

DAYSTAR PHILOSOPHY

The Daystar statement of faith lays down the basis of our working together in God's service. This statement is only an outline. Demands of specific situations and problems will require differing emphasis and more detailed teaching. But for Daystar, these statements represent the parameters within which our faith grows and ministry is conducted. A fundamental assumption of Daystar is that we are subject to scripture in our lives, both at work and at home.

DAYSTAR STATEMENT OF FAITH AND PRACTICE

All staff and students shall profess faith in the lord Jesus Christ as their personal saviour; and shall otherwise satisfy the University Council of their soundness in faith and practice of the Christian doctrine; shall examine and be satisfied with the principles and practices of the University and wholeheartedly approve of them and carry them all out; and shall by their signature, accept without mental reservation the Confession of Faith and Practice herein set forth both in letter and spirit. All such members shall possess the qualifications required for their particular duties and shall be responsible to the University Council for their conduct and for carrying out the duties assigned to them.

I declare that I am a Christian and that I believe in:

1. The one eternal God in Trinity of the Father, Son and Holy Spirit, the creator and Lord of the world, who governs all things according to the purpose of his will, calling out of the world a people for Himself and sending them back into the world to be His servants and witnesses for the extension of His Kingdom, the building of Christ's church and the glory of His name.
2. The one saviour, Jesus Christ Himself being the only God-man, who died for the sins of mankind and was raised from the dead according to the scriptures; the only ransom for sinners and mediator between God and man; who is exalted above every other name as the Saviour of the world; who offers forgiveness of sins and the liberating gift of the spirit to all who repent, believe, and come to Him personally to be reconciled to God; and those who reject Him repudiate the joy of salvation and condemn themselves to eternal separation from God.
3. The Holy Spirit, sent by God the father to bear witness to His son, whose power and works among men lead to the conviction of sin, faith in Christ, new birth and Christian growth; and speaking through scriptures illumines the minds of God's people in every culture to perceive the truth and discloses to the whole church of the wisdom of God.
4. The divine inspiration, truthfulness and authority of the Old and New testament scriptures as the word of God with power to accomplish his purpose of salvation; the gospel of good news for the whole world addressed to all mankind for God's revelation in Christ and the only infallible rule of faith and practice.
5. The return of Jesus Christ personally and visibly in power and glory to consummate his salvation and judgement; the interim period being filled with evangelism by the people of God, who eagerly await Christ's return, the coming of the new heaven and new earth in which righteousness will dwell and God will reign forever; and meanwhile re-dedicating

themselves to the service of Christ and men in joyful submission to Christ's authority over the whole of life.

6. The constant spiritual warfare with principalities and powers of evil, which are seeking to overthrow the kingdom of God and to frustrate the work of the church, and the need for Christians to be equipped with God's Armour and to fight with spiritual weapons of truth and prayer, being watchful and discerning to safeguard the gospel.
7. The church as the community of God's people that is not to be identified with any particular culture, social or political system or human ideology; being the centre of God's cosmic purpose and his appointed means of spreading the gospel to the world; and which needs to be closely united in fellowship, work, witness, mutual encouragement and the sharing of resources and experience.
8. Christian churches that are deeply rooted in Christ and closely related to their cultures, always testing and judging such cultures in accordance to the scripture's criteria of truth and righteousness, insisting on their moral absolutes and seeking to transform and enrich them for the glory of God.
9. The freedom of thought and conscience to practice and propagate the gospel in accordance with the will of God, and to remain faithful to the gospel whatever the cost.
10. The sharing in God's concern for justice and reconciliation throughout human society and for the liberation of man, evangelism and socio-economic/political involvement, without being afraid to denounce evil and injustice wherever they exist, being part of Christian duty and necessary expressions of Christian doctrines of God and man, love for one's neighbour and obedience to Jesus Christ to exhibit his kingdom and to spread its injustice and righteousness in the world.
11. Christian education, training and research that are indigenous and developed by creative local initiatives according to biblical standards of doctrine, discipleship, evangelism, nurture and service to equip and encourage Christian leaders in church and society to provide Christian style of leadership and service.

The statements of faith are also agreed upon by the faculty and staff. These signed statements shall be kept on file in the Vice-Chancellor's Office for faculty and staff, and in the Admissions and Records Office for students.

THE COMMUNITY COVENANT OF DAYSTAR UNIVERSITY

Daystar is both our name and motto. It also summarizes our mission. Yes, we must pay attention to the biblical prophecies until the Daystar arises in our hearts. That Daystar is Christ and Daystar University is Christ's community. We must each live our lives under the lordship of Christ. That life draws meaning from submission to Christ and service to others.

The Daystar University philosophy statement affirms the triune God-God the father, God the son and God the holy spirit-as the creator of all that is and the source of all truth. As beings created in the image of God, we have special responsibilities and challenges. In our community of believer-scholars we affirm the interrelatedness of what we believe, the way we live, and the way we learn. Our search for truth and commitment to Christ connect us not

only to each other but also to God's creation and God's people throughout the world and throughout history.

Within this community, it is not easy to find the right balance of challenge and support for each individual. Personal freedom and community obligation sometimes seem to be in tension as individuals work to integrate belief and behaviour. This growth-producing process benefits from the dynamics of a diverse but concerned community, as well as the sense that the lordship of Christ and commitment to being part of the body of Christ as key values to guide us. With the task before us to search the truth and promote personal growth, we join together in the hope of achieving more together than we could separately. We agree to pursue the obligations and challenges of community membership with integrity, respecting our institutional heritage, and practicing biblical accountability.

Our submission to the lordship of Christ has many implications. Some of the primary implications can be seen in terms of benefits and responsibilities based on our relationship to God, to His creation, and to the group of people who constitute the Daystar University Community.

