

MUA STUDENTS' HANDBOOK

The Kenya National Anthem

Swahili lyrics	English lyrics
Wimbo wa Taifa	The National Anthem
First Stanza	
Ee Mungu nguvu yetu Ilete baraka kwetu Haki iwe ngao na mlinzi Natukae na undugu Amani na uhuru Raha tupate na ustawi.	Oh God of all creation Bless this our land and nation Justice be our shield and defender May we dwell in unity Peace and liberty Plenty be found within our borders.
Second Stanza	
Amkeni ndugu zetu Tufanye zote bidii Nasi tujitoe kwa nguvu Nchi yetu ya Kenya Tunayoipenda Tuwe tayari kuilinda	Let one and all arise With hearts both strong and true Service be our earnest endeavour And our homeland of Kenya Heritage of splendour Firm may we stand to defend
Third Stanza	
Natujenge taifa letu Ee, ndio wajibu wetu Kenya istahili heshima Tuungane mikono Pamoja kazini Kila siku tuwe na shukrani	Let all with one accord In common bond united Build this our nation together And the glory of Kenya The fruit of our labor Fill every heart with thanksgiving.

MUA STUDENTS' HANDBOOK

The East African Anthem

Swahili lyrics	English lyrics
Stanza one	
Ee Mungu twaomba ulinde Jumuiya Afrika Mashariki Tuwezeshe kuishi kwa amani Tutimize na malengo yetu.	Oh God we pray For preservation of the East African Community; Enable us to live in peace; May we fulfill our objectives;
Chorus	
<i>Jumuiya Yetu sote tuilinde Tuwajibike tuimarike Umoja wetu ni nguzo yetu Idumu Jumuiya yetu.</i>	<i>We should protect/guard our Community We should be committed and stand strong Our unity is our anchor Long live our community</i>
Stanza Two	
Uzalendo pia mshikamano Viwe msingi wa Umoja wetu Natulinde Uhuru na Amani Mila zetu na desturi zetu.	Patriotism and togetherness Be the pillars of our unity May we guard our independence and peace Our culture and traditions
Stanza three	
Viwandani na hata mashambani Tufanye kazi sote kwa makini Tujitoe kwa hali na mali Tuijenge Jumuiya bora.	In industries and farms We should work together We should work hard We should build a better Community.

MUA STUDENTS' HANDBOOK

Management University of Africa Anthem

We are the people of the future
We excel in unity
God is with us as we march forward
We choose to shine, never to lose
In excellence that is our strength
Excellence Integrity
Excellence Integrity
Excellence Integrity
That's the Motto that we Believe

MUA STUDENTS' HANDBOOK

Agreement to University Rules and Regulations

Name of Student.....Adm. Number.....

I acknowledge that the Management University of Africa expects me to demonstrate an upright moral character. I agree to live in harmony with the goals and policies of the University.

I will resolve to communicate grievances in a mature manner, using the proper and approved channels of communication. I agree to settle differences with students, University administration, faculty, and staff in a peaceful and considerate manner. I will not use inappropriate language such as obscene words with students, University administration, faculty, and staff.

I understand that rioting, boycotting, striking against classes, University programmes or policies, rules and standards, including enforcement of University policies and rules, is forbidden. I will make no attempt to interfere with fellow students in their attendance at classes or University programmes.

I agree that I will not use alcohol, tobacco, or the recreational use of drugs while at the Management University of Africa premises. I understand that while I am a student at the Management University of Africa, I am expected to keep all rules and regulations of the University both on and off campus. I further understand that students who are arrested for disorderly conduct, public drunkenness, making a public disturbance, or breaking the Laws of Kenya in any fashion or form will be liable to disciplinary action from the University.

I will not discriminate against fellow members of the University community on the basis of his/her race, gender, age, colour, national or ethnic origin, marital status, or physical handicaps. I will refrain from persecuting or insulting a member of the University community concerning the issues of spiritual convictions or religious practices.

MUA STUDENTS' HANDBOOK

I understand that the security staff, faculty members, Library staff or administration staff of the University may conduct unscheduled inspections of packages, personal belongings, or vehicles coming or leaving the University campus from time to time.

I agree to abide by rules and regulations stipulated in the students' handbook as a condition of my acceptance and continuation of my studies at the Management University of Africa. I understand that, should I break or in any way violate the rules and regulations found in the Student Handbook, I shall be subject to disciplinary action. I acknowledge that, while I may request a grievance procedure for appealing such disciplinary action, I agree to abide by the decision of the University.

Student:(FullName).....Date.....

Signature.....

Witness: (FullName).....Date.....

Signature.....

MUA STUDENTS' HANDBOOK

University Academic Rules and Regulations 2012

1st Revision 2014

2nd Revision 2015

3rd Revision 2017

4th Revision 2019

The information in this policy document Handbook is correct as at the time of going to press. It is issued for general guidance of staff and students of The Management University of Africa (MUA) and any other person interested in MUA programmes. MUA Senate reserves the right to withdraw or make alterations if necessary. MUA Copyright © 2012

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MUA STUDENTS' HANDBOOK

Table of Contents

The Kenya National Anthem.....	1
The East African Anthem.....	2
Management University of Africa Anthem.....	3
Agreement to University Rules and Regulations	4
Part 1: General Information	11
1.0 Introduction	11
1.1 Vision	11
1.2 Mission.....	11
1.3 Philosophy.....	11
1.4 Core Values	11
2.0 The Aims and Objectives of the University.....	12
2.1 The Aims of the University	12
2.2 Objectives	13
3.0 Academic Calendar and Academic Year	15
3.1 The Academic Calendar	15
3.2 The Academic Year	15
4.0 Admissions.....	16
4.1 General Minimum Entry Requirements.....	17
4.1.1 Entry Requirements for Undergraduate Programmes	17
4.1.2 Entry Requirements for Masters Programmes	19
4.1.3 Entry Requirements for PhD Programmes	20
4.2 Faculty or Departmental Requirements	21
4.3 Provisional Admission.....	22
4.5 Registration	23
4.6 Registration Number	24
4.7 Deferred Registration.....	25
5.0 Credit Transfer Policy.....	25
5.1 Definition of Credit Transfer	25
5.2 Purpose of Credit Transfer Policy	25
5.3 Graduation requirements for Undergraduate Programmes	26
5.4 Graduation requirements for Postgraduate Programmes	26
5.4.1 Graduation requirements for Masters Programmes	26
5.4.2 Graduation requirements for PhD Programmes	27
5.5 Requirements and procedures for Credit Transfer	27
5.6 Documentation for Credit Transfer.....	28
5.7 Assessment of Applications for Credit Transfer	29

MUA STUDENTS' HANDBOOK

5.8	Core University and Departmental Units/Courses.....	30
5.9	Appealing Decisions.....	32
6.0	Mode of Study	33
6.1	Full-time Mode (FT)	33
6.2	Part-time Mode (PT).....	33
6.3	Open, Distance and E Learning Mode (ODEL)	33
6.4	Block Based/Sandwich (BBS)	34
6.5	Hybrid Mode.....	34
7.0	Duration of Study.....	34
7.1	Undergraduate Degree	35
7.2	Postgraduate Degree	35
7.3	Deferment of Studies.....	36
7.4	Failure to complete a programme	36
7.5	Academic Programmes.....	36
8.0	Fee Structure	37
8.1	Fee Payment	37
8.2	Fee Payment Methods.....	37
PART 2: UNIVERSITY EXAMINATIONS.....		39
1.0	Common Rules and Regulations for Examinations Section	39
1.1	Overall Authority	39
1.2	Definitions of Terms.....	39
2.0	University Examination Process	42
2.1	Registration for Units/Courses and Examinations	42
2.2	Modes of University Examination	44
2.3	Continuous Assessment Tests (CATs).....	44
2.4	Supplementary Examinations.....	45
2.5	Special Examinations	47
3.0	Conduct of Examination	48
3.1	General Rules	48
3.2	Examination/Time-Table Coordinators.....	49
3.3	Examination Booklets	49
4.0	Examination Invigilation.....	50
4.1	Invigilation of Examinations	50
4.2	Arrangement in the Examination Room	51
4.3	Distributing Answer Booklets and Other Stationery.....	52
4.4	Announcement Before and During Examination	52
4.5	Distribution of Examination Papers	52
4.6	Identification of Candidates.....	53

MUA STUDENTS' HANDBOOK

4.7	Entering and Leaving the Examination Venue	53
4.8	Supervision of Candidates	53
4.9	Violation of Examination Regulations	54
4.10	Duration of Session	55
4.11	Absence or Presence of Candidate	55
5.0	Examination Results	56
5.1	Processing of Examination Results	56
5.2	Release of Examination Results	56
5.3	Grading System	56
5.3.1	Undergraduate Programmes	57
5.3.2	Postgraduate Programmes	57
5.4	Classification of Degrees (Undergraduate Programmes)	58
5.5	Appeals for Reassessment of Examination Results	60
6.0	Transfer of Students to other Academic Programmes	61
7.0	Irregularities in University Examinations.....	61
7.1	Examination Irregularities Shall Include but are not limited to:	61
7.2	Examination Irregularities and Disciplinary Actions.....	63
7.3	Standing Committee of senate on examination irregularities	67
7.4	Standing Examinations Irregularities Appeals Board	68
8.0	Leakage of Examinations	69
9.0	Academic Certificates and Final Academic Transcripts	70
9.1	Collection of Certificates and Final Transcripts	70
9.2	Loss of Academic Transcripts and Request for Additional Transcripts	70
9.3	Loss of Academic Certificates	71
9.4	Certification of Copies of Academic Testimonials.....	71
9.5	Recall of Certificates.....	71
PART 3: THE STUDENTS GUIDE.....		72
1.0	Purpose of the Students Guide.....	72
2.0	Definition of Terms.....	72
2.1	Student	72
2.2	Disciplinary Authority	73
2.3	Responsibility of the Dean of Students.....	73
2.4	Students Rights and Responsibilities	74
3.0	Recreation.....	74
3.1	Medical, Accident and Injury Procedures	74
3.1.1	Medical Examination.....	74
3.1.2	Sports Equipment	75
4.0	Clubs and Organizations	75

MUA STUDENTS' HANDBOOK

4.2	Starting a New Organization	76
5.0	Harassment / Discrimination	76
5.1	Individuals with Disabilities	77
5.3	Group Violations	77
5.4	Sexual Offences	78
5.5	Immunity for Victims.....	78
5.6	Parental/Guardian Notification	79
5.7	Defenses	79
5.8	Online Misconduct	79
5.9	Weapons.....	79
5.10	Expectations of Student Conduct	80
6.0	Disciplinary Action	82
6.1	Disciplinary Procedure	82
6.2	Penalties	83
7.0	Code of Dressing	84
7.1	Female Students	84
7.2	Male Students.....	84
7.3	Non - Conformity to the Code of Dressing	85
8.0	Alcohol and Other Substance Abuse	85
8.1	Standards of Conduct.....	86
8.2	Disciplinary Sanctions.....	86
8.3	Consumption or Possession	86
8.4	Drug Conviction Reporting Requirement	86
8.5	Smoking and Use of Tobacco	87
9.0	Counseling Services	87
9.2	Services.....	88
9.3	Confidentiality	89
10.0	HIV/AIDS Policy	89
11.0	Health Services	90
12.0	Students Governance.....	90
13.0	Student Accommodation	90
14.0	Catering Facilities.....	91
15.0	Worship Places	91
16.0	Transport Facilities	91
PART 4: CONCLUSION		91
1.1	Exemptions.....	91
1.2	Summary	91

MUA STUDENTS' HANDBOOK

PART 1: GENERAL INFORMATION

1.0 Introduction

The Management University of Africa (MUA) was awarded a letter of Interim Authority by the then Commission for Higher Education (CHE) on 2nd September 2011 with the following vision, Mission, philosophy and core values.

1.1 Vision

The vision of the Management University of Africa is to be *a premier university providing management and transformative leadership solutions worldwide.*

1.2 Mission

The mission of The Management University of Africa is to *pursue excellence in provision of quality education through innovative teaching and distinguished research to mould leaders, change agents and entrepreneurs with a global impact.*

1.3 Philosophy

The philosophy of the University is to be 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.*

1.4 Core Values

The Management University of Africa is guided by the following core values:

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

MUA STUDENTS' HANDBOOK

- (b) Academic freedom: upholding the spirit of free and critical thought and enquiry, through open exchange of best practice, ideas and knowledge.
- (c) Creativity and Innovation: Introducing new methods and interventions through Research and Development that ensure quality, efficiency, effectiveness and productivity.
- (d) Integrity: ensuring excellence within the university by upholding professional and ethical standards, and accountability.
- (e) Social responsibility: providing leadership in responding to issues of national, regional and global concerns through collaborative efforts.

