



# THE EAST AFRICAN UNIVERSITY

## GENERAL NEWSLETTER TO ALL STUDENTS

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Date: 16<sup>th</sup> April, 2019

### Dear Esteemed Parents / Guardian / Sponsors and all Students

I would like to take this opportunity to thank you for your continued support and to appreciate you in a special way for making The East African University your University of choice.

### **NEWS BRIEFS**

#### **End of Trimester**

The end of this trimester (January-April 2019) for the academic year 2018-2019, will be on Thursday 18<sup>th</sup> April 2019 at 3.00 PM.

#### **Commencement of next Trimester**

The next trimester of the academic year 2018 -2019 will officially commence on the 6<sup>th</sup> of May 2019 for the new students and 13<sup>th</sup> of May 2019 for the continuing students.

Please **NOTE that** we request all students to report on time as lectures will resume immediately.

#### **Exams**

End of trimester exams started on Monday 08<sup>th</sup> April 2019 and came to an end on the 18<sup>th</sup> of April 2019.

#### **Registration/Deferment/ Resuming**

At the beginning of each trimester students are required to register their units as well as their details on their student's portals. This is to enable us to track active students and those who have deferred studies. Online registration of units is **MANDATORY** and students who fail to register their units will not be allowed to sit for their examinations since they will be deemed not to have attended that particular trimester. Please note that students may be barred from registration for any period of study provided they have not met the minimum prescribed requirements of the course. Students who defer their studies are required to fill in the pre-requisite deferment forms. These are available at all the Heads of Department's offices as well as in the academic registry's office.

### **Course works**

This is a reminder to all students that course works determine and contribute 30% students' passing of a course unit and therefore should be taken seriously. The course work is divided into three categories each containing ten marks i.e Continuous Assessment Test (10 mks), Group Assignment (10 mks) and Individual Assignment (10 mks). An exam done without a coursework will be considered an automatic retake. The pass mark for each course unit is 40%.

### **Lecture attendance**

Please note that these students MUST attend at least 75% of the trimester lectures and they must sign their weekly attendance sheets since this will be used to determine their overall attendance percentage. Students who will not have met the required minimum attendance percentages will not be allowed to sit for their end of trimester examination on those particular units.

### **Retakes**

Students who fail to score 40% in a given unit MUST retake that paper. Students who have more than three (3) retakes are required to repeat the same units for the entire trimester and at the end of trimester sit for exams. Students who have retakes MUST not apply for special papers. Please note that all retakes must be registered at academic registrar's office and a student is required to pay to the university bank account the amount of Ksh. 2000 for each unit and provide this receipt to the academic registrar. Students who have retakes will not be allowed to go for internship until they have finished those pending units. Students with retakes in one academic year will not be allowed to proceed to another academic year until they clear those pending retakes.

***NB: A student may apply for a supplementary examination for the unit he/she failed for a fee of Ksh 2000.***

### **Examination Malpractices**

Those students who were involved in examination malpractices during the end of trimester examinations will face disciplinary action as stipulated in our examination policy. The disciplinary committee will administer a penalty they may deem fit taking into consideration extent of the issues raised.

### **Fees Payment**

It is the responsibility of parents / guardians / sponsors and students to pay school fees in time to avoid any inconveniences of your student. You are strongly reminded that students will not be permitted to attend lectures if they have not paid fees. There has been a

tendency that students have attended lectures, accessed the library and stayed in the hostels without any payment. The policy is now stringent that the student will not be allowed beyond the gate without making payments. We will introduce the use of lecture cards to enable us curb those tendencies.

**Students are expected to pay in full or at least 60% of the fees payable on the very first day as they report back to the University at the commencement of the Trimester and 40% before the start of exams. This will contribute to the smooth running of the University.**

### **Mode of Payment**

Parents, guardians and students are strictly advised to pay their fees in the University A/C Numbers – Co-operative Bank of Kenya – Kitengela Branch – 01129285860000 OR Equity Bank KNUT House Branch-0350296695686 or MPESAPAYBILL NO: 174507 where the account number is the student's name or admission number. Those who cannot access the said Bank Accounts are advised to purchase bankers cheque in the name of the university.

### **Research Directorate**

Students on Degree and Diploma Programs are required to submit Research Projects and Proposals respectively. The directorate of research has produced research policy and research manual. These documents are readily available from the School programs Coordinators. All students writing projects or proposals should pay research/proposal supervision fees after which the student is officially given a supervisor of their choice. Supervisors will guide them through out the research proposal or proposal writing

### **University Web Site**

The University has a web site which we encourage all of you to visit to get up-to-date information about the University is [www.teau.ac.ke](http://www.teau.ac.ke). Students can NOW access all information through the university website including their marks through the students' portal and any other important activity which is due to take place within the institution.

### **HELB SMART CARDS**

All the students who benefit from the Higher Education Loans Boards are hereby advised to acquire a HELB smart card which will be used to channel both your upkeep and tuition funds. The University in collaboration with cooperative bank of Kenya will be issuing those cards to students who registered and had their passport size photo taken during the registration exercise. However, those students who never had the opportunity to register are requested to register with the admissions officer at the student's service office or by

sending their name and admission number to the number **0722545167**. **For more information you can still contact the above mobile line.**

**GRADUATION**

This year's graduation is scheduled to be held on the 9<sup>th</sup> of August 2019; hence all potential graduands are hereby advised to clear with their relevant departments on the prescribed deadlines to avoid unnecessary inconveniences.

**Regards**

The Management wishes to renew our sincere appreciation to our esteemed parents, guardians, sponsors and students for your co-operation.

**God bless you all**

Yours Sincerely,

**NYARANG'O JOHNSON ONKOBA**  
**ACADEMIC REGISTRAR**