The benefits and responsibilities of living under the Lordship of Christ include:

a. Our relationship with God:

We affirm that there is but one true God and that his word is our guide for faith and life. Because of the importance of knowing God and His Word, we affirm the importance of the spiritual disciplines in corporate and individual life. Prayer, Bible study, meditation, fellowship, and group worship should be regular activities in a believer's life. Because God is a faithful keeper of covenants, we affirm the importance of fidelity and covenant keeping in our relationship with God and in our relationships with each other.

Scripture guides us in knowing how to live out the impact of God's grace in our lives. We are to honour and revere him in the way we worship, serve and enjoy Him. As teachers and learners we see our activities as acts of service and honour to Him. Because of the love which He initiates by grace, we respond in love to Him and to those he has created. His love gives us the sense of meaning and intrinsic worth that goes beyond any earned value or identity.

b. Our relationship with God's creation:

As people created in God's image we are to follow Christ's example in preaching the good news to the poor, binding the broken hearted, proclaiming freedom to the captives, and restoring sight to the blind. As those committed to living out the teachings of scripture, we are to act justly, love mercy, and walk humbly. We are to bring peace and unity where there is conflict and discrimination. We are to respect people and to value life above material wealth. Because we see people as having intrinsic worth, we avoid gossip, manipulative behaviour, and sexist or racist or tribalistic attitudes or behaviours, stressing instead integrity, commitment, and compassion in relationships with others.

This respect for creation also shows itself in our treatment for natural resources. As stewards we are to be faithful in preserving the environment and in maintaining the balances within the creation order. We are to use our intellect and creativity to preserve and enhance the creation, using its resources prudently in light of uncertain limits to history and life as we know it.

c. Our relationship with the group of people who constitute the Daystar University community:

We recognize the significant diversity exists within our community, bringing a richness that results from varying ability levels, backgrounds, and interests. That individual diversity, however, must come within the bounds by which the community defines itself. Individuals who join the community must also be willing to live with integrity within those boundaries for community is to function. While acknowledging the difficulty of applying general principles to specific behaviours and contexts, we as the Daystar University community, agree to the following guidelines:

1. We commit ourselves to academic integrity and excellence in cooperation rather than a competitive environment. We strive to work together responsibly and honestly in exploring and understanding the world around us, searching for truth within all academic areas.
2. We commit ourselves to expressing Christian values in responsible decisions and actions. While not all Christians agree about the application of Christian values to specific situations, we expect honesty in dialoguing about and applying Christian values to things such as the use of language, leisure time and entertainment options, observance of the Lord's Day, and personal appearance.
3. We commit ourselves to balancing personal freedom with concern for the moral standards of others. In addition, rules are designed to promote a campus atmosphere that is most conducive to personal well-being, corporate service, and the achievement of the University's distinctives, goals and educational objectives. Prohibitions about the use of alcoholic beverages outside the Holy Communion sacrament, tobacco products and the abuse of unauthorized use of prescription or non-prescription drugs relate most clearly to concerns about personal well-being and the scriptural mandate to care for our bodies. Gambling is prohibited because we want to be wise stewards of the resources entrusted to us by God.
4. We believe that certain Scriptural teachings apply to us as they have to all people in all cultures. Our lives are to be characterized by love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. We are to use our gifts in doing such things as service, teaching, encouraging, giving, leading and showing mercy. In contrast, we are to avoid such sinful practices as drunkenness, dishonesty, profanity, occult practices, sexual intercourse outside of marriage, homosexual behaviour, sexually exploitative or abusive behaviour, and use of pornographic materials. Although wrong attitudes such as greed, jealousy, pride, lust, prejudice, and factiousness are harder to detect, than wrong behaviours, both are sinful and destructive to community life and the body of Christ.

With this understanding of our benefits and responsibilities as members of the Daystar University community, we covenant together as a community of believer-scholars to pursue the challenge of living out this document. We commit ourselves to pursuing the distinctive, goals, and educational objectives of the University. We commit ourselves to seeking increased understanding of the Christian faith and applying that faith to specific academic disciplines and world problems. We commit ourselves to encouraging growth in others by living as examples or models, applying our faith to personal life-style issues, confronting inappropriate attitudes or behaviours directly and affirming the evidence of God's work in

others. We will strive to use our talents and time, both in and out of class, for the benefit of the community and to the glory of God, working together to bring all of life under the lordship of Christ.

Spiritual Life

Enormous opportunities exist for the entire Daystar community to develop habits and discipline which will foster both individual and corporate spiritual growth. It is expected that all students and staff will attend the chapels, the Day of Prayer and other spiritual activities as may be planned by the University in keeping with Daystar's vision and mission. These activities are not optional. Habitual absenteeism will result in subjection to university disciplinary measures. The chapel schedules are:

Nairobi campus

Tuesday	8:00 – 9:00 am.
Thursday	8:00 – 9:00 am.
Friday	5:30 – 6:30 pm.

Athi River Campus

Tuesday	8.30 – 9.30 am.
Thursday	8.30 – 9.30 am.

Mombasa Campus

The Day of Prayer

This is held once in every semester in both campuses. The Day of Prayer is not optional for members of Daystar University.

There are other campus fellowships available for spiritual nourishment under the Daystar Christian Fellowship (DCF), which offer opportunities for Christian service, ministry and fellowship. These are given below for the respective campuses:

Nairobi Campus

- Various fellowships e.g. Ladies Fellowship (*DaLaFe*)
- Prayer meetings
- Outreach missions
- Bible Study

Athi River Campus

- Evangelism Team
- Men's Fellowship
- Drama Team
- Dance Team
- Ladies Fellowship (*DaLaFe*)
- Sunday School
- Sing Africa
- Married Couples Fellowship
- Evangelism Choir
- Intercessory Team
- Bible study
- Service Team

- Worship Team
- Off-Campus Fellowship

The times and locations for these activities are posted on the bulletin boards as need arises.