The vision, mission, philosophy and the core values are the anchors upon which Management University of Africa is established.

2.0 The Aims and Objectives of the University

2.1 The Aims of the University

The aims of the University are:

- a) To offer quality and value-driven management education programmes that meet the needs of Kenya, Eastern Africa Region, Africa and the world at large.
- b) To generate and promote management knowledge and practices in both the public and private sector through training, research and consultancy.
- c) To focus on the promotion of innovative and creative management skills needed to transform the economy through development of human resources capable of mobilizing, reshaping and redirecting a nation's resources for faster social economic development.
- d) To mould students to live in an increasingly complex society by helping them to develop the essential management skills, competencies and attitudes.

MUA STUDENTS' HANDBOOK

- e) To provide a scholarly an environment for advancement, transmission and preservation of knowledge sustaining intellectual life in Kenya and beyond.

2.2 Objectives

The objectives of The Management University of Africa include:

- a) To mobilize financial resources to support achievement of the vision, mission, aims and objectives of the proposed university.
- b) To establish a center of excellence for the study of the theory and practice of management.
- c) To recruit, nurture and retain students who support the vision, mission, philosophy, aims and objectives of the proposed university.
- d) To prepare students to have intellectual depth and breadth of knowledge in both management and leadership.
- e) To develop students to be independent, proactive, creative and bold managers.
- f) To develop and maintain a learner - centered environment focusing on academic programmes, policies and procedures.
- g) To recruit and retain competent employees to support the needs of the university.
- h) To provide adequate library holdings to support the university's academic programmes.
- i) To provide current and relevant management education and training to keep abreast with national and global developments.
- j) To promote applied research on cutting edge issues in management and related disciplines.
- k) To develop and implement a systematic process of continuous quality

MUA STUDENTS' HANDBOOK

assurance in training and management practices.

- l) To implement a continuous admission and examination of qualified students while closely monitoring industry expectations, demand, entry qualification and gender balance.
- m) To maintain and establish linkages with higher education institutions in Kenya, regionally and globally while identifying opportunities for collaboration.
- n) To develop a strategy for nurturing innovation and creativity among the graduates in management practices as well as employment creation.
- o) To increase access to management education through creation of an elaborate national network of campuses and accredited centers.
- p) To equip students with advanced knowledge and skills with a view to increasing the human resource capacity for national development.
- q) To promote research in management and related allied disciplines to solve societal problems.
- r) To disseminate the results of research through teaching, seminars, conferences, public lectures, publications and other appropriate means.
- s) To provide consultancy services to government, industry, private sector and the community at large.
- t) To collaborate with other academic, professional, technical and research institutions in and outside Kenya for management education, training and research development
- u) To develop and promote close collaboration with industry and the community to enrich relevance to University programs.
- v) To provide graduates with an education relevant to the cultural,

MUA STUDENTS' HANDBOOK

technological, economic and political life in Kenya and beyond.

- w) To contribute to the cultural, civic and moral training of its members and to participate actively in the economic and sociocultural development of the country.
- x) To incorporate an Information Communication and Technology (ICT) system and other technologies to enhance performance in all university activities.

3.0 Academic Calendar and Academic Year

3.1 The Academic Calendar

The Academic Calendar is the schedule of events that take place within the academic year.

3.2 The Academic Year

- (a) In general, two semesters successfully completed by a student is equal to one academic year of study.
- (b) The first semester begins in January and ends in April. The second semester begins in May and ends in August. The third semester begins in September and ends in December.
- (c) Year of Study of a student is the academic level attained by the student in a programme. The level is measured in terms of the cumulative number of credit hours successfully completed. The year of study is thus determined by the sum of credit hours transferred from other institutions and the credit hours successfully completed at MUA, irrespective of the calendar duration of stay at the University. In general, three semesters successfully

MUA STUDENTS' HANDBOOK

completed by a full – time student is approximately equal to one year of study.

- (d) There will be a graduation ceremony which shall be held at a time and place as may be decided by the University Senate.

4.0 Admissions

A student is admitted into a programme when he or she meets the minimum entry requirements into that programme and level. Admission into a programme is done before the beginning of each semester. Admissions into the Management University of Africa shall be conducted under the guidance of the senate.

MUA STUDENTS' HANDBOOK

4.1 General Minimum Entry Requirements

1. All copies of transcripts and certificates provided for admission must be certified and accompanied with supporting certified transcripts.
2. Possession of the Minimum requirements does not guarantee automatic admission to the University. The University Senate reserves the rights of admission to the University.

4.1.1 Entry Requirements for Undergraduate Programmes

Table 4.1: Undergraduate Entry Requirements

S. No.	Examination	Minimum admission requirements
1	KCSE	- Mean grade C+ (PLUS) with C in Math and English/Kiswahili - Mean grade C- (Minus) and C (Plain) with C in Math and English/Kiswahili plus a KNEC Diploma or its equivalent in a field relevant to the programme sought.
2	KACE	2 Principal passes and 1 Subsidiary with KCE 7 in Math and English/Kiswahili.
3	KCE	Division II and above with 7 in Math and English/ Kiswahili Division III and above with 7 in Math and English/ Kiswahili plus a KNEC Diploma or its equivalent in a field relevant to the programme sought.
4	IGCSE	5 Upper Level Passes

MUA STUDENTS' HANDBOOK

5	GCE	5 'O' Level passes with C and above and /or equivalent of mean grade C+(plus) with C in Math and English or Kiswahili
6	12 th GRADE	GPA of 2.5
7	DIPLOMA	<ul style="list-style-type: none"> • Diploma from a recognized institution and approved by the MUA University Council and • KCSE C plain aggregate with C- in Math and C- in English/Kiswahili OR Bridged Math and English/Kiswahili
8	Pre-university/ bridging course	<ul style="list-style-type: none"> • Pre-university/bridging certificate from a recognized institution by MUA Council. • And KCSE C+ with C- in math and C- in English/Kiswahili OR Bridged Math and English/Kiswahili
9	Professional qualification	<ul style="list-style-type: none"> • Professional qualifications from a MUA Council recognized examining body and KCSE C with C- in math and C- in English/Kiswahili OR Bridged Math and English/Kiswahili
<ul style="list-style-type: none"> • Certificates from Non - Kenyan institutions of Learning shall be validated by the relevant bodies before being accepted by the University. • Credit transfers shall be awarded to the relevant units at a non-refundable and non-transferable fee of KES 3000 per unit(subject to change by the senate) 		

MUA STUDENTS' HANDBOOK

Other Requirements:

The equivalent to C+ (plus) shall be constructed to mean:

- (i) A diploma from a recognized examining body or institution and in a field relevant to the programme sought at MUA.
- (ii) A Pre-university Certificate from a recognized examining body.
- (iii) Division II and above in O-level
- (iv) One Principal and a Subsidiary Pass in A- Level.

4.1.2 Entry Requirements for Masters Programmes

Table 4.2: Entry Requirements for Masters Programmes

S/No	Minimum Admission Requirements
1.	First Class Honours and/or a cumulative Grade Point Average (GPA) of 3.60 and above on a scale of 4.00 from The Management University of Africa (MUA) or any other University Recognized by the Senate.
2.	Upper Second Class Honours and/or a cumulative Grade Point Average (GPA) of 3.00 to 3.59 on a scale of 4.00 from The Management University of Africa (MUA) or any other University Recognized by the Senate.
3.	Lower Second Class Honours or cumulative Grade Point Average (GPA) of 2.00 to 2.99 on a scale of 4.00 with a minimum of two (2) years working experience. OR Additional relevant training, evidence of research capability either through research paper presentations or peer reviewed publications and relevant working experience.
4.	Relevant postgraduate diploma
Certificates from Non – Kenyan institutions of Learning shall be verified by the relevant bodies before being accepted by the University.	

MUA STUDENTS' HANDBOOK

Other Admission Requirements

Applicants from accredited universities and institutions whose degrees have GPA Grading systems will be considered under the conversion given in **Table 4.3**.

Table 4.3: Conversion from Degree to GPA for Admission into Masters Programmes.

S/N	Degrees	GPA	Grading System	Remarks
1.	1 st Class Honours	3.60 and above	A	Admissible
2.	Upper 2 nd Class Honours	3.00 to 3.59	B	Admissible
3.	Lower 2 nd Class Honours	2.00 to 2.99	C	Admissible, but must also possess at least two (2) years' working experience
4.	Pass	1.00 to 1.99	D	May be Admissible he/she has at least five(5) years' experience in a relevant field.

4.1.3 Entry Requirements for PhD Programmes

Minimum Entry Requirements

The applicants to this program must satisfy any of the following minimum admission requirements:

- i. Be a holder of an academic Masters Degree in a relevant area from a recognized institution/University.
- ii. Possess both academic Bachelors and Masters degrees.

MUA STUDENTS' HANDBOOK

- iii. Holder of any other relevant Masters degree in any other relevant field provided measures will be taken or have been taken to redress deficiencies in the area concerned.
- iv. Be a holder of any other qualifications accepted by the University Senate as equivalent to any of the above.
- v. Certificates from Non – Kenyan institutions of Learning shall be verified by the relevant bodies before being accepted by the University.

Other Admission Requirements

- i. Three letters of recommendation attesting to the applicant's academic preparedness and ability to successfully undertake doctoral studies. At least two of those letters must be from the applicant's previous graduate instructors.
- ii. The applicant should make arrangements for the official transcripts to be submitted to the University.
- iii. Appear in person for an oral interview in order to determine their suitability for admission to a rigorous doctoral program.
- iv. Pass any other qualifying requirements as determined by the University senate.

NB. "Possession of the Minimum requirements does not guarantee automatic admission to the doctorate degree."

4.2 Faculty or Departmental Requirements

In addition to the minimum entry requirements, each programme may have its own Faculty or Departmental requirements in respect of the mean grade, the subject cluster or individual subjects.

MUA STUDENTS' HANDBOOK

4.3 Provisional Admission

A candidate may be offered provisional admission if the certifications are not readily interpreted into the local education system. A candidate who is under provisional admission will be considered as being on academic probation during the first two semesters after registration. He/she has to register for a standard load and show satisfactory progress to be allowed to continue. Such a student is not allowed to register for a maximum load.

(i) Provisional admission status is waived at the end of the second semester on the recommendation of the faculty. The status may however be waived at the end of the first semester if the students' performance is outstanding.

(ii) The Faculty may, on recommendation of the department, direct a prospective candidate to take an aptitude test for purposes of provisional admission.

4.4 Application Procedure

- (i) All applicants must complete an application form either electronically or in hard copy and submit it to the Registrar, Academic and Students Affairs (ASA). The application forms are available at the Office of the Registrar, Academic and Students Affairs (ASA), Nairobi. The electronic application form is available on the MUA website (www.mua.ac.ke) and should be sent to admissions@mua.ac.ke. The application form should be accompanied by all supporting documents showing the applicant's qualification. Application forms shall be processed only upon receipt of stipulated non-refundable application fee. After processing the

MUA STUDENTS' HANDBOOK

applications, the Registrar-ASA, shall communicate the decision in writing to all applicants.

- (ii) The applicant is responsible for the authenticity of any documents submitted for the purpose of securing admission. Should such documents be proved at any time to have been fraudulently acquired, admission will be nullified and / or certificates issued on the basis of such documents shall be withdrawn and cancelled.

4.5 Registration

Registration of students is done at the beginning of each semester. A new student is registered into a programme after:

- (i) He/she is admitted into that programme and level,
- (ii) He/she has been assigned a registration number upon payment of requisite fee.
- (iii) Applicants admitted are required to have the official letter of offer with the original copies of certificates and testimonials at the time of registration. Admitted international applicants shall submit or mail certified copies of their certificates and testimonials which must be validated by the relevant bodies. The applicants must also submit certified government photo ID (for Kenyans) or any other form of official identification including a valid students pass (for international students) and any other relevant documents.
- (iv) A continuing student is registered upon payment of requisite fees and signing of the nominal roll. A student is enrolled when he/she has been admitted.

MUA STUDENTS' HANDBOOK

4.6 Registration Number

(i) The registration number of a student will have the following form:

ABC/d/vwxyz/s / yy, where:

- 'ABC' are three capital letters identifying the programme department;
- 'd' refers to the cohort the student is admitted to;
- 'vwxyz' is the serial number of the student relative to university student population.
- 's' indicates the period that the student first registered in MUA, where s takes 1 for 1st semester (January- April), 2 for 2nd semester (May-August) and 3 for 3rd semester (September- December) to indicate the semester (month) in which the student first registered in MUA; and
- 'yy' is the calendar year in which the student first registered in MUA.

