



Guide of the University Activities for new Students



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1. Importance of Orientation

It is necessary for you to attend the orientation because this is where all the important information regarding your life at the University is provided. The program consists of presentation and activities to help you familiarize yourself with the faculties, resources available and campus community. It is offered to you as a new student to help you settle down quickly.

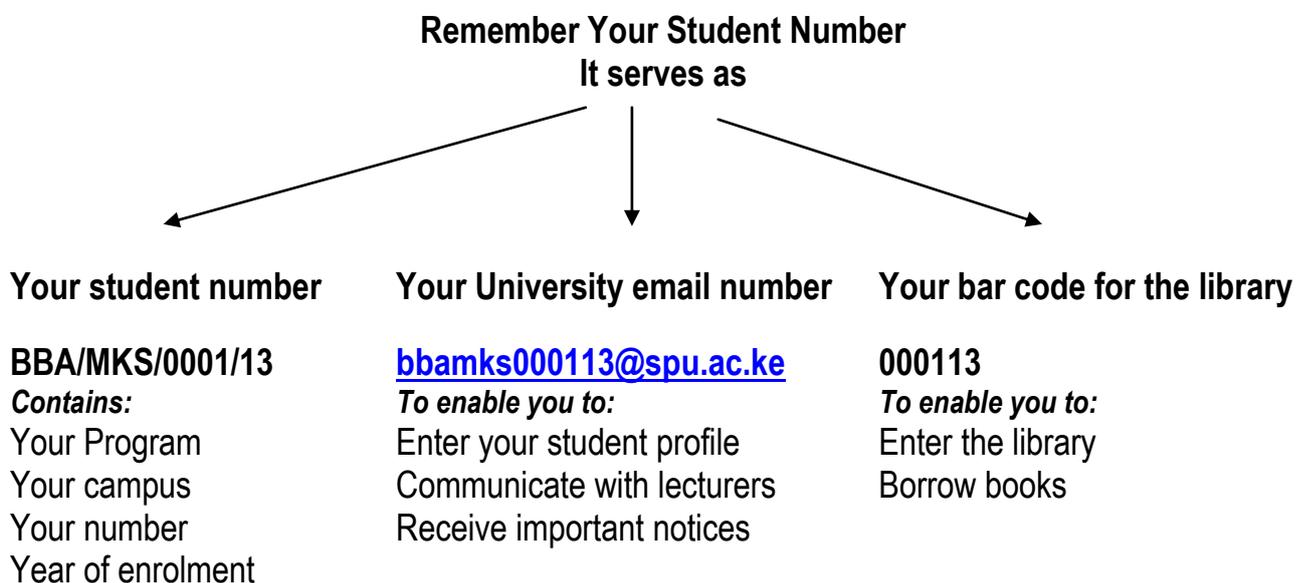
2. Useful Website Information

The University catalogue provides a clear and adequate guide for you. It contains information on our programmes, policies, regulations, schedules and services. Updates and changes will be made as they occur. Work closely with your Head of Departments and personal advisors or supervisors to understand it so as to familiarize yourself with it. The University catalogue is available on the website.

Go to: www.spu.ac.ke. Where you may visit the Menus on: Academics; Registry; Library; Student life and Contacts. These menus provide useful information regarding academic, social and personal expectations required of you by the University. (A breakdown of the menu is at the back of this document).

3. Communication with students

Official communication with you will be via your SPU Email account. Important notices may also be sent via SMS and /or placed on Notice boards.



4. Student's Portal

In your student portal you will be able to keep track of units you have taken, check your examination results, view your fee statement, book units, pre-register your units, evaluate your courses amongst other functions.

5. Registration Process

You are required to register on the **first day** of each Semester. Registration involves: Booking Units (Online), paying for the booked units at the bank and presenting the bank slip to the accounts office for official receipting then activating your SPU Email account.

Payment of fees (at least 50% - New students and 40% - Continuing students) is what confirms your registration and enables you to:

- Appear on the class list
- Sit for CATs
- Sit for exams
- Receive exam results on-line
- Receive financial statements online

NOTE: Accommodation must be paid for in full.

6. Dropping / Adding Units

If you add / drop a unit(s) you will be de-registered at the Finance Office (Your name will be removed from the class list). Hence you are required to go back to the accounts office and reinstate your registration.

7. Exemptions and Credit Transfers

Exemptions apply for students who have a grade C and above and have transited through professional examinations and diploma courses. Credit Transfers apply when a candidate applies from one degree programme to another (within a harmonized programme). In order to obtain Exemptions or Credit Transfers, you need to:

- Apply for Exemptions or Credit Transfers upon registration in the first semester, first year.
- Apply for all units you want transferred or exempted.

An official letter will be sent to you confirming the units you are exempted from. When you receive the letter, pay the required amount. Payment should be made in the first semester of the first year.

8. Transferring to another Campus

To transfer to another campus complete the "Student Campus Transfer Form" in triplicate (give a copy to the Registry you are leaving, Accounts office and the Registry office of the campus you are transferring to). The form is available from the Registry.

9. Evaluation

You are required to evaluate the units you have done at the end of every semester. This will help faculty improve the programme and also will enable you to get an exam card. Check the calendar for when this is scheduled.

