEL)

Open Distance and E-Learning denoted as ODEL was started in The Management University of Africa in 2013 and is under the School of Management and Leadership.

PROGRAMMES ON OFFER UNDER ODEL

- The University offers the following Six (6) programmes under ODEL mode of study ;

No	Programme	Year of Accreditation
1	Bachelor of Management and Leadership (BML)	24th March, 2010
2	Bachelor of Arts in Development Studies (BDS)	28th June, 2011
3	Bachelor of Commerce (BCom)	7th March, 2014
4	Master of Business Administration (MBA	7th March, 2014
5	Master of Management and Leadership (MML)	7th March, 2014
6	Master of Arts in Development Studies (MDS)	14th October, 2016

STUDY AND EXAMINATION CENTRES

- The University offers its programmes and examinations through the following Campuses and Centers; *(Each Centre has a University representative to assist students)*

S/NO	CENTRES	STATUS
1.	Main Campus (South C)	Offers Tuition and Exam
2.	Town Campus (Emperor Plaza)	Offers Tuition only
3	Embu	Exam center
4	Nakuru	Exam centre
5	Narok	Exam centre
6	Mombasa	Exam centre
7	Nanyuki	Exam centre
8	Nyeri	Exam centre
9	Machakos	Exam centre
10	Kisumu	Exam centre
11	Meru	Exam centre
12	Chuka	Exam centre
13	Thika	Exam centre
14	Eldoret	Exam centre

FACE TO FACE RESIDENTIAL SESSIONS

- All ODEL residential sessions take place in the Main Campus.
- All ODEL students are required to attend residential sessions for the following purposes;
  1. To receive orientation and Introduction to the materials at the commencement of the course;
  2. To receive special tutoring for difficult aspects of the course at the middle of the programme and ;
  3. To revise before examinations.

(A timetable for ODEL residential sessions is circulated at the beginning of each new semester)

CONTINOUS ASSESSMENT TESTS AND WORKBASED ASSIGNMENTS

- Continuous Assessment tests (CATs) & Work based assignments (WBA) are examinations that constitute 30% (Undergraduate) & 40% (Postgraduate) of the course.
- ODEL students who have paid 60% of fees or more per semester shall receive keys via email to access modules, Cats and WBAs.
- Deadline for submitting the CATs and WBA is shared with all students at the beginning of the Semester. *(ODEL Termly dates are circulated to all students at the beginning of each new semester)*
- Students MUST submit their CATs and WBAs to Moodle E-Learning platform in PDF format

ODEL LEARNING PROCESS

- ODEL Lecturers will upload students modules, CAT and WBA to the Moodle online system at the beginning of the semester.

- Students who have paid 60% school fees or more will receive keys from ODel office for the units registered.

- Students will be expected to use the keys to access Modules, CAT and WBA on Moodle E-Learning platform.

- Students MUST submit CAT and WBA on or before the due date through Moodle E-Learning platform.

- Incase of any challenges with the system contact ict@mua.ac.ke or odeladmin@mua.ac.ke

REFERENCE DOCUMENTS

- All MUA students are expected to adhere to University Rules and Regulations. The following documents can be used for reference in all student matters by students and staff;
    1. University Rules and Regulations
    2. MUA Students' Handbook
    3. Academic Calendar
    4. ODEL Termly dates
    5. CUE Universities Standards and Guidelines.

COMMUNICATION AND ODEL CONTACTS

- All communication to ODEL Students from the University shall be via email and on notice boards.