(iii) The names of a student shall be as they appear in the documents used to seek admission at MUA, or where there is conflict, in the same way as they appear in the official government photo ID. The same names shall appear and be used in the same order in all official records and in the final certificates. If a student wishes to change names in the course of his/her stay at MUA, the same must be effected in accordance with existing legal procedures, and official documents submitted to the Office of the Registrar, ASA before graduation. No changes in names, including the order, will be effected after a student graduates from MUA.

MUA STUDENTS' HANDBOOK

4.7 Deferred Registration

A student is enrolled when he or she is admitted. An enrolled student who cannot register immediately may have his/her place reserved. This reservation can be maintained for a maximum of three semesters, after which it lapses, and the registrar shall remove the name of the student from the list of enrolled student at Management University of Africa. Such a student may seek fresh admission.

4.8 Academic Advisors

Upon Registration, Students shall be provided with academic advisors to assist them in planning their academic career. Students are responsible for keeping track of their progress and should consult regularly with their academic advisor, particularly at pre-registration and registration each trimester/session of their academic program.

5.0 Credit Transfer Policy

5.1 Definition of Credit Transfer

Course/Unit Credit Transfer refers to exemption from enrolment in a particular unit/course as a result of previous study in a programme of a similar level to the programme being sought at MUA.

5.2 Purpose of Credit Transfer Policy

The Credit Transfer Policy seeks to provide a process that recognises and grants course/unit credit to applicants wishing to enroll in MUA. Course/unit Credits are gained from previous units/courses of competency on the basis of equivalent content coverage from MUA senate recognized institutions. The credit transfer process includes MUA assessment of the applicant's previous course/unit to

MUA STUDENTS' HANDBOOK

ensure equivalence to the required learning outcomes, competency outcomes, or standards in the destination qualification. However, the University and special departmental core units/courses shall not be exemptible. For prior learning to qualify for credit transfer, it must be relevant to the unit/course applied for and earned not more than eight years in the past from a similar level as the programme being sought.

Students from other institutions of higher learning may apply to join MUA programmes as transfer students. Those with relevant and appropriate credits may transfer some of the credits to join MUA programmes at an appropriate level. Testimonials of good standing from their previous institutions are a requirement.

5.3 Graduation requirements for Undergraduate Programmes

For a student to graduate they will be required to have attained fifty six (56) units/courses of study, a total of **168** Credit Hours, **1344** Lecture Hours and **672** Tutorial Hours. A minimum grade of **D** (plain) = “Pass”= **40%**. The total units/courses are inclusive of Industrial attachment and Research project.

5.4 Graduation requirements for Postgraduate Programmes

For a student to graduate they will be required to have completed the programme as per the requirements stipulated in the approved programme by CUE.

5.4.1 Graduation requirements for Masters Programmes

For a student to graduate they will be required to have attained nineteen (19) units/courses of study, a total of 60 Credit Hours and 840 Lecture Hours. A minimum grade of **C** (plain) = “Pass”= **50%**. The total units/courses are inclusive of Research project.

MUA STUDENTS' HANDBOOK

5.4.2 Graduation requirements for PhD Programmes

For a student to graduate they will be required to have attained seven (7) units/courses of study, a total of twenty four (24) Credit Hours (18 credit hours coursework and 6 credit hours research project) and 252 Lecture Hours. A minimum grade "Pass" = 50%. The total units/courses are inclusive of Research project.

5.5 Requirements and procedures for Credit Transfer

1. To qualify for credit transfer a student must have obtained 50% or grade C and above for the unit/course applied for. The course content coverage must not be less than 75% and not less than 3 credit hours and 36 contact hours.
2. 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).
3. Requests for credit transfers are considered and approved by the Credit Transfer Committee/Admissions Committee before a student is registered.
4. In exceptional circumstances, a transfer student may be registered provisionally at a level determined by the department pending the processing of credit transfers.
5. Credits from units/courses requiring acquisition of practical skills may not be transferred.
6. A non - refundable and non - transferable credit transfer application fee will be charged for each credit transfer applied for in accordance with rates which may be in force at the time.

MUA STUDENTS' HANDBOOK

7. A student who wishes to transfer credits from a lower to a higher programme may do so, and if admitted, must satisfy the residency and content requirements of the lower programme as determined by the Credit Transfer Committee or department. The maximum credits transferable cannot exceed 49% of the units/courses offered for undergraduate programmes and 50% for postgraduate programmes.
8. A student may transfer from a programme in one Department or School to another programme in a different department or school within the first year of study by completing appropriate application forms and obtaining written approval from the respective Chairman of Department and recommended by the respective Deans of Schools. Students whose applications are approved shall meet all academic and financial requirements of their new programmes.
9. For an applicant to qualify for credit transfer of the unit/course applied for he/she must have earned/completed the relevant unit/course not more than eight years in the past.
10. Applicants will be advised of the outcome of their application via their departments. Applicants will also acknowledge acceptance or non-acceptance of the outcome by signing the Credit Transfer Application Form.

5.6 Documentation for Credit Transfer

It is the applicant's responsibility to provide sufficient evidence to assist the assessor in making a judgment. Applications for credit transfer must be accompanied by full original documentary evidence which includes but not limited to:

MUA STUDENTS' HANDBOOK

1. Relevant course syllabus to show the content covered.
2. Certified transcript of units/courses completed or official academic records.

5.7 Assessment of Applications for Credit Transfer

Credits shall only be awarded to units/courses from same level programmes and NOT from lower levels to higher levels nor from higher to lower programmes.

Applications for unit/course credit will adopt the following criteria and process:

- Diploma to Bachelor's Degree;
- Bachelor's Degree to Bachelor's Degree;
- Masters Degree to Masters Degree (case of transfer students who have completed course work of previous institutions, however MUA will satisfy entry requirement); and,
- Doctorate to Doctorate (case of transfer students who have completed course work of previous institutions; however MUA will satisfy entry requirement).

Below is a diagrammatic representation.

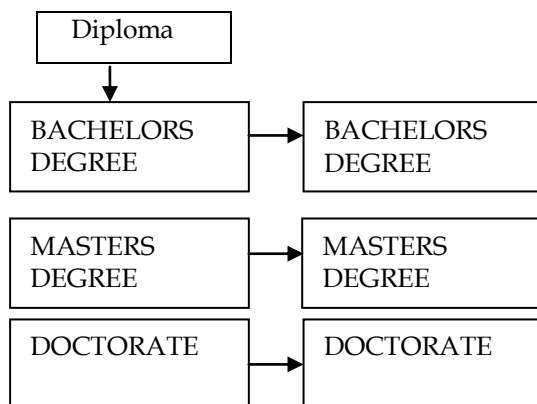


Figure 1.1: Diagrammatic presentation of credit transfer awards

MUA STUDENTS' HANDBOOK

Table 4.4: Criteria for Awarding Exemptions and Block credit transfer

ACADEMIC PROGRAMME	STATUS OF INSTITUTION	PROGRAM APPLICABLE	MAXIMUM AWARDED IN %
Doctor of Philosophy (PhD)	Recognized Institution of Higher learning accredited/validated by CUE	Doctor of Philosophy (PhD)	As per the CUE guidelines. (50%)
Masters Programmes	Recognized Institution of Higher learning accredited/validated by CUE	Masters Programmes	As per the CUE guidelines. (50%)
Bachelors Programmes	Recognized Institution of Higher learning accredited/validated by CUE	Bachelors Programmes	As per the CUE guidelines (49%)
Higher Diplomas, Diplomas, other recognized professional courses e.g. CPA	Institutions accredited by CUE, TVETA, KNQA and recognized examination bodies	Diploma and undergraduate degree	As Recommended by Senate and within 49% (total of 27 units)

5.8 Core University and Departmental Units/Courses

(1) The following Core University Units/Courses (UCU) shall not be exemptible and are compulsory for all MUA undergraduate students.

Table 4.5: Core University Units/Courses (UCU) for Undergraduate programmes

UCU 100	Business Communication
UCU 101	Principles and Practice of Management
UCU 102	Ethics and Professional Conduct

MUA STUDENTS' HANDBOOK

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

(2) The following Core units/courses shall not be exemptible and are compulsory for all students registered for Bachelor of Arts-Development Studies (BDS)

Table 4.6: Compulsory units/courses for Bachelor of Arts-Development Studies (BDS)

BDS 100	Foundation of Development: Concepts and Critical Issues
BDS 102	Legal aspects of development
BDS 104	Theories and strategies of Development
BDS 400	Research methods for development studies
BDS 402	Development study seminar

(3) The following Core units/courses shall not be exemptible and are compulsory for all students registered for Bachelor of Management and Leadership (BML)

Table 4.7: Compulsory units/courses for Bachelor of Management and Leadership (BML)

BML 103	Business mathematics
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MUA STUDENTS' HANDBOOK

BML 109	Leadership and Communication
BML 203	Corporate Leadership and Ethics
BML 306	Business research methods
BML 403	Community service

(4) The following Core units/courses shall not be exemptible and are compulsory for all students registered for Bachelor of Commerce (BCom)

Table 4.8: Compulsory units/courses for Bachelor of Commerce (BCom)

UCU 103	Introduction to Logic and Critical thinking
UCU 105	HIV/AIDS
UCU 107	Disaster management
UCU 108	Environmental science
UCU 400	Industrial Attachment
UCU 401	Research project I
UCU 402	Research project II
BCM 111	Business Communication
BCM 112	Business Mathematics
BCM 423	Management Information systems
BCM 311	Business research methods

5.9 Appealing Decisions

If an applicant is not satisfied with the outcome of their application for credit transfer, the student may appeal within fourteen (14) working days of notification.

The following shall be the appeal process:

MUA STUDENTS' HANDBOOK

1. The student shall submit a written appeal to the Registrar Academics and Students Affairs (ASA).
2. The Registrar-ASA shall summarize the appeals and submit them to the chairperson of the Senate who shall constitute a Senate Committee to review the appeals.
3. The decision of the Senate Committee shall be communicated to the student in writing by the Registrar-ASA.

Appeal applications shall attract a fee as determined by the University from time to time. Duration of resolving appeal shall not exceed one month.

6.0 Mode of Study

Students may study under the full-time, part-time, distance learning, Hybrid and Block Based/ Sandwich (BBS) or other specified modes. Request for change of mode of study shall be submitted to and processed by the programme department for approval by the Registrar-ASA, before registration. A non-refundable application fee shall be charged.

6.1 Full-time Mode (FT)

The Full-time mode of study applies where a student attends scheduled day, evening or weekend classes and takes the standard full load for this mode.

6.2 Part-time Mode (PT)

The Part-time mode of study applies where a registered student attends scheduled day, evening or weekend classes and takes the standard load for this mode.

6.3 Open, Distance and E Learning Mode (ODEL)

The Open, Distance and E Learning Mode (ODEL) of study applies where a student is registered for course work but does not attend regular classes. Students are guided through various courses using instructional materials, assignments,

MUA STUDENTS' HANDBOOK

continuous assessment, face to face tutorials and examinations organized by the department.

An ODEL student who wants to use the University facilities such as laboratories will be required to pay additional fee. Procedures, regulations and other information specific to the Open, Distance and E Learning Mode are available from the ODEL office and respective Departments.

6.4 Block Based/Sandwich (BBS)

This mode is applicable where a student attends classes in blocks. A block is defined as an intensive period of teaching and learning covering an entire or a specific part of a syllabus.

6.5 Hybrid Mode

This mode is applicable where a student attends scheduled day, evening or weekend classes on some registered units/courses and also takes some units/courses under ODEL arrangement and takes the standard load.

NB. The standard load for each mode of study shall be specified by Senate.

7.0 Duration of Study

This is the total academic time, evaluated in terms of credit hours required to complete the requirements of the programme. Thus, duration of study of any two programmes are located in the same department and are of the same academic level.

- (i) MUA employs a Credit Hour System in determining the duration in a programme.
- (ii) Courses are awarded credit hours defined as follows:
 - One Credit Hour is equivalent to 13 lecture hours.
 - One lecture Hour is equivalent to 60 minutes of teaching time.

MUA STUDENTS' HANDBOOK

A student completes the programme after covering the total number of Credit Hours required for the programme and upon satisfying all graduation requirements.