10. Pre-registration

You are required at the end of each semester to pre-register for the units you want to study in the following semester. Pre-registration enables the departments prepare a timetable for the next semester to help you settle quickly for lectures.

11. Examination procedure

Exams are administered at the end of every semester. You shall be eligible to be issued an exam card if you have:

- Registered for the semester (i.e. booked units and paid in full for them),
- **Maintained a minimum of 75% lecture attendance and completed coursework.**

In the exam room take only:

- A writing pen(s)
- Your student ID
- Your examination card

12. Cheating in an Examination

Cheating in an exam is a serious offense the consequences of which are:

- a) Suspension for a whole semester
- b) Having marks nullified for all exams taken in that semester

Upon returning you will be required to:

- c) Register afresh for the units nullified.
- d) Pay full fees for the nullified units
- e) Repeat coursework for units that were nullified
- f) Take all exams for units that were nullified.

- NOTE:**
- Mobile Phones should not be brought to an examination room during exam period. Being found with a mobile phone is deemed as cheating.
 - If you are involved in an exam irregularity more than once you shall be discontinued from studying in the University.

13. Examination Queries

If you have an examination results query, raise it within two weeks after results are released through these emails:

- examinationsnairobi@spu.ac.ke - for Nairobi Campus students and
- examinationslimuru@spu.ac.ke - for all other campuses.

14. Appealing against an exam result

You may appeal an exam result by requesting for a re-mark. The appeal must be requested for latest two (2) weeks after the official release of exam results by writing an official letter to the Senate through the DVC–Academic Affairs. You shall pay a non-

refundable fee of Kshs.1000 per unit at the bank and attach the banking slip to the Appeals letter. The letter should be submitted to the Registry office. The re-mark results will be communicated to you through an official letter.

15. **Re-taking an Exam**

If you fail in an exam, you will be required to repeat the unit(s) and can attempt a maximum of two (2) re-sits. You will need to:

- Register for the Unit(s) afresh.
- Study the unit(s) again for a whole semester.
- Complete the course work and sit for the final exam.
- The final mark you will obtain after the re-take will reflect an “R” on the transcript indicating it is a re-take.

16. **Failure to Sit for an Exam**

Missed exams should be taken the next time they are on offer. If you are unable to sit for an exam, you **MUST**:

- Provide written proof of the reasons why the exam was not taken and provide evidence.
- Write a letter to the Registrar through the HOD/Coordinator within the next semester attaching all documentary evidence where applicable.

Only the following reasons are acceptable for failure to sit an exam:

- Illness (letter from the hospital must be attached);
- Bereavement;
- Failure to raise the remaining tuition fee.

- NOTE:**
- Coursework marks will be valid for a period of one academic year that is **three** (3) semesters only.
 - If you fail to take the exam by the end of one academic year you will be required to repeat the unit(s).
 - You are only allowed to do a maximum of **three** (3) missed exams per semester.

17. **Improving your Grades**

You are allowed to improve your grades so long as you register for the unit when next offered, pay full tuition fees, attend all lectures and fulfill all the requirements of the course as per the University policy.

18. **Warning and Discontinuation Letters**

- If you get a cumulative average grade of an ‘F’ in a semester you will get an academic warning. This is to alert you on the danger of being discontinued or challenges of getting a job due to low grades.
- If you get a cumulative percentage average of an ‘F’ for three consecutive semesters, you will be discontinued.
- If you fail half or more of the units registered for in a given semester, the matter will be presented to the Senate for action.

19. Discontinuation on Academic Grounds

If you are discontinued on academic grounds, you may apply for re-admission. You will need to complete a new Application Form and a new student number will be issued to you. Apply for transfer of credits for units where you obtained a grade C and above and pay 20% of the unit cost for credit transferred.

20. Result slips

You will receive your examination results in your portal for viewing. In case you need a printed copy of the results slip, channel your request to your department. Only the last released results will be printed.

21. Post-graduate Students

If you are a post-graduate student you must complete your coursework before starting your dissertation. On the last semester of your coursework, you will need to apply for a supervisor. The office of Post Graduate Studies will officially communicate to you on who your supervisor is.

Main Drop down menus on the SPU website (see item 2 above)

Main website menus		
Home	Academic	Registry
<ul style="list-style-type: none"> - About SPU - Vision & Mission - Core Values & Objectives - Location - Board of Management - Frequently Asked Questions (FAQs) - Latest Videos - Student center - Graduation Speeches 	<ul style="list-style-type: none"> - Academic Programs - Faculties - Distance Learning - Campuses, Study Centers& collaborating colleges - Academic staff - Bookshop - Research - Publications - Apply online 	<ul style="list-style-type: none"> - Academic Calendar - Admission Regulations - Attending lectures - Exam Regulations - Graduation - Exam Time tables

Main website menus		
Library	Student life	Contacts
<ul style="list-style-type: none"> - Library services - Access and Membership - Rules and regulations - Library collections - Opening Hours - Library discovery tool - Library Catalogue - E- Resources - SPU Institutional Repository 	<ul style="list-style-type: none"> - Chaplaincy - Counseling - Accommodation - Students Association - Financial Aid - Alumni - General Info - Post Complaint - International Students - Students Clubs 	<ul style="list-style-type: none"> -