- Students are encouraged to keep in touch with the University from time to time

- ODEL office can be reached via **odeladmin@mua.ac.ke**

STUDENT FORMS

- The following forms are available and issued to students from the Main Campus or any ODEL center;

  1. Student Request form (Deferment, Academic Leave, Transfer of programme and Dropping /adding courses)

  2. Special & Supplementary exam booking form

  3. Supervisor Allocation form

  4. Remarking Appeal form

STUDENTS ORIENTATION FINANCE

FEE PAYMENT & PAYMENT METHODS

- A student registered at the University must pay all programme fees required during their time of study.
- Upon registration, the student agrees to pay all programme fees as and within the stipulated time lines.
- All fees payable to the University **MUST** be paid via the approved modes of payment communicated to the students from time to time.
- Fee once paid shall not be refundable or transferable except on approval by University Management Board (UMB).
- Students are required to include their admission number on the banking slips whenever they are making payments to the University.

FEE COLLECTION

1. Students are required to pay full fees at the beginning of each semester; and or,
2. Payment of fees in Instalments may be considered within the terms in the next slide:

S/no	Instalment	Time frame	Penalty after lapse of the deadline
1 .	1st Instalment of 60%	Within two weeks after start of the semester.	5 %penalty on balance due
2.	2nd Instalment 20%	5th of the second month	i. Withdrawal of the following services; a. Library services. b. Sitting for CAT I tests. ii. Deferment of the semester. iii. Payment of 15% administrative costs on resumption as per the deferment policy. ODEL students i. CATS and WBAs shall not be accepted at the branch/centre level. ii. Deferment of the semester. iii. Payment of 15% administrative costs on resumption as per the deferment policy.
3.	3rd instalment20%	5th of the second month	i. Withdrawal of the following services; a. Library services. b. Sitting for CAT II tests. c. Sitting for the final exams ii. Deferment of the semester. iii. Payment of 15% administrative costs on resumption as per the deferment policy. ODEL students i. CATS and WBAs shall not be accepted at the branch/centre level. ii. Deferment of the semester. iii. Payment of 15% administrative costs on resumption as per the deferment policy.

STUDENTS ORIENTATION EXAMINATIONS

IMPORTANCE OF EXAMINATIONS

- Examinations are used to obtain information that can be used to make decisions about ***candidates or students, curriculum programmes and Educational*** *policy.*

- These are important decisions because they are used as a basis for determining the efficiency of an education system and programmes.

Uses of Tests and Examination Results

- Recording and reporting attainment
- Certification
- Selection
- Measurement of individual differences
- Motivation of learners
- Monitoring progress and feedback information
- Guidance

Core Values

The Examination Department is guided by the following core values:

1. Ensure students are tested for Knowledge, Skills/Strategies and Disposition /Values.

2. To objectively evaluate learning achievements so as to safeguard and enhance globally acceptable certification standards.

Examination Department Six Key Activities.

1. Preparation of examination question papers, moderation, printing, packaging and safe keeping.
2. Examination administration and invigilation.
3. Marking of examination scripts, scripts moderation and record verification.
4. Data capturing, processing, release of provisional results and remarking.
5. Preparation of provisional and consolidated academic transcripts.
6. Graduation and Certificates

1. Preparation of examination question papers, moderation and printing.

- Faculty orientation; Lecturers are furnished with the examination requirements
- Different levels(certificate, diploma, undergrad & Post grad) have different requirements in terms of coursework and final exams.
- Certificate, Diploma & Undergrad; coursework 30% and final exam 70%
- Masters; coursework 40% and final exam 60%
- PhD; coursework 50% and final exam 50%
- Internal and external moderation; checking the adequacy and appropriateness of the exam drafts.
- Amendments of the question papers, printing, packaging and safe keeping.
- 85% of the course content is Tested in all exams