Counselling Services

These are available through the following:

- University Counsellors
- Chaplains (on both campuses)
- Pastors (within Daystar Community)
- Dean of Students
- Resident Administrator (Athi River Campus)
- Resident tutors
- Faculty and Heads of Departments

For additional or professional counselling, check with Student Development Division. Academic counselling should be sought from the heads of respective teaching departments.

Code of conduct

Daystar University is a Christian institution, a community of believers from various ethnic groups, nations and church communions. By coming to Daystar, the students indicate that Jesus Christ is Lord of their lives and that they wish to express His life in thought, word and deed. It is expected that they will exemplify a God-controlled life, both on and off the Daystar campuses. That expression of the life of Christ is manifested in several ways.

First, one constantly remembers that he is an “ambassador of Christ” and makes sure that his behaviour does not bring reproach to the Saviour.

Secondly, when one sees a brother or sister whose life appears to fall short of this standard in some particular area, it is his responsibility to go to that person privately and to “speak the truth in love”, to help that brother or sister to walk worthy of the Lord.

Thirdly, there are significant parts of the body of Christ served by the Daystar Community and who believe that certain behaviours are sinful or unbecoming to a Christian. We recognize that sincere followers of Jesus Christ honestly differ in their view of some of those things, and we recognize that Christians in other contexts might order their lives somewhat differently. However, we also believe that as a community we should govern our lives so as to maintain the ministry of Daystar to the whole Church in Africa and to support Daystar’s witness to people from all walks of life.

Fourthly, the mission of Daystar University is to train and equip servant leaders for the expansion of God’s kingdom in the world, with special focus on Africa. The emphasis is on equipping Christians for effective service in the communities where they live and serve so as to win disciples for the kingdom of God. The Gospel must be effectively communicated by every Christian, the laity and the ordained, the businessman and the teacher, the technologist and the professor. It is our prayer that students will develop life habits that will help them communicate God’s word to their neighbours.

Consequently, Daystar regulations are designed to allow the fullest liberty consistent with efficient service and love for those who differ in their views. **Specifically**, *smoking, gambling, use of intoxicating liquor, use of illegal drugs, use of obscene or pornographic materials, indulgence in immoral sexual behaviour, use of indecent language, use of indecent dress, absenting oneself from chapel* and other practices which are questionable in Christian living are not allowed for students of Daystar University.

One aspect of our life together that needs urgent attention is the way we dress. We can make our sisters and brothers fall into the sin of lust. We can communicate the wrong message to our neighbours. As such, as Christians we should seek to make best of our appearance in order to be good examples to others.

The biblical perspective of hairstyle and dress for both men and ladies is cleanliness and modesty. Modesty includes all that which is morally, socially and reasonably acceptable. Cleanliness touches our body smells, dirty clothes and shoes. The Israelites were told to wash their bodies and clothing before they went to meet with their God. The Biblical model is of course spiritually motivated. Yes, the measuring yard is the Bible. God was the first to dress man in Genesis. He had a purpose. It will be noted however, that the Bible does not give us specifics but rather gives us **principles** on which to build our thinking and modes of operation and behaviour. Dressing is a very clear means of communicating one's cultural value system. Daystar's dress code is therefore laid out here below.

Female students may wear dresses and skirts that are not above knee line. Slits up to the knee are also acceptable. Dressing that is unacceptable for female students include mini-skirts that are above the knee line, necklines that are four inches below the shoulders, body tight trousers, bare-backs, navel-gazers ("*tumbo-cut*"), and see through among others.

It is also unacceptable to pierce one's nose, navel, eye brows, tongue or any other body part or to cut tattoos on our bodies. These could become a health hazard.

Male students, on the other hand, are expected to wear properly groomed hair if they are not bald. Also, men are not allowed to braid their hair in any form of locks or braids, wear head-scurf, wear earrings and studs, wear hats in class, display bare chest, or cut tattoos on their bodies.

Any student who will not conform to this code, or whose conduct is detrimental to the total welfare of the Daystar Community, shall be subject to disciplinary action which may result in suspension or dismissal.

As a community of believers, Daystar faculty, staff, and students believe in the Biblical approach to settling of grievances or misunderstandings that may arise from time to time (Matthew 18:15-17). The University will provide every opportunity for dialogue. Therefore, boycotts, strikes, riots, sit-ins, protests, unruly behaviour, incitement or any form of mass indiscipline are not allowed for students of Daystar University. Any form of involvement or participation in any of the above will lead to disciplinary action which may result in suspension or dismissal.

Student discipline

Policies and procedures on handling student discipline cases may be obtained from the Associate Dean for Student Affairs

Residential Units

1. Incoming students who require on-campus accommodation apply for it ahead of time. Applications are to be directed to the office of the Residence Administrator in the Student Development Division, or the Admissions Office. Rooms will only be allocated to students who have sufficient funds to pay for the room.
2. Allocation of rooms to resident students will be the prerogative of the Residence Administrator or Housekeeper. Once allocations have been made, change of rooms, beds etc, will not be allowed without written permission from the Residence Administrator or Housekeeper.
3. Students' rooms are out of bounds to members of the opposite sex at all times..
4. The Student Development staff, Resident Tutors, and Resident Assistants may carry out student room inspection from time to time.
5. All visitors should leave Daystar Campuses by 11.00 pm. All visitors are to report at the Security Check point at the gate on their way in and out of Daystar University
6. Visitors are not allowed into students' rooms, for the sake of security. All visitors shall be received or entertained in the dining room, common room or outside.
7. Hawkers are not allowed into Daystar hostels. Any boarder who invites a hawker into their room or hostel will forfeit their residence.
8. Removal of campus furniture or any other campus equipment from the rooms or any other part of the hostels without the permission of the Student Affairs Department is forbidden.
9. Students wanting to hang pictures on the walls must request for proper nails to be fixed on the walls by the Administration Department.
10. All losses or damage to University property in students' rooms should be reported immediately to the Residence Administrator or Housekeeper. Such damage will be paid for by students' caution money, either individually or collectively.
11. The University will not be held responsible for any losses or damage to student property while in the hostels. Students will be responsible for the security of their property.
12. Students are responsible for the cleanliness of their rooms. Students are expected to use the equipment provided to clean their rooms as well as wash the curtains, and keep the windows clean.
13. All hostel residents are required to be back on campus by 11.00 pm unless the Housekeeper, Residence Administrator or Resident Tutor has been informed. The main hostel doors will be locked at 11.00 pm. Students returning to the campus after 11.00 pm will be required to register with the security office.
14. Walls are to be left clean without being defaced by advertisements or posters. Students who stain walls or deface them will be charged for it.