- (iii) Where teaching is tutorial, laboratory or practicum, one credit hour will be defined as follows:
- For tutorial and/or Laboratory: One Credit Hour is equivalent to Up to 26 hours of student's time, depending on the programme.
 - For Industrial Attachment/practicum: One Credit Hour is equivalent to up to 39 hours of student's time, depending on the programme.

7.1 Undergraduate Degree

A Bachelor's degree is expected to take a minimum of four (4) academic years (or 8 semesters). The maximum period allowed is six (6) academic years or (or 12 semesters) after which a student shall be discontinued from the University.

7.2 Postgraduate Degree

- a. A Master's Degree is expected to take a minimum of two (2) academic years (or 4 semesters). The maximum period allowed is three (3) academic years or (or 6 semesters) after which a student shall be discontinued from the University.
- b. A Doctor of Philosophy degree is expected to take a minimum of three (3) academic years (or 6 semesters). The maximum period allowed is six (6) academic years or (or 12 semesters) after which a student shall be discontinued from the University.

MUA STUDENTS' HANDBOOK

7.3 Deferment of Studies

- a. A student who wishes to defer studies **MUST** do so **WITHIN** one month after the beginning of the semester through the Dean of Faculty.
- b. Any student who defers studies more than one month after the beginning of semester shall **FORFEIT** the requisite fees for that semester unless otherwise approved by senate.

7.4 Failure to complete a programme

An enrolled student who cannot complete a programme within the stipulated time due to circumstances beyond his/her control must inform the Registrar, ASA in writing and obtain official exemption from the University senate.

7.5 Academic Programmes

Academic programmes are developed to take advantage of emerging opportunities and address new challenges. The programmes shall be conceived by the department, reviewed by the respective faculty bodies, evaluated and harmonized by the Dean's Committee in respect to the philosophy of the University and the requirements of Commission for University Education (CUE) and other professional regulatory bodies. The programmes are then forwarded to the Senate for approval and to CUE for accreditation.

The University offers programmes leading to the award of certificates, diplomas, undergraduate and post graduate degrees.

MUA STUDENTS' HANDBOOK

8.0 Fee Structure

The University charges competitive fees in an effort to make higher education affordable. The tuition fee is determined on the basis of the requirements of an academic programme and mode of study.

Other fees cover the cost of management and development of the University such as registration, orientation, examination, instruction, supervision, educational trips, library, laboratories, students' activities, computerization, and medical insurance. The University reserves the right to review the fees as and when it deems necessary. The University offers programmes leading to the award of certificates, diplomas, undergraduate and post graduate degrees.

8.1 Fee Payment

1. A student registered at the University must pay all programme fees required during their time of study.
2. During registration, the student agrees to pay all programme fees as and within the stipulated time lines.
3. All fees payable to the University **MUST** be paid via the approved mode of payments communicated to the students from time to time.
4. Fee once paid shall not be refundable or transferable except by approval of the University Management Board (UMB).

8.2 Fee Payment Methods

The following fee payment options shall apply:

- i. Students are required to pay full fees at the beginning of each semester; and,
- ii. Payment of fees in installment may be considered within the terms in table 4.9:

MUA STUDENTS' HANDBOOK

Table 4.9: Fee Payment in installments

S/no	Installment	Time frame	Penalty after lapse of the deadline
1.	1 st Installment 60%	Within two weeks after start of the semester.	5 %penalty on balance due
2.	2 nd Installment 20%	5 th of the second month	<ul style="list-style-type: none"> i. Withdrawal of the following services; <ul style="list-style-type: none"> 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. <p><u>ODEL students</u></p> <ul style="list-style-type: none"> 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.	3 rd installment	5 th of the third month	<ul style="list-style-type: none"> i. Withdrawal of the following services; <ul style="list-style-type: none"> 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. <p><u>ODEL students</u></p> <ul style="list-style-type: none"> 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.

NOTE: A discount of 5% on tuition fees shall be granted to any student who pays full fees within two weeks after start of the semester.

MUA STUDENTS' HANDBOOK

PART 2: UNIVERSITY EXAMINATIONS

1.0 Common Rules and Regulations for Examinations Section

1.1 Overall Authority

The Senate shall have the overall authority in all matters concerning and affecting examinations which include the setting, moderation, conduct and marking of examinations as well as the declaration of examination results.

1.2 Definitions of Terms

For the purpose of these Regulations:

- (i) University Examinations are all those examinations, assessments or evaluations that are considered in determining whether or not a candidate shall proceed to the following year of study or qualifies to graduate.
- (ii) Regular University Examinations are those examinations held at the end of each Semester or end of each Academic year or as may be determined by Senate.
- (iii) Special Examinations are those examinations which, after approval by Senate, are administered to candidates who did not sit regular examinations for a special reason.
- (iv) Supplementary Examinations are those examinations which, after approval by Senate, are administered to candidates who have failed to attain pass mark in a unit/course.
- (v) A Continuous Assessment' Test is any form of evaluation, such as tests, graded practical's, projects, work based assignment, term paper and any other form of assignments, during a semester/term and count towards

MUA STUDENTS' HANDBOOK

University Examinations.

- (vi) A Semester is a period of study of normally not less than 16 weeks or such a period as may be determined by Senate for any academic year.
- (vii) An Academic Year shall normally consist of two (2) semesters and may include a semester to cater for practical attachment, community service and any other field courses as may be determined by Senate.
- (viii) A unit is a course in which a student can receive an assessment and is normally taught over a semester.
- (ix) A Unit of Study is a three-hour lecture/tutorials per week per semester or three hours of practical per week per semester.
- (x) A Core Unit is a course, which is central to the discipline of study which must be taken by all candidates in a given programme.
- (xi) A Prescribed Unit is a course which may be designated as core, required, pre-requisite or elective, as specified in a given curriculum as approved by Senate.
- (xii) A Required Unit is a course which is supportive of or beneficial to a discipline.
- (xiii) A Pre-requisite Unit is a course which must be taken and completed successfully before one can register for a given course.
- (xiv) An Elective Unit is a course which a student may choose, according to his/her interest, subject to approval by the relevant department, and shall be taken into account for the purpose of Degree Classification.
- (xv) An Optional Unit is a course which a student may choose according to interest, subject to approval by the relevant departments but which may not necessarily be central to a discipline of study and shall not be used

MUA STUDENTS' HANDBOOK

for Degree Classification.

- (xvi) Repeating a unit/course internally applies to those candidates who are allowed to proceed to the next year of study having failed the normal examination.
- (xvii) Repeating a unit/course in its entirety (A retake) means having failed supplementary examinations, a candidate is allowed to register the unit/course, attend classes and to sit for the examinations in the failed units/courses.
- (xviii) Repeating a unit/Course externally applies to those candidates who having repeated units/courses internally; fail again in the same units/courses, such a candidate will be required to retake the unit/course.
- (xix) Compensation - is a procedure that may be applied when a student who has failed an examination in a, course with at least 37% (or 50% for practical courses) and with a weighted average mark of 50% and above in all course units for the academic year is assisted to attain to the pass mark of 40% or 50% by subtracting either 6, 4, or 2 marks from a related course that when halved and added to the marks of the failed course brings it to the pass mark.
- (xx) A Semester Load is normally between 5 and 8 units/courses, unless otherwise approved by Senate.
- (xxi) A Leakage is any act, which results in a candidate, or a person having unauthorized access to, or knowledge of examination questions or of any materials related to the examination, before the scheduled date and time of the examination.

MUA STUDENTS' HANDBOOK

(xxii) To show cause NOT to be discontinued - is to show why one should not be de-registered from the University.

2.0 University Examination Process

2.1 Registration for Units/Courses and Examinations

- 2.1.1 Registration of units/courses for which a student shall take examinations in shall be done within the semester registration period.
- 2.1.2 A student **MUST** **Shall** register within the first two weeks of the semester as stipulated in the University Calendar.
- 2.1.3 A student shall be required to register for a minimum of 10 units/courses and a maximum of 16 units/courses per academic year to qualify to be graded for purposes of award of degrees unless otherwise approved by senate.
- 2.1.4 A student shall be allowed to register for a maximum of eight (8) examination units/courses per examination sitting.
- 2.1.5 A student must pass all units/courses registered for, irrespective of whether they are core, elective or optional to qualify for award of a certificate or to be served with official transcripts.
- 2.1.6 The examinations time line period shall be prepared at least one week before the start of the next semester, together with the teaching timetable, to give students an opportunity to confirm the dates after reporting.
- 2.1.7 Students shall be eligible to register for examinations provided:
 - (i) They have complied with the unit/course requirements i.e. paying requisite amount of fees, complying with 80% rule on

MUA STUDENTS' HANDBOOK

class attendance and doing the requisite number of CATs and WBAs in the units/courses registered.

- (ii) Candidates shall be required to register for University Examinations within the semester registration period.
- (iii) A list of candidates registered for examinations and examination cards shall be released by the Deputy Registrar Examination and Administration or officer responsible for such a function at least two (2) weeks before the beginning of the examinations.
- (iv) Each candidate shall be issued with an examination card by the Dean and Deputy Registrar Examination and Administration for such a function two (2) weeks before the beginning of examinations.
- (v) An examination card and Student ID will be required before one is allowed to sit for examinations. In addition, invigilators will be served by the Dean with lists of bona fide candidates and labeled cards which they will use to designate randomly the desk/table where each bona fide student will be sitting for an examination.
- (vi) Invigilators **must shall** have in the examination room, lists of candidates registered for each paper provided by the Deans of Schools.
- (vii) Candidates who sit examinations which they have not registered for shall have their examinations cancelled.
- (viii) No candidate shall be registered for examinations unless
 - (a) He / she has satisfied all the

MUA STUDENTS' HANDBOOK

requirements as per 2.1.7 (i) above, OR
(b) He/she has been exempted from any such requirements by
Senate on the recommendation of the School Board.

2.2 Modes of University Examination

The University Examinations shall be conducted by means of any **one** or combination of the following:

- (i) Written Examinations
- (iii) Oral Examinations
- (iv) Practical Examinations

2.3 Continuous Assessment Tests (CATs)

- (i) There shall be a minimum of two Continuous Assessment Tests per unit/course per semester. One of which MUST be a Sit in examination.
- (ii) The scheduling and administration of Continuous Assessment Tests shall normally be spaced as follows:
 - 1st CAT – 4th to 6th week of the semester
 - 2nd CAT – 8th to 10th week of Semester
- (iii) The results of the Continuous Assessment Tests shall normally be given to students and submitted to the Chair of Department as follows:
 - (a) 1st CAT by 8th Week of the Semester
 - (b) 2nd CAT by 11th Week of the Semester
- (iv) The Chair of Department shall ensure that Continuous Assessments Tests are set and administered as scheduled in (ii) above and keep a record of CAT's, sample assignments and question papers.
- (v) Continuous Assessment Tests shall normally constitute 30% for undergraduates, 40% for Masters programmes and 50% for PhD

MUA STUDENTS' HANDBOOK

programmes. The end of semester examination shall constitute 70% for undergraduates, 60% for Masters programmes and 50% for PhD programmes unless Senate decides otherwise.

- (vi) A candidate must have attempted the required number of Continuous Assessment Tests on a given unit/course to be eligible to sit for University Examination in that unit/course.

2.4 Supplementary Examinations

- (i) Candidates who are required to sit supplementary examinations shall pay an examination fee per paper as determined by senate from time to time.
- (ii) Supplementary examinations shall be held during the University Examination sessions when the paper in question is on offer.
- (iii) Continuous Assessment Tests marks shall not count towards Supplementary Examinations results unless otherwise approved by Senate.
- (iv) The final mark for a pass in a supplementary examination shall be 40% and 50% of the unit/course for undergraduate and postgraduate programmes respectively unless otherwise approved by the Senate.
- (v) A candidate who fails a supplementary examination in ONE Core or Required unit/course may be allowed to proceed to the following year of study and repeat the unit/course internally provided that a weighted average of 50% for undergraduate and 60% for post graduate (unless otherwise approved by Senate) or more in prescribed units/courses is attained. If the candidate fails the same unit/course in the subsequent year, the candidate shall repeat the unit/course externally.