Bloom's Taxonomy-Cognitive Domain examined
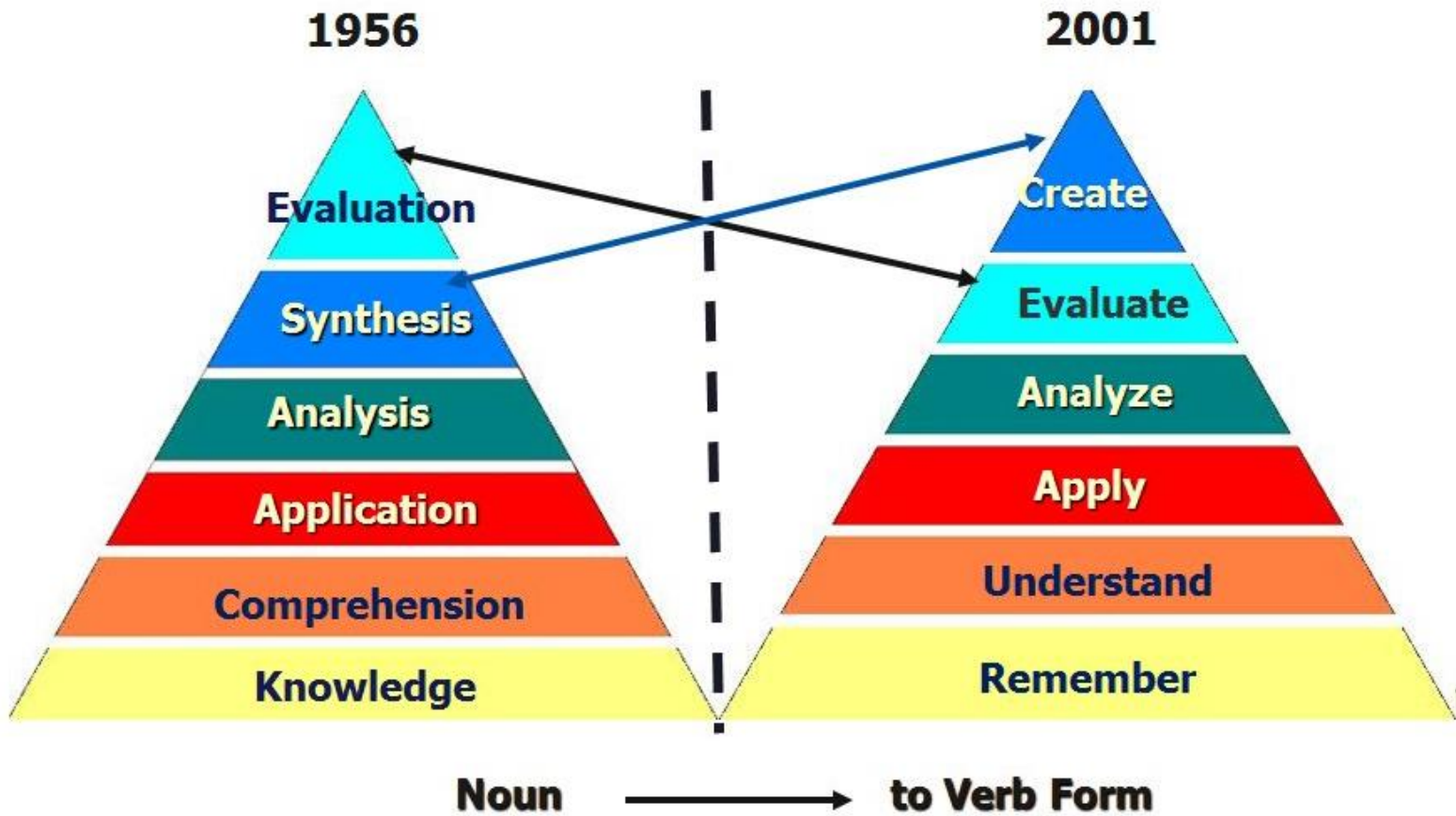
2.Examination administration and invigilation.

- All candidates MUST adhere to 80% class attendance rule

- Must have done CATS &WBA assignments. A student who'll sit for the final exam without coursework SHALL retake the unit

- Must have Student ID, examination card and 100% fee payment

- Do not be 31 minutes late for any exam

- Write your registration number correctly; DO NOT WRITE YOUR NAME

- Sign the attendance list before you leave the examinations room.