15. Except with the written permission of the Residence Administrator, students are to vacate all rooms during the vacations. Such permission will only be granted after application for the accommodation is approved in writing by the Residence Administrator.

- i) Students must surrender all keys to the Residence Administrator at the end of every semester. A fee will be levied on students who will not sign out upon surrendering the keys.
- ii) Students should clearly label all their luggage and make arrangements for storage of the same with the Residence Administrator. All luggage will be collected by the end of the registration process. Students who are not reporting for the next semester should not leave their luggage.

a. Laundry

- 1. Students are not allowed to soak clothes in the sinks, bath-tubs, or dhobi sinks. Students are to use their own buckets for soaking clothes.
- 2. Students are expected to leave the laundry area clean.
- 3. Students are not allowed to use chairs for washing clothes or to stand on them hanging clothes.
- 4. Students should not wash their clothes in the bathrooms or the rooms.

b. Guidelines

- 1. Students are to be considerate to others in the hostels, e.g. keep the volume of their music stereos low. Any music systems or radios constantly reported as being loud will be confiscated indefinitely.
- 2. Do not bang doors.
- 3. Dry clothes are to be removed from the lines to make room for others who need the space.
- 4. Maintain low tones and avoid shouting to those who are far off.

c. TV Use

Our audio/visual facilities are limited but useful for educative, informative and entertainment purposes. The machines need proper handling and care for them to last. The following guidelines aim at regulating noise in the viewing room as well as safeguarding the machines from mishandling.

- 1. The TV shall not be removed from the viewing room.
- 2. There will be no TV viewing during chapel hours

d. Food Services

i) Cafeteria/ Dining Hall

All resident students are required to have a valid MEAL CARD obtained from the Residence Administrator or the House Keeper to allow them to eat in the Dining Hall. Day-scholars may also eat in the Dining Hall if they but must have a meal voucher obtained from the Finance Office. Cash purchase is also available at reasonable prices.

Please note that your MEAL CARD is not transferable to someone else.

ii) Restaurant – Athi River Campus

Snacks and beverages are available for sale at the Restaurant (Coffee Shop), which is open from 8:00 am to 8:00 pm daily, and from 10:00 am to 8:00 pm on Tuesday and Thursday

iii) Restaurant – Nairobi Campus

The University has out-sourced catering services to two caterers. Students are welcome to buy snacks and meals from any canteen. The canteens are closed during chapel time.

NOTE:

1. No meal shall be served after the scheduled meal times without prior arrangement with the cateress.
2. Sick students will be served in their rooms only with written permission from the Resident Administrator. Otherwise no meals should be carried to the hostels.
3. No plates, cups or cutlery may be carried out of the Dining Hall.
4. Keep the tables clean while eating in the Dining Hall. Clear your plates in the garbage bins provided and leave your plate on the trolley.
5. Special diets prescribed by a doctor may be considered.
6. The back entrance to the kitchen is for use by the kitchen staff only. No unauthorized personnel are allowed into the kitchen.

e. Transport Services.

A private transport service firm is contracted to handle transport for day-scholars to and from Athi River Campus.

i) Transport Requirements.

1. The programme for the shuttle must be adhered to at all times and the bus departs at the stated times. Those left behind must make their own arrangements to their destination. Transport schedules are posted on University notice boards.
2. A bus pass or a ticket must be produced on demand by the conductor or the student will be asked to disembark.
3. All payments must be made beforehand to the University. No payments shall be allowed on the bus. After the capacity of the transport means is full, no more tickets will be sold.

4. Day-scholar buses are exclusively for them. The rule of 'first come first served' will apply. Overloading or reserving of seats will not be allowed.
5. Transport for borders in Athi River Campus will be made available on Fridays from morning until 5.00pm. Sunday departures from Nairobi campus is as buses fill up to 5.00pm. Boarders should plan to return to the Athi River Campus on Sundays otherwise they will be expected to make their own transport arrangements on Monday mornings.
6. Boarders and visitors should purchase valid bus tickets from the conductor on duty when space is available for them to travel in the buses.
7. All staff buses are reserved for faculty and staff unless otherwise stated.
8. All buses shall follow the approved routes only and will depart as they fill up.

ii) Parking.

Nairobi campus.

Limited parking space is available and it is designated to various senior staff. Students with own vehicles are advised to park as directed by the Campus Administrator. Guards will be posted there to watch over the cars. Students must obtain a parking permit to be allowed to park on the campus.

Athi River Campus.

The Athi River Campus has adequate parking space. The PAC parking lot is reserved for the Vice Chancellor and the Deputy Vice Chancellors.

f. Maintenance services.

All defective University property should be reported to the Senior Administrative Assistant Manager while security matters should be reported to the security office.

Any movement of University assets should be authorized by the administration department.

g. Telephone Services.

Nairobi Campus.

Students are free to book their numbers with the receptionist. However, each call made must be paid for at the finance office. In case of an emergency at night, the security office can be consulted on telephone.