MUA STUDENTS' HANDBOOK

- (vi) A candidate who fails after repeating the unit/course externally shall be discontinued.
- (vii) A candidate who fails a supplementary examination in TWO Core or Required units/courses may be allowed to repeat the courses internally provided that a weighted average of 45% for undergraduate and 50% for post graduate (unless otherwise approved by Senate) or more in a prescribed unit/course is attained,
- (viii) A candidate who does not meet the criteria stated in (vii) and (viii) above shall repeat the year of study.
- (ix) A candidate who fails in a pre-requisite unit/course shall not normally be allowed to proceed to the following year of study if the subsequent unit/course is core or required.
- (x) A candidate who fails in a supplementary examination in an optional or elective unit/course shall be allowed to proceed to the following year of study but shall be required to take a different unit/course instead and sit an examination in it.
- (xi) A candidate who fails Supplementary Examinations in the final year of study shall be allowed to sit again for supplementary examination(s) in the unit/course(s) affected. The candidate shall be required to sit for the examination(s) in the unit/course(s) failed, during the following time scheduled for such examinations. A candidate who subsequently fails after sitting for a supplementary examination in a unit/course a second time shall be discontinued.

MUA STUDENTS' HANDBOOK

2.5 Special Examinations

- (a) Deferment of examinations shall be done latest one month to the examination date.
- (b) Deferment of Examinations shall be done through the Dean of School using the appropriate form.
- (c) Students who miss an examination without having filled the deferment form prior to the examinations shall be required to sit supplementary examinations.
- (d) Candidates who defer examinations shall sit for special examinations when the paper is next on offer during the University Examination sessions.
- (e) Candidates who are required to sit special examinations shall pay an examination fee per paper as determined by senate from time to time.
- (f) Special examinations shall be held during the regular examination sessions or once a year as per the academic calendar approved by Senate.
- (g) No Special Examinations shall be administered to candidates except under the following circumstances:
 - (i) For medical reasons as certified by the University Medical Officer and approved by the Senate.
 - (ii) For compassionate reasons, based on events such as bereavement within the candidate's nuclear family or guardian, which occur prior to and/or during the examination period verified by the Dean of Students and approved by the Senate.
- (h) Misreading the examination timetable is not a sufficient cause for failing to

MUA STUDENTS' HANDBOOK

sit an examination.

(I) The decision on whether or not special examinations shall be administered shall be taken by Senate on the recommendations from School Boards.

(J) Continuous Assessment Tests and Work Based Assignment marks shall count towards the grading of Special Examinations.

3.0 Conduct of Examination

3.1 General Rules

(i) University Examinations shall take precedence over external or any other examinations.

(ii) A candidate who has missed 20% or more of the required unit/course attendance in a given unit/course shall not be allowed to sit University Examinations.

(iii) University Examinations shall normally be conducted from Monday to Friday, and on any other day approved by Senate.

(iv) Candidates who will not sit University Examinations on scheduled dates on religious grounds, are required to inform the Deputy Vice - Chancellor (DVC-ARE) and the Dean of the School in writing, as soon as the examination Time Table is released.

(v) All units/courses shall be examined within the semester in which they are taken, unless approved by Senate.

(vi) Examination Regulations specific to Schools shall be presented to Senate for approval through the Committee of Deans.

(vii) All Schools shall be required to define core, required, pre-requisite and elective units/courses as approved by Senate.

MUA STUDENTS' HANDBOOK

- (viii) To proceed to the following year of study, a candidate must take and pass in at least 6 out of 8 and any other units/courses taken.
- (ix) A candidate who fails one or more units/courses amounting up to and including 20% of prescribed units/courses for the year shall be required to sit Supplementary Examinations.
- (x) A candidate who fails in more than 20% and in up to and including 50% of the total number of prescribed units/courses shall repeat the year.
- (xi) A candidate who fails in more than 50% of the total number of prescribed units/courses in an academic year shall be discontinued.
- (xii) A candidate who fails to turn up for an examination shall be deemed to have failed that examination and shall be required to show cause why he or she should not be discontinued.

3.2 Examination/Time-Table Coordinators

- (i) Final examination time-tables shall be circulated to all candidates, posted on the notice boards and on the University website in all campuses at least one month before examinations begin.
- (ii) Any changes in dates after circulation shall be brought to the attention of candidates by means of additional notices posted on the notice boards at each campus and must be authorized by the Chairman of the Examinations and Time-Tabling Committee.

3.3 Examination Booklets

- (a) Students shall write their examinations in pre-printed MUA examination booklets only.

The front page of the booklets shall contain the following

MUA STUDENTS' HANDBOOK

- (i) MUA details, Faculty and Department
 - (ii) MUA student's Admission number
 - (iii) Centre number
 - (iv) Examination sitting
 - (v) Year
 - (vi) Subject code
 - (vii) Subject name
 - (viii) Course level or title
 - (ix) Marks summary section (properly ruled)
- (b) The examination booklets shall be printed in advance on double A4 paper and will contain 10 pages. A4 loose papers shall also be printed to give to students who need additional papers. The extra papers shall be tied with a string to the main answer booklet.

4.0 Examination Invigilation

4.1 Invigilation of Examinations

- (i) The Dean shall circulate the instructions to candidates, before the start of regular University examinations, setting out details of procedures to be followed in the conduct of examinations as detailed in section 12 of this document.
- (ii) Students with Disabilities or any other special needs
The Office of the Dean of Students, is fully engaged in the task of helping transform the university environment into one in which gifted and deserving students with disability will have an equal

MUA STUDENTS' HANDBOOK

opportunity to acquire an education and as much as possible participate in the various aspects of university life. This includes facilitating access to university buildings, providing services, awareness activities and advocating for accommodating university policies and procedures that cater for individual's needs.

- (iii) The Invigilators shall ensure that examinations start and end on time.

4.2 Arrangement in the Examination Room

- (a) The invigilator must ensure that the candidates are seated in such a way in the examination venue that they are not tempted to copy one another's work or make use of any unauthorized material.
- (b) Before commencement of the examination, the invigilator must ensure that all printed, written or digital matter (phones, tablets, ipads, laptops, smart watches etc.) which may assist the candidates in their examinations are removed from the examination venue /room and that all writing surfaces have been cleaned.
- (c) All students' bags and files shall be kept out of the exam room or somewhere in the room where the invigilator deems appropriate before the start of the examination. The only materials allowed on candidate's desk shall be:-
 - (i) Their examination question paper,
 - (ii) The answer booklet
 - (iii) Stationery - pen, pencil, rulers, rubber, sharpeners and calculator where necessary
 - (iv) Student's ID and examination card.

MUA STUDENTS' HANDBOOK

4.3 Distributing Answer Booklets and Other Stationery

- (i) Candidates will be allowed to enter the examination room fifteen minutes before the start of a session.
- (ii) Answer booklets will be issued to students personally, once everyone is seated in the examination room. The answer booklets will not be placed on the candidates' desk beforehand.
- (iii) Candidates must fill in all the information on the front page of the examination answer book.
- (iv) Special writing materials as specified in the special instructions must be issued to candidates.
- (v) No loose sheets for rough work may be issued to candidates, unless specified in the special instructions. Any rough work should be done in the answer booklet provided and labeled accordingly.

4.4 Announcement Before and During Examination

- (i) All important announcements must be read in a clear audible voice before and during each session in the presence of the candidates.
- (ii) The Invigilator **must shall** brief candidates by drawing their attention to the instructions on the question paper and the consequence of dishonesty in the examination.

4.5 Distribution of Examination Papers

- (i) The sealed envelopes containing the examination paper for a session **must shall** be opened in the presence of the candidates.

MUA STUDENTS' HANDBOOK

- (ii) Examination papers **must shall** be handed out to all the candidates present five minutes or a reasonable time for large groups before the official starting time of the session.
- (iii) No examination papers will be shown or handed to a person who is not a candidate for the examination.

4.6 Identification of Candidates

Candidates **must shall** have their ID documents and students cards displayed on the desk at every session. Failure to which the candidate shall report to the Chief invigilator for guidance as stipulated by the University Senate. The invigilator must identify students against their identity cards and attendance sheet and ensure that only registered candidates sit for the examination for which they are registered.

4.7 Entering and Leaving the Examination Venue

- (i) No candidate will be admitted to the examination room if more than 30 minutes late.
- (ii) Candidate may only leave the examination room one hour to the end of the examination on condition they have completed the paper and submitted it to the invigilator.
- (iii) The invigilator will not admit any unauthorized person to the examination room once the candidates have entered it.

4.8 Supervision of Candidates

The invigilator is required to maintain strict supervision over candidates:

- (i) He/she **must shall** inspect all items on the student's desk such as rulers, calculators and pencil cases to ensure that no notes are

MUA STUDENTS' HANDBOOK

written on them that may assist candidates during examination.

- (ii) For the duration of the examination he/she will do nothing that will distract his/her attention e.g. reading, marking and using electronic devices.
- (iii) He/she **must will** keep moving around throughout the entire session.
- (iv) Only in cases of utmost urgency may a candidate be allowed to leave the examination room and return during a session. In such cases a responsible person **must will** accompany the student. Students who leave the venue intending to return must not use their cellular phones during their absence.

4.9 Violation of Examination Regulations

1. When an invigilator is convinced that a candidate is violating examination regulations as set out in the MUA Rules and Regulations, he/she **must will** act as follows:
 - (i) Confiscate the unauthorized notes or objects from the candidates and keep them as evidence.
 - (ii) Allow the candidate to proceed with the paper if there is still time
 - (iii) Explain to the candidate that he/she is still entitled to write all further examinations
 - (iv) If a candidate persists in such malpractice during the same session, he/she must be expelled from the examination room after submitting all his/her examination materials.

MUA STUDENTS' HANDBOOK

- (v) Advise the candidate to make a written submission of the incident addressed to the Chief Invigilator.
2. An Internal Examiner, who in the course of marking examination scripts, suspects that an examination irregularity has taken place, shall consult the Head of Department. If the Chair of Department considers that an examination irregularity has occurred, a full report shall be made to the Chairman of the Student Disciplinary Committee and the Registrar-ASA through the Dean.

4.10 Duration of Session

- i. Candidates may not be allowed extra time over and above what is specified in the examination timetable, unless there is special instruction to this effect. All examination answer books must be handed to the invigilator as soon as the allotted time has expired.
- ii. Candidates must be reminded of the time one hour after the start of examination (or every hour for postgraduate examinations) then thirty minutes and five minutes before the end of a session.

4.11 Absence or Presence of Candidate

The invigilator should ensure that the attendance sheet is signed by all candidates present and report any absenteeism of registered candidates in the invigilation report.

MUA STUDENTS' HANDBOOK

5.0 Examination Results

5.1 Processing of Examination Results

- (i) All examination results shall be confidential until they have been considered by the School Boards of Examiners, and shall be provisional until approved by Senate.
- (ii) Raw scores/ results of the examinations (regular, supplementary or special) shall remain confidential.
- (iii) Senate may accept, reject, vary or modify provisional examination results presented to it by the School Boards of Examiners.
- (iv) Once these results have been approved by Senate, no Department, School, any individual or agent apart from Senate shall have the authority to alter examination marks or results.

5.2 Release of Examination Results

- (i) Deans shall release provisional examination results to all candidates, in form of provisional transcripts within four (4) weeks after the results have been considered by the School Boards of Examiners.
- (ii) Deans shall before the start of the next academic year formally inform students of their status, that is, those proceeding to the next year of study, re-sitting examinations, repeating the year of study and those on discontinuation.

5.3 Grading System

- (i) The performance of candidates in University Examinations shall be determined by grades from both Continuous Assessment Tests, and Regular University Examinations, unless otherwise approved by Senate.

MUA STUDENTS' HANDBOOK

- (ii) Each course shall be marked out of a maximum of 100 marks, unless otherwise approved by Senate.
- (iii) The final mark for each course shall not be rounded off to the nearest whole number.
- (iv) A candidate must pass in all the prescribed courses before they are awarded degrees.

5.3.1 Undergraduate Programmes

- (i) The pass mark for all units/courses shall be 40% unless otherwise approved by Senate.
- (ii) Candidates who score 39 marks may be awarded grace marks to obtain the minimum pass mark of 40%.
- (iii) The examination grading system shall be as follows, unless otherwise specified by the Senate.

PERCENTAGE MARKS	GRADE	PERFORMANCE
70-100	A	Excellent
60-69	B	Good
50-59	C	Average
40-49	D	Pass
39 and Below	F	Fail
Missing Final Exams	I	Incomplete
Retake of Unit/course	*	Pass after Retake

5.3.2 Postgraduate Programmes

- (i) The pass mark for all units/courses shall be 50% unless otherwise approved by Senate.
- (ii) Candidates who score 49 marks may be awarded grace marks to obtain the minimum pass mark of 50%.

MUA STUDENTS' HANDBOOK

- (iii) The examination grading system shall be as follows, unless otherwise specified by the Senate.