- Duration of an exam; depends on the level

More Examination rules

- No conversation-making with your classmates
- Leave all the written materials in your bag
- Phones MUST BE OFF and in your bags
- Do NOT write on the question paper
- NO writings in your body or your desk
- Check the cover of borrowed calculators if there are any writings
- Impersonation is a crime

Collusion

occurs in various forms:

(a) Candidates being assisted by an external agent (third party) to perform tasks during the examination;

(b) Candidates colluding by copying from each other or from external sources;

(c) Smuggling question papers out of the examination rooms for other people to work out the answers and then circulate the same among candidates;

(d) Candidates exposing their work intentionally or unintentionally with the resultant effect of other candidates copying the same;

(e) Swapping of scripts between candidates for the purpose of assisting each other. This is detected by evidence of different handwritings of the same candidate.

(f) Massive collusion between candidates, invigilators, supervisors and branch officers etc.

ONLINE EXAMINATION PREPARATIONS & RULES

- All face to face rules apply.
- Candidate to send clear and recent passport photo
- Candidate to have a laptop with a webcam, stable internet connectivity and power.
- Face match and Lockdown browser
- Install lockdown browser in your laptop before exam day
- The system allows for attachments for quantitative units like finance, accounting, statistics etc.
- Candidates to try the Demo before exam day
- Chat box in case you experience any challenges

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Examination Grading

➢ Certificate, Diploma & undergraduate; below 40-Fail, 40-49 is D, 50-59 is C, 60-69 is B and above 70 is A

➢ Masters and PhD; below 50 is a Fail, 50-59 is C, 60-69 is B and above 70 is A

➢ Research Project is graded like any other unit as above

➢ Practical field work, industrial attachment; community service is graded as PASS and only appears in the last consolidated academic transcript

Exam processes Cont'

3. Marking of examination scripts, scripts moderation and record verification.

4. Data capturing, processing, release of provisional results and remarking.

Remarking; payment of Ksh.3,000

5. Preparation of provisional and consolidated academic transcript.

Consolidated academic transcript; payment of Ksh. 1,000

• Do NOT LOSE your transcripts

6. Graduation and Certificates

- One will only graduate after finishing all the required units of the course and clearing with the various departments in the University
- Fill graduation form by typing the details required
- Certificate & diploma classification; Distinction, Upper Credit, Credit and Pass
- Undergraduate classification; First Class honors, Second Class honors (Upper division), Second Class honors (Lower division)
- No Classification for Postgraduates (Masters and PhD)
- Certificates collected; 2 months after graduation
- DO NOT LOSE YOUR CERTIFICATES; NO REPRINTING OF LOST CERTIFICATES
- Move to the next level after graduating because learning makes life interesting

Very Important references;

Refer to MUA Students' Handbook

- Graduation requirements; pg. 26-27
- PART 2: **UNIVERSITY EXAMINATIONS** pg. 39-71
- Examination irregularities and disciplinary actions; pg. 61-69

GOOD LUCK IN YOUR STUDIES

STUDENTS ORIENTATION LIBRARY

The Management University of Africa
Sponsored by the Kenya Institute of Management

1. offers a wide range of e-books and e-journals which are accessible on and off-campus.

2. Consortium package has over 66,000 e-books and 96,000 e-journal titles

3. 11,000 print Volumes.