Athi River Campus.

In case of emergency, students should contact the Residence Administrator, the Resident Tutor or the Security Desk.

NOTE:

Students are not allowed to use office telephones for personal calls unless with permission from the responsible University official.

h. Mail Services.

1. All postal services can be accessed from the Post Office situated off-campus.
2. Both outgoing and incoming mail will be posted and received twice a day on both campuses.
3. Mails can be collected either at the mail office or at the Student Affairs Office.

Students are advised to check for their mail at the Office of Student Affairs.

i. Bookshop Services.

The Bookshop operates as a single business entity that deals with selling items and not issuing stationery. The students' Textbook Allowance will always be highlighted on the Bookshop Requisition Card upon receipt of a valid statement of payment from the Finance Department.

Photocopying services are rendered to students on cash basis.

j. Medical Services.

The Athi River Campus Medical Centre is located on the Northern side of the campus, near the DUPA Hostel and opens as follows:

Monday - Friday: 8:30 a. – 5:00 pm
Saturday & Sunday: Closed except for emergency service
Night duty from: 7:00 pm – 7:00 am all days of the week

1. All students are required to join the Daystar Medical Scheme which is through an insurance company contracted by the University in cooperation with the student government. Those bringing proof of having insurance may be exempted. Check with the Human Resource Office for more details.
2. Students will be issued with an insurance membership card and this should be carried at all times in case emergency treatment is required.
3. When a student needs medical attention, he/she can get it from the Daystar Clinic or any other preferred health provider appointed by the insurer.
4. There is a Resident Doctor/Nurse at the Athi River Campus who handles any arising emergencies.
5. In case of any admission in the hospital, it should be brought to the attention of the medical insurer.
6. It is important that every student gets knowledge on what is involved in their personal medical scheme, particularly the exclusions.
7. Members of Daystar are advised to drink bottled water.
8. Students with personal medical cover should submit a letter from the respective insurer to Human Resource department beginning of every academic year.

International Students Affairs

a. International Students Office

All non-Kenyan students are required by law to obtain immigration documents before enrolling for study in Kenya. This includes valid passport, Kenya Pupils Pass and an Alien Certificate. A re-entry pass is required for those travelling home in the course of study. Further information is available at the International Students Office at the Hope Centre.

b. Student Exchange Programme

Through the Student Exchange Programme, the University provides opportunities for Daystar students to participate in exchange programmes with other universities. The programmes are open to second and third year students. Fourth year students can only participate during their first semester.

A Cumulative GPA of 3.00 is required as well as the ability to purchase a return ticket. The student must also be a mature Christian possessing evident leadership qualities. For more details refer to the *University Catalogue*.

Library Department

1.0 Preamble

2.0 The University library is located in three campuses namely; Nairobi, Athi River and Mombasa. The Library holds a collection of information materials both in print and electronic formats: books, audio-visual materials, journals, magazines, newspapers and reports.

The Library is open to faculty, staff and students of the University for reference and lending services. Other users are allowed to use the library services at the discretion of the University Librarian. These include Daystar alumni, pastors, secondary school teachers, government officials and researchers.

2.1 Vision

The University library aspires to excel in the provision of services that will enable, empower and encourage life-long learning. Being a centre of intense intellectual inquiry, the library will endeavor to share with the university community the aspiration to be the most dynamic institution of higher learning within the Africa region and beyond.

2.2 Mission

The mission of the library is to serve the University community by providing high quality resources, services and varied gateways to information so as to meet the diverse instructional, research and outreach programmes offered by the University. As the academic heart of the University, the Library selects, acquires, organizes and maintains a library collection that meets the information needs of its diverse users.

2.3 Objectives

The objectives of the library are to:

- i) Provide prompt, reliable, up-to-date and user-friendly high quality scholarly information in both print and electronic format to faculty, students and staff.
- ii) Ensure that the selection, acquisition, organization, storage and presentation of information are in line with the needs and requirements of the University community.

- iii) Develop qualified, motivated staff who have competencies in information technology, customer care, and communication skills for provision of efficient services.
- iv) Create a favorable physical environment for study and for the resources.
- v) Collaborate with other libraries so as to enhance access to diverse information resources.
- vi) Lead other Christian based academic libraries in the provision of up-to-date resources, application of technology and best practice in servant leadership

3.0 Services Provided

The Library provides the following services:

- i) Lending of books
- ii) Textbook loan
- iii) Multimedia
- iv) Reference and referral services
- v) Drop box – this is a box provided for dropping books which are due for returning to the library. Users normally use this service either in the evening or early in the morning before the library opens.

4.0 Textbook Loan Programme

The textbook loan programme is a separate section of the Library that loans course textbooks to students for a full semester. The objective of the programme is to enable each student to have the textbook for every course.

The use of the textbook loan programme is governed by the following regulations:

- i) Books are issued on a “first-come-first-served” basis to students who have fully registered for the course. The student should bring his or her stamped invoice showing the list of courses for which he or she has registered.
- ii) All loaned textbooks are due on the last day of the end semester examinations.

An overdue fee is charged per day when a book is not returned on time up to a maximum of 20 days after which a book will be assumed lost and a replacement cost demanded.

- iii) A student is responsible for loss or damage of a textbook loaned to him or her. Damage includes mutilation, underlining the text, writings, folding etc.
- iv) The cost of replacing a book will be calculated at the current market value of the book and will include other incidental charges.

5.0 The Multimedia Centre

An overdue fee is charged per day when a book is not returned on time up to a maximum of 20 days after which a book will be assumed lost and a replacement cost demanded.:

- i) Registered members shall access the services upon provision of a password by the officer in charge.
- ii) Members should sign in and out every time they wish to use the facility.