PERCENTAGE MARKS	GRADE	PERFORMANCE
70-100	A	Excellent
60-69	B	Good
50-59	C	Average
49 and Below	F	Fail
Missing Final Exams	I	Incomplete
Retake of Unit/course	*	Pass after Retake

5.4 Classification of Degrees (Undergraduate Programmes)

5.4.1 All marks obtained in the prescribed units/courses in each year of study shall be considered for the purpose of degree classification, unless otherwise approved by Senate.

5.4.2 In classifying a degree, the final percentage mark for the entire study period shall be calculated by summing the percentage mark for each unit/course, multiplied by the number of units/courses in that programme, divided by the total number of units/courses.

$$\text{Final Percentage} = \frac{\sum(\% \times \text{Units})}{(\text{Total Units})}$$

5.4.3 In working out the final percentage aggregate mark, the following shall be considered:

- (i) In using the formula above to calculate the formula percentage aggregate for the entire study period all prescribed units/courses for the student for all academic years are used.
- (ii) The percentage mark for each unit/course shall be multiplied

MUA STUDENTS' HANDBOOK

by the number of units/courses for the programme to get a product. The products for all prescribed units/courses shall be summed up and divided by the total number of units/courses for the entire study period and rounded off once to the nearest whole number to get the final percentage aggregate.

- (iii) In cases where a candidate has done more courses/units than the number prescribed for the programme in an academic year, only core units/courses and the best performed elective units/courses that together add to the number of prescribed courses/units required for that year of study are considered in the calculation of final percentage aggregate.
- (iv) Optional units/courses are not included in the calculation of the final percentage aggregate.
- (v) Undergraduate Degrees shall be classified into first Class Honours, Second Class Honours (Upper Division), Second Class Honours (Lower Division) and Pass.

Class	Percentage Marks
First Class Honours	70-100%
Second Class Honours (Upper Division)	60-69%
Second Class Honours (Lower Division)	50-59%
Pass	40-49%

- (vi) A candidate who repeats any year of study on academic grounds shall not qualify for an Honours degree.

MUA STUDENTS' HANDBOOK

5.5 Appeals for Reassessment of Examination Results

- (i) After the release of provisional results by the Dean, a candidate may appeal within a period of three (3) weeks for remarking to the Dean, and a copy to the Registrar giving reasons.
- (ii) A candidate who requests for a remark shall pay a non-refundable fee as shall be determined by the senate from time to time per paper.
- (iii) The Dean shall propose an independent examiner in consultation with the Chair of Department to mark the script(s) and forward the name to the Chairman of Senate for consideration.
- (iv) The Chairperson of Senate, upon receiving a request for remarking from the Dean, shall appoint or reject the proposed examiner to mark the script(s) and report to the Senate. If the Chairperson of Senate rejects the internal examiner proposed by the Dean, he/she shall inform the Dean so with reasons and request him to nominate another examiner.
- (v) An Independent Examiner, as appointed by Senate, refers to an Internal or an External Examiner, who has not taught or examined the candidate in the particular unit/course.
- (vi) The independent examiner appointed by the Chairman of Senate on behalf of Senate shall release the marks within two (2) weeks and report to the School Board.
- (vii) The score obtained on remarking a script shall be the accepted provisional mark, which shall be forwarded to Senate for approval.
- (viii) The score once approved by the senate shall be final.

MUA STUDENTS' HANDBOOK

6.0 Transfer of Students to other Academic Programmes

Candidates who have passed in first year of study may be allowed by Senate to transfer only once, to other programmes(s) of their choice in the second year of study, provided that they meet the entry requirements for that or those programmes. Such candidates may be given credit transfer from passes obtained in previous courses to courses to be taken in the new programmes as per the CUE stipulations.

7.0 Irregularities in University Examinations

7.1 Examination Irregularities Shall Include but are not limited to:

- (i) Any students who will write his/her Name in the answer booklet instead of the registration number shall have the results cancelled.
- (ii) Any student who writes a wrong admission number shall be charged a retrieval fee to be determined by senate.
- (iii) Having unauthorized written material and/or taking into examination rooms drawings on paper, writings/drawings on any parts of the body, clothes, clipboards, writings on adjacent walls, desks, tables, calculators or work found with or on a candidate during an examination other than in his/her answer-book or supplementary answer book shall be regarded as an attempt to cheat.
- (iv) Any unauthorized materials such as bags, laptops, notebooks, electronic devices such as: mini computers, iPads, tablets, smart watches, phones, etc.
- (v) Reading answer scripts belonging to another candidate.
- (vi) Copying from or making references to unauthorized material(s) in the examination room.

MUA STUDENTS' HANDBOOK

- (vii) Obtaining assistance from another candidate/non-candidate, and/ or giving assistance to another candidate, directly or indirectly in answering an examination.
- (viii) Destroying evidence which may be used as proof of an examination irregularity.
- (ix) Carrying own or another candidate's examination scripts/answer sheets out of the examination room.
- (x) Writing on examination question papers.
- (xi) Permitting another candidate to copy from or make use of one's papers.
- (xii) Presenting for examination the works of another person or persons without acknowledgement and with intent to deceive in either a CAT/WBA/Term Paper/Research Project.
- (xiii) Threatening invigilators, and obstructing the invigilator from carrying out his/her duties or behaving in a manner likely to disrupt the examination process or cause a breach of peace.
- (xiv) Causing actual bodily harm to the invigilators, those assisting in the invigilation or fellow candidates sitting for the examinations.
- (xv) Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time by the invigilators.

MUA STUDENTS' HANDBOOK

7.2 Examination Irregularities and Disciplinary Actions

The examination irregularities and disciplinary actions are classified into various types.

If it is evidently established that a candidate has committed an examination irregularity, disciplinary action shall be taken as stipulated below:

S. No.	Irregularity	Disciplinary Action
1.	(i) Any students who will write his/her Name in the answer booklet instead of the registration number	Warning Letter.
	(ii) If the mistake is repeated	Cancellation of examination results for the unit/course.
	(iii) Any student who writes a wrong admission number	Shall be charged a retrieval fee to be determined by senate.
2.	(i) Having unauthorized materials such as bags, laptops, notebooks, electronic devices such as: mini computers, iPads, tablets, smart watches, phones, etc. into the exam room.	Cancellation of examination results in the affected unit/course and issuance of a warning letter.
	(ii) Writing on the question paper.	Issuance of a warning letter.
3.	(i) Having unauthorized written material and/or taking into examination rooms drawings on paper, writings/drawings on any parts of the body, clothes, clipboards, writings on adjacent walls, desks, tables, calculators or work found with	Cancellation of examination results for the unit/course and suspension of the candidate for one (1) academic year.

MUA STUDENTS' HANDBOOK

	<p>or on a candidate during an examination other than in his/her answer-book or supplementary answer book</p> <p>(ii) Reading or attempting to read answer scripts belonging to another candidate.</p>	
4.	<p>(i) Copying from, or attempting to copy from, or making references to unauthorized material(s) in the examination room.</p> <p>(ii) Permitting another candidate to copy from or make use of one's papers to answer questions.</p> <p>(iii) Copying from the examination papers of another candidate.</p> <p>(iv) Any evidence of cheating in an examination that may be detected during marking.</p> <p>(v) Failing to appear before the Senate Student Disciplinary Committee when one has been summoned to do so after a suspected examination irregularity.</p>	<p>Cancellation of examination results for the unit/course and suspension of the candidate for a period of one (1) academic years</p>
5.	<p>(i) Tearing or mutilating one's /or another candidates examination scripts/ answer sheets in the examination room.</p> <p>(ii) Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination room.</p> <p>(iii) Obtaining or attempting to obtain assistance from another candidate, student or person (impersonation), and/or giving or attempting to give assistance to another candidate or student</p>	<p>Cancellation of all examination results within the examination session and suspension of the candidate for a period of one (1) academic year from the University.</p> <p>If the imposter is not a student of MUA, the University shall be at liberty to file a</p>

MUA STUDENTS' HANDBOOK

	<p>(impersonation), directly in answering an examination paper.</p>	<p>criminal charge of impersonation in a court of law against the person. For the student; Cancellation of all examination results within the examination session and expulsion of the candidate from the University.</p>
	<ul style="list-style-type: none"> (iv) Accessing a question paper or questions of an examination before the date and time scheduled for the examination. (v) Possessing a written or unwritten examination script, other than the one issued officially by an invigilator in the examination room. (vi) Presenting for marking an examination answer script whose answers were written elsewhere other than in the examination venue at the time when the particular examination paper was scheduled to be done. (vii) Destroying evidence which may be used as proof of an examination irregularity. The invigilators report shall be considered final. (viii) Threatening invigilators, and obstructing the invigilator from carrying out his/her duties (ix) Assaulting the invigilator or causing him or her actual bodily harm. (x) Behaving in a manner likely to disrupt the examination process 	<p>Cancellation of all examination results within the examination session and expulsion of the candidate from the University</p>

MUA STUDENTS' HANDBOOK

	<p>or cause a breach of peace.</p> <p>(xi) Presenting for examination the works of another person or persons without acknowledgement and with intent to deceive in either a CAT/WBA/Term Paper/Research Project/Thesis etc.</p> <p>(xii) Forging an examination card and using it to sit to sit an examination or sitting an examination when not authorized.</p> <p>(xiii) Sitting for examinations at a time when one is on suspension or has been expelled.</p> <p>(xiv) Committing a subsequent irregularity after being warned or suspended and re- admitted.</p> <p>(xv) Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time by the invigilators.</p>	
6.	<p>(i) Any emerging evidence of cheating, falsification of examination results or committing any of the offences in type 1-5 above after the student has graduated.</p>	<p>Withdrawal or cancellation of the degree/diploma/ certificate conferred on or awarded to the candidate upon establishing that cheating or falsification of results did indeed occur.</p>

NB. Disciplinary Action shall be taken against any other examination irregularity reported by the invigilators or examiners NOT necessarily captured in table 7.2.

MUA STUDENTS' HANDBOOK

7.3 Standing Committee of senate on examination irregularities

(a) The Standing Committee shall be composed of:

- (i) The Deputy Vice - Chancellor (ARE) or representative who shall chair.
 - (ii) Two representatives of Senate appointed by the Vice - Chancellor.
 - (iii) The Dean of the School in which the candidate is registered.
 - (iv) The Dean of Students or representative.
 - (v) The Registrar-ASA, who is the Secretary to the Committee, or his/her representative.
 - (vi) Legal Officer.
 - (vii) Deputy Registrar Examination and Administration.
 - (viii) University counsellor (to highlight any ameliorating circumstance)
 - (ix) A representative of the students' body.
- (b) A student who is alleged to have committed an examination irregularity shall be heard and given the opportunity to call witnesses and to cross-examine witnesses who have testified against him/her.
- (c) A student representative or witness who has been involved or committed any examination irregularities shall **NOT** participate in this committee.
- (d) Those giving evidence shall not be members of the Committee.
- (e) The Committee shall meet, investigate, give a student a chance to be heard, and make a report within one month after the end of each semester.

MUA STUDENTS' HANDBOOK

- (f) The decision of the Committee shall be communicated to the student within 5 working days from the date of the verdict and a report made to Senate to note, ratify or amend the report.
- (g) The Senate representatives to the Committee shall serve for a period of two years, renewable once.
- (h) A student who wishes to have a witness attend a disciplinary proceeding should notify the Office of the Registrar at least three working days before the date of the proceeding
- (i) A student representative or witness shall be a student who is still pursuing studies at the University.

7.4 Standing Examinations Irregularities Appeals Board

- (i) There shall be a Standing Examination Irregularities Appeals Board appointed by the Senate to hear examination irregularity appeal cases whose membership shall be as follows:
 - (a) The Vice - Chancellor who is the Chair of Senate or his representative/Nominee - Chairman
 - (b) The Deputy Vice - Chancellor, ARE or representative
 - (c) Two representatives of Senate appointed by the Vice Chancellor
 - (d) The Dean of the School in which the candidate is registered
 - (e) The Dean of Students
 - (f) The Deputy Registrar, Examination and Administration
 - (g) The University Counsellor
 - (h) The Registrar, ASA as the Secretariat, or his/her representative, and
 - (i) The Legal officer

MUA STUDENTS' HANDBOOK

- (ii) Any appeal shall be made in writing within 14 days of the decision of the Student Disciplinary Committee to the Registrar, ASA who shall then cause a meeting of the Board to be convened within 14 days after receiving such a request.
- (iii) The DVC, ARE shall invite the student who has appealed to appear before the Appeals Board for Student Disciplinary Committee.
- (iv) The Standing Examination Irregularities Appeals Board shall only consider the grounds of appeal presented by the student. There shall be no fresh hearing or presentation of new evidence during the hearing of the appeal.
- (v) The Standing Examination Irregularities Appeals Board may make any of the following decisions: confirm the earlier decision of the Student Disciplinary Committee, amend, vary or arrive at a new ruling on the case.
- (vi) The Standing Examination Irregularities Appeals Board shall report its findings to Senate for consideration within one month of hearing the appeal and the outcome communicated to the student by the DVC, ARE within 5 working days after Senate consideration.
- (vii) No other appeal shall be entertained after Senate has considered the report of the Appeals Board for Student Disciplinary Committee and pronounced its verdict.