4. Quality of this content is current and relevant

5. Used by students in all leading Universities world wide.

FACT SHEET

User satisfaction survey
77% in 2021
85% in 2019
Best department – staff   survey – 2016

Best department – student survey – 2014

2nd best Academic library – LOYA 2013

3rd best Academic library – LOYA 2011

Departmental of the Year-   2010

Dubbed Library   of first instance and last resort in matters
Management & leadership in 2010 by CHE, precursor to CUE

Opening Hours

- **Monday to Friday: 8:00 am - 5:00pm**

- **Saturday: 9:00 am - 5:00pm**

- **Sunday: 2:00 pm - 5:00pm**

- **Public Holidays: Closed**

For more information

Kindly contact the library

library@mua.ac.ke

info@mua.ac.ke

Tel. 0722 224 193

Ext 120

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STUDENTS ORIENTATION
EXECUTIVE CAPACITY DEVELOPMENT PROGRAMMES (ECDP)

ECDP

- The Executive Capacity Development Programmes is the arm of the University that offers Short training courses and consultancy services to both corporate and individual clients

- ECDP provides ASK necessary for excellence at the work place & therefore the end goal of our programmes is boost performance for all our clients

Core Values

In our service provision we are driven by

- Creativity and Innovation
- Customer focus
- Integrity
- Professionalism

Programmes

- We design and develop capacity building (professional) short courses for both public and private sector organizations
- We offer both **open programmes** and **in-house courses**

Why Train With MUA

MUA is:

- Registered with the National Industrial Training Authority (NITA)

- Market driven / relevant programmes - our programmes address needs of all cadres

- Positioned to address management and leadership issues in Kenya and Africa.

- Qualified personnel in management training who are practitioners from the industry and have been involved in Leadership and Governance.

Why Train With MUA

- We offer **Post Training Engagement Services (We will walk with you)**
- **We are driven by speedy response to our customers needs**
- KIM members earn CPD points
- university has invested in state of the art conferencing facilities with smart boards for use
- MUA is located in a quiet serene environment conducive for learning

Some of our guest speakers

MUA'S Training Approach

We make our trainings as practical as possible using:

- Practical exercises and discussions

- Case studies

- simulations

- Story telling

- Visual & Audios

MUA'S Training Approach

Our facilitation is based on the following adult learning principles:

- Learning is experiential
- Learning fulfills an immediate need and is highly participatory
- Time is allowed for reflection and corrective feedback
- Practicing skills learned improve retention and leads to masterly

STUDENTS ORIENTATION
DEVELOPMENT FUND

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DEVELOPMENT FUND STRATEGIC GOAL

The goal of the fund is to mobilize resources to support physical infrastructural development, build the University endowment fund as well as collaborate with the Department of research for monetary gain

Structure

1. Development Fund – Infrastructural development
2. Endowment/Scholarship Fund

CALL/EXPECTATIONS

All are expected to participate through;

1. Give personal contributions
2. Connect office to your networks
3. Help find participants/sponsors to events
4. Be present at event/s

Office Contacts;

Email us: saveadream@mua.ac.ke

THANK YOU

STUDENTS ORIENTATION

RESEARCH

Research

- The directorate of Research, Development and innovations was formed in pursuance of the university's vision and mission which are hereby stated as:

- to be:-*The premier University for Management in Africa Providing Intelligence, Research Solutions and Leaders for Africa's Competitive Transformation.*

Functions

The directorate maintains continuous and extensive industry interactions through linkages, industrial attachments, action research and collaborations. With the help of its staff and students, the directorate is continuously providing solutions through scholarly research and consultancies aimed at promoting quality leadership, management and governance coupled with benchmarking best practices all over the world.

Mandate

The directorate is mandated to:

1. Determine priority areas of research in consultation with stakeholders

2. Promote academic linkages, interchange, contact and co-operation with the public, private and international institutions

3. Organize, encourage and support public lectures, seminars and conferences

4. Provide opportunities for staff and students to do professional courses and register with relevant professional bodies

STUDENTS ORIENTATION
INFORMATION COMMUNICATION
TECHNOLOGY (ICT)

Enabling Futures, Impacting Progress.

ICT as a Department

- Develops and maintains common IT infrastructure at the University

- Assists Faculties and Departments in providing IT support and services

- Ensures a continued access to information by students and lectures, through online search engines, journals, emails and online tutorials

Student Support Services

- Email creation – for communication purposes
- Biometric registration- for identity purposes every student ought to be registered in the biometric.
- Student portal – before every semester students have to register online.

