



# **DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY**

## **OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS & RESEARCH**

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DeKUT/AAR/AAPJ&APS/FORM 1/1

11<sup>th</sup> June, 2020

### **Dear students, parents and guardians of 2020/2021 Cohort**

Receive greetings from Dedan Kimathi University of Technology (DeKUT) and congratulations for getting a well-deserved space in DeKUT. As you well know, as a nation, we are in the midst of COVID 19 crisis; and we all have to observe social and physical distancing guidelines. However, the University has to continue engaging students as well as comply with the Ministry of Health guidelines. In order to ensure that students do not lose time, we have moved our teaching and learning engagements to the online platform. For these reasons, we regret that we cannot receive you on campus; however, we have made arrangements for you to enroll in your degree programme immediately. The plan therefore is to register you virtually; as well as take you through a virtual orientation exercise.

We have made the following plans for you:

#### **1. Online Registration - First Years -2020/2021 Cohort**

- a) **Letters of admission and related materials:** Government Sponsored Students will download their letters of admission from the University website starting Friday 12<sup>th</sup> June 2020. Letters of admission for Self-Sponsored Students-2020/2021 are sent to via the email they have provided in the application form.
- b) **Admission materials:** We have placed forms on our website ([www.dkut.ac.ke](http://www.dkut.ac.ke)) for you to download, fill and return to the University. In the registration portal, we have also included instructions on what to do with each form.
  - **You need an Internet enabled device.** DeKUT is a university of technology. We enhance teaching and learning with technology. At the University you will have opportunities to acquire and sharpen your technological skills; which include computer literacy. In this regard, you need to own an internet enabled device.

This is the device you will use to access the online platform and DeKUT website among other important and beneficial sites. v

- c) **Online registration:** The registration portal will open on 15<sup>th</sup> June, 2020 and close on 10<sup>th</sup> July, 2020. Kindly visit the University website and login to the Student Online Registration Portal using your Registration No. as the Username, and Form Four Index No. as the PASSWORD. Follow the instructions given in the portal.
- d) **Fees payment:** Under normal circumstances, students are required to pay 1<sup>st</sup> semester fees as part of the registration process. However, we understand that COVID 19 pandemic has caused many challenges in families. For that reason, the University Management has designed a 3-phase fees payment plan that will allow you to pay fees in three instalments.

Actual amounts to be paid are indicated in your letter of admission. The **3-phase fees payment plan** is as follows:

- i. **Phase I:** This phase shows the minimum amount to be paid during online registration – that is within the first two weeks and latest 26<sup>th</sup> June, 2020. This is the minimum amount that you are required to pay to be considered a DeKUT student. You can also choose to pay the whole amount for the semester or more than the minimum.
- ii. **Phase II:** The amount to be paid by the 4<sup>th</sup> week of the 1<sup>st</sup> semester and latest by 10<sup>th</sup> July, 2020 is indicated under this plan. By then, you will have attended lectures virtually.
- iii. **Phase III:** This phase shows the last instalment that you are to pay by the 12<sup>th</sup> week of the semester and latest 5<sup>th</sup> September, 2020. By this time, you will be preparing for the end of semester examinations.

## 2. Financial Aid Office

DeKUT has a policy whose aim is to assist students that are not able to register or progress from one year to another because of financial challenges. Under the policy, we have Work Study Programme and DeKUT Bursary. Students apply for consideration to any of the two programmes. We also encourage and facilitate students to seek support from Higher Education Loans Board (HELB). You can visit HELB website at: [www.helb.co.ke](http://www.helb.co.ke) for details.

## 3. Virtual Orientation Schedule

After you have successfully registered, we will be take you through a virtual orientation programme. Through the orientation process:

- a) You will be taken through a virtual tour of Dedan Kimathi University of Technology and get a feel of what your University looks like. We hope you will begin to feel that you belong to this great institution. DeKUT will be your home for a number of years.
- b) You will meet the Deans, Directors and Chairpersons of the various departments. During the virtual meetings, you will learn about your programme of study and related careers. You will also get to know what you are expected to be doing when learning remotely/online, and when you report to the University once normalcy returns. You will also have a chance to ask your Dean or Director and Chairs of Departments questions. We believe the interactions with the senior members of your School or Institute will motivate you.
- c) You will visit the online teaching and learning portal, also referred to as the online platform. During the tour, you will learn how to access the platform, how to attend lectures online, how to access instructional materials such as books and lecture notes, and how to interact with the lecturers. This session will be exciting. Get ready!
- d) You will take a tour of the University Library. During the Library tour, you will learn how to access reading materials remotely/using online platform. You will acquire skills for life.
- e) You will also meet the University Management led by the Vice Chancellor. This will be a virtual meeting, where students will get to learn more about the University. The Vice Chancellor will share with you what he has planned for you and the University at large.

#### **4. Vice Chancellor Meets Parents and Guardians**

We believe it is important for the University Management to meet your parents and/or guardians. This virtual meeting is designed to take place after the 4<sup>th</sup> week of the semester. By the time the meeting is called, we believe you will have learnt how to attend online meetings using electronic devices. The Vice Chancellor will use the opportunity to have a conversation with parents/guardians on matters of importance to their children and by extension, to DeKUT.

In conclusion, it is our pleasure to have you as a member of the DeKUT community. We believe DeKUT will offer life changing learning experiences and we look forward to a face to face meeting with you when it will be safe to do so.

Sincerely,



Prof. J. W. Khamasi, EBS

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