8.0 Leakage of Examinations

- (i) Any person, who suspects that a leakage has taken place, shall immediately report to the Dean of respective school and the DVC, ARE.
- (ii) If established that a leakage occurred, the DVC, ARE shall nullify the examination and order a fresh examination to be set and administered.
- (iii) The Standing Committee of Senate on Examination Irregularities shall

MUA STUDENTS' HANDBOOK

investigate the suspected leakage. The Committee shall be constituted as specified in Section 7.3.

- (iv) The Standing Committee of Senate on Examination Irregularities shall make recommendations to Senate, based on their findings, including referring persons involved for disciplinary action within one month from the time of reporting the Leakage.

9.0 Academic Certificates and Final Academic Transcripts

9.1 Collection of Certificates and Final Transcripts

- a) Certificates and final transcripts shall be collected by the successful candidate after meeting all clearance requirements. Additionally, the candidate shall be required to produce an identification card (ID)/passport to prove ownership of the certificate. The student will be required to sign for his/her certificate and a photocopy of his/her ID which will be retained.
- b) No Certificates will be collected through proxy at all.
- c) Once a certificate has been collected, it shall not be accepted back for rectification or for any changes to be made.
- d) Certificates not collected within ONE year after graduation shall attract an annual storage fee per annum to be determined by the senate from time to time.

9.2 Loss of Academic Transcripts and Request for Additional Transcripts

In the event of loss of original transcripts or request for additional original transcripts by candidates, replacements or extra transcripts may be issued at a fee per copy, or at such an amount(s) as may be determined by Senate from time to time.

MUA STUDENTS' HANDBOOK

9.3 Loss of Academic Certificates

Under no circumstance shall the University replace certificates.

9.4 Certification of Copies of Academic Testimonials

The first two copies of a transcript or certificate shall be certified at no cost to the successful candidate. Thereafter, all other copies shall be certified at a fee to be determined by Senate from time to time.

9.5 Recall of Certificates

The University Senate may withdraw or cancel any degree/diploma/ certificate conferred on or awarded to the candidate upon establishing that:

1. The candidate did not meet all the requirements for graduation in the programme.
2. There was cheating or falsification of examination results.
3. The candidate presented forged certificates upon admission to the programme in question.
4. The candidate did not meet all the requirements for admission into the programme.

9.5.1 Procedure for recalling certificates

Upon establishing the need to recall a certificate, the Registrar ASA shall initiate the following procedure:

1. Prepare a case for the recall through all the relevant organs: School Board, Deans Committee, Senate and University Governing Council
2. Adjust the University Records accordingly upon approval of the recall.
3. Write to the concerned candidate/recipient citing the relevant University statutes on the intention to recall the certificate.

MUA STUDENTS' HANDBOOK

PART 3: THE STUDENTS GUIDE

1.0 Purpose of the Students Guide

The Management University of Africa is an independent Institution which is open to all qualified students of all ages, background and beliefs. The University provides a culturally diverse student body. The University seeks to make its students competent in a chosen discipline and to help them understand and appreciate other disciplines. Graduates should be prepared, through critical and creative thinking as well as moral reasoning, to analyse problems, propose solutions and make responsible decisions. They should be able to express themselves both orally and written form. They are encouraged to develop an understanding of the human person derived from reason and open to faith.

The MUA Student Guide provides important information on university policies, people, campus activities, tradition, and organizations. Every effort has been made to provide current and accurate information in this publication; however, the administration reserves the right to alter, amend, or abolish its rules, regulations or policies at any time. For the most accurate and up-to-date information, please consult the individual departments or any other relevant party.

The following policy provisions shall apply with respect to the conduct of students within and outside the University precincts.

2.0 Definition of Terms

2.1 Student

In these regulations the term *student* means a person who is registered as a student of the University during a current academic year for a first or higher degree,

MUA STUDENTS' HANDBOOK

diploma, certificate or such other qualifications or units/courses of the University as may be approved by the Senate as qualifying a person for status of a student, and includes a student of an affiliated institution who is registered for examinations leading to degrees, diplomas, certificates and other academic awards of the University.

2.2 Disciplinary Authority

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

- a) Vary or add to the list of disciplinary offenses specified herein.
- b) Suspend any students, suspected of committing an offence under these regulations, from the University pending further disciplinary measures
- c) Take any other measures necessary for the proper operation of disciplinary procedure and maintain law and order.

2.3 Responsibility of the Dean of Students

The Student Affairs Office or the designee shall be responsible for overseeing all actions and programs relating to student affairs. The office will work closely with all administrative and academic departments to assist students to achieve their academic goals. Additionally, the office assists students to adjust to the culture of the university and the community. The Student Affairs Office or the designee shall advise on regular review of the policy and its implementation to determine its effectiveness, make necessary changes and ensure that disciplinary sanctions are consistently enforced.

MUA STUDENTS' HANDBOOK

2.4 Students Rights and Responsibilities

Students have the right to fair process in campus conduct proceedings. Fair process within the procedures assures written notice and a hearing before an objective decision-maker, as described within these procedures. No student will be found in violation of University policy without determination that it is more likely than not that a policy violation occurred, and any sanction will be proportionate to the severity of the violation.

The University considers freedom of inquiry and discussion essential to a student's holistic (spiritual, intellectual, personal, physical, vocational and social) development. Thus, the University recognizes the right of all students to engage in discussion, to exchange thoughts and opinions to speak respectfully on subject matters appropriate to the mission.

3.0 Recreation

Recreation, one area of the Student Affairs, exists in order to promote and encourage active participation in a variety of recreational settings. The area aids in the University mission to integrate intellectual, spiritual, ethical, and social development of students by allowing the entire campus to participate, compete, and interact in an environment outside the classroom.

3.1 Medical, Accident and Injury Procedures

3.1.1 Medical Examination

All persons participating in any form of physical activity are encouraged to have a medical examination before beginning any activity program. Campus Recreation participants are involved at their own risk and the University accepts no

MUA STUDENTS' HANDBOOK

responsibility in the case of an accident. The University Management has mandate to demand and see the doctors' certificate. Participation in the Campus Recreation programs is completely voluntary.

3.1.2 Sports Equipment

Accessing of sports equipment is by request. All students who need any of the equipment must give notice to the Sports Department. Equipment available for checkout includes badminton, volleyball, racquetball, football, softball among others. The equipment will be used only in the designated area and returned in good condition to the Sports Director.

4.0 Clubs and Organizations

The University is full of people who share common and diverse interests just like you. No matter what interests you have, you're sure to find friends at MUA who share your passion. We have more than 10 clubs and organizations that bring students together to build skills, make friends, develop networks and have fun.

These clubs include: Christian Union Club, Business Club, Student Choir, Drama Club, and Football Club among others. If you want to make a difference through community service; the Student Volunteer Association is among the many campus groups that provide opportunities for students to give back to the society.

4.1 Benefits of Membership

Student organizations are an integral part of student life at MUA, contributing to the holistic development of students. Participation in organizations assists students in developing the transferable skills sought by most employers. Students also learn

MUA STUDENTS' HANDBOOK

to be effective team players, well rounded individuals and productive citizens. Activities sponsored by student organizations promote social involvement, cultural and community awareness, critical thinking, global understanding and life planning skills.

4.2 Starting a New Organization

Students are welcome to start new organizations. The Student Organization Policy is available at the Students Affairs office to help guide you through the necessary steps to register a new student organization.

In addition to registering the organization, all club leaders will attend leadership training organized during the year; this is an important requirement for a student leader to be recognized as a leader of an organization at MUA.

5.0 Harassment / Discrimination

The Management University of Africa(MUA) is an equal opportunity institution of higher learning. It does not discriminate any student. The Student Welfare office is responsible for investigating and processing all complaints of discrimination/harassment made against any member of the University community, including faculty, staff, or students, or any vendor or contractor conducting business within the University. These procedures apply to complaints of discrimination based on age, colour, disability, gender, national origin, race, religion, and sexual orientation. Information essential to an investigation must be provided to the Office of the Dean of Students. These procedures will also be applied in conjunction with the other relevant University Policies.

Reports of discrimination/harassment should be brought as soon as possible after the alleged conduct occurs and reported to Student Welfare Office in confidence

MUA STUDENTS' HANDBOOK

for further action. Prompt reporting enables the University to be more effective in investigating the facts, determine if a violation of any policy has occurred, and provide an appropriate remedy or disciplinary action.

5.1 Individuals with Disabilities

The University is committed to widening access and participation of students with disabilities in its programmes and activities. The University is committed to making arrangements where appropriate to enable the students with disabilities to live a full student life. Therefore the Student Welfare office exists to assist coordinate support services and academic adjustment for such a student. Prospective students with disabilities are encouraged to declare their disability by filling in the disability declaration form at the Office of the Registrar and also to contact and register with the Student Welfare office.

5.2 Violations of Law

Violations of state law are incorporated as offenses under the Student Code of Conduct. In case of any violation appropriate action will be taken by the University management and the law of the land (Kenya) may take its due course.

5.3 Group Violations

When members of groups, individuals acting collusively, act in concert in violation of any policy, they may be held accountable as a group, and a hearing may proceed against the group as jointly accused students.

MUA STUDENTS' HANDBOOK

5.4 Sexual Offences

Sexual offences shall be deemed to be such offences as are covered and prohibited under the **SEXUAL OFFENCE ACT NO 3 OF 2006 (REVISED 2007)** Laws of Kenya. It shall include BUT not limited to rape or any actual or forcible sexual touching including fondling, kissing, groping, attempted intercourse and ogling. No Public show of intimacy. Consent obtained through either undue influence or coercion shall be regarded as null and void and hence an offence.

The University will impose sanctions on individuals who commit sexual offences. In cases involving a student, a temporary (immediate) suspension may be imposed which means the accused and /or suspect cannot attend classes or be on campus until an administrative hearing is held. In other cases, the accused and/or suspect may be permitted to attend classes pending a final recommendation from the MUA Students Disciplinary Committee for any action to be taken.

These, however, shall not bar the victim from seeking legal redress elsewhere under the Kenyan Laws/law of the land.

5.5 Immunity for Victims

The University encourages the good faith reporting of conduct code violations and crimes by victims. Those who report to the University officials of any violations will be granted immunity.

MUA STUDENTS' HANDBOOK

5.6 Parental/Guardian Notification

The University reserves the right to notify parents/guardians/next of kin of students regarding any conduct situation, particularly alcohol and other drug violations or substance abuse. MUA may contact parents/guardians/next of kin to inform them of the situation where there is a serious health and/or safety risk.

5.7 Defenses

It has become common for students accused of policy violations to try and defend their actions with excuses such as prescription drug interactions, self-defense, disabilities among others. Defending your action is admitting to policy violation and your defence will not be an appropriate defence to inappropriate behaviour.

5.8 Online Misconduct

Students are cautioned that behaviour conducted online, such as gender discrimination, harassment delivered by e-mail can subject them to University Code of Conduct for action. Students must be aware that blogs, web pages, myspace.com home pages, Facebook, Twitter entries and similar online postings are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online.

5.9 Weapons

It's unlawful for any student to carry any kind/form of weapon within the University premises. Anyone in violation of this policy can face a disciplinary action.