Student Portal

- The IT department facilitates the use and training on the use of the Student portal.
- This system offers student a platform to apply for their semester units, View their **financial status**, **over grades** after every exam release.
- Data stored in student portal include **grading transcripts**, **student schedules**, **attendance records**, **course management**, and **assessment scores.**

Computer Labs

- We have two computer labs – Mukesh and Comp Lab 1.

- This is where you do online research, read your emails and attend Computer classes.

- At the labs we do not allow **Gaming**, **idling** and any **food/drinks** in lab.

- labs are usually open between 8:00 a.m. and 8:00 p.m.

STUDENTS ORIENTATION
QUALITY ASSURANCE

The Management University of Africa
Sponsored by the Kenya Institute of Management

Enabling Futures, Impacting Progress.

Quality Assurance Strategic Goals

1. To act as the core reference for all matters related to Quality Assurance within the University by providing, documents, references and guidance.

2. To be the link between MUA and other stakeholders like CUE.

3. To monitor processes at MUA and suggests ways and means to develop and promote quality within the University.

Quality Assurance Surveys Conducted

ITEM	FREQUENCY
Teaching Effectiveness	April, August and September
Customer satisfaction survey	April, August and September
Orientation Survey	April, August and September
ODEL Satisfaction Survey	April, August and September
Cafeteria survey	April, August and September
Tracer Studies	Yearly
Conference Evaluation	Yearly
Graduation Evaluation	Yearly

Charter Award

- The Management University of Africa is recognized by the Commission of University Education(C.U.E)

- MUA currently operates legally with the Letter of Interim Authority from C.U.E and is in the process of attaining charter.

- For further suggestions or inquiries email us at qna@mua.ac.ke

STUDENTS ORIENTATION
ADMINISTRATION

Administration

- Administration department is in charge of administration issues of the University by Ensuring that all University operations run professionally and smoothly without interruptions .

Conducive Environment

Ensure that the Environment maintains a high standard of cleanliness and it is conducive for work and study.

Facility Management

- Ensure that all University rooms are in good conditions for learning and work through :

- Well maintained Furniture

- No broken window panes

- Clean classroom floors

- Properly lit classes

Drinking Water

- The students can get drinking water from a dispenser at the reception and also from the jugs in the cafeteria .

- The water provided in the University id safe for drinking

Clean Washrooms

- Washrooms are cleaned hourly by the in the University and tissue replenished the moment they are over by the chania cleaning company .

- The users are always encouraged to leave the place better than they found it .

- Proper use of tissue ,not to carry them home .

University Transport

- Ensure that the students transport for official functions go on university Smoothly .

STUDENTS ORIENTATION
CAFETERIA

MUA Cafeteria

- The cafeteria provides a well balanced diet for the students which is very affordable

Operating Hours

- The cafeteria operates from early Morning

  to late in the evening to ensure that meals

  are available as per request

STUDENTS ORIENTATION
SECURITY

Access and Control

- Entry and exit is only allowed through the main gate.
- Entry is only allowed after identification by both student ID and biometric machine.
- Students are required to be searched, declare and register all material in their possession at main gate.
- All vehicle are to be registered and parking card issued.

Reaction to a Threat

- Always be aware of your surroundings. You are required to know hazards around you. Once you learn of those hazards you are supposed to keep clear.

  .

- Use available tools and machines properly. Take proper precautions when using the tools to respond to emergency. Remember it's a greater risk to avoid procedure when handling tools.

- Keep emergency exits accessible. Incase of emergency you will need a quick and easy accessible exit.

- Report unsafe conditions to management immediately. Management need to be informed early in order to ensure safe learning environment

Safety of Personal Possessions

- Each student is required to ensure safety of their personal possessions at all time.

- Loss/damage of property should be reported immediately to the University security office.