- iii) Use of flash disks and other electronic storage facilities can only be used with permission from the Person in charge
- iv) Information resources at the centre should not be taken out unless authority is given by the staff in charge.
- v) Printing services at the centre will be charged at a fee to be determined by the department from time to time.
- vi) A user should log off the machine after use.

6.0 Library Regulations

6.1 Opening Hours

The Library is open from Monday to Saturday. It will remain closed on public holidays and Sundays.

6.2 Library Membership

- i) All faculty, staff and students of Daystar must be registered as library members, in order to borrow information resources.
- ii) All registered users shall use an electronic card to access or borrow library resources.
- iii) The Daystar identification card must be produced when entering the library.
- iv) Library fees is payable per semester

6.3 Borrowing rights and overdue penalties.

- i) Registered faculty, staff and students have the right to borrow materials.
 - ii) Some Library materials are not for loan outside the Library such as the reference collection, and all materials in special collection section and multimedia. Materials on reserve should only be used in the library except when overnight loan is allowed.
 - iii) Students enrolled in the various academic programs are legible to borrow books for two weeks. Postgraduate students are entitled to borrow 11 books , while students in other programs can borrow a maximum of 9 books.
- v) It is an offence to take materials out of the Library unless they are properly issued.
- vi) Students enrolled in the various academic programs are legible to borrow books for two weeks. Masters students are entitled to borrow six books while students in other programs can borrow four books.
- vii) Fines shall be charged for overdue materials at a rate to be determined from time to time.

6.4 Inter-Library Loan (I.L.L)

Library users should place their requirements with the Library Reference staff for I.L.L from either library.

7.0 Fines and Payments for Lost or Damaged Materials

- i) Any borrower who fails to return or renew materials on the date due shall be fined per item, per day, which includes Sundays and public holidays.
- ii) Users who fail to return Library materials 20 days after they are due will be charged the cost of replacement and any administrative costs.
- iii) The cost of replacing lost library materials will be calculated at the current market value of the item plus other incidental costs. Money paid for lost items is not refundable in case the lost item is later found.
- iv) Any borrower who fails to return reserve materials at the specified time will be charged per hour.
- v) The Library automated system will automatically block the accounts of defaulters until all the books have been returned or fines have been paid.

8.0 Clearance

All users are to clear with the Library, pay for the lost library resources and overdue fines before leaving the University.

9.0 General Rules

- i) Cell phones shall not be used to call or answer calls in the Library. Patrons are required to switch them off or put them on silent mode. Library security staff have a right to confiscate and detain mobile phones.
- ii) The provided waste bins should be used to dispose litter.
- iii) Play stations, Walkman and other non educational electronics, except laptops, Ipads and tablets should not be brought into the Library.
- iv) Eating and drinking in the Library is forbidden.
- v) Briefcases and bags will not be allowed inside the Library. Large handbags, folders and files will be inspected upon exit.
- vi) Library books used within the Library should be left on the tables and not re-shelved by users.
- vii) Personal books and files should not be left on the desks for more than 10 minutes without use. Prior reserving of sitting space is not allowed.
- viii) Order and good manners should be observed in the Library. For example, placing feet on desks or sleeping in the Library is not allowed.
- ix) The provided waster bins should be used to dispose litter.
- x) Stealing or attempting to steal library property is a punishable offence.

- xi) Writing on, underlining and tearing of library property is not allowed.
- xii) Walkman and other electronics, except laptops, should not be brought into the Library.

10.0 Suspension from the use of the Library

The Librarian shall suspend any user whose library conduct is considered unacceptable. Such persons shall be reported to the disciplinary committee for further action.

Computer Laboratory Use Policies

Preface

Daystar University has provided excellent, well-equipped computer laboratories to enable students to write term papers and do their class projects. Laboratory assistants are available in each lab to assist students in case of technical problems with computers or printers. However, Lab Assistants are not to assist students with their work or in typing papers.

Computer services are costly and, for that reason, a computer usage fee is charged each year. The payment of this fee does not allow students to abuse the laboratory, the lab assistants or fellow students.

The laboratories can get crowded and hot. Also, virus control and prevention is a serious issue that must be addressed. For these reasons, the following policies have been established to govern the use of the laboratories. We hope that students will benefit from the use of the laboratories. It is also recommended that all exercise Christian stewardship by using the equipment responsibly and with care so as to maintain the labs in good condition.

When IT communication links are established, computer laboratories will allow for access to intranet, internet, and the world-wide-web.

Policies

1. Only authorized users are allowed into the laboratories. The Laboratory Assistant has the final authority regarding admission
- 2.
3. Social networks such as Facebook and Twitter, are not prohibited, but priority should be given to students needing computers for academic work and these sites may be blocked in certain labs at certain times of the day.
4. Food and drinks are not allowed inside the computer labs. Anyone bringing food or drink into the laboratory will forfeit the right to use the laboratories for the remainder of the semester.
5. Any malfunctioning of a computer, software or peripherals should be reported immediately to the Lab Assistant. Students should not attempt to repair hardware or software problems.
6. Students are not to change any settings on computers.

7. Computers may not be moved from their current locations unless the Computer Supervisor gives permission.
8. There may be no more than one (1) person at one computer. Group work may not be done in the laboratories. The work should be compiled outside the lab and one person designated to do the work on computer. It is not permitted for one student to dictate to another.
9. Students must remain outside the laboratories while waiting for a free computer or for a class to end.
10. Chairs may not be brought into the laboratories from other rooms.
11. Loud talking that may distract other users is not permitted. The Lab Assistant will request those talking to stop. If it continues, the students will be asked to leave. The Lab Assistant will keep records of such students so that if repeated, further disciplinary action will be taken.
12. Any violation of these policies will result in the student being asked to leave the lab. Repeated violations will result in forfeiting the right to use the labs for the remainder of the semester.
13. The Lab Assistant has the final authority to maintain discipline and ensure that these policies are followed.
14. Disciplinary matters that arise will be handled first by the Lab Assistant Group Leader. If it cannot be resolved there, the case will be taken to the Head of Computer Science Department, and then to the Dean, Science and Technology. If still unresolved, it will be taken to the Daystar University MIS Committee for the recommended action and could possibly go to the Student Disciplinary Committee.
15. Students are asked to help keep the laboratories clean and tidy at all times. All scrap paper should be deposited in the provided dustbins.