MUA STUDENTS' HANDBOOK

5.10 Expectations of Student Conduct

All the rules apply to all students in the University. Any student found to have committed the following misconduct is subject to the management taking stern action. Unacceptable conduct includes, but is not limited to, violations of the following principles and policies:

1. Student Identity Card is required for access to MUA premises and must be produced upon request at all times.
2. Knowingly furnishing false, falsified or forged information in any medium to any member of MUA community
3. Knowingly furnishing the media/press with information without authorization is strictly forbidden
4. Circulation of seditious literature, defamation, and slander among others is not allowed
5. Unauthorized possession, duplication or use of means of access to any university building or misuse of access privileges
6. Violations of positions of trust or authority within the community
7. Showing disrespect to any member of staff, faculty or MUA community
8. Gender discrimination
9. Tampering with the election of any University recognized student organization
10. Holding unauthorized meetings/groupings or participating in illegal meetings
11. Being in possession of stolen property
12. Intentional and unauthorized destruction or damage to the Universities' property

MUA STUDENTS' HANDBOOK

13. Misuse of MUA computing facilities, services, equipment, networks, passwords, account information among others
14. Unauthorized access to a file or personal or group account
15. Use of any unauthorized ID or password
16. Possession of firearms, explosives, knives or any other weapons
17. Malicious, callous or reckless disregard for the welfare of other people in MUA University premises.
18. Fighting or using abusive language
19. Disruption of MUA operations, including but not limited to teaching, research and administration of University activities.
20. Abuse, interference or failure to comply with University processes including but not limited to conducting of hearings
21. Harassment (verbal or physical) and intimidation of a member of the University
22. Sexual misconduct such as stalking
23. Participation in boycotts, strikes, riots, sit-ins, protests, unruly behaviour, incitement or any form of mass indiscipline are not allowed
24. Violation of other published University policies, rules and regulations
25. Writing on the walls or any form of graffiti within the University premises
26. Any form of violation or involvement of the above will lead to disciplinary action which may result in suspension or dismissal.

MUA STUDENTS' HANDBOOK

6.0 Disciplinary Action

6.1 Disciplinary Procedure

- Step 1: A written charge is filed to the Student Affairs Office by member of staff/ or any student of MUA against a student for specified misconduct.
- Step 2: A preliminary investigation is conducted by Student Affairs Office for purposes of ascertaining whether the case warrants disciplinary action or may be dealt with informally.
- Step 3: If disciplinary action is warranted, the case shall be reported to the Student Disciplinary Committee for action
- Step 4: The charge is communicated to the student immediately and he/she is requested to appear before the Student Disciplinary Committee at a time appointed by Chairperson of the Committee.
- Step 5: The committee conducts the hearing and interviews any persons and examines any available evidence or exhibits which may assist in the proceedings, and makes every attempt to exercise fairness to the student who has been charged.
- Step 6: At the conclusion of the proceedings, the Secretary of the Committee makes a written report of the proceedings. The report includes the statement of charges, summation of evidence presented and the recommendations of the Committee, indicating a decision on the sanction(s) to be imposed on the student who has been charged.
- Step 7: The report is submitted to the Senate

MUA STUDENTS' HANDBOOK

Step 8: The decision is communicated to the student by the Chairperson of the Student Disciplinary Committee in writing within a week of ratification by the Senate

Step 9: An appeal against the decision may be made in writing to the Chairperson Appeals Board for Student Disciplinary Committee. This may be done within seven working days. The Appeal Board's decision is final.

6.2 Penalties

	ACTION	PENALTY
1	Insulting or using abusive, vulgar language between students.	Suspension for one Academic Year
2	Insulting or using abusive, vulgar language towards staff.	Suspension for two Academic Years
3	Physical violence to include slapping, kicking, punching, using of weapons with other students	Expulsion from the University
4	Physical violence to include slapping, kicking, punching, using of weapons with staff	Expulsion from the University
5	Inappropriate Behaviour outside the University while on University function/events/activities/ programmes.	Suspension from University for one academic year

NB: Other penalties will be decided by Senate from time to time

MUA STUDENTS' HANDBOOK

7.0 Code of Dressing

The way a practicing and prospective manager or leader dresses tells a lot. Dressing is a very clear means of communicating one's cultural value system. MUA dress code must reflect professionalism in Management Practice. Student will be expected to portray professional image in their dressing at MUA at all times. Dress Code as laid herein under must strictly be observed.

7.1 Female Students

Dressing that is acceptable include smart:

1. Skirt or trouser suit
2. Skirt /Trousers and blouse/top /shirt
3. Presentable Casual

Dressing that is unacceptable for female student does include:

- Navel-gazers commonly known as 'tumbo-cuts'
- See through/or clothing that expose and/or show inner garments
- Sagging trousers
- Low riding trousers, pedal pushers or bulky trousers
- Shirts, T-shirts and trousers with obscene wordings, graphics and/or expressions among others
- No wearing tight jeans to class
- No wearing of 'bathroom slippers' to class

7.2 Male Students

Dressing that is acceptable include smart:

1. Suit and tie

MUA STUDENTS' HANDBOOK

2. Trousers, shirt and tie
3. Presentable casual

Male students should not wear:

- Earrings and studs on one or both ears and on other parts of the body
- Hats/caps in class, assembly, prayers, offices and at MUA official functions
- Clothes that expose the chest and/or tattoos on any part of the body
- Shirts, T-shirts and trousers with obscene wordings, graphics and/or expressions
- No wearing of jeans to classes
- No wearing of 'bathroom slippers' to class

7.3 Non - Conformity to the Code of Dressing

Any student who will not conform to this code, or whose conduct is detrimental to the total welfare of the MUA community, shall be reported to the Dean of Students who shall ask the student to go home/hostel to change into appropriate dressing.

8.0 Alcohol and Other Substance Abuse

MUA is committed to providing a campus environment free of abuse of alcohol and the illegal use of alcohol and other substances. The University subscribes to all state, and local laws and policies on the use and abuse of alcohol and other substances. Each individual is responsible for his or her own actions at all times regardless of his or her mental or physical state, even if altered by alcoholic beverages or other substances. As an institution of higher education, MUA values the concepts of informed decision-making, promotion of healthy behaviour,

MUA STUDENTS' HANDBOOK

prevention of disease, and treatment and rehabilitation of dysfunction. *“A Healthy Body produces a Healthy Manager”*

This section explains MUA policy on the consumption or possession of alcoholic liquor, beer and wine by students on University property. Also included in this section is a brief overview of state laws governing the possession, use and distribution of alcohol and illegal drugs. It is not meant to be an exhaustive or definite statement of various laws, but rather is designed to indicate the types of conduct that are against the law and the range of legal sanctions that can be imposed by such conduct.

8.1 Standards of Conduct

The illicit or unauthorized manufacture, use, possession, distribution or dispensation of alcohol or illegal drugs/substance within the MUA premises as part of any University activity is prohibited.

8.2 Disciplinary Sanctions

The University will impose disciplinary sanctions on students who violate the above standards of conduct. The severity of the imposed sanctions will be appropriate/ commensurate to the offence.

8.3 Consumption or Possession

The consumption or possession of alcoholic liquor, beer or wine by students on University property is strictly prohibited.

8.4 Drug Conviction Reporting Requirement

All MUA staff and student are required to report any conviction under a criminal drug statute for any violation occurring in the workplace or as part of any University activity. A conviction means a finding of guilt (including a plea of nolo

MUA STUDENTS' HANDBOOK

contendere) or imposition of a sentence or both by any or state judicial body charged with such responsibility. This report must be made within five days of the conviction to the employee's supervisor and to the Student Welfare. Within 30 days after the University's receipt of a drug conviction report, the appropriate supervisory authority will either take appropriate personnel action against the employee/student, consistent with the laws and regulations of Kenya.

8.5 Smoking and Use of Tobacco

There is extensive data within the scientific community that demonstrates the harmful effects of second hand smoke to non-smokers. Exposure to second-hand smoke has been linked to lung cancer, cardiovascular disease, sudden infant death syndrome, asthma, bronchitis, middle ear infections, and nasal and eye irritation. Second-hand smoke is the third leading cause of preventable death in this country, behind smoking and alcohol/drug abuse. In keeping with the University Policies, which include maintaining "an environment that is healthy, safe and attractive," the university is a smoke-free workplace. Smoking in any form is prohibited inside all university-owned or leased buildings. Breaking the tobacco habit is not easy. The best thing to do is never start. If you do use tobacco and want to quit, visit the Student Counsellor for help.

9.0 Counseling Services

This is for all students in need of these services regardless of campus location. In offering this service, all medical related case the guardians/parents/next of kin of the student will be involved.

9.1 Appointments

Making the decision to pick up the phone and call is the first courageous step. Trust your inner self. Our lives are complex. Anyone can experience intense

MUA STUDENTS' HANDBOOK

feelings of anxiety, depression, and self-doubt. The personal counselling office is an appropriate and safe place to express and explore your thoughts and feelings in the hopes of becoming more confident and competent with your personal and public relationships and your work. If you are experiencing significant distress that persists over time, then making that appointment is a mature, responsible action to take for your health and wellbeing. Most likely, when you call, you will initially get voice mail. These are private voice mail boxes. The counsellors are the only ones who will be reviewing all calls. If your call is not returned within 24 hours during the work week, assume there is something wrong with the system and call back to leave another message.

9.2 Services

At the time of the initial session the student can talk confidentially about what's most on his/her mind and together the counsellor and student will identify problems and set realistic goals for therapy. Some students may have special needs which would require a referral to a clinic or another therapist/specialist. Counselling and Psychological Services provides individual and group counselling in resolving personal problems and concerns, including those associated with alcohol and substance/drug abuse. Through Student Counselling programs, The MUA can facilitate a student to undergo a thorough evaluation that leads to recommendations to include educational, psycho-educational and psychotherapeutic interventions within a group and individual format. Education opportunities are available to students through both counselling and Psychological Services. State Services are also available for counselling and/or treatment on admission on Alcohol and Drug Abuse.

MUA STUDENTS' HANDBOOK

9.3 Confidentiality

We want you to feel comfortable. Strict confidentiality is assured by rigid adherence to professional counselling ethical standards. The MUA community has no knowledge of who uses the personal counselling services. Any written material is completely separate from your academic records. No information leaves the counselling office without your express consent, review and written approval. In very rare cases where a person is in clear and imminent danger of hurting themselves or others, the counsellor is legally bound to share enough information with authorities to assure protection for all concerned.

10.0 HIV/AIDS Policy

It is the intent of this policy to ensure that those individuals living with the Human Immunodeficiency Virus (HIV) or diagnosed with Acquired Immune Deficiency Syndrome (AIDS) will not be unlawfully discriminated against in the University. MUA supports equality of education and employment opportunity. No person will be denied admission to any educational program or activity, or be denied employment based on HIV/AIDS infection. Overall it is important that the entire University community be protected from unnecessary risks; therefore, proper protective measures will be adopted as recommended by the latest medical and scientific research, and as required by labour regulations. Information about HIV infection or AIDS is treated as strictly confidential medical information. Consistent with Kenyan law, positive tests for HIV or the diagnosis of AIDS are reported to the Student Welfare Office.

MUA STUDENTS' HANDBOOK

11.0 Health Services

MUA shall only provide First-Aid facilities, and outpatient services at the University dispensary.

12.0 Students Governance

The official representative(s) of the MUA Student Association (MUASA) is the liaison between the students and the administration, faculty and staff. The students association is the students advocate in all areas of University life. In addition to serving as the governing body of the student population, it should also participate in the daily affairs of the University. Through interaction with University officials and representation in the University Senate and other committees, MUASA should provide continuous input to the administration and offer many recommendations with regard to student sentiment. MUASA should also provide a wide array of services and programmes for the mutual benefit of all MUA students, from the time they enter the university to when they leave. Every MUA student is represented through the elected and appointed members of the association. The association shall welcome and encourage visits from students who wish to raise their ideas, opinions, and concerns. The Student Association shall be governed as per the MUASA constitution.

13.0 Student Accommodation

The University does not provide accommodations for students. Once admitted each student is required to cater for their own accommodation. The University may assist and recommend various hostel facilities within its vicinity.

MUA STUDENTS' HANDBOOK

14.0 Catering Facilities

Catering facilities are available within the university and students are expected to meet their own catering costs.

15.0 Worship Places

MUA is located within various worship places such as churches and mosques. The students are at liberty to visit any worship place of their choice. The University will avail a list of churches, temples, synagogues and mosques within its vicinity. However, some areas have been designated for prayers within the course of the day.

16.0 Transport Facilities

The University may make arrangements with transport service providers to facilitate students' transport. However each student will meet their transport cost.

PART 4: CONCLUSION

1.1 Exemptions

1. Senate may, at its discretion, grant a School or an Institute, exemption from any of the requirements of these rules and regulations upon request.
2. Senate may, on the recommendation(s) of a School Board, grant any candidate(s), exemption from any of the requirements of these Rules and Regulations.

1.2 Summary

1. These rules and regulations are expected to promote professionalism,

MUA STUDENTS' HANDBOOK

accuracy and integrity, as well as to enhance efficiency and uphold moral and professional ethics.

2. The rules are made by Senate and University Council to provide control, governance and administration of the University.
3. This document should be read hand-in-hand with other relevant existing university policy documents.

WELCOME TO THE MANAGEMENT UNIVERSITY OF AFRICA!

notes