Daystar University Students Association (DUSA)

Introduction

DUSA, the Daystar University Students Association, is the student government whose aim is to initiate, develop and maintain a more effective and productive student life, and to enhance a healthy relationship between the administration, staff and students. More specifically the aims are outlined as follows:

1. To establish an efficient, accountable and transparent student association which seeks and undertakes representation and /or participation in organs of the university?
2. To provide for social welfare of students.
3. To promote academic development and intellectual growth through the Academic Affairs committee.

4. To work in close solidarity with other students movements within different university and establish friendly relations and understanding with other relevant bodies within the country and outside as is deemed necessary from time to time.
5. To promote spiritual growth in collaboration with the Daystar Christian Fellowship and Chaplain's office.
6. To facilitate communication between the administration, staff and students.
7. To liaise with clubs and associations of other institutions of higher learning committed to any or all of the above objectives.
8. To organize and co-ordinate student activities throughout the year.
9. To represent students in various administrative and Academic organs of the university, subject to the provisions of the Daystar university Act(charter) and the university statutes, and voice the concerns or grievances of the students.
10. To develop positive attitudes to, and from, the community through participation in community service, and other related projects, which are in line with university's mission and vision.
11. To cultivate, encourage, nurture and promote high standard of moral and ethical culture among its' members.
12. Generally, to do all other things as may appear to be incidental or conducive to the attainment of any or all of the above cited objectives.

MEMBERSHIP.

Any student admitted to the university for a course leading to the qualification of an award of a certificate, Diploma or Degree of the university shall be an ordinary member and are obligated to pay the activity fees, as determined and contained in the constitution of the association therein. Those taking short courses and Daystar staff at Daystar university are exceptional.

THE EXECUTIVE

The executive is the arm of DUSA elected and empowered by the students for executive functions. In reference to the Association, the decision-making power lies with the executive. It is worth to note that each campus has an autonomous student leadership who however work together for various student activities.

DUSA STRUCTURE for each Campus:-

- Chairperson/President.
- Vice-Chair- and Secretary for Academic affairs.
- Secretary- Social welfare.
- Secretary- Sport and Recreation.
- Secretary-Clubs and Associations.
- Secretary General.
- Treasurer.
- Secretary - International Students Association of Daystar University.

Generally, the Executive serves to represent and defend the interests of the Association or its individual members in all matters relating to faculty, staff and Administration as a whole and in particular to facilitate easy flow of information between mutual parties. Specifically, the composition, election and functions of the Executive are outlined in the DUSA Constitution Articles.

THE STANDING COMMITTEES.

At present there are eight (8) standing committees, who are specialized organs with specific responsibilities for the main areas of student activity, welfare or interest. The standing committees are as follows:-

1. ACADEMIC AFFAIRS COMMITTEE

In consultation with the Vice chairperson Academic the committee shall exist to promote academic excellence and fair competition within the university. Will also receive and investigate academic related grievances and make appropriate recommendations in liaison with the general Executive committee to the relevant Authorities. The committee shall consist of all chairpersons' from various Academic departments, representative from the DVC Academics office and another from the Registrar's office.

2. SOCIAL WELFARE COMMITTEE.

This standing committee exists to provide practical support and advice to students, especially on matters of Accommodation, Health, Transport and catering. It is also involved in the organizing of some social functions like Orientation dinner.

This standing committee is divided into two;-

a) FOOD MENU AND HEALTH COMMITTEES.

In consultation with vice chair social welfare, the committee shall be responsible for developing menus and ensure that they are strictly followed and ensure also that the medical cover issues are looked into. It is their responsibility to ensure the Hygiene is highly observed by working together with the companies contracted for the health and catering services. Members of this committee shall consist of at least 2 resident Assistants, 2 other students, Resident administrative Assistant, Dean of Students, 2 Resident tutors, Coordinator Cleaning and Catering Services and at least one from each contracted company

b) TRANSPORT, HOUSING AND SECURITY COMMITTEE.

In consultation with the Vice chairperson social welfare, it shall work with the transport, security and landlords to ensure that these vital services are rendered. The following are specific roles:

✚ TRANSPORT SUB-COMMITTEE:-It shall exist to coordinate and facilitate transport arrangement for both boarders and day scholars. This committee shall also work with the contracted companies in order to ensure that the transport contract is not violated. The members shall comprise of 1 Representative for each route for day scholars, 3 representatives for boarders, Transport coordinator and at least 1 representative from companies contracted by the university in this area.

✚ HOUSING AND SECURITY SUB-COMMITTEE:-It shall work with the landlord and security personnel to ensure that the security for both on campus and off-campus students is catered for. Shall ensure that students live in better hostels and that their needs like water, electricity and security are met. Members of this committee shall consist of all the managers or landlord/ladies representative, Daystar's security coordinator, Students representative of various Hostels.

3. SPORT AND RECREATION COMMITTEE:-

In consultation with the Sport Secretary, it shall exist to coordinate sport and recreation activities for Daystar students within and outside Daystar University. This standing

committee shall consist of all sports captains, Sports Officers and coaches. It shall coordinate teams and individual games. There are plenty of opportunities for those who want to relax and enjoy their sport or recreation activity. Daystar has the following teams which competitively participate within and outside the University;- Soccer (men/ women), volleyball (men/ women), Table tennis (men/women), Rugby(men/women), Basketball(men/women), Tennis(men/women), Track & Field (men/ women) ,Badminton (men/ women), Pool (men/ women), Handball (men/ women) Bodybuilding and Aerobics (men/ women), Darts (men), Chess, and other board games.

NOTE:

A student interested in any of these sporting activities may see the Sport and Recreation Officer or the DUSA Sport Secretary.

4. CLUBS AND ASSOCIATIONS COMMITTEES.

This standing committee shall exist to:-

- ✚ To oversee the activities of clubs and Associations among the student body, to promote them and in liaison with the Dean of students recommend new clubs for registration in regard to clubs rules and regulations. Currently, we have United to Achieve Millennium Development Goals(UN-AMDEG), Communication Association of Daystar Students(CADS),Marketing Students Association of Daystar (M-SAD),Accounting Students Association Of Daystar (ASAD),Environmental Club, Drama club, Community Development Students Association of Daystar (CODSAD), Daystar University Peer Educators (DUPE),Debate and Current Affairs Club, French Club, AIESEC

- ✚ To do Vetting of all new clubs before it is submitted to the Associate Dean for Student Affairs for submission.

If your particular interests are not currently catered for, you and other like-minded enthusiasts can easily start your own club/Association .Application forms for new clubs/Associations are available in the office of the Dean of students.

5. INTERNATIONAL STUDENTS (ISADU) COMMITTEE:-This standing committee exists to oversee and represent international students as well as consortium or students on exchange programmes.

It consists of Chairperson, Vice-chairperson, Secretary and a Treasurer. The Chairperson automatically becomes a member of the DUSA Executive.

DUSA CONSTITUTION

This article on DUSA is intended to broadly introduce you to the activities of DUSA. A more Comprehensive account of DUSA is contained in its Constitution. All Students are EXPECTED To be familiar with the constitution in order to take more meaningful participation in DUSA activities.

Ample copies of the constitution are available in the reserve section of the library, Student Affairs Office and the DUSA offices.

DUSA ACTIVITIES

Clubs and Associations meet for their activities on Wednesdays from 3:00pm-5:00pm. DUSA general Meetings are held on scheduled Wednesdays or Mondays.

A calendar for DUSA activities for each semester will be placed at strategic notice boards. All students are expected to take note and actively participate.

WHO TO SEE FOR WHAT

Academic Matters (General)	Registrar
Absence Forms	Registrar
Admissions and Re-Admission	Registrar
Attendance and Absences	Registrar
Campus Activities Calendar	Registrar
Change of Course/Major	Registrar
Course Descriptions	Head of Department
Complaints about Academic Programmes	Head of Department/ Instructor
Copy of Transcripts	Registrar
Add/Drop a Course	Registrar
Grades/Class Schedules	Registrar
Grades and Academic Standing	Registrar
Student Records	Registrar
Student ID	Registrar
Career Counselling	Associate Dean, Student Affairs/ Head of Department
Clubs & Associations/Student Activities	Associate Dean, Student Affairs/ DUSA Executive
Collaborative Programme	Coordinator Collaborative Programme
Counselling	Chaplains/Student Counsellor/Resident Tutors
Financial Aid	Financial Aid Officer
Meals	Cateress
Health Problems	Medical Staff/ Resident Tutors (Nights)
Housing Information	Senior Resident Administrator - Residence
Library/Learning Resources	Librarian/Deputy Librarian
Parking	Administration Manager
Corporate Affairs	Corporate Affairs Manager Alumni Affairs
Alumni Affairs Officer	
Guest Relations	Resource Mobilisation Officer
Information/ Media	Public Relations Officer
News/ Photography	Public Relations Officer
Security	Security Coordinator/Security Guards
Student Exchange Programme	DVC (Academic)
Immigration Matters	Students Counsellors
Transport	Administration Manager
Medical Insurance Cards	Human Resource Manager

Academic Heads of Department

School of Science and Engineering
School of Business and Economics
School of Communication and Performing Arts
School of Social Sciences

GLOSSARY

ABBREVIATION	EXPLANATION
VC	Vice – Chancellor

DVC [Academic]	Deputy Vice-Chancellor [Academic]
DVC [Administration]	Deputy Vice-Chancellor
ILPD	Institute of Leadership and Professional Development
PRO	Public Relations Office(r)
A/R Campus	Athi River Campus
NRB Campus	Nairobi Campus
Blocks	A crash course programme offered over the June/ August holiday.
CMT	Christian Ministries and Training
Continuing Education	An undergraduate part-time degree programme offered in the evenings and Saturday
Consortium programme	An exchange programme between Daystar and 13 Christian Colleges in USA
DU	Daystar University
DUAA	Daystar University Alumni Association
DUGSA	Daystar University General Staff Association
DUPA	Daystar University Parents Association
SSADU	Senior Staff Association of Daystar University
DUSA	Daystar University Students Association
ISADU	International Students Association of Daystar University
DH	Dining Hall
GPA	Grade Point Average
Hostel B/ Bright Night	Alternatives student accommodation outside the Athi River Campus
BCC	Bible, Commerce & Communication complex, a building comprising of lecture theatres, classrooms, computer labs, recording studios, and speech and writing centre.
S-CHU	Self Catering Housing units offering half boarding facilities.
Joshu's	Student Canteen
Amphitheatre	Largest meeting hall at the Athi River Campus

TV Room	Television viewing rooms in students hostel
Lukenya	Administration Block for Community Development
PAC	Providence Administration Centre
INFOSPOT	A weekly campus newsletter published by the Public Relations Office.
Involvement	A student newspaper covering the happenings within and around the campuses, published by Communication students
Perspectives	An academic journal of Daystar University
Luminator	A DUAA publication
Pre-U	Pre-university programme
Transcript	Result slip showing a student's academic